



***Happy New Year to all our readers!***

We hope you had an enjoyable break and have returned to 2009 with renewed enthusiasm!

Our [featured course](#) next month offers a way of keeping marketing costs down by using the technology on your desk. See below for details.

With our continuing program of website development, we have created a [Tips](#) page which contains useful hints and tips. If you have a trick you would like to share – let us know.

*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:  
Outlook folder navigation from the keyboard*

Do you find yourself frequently navigating through the Outlook folder list? Here are some basic shortcuts to help you get around from anywhere in Outlook:

Jump to the Inbox (**Ctrl + Shift + I**) or the Outbox (**Ctrl + Shift + O**).

What about an all keyboard method of getting to any folder?

Begin by using **Ctrl + Y**. This will open the **Go to Folder** window.

From here you can navigate using up and down **arrow keys**, **Home** and **End** keys, or better still, by typing the start of the folder name you need, and allowing auto-lookup to take you there. When you've highlighted what you need, hit the **Enter** key to both exit the window and to be returned to Outlook in the designated folder.

***Next month's featured course***

Our featured course is **Email Newsletters**. In this course you will learn how to use Word and Outlook to create and distribute a newsletter.

- Create a template for use again and again
- Use the template to create your newsletter
- Issue your newsletter to a distribution list using Outlook
- Learn how to send a single copy

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

Date: **Thursday 26<sup>th</sup> February 2009**  
 Venue: **Evolve Training Centre, Dyce**  
 Time: **9:00 to 16:00**  
 Cost: **£195 plus VAT per person**

***A Marketing Solution***

We are constantly being told by the media to expect 2009 to be a hard year for business. When businesses feel the need to cut costs it is often marketing which is sacrificed. However, how do you get business if you don't promote?

One cost-effective way of keeping your business out there in the market is using the technology on your desk – your computer and the internet.

If you currently produce fliers or a newsletter to send to your customers, why not consider sending an e-newsletter instead? This avoids printing costs as well as postage and can reach all your clients quickly and effectively. You may already subscribe to a service which does this for you, but you could do it yourself!



**Even better value!** Please note this course can be run as a **half-day** workshop if delegates have strong word-processing skills.

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

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

If you don't currently market your business in this way, why not consider it in the future? If you need a hand, see the [detail of our training workshop](#), and give us a call.

It only costs a little time and effort and can bring benefits by keeping your business in the minds and on the 'desktops' of your current and future clients.

## Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **February** for **Word, Excel, PowerPoint, SharePoint, and Project**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute, Access, Outlook, Dreamweaver** 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.

## *This month's Amazon recommendation*



So you've mastered your digital camera, and you can upload photos to your computer. Why not show off your handiwork using a digital photo frame? You know you can handle it! This one is from Mustek, and there are lots more to choose from.

[Click](#) to get the link from our site.

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