December 2016 Newsletter

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December 2016 Newsletter

Our news

It still seems a bit early to me, but here's wishing you all a very merry Christmas and a happy, healthy and prosperous 2017. There is still time to book in training in this calendar year if you aren't too busy organising Christmas parties, Christmas shopping, etc.

Alternatively, use December to book in training for early in the New Year to satisfy all those New Year Resolutions you intend to make!

During November, we have been involved in quite a bit of consultancy as well as training, designing Excel workbook and Word document templates for various customers. And of course, helping Crystal Reports trainees to create useful reports using their data.

Several of our clients are now using Office 365 which keeps us on our toes as features are constantly being updated, rather than in previous versions where new features tended to be added every three years. For example, from September, in Outlook, you could make sure that recipients know they're being asked for input or action by including the @ symbol followed by the person's name to the body of an email or calendar item. This will also automatically add them to the To line. Another great feature in **Outlook 2016** is that if you mention you are **attaching a file** in the text in a body of an e-mail and then forget to attach it, you will be **reminded** - no more embarrassment because you have forgotten! It is almost worth upgrading, just for that one feature!

So if any of you would like a meeting to discuss your future training needs, please do get in touch and I will be pleased to meet up.

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 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/

Microsoft Excel - Telephone numbers

A lady who I was training had a column of telephone numbers, some of which had the 0 in front of them, while some didn't. She wanted all the numbers to be correct with a 0 at the front. First of all we formatted the column as text.

Assuming the first phone number was in cell B2, the relevant formula, probably in cell C2, is

=IF(LEFT(B2,1)<>"0″, "0"&B2,B2)

Use the Autofill handle to copy this down for the rest of the phone numbers.

Then select the now correct numbers, **copy** them, click back in cell B2 and **paste values**. You now have a nicely formatted column of phone numbers and can delete the figures in the column where you wrote your IF statement.

If you haven't started inputting the telephone numbers, first of all format the column as text; the first 0 will then not disappear.

Find out more about our Microsoft Excel training.

OR

Microsoft Word - Using the CreateDate field

If you are setting up a letterhead template you may want to insert the date, so that when the template is used, it inserts today's date into the document. However, once you have created your letter and saved the document, you no longer want the date to change if you re-open the letter at a later date.

Start your template as required. When you get to the date, click the **Insert** tab, then in the **Text** group, from the **Quick Parts** dropdown, click **Field**. The **Field** dialog box will be displayed.

From the **Field names** box, click **CreateDate**.
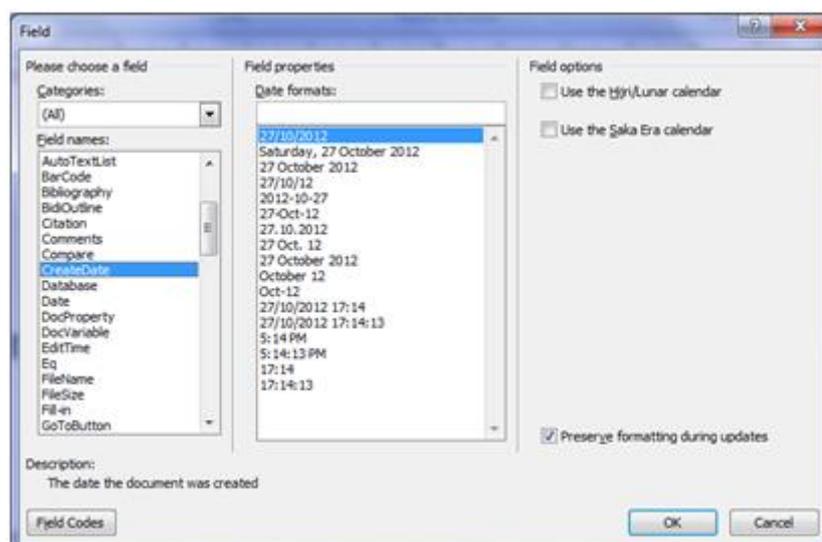
In the **Field properties** section, click your preferred date format. Click **OK**.

Type in any other required information into you template. Click **File – Save As**. From the **Save as type** dropdown, select **Word Template**. Give an appropriate name to your template, then click **Save**. Close the template.

To use the template, click **File – New**. Click **My Templates**. Click on the required template, then click **Create**. Today's date will be shown as part of the document. Once you save the document and re-open it, the date will stay the same.

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

Business writing - Ghost verbs

Ghost verbs are vague, distracting and cut the life from living verbs.

"Discussion" is a ghostly form of the verb "discuss".

So, if I said: "We will hold a discussion on it soon", you'd have to do some thinking.

Why? Because "hold" means nothing, so you flip to "discussion" and change it to the living verb "discuss" for sentence meaning. What a waste of time!

"We will **discuss** it soon" is what I should have said.

That is the most efficient way: fewer words and quicker meaning.

Our business writing expert, Ron Denholm, examines 20 ghost verbs here:

http://www.slideshare.net/RonaldDenholm/ghost-verbs

Find out more details about our [Report Writing](#), [Better Business Writing](#) or [Effective Minute Taking](#) training

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Maybe 2016 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 2007 and Office 2013 and insight into the new features available in Microsoft Office 2013, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.