

JMD Training and Consultancy
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April 2018 Newsletter

Our news

Happy new financial year to whom that is applicable! If this means that you are now lucky enough to have a new training budget, don't leave it all until the end of the year. Investing in staff training now means they will become more productive sooner.

Instead of having a whole group together in one long training session, you may like to consider how some organisations use our trainers, organising **hour long 1-1 training slots** so that we can concentrate on people's exact requirement and help with their actual [Microsoft Word](#) documents, [Microsoft Excel](#) workbooks, [Microsoft PowerPoint](#) presentations or [Microsoft Project](#) plans.

If you are using [Office 365](#), you will be aware that Microsoft makes changes on a very regular basis. We are increasingly finding that people are intrigued by some of the new features. For example, in [Microsoft Excel](#) are you aware that you can now create 3-D maps or a forecast sheet. We are very happy to concentrate on some of the newer features in our training sessions.

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>.

[The Importance of A Good Work-Life Balance](#)

[Why It's Important](#)

A healthy balance between work and home should be a priority for everyone.

Implementing proper work-life balance offers many important benefits. There are, however, many hazards linked with an unbalanced work and home life.

[Risks](#)

- Poor health: Working long hours without taking time to relax will take its toll on health.
- Unresolved conflict: A lack of balance can create conflicts at work and at home.
- Poor performance: Taking on too much responsibility will lead to exhaustion and cause performance to suffer.
- Financial loss: The impact on health and productivity takes a financial toll on both individual employees and organizations.

Benefits

- Fulfilment: People who successfully implement work life balance improve their sense of fulfilment at work and at home.
- Health: A healthy work life balance decreases the risk of heart disease and other health problems.
- Greater productivity: Being relaxed and well rested increases productivity and improves work performance.
- Stronger relationships: Personal and professional relationships are strengthened and conflicts are avoided when there is work life balance.

Find out more about our [Achieving Greater Work-Life Balance Workshops](#).

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://ifonlyidknownthat.wordpress.com/>

For example:

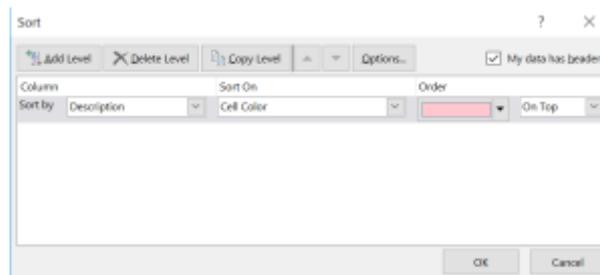
Microsoft Excel – Sorting by colour and within that alphabetically

If you conditionally format data in Excel, you can sort by colour.

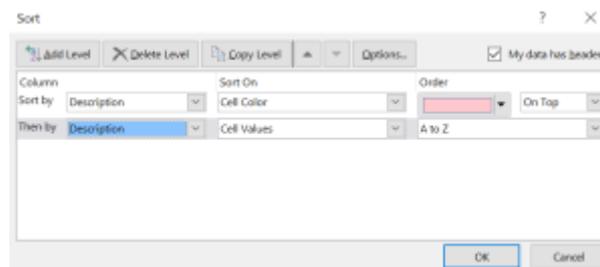
Description
328i 2.8 TOURING SE 5 DR AUTO ESTATE
520i 2.0 SE TOURING 5 DR 5 SPD ESTATE
328i 2.8 TOURING SE 5 DR 5 SPD ESTATE
520i 2.0 TOURING 5 DR AUTO ESTATE
605 2.1 SRD TURBO 4 DR DIESEL AUTO
605 2.1 SRD TURBO 4 DR DIESEL 5 SPD
825 STERLING 2.5 4 DR 5 SPD
825 STERLING 2.5 4 DR AUTO
825 STERLING 2.5 5 DR 5 SPD HATCHBACK
825 STERLING 2.5 5 DR AUTO HATCHBACK
825SI 2.5 4 DR AUTO
825SI 2.5 5 DR AUTO HATCHBACK
820 2.0 STERLING 4 DR AUTO
820 2.0 STERLING 5 DR AUTO HATCHBACK
825SI 2.5 4 DR 5 SPD
825SI 2.5 5 DR 5 SPD HATCHBACK
820 2.0 STERLING 4 DR 5 SPD
820 2.0 STERLING 5 DR 5 SPD HATCHBACK
825 2.5 24v 4 DR AUTO
825 2.5 24v 5 DR AUTO HATCHBACK
520i 2.0 TOURING 5 DR 5 SPD ESTATE
325i 2.5TDS TOUR SE 5 DR DIESEL AUTO ESTATE
323i 2.5 TOURNG SPOR 5 DR AUTO ESTATE
323i 2.5 TOURING SE 5 DR AUTO ESTATE
325i 2.5TDS TOUR SE 5 DR DIESEL 5SPD ESTATE
323i 2.5 TOURNG SPOR 5 DR 5 SPD ESTATE

In the above data set, I have conditionally formatted all those with word **ESTATE** in the description.

Then, on the **Data** tab, I click the big **Sort** button and enter as below.



Then click **Add Level** and select **Description** again, this time with **Order A to Z**.



The data will be sorted as required.

