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**November 2023 Newsletter**

## Our news

The clocks have changed, the nights are drawing in and days are colder. Perhaps your team might benefit from a [Seasonal Affective Disorder](#) (SAD) workshop to help them through the winter months, or perhaps a workshop on [Resilience and Emotional Intelligence](#). Either can be delivered remotely via Microsoft Teams or at your offices.

Of course, for many of us getting up to speed with the new features that Microsoft is continually releasing is very important as we can make use of these to improve our documents, workbooks, presentations etc. Are you aware of all the new functions in [Excel](#) - for example, XLOOKUP and the various new text functions?

We can give courses on new features or incorporate the new features into our more standard courses.

All training can be done face-to-face or remotely via Microsoft Teams or Zoom. Please see further down this newsletter or visit <http://www.jmdtraining.co.uk/online-training> for more details of our remote training.

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/>

**Apparently the blog post of mine below had 370 views in September so it must be**

something that people are struggling with so I thought I would reproduce it again here.

## Microsoft Excel – arranging countries into regions in a pivot table?

If you are a global company and are analysing sales by region, even if the name of the region isn't in the raw data, you can group countries together by region as long as you know the appropriate regions to group them in to.

In the example below, I have various countries and their last year's sales. I want to find sales by continent.

Country		Sum of Last Year's Sales
Argentina	£	55,664.35
Australia	£	40,446.64
Austria	£	201,000.00
Bangladesh	£	4,683.50
Belgium	£	200,000.00
Bolivia	£	6,269.25
Brazil	£	175,457.25
Canada	£	166,031.37
Chile	£	10,661.70
China	£	83,284.88
Colombia	£	32,748.25
Czech Republic	£	10,551.70
Denmark	£	97,459.70
Ecuador	£	2,553.80
Egypt	£	10,361.70
England	£	578,229.17
Finland	£	668.90
France	£	717,529.32

The first country, Argentina, is in South America.

Click in the cell containing the first country, then hold down the **Ctrl** key, click in the cells containing the other South American countries.

On the **Pivot Table Analyze** tab, in the **Group** group, click **Group Selection**.

Click where it says **Group1** and type in **South America** for the group name.

Continue similarly for each set of countries.

Country2	Country	Sum of Last Year's Sales
South America		£ 552,237.33
	Argentina	£ 55,664.35
	Bolivia	£ 6,269.25
	Brazil	£ 175,457.25
	Chile	£ 10,661.70
	Colombia	£ 32,748.25
	Ecuador	£ 2,553.80
	Jamaica	£ 38,244.25
	Mexico	£ 167,703.98
	Peru	£ 26,934.50
	Venezuela	£ 36,000.00
Australasia		£ 157,186.74
	Australia	£ 40,446.64
	New Zealand	£ 116,740.10
Europe		£ 4,841,130.06
	Austria	£ 201,000.00
	Belgium	£ 200,000.00
	Czech Republic	£ 10,551.70

Find out more about our [Microsoft Excel training](#) in the London area.

OR

## Microsoft Excel - shortcut for seeing which cells are used in a formula

If you are in a cell and want to do some formatting of it or want to copy the formula in it down or across it is useful to stay in the same cell rather than going down to the next cell which is what happens if you press **Enter**.

Clicking the tick to the left of the formula bar will accept what you have typed and keep you in the same cell, but sometimes you don't want to reach for your mouse to do so.

The shortcut key to do this is **Ctrl + Enter**.

Find out more about our [Microsoft Excel training](#) in the London area.

## Online Training Sessions

Since some people are still unable to have face-to-face training, or might prefer not to spend a whole day in training, we are pleased to be able to announce some interactive short Online training sessions - suggested topics are below but we are happy to accommodate other alternatives at your request. We are also happy to do any of our full-day courses as full day remote training.

Sessions will be conducted using Microsoft Teams or Zoom.

Training files and a meeting invitation will be sent out to participants in advance of the training session. Dates and times are to be arranged at mutual convenience.

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](#).

Number in session	Price per hour
1 to 1	£50 + VAT
2 to 4 people	£75 + VAT
5 to 8 people	£100 + VAT

Slots from which you could choose include:

### Microsoft Word

- Using Word tables, general Word hints and tips - 1 hour
- Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects - 1 hour
- Collaborating with Others - Sharing Documents, Comments, Track Changes - 1 hour
- Mail merge - 1 hour
- Using Section breaks effectively - 1 hour
- Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents - 1 hour

### Microsoft Excel

- Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing - 1 hour
- Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals - 1 hour
- Grouping worksheets, Calculation across worksheets, Data Consolidation - 1 hour
- Sorting, Filtering, Conditional Formatting - 1 hour
- Charting - 1 hour
- Date and Text Functions - 1 hour
- IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR - 1.5 hours
- Named ranges, VLOOKUP, XLOOKUP - 1 hour
- Pivot Tables - 1 hour

### Microsoft PowerPoint

- Creating a new presentation, Slide Layouts, Slide Views, Moving Slides - 1 hour
- Working with SmartArt, Animating SmartArt and Bulleted Lists - 1 hour
- Tables and Charts - 1 hour

- Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures - 1 hour

### **Microsoft Outlook**

- Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant - 1 hour
- Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates - 1 hour

### **Microsoft Project**

- Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads - 1.5 hours
- Creating a resource sheet, Assigning resources to tasks - 1.5 hours
- Views, Tables, Filters, Creating Reports - 1.5 hours
- Adding costs to projects - 1 hour
- Creating Reports -1 hour
- Baselining a project and tracking progress - 1 hour
- Consolidating Projects in a Master Plan, Pooling resources across Projects - 1.5 hours

### **Crystal Reports**

- Creating and formatting a report - 1.5 hours
- Sorting Records, Filtering Record, Grouping Records, Summary Fields - 1.5 hours
- Mailing labels - 1 hour
- Charting - 1.5 hours
- Parameter Queries - 1.5 hours
- Formulas and Functions - 1.5 hours
- The Section Expert and Advanced Formatting - 1.5 hours
- Working with Subreports - 1 hour
- CrossTab Reports - 1.5 hours

### **Professional Development Skills**

- Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours
- Coaching Skills - the key to successful delegation - 2 hours
- Using Outlook for Time Management - 1 hour
- Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important - 1 hour
- Time Management - Setting goals and priorities, Urgent vs Important - 1 hour

- Delegating - How to delegate effectively - 2 hours
- Team Building and Motivation - 2 hours

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