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January 2013 Newsletter

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## New Year's Resolutions

What are your New Year Resolutions for work? If they are included below, JMD Training and Consultancy is here to help.

1. I want to become more productive at work and get home at a sensible time. Try our [Time Management](#) training course.
2. I want to make my reports more concise and easier to read. Try our [Report Writing](#) or [Business Writing](#) training courses.
3. I want to convert that unwieldy Excel database into an Access one. We provide tailored [Microsoft Access](#) training that will help you build that new database.
4. I want to learn how to create an automatic table of contents and other ways of working with large Microsoft Word documents. Invest in an [Advanced Word](#) training course.
5. I want to automate my workbooks with VBA macros. We provide tailored [VBA](#) training.
6. I want to upgrade MS Office to Microsoft Office 2010. We provide [Microsoft Office 2010 upgrade workshops and floorwalking](#).
7. I want to make my PowerPoint presentations look more professional. Our [PowerPoint](#) training courses are designed to help you do just that.
8. I want to feel more in control as a Project Manager. Our [Project Management](#) training courses and [MS Project](#) training courses will help you achieve your goal.
9. I want to be more adept at taking meeting minutes. Our [minute taking](#) courses aim to help you do just that.
10. I want to have the skills needed to get a new job. We provide 1-1 training in all our courses.

At JMD Training and Consultancy, we **tailor** our training **to client needs**, rather than the 'off the shelf' courses from other training companies. That is why so many people choose us! Knowing that **training happens on their site**, gives people **confidence the training will be completely relevant** and that they can use their files and ask specific advice.

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>.

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## If Only I'd known that...Blog

If only I had \$100 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, did you know that in [Microsoft Excel](#):

A lady who I was training had a column of telephone numbers, some of which had the 0 in front of them, while some didn't. She wanted all the numbers to be correct with an 0 at the front. First of all we formatted the column as text.

Assuming the first phone number was in cell B2, the relevant formula, probably in cell C2, is  
=IF(LEFT(B2,1)<>"0", "0"&B2,B2)

Use the Autofill handle to copy this down for the rest of the phone numbers.

Then select the now correct numbers, **copy** them, click back in cell B2 and **paste values**. You now have a nicely formatted column of phone numbers and can delete the figures in the column where you wrote your IF statement.

To find out more about our Excel training, please visit <http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-excel-training>

Did you know, that in [Microsoft Word](#):

The Navigation pane in Microsoft Word 2010 is very useful for helping you navigate a large document. To switch it on, either click **Find** in the **Editing** group on the **Home** tab, or click **Navigation pane** on the **View** tab. The Navigation pane will appear at the left of your screen.

It has three tabs; if you click on the first of these, providing you are using Heading styles, you will see the headings you have used within the document. To go to a particular heading within your document, click on it in the Navigation pane. To move everything within that heading to somewhere else within the document, from the Navigation pane drag the heading to its required place; the heading and all text within it will be moved – somewhat easier than cutting and pasting.

The second tab allows you to navigate the document by page. Click on the page in the Navigation pane and you will be taken to that page in the main document.

The third tab allows you to do a contextual find. Type a word or phrase into the Search box at the top of the Navigation pane. You will then see a listing down the Navigation pane showing that word or phrase in context within the document. In the document itself, what you have searched for in the Navigation pane will be highlighted in yellow. Click in the Navigation pane at the instance you were looking for and you will be taken to it in the full document. This is quicker and simpler than having to click **Find Next** several times to get to the right instance of the word from the **Find** dialog box.

For details of our Microsoft Word training, visit <http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-word-training>

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## Misused words

### Complimentary, complementary

**Complimentary** means to express a compliment: to say something nice about someone, to be flattering. It can also mean free, as in 'The drinks were **complimentary**.'

**Complementary** means balancing or going together well to make a perfect whole: 'The hat was **complementary** to the outfit.'

### **Elicit, Illicit**

**Elicit** means to extract or draw out a response from someone by questions or actions: 'He hoped his questions would **elicit** the answer he needed.'

**Illicit** means illegal: 'He had a supply of **illicit** drugs hidden away.'

### **Ensure, Insure**

**Ensure** means to make sure of: 'They took steps to **ensure** that everyone was properly looked after.'

**Insure** means to arrange for compensation if something goes wrong: 'They took out travel **insurance** to **ensure** that if anything went wrong while they were away, they would get adequate compensation.'

### **Compare, Contrast**

**Compare** means to look at the similarities between two objects. **Contrast** means to look at the differences between two objects.

### **Practise, Practice**

**Practise** is a verb, but **practice** is a noun: 'He **practised** the piano at the doctor's **practice**.'

To find out more about our Business Writing training courses, visit

<http://www.jmdtraining.co.uk/personal-development-training/business-writing-training>

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## **My Twitter Account**

I have a Twitter account @JanetDonbavand

If you follow, you will get Microsoft Office shortcut tweets and other valuable offerings.

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## **What's New in Office 2010 e-book**

We have produced a free Office 2010 e-book with information about all the latest features.

For more information, [click here](#), and we will send the free guide to you.

We are able to offer help with [Office 2010 rollouts](#) through floorwalking, workshops and surgeries. This means that staff soon find their way round the new system and get back to full productivity very quickly. For further information, please [click here](#) and we will get in touch to discuss your needs.

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## **Microsoft Word 2013**

Microsoft Word 2013 will be released shortly. It is aimed at people with Windows 8 touch screen technology but there is also plenty to recommend it to Windows7 and laptop users.

**Read mode** is now the default mode when opening a saved document; this mode bookmarks your last position in a document and reflows the text into columns appropriate for the width of the screen being used.

The new Word Start page presents a list of recently opened documents in the left-hand pane, and a series of pre-defined templates on the right.

**Live Layout** allows text to automatically reflow when pictures are dragged around documents.

There are more options for inserting and embedding pictures and videos.

You can now read, mark up and edit **PDFs** in Word 2013 as long as the fonts are available on your PC and the PDF format isn't too complicated.

The **Comments features** are now enhanced to allow co-workers to reply to comments inline and comments can also be marked as 'done'. There is a new **Simple Markup** view for **Tracked Changes**.

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#### **Email Admin Center**

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