



September 2011

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Welcome to Nicholson Solutions' Excel month!

This month we offer invaluable advice on Microsoft Excel, based on things our recent training delegates have found useful.

Our main news this month is that we are now a Learning and Performance Institute Accredited Small Business, and we are delighted to have this quality award to give you confidence in our services, see details [below](#).

Next month you can come along and visit us at Aberdeen's Granite Expo 2011 on Thursday 27th October at the Hilton Treetops Hotel, Aberdeen. We'll be showcasing our services and conducting an interactive skills quiz. For more information about the Expo click here: <http://www.granitepr.co.uk/index.php>

[Try out our tips](#)
[View our courses](#)

[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.

Working with large Excel spreadsheets

If you work with spreadsheets that are many columns wider or rows deeper than your screen, there are a number of features in Excel that can make life easier for you and save you lots of eye-straining scrolling. These are generic features, available in Excel 2003, 2007 and 2010, and you can find them in the Help for your version.

Freeze panes

You can lock the header rows on your spreadsheet, so that the body of your spreadsheet scrolls but the headers stay visible. Alternatively you can lock some columns at the left hand side whilst the rest of the sheet scrolls. Check out the help to see how to lock both rows and columns. See

<http://www.nicholsonssolutions.co.uk/tipsExcel.htm#headerrowQ>

1	2	A
1		CompanyName
2		ABC Marketing
3		ABC Marketing
4		ABC Marketing
5		AW Enterprises
8		ESDR
9		ESDR
10		ESDR
11		McIntyre Services
13		Spencer RPA
20		Strategic Process
24		TFL Profile
25		TFL Profile

Split screen

You can divide the screen 2 or 4 ways to view different parts of your spreadsheet at the same time. See <http://www.nicholsonssolutions.co.uk/tipsExcel.htm#splitscreenQ>

Hiding

You can hide selected columns or rows, in order to allow the areas either side to be viewed together. Remember that to unhide, you need to define the area to be unhidden by selecting the rows or columns either side of it. See

<http://www.nicholsonssolutions.co.uk/tipsExcel.htm#hidingQ>

Grouping

You can select areas to be closed up or opened out as required. This is like hiding, but provides outlining tools in the margin so you can easily expand and collapse the grouped areas. See

<http://www.nicholsonssolutions.co.uk/tipsExcel.htm#groupingQ>

See below for keyboard shortcuts which make working with large sheets much easier.

Excel Tips

Keyboard shortcuts at your fingertips!

Here are a selection of shortcuts that have been popular with recent Excel training delegates:



Get to the end of a row	Ctrl + Right arrow
Select to the end of the row	Ctrl + Shift + Right arrow
Get to the end of a column	Ctrl + Down arrow
Select to the end of the column	Ctrl + Shift + Down arrow

In each of the above the opposite also applies (left arrow for start of row/column).

Go to end of data	Ctrl + End
Go to cell A1	Ctrl + Home

C	D
Start Date	Renewal Date
04/07/1997	01/10/2011
04/09/1992	01/10/2011
18/03/1999	30/09/2012
20/12/2006	30/06/2012
30/02/1990	01/01/2012
05/10/1995	01/04/2011
06/09/2005	30/06/2013
31/10/2002	01/01/2011

If **Ctrl + End** takes you past the end of your data, select from this point back to the end of your data, then right-click and **Delete** (deleting whole rows), then **Save**. **Ctrl + End** should now take you to the last populated cell in your worksheet.

[Email us](#) if you want to give us a tip, tell us more about these tips, or find out more about smart ways to use Microsoft Excel.

Accredited Training Provider Status

[Learning and Performance Institute](#)



Over the summer the Nicholson Solutions team have been working hard to improve our services and business processes to benefit our customers.

We are now delighted to announce that we have been awarded the Learning and Performance Institute Small Business Accreditation. This is for our "commitment to high quality and process improvement in the provision of learning, development and training services to clients".

Thanks to all our customers and associates for all your continued support of our services over the last 9 years.

Useful Excel sources



[@MrExcel](#)

[@Office \(Tweets to help you do more with Office\)](#)

www.mrexcel.com (forum: lots of Excel and VBA questions answered)

www.exceltip.com

RGU Short course

Deliver IT projects successfully, on-time and within budget

IT Project Management Short Course

from RGU School of Computing

This Course is based on the Project Management Institute Project Management Body of Knowledge Guide (PMBOK) and provides an IT focus. It covers the purpose and use of a Project Management framework, and the full range of Project Management concepts. The course can be used as a boot camp towards sitting the CAPM exam (PMI).

Duration 4 days

Course dates 14th to 18th November, 9.30-4.30

Location RGU Campus, St Andrews Street, Ab



Learn more by joining our free webinars:

**Tuesday 27th
September
16.00 (BST)**

[Click to sign up.](#)

Computer Skills Training
Training courses
Training diary
Skills assessments

[See our full training diary](#)



[Learn more about our on-line training](#)

For more course details see [RGU IT Project Management](#)

Free Webinars

Nicholson Solutions are running a series of **FREE** monthly webinars. Each month we run a 45 minute session on one of our core training topics, and also at the end of each month we run a short demonstration on a social media topic.

This month's topics are:

- Excel 2007: Tactics for working with large spreadsheets, Tuesday 27th September, 16:00 (BST)

Book a place [here](#).

Got a suggestion for a topic? [Email us](#) and let us know what you'd like to see.

Next Month's Scheduled Courses

Courses where we still have availability in October are as follows (or [click to see the full training diary](#)) :

Word 2007 Standard	Wed	5th	Book me a place
Word 2007 Advanced	Thurs	6th	Book me a place
Twitter Workshop	Fri	7th	Book me a place
Excel 2010 Standard	Wed	12th	Book me a place
Excel 2010 Advanced	Thurs	13th	Book me a place
PowerPoint 2010 Advanced	Wed	19th	Book me a place
MS Project 2007 Intermediate	Thurs	20th	Book me a place
MS Outlook 2010	Wed	26th	Book me a place
MS Access 2010 Standard	Thurs	27th	Book me a place

Don't see the course you want? We run many of our courses on demand in addition to our scheduled courses. Please [contact us](#) to request a course. Prices vary with group size and location, and we'll be happy to provide a quote.

Other ways to learn

Learning with Nicholson Solutions can take the form of one-to-one lessons, small groups at your premises or at our training room, or demonstrations to larger groups. We are also delighted to offer all of our topics one-to-one on-line,



so you can sit at your desk and meet with the trainer over the internet to learn the topic of your choice.

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*Are you migrating from
Office 2003 to Office 2010?*

*Have you considered the training you or your
organisation may need to support this migration?*

Contact us on 01224 330560