

JMD Training and Consultancy
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Our news

Although [JMD Training and Consultancy](#) is probably better known for its tailored [Microsoft Office](#) and [IT training](#), we also run [Professional Development](#) courses which can be tailored to your requirements. Recent requests have included [Report Writing](#) followed by individual coaching sessions and [Minute Taking Training](#).

As well as the general [Microsoft Office](#) products, we provide more specialised training such as [Crystal Reports](#), [Microsoft Project](#) and [Excel VBA](#).

So do you have staff who need their working lives transformed by investing a small amount of time and money in training them to better perform their daily work?

Charges for courses at your site are very competitive and we can then use files that are appropriate to the people on the course.

Our training is interactive and practical, not hypothetical!

Remember that we **come to you - training is delivered at YOUR site and can all be tailored to YOUR needs, even using YOUR files is 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://ifonlyidknownthat.wordpress.com/>

For example:

Microsoft Word – lining up with margins – keyboard shortcut

Do you spend ages trying to line up text with Word margins either by using the Indent makers on the ruler and hoping they will get to exactly 0cm or by going into the **Format Paragraph** dialog box and adjusting the indents there?

Try this keyboard shortcut instead. Select the paragraph by triple-clicking within it, then press **Ctrl + Shift + M**. Your text will line up with the margins.

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

OR

Microsoft Excel - working out percentages of totals

You may have to work out the sales in each store as a percentage of the total sales over all stores.

Open a workbook with figures that need percentages and click in the cell where you want your answer.

	A	G	H	I
1	Shop Turnover			
2				
3	Annual Turnover			
4	Shop	2006	% of	
5	Shop 1	£ 41,100	Total	
6	Shop 2	£ 38,100		
7	Shop 3	£ 42,600		
8	Shop 4	£ 51,100		
9	Shop 5	£ 48,100		
10	Total	£ 221,000		
11				
12				

In the example shown, you want to calculate what percentage the 2006 Turnover in Store 1 was of Total 2006 figures. You need to divide H5, the 2006 Store 1 turnover, by cell G10, the total turnover of all five stores. (To calculate what percentage 5 is of 25 you would divide 5 by 25, which is 0.2, and then multiply it by 100, giving an answer of 20%.)

Type an equals sign =, then type in the cell reference of the first cell to be used in the calculation, in this case G5. Alternatively, after typing in the equals sign, you could click in G5, or navigate to G5 using the cursor keys. Now type a division sign (/) followed by the cell reference of the total turnover, G10. Type a percent sign (%) to instruct Excel that this is a percentage calculation. Finally, press the **enter** key, or click the tick by the left of the formula bar, to finish the formula.

What about formatting the result???

This cell has to be set as an absolute cell reference so that when you have calculated the result for Store 1, you can use the fill handle to work out the percentage turnover for the other stores. Type G10 or click in the cell G10. Now hit the **F4** function key on your keyboard.

NETWORKDAYS			
		=g5/\$G\$10	
	A	G	H
1	Shop Turnover		
2			
3	Annual Turnover		
4	Shop	2006	% of Total
5	Shop 1	£ 41,100	=g5/\$G\$10
6	Shop 2	£ 38,100	
7	Shop 3	£ 42,600	
8	Shop 4	£ 51,100	
9	Shop 5	£ 48,100	
10	Total	£ 221,000	
11			

You will see that Excel has put a dollar sign in front of the G and of the 10. This has nothing to do with currency, but is Excel's way of indicating that the cell is an absolute cell reference. You can type in the dollar signs yourself instead of hitting the **F4** key if you prefer. Finish by typing in a % sign, then click the tick on the Formula bar.

H5			
		=G5/\$G\$10%	
	A	G	H
1	Shop Turnover		
2			
3	Annual Turnover		
4	Shop	2006	% of Total
5	Shop 1	£ 41,100	18.59729
6	Shop 2	£ 38,100	
7	Shop 3	£ 42,600	
8	Shop 4	£ 51,100	
9	Shop 5	£ 48,100	
10	Total	£ 221,000	
11			

You can now use the fill handle to replicate the formula in the other cells. A good way of checking that your formula is right is to replicate the formula in the Total cell – it should read 100.

	A	G	H	I
1	Shop Turnover			
2				
3	Annual Turnover			
4	Shop	2006	% of Total	
5	Shop 1	£ 41,100	18.59729	
6	Shop 2	£ 38,100	17.23982	
7	Shop 3	£ 42,600	19.27602	
8	Shop 4	£ 51,100	23.12217	
9	Shop 5	£ 48,100	21.76471	
10	Total	£ 221,000	100	
11				
12				
13				

If you use Microsoft Excel 2013 or Microsoft Excel 2016, you can also use **Quick Analysis**, and the **Totals** options to even more quickly work out percentages of totals.

To use the **Quick Analysis** button:

1. Select the data you want to analyse. The **Quick Analysis** button will appear at the bottom right of the range. Click on it or press **Ctrl + Q**.
2. Select the category that you want to apply.
3. From within the category, point at an option to see a preview of that analysis choice.
4. To select an analysis choice, click on it and Excel will apply it to the data set.

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

Maybe 2016 will be the year you decide to upgrade to **Microsoft Office 2013**, **Microsoft Office 2016** or **Microsoft Office 365** ! If so, we provide Microsoft Office 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 floorwalking](#), [Microsoft Office 2013 upgrade workshops and floorwalking](#) and [Microsoft Office 365 upgrade workshops and floorwalking](#).

If you would like a free guide on the major changes between Office 2007 and Office 2013 and insight into the new features available in Microsoft Office 2013, 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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