

Archway Computer Training
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August 2020 Newsletter

Our news

We are still conducting many online training sessions but have also had various interesting consultancy challenges. These have included:

- Calculations for KPI's for a Council
- An automated scheduling timetable for music exams
- Help with a PowerPoint presentation for a Men's breakfast
- Working out a staff rota - if only so many spaces are available in the socially-distanced space office and you want each member of staff to come in twice a week and the whole department should be in together, working out a rota so that each department meets up with every other department at some stage during the rota!
- A Crystal Reports issue with subreports

We are also running tailored sessions as requested and are just starting doing face-to-face training. To see the list of August scheduled sessions, see further down this newsletter. Sessions are updated regularly - please see <http://www.jmdtraining.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 Teams – Microsoft Office dialog boxes not showing when sharing screen

I was training Microsoft Excel remotely recently using Microsoft Teams. On opening the **Insert Function** dialog box, I was told it couldn't be viewed by my audience. What was I doing wrong? I should have chosen to share **Desktop** which lets you share everything on your screen, rather than share **Window**, which was just letting me show the specific app.

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

Microsoft Excel - The SWITCH function

SWITCH is new to Office 365 and works a bit like a **VLOOKUP**. The syntax is:

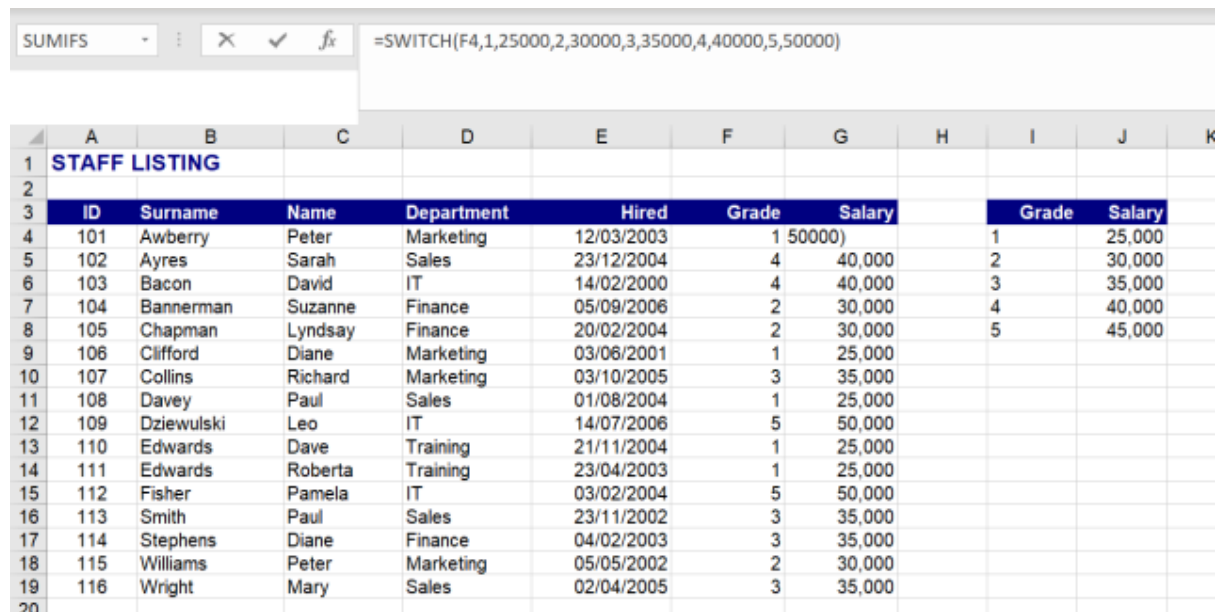
=SWITCH (expression, value1, result1, [value2, result2], ..., [default]), where:

The **expression** is the argument or value to be compared against value1....value 126.

value1 to **value126** are the values which will be compared to our expression.

default is the value returned when there is no match. You can change the default to text, sign, as required, e.g. "NA" .

See example below.



