JMD Training and Consultancy
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September 2018 Newsletter

Our news

Back to school for the kids - should it also be back to school for you. Is this a good time to make sure that you and your staff are all

- wonderful with Word,

- outstanding with Outlook,

- excellent at Excel,

- powerful with PowerPoint or

- perfect with Microsoft Project?

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.

Communication Skills - Reading Body Language

y jdonbavand

How do you know whether someone you are talking to face-to-face is feeling uncomfortable? They may feel you are intruding on them, or you may be making them nervous.

Tell-tale signs are:

- Tapping

- Rocking
- Leg swinging
- Intermittent closing of the eyes
- Hunching of the shoulders
- Tucking of the chin into the chest

If you realise this and notice the signs, you can learn to adjust your approach and make people more relaxed and open with you. Sometimes it means you need to step back a pace or two to give the person more personal space. Sometimes it means stopping talking and listening to the other person instead!

Find information about our [Effective Communication Skills training](#) courses.

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 Project 2016 - recurring tasks issues

y [jdonbavand](#)

I was training Microsoft Project recently and when we input a weekly recurring task to our project plan, most computers crashed. This is on a specific release of Project 2016. You should be able to obtain a patch/update but we came across a suitable workaround. Assuming you are working a 5 day week, insert a recurring task to happen on a daily basis, but set that it occurs every 5 working days.

This did not cause the system to crash!

Find more details of our [Microsoft Project training](#) courses

Microsoft PowerPoint - entering text in Outline view

If you are a speedy typist, you don't want to have to keep reaching for the mouse every time you want to move from a title to a bulleted list on a PowerPoint slide, or even from one slide to the next. Using the Outline pane saves you using the mouse.

To see the Outline pane, click the **View** tab, then in the **Presentation Views** group, click **Outline View**. The Slides pane will then display an outline of the content of your slides.

One you have typed a title, pressing **Ctrl + Enter** will take you to the sub-title or content level depending on type of slide chosen. In a bulleted list, press **Enter** at the end of each item, to move you down to the next bullet.

To move to a new slide, press **Ctrl + Enter**.

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

Maybe 2018 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.