August 2017 Newsletter

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August 2017 Newsletter

Our news

We hope you are enjoying the summer. We already have numerous bookings for September but August is still relatively quiet. If your office is relatively quiet at present, it may be a good chance to catch up with some training or update some skills. Call us today on 020 8892 5637 to discuss how we can help.

For example:

- Are you using Office 365 and need to keep up-to-date with changes as they come along?
- Are you interested in getting to grips with the newer features in Excel 2013, Excel 2016 and Excel 365?
- Do you need to create large Microsoft Word documents and need help with styles, table of contents and creating templates?
- Did you learn Microsoft PowerPoint at some stage in the past but don't know how to use SmartArt etc?
- Have you been left some Crystal Reports by a previous employee but have no idea how to edit them or create your own?
- Could you do with help developing a Microsoft Project plan for an upcoming project?
- Would learning Excel VBA help in developing complex macros?
- Do you need help in Negotiating Skills?

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://ifonlyidknownthat.wordpress.com/

For example:

Microsoft Word – splitting a table

You may have created one long table, which you would now like to split into two.

To do so, position the cursor in the table in the first cell to be placed in the second table.
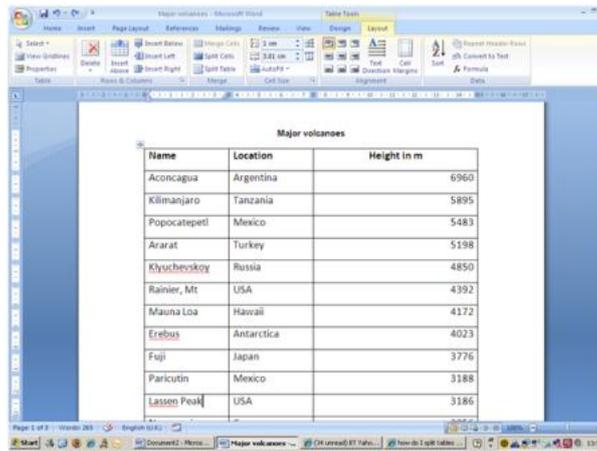
If working in Microsoft Word 2007, Microsoft Word 2010, Microsoft Word 2013 or Microsoft Word 2016, select the **Table Tools Layout** tab. In the **Merge** group, click **Split Table**. The table splits into two and you can then type text between tables, format the tables independently, etc.
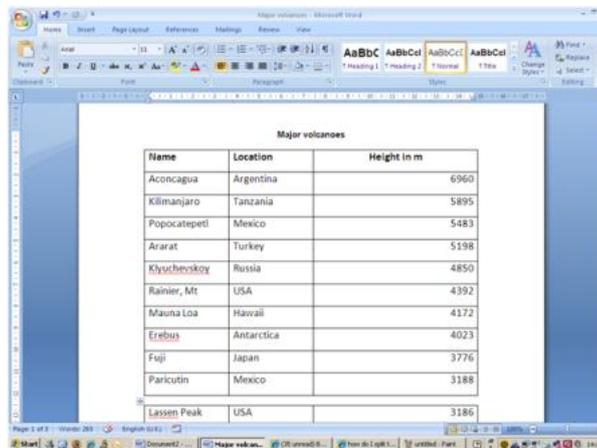
If working in Microsoft Word 2003 or earlier, click **Table – Split Table**. The table splits into two and you can then type text between tables, format the tables independently, etc.

Clicking to the left of the first character in the first cell of the table, and pressing **Enter** should also have the same effect.

Find details of our Microsoft Word training.

Sending a folder by email

A client just contacted me to ask how she could send a whole folder by email.

The answer is that you will need to 'zip' the folder.

Right-click on the name of the folder, click **Send to**, then select **Compressed (Zipped) Folder**. You can then email the zipped folder.

Find out more about our Microsoft Office training.

Communication Skills – Reading Body Language

How do you know whether someone you are talking to face-to-face is feeling uncomfortable? They may feel you are intruding on them, or you may be making them nervous.

Tell-tale signs are:

- Tapping
- Rocking
- Leg swinging
- Intermittent closing of the eyes
- Hunching of the shoulders
- Tucking of the chin into the chest

If you realise this and notice the signs, you can learn to adjust your approach and make people more relaxed and open with you. Sometimes it means you need to step back a pace or two to give the person more personal space. Sometimes it means stopping talking and listening to the other person instead!

Find information about our Effective Communication Skills training courses.

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.