

Archway Computer Training
Computer and Professional Development Specialists
01747 820396
www.archwayct.co.uk
info@archwayct.co.uk
November 2020 Newsletter

Our news

As we now return to national lockdown, although we had started resuming face-to-face training and were getting several enquiries about it, we now cannot do any more face-to-face training until December 3rd. If you want to book in face-to-face training for after that date, please feel free to do so; if it has to be cancelled at short notice for COVID reasons, there will be no charge for rescheduling.

We are still doing a lot of remote training, using Microsoft Teams, WebEx and Zoom, 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. Also, 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.

A recent study has shown that a lot of employees are feeling that COVID-19 is derailing their career growth and that **nearly half of employees don't feel like they're getting enough training, coaching, or mentoring to advance their careers**. We can help with **tailored training for individuals or a group**.

To see the list of November 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

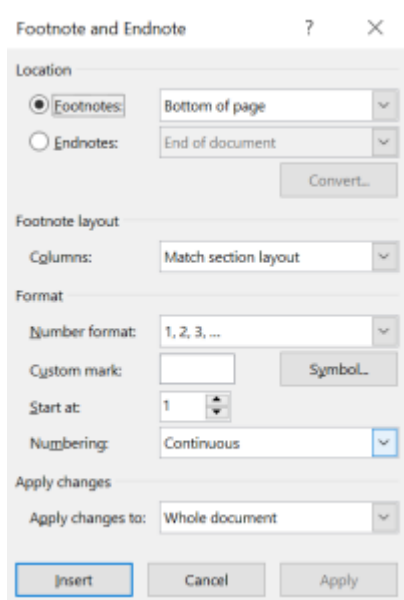
I have included a couple of my recent blog posts - see <http://ifonlyidknowthat.wordpress.com> - from questions that have risen whilst training recently.

Microsoft Word - Changing footnote numbering on each page

Usually when you create footnotes in Microsoft Word, they are numbered sequentially throughout the document.

I was asked, however, if it is possible to change footnote numbering on each page. Yes, you can. To do so, on the **References** tab, in the **Footnotes** group, click the **Footnotes** dialog

box launcher . The **Footnote and EndNote** dialog box will be displayed.



Towards the bottom of the dialog box, where it says **Numbering**, click on the dropdown. Options include **Continuous**, **Restart each section** or **Restart each page**.

If you want to change the footnote numbering so that on each page they start with **1**, click **Restart each page**.

Click **Apply**.

Find out more about our [Microsoft Word training](#) in Wiltshire, Dorset, Hampshire and Somerset.

Microsoft Excel - month name from a date

I was at a local client earlier this week – face-to-face training at last after so much time. They had entered dates in two columns – one for months and the other for years. Since they wanted to be able to use pivot tables and also chart the data, they wanted to create two extra columns – one with the date in m/yy form and one with the month name itself.

To create the date in m/yy format, I used the formula

=B2&"/"&A2

	A	B	C	D	E
1	Year	Month	Date	Monthname	
2	2019	1	=B2&"/"&A2		
3	2019	1	1/2019		
4	2019	1	1/2019		

I set the format to **Date** from the **Number** group on the **Home** tab, then double-clicked down

with the left hand mouse button to get all the dates.

To get the month name itself, I used the formula

=TEXT(C2,"MMMM")

	A	B	C	D	E	F
1	Year	Month	Date	Monthname		
2	2019	1	1/2019	=TEXT(C2,"MMMM")		
3	2019	1	1/2019	JJ TEXT(value, format_text)		
4	2019	1	1/2019	January		
5	2019	2	2/2019	February		
6	2019	2	2/2019	February		

This gives the full month name, i.e. January etc. If I had only wanted Jan, Feb, then the formula would be

=TEXT(C2,"MMM")

Find out more about our [Microsoft Excel training](#) in Wiltshire, Dorset, Somerset and Hampshire.

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
2nd November	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
2nd November	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
2nd November	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT

2nd November	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
3rd November	11:15 - 12:45	Crystal Reports - Charting	£35 + VAT
3rd November	13:30 - 14:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
3rd November	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
4th November	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
4th November	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
4th November	14:00 - 15:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
4th November	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 November	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
5th November	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
5th November	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
5th November	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th November	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
9th November	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
9th November	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 November	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
10th November	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
11th November	09:30 - 11:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
11th November	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
11th November	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
11th November	15:30 - 16:30	Excel Charting	£25 + VAT

12th November	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
12th November	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
12th November	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
13th November	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
13th November	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
13th November	13:30 - 15:30	Delegating - How to delegate effectively	£50 + VAT
13th November	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
16th November	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
16th November	11:30 - 12:30	Excel - Date and Text Functions	£25 + VAT
16th November	14:00 - 15:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
16th November	15:15 - 16:45	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
17th November	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
17th November	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
18th November	09:30 - 10:30	Word - Mailmerge	£25 + VAT
18th November	11:00 - 12:00	Excel Charting	£25 + VAT
18th November	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
18th November	15:00 - 16:00	Crystal Reports - Mailing Labels	£25 + VAT
19th November	09:30 - 11:30	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT
19th November	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
19th November	15:00 - 16:00	Word - Mailmerge	£25 + VAT
20th November	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT

20th November	11:00 - 12:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
20th November	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
20th November	15:00 - 16:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
23rd November	09:30 - 11:00	Introduction to OneNote	£30 + VAT
23rd November	11:30 - 12:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
23rd November	13:30 - 15:00	Crystal Reports - Creating and Formatting a Report	£35 + VAT
23rd November	15:30 - 16:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
24th November	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th November	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
24th November	13:30 - 15:30	Team Building and Motivation	£50 + VAT
24th November	16:00 - 17:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
25th November	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
25th November	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
25th November	13:00 - 14:30	Introduction to OneNote	£30 + VAT
25th November	15:00 - 16:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
26th November	09:30 - 10:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
26th November	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
26th November	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
26th November	15:30 - 16:30	Excel PivotTables	£25 + VAT
27th November	09:30 - 12:30	Introduction to Microsoft Teams	£50 + VAT
27th November	13:30 - 15:00	Crystal Reports - Working with SubReports	£35 + VAT
27th November	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT

30th November	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
30th November	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
30th November	14:00 - 15:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
30th November	15:30 - 17:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT

Keep well and safe.

Janet Donbavand

[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

Copyright © 2020 Archway Computer Training All rights reserved.



[unsubscribe from this list](#) | [update subscription preferences](#)