

JMD Training and Consultancy
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July 2018 Newsletter

Our news

Summer holidays are approaching and schools will be breaking up soon. Let's hope the warm weather continues. We find that many companies like to use the quieter time to invest in some staff training. When the office is quieter, staff may well have more time to practise their new found skills. So whether, you want staff to be

- wonderful with [Word](#),
- outstanding with [Outlook](#),
- excellent at [Excel](#),
- powerful with [PowerPoint](#) or
- perfect with [Microsoft Project](#),

do get in touch and we will personalise the training to suit your team.

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>.

How to negotiate successfully

by [jdonbavand](#)

Some people may find it easier naturally to negotiate than others, but negotiation is a skill that can be developed and improved with the help of training, coaching and practice.

There are three key ingredients to improving your negotiating capabilities:

1. **Knowledge** – To negotiate effectively, you need **knowledge** of the negotiation process principles, the context of the particular negotiation in

which you are involved and knowledge of the subject in which you are involved in negotiations.

2. **Skills** – To negotiate effectively, you need **analytical, interactive** and **communication skills**.
3. **Attitude** – Negotiations are very much influenced by underlying **attitudes** to the negotiation process, to the personalities and issues involved, and by your self-perception and personal need for achievement and recognition.

Find further information about our [Negotiating and Influencing Skills training](#) or our [Dealing with Difficult People training](#).

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/>

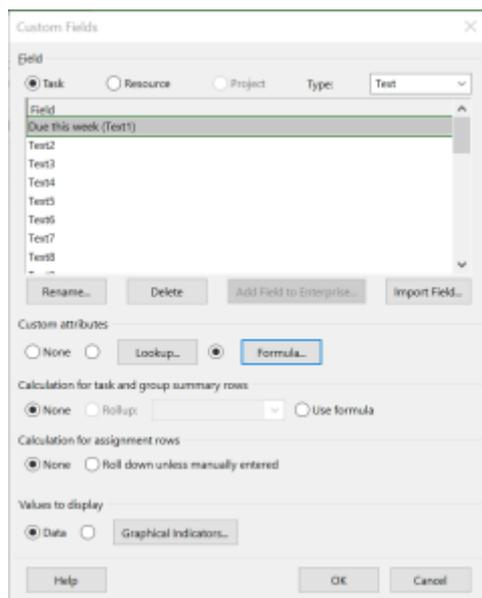
For example:

[Microsoft Project – field to show tasks due to finish this week](#)

y jdonbavand

I was asked how to create a field that would show the text “Due this week” if the task was due to finish within the next week and leave it blank otherwise.

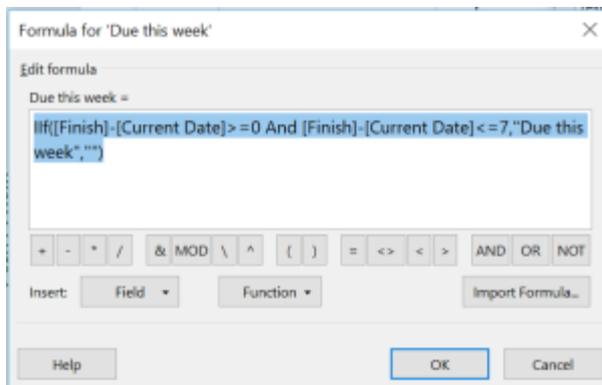
Go to the **Project** tab and in the **Properties** group, click **Custom Fields**.



From the **Type** dropdown, select **Text**, select a relevant text field and click **Rename** to rename it to something suitable, such as **Due this week**. Click **OK**. Click **Formula**.

The required formula is

IIf([Finish]-[Current Date]>=0 And [Finish]-[Current Date]<=7,"Due this week",")



Click **OK** twice.

On your table, right-click over the column heading where you want to insert the new column, click **Insert column** and select the required column from the drop-down list.

You will then see all tasks that are due to finish within the next week.

The image shows a screenshot of a Microsoft Project Gantt chart. The task table is visible, with columns for Task Name, Duration, Start, Finish, and a newly added column labeled "Due this week". The "Due this week" column contains values like -1, -2, -3, -4, and -4, indicating the number of days until the task finishes. The Gantt bars are shown in blue, representing the task durations.

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

Or

Excel 2016 – Forecast Sheet

by [jdonbavand](#)

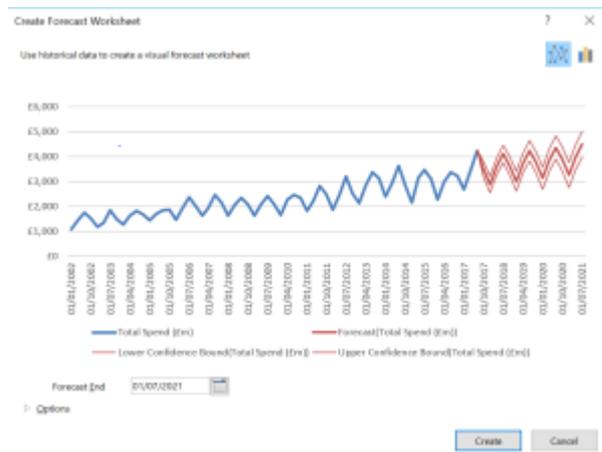
New in Excel 2016 is the **Forecast Sheet** capability which you will find on the **Data** tab in the **Forecast** group. This looks at past data and the trends within it, to allow you to forecast what is likely to happen in the future.

Open a workbook containing historic data. Here I am looking at International Visitors to London.

