



October 2009



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Welcome

At this time of year lots of people exercise their Microsoft Word skills to produce Christmas letters, and mail merge labels for them all. If you haven't tried these things for a year, we're here to help if you get stuck. However if you're too busy producing reports to think about such things, why not try our Word courses to make sure you know about all the features that are there to help you? You can also:

[Try out our tips](#)

[View our courses](#)

[Work with themes in Office 2007](#)

We have a Word 2007 course running in November, and would also be happy to arrange Word 2003 training if you require it.

[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...

Wrap text round your pictures in Word

Whether you are decorating your Christmas letter with photos, or inserting diagrams into a business report, you need to tell Word who is boss when it comes to positioning the images.

Using the **Insert Picture** command will place an image in your document using a layout called **In line with text**. This means the image is part of the sentence and it will only move with the text. To make the text wrap round the picture you need to explore the other layout options. Click on your picture then:

- In Word 2003, select **Format, Picture**, then on the **Layout** tab select **Square**.
- In Word 2007, select **Picture Tools, Format, Text Wrapping, Square**.



This will allow you to move the picture freely within your text. If your picture is not square, try **Tight**, or try **Top and Bottom** for a bit more space around your image.

[Email us](#) if you want to give us a tip, or tell us what you think of this one.

Working with themes in Office 2007

Any time you have selected a colour in Word, Excel or PowerPoint 2007 you may have thought that the range of colours on offer seemed a bit limited. If you look a little further you will find the full colour palette is still available, so why is the initial choice limited?

We thought we should explain Office 2007 themes, so that you can develop one for yourself or your business, giving you consistently relevant colours across all these applications.

In Word 2007, take a look at the **Page Layout** tab, and the **Themes** group at the left hand end. If you click the **Colours** tool you will find that, unless you have changed it, you are using a default set of colours called **Office**. You will also see a wide range of other colour sets that you can select.

If you click on the **Themes** tool, you will see that colours are just one component of the themes on offer. Themes are made up of Colours, Fonts and Effects, and when you select a theme to use as standard, or customise one for your own use, you can use it in Word, Excel and PowerPoint to give you a consistent look and feel to all your documents.

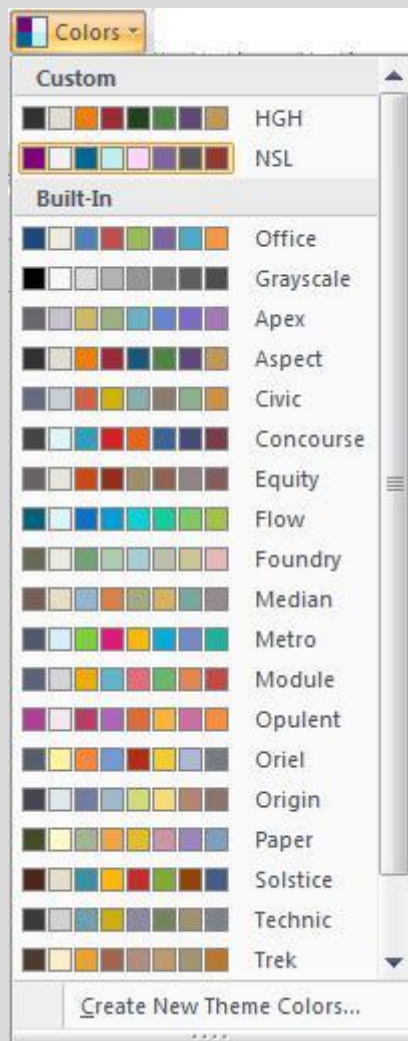
To experiment with themes, select a theme in Word, and create a document with a title, and an introduction. You will be offered title page styles, heading styles, and header and footer styles all based around your selected theme, and your fonts will also be dictated by the theme. Now move to PowerPoint, select the same theme and take a look at the Designs on offer. This is the place to see the Effects in your theme in action (try inserting SmartArt to see them in action).

Hopefully you can see that the "limited" set of colours is actually the tip of a huge iceberg of choice. If you want any help working with themes, you know who to call.

Need help or want to know more? Give us a call on 01224 330560

Next month's featured course

Our featured course is **Word 2007**. Come and find out the amazing power that is at your fingertips with Microsoft Word. This course will enable you to produce professional looking letters and documents by:



[More Word tips](#)

[See our full training diary](#)

- Using styles, headers and footers with confidence
- Changing text style and colour
- Inserting pictures and images
- Personalising a letter with the mail merge feature

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

Date: **Wednesday 4th November**

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 new 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 **Microsoft Word** (any level and any version), and the sessions are on **November 18th**.

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 October for **Word, Sage, Project, Excel, PowerPoint, Access** and **SharePoint**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Dreamweaver**. 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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lesson. (one free session per referral following
confirmation of a course booking).*