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**November 2016 Newsletter**

## Our news

The clocks may have gone back but we all need to be forward thinking as far as making sure our skills are up-to-date.

During October we were busy with [Windows 10 and Microsoft Office 2016 upgrade training](#) and workshops. Do you know that if you are using [Outlook 2016](#) and put in the email text such as "Please see attached", if you try sending the email without an attachment, you will get a message showing to ask you whether you really wanted to send the message without an attachment! How clever is that?

We have also been doing [OneNote training](#). For those of you who still haven't discovered OneNote, it comes as part of the Microsoft Office package and is a searchable electronic notebook, which can be divided into sections and pages and shared as required.

As usual, we have had several requests for tailored [Crystal Reports training](#), working with client databases.

And there has been [Introductory Word](#), [Intermediate Word](#), [Introductory PowerPoint](#), [Introductory Excel](#), [Intermediate Excel](#) and [Advanced PowerPoint training](#) for various clients.

Do you need your life changing or at least the time you spend **feeling frustrated at not knowing how best to use [Microsoft Office](#)**? Book up for some training and enhance your work experience.

So if any of you would like a meeting to discuss your future training needs, please do get in touch and I will be pleased to meet up.

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 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>.

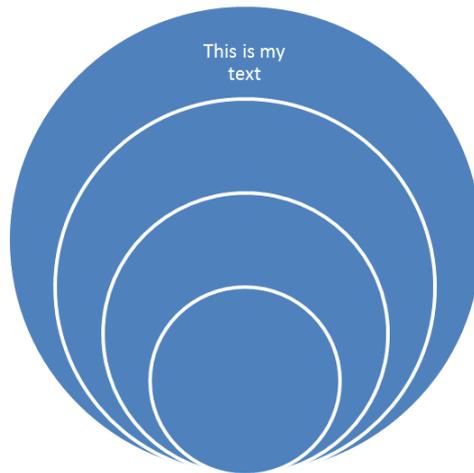
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## If Only I'd Known That Blog

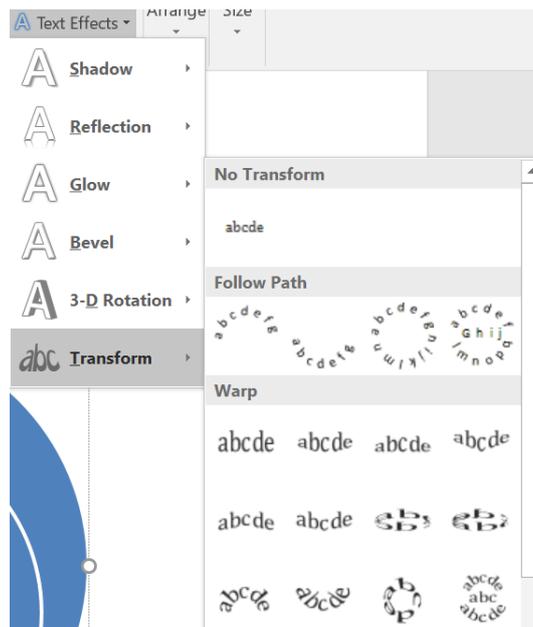
If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknowthat.wordpress.com/>

## Microsoft Office SmartArt – curving text in shape

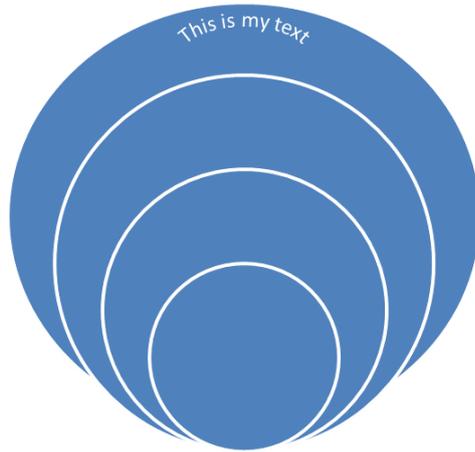
Recently someone I was teaching had created some Stacked Venn SmartArt similar to below but she wanted the text to follow the curve.



Select the text, then on the **SmartArt Tools Format** tab, in the **WordArt Styles** group, click the **Text Effects** dropdown, select **Transform** and then select **Follow Path**.



You may also need to change the font size to make it follow the curve more closely. The **Warp** options may also help.



