

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
February 2021 Newsletter

Our news

As we are still in national lockdown, our **Resilience and Emotional Intelligence** is becoming increasingly important. **Personal resilience** is the capacity to maintain wellbeing and work performance under pressure, including being able to bounce-back effectively from setbacks. **Emotional Intelligence** is the ability to recognise one's own feelings and those of others, for motivating oneself, and for managing emotions well in ourselves and in our relationships. Understanding the root causes of our emotions and how to use them can help us effectively identify who we are and how we interact with others. We offer **Resilience and Emotional Intelligence training**, tailored to the needs of the organisation or individual employees.

A testimonial from a Resilience and Emotional Intelligence training course we ran in January reads:

"I found the course really useful and liked the way the subject matter was tailored to suit my needs. The explanations were clear and I was given enough time to ask questions, take notes and give my own point of view".

For now, we have suspended face-to-face 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.

To see the list of February 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.

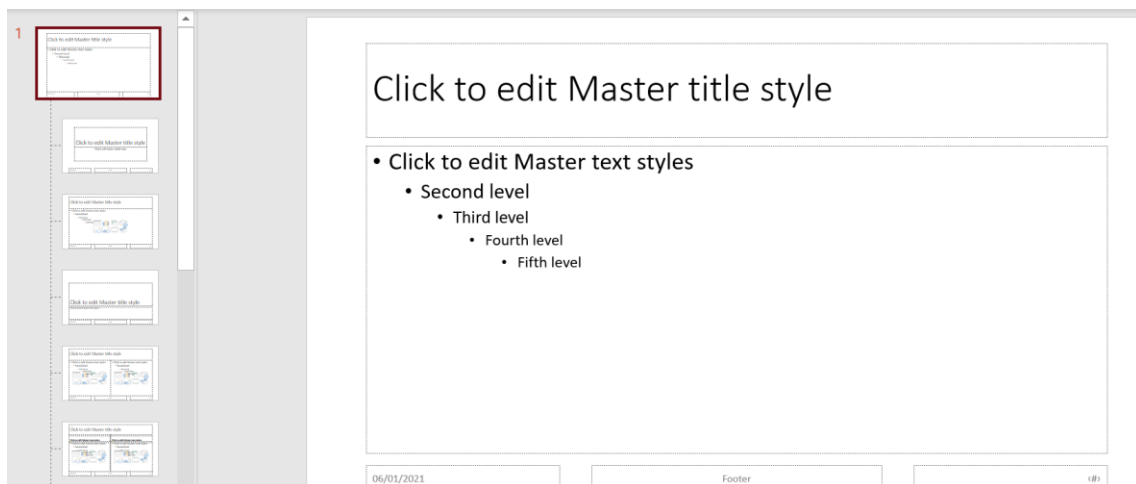
Hints and Tips

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 - Changing default font

In Microsoft Word, you can change the default font using the **Font** dialog box. In Microsoft PowerPoint however the font is governed by the Slide Master. The default font in the most recent versions of PowerPoint if you start from a blank presentation template is Calibri. This may not be the case if you use one of Microsoft's design templates.

Whatever your starting point, to change the default font, go to the **View** tab, then in the **Master Views** group, click **Slide Master**. The very first slide thumbnail on the left hand pane governs the formatting for all slides in the presentation, though individual slide layouts can also be adapted by clicking on them on the left hand side. To change the default layout generally, make sure you are clicked on the top thumbnail.



Then on the **Slide Master** tab, in the **Background** group, click the **Fonts** dropdown and select your required font from there or click **Customize Fonts** from the bottom of the dropdown. Each of the options from the **Fonts** dropdown offers a Heading font and a Body font.

Alternatively, click on any of the titles or bullet levels to change that font using the **Font** group on the **Home** tab.

Your chosen fonts will now be used throughout this particular presentation.

To make the fonts chosen available for all new presentations you need to save as a template.

To do this, click **File - Save As**, then click **Browse** so that the **Save as** dialog box is displayed. From the **Save as type** dropdown, select **PowerPoint template**. Give a suitable name for your template, then click **Save**. Unless your organisation has things set up differently the template will be saved in your **Custom Office Templates** folder.

To use the template, when you come into PowerPoint, click **New**. If you have already used the template you will see it near the top of the screen and you can click on it then click **Create** to use it. If you haven't used it before, click **Personal** and you should see it there. Again, click on it and click **Create** to start using it.

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

Microsoft Project - using the Successors field to find missing links

When you create a project plan not all tasks need to be linked directly to another task, but if you are going to track your project, then in theory all tasks should either be linked to the end of the phase in which they appear or to the end of the project. In a large project plan with many tasks it is often difficult to tell whether this has happened.

One way to check is to right-click on a column heading, click **Insert Column** and insert the **Successors** field. Then from the filter dropdown on the field heading, set to just show blanks - i.e. tasks which have no successors. You would expect the phases not to have successors, unless you are linking the end of one phase to the start of the next.

However look at the individual tasks which have no successors. If the completion of the project is not dependent on them fine, otherwise make a note of the tasks, clear the filter and then work out what task they are related to and create the appropriate link.

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

<hr size=2 width="100%" align=center>

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
1st February	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
1st February	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
1st February	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
1st February	15:30 - 16:30	Excel PivotTables	£25 + VAT
2nd February	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
2nd February	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
2nd February	14:00 - 15:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
2nd February	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
3rd February	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
3rd February	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
3rd February	13:00 - 14:30	Introduction to OneNote	£30 + VAT
3rd February	15:00 - 16:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£25 + VAT
4th February	09:30 - 11:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
4th February	11:30 - 12:30	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
4th February	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
4th February	15:00 - 17:00	Delegating - How to delegate effectively	£50 + VAT
5th February	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
5th February	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 February	13:30 - 14:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
5th February	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
8th February	09:30 - 10:30	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
8th February	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
8th February	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 February	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
9th February	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
9th February	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
9th February	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
9th February	15:30 - 16:30	Excel Charting	£25 + VAT
10th February	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
10th February	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
10th February	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
10th February	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
11th February	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
11th February	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
11th February	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
12th February	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
12th February	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
12th February	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
12th February	15:00 - 16:00	Excel Charting	£25 + VAT
12th February	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
15th February	09:30 - 10:30	Word - Mailmerge	£25 + VAT

15th February	11:00 - 12:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
15th February	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
15th February	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
16th February	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
16th February	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
16th February	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
17th February	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
17th February	11:00 - 12:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
17th February	13:30 - 15:05	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
18th February	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
18th February	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
18th February	15:00 - 16:00	Word - Mailmerge	£25 + VAT
19th February	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
19th February	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
19th February	13:30 - 15:00	Introduction to OneNote	£30 + VAT
19th February	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
22nd February	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 February	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
22nd February	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
22nd February	15:00 - 16:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
23rd February	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
23rd February	11:00 - 13:00	Team Building and Motivation	£50 + VAT

23rd February	14:00 - 15:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th February	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
24th February	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
24th February	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
24th February	15:30 - 16:30	Excel PivotTables	£25 + VAT
25th February	09:30 - 12:30	Introduction to Microsoft Teams	£50 + VAT
25th February	13:30 - 15:00	Crystal Reports - Working with SubReports	£35 + VAT
25th February	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
26th February	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
26th February	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT

Keep well and safe.

Janet Donbavand

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

Copyright © 2021 Archway Computer Training All rights reserved.



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