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April 2017 Newsletter

Our news

New financial year - new training budget?? If so, don't wait until next March to start using it, but think about how you can make yourself or your staff more productive sooner rather than later.

For example:

- How **excellent** are their [Excel](#) skills?
- How **powerful** are the company's [PowerPoint](#) presentations?
- How **outstanding** are people at using [Outlook](#) not just for managing e-mails but for better [Time Management](#) generally?
- How **wonderful** are your [Word](#) documents. Do you have a **company style** in place and do people know how to use it? Can you automatically generate a **table of contents** for large Word documents?
- Do you have [Microsoft Project plans](#) in place for the **projects** the company is involved in or is all on bits of paper, Excel or Word?
- How **crystal-clear** are your [Crystal Reports](#)?
- How **concise, clear** and **professional** are the [reports](#) that have to be written?
- Maybe you need better [Negotiating and Influencing Skills](#)?

Or, if you are using [Office 365](#), new features are added regularly and it is hard for staff to keep up with the recent updates. How many of you have come across the **TEXTJOIN** function which has recently been added to [Excel 2016](#)? It's the grown-up sibling of **CONCATENATE**. Both **TEXTJOIN** and **CONCATENATE** join text together, but **TEXTJOIN** enables you to more easily join a list or range of cells including a delimiter that you want to insert between each text value. Also, **TEXTJOIN** allows you to ignore empty cells.

Remember that we **come to you - training is delivered at YOUR site and can all be tailored to YOUR needs, even using YOUR files if required.**

We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit <http://www.jmdtraining.co.uk>.

If Only I'd Known That Blog

If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknowthat.wordpress.com/>

The blog now regularly gets over 1000 hits a day from all over the world and I get nice comments from people that have been helped by it.

For example on a blog about **Word mailmerge labels**, I received the following comment recently:

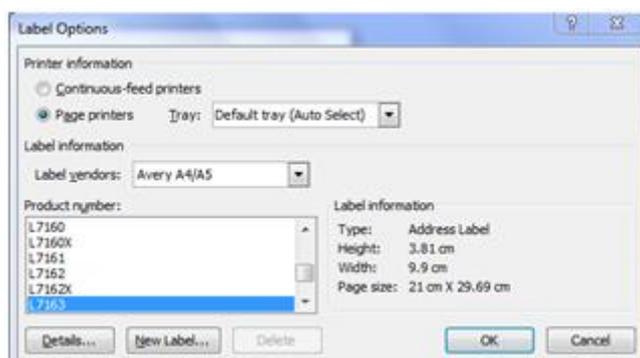
"You saved my sanity with 8 words "you will only see one address per sheet" After hours of struggle, I found your information. Incidentally, if Word had said "upLOAD instead of update, I would have been fine. THANK YOU SO MUCH!!"

The relevant blog is reproduced below:

[Microsoft Word labels mailmerge problem – only getting one label per sheet](#)

One or two clients have mentioned problems with creating mailing labels, using Word 2007 or Word 2010 mailings tab. Only one label is being printed on each sheet of labels.

To create mailing labels, from the **Mailings** tab, in the **Start Mail Merge** group, from the **Start Mail Merge** dropdown, click **Labels**. The **Label Options** dialog box will be displayed.



If necessary, change the **Printer information** detail. Select the name of the company whose labels you are using from the **Label vendors** dropdown, then select the relevant **Product number**. Click **OK**.

In the **Start Mail Merge** group, from the **Select Recipients** dropdown, select one of **Type New List**, **Use Existing List** or **Select from Outlook Contacts**. If required, locate where your list is on your computer.

If needed, click **Edit Recipient List** to choose specific people to create labels for.

In the **Write and Insert Fields** group, click **Address Block** and ensure the fields match what are required. Click **OK**.

In the **Preview Results** group, click **Preview Results**; you will only see one address per sheet of labels.

In the **Write and Insert Fields** group, click **Update Labels**. You will now see an address on each label.

In the **Finish** group, from the **Finish & Merge** dropdown, click **Print Documents** to print labels.

Find out more about our [Microsoft Word training](#).

OR

"Thank you, this was sooo clear and very useful! This problem had been bugging me for weeks and I lost a lot of time editing the format each time I inserted a footnote."

This relates to a post

Default font size for footnotes in Microsoft Word

I was asked by a client how she could change the default font size of her footnotes.