The screenshot shows the Microsoft Excel interface. The formula bar at the top contains the formula: `=SWITCH(F4,1,25000,2,30000,3,35000,4,40000,5,50000)`. Below the formula bar is a table with the following data:

ID	Surname	Name	Department	Hired	Grade	Salary	Grade	Salary
101	Awberry	Peter	Marketing	12/03/2003	1	50000	1	25,000
102	Ayres	Sarah	Sales	23/12/2004	4	40,000	2	30,000
103	Bacon	David	IT	14/02/2000	4	40,000	3	35,000
104	Bannerman	Suzanne	Finance	05/09/2006	2	30,000	4	40,000
105	Chapman	Lyndsay	Finance	20/02/2004	2	30,000	5	45,000
106	Clifford	Diane	Marketing	03/06/2001	1	25,000		
107	Collins	Richard	Marketing	03/10/2005	3	35,000		
108	Davey	Paul	Sales	01/08/2004	1	25,000		
109	Dziewulski	Leo	IT	14/07/2006	5	50,000		
110	Edwards	Dave	Training	21/11/2004	1	25,000		
111	Edwards	Roberta	Training	23/04/2003	1	25,000		
112	Fisher	Pamela	IT	03/02/2004	5	50,000		
113	Smith	Paul	Sales	23/11/2002	3	35,000		
114	Stephens	Diane	Finance	04/02/2003	3	35,000		
115	Williams	Peter	Marketing	05/05/2002	2	30,000		
116	Wright	Mary	Sales	02/04/2005	3	35,000		

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

Online Training Sessions

Since a lot of companies cannot do face-to-face training at present, 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
4th August	09:30 - 11:00	Crystal Reports - Working with SubReports	£35 + VAT
4th August	11:30 - 12:30	Excel PivotTables	£25 + VAT
4th August	13:30 - 14:30	Microsoft Project - Creating Reports	£25 + VAT
4th August	15:00 - 16:30	Crystal Reports - Formulas and Functions	£35 + VAT
5th August	09:15 - 10:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
5th August	11:15 - 12:15	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
5th August	14:00 - 15:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
6th August	09:00 - 10:30	Crystal Reports - Charting	£35 + VAT
6th August	11:00 - 12:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
6th August	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
6th August	15:00 - 16:30	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
10th August	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
10th August	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
10th August	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
10th August	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
11th August	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
11th August	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
11th August	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
11th August	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
12th August	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
12th August	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
12th August	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

12th August	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
13th August	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
13th August	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
13th August	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
13th August	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
14th August	09:30 - 11:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
14th August	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
14th August	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
14th August	15:30 - 16:30	Excel Charting	£25 + VAT
17th August	09:30 - 10:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
17th August	11:00 - 13:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
17th August	14:00 - 15:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
17th August	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
18th August	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
18th August	16:00 - 17:00	Excel Pivot Tables	£25 + VAT
19th August	09:30 - 10:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
19th August	11:00 - 12:00	Using Outlook for Time Management	£30 + VAT
19th August	13:30 - 14:30	Word - Mailmerge	£25 + VAT
19th August	15:00 - 16:00	Delegating - How to delegate effectively	£50 + VAT
20th August	09:30 - 10:10	Using Zoom for Remote Working	£15 + VAT
20th August	10:30 - 11:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
20th August	13:30 - 14:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT

20th August	15:30 - 16:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
21st August	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
21st August	11:00 - 12:00	Introduction to OneNote	£30 + VAT
21st August	14:00 - 15:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
21st August	15:30 - 17:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
24th August	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
24th August	11:30 - 12:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th August	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
24th August	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
25th August	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
25th August	11:00 - 12:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
25th August	13:30 - 15:30	Coaching Skills - the key to successful delegation	£50 + VAT
25th August	16:00 - 17:00	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
26th August	09:30 - 11:30	Team Building and Motivation	£50 + VAT
26th August	13:00 - 14:30	Introduction to OneNote	£30 + VAT
26th August	15:00 - 16:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
27th August	09:30 - 11:00	Crystal Reports - Parameter Queries	£35 + VAT

Keep well and safe.

Janet Donbavand

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