

JMD Training and Consultancy
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July 2017 Newsletter

Our news

Summer has at last arrived. Maybe you are looking forward to a holiday or maybe you are looking forward to a quieter time because others in the office are away and clients are also away!

If the latter, it is good to think about whether spending a bit of the quieter time on training would be useful.

For example:

- How **excellent** are your [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 the summer.

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>.

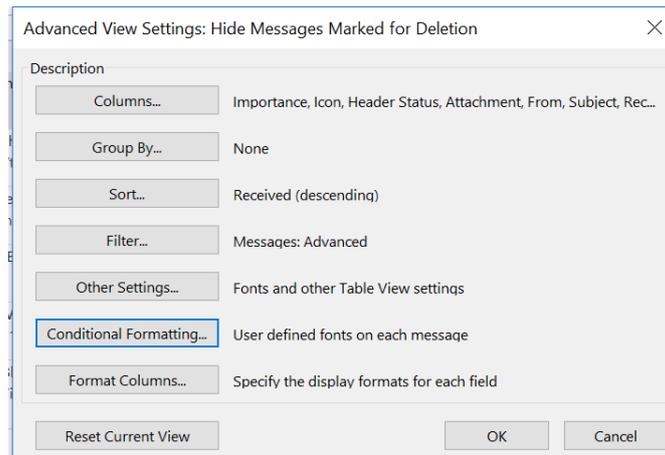
If Only I'd Known That Blog

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/>

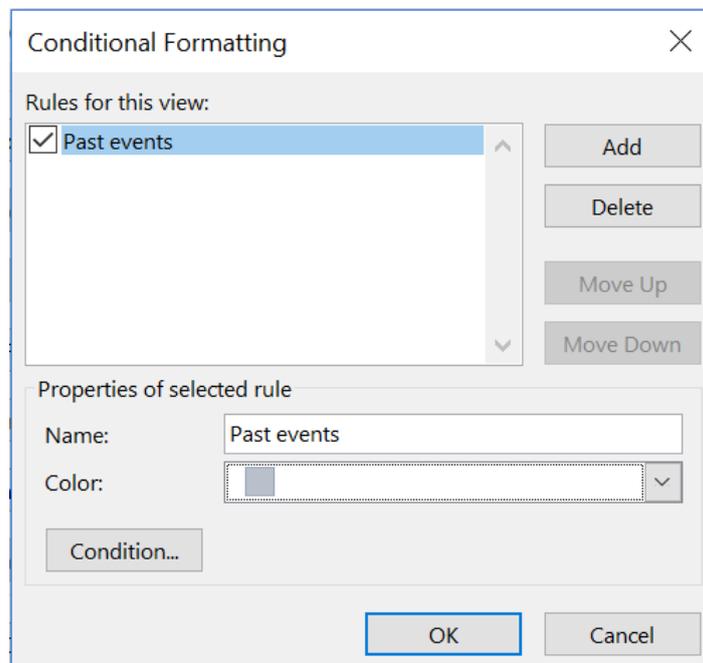
For example: Microsoft Outlook - greying out previous appointments

I was asked recently whether there is a way to show past appointments in Microsoft Outlook in a different colour to future appointments.

From within the Calendar, go to the **View** tab, then in the **Current View** group, click **View Settings**.

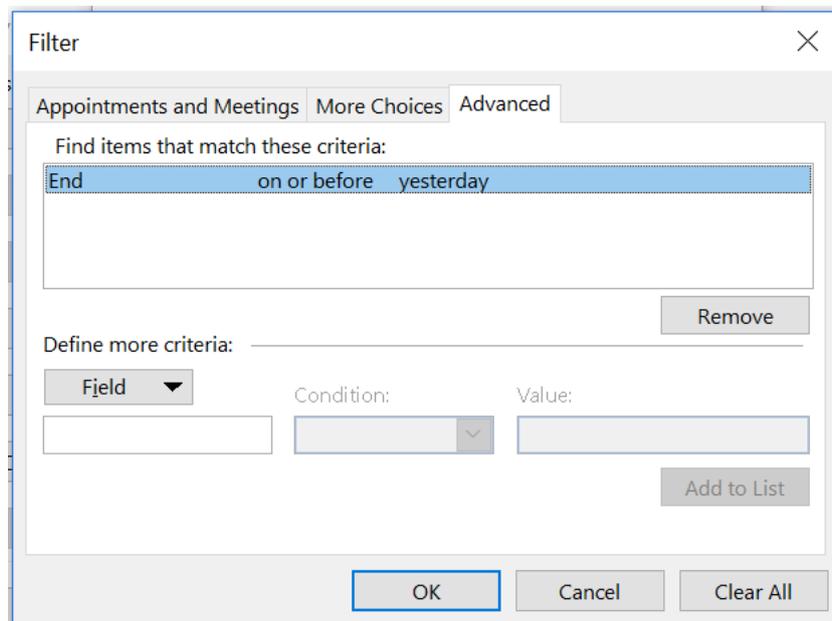


Click **Conditional Formatting**.



