September 2016 Newsletter

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September 2016 Newsletter

Our news

As the new school year gets underway and the children all start going up to the next level and learning new skills, why not consider investing in training to take your staff up to the next level too? If they have Basic skills, perhaps a course at Intermediate level may help, and if they are currently at Intermediate level why not help them get to a more Advanced level.

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.

We are now getting various requests for Office 365 training.

During August, I did several tailored Microsoft Project courses, helping clients working on their actual plans.

I also helped a lady who was working with long documents in Microsoft Word and had no idea about creating an automatic table of contents, so every time the document (a staff handbook) changed, she had to go back and manually change it again. Her life will now be rather easier!

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.

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 - Conditionally format blank cells**

To conditionally format blank cells:

1. Select the data range that you want to format.

2. From the **Home** tab, click the **Conditional Formatting** dropdown and click **New Rule**.

3. Click **Use a formula** to decide what cells to format.

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

    =A2=""   (you can change A2 to be the first cell in the range to be formatted.)

5. Click **Format**, go to the **Fill** tab and choose an appropriate colour.

6. Click **OK** twice.

OR

Microsoft Excel – removing comma separators from numbers
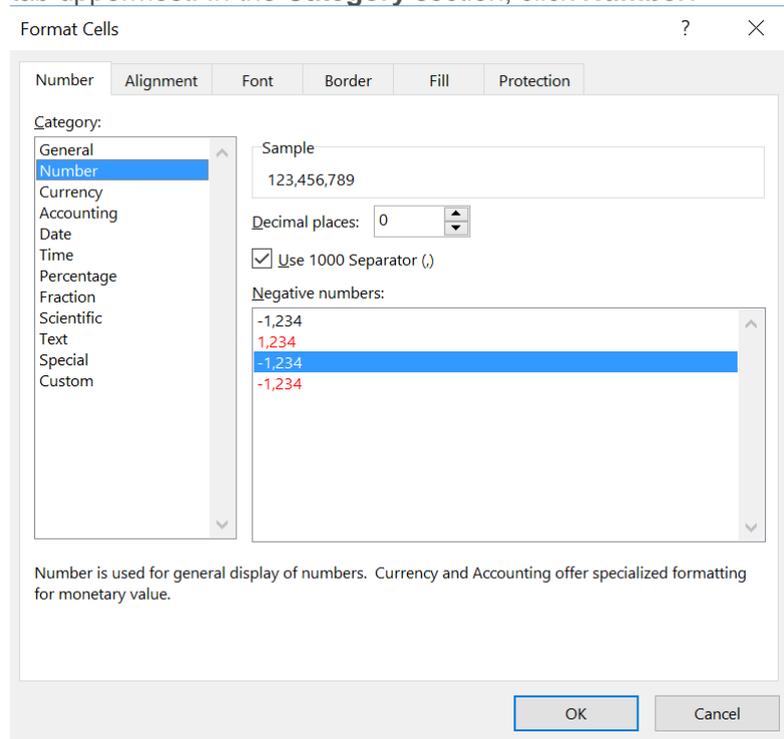
Usually when working with large numbers it is useful to see the comma separator to be able to more clearly read the numbers.

123,456,789
24,578
8,754,215
9,876

I was recently asked how to get rid of the commas.

If you want to remove the comma separators, on the **Home** tab , in the **Number** group, click the dialog box launcher. The **Format Cells** dialog box will be displayed, with the **Number**

tab uppermost. In the **Category** section, click **Number**.

Remove the tick from **Use 1000 Separator**. Click **OK**. The commas will disappear.

Find out more about our Microsoft Excel training.

Maybe 2016 will be the year you decide to upgrade to **Windows 10**, **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 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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