



Welcome

This month we are delighted to have gone live with our on-line business administration database, MyBusiness. This means we can now enhance our existing business administration service with a database fit for a growing business.

We are also delighted to have become a supplier for Next Business (www.next-business.co.uk), another service which is ideal for businesses who are serious about growth.

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:

*Duplicate
Autoshapes created
in PowerPoint*

When you are creating diagrams in PowerPoint, and you want to reproduce a shape you have drawn and formatted, you can copy the shape including size, fill colour, line colour, and all its other properties, by selecting the shape then pressing **Ctrl+d**. (This is the **Edit, Duplicate** command).

Next month's featured course

Our featured course is **PowerPoint Advanced**: produce sophisticated and professional presentations which communicate your message effectively.

In this course you will learn

- Structuring and designing for your audience
- Working with flowcharts and charts
- Embedding video and audio content
- Action buttons and customising your show

[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: **Thursday 10th April 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.

Is your computer a pain?

Many of us use computers for long periods in a day, some for work, some at home - browsing the internet or writing our memoirs! However, long periods in front of a screen can result in neck, shoulder, back and arm pain and also eyestrain and headaches if you don't take care of some basic points of posture.

Increased levels of stress are also associated with work in front of a computer screen without a break for a long period of time. These problems can be avoided by good practice at the workstation.

It is not enough to go out and buy a super-comfy computer chair which is adjustable, has good support and swivels – you have to adjust it correctly and adopt the correct posture. As a rough guide your forearms should be horizontal, and the top of the screen should be at your eye-level. Your feet need to be on the ground (a footrest may be useful for shorter people), and should be clear of clutter. Avoid any glare on the screen by turning the screen slightly or closing the blinds. Also taking a break 5 to 10 minutes away from the screen every hour is recommended.

Your employer is obliged to analyse your work station and make any necessary changes, but it is up to you to make sure you are comfortable and use the equipment safely.

You can do a display screen assessment to check these points for yourself. Find one on the HSE website at




	http://www.hse.gov.uk/msd/campaigns/vduchecklist.pdf Questions are simply answered using yes or no and it offers ways of reducing risks at each point.
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Other scheduled courses
[View](#) our course diary for the coming month. We have courses scheduled in **April** for

- **Excel**
- **Project**
- **Word**
- **SharePoint**
- **Access**


In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Outlook, Adobe Acrobat, Adobe Contribute** and **Sage**. Call us to discuss your requirements.

This month's book recommendation



We like the scope of Faithe Wempen's book. **PowerPoint Advanced Presentation Techniques** tackles all the things a really competent user of PowerPoint should have in their armoury. Nothing will be beyond you on presentations after this! Click the picture to see it on Amazon.

You can contact us for training in **Word, Access, Outlook, Excel, SharePoint, Dreamweaver, 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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