

JMD Training and Consultancy
Computer and Professional Development Specialists
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Interactive training April 2020

Online Training Sessions

Since it is no longer feasible to do face-to-face training, we are pleased to be able to announce some interactive short training sessions.

Sessions will be conducted using WebEx or Zoom and will be limited to 6 people. Once a session is full, new dates will be released.

Training files and a meeting invitation will be sent out to participants in advance of the training session.

To find out more details, ring on the mobile number at the top of this newsletter, [email us](#) or fill in our online [contact form](#)

6th	Time	Session	Price
April 6 th	09:30 - 10:30	Using WebEx for Working remotely	£25 + VAT
April 6 th	11:00 - 11:30	Using Zoom for Working remotely	£15 + VAT
April 6 th	13:30 - 14:30	Excel <ul style="list-style-type: none"> • Creating a new workbook • Basic Formatting • Basic Formulas • Saving • Printing 	£25 + VAT
April 6 th	15:00 - 16:00	Word <ul style="list-style-type: none"> • Using Word Tables • General Word hints and tips 	£25 + VAT
April 7 th	09:30 - 10:30	Excel <ul style="list-style-type: none"> • Review of Basic Formulas • Absolute cell references (Fixed cells) • % of Totals 	£25 + VAT

		<ul style="list-style-type: none"> Using Quick Analysis Tools for % of Totals and Cumulative Totals 	
April 7 th	11:00 – 12:00	<p>PowerPoint</p> <ul style="list-style-type: none"> Creating a new presentation Slide Layouts Slide Views Moving Slides 	£25 + VAT
April 7 th	14:00 – 15:00	Word – Mailmerge	£25 + VAT
April 7 th	15:30 – 16:30	<p>Word – Working with Pictures and Drawing Objects</p> <ul style="list-style-type: none"> Inserting Text Wrapping Sizing Effects 	£25 + VAT
April 8 th	09:30 – 10:30	<p>Word – Working with Large Documents</p> <ul style="list-style-type: none"> Heading Styles Section Breaks <p>Automating Tables of Contents</p>	£25 + VAT
April 8 th	11:00 – 12:30	<p>PowerPoint</p> <ul style="list-style-type: none"> Using SmartArt Animating bulleted lists and SmartArt Using Drawing Tools Manipulating Pictures 	£25 + VAT
April 8 th	14:00 – 15:00	<p>Outlook</p> <ul style="list-style-type: none"> Emails – Rules and Alerts Creating a Task from an Email Creating an Appointment from an Email Quick Parts Email Templates 	£25 + VAT
April 8 th	15:30 – 16:30	Word – Collaborating with Others	£25 + VAT

		<ul style="list-style-type: none"> • Sharing Documents • Comments • Track Changes 	
April 9 th	09:30 - 10:30	<p>PowerPoint</p> <ul style="list-style-type: none"> • Tables • Charts 	£25 + VAT
April 9 th	11:00 – 12:00	<p>Outlook</p> <ul style="list-style-type: none"> • Calendar • Creating Recurring appointments • Making appointments private • Using the Scheduling Assistant 	£25 + VAT
April 9 th	13:30 – 14:30	<p>Excel</p> <ul style="list-style-type: none"> • Sorting • Filtering • Conditional Formatting • Excel Tables 	£25 + VAT
April 9 th	15:30 – 17:00	<p>Microsoft Project</p> <ul style="list-style-type: none"> • Working with Tasks • Creating a Gantt Chart • Links, Lags and Leads 	£30 + VAT
April 14 th	09:30 – 11:00	<p>Microsoft Project</p> <ul style="list-style-type: none"> • Creating a resource sheet • Assigning resources to tasks 	£30 + VAT
April 14 th	11:30 – 12:30	<p>Excel PivotTables</p>	£25 + VAT
April 14 th	14:00 – 15:00	<p>Excel Charting</p>	£25 + VAT
April 15 th	09:30 – 10:30	<p>Excel</p> <ul style="list-style-type: none"> • Date and Text Functions • Flash Fill 	£25 + VAT

April 15 th	11:00 – 12:00	Excel <ul style="list-style-type: none"> • Grouping worksheets • Calculations across worksheets • Data Consolidation 	£25 + VAT
April 15 th	13:30 – 15:00	Excel <ul style="list-style-type: none"> • IF • Nested IF • AND, OR • SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF • IFERROR 	£30 + VAT
April 16 th	09:30 – 10:30	Excel <ul style="list-style-type: none"> • Named ranges • VLOOKUPS 	£25 + VAT
April 16 th	11:30 – 12:30	Microsoft Project <ul style="list-style-type: none"> • Adding costs to projects 	£25 + VAT
April 16 th	14:00 – 15:00	Microsoft Project <ul style="list-style-type: none"> • Baselining a project and tracking progress 	£25 + VAT
April 17 th	09:30 – 11:00	Microsoft Project <ul style="list-style-type: none"> • Views, Tables, Filter • Creating reports 	£30 + VAT

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