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**May 2021 Newsletter**

## Our news

Things seem to be warming up and I'm not just talking about the weather, though that has been pretty good too. We are getting lots of request for [Excel](#) and [Microsoft Project](#) training, but also [PowerPoint](#), [Word](#), [Outlook](#) and [Time Management](#). We have recently restarted face-to-face training to small groups. So if you want to become **excellent** at **Excel**, **proficient** at **Project**, **wonderful** at **Word**, **perfect** at **PowerPoint** or **outstanding** at **Outlook**, do get in touch.

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

For those of you using Microsoft 365, there are additions to the package all the time which you may not notice if you having been using Microsoft Office for years. I include some of these in my blog <http://ifonlyidknowthat.wordpress.com> -and reproduce a couple below.

#### Microsoft Excel - the IFS function

Are you using **Microsoft 365**? If so, instead of a **nested IF**, you can use the new **IFS function**.

Consider the example below:

	A	B	C	D
1	<b>Name</b>	<b>Mark</b>	<b>Result</b>	
2	Davies	72		
3	Garth	89		
4	Lewis	51		
5	McRae	90		
6	Reeves	76		
7	Smith	87		
8	Jones	55		
9				
10	If the mark is over 80, result is "A", if the mark is over 70, result is "B". If the mark is over 60, result is "C" but less than 60 is "FAIL"			
11				
12				
13				

We would generally use a nested IF to work out the exam score, the formula being:

**=IF(B2>80,"A",IF(B2>70,"B",IF(B2>60,"C","FAIL")))**

	A	B	C	D	E
1	<b>Name</b>	<b>Mark</b>	<b>Result</b>		
2	Davies	72	=if(b2>80,"A",if(b2>70,"B",if(b2>60,"C","FAIL")))		
3	Garth	89			
4	Lewis	51			
5	McRae	90			
6	Reeves	76			
7	Smith	87			
8	Jones	55			

Now, using Office 365, we can use an IFS function, where the syntax is

**=IFS(logical test1, value if true, logical test2, value if true, logical test3, value if true, .....**)

so in this case:

**=IFS(B2>80,"A",B2>70,"B",B2>60,"C",B2<=60,"FAIL")**

	A	B	C	D	E	F
1	<b>Name</b>	<b>Mark</b>	<b>Result</b>			
2	Davies	72	=IFS(B2>80,"A",B2>70,"B",B2>60,"C",B2<=60,"FAIL")			
3	Garth	89	IFS(logical_test1, value_if_true1, [logical_test2, value_if_true2], [logical_test3, val			
4	Lewis	51				
5	McRae	90				
6	Reeves	76				
7	Smith	87				
8	Jones	55				
9						

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

**Microsoft Excel - the UNIQUE function**

If you are an Excel 365 user, you will have the **UNIQUE** function, which looks at a range of cells and produces a list of unique values. This may, be useful, for example, if you wanted to create a Data Validation List from data that is already there.

In the example below, I have a list of orders, but some customers have made more than one order and I just want a list of customer names.

	A	B	C	D	E	F	G	
1	OrderID	CustomerID	EmployeeID	OrderDate	DispatchDate	Product Code	Days taken	
2		1 Smith		4	14/10/2019	18/10/2019	3	4
3		2 Jones		4	15/10/2019	22/10/2019	1	7
4		3 Smith		3	16/10/2019	27/10/2019	3	11
5		4 Brown		5	17/10/2019	03/11/2019	3	17
6		5 Hislop		3	21/10/2019	28/10/2019	4	7
7		6 Phillips		4	25/10/2019	10/11/2019	1	16
8		7 Walsh		6	11/11/2019	10/12/2019	1	29
9		8 Ghose		6	12/11/2019	16/11/2019	3	4
10		9 Phillips		6	22/11/2019	26/11/2019	1	4
11		10 Kanani		8	23/11/2019	26/11/2019	3	3
12		11 Janman		8	30/11/2019	06/12/2019	5	6
13		12 Crook		1	07/12/2019	16/12/2019	1	9
14		13 Blake		1	08/12/2019	14/12/2019	2	6
15		14 Ghose		4	10/12/2019	17/12/2019	4	7
16		15 Dwyer		2	14/12/2019	22/12/2019	5	8
17		16 Bason		5	16/12/2019	22/12/2019	2	6
18		17 Patrick		6	17/12/2019	23/12/2019	6	6
19		18 Ward		4	18/12/2019	25/12/2019	4	7
20		19 Whittock		2	21/12/2019	30/12/2019	8	9
21		20 Hawkins		8	21/12/2019	29/12/2019	1	8
22		21 Jones		4	22/12/2019	21/01/2020	5	30
23		22 Crean		7	23/12/2019	30/12/2019	3	7
24		23 Murphy		1	24/12/2019	29/12/2019	6	5

In cell I5, I used the formula

**=UNIQUE(B2:B154)** which is the range that I am searching through.

I get a list of unique names in column I.

Smith
Jones
Brown
Hislop
Phillips
Walsh
Ghose
Kanani
Janman
Crook
Blake
Dwyer
Bason
Patrick
Ward
Whittock
Hawkins
Crean
Murphy
Marquardt
Mountain

The syntax for the **UNIQUE** function is **UNIQUE(Array, [by column], [occurs once])**.

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
7th May	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
7th May	11:15 - 12:45	Crystal Reports - Charting	£35 + VAT
7th May	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th May	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
11th May	9:30 - 11:00	Crystal Reports - Crosstabs	£35 + VAT
11th May	11:30 - 13:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
11th May	13:30 - 14:30	Outlook - Emails Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
11th May	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
12th May	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
12th May	13:00 - 14:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
12th May	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
14th May	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
14th May	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT

14th May	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
17th May	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
17th May	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
17th May	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
17th May	15:00 - 16:00	Excel Charting	£25 + VAT
17th May	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
19th May	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
19th May	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
19th May	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
19th May	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
20th May	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
20th May	11:00 - 12:00	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
20th May	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
20th May	15:30 - 16:30	Excel Charting	£25 + VAT
21st May	13:00 - 15:00	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 May	15:30 - 16:30	Word - Mailmerge	£25 + VAT
24th May	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
24th May	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
24th May	13:30 - 15:00	Introduction to OneNote	£30 + VAT
24th May	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
25th May	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
26th May	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
26th May	11:00 - 13:00	Team Building and Motivation	£50 + VAT

26th May	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
26th May	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
27th May	09:30 - 10:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
27th May	11:00 - 12:00	Microsoft Project - Adding costs to projects	£25 + VAT
27th May	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
27th May	15:00 - 16:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
28th May	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
28th May	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
28th May	13:30 - 14:30	Crystal Reports - Mailing Labels	£25 + VAT
28th May	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
14th June	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
14th June	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
14th June	13:30 - 14:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
14th June	15:30 - 16:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
15th June	09:30 - 11:00	Introduction to OneNote	£30 + VAT
15th June	11:30 - 12:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
15th June	13:30 - 14:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
15th June	15:00 - 16:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
21st June	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
21st June	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
21st June	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
21st June	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
22nd June	09:30 - 11:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
22nd June	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT

22nd June	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
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**Keep well and safe.**

**Janet Donbavand**