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**September 2021 Newsletter**

## Our news

We are now back to the beginning of a new school year and let's hope it won't be as disrupted as the last two school years have been. As the kids go back to more learning, is it time to improve your skill set or the skills of your team?

Are you/ they

- Wonderful at **Word**
- Excellent at **Excel**
- Perfect at **PowerPoint**
- Outstanding at **Outlook**
- Amazing at **Access**
- Terrific at **Microsoft Teams**
- Proficient at **Microsoft Project**
- Crystal-clear about **Crystal Reports**, etc, etc?

Or perhaps you could do with some help in **Time Management**, **Presentation Skills** or **Resilience and Emotional Intelligence**?

All our training is tailor-made to **your** training needs. We send out **Training Needs Analysis forms** which help in pinpointing present skills levels and those required for job roles.

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 September 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.

### OneDrive - Finding all files shared to one person


Although this seems an easy thing to do it is not. Files which have been shared can be found easily but not a list of files shared to one person. The file/files need to be tagged with the person's name and the search made on the tag. Tags are also known as keywords.

When you share a file/folder in OneDrive you can view that the file is shared via:

#### File Explorer

An icon appears in the **Status** column designating that the file/folder is shared.  There is no indication who the file is shared with.

#### OneDrive Online

A note appears in the **Sharing** column indicating that the file / folder is shared.  Shared  
Right clicking the file/folder gives you a **Manage Access** command which displays a **Manage Access** pane to the right of the screen. Which gives a list of all the people who have access to the file.

#### Finding all shared files

#### OneDrive Online

To the left of the screen is a **Shared** option. Click here.

Two tabs appear at the top of the screen: **Shared with you** to view files someone else has shared with you; and **Shared by you** to view the files you have shared with other people.

#### Viewing one person's files you have shared

There seems to be no way to filter, sort or just view all the files you have shared with one particular person.

#### What can you do?

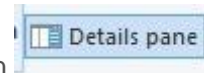
The shared files can be tagged with the sharer's name. This would need to be done manually in **File Explorer** whilst viewing the files in **OneDrive**. More than one file can be

selected at a time by clicking on the first file and then holding down **Ctrl** and clicking on the other relevant files.

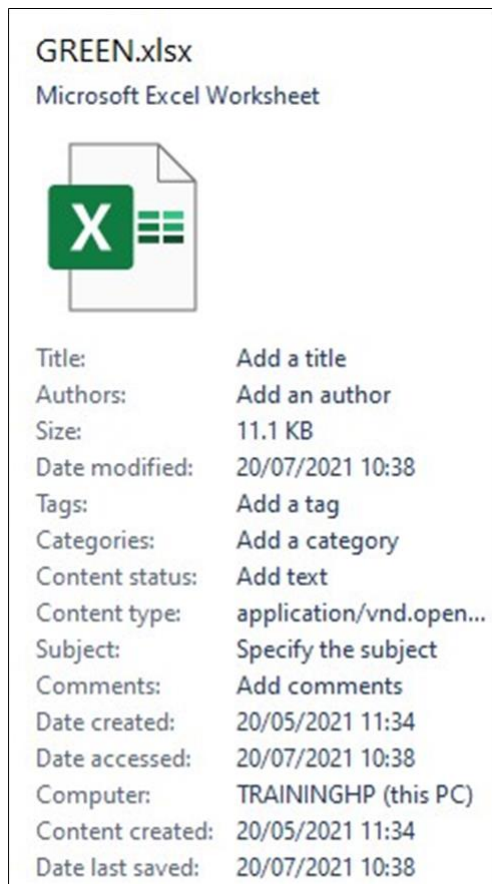
## Tag a File or Files

In **File Explorer** go to **OneDrive** and select the file or files.

On the **View** Ribbon click on **Details Pane** to the left of the ribbon.



The **Details pane** appears to the right of the screen.



Click into the **Tags** area – Add a tag (if a name is already there click into the area and the

**Add a tag** command appears).



Type the name or names. If you have used the name before it should appear below where you are typing, click into the tick box to add.

Click **Save** at the bottom of the **Details pane**.

**NOTE:** If you get an error message close **File Explorer** and try again a few minutes later.

## Search for a Tag

To find all the files tagged with one person's name:

In **File Explorer** select the folder to search.