This is quarterly data starting in 2002 and finishing at Q3 2017 (the most up-to-date I could find on the Internet).

| | A | B | C | D | E | F | G |
|----|------|---------|-------------------|---------------------|---------------------|------------------|-------------|
| 1 | Year | Quarter | Quarter beginning | Total Visits (000s) | Total Nights (000s) | Total Spend (£m) | Sample size |
| 48 | 2013 | Q3 | 01/07/2013 | 4,820 | 33,250 | £3,373 | 5,919 |
| 49 | 2013 | Q4 | 01/10/2013 | 4,133 | 23,211 | £3,140 | 5,614 |
| 50 | 2014 | Q1 | 01/01/2014 | 3,509 | 20,958 | £2,404 | 4,975 |
| 51 | 2014 | Q2 | 01/04/2014 | 4,824 | 29,526 | £2,949 | 5,843 |
| 52 | 2014 | Q3 | 01/07/2014 | 4,946 | 33,971 | £3,627 | 5,123 |
| 53 | 2014 | Q4 | 01/10/2014 | 4,125 | 23,552 | £2,845 | 4,784 |
| 54 | 2015 | Q1 | 01/01/2015 | 3,569 | 18,392 | £2,159 | 4,057 |
| 55 | 2015 | Q2 | 01/04/2015 | 5,140 | 28,092 | £3,167 | 5,538 |
| 56 | 2015 | Q3 | 01/07/2015 | 5,238 | 35,386 | £3,476 | 5,284 |
| 57 | 2015 | Q4 | 01/10/2015 | 4,634 | 26,451 | £3,117 | 5,327 |
| 58 | 2016 | Q1 | 01/01/2016 | 3,872 | 21,978 | £2,279 | 4,714 |
| 59 | 2016 | Q2 | 01/04/2016 | 4,983 | 28,069 | £2,993 | 5,578 |
| 60 | 2016 | Q3 | 01/07/2016 | 5,200 | 35,093 | £3,364 | 5,200 |
| 61 | 2016 | Q4 | 01/10/2016 | 5,005 | 25,918 | £3,233 | 4,308 |
| 62 | 2017 | Q1 | 01/01/2017 | 4,478 | 23,511 | £2,679 | 4,570 |
| 63 | 2017 | Q2 | 01/04/2017 | 5,505 | 29,331 | £3,448 | 5,147 |
| 64 | 2017 | Q3 | 01/07/2017 | 5,125 | 33,767 | £4,230 | 4,982 |

Click anywhere within the data set, then on the **Data** tab, in the **Forecast** group, click **Forecast Sheet**. A line chart will be displayed showing your past data and future forecast.



At the top right, you have the option to choose a line chart or a column chart. Towards the bottom, you can either accept their **Forecast End** date or select your own. Clicking **Options** brings up a greater list of options.

Options

Forecast Start: 01/07/2017

Confidence Interval: 95%

Seasonality: Detect automatically / Set manually

Include forecast statistics

Datetime Range: Data for Forecast created by JD7BC319C3

Spikes Range: Data for Forecast created by JD7SP115F5

Fill Missing Points Using: Interpolation

Aggregate Duplicates Using: Average

Create **Cancel**

From here, you can accept their **Forecast Start** date or choose your own. You can also specify a different **Confidence Interval** if required. You can allow Excel to automatically detect the seasonality of your data or set it manually and you can also choose whether or not to **Include forecast statistics**. If necessary change the **Timeline Range** and the **Values Range**. In this forecast I am looking at predicted spend, but I could want to predict nights spent or number of visits.

When you are happy with your chosen options, click **Create**. As well as the chart, you will then have predicted figures.

| Quarter beginning | Total Spend (£m) | Forecast Total Spend (£m) | Lower Confidence Bound Total Spend (£m) | Upper Confidence Bound Total Spend (£m) |
|-------------------|------------------|---------------------------|---|---|
| Q1 2016 | 43,276 | | | |
| Q2 2016 | 43,117 | | | |
| Q3 2016 | 42,276 | | | |
| Q4 2016 | 42,383 | | | |
| Q1 2017 | 43,384 | | | |
| Q2 2017 | 43,233 | | | |
| Q3 2017 | 42,878 | | | |
| Q4 2017 | 43,688 | | | |
| Q1 2018 | 44,286 | 44,286 | 44,220 | 44,220 |
| Q2 2018 | 43,923 | 43,923 | 43,162 | 43,918 |
| Q3 2018 | 42,881 | 42,881 | 42,746 | 42,288 |
| Q4 2018 | 43,389 | 43,389 | 43,281 | 43,829 |
| Q1 2019 | 44,116 | 44,116 | 43,787 | 44,464 |
| Q2 2019 | 43,821 | 43,821 | 43,283 | 43,213 |
| Q3 2019 | 43,028 | 43,028 | 42,822 | 42,288 |
| Q4 2019 | 43,122 | 43,122 | 42,527 | 44,118 |
| Q1 2020 | 44,238 | 44,238 | 43,828 | 44,842 |
| Q2 2020 | 43,789 | 43,789 | 43,223 | 44,150 |
| Q3 2020 | 43,127 | 43,127 | 42,949 | 43,578 |
| Q4 2020 | 43,882 | 43,882 | 43,401 | 44,262 |
| Q1 2021 | 44,388 | 44,388 | 43,908 | 44,822 |
| Q2 2021 | 43,887 | 43,887 | 43,452 | 44,272 |
| Q3 2021 | 43,284 | 43,284 | 42,773 | 43,736 |
| Q4 2021 | 43,878 | 43,878 | 43,482 | 44,477 |
| Q1 2022 | 44,494 | 44,494 | 43,999 | 45,088 |

Here using a 95% confidence interval, it shows the expected forecast spend, the minimum spend based on my data and the maximum spend based on my data.

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

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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