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February 2012 Newsletter

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Latest News

Some of our long term customers obviously made New Year resolutions to ensure their staff were being as productive as possible by offering them training, so January and early February was busy with that as well as work for several new clients.

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. The top courses given so far have been for tailored [Microsoft Access training](#), tailored [Microsoft Project 2010 training](#) and [Time Management training](#).

We have already called on the services of an extra associate trainer there.

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://ifonlyidknowthat.wordpress.com/>.

My latest article:

Windows 7 taskbar hints and tips

If you have recently upgraded to Windows 7, you may be wondering where familiar buttons such as **Show Desktop** are now located. This is now a blank rectangle, at the very right of the **Taskbar** at the bottom of the screen. Moving your mouse pointer over the blank rectangle or clicking once on it will minimise all open programs and display the Desktop.

The **Taskbar** shows what programs you have open. If, for example, you had three Excel workbooks open, you will see the Excel icon on the **Taskbar**. When you hover your mouse over the icon, thumbnail views of each workbook will be displayed, allowing you to click on the workbook you want to see.

At the right-hand of the **Taskbar**, to the left of the **Show Desktop** rectangle, is the **Notifications area**, which shows you what programs are running in the background, e.g. if the printer is in use. It also has the clock, etc.

You can now also “pin” a program or application to the **Taskbar**, ensuring it is there for easy access at any time. To pin a program, right-click its icon and click **Pin to Taskbar**. To open the program, just click on its icon on the **Taskbar**. If you right-click on an icon on your taskbar, you will see a **jumplist**, showing common actions related to the program, e.g. opening a recently used workbook, when you right-click on the Excel icon.

Program icons on the **Taskbar** can be rearranged by clicking and dragging.

At the very left of the **Taskbar** is the **Start** button which opens the **Start** menu.

For information about our Windows 7 training in the London area, please visit www.jmdtraining.co.uk/it-training/microsoft-windows-training/windows-7-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 e-book

We have produced a free Office 2010 e-book with information about all the latest features.

For further information, [click here](#), and we will send the free guide to you.

We are able to offer help with both [Office 2007](#) and [Office 2010 rollouts](#) in the form of floorwalking, workshops, surgeries, etc. This means that staff quickly become able to find their way round the new system and back to full productivity very quickly. For further information, please [click here](#) 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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