We designed this! Yes we know, blowing our own trumpet...

YouTube Channel - our hints and tips blog posts

JPL IT TRAINING LTD

NEW HINT AND TIP VIDEOS POSTED WEEKLY

JPL IT Training Ltd

We have previously mentioned our YouTube channel and how it had received a 'freshen up'. We have continued to work on it and add videos to it this year and it's looking pretty good (if we do say so ourselves! *gives a pat on the back*).

Hints and tips can come in a variety of shapes and sizes and over the years we have always tried to accommodate that. More recently we have had positive feedback on the style we have been using of text based blog post with a video to go alongside it. So with this in mind we have stuck with this style!

Most of our hint and tip blog posts will follow this style but we still throw in some Top 10 tips style posts to mix it up.

If you haven't subscribed yet, why not pop on over and subscribe via here or go onto our website, hover over the 'Hints and Tips' heading and the option for the channel will appear for you to click on.

Let us know what you think, what style of hints and tips posts do you prefer?

> "As I have a love and hate relationship with Excel I was really just hoping to get through this training session as quickly as possible. John managed to turn my attitude around as he showed me how Excel can work harder for you. Once again he was engaging and he knew when to slow down if I wasn't picking it up quite as quickly. If you ever have the opportunity to be taught by John, you should grasp it with both hands".
> - Stacey, *attended our Basic Excel course*

A message from the MD!

I've come across so many changes in my career in computing I sometimes lose track. Starting off with old computer cards for programming and really heavy VDU's and green screen and even DOS! This year has been enforced newness again due to Covid 19.

I've learned how to train virtually through Webex and to share videos through YouTube. Not rocket science by any means but an important part of our developments in JPL.

I hope that you also have been able to react in a positive way in your business and personal lives this year to set yourselves up for a better 2021.

I wish you well for Christmas and into the New year for you and your family and loved ones.

John

Our Master Class Excel range...

Gold (gold)! Have you got the Excel power to know? Sorry, you might now have that song in your head for a few days (we did!).

So far in our Master Class Excel range, we have a Bronze and a Silver and naturally we have had some ask us is there a Gold?

Well what do you think? Would you like there to be another level of Excel course to go on? Is there such a thing of too much Excel?

We'd love to hear what you think!

Thank you ☺

Finally, can we take the opportunity to thank you once again for your custom and if you haven't seen us for a while please do get in touch.

Hint and tip of the newsletter...

We have a whole list of hints and tips on our website in all of the Office 365 packages. In each newsletter we want to bring a different hint and tip to your attention and this month's is the Get Data option in Excel!

The 'Get Data' feature in Excel is a very powerful tool that you can use to easily move data in and out of Excel. This specific example is looking at getting data from a PDF file. To find this option you need to go to the Data Tab in Excel. From here click on the 'Get Data' option. From here go to the 'From File' option and click on the 'From PDF' option. This will allow you to navigate through your filing system to where the PDF file is stored. Once you have found it, you can follow the steps to finish the import!

Refreshing Data. After you have done this, go back into Excel and on the Table Design Tab that appears when you are in the table, click on the Refresh button. This will then update your table.