May 2017 Newsletter

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May 2017 Newsletter

Our news

Well, the new financial year got off to a good start for us and April has been very busy. We are hoping that the upcoming election won't deter people from booking training until it's all over and done with.

Many organisations are now upgrading to Office 365 as it gives more flexibility regarding licences and storage and features are regularly being updated. Some of the advantages of using Office 365 include:

- Works seamlessly with Word, Excel, PowerPoint, Access, Outlook, Publisher and OneNote
- Provides web-enabled access to email, important documents, contacts, and calendar on almost any device - laptops, desktop computers, tablets and mobiles
- You can easily communicate and collaborate both inside and outside your organisation
- It is reasonably simple to learn
- Gives an Outlook mailbox size of 50 Gb and allows attachments of up to 25Mb
- Regular updates

Trainers used to have a three year respite between learning the next Microsoft Office upgrade; this is no longer true as there are regular updates!

Different companies will use Office 365 in different ways; some organisations will want to take advantage of the SharePoint features, others will use OneDrive or Skype for Business. However, whatever parts you want to take on board, it is important that your staff can quickly get up to speed. We offer Office 365 upgrade training and workshops which can be adapted to the specific needs within your company. We also deliver SharePoint training.

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:

Removing today's date line from Microsoft Project Gantt Chart

Last week, I was asked by someone I was training how to remove the line showing today's date from the Gantt Chart as he found it distracting.

To remove today's date line from a Gantt Chart:

On the **Gantt Chart Tools Format** tab, in the **Format** group, click the **Gridlines** dropdown, and click **Gridlines**. The **Gridlines** dialog box will be displayed.
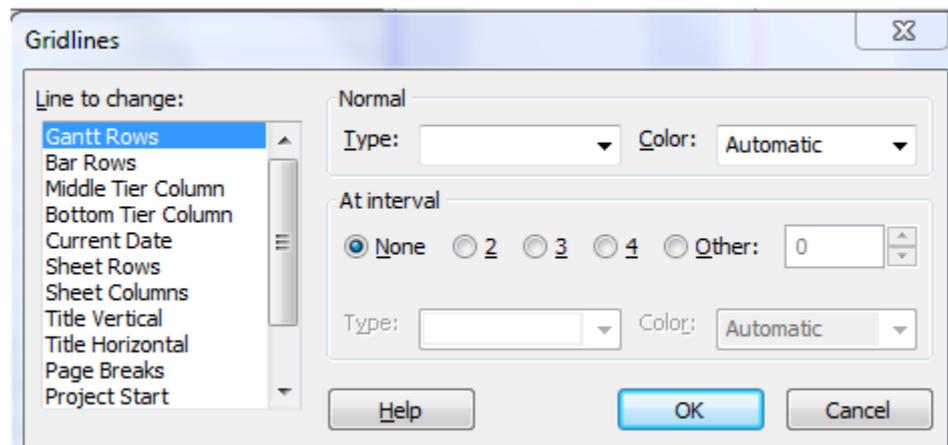
In the **Line to change** section, select **Current Date**.
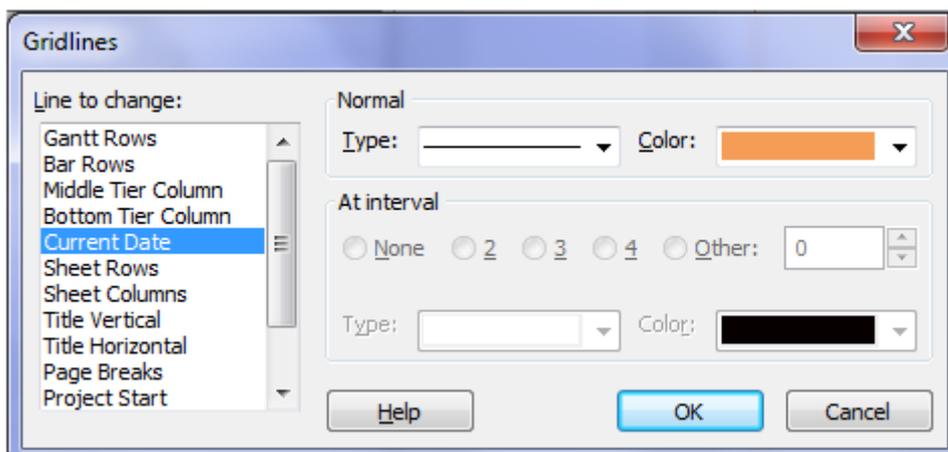
From the **Type** dropdown, select the first option, which is blank.

Click **OK**. You will no longer see a line showing today's date down your Gantt Chart.

Find out more about our Microsoft Project training.

Microsoft Excel – using INDEX and MATCH with a Risk Matrix

A risk matrix may look something like

with likelihood of risk occurring being related to the severity of the risk.

If we have two columns of data, one representing the likelihood of the risk and the other the severity of the risk, then a third column should be able to use a formula to give the relevant rating.

I have named cells b2 to E5 in the first screenshot as **Risks** and they are in a worksheet called **Risk Rating**.

The relevant formula to go in cell D2 is

=(INDEX(Risks,MATCH(C2,'Risk Rating'!$A$2:$A$5,0),MATCH(B2,'Risk Rating'!$B$1:$E$1,0))

Where the consequence in C2 is matched in the risk rating cells A2 to A5 and the likelihood in B2 is matched in the risk rating cells B1 and E1 and the intersection of both is returned.

I added the IFERROR function to allow copying of the formula down column D before values have been input in columns B and C without showing an error message.

Find our more about our Microsoft Excel training**.**

Business Writing – its or it's

When writing for business, it is important that grammar should be correct, but sometimes it is difficult to remember when we should apostrophes and when they are not needed.

The **apostrophe** is a **mark of omission** which means that it means that a word has been contracted with a letter or letters being intentionally left out.

So, we use **it's** when we mean **it is**.

'tis can also mean **it is**.

its is a possessive pronoun, such as **its skin**. An apostrophe should never be used in this case.

1. if this is indirect and bears on issues other than the direct subject of negotiation.
2. Negotiation is done between people, usually verbally.

Find out more about our Business Writing training**.**