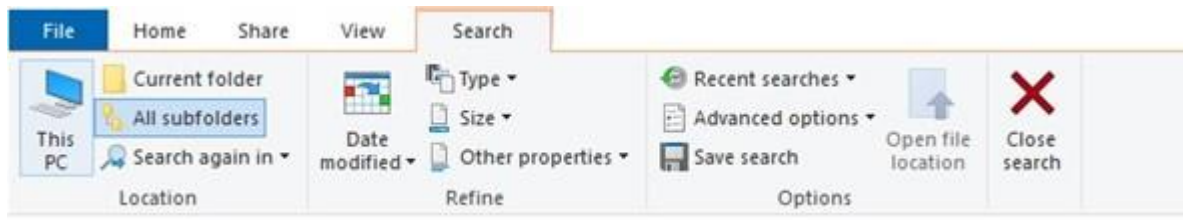
Click into the **Search** box.

Type tags: the name you want to search for and press **Enter**.



All the files tagged to that person appear in the list below.

The **Search Ribbon** also appears once you have typed something into the **Search** box.



Click the **X Close Search** command.

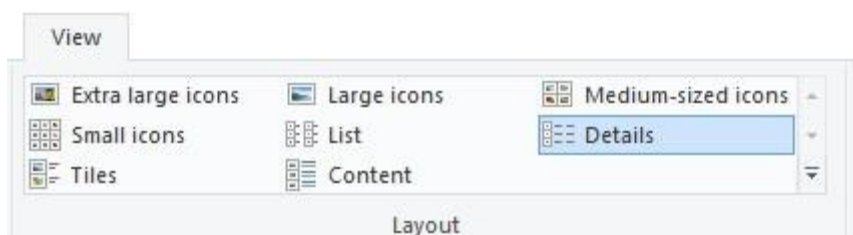
The **Search Ribbon - Other properties** drop down list gives you the option to choose **Tag** once the ribbon displays but it does not display until should you search for something.

**NOTE:** Check that the **All subfolders** option is selected if there are sub folders within the folder you are searching.

## Add the Tag column to File Explorer

In **File Explorer** go to the folder to find the tag.

Ensure the **Details** layout is on display.



Right click an existing column heading.

Click on **Tags** and a **Tag** column will be added to the details area.

Name	Status	Date modified	Type	Size	Tags
GREEN.xlsx	R	20/07/2021 10:38	Microsoft Excel W...	12 KB	
Market Analysis.docx	R	21/07/2021 13:06	Microsoft Word D...	203 KB	Tom walters; julie; Debbie

The names of the people tagged in the file appear and the down filter arrow allows you to filter for individual people.

**NOTE:** the problem is that the **Tags** column is only added to the folder you are in and would need to be added separately to all folders.

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

### Microsoft Project - colouring Gantt bars by resource

This morning, I was asked by a client how they could colour the bars on their Gantt Chart according to the resource being used for a task.

There isn't a very quick way to do it, but this is what I suggested:

In **Gantt Chart** view, go to the **Resource Names** column and filter so you only see tasks being done by one particular resource.

Holding down your **CTRL** key click on the tasks being done by that resource

Go to the **Gantt Chart Tools Format** tab, then in the **Bar Styles** group, click the **Format** dropdown and click **Bar**. On The **Bar Shape** tab, in the **Middle** section, click on the **Color** dropdown and select your preferred colour for that resource from the **Color** dropdown.

Click **OK**.

Now clear the filter from the **Resource Names** drop-down, then select the next resource to be coloured and proceed in the same way.

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

[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
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
7th September	11:30 - 12:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
7th September	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
7th September	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
8th September	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
8th September	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
8th September	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
8th September	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
9th September	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
9th September	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
10th September	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
10th September	15:30 - 16:30	Excel PivotTables	£25 + VAT
15th September	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
15th September	11:00 - 12:00	Word - Using Word tables, General Word hints and tips	£25 + VAT
15th September	13:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
15th September	15:30 - 16:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
27th September	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
27th September	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
27th September	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
27th September	15:00 - 16:30	Crystal Reports - Parameter Queries	£35 + VAT

28th September	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
28th September	13:45 - 14:45	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
28th September	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
29th September	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
29th September	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
30th September	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
30th September	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
30th September	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
30th September	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
1st October	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
1st October	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
1st October	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
1st October	15:00 - 16:00	Excel Charting	£25 + VAT
4th October	9:15 - 10:45	Crystal Reports - Crosstabs	£35 + VAT
4th October	11:15 - 12:15	Word - Using Word tables, general Word hints and tips	£25 + VAT
4th October	13:30 - 14:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT

Keep well and safe.

Janet Donbavand

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