



Welcome

Thanks very much to our guests who came along to the launch meeting of BNI in Westhill. We would still like to extend an invitation to anyone else who would like to visit our chapter to experience some rewarding business networking.

Meanwhile in between helping people learn how to manage intranet content, develop Access databases, plan and track projects, and create sophisticated diagrams, we are also preparing to move to our new office in Westhill Business Centre at the beginning of June. More details to follow in June's newsletter.

If you want to keep your contacts up to date with what is happening in your business, see our featured course below.

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:

Create a category in Outlook

In Outlook 2003 Contacts, select **Edit, Categories** and click on the **Master Category List** button. Enter a name and click **Add** to create a new category.

In Outlook 2007 Contacts, select **Edit, Categorize, All Categories**. You can either rename an existing category, or click **New** to create a new one and select a colour for it.

For example, create one called Newsletter, then edit each contact who should receive your newsletter, to select this category. You can now use the view **By Category** to see a list of all your newsletter recipients, and any other categories you have set.

Next month's featured course

Our featured course is **Creating and Distributing email Newsletters**.

In this course you will learn how to create and send newsletters by email using Word and Outlook.

You will:

- Create a template for your newsletter
- Create the document based on your template
- Issue your newsletter using Outlook Mail Merge

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

To make the most of this course you would benefit from having strong Word skills. Check

I'm sure there's a better way...

When we receive a training enquiry and the client begins by saying "We think we're not doing things the best way", or "It feels like we're going the long way round", then we know we have a group who will really benefit from training.

Our ideal clients are people who want to make the most of their investment in software, so people who are trying hard to use the amazing tools that are available to us today, and who suspect they could do it better, are ready to learn.

These are the ones who are likely to say in the course of a training day, "Oh that will be really useful", or "I know where I will use that", or even "Wait till I tell my colleagues about that!"

It is normal in our training courses that there will be



your skills level [here](#).

Date: **Wednesday 18th June 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.

a lot of discussion about how the software is used in the delegate's jobs, and how they can take advantage of the features they learn about. That's why we keep our group sizes small.

It's our pleasure to smooth the way for you in using day-to-day software tools, so if there is an Ouch! factor in your working day, give us a call...

Other scheduled courses

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

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, Adobe Dreamweaver, 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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For that friendly, local, professional service, have a look at:

<http://www.nfumutual.co.uk/aberdeen/>

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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