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## Our news

Autumn is now upon us and everyone is back hard at work. I have recently created a **Windows 10 New Features Guide** and a **guide for those upgrading from Office 2010 to [Office 2016](#)**. If you would like a copy please get in touch and I will send one through.

More companies now seem to be upgrading to [Office 2016](#). I personally think [Microsoft Excel](#) is the package with the most interesting new features (both in Excel 2013 and Excel 2016) and the use of **Get and Transform** (see below) in [Excel 2016](#) will certainly revolutionise some lives, as information from different worksheets and workbooks can now readily be linked to create pivot tables without the need for a lot of Vlookups. If you are constantly using Vlookups to get information from different worksheets ready for pivot tables, you may want to consider upgrading to [Office 2016](#) or [Office 365](#).

If 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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## Get and Transform

This feature is new in [Excel 2016](#) and allows you to rapidly access data for analysis and transform it speedily too. You can make connections to data sitting in the cloud, in a service or locally, select the fields you

require for your analysis, combine several data sources to create one data model. The subsequent query can then be saved, shared or used in reports.

If you have been using Vlookups to create relationships between various Excel worksheets, Get and Transform will make your life much easier!

*To use Get and Transform:*

1. On the **Data** tab, in the **Get & Transform** group, click the **New Query** dropdown.
2. Select your required data source. A **Navigator** window will then be displayed allowing you to edit data from the source. As you select a table, a preview of the data will be shown in the right pane.
3. To bring in the whole table, click **Load**. To bring in a subset of the data, click **Edit**. If you click **Edit**, the **Query Editor** will be launched.
4. As you decide which columns to bring into your report and transform your data in other ways, the **Query Editor** keeps track and records your steps in the **Applied Steps** area. Your original data source will not be changed.
5. Once you have selected the required data, click **Close & Load**. The query results will be loaded into Excel and be available in a new worksheet tab.
6. Repeat as necessary for any other data source to be included in your analysis. Several data sources can then be combined into one pivot table by adding each source to the data model. Relationships can be created between the tables using the **Relationships** button in the **Calculations** group.

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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://ifonlyidknownthat.wordpress.com/>

### **For example: Microsoft Word - Balancing column text**

If you have created text in columns in a Microsoft Word document, you may well want the columns to be of equal length.

To achieve this, place the insertion point at the end of the text in the last column to be balanced.

*If using Microsoft Word 2007 or later:*

1. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
2. From the dropdown menu, click **Continuous**.

*If using Microsoft Word 2003 or earlier:*

1. Click **Insert - Break**. The **Break** dialog box will be displayed.
2. Click **Continuous**. Click **OK**.

Whichever version you are using, Microsoft Word inserts a continuous section break and your text will be balanced equally among the columns.

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

**OR**

### **Microsoft Outlook – Creating an e-mail template - can include attachment**

If you need to send a similar message quite regularly in Outlook, you can create a template instead of typing the same information each time. You can even include an attachment in the template.

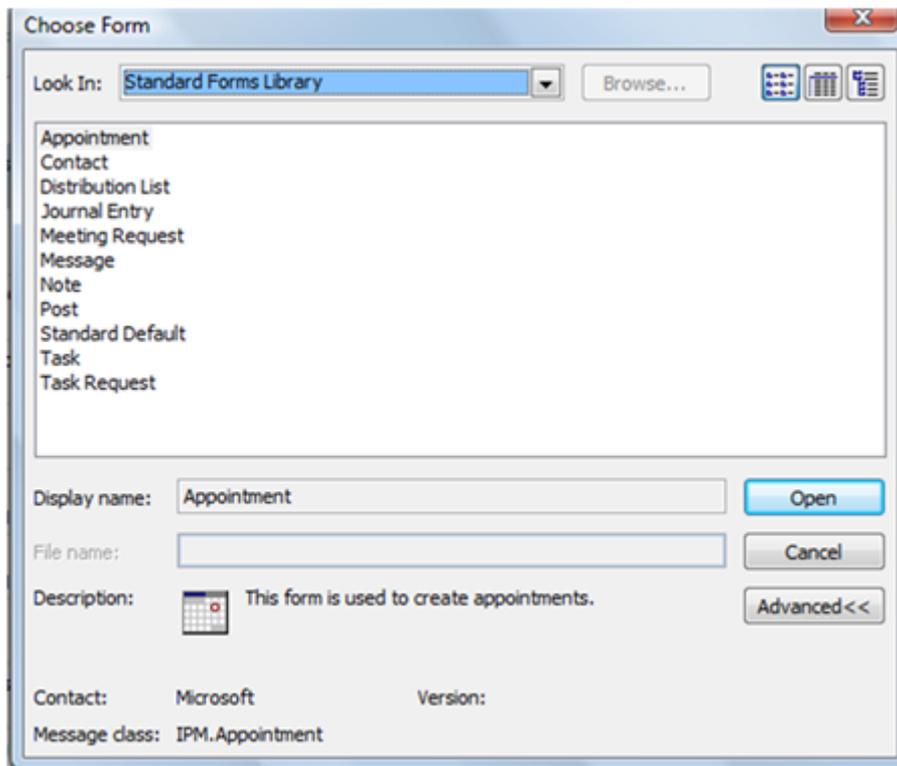
To create a template, start composing a message in the usual way, with the text you want to be included in the template. Remove your signature from the message body or it will appear twice when you use the template.

*To create a template in Outlook 2010 or later:*

1. Compose the message you want to use as a template.
2. From the **File** tab, click **Save As**.
3. In the **File name** text box, type a name for the template.
4. From the **Save as type** dropdown, select **Outlook template (\*.oft)**.
5. Make sure the **Save** list displays the drive and path containing the Outlook templates.
6. Click **Save**.

*To use a template in Outlook 2010 or later:*

From the **Home** tab select **New Items**, and then **Choose Forms** from the submenu. The **Choose Form** dialog box will be displayed.



In **Look in:** select **User Templates in File System**.  
Select the template and then click **Open**.  
Compose and send the message.

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

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