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**December 2017 Newsletter**

## **Our news**

Although it is still early in December, may I take this opportunity to wish you Season's Greetings and a very happy, healthy and prosperous 2018.

Some of you may be taking a reasonably long, well-deserved break, whilst others may opt to work between Christmas and New Year and in early 2018 to make the most of less hectic commuting and a quieter office. If you are working and could do with some training during that time, we are not closing! If you require [Microsoft Office training](#), [Microsoft Project training](#) or [Crystal Reports training](#) between Christmas and New Year, or in the first week of 2018, we can help, whereas most other training companies will remain closed. Could be an ideal chance to update your skills whilst the office is quiet.

If you are taking a complete break, we hope you have a great time and will come back refreshed for the year ahead.

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>.

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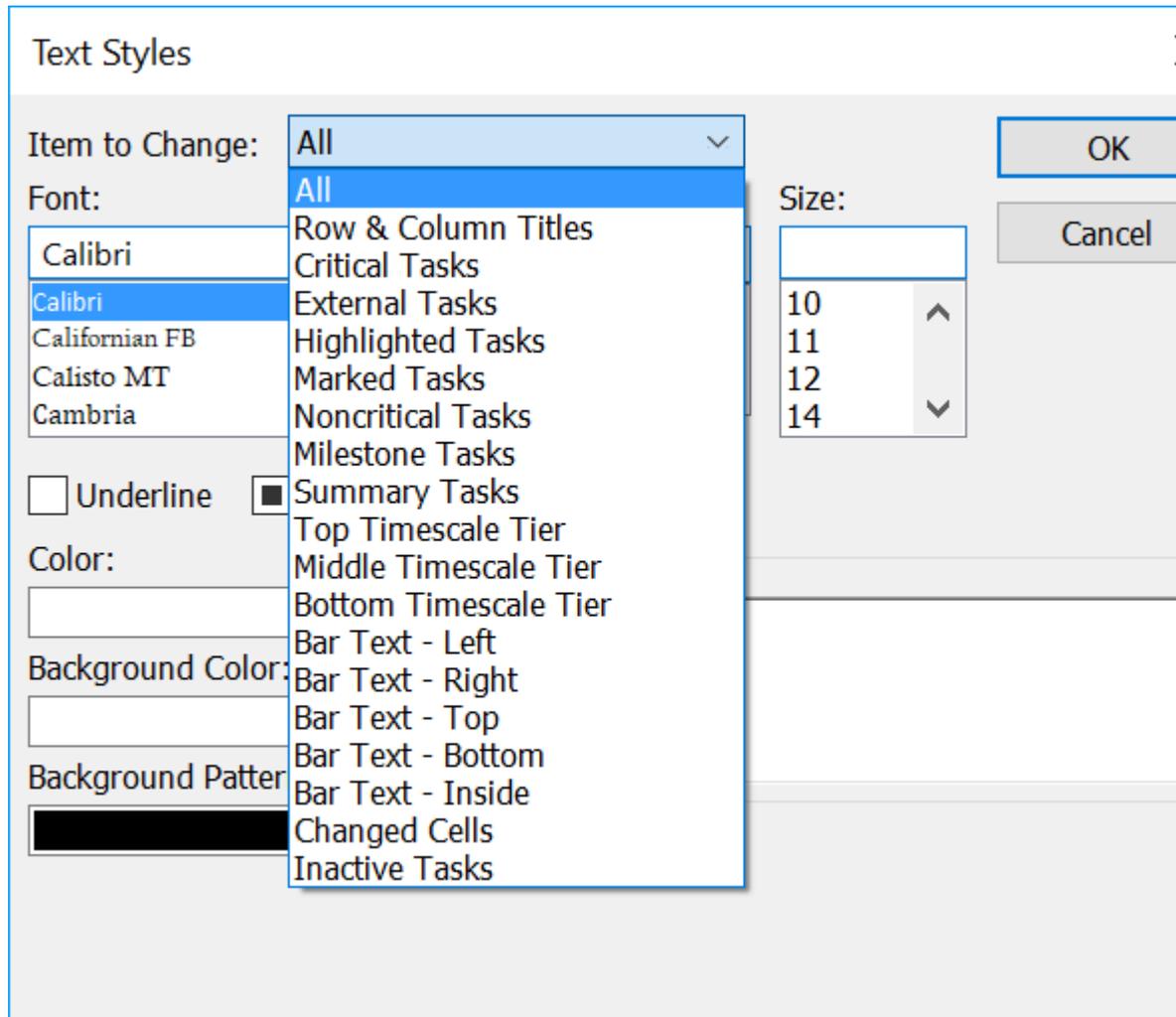
## **If Only I'd Known That Blog**

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://ifonlyidknowthat.wordpress.com/>

For example:

## Microsoft Project – changing text size on Gantt Chart

If you have text on top of Gantt bars, it can sometimes take up a lot of space and make each row quite deep. To change the text size on the Gantt chart, on the **Gantt Chart Tools Format** tab, in the **Format** group, click **Text Styles**.



From the **Item to Change** drop down, select the relevant bar text to change – **Left, Right, Top, Bottom** or **Inside**.

From the **Size** box, select your required font size.

Click **OK**.

Discover more about our [Microsoft Project training](#)

or

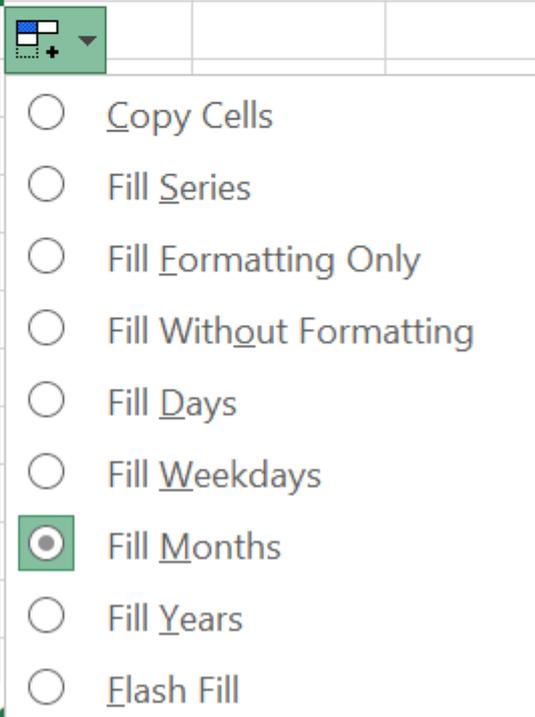
## Microsoft Excel – quick entry of last day of every month

by jdonbavand

To enter the last day of every month into a column in a worksheet, first enter the last date of the first month to be included, say 31/01/2017.

Drag down to fill in as many as required. Go to the **Autofill Options** button at the bottom and choose **Fill Months**. The last date of each month will be entered as required.

	A	B	C	D
1	<b>Date</b>			
2	31/01/2017			
3	28/02/2017			
4	31/03/2017			
5	30/04/2017			
6	31/05/2017			
7	30/06/2017			
8	31/07/2017			
9	31/08/2017			
10	30/09/2017			
11				
12				
13				
14				
15				
16				
17				
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19				
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21				
22				



The image shows the 'Autofill Options' menu in Microsoft Excel. The menu is open, displaying several options with radio buttons. The 'Fill Months' option is selected, indicated by a green square next to its radio button. The other options are: Copy Cells, Fill Series, Fill Formatting Only, Fill Without Formatting, Fill Days, Fill Weekdays, Fill Years, and Flash Fill. The menu is positioned over the bottom of the spreadsheet grid.

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

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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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