

Archway Computer Training
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October 2019 Newsletter

Our news

Autumn is now upon us and we are certainly getting lots of enquiries and bookings not only for the usual computer training, such as [Microsoft Excel](#), **Microsoft PowerPoint**, **Microsoft Project** and **Crystal Reports**, but also for **Professional Development training** such as **Time Management** and **Presentation Skills**.

Having confidence in any (or all) of the above is going to mean your work life is easier and less stressful which is ultimately going to help your **work-life balance**.

Remember that we **come to you - training is delivered at YOUR site in Wiltshire, Dorset, Somerset and Hampshire 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> .

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 – Mac shortcut key for toggling absolute cell references

If you are using a PC or Windows based laptop, you can make an Excel cell reference absolute (or fixed) by pressing the **F4** function key on the keyboard after the cell reference. This may actually involve pressing **Fn + F4** depending on the make of laptop.

The equivalent if you are using a Mac is to press **⌘T**.

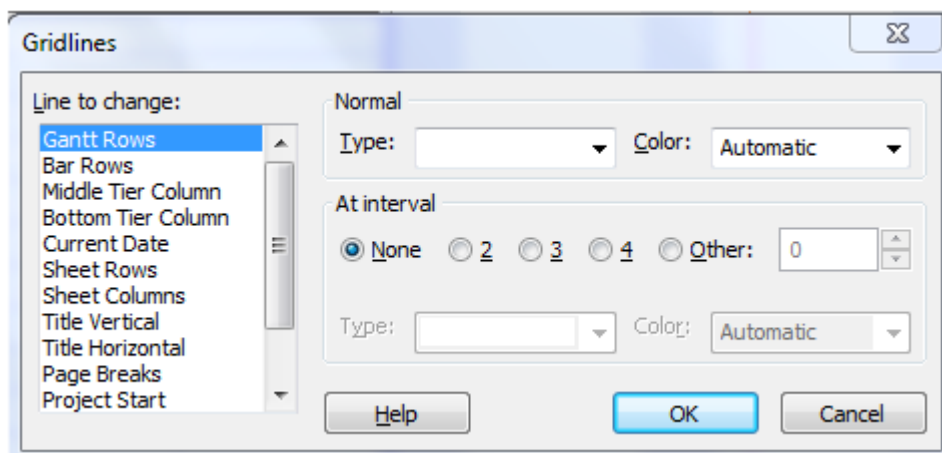
Find further details of our [Microsoft Excel training](#).

Removing today's date line from Microsoft Project Gantt Chart

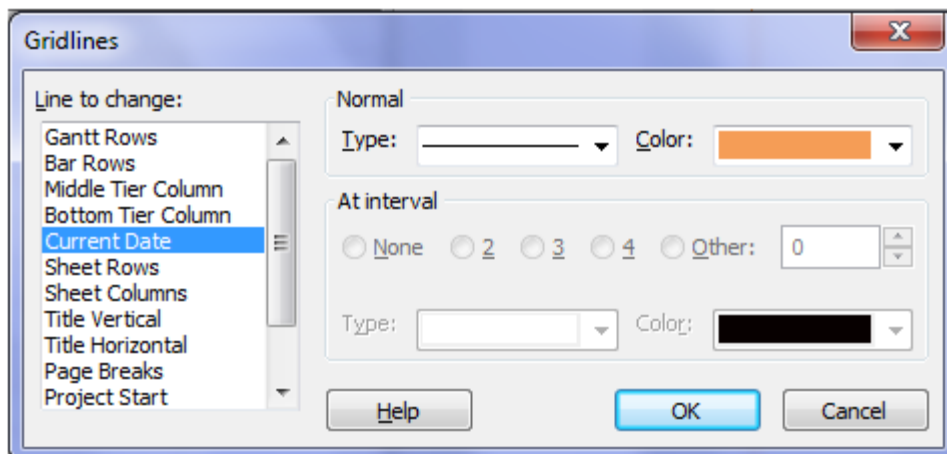
Last week, I was asked by someone I was training how to remove the line showing today's date from the Gantt Chart as he found it distracting.

To remove today's date line from a Gantt Chart:

On the **Gantt Chart Tools Format** tab, in the **Format** group, click the **Gridlines** dropdown, and click **Gridlines**. The **Gridlines** dialog box will be displayed.



In the **Line to change** section, select **Current Date**.



From the **Type** dropdown, select the first option, which is blank.

Click **OK**. You will no longer see a line showing today's date down your Gantt Chart.

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

Presentation Skills - Posture and Movement

When presenting, confidence is usually expressed through excellent posture and movement. How you carry yourself physically can reflect how you hold yourself mentally.

General tips on posture and movement:

Positives

- Stand tall. Poor upper body posture can often reflect low self-esteem.
- Use the “ready” position. When you are presenting and you want to express confidence, you should stand with your weight forward.
- Be natural
- Feet should be slightly apart
- Find a comfortable position
- Face your audience

Negatives

- Watch your lower body. You can lose the audience’s attention if you do any of the following things for an extended period of time:
 - Shifting your weight back to one hip
 - Rocking side to side
 - Rocking back and forth on your heels and toes
 - Tapping your foot
 - Pacing or “wearing concrete shoes”.
- Try not to fold your arms – it sends a negative message that you have a closed mind
- Don’t slouch or sag
- Try not to wave your hands around too much

Find information regarding our [Presentation Skills training courses](#).

Maybe you are about 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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