May 2018 Newsletter

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JMD Training and Consultancy

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May 2018 Newsletter

Our news

Our **professional development courses** such as **Report Writing** and **Resilience and Emotional Intelligence** were very well-received in April.

Feedback from one individual who attended one of our **Report Writing** courses said:
"OMG, this was the best course that I have ever been on. I was so impressed with him and really got so much out of it. He delivered it so brilliantly and I was really glad I had the opportunity to go on the course."

Do you have to write many reports? Do you feel confident about it? If not why not invest in some training that will help you on your way. Being able to put across the right message is so important in our business lives.

As far as **Microsoft Excel training** went in April, this is the first time I have asked to demonstrate **Monte Carlo simulation** in Excel. The package is used in so many different ways and the advantage of the tailored training we do means that we can cover exactly what you need!

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.

Defining the Purpose of a Report

It is vital to be clear about the purpose of the report:

– What do you want to achieve?
– What response do you want from the reader?
– What are your ambitions in producing this report?

 Is the aim of the report to:

Inform
Persuade
Instruct
Fulfil contractual obligations
Build/ enhance profile
Generate action / make decisions

Other?………..

Find out more about our [Report Writing training](#)**.**

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 – fine-tuning text on mailing labels

When you create mailing labels in Microsoft Word, you may find that the text for the Address block ends up with double spacing. To get round this, before starting your labels, go to the **Home** tab and in the **Styles** group, choose the **No Spacing** style. This will ensure single spacing between the lines of the address.

If you find you cannot see lines to see where each label will start and finish, go to the **Table Tools Layout** tab, and in the **Table** group, select **View – Gridlines**.

If you want the address to move down slightly on the label, go to the beginning of the address and press the **Spacebar** and then press **Enter**. This will give more space at the top of the address.

Remember to press **Update Labels** to ensure you get multiple labels on one page!

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

Or

Crystal Reports – inserting missing field headings into page headers

by jdonbavand

When you drag a field into the Details section in Crystal Reports, the field name will automatically be placed in the Page Header. Occasionally you may place a field in the wrong section of a report and then realise, you want it in the Details section. Moving it will not cause a field name to be added to the Page Header. To get the field name showing, click on the field in the Details section, then click **Insert – Field heading**. The field heading will be added to the Page Header above its appropriate field.

Find out more about our Crystal Reports training.

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