

JMD Training and Consultancy
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March 2017 Newsletter

Our news

Do you still have some training budget that you need to use up before the end of this financial year?

Don't let it go to waste. Contact us and we will tailor some training for individuals or groups to help increase productivity within your organisation. We can offer a full day's training or 1-1 surgery-type slots looking at issues that individuals are struggling with in their work.

For example:

- Do they understand how their [Excel](#) workbooks are made up?
- Do they know how to use the [Outlook](#) Scheduling Assistant when organising meetings?
- Are they using [Word](#) templates properly or are they just copying and pasting from other documents?
- Do they know how to make use of the [Microsoft Project](#) reporting features?
- Could anyone do with help in either developing their [PowerPoint](#) presentations or their [Presentation Skills](#)?

So don't delay, contact us today!

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://ifonlyidknownthat.wordpress.com/>

For example: Microsoft Excel - creating a calendar with weekends greyed out

I was demonstrating using the fill handle to create lists of weekdays recently when one of my trainees asked whether we could instead produce a calendar with weekends greyed out.

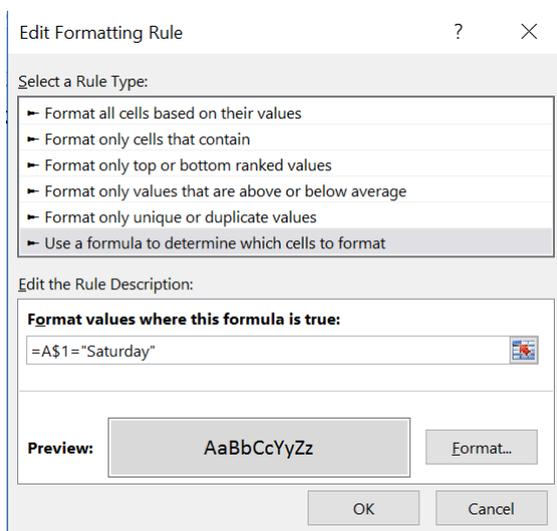
The answer is to use conditional formatting.

I first of all used the Autofill handle to put the days of the week on the top row and the dates on the second row. In this instance, my first column has times of day in it, though it could have anything needed.

Now, I selected the cell range that I wanted to format in this case A1:AE21.

Then I went to **Home** tab, **Styles** group, **Conditional Formatting – New Rule**. From **Select a Rule Type** I chose **Use a formula to determine which cells to format**. In the **Format values where this formula is true** I typed

=A\$1="Saturday"



Then I clicked **Format**. In this instance I went to the **Fill** tab and chose a shading colour, then clicked **OK** twice.

I did similarly for Sunday. Probably if I had thought about it for longer I could have combined the two!

The image shows a portion of an Excel spreadsheet. The columns are labeled with days of the week: G (Saturday), H (Sunday), I (Monday), J (Tuesday), K (Wednesday), L (Thursday), M (Friday), N (Saturday), O (Sunday), P (Monday), Q (Tuesday), R (Wednesday), S (Thursday), T (Friday), U (Saturday), V (Sunday). The rows are numbered 1 to 16. Row 1 contains the days of the week. Row 2 contains dates from 07/01/2017 to 22/01/2017. The columns for Saturday (G and N) and Sunday (H and O) are shaded grey.

What happens though if we don't have days of the week in our worksheet, just dates?

In this case we would have to use the **WEEKDAY** function to work out the days of the week first. Sunday is weekday 1 and Sunday is weekday 2.

In this case the formulas are

=WEEKDAY(A\$1)=1 and **=WEEKDAY(A\$1)=7**

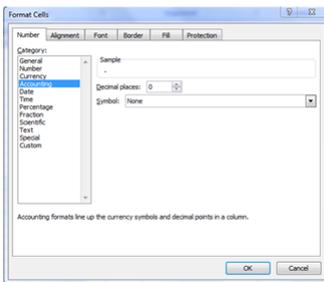
Find out more about our [Microsoft Excel training](#).

OR

Microsoft Excel - displaying a dash instead of a zero

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 to do it is to select the cells to be adapted then go to the **Format Cells Number** tab (in Microsoft Excel 2007, 2010, 2013 and 2016, 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.

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

Presentation Skills - Vocal Skills

Your voice is the vehicle that will carry the message of what you are presenting. It is like two cars – you can have an old piece of junk that clatters along or a smooth, finely tuned machine. Both will get you to where you are going, but the quality of the ride can vary greatly.

General tips on voice quality:

- **Be natural.** Don't try to impersonate other speakers or announcers thinking that they have the perfect voice.

- **Use vocal inflection.** By introducing change to your voice, you can add variety and expressiveness to your training and it will help prevent a monotone voice. Good use of vocal inflection shows you audience that you are enthusiastic about your subject.
- **Vocal tone and quality** counts for 38% of your message, according to research by the Journal of Counselling.
- **Rate** – the speed at which you talk. A fast delivery can be used to excite and stimulate the audience. A slow delivery may help to emphasise your message, to inspire and to control.
- **Pacing** – not just the speed at which you speak but also the length of pauses which can be used to create impact.
- **Articulation** – how clearly and correctly you speak. You need to be able to pronounce words correctly and not mumble.
- **Volume** – neither too soft nor too loud
- **Pitch** – it is generally considered that it is better to have a lower-pitched voice.
- **Emphasis** – Emphasising or stressing particular words within a presentation can be used to make your statements more persuasive.

Find information regarding our [Presentation Skills training courses](#) London, UK.

Maybe 2017 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 and we will be happy to send you a pdf version of this guide.

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