



Merry Christmas to all our readers

We hope 2007 has been good to you, and wish you all the best for 2008. It has been an eventful year for us, since we have extended our business support into administration, as well as strengthening our training services. We hope we can continue to be of service to you in 2008.

This month we are featuring Microsoft Project: one of our most popular courses, for which we have had a number of enquiries for the new year.



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.

Next month's featured course

Our featured course is on **Microsoft Project**, a popular desktop planning tool. This course is a one-day introduction which aims to get you creating and editing plans with confidence and tracking your project through its life.

- Create new project plans
- Schedule tasks
- Manage resources within the plan
- Format and print a Gantt chart
- Pass project information to others
- Track progress on your project

[Click](#) to view the full course content.

You can assess your current skills in Microsoft Project using our [skills assessment](#).

Date: **Wednesday 9th January 2008**



User tip of the month:

Open new tabs in Internet Explorer 7

If your Internet Explorer has been updated to version 7 (you will know if this is the case, because the Standard toolbar is no longer visible), you can open multiple internet pages on different tabs. To open a new tab (allowing you to look up another website without losing your current one) click on the New Tab tool or press Ctrl+T.



Once you have a number of tabs open you can use Quick Tabs (at the left hand end of the tabs), to show a summary of these windows. You can click the one you need.

Backup 2007

If you are currently winding down to Christmas, or even if you are chasing around trying to finish things before Christmas, spare a moment to consider whether your data from 2007 will definitely be available to you when you return from your break.

When did you last back up, and when did you last test your backup to see if you could retrieve data from it?

You need backups to protect you from

- Hardware failure
- Virus attack
- Fire and flood.

And to protect you adequately, your backups must be

- Comprehensive: *can you live without the things you're not backing up?*



Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£195 plus VAT per person**

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

Special offer! Bring a friend and get a discount. Get 20% off your place for each extra person you book.

- Up to date: *how regularly are you backing up?*
- Off-site: *where are you storing your backups?*

This year we had two hard disk failures at Nicholson Solutions and a number of clients also had this experience. We use the Clunk Click on-line backup service, for which we are resellers, and found it straightforward to retrieve our data which was safely and securely stored at a data centre.

If you need help or advice on backing up your data, give us a call on 01224 744454.

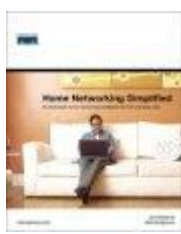
Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **January** for

- Outlook
- Project
- Email Newsletters
- Word
- Excel
- PowerPoint


In addition to our scheduled courses, we can arrange training on any of our topics. See all our titles on our [IT Training page](#). Call us to discuss your requirements.

This month's book recommendation



Home Networking Simplified
 by Jim Doherty and Neil Anderson. We like the scope of this book, and think it introduces a more practical range of concepts than the books that focus on wireless. Wireless is included in this one without going into too much depth. Click the picture to view on Amazon.

You can contact us for training in **Word, Access, Outlook, Excel, PowerPoint, Sage** and **Adobe Acrobat** courses. Why not arrange a course for a group of your staff?

All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service .

Recommend *us to your friends and get a free training session worth £33*

(one free session per referral following confirmation of a course booking).

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