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Latest News

In the last month we have been very busy with [Microsoft PowerPoint](#), [Microsoft Outlook](#), [Microsoft Word](#) and tailored [Microsoft Excel](#) training proving popular. We have also given [Assertiveness](#) training and are about to give [Presentation Skills](#) training.

At JMD Training and Consultancy, we **tailor** much of our training **to client needs**, rather than '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.

If Only I'd known that...Blog

If only I had £100 for everyone someone says to me during a training session "If only I'd known that last week....". As a result of this I have set up a blog giving some of the answers that have proved very useful to people. This can be viewed at <http://ifonlyidknowthat.wordpress.com/>.

For example, did you know that in [Microsoft Excel](#):

You can **quickly close all open Excel workbooks at once**, saving them as you go.

With the workbooks open, hold down the **Shift** key and click the **Close** button at the top right of the Excel **Title bar**. A box appears asking whether you want to save changes to the active workbook. Click **Yes To All** to save changes to all workbooks and close them all.

Did you know, that in [Microsoft Word](#):

To draw a thin line right across the page in Microsoft Word, type --- then press the **Enter** key.

To draw a double line right across the page in Microsoft Word, type === then press the **Enter** key.

To draw a thick single line right across the page in Microsoft Word, type ___ (three underscores) then press the **Enter** key.

Did you know that in [Crystal Reports](#):

To find the number of working days between two dates (not including public holidays unfortunately), the formula to enter is

`Datediff("d", startdate, enddate) – Datediff("ww", startdate, enddate, crSaturday) – Datediff("ww", startdate, enddate, crSunday)`

And from our [Business Writing](#) blogs, one on using the **exclamation mark**!

The exclamation mark (!) tends to be over-used by some people. It should be used to mark the end of an exclamatory sentence, phrase or clause, including commands. It can also be used within the body of a sentence to show strong feeling or to emphasise each exclamation. It should not be used to indicate mild exclamations.

An **exclamation** is a loud remark, expressed with strong feeling, for example, as a protest or cry of pain, e.g. What a mess!

A **command** is a given order, e.g. Go immediately!

Exclamation marks can also be used to emphasise **sound effects**, e.g. Thwack!

If an exclamation mark is to be used in a sentence including a quote, it should be within the quotation marks, e.g. "Heigh-ho!" he exclaimed.

One exclamation mark is plenty, using two or three in the same sentence is overkill.

Visit at regular intervals to see what else has been posted.

My Twitter Account

I have started a Twitter account [@JanetDonbavand](#)

If you follow, you will get Microsoft Office shortcut tweets, as well as more general offerings.

JMD Training and Consultancy, Australia

Our Australian web site <http://www.jmdtraining.com.au> was launched in late November. We are concentrating on the Sydney area at present, but who knows longer term. So if any of you have sister companies in the Sydney area, we would be really pleased to have an introduction to them. The top courses given so far have been for tailored [Microsoft Access training](#), tailored [Microsoft Project 2010 training](#), [Excel VBA training](#), [Crystal Reports training](#) and [Business Writing](#).

We have already called on the services of two extra associate trainers there.

What's New in Office 2010 e-book

We have produced a free Office 2010 e-book with information about all the latest features.

For further information, [click here](#), and we will send the free guide to you.

We are able to offer help with [Office 2010 rollouts](#) in the form of floorwalking, workshops, surgeries, etc. This means that staff quickly become able to find their way round the new system and back to full productivity very quickly. For further information, please [click here](#) and we will get in touch to discuss your requirements.

Ezine articles

We have started publishing articles in Ezines. Our latest article on Crystal Reports can be read here: <http://ezinearticles.com/?How-Crystal-Reports-Training-Can-Help-You-Create-Crystal-Clear-Reports&id=6497528>

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