January 2018 Newsletter

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January 2018 Newsletter

Our news

Happy New Year to you all! We hope it will be healthy as well as happy.

At this time of **New Year resolutions**, do any of yours concern learning and development, either for yourself or for other members of your team or organisation? As we endeavour to better ourselves, making ourselves more productive in our workplace is a good **goal** for 2018.

So would you or other members of staff benefit by becoming:

Excellent at Microsoft Excel
Outstanding at Microsoft Outlook
Proficient at Microsoft PowerPoint
Wonderful at Microsoft Word
Amazing at Microsoft Access
Perfect at Microsoft Project
Competent at Crystal Reports
Decisive at Dealing with Difficult People?
If so, why not make it a New Year resolution to see how JMD Training and Consultancy can help.

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.

GOAL Setting

As it is the start of a New Year, this is a good time to think about how to set goals for the next few

months.
Generate goals on paper
Organise daily activities
Align goals with company goals
Line up tasks according to priority
Stay focused
Characteristics of Goals - the SMART approach

Specific

Measurable

Achievable/Attainable

Realistic/Relevant

Timed

What goals do you have currently in your work life? Think of one of them. Break it down to

demonstrate its SMARTness.

If it involves learning and development, contact us**!**

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:

For example:

Microsoft Excel – gridlines lost when formatting cell background
When you add colour to a cell background in Excel, either manually using the **Cell**

Background button or by using **Conditional Formatting**, you lose the gridline

round the cell.

by jdonbavand When you add colour to a cell background in Excel, either manually using the **Cell**

Background button or by using **Conditional Formatting**, you lose the gridline round the cell.

Grade	Model
A	BMW
A	BMW
A	BMW
A	BMW
A	PEUGEOT
A	PEUGEOT

If you really want to see the gridline, you can reproduce it using the cell borders button. Select the relevant cells, then from the **Borders** dropdown, select **All Borders**, then click **More Borders**. The **Format Cells** dialog box will be displayed with the **Borders** tab uppermost. From the **Color** dropdown, choose **White, Background 1, Darker 15%**. On the right-hand side, click on all borders of the rectangle in the **Border** section.
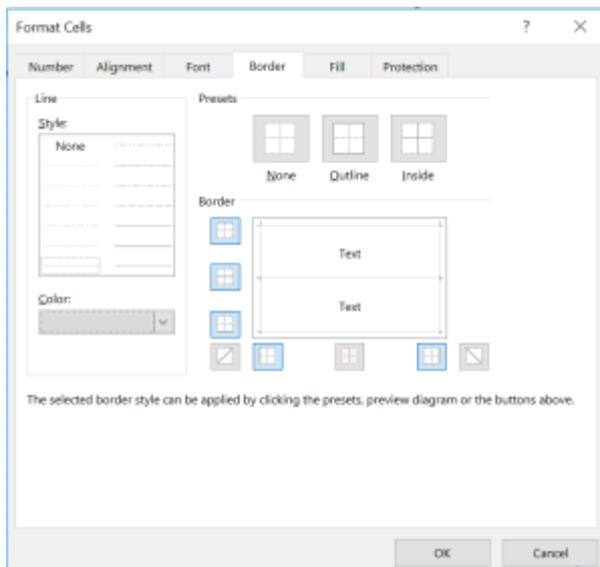
Click **OK**.

You will now see gridlines round your data.

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

Or

Microsoft Word – getting back to normal text after using text effects
by jdonbavand

If you use the **Text Effects** button in the **Font** group on the **Home** tab, you produce some interesting effects. However, it is not then obvious how to get back to normal writing!

To do so, click the **Clear All Formatting** button also in the **Font** group on the **Home** tab. This will get you back to ordinary type.
Find out more about our Microsoft Word training.

Maybe 2018 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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