

Archway Computer Training
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July 2020 Newsletter

Our news

We are still conducting many online training sessions. Popular sessions during June have included:

- Excel - Creating a new Workbook, Basic Formatting, Basic Formulas, Saving, Printing
- Excel - Grouping worksheet, Calculations across Worksheets, Data Consolidation
- Excel - VLOOKUP
- Excel - Pivot Tables
- Coaching Skills
- Resilience and Emotional Development
- Team Building and Motivation
- Assertiveness, Listening and Questioning Skills
- Delegation

We are also running tailored sessions as requested. To see the list of July 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 – Adding data across worksheets where not all labels are in same place

If you have data in several worksheets which you want to add together and the labels are not all in the same place, you can do so using the **Consolidate** feature on the **Data** tab .

Suppose I have two worksheets as seen below:

	A	B	C	D	E	F	G
1	Vending Machine Sales Area 1						
2	Item	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
3	Milky Way	12	13	24	43	24	116
4	Crisps	22	22	43	21	13	121
5	Sweets	15	14	14	15	12	70
6	Drinks	20	23	26	21	32	122
7	Aero	10	20	30	40	50	150

and

	A	B	C	D	E	F	G	H
1	Vending Machines Sales Area 2							
2	Item	Monday	Tuesday	Wednesday	Thursday	Friday	Totals	
3	Mars Bar	12	13	24	43	24	116	
4	Crisps	12	12	33	11	11	79	
5	Sweets	25	24	24	25	22	120	
6	Drinks	20	23	26	21	32	122	

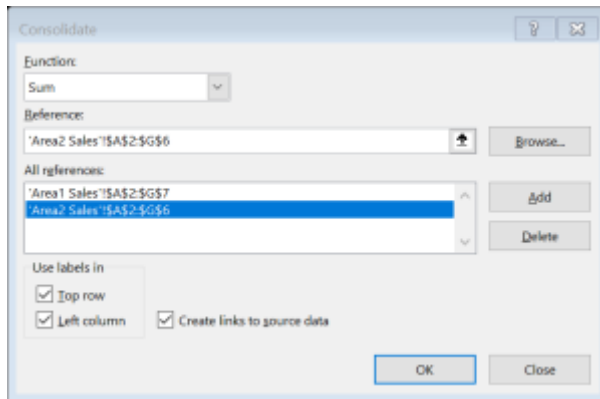
I would like to create a third worksheet where the figures are all added together.

Go to the third worksheet and select a blank area larger than you think you need for the end result, then on the **Data** tab, click **Consolidate**. The **Consolidate** dialog box will be displayed.

Put a tick by **Use labels in Top row** and **Left column**. If you want to be able to see changes on this worksheet if data in the original data changes, check the **Create links to source data** box.

If you want a function other than **Sum**, select it from the **Function** dropdown box.

Click in **Reference**, select your first cell range and click **Add**. Repeat for each range to be included in the final worksheet.



Click **OK**.

	A	B	C	D	E	F	G	H
1			Monday	Tuesday	Wednesday	Thursday	Friday	Totals
3	Milky Way		12	13	24	43	24	116
5	Mars Bar		12	13	24	43	24	116
8	Crisps		34	34	78	32	24	200
11	Sweets		40	38	38	40	34	190
14	Drinks		40	46	52	42	64	244
16	Aero		10	20	30	40	50	150

The worksheet will now have the totals from all selected worksheets.


The same technique will work across workbooks, though you will find it useful if you have all workbooks open before you start.

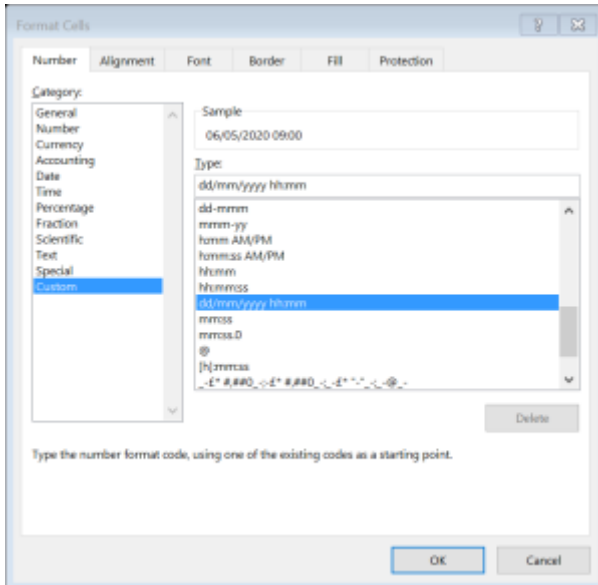
Find more details of our [Excel training](#).

