

Archway Computer Training
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February 2019 Newsletter

Our news

We hope your year has started well. Ours has with lots of training including:

- [Office 365 upgrade training](#),
- tailored [Excel training](#),
- [Word training](#),
- [PowerPoint training](#),
- [Microsoft Project training](#) and
- [Time Management training](#).

So it looks like several people had made New Year Resolutions to make themselves or their colleagues more productive in the workplace.

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 – creating a calendar with weekends greyed out

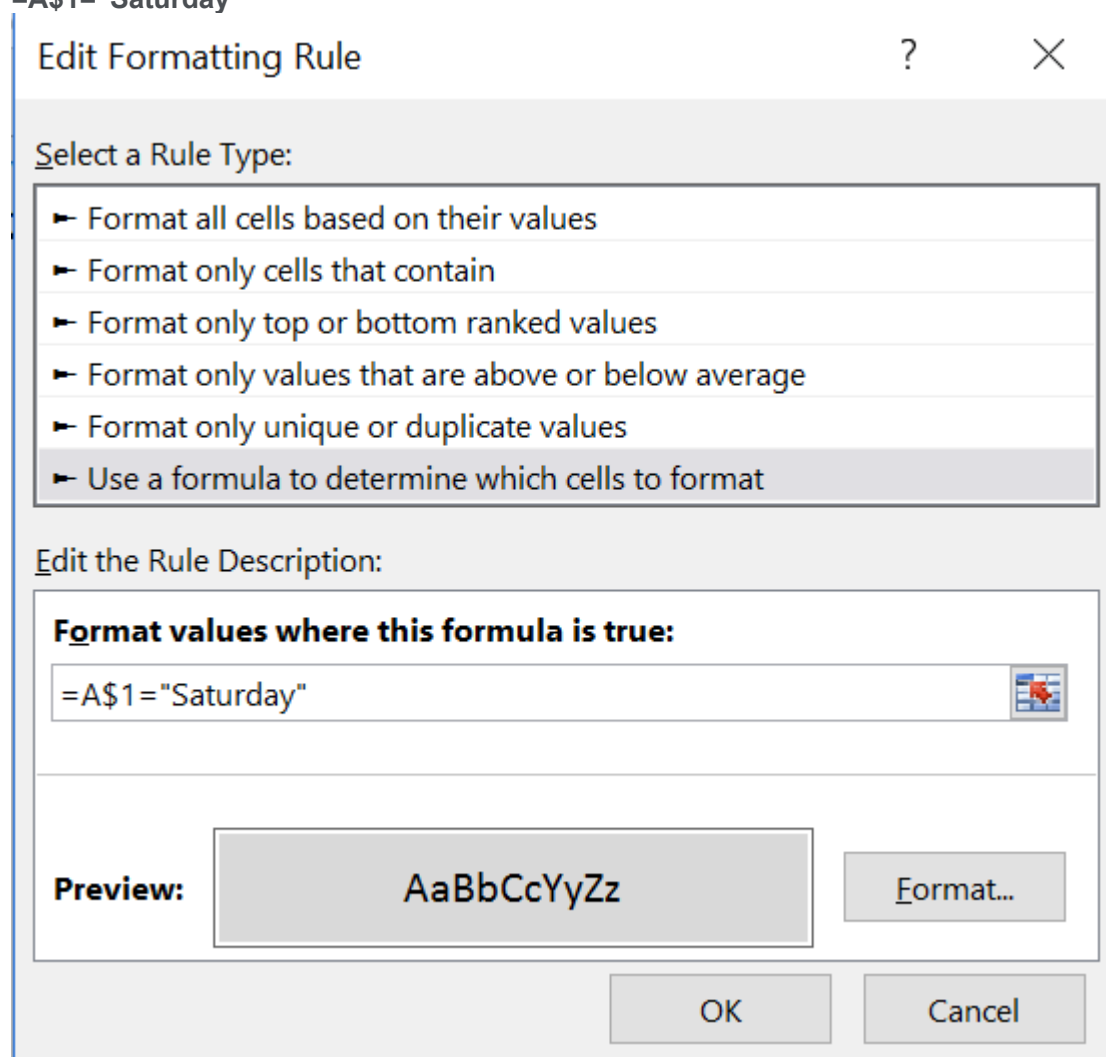
I was demonstrating using the fill handle to create lists of weekdays recently when one of my trainees asked whether we could instead produce a calendar with weekends greyed out.

