



Welcome!

We are delighted to announce that we have now moved to our new premises at Westhill Business Centre
 Arnhall Business Park
 Westhill, AB32 6UF
 Phone: **01224 330560**

Our email details remain the same.

We have settled in and are making the most of our new facilities. Click to see updated contact details on our site including a [map](#).

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:

View date and size details of your files

When you open a **My Computer** window, there are a number of ways to view the files. If you want to see when a file was last changed, or what size it is, select **View, Details**. Try the other views to see what works best for you. If you like a view and want all your folders to look this way, select **Tools, Folder Options**. On the **View** tab, click on **Apply to All Folders**.

(In Windows Vista, select **Organize, Folder and Search Options**, then click on the **View** tab).

Next month's featured course

Our featured course is **Adobe Dreamweaver**. In this course you will create a website, then add and edit its content using the tools in Dreamweaver.

You will:

- Create a website and add pages
- Learn how to edit and manage content of the site: text, images and links
- Learn how tables help control the layout of the pages
- Create templates for a consistent look and layout
- Create pages for searchability
- Upload changes to the web

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

Date: **Wednesday 31st July 2008**
 Venue: **Evolve Training Centre, Dyce**

More than anti-virus



Why has all the protection got so big and so complicated? This month's topic follows the release of AVG 8.0, which prompted our many AVG clients to upgrade. Whatever security program you use, if you are in charge of the protection of your work or home computer, it pays to be aware!

Internet Security packages contain a number of components to protect you:

Anti-virus: protects your computer from viruses, worms and trojans (which might come from emails or files copied from other computers).

Anti-spyware: protects you from malicious programs such as spyware and adware.

Anti-spam: filters spam emails and protects against phishing (email scams which attempt to get your personal details).

Firewall: controls access to your computer



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.

from the internet and other external networks.

Anti-rootkit: protects against malicious software which attempts to exploit vulnerabilities in your operating system to gain control of your computer.

Link Scanning: works with your internet browser to prevent you visiting dangerous websites or receiving malicious software from a site.

[Click here](#) to let the experts at AVG explain a bit more.

This taster of what your internet security package is doing for you probably makes you feel you didn't want to know! So why not just install a reputable product and let it do the work? If you need any further explanation or help, give us a call.

Other scheduled courses

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

We also have many of the courses available for Office 2007. Please enquire. In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Microsoft Visio, SharePoint** and **Sage**. 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.

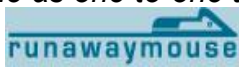


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All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service . Recommend us to your friends and get a free training session worth £33 (one free session per referral following confirmation of a course booking).

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