JMD Training and Consultancy
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September 2017 Newsletter

Our news

It's back to school for the kids and for many people the holiday season is now over.

Companies have obviously decided it is time to get back to training as we have lots of bookings for September, many of them placed before the schools even broke up. But we do still have some capacity if you would also like training in the next month or two.

So if you, or members or your team, are keen to improve your skills, whether it be in Excel, VBA, Time Management or any other IT or Professional Development course, do get in touch and we will devise a programme to suit your needs.

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 – getting rid of green triangle indicator

When you see a little green triangle at the top left of an Excel cell, it is giving you a warning message to say there may be some inconsistency in your formulas. If you have checked your formulas and know they are right, it is a little frustrating to still see the green triangles. To move them all at once from a cell range, select the range, then go to the dropdown by the exclamation mark that appear to the left of the first of the cells in your selection.

| Discount at 10%	Sub Total
$ 29.60	$266.40
$ 46.80	$421.20
$ 29.00	$261.00
$ 78.00	$702.00
$ 86.00	$774.00
$ 59.20	$532.80
$ 42.00	$378.00
$ 39.00	$351.00
$ 48.00	$432.00

Click **Ignore Error**. The green triangles will disappear.

Find out more about our Microsoft Excel training.

OR

Microsoft Project – greying out non-working days on Gantt Chart

If non-working days are not greyed out on your Gantt Chart when working with Microsoft Project, right-click over the Timescale and from the shortcut menu, click **Timescale**. Select the **Non-working time** tab.
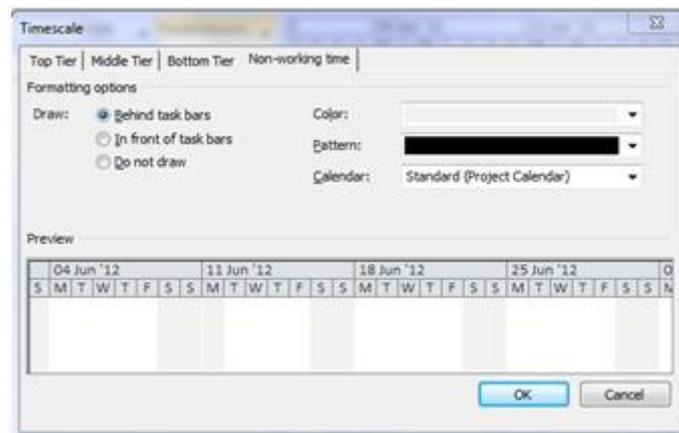
Select **Behind task bars** in the **Draw** section. From the **Color** dropdown, select an appropriate colour. If you are using a calendar other than the **Standard** calendar, select it from the **Calendar** dropdown. Click **OK**. Your non-working days will now be visible on your Gantt chart.

Find out more about our Microsoft Project training courses.

Project Management – Prioritising your stakeholders

Stakeholders in a project are the people (internal and external) on whom the work will impact.

Not all stakeholders are equal – you need to prioritise stakeholders so that you can apply the maximum available time to core stakeholders and the minimum required to those with low interest or little influence or power.

Interest reflects their interest in pursuing your agenda and strategy in relation to your project's policy, locality, issue and campaign. Is it a core objective for them or merely one of many?

Power represents the influence they can have on the project in question, e.g.

- Status – their position in the hierarchy
- Resources – control of people, budgets etc
- Representation – main or business level board member
- Reputation – key opinion former

High power, interested people: these are the people you must fully engage and make the greatest efforts to satisfy.

High power, less interested people: put enough work in with these people to keep them satisfied, but not so much that they become bored with your message.

Low power, interested people: keep these people adequately informed, and talk to them to ensure that no major issues are arising. These people can often be very helpful with the detail of your project.

Low power, less interested people: again, monitor these people, but do not bore them with excessive communication.

It is important to identify which stakeholders matter the most and which have the most impact (positive or negative).

Neither interest nor power are scientific measures, you will need to draw upon different views to make the best possible assessment.

Discover more about our [Project Management training courses.](#)

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.

MailChimp

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