



Welcome

Thanks very much to those who sent feedback about the new website. We've still got lots to do, and it's always really useful to have your comments.

At the risk of opening a can of worms, this month we're asking you tell us how you're getting on with Windows Vista. [Drop us a line](#) with your comments and we'll aim to dedicate a column to it in the future.


Our business tips article takes a look at another point on the Green Computing Charter, which we introduced last month.

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:

Mark a deadline in your project plan

You can mark a deadline for a task on your project plan, and it will be shown as a downward green arrow on the Gantt chart. If changes to your plan cause the task to slip past its deadline, a warning symbol  is displayed in the task information column.

To create a deadline, visit the **Advanced** tab of the **Task Information** window, and enter a date in the **Deadline** field.

Next month's featured course

Our featured course is **Microsoft Project Intermediate**. This course builds on the concepts learned in the Standard course, developing your skills in working with project plans, using them to inform your management decisions and ensuring you can confidently adapt them to changes in project circumstances.

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

To benefit from this course you must be comfortable with the basics of MS Project. [Click](#) to confirm your skills using our assessment.

- Date: **Wednesday 12th March 2008**
- 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

Green Computing continued...



This month we are revisiting the Green Computing Charter, to take a look at point 3:

Educate staff to the benefits of saving energy and recycling.

This takes the charter, which was created to raise awareness of environmental issues in the IT industry, out in to the broader territory of energy saving.

The main point made is that individual behaviour has a collective outcome, so each of us making a small effort **does** add up to something significant. The point for employers is that to make these changes in behaviour happen, you have to facilitate them. For example, if you want people to recycle, you need to provide the facilities. If you want people to turn equipment off, you probably need to remind them regularly, and explain why.

The Computing website quotes a survey conducted by NPower which showed that 75% of companies do



available.

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

not get staff to turn off lights when they leave the office, and 50% do not encourage staff to switch off monitors.

Small steps can help to develop an environmental mindset in your office, and this will gradually bring noticeable benefits to your organisation.

[Click](#) to read more about the Charter.

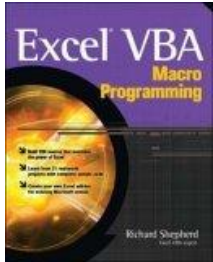
Other scheduled courses

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

- Excel
- Word
- PowerPoint
- Access
- Outlook


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

This month's book recommendation



For those of you who want to take Excel beyond advanced user, and start tailoring it to automate tasks, this book will move your use of macros up a level and allow you to take control of your spreadsheets from the Visual Basic which drives them.

You can also contact us for training in **Word, Access, Outlook, PowerPoint, Dreamweaver, SharePoint, 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).

Nicholson Solutions Ltd
01224 744454
www.nicholsonssolutions.co.uk

Company registered in Scotland number 219816
VAT Number GB 774 7809 77
Registered office: Brodiach, Kingswells, Aberdeen
AB15 8QS