

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
February 2020 Newsletter

Our news

2020 has got off to a good start here with lots of enquiries from new potential clients and plenty of repeat business from previously satisfied customers. Training has included:

- **Microsoft Excel training** for a Cultural Trust
- **Microsoft Excel** and **Microsoft Word** training for a netting manufacturer
- [Microsoft Excel](#) and **Outlook training** for two housing organisations
- etc, etc

We can also help you:

- Present perfectly with our [Presentation Skills](#) and [PowerPoint](#) training
- Manage projects better with [Microsoft Project training](#)
- 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>

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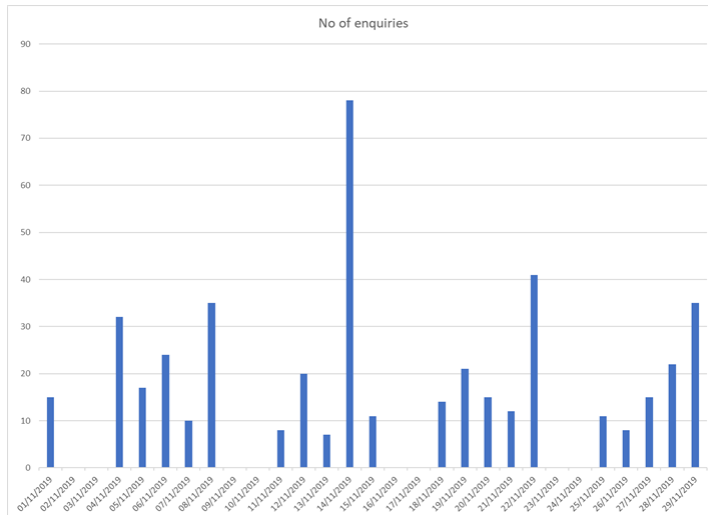
If Only I'd Known That Blog

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/>

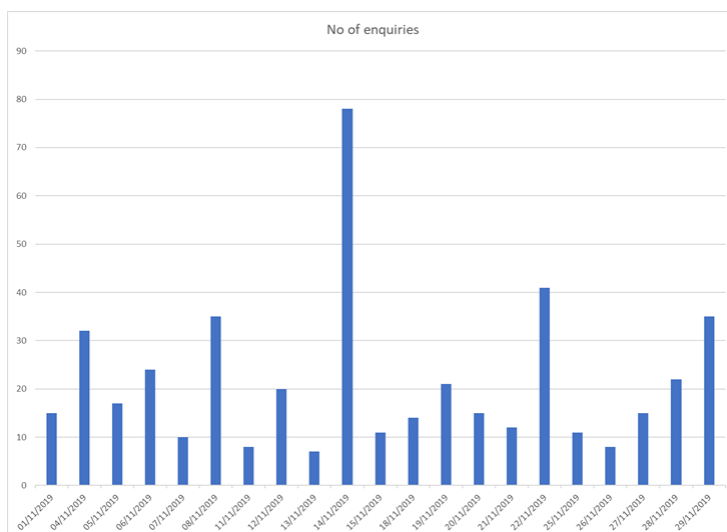
For example:

Microsoft Office – charts showing weekdays only

I have some Excel data that only shows data for week days as I do not work weekends. However, when I came to chart it, it put the weekend dates in, showing blanks. This wasn't what I wanted.



Right-click on the horizontal axis showing the dates and select **Format Axis**. Under the **Axis Options**, for **Axis Type**, select **Text axis**. The Chart then just displays the data for the weekdays.



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

Microsoft Word - inserting commonly repeated blocks of text

If you continually have to enter the same block of text on a regular basis into a Microsoft Word document, you can save the required text as a QuickPart which can then be accessed whenever needed.

First type in the required text:

Janet Donbavand

IT Trainer

JMD Training and Consultancy

Format the text as required. Select the text. On the **Insert** tab, in the **Text** group, click **Quick Parts**. From the dropdown, select **Save Selection to Quick Part Gallery**; alternatively, press keys **Alt + F3**.

The **Create New Building Block** dialog box appears.

From the **Gallery** dropdown arrow, select **AutoText**.

If required, type in another name for the **AutoText**. Click **OK**.

To input this text next time it is needed, type in the name given to the AutoText and press the **F3** function key. The block is automatically inserted in the document. Alternatively, click **Insert**, then in the **Text** group, click the **Quick Parts** dropdown and your entry should be visible. Click on it to insert it into your document.

When you close Word the first time after you have created your AutoText entry, you will receive a message to say that you have made changes to your Building Blocks. Click **Yes** to keep your AutoText entry.

For details of our **Microsoft Word training** in Dorset, Wiltshire, Somerset and Hampshire, visit <http://www.archwayct.co.uk/microsoft-office-training/microsoft-word-training>.

Presentation Techniques - the three parts to communication

There are three major parts in any communication which are:

- Body language (postures, gestures, and eye contact)
- Voice (mainly tone)
- Words (content of the message)

The importance of each is not necessarily as you would expect.

According to research by the Journal of Counselling, impact is composed of:

- Body Language – 55%
- Tone of Voice – 38%
- Words -7%

Although these percentages may change slightly, communication tends to follow this general pattern.

So 'what' we say accounts for only 7% of communication.

Although the content of your presentation is important, 93% of your impact will be determined by how you deliver your message.

This is why people who are confident and professional can deliver good presentations with only basic preparation.

Can you think of examples of people you have seen give very good presentations or who produce a good impact in meetings or other kinds of face-to-face communication.

Find out more about our [Presentation Skills 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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