

**JMD Training and Consultancy**  
**Computer and Professional Development**  
**Specialists**  
**020 8892 5637**  
[www.jmdtraining.co.uk](http://www.jmdtraining.co.uk)  
[info@jmdtraining.co.uk](mailto:info@jmdtraining.co.uk)  
**Twickenham, TW1 1PA**  
**July 2016 Newsletter**

## Our news

I have now settled back into the training routine in the UK. I am amazed how many requests for [Microsoft Project](#) training we have had in the last month. We have trained [Project 2007](#), [Project 2010](#), [Project 2013](#) and [Project 2016](#) for different clients, all within June. Some of these have been 1 to 1 training and in these cases, we have helped people **create project plans that they can use for their real-life projects**, rather than just doing training exercises. We are always happy to provide e-mail support afterwards.

Other major training done in June has included [Microsoft Excel](#), [Excel VBA](#) and [Crystal Reports](#).

Some of the [Excel](#) training has been **surgery type sessions** where people have had time slots to bring along their Excel workbooks and advance their skills. These have been very well received.

Again, with [Crystal Reports](#), because we train on client site, the training has produced reports that will be able to be used within the organisation.

July will be busy on the [PowerPoint](#) training front!

So if any of you would like a meeting to discuss your future training needs, please do get in touch and I will be pleased to meet up.

Our training is interactive and practical, not hypothetical!

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>.

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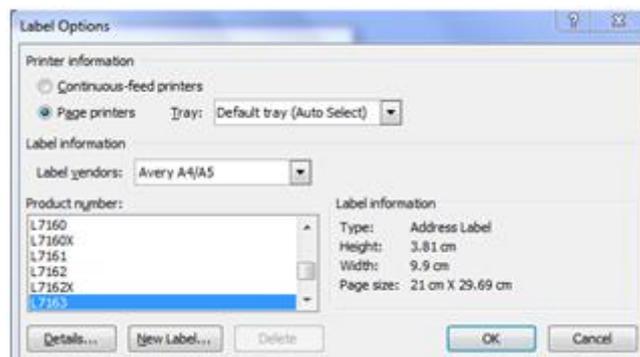
### If Only I'd Known That Blog

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 Word labels mailmerge problem – only getting one label per sheet**

One or two clients have mentioned problems with creating mailing labels. 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 on your 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.

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

**OR**

[Microsoft Excel – setting same zoom level for several worksheets](#)

If you want to set the same zoom level for several worksheets in a workbook, you can do this all at once by first grouping the worksheets together. If the worksheets you want are all next to each other in the workbook, from the first worksheet tab to be included, hold down the **Shift** key and click on the last worksheet tab to be included. If the worksheets are not next to each other in the workbook, hold down the **Ctrl** key whilst clicking on the worksheet tabs to be included. Now go to the **Zoom** slider at the bottom right of the window and either use the slider to get to the required zoom level, or click on the + and – signs at the right and left of the slider to change the zoom level in increments of 10%. Alternatively, click on the number showing the percent to open up the **Zoom** dialog box to make a specific selection there.

Your chosen zoom level will be applied to all the grouped worksheets. To ungroup the worksheets to work on them separately, right-click on any of the worksheet tabs and select **Ungroup Sheets**.

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

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### **Excess baggage: a natural affliction with an easy cure!**

It is completely natural to write too much, since we are educated and rewarded for experimenting with lengthy, vivid writing from primary school onwards. The problem is that business writing needs to read efficiently and most writers do not enter the workforce with this know how.

The skill needed is to separate content editing from language editing. And language editing has four parts to it. In previous posts we discussed passive verbs and ghost verbs—the first two parts of the quadrant of language editing. Now, let's deal with the third part all writers need to address, because everyone has it: excess baggage. These are words and expressions that need to be thrown away or adjusted as you read your edited content. We've collected [115 of the most overused examples](#).

The amazing thing is that so many examples were circulating hundreds of years ago, way before 'business speak' started to be ridiculed.

So, how do you cure excess baggage in your writing? Once you recognise it is excess baggage, then simply chop or change. This is one of the skills we teach in all our writing workshops. [Enjoy this example.](#)

Find out more details about our [Report Writing](#), [Better Business Writing](#) or [Effective Minute Taking](#) training

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Maybe 2016 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 2007 and Office 2013 and insight into the new features available in Microsoft Office 2013, please contact us at [info@jmdtraining.co.uk](mailto:info@jmdtraining.co.uk) and we will be happy to send you a pdf version of this guide.

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MailChimp

**Our mailing address is:**

12 Northcote Road, St Margaret's,  
Twickenham, Middlesex, TW1 1PA

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