

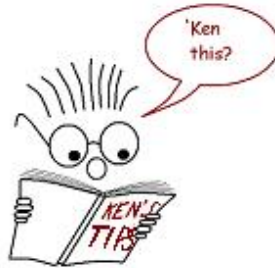


**Welcome!**

This month's newsletter can enhance your independence on [Using Office 2007](#), [Maintaining your website](#) and [Making decisions about your computer's health](#)

If you've taken the plunge and moved to Office 2007, why not let us know how you're getting on? If you have any issues you'd like to share or questions that need answers, [drop us a line](#).

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:**

*Finding familiar commands in Office 2007*

In any Office 2007 application, when you can't locate a command you knew in the 2003 version, click the **Help** tool. Type "reference guide" in the **Search** box. The first topic will begin "Interactive:". Click on this, then click **Start the Guide**. You will be taken to Microsoft Online, and a screen representing the Office 2003 version. Hover on the command you want and it will tell you how to find it in 2007. Then click on it and watch it happen in 2007.

**Next month's featured course**

Our featured course is **Adobe Contribute**. This course is for you if your website has been designed to be maintained using Contribute. In this course you will learn how to manage your website without affecting the design. It will allow you to keep your site fresh and informative by adding and updating text and images. You will

- edit text and arrange content using tables
- send changes for review before publishing
- create links to
  - the same page
  - other pages
  - other sites
  - email addresses
  - larger images
- work with images and media such as Flash or video content

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

**My computer is running slowly. Do I need a new one?**

Our policy at Nicholson Solutions is to help you make the most of your existing computer equipment and software. However there comes a time for everyone when there is a good reason to move on. Here's how we approach this question.

If your computer has slowed down, and you haven't made major changes, then it can probably run better again. A bit of a system clean-up can make a world of difference. We will also check that you have enough protection in place to keep your computer healthy. Spyware and other unwelcome bits of software are often the cause of reduced performance.

If on the other hand you have made a change, for example, upgraded to a new version of Microsoft Office, and this has slowed things down, then you should consider upgrading your computer's resources: we would check hard disk space and RAM capacity. If the software is a few years newer than the computer, then a RAM upgrade is likely to help.

Things we would definitely not recommend you to



Date: **Wednesday 27th August 2008**  
 Venue: **Evolve Training Centre, Dyce**  
 Time: **9:00 to 16:00**  
 Cost: **£195 plus VAT per person**

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

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

do, in terms of getting good performance out of your computer:

- Don't upgrade a computer designed for Windows XP to Windows Vista. Save yourself a load of hassle and move to Vista when you next need a new computer.
- Consider the effect of your Internet Security package. We recommend AVG for low impact on resources.
- If your Internet Security package includes spyware protection, don't run a separate anti-spyware program.
- Don't work with your hard disk more than 75% full. If it's that full, give it a clean out and defragment it. It will breathe new life into your system.

If the fateful day has arrived and you have decided you really need to buy a new computer, PLEASE don't bin the old one. [Contact us](#) and we can re-home it, or have your disk destroyed as required.


**Other scheduled courses**

[View](#) our course diary for the coming month. We have courses scheduled in **August** for **Word 2003, standard and advanced; Excel 2003 standard and advanced; PowerPoint 2003 standard; access 2007 and Project 2007 standard.**

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Sage, SharePoint and Outlook.** We also have general computer skills courses and, for the more adventurous, a workshop on how to distribute a newsletter to your contacts using Word and Outlook. Call us to discuss your requirements.

***This month's BNI member slot***

In this section we offer our fellow BNI chapter members the chance to let you know about their businesses. With apologies to David from Matheson Financial we're repeating last month's entry with the correct logo this time.




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*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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