Archway Computer Training Computer and Professional Development Specialists 01747 820396, 07477 578417

www.archwayct.co.uk info@archwayct.co.uk 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 excel lent 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.

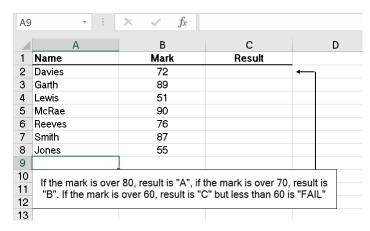
Hints and Tips

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://ifonlyidknownthat.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:



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

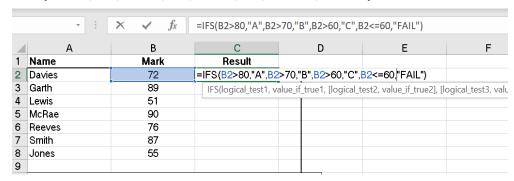
=IF(B2>80,"A",IF(B2>70,"B",IF(B2>60,"C","FAIL")))

R \rightarrow : \times \checkmark f_x =if(b2>80,"A",if(b2>70,"B",if(b2>60,"C","FAIL")))				","FAIL")))
Α	В	С	D	E
Name	Mark	Result		
Davies	72	=if(b2>80,"A",if(b2>	70,"B",if(b2>60,"C",	"FAIL")))
Garth	89			
Lewis	51			
McRae	90			
Reeves	76			
Smith	87			
Jones	55			
	411	A B Name Mark Davies 72 Garth 89 Lewis 51 McRae 90 Reeves 76 Smith 87	A B C Name Mark Result Davies 72 =if (b2>80, "A", if (b2> Garth 89 Lewis 51 McRae 90 Reeves 76 Smith 87	A B C D Name Mark Result Davies 72 =if (b2>80, "A", if (b2>70, "B", if (b2>60, "C", Garth 89 Lewis 51 McRae 90 Reeves 76 Smith 87

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")

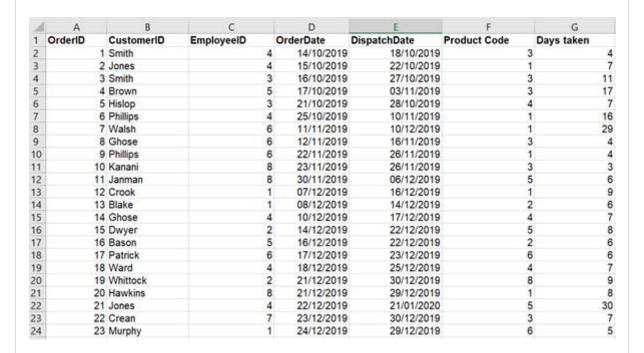


Find out more about our **Microsoft Excel training** in Wiltshire, Dorset, Somerset and Hampshire.

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.

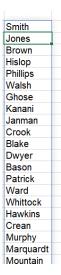
In the example below, I have a list of orders, but some customers have made more than one order and I just want a list of customer names.



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.



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

Find out more about our <u>Microsoft Excel training</u> 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**.

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

14th	14:00 -	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 +
May	16:00		VAT
17th	09:30 -	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 +
May	11:00		VAT
17th	11:30 -	Microsoft Word - Using Section Breaks effectively	£25 +
May	12:30		VAT
17th	13:30 -	Excel - Named ranges, VLOOKUP	£25 +
May	14:30		VAT
17th	15:00 -	Excel Charting	£25 +
May	16:00		VAT
17th	16:00 -	Using Zoom for Remote Working	£15 +
May	16:40		VAT
19th	09:30 -	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 +
May	10:30		VAT
19th	11:00 -	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 +
May	12:00		VAT
19th	13:30 -	Using Outlook for Time Management	£30 +
May	14:30		VAT
19th	15:00 -	Microsoft Project - Baselining a Project and Tracking Progress	£25 -
May	16:00		VAT
20th	09:30 -	Excel - Date and Text Functions	£25 -
May	10:30		VAT
20th	11:00 -	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 -
May	12:00		VAT
20th	13:30 -	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 -
May	15:00		VAT
20th	15:30 -	Excel Charting	£25 -
May	16:30		VAT
21st	13:00 -	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 -
May	15:00		VAT
21st	15:30 -	Word - Mailmerge	£25 -
May	16:30		VAT
24th	09:30 -	Excel - Sorting, Filtering, Conditional Formatting	£25 -
May	10:30		VAT
24th	11:00 -	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 -
May	12:00		VAT
24th	13:30 -	Introduction to OneNote	£30 -
May	15:00		VAT
24th	15:30 -	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 -
May	16:30		VAT
25th	13:30 -	PowerPoint - Tables and Charts	£25 -
May	14:30		VAT
26th	09:30 -	Excel - Sorting, Filtering, Conditional Formatting	£25 -
May	10:30		VAT
26th	11:00 -	Team Building and Motivation	£50 -
May	13:00		VAT

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

22nd June 13:30 - Excel - Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals

Keep well and safe.

Janet Donbavand