

News

This month we are featuring a Word course which never fails to have a WOW effect on learners, when they see what Word can do for them.

Also we have enhanced our business support services by developing [datamouse](#), which brings a new element of support to our on-line backup service.

Lastly if you want to send a newsletter of your own, see our new workshop [below](#).

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:

Add a common typo to the Autocorrect list in Word

Word corrects common typos for you, e.g. 'adn' changes to 'and'. To add your own common typing errors to the list of automatic corrections, select **Tools, Autocorrect Options**. On the **Autocorrect** tab, in the **Replace text as you type** section, enter the common typo in the **Replace** box, and the corrected text in the **With** box. Click on the **Add** button, and close the box.

Next month's special offer

Our featured course is **Word Advanced: Creating professional documents in Word**.

Think you know enough about Word? This course reveals its full power, and will move your word processing skills to a truly professional level.

This course will benefit anyone who cares about the presentation of their documents.

To benefit from this course you must be comfortable with the basics of Word. [Click](#) to confirm your skills using our assessment.

On completing this course you will be able to

- set up a corporate style for reports, proposals and letters
- create and use templates efficiently
- manage images and imported objects
- manage large documents

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

Date: **Wednesday 1st November 2006**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£160 plus VAT per person**

[Book now](#) as there are only 3 places remaining. Not sure if it's right for you? Call 0845 130 2807 to discuss your requirements.

House of horrors?

Imagine your computer or laptop is stolen tonight. What effect will it have on your business? The answer will lie somewhere between...

Cool and unruffled:

Everything you do on your computer is stored on your server, and you have a spare computer available, so you'll be up and going as soon as it is set up on your desk.

Complete panic:


You are a one-person business, with everything on one computer, and no back-up copy.

If you are towards the panic end of the spectrum, consider the cost to your business of losing just one day's work (including all email correspondence). Your business data is the lifeblood of your business. In our case, the essential data includes our training materials, our client contact information and our correspondence.

Business continuity (being able to continue running your business regardless of adverse circumstances) is dependent on this data being available to you.

We have developed our [datamouse](#) backup service as a response to the large number of businesses we come across who do not have a backup regime.

To be effective, backups must protect your data against

<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>	<ul style="list-style-type: none"> • hardware failure • virus attack • fire and flood. <p>To do this they must be</p> <ul style="list-style-type: none"> • comprehensive (backup all your data) • up-to-date (refreshed daily) • stored off-site (held in a separate location to your computer or server). <p>Datamouse will ensure your data is securely and automatically backed up to off-site data centres every day.</p> <p>You can read more about straightforward ways to protect your business data in Nicholson Solutions' "Computer Protection for Business Owners".</p>
<p>An email newsletter for your business?</p> <p>We have distilled our method for creating and distributing this newsletter into a workshop. If you use Outlook to manage your contacts, and would like to learn how to use Word to create your newsletter, give us a call on 0845 130 2807.</p> <p>Learn how to</p> <ul style="list-style-type: none"> ▪ Create a template for your newsletter ▪ Prepare an edition of your newsletter ▪ Issue your newsletter by Outlook mail merge 	<p>Other scheduled courses</p> <p>PowerPoint Standard : Creating effective PowerPoint presentations</p> <p>View the course content here.</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 style="text-align: center;">This course currently has 4 places available.</p>
<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?</p>	
<p><i>All of our courses are available as one-to-one tuition at your own computer.</i></p> <p><i>See our training-by-telephone service .</i></p> <p><i>Recommend us to your friends and get a free training session worth £33</i> (one free session per referral following confirmation of a course booking).</p>	