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**July 2021 Newsletter**

## Our news

We are now getting a lot of requests for **face-to-face** training again, ranging from **Microsoft Excel** to [Microsoft Access](#) and even **SQL** being asked for at present.

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. Courses being asked for at present include **Microsoft Excel** - when isn't it (??), **Microsoft Project**, **Introduction to NLP**, [Microsoft Outlook](#), **Introduction to OneDrive**, **Microsoft Teams**, **Planner**, etc.

To see the list of July 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. I have now written four blogs on the new **XLOOKUP** function - I reproduced two last month and include two more below.

**Microsoft Excel - XLOOKUP - finding the number of orders between two dates**

We have already looked at using **XLOOKUP** to return data where columns are not in a contiguous order.

There are many other uses of the **XLOOKUP** function. One could be to return the number of orders between two dates or the value of orders between two dates.

In the spreadsheet shown we have order dates and individual orders. Say, I wanted to find how many orders came in in July 2020.

	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

I have added the required Start Date in cell I2 and the required Finish Date in cell J2.

The relevant combination of the functions **COUNT** and **XLOOKUP** in cell K2 would be:

**=COUNT(XLOOKUP(I2,D2:D154,A2:A154):XLOOKUP(J2,D2:D154,A2:A154))**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	OrderID	CustomerID	EmployeeID	OrderDate	DispatchDate	Product Code	Days taken		Start Date	Finish Date	Number of orders			
2	1	Smith	4	14/10/2019	18/10/2019	3	4		01/07/2020	31/07/2020	=COUNT(XLOOKUP(I2,D2:D154,A2:A154):XLOOKUP(J2,D2:D154,A2:A154))			
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							

Similarly, I could use the **SUM** function on a relevant column to find the total value of orders.

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

Yet another blog about the XLOOKUP function which is so powerful.

Say I have a list of customers and I want to find the date of their first order or their last order.

	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

I have more than one order for several customers.

The syntax for the **XLOOKUP** function is:

**=XLOOKUP(lookup\_value, lookup\_array, return\_array, [if\_not\_found], [match\_mode], [search\_mode])**

The XLOOKUP function searches a range or an array, and then returns the item corresponding to the first match it finds. If no match exists, then XLOOKUP can return the closest (approximate) match.

It is the **Search mode** that we need to think about in this instance. This is input as:

1 - Perform a search starting at the first item. This is the default.

-1 - Perform a reverse search starting at the last item.

2 - Perform a binary search that relies on lookup\_array being sorted in *ascending* order. If not sorted, invalid results will be returned.

-2 - Perform a binary search that relies on lookup\_array being sorted in *descending* order. If not sorted, invalid results will be returned.

In the example I am using my **Order Dates** are in sort order; if not, you would need to sort before running the **XLOOKUP**. To find the earliest **Order Date**, we use **1** as our search mode and to find the latest **Order Date** we use **-1** as our search mode.

	A	B	C	D	E	F	G	H	I	J	K	L
1	OrderID	CustomerID	EmployeeID	OrderDate	DispatchDate	Product Code	Days taken		Customer ID	First Order Date	Last Order Date	
2		1 Smith		4 14/10/2019	18/10/2019		3	4	Bason	16/12/2019	02/06/2020	
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				

So my first formula is **=XLOOKUP(I2,B2:B154,D2:D154,,0,1)**

and my second formula is

**=XLOOKUP(I2,B2:B154,D2:D154,,0,-1)**

Other examples would be finding the first or last sales amount for a particular client, etc.

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

## Online Training Sessions

Since it is difficult at present to provide 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](#).

**To find out more details, ring on the mobile number at the top of this newsletter, [email us](#) or fill in our online [contact form](#).**

Date	Time	Session	Cost
5th July	9:15 - 10:45	Crystal Reports - Crosstabs	£35 + VAT
5th July	11:00 - 12:00	Word - Using Word tables, general Word hints and tips	£25 + VAT
5th July	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
5th July	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
6th July	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT

6th July	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
6th July	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
6th July	15:00 - 16:00	Excel Charting	£25 + VAT
7th July	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
8th July	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
8th July	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
8th July	15:30 - 16:30	Excel Charting	£25 + VAT
9th July	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
9th July	11:00 - 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 + VAT
9th July	13:30 - 14:30	Word - Mailmerge	£25 + VAT
9th July	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
9th July	16:30 - 17:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
12th July	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
12th July	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
12th July	13:30 - 15:00	Introduction to OneNote	£30 + VAT
12th July	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
13th July	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
13th July	11:00 - 13:00	Team Building and Motivation	£50 + VAT
13th July	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
13th July	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
15th July	09:30 - 10:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
15th July	11:00 - 12:00	Microsoft Project - Adding costs to projects	£25 + VAT
15th July	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 July	15:00 - 16:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT

16th July	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
16th July	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
16th July	13:30 - 15:00	Introduction to OneNote	£30 + VAT
16th July	15:30 - 16:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
19th July	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
19th July	11:30 - 12:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
19th July	13:30 - 14:30	Word - Using Word tables, general Word hints and tips	£25 + VAT
19th July	15:30 - 17:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
20th July	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
20th July	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
20th July	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
20th July	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
21st July	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
21st July	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
21st July	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
21st July	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
22nd July	09:00 - 10:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
22nd July	10:30 - 12:00	Crystal Reports - Charting	£35 + VAT
22nd July	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
22nd July	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
2nd August	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
2nd August	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
2nd August	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
2nd August	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT

3rd August	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
3rd August	11:30 - 12:30	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
3rd August	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
3rd August	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT

Keep well and safe.

Janet Donbavand

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