

News

Welcome and best wishes for 2007. This month you will receive our training catalogue for 2007, which we hope will give you a good overview of our services.

Unusually this month we are featuring an application which is not on every business computer: Microsoft Project. However **Introduction to Microsoft Project** is one of our most popular courses. We frequently run this for groups, and now you can purchase individual places on our scheduled course, see [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:

Using a split screen view in Microsoft Project

You can use the **Window, Split** command to divide your screen between two different Project views. They remain linked as you work, so that they both show the same part of the plan. Click the pane, then in the **View bar** click the view you want to show.

Use this when resolving over-allocations, to show the over-allocated days for a resource, and see the appropriate part of the Gantt chart at the same time.

Next month's special offer

Our featured course is **Introduction to Microsoft Project**.

In this popular one-day course you will learn how to use Project to manage your constraints on time, cost and scope to achieve your goal. You will learn how to

- Construct project plans
- Allocate resources
- Manage your project schedule
- Track project progress

[Click](#) to view the full course content. We would be happy to discuss your requirements. Call us on 01224 744454 or drop us a [line](#).


Date: **Wednesday 7th February 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

Why fixing a date doesn't fix your Project plan

Ever lost control of a Project plan? (Was that groaning I heard?)

The most common error in using Microsoft Project is accidentally adding constraints to the project plan. You will know you have done it when this symbol appears in the information column .

Your tasks are stretching nicely across the timescale of your Gantt chart, but there is often something on the plan that doesn't sit exactly where you want it to. If you haven't learned the background to task dependencies you will be tempted to tackle this by entering a specific date in the Start Date column for that task.

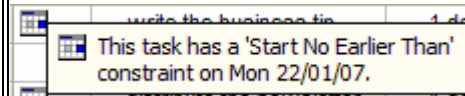
This may sort out your Gantt chart visually for now, but you have created a constraint which tells the Project scheduling engine that this task must begin on this date.

The result is that the next time you make an alteration to the plan, the scheduling engine has to work around this fixed date. It can reschedule all the other tasks, but not the one with the constraint, and this will distort your Gantt chart.

Constraints are an important tool in project

course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique, worth £33.

planning, but if you create them when you don't mean to, you may be putting a spanner in the works of the scheduling engine.



Improve your understanding of Project with us on [7th February](#).

Other scheduled courses

Creating and distributing email newsletters using Word and Outlook.

This course is for you if you want to send regular email news to your clients. We use Word and Outlook to create HTML documents to send by email mail merge.

You need to have a grasp of Word at Standard level, and you can check your skills using our [assessment](#).

View the course content [here](#).

Date: **Tuesday 13th February 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 12:30**
 Cost: **£95 plus VAT per person**

This course currently has 4 places remaining.
 Click here to [book](#) a place.

Enhance your skills in Microsoft Outlook.

Learn to use email, contacts, calendar, tasks and notes effectively, so that Outlook becomes an indispensable tool in managing your time.

View the course content [here](#).


Date: **Wednesday 7th March 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

This course currently has 4 places remaining.

Click here to [book](#) a place.

You can contact us for training in **Word, Access, PowerPoint, Outlook, Excel, Project, Sage and Adobe Acrobat**.

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).