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**December 2019 Newsletter**

## **Our news**

Although it is still rather early, we would like to wish you a joyful Christmas and a happy, healthy and prosperous 2020!

We have been very busy helping people with their **Microsoft Excel** workbooks, creating **Microsoft Project** plans and even help creating Quiz Evenings using **Microsoft PowerPoint**. Sometimes, someone has left a company and other employees are then left with Excel workbooks to work with that they don't really understand. By training at their offices, using their workbooks, we can help them to better understand what they need to do in their work and can also suggest improvements to make reporting etc, easier.

So although your mind may now be more on what Christmas presents you've got to buy and how many people are coming for Christmas dinner, we will be happy to help out with any of your training needs, either before or after Christmas.

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>

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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://ifonlyidknowthat.wordpress.com/>

For example:

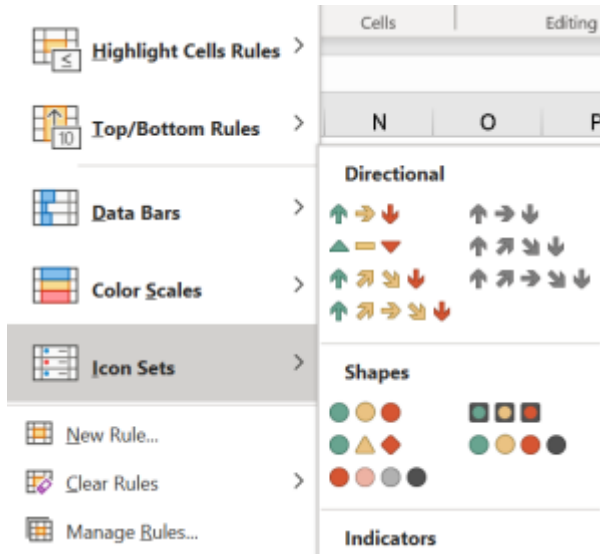
### Microsoft Excel – using Icon Sets to show whether figures have gone up, down or stayed the same

	A	B	C
1			
2	<b>DISNEY T-SHIRT SALES 2016</b>		
3			
4		<b>Q1</b>	<b>Q2</b>
5	<b>Mickey Mouse</b>	20000	24000
6	<b>Minnie Mouse</b>	23000	25500
7	<b>Goofy</b>	4000	4525
8	<b>Pluto</b>	45000	45000
9	<b>Donald Duck</b>	55000	55000
10	<b>Dumbo</b>	23000	21000

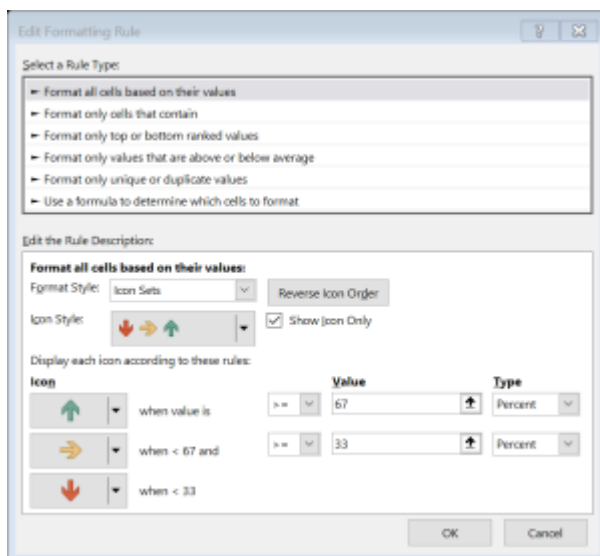
In the example above, I would like to use icon sets to show whether sales figures have increased, decreased or stayed static.

In cell D5, I created a formula **=if(c5>b5,3,if(c5=b5,2,1))** – i.e. if the figure had increased, D5 becomes a 3, if it is static, it becomes a 2, and if the figure has decreased, it becomes a 1.

I then selected the numbers in column D, then on the **Home** tab, in the **Styles** group, I clicked the **Conditional Formatting** dropdown, clicked **Icon Sets** and selected the first of the **Directional** options.



Then from the **Conditional Formatting** dropdown, select **Manage rules**, then **Edit rules** and select **Show icon only**.



Click **OK** twice.

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

## Microsoft Excel – freezing top row in a Pivot Table

I was at client site recently and someone had a Pivot table with a lot of rows. It was therefore hard to see what the column headings were.

Just as when you are trying to freeze rows in any Excel data set, click in the row under the top row of the pivot table. Go to the **View** tab, then in the **Window** group, from the **Freeze Panes** dropdown, select **Freeze Panes**. That should do the trick.

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

## Time Management and Productivity Cycles

Productivity cycles are periods of time when you feel your energy dips or rises. Productivity cycles vary from person to person; some people are early birds, others are night owls.

### What is your personal productivity cycle?

Very few people are really at their best at the end of the day. The fresher you are the more likely you are to be productive.

We are mostly either morning people or afternoon people. Morning people do their best work in the morning and are happier free of interruptions at that time, afternoon people favour the afternoon. Plan your workload to suit your preferences. This makes sense and makes best use of time.

Find out more information about our [Time Management training](#).

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