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August 2016 Newsletter

Our news

Its now into the holiday season. If you aren't away in August yourself why not take advantage of a quieter office and organise some training.

We have received some great feedback for our training in July.

For PowerPoint -

"I learnt a lot more about PowerPoint than I was expecting to and now know lots of ways in which I can add these features into my work"

For Publisher -

"Good mixture of instruction and exercises"

For Excel -

"Really enjoyed the course + learnt some great tips. The trainer tailored the day towards our group needs which was very helpful"

*"**Absolute cell references are going to change my life! Thank you**."*

Do you need your life changing or at least the time you spend **feeling frustrated at not knowing how best to use** Microsoft Office? Book up for some training and enhance your work experience.

We are now getting various requests for Office 365 training.

So if any of you would like a meeting to discuss your future training needs, please do get in touch and I will be pleased to meet up.

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 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 Access - using captions for field names

When you create a field name within an Access table, you may use a name that is useful to the developer, e.g. strSurname, indicating that the field is text, but it may not be that user-friendly for the person using the table or related form. If, however, you enter a caption for the field, this caption will be displayed instead of the field name in all views apart from **Design view**. To give a caption to a field, open the table in **Design view** and select the field to which you wish to add a caption. In the **Field Properties** pane at the bottom, type in your required caption in the **Caption** box on the **General** tab.
Find out more about our Microsoft Access training.

OR
**Microsoft Excel – Using conditional formatting to highlight the minimum number on each row**

Someone on a recent Excel course said that he had been looking at comparing prices from different suppliers for different products and wanted to find minimum prices for each product and highlight them.

This can be done using **conditional formatting** in Excel.
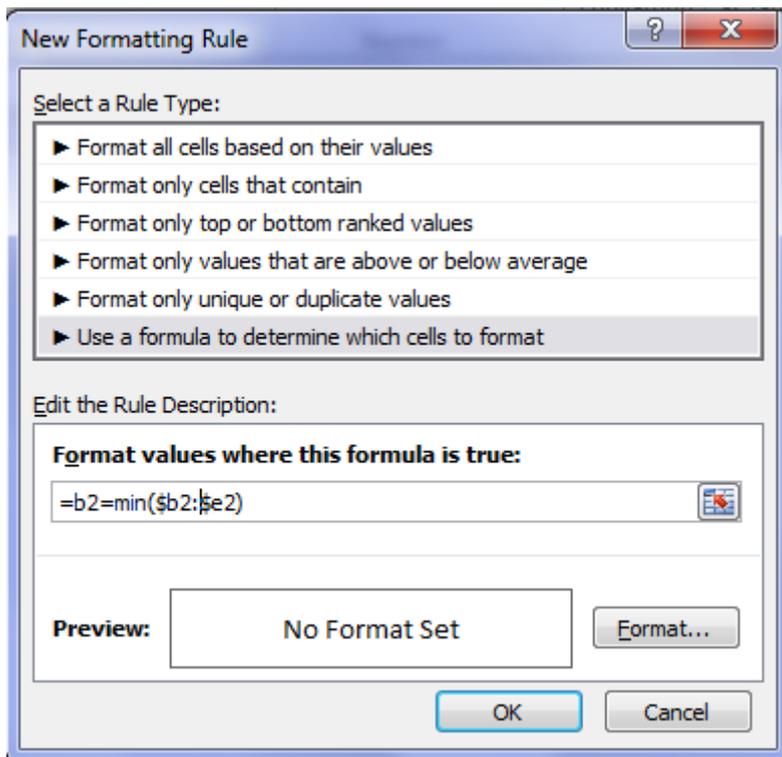
First select the data area.

	A	B	C	D	E	F
1		Supplier1	Supplier2	Supplier3	Supplier4	
2	Product1	20000	24000	30000	36000	
3	Product2	45000	25500	40225	63100	
4	Product3	4000	4525	2325	6010	
5	Product4	45000	45000	42550	45000	
6	Product5	55000	55000	55000	55000	
7	Product6	23000	25500	40225	21321	

