December 2018 Newsletter

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December 2018 Newsletter

Our news

As we approach the Christmas season, quite possibly organising training is the last thing on your mind. However, if you or other staff are going to be manning the office in a period where there will be less distractions from clients who are all on holiday then may be it is a good time. Or get your staff equipped early on in the New Year by organising January training now. We have already got several January bookings and enquiries about training for then.

You may already be thinking about learning goals for 2019. Perhaps, staff aren't as adept at Report Writing as they could be. You may need to encourage them re **Effective Goal Setting**.

Or perhaps, you have new projects coming up, for which Microsoft Project skills might be an asset.

We can help with all these, plus plenty of other computer and **professional development training** needs.

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.

Eight Benefits of Goal Setting

The Happy Manager (www.The-Happy-Manager.com) sets out 8 clear distinctions of why it is so beneficial to set goals. Setting meaningful goals should bring:

1. **Clearer Focus** Properly thought out and stated, goals clearly set out your intentions and desires; the things you really want to achieve.

2. **Optimum Use of Resources** There are never enough resources to do everything so setting goals can help you to prioritise. Place your resources behind what you really want to do, rather than on things you are doing by default or by deflection.

3. **Effective Use of Time** Of course, time is a resource, but it deserves special consideration because it is so important. As Peter Drucker says: "If you want to improve how you manage time – stop doing what doesn't need to be done!"

4. **Peace of Mind** Too often you can have many things on your mind. **Writing down** your goals can help you take all of those ideas, apply perspective and priority, then galvanize you into commitment and action.

5. **Clarity to Decision Making** Knowing what you are trying to do means that you can now ask: "does this activity get me closer to my goal?"

6. **Easier Measurement of What You Do** Setting goals, especially SMART and SHARP goals, allows you to measure how well effectively you are moving towards achieving them.

7. **More Freedom of Thought** Setting goals can help to release your creative energies so you can focus on *how* to achieve them. You'll start to look for ways to make it happen.

8. **Easier Communication with Others** Setting goals enables you to clarify with other people what you are trying to do, and therefore what they need to do to contribute or support.

Find out more about our **Effective Goal Setting** workshops.

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 Excel – conditionally formatting a whole column range if any cell in that column is blank
This is a question that we were posed at training recently.

First select the data area to be formatted. In the example here, I have selected **B2:D7**.

	A	B	C	D	E
1		Net Sales	Cost of Sales	Operating Expenses	
2	London	3400	1156	714	
3	Birmingham	2900	986	609	
4	Manchester	2850		598	
5	Southampton	2300	782		
6	Bristol	1900	646	399	
7	Newcastle	1500	510	315	
8					
9					

Then on the **Home** tab, in the **Styles** group, from the **Conditional Formatting** dropdown, click **New Rule**.
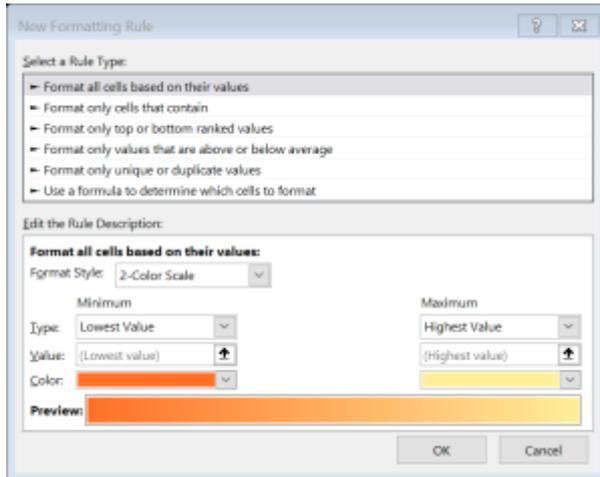
Select **Use a formula to determine which cells to format**.

The formula in my case is:

=COUNTBLANK(B$2:B$6)>0

Click **Format**.

Select your required formatting, then click **OK** twice.

The columns containing blank cells will be highlighted.

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

Microsoft Excel – using icon sets to compare two sets of figures

If you are looking at data over time, you often want to see visually whether numbers have gone up, down or remained static.

Create a third column to show the difference between the two sets of data, in this case **=C3 – B3**, then on the **Home** tab, in the **Styles** group, go to the **Conditional Formatting** dropdown, go to **Icon Sets** and select your preferred choice of icons.

This will not at present give you exactly what you want, so now go to the **Conditional Formatting** dropdown and select **Manage Rules**. Click **Edit Rule** and adapt as shown below.
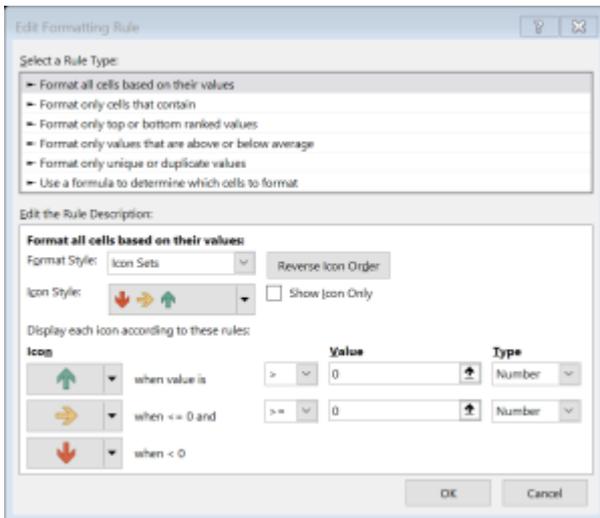
Click **OK** twice.

You should get the required icons.

If you only want to see the icon and not the difference between the columns, in the **Edit Formatting Rule** dialog box, check the **Show Icon Only** box.

Find out more about our Microsoft Excel 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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