

Welcome!

This month's news

This month we have run our first workshop on [Creating and distributing email newsletters](#). If you want to learn how to send a Christmas message out to all your clients or friends, why not join our next [workshop](#)?

We have completed the review of our training materials, to improve the structure of our courses and the quality of our workbooks.

We are also experiencing growth in demand for our popular broadband installation service (which includes wireless networking if required) - see the link to PlusNet on our [home](#) page. We also help with anti-virus, security, and of course, our secure on-line backup service.

We are currently preparing our 2007 training catalogue, and will be in touch with you shortly to check contact details and see if you would like a copy.

Using Outlook? If your newsletter is being flagged as spam and you want it to be allowed in, right-click on the message, and under **Junk Mail**, select **Add to Safe Senders list**.

Click for a [printable copy](#) of this newsletter.

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:

Deal with Spam!

How many people have you heard complaining about the volume of spam lately? Unsolicited email is a growing problem (so please unsubscribe if you don't want this newsletter!). You can deal with some of it by creating rules in Outlook.

For example, if you don't want to see any more messages selling you **watches**, select **Tools, Rules and Alerts**, and on the **Email Rules** tab, click on **New Rule**.

In **Step 1**, under **Stay Organised**, select the second option, **Move messages with specific words in the subject to a folder**.

In **Step 2**, complete the rule by following the links: click on specific words, then type the word **watches** and click **Add**, then **OK**. Now click on **specified folder**, and select the folder where the message should be placed, e.g. Deleted Items or Junk E-Mail.

To complete a simple rule with no exceptions, click **Next, Next, Next** then **Finish**. Your new rule called **watches** will cause any message with **watches** in the Subject to be filed automatically.

Useful? [Click](#) to see more tips on our home page.

Next month's special offer

Our featured course is **PowerPoint Standard**.

This course is for you if you want to learn how to create and use effective visual aids to enhance your presentations. You will learn how to

- create slides
- save designs for re-use
- display a presentation to an audience

To PowerPoint or not to PowerPoint



I was recently invited to a conference which described itself as a PowerPoint-free zone. All the speakers were banned from using slides. I don't know how the speakers felt, but I was taken aback that poor use of presentation slides has become such an issue that people feel this strongly anti-PowerPoint. (Regulars to this newsletter will have heard my thoughts on how not to use PowerPoint before).

<ul style="list-style-type: none"> • and prepare handouts for your audience. Click to view the full course content. <p>Is this course for you? Assess your skills using our skills assessment. This course is based on the ECDL standard.</p> <p>Date: Wednesday 6th December 2006 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £160 plus VAT per person</p> <p>Book now as there are only 4 places available.</p> <p>Special offer! When you book a place on this course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique, worth £33.</p>	<p>There are lots of ways to communicate with your audience without slides, but your presentation will always be enhanced by visual aids, and I'd like to think the speakers at that conference came up with some imaginative alternatives, like props, role-plays, or live demonstrations.</p> <p>But as long as the slides you create are visual aids, i.e. things which complement the speaker's message, and help you remember it, there is no reason why they shouldn't be created in PowerPoint (unless it has been banned).</p> <p>PowerPoint can also help you share information with a group for discussion purposes, and it is very easy to bring information into PowerPoint from other sources, like Excel, Word, or web-pages. Last but not least you can use it to produce invitations or Christmas greetings which can be decorative, fun or even animated.</p> <p>If you want to join the campaign to end the mis-use of PowerPoint, why not sign up for next month's course, with the special offer?</p>
--	--

<p>Other scheduled courses</p> <p>Creating and distributing email newsletters using Word and Outlook. This course is ideal if you want to send a Christmas greeting to all your clients using Word and Outlook. You need to have a grasp of Word at Standard level, and you can check your skills using our assessment. View the course content here.</p> <p>Date: Thursday 7th December 2006 Venue: Evolve Training Centre, Dyce Time: 9:00 to 12:30 Cost: £90 plus VAT per person</p> <p>This course currently has 3 places remaining. Click here to book a place.</p>	<p>Excel Standard: Using spreadsheets in Excel. This course is perfect for helping you organise your budgets for the New Year. You will learn how to use lots of practical tools, and create spreadsheets that save hours of work. View the course content here.</p> <p>Date: Wednesday 10th January 2007 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £160 plus VAT per person</p> <p>This course currently has 4 places remaining. Click here to book a place.</p>
---	---

You can also contact us for training in **Word, Access, Outlook, Project, 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).