

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

Our news

We have been conducting online training sessions successfully and have also been helping with Excel workbooks for people who had deadlines to meet and didn't have the time/skills to quickly do it themselves.

Popular sessions have included:

- Excel - Sorting, Filtering and Conditional Formatting
- Excel - Grouping worksheet, Calculations across Worksheets, Data Consolidation
- Excel - VLOOKUP
- Excel - Pivot Tables
- Using Outlook for Time Management
- Communication Skills - Working with Teams
- Word - Mailmerge
- PowerPoint - SmartArt, Animations, Templates
- Assertiveness, Listening and Questioning Skills
- Delegation

We are also running tailored sessions as requested. To see the list of June scheduled sessions, see further down this newsletter. Sessions are updated regularly - please see <http://www.archwayct.co.uk/online-training> for most up-to-date availability - once there are 6 attendees, the session will be closed to further attendees and a new one scheduled.

Hints and Tips

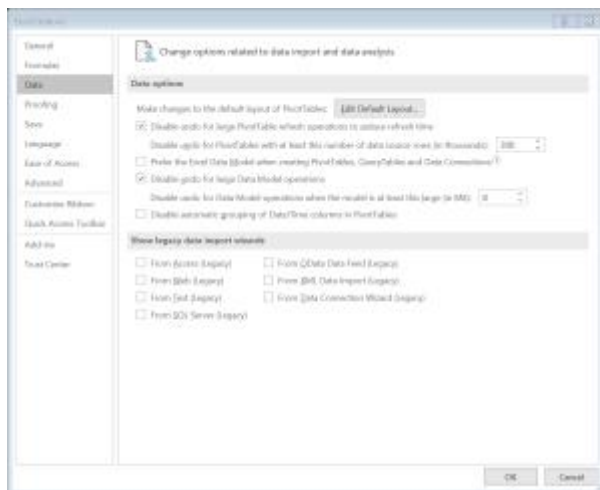
I have included a couple of blog posts - see <http://ifonlyidknowthat.wordpress.com> - from questions that have risen whilst training online.

Microsoft Excel – showing field names as headings rather than “Row labels” in Pivot tables by default

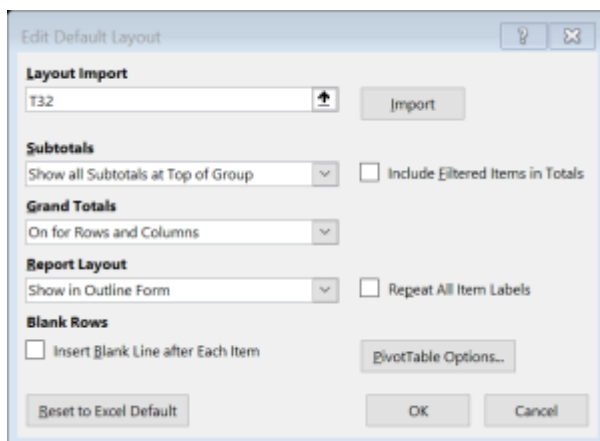
For many versions of Microsoft Excel I found it annoying that it said Row labels and Column labels in a Pivot Table instead of the actual field headings.

In Excel 365 this can now eventually be changed to show field headings by default.

To do so, from within Excel itself, go to **File - Options**. Click **Data**.



Click **Edit Default Layout**.



From the **Report Layout** dropdown, select either **Show in Outline Form** or **Show in Tabular Form**.

Click **OK** twice.

In earlier versions, by default if you create a pivot table, instead of showing the field names, it will say row labels and column labels.

Sum of OrderID	Column Labels								
Row Labels	1	2	3	4	5	6	7	8	Grand Total
=2013									
Oct	8		8	5					21
Nov	16		18		11				45
Dec	32	29	22	56	36	40		19	234
=2014									
Jan		90		54	29		34	88	295
Feb	123	38		74	43		36	37	351
Mar	55	44		155	101		47	192	594
Apr		60	57	56	58			59	290
May	66		73	133	205		275	268	1020
Jun	167	167		86	77	242		239	978
Jul	200	197	95	389	181		275	191	1528
Aug		230	108	104	214	226	340	325	1547
Sep	122	121		252	118	123	253	364	1353
Oct	273	131		271	129	136	132	263	1335
Nov	145	441	144		149	142	281	432	1734
Dec		152						304	456
Grand Total	1207	1700	525	1635	1351	909	1673	2781	11781

To see the field names instead, click on the **Pivot Table Tools Design** tab, then in the **Layout** group, click the **Report Layout** dropdown and select either **Show in Outline Form** or **Show in Tabular form**. The relevant labels will then be displayed.

Sum of OrderID	Product Code			
Years	OrderDate	1	2	3
=2013				
Oct		8		8
Nov		16		18
Dec		32	29	22
=2014				
Jan			90	
Feb	123		38	
Mar	55		44	
Apr			60	57
May	66			73
Jun	167		167	
Jul	200		197	95
Aug			230	108
Sep	122		121	
Oct	273		131	
Nov	145		441	144
Dec			152	
Grand Total		1207	1700	525

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

Microsoft Excel - Using Quick Analysis for % of Totals and Cumulative Totals

To calculate % of Totals in Excel, you would normally have to use absolute cell references or name the Total cell. Similarly for cumulative totals, you would have to create the relevant formula. Provided you have Excel 2013 or a later version than that, you can save the effort of using formulas by using the Quick Analysis tool.

