

**JMD Training and Consultancy**  
**Computer and Professional Development Specialists**

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**August 2018 Newsletter**

## **Our news**

Are you feeling hot and bothered because of the weather? Or, is it because you have work to get out and the person who knows how best to do it is away on holiday? Is this a good time to make sure that you and your staff are all

wonderful with [Word](#),  
outstanding with [Outlook](#),  
excellent at [Excel](#),  
powerful with [PowerPoint](#) or  
perfect with [Microsoft Project?](#)

If so, do get in touch and we will personalise the training to suit your team.

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>.

## **Business Writing - its or it's**

by [jdonbavand](#)

When writing for business, it is important that grammar should be correct, but sometimes it is difficult to remember when we should use apostrophes and when they are not needed.

The **apostrophe** is a **mark of omission** which means that it means that a word has been contracted with a letter or letters being intentionally left out.

So, we use **it's** when we mean **it is**.

'tis can also mean **it is**.

**its** is a possessive pronoun, such as **its skin**. An apostrophe should never be used in this case.

Find out more about our [business writing courses](#) London, 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 Outlook – changing default font for e-mails

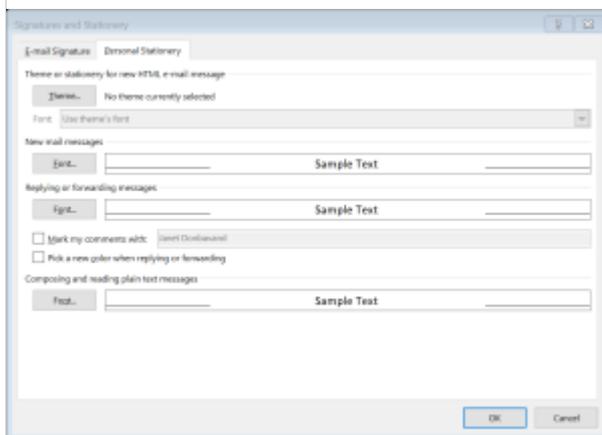
y [jdonbavand](#)

Many companies have a specific font that they want people to use for sending out e-mails.

To change the default font for your e-mails in Microsoft Outlook, click **File – Options**.

Click **Mail** to display the mail options.

Click **Stationery and Fonts** to open the **Signatures and Stationery** dialog box.



In the **New mail messages** section, click **Font**. The **Font** dialog box will be displayed.

Choose your desired **Font** and **Size** then click **OK**. If required, do similarly for **Replying or forwarding messages**.

Click **OK**.

For any subsequent new e-mails and/or for replies to e-mails, your chosen font and size will automatically be used.

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

# Microsoft Excel - quickly unhide all columns or rows

If you have hidden multiple rows or columns in Excel, it can take a while to work out what you have hidden to unhide again. It is also hard to work out how to unhide column A or row 1!

To quickly unhide all columns or all rows, press **Ctrl + A** which will select the whole worksheet, then right-click over the data area and click **Unhide** from the shortcut menu that appears.

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

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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](mailto:info@jmdtraining.co.uk) and we will be happy to send you a pdf version of this guide.

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