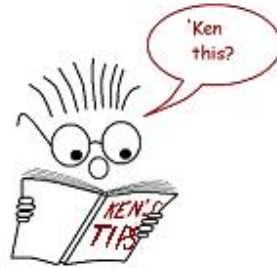




Welcome!

At Nicholson Solutions we like to say that training is focused, effective and fun. Recent training feedback suggests it must be true, with lots of our delegates commenting on how much they enjoyed their day.

This month we invite you to
[Read about Windows Vista and share your experience](#)
[Learn PowerPoint 2007 and take advantage of new features](#)
[Try our PowerPoint tip](#)



User tip of the month:

Duplicate autoshapes on PowerPoint slides

When you draw a shape on a PowerPoint slide, you can make copies of it with the same size, fill colour and any other effects you have applied, using **Ctrl+d**.

In Office 2003 this command is also available via **Edit, Duplicate**, and in Office 2007 it is on **Home** tab, **Clipboard** group, **Paste, Duplicate**.

Next month's featured course

Our featured course is **PowerPoint Standard 2007**.

In this course you will learn how to produce an effective presentation in PowerPoint, making the most of the attractive new features in this version. You will learn how to

- Create and format a presentation using the tools available in PowerPoint
- Use templates and themes
- Create a template of your own
- Add images and animation effects to enhance your presentation

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

The content is based on the ECDL standard, and you can assess your own skills against this standard using our [skills assessment](#).

Date: **Wednesday 17th December 2008**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**

Loving Windows Vista?

This month we invite your thoughts on Windows Vista. We know few businesses which have moved wholesale to Windows Vista, but lots where the odd laptop has arrived with it, and of course many people have it on home computers.

Vista comes in 4 flavours:

- Home Basic** For basic computing needs like email, internet and viewing photos, and including the strong security features of Vista.
- Home Premium** Beyond the basics with improved search tools and digital entertainment. It is good for mobility, with simplified wireless connection and battery management.
- Business** The new security features should help you to protect your key business information. It includes improved search features for productivity, and mobility features for staying connected. There are also new features for managing network connections.
- Ultimate** Brings all the above features together, giving you the advanced




Cost: **£195 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.

digital entertainment features as well as all the networking features.

To experience a taste of the amazing graphics in Vista, read [here](#) about the Windows Flip feature, available in all versions except Home Basic.



Click [here](#) to watch a 5 minute Microsoft demo on finding and organising files in Vista.

Our own experience was a cautionary one. We bought a cheap laptop which was underpowered for Vista, and in spite of upgrades it just couldn't cope, so we have just downgraded it to Windows XP. This was a case of buy cheap and pay dear.

[Tell us](#) about your Vista experience.

Other scheduled courses

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

In addition to our scheduled courses, we can arrange training on any of our topics on a date to suit you. Other titles include **Microsoft Access, SharePoint, Adobe Acrobat** and **Sage**. 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.

Business admin made painless



Log into MyBusiness

MyBusiness is an on-line service which provides an integrated database for all your customer contacts and business transactions. Subscribing to this service will give you:

- Comprehensive user-friendly record keeping for your business
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- Data ready to present to your accountant at year-end

Please call to discuss how MyBusiness can help you and to see a demonstration. Tel **0845 130 2807**, email enquiries@runawaymouse.com

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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