Ensure you have a spare column next to the data for the answers to be inserted. You do not need to have created the total.

Select the data to be used.

	A	B	C
1			
2		Sales (£000) Year 2019	
3			
4			
5	Qtr 1		6,900
6	Qtr 2		7,100
7	Qtr 3		7,200
8	Qtr 4		7,250
9			
10			

At the bottom right, you will see the **Quick Analysis**  button. Click on it.

	A	B	C	D	E
1					
2		Sales (£000) Year 2019			
3					
4					
5	Qtr 1		6,900		
6	Qtr 2		7,100		
7	Qtr 3		7,200		
8	Qtr 4		7,250		
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

You can do several things with Quick Analysis including Conditional Formatting, creating Charts, creating Tables and creating Sparklines. Today I am concentrating on some of the **Totals** options.

Click on **Totals** along the top of the Quick Analysis section. Further buttons will be shown. The first group are for doing calculations across rows. We are looking at columns here so scroll to the right.

Formatting	Charts	Totals	Tables	Sparklines	
Running Total	Sum	Average	Count	% Total	Running Total

To create percentages of the total, click **% Total**.

Sales (£000) Year 2019		
Qtr 1	6,900	24.25%
Qtr 2	7,100	24.96%
Qtr 3	7,200	25.31%
Qtr 4	7,250	25.48%

To calculate a cumulative total,

click **Running Total**.

Sales (£000) Year 2019		
Qtr 1	6900	6900
Qtr 2	7100	14000
Qtr 3	7200	21200
Qtr 4	7250	28450

Find out more about our [Excel](#)

[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. Sessions are updated regularly [here](#).

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

Date	Time	Session	Cost
27th May	11:00 - 12:30	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
27th May	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
28th May	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
28th May	13:00 - 14:30	Crystal Reports - Parameter Queries	£35 + VAT
28th May	15:00 - 16:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
29th May	09:30 - 10:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT

29th May	11:00 - 12:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
1st June	09:30 - 10:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
1st June	11:00 - 12:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
1st June	13:30 - 15:00	Introduction to OneNote	£30 + VAT
1st June	15:30 - 16:30	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
2nd June	09:30 - 10:30	Microsoft Project - Creating Reports	£25 + VAT
2nd June	11:00 - 12:00	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
2nd June	13:30 - 14:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
2nd June	15:00 - 16:30	Crystal Reports - Formulas and Functions	£35 + VAT
3rd June	09:15 - 10:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
28th May	11:00 - 12:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
4th June	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
4th June	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
4th June	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
4th June	15:30 - 16:30	Excel - Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
5th June	09:30 - 10:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
5th June	11:00 - 12:00	Word - Mailmerge	£25 + VAT
5th June	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
5th June	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
8th June	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
8th June	11:00 - 12:00	Excel - Review of Basic Formulas, Absolute Cell References (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT

8th June	13:30 - 14:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
8th June	15:00 - 16:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
9th June	09:30 - 10:30	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
9th June	11:00 - 12:00	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
9th June	13:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
9th June	15:30 - 17:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
10th June	09:30 - 10:30	Using WebEx for working remotely	£25 + VAT
10th June	11:00 - 12:30	Crystal Reports - Crosstabs	£35 + VAT
10th June	13:30 - 14:30	Excel Charting	£25 + VAT
10th June	15:00 - 16:30	Crystal Reports - Charting	£35 + VAT
11th June	09:30 - 11:00	Crystal Reports - Working with SubReports	£35 + VAT
11th June	11:30 - 12:30	Excel PivotTables	£25 + VAT
11th June	14:00 - 15:00	Excel Charting	£25 + VAT
11th June	15:30 - 16:30	Excel - Date and Text Functions	£25 + VAT
12th June	09:30 - 10:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
12th June	11:00 - 12:30	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
12th June	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
12th June	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
15th June	09:30 - 10:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
15th June	11:00 - 13:00	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT

15th June	13:30 - 14:30	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
15th June	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
16th June	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
16th June	15:00 - 16:30	Introduction to OneNote	£30 + VAT
17th June	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
17th June	11:30 - 12:30	Excel Pivot Tables	£25 + VAT
17th June	14:00 - 15:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
17th June	15:30 - 16:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
18th June	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
18th June	13:30 - 15:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
18th June	15:30 - 16:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
19th June	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
19th June	11:30 - 12:10	Using Zoom for Remote Working	£15 + VAT
19th June	14:00 - 15:00	Using Outlook for Time Management	£30 + VAT
19th June	15:30 - 16:30	Word - Mailmerge	£25 + VAT
22nd June	09:30 - 10:30	Crystal Reports - Mailing Labels	£25 + VAT
22nd June	11:00 - 13:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
22nd June	14:00 - 15:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
22nd June	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
23rd June	09:30 - 10:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
23rd June	11:00 - 13:00	Time Management - Setting goals and priorities, Urgent vs Important	£50 + VAT

23rd June	14:00 - 15:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th June	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
25th June	11:00 - 13:00	Team Building and Motivation	£50 + VAT

Keep well and safe.

Janet Donbavand

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