



Welcome!

Excel has been flavour of the month in October, with some people just starting out and others aiming to make more sophisticated use of it.

If you are using it for planning, perhaps our featured topic, Microsoft Project, could serve you better. We would be happy to discuss that with you.

We also help Microsoft Project users who need to export data to Excel and make it perform tricks – now we're talking! (See our [tip](#))

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:

Display your Project data in Excel pivot charts

Sounds exciting? You can do this at the click of a button if you are working with the 2007 version of Project. Select **Report, Visual Reports** and select a report from the menu. Click **View** to have the report displayed as an Excel pivot chart. If you are using any earlier version of Project, you can achieve the same by exporting data to Excel, then creating your own pivot chart. Need some help? [Drop us a line](#)

Next month's featured course

Our featured course is **MS Project Intermediate**.

In this course you will build on the foundation concepts, develop your skills in working with project plans, and ensure you can confidently adapt them to changes in project circumstances by

- Updating the plan with progress information and report on the status of the project
- Editing the plan and understanding what effect this has on tracking
- Using tools to resolve the problem of a project slipping
- Using costing and financial reporting

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

The course requires good knowledge of foundation Project skills, and you can assess your skills against our standard course using our [skills assessment](#).

Motivational training


There's nothing new in the idea that employees can feel motivated when an employer invests in them through training, and the employer can benefit through improved knowledge and confidence. A culture of training can contribute to getting and keeping the best people.

The other side of this is that as trainers we are regularly impressed by how highly motivated the training delegates are. I sometimes wonder how their bosses would react if they saw the delegates' enthusiastic approach to training: would they be surprised, or impressed, or is it just what they expect?

When I see the delegates discussing how to tackle some aspect of their job differently as a result of what they have learned, I think the employers are really fortunate in the dedication of their staff.



<p>Date: Thursday 20th November 2008 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £195 plus VAT per person</p> <p>Book now as there are only 4 places available.</p> <p>Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.</p>	<p>For us it is clearly rewarding to see people applying the results of their training right there in the training room. So we're offering a fly-on-the-wall view here, to let employers, managers and training coordinators know that people appreciate their training. We hope you can see the positive outcomes.</p> 
<p>Other scheduled courses</p> <p>View our course diary for the coming month. We have courses scheduled in November for Word, Excel, PowerPoint, Contribute and Outlook.</p> <p>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.</p> <p>We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.</p>	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Business admin made painless</p> </div> <div style="flex: 1; background-color: #e0f0ff; padding: 5px; text-align: center;">  Log into MyBusiness </div> </div> <p>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:</p> <ul style="list-style-type: none"> • Comprehensive user-friendly record keeping for your business • Monthly profit and loss report • Easy VAT return preparation • Data ready to present to your accountant at year-end <p>Please call to discuss how MyBusiness can help you and to see a demonstration.</p> <p>Tel 0845 130 2807, email enquiries@runawaymouse.com</p>

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).