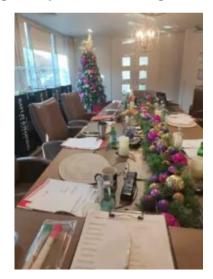## H&W Chamber of Commerce Training at Baylis and Harding

On behalf of the Herefordshire & Worcestershire Chamber of Commerce, John trained several staff at Baylis and Harding in Redditch.

The training room is shown to the right and one of their mottos is "It's Christmas everyday" as you can see from the table display.

John had a wonderful day with them all.

"Rachel was excellent, knowledgeable, personable friendly teaching style. Best part of the course: there are elements of each section of the course that are very helpful".

- Rockline, Redditch

"Found it easy to follow, John makes it fun to learn. Best part of the course: the delivery, wasn't just teaching off a whiteboard. Brilliant".

- LPR, Studley

AI Course at H&W Chamber of Commerce

AI has recently become a hot topic within recent years and with that, Rachel has recently attended a great introduction training course on it at the Chamber of Commerce in Worcester.

She learnt a lot on the one day course and hopes to share some of what she learnt in a news blog in the new year!

New Customers for 2024

This year has brough along some new customers to JPL who we have had the privilege to train a number of staff in a variety of packages. Some of our new customers this year have been: LPR in Studley, BDR in Stratford Upon Avon, and ESCCAP in Malvern as well as many returning clients.

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 lots of hints and tips on our website in all of the Microsoft 365 packages. In each newsletter we want to bring a different hint and tip to your attention and this time it is on the Excel function VLOOKUP.

1. **Prepare Your Data:** Before creating your VLOOKUP, ensure that your data is organized in a table format, with a unique identifier (like an ID or name) in the first column. This identifier will be used for the lookup.

2. **Understand the Syntax:** The basic syntax of the VLOOKUP function is as follows:
   =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
   - **lookup_value:** The value you want to find in the first column of your table
   - **table_array:** The range that contains the data you want to search through
   - **col_index_num:** The column number from which you want to retrieve the data
   - **range_lookup:** An optional argument that determines whether you want an exact match (FALSE) or an approximate match (TRUE or omitted)

Start with Simple VLOOKUPs: Begin with basic VLOOKUPs to get comfortable with the function. Practice using exact matches before moving on to approximate matches.

Link for the full hint and tip: www.jplcomputer.co.uk/2023/12/15/vlookups-in-excel/