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March 2019 Newsletter

Our news

Many organisations are upgrading to **Office 365** as it is a subscription-based package which means that companies will no longer end up paying for new versions every three years or so. **Office 365** is an evolving package so changes and upgrades are made on a regular basis. If you are an Office 365 user, you then have potential for using some of its other features as well as just the general Microsoft Office applications.

Some companies will opt to use the **SharePoint** app, allowing people to readily share files with others in the organisation. They may opt for using **OneDrive** for private documents as this is cloud-based and therefore more secure and can be accessed from different computers.

Some users may want to make use of the **Teams** app making sharing files, having conversations, sharing files and organising meetings between teams.

Others may want to use **Planner**, a project planning tool.

Various other apps like **Skype for Business** also come under the Office 365 banner.

Some organisations will just need to know of the major changes between the previous versions of **Word, Excel, PowerPoint, Outlook** etc and the version they are now on.

Whatever your Office 365 needs, we can offer tailored [Office 365 upgrade workshops](#), training and floorwalking. Please contact us and we will create a programme just for you.

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://ifonlyidknowthat.wordpress.com/>

For example:

Microsoft Project - easily change constraint dates and types

By default, providing you schedule from the project start date, all tasks are constrained to start as soon as possible. However, there are seven other constraint types and if you are changing the constraint type, you also need to add in a constraint date.

You can do this for individual tasks, by double-clicking on the task name to open up the **Task Information** dialog box and going to the **Advanced** tab and selecting the relevant **Constraint type** and **Constraint date**.

Task Information dialog box, Advanced tab. The 'Constraint type' is set to 'Start No Earlier Than' and the 'Constraint date' is '01/03/19'. Other settings include 'Task type: Fixed Units', 'Calendar: None', and 'Earned value method: % Complete'.

However, if you need to do this for several tasks, it may be easier to insert two extra columns, **Constraint Type** and **Constraint Date**. (To do so, right-click on the column name to which you would like them inserting at the left, then click **Insert column**.)

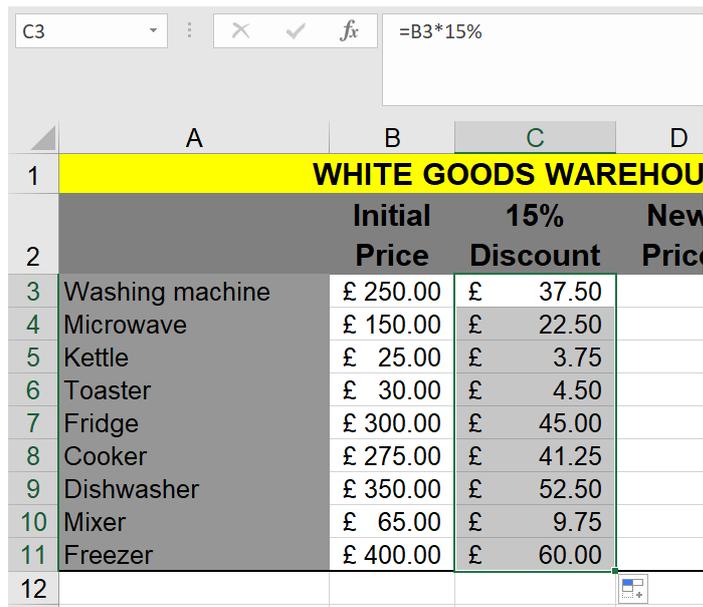
	Constraint Type	Constraint Date	Task Name	Duration	Start
1	As Soon As Possible	NA	Tendering Project	31.5 days	28/01/03
1	As Soon As Possible	NA	Initial Work	3 days	28/01/03
2	As Soon As Possible	NA	Meeting with Minister	1 day	28/01/03
3	As Soon As Possible	NA	Write and send out tender documents	2 days	29/01/03
4	As Soon As Possible	NA	Decision Process	10 days	26/02/03
5	As Soon As Possible	NA	Read bids	1 day	26/02/03
6	Start No Earlier Than	01/03/19	Meeting to decide on shortlist	0.5 days	01/03/03
7	As Soon As Possible	NA	Interviews with shortlisted	1 day	08/03/03
8	As Soon As Possible	NA	Check references	2 hrs	08/03/03
9	As Soon As Possible	NA	Decision meeting	0.5 days	11/03/03

Once you have finished amending your constraint types and dates, you can then hide the columns again.

Find out more about our [Microsoft Project training](#) in the London area.

Microsoft Excel - fill without formatting

When you use the AutoFill handle in Excel, as well as copying your formula it also copies your formatting.



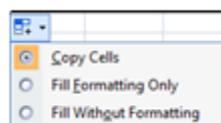
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	WHITE GOODS WAREHOUSE			
2		Initial Price	15% Discount	New Price
3	Washing machine	£ 250.00	£ 37.50	
4	Microwave	£ 150.00	£ 22.50	
5	Kettle	£ 25.00	£ 3.75	
6	Toaster	£ 30.00	£ 4.50	
7	Fridge	£ 300.00	£ 45.00	
8	Cooker	£ 275.00	£ 41.25	
9	Dishwasher	£ 350.00	£ 52.50	
10	Mixer	£ 65.00	£ 9.75	
11	Freezer	£ 400.00	£ 60.00	
12				

In the example shown here, the worksheet was already formatted with a border around the table. When you use the AutoFill handle to replicate the formula in cell C3 down through

range C4 to C11, a little symbol  shows when you leave go of the mouse. If you ignore this symbol and move to a different cell, you will find that the bottom border in cell C11 is no longer there.

If however, you open up the dropdown next to the symbol, you will find you have three options:



If you select the third of these options, **Fill Without Formatting**, the border will remain and your formula will be correctly copied down.

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

Resilience and Emotional Intelligence

Techniques to build confidence and create a positive approach

- **Reframing** - listen to your negative inner voice and turn it on its hear, re-writing it as a positive message.
- **Create a positive mantra or affirmation** - repetition of short, punchy statements which build positive beliefs.
- **Scripting** - write a detailed paragraph of what success looks like. Read it once every day for three weeks.
- **Visualisation** - create positive visual images of success in your mind.
- **Look for the fun** - seeing the lighter side of your fears and worries helps to gain some perspective.
- **Expect success** - tell yourself you will succeed. Imagine thoughts of failure being swept out of your mind.
- **Write an achievement ladder** - plan small steps. Behaviour changes are more likely to occur when we see positive results. Trying to run before we can walk (known as flooding) runs the risk of failure and prevents us from trying again.
- **Make time for yourself** - doing activities for yourself builds your sense of self worth.

Find out more about our [Emotional Intelligence and Resilience 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.
