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Merry Christmas

From all of us here at Nicholson Solutions we'd like to wish you a very Merry Christmas and thank you for your continued custom and support throughout 2009.

We have some fabulous offers for 2010 which are detailed below and this month we are taking a look at Microsoft Excel, to see if we can entice you to explore it a bit more.

[Try out our tips](#)
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[Click](#) to see this month's news on our website.

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.

Happy New Year with FREE Training...

We would like to offer our customers a New Year Gift :

Free Training! It even includes a free lunch!

Book your place at our free training seminar on Friday 22nd January 2010 (there are 6 places available).

What: Excel Advanced 2007

Where: Westhill Business Centre

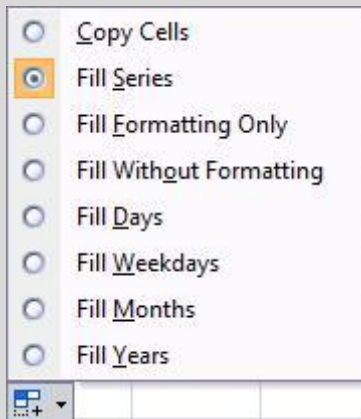
When: 9am for 9.15 start, finishing around 4pm.

Email info@nicholsonssolutions.co.uk to book your place or call us on 01224 330560. For further information or visit our [website](#).

Tip of the month

Excel fill-down long distance

If you are used to the magic of Autofill (or fill-down) in



Excel, we hope you will find this enhancement handy. Autofill is the feature that allows you to apply the same formula to every row of a spreadsheet by putting your mouse over the bottom right corner of the first cell (cursor changes to a black cross), then using click and drag from there down the column where you want the formula to apply.

Although it's a great labour-saving feature it is still a bit tricky in a very long spreadsheet, unless you know today's tip:

You can hold down the **Shift** key and double-click on the fill-handle (the bottom-right corner of the cell). This will automatically fill down all the populated rows and no further.

Don't forget to use the smart-tag you are offered at the bottom of your fill column for handy adjustments (see image on left).

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use Excel.

2010 Early bird offer

We understand 2009 was a tough year but 2010 brings new opportunity!

Nicholson Solutions is providing you with an opportunity to invest in training and development for your staff at early bird rates – providing the results and efficiencies you need for a successful start to the year whilst saving you money!

We can help develop resource efficiency, best practice, and align your business processes.

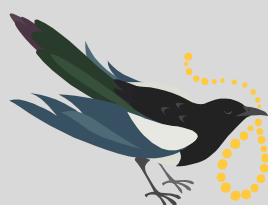
Do you need to make the most of your 2010 budget?

Talk to Nicholson Solutions and book any course by 1st February 2010 to save £££'s

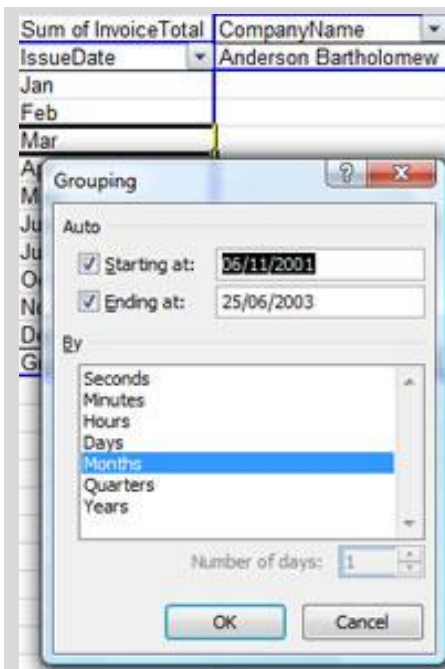
Pivot Tables

The power of pivots

The most common reason that people look for advanced Excel training is to learn how to create and use pivot tables. They are a very valuable tool for



[More Excel tips](#)



helping you unlock valuable information from flat sheets of data.

The most important feature of pivot tables is that they allow you to manipulate your data in a very flexible way, which is not limited by the rigid table structure of the source data.

To identify the data you need, start by describing the result you need. For example, if I need to report on the monthly sales total for each client, I will need **client name, invoice date** and **total**. When I create a **Pivot Table** using these columns as the source, I can very quickly see automatic totals against each client, and automatically group the invoices to get totals for each month.

Now I can choose to express this as a graph (**Insert Pivot Chart**), or filter the result for each of my products by adding a **Product Code** and putting it in the **Page Field** area at the top.

If you make use of **Page fields**, the **Show Pages** command (Excel 2003) or **Show Report Filter Pages** (Excel 2007) will automatically generate separate sheets with individual pivot tables for each value in the Page field. It's quite nice to sit back and watch while Excel creates spreadsheets for you!

If this sounds useful, grab a place on our January [free training](#) session.

Need help or want to know more? Give us a call on 01224 330560

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in January for **Word, Sage, PowerPoint, Excel, Access** and **Outlook**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **SharePoint, Adobe Acrobat, Contribute** and **Sage**. Call us to discuss your requirements.

We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.

All of our courses are available as one-to-one tuition at your own computer.

Recommend us to your friends and get a free lesson. (one free session per referral following confirmation of a course booking).



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