Microsoft Excel - Calculating the difference between times

If you are collecting data in terms of dates and hours and minutes, you may well want to find a time difference between two columns, e.g. time needed to service calls, time taken for order to be dispatched, etc.

First to input the dates and times, format the columns by selecting the columns to be formatted,

click on the **Number Format** dialog box launcher  and clicking **Custom**. Use format **dd/mm/yyyy hh:mm** and click **OK**. You can now input the relevant dates and times.



	A	B
1	Time 1	Time 2
2	06/05/2020 09:00	07/05/2020 15:06
3	01/06/2020 17:00	03/06/2020 09:56
4		

Format the Time Difference column by selecting the column, click on the **Number Format** dialog box launcher and click **Custom**. For the format use **[h]:mm**. Click **OK**.

	A	B	C	D
1	Time 1	Time 2	Time difference	
2	06/05/2020 09:00	07/05/2020 15:06	30:06	
3	01/06/2020 17:00	03/06/2020 09:56	40:56	
4	04/06/2020 09:45	04/06/2020 16:46	7:01	

Now subtract the first date time from the second date time. You should now see the results in hours and minutes.

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
2nd July	09:30 - 10:30	Microsoft Project - Creating Reports	£25 + VAT
2nd July	15:00 - 16:30	Crystal Reports - Formulas and Functions	£35 + VAT
3rd July	09:15 - 10:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
3rd July	11:15 - 12:15	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
3rd July	14:00 - 15:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
6th July	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
6th July	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
6th July	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
6th July	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
7th July	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
7th July	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
8th July	09:30 - 10:30	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
8th July	11:00 - 12:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
8th July	14:00 - 15:00	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
8th July	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
9th July	13:30 - 14:30	Excel - Review of Basic Formulas, Absolute Cell References (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT

9th July	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
10th July	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
10th July	11:00 - 12:00	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
10th July	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
10th July	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
13th July	09:30 - 11:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
13th July	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
13th July	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
13th July	15:30 - 16:30	Excel Charting	£25 + VAT
15th July	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
15th July	11:00 - 12:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
15th July	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
15th July	15:30 - 16:30	Excel - Named ranges, VLOOKUP	£25 + VAT
16th July	09:30 - 10:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
16th July	11:00 - 13:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
16th July	14:00 - 15:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
16th July	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
17th July	13:30 - 15:30	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT
17th July	16:00 - 17:00	Excel Pivot Tables	£25 + VAT
18th July	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
18th July	14:00 - 15:30	Introduction to OneNote	£30 + VAT

18th July	16:00 - 17:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
20th July	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
20th July	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
20th July	13:30 - 15:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
20th July	15:30 - 16:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
21st July	09:30 - 10:10	Using Zoom for Remote Working	£15 + VAT
21st July	10:30 - 11:30	Using Outlook for Time Management	£30 + VAT
21st July	13:30 - 14:30	Word - Mailmerge	£25 + VAT
21st Jul	15:00 - 16:00	Delegating - How to delegate effectively	£50 + VAT
22nd July	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
22nd July	15:00 - 16:00	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
23rd July	09:30 - 10:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
23rd July	11:00 - 12:00	Word - Mailmerge	£25 + VAT
23rd July	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
23rd July	15:30 - 16:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
24th July	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
24th July	11:00 - 12:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th July	13:00 - 14:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
24th July	15:00 - 17:00	Coaching Skills - the key to successful delegation	£50 + VAT
27th July	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
27th July	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT

27th July	13:00 - 15:00	Team Building and Motivation	£50 + VAT
27th July	15:30 - 17:00	Introduction to OneNote	£30 + VAT
28th July	09:30 - 10:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT

Keep well and safe.

Janet Donbavand

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