

JMD Training and Consultancy
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October 2018 Newsletter

Our news

Enquiries and bookings are hotting up as autumn approaches. We are busy with tailored [Microsoft Project courses](#), [Office 365 upgrade workshops](#), [Microsoft Excel training](#) at all levels, tailored [Microsoft Access training](#) and [QuickBooks training](#)?

Do you need help with any of the above or any of the other Microsoft Office packages, IT packages or with Personal Development training?

If so, do get in touch and we will personalise the training to suit your team.

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>.

Dealing with difficult people at work

It's not me it's you!

Here's some tips for dealing with the trials and tribulations of working with difficult colleagues and clients.

1. Don't sweat the small stuff. Pick which battles you really want to win. Sometimes it's easier just to walk away with your head held high.
2. Don't dwell on things. Deal with it and move on.
3. Talk things over with someone you trust and who will challenge your judgement. Your friends and family will always take your side and that's not always good!

How do I make a public team private or vice versa?

Go to the team name and click **More options – Edit team**. In the **Edit team** dialog box, under **Privacy**, select either **Public** or **Private**.

How do I rename a file?

With the file open, go to **File – Save As – Rename**.

What does Wiki stand for?

What I know is.

How can I add Planner to my Team?

Where it says **Conversations, Files, Wiki**, click the **+** sign and select **Planner** from the available apps.

How do I forward an email to a Team site?

- In order to forward / send an Email to an MS Teams Tab you need to know what the Email address is. Find the Tab that you'd like to Email to, find the ellipsis and then select "Get Email address".
- Make a copy of the email address.
- Forward the email.

It shows up in the **Conversations** Tab.

Any attachments are extracted and saved to the SharePoint document library for the channel.

How do I make an Office 365 group into a Team?

In **Teams**, choose to add a team and you'll see an option to add it to an existing private group.

Can I have a Team Calendar?

Because each team has a SharePoint site, you can set up a Calendar app in the related SharePoint site. Go to the site, then click on the **New** button towards the top of the page (Office online version), select **App** from the dropdown list, then find the **Calendar**. You now have a team calendar of upcoming meetings, deadlines or other events. Calendar information can be synchronised with Microsoft Outlook or other compatible programs.

Find out more about our tailored [Office 365 upgrade training](#).

Microsoft PowerPoint – inserting several pictures all same size

When working with Microsoft PowerPoint, you may want several pictures on a slide to all be of the same size. Insert your first picture, then on the **Picture Tools Format** tab, in the **Size** group, select your required size, or open up the dialog box launcher to select a specific % of the current size.

Now duplicate the picture by selecting it and using the keyboard shortcut **Ctrl + D**.
Now with the second picture selected, on the **Picture Tools Format** tab, in the **Adjust** group, click on the **Change Picture** dropdown, then select one of **From a File**, **From Online Sources** or **From Icons**. Select your required picture, then click **Insert**. Your picture will be inserted into the slide at the same size as the initial picture.

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

Maybe 2018 will be the year you decide to upgrade to **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 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.

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