

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
September 2019 Newsletter

Our news

The kids are now returning to school to a new school year and ready to extend their learning and skills. What about **you**? Are you or your team ready to learn and embrace new skills? What would you like to achieve in the next school year?

You don't need to find a school or go to an evening class necessarily as we will come to **your** workplace and tailor training to meet **your** needs.

So whether you want to gain a greater knowledge of [Microsoft Word](#), to be able to present better using [Microsoft PowerPoint](#), extend your [Microsoft Excel](#) skills or learn how to better manage your time with [Microsoft Outlook](#), we have a training course that can help.

This is just a small sample of the [computer](#) and [Professional Development](#) courses we have on offer. So think about your goals for this school year and get in touch!

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.jmdtraining.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:

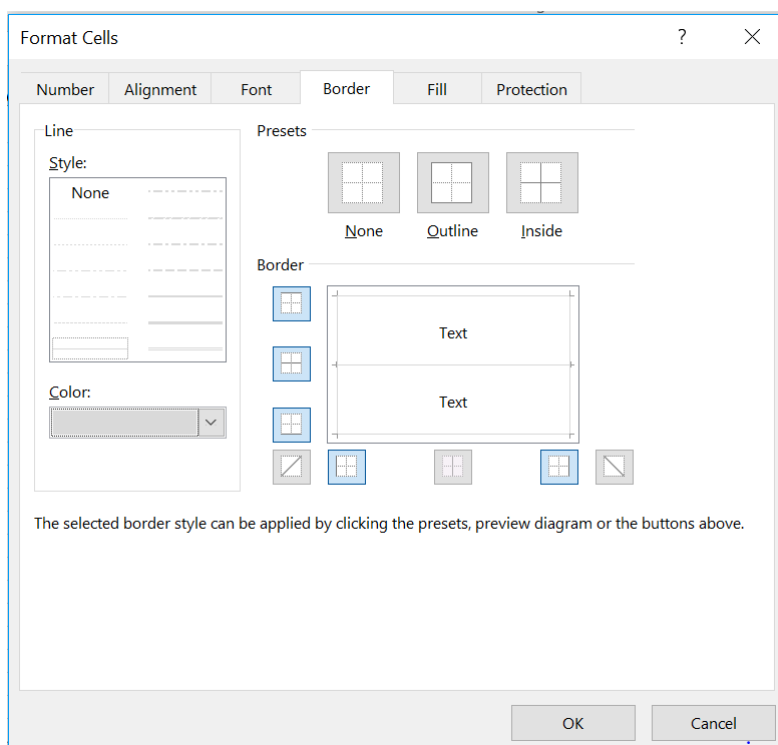
Microsoft Excel – gridlines lost when formatting cell background

When you add colour to a cell background in Excel, either manually using the

Cell Background button  or by using **Conditional Formatting**, you lose the gridline round the cell.

Grade	Model
A	BMW
A	BMW
A	BMW
A	BMW
A	PEUGEOT
A	PEUGEOT

If you really want to see the gridline, you can reproduce it using the cell borders button. Select the relevant cells, then from the **Borders** dropdown, select **All Borders**, then click **More Borders**. The **Format Cells** dialog box will be displayed with the **Borders** tab uppermost. From the **Color** dropdown, choose **White, Background 1, Darker 15%**. On the right-hand side, click on all borders of the rectangle in the **Border** section.



Click **OK**.

You will now see gridlines round your data.

Model
BMW
BMW
BMW
BMW
PEUGEOT

Find out more about our [Microsoft Excel training](#) in Wiltshire, Dorset, Somerset and Hampshire.

Deleting all empty rows in an Excel worksheet

If you have several empty rows in an Excel worksheet, it is a bit of a nuisance to go through and delete them all manually. You can select blank cells, using **Go to Special**, but if you are not careful you will end up deleting rows that contain a few blank cells rather than being completely blank rows.

Instead, go to the column to the right of any data and set up a formula:
=countblank(a2:?2) where ? is the previous column letter

Copy the formula down to the end of the column.

	A	B	C	D	E	F	G	H
1	Name						No of blanks	
2	Jack sprat						5	
3	JOE BLOGGS						5	
4	pete smith						5	
5	JANE Grey						5	
6							6	
7							6	
8							6	
9		First name	Surname			Full name	3	
10							6	
11							6	
12							6	
13							6	
14							6	
15							6	
16							6	
17	Angela Mathews						5	
18	Aaron de Silva						5	
19	Chris Cross						5	
20	Jenny Wren						5	
21								

Now, put on a filter on that column (**Data – Filter**) and filter so you are just seeing the rows with the maximum number of blanks (these rows will be completely blank).

	A	B	C	D	E	F	G
1	Name						No of blanks
6							6
7							6
8							6
10							6
11							6
12							6
13							6
14							6
15							6
16							6
21							

Delete these rows, clear the filter and delete your extra column.

You will now have removed the blank rows.

	A	B	C	D	E	F
1	Name					
2	Jack sprat					
3	JOE BLOGGS					
4	pete smith					
5	JANE Grey					
6		First name	Surname			Full name
7	Angela Mathews					
8	Aaron de Silva					
9	Chris Cross					
10	Jenny Wren					
11						
12						
13						

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Time Management - [The Pareto Principle](#)

Many people spend their days rushing around being busy but achieving very little, because they're not concentrating their effort on the things that matter the most. This is neatly summed up in the Pareto Principle.

The Pareto Principle, also known as the '80:20 Rule', states that 80% of efforts that are not time managed or unfocused generates only 20% of the desired output. However, 80% of the desired output can be generated using only 20% of a well time-managed effort.

Although the ratio '80:20' is only arbitrary, it is used to put emphasis on how much is lost or how much can be gained with time management.

- 80% of group value of activities is concentrated in 20% of activities
- 20% of priorities produce 80% of result
- The first 20% of time spent on an activity often produces 80% of the result
- 20% of your employees cause 80% of the problems
- 20% of your customers purchase 80% of offerings

We need to concentrate on results, not on being busy!

How does the Pareto principle apply to you in your work?

Before you begin a task, always ask yourself "Is this task in the top 20% of my activities or in the bottom 80%?"

Remember that what you choose to do, over and over, eventually becomes a habit that is hard to break. If you choose to spend your day on low-value tasks, you will soon develop the habit of always starting and working on low-value tasks. This is not the kind of habit you want to develop or keep.

The hardest part of any important task is getting started in the first place!

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.
