



March 2010

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Welcome

Spring into SharePoint training this month with Nicholson Solutions!

We have been busy developing our SharePoint Training over the last few months and wanted to share some of our hints and tips for collaborating and sharing information using Microsoft SharePoint. An important thing to consider is whether your SharePoint site is doing everything you need and whether your staff are comfortable with using and updating it.

Not using SharePoint? We have a number of other courses that might grab your attention this month!

[Try out our tips](#)

[View our courses](#)

[Try our drop-in sessions](#)

[Click](#) to see this month's news on our website.

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.

Tip of the month...

Autofill in SharePoint datasheet view

When you need to edit the properties of a number of items in a SharePoint library, you can switch into Datasheet view using **Actions, Edit in Datasheet**. If a number of library entries need similar information added to a column, you can use Excel-style autofill, to fill the information you have entered down the column.

Enter the information into the first of the rows you want to populate. Click in the bottom-right corner of that cell, and then drag your mouse down the column to fill the other rows.

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use

SharePoint.

SharePoint Version Control Options

If you work with SharePoint document libraries, there are various levels of control that you can apply to the process of updating documents.

If you allow users to edit documents, you may need a mechanism for ensuring only one person is editing at any time. The **Check out/Check in** feature is designed for this purpose. If I check the document out, other users can still see the original copy while I am working on the update, but they cannot check it out or edit it.

However by default, checking out is optional, so if you want to control revisions it might be more practical to insist on checking out, i.e. set the **Require Check Out** option to **Yes**.

If you also turn on Versioning, then those who edit the document will have to submit a description of their changes when they check the document back in.

You can choose whether to implement major revisions only, where the revision number will increase by whole numbers, or opt for major and minor revisions, where the revision number will increase from 1.1 to 1.2, etc, until you specify that the revision is a major revision, at which point it would move to version 2.

You can also opt to limit the number of revisions you retain in your SharePoint database.

To view your Versioning options, go to the **Settings** of your Document Library and select the **Versioning Settings** link.

If you want to discuss using version control in your SharePoint libraries, give us a call on 01224 330560.

Next month's featured course

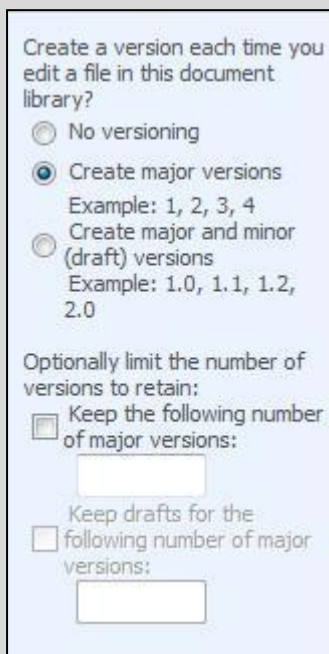
Our featured course is **Microsoft SharePoint**.

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

Date: **Wednesday 28th April**

Venue: **ACS, Balnagask Road**

Time: **9:00 to 16:00**



[See our full training diary](#)

Cost: **£210 plus VAT per person**

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

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

Free Training!

Come and try our drop in sessions...

Once a month on a **Wednesday** between **4 & 5** or **7 & 8** pm you have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.

This month the topic is **SharePoint** and the sessions are on **Wednesday 21st April**.

Booking is strongly recommended for reasons of space, so [click here](#) to book your place. Call 01224 330560 for further information or visit our [website](#).

Other scheduled courses

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

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Dreamweaver**. 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.



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

Recommend us to your friends and get a free lesson. (one free session per referral following confirmation of a course booking).