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

OR

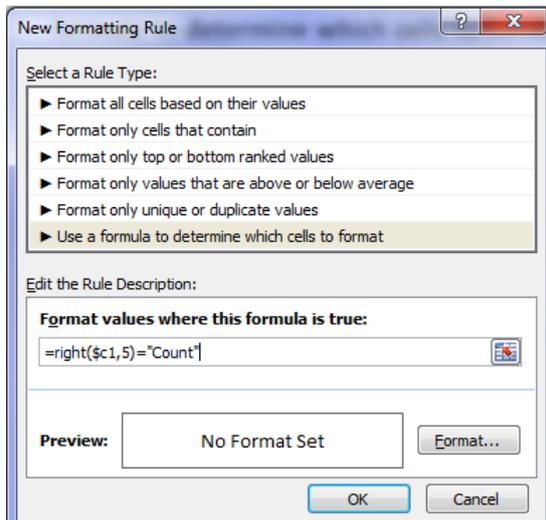
### Microsoft Excel – Formatting of subtotals

I was demonstrating subtotals to a client today and she wanted to know how to format all the subtotal rows in bold with a different background cell colour. The workbook we were using had Counts for the subtotal.

In the example below, I have created subtotals based on a count of how many of each product have been ordered. The subtotal text is in column C.

1	2	3	A	B	C	D
	1	OrderID	EmployeeID	OrderDate	Product	
	2	11	1	29/07/2008	Bananas	
	3	15	2	12/08/2008	Bananas	
	4	21	4	20/08/2008	Bananas	
	5	29	4	05/09/2008	Bananas	
	6	43	6	21/10/2008	Bananas	
	7	49	8	11/11/2008	Bananas	
	8	52	3	15/11/2008	Bananas	
	9	58	2	11/12/2008	Bananas	
	10	63	6	03/01/2009	Bananas	
	11	67	3	12/01/2009	Bananas	
	12	75	4	26/01/2009	Bananas	
	13	77	3	30/01/2009	Bananas	
	14	90	7	04/03/2009	Bananas	
	15	91	4	05/03/2009	Bananas	
	16	105	3	31/03/2009	Bananas	
	17	109	1	09/04/2009	Bananas	
	18	118	8	30/04/2009	Bananas	
	19	129	9	01/06/2009	Bananas	
	20	149	1	19/07/2009	Bananas	
	21			<b>Bananas Count</b>	19	
	22	1	4	12/06/2008	Cheese	
	23	3	3	14/06/2008	Cheese	
	24	4	5	15/06/2008	Cheese	
	25	8	6	11/07/2008	Cheese	
	26	10	8	22/07/2008	Cheese	
	27	22	7	21/08/2008	Cheese	
	28	57	8	11/12/2008	Cheese	
	29	73	3	22/01/2009	Cheese	

We selected the data area including the subtotals, then went to the **Home** tab and in the **Styles** group, from the **Conditional Formatting** dropdown, selected **New Rule**. We then clicked **Use a formula to determine which cells to format**. The formula we typed in was **=RIGHT(\$C1,5)="Count"**. We then clicked **Format**. On the font tab, we selected **Bold** and on the **Fill** tab, we selected a background colour. We then clicked **OK** twice. The subtotal rows were formatted accordingly.



The **RIGHT** function selects the rightmost xxx characters in a string, where xxx is the second argument in the function. The result looks like below:

	A	B	C	D
9	58	2	11/12/2008	Bananas
10	63	6	03/01/2009	Bananas
11	67	3	12/01/2009	Bananas
12	75	4	26/01/2009	Bananas
13	77	3	30/01/2009	Bananas
14	90	7	04/03/2009	Bananas
15	91	4	05/03/2009	Bananas
16	105	3	31/03/2009	Bananas
17	109	1	09/04/2009	Bananas
18	118	8	30/04/2009	Bananas
19	129	9	01/06/2009	Bananas
20	149	1	19/07/2009	Bananas
21	<b>Bananas Count</b>			<b>19</b>
22	1	4	12/06/2008	Cheese
23	3	3	14/06/2008	Cheese
24	4	5	15/06/2008	Cheese
25	8	6	11/07/2008	Cheese
26	10	8	22/07/2008	Cheese
27	22	7	21/08/2008	Cheese
28	57	8	11/12/2008	Cheese
29	73	3	22/01/2009	Cheese
30	95	6	08/03/2009	Cheese
31	108	7	09/04/2009	Cheese
32	144	1	08/07/2009	Cheese
33	<b>Cheese Count</b>			<b>11</b>
34	5	3	19/06/2008	Chocolate
35	14	4	08/08/2008	Chocolate

If we had used the Average function in our subtotals, the formula in the Conditional Formatting box would have looked like **=RIGHT(\$C1,7)=\"Average\"**.

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

Maybe 2016 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](mailto:info@jmdtraining.co.uk) and we will be happy to send you a pdf version of this guide.