

Archway Computer Training
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September 2020 Newsletter

Our news

This month sees (hopefully) children go back to school, for some it is nearly six months since they were last there. For some adults, this may also mean a return to the workplace, though may be for not so many days a week, and some will still be mainly working from home.

We are still doing a lot of remote training, either tailored to the needs of the individual or company, or in a group session. Some people prefer to learn in this way as training can be done in small chunks, rather than spending a whole day at a time.

Where circumstances permit, we are also gradually returning to face-to-face training.

To see the list of September 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 recent blog posts - see <http://ifonlyidknowthat.wordpress.com>.

Microsoft Outlook – using QuickParts to add commonly repeated blocks of text

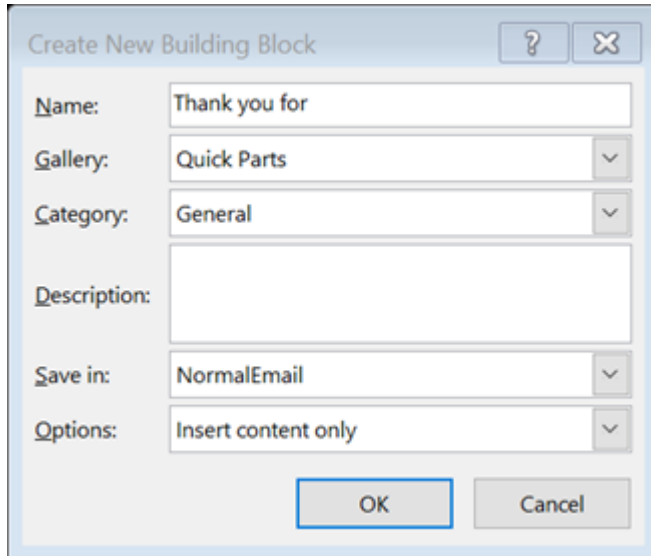
If you are replying to (or creating new) emails, you may have some standard text that you may want to include on a regular basis. For example, one that I often write is:

"Thank you for your enquiry regarding Excel training. We do not run scheduled courses but generally train at client site where we can tailor the training to meet the needs of the individual or organisation. I attach provisional course outlines from which you can pick and choose topics as required. I am also attaching a Training Needs Analysis form which you don't have to use but may help in assessing present skills levels and those required for job roles."

It would be a nuisance to type that each time, or to find a previous email to copy and paste it

from.

Instead type in the text once in the body of a new email, highlight it and then on the **Insert** tab, in the **Text** group, click on the **Quick Parts** dropdown and select **Save Selection to Quick Part Gallery**.



Type in a suitable name for the Quick Part - in my case I might save it as **Enqs**. Click **OK**.

Now next time you want to type that text in the body of an email, go to the **Insert** tab, then in the **Text** group, click on the **Quick Parts** dropdown and click on the relevant Quick Part. Alternatively, as long as you remember the name of the Quick Part, type in the name, then press the **F3** function key. (On some laptops this might be **Fn + F3**.)

The relevant text will be entered.

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

Microsoft Excel - Using Sparklines

Sparklines are small charts of data placed within a single cell within a worksheet.

There are three types of sparkline charts:

1. Line – shows trends and changes in values over time
2. Column – allows comparison in values
3. Win/Loss – allows analysis of values in relation to a norm

To create a sparkline chart:

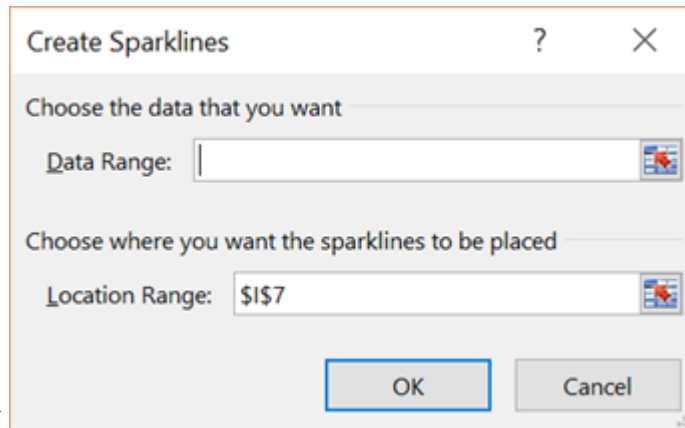
1. Select an empty cell in which to insert your sparkline.

2. On the **Insert** tab, in the **Sparklines** group, click on the type of sparkline you want to



create – **Line**, **Column** or **Win/Loss**.


3. The **Create Sparklines** dialog box will be displayed. In the **Data Range** box select the range of cells containing the data on which the sparklines are to be based, then



click **OK**.

