

Welcome

This month we are featuring Word, since the need to produce professional looking documents never goes away.

[Try out our key tips](#)

[View our courses](#)

[Control Track Changes](#)

We have both Word 2003 and Word 2007 courses running in the near future, at both Standard and Advanced levels, so we'd be delighted to discuss your requirements.

Alternatively, learn how to set up your own newsletter using Word, for distribution using Mail Merge from Outlook.

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:

Select whole paragraphs and documents in Word

A useful detail of Word that we often show people, is how to select text via the margin of your document. When you move the mouse into the left margin it changes to a right-pointing arrow. **Click it**, and it will select the whole of the adjacent line of text (or table row). **Click and drag** down the margin to the end of your paragraph, and it will all be selected.

Lastly press **Ctrl** and **click in the margin**, and the whole document will be selected.

Next month's featured course

Our featured course is **Word Standard 2003**.

In this course you will learn how to work effectively with Microsoft Word, equipping you with essential word processing skills for business. You will learn how to

- Create new documents and change existing ones
- Change the look of a document and use tables
- Use styles, create headers and footers and number pages
- Insert pictures and graphics
- Set up a mailing list and be able to mail a document to those on your list

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

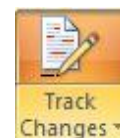
The content is based on the ECDL

Fun with Track Changes?!

Have you ever done battle with the Track Changes feature in Word? Common issues with Track Changes are

- Thinking you have cleared up all the revisions in your document, only to find the person you send it to can see everything you have done to it.
- Telling someone your changes are in red, when they are showing in whatever colour Word thought was nice today.
- Printing a document and finding it scaled to fit mark-up balloons on the page.

The Track Changes tools are hugely useful for people who need to pass documents round a team for review, but it pays to know how to use them, so that your client sees what you want them to see.



The most important thing to know about Track



standard, and you can assess your own skills against this standard using our [skills assessment](#).

Date: **Wednesday 1st October 2008**
 Venue: **Evolve Training Centre, Dyce**
 Time: **9:00 to 16:00**
 Cost: **£195 plus VAT per person**

Book now as there are only 3 places remaining.

Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.

Changes is that the only way to remove mark-ups is to **Accept or Reject** them. Any other means of making them invisible is only hiding them, not removing them.

In Word 2007, there is also the **Document Inspector**, which can look for any remaining comments, revisions, or annotations, and clear them up for you.

To control your print output, see the **Print What** section of the Print dialog box.

Need help? Give us a call on 01224 330560, or try Microsoft's [on-line demo](#).

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in **October** for **Excel, PowerPoint, Access, Outlook, SharePoint, Project** and **Dreamweaver**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **Adobe Acrobat, Contribute** and **Sage**. 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.

This month's BNI member slot



G5 Technologies are local IT experts, providing IT solutions to small to medium sized businesses in and around the Aberdeen area.

Contact David Pang on 0845 11 444 77 or see www.g5tech.com

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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