

JMD Training and Consultancy
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November 2015 Newsletter

Our news

I have just returned from holiday in Western Australia which reminds me to mention that we can help you with consultancy wherever you are. I have been remotely helping someone create a [Microsoft Project](#) plan for a goldmine in Western Australia.

I have also trained [Microsoft Outlook](#) and [Microsoft Excel](#) using Skype for Business to a company in their Wellington office recently, so wherever you are based we have ways of helping you. So if you have multiple offices and need some training, then using Skype for Business is definitely an option.

So do you have staff either locally or more widespread who need their working lives transformed by investing a small amount of time and money in training them to better perform their daily work?

Charges for courses at your site are very competitive and we can then use files that are appropriate to the people on the course.

So if you want to learn [Microsoft Project](#), we can help you build an appropriate project plan.

If you are struggling with [Microsoft Excel](#), we can teach you how to make your monthly reporting so much easier with the use of pivot tables, etc.

If you need to get a better understanding of all that [Microsoft Outlook](#) can do for you including flagging emails, creating email templates etc, we will be happy to show you how.

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>

Your corporate writing workshop: it's all in the tailoring.

Whether you want to improve general [business writing](#), or [report writing](#), our tailoring is second to none. Giving you a uniquely tailored experience is essential because it fits your strengths and weaknesses and you don't waste time and money sitting through a generic session. And because we come to you there isn't the added cost of an off-site venue.

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: Moving paragraphs quickly in Microsoft Word

You can move paragraphs around by cutting and pasting but there are easier ways.

To move a whole paragraph within a Microsoft Word document, click anywhere within the paragraph you want to move. To move the paragraph further down the document, hold down the **Shift + Alt** keys, then press the **downwards arrow** key the number of paragraphs you want it moved down. The way I remember this is that the paragraph is **SAD** to be moved down.

To move the paragraph further up the document, hold down the **Shift + Alt** keys, then press the **upwards arrow** key the number of paragraphs you want it moved up.

You can use the same trick for moving items around in a bulleted or numbered list - often cutting and pasting leaves you with an extra bullet point or messes up the formatting - using these keyboard shortcuts gets round that problem.

By the way, the easiest way to select a **word** is to double-click in it, the easiest way to select a **paragraph** is to triple-click in it and the easiest way to select a **sentence** is to hold down the **Ctrl** key whilst clicking in the sentence.

To select the whole document, press **Ctrl + A**.

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

OR

Microsoft Project – setting default to auto-scheduling

In earlier versions of Microsoft Project, all tasks were auto-scheduled by default. In Microsoft Project 2010 and Microsoft Project 2013 this has changed, so that by default all new tasks are scheduled manually. If you are used to the older versions, you may prefer

to set the default to auto-scheduling for all new projects.

To use auto-scheduling for all new projects:

1. Click the **File** tab, then from the Backstage view, click **Options**. The **Project Options** dialog box will be displayed.
2. Click **Schedule**.
3. From the **Scheduling options for this project** dropdown, select **All New Projects**.
4. From the **New tasks created** dropdown, select **Auto Scheduled**.
5. Click **OK**.

All new projects will now have tasks auto-scheduled by default.

See more details about our [Microsoft Project training](#).

Maybe 2015 will be the year you decide to upgrade to **Microsoft Office 2013**! If so, we provide Microsoft Office 2013 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 2010 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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