

Archway Computer Training
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October 2020 Newsletter

Our news

As some of you no doubt had just started going back into the office, the rules have changed yet again and you may well be back to working from home. If you are struggling with anything computer-related, please do not hesitate to get in touch and we will give help and advice if we can.

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 October 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 my recent blog posts - see <http://ifonlyidknowthat.wordpress.com> - from questions that have risen whilst training recently.

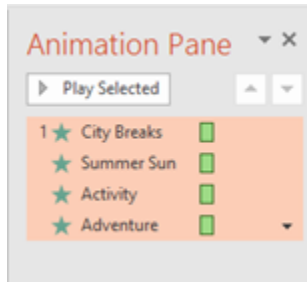
Microsoft PowerPoint - seeing bulleted list, one bullet at a time

When you are giving a PowerPoint presentation, it is sometimes useful to talk about one bullet point, before your audience sees the next one. You can use animation to bring a bulleted list, one point at a time.

On the relevant slide:

1. Select the bulleted list.

2. Click the **Animations** tab, then from the **Animation** gallery, select your required animation. (I generally choose **Fly in**). You can change the direction of entry of your animation from the **Effect Options** dropdown.
3. On the **Animations** tab, in the **Advanced Animation** group, click **Animation**



Pane.

4. From the dropdown to the right of the selected bullet points, click **Start On Click**.
5. When you go into **Slide Show view**, your bullet points will be brought in separately - to bring in the next point, either click the left out mouse button, or press **Enter** or the downward facing arrow.

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

Microsoft Word - Adding a footnote

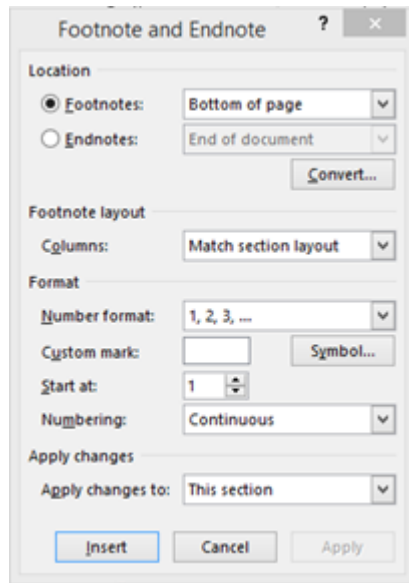
When using Microsoft Word, you may want to add a footnote to text; a footnote appears at the bottom of the page in which the referenced information appears.

To create a footnote :

1. Position the insertion point immediately after the text that you want to reference in your footnote.
2. Click the **References** tab, click the **Footnotes** group, and click **Insert Footnote**.
3. The insertion point will now have been moved to the footnote area at the bottom of the page (or the endnote area at the end of the document). Type in the footnote (or endnote) text.
4. Click anywhere inside the main document area.
5. When you hover your mouse over the footnote number in the main document, the footnote text will be displayed.

To customise a footnote:

1. Click the **References** tab, and then click the **Footnotes Dialog Box Launcher**. The **Footnote and Endnote** dialog box will be displayed.



2. Select **Footnotes**. From the relevant dropdown list, select where you want your footnotes to be located.
 3. From the **Format** section, select a format from the **Number format** dropdown list, or **Custom mark** if you want to use a symbol to mark your footnotes or endnotes. If you use the **Custom mark** option, type in your required mark or click **Symbol** and select your required symbol. Select the number at which your footnotes should start in the **Start at** Select whether numbering should be **Continuous**, **Restart each section** or **Restart each page**.
 4. Select whether to apply changes to **This section** or **Whole document**.
 5. Click **Insert**.
 6. Type in the required text for your note.
- To show/hide notes, click the **References** tab, then in the **Footnotes** group, click **Show Notes**.
 - To move quickly from one note to the other, click the **References** tab, then in the **Footnotes** group, click the **Next Footnote** dropdown to select **Next Footnote** or **Previous Footnote**.

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

Online Training Sessions

Since some organisations no longer want 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
1st October	09:30 - 11:00	Crystal Reports - Working with SubReports	£35 + VAT
1st October	11:30 - 12:30	Excel PivotTables	£25 + VAT
1st October	13:30 - 14:30	Microsoft Project - Creating Reports	£25 + VAT
1st October	15:00 - 16:30	Crystal Reports - Formulas and Functions	£35 + VAT
2nd October	09:15 - 10:45	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
2nd October	11:15 - 12:15	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
2nd October	14:00 - 15:30	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
5th October	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
5th October	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
5th October	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
5th October	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
6th October	09:00 - 10:30	Crystal Reports - Charting	£35 + VAT
6th October	11:00 - 12:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
6th October	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
6th October	15:00 - 16:30	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
7th October	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th October	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
7th October	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT

7th October	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 October	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
8th October	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
8th October	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 October	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th October	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
9th October	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
9th October	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 October	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
13th October	09:30 - 11:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
13th October	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
13th October	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
13th October	15:30 - 16:30	Excel Charting	£25 + VAT
14th October	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
14th October	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
14th October	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
15th October	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
15th October	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
15th October	13:30 - 15:30	Delegating - How to delegate effectively	£50 + VAT
15th October	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
16th October	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT

16th October	11:30 - 12:30	Excel - Date and Text Functions	£25 + VAT
16th October	14:00 - 15:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
16th October	15:15 - 16:45	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
19th October	09:30 - 10:30	Excel - Named ranges, VLOOKUP	£25 + VAT
19th October	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
19th October	13:30 - 14:30	Word - Mailmerge	£25 + VAT
19th October	15:00 - 16:00	Excel Charting	£25 + VAT
20th October	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
20th October	11:00 - 12:00	Crystal Reports - Mailing Labels	£25 + VAT
20th October	13:45 - 15:45	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT
21st October	09:30 - 10:30	Using Outlook for Time Management	£30 + VAT
21st October	11:00 - 12:00	Word - Mailmerge	£25 + VAT
21st October	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
21st October	15:00 - 16:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
22nd October	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
22nd October	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
22nd October	13:30 - 15:00	Introduction to OneNote	£30 + VAT
22nd October	15:30 - 16:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
23rd October	09:30 - 11:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
23rd October	11:45 - 12:45	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
23rd October	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

23rd October	15:00 - 16:00	PowerPoint - Tables and Charts	£25 + VAT
26th October	09:30 - 11:30	Team Building and Motivation	£50 + VAT

Keep well and safe.

Janet Donbavand

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