Click **Add**. Type in a name for the rule in the **Name** box. From the **Color** dropdown, select the required colour, then click **Condition**. Click the **Advanced** tab.

From the **Field** dropdown, select the **End** field. From the **Condition** dropdown, select **on or before**. In the **Value** box, type **Yesterday**.



Click **OK** three times.

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

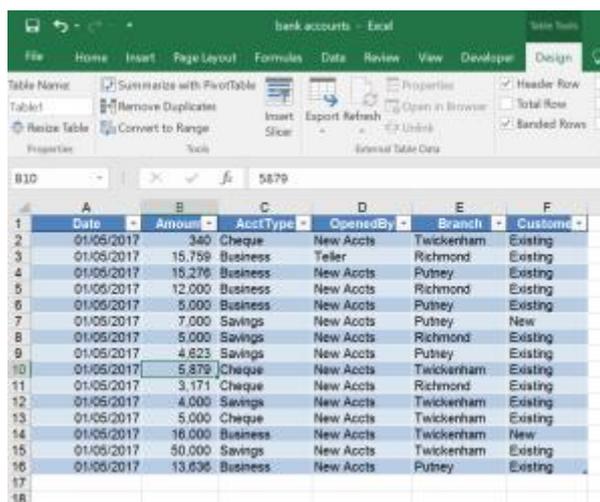
OR

Microsoft Excel - excluding hidden rows in totals

If you use the AutoSum button in Excel, then figures in hidden cells are still used in the totals.

If, however, you first format the data as a table and then do a total within the table, the values in hidden cells are not included.

To format data as a table, click in any cell in the dataset, then press **Ctrl + T** or on the **Home** tab, in the **Styles** group, click **Format as Table** and select your required table style.



The data will be formatted as a table and the **Table Tools Design** contextual tab will be displayed. Check the **Total** box and in the **Totals** row, select the column or columns that you want to total (you can also choose Average, Count etc.)

	A	B	C	D	E	F
	Date	Amount	AcctType	OpenedBy	Branch	Custom
2	01/05/2017	340	Cheque	New Accts	Twickenham	Existing
3	01/05/2017	15,759	Business	Teller	Richmond	Existing
4	01/05/2017	15,276	Business	New Accts	Putney	Existing
5	01/05/2017	12,000	Business	New Accts	Richmond	Existing
6	01/05/2017	5,000	Business	New Accts	Putney	Existing
7	01/05/2017	7,000	Savings	New Accts	Putney	New
8	01/05/2017	5,000	Savings	New Accts	Richmond	Existing
9	01/05/2017	4,623	Savings	New Accts	Putney	Existing
10	01/05/2017	5,879	Cheque	New Accts	Twickenham	Existing
11	01/05/2017	3,171	Cheque	New Accts	Richmond	Existing
12	01/05/2017	4,000	Savings	New Accts	Twickenham	Existing
13	01/05/2017	5,000	Cheque	New Accts	Twickenham	Existing
14	01/05/2017	16,000	Business	New Accts	Twickenham	New
15	01/05/2017	50,000	Savings	New Accts	Twickenham	Existing
16	01/05/2017	13,636	Business	New Accts	Putney	Existing
17	Total	142,684				15

Now, say I hide rows, 6 to 9, the Totals row will change to reflect only data that is displayed.

	A	B	C	D	E	F
	Date	Amount	AcctType	OpenedBy	Branch	Custom
2	01/05/2017	340	Cheque	New Accts	Twickenham	Existing
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13	01/05/2017	5,000	Cheque	New Accts	Twickenham	Existing
14	01/05/2017	16,000	Business	New Accts	Twickenham	New
15	01/05/2017	50,000	Savings	New Accts	Twickenham	Existing
16	01/05/2017	13,636	Business	New Accts	Putney	Existing
17	Total	147,001				11

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

Ghost Verbs

Ghost verbs are vague, distracting and cut the life from living verbs.

“Discussion” is a ghostly form of the verb “discuss”.

So, if I said: “We will hold a discussion on it soon”, you’d have to do some thinking.

Why? Because “hold” means nothing, so you flip to “discussion” and change it to the living verb “discuss” for sentence meaning. What a waste of time!

“We will **discuss** it soon” is what I should have said.

That is the most efficient way: fewer words and quicker meaning.

Our business writing expert, Ron Denholm, examines 20 ghost verbs here:

<http://www.slideshare.net/RonaldDenholm/ghost-verbs>

Learn more about our [Business Writing training courses](#).

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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