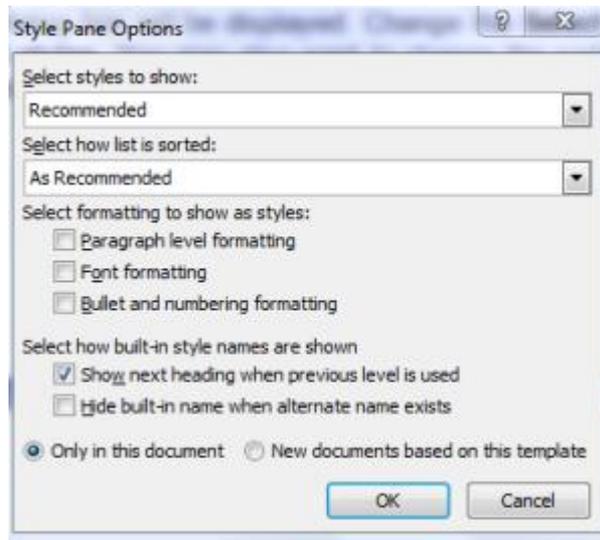
To set the default font size for footnote text, on the **Home** ribbon, in the **Styles** group, there is a small square button in the bottom right corner below the **Change Styles** button – the dialog box launcher.



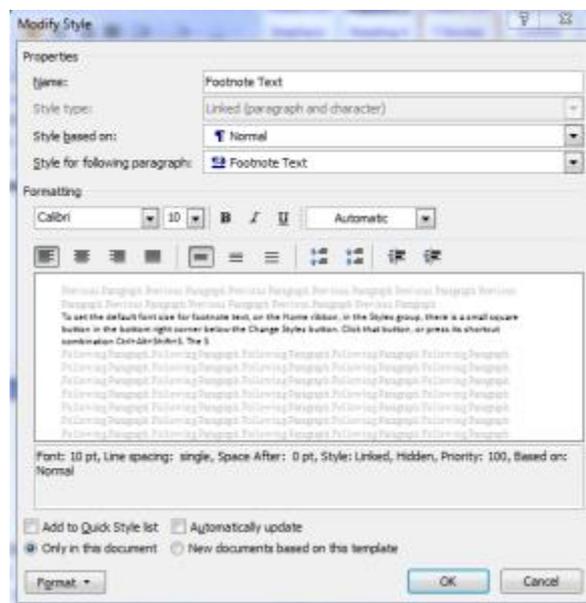
Click that button, or press its shortcut combination **Ctrl+Alt+Shift+S**. The **Styles** task pane will appear.



If you cannot see **Footnote Text** in the list of styles, click the **Options** link in the bottom right corner of the pane. The Styles Pane **Options** dialog box will be displayed. Change the **Select styles to show** dropdown from **Recommended** to **All styles**. You may also want to change the sort order from **As recommended** to **Alphabetical**. Click **OK**.



Your **Styles pane** will now show a lot longer list of styles. Now right-click the name of the **Footnote Text** style and click **Modify**. The **Modify Style** dialog box will be displayed.



Change the font size to the required size, click **New documents based on this template** and click **OK**.

Discover more about our [Microsoft Word training](#).

Time Management - The Pareto Principle

Many people spend their days rushing around being busy but achieving very little, because they're not concentrating their effort on the things that matter the most. This is neatly summed up in the Pareto Principle.

The Pareto Principle, also known as the '80:20 Rule', states that 80% of efforts that are not time managed or unfocused generate only 20% of the desired output. However, 80% of the desired output can be generated using only 20% of a well time-managed effort.

Although the ratio '80:20' is only arbitrary, it is used to put emphasis on how much is lost or how much can be gained with time management.

- — 80% of group value of activities is concentrated in 20% of activities
- — 20% of priorities produce 80% of result
- — The first 20% of time spent on an activity often produces 80% of the result
- — 20% of your employees cause 80% of the problems
- — 20% of your customers purchase 80% of offerings

We need to concentrate on results, not on being busy!

How does the Pareto principle apply to you in your work?

Learn more about our [Time management training](#).

Maybe 2017 will be the year you decide to upgrade to **Microsoft Office 2013**, **Microsoft Office 2016** or **Microsoft Office 365**! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

We offer [Microsoft Office 2013 upgrade workshops and floorwalking](#), [Microsoft Office 2016 upgrade workshops](#) and [Microsoft Office 365 upgrade workshops and floorwalking](#).

If you would like a free guide on the major changes between Office 2010 and Office 2016 and insight into the new features available in Microsoft Office 2016, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.

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