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August 2019 Newsletter

Our news

We hope you are enjoying the summer and not getting too hot and bothered!

We are still busy training in August - in fact, several companies have chosen to have their training then, whilst the office is quieter.

Many companies are moving on to [Microsoft Office 365](#) and require help learning how to use the new features and how to make the most of Microsoft Teams features and set up SharePoint sites effectively. We can help with this, and will develop Office 365 training workshops to meet the needs of the company. Any good training will increase the confidence of your employees in being able to do their job effectively and efficiently.

We offer [SharePoint training for Site Owners](#), [SharePoint training for Team Members](#) and [SharePoint training for Power Users](#) as well as [Office 365 training](#)

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 Outlook - Classic Ribbon vs Simplified Ribbon

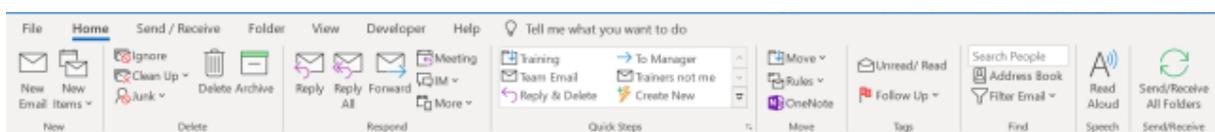
From Office 2007 onwards, there has been a ribbon structure at the top of the opened package with various tabs showing various commands.

On opening Microsoft Outlook on a computer belonging to a client recently, the ribbon showed some icons but not all of them.

Outlook 2016 and Outlook 365 have the options of showing a Simplified ribbon which just shows your most frequently used commands on one line.

To switch between the standard or **Classic** ribbon and the **Simplified** ribbon, right-click on the ribbon. Three options will appear - **Customize the Ribbon**, **Collapse the Ribbon** and **Use Simplified Ribbon**.

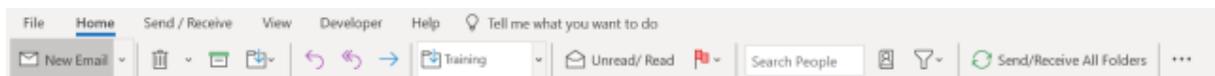
[Classic Ribbon](#)



[Collapsed Ribbon](#)



[Simplified Ribbon](#)

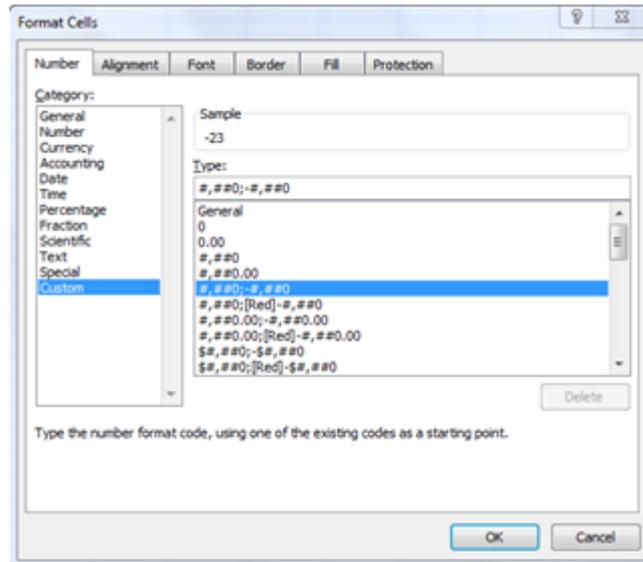


Find more information about our [Microsoft Outlook training](#).

Microsoft Excel - putting negative numbers in brackets

Rather than having negative numbers with a minus sign in front of them, some people prefer to put negative numbers in brackets.

To do this, select the cell or range of cells to be formatted, then on the **Home** tab, in the **Number** group, click the dialog box launcher. In either case, the **Format Cells** dialog box will be displayed. In the **Category** section, click **Custom** and then choose the format nearest to the one you wish to adapt.



In the **Type** box, adapt the format to be your required choice; in the box above I might change it to **#,##0;(#,##0)**. Click **OK**. Any negative numbers should now be shown in brackets.

	A
1	(23)
2	45
3	(32)
4	

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

Working with Microsoft Teams - Frequently asked questions

How do I make a public team private or vice versa?

Go to the team name and click **More options - Edit team**. In the **Edit team** dialog box, under **Privacy**, select either **Public** or **Private**.

How do I rename a file?

With the file open, go to **File – Save As – Rename**.

What does Wiki stand for?

What I know is.

How can I add Planner to my Team?

Where it says **Conversations, Files, Wiki**, click the **+** sign and select **Planner** from the available apps.

How do I forward an email to a Team site?

- In order to forward / send an Email to an MS Teams Tab you need to know what the Email address is. Find the Tab that you'd like to Email to, find the ellipsis and then select "Get Email address".
- Make a copy of the email address.
- Forward the email.
- It shows up in the **Conversations** Tab.
- Any attachments are extracted and saved to the SharePoint document library for the channel.

How do I make an Office 365 group into a Team?

In **Teams**, choose to add a team and you'll see an option to add it to an existing private group.

Can I have a Team Calendar

Because each team has a SharePoint site, you can set up a Calendar app in the related SharePoint site. Go to the site, then click on the **New** button towards the top of the page (Office online version), select **App** from the dropdown list, then find the **Calendar**. You now have a team calendar of upcoming meetings, deadlines or other events. Calendar information can be synchronised with Microsoft Outlook or other compatible programs.

Find out more about our tailored [Office 365 upgrade training](#).

Maybe 2019 will be the year you decide to upgrade to **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 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.

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