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July 2014 Newsletter

In this Issue:

Our news

If Only I'd Known That…Blog

Office 2003, Window XP news

Our news

The World Cup and Wimbledon are over and the schools are about to break up for the summer holidays. We hope that, if you are taking a break, you will have a wonderful time and will return feeling refreshed. If you are not lucky enough to be going on holiday, you may want to take advantage of the fact that things are quieter, to take the time to invest in some training or might start planning what training would be useful for the team when everyone returns in September.

Do you or your team:

1. 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.
2. Need quicker ways to analyse data using Excel?
3. Require automating of workbooks with VBA macros? We provide tailored VBA training.
4. Need help upgrading to Microsoft Office 2010 or Microsoft Office 2013? We provide Microsoft Office 2010 upgrade workshops and floorwalking and Microsoft Office 2013 upgrade workshops and floorwalking. Microsoft are no longer supporting Office 2003, so we would advise those still using the package to consider upgrading.
5. Want to make your PowerPoint presentations look more professional? Our PowerPoint training courses are designed to help you do just that.
6. Want to feel more in control as a Project Manager? Our MS Project training courses will help you achieve your goal. Project 2013 has some great reporting features.
7. Need skills 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.

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/.

One of the most viewed of the blog postings is about **creating mailing labels in Microsoft Word**.

One or two clients have mentioned problems with creating mailing labels, using Word 2007 or Word 2010 mailings tab. Only one label is being printed on each sheet of labels.

To create mailing labels, from the **Mailings** tab, in the **Start Mail Merge** group, from the **Start Mail Merge** dropdown, click **Labels**. The **Label Options** dialog box will be displayed.
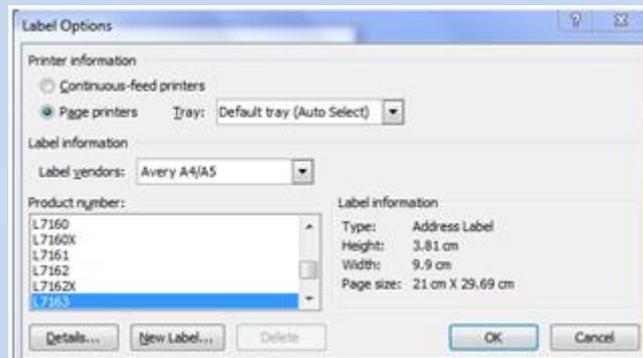
If necessary, change the **Printer information** detail. Select the name of the company whose labels you are using from the **Label vendors** dropdown, then select the relevant **Product number**. Click **OK**.

In the **Start Mail Merge** group, from the **Select Recipients** dropdown, select one of **Type New List**, **Use Existing List** or **Select from Outlook Contacts**. If required, locate where your list is o you computer.

If needed, click **Edit Recipient List** to choose specific people to create labels for.

In the **Write and Insert Fields** group, click **Address Block** and ensure the fields match what are required. Click **OK**.

In the **Preview Results** group, click **Preview Results**; you will only see one address per sheet of labels.

In the **Write and Insert Fields** group, click **Update Labels**. You will now see an address on each label.

In the **Finish** group, from the **Finish & Merge** dropdown, click **Print Documents** to print labels.

To find out more about our Microsoft Word training, please visit
http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-word-training

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Microsoft Project – show status date

The Status date is the date at which you have the most up-to-date information for tracking on a project plan. By default it is the current date but may be an earlier date if you have received updates from the team but haven't had chance to update the project plan.

If the status date is not the current date, it can be changed by clicking on the **Project** tab, then in the **Status** group, click **Status Date**, type in the required date and click **OK**.

To have the Status Date showing on the Gantt Chart, right-click over the Gantt Chart area, then select **Gridlines**. The **Gridlines** dialog box will be displayed.
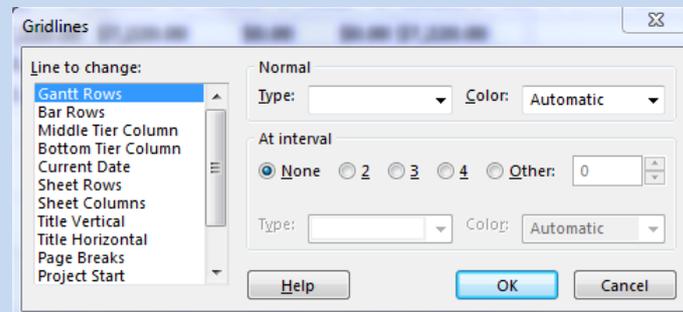
From the **Line to change** list, select **Status Date**.

From the **Type** dropdown, select the line type you want to see on your Gantt Chart for your Status Date.

From the **Color** dropdown, select the line colour for the Status Date.

Click **OK**. The line will be displayed on your Gantt Chart.

To find out more about our Microsoft Project training courses London, UK, please visit http://www.jmdtraining.co.uk/it-training/microsoft-project-training.

Office 2003, Window XP news

From April 2014, Microsoft is no longer providing support for Windows XP, Office 2003 or Small Business Server 2003. This means that if any hacker discovers a bug in Microsoft's software they can exploit, Microsoft will NOT issue a patch for it. And the hackers know this. Therefore, if you are still using these versions, you may want to consider upgrading in the next few months. We provide Office 2010 upgrade workshops and floorwalking and Office 2013 upgrade workshops and floorwalking and we would be very happy to chat about how we can help everyone in your organisation quickly get up to speed on a new version.

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