

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
December 2020 Newsletter

Our news

We are now back in Tiers, but being advised to work from home if possible. I guess this means that a lot of organisations will still opt not to do face-to-face training for the time being; if however, you would like to discuss face-to-face training, please do get in touch.

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 December 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

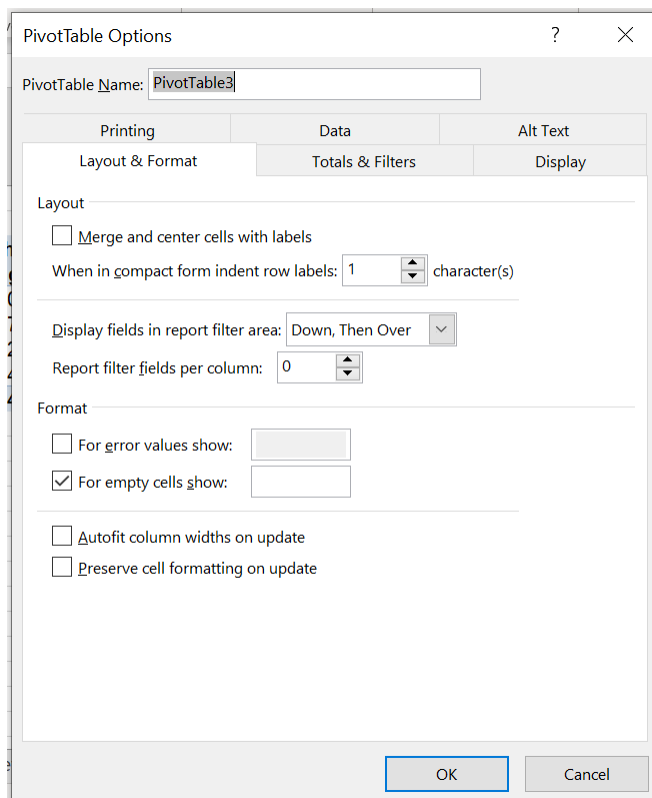
I have included a couple of my recent blog posts - see <http://ifonlyidknowthat.wordpress.com> - from questions that have risen whilst training recently.

Microsoft Excel Pivot Tables - Preserving formatting when refreshing

I had a client who found that she had spent time getting column widths to her satisfaction when she had created a pivot table. However as soon as she refreshed the data the column widths changed, which she found annoying.

To preserve the formatting as you have created when refreshing the table:

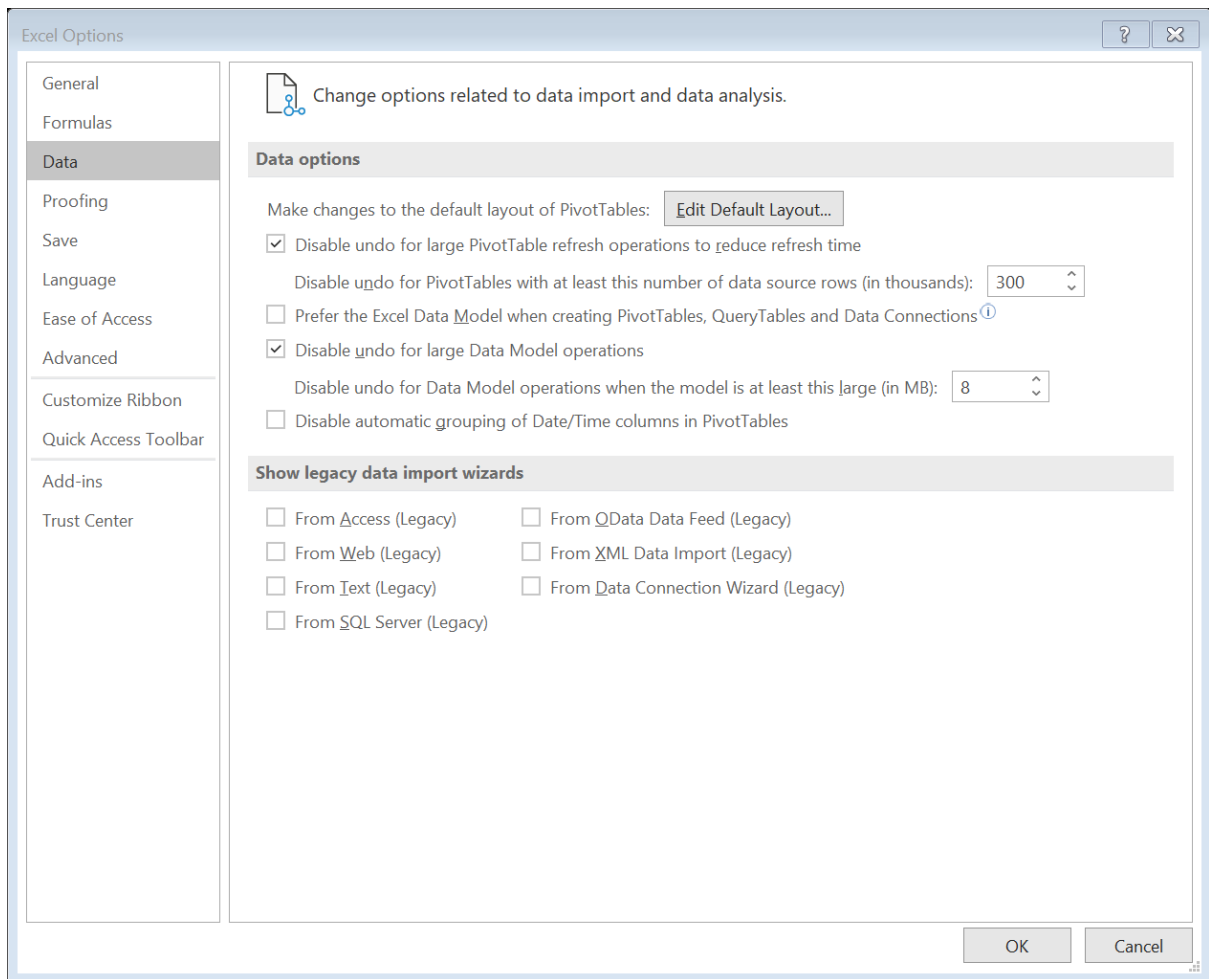
On the **Pivot Table Analyze** tab, in the **Pivot Table** group at the left, click **Options**. The **Pivot Table Options** dialog box will be displayed.



