

## News

Merry Christmas to all our readers. We hope you have fun whatever your Christmas has in store.

Looking into the New Year, are your budgets built, your books balanced and your spreadsheets sorted? If a brush-up on Excel skills would get you off to a good start in the New Year, take a look at the details of our course [below](#).

*You are receiving this because you have previously purchased from [Nicholson Solutions](#), or have expressed an interest in our services. If you don't wish to receive this newsletter in future, just [email](#) and let us know.*



*User tip of the month:*

*Freezing the header row in Excel*

Do the column headers in your worksheet scroll out of sight after you have entered a number of rows? At the top of your worksheet select the row below your header (click on the number at the start of the row). Now select **Window**, then **Freeze Panes**. The header row(s) will now stay visible, while the lower part of the screen scrolls.

## Next month's special offer

Our featured course in January is **Excel Standard**.

In this course you will learn how to take control of spreadsheets by

- formatting rows, columns, cells and text
- performing arithmetic operations
- sorting and grouping data
- creating charts or graphs

[Click](#) to view the full course content. If you need more advanced Excel training, please [contact](#) us.

The content is based on the ECDL standard, and you can assess your own skills against this standard using our [skills assessment](#).

Date: **Wednesday 10th January 2007**  
 Venue: **Evolve Training Centre, Dyce**  
 Time: **9:00 to 16:00**  
 Cost: **£175 plus VAT per person**

[Book now](#) as there are only 4 places available.

**Special offer!** When you book a place on this course you will receive a free follow-up session using our [Runawaymouse.com](#) training-by-telephone technique, worth £33.

## User-friendly spreadsheets

Excel is a big toolbox of useful things, and you can create incredibly useful and labour-saving spreadsheets once you have mastered the basics.


However a common issue with Excel is that the people who have mastered it are often creating tools for people who haven't, i.e. for users who will treat the spreadsheet as a data entry form, without any understanding of its construction.

The creator of the spreadsheet therefore needs to have their target users in mind, and take their skills into consideration.

If the person receiving your spreadsheet can't find information because it is on the 2<sup>nd</sup> sheet of the workbook and they don't know how to look beyond the front sheet, why not provide a hyperlink from the first sheet to the second, e.g. [click here to see next year's forecast?](#)

You don't believe this is a problem? Competent computer users are often amazed at the type of things we have to explain to people. Only real-world scenarios are featured in this column!

This month's tip is a classic example. If a spreadsheet is issued to staff for financial data entry, and the amount of data will cause the headers to scroll off the screen, people will have difficulty entering data in the correct columns. If the creator of the spreadsheet wants to receive accurate data, they should freeze the header rows, so that the user gets a spreadsheet that is well thought out, and

	<p>easy to use.</p> <p>If you want good quality data entered accurately, make it easy to do!</p>
<p><b>Other scheduled courses</b></p> <p><b>Microsoft Project Standard: an introduction to Project.</b> This popular course will have you constructing project plans, allocating resources, and managing your project schedule effectively. View the course content <a href="#">here</a>.</p> <p>Date: <b>Friday 19th January 2007</b>          Venue: <b>Evolve Training Centre, Dyce</b>          Time: <b>9:00 to 16:00</b>          Cost: <b>£175 plus VAT per person</b></p> <p>This course currently has 4 places remaining</p>	<p><b>Creating and distributing email newsletters</b>          Learn how to use the power of your desktop tools to create HTML newsletters in Word and distribute them to you nominated Outlook contacts using mail merge.          View the course content <a href="#">here</a>.</p> <p>Date: <b>Thursday 18<sup>th</sup> January 2007</b>          Venue: <b>Evolve Training Centre, Dyce</b>          Time: <b>9:00 to 16:00</b>          Cost: <b>£175 plus VAT per person</b></p> <p>This course currently has 4 places remaining</p>
<p><b>You can also contact us for training in Word, Access, Outlook, Project, Sage and Adobe Acrobat courses. Why not arrange a course for a group of your staff?</b></p>	
<p><i>All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service .</i></p> <p><i>Recommend us to your friends and get a free training session worth £33 (one free session per referral following confirmation of a course booking).</i></p>	