

To:<< Test First Name >>

28 Dec at 12:12

January 2019 Newsletter

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January 2019 Newsletter

Our news

Happy New Year! We hope 2019 will be a happy and healthy one for you. What are your **GOALS** for 2019? Make sure your goals are **SMART!**

- **Specific.**
- **Measurable**
- **Achievable/ Attainable**
- **Realistic / Relevant**
- **Timed**

e.g. I will learn how to use Excel pivot tables so that I can produce better quarterly reports by Easter.

or I will prepare a new company template for all our PowerPoint presentations by the end of March.

If your goals are to do with updating computer or professional development skills. please do not hesitate to get in touch. If you are unsure how to set goals in the first place, we run [goal setting workshops!](#)

We can also help you:

- Excel at [Excel](#)
- Become wonderful with [Word](#)
- Present perfectly with our [Presentation Skills](#) and [PowerPoint](#) training
- Manage projects better with [Microsoft Project training](#), etc. etc

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

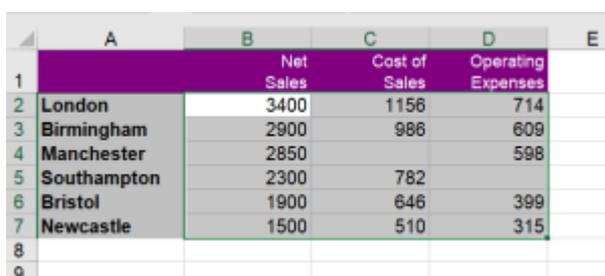
If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknowthat.wordpress.com/>

For example:

Microsoft Excel – conditionally formatting a whole column range if any cell in that column is blank

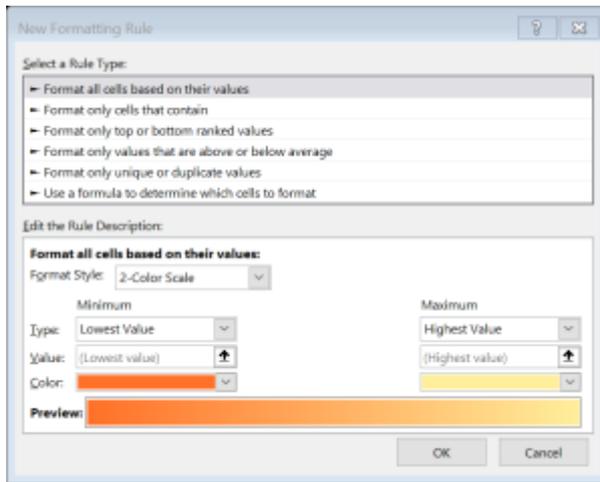
This is a question that we were posed at training recently.

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.

A	B	C	D	E
	Net Sales	Cost of Sales	Operating Expenses	
London	3400	1156	714	
Birmingham	2900	986	609	
Manchester	2850		598	
Southampton	2300	782		
Bristol	1900	646	399	
Newcastle	1500	510	315	

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

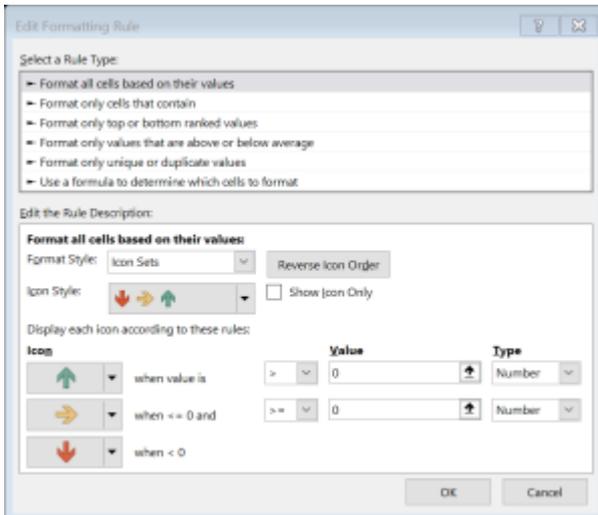
Microsoft Excel – using icon sets to compare two sets of figures

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.

Q1	Q2		
20000	24000	↑	4000
23000	21000	↓	-2000
4000	4525	↑	525
45000	45000	→	0
55000	52000	↓	-3000
23000	25500	↑	2500

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](#).

Prioritising Your Goals

Step 1

Prioritise your goals by rating each of them on a scale of 1 to 10, with 1 symbolizing the goal which is extremely important to you right now in this exact moment of your life, and 10 symbolizing that it is not a priority at all right now.

As you go throughout your list, you'll find yourself also making comparisons in terms of which goals are more important relative to the others.

Step 2

Another way to prioritize your goals is by using a time forecast for each goal. Write down beside each goal the time by which you seriously would like to have accomplished your goal. This might give you an idea of what needs to be started *right now*. You might think in the following increments:

- 1 week
- 1 month
- 6 months
- 1 year
- 5 years
- 10 years or more

Now, go back and review your list of goals with this information. Are there any patterns?

What do you notice? If you did both exercises, which goals were rated as both highly important and had very short timelines?

Learn more in our [Effective goal setting workshops](#).

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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