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**January 2020 Newsletter**

## Our news

Happy New Year! We hope 2020 will be a happy and healthy one for you. What are your **GOALS** for 2020? Make sure your goals are **SMART!**

- **S**pecific.
- **M**easurable
- **A**chievable/ **A**ttainable
- **R**ealistic / **R**elevant
- **T**imed

e.g. I will learn how to use Excel pivot tables so that I can produce better quarterly reports by Easter.

or I will prepare a new company template for all our PowerPoint presentations by the end of March.

If your goals are to do with updating computer or professional development skills, please do not hesitate to get in touch.

We can also help you:

- Excel at [Excel](#)
- Become wonderful with [Word](#)
- Present perfectly with our [Presentation Skills](#) and [PowerPoint](#) training
- Manage projects better with [Microsoft Project training](#)
- Become outstanding at **Outlook**
- Become crystal clear about producing [Crystal Reports](#)
- etc. etc

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>

y jdonbavan

## 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 – arranging countries into regions in a PivotTable

If you are a global company and are analysing sales by region, even if the name of the region isn't in the raw data, you can group countries together by region as long as you know the appropriate regions to group them in to.

In the example below, I have various countries and their last year's sales. I want to find sales by continent.

Country		Sum of Last Year's Sales
Argentina	£	55,664.35
Australia	£	40,446.64
Austria	£	201,000.00
Bangladesh	£	4,683.50
Belgium	£	200,000.00
Bolivia	£	6,269.25
Brazil	£	175,457.25
Canada	£	166,031.37
Chile	£	10,661.70
China	£	83,284.88
Colombia	£	32,748.25
Czech Republic	£	10,551.70
Denmark	£	97,459.70
Ecuador	£	2,553.80
Egypt	£	10,361.70
England	£	578,229.17
Finland	£	668.90
France	£	717,529.32

The first country, Argentina, is in South America.

Click in the cell containing the first country, then hold down the **Ctrl** key, click in the cells containing the other South American countries.

On the **Pivot Table Analyze** tab, in the **Group** group, click **Group Selection**.

Click where it says **Group1** and type in **South America** for the group name.

Continue similarly for each set of countries.

Country2	Country		Sum of Last Year's Sales
<b>South America</b>		£	<b>552,237.33</b>
	Argentina	£	55,664.35
	Bolivia	£	6,269.25
	Brazil	£	175,457.25
	Chile	£	10,661.70
	Colombia	£	32,748.25
	Ecuador	£	2,553.80
	Jamaica	£	38,244.25
	Mexico	£	167,703.98
	Peru	£	26,934.50
	Venezuela	£	36,000.00
<b>Australasia</b>		£	<b>157,186.74</b>
	Australia	£	40,446.64
	New Zealand	£	116,740.10
<b>Europe</b>		£	<b>4,841,130.06</b>
	Austria	£	201,000.00
	Belgium	£	200,000.00
	Czech Republic	£	10,551.70
	Denmark	£	27,152.78

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

### Microsoft Outlook - adding contacts to AutoComplete

Generally when you are using Microsoft Outlook, recently used contacts come up under the AutoComplete list when you are using the **To** box to address a new email. At one client site recently this wasn't happening for a few contacts - and ones they did use on a regular basis.

The solution involved going offline as you have to seem to send an email to the added contacts - click the **Send/Receive** tab, then in the **Preferences** group, click **Work Offline**. Now go to the relevant **Contacts** folder and select the required contacts by holding down the **Ctrl** key and clicking.

Then on the **Home** tab, in the **Communicate** group, click **Email**. The relevant email addresses will now show in the **To** box. Click **Send**.

Because you are offline, the message will now be in the **Outbox**. Go to that and delete the message. Then go back online, by going back to the **Send/Receive** tab and in the **Preferences** group, clicking **Work Offline** again.

Next time you try to send an email, the required contacts should be in the **AutoComplete** list.

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

Maybe you are about to upgrade to 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 365 upgrade workshops and floorwalking](#).

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