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June 2014 Newsletter

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Our news

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.

Much of our business is repeat business from clients who are very happy with the service they receive from us

We have started delivering Office 2013 training**.** Microsoft Project 2013 training continues to be popular as users realise how much better the **reporting** options are in this version, with easy to create and use **interactive charts** and **tables**.

Our most popular course is Excel, especially when people realise that they can tweak the course outlines to their own requirements and can also use their workbooks. We have also been asked for Microsoft Word 2013 training and Microsoft Outlook 2013 training.

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.
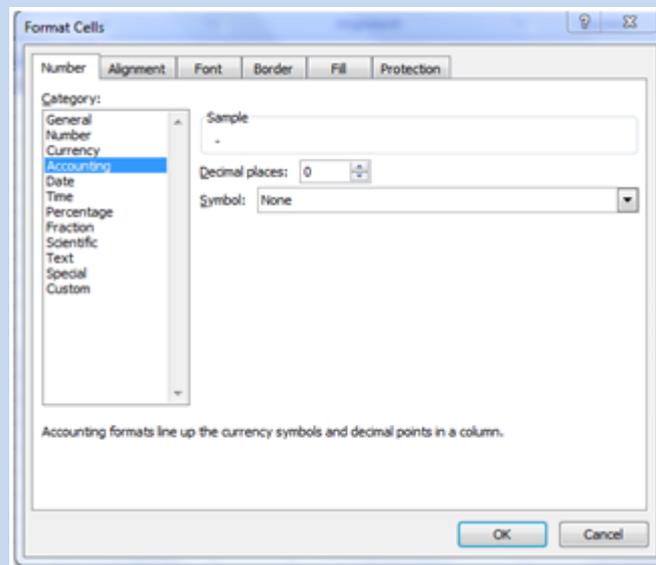
If Only I'd known that…Blog

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 **putting a dash instead of a zero in Microsoft Excel.**

I was asked by a client how I could display a dash (-) instead of 0 in cells. Although this could be done by the use of an IF statement, an easier way is to select the cells to be adapted then go to the **Format Cells Number** tab. In Microsoft Excel 2007 and 2010, click on the dialog box launcher at the bottom of the **Number** group on the **Home** tab and in Microsoft Excel 2003 or earlier, click **Format – Cells** then go to the **Number** tab.

Go to the **Accounting** section, then from the **Symbol** dropdown, click **None**.

Click **OK**. A dash will be displayed instead of a zero.

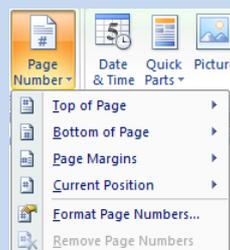To find out more about our Excel training, please visit http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-excel-training

One of the blog postings I have received several comments on recently is about **inserting page numbers** in **Word 2007 and Word 2010**.
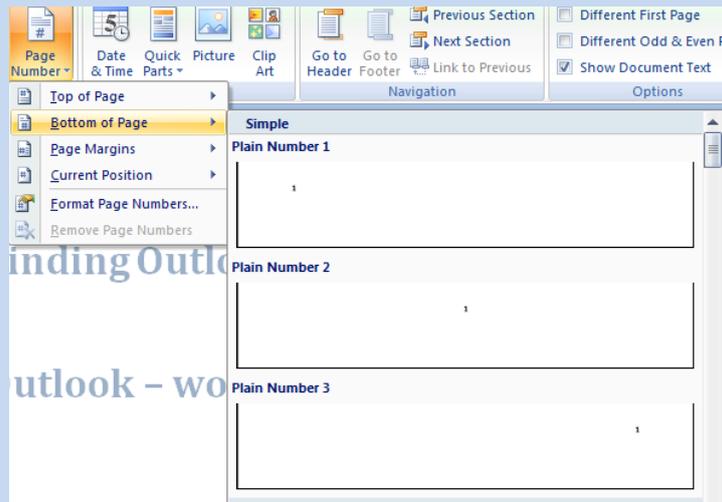
When working with headers and footers in Microsoft Word 2007 and Microsoft Word 2010, you have to be careful when adding a page number or you find that the rest of the header or footer is deleted.

For example, I choose to insert a blank footer (**Insert** tab, **Header & Footer** group, then select **Blank** from the **Footer** dropdown.

At the left of my footer, I might type some text such as © JMD Training and Consultancy. The **Header & Footer Tools Design** tab is now visible. At the left hand side, in the **Header & Footer** group, click the **Page Numbers** dropdown.
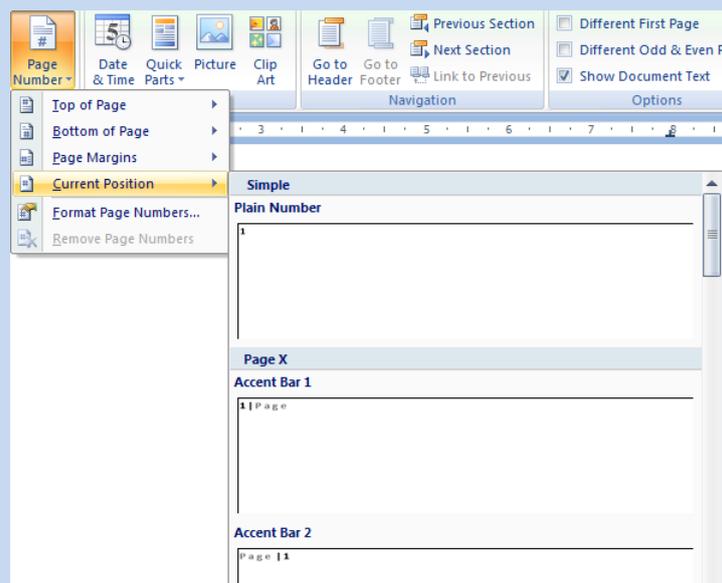

You would expect to go to the **Bottom of Page** and select your required position and type of number.

However, if you do that whatever you originally put into the footer vanishes.

Instead, position your cursor where you want the footer to be – if you press the **Tab** key once it will be in the centre of the page and if you press the **Tab** key twice it will be at the right of the page.

Now, from the **Page Numbers** dropdown, select **Current Position** and click on the type of number you want to see. It will now work in conjunction with the rest of the footer.

For more information about our Microsoft Word training London, England, please visit
http://www.jmdtraining.co.uk/microsoft-office-training/microsoft-word-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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