JMD Training and Consultancy
Computer and Professional Development Specialists
020 8892 5637
www.jmdtraining.co.uk
info@jmdtraining.co.uk
Twickenham, TW1 1PA
February 2017 Newsletter

Our news

We hope the year is treating you well so far.

Some people obviously had made some New Year's Resolutions regarding training as there was a flurry of enquiries in the first week back.

Popular courses so far this year have included:

- Minute taking
- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Crystal Reports
- Microsoft Access
- Report Writing
- Microsoft Outlook

We have helped people **create their own** Microsoft Project **plans** and demonstrated how to use Word templates properly.

Take a few minutes to reflect and set **goals** and **priorities** for learning for the next few months.

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/

For example: Microsoft Word - Changing paragraph position quickly

To move a whole paragraph within a Microsoft Word document, click anywhere within the paragraph you want to move. To move the paragraph further down the document, hold down the **Shift + Alt** keys, then press the **downwards arrow** key the number of paragraphs you want it moved down. The way I remember it is that it is **SAD** to be moved down!

To move the paragraph further up the document, hold down the **Shift + Alt** keys, then press the **upwards arrow** key the number of paragraphs you want it moved up.

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

OR
Crystal Reports - the number of working days between two dates

To find the number of working days between two dates (not including public holidays unfortunately), the formula to enter is

Datediff("d", startdate, enddate) – Datediff("ww", startdate, enddate, crSaturday) – Datediff("ww", startdate, enddate, crSunday)

Find out more details about our [Crystal Reports training](#)**.**

Business Writing - The Exclamation Mark

The exclamation mark (!) tends to be over-used by some people. It should be used to mark the end of an exclamatory sentence, phrase or clause, including commands. It can also be used within the body of a sentence to show strong feeling or to emphasise each exclamation. It should not be used to indicate mild exclamations.

An **exclamation** is a loud remark, expressed with strong feeling, for example, as a protest or cry of pain, e.g. What a mess!

A **command** is a given order, e.g. Go immediately!

Exclamation marks can also be used to emphasise **sound effects**, e.g. Thwack!

If an exclamation mark is to be used in a sentence including a quote, it should be within the quotation marks, e.g. "Heigh-ho!" he exclaimed.

One exclamation mark is plenty, using two or three in the same sentence is overkill.

Find out more about our [business writing training](#)**.**

Maybe 2017 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 and we will be happy to send you a pdf version of this guide.