

Welcome

This month we have been working with companies who are getting to grips with Office 2007. We would recommend migration training whenever new software is introduced, but particularly for this version, since the layout is substantially different. Our business tips section features a particular Office 2007 issue which may affect any of us.

Our featured course is Word Advanced, which is available in all the current versions of Word, and is ideal for current Word users who want to expand their knowledge and master more of its features.

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:

Scale your document down for printing

The Zoom area of the Print dialog box allows you to scale your document for a specific paper size or to fit multiple pages on a sheet. If you have prepared your document in A4 page layout, but need to print to A5, for example, you can select **Print**, then in the **Zoom** section, in the **Scale to paper size** box, select your paper size. Alternatively, in the **Pages per sheet** box, tell it to fit **2 pages per sheet** of A4.

Next month's featured course



Our featured course is **Microsoft Word Advanced**.

Move your Word skills to the next level:

- take charge of document layout
- structure your document using styles
- manage images in your document
- polish your document for presentation

This course is available for Word 2000, 2002, 2003 and 2007.

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

To benefit from this course you must be comfortable with the basics of Word. Click to check your using our [skills assessment](#), or call us to discuss.

Date: **Tuesday 18th December 2007**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**

Office 2007 file formats

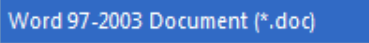


Office 2007 is gradually being adopted by a number of businesses around the country, and of course anyone purchasing new computers is likely to encounter it. What is causing a bit of confusion for some people is that the files saved in Office 2007 cannot be read by the equivalent program in Office 2003 or earlier versions.

For example, if I save a document in the Word 2007 document format, it will be saved with a **docx** file extension. If I try to open this in Word 2003 I will see a message saying that this document was created in a newer version of Word, and I need to download a converter to be able to read it.

Obviously if your business creates documents, spreadsheets or presentations and sends them out to other parties, this may be an issue for you. If you communicate regularly with a particular company it may be worth your while to persuade them to install the converters. Gradually most people using older versions of Office will need to have these installed, since receiving Office 2007 files will become a more common occurrence.



<p>Cost: £185 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 £35.</p>	<p>However if you want to be sure your file can be read by anyone, you can choose to save it in 97-2003 format. See the Save As options. If you think this would be the best way for you to work for the time being, you can set this file type as your default. In Word, click the Office Button, and select Word Options. Click the Save tab, and select the 97-2003 format as shown. The method is the same in Excel and PowerPoint.</p> <p>Save files in this format: </p>
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Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **the next month** for

- Word: Standard and Advanced**
- Access: Standard**
- Excel: Standard and Advanced**

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Microsoft PowerPoint, Microsoft Project, Microsoft SharePoint, Adobe Acrobat** and **Sage**. Call us to discuss your requirements.


This month's book recommendation



This month our book is a guide for those of you who are trying to find your way around computers running Windows Vista. It is as clear and methodical as the Step by Step series usually are, and will give you guidance to let you take control of your new computer.

Click the picture to view on Amazon.

You can also contact us for training in **Word, Access, Outlook, Excel, Project, SharePoint, Sage, Adobe Photoshop** 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).



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