JMD Training and Consultancy - October 2017 Newsletter

**JMD Training and Consultancy
Computer and Professional Development Specialists
020 8892 5637**
www.jmdtraining.co.uk
info@jmdtraining.co.uk
**Twickenham, TW1 1PA
October 2017 Newsletter**

Our news

September has been extremely busy with people keen to have training as summer holidays came to an end.

We have also added several new courses to our portfolio - from the Adobe range of products, we have added Adobe PhotoShop, Adobe Photoshop Elements, Adobe InDesign, Adobe Illustrator and Adobe Dreamweaver.

We have also added the presentation software, Prezi, to our range of courses.

We are also adding some half-day workshops to our Professional Development range - for example see Work Harder, Not Smarter.

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.

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 Excel – comparing two columns using conditional formatting

Due to data entry issues, a client had instances where she had the same information for some records in both the **Address2** and the **Town** column. She wanted a quick way of seeing where this was happening. Information stored in two cells can quickly be compared using conditional formatting, highlighting instances where the record has the same results in two columns. Although her issues were not as bad as that shown below it will do as an example!

C	D
Address2	**Town**
Beeston	Nottingham
Beverley	Beverley
Coventry	Coventry
Lincoln	Lincoln
Farley Heath	Albury
Sion Road	Twickenham
Burwell	Cambridgeshire
Bookham	
Monmouth	Monmouth

Select the information in the **Address2** column, then on the **Home** tab, in the **Styles** group, from the **Conditional Formatting** dropdown, select **New Rule**.

Select **Use a formula to determine which cells to format**.

In the **Format values where this formula is true** box, type

=$c2=$d2.

Click **Format**. Select the required formatting, then click **OK** twice.

The duplicated cells are shown in your chosen format. You can then always filter by colour to see just those records.

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Address2	**Town**
Beeston	Nottingham
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Find out more about our [Microsoft Excel training](#)

OR

Microsoft Project – colour coding by Resource Group

was asked by a client recently as to whether she could colour code by Resource Group.

First add column **Resource Group** to your view. You can always hide it again afterwards. You may also want to got to **Gantt Chart Tools Format** tab and get rid of the ticks by **Project Summary Task** and **Summary Tasks** for the time being though you will want to put them back afterwards.

Then from the **Resource Group** filter dropdown, get rid of the tick by **Select All** and put a tick by the first of your groups. If you want to change text colours of background colours in the entry table, select the filtered rows, and on the **Home** tab in the **Font** group, select your required font colour and/or background colour.

If you want to change bar colours, go to the **Gantt Chart Tools Format** tab and in the **Bar Styles** group, from the **Format** dropdown, click **Bar**, select your required colour.

Go back to the **Resource Group** dropdown, clear the filter and select your next group and follow the above instructions for colouring each group in turn.

This should work as long as not more than one Resource Group is assigned to any task!

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

Time Management – Turning off Microsoft Outlook e-mail notifications

If you are busy concentrating on writing a report, a proposal, etc, you need to concentrate on the task in hand, not constantly be distracted by an e-mail notification symbol becoming visible at the bottom right of the screen. Believe it or not, most e-mails do not need an instant reply – if we are in meetings, we can usually manage to ignore our e-mails, so why not when we're busy on a vital piece of work?

Why not turn off your Outlook notifications?

If using Microsoft Outlook 2010, 2013, 2016 or 365:

Click **File – Options**. The **Outlook Options** dialog box will be displayed.

On the left hand side, click **Mail**.

Scroll down to the **Message arrival** section**.**

From the **When new messages arrive** section, remove the ticks from **Play a sound**, **Briefly change the mouse pointer**, **Show an envelope icon in the Taskbar** and **Display a Desktop Alert**.

Click **OK**.

You can now get on with your work without being distracted by new e-mails coming in. Checking every two hours should be fine, unless you are really expecting something important.

Learn more about our Time management training

Maybe 2017 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.