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**June 2018 Newsletter**

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## **Our news**

We have been busy with [Microsoft Excel](#) and [Excel VBA training](#), adapting course outlines to fit in with organisational requirements and helping people with their spreadsheets.

We have also sat with people and trained them in [Microsoft Project](#) helping them build their own required Microsoft Project plan as part of the training. This has helped to make the training completely relevant and a productive use of learners' time. Once training has been completed, we are always happy to answer questions and give advice by e-mail afterwards.

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>.

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## **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.

A 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](#); we also offer [Report Writing courses](#), [Communication Skills courses](#) and [Minute Taking courses](#).

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### **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 Excel – I've hidden column A – how can I get it back?**

When you are working with Excel, you sometimes hide rows or columns but may well want to unhide them again. As long as it is not column A or Row 1 you have hidden – it is very easy – just select the columns or rows on either side of the hidden ones, right-click, then click **Unhide**.

It is not so obvious if you hide column A. In this case, select the whole worksheet (**Ctrl + A**), then on the **Home** tab, in the **Cells** group, click the **Format** dropdown, then click **Hide & Unhide** then **Unhide Columns**. The column will re-appear.

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

Or

### **Microsoft PowerPoint – changing default font and font size in text boxes**

I was asked by a client yesterday about whether she could change the default size for text within text boxes. In the most up-to-date versions of PowerPoint, the default font is Calibri, size 18. However, many companies expect employees to use particular fonts for a presentation.

To change font for all text boxes, first create a text box by clicking **Insert**, then in the **Text** group, click **Text Box**; alternatively, to create your text box, click the

**Text Box**  button in the **Drawing** group on the **Home** tab.

Then type some text with the font type, size, colour, etc. that you require as the default for your text box font.

Now click on the textbox, right-click and from the shortcut menu that appears, click **Set as Default Text Box**.

The same font formatting will then be applied each time you create a new text box.

Discover more about our [Microsoft PowerPoint training](#)

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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](mailto:info@jmdtraining.co.uk) and we will be happy to send you a pdf version of this guide.

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