January 2017 Newsletter

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January 2017 Newsletter

Our news

Here's wishing you a very happy, healthy and prosperous 2017.

How many **New Year's Resolutions** did you make? Did any of them involve better empowering either yourself or your workforce in their job roles? At the start of a new year, it is good to think about whether spending a bit of time on training would improve staff morale and lead to a better performing workforce.

For example:

- How **excellent** are their Excel skills?
- How **powerful** are the company's PowerPoint presentations?
- How **outstanding** are people at using Outlook not just for managing e-mails but for better Time Management generally?
- How **wonderful** are your Word documents. Do you have a **company style** in place and do people know how to use it? Can you automatically generate a **table of contents** for large Word documents?
- Do you have Microsoft Project **plans** in place for the **projects** the company is involved in or is all on bits of paper, Excel or Word?
- How **crystal-clear** are your Crystal Reports?
- How **concise**, **clear** and **professional** are the reports that have to be written?
- Maybe you need better Negotiating and Influencing Skills?

Take a few minutes to reflect and set **goals** and **priorities** for 2017.

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 Excel - putting negative numbers in brackets

Rather than having negative numbers with a minus sign in front of them, some people prefer to put negative numbers in brackets.

To do this, select the cell or range of cells to be formatted, then if using Microsoft Excel 2003 or earlier, click **Format – Cells** and ensure the **Number** tab is uppermost. If using Microsoft Excel 2007, 2010,2013 or 2016, then on the **Home** tab, in the **Number** group, click the dialog box launcher. In either case, the **Format Cells** dialog box will be displayed. In the **Category** section, click **Custom** and then choose the format nearest to the one you wish to adapt.
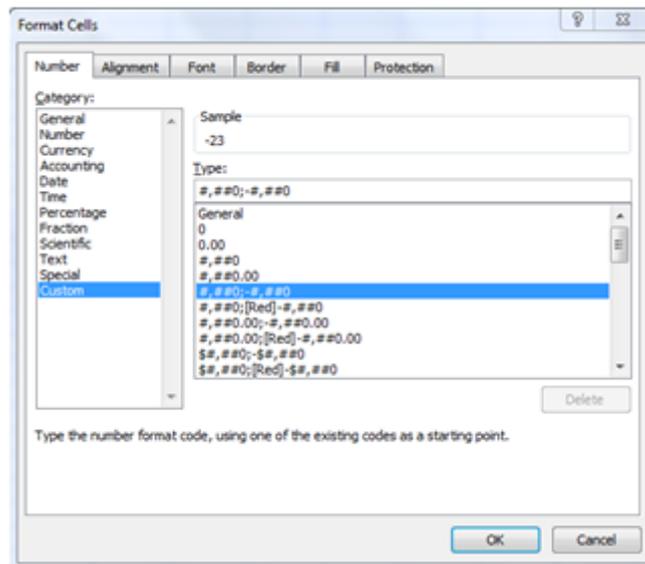
In the **Type** box, adapt the format to be your required choice; in the box above I might change it to **#,##0;(#,##0)**. Click **OK**. Any negative numbers should now be shown in brackets.

Find out more about our Microsoft Excel training.

OR
Extracting part of a string in Crystal Reports

A client had a Crystal Reports field that looked like:

User name
Janet Donbavand (jdonbavand11)
Joe Bloggs (joe.bloggs)

She wanted to be able to extract the part of the text within brackets, i.e. jdonbavand11 or joe.bloggs.

There well be more than one way of achieving this but this is what I did:

I created one formula field which I called **user1**. The formula I entered was

right({tablename.User name},len({tablename.User name})-InStrRev ({tablename.User name},"("))

What this formula does is select the rightmost characters occurring after the opening bracket (. The **len** function looks at the length of the field. The **InStrRev**
function goes backwards from the end of the string to find the named character in the string. The result of this is

jdonbavand11)

joebloggs)

I then created another formula field **user2**.

left({@user1},len({@user1})-1). This takes all the characters of the string until the closing bracket and so removes the final) from the output.

If all they had wanted was the part of the field to the left of the opening bracket, the formula would have been

Left({tablename.User name},InStrRev({tablename.User name},"(")-1)

This counts to where the first (is and returns all the characters to the left of the opening bracket, returning

Janet Donbavand

Joe Bloggs

Find out more details about our Crystal Reports training**.**

Seven principles of negotiation
The seven principles common to all negotiations are:

1. Two or more parties are involved needing each other's involvement in order to reach some desired outcome. There has to be some common interest, either in the subject matter of the negotiation or in the context of the negotiation itself which keeps the parties in touch with each other.
2. The parties start with different objectives which prevent the achievement of an outcome at least initially, even though a degree of interest is shared.
3. The parties involved feel, at least to start with, that it is better to negotiate to settle their differences than force the issue.
4. Each of the parties feels that they may be able to get the other party to compromise on their original position.

5. Even when their ideal outcomes cannot be attained, both parties hope to reach an   acceptable final agreement.
6. Each party has some influence on the other's ability to act, even if this is indirect and bears on issues other than the direct subject of negotiation.
7. Negotiation is done between people, usually verbally.

Find out more about our negotiating and influencing skills training**.**

Maybe 2017 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 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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