**JMD Training and Consultancy
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February 2018 Newsletter**

Our news

We constantly monitor our training courses to ensure clients are fully satisfied. One comment on a recent evaluation form said

"*Amazing, helpful and smiles all the way through. The type of trainer I would aspire to be*".

This is what makes the whole job worthwhile - knowing we are making a difference and helping make people more productive.

I thought January would be a quiet month as people gradually got back into the swing after Christmas but it has actually been very busy and February also looks busy.
If you have **training budget to use up before the end of the financial year**, now is a great time to look at spending it rather than letting it go to waste. We can provide **training needs analysis forms** if you are unsure what level of training is needed by staff.

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.

Minute Taking - what to record

When taking minutes only motions and resolutions should be taken down verbatim. The rest of the minutes should be an objective summary of what was said.

If you are the minute-taker, you should record:

- All pros and cons
- Any new information
- All motions (whether they have been passed or defeated)
- The results of any motions

- The expected actions and who is responsible for the action

You should not record:

- Old material
- Personal comments
- Redundant information
- Your own personal bias
- Do not give one person's comments more weight than another's.

Find out more about our [Minute taking training](#).

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 Excel – Deleting all blank rows in a worksheet

If you have several empty rows in an Excel worksheet, it is a bit of a nuisance to go through and delete them all manually. You can select blanks cells, using **Go to Special**, but if you are not careful you will end up deleting rows that contain a few blank cells rather than being completely blank rows.

Instead, go to the column to the right of any data and set up a formula:

=countblank(a2:?2) where ? is the previous column letter

Copy the formula down to the end of the column.

Now, put on a filter on that column (**Data – Filter**) and filter so you are just seeing the rows with the maximum number of blanks (these rows will be completely blank).

Delete these rows, clear the filter and delete your extra column.

You will now have removed the blank rows.

Find out more about our Microsoft Excel training.

Or

Microsoft Excel - Creating a work week series based on a Monday to Saturday working week

by jdonbavand

If you type in a date in Microsoft Excel and drag down, the subsequent cells will show subsequent dates and when you look at the **Autofill** options, you will see options for selecting for filling **Days** or **Weekdays**.

However, for some people they work Mondays to Saturdays.

To create a series based on a six day week with no Sunday working, type the first date into the relevant cell, format all required cells as Date, then in next cell down, type the formula

=IF(WEEKDAY(A1)=7, A1+2, A1+1)

where A1 can be changed to whatever cell the first date is in.

Using the fill handle, you can then copy down as required.

This will then create a series which includes Saturdays but not Sundays.

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

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