



January 2012

 nicholson solutions LTD

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It's Excel month!

Welcome to our first newsletter of the new year. We are starting 2012 with a boost to your Excel skills, and an invitation to a free webinar.

We're also facing a time of change this month: firstly we are saying good-bye and many thanks to Debbie who has looked after our marketing for the last 2 years, and wishing her all the best for the future. Secondly we are moving office, all the way from Office 15 to Office 22 in Westhill Business Centre, in other words we are moving along the corridor. We will have more space, and will be set up for training up to 4 people there.

Read on for Excel tips and freebies.

[Try out our tips](#)

[View our courses](#) and grab the remaining places on Word 2010 and Excel 2010.

[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.

Counting with Excel pivot tables

Row Labels	Count of Name
Africa	12
Europe North	17
Mediterranean	11
Scandinavia	10
Grand Total	50

Row Labels	Count of Name
[-] Africa	12
Algiers	4
Tangier	3
Tunis	5
[+] Europe North	17
[+] Mediterranean	11
[-] Scandinavia	10
Oslo	4
Stavanger	1
Stockholm	5
Grand Total	50

When you construct a pivot table in Excel, you may be used to using it to provide totals, which are created automatically when you drag a numeric field to the **Values** area of the **Pivot Table task pane**. However you can also use pivots to count items.

When you drag a non-numeric field to the Values area, the pivot table will show a count of these items. So the very simple pivot illustrated on the left has been made by dragging the **Region** field to the **Row** area and the **Name** field to the **Values** area. This gives us an instant summary of the number of people we have in each area.

If I also have the name of the **City** in which the person is based I can drag it to the **Row** area, underneath the Region name, so that the Region becomes a collapsible group of cities in which the people are based. The pivot will automatically show totals for the group (the Region) as well as a count for each city.

When you want to change the function that the pivot is applying to your data, use the black drop-down arrow in the **Values** area, and select **Value Field Settings**. You will see the full list of functions which can be used to summarise your data.

You can also explore the **Show Values As** tab in this dialog box, to see how to show values as a percentage of another field, or as a cumulative figure.

If you want to explore the capabilities of Excel, or ask our advice on whether it can do what you want it to do, get in touch : info@nicholsonssolutions.co.uk

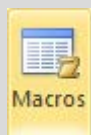
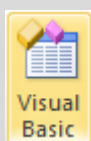
Excel Macros – why and when?

Lots of people ask us what Excel macros are. They are basically a sequence of commands grouped together, so that with one key-stroke or button-click you can make Excel carry out that sequence of tasks.

They are useful whenever you have a series of repetitive actions to perform in Excel, which is exactly the same every time. You can record these actions using tools on the **Developer** tab, as if you were recording them on video. When you stop recording you can replay them. They have been recorded in Visual Basic and saved for you: see **Developer, Macros** for a list of your recorded macros.

The Developer tab is not normally turned on in Excel 2007 and 2010. In 2007, go to Office Button, Excel Options, and look for the tick box Show Developer tab. In 2010 go to File, Options, Customize Ribbon, and tick the box beside Developer tab.

When you need to make Excel perform tasks which require conditional branching or repeating a certain number of times,



```
''' Show the move 1;
Set frmMoveLabels =
Load frmMoveLabels
Set frmMoveLabels.T
If Not frmMoveLabel:
Unload frmMoveL
Err.Raise glHAN
End If
frmMoveLabels.Show
Set frmMoveLabels =
```

you need to write your own Visual Basic code to do this. Take a look at our Excel VBA course, see [training diary](#) below, if you fancy making Excel perform tricks.

In Excel 2003, find the macro tools on the **Tools** menu.

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



Changing Office?



[Learn more by joining our free webinars!](#)

Excel 2010 Pivot Tables
Friday 27th January

PowerPoint 2010 SmartArt
Friday 24th February

Useful Excel sources

Excellent forum for Excel and Visual Basic tips

: www.mrexcel.com

@Office: Tweets to help you do more with Office at work, home and school

Migration to Microsoft Office 2010

Make the most of your new version of Microsoft Office by introducing users to the principles and features it offers.

It does make a huge difference to users' productivity to be shown a few fundamental principles behind the new versions, and is even more effective when you take a bit of time with us to tailor the introduction to suit the needs of your business.

Free Webinars

We have started compiling our schedule of free training for 2012. Use the link on the left to see what's on offer.

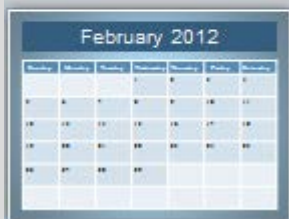
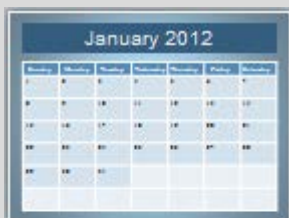
These sessions consist of a Microsoft Live Meeting, to which you will be invited if you register for the webinar. You will receive an email providing you with a link for joining the meeting, and then you just need speakers to hear the audio.

When we have only a small audience registered for a webinar we invite people to join the discussion, so you might like to have a microphone available as well. A simple headset provides you with both.

Got a suggestion for a topic? [Email us](#) and let us know what you'd like to see.

Next Month's Scheduled Courses

Courses where we still have availability in **February** are as follows (or [click to see the full training diary](#)) :



[See our full training diary](#)

Word 2010 Advanced	Wed	1st	3 places remaining
Word 2007 Standard	Thurs	2nd	Book me a place
Excel 2010 Standard	Wed	8th	Book me a place
Excel 2010 Advanced	Thurs	9th	3 places remaining
Excel VBA	Wed	15th	Book me a place
PowerPoint 2010 Advanced	Thurs	16th	Book me a place
MS Access 2007 Standard	Wed	22nd	Book me a place
MS Project 2007 Standard	Thurs	23rd	Book me a place
MS Outlook 2007 Standard	Wed	29th	Book me a place

Don't see the course you want? We run many of our courses on demand. Please contact us to request a course. Prices vary with group size and location, and we'll be happy to provide a quote.

Other ways to learn

Learning with Nicholson Solutions can take the form of

- one-to-one lessons,
- small groups at your premises or at our training room,
- demonstrations to larger groups.

Don't leave your desk!

We are also delighted to offer all of our topics one-to-one on-line, so you can sit at your desk and meet with the trainer over the internet to learn the topic of your choice.



[Learn more about our on-line training](#)

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