

JMD Training and Consultancy
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May 2016 Newsletter

Our news

At present, I am doing three months volunteering work in Sri Lanka, returning to the UK at the beginning of June.

I am doing quite a lot of training for Department of Social Services (Western Province). Courses they have asked for include [Project Management](#), [Microsoft Project](#), [Time Management](#), [Presentation Skills](#), [Train the Trainer](#) and [Crystal Reports](#). People are keen to learn but language is a problem so I have an interpreter to help out. Group work works well but asking for answers from individuals or even working in twos is not so responsive.

I am also designing some [Microsoft Office training](#) for children in an orphanage here.

We have also had a week off and been able to explore part of Sri Lanka. All a very interesting experience.

Back in the UK, we have had very good reviews for our [Report Writing training](#) and our [VBA training](#) as well as the usual [Microsoft Office training](#)

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:

[Excel – Using absolute cell references in SUMIF, COUNTIF, SUMIFS, COUNTIFS, etc](#)

When you are using a function such as COUNTIF, the syntax is =COUNTIF(Criteria_range, criteria). In general the criteria needs to be enclosed in double quotes.

What happens if you want to reference a cell as part of your criteria?

	A	B	C	D	E	F
1						
2		Q1	Q2 % change			
3	Mickey Mouse	20000	24000	20%		
4	Minnie Mouse	23000	25500	11%		
5	Goofy	4000	4525	13%		
6	Pluto	45000	45000	0%		
7	Donald Duck	55000	55000	0%		
8	Dumbo	23000	25500	11%		
9						
10					12%	
11						

Say, in the above example, I want to count those whose % change is greater than the number in cell E10.

In this case, the formula needs to be =COUNTIF(D3:D8,">"&E10)

Similarly if I had named cell E10, say as **Target**, the formula would be=COUNTIF(D3:d8,">"&Target)

If I wanted to total the cells in Q2 where the % change was bigger than the number in cell E10, the formula would be =SUMIF(D3:D8,">"&E10,C3:C8)

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

OR

[Microsoft Outlook – colour whole e-mail row depending on sender](#)

Although we can now colour categorise Outlook e-mails, people who previously used Lotus Notes ask about colouring the whole row within the Inbox if the e-mail is from, say, their boss.

In Outlook 2007 and earlier versions, first select an e-mail from the person concerned. Click **Tools – Organize**. Click **Use Colors**.



From the first dropdown, select **from**. Ensure the right person is displayed in the second box. From the colour dropdown, select the colour which you want the e-mail to be highlighted in. Click **Apply Color**. All e-mails from that person will then be shown in the colour chosen.

In Outlook 2010 or Outlook 2013, on the **View** tab, click **View Settings**. The **Advanced View Settings** dialog box will be displayed. Click **Conditional Formatting**. Click **Add**. Type in a name for your new rule, Click on the **Font** button and select the required colour from the **Color** dropdown, then click **OK**.

Click **Condition**. Click **From** and select the relevant person. Click **OK** twice. All e-mails from that person will then be shown in the colour chosen.

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

Maybe 2016 will be the year you decide to upgrade to **Microsoft Office 2016!** If so, we provide Microsoft Office 2016 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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