December 2015 Newsletter

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JMD Training and Consultancy
Computer and Professional Development Specialists
020 8783 9636
www.jmdtraining.co.uk
info@jmdtraining.co.uk
Hampton, TW12 2HD
December 2015 Newsletter

Our news

Season's Greetings to you all. We hope that if you are taking a holiday over the Christmas period, you will have a relaxing break.

We already have lots of bookings and enquiries for training in January and February, but December is relatively quiet so **we are offering 10% discount on any bookings for IT training made in December for training in December** if you mention the December newsletter when you contact us! So what are you waiting for??

Charges for courses at your site are very competitive even without a discount and we can use files that are appropriate to the people on the course.

So if you want to learn Microsoft Project, we can help you build an appropriate project plan.

If you are struggling with Microsoft Excel, we can teach you how to make your monthly reporting so much easier with the use of pivot tables, etc.

If you need to create some Crystal Reports, part of your training course will look at the actual database you are using and help you create reports that will be of use to your organisation. We are in Adelaide for Crystal Reports training this month.

Our training is interactive and practical, not hypothetical!

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

How to Create High Reader Impact Press Releases

Organisations large and small often herald their updates with press releases to distribute to a wide, time-poor audience. So, it is critical that press releases are arranged to maximise reader attention. When this happens, your organisation will potentially be getting the most extensive readership numbers possible.
We've created a free, handy, interactive guide on how to turn a low reader impact press release into a high reader impact. Email us for your copy: mailto:info@jmdtraining.co.uk
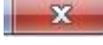
Our popular Business Writing, Minute-taking and Report Writing workshops are highly engaging and tailored to your documents. And remember, we can come to you anywhere.

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 - Quickly close all workbooks

You may have been working on several Microsoft Excel workbooks, but have now finished for the day. You want to close all open workbooks, saving the changes in each of them.

With the workbooks open, hold down the **Shift** key and click the **Close** button at the top right of the Microsoft Excel **Title bar**.

A box appears asking whether you want to save changes to the active workbook.
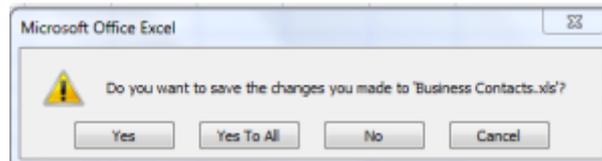
Click **Yes To All** to save changes to all workbooks and close them all.

Find out more about our Microsoft Excel training.

OR

Microsoft Project 2010 and 2013 – setting defaults to auto-scheduling

In earlier versions of Microsoft Project, all tasks were auto-scheduled by default. In Microsoft Project 2010 and Microsoft Project 2013 this has changed, so that by default all new tasks are scheduled manually. If you are used to the older versions, you may prefer to set the default to auto-scheduling for all new projects.

To use auto-scheduling for all new projects:

Click the **File** tab, then from the Backstage view, click **Options**. The **Project Options** dialog box will be displayed.

Click **Schedule**.
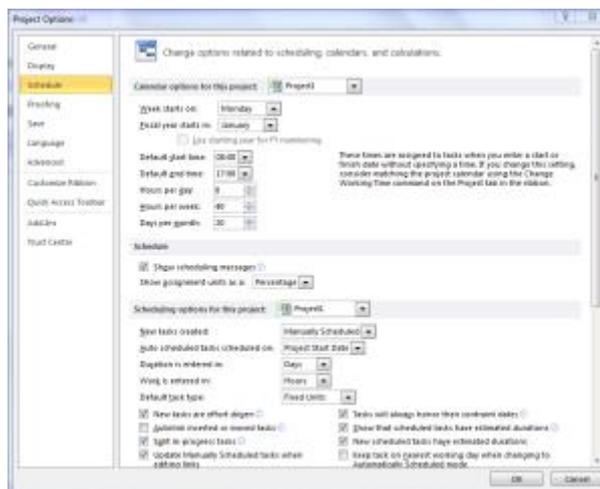
From the **Scheduling options for this project** dropdown, select **All New Projects**.

From the **New tasks created** dropdown, select **Auto Scheduled**.

Click **OK**.

All new projects will now have tasks auto-scheduled by default.

Find out more about our Microsoft Project training courses.

Maybe 2016 will be the year you decide to upgrade to **Microsoft Office 2013**! If so, we provide Microsoft Office 2013 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 2010 upgrade workshops and floorwalking, Microsoft Office 2013 upgrade workshops and floorwalking and Microsoft Office 365 upgrade workshops and floorwalking.

We have actually received our first enquiry about Windows 10 and Office 2016 upgrade training, so will be adding that to the web site shortly.

If you would like a free guide on the major changes between Office 2007 and Office 2013 and insight into the new features available in Microsoft Office 2013, please contact us at mailto:info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.