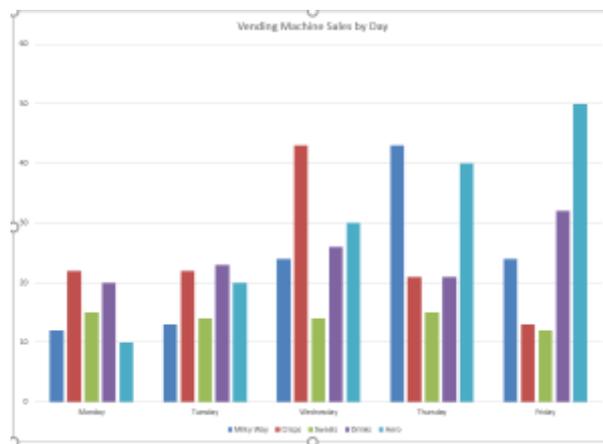
Description
106 1.5D ZEST 2 5DR 5 DR DIESEL 5 SPD HATCHBACK
106 1.5D ZEST 3 5DR 5 DR DIESEL 5 SPD HATCHBACK
115 1.5D ASCOT SE 5 DR DIESEL 5 SPD HATCHBACK
220 2.0 SD TURBO 5 DR DIESEL 5SPD HATCHBACK
220 2.0 SDI TURBO 5 DR DIESEL 5SPD HATCHBACK
220 2.0D TURBO 5 DR DIESEL 5SPD HATCHBACK
220 2.0DI TURBO 5 DR DIESEL 5SPD HATCHBACK
306 1.9 D TURBO (SR) 5 DR DIESEL 5 SPD HATCHBACK
306 1.9 D TURBO A/C 5 DR DIESEL 5SPD ESTATE
306 1.9 D TURBO S/R 5 DR DIESEL 5SPD ESTATE
306 1.9 LD ESTATE 5 DR DIESEL 5 SPD ESTATE
306 1.9 LX (SR) 5D 5 DR DIESEL 5 SPD HATCHBACK
306 1.9 LX (A/C) 5 DR DIESEL 5 SPD ESTATE
306 1.9 LX (S/R) 5 DR DIESEL 5 SPD ESTATE
306 1.9D L 5DR HB 5S 5 DR DIESEL 5 SPD HATCHBACK
306 1.9D LX (A/C) 5D 5 DR DIESEL 5 SPD HATCHBACK
306 1.9D TURBO (A/C) 5 DR DIESEL 5SPD HATCHBACK
306 1.9TD GLX (A/C) 4 DR DIESEL 5SPD
306 1.9TD GLX (A/C) 5 DR DIESEL 5SPD ESTATE
306 1.9TD GLX (A/C) 5 DR DIESEL 5SPD HATCHBACK
306 1.9TD LX (A/C) 4 DR DIESEL 5SPD
306 1.9TD LX (A/C) 5 DR DIESEL 5 SPD ESTATE
306 1.9TD LX (A/C) 5 DR DIESEL 5SPD HATCHBACK
306 1.9TD LX (SR) 4 DR DIESEL 5SPD
306 1.9TD LX (SR) 5 DR DIESEL 5SPD ESTATE

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

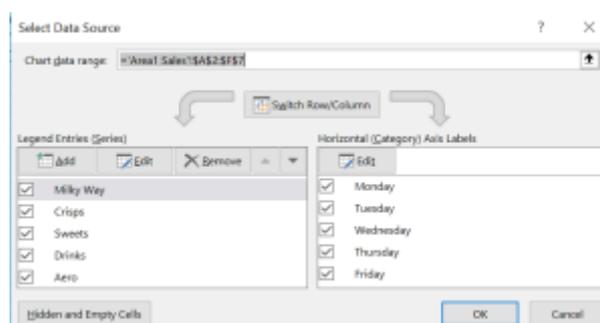
Or

Microsoft Excel – using series from more than one worksheet in a chart

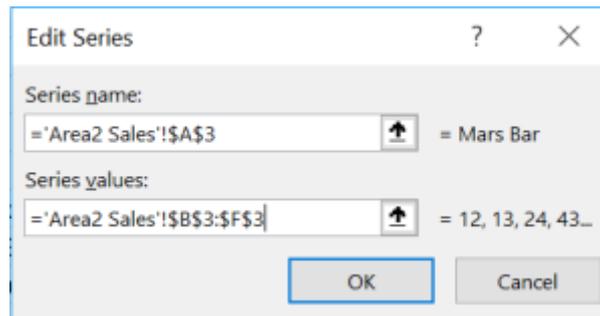
Sometimes you may create a chart in Excel and then want to add data from another worksheet.



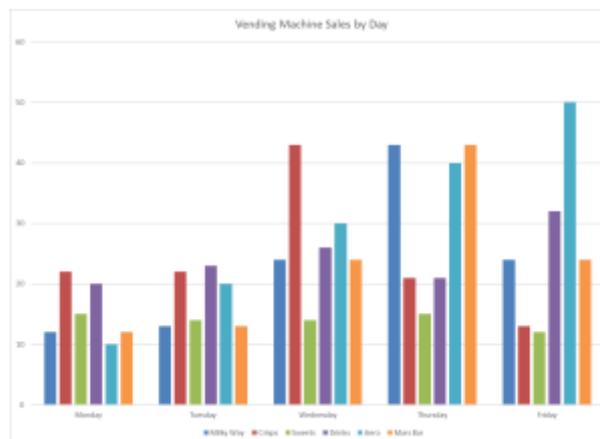
To add in extra data, on the **Chart Tools Design** tab, in the **Data** group, click **Select Data**.



At the left under **Legend Entries (Series)**, click **Add**. The **Edit Series** dialog box will be displayed.



Locate the data you want to add. From the **Series name** box, click in the cell containing the label of the series you want to add. From the **Series values** box, drag across the cell range containing the values you want to add. Click **OK** twice. The data will be added to your chart.



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

Maybe 2018 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.
