

**Archway Computer Training**  
**Computer and Professional Development Specialists**  
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**April Interactive Training**

**Online Training Sessions**

Since it is no longer feasible to do face-to-face training, we are pleased to be able to announce some interactive short training sessions.

Sessions will be conducted using WebEx or Zoom and will be limited to 6 people. Once a session is full, new dates will be released.

Training files and a meeting invitation will be sent out to participants in advance of the training session.

**To find out more details, ring on the numbers at the top of this newsletter, [email us](#) or fill in our online [contact form](#)**

6th	Time	Session	Price
April 6 <sup>th</sup>	09:30 - 10:30	Using WebEx for Working remotely	£25 + VAT
April 6 <sup>th</sup>	11:00 - 11:30	Using Zoom for Working remotely	£15 + VAT
April 6 <sup>th</sup>	13:30 - 14:30	Excel <ul style="list-style-type: none"> <li>• Creating a new workbook</li> <li>• Basic Formatting</li> <li>• Basic Formulas</li> <li>• Saving</li> <li>• Printing</li> </ul>	£25 + VAT
April 6 <sup>th</sup>	15:00 - 16:00	Word <ul style="list-style-type: none"> <li>• Using Word Tables</li> <li>• General Word hints and tips</li> </ul>	£25 + VAT
April 7 <sup>th</sup>	09:30 - 10:30	Excel <ul style="list-style-type: none"> <li>• Review of Basic Formulas</li> <li>• Absolute cell references (Fixed cells)</li> <li>• % of Totals</li> <li>• Using Quick Analysis Tools for % of Totals and Cumulative Totals</li> </ul>	£25 + VAT
April 7 <sup>th</sup>	11:00 – 12:00	PowerPoint <ul style="list-style-type: none"> <li>• Creating a new presentation</li> <li>• Slide Layouts</li> <li>• Slide Views</li> <li>• Moving Slides</li> </ul>	£25 + VAT
April 7 <sup>th</sup>	14:00 – 15:00	Word – Mailmerge	£25 + VAT
April 7 <sup>th</sup>	15:30 – 16:30	Word – Working with Pictures and Drawing Objects <ul style="list-style-type: none"> <li>• Inserting</li> </ul>	£25 + VAT

		<ul style="list-style-type: none"> <li>• Text Wrapping</li> <li>• Sizing</li> <li>• Effects</li> </ul>	
April 8 <sup>th</sup>	09:30 – 10:30	<p>Word – Working with Large Documents</p> <ul style="list-style-type: none"> <li>• Heading Styles</li> <li>• Section Breaks</li> </ul> <p>Automating Tables of Contents</p>	£25 + VAT
April 8 <sup>th</sup>	11:00 – 12:30	<p>PowerPoint</p> <ul style="list-style-type: none"> <li>• Using SmartArt</li> <li>• Animating bulleted lists and SmartArt</li> <li>• Using Drawing Tools</li> <li>• Manipulating Pictures</li> </ul>	£25 + VAT
April 8 <sup>th</sup>	14:00 – 15:00	<p>Outlook</p> <ul style="list-style-type: none"> <li>• Emails – Rules and Alerts</li> <li>• Creating a Task from an Email</li> <li>• Creating an Appointment from an Email</li> <li>• Quick Parts</li> <li>• Email Templates</li> </ul>	£25 + VAT
April 8 <sup>th</sup>	15:30 – 16:30	<p>Word – Collaborating with Others</p> <ul style="list-style-type: none"> <li>• Sharing Documents</li> <li>• Comments</li> <li>• Track Changes</li> </ul>	£25 + VAT
April 9 <sup>th</sup>	09:30 - 10:30	<p>PowerPoint</p> <ul style="list-style-type: none"> <li>• Tables</li> <li>• Charts</li> </ul>	£25 + VAT
April 9 <sup>th</sup>	11:00 – 12:00	<p>Outlook</p> <ul style="list-style-type: none"> <li>• Calendar</li> <li>• Creating Recurring appointments</li> <li>• Making appointments private</li> <li>• Using the Scheduling Assistant</li> </ul>	£25 + VAT
April 9 <sup>th</sup>	13:30 – 14:30	<p>Excel</p> <ul style="list-style-type: none"> <li>• Sorting</li> <li>• Filtering</li> <li>• Conditional Formatting</li> <li>• Excel Tables</li> </ul>	£25 + VAT
April 9 <sup>th</sup>	15:30 – 17:00	<p>Microsoft Project</p> <ul style="list-style-type: none"> <li>• Working with Tasks</li> <li>• Creating a Gantt Chart</li> <li>• Links, Lags and Leads</li> </ul>	£30 + VAT
April 14 <sup>th</sup>	09:30 – 11:00	<p>Microsoft Project</p> <ul style="list-style-type: none"> <li>• Creating a resource sheet</li> <li>• Assigning resources to tasks</li> </ul>	£30 + VAT
April 14 <sup>th</sup>	11:30 – 12:30	Excel PivotTables	£25 + VAT
April 14 <sup>th</sup>	14:00 – 15:00	Excel Charting	£25 + VAT
April 15 <sup>th</sup>	09:30 – 10:30	<p>Excel</p> <ul style="list-style-type: none"> <li>• Date and Text Functions</li> <li>• Flash Fill</li> </ul>	£25 + VAT
April 15 <sup>th</sup>	11:00 – 12:00	<p>Excel</p> <ul style="list-style-type: none"> <li>• Grouping worksheets</li> </ul>	£25 + VAT

		<ul style="list-style-type: none"> <li>• Calculations across worksheets</li> <li>• Data Consolidation</li> </ul>	
April 15 <sup>th</sup>	13:30 – 15:00	Excel <ul style="list-style-type: none"> <li>• IF</li> <li>• Nested IF</li> <li>• AND, OR</li> <li>• SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF</li> <li>• IFERROR</li> </ul>	£30 + VAT
April 16 <sup>th</sup>	09:30 – 10:30	Excel <ul style="list-style-type: none"> <li>• Named ranges</li> <li>• VLOOKUPS</li> </ul>	£25 + VAT
April 16 <sup>th</sup>	11:30 – 12:30	Microsoft Project <ul style="list-style-type: none"> <li>• Adding costs to projects</li> </ul>	£25 + VAT
April 16 <sup>th</sup>	14:00 – 15:00	Microsoft Project <ul style="list-style-type: none"> <li>• Baselining a project and tracking progress</li> </ul>	£25 + VAT
April 17 <sup>th</sup>	09:30 – 11:00	Microsoft Project <ul style="list-style-type: none"> <li>• Views, Tables, Filter</li> <li>• Creating reports</li> </ul>	£30 + VAT

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