

Archway Computer Training
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August 2021 Newsletter

Our news

We hope you are able to enjoy the summer and find some time to relax. Some people are now firmly back in the office, while others are still working from home, or at least for most of the time.

We are finding that there is now more of a demand for **face-to-face training**, though we reckon we will still be training remotely for some time to come - in fact, we already have a booking for **remote training** for the last week of November!

We are happy either way; all our trainers have now been double-vaccinated.

To see the list of August 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 am including two of my recent blog posts below. My blog is devised of things I have been asked in training, or things I have noticed during training sessions - see <http://ifonlyidknowthat.wordpress.com> for the full variety of topics.

Beware - copying a shortcut is not the same as copying a file

I was doing Microsoft Access training last week and the client wanted us to look at making changes to their database. I said we needed to make a copy then if we did something that they decided they didn't want, we could easily get back to the original.

Being helpful, one of the attendees told me she had made a copy for me.

I started making changes and then decided I wanted to look at the original. However, I then found that there was only one copy! What had happened was that she had copied the desktop shortcut to the database, rather than making a copy of the database itself!

Luckily we weren't too far down the line and all was well.

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

Microsoft Excel - copying a number of rows x times

I was recently training at a client site and they said they regularly needed to copy a number of rows, say 100 times in a worksheet.

There is VBA code to help you undertake a task like this but if you are not a VBA programmer, there is an easier way.

Say, I want the information in cells A2:R52 duplicated 100 times.

First, I selected the range **A2:52** and pressed **Ctrl + C** to **copy** the data.

I wanted it duplicated 100 times which should take me down to row 5152, i.e. $(100 \times 51) +$ the original 51.

In the **Name box** to the left of the **formula bar** where it will say A2 or the cell reference of the first cell in the range to be duplicated, type the cell range that you want the information to be duplicated in, in my case, A2:R5152. Press **Enter**.

I then clicked **Paste** or press **Ctrl + V**.

My data was duplicated as required.

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
Cost			
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
4th August	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
4th August	11:30 - 12:30	Microsoft Project - Adding costs to projects	£25 + VAT
4th August	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
4th August	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
5th August	09:15 - 10:45	Crystal Reports - Parameter Queries	£35 + VAT
5th August	11:00 - 12:00	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
5th August	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
5th August	15:30 - 16:30	Excel PivotTables	£25 + VAT
6th August	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT

6th August	11:00 - 12:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
6th August	13:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
6th August	15:30 - 16:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
9th August	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
9th August	13:30 - 14:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
9th August	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
11th August	9:15 - 10:45	Crystal Reports - Crosstabs	£35 + VAT
11th August	11:15 - 12:15	Word - Using Word tables, general Word hints and tips	£25 + VAT
11th August	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
11th August	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
12th August	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
12th August	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
12th August	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
12th August	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
13th August	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
13th August	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
13th August	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
13th August	15:00 - 16:00	Excel Charting	£25 + VAT
23rd August	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
23rd August	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
23rd August	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
23rd August	15:30 - 16:30	Excel Charting	£25 + VAT

24th August	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
24th August	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
24th August	13:30 - 14:30	Word - Mailmerge	£25 + VAT
24th August	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
24th August	16:30 - 17:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
25th August	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
25th August	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
25th August	13:30 - 15:00	Introduction to OneNote	£30 + VAT
25th August	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
26th August	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
26th August	11:00 - 13:00	Team Building and Motivation	£50 + VAT
26th August	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
26th August	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
27th August	09:30 - 10:30	Excel - Review of Basic Formulas, Absolute Cell References (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals	£25 + VAT
27th August	11:00 - 12:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
27th August	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
27th August	15:30 - 16:30	Introduction to OneNote	£30 + VAT
31st August	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
31st August	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
31st August	15:30 - 16:30	Excel PivotTables	£25 + VAT
1st September	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT

1st September	11:30 - 12:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
1st September	13:30 - 14:30	Word - Using Word tables, general Word hints and tips	£25 + VAT
1st September	15:30 - 17:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
2nd September	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
2nd September	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
2nd September	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
2nd September	15:30 - 16:30	Microsoft Project - Creating Reports	£25 + VAT
3rd September	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
3rd September	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
3rd September	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
3rd September	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
6th September	09:00 - 10:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
6th September	10:30 - 12:00	Crystal Reports - Charting	£35 + VAT
6th September	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
6th September	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
7th September	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT

Keep well and safe.

Janet Donbavand