

Archway Computer Training
Computer and Professional Development Specialists

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April 2021 Newsletter

Our news

With a new tax year, some companies will have a new training budget. Investing in some of that wisely early on in the year, means your staff become more productive sooner. I am pleasantly surprised at the number of bookings we have already taken for May and June, though April is moderately quiet.

If staff are still working from home, it is sometimes difficult for them to get help with computer issues - we are happy to help give advice and support remotely.

We are still doing a lot of **remote training**, using Microsoft Teams 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 April 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.

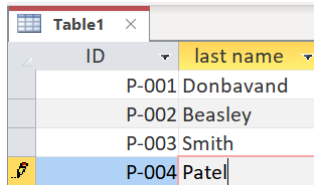
Microsoft Access - automatic numbering using set pattern e.g. P-001, P-002, etc

If you use Microsoft Access you can use **Data Type** AutoNumber to produce a sequence 1, 2, 3 etc for your records.

If you want to instead use a sequence such as P-001, P-002, etc, then in **Design** view. go to

the **Field Properties**, then in the **Format** box, enter the syntax "**P-000**". It will display exactly as you wish but there are two things to bear in mind:

1. It will be for display purposes only - the information stored in memory will still be numbers.
2. Auto numbers are never re-assigned. So if some records are deleted you will have gaps: P-001, P-002 and then P-005.



ID	last name
P-001	Donbavand
P-002	Beasley
P-003	Smith
P-004	Patel

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

Crystal Reports - hiding zero values in charts

I was training Crystal Reports this week and we produced a chart where a lot of the values were zero which made the chart rather messy.

We were charting **Last Year's Sales** by field **Region** from the **Customer** table.

Create a new formula field, **No Sales Region**.

If Sum({Customer.Last Year's Sales},{Customer.Region})=0 then {Customer.Region}

Go into the **Chart Expert**, on the **Data** tab, select **Advanced** for the **Layout**, then for the **On change of** , select **@No Sales Region** and for **Show value(s)** select **Sum of Customer.Last Year's Sales**. Click **OK**.

The next question was what if we only wanted to see on the chart **Regions** with **Last Year's Sales >10000**.

Create a new formula field, **Large Sales Region**.

If Sum({Customer.Last Year's Sales},{Customer.Region})>10000 then {Customer.Region}

Go into the **Chart Expert**, on the **Data** tab, select **Advanced** for the **Layout**, then for the **On change of** , select **@Large Sales Region** and for **Show value(s)** select **Sum of Customer.Last Year's Sales**. Click **OK**.

Find out more about our [Crystal Reports 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 April	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
1st April	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
1st April	14:00 - 15:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
1st April	15:30 - 16:30	Microsoft Project - Adding costs to projects	£25 + VAT
6th April	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
6th April	11:15 - 12:45	Crystal Reports - Charting	£35 + VAT
6th April	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
6th April	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
7th April	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th April	11:00 - 12:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
7th April	13:00 - 14:30	Introduction to OneNote	£30 + VAT
7th April	15:00 - 16:00	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
8th April	09:30 - 10:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
8th April	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
8th April	13:30 - 15:00	Crystal Reports - Crosstabs	£35 + VAT
9th April	09:30 - 11:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
9th April	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 April	13:30 - 14:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th April	15:00 - 17:00	Delegating - How to delegate effectively	£50 + VAT
12th April	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

12th April	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
12th April	13:00 - 14:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
12th April	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
13th April	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
13th April	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
13th April	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
13th April	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
14th April	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
14th April	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
14th April	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
15th April	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
15th April	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
15th April	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
15th April	15:00 - 16:00	Excel Charting	£25 + VAT
15th April	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
16th April	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
16th April	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
16th April	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 April	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
19th April	09:30 - 10:30	Using WebEx for working remotely	£25 + VAT
19th April	11:00 - 12:00	PowerPoint - Tables and Charts	£25 + VAT
19th April	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
19th April	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT

20th April	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
20th April	11:00 - 12:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
21st April	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
21st April	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
21st April	15:30 - 16:30	Excel Charting	£25 + VAT
22nd April	15:00 - 16:00	Word - Mailmerge	£25 + VAT
23rd April	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
23rd April	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
23rd April	13:30 - 15:00	Introduction to OneNote	£30 + VAT
23rd April	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
26th April	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
26th April	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
26th April	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
26th April	15:30 - 16:30	Excel PivotTables	£25 + VAT
27th April	09:30 - 10:30	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
27th April	11:00 - 12:30	Crystal Reports - Parameter Queries	£35 + VAT
27th April	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
27th April	15:00 - 16:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
28th April	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
28th April	11:00 - 13:00	Team Building and Motivation	£50 + VAT
28th April	14:00 - 15:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
29th April	19:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
29th April	15:30 - 16:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT

30th April	09:30 - 10:30	Excel PivotTables	£25 + VAT
30th April	11:00 - 12:30	Crystal Reports - Working with SubReports	£35 + VAT
30th April	13:00 - 16:00	Introduction to Microsoft Teams	£50 + VAT
30th April	16:30 - 17:30	Microsoft Project - Creating Reports	£25 + VAT

Keep well and safe.

Janet Donbavand

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