

Archway Computer Training
Computer and Professional Development Specialists
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January 2021 Newsletter

Our news

To wish you a Happy New Year sounds slightly controversial this year, but I do hope that the year will end up being a good one with the rollout of the vaccine and the chance to meet up with family and friends and opportunities to travel again.

For now, face-to-face training is not possible over much of the area covered by Archway Computer Training. However, we are happy to discuss face-to-face training options with you and pencil in dates - there will be no penalties for cancelled bookings due to COVID restrictions.

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. For people working from home, it isn't as easy to ask advice from others in the office as it would be under normal circumstances.

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.**

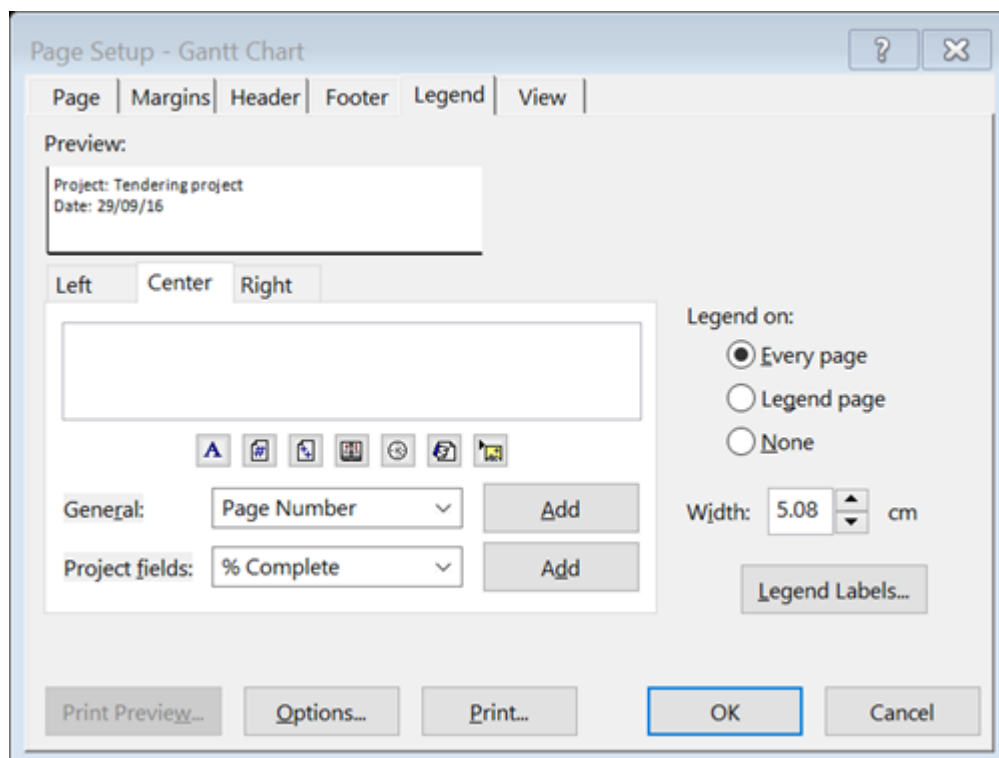
To see the list of January scheduled sessions, see further down this newsletter. Sessions are updated regularly - please see <http://www.archwayct.co.uk/online-training> for most up-to-date availability - once there are 6 attendees, the session will be closed to further attendees and a new one scheduled.

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.

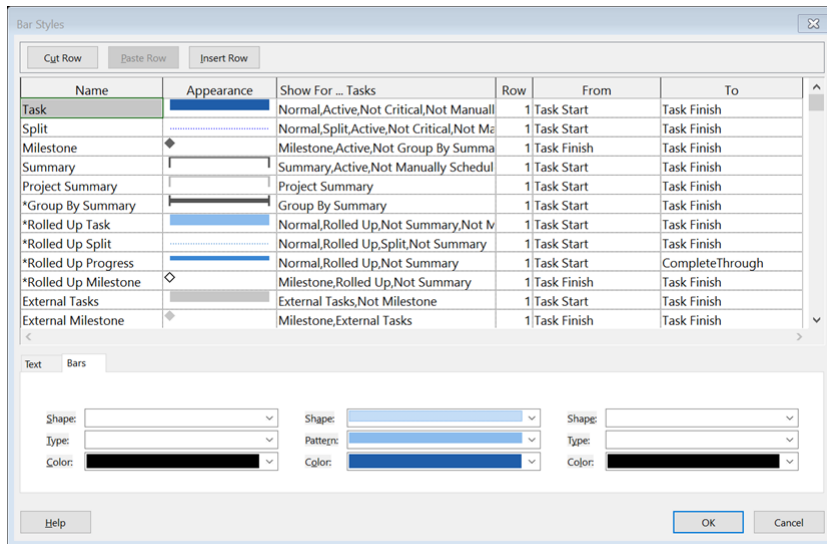
I had a client who was using Microsoft Project and didn't want legend labels printing with his Gantt Chart.

