

Welcome

This month we're tackling more of your comments on things you love to [hate](#) on your computers. This time we tackle the thorny issue of spam.

We're also offering **free** support to help you with your computer troubles! To enter our prize-draw for a free on-line support session with www.runawaymouse.com, [email us](#) your name by Wednesday 19th. We'll draw the winner on Thursday.

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:

Automatic reports from your pivot table

You can use the **Show Pages** command on the **Pivot Table** menu to create a separate spreadsheet report automatically for each value of a **Page** field. For example, if your pivot table shows sales figures grouped by each Sales Employee, you can produce a report for each Employee showing their sales for the year.

Why not talk to us about how this could be of use for analysing your data?

Next month's featured course

Our featured course is **Microsoft Excel: Advanced**.

This is one of our more popular courses, where existing users of Excel build on their skills to create more sophisticated spreadsheet solutions.

Some of the areas that people have commented on as being particularly useful are pivot tables for data analysis, and macros for labour-saving automation of spreadsheets. Being able to secure your workbooks and individual formulae from being edited or viewed by other users is also a key point for some.

At advanced level we will always discuss your specific requirements and accommodate them in the course.

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

Check your skills against the content of this course using our [skills assessment](#).

Dealing with unsolicited email

Unsolicited email is a burden for every email user to a greater or lesser extent. 80% of emails sent are spam, and only a few years ago in 2002 it was less than 3%. So what can you do to reduce the wasted time and effort in dealing with it?



Your anti-virus software may have options for blocking spam, perhaps by purchasing an upgrade. There are also separate spam blocker tools on the market which you can install, and we can recommend Cloudmark as being very effective.

You could tackle it at your mail server: contact your ISP and ask what they are doing to filter spam. Tell them what your experience is at the receiving end.

If you are keen on this newsletter but it gets marked as spam, then add our address to your Safe Senders list. For example, if you're using Outlook, right-click on the message and select Junk Email, then Add to Safe Senders list. If you need help with un-spamming us, give us a call.

There are also a number of standard tips for dealing with spam, which have been well documented by others, so here are some useful links for you:

- <http://www.apromotionguide.com/ridofspam.html>
- <http://www.easypeasy.com/guides/article.php?article=15>



Date: **Wednesday 10th October 2007**
Venue: **Evolve Training Centre, Dyce**
Time: **9:00 to 16:00**
Cost: **£185 plus VAT per person**

[Book now](#) as there are only 2 more places available. (We will run this course again in November and December).

If you need any help to make the most of the tools your email program provides, why not [give us a call or drop us a line](#).

Other scheduled courses

[View](#) our course diary for the coming month, or call us to arrange a course for your staff.




Amazon.

This month's book recommendation

The engineering types at Nicholson Solutions have made good use of this volume over the years. It will guide you in technical use of Excel, including building formulae, creating macros and writing Visual Basic code. Click the picture to view on

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?

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).

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