

## News

From this month we can offer all our Microsoft courses based on Office 2007 (as well as 2003, 2002, 2000). We will be delighted to help you move to Office 2007 with some migration training tailored to your needs.

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:*

*Position an image on the page in Word*

When you insert an image into a document, you can control how it behaves in relation to the text. The default layout, **In line with text**, means the picture is part of the sentence and moves as you edit text. Select your picture, then right-click and select **Format Picture**. On the **Layout** tab, select **Square**. Your picture will now stay where you put it and your text will be arranged around it. Explore the other layouts to see what works best for you.

## Next month's special offer

### Word Advanced: Creating professional documents in Word.

Do you care about the presentation of your documents? This course reveals the full power of Word, and will move your word processing skills to a truly professional level.

This course will benefit anyone who thinks they know enough about Word!

To benefit from this course you must be comfortable with the basics of Word. [Click](#) to confirm your skills using our assessment.

On completing this course you will be able to

- set up a corporate style for reports, proposals and letters
- work with heading styles and table of contents
- manage images and imported objects
- manage large documents

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

Date:	<b>Wednesday 4th July 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>

## First impressions count

If you have to bid for work, then your bid document will be one of the earliest opportunities you have to create an impression with your prospective client. You may offer the most professional service in your sector, but your document will have to do the talking.

It's amazing how a simple thing like consistency can improve the look of a document.

Here are some aspects of your document to consider:

- Even up your paragraph spacing using automatic heading styles.
- Use tables to help with layout of pages containing lists or non-text items
- Change page orientation to accommodate larger images, rather than lose quality by shrinking them
- Use consistent layout of text around images
- Use page numbering, and create an automatic table of contents

The impact a professionally turned-out document can have shouldn't be under-estimated. It creates a strong impression and helps to get your message across clearly.

Our Advanced Word course aims to equip you with all these tools and more, to help you produce professional documents.

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

**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.

Or why not use our [Runawaymouse](#) service to get assistance at your own computer with any document challenges you may have?



### Other scheduled courses

**Microsoft Excel Standard: an introduction to spreadsheets.** View the course content [here](#).

Date:	<b>Wednesday 18th July 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>

This course currently has 4 places remaining

**Outlook Standard: learn how to use Outlook to your best advantage.** View the course content [here](#).

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>

This course currently has 4 places remaining.

You can also contact us for training in **Word, Excel, Access, PowerPoint, Project, Visio, Sage** and **Adobe Acrobat**. 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).*

Nicholson Solutions Ltd  
01224 744454  
[www.nicholsonssolutions.co.uk](http://www.nicholsonssolutions.co.uk)

Company registered in Scotland number 219816  
VAT Number GB 774 7809 77  
Registered office: Brodiach, Kingswells, Aberdeen AB15 8QS