To see no legend on your printout, go to **File - Print - Page Setup**. Go to the **Legend** tab.



At the right-hand-side, where it says **Legend on**, select **None**. Click **OK**.

If you want to print a legend but don't want details of bars that might not appear on the Gantt chart, go to the **Gantt Chart Tools Format** tab. In the **Format** group, click **Bar Styles**. The **Bar Styles** dialog box will be displayed.



In the **Name** column, type an asterisk in front of the names of any bars you don't want printing. Click **OK**.

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

Microsoft Excel - difference between times to the nearest hour

If you have two dates and times in Excel, you may want to find the difference between them to the nearest hour. There is more than one approach to this problem.

Say I have two date times as shown below:

	A	B
1	11/12/2020 14:25	12/12/2020 09:30
2		
3		
4		

To find the time difference to the nearest hour, I could use the formula

=HOUR(B1-A1). On doing this my initial answer will look like:

19/01/1900 00:00

What I need to do now is to format the answer as **General** from the dropdown in the **Number** group on the **Home** tab. I now get the answer of 19.

An alternative approach is $=\text{INT}((\text{B1}-\text{A1})*24)$, which will give the answer of 19 straightaway.

To find the exact number of minutes between two dates, I can use the formula $=\text{INT}((\text{B1}-\text{A1})*1440)$ which will give an answer of 1440.

There are other ways too - I have written about finding difference in hours in post [Microsoft Excel – Calculating the difference between times | ifonlyidknowthat \(wordpress.com\)](#)

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](#).

[email us](#) To find out more details, ring on the mobile number at the top of this newsletter, or fill in our online [contact form](#).

Date	Time	Session	Cost
4th January	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
4th January	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
4th January	13:00 - 14:30	Introduction to OneNote	£30 + VAT
4th January	15:00 - 16:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
5th January	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
5th January	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
5th January	15:30 - 17:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT

6th January	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
6th January	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
6th January	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
6th January	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
7th January	09:30 - 10:30	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
7th January	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th January	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
7th January	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
8th January	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
8th January	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
8th January	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
8th January	15:30 - 16:30	Excel Charting	£25 + VAT
11th January	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
11th January	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
11th January	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
12th January	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
12th January	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
12th January	13:30 - 15:30	Delegating - How to delegate effectively	£50 + VAT
12th January	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
13th January	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

13th January	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
14th January	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
14th January	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
14th January	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
14th January	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
15th January	09:30 - 10:30	Word - Mailmerge	£25 + VAT
15th January	11:00 - 12:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
15th January	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
15th January	15:00 - 16:00	Excel Charting	£25 + VAT
18th January	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
18th January	11:30 - 12:30	Excel - Date and Text Functions	£25 + VAT
18th January	14:00 - 15:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
18th January	15:15 - 16:45	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
19th January	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 January	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
19th January	15:00 - 16:00	Word - Mailmerge	£25 + VAT
20th January	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
20th January	15:00 - 16:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
21st January	09:30 - 11:00	Introduction to OneNote	£30 + VAT
21st January	11:30 - 12:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
21st January	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
21st January	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT

22nd January	09:30 - 10:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
22nd January	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
22nd January	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
22nd January	15:00 - 16:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
25th January	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
25th January	11:00 - 13:00	Team Building and Motivation	£50 + VAT
25th January	14:00 - 15:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
26th January	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
26th January	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
26th January	13:30 - 14:30	Crystal Reports - Mailing Labels	£25 + VAT
26th January	15:00 - 16:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
27th January	09:30 - 12:30	Introduction to Microsoft Teams	£50 + VAT
27th January	13:30 - 15:00	Crystal Reports - Working with SubReports	£35 + VAT
27th January	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
28th January	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
28th January	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
28th January	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
28th January	15:30 - 16:30	Excel PivotTables	£25 + VAT
29th January	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
29th January	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
29th January	14:00 - 15:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
29th January	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT

Keep well and safe.

Janet Donbavand

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