

JMD Training and Consultancy
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June 2017 Newsletter

Our news

Suddenly more people are asking for [Appraisal Skills training](#) which we are happy to provide and tailor to the needs of your organisation.

[Microsoft Excel](#) is getting more powerful all the time; many people are unaware of the new features that are constantly being updated if you are an [Office 365 user](#). We can help you get to grips with the new features such as **Flash Fill**, **Quick Analysis**, **PowerPivot**, **Get and Transform** and even **Power BI**. Contact us for a quote depending on exactly what skills you need.

For those requiring Microsoft PowerPoint training, we are very happy to train using the template used within your organisation - or if you haven't as yet got a company template, we will help you set one up.

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:

[Changing Excel date from ddmmYYYY to dd/mm/yyyy](#)

I was asked the other day about changing the date format in Excel from ddmmyyyy to dd/mm/yyyy. I tried using custom formatting without success.

Assuming that the first date to be converted is in cell A2, I used the following formula =LEFT(A2,2)&"/"&MID(A2,3,2)&"/"&RIGHT(A2,4) and that did the trick.

B2		fx =LEFT(A2,2)&"/"&MID(A2,3,2)&"/"&RIGHT(A2,4)					
A	B	C	D	E	F	G	H
20052013	20/05/2013						
13062013	13/06/2013						

If any dates begin with 0, you may need to convert them to text first as they will not show the initial 0 if they are in number format.

Things have progressed since I wrote that original blog!

If you are using **Excel 2013** or **Excel 2016** you can use Flash Fill to quickly format the data. In cell B2, type 20/05/2013, click the tick to the left of the Formula bar, then press **Ctrl + E** or click the **Data** tab, then click **Flash Fill**.

Another possibility is to use **Data - Text to Columns**. As you go through the stages of the wizard, leave on default settings but in Step 3, click **Date**. Click **Finish**. Your data should now be formatted as dates.

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

OR

[Microsoft Word – grouping shapes and pictures together](#)

If you insert a shape and a picture into a Word document, you may want to group them together for the purpose, for example, of copying and pasting.



If you try to group them together having just inserted them, you may well find that you cannot even select them both. The problem arises because the default setting when you insert the picture is that it will be in line with the text.

Select the picture, then on the **Picture Tools Format** tab, in the **Arrange** group, from the **Wrap Text** dropdown, select one of the other options, most likely **Top and Bottom**. You are then able to select both the picture and the shape by holding down the **Shift** key. Then, from either the **Picture Tools Format** tab or the **Drawing Tools Format** tab, in the **Arrange** group, click the **Group** dropdown and click **Group**. The picture and shape will then be grouped together for copying and pasting, etc.

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

Presentation Skills - Posture and Movement

When presenting, confidence is usually expressed through excellent posture and movement. How you carry yourself physically can reflect how you hold yourself mentally.

General tips on posture and movement:

Positives

- Stand tall. Poor upper body posture can often reflect low self-esteem.
- Use the “ready” position. When you are presenting and you want to express confidence, you should stand with your weight forward.
- Be natural
- Feet should be slightly apart
- Find a comfortable position
- Face your audience

Negatives

- Watch your lower body. You can lose the audience’s attention if you do any of the following things for an extended period of time:

- Shifting your weight back to one hip
- Rocking side to side
- Rocking back and forth on your heels and toes
- Tapping your foot
- Pacing or “wearing concrete shoes”.
- Try not to fold your arms – it sends a negative message that you have a closed mind
- Don't slouch or sag
- Try not to wave your hands around too much

Find out more about our [Presentation Skills training](#).

Maybe 2017 will be the year you decide to upgrade to **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 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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