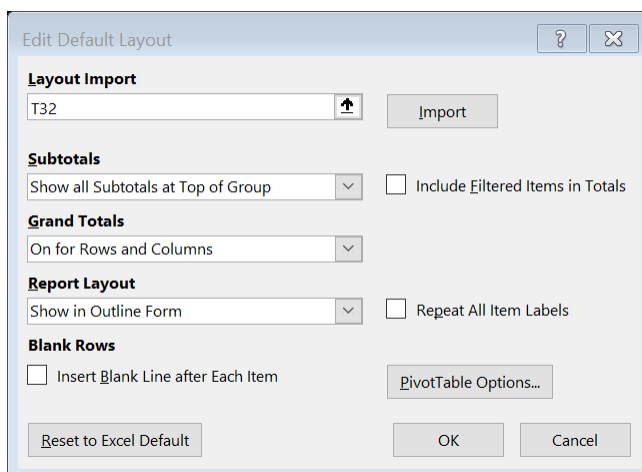
On the **Layout and Format** tab, check the boxes by **Autofit column widths on update** and **Preserve cell formatting on update**. Click **OK**.

If you want this to be the default for all pivot tables and you have Microsoft 365, click **File - Options**.

Go to the **Data** tab, and click **Edit Data Layout**.



The **Edit Default Layout** dialog box will be displayed.



Click **PivotTable Options**. The **PivotTable Options** dialog box will be displayed.

On the **Layout and Format tab**, check the boxes by **Autofit column widths on update** and **Preserve cell formatting on update**. Click **OK** three times. Now on refreshing your pivot table it will not revert to former cell formatting or column widths.

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

Sending an email mailmerge to Outlook contacts

If you want to send an email mailmerge to your Outlook contact list:

In Word, go to the **Mailings** tab. From the **Start Mail Merge** dropdown, select **E-mail Messages**. From the **Select Recipients** dropdown, click **Select from Outlook Contacts**. You may be asked to select a contacts folder. Select and click **OK**. Check that you want to send to all contacts, or remove ticks from those you don't want the message to go to. Click **OK**.

Write your message.

Click **Finish and Merge** and select **Send E-mail messages**. Type in the **Subject** field. then click **OK**.

Find out more about our [Microsoft Outlook training](#) and our [Microsoft Word 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
1st December	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
1st December	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
1st December	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
2nd December	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
2nd December	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
2nd December	14:00 - 15:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
2nd December	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
3rd December	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
3rd December	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
3rd December	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
3rd December	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
7th December	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
7th December	11:00 - 12:00	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
7th December	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
7th December	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
8th December	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
8th December	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
8th December	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

8th December	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
9th December	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
9th December	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
9th December	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
9th December	15:30 - 16:30	Excel Charting	£25 + VAT
10th December	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
10th December	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
10th December	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
11th December	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
11th December	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
11th December	13:30 - 15:30	Delegating - How to delegate effectively	£50 + VAT
11th December	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
14th December	09:30 - 10:30	Word - Mailmerge	£25 + VAT
14th December	11:00 - 12:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
14th December	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
14th December	15:00 - 16:00	Excel Charting	£25 + VAT
15th December	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
15th December	11:30 - 12:30	Excel - Date and Text Functions	£25 + VAT
15th December	14:00 - 15:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
15th December	15:15 - 16:45	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT

16th December	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
16th December	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
16th December	15:00 - 16:00	Word - Mailmerge	£25 + VAT
17th December	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
17th December	11:00 - 12:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
17th December	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
17th December	15:00 - 16:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
18th December	09:30 - 11:00	Introduction to OneNote	£30 + VAT
18th December	11:30 - 12:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
18th December	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
18th December	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
21st December	09:30 - 11:00	Crystal Reports - Parameter Queries	£35 + VAT
21st December	11:30 - 12:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
21st December	13:30 - 14:30	Crystal Reports - Mailing Labels	£25 + VAT
21st December	15:00 - 16:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
22nd December	09:30 - 10:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
22nd December	11:00 - 12:00	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
22nd December	13:30 - 15:30	Team Building and Motivation	£50 + VAT
22nd December	16:00 - 17:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + 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](#)