

Archway Computer Training
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June 2021 Newsletter

Our news

I have been pretty excited to start doing face-to-face training again; having now had both doses of the vaccine, I am feeling as safe as I can be. Not everyone is happy with having their training remotely so as well as newly booked sessions, some that were booked for last year are, at last, being rescheduled.

Another excitement has been training [Advanced Excel 365](#), and the use of the **XLOOKUP** function. It is so much more powerful than the **VLOOKUP** function; I have written a couple of blog posts on it; both of which are reproduced below.

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 June scheduled sessions, see further down this newsletter. Sessions are updated regularly - please see <http://www.jmdtraining.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 - XLOOKUP

If you are using Excel 365 or Excel 2019, you will be able to use the new **XLOOKUP** function. This has many uses - I am outlining one of them here.

Previously if I was using a **VLOOKUP** function and wanted to use the function across several columns, I would use a **VLOOKUP** function combined with a **COLUMN** function. And if I also wanted to add in a message if there was no match, I also included the **IFERROR** function.

So if my original data looked like

	A	B	C	D	
1	Wine number	Wine name	Quantity	Unit Price	
2	AW13	Viognier 2008	83	£ 12.50	
3	AW14	Sauvignon Blanc 2011	114	£ 5.48	
4	AW15	Chardonnay 2011	214	£ 17.95	
5	LR26	Semillon 2009	106	£ 16.50	
6	NZ01	Cabernet Sauvignon 2010	94	£ 11.00	
7	NZ05	Riesling 2009	118	£ 13.98	
8	NZ06	Chardonnay 2010	118	£ 16.00	
9	NZ52	Pinot Noir 2010	120	£ 22.50	
10	NZ70	Grenache 2009	82	£ 9.48	
11					

and I had a list of Wine numbers that a client had asked for and I wanted to find the relevant Name, Quantity and Unit Price, my formula, in cell H2 if the Wine number that I was trying to locate in this data set was in cell G2 would be:

=IFERROR(VLOOKUP(\$G2,\$A\$2:\$D\$10,COLUMN(B1),FALSE), "Not in stock")

To achieve a similar result with an **XLOOKUP**, the formula would be:

=XLOOKUP(G2,\$A\$2:\$A\$10,\$B\$2:\$D\$10,"Not in stock")

Which is rather easier. When I use this in cell H2, it automatically also fills in I2 and J2 as it is looking at the information in 3 columns, B to D.

The syntax for the **XLOOKUP** used here is

=XLOOKUP(lookup value, lookup array, return array, if not found)

There are other options for closest rather than exact match, etc, but I'll look at them at another time!

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

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Microsoft Excel - XLOOKUP function - returning data from non-contiguous columns

When training **XLOOKUP** recently, I was asked if it could return data on columns that were not next to each other.

Yes, you can, but it also involves using the **CHOOSE** function.

In the example below, the original column order was Wine Number, Wine Name, Quantity and Price:

	A	B	C	D	E
1	Wine number	Wine name	Quantity	Unit Price	
2	AW13	Viognier 2008	83	£ 12.50	
3	AW14	Sauvignon Blanc 2011	114	£ 5.48	
4	AW15	Chardonnay 2011	214	£ 17.95	
5	LR26	Semillon 2009	106	£ 16.50	
6	NZ01	Cabernet Sauvignon 2010	94	£ 11.00	
7	NZ05	Riesling 2009	118	£ 13.98	
8	NZ06	Chardonnay 2010	118	£ 16.00	
9	NZ52	Pinot Noir 2010	120	£ 22.50	
10	NZ70	Grenache 2009	82	£ 9.48	
11					

I want to return Wine number, Price and Quantity - wine name Semillon 2009 is in cell G13, so I am putting my cursor in cell H13.

Wine name	Wine number	Price	Quantity
Semillon 2009			
Cabernet Sauvignon 2010			
Pinot Grigio			

Going to **XLOOKUP**, the relevant syntax is

=XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found],[match_mode],[search_mode])

In this example, we need cell G13 for the lookup value and **\$B\$2:\$B\$10** is the lookup array.

It is the return array that is more tricky. The **CHOOSE** function allows us to specify the order of columns so I need **CHOOSE({1, 2, 3}, \$A\$2:\$A\$10, \$D\$2:\$D\$10, \$C\$2:\$C\$10)**. We want to return 3 columns, that is why the **CHOOSE** function has the **1,2,3**; the squiggly brackets indicate that we are returning an array of three columns.

So my formula is:

=XLOOKUP(G13,\$B\$2:\$B\$10,CHOOSE({1,2,3},\$A\$2:\$A\$10,\$D\$2:\$D\$10,\$C\$2:\$C\$10),"Not in stock")

Wine name	Wine number	Price	Quantity
Semillon 2009	LR26	16.495	106
Cabernet Sauvignon 2010	NZ01	10.995	94
Pinot Grigio	Not in stock		

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

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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
14th June	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
14th June	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£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
16th June	11:00 - 12:00	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
16th June	15:30 - 16:30	Word - Using Word tables, general Word hints and tips	£25 + VAT

17th June	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
17th JUne	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
17th June	13:30 - 14:30	Crystal Reports - Mailing Labels	£25 + VAT
17th June	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + 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
22nd June	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
23rd June	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
23rd June	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
23rd June	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
23rd June	15:30 - 16:30	Excel PivotTables	£25 + VAT
25th June	09:15 - 10:45	Crystal Reports - Parameter Queries	£35 + VAT
25th June	11:00 - 12:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
25th June	13:30 - 14:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
25th June	15:00 - 16:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
28th June	09:30 - 10:30	Excel PivotTables	£25 + VAT
28th June	11:00 - 12:30	Crystal Reports - Working with SubReports	£35 + VAT

28th June	13:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
28th June	15:30 - 16:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
29th June	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
29th June	13:00 - 14:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
29th June	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
30th June	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
30th June	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
1st July	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
1st July	11:15 - 12:45	Crystal Reports - Charting	£35 + VAT
1st July	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
1st July	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
2nd July	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
2nd July	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
2nd July	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
2nd July	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
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
7th July	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
7th July	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
7th July	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£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 - Baselining a Project and Tracking Progress	£25 + VAT
9th July	16:30 - 17:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT

Keep well and safe.

Janet Donbavand

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