

Archway Computer Training
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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 [Microsoft Office training](#), other [IT package training](#) and [Professional Development training](#).

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>.

y [jdonbavand](#)

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/>

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:

	A	B	C	D
1	Name	Mark	Result	
2	Davies	72		
3	Garth	89		
4	Lewis	51		
5	McRae	90		
6	Reeves	76		
7	Smith	87		
8	Jones	55		
9				
10				
11	If the mark is over 80, result is "A", if the mark is over 70, result is "B". If the mark is over 60, result is "C" but less than 60 is "FAIL"			
12				
13				

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")))

	A	B	C	D	E
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")

	A	B	C	D	E	F
1	Name	Mark	Result			
2	Davies	72	=IFS(B2>80,"A",B2>70,"B",B2>60,"C",B2<=60,"FAIL")			
3	Garth	89	IFS(logical_test1, value_if_true1, [logical_test2, value_if_true2], [logical_test3, val			
4	Lewis	51				
5	McRae	90				
6	Reeves	76				
7	Smith	87				
8	Jones	55				
9						

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?

		=IF(MONTH(A2)<=8,2019-YEAR(A2)-4,2019-YEAR(A2)-3)					
	A	B	C	D	E	F	G
1	Date of birth	School Year 2019-2020				2019-2020	
2	13/03/2011	4		September 2003 - August 2004	Year 11	15 - 16	
3	18/04/2015	0		September 2004 - August 2005	Year 10	14 - 15	
4	16/05/2013	2		September 2005 - August 2006	Year 8	13 - 14	
5	14/07/2012	3		September 2006 - August 2007	Year 8	12 - 13	
6	14/10/2012	4		September 2007 - August 2008	Year 7	11 - 12	
7	11/11/2013	3		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	
14							
15							

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)

		=IF(MONTH(A2<=8),LEFT(\$C\$1,4)-YEAR(A2)-4,LEFT(\$C\$1,4)-YEAR(A2)-3)						
	A	B	C	D	E	F	G	H
1	Date of birth	School Year 2019-2020	2025-2026			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: [Train the Trainer training](#), [Train the IT Trainer training](#), [Presentation Skills training](#), 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 [Microsoft Office 2016 upgrade workshops](#) and [Microsoft Office 365 upgrade 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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