The answer is to use conditional formatting.

I first of all used the Autofill handle to put the days of the week on the top row and the dates on the second row. In this instance, my first column has times of day in it, though it could have anything needed.

Now, I selected the cell range that I wanted to format in this case A1:AE21.

Then I went to **Home** tab, **Styles** group, **Conditional Formatting – New Rule**. From **Select a Rule Type** I chose **Use a formula to determine which cells to format**. In the **Format values where this formula is true** I typed
`=A$1="Saturday"`



Then clicked **Format**. In this instance I went to the **Fill** tab and chose a shading colour, then clicked **OK** twice.

I did similarly for Sunday. Probably if I had thought about it for longer I could have combined the two!

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	07/01/2017	08/01/2017	09/01/2017	10/01/2017	11/01/2017	12/01/2017	13/01/2017	14/01/2017	15/01/2017	16/01/2017	17/01/2017	18/01/2017	19/01/2017	20/01/2017	21/01/2017	22/01/2017
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What happens though if we don't have days of the week in our worksheet, just dates? In this case we would have to use the **WEEKDAY** function to work out the days of the week first. Sunday is weekday 1 and Saturday is weekday 7.

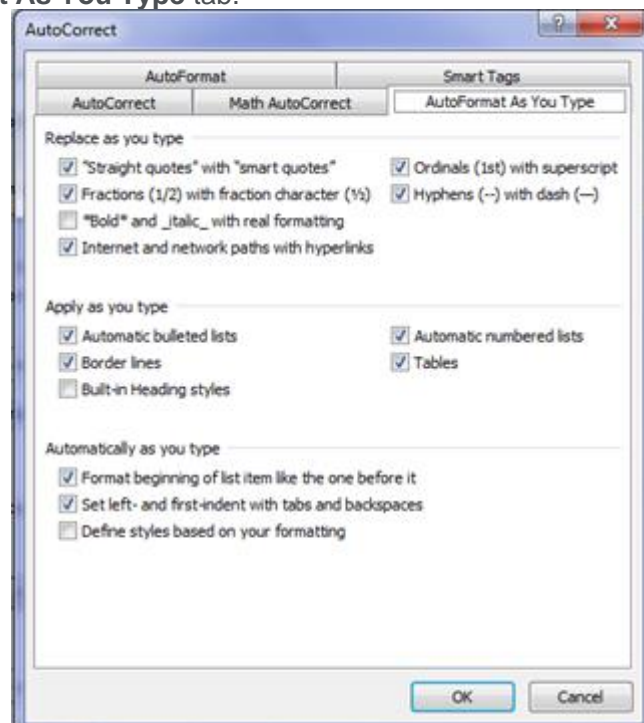
In this case the formulas are

=WEEKDAY(A\$1)=1 and **=WEEKDAY(A\$1)=7**

Find out more about our [Microsoft Excel training](#) .

Microsoft Word – my Tab key won't work for going to the next level in outline numbering

When training Word outline numbering recently, one learner was unable to use her **Tab** key to get to the next level of numbers. This foiled me for a while but I decided it must be something in the settings. Click **File – Options**. Click **Proofing**, then click the **AutoCorrect Options** button. Click the **AutoFormat As You Type** tab.



Towards the bottom of the box, put a tick in **Set left- and first- indent with tabs and backspaces** check box. Click **OK** twice. The **Tab** key should now work to go the next level in outline numbering.

Find more information about our [Microsoft Word training](#).

Time Management - Being Efficient with E-mail

After reading mail, act on it immediately.

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A – Action - if it will take less than 2 minutes reply straightaway; if more thought is required, flag it for followup at a later stage.

B – Bin if not needed

C – Communicate

D – Delegate

- Use “rules” to process e-mails straight into appropriate folders
- Make an e-mail that you need to act on into a task by flagging it; this then makes it into a task. When you click on the task in your task list, the e-mail will be opened meaning you don't have to find it again in your Inbox.
- Assign time to do the task by making it into an appointment

Handling e-mail

- Always read the subject line
- Send requests to stop junk mail or use spam filter rules; unsubscribe
- Schedule time to check e-mail
- Turn off notification devices
- Be selective when disclosing your business e-mail address. Use a web mail account for generic contact
- Don't keep checking work e-mails in evenings and weekends
- Use the Out of Office reply so people know when you are likely to get back to them
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Find out more about our [Time Management training](#).

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.