4. Your sparkline will be displayed and the **Sparkline Tools Design** tab appears.

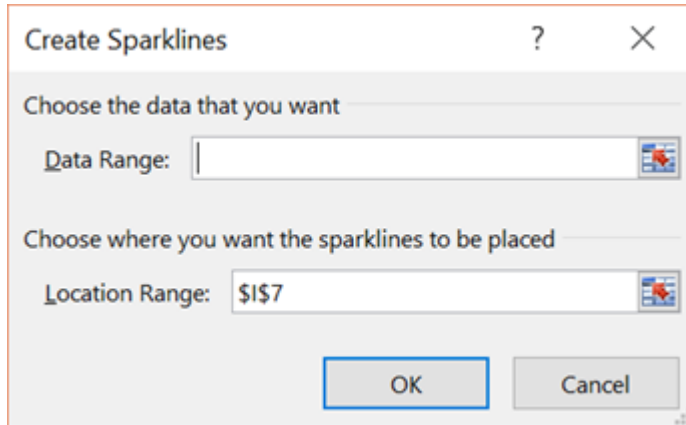
Rainfall (mm)
119
118
134
97
74
63
66
70
73
119
109
105



To move a sparkline chart:

1. Click the cell containing the sparkline chart you want to move.

2. On the **Sparkline Tools Design** tab, in the **Sparklines** group, click **Edit Data**. The **Edit Sparklines** dialog box will be displayed.



3. In the **Location Range** box, select the range where you want to move your sparkline to, then click **OK**.

To change the sparkline chart type:

1. Click the cell containing the sparkline.
2. On the **Sparkline Tools Design** tab, in the **Type** group, click a different type of chart.

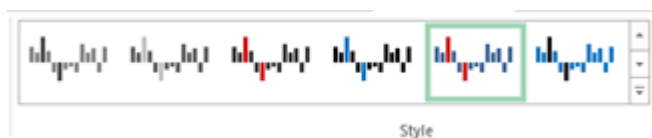
To delete a sparkline chart:

1. Right-click on the sparkline, point to **Sparklines**, then click either **Clear Selected Sparklines** or **Clear Selected Sparkline Groups**.

You can also add value points to a sparkline, such as **High Point**, **Low Point**, **Negative Points**, **First Point** or **Last Point**. To do so, select the required check boxes in the **Show** group on the **Sparkline Tools Design** tab.



The style and format of the sparklines can be changed from the **Style** group on the **Sparkline Tools Design** tab.



Specific formatting can be applied to a sparkline by using the **Sparkline Color** or the **Marker Color** commands in the **Style** group on The **Sparkline Tools Design** tab.



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
1st September	09:30 - 10:30	Excel - Named ranges, VLOOKUP	£25 + VAT
1st September	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
1st September	13:30 - 14:30	Word - Mailmerge	£25 + VAT
1st September	15:00 - 16:00	Excel Charting	£25 + VAT
2nd September	09:30 - 11:00	Crystal Reports - Working with SubReports	£35 + VAT
2nd September	11:30 - 12:30	Excel PivotTables	£25 + VAT
2nd September	13:30 - 14:30	Microsoft Project - Creating Reports	£25 + VAT
2nd September	15:00 - 16:30	Crystal Reports - Formulas and Functions	£35 + VAT
3rd September	09:15 - 10:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
3rd September	11:15 - 12:15	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
3rd September	14:00 - 15:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
4th September	09:00 - 10:30	Crystal Reports - Charting	£35 + VAT

4th September	11:00 - 12:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
4th September	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
4th September	15:00 - 16:30	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
7th September	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th September	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
7th September	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
7th September	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
8th September	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
8th September	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
8th September	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
8th September	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th September	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
9th September	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
9th September	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 September	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
10th September	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
10th September	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 September	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
10th September	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
11th September	09:30 - 11:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
11th September	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT

11th September	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
11th September	15:30 - 16:30	Excel Charting	£25 + VAT
14th September	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
14th September	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
14th September	14:00 - 15:00	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
14th September	15:30 - 17:00	Introduction to OneNote	£30 + VAT
15th September	09:30 - 10:30	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
15th September	11:00 - 12:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
15th September	13:30 - 15:30	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
15th September	16:00 - 17:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
16th September	09:30 - 10:30	Crystal Reports - Mailing Labels	£25 + VAT
16th September	10:45 - 12:45	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT
16th September	14:00 - 15:00	Excel Pivot Tables	£25 + VAT
16th September	15:30 - 16:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
17th September	09:30 - 10:30	Using Outlook for Time Management	£30 + VAT
17th September	11:00 - 12:00	Word - Mailmerge	£25 + VAT
17th September	13:30 - 15:30	Delegating - How to delegate effectively	£50 + VAT
17th September	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
18th September	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
18th September	11:00 - 12:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
18th September	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
18th September	15:00 - 16:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT

21st September	09:30 - 11:00	Introduction to OneNote	£30 + VAT
21st September	11:30 - 12:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
21st September	13:30 - 15:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
23rd September	09:30 - 11:30	Team Building and Motivation	£50 + VAT
23rd September	11:45 - 12:45	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
23rd September	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
23rd September	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
27th September	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

Keep well and safe.

Janet Donbavand

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