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## Welcome

Connecting Learning - This month [Nicholson Solutions](#) is encouraging a learning culture in association with National Learning at Work Day which takes place on Thursday 20<sup>th</sup> May as part of Adult Learner's Week.

This year's theme **Creating Connections, Connecting Learning** highlights the benefits for organisations when links between people, different types of learning and business areas are encouraged.

Read on to find details of Nicholson Solutions' special Learning at Work Day **e-guides, tips, webinar** and your chance to **win a free training workshop**.

You can now follow us on [Twitter](#)



[Try out our tips](#)  
[View our courses](#)

[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.*

## National Learning at Work Day

### Creating connections. Connecting Learning. Learning at Work Day 20th May 2010.

Thousands of people in workplaces across the country are being encouraged to learn something new during National Learning at Work Day 2010 which takes place on 20 May as part of Adult Learners' Week.

**Nicholson Solutions** is raising awareness of the business benefits through computer skills in conjunction with this year's National Learning at Work Day campaign... you can:

**Sign-up** and **follow** our tips of the day during adult learners week 17<sup>th</sup> - 21<sup>st</sup> May 2010

**Request** our daily computer skills taster e-guides available from Monday 17<sup>th</sup> to Friday 21<sup>st</sup> May, [see topics below](#).

**Register** for our Connecting Learning – computer skills for success webinar: Outlook the things you might not know!  
Thursday 20<sup>th</sup> May  
11.30 – 12 noon.

**Win a free workshop** – [click here](#) and submit your details to be in with a chance to win a workshop of choice (For up to 4 delegates)

## Tip of the month...

### Outlook Automatic email filing

Outlook offers you the possibility of directing messages to specific places as they arrive in your Inbox. This is great if you have different categories of mail arriving, for example business and personal, or new enquiries and on-going projects. Using Outlook rules you can specify what folder messages from a specific person or company, or messages to a specific address, should be filed in. New messages will still be highlighted in bold, and the folder will show the number of unread messages as happens with your Inbox.

To create rules, go to your Inbox, then select **Tools**, then **Rules and Alerts**. Any existing rules are listed here, and you can click **New Rule** to start a new one. At the next screen Outlook offers some Template rules which you can modify. If they don't cover what you need, then under **Start from a blank rule**, click on **Check messages when they arrive**.

So if all the messages I received from Tom McKay are instructions for a project I am working on, I can select the first template rule "Move messages from someone to a folder", and click **Next**.

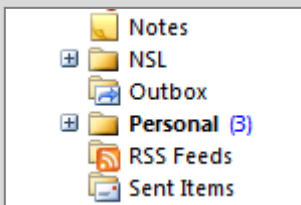
The Rules Wizard is now displayed, and in Step 1 the appropriate box

is already ticked, so in Step 2 I need to click on the **people or distribution list** link and specify Tom McKay's address, then click **Next**.

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives  
from: Tom McKay (t.mckay@anyco.co.uk)  
move it to the Tom's Project folder  
except if it is an Out of Office message

The wizard now asks what I



want to do with messages from Tom, so I need to click on the **specified folder** link, and select the folder to which the messages should be diverted, e.g. Tom's Project, then click **Next** again.

Lastly the wizard asks whether there are any exceptions to the rule, for example, when the message has been copied to me, not addressed to me, or if it is an **Out of Office** message. I could choose not to file these ones. Click **Next** again, and finish by giving the rule a useful name, then specifying whether the rule should be run on messages which are already in your Inbox, and whether it should now be turned on.

This is just one of many possibilities with Outlook Rules, which are easily assembled from the component parts offered. If you need help with a specific rule, give us a call.

*[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 **MS Outlook**.*

## Connecting Learning at Work

Most of us have experience of the type of "on-the-job" training which means that you are expected to get on with the job and learn as you go. It's amazing how you can get by and find ways to make things happen. Later on when something is explained however, and you wish you had known it 2 months earlier, you may find that the little bits you have missed are crucial to someone else's job. So we'd like to encourage you to connect with your colleagues, and share information that is useful to their jobs.

While it can seem disruptive and expensive to "go on a course", taking time out with a group of colleagues to develop your skills and answer some questions can be very productive. We see groups of people working out new ways to tackle their jobs whilst on our courses.

However learning in the workplace needn't be formal, and we all know different things that can be useful to others.

Do you find you are the person who is always asking for help? Why not pick up our tip today, and share it with the person who helps you.

Are you the person who is always asked? You could request this newsletter for your colleagues, and share our daily tips and e-guides this week.

Here are the topics we will cover in the course of the week:



	Tip via Twitter or email	Downloadable e-guide
<b>Monday</b>	Outlook : using rules for automatic filing	Outlook mail merge for distributing a newsletter
<b>Tuesday</b>	Excel: using grouping to close up sections of your spreadsheet	Excel creating pivot tables and pivot charts
<b>Wednesday</b>	PowerPoint: Working with Outline view	Creating a PowerPoint presentation from a Word document
<b>Thursday</b>	Microsoft Project: Working with Split Screen	Using split screen to help resolve resource conflicts in your Project plan.
<b>Friday</b>	SharePoint: create a Wiki	Using Team Discussions and Wikis for collaboration.

### Next month's featured course

Our featured course is **Microsoft Outlook**.

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

Date: **Wednesday 23<sup>rd</sup> June**

Venue: **ACS, Balnagask Road**

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

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.

### Other scheduled courses

[See our full training diary](#)



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

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