

Welcome

This month we are featuring Sage Accounts, which is topical as the financial year-end looms. If you want to hone your skills in financial record keeping, this is for you.

We invite you to

[Try out our tips](#)

[View details of our Sage course](#)

[Develop skills in-house](#)

We are continuing our focus on problem-solving training, to tackle specific issues for our clients. Call us to discuss the ones that have you scratching your head or threatening violence to your computer.

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:

Filter Outlook Contacts

Do you ever want to see just a particular group of your Outlook Contacts listed? One of the most useful ways to group Contacts is using categories. Create the categories you need, e.g. Client, Supplier, Committee, then add each contact to the appropriate categories ([click for instructions](#)). You can then filter the Contacts view, by selecting **Customise Current View** in the left hand navigation pane. Click the **Filter** button, then go to the **More Choices** tab. Click the **Categories** button to select the Categories you want to include. Click to **OK** the Categories, then the Filter, then the Customise box, and your view of Contacts will be limited to just the Categories you selected. You can use this as a source for mail merge.

Next month's featured course

Our featured course is **Sage Accounts**. This course provides a comprehensive introduction to accounting in Sage Instant Accounts or Line 50, and is for you if you want to improve your understanding of managing accounts on a day-to-day basis using Sage. You will

- Set up your company, customers, suppliers and bank accounts
- Search activity history for customers, suppliers and bank transactions
- Invoice, handle VAT and produce reports
- Review your accounts and manage credit control.

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

See how much of the course you are familiar with, by completing our Sage [skills](#)

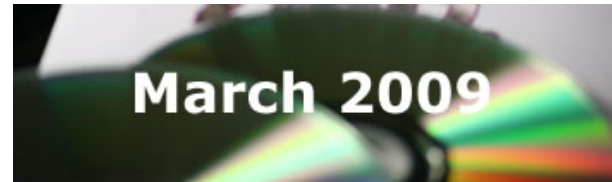
Sharing skills within your team

If you are not able to spend on whole days of training for your staff just now, but you still want to develop them and make sure you retain them, then you could consider what mentoring you could provide within your existing team.

There may be someone who needs to strengthen their word processing or spreadsheet skills, and there may be someone who is proficient in these who could help.

The mentor will need two things to make this possible: time in their schedule, and the confidence to pass their knowledge on.

What's in it for the mentor? Well how about offering them a short session with a trainer to answer questions they have about the subject. A visit at their desk for a short one-to-one session could solve a few mysteries and boost their confidence for becoming the internal authority.



[assessment](#).

Date: **Thursday 23rd April 2009**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£195 plus VAT per person**

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

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

Then both mentor and learner need to know they have time allocated for mentoring sessions, and that could be enough to see your skill base grow.

Call us if you would like to discuss tailored support for mentors in your team.



Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **April** for **Word, Excel, PowerPoint, Outlook, SharePoint, Project** and **Dreamweaver, Contribute**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Visio** and **Sage**. Call us to discuss your requirements. **We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.**

This month's BNI member slot

Bon Accord Executive Apartments - March Special: 50% off all suites!

Maximum comfort, privacy & independence in intimate & relaxing surroundings.



Bon Accord
Executive Apartments

Make your visit to Aberdeen as comfortable as possible by staying in one of our beautifully finished one or two bedroom apartments, situated in the city's elegant west end. Complimentary wifi internet connection, secure parking and continental breakfast.

Visit www.bonaccordapartments.co.uk

All of our courses are available as one-to-one tuition at your own computer. Ask about 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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