

News

Welcome to our March newsletter. We are currently busy with a number of bookings for tailored training at our clients' premises, and this is a service we are always delighted to provide in addition to the scheduled courses listed here.

This month we are featuring [Excel Advanced](#). This course is for you if you have mastered Excel but want to move on to more sophisticated spreadsheet solutions.

Click for a [printable copy](#) of this newsletter, or visit our site for this month's [news](#).

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:

Saving macros for your own use

You can store Excel macros in your **personal workbook**, so that they are always available to you in every spreadsheet you work in. When you select **Tools, Record New Macro**, instead of saving the macro in **This Workbook**, select **Personal Macro Workbook** from the menu. This is the place to store your own shortcuts and tricks. Remember: macros which you need to make available to other users should be stored in **This Workbook**.

Next month's special offer

Our featured course is **Excel Advanced**. In this course you will develop your spreadsheet skills, using the powerful functions of Excel to achieve the most effective solutions for your purposes.

Topics include:

- Importing and analysing data
- Workbook security
- Advanced charting
- Pivot tables

[Click](#) to view the full course content. If you need Excel training at Standard level, please [contact](#) us.

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

Date: **Wednesday 4th April 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

[Book now](#) as there are only **3 places available**.

Special offer! When you book a place on this

Asking questions of your spreadsheet

Do you use spreadsheets which work for you, but can't always answer management reporting questions even though they appear to contain the necessary data?

Do you find yourself asking if you really need a database?

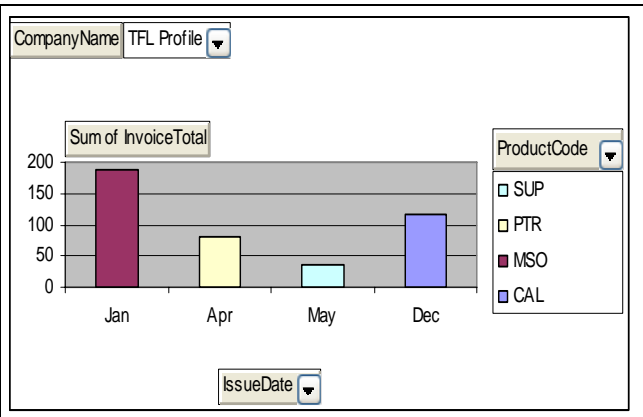
People in this situation often feel a move to a database would see them giving up the level of control they have enjoyed with their spreadsheets, but there is a spreadsheet feature which may solve your problem.

If the issue is about seeing the spreadsheet data from a different angle, then it may be that a pivot table will help to reveal the answers you need.

Pivot tables allow you to sort, filter and rearrange your data dynamically to emphasise different aspects. You can also create very flexible and powerful pivot charts using the same principles.

If your spreadsheet isn't coming up with the answers you need, consider investigating pivot tables. You could make it easy by booking on our course on 4th April, see opposite.

course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique, worth £33.



Other scheduled courses

PowerPoint Advanced: further develop your presentation skills. View the course content [here](#).

Date: **Tuesday 27th March 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£175 plus VAT per person**

This course currently has 3 places remaining.

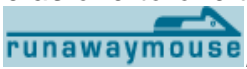
Access Standard: Manage your information in a database.

View the course content [here](#).

Date: **Wednesday 2nd May 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.

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

Nicholson Solutions Ltd
 01224 744454
www.nicholsonssolutions.co.uk

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