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**May 2020 Newsletter**

## News

We are still doing a reasonable amount of online training. Hopefully, it won't be too long before we can get back to face-to-face training but I have a feeling it will be at least a few more weeks. I have written a couple of blog posts recently based on questions that have arisen during recent online training and reproduce them below. Further down the newsletter is a timetable for May's online training. As sessions get full they are removed from the list and new sessions added, so please keep an eye on our [online training website page](#) to see latest details. Or [contact us](#) and we can provide training to suit your needs.

## Microsoft Word - Order of Styles in Style Gallery

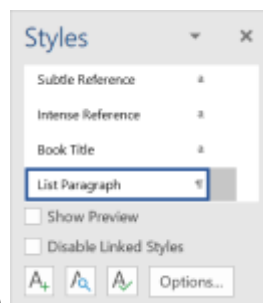
If you are using styles in Microsoft Word, you may just want to see the styles you want to use and you may wish to delete some of the styles you can see.

Deleting styles from the Gallery is easy – right-click on the style you no longer want to see and select **Remove from Style Gallery**.


Ordering styles takes a bit more effort.

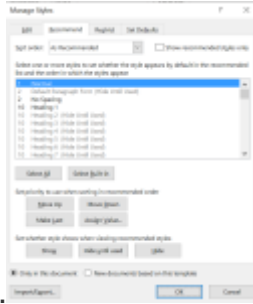
*To order styles in the Style Gallery:*

1. Click on the dialog box launcher  at the bottom right of the **Styles** group on



the **Home** tab. The **Styles** pane will be displayed.

2. Click the **Manage Styles**  button. The **Manage Styles** dialog box will be displayed.



3. Click the **Recommend** tab.
4. If you want the styles to be in the same order for all new documents based on this template, select **New Documents based on this template**.
5. Select the **Style** you want to move, then click **Move Up** or **Move Down**.
6. Continue for any other style you want to move.
7. When you have finished, click **OK**. The Style Gallery should then be adapted to your needs.

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

## Microsoft Excel - due date end of month following invoice date

I was doing some online virtual Excel training last week and the client asked how to work out the due date on invoices if it is the end of the following month after the invoice date. There is an Excel function **EOMONTH** which will do just that. The syntax is

**=EOMONTH(Start date, no of months)**, where **no of months** is how many months from the start date.

	A	B	C	D	E	F
1	Invoice Date	Due Date				
2	05/03/2020	=EOMONTH(A2,1)				
3	10/02/2020	3	EOMONTH(start_date, months)			
4	04/03/2020	30/04/2020				
5	23/02/2020	31/03/2020				
6	02/03/2020	30/04/2020				
7	07/03/2020	30/04/2020				
8	09/03/2020	30/04/2020				
9						

So if you want the end of the month following the Invoice date and the Invoice date is in cell A2, the formula is **=EOMONTH(A2,1)**.

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

## 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. Sessions are updated regularly [here](#).

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](#).

Date	Time	Session	Cost
30th Apr	13:30 - 14:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
1st May	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
4th May	09:30 - 11:00	Introduction to OneNote	£30 + VAT
4th May	11:15 - 12:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
4th May	14:00 - 16:00	Introduction to Microsoft Teams	£50 + VAT
5th May	09:30 - 11:00	Introduction to OneNote	£30 + VAT
5th May	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
5th May	13:30 - 14:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
5th May	15:00 - 16:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
6th May	09:30 - 10:30	Excel - Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
6th May	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
6th May	14:00 - 15:00	Word - Mailmerge	£25 + VAT
6th May	15:30 - 16:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT

7th May	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
7th May	11:00 - 12:00	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
7th May	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
7th May	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
11th May	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
11th May	11:00 - 12:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
11th May	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
11th May	15:30 - 16:30	Using WebEx for working remotely	£25 + VAT
12th May	09:30 - 11:00	Crystal Reports - Crosstabs	£35 + VAT
12th May	11:30 - 12:30	Excel Charting	£25 + VAT
12th May	14:00 - 15:30	Crystal Reports - Charting	£35 + VAT
12th May	16:00 - 17:30	Crystal Reports - Working with SubReports	£35 + VAT
13th May	09:30 - 10:30	Excel PivotTables	£25 + VAT
13th May	11:00 - 12:00	Excel Charting	£25 + VAT
13th May	13:30 - 14:30	Excel - Date and Text Functions	£25 + VAT
13th May	15:00 - 16:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
14th May	09:30 - 11:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
14th May	11:30 - 12:30	Excel - Named ranges, VLOOKUP	£25 + VAT
14th May	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
14th May	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
18th May	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
18th May	11:30 - 12:30	Excel Pivot Tables	£25 + VAT

18th May	13:30 - 14:30	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
18th May	15:00 - 16:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
19th May	09:30 - 10:30	Microsoft Project - Creating Reports	£25 + VAT
19th May	11:00 - 12:00	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
19th May	13:30 - 15:00	Crystal Reports - Creating and Formatting a Document	£35 + VAT
19th May	15:30 - 16:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
20th May	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
20th May	13:30 - 14:10	Using Zoom for Remote Working	£15 + VAT
20th May	15:00 - 16:00	Using Outlook for Time Management	£30 + VAT
21st May	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
21st May	11:00 - 12:30	Crystal Reports - Formulas and Functions	£35 + VAT
21st May	14:00 - 15:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
21st May	15:30 - 16:30	Excel - Review of Basic Formulas, Absolute Cell References (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
22nd May	09:30 - 10:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
22nd May	11:30 - 12:30	Word - Mailmerge	£25 + VAT
22nd May	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
22nd May	15:00 - 16:00	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
26th May	09:30 - 10:30	Crystal Reports - Mailing Labels	£25 + VAT
26th May	11:00 - 12:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
26th May	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
26th May	15:00 - 16:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
27th May	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

27th May	11:00 - 12:30	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
27th May	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
27th May	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
28th May	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
28th May	11:00 - 12:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
28th May	13:00 - 14:30	Crystal Reports - Parameter Queries	£35 + VAT
28th May	15:00 - 16:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
29th May	09:30 - 10:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT

Keep well and safe.

Janet Donbavand

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