

News

Thanks to everyone who sent such positive feedback on our first edition last month. We welcome all your comments, and we'll keep improving the newsletter.

This month we are continuing to promote our runawaymouse.com training-by-telephone service. [Contact us](#) for a free demo.

We also welcomed new clients to our on-line backup service, which we depend on and strongly recommend. Have you [backed up](#) your data today?

[Click](#) to see other 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.



User tip of the month:

Save your PowerPoint presentation as a slide show

Package your presentation neatly into a PowerPoint show, so that the audience never sees the design view of your slides, and you can't make accidental changes. Select **File, Save As**, and in the **Save As Type** box, select **PowerPoint Show (.pps)**. Save your file on your desktop. To show your presentation, double-click the file and your show will begin. When you finish, the view will return to your desktop.

Next month's special offer

Our featured course is **PowerPoint Standard**.

In this course you will learn how to create effective PowerPoint presentations by

- creating slides
- saving designs for re-use
- displaying a presentation to an audience
- and preparing handouts for your audience.

[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 4th October 2006**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£160 plus VAT per person**

[Book now](#) as there are only 4 places available.


Special offer! When you book a place on this course you will receive a free follow-up session using our Runawaymouse.com training-by-

Death by PowerPoint?

Have you ever had that sinking feeling when you've attended a presentation using PowerPoint? Was it caused by the number of slides, the quality of the slides, the amount or size of the text, the colours, or perhaps the fact that the slides had been put together for a completely different presentation? These are all the classic PowerPoint crimes that can give it a bad name and reflect badly on the person or organisation giving the presentation.

Used well, visual aids created in PowerPoint can really enhance your presentation, and the most effective way to ensure your business is well presented is to create a useful and professional-looking template which captures your corporate image and font styles. If you have a number of staff creating presentation slides, prepare some guidelines for them on using the template. Points to consider would be:

- Number of bullet points per slide
- Amount of text per slide
- Use of graphics
- Size (quality) of graphics
- Use of colour

<p>telephone technique, worth £33.</p>	<ul style="list-style-type: none"> • Use of animation <p>But most importantly, the thing to have in mind when creating your presentation and slides is your audience.</p>
<p>Other scheduled courses</p> <p>Microsoft Project Standard: an introduction to Project. View the course content here.</p> <p>Date: Wednesday 18th October 2006 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £160 plus VAT per person</p> <p>This course currently has 4 places remaining</p>	<p>Word Advanced: Creating professional documents in Word. View the course content here.</p> <p>Date: Wednesday 1st November 2006 Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £160 plus VAT per person</p> <p>This course currently has 4 places remaining.</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 via our training-by-telephone service</i></p>  <p><i>Recommend us to your friends and get a free training session worth £33 (one free session per referral following confirmation of a course booking).</i></p>	