On the **Home** tab, in the **Styles** group, from the **Conditional Formatting** dropdown, click **New Rule**.
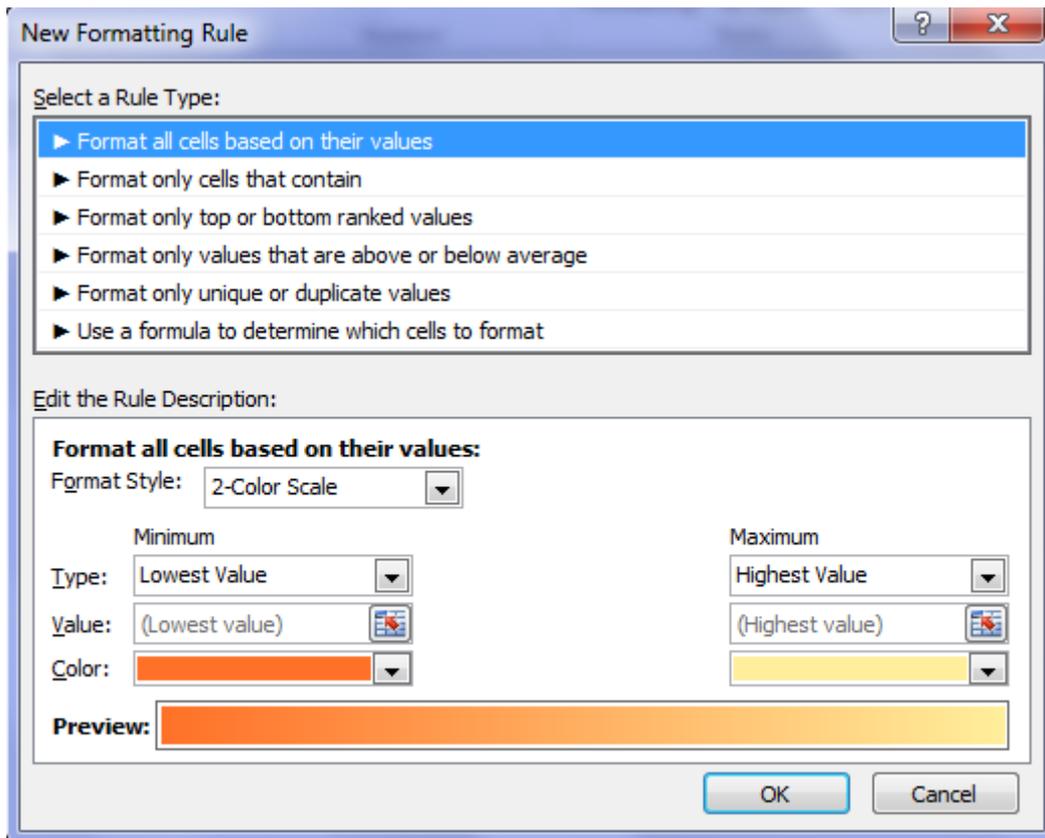
From the **New Formatting Rule** box, select **Use a formula to determine which cells to format**.

In the **Edit the Rule Description** box, type **=** followed by the first cell reference in your dataset , in this case **B2**. Then we need another **=** sign, then **MIN(the range of columns we are looking at, with that row number).** We specify a **$** sign in front of the column letters so that Excel know we will always be looking at those columns (they are fixed) but we want to be able to move down from row to row.

New Formatting Rule

Select a Rule Type:

► Format all cells based on their values
► Format only cells that contain
► Format only top or bottom ranked values
► Format only values that are above or below average
► Format only unique or duplicate values
► Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

=b2=min($b2:$e2)

Preview: No Format Set   Format...

OK   Cancel

Then click **Format**. Select your relevant formatting preference for the minimum in each row, then click **OK** twice. The minimum value on each row is highlighted.

	A	B	C	D	E	F
1		Supplier1	Supplier2	Supplier3	Supplier4	
2	Product1	20000	24000	30000	36000	
3	Product2	45000	25500	40225	63100	
4	Product3	4000	4525	2325	6010	
5	Product4	45000	45000	42550	45000	
6	Product5	55000	55000	55000	55000	
7	Product6	23000	25500	40225	21321	

Find out more details about our Microsoft Excel training.

Business writers—control your quadriga

I'd really like to learn how to control a four horse chariot or *quadriga.* Charlton Heston did just that for the film Ben Hur, with expert instruction from stunt man Yakima Canutt. It is a brilliant piece of movie history.

For business language to read as smoothly as a skilled charioteer controls his quadriga, there are four critical parts you need to rein in:

- Passive verbs
- Ghost verbs
- Excess baggage
- Sentence length.

Knowing how to control your quadriga will skill you to edit your writing far more efficiently and have total quality control over it. For businesses, this is a substantial win-win. Quadriga skill will attack the hidden economy of inefficient writing by reducing time consuming and costly multiple editing in your organisation. It will keep readers happy and prompt quicker decisions because more readable information flows faster.

Our exciting one day Business Writing and Minute-taking workshops show you how to control your personal language quadriga and much more! With practice, you'll become your own competent and confident editor. Importantly, we can run tailored workshops for one person or up to 12 people in your office. You can also choose to print our workbook or we can do it for you.

Find out more details about our Report Writing, Better Business Writing or Effective Minute Taking training

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Maybe 2016 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 2007 and Office 2013 and insight into the new features available in Microsoft Office 2013, please contact us at info@jmdtraining.co.uk and we will be happy to send you a pdf version of this guide.