

Best wishes to all our readers for 2008

Nicholson Solutions are starting the new year with a new look, by launching our new website. We still have some further work to do, but would welcome any feedback at all: www.nicholson solutions.co.uk.

This month we are featuring Outlook 2007. One of the main issues with moving to this version of Outlook is how to arrange its many features the way you want them on the screen. There are lots of options to find your way around and adjusting it to suit the way you work can be very worthwhile.

Our business tips article introduces you to the Green Computing charter and environmental issues in IT.

You are receiving this because you have previously purchased from [Nicholson Solutions](http://www.nicholson solutions.co.uk), 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:

Add items to the Quick Launch bar in Windows Vista

The icons next to your **Start** button give you a quick way to launch the applications you use most. To add a program to this bar, click **Start, Programs**, and locate the one you want. **Right click** on the program and choose **Add to Quick Launch**.

You can also **drag and drop** programs from your Programs list onto the Quick Launch area. To remove them, **right-click** and choose **Delete**.

Next month's featured course

Our featured course is on **Microsoft Outlook 2007**. This course gives you a comprehensive introduction to the many features of Outlook, and aims to help you use them to your best advantage in your working day. You will learn how to

- work efficiently and effectively with Email
- understand the many uses of the Contacts list
- learn the full power of the Task list
- make effective use of the Calendar

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

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

Green Computing




Computing newspaper's **Green Computing Charter** was created to raise awareness of environmental issues in the IT industry. It encapsulates simple steps that IT managers and business owners can take to make their use of technology more environmentally friendly, allowing them to cut costs and demonstrate corporate social responsibility.

Nicholson Solutions signed up to the charter early on, since it embodies our approach to computer use. We will visit its 7 points in this and future newsletters during the year.


This month we look at point **2** of the charter: **Ensure unused equipment is turned off when it is not being used.**

The cost of running a PC which is left on overnight is £37 per annum. The cost drops to £10 per annum if the PC is switched off at night.

<p>Date: Thursday 21st January 2008 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £195 plus VAT per person</p> <p>Book now as there are only 4 places available.</p> <p>Special offer! Bring a friend and get a discount. Get 20% off your place for each extra person you book.</p>	<p>Every £75 saved on your energy bill is equivalent to a tonne of carbon being kept out of the atmosphere.</p> <p>Our tips: For office equipment which you want to be available on demand, e.g. scanners and copiers, check for power-saving modes, since many devices draw a surprising amount of power when not in use.</p> <p>If you need to leave a computer on for reasons of backup or maintenance, remember to turn off the monitor.</p> <p>Click here to see the Charter.</p>
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<p>Other scheduled courses</p> <p>View our course diary for the coming month. We have courses scheduled in February for</p> <ul style="list-style-type: none"> ▪ Excel ▪ Project ▪ Email Newsletters ▪ Word ▪ PowerPoint <p>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.</p>	<p><i>This month's book recommendation</i></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Learning Web Design by Jennifer Niederst Robbins. In a burst of enthusiasm generated by launching our new website, we want to recommend a great book for learning all the necessary concepts to help you create a site, and also how to implement your ideas in commonly used web design software.</p> <p>Click the picture to view on Amazon.</p> </div> </div>
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You can contact us for training in **Word, Access, Outlook, Excel, PowerPoint, Project, 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 . Runawaymouse will be moving servers this week, so please be patient if you can't get access.

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