

JMD Training and Consultancy
Computer and Professional Development Specialists
07477 578417
www.jmdtraining.co.uk
info@jmdtraining.co.uk
April 2025 Newsletter

Our news

With Easter being so late this year, school holidays seem to be generally before Easter. At least with the clock change, it is now lighter in the evenings and there are signs of spring everywhere.

We are now coming into a **new financial year**. Does that mean that you now have a **new training budget**? If so, don't leave it until towards the end of the year to make use of it - you should **make your team as productive as possible as soon as is feasible**.

The last month of the financial year brought requests for:

- [QuickBooks training](#)
- [Sage training](#)
- [Xero training](#)

Whatever time of year, [Microsoft Excel](#) is the course we get most requests for but people are also interested in new features in the other Microsoft packages. Did you know that you can now use CoPilot to prepare a presentation for you in [Microsoft PowerPoint](#)?

We also offer a whole range of other [Microsoft Office](#) courses and several other [IT Courses](#) and [Professional Development 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://ifonlyidknowthat.wordpress.com/>

Microsoft PowerPoint – animating a table

When working in PowerPoint, it is easy enough to animate bullet points to come in one by one, or Smart Art sections to come in one after the other, or even to animate a chart to come in by category or by series. However, when you have a table, it isn't quite so easy. I have the following statistics (Source: Home Office) regarding flights in to the UK by month in 2020 - the main COVID year.

	Air Arrivals	% British Nationals	% change since 2019
January 2020	7,082,000	41%	+1%
February 2020	6,804,900	51%	-2%
March 2020	3,815,300	58%	-51%
April 2020	112,300	56%	-99%
May 2020	139,300	36%	-99%
June 2020	194,900	34%	-98%
July 2020	1,260,400	49%	-89%
August 2020	3,106,500	57%	-74%
September 2020	2,757,700	53%	-75%
October 2020	1,741,100	53%	-82%
November 2020	690,600	46%	-90%
December 2020	895,000	44%	-88%

I wanted to animate this so that months January and February came in with the headings, then March, then April to June, then July to December.

OR

Microsoft Excel - creating a dynamic dropdown list

As well as Excel, I also train Crystal Reports and dynamic dropdown lists such as County and then within that Town have been available for several years but they have only recently been introduced into Microsoft Excel.

Say I have many employees so I don't want a long dropdown list showing all their names but I know what Department each of them is in. I can now create a dropdown list of Departments and then create a dropdown list of employee names showing only those from the relevant departments.

	A	B	C	
1	WORK TEAMS			
2				
3	ID	Name	Department	
4	101	Allen, P	Electrical	
5	102	Ayres, S	Roofing	
6	103	Bacon, D	Plasterer	
7	114	Beasley, S	Bricklaying	
8	105	Chapman, L	Bricklaying	
9	106	Clifford, D	Electrical	
0	107	Collins, R	Electrical	
1	108	Davey, P	Roofing	
2	109	Donbavand, L	Plasterer	
3	110	Edwards, D	Painting	
4	111	Enright, R	Painting	
5	112	Fisher, P	Painting	
6	113	Spence, P	Roofing	
7	114	Stephens, D	Bricklaying	
8	115	Williams, P	Electrical	
9	116	Wiseman, M	Roofing	

I will use the **UNIQUE** function to get a listing of Departments first. However, I have chosen to combine that with a **SORT** function so that the departments will be shown in alphabetical order. I am also using the **TRANSPOSE** function - the **UNIQUE** function would put the Departments in a column whereas I would like them to be in a row.

The formula I have used is **=TRANSPOSE(SORT(UNIQUE(Table1[Department])))**

Now I will use the **FILTER** function to put the teams under their relevant departments. The formula I have used is:

=FILTER(\$B\$3:\$B\$19,\$C\$3:\$C\$19=H4,"")

H5 fx =FILTER(\$B\$3:\$B\$19,\$C\$3:\$C\$19=H4,"")

	A	B	C	G	H	I	J	K	L	M
1	WORK TEAMS									
2										
3	ID	Name	Department							
4	101	Allen, P	Electrical							
5	102	Ayres, S	Roofing	Bricklaying	Electrical	Painting	Plasterer	Roofing		
6	103	Bacon, D	Plasterer	Beasley, S	Allen, P	Edwards, I	Bacon, D	Ayres, S		
7	114	Beasley, S	Bricklaying	Chapman, L	Clifford, D	Enright, R	Donbavand, L	Davey, P		
8	105	Chapman, L	Bricklaying	Stephens, D	Collins, R	Fisher, P		Spence, P		
9	106	Clifford, D	Electrical		Williams, P			Wiseman, M		
10	107	Collins, R	Electrical							
11	108	Davey, P	Roofing							
12	109	Donbavand, L	Plasterer							
13	110	Edwards, D	Painting							
14	111	Enright, R	Painting							
15	112	Fisher, P	Painting							
16	113	Spence, P	Roofing							
17	114	Stephens, D	Bricklaying							
18	115	Williams, P	Electrical							
19	116	Wiseman, M	Roofing							

Now, in another worksheet I have a list of Task lists and want to assign Departments and a team member to be in charge of that task.

	A	B	C	D
1	Task	Department Name		
2	Build walls			
3	Put on roof			
4	Plastering			
5	Paint Interior Rooms			
6	Paint Outside			
7	Light fittings			
8	Internal Sockets			
9				
10				

I selected Column B, then on the **Data** tab, in the **Data Tools** group, I chose **Data Validation**. From the **Allow** dropdown, I selected **List**.

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: List Ignore blank In-cell dropdown

Data: between

Source: =Staff Listing!\$H\$4:\$L\$4

Apply these changes to all other cells with the same settings

Clear All OK Cancel

And for the source, selected the file location of the **Departments**. (I could potentially have extended the range to allow for more departments being added.)

I clicked **OK**. I then go to cell **B2** and I have a dropdown of departments to choose from.

	A	B	C
1	Task	Department Name	
2	Build walls	Bricklaying	
3	Put on roof	Roofing	
4	Plastering	Plasterer	
5	Paint Interior Rooms	Painting	
6	Paint Outside	Painting	
7	Light fittings	Electrical	
8	Internal Sockets	Electrical	▼

Now I want to create an **XLOOKUP** to create a dropdown list of names in column C. The formula I have used in cell **C2** is

=XLOOKUP(B2,'Staff Listing'!\$H\$4:\$L\$4,'Staff Listing'!\$H\$5:\$L\$5)#

The # at the end of the formula shows that we want to include all names from the SPILL range created by using the **FILTER** function to find the employees in each department.

I then copied this formula, selected all of column **C**, and created a **Data Validation** list using **=XLOOKUP(B2,'Staff Listing'!\$H\$4:\$L\$4,'Staff Listing'!\$H\$5:\$L\$5)#** as my **Source**.

Now when I go to C2, and go my dropdown, I just get a list of Bricklayers to choose from.

	A	B	C	D
1	Task	Department Name		
2	Build walls	Bricklaying	▼	
3	Put on roof	Roofing	Beasley, S	
4	Plastering	Plasterer	Chapman, L	
5	Paint Interior Rooms	Painting	Stephens, D	
6	Paint Outside	Painting		
7	Light fittings	Electrical		
8	Internal Sockets	Electrical		

Similarly for each of the other Departments.

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

[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

Copyright © 2025 JMD Training and Consultancy All rights reserved.



[unsubscribe from this list](#) | [update subscription preferences](#)