February 2016 Newsletter

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February 2016 Newsletter

Our news

How are you doing with your New Year's resolutions? Were any of them related to updating your skills?

We have started doing training in Microsoft Office 2016. When people upgrade to a different version, they sometimes struggle to find out where everything is and very often do not make use of all the latest features because they are unaware of them; for example, if you are using Microsoft Excel 2013 or Microsoft Excel 2016, are you aware of the wonders of **flash fill**? Investing in a small amount of training helps make your staff that much more productive in doing their job properly and feeling in control of the technology they are using.

So if you are thinking of upgrading to Microsoft Office 2013 or Microsoft Office 2016 this year, do bear us in mind for workshops, training and floorwalking.

Maybe you have made a New Year's Resolution to improve your report writing skills. We can help with that too.

Charges for courses at your site are very competitive and we can use files that are appropriate to the people on the course.

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/.

Workplace Punctuation: it's the finishing touch.

In the past, I've talked about how to make your work writing more efficient, but all that disappears if your documents are poorly punctuated. Your professional reputation will suffer and potential customers may think twice.

What does this sentence mean? A woman without her man is nothing.

It has two meanings, but to make it crystal clear you'll need to punctuate it.

A woman: without her, man is nothing.

In the English speaking world, punctuation was only formalised in the late 1800s, although the Greeks were using some punctuation as far back as 600 BC. And in 200 BC, the head librarian in Alexandria experimented with accent marks to make reading aloud easier.

We now use 14 punctuation marks ; click on the hyperlink to discover what they are..

Punctuation is covered in all our dynamic one day writing workshops. It's the finishing touch to efficient writing. Check out our popular Business Writing, Minute-taking, and Report Writing training courses.

If Only I'd Known That Blog

If only I had $100 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:
IFERROR – Replacing error messages in Microsoft Excel with blanks

If you have to divide figures in one column by figures in another column, you may not want the error message #DIV/0 to appear if one of the figures in a second column is a zero. Or, if you are using VLOOKUP, you may not want #N/A to appear if what you are looking up does not appear in your data table.

I will demonstrate first of all with a division, then with a VLOOKUP.

Select the cell for the first of your division calculations.

Type in an equals sign as all formulae and functions start with an equals sign.

Now type **IFERROR** followed by an opening bracket **(**; now type in the formula to be checked, then type a comma, then your required result if there would be an error, followed by a closing bracket. Then click the tick to the left of the formula bar or press the **Enter** key.
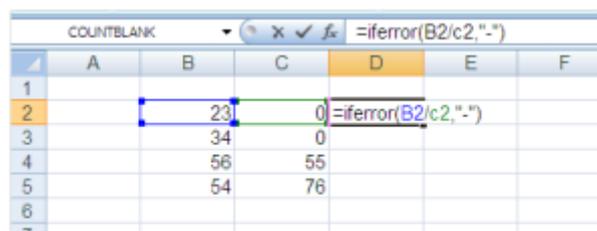
So, we might have **=IFERROR(b2/c2,"")**, which will return a blank if the formula result would give an error message; or **=IFERROR(b2/c2,"Check data")**, which will return the

text **Check data** if the formula result would give an error message.

The formula can then be replicated down the column using the fill handle in the usual way.

In a VLOOKUP, if what is being looked up is not present in the larger dataset you will get the error message #N/A. If we want to set up a VLOOKUP to include the possibility of many rows no matter how many individual items there are, we might reproduce our VLOOKUP function down several rows to begin with, then if there are less individual items to look up than number of rows, it may look slightly messy. In the example shown here, I have set up my worksheet to allow for the possibility about being asked about 10 wine codes, but I might be asked for rather less than this.

In this case the **IFERROR** function can also be used, as shown below.

Find out more about our Microsoft Excel training.

OR

Microsoft Word – I cannot see Heading 3 in my Quick Style Gallery –

## how can I locate it?

When teaching Styles in Microsoft Word recently, we were doing an exercise to use Heading 1, Heading 2 and Heading 3 styles. However, on some of the training computers, Heading 3 was not visible on the **Styles Gallery** in the **Styles** group on the **Home** tab.

To add any built-in style to the **Styles Gallery**, provided you are using Microsoft Word 2007, Microsoft Word 2010 or Microsoft Word 2013, click on the little arrow at the bottom right of the **Styles** group to open up the **Styles window**. At the bottom, you will see three buttons:

Click on the third of these buttons, which will open the **Manage Styles** dialog box. Click on the **Recommend** tab.
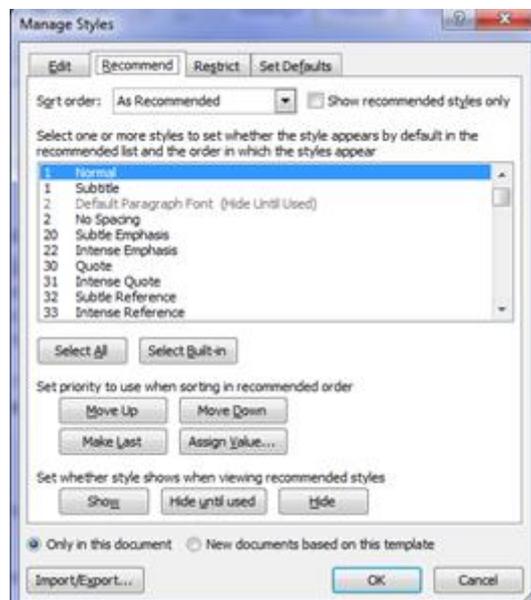
In the list, select the styles that you want in your gallery that are not presently visible. Click the **Show** button, then click **OK**. The required styles will be added to your **Styles Gallery**.

Find out more about our Microsoft Word training.

Maybe 2016 will be the year you decide to upgrade to **Microsoft Office 2013** or **Microsoft Office 2016**! 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 2013 upgrade workshops and floorwalking, Microsoft Office 2016 upgrade workshops and floorwalking 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 mailto:info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.

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