

### Welcome

This month we would like to invite you to contribute the things you love to hate about using your computer. We will build some tips and articles from your comments and solve some problems for our readers along the way. Send us your gripes by [email](#).

Do you know someone who would like to receive this newsletter? Follow the newlink on our [website](#) to request the newsletter, and receive **free** weekly tips on the Office topic of your choice for one 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:*

*Quickly copy Appointments in Outlook*

In **Outlook Calendar**, if you have repetitive appointments which cause you to enter the same details in your calendar frequently, you can quickly duplicate an appointment on another date or time by clicking on it and holding down the **Ctrl key** while you drag the appointment to the new date.

### Next month's featured course

Our featured course is **Outlook Standard**. In this course you will learn how to use Outlook to your best advantage so that it becomes an indispensable part of your working day by:

- Using Outlook to create, send and receive messages and attached files
- Introducing you to email concepts and good practice, including the management of SPAM
- Introducing you to the many uses of the Contacts list
- Using the Calendar as an electronic diary
- Using the Tasks and Notes facility to schedule and organise tasks.

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

The content is based on the ECDL standard, and you can assess your own skills against this standard using our [skills assessment](#).

Date:	<b>Wednesday 1<sup>st</sup> August 2007</b>
Venue:	<b>Evolve Training Centre, Dyce</b>
Time:	<b>9:00 to 16:00</b>
Cost:	<b>£175 plus VAT per person</b>

### Customise to survive

When you're confronted with new software, usually the main thing on your mind is to get working with it as quickly as possible, and few of us take the time to 'play'.

However if you dabble a little you will find a myriad of possible customisations, which can make your daily encounter with the software better suited to your taste.

Outlook is a case in point. Have you ever wanted to control:

- Alerts on arrival of email
- When email arrives
- The number of days your calendar displays
- The space given to your folder list in the navigation pane
- The position of the reading pane
- The default view for Contacts
- The default colours of the calendar?

When you are frustrated with your software, it can pay to take 5 and find a way to change its behavior to suit yours. What a difference it makes to receive e-mail only when you ask for it! (Tools, Options, Mail Setup, Send/Receive).

If you're stuck for an answer, call Nicholson Solutions!

**Special offer!** When you book a place on this course you will receive a free follow-up session using our [Runawaymouse.com](http://Runawaymouse.com) training-by-telephone technique, worth £33.

### Other scheduled courses

**Microsoft Word Standard: effective word processing skills.** View the course content [here](#).

Date: **Thursday 9th August 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


**Creating and distributing email newsletters: use Word and Outlook to create and deliver newsletters in this form.**

View the course content [here](#).

Date: **Wednesday 15<sup>th</sup> August 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.

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

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