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## November 2012 Newsletter

### In this Issue:

[Latest News](#) What we've been up to recently.

[If Only I'd Known That.... Blog](#)

[My Twitter Account](#)

[What's new in Office 2010 free e-book](#)

[Windows 8](#)

### Latest News

We are pleased to announce that we have recently been awarded the IT training contract for the Royal Borough of Kingston.

In the last month we have been very busy with [Microsoft PowerPoint](#), [Microsoft Outlook](#), [Microsoft Word](#) and tailored [Microsoft Excel](#) training proving popular. We have also been doing [Excel VBA](#) training.

At JMD Training and Consultancy, we **tailor** much of our training **to client needs**, rather than 'off the shelf' courses from other training companies. That is why so many people choose us! Knowing that **training happens on their site**, gives people **confidence the training will be completely relevant** and that they can use their files and ask specific advice.

We are proud of our experience and authority in training and consulting in IT packages and personal development skills.

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### If Only I'd known that...Blog

If only I had £100 for everyone someone says to me during a training session "If only I'd known that last week...". As a result of this I have set up a blog giving some of the answers that have proved very useful to people. This can be viewed at <http://ifonlyidknowthat.wordpress.com/>.

For example, did you know that in [Microsoft Excel](#):

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 the **Format Cells Number** tab (in Microsoft Excel 2007 and 2010, 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**.

Did you know, that in [Microsoft Word](#):

On occasions you may have started a table at the beginning of a Word document and it then seems impossible to type directly above the table. If this happens to you, click within the top row of the table, then from the **Table Tools Layout** contextual tab, in the **Merge** group, click **Split Table**. This will move your table down from the top of the document and you are able to type above it.

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## My Twitter Account

I have started a Twitter account [@JanetDonbavand](#)

If you follow, you will get Microsoft Office shortcut tweets, as well as more general offerings.

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## What's New in Office 2010 e-book

We have produced a free Office 2010 e-book with information about all the latest features.

For further information, [click here](#), and we will send the free guide to you.

We are able to offer help with [Office 2010 rollouts](#) in the form of floorwalking, workshops, surgeries, etc. This means that staff quickly become able to find their way round the new system and back to full productivity very quickly. For further information, please [click here](#) and we will get in touch to discuss your requirements.

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## Windows 8

**Windows 8** has now been officially released. The major difference between this and earlier Windows versions is that Windows 8 is based on **touch screen technology**. It has a **tiled interface**, is based on the Windows Phone 7 OS, and looks and operates very much like a smartphone interface. It acts as a two-in-one operating system, suitable for both tablet and PC. However, it does take a bit of getting used to and there will be a learning curve.

The new **Start** screen has **live tiles** that update with **app info** such as arriving e-mails, weather and news items. There are default apps too, and you can personalise your desktop by organising the apps.

The **load** and **boot up speeds** are much faster and overall performance is improved.

If you use a Microsoft account sign in, you can **sync** with all your PCs.

SkyDrive **cloud storage** is now available for any new-style apps.

Wi-Fi reconnect times are faster.

The browser, **Internet Explorer 10**, is much-improved.

The **Task Manager** dialog box has been improved.

If you type anything, a **search** box will appear from the right and give you the results. You can search within apps that use the Windows 8 search functions.

**Windows to Go** allows users to make a copy of their operating system complete with all their settings, wallpaper, files and apps into a USB thumb drive. Plugging this drive into another Windows 8 computer will make it look exactly like the computer you normally use.

Until the end of January 2013, anyone with a computer with Windows 7, Vista or XP can download and install Windows 8 Pro for **£24.99**.

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#### **Email Admin Center**

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