JMD Training and Consultancy
020 8793 9636
www.jmdtraining.co.uk
info@jmdtraining.co.uk
Hampton, TW12 2ES
Member of Richmond Chamber of Commerce

Christmas 2011 NEWSLETTER

Here's wishing you a very Merry Christmas and a happy, healthy and prosperous 2012

In this Issue:

Latest News What we've been up to recently.

Our Australian sister site

If Only I'd Known That…. Blog

My Twitter Account

What's new in Office 2010 free pdfs

EZine Articles

Latest News

During the last couple of months, we have been using extra trainers to cover a variety of courses from Microsoft Access to Microsoft Visio, from Windows 7 upgrade training to Time Management. All training has been very well received and new clients are coming back for repeat bookings, either for other staff or for different courses for themselves. Some of the training is on a 1-1 basis, others for groups of up to 8 delegates.

Much of our training is tailored to the needs of the client, rather than the standard courses offered by standard training companies!

JMD Training and Consultancy, Australia

Our Australian web site http://www.jmdtraining.com.au was launched in late November. We are concentrating on the Sydney area at present, but who knows longer term. So if any of you have sister companies in the Sydney area, we would be really pleased to have an introduction to them. Interestingly enough our first three enquiries weren't for Microsoft Office training but for Advanced Crystal Reports training, Microsoft Project 2010 training and Time Management training.

Training in Sydney tends to come to a halt by mid-December and doesn't really get going again until after Australia Day on 26th January as its school summer holidays so it is too early to say we have hundreds of bookings, but watch this space!!

If Only I'd known that…Blog

If only I had £100 for everyone someone says to me during a training session "If only I'd known that last week….". As a result of this I have set up a blog giving some of the answers that have proved very useful to people. This can be viewed at http://ifonlyidknownthat.wordpress.com/.

My latest article:

Selecting text quickly in Microsoft Word

Many people using Microsoft Word think they have to click and drag with the mouse to select all text. However, there are keyboard shortcuts which you may well find quicker.

To select **one word**, double-click (i.e. click twice using the left mouse button) within the word.

To select **one paragraph**, either triple-click (i.e. click three times using the left mouse button) within the paragraph, or point to the blank area to the left of the paragraph and double-click with the left mouse button.

To select a **sentence**, hold down the **Ctrl** key and click anywhere within the sentence you want to select.

To select **one line of text**, point to the blank area to the left of the line of text, then click once with the left mouse button.

To select the **whole document**, press **Ctrl + A** or point to the blank area to the left of the text and triple-click.

To select an area of text without dragging, click to the left of the first character you want to select, hold down the **Shift** key, then click to the right of the last character you want to select.

To select non-contiguous areas of text, select the first area of text in one of the ways outlined above, then hold down the **Ctrl** key and select additional text as required.

To quickly get to the top of a Word document, press **Ctrl + Home**.

To quickly get to the bottom of a Word document, press **Ctrl + End**.

For details of our Microsoft Word training in the London area, visit http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-word-training

Visit at regular intervals to see what else has been posted.

My Twitter Account

I have recently started a Twitter account **@JanetDonbavand**

If you follow, you will get Microsoft Office shortcut tweets, as well as more general offerings.

What's New in Office 2010 pdf Guides – free

We have produced the following short pdf guides to new features in Office 2010:

- New Features in Office 2010 – User Interface

- New Features in Office 2010 – File Management – Backstage View

- New Features in Office 2010 – Charts

- New Features in Office 2010 – SmartArt Graphics

- New Features in Office 2010 – Themes

- New Features in Word 2010

- New Features in Excel 2010

- New Features in PowerPoint 2010

- New Features in Outlook 2010

For further information, click here, stating which guides you would like to receive.
We are able to offer help with both **Office 2007** and **Office 2010 rollouts** in the form of floorwalking, workshops, surgeries, etc. For further information, please click hereDear Jason, and we will get in touch to discuss your requirements.

Ezine articles

We have started publishing articles in Ezines. Our latest article on Crystal Reports can be read here: http://ezinearticles.com/?How-Crystal-Reports-Training-Can-Help-You-Create-Crystal-Clear-Reports&id=6497528

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Thames House, 7 Mount Mews
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Tel: 020 8793 9636