

Archway Computer Training
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March 2021 Newsletter

Our news

Looking at Boris's roadmap it would appear that face-to-face training is not going to be viable for at least a couple of months yet, or at least for large groups. Working from home creates its own issues in not having someone to easily ask how to achieve something.

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**. We are very happy to book people in for an **hour or a two hour slot** as required.

To see the list of March 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

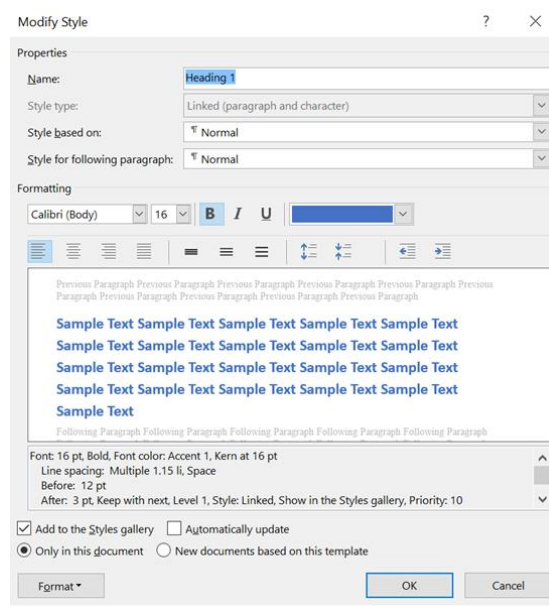
I have included a couple of my recent blog posts - see <http://ifonlyidknowthat.wordpress.com> - from questions that have risen whilst training recently.

Microsoft Word - Changing line spacing in Styles

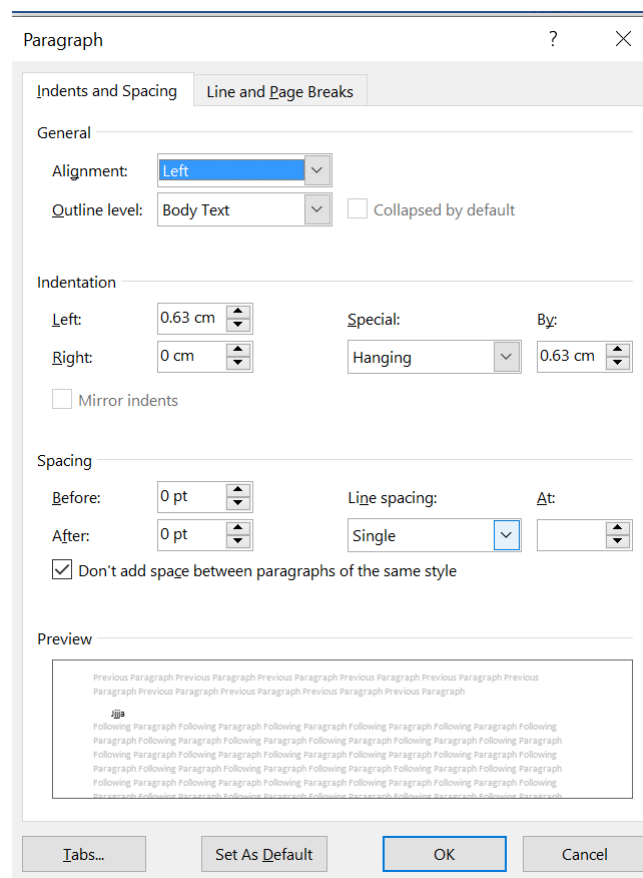
One of my clients is writing a book and I have been teaching her about the value of using heading styles to enable her to keep consistency of look, to be able to switch whole sections around easily and for creating an automatic table of contents.

She e-mailed me yesterday to ask if it is possible to change line spacing within Styles. The answer is **Yes**. Here's how to do it.

On the **Home** tab, in the **Styles** group, right-click on the style that you want to adapt and click **Modify** . The **Modify Style** dialog box will be displayed.



Towards the bottom left there is a **Format** button, then select **Paragraph**. The **Paragraph** dialog box will be displayed.



Here you can either adapt the **Line spacing** for that particular style or the **Spacing before or after** that particular style. Click **OK**. If you want all present occurrences of that style within

the document to reflect your change, click **Automatically update**. If you want to use this style in all new documents select **New documents based on this template**. Click **OK**.

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

Microsoft Project - Tracking Progress on Tasks

Once you have set a baseline for your project, (or part of your project if it is very long), and the project starts you will want to track progress. This will help you check what is running to schedule (or even ahead of schedule) or what is running late.

A lot of people track progress by adding the **% Complete** column to the entry table, checking with the people doing a task at a project meeting and recording percent complete of the task. Two problems with this:

1. It doesn't record what dates the task actually started and finished - it assumes they were done on the date indicated on the current plan
2. One week, you'll be told the task is 90% complete, the next 95% complete, 99% complete etc.

If you really want to track progress in detail, it would be better to use the **Tracking** table.

Click the **View** tab on the ribbon, select the **Tables** command and click **Tracking**.

Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost	Act. Work
0 Tendering project	26/09/16	NA	24%	0%	7.41 days	13.15 days	£2,200.00	21 hrs
1 1 Initial Work	26/09/16	NA	67%	0%	2 days	1 day	£2,200.00	21 hrs
2 1.1 Meeting with Minister	26/09/16	26/09/16	100%	0%	1 day	0 days	£800.00	8 hrs
3 1.2 Write and send out tender	27/09/16	NA	50%	0%	1 day	1 day	£1,400.00	13 hrs
4 2 Decision process	NA	NA	0%	0%	0 days	9 days	£0.00	0 hrs
5 2.1 Read bids	NA	NA	0%	0%	0 days	1 day	£0.00	0 hrs
6 2.2 meeting to decide on	NA	NA	0%	0%	0 days	0.5 days	£0.00	0 hrs
7 2.3 Interviews with shortlisted	NA	NA	0%	0%	0 days	1 day	£0.00	0 hrs
8 2.4 Check referer	NA	NA	0%	0%	0 hrs	2 hrs	£0.00	0 hrs
9 2.5 Decision mee	NA	NA	0%	0%	0 days	0.5 days	£0.00	0 hrs

You can type information into the following columns:

Act. Start The actual date the task started

Act. Finish The actual date the task was completed

% Comp. If the task is started but not finished, the percentage of the work completed

Phys. % Comp. The amount of physical work complete

Act Dur. The actual number of time periods that have been spent so far

Rem. Dur. The number of time periods left, calculated from the planned or scheduled length less the actual duration

Act. Cost This value is calculated from the cost of the resources allocated to the task, together with any fixed costs. If the task is marked 100% complete you can overwrite this value with the actual cost paid

Act. Work A measure of the work completed in hours calculated from the actual duration and units of each resource

You could also add in a **Rem. Work** column which would allow you to record how many work hours your team think is still needed on a particular task.

Using the **Tracking** table gives a far more detailed picture of project progress than just using the **% Complete** field. Using this more detailed information helps when you may need to reschedule subsequent tasks. You may be lucky and find that a task finished before its expected date of completion which may enable another task to proceed earlier than planned! If you are told that the remaining duration or hours of work are longer or shorter than anticipated, and you record them, MS Project can work out the % Complete on the particular task for you.

Find out more about our [Microsoft Project training](#) in Dorset, Wiltshire. 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
1st March	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
1st March	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
1st March	14:00 - 15:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
1st March	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
2nd March	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
2nd March	11:15 - 12:45	Crystal Reports - Charting	£35 + VAT

2nd March	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
2nd March	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
5th March	09:30 - 10:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
5th March	11:00 - 12:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
5th March	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
5th March	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
8th March	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
8th March	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
8th March	13:00 - 14:30	Introduction to OneNote	£30 + VAT
8th March	15:00 - 16:00	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
9th March	09:30 - 11:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
9th March	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
9th March	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th March	15:00 - 17:00	Delegating - How to delegate effectively	£50 + VAT
10th March	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
10th March	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
10th March	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
11th March	11:00 - 12:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
11th March	09:30 - 10:30	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
11th March	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
11th March	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT

11th March	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
12th March	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
12th March	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
12th March	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
15th March	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
15th March	11:00 - 12:00	Microsoft Word - Using Section Breaks effectively	£25 + VAT
15th March	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
15th March	15:00 - 16:00	Excel Charting	£25 + VAT
15th March	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
16th March	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
16th March	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
16th March	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
16th March	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
17th March	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
17th March	11:30 - 12:30	Using WebEx for working remotely	£25 + VAT
17th March	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
17th March	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
18th March	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
18th March	11:00 - 12:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
18th March	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
18th March	15:30 - 16:30	Excel Charting	£25 + VAT
19th March	09:30 - 11:30	Effective Communication especially when working remotely - keeping in touch with the team, organising	£50 + VAT

		regular meetings, Agenda, feedback from meeting, managing meetings, etc.	
19th March	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
19th March	15:00 - 16:00	Word - Mailmerge	£25 + VAT
22nd March	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
22nd March	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
22nd March	13:30 - 15:00	Introduction to OneNote	£30 + VAT
22nd March	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
23rd March	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
23rd March	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
23rd March	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
23rd March	15:30 - 16:30	Excel PivotTables	£25 + VAT
24th March	09:30 - 10:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
24th March	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
24th March	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
24th March	15:00 - 16:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
25th March	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
25th March	11:00 - 13:00	Team Building and Motivation	£50 + VAT
25th March	14:00 - 15:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
26th March	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
26th March	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
26th March	15:30 - 16:30	Excel PivotTables	£25 + VAT
29th March	09:30 - 12:30	Introduction to Microsoft Teams	£50 + VAT

29th March	13:30 - 15:00	Crystal Reports - Working with SubReports	£35 + VAT
29th March	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
30th March	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
30th March	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
30th March	13:30 - 14:30	Crystal Reports - Mailing Labels	£25 + VAT
30th March	15:00 - 16:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT

Keep well and safe.

Janet Donbavand

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