



November 2009



In this month's issue:

[Tip of the month](#)

[Sharing Office 2007 themes](#)

[PowerPoint training](#)

[Free training!](#)

[Other scheduled courses](#)

Welcome

Welcome to our November newsletter. We are continuing from the topic we introduced last month, which is using themes in Microsoft Office 2007, and also this time making them available to other users.

If you are using an earlier version of Office the principles of setting your preferences in the Normal template still apply, and can be used to set specific fonts and styles as the default.

[Try out our tips](#)

[View our courses](#)

[Sharing your tailored Office 2007 themes](#)

We have a PowerPoint 2007 course running in December, and would also be happy to arrange PowerPoint 2003 training for you.

[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.

Tip of the month...

Choices within a theme

Continuing from our introduction to Office 2007 themes last month ([click for last month's newsletter](#)), when you have captured the fonts, colours and effects you want, don't worry if you don't like the first style you are offered for a chart or slide.

The important point is that you will still be offered a range of different colours and effects within the theme you have chosen.

So although the default PowerPoint design for the Nicholson Solutions' theme was the one on the bottom right in the image, and was too strong for some purposes, by clicking **Background Styles** we are still offered a gallery of variations on it within our theme.

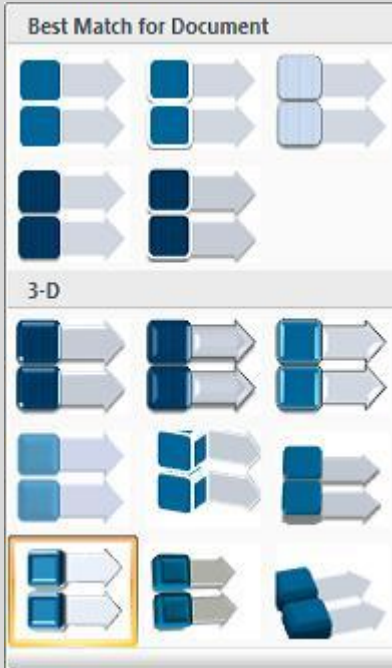
The same applies to Excel graphs and any use of SmartArt diagrams in Word, Excel and PowerPoint. If you



don't like the default look, check the gallery for options which are all still consistent with your theme.

[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 PowerPoint.

Making themes available to other users



[More Word tips](#)

When you have compiled a theme and want to adopt it as a company standard you will need to make it available to your team. The Office applications which use themes make it possible to browse for a theme, but if you want to use it as your standard, you will want it to appear automatically. Here we describe the process for making your theme the default in **Word**.

Having selected your colours, fonts and effects you can save your theme, using **Page Layout, Themes, Save Current Theme**. Store the theme in a shared location which can be seen by the other computers in your team.

You will need to visit each computer and do the following:

In **Word**, open the **Normal.dotm** template. In Windows XP this is stored under the user profile in Application Data\Microsoft\Templates. In Windows Vista and Windows 7 the template is stored under the user profile in AppData\Roaming\Microsoft\Templates. These folders may be hidden, so call if you need help to find them.

The template should display a blank page. Go to **Page Layout, Themes** and use **Browse for Themes** to locate your saved theme. When you have located your theme and clicked **Open**, you need to save your template and close it. Now any new documents you create should default to using your selected colours, fonts and effects.

If you just want your theme to be an option available to users, on each computer navigate to the Template folder described above then place a copy of your theme file in the **Document Themes** sub-folder. Your theme will appear on the Themes menu.

If you need help to do the equivalent for Excel and PowerPoint, or for any other aspect of Office 2007, give us a call on 01224 330560

Next month's featured course

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

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

Date: **Wednesday 16th December**

[See our full training diary](#)

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.

Free training!

Come and try our drop in sessions...

Once a month on a **Wednesday** between **4 & 5** or **7 & 8** pm you have the opportunity to call in for a demonstration or come and ask a question based on our monthly featured course.

This month the topic is **PowerPoint** (any level and any version), and the sessions are on **Wednesday 9th December**.

Booking is strongly recommended for reasons of space, so [click here](#) to book your place. Call 01224 330560 for further information or visit our [website](#).

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in December for **Sage Accounts, 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, Outlook, Contribute, Sage and SharePoint. 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).