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**April 2020 Newsletter**

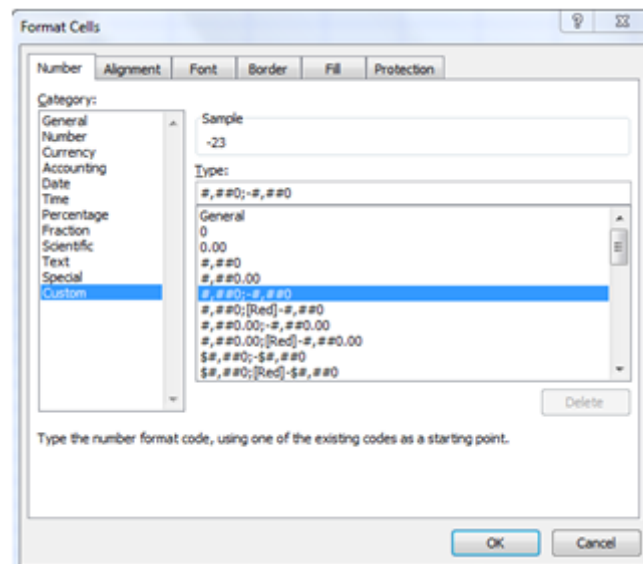
## Best of the Blog

I have a blog <https://ifonlyidknowthat.wordpress.com>. Over the last 30 days, [Microsoft Excel - putting negative numbers in brackets](#) had **6,912** views and [Microsoft Excel - removing comma separators from numbers](#) had **2,883** views. As you are now likely to be working from home and not have anyone to easily ask, I am reproducing them here.

## Microsoft Excel - putting negative numbers in brackets

Rather than having negative numbers with a minus sign in front of them, some people prefer to put negative numbers in brackets.

To do this, select the cell or range of cells to be formatted, then on the **Home** tab, in the **Number** group, click the dialog box launcher. In either case, the **Format Cells** dialog box will be displayed. In the **Category** section, click **Custom** and then choose the format nearest to the one you wish to adapt.



In the **Type** box, adapt the format to be your required choice; in the box above I might change it to **#,##0;(#,##0)**. Click **OK**. Any negative numbers should now be shown in brackets.

	A
1	(23)
2	45
3	(32)
4	

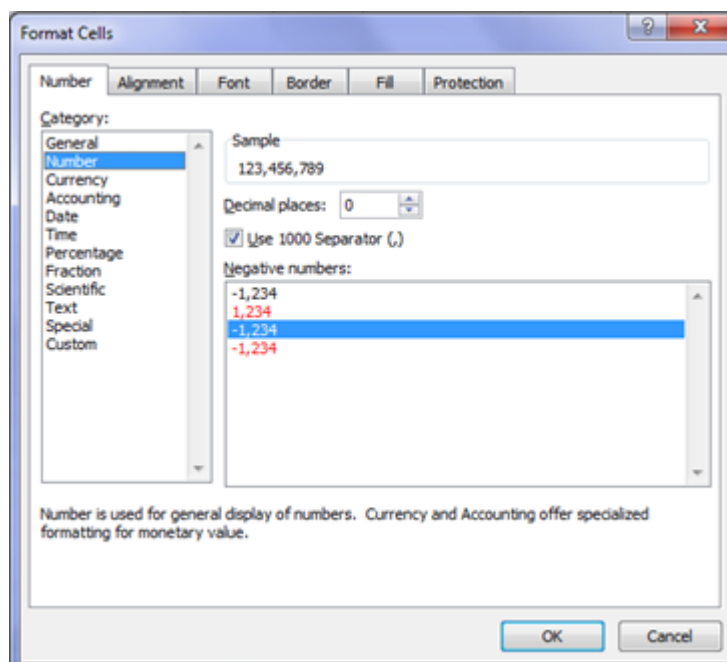
Find out more about our [Excel training](#).

## 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.

123456789
24578
8754215
9876

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

## Online Training Sessions

Since it is no longer feasible to do face-to-face training, we are pleased to be able to announce some interactive short training sessions.

Sessions will be conducted using WebEx or Zoom and will be limited to 6 people. Once a session is full, new dates will be released.

Training files and a meeting invitation will be sent out to participants in advance of the training session. Sessions are updated regularly [here](#).

**To find out more details, ring on the mobile number at the top of this newsletter, [email us](#) or fill in our online [contact form](#).**

Date	Time	Session	Cost
20th Apr	11:00 - 12:30	Crystal Reports - Creating and Formatting a Document	£35 + VAT
20th Apr	14:00 - 15:00	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
20th Apr	15:30 - 16:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
21st Apr	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
21st Apr	11:00 - 12:00	Using Zoom for Remote Working	£15 + VAT
21st Apr	13:30 - 15:00	Using Outlook for Time Management	£30 + VAT
21st Apr	15:30 - 16:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
22nd Apr	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
22nd Apr	11:30 - 12:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
22nd Apr	14:00 - 15:00	Excel - Review of Basic Formulas, Absolute Cell References (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
22nd Apr	15:30 - 16:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
23rd Apr	11:30 - 12:30	Word - Mailmerge	£25 + VAT
23rd Apr	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

23rd Apr	15:00 - 16:00	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
24th Apr	09:30 - 10:30	Crystal Reports - Mailing Labels	£25 + VAT
24th Apr	11:00 - 12:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
24th Apr	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
24th Apr	15:00 - 16:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
27th Apr	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
27th Apr	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
27th Apr	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
27th Apr	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
28th Apr	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
28th Apr	11:00 - 12:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
28th Apr	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
28th Apr	15:30 - 16:30	Excel Pivot Tables	£25 + VAT
30th Apr	09:30 - 10:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
30th Apr	13:30 - 14:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
30th Apr	15:00 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
1st May	09:30 - 10:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
1st May	11:00 - 12:00	Microsoft Project - Creating Reports	£25 + VAT
1st May	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
1st May	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
4th May	09:30 - 11:00	Introduction to OneNote	£30 + VAT
4th May	11:15 - 12:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
4th May	14:00 - 16:00	Introduction to Microsoft Teams	£50 + VAT

5th May	09:30 - 11:00	Introduction to OneNote	£30 + VAT
5th May	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
5th May	13:30 - 14:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
5th May	15:00 - 16:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
6th May	09:30 - 10:30	Excel - Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
6th May	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
6th May	14:00 - 15:00	Word - Mailmerge	£25 + VAT
6th May	15:30 - 16:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
7th May	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
7th May	11:00 - 12:00	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
7th May	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
7th May	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
11th May	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
11th May	11:00 - 12:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
11th May	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
11th May	15:30 - 16:30	Using WebEx for working remotely	£25 + VAT
12th May	09:30 - 11:00	Crystal Reports - Crosstabs	£35 + VAT
12th May	11:30 - 12:30	Excel Charting	£25 + VAT
12th May	14:00 - 15:30	Crystal Reports - Charting	£35 + VAT
12th May	16:00 - 17:30	Crystal Reports - Working with SubReports	£35 + VAT
13th May	09:30 - 10:30	Excel PivotTables	£25 + VAT
13th May	11:00 - 12:00	Excel Charting	£25 + VAT
13th May	13:30 - 14:30	Excel - Date and Text Functions	£25 + VAT

13th May	15:00 - 16:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
14th May	09:30 - 11:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
14th May	11:30 - 12:30	Excel - Named ranges, VLOOKUP	£25 + VAT
14th May	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
14th May	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
18th May	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT

Keep well and safe.

Janet Donbavand

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