Archway Computer Training Computer and Professional Development Specialists 01747 820396, 07477 578417

www.archwayct.co.uk info@archwayct.co.uk April 2019 Newsletter

Our news

As we approach the start of a new financial year, do you have new training budgets to use? If so, why not make use of at least some of the budget sooner rather than later, thereby making your staff more efficient and effective sooner rather than later?. We offer a range of <u>Microsoft Office</u> <u>training</u>, other <u>IT package training</u> and <u>Professional Development training</u>.

Are you an organisation affected by the new **Making Tax Digital** rules? If so, we can help by offering personalised training in **Xero**, **QuickBooks** and **Sage**, sitting with you in your office, looking at your accounts.

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.archwayct.co.uk.

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If Only I'd Known That Blog

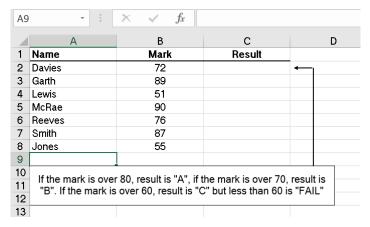
If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at http://ifonlyidknownthat.wordpress.com/

For example:

Microsoft Excel - the IFS function

Are you using Office 365? If so, instead of a nested IF, you can use the new IFS function.

Consider the example below:



We would generally use a nested IF to work out the exam score, the formula being:

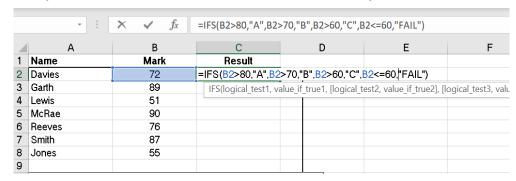
=IF(B2>80,"A",IF(B2>70,"B",IF(B2>60,"C","FAIL")))

| YE | AR · i | × ✓ fx | =if(b2>80,"A",if(b2>70,"B",if(b2>60,"C","FAIL"))) | | | | |
|----|--------|--------|---|----------------------|-----------|--|--|
| | Α | В | С | D | Е | | |
| 1 | Name | Mark | Result | | | | |
| 2 | Davies | 72 | =if(b2>80,"A",if(b2> | 70,"B",if(b2>60,"C", | "FAIL"))) | | |
| 3 | Garth | 89 | | | | | |
| 4 | Lewis | 51 | | | | | |
| 5 | McRae | 90 | | | | | |
| 6 | Reeves | 76 | | | | | |
| 7 | Smith | 87 | | | | | |
| 8 | Jones | 55 | | | | | |

Now, using Office 365, we can use an IFS function, where the syntax is

=IFS(logical test1, value if true, logical test2, value if true, logical test3, value if true,) so in this case:

=IFS(B2>80,"A",B2>70,"B",B2>60,"C",B2<=60, "FAIL")

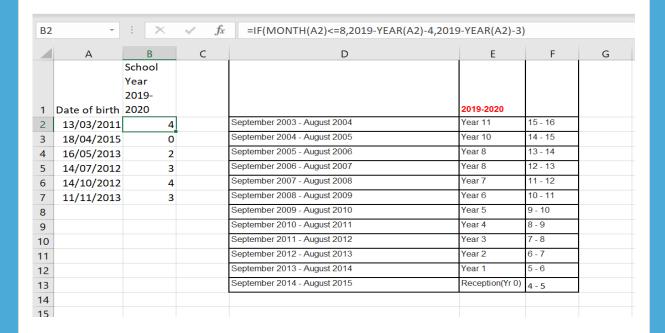


Find out more about our Microsoft Excel training or our Office 365 training.

Microsoft Excel - finding someone's school year from their date of birth

School years run from September to August, so in general it depends on both the month that a child is born in as well as the year.

So if you have a list of dates of births and need to work out the school year that a child would be in for the next school year i.e. 2019 – 2020, what formula would you need?



An **IF** statement will solve the issue. We need to see whether the month of someone's date of birth is less than or equal to 8.

The formula to use is

=IF(MONTH(A2) <= 8,2019-YEAR(A2)-4,2019-YEAR(A2)-3)

This works well for the school year beginning Sep 2019 but what if I wanted a formula that would work for any school year in the form of Sep 20xx to Aug 20xx+1.

If we put the school year in the form 20xx - 20xx+1 in the top cell of a column.

The formula would become

=IF(MONTH(A2<=8),LEFT(\$C\$1,4)-YEAR(A2)-4,LEFT(\$C\$1,4)-YEAR(A2)-3)

| YE | YEAR - : X - | | ✓ fx | =IF(MONTH(A2<=8),LEFT(\$C\$1,4)-YEAR(A2)-4,LEFT(\$C\$1,4)-YEAR(A2)-3) | | | | | |
|----|---------------|--------|-----------|---|--|---------|---|--|--|
| 4 | А | В | С | D | E F | G | Н | | |
| | | School | | | | | | | |
| | | Year | | | | | | | |
| | | 2019- | | | | | | | |
| 1 | Date of birth | 2020 | 2025-202€ | | 2019-2020 | | | | |
| 2 | 13/03/2011 | 4 | 3) | | September 2003 - August 2004 Year 11 | 15 - 16 | | | |
| 3 | 18/04/2015 | 0 | 6 | | September 2004 - August 2005 Year 10 | 14 - 15 | | | |
| 4 | 16/05/2013 | 2 | 8 | | September 2005 - August 2006 Year 8 | 13 - 14 | | | |
| 5 | 14/07/2012 | 3 | 9 | | September 2006 - August 2007 Year 8 | 12 - 13 | | | |
| 6 | 14/10/2012 | 4 | 9 | | September 2007 - August 2008 Year 7 | 11 - 12 | | | |
| 7 | 11/11/2013 | 3 | 8 | | September 2008 - August 2009 Year 6 | 10 - 11 | | | |
| 8 | | | | | September 2009 - August 2010 Year 5 | 9 - 10 | | | |
| 9 | | | | | September 2010 - August 2011 Year 4 | 8 - 9 | | | |
| 10 | | | | | September 2011 - August 2012 Year 3 | 7 - 8 | | | |
| 11 | | | | | September 2012 - August 2013 Year 2 | 6 - 7 | | | |
| 12 | | | | | September 2013 - August 2014 Year 1 | 5 - 6 | | | |
| 13 | | | | | September 2014 - August 2015 Reception(Yr 0) | 4 - 5 | | | |

Find out more about our **Excel training** in **Dorset, Wiltshire, Somerset and Hampshire**.

Body Language

You can learn a lot about how a person is feeling by studying their body language. If you are a coach or a trainer this is important. Remember though, that it works both ways and they can also gauge how we are feeling!

If someone is talking to you, how would you feel if they started behaving as follows?

- 1. Their shoulders are sagging?
- 2. They shrug their shoulders?
- 3. They avoid looking at you?
- 4. They pace around whilst talking?
- 5. They twine their hair round a finger?
- 6. They blush?
- 7. They look directly at you?

These are things we consider in various of our courses: <u>Train the Trainer training</u>, <u>Train the IT</u>
<u>Trainer training</u>, <u>Presentation Skills training</u>, etc.

Maybe 2019 will be the year you decide to upgrade to Microsoft Office 2016 or Microsoft Office 365! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

We offer <u>Microsoft Office 2016 upgrade workshops</u> and <u>Microsoft Office 365 upgrade</u> workshops and floorwalking.

If you would like a free guide on the major changes between Office 2010 and Office 2016 and insight into the new features available in Microsoft Office 2016, please contact us at info@archwayct.co.uk and we will be happy to send you a pdf version of this guide.

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