

Archway Computer Training
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October 2021 Newsletter

Our news

After a good month weatherwise for a lot of September, the weather is now starting to feel decidedly autumnal. We have started getting busy and are now almost doing half our training online via Zoom and Microsoft Teams and the other half face-to-face. All our trainers have been double vaccinated.

Many companies are now encouraging people back into the office, even if only on a part-time basis. So you may well have more flexibility now as far as training goes, or you may have noticed weaknesses in the team when people were working from home.

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 October 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.

Word 365 - where has my spellcheck button gone?

In previous versions of Microsoft Word, the **Spellcheck** button used to be on the **Review** tab and I would often encourage people to add it to their **Quick Access Toolbar** so they could find it more easily.

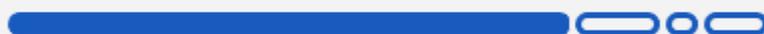


Spellcheck has now been replaced by **Editor** .. . It is found both on the **Review** tab and also on the **Home** tab, which makes finding it easier. Clicking on the **Editor** icon brings an **Editor** pane to the right of the window

Editor

Editor Score

81%



Formal writing

Corrections

Spelling

16

Grammar

9

Refinements

Clarity

9

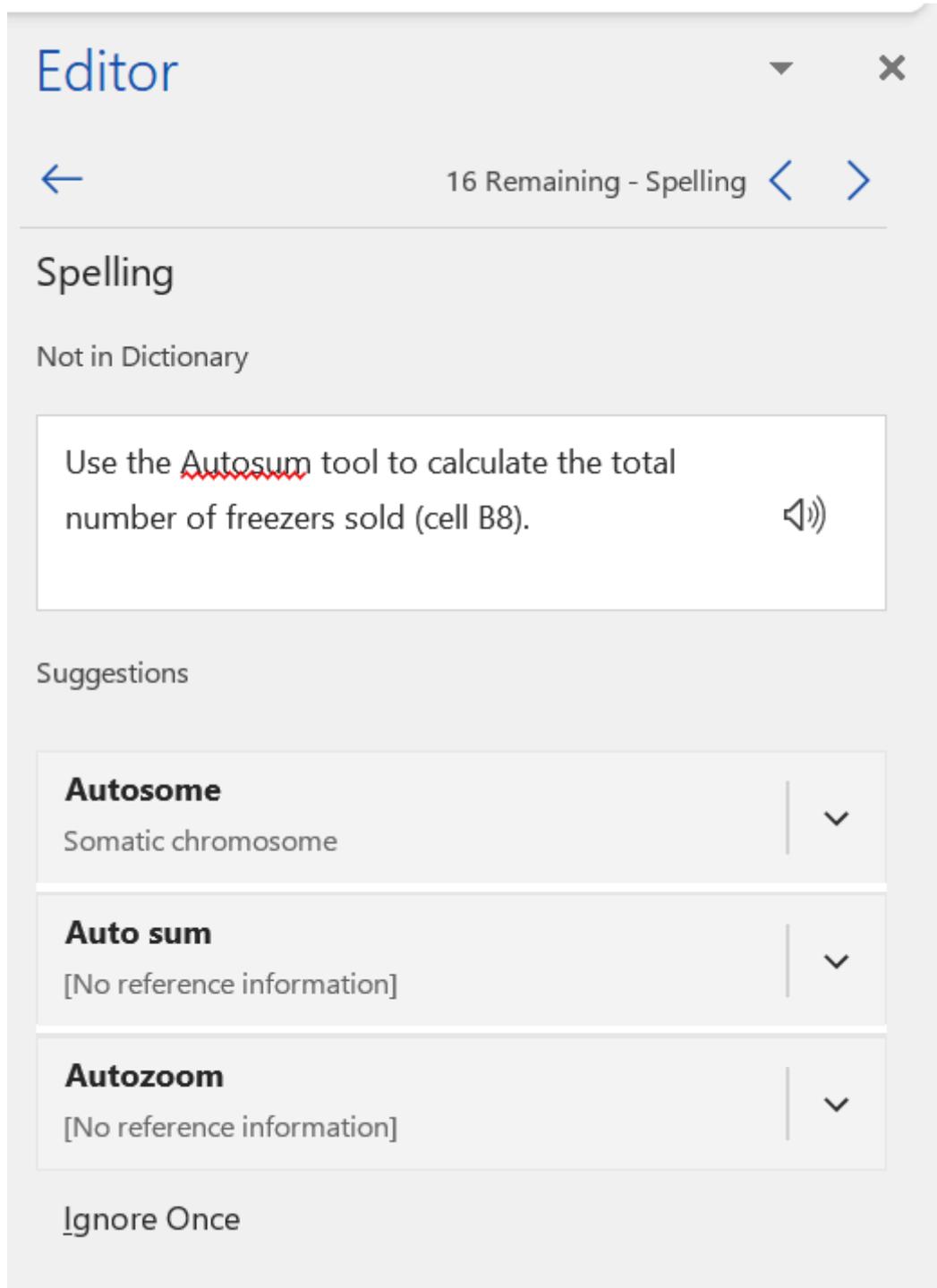
Conciseness

3



To run the spell check, click **Spelling**. before you even click on it, it shows how many spelling mistakes it thinks you have made.

On clicking **Spelling**, your first spelling mistake is displayed with suggestions as to what the spelling should be.



Click on a suggestion to replace your current spelling or click **Ignore Once**, **Ignore All** or **Add to Dictionary**. The Spellcheck then moves on to your next perceived spelling mistake.

The **F7** function key still also works for spellcheck - it also opens up the **Editor** pane.

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

<hr size=2 width="100%" align=center>

Microsoft Excel - using conditional formatting to compare figures across two different worksheets

If you have two worksheets with similar data, you may want to use conditional formatting to show whether the information in one sheet is higher than the corresponding data in the second sheet, for example you may have Sales figures for two different regions and you want to see which are higher, or you may have figures where two months or two years' worth of data are on separate worksheets and would like to compare them visually.

In the example here, I want to compare sales figures in the north with sales figures in the south.

	A	B	C	D	E	F	G	H
1	Weekly Sales Summary - North							
2		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
3	Sales	21	22	24	15	27	28	137
4	Costs	2.1	2.2	2.4	1.5	2.7	2.8	13.7
5	Profits	18.9	19.8	21.6	13.5	24.3	25.2	123.3
6								

	A	B	C	D	E	F	G	H
1	Weekly Sales Summary - South							
2		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
3	Sales	18	14	33	28	42	17	152
4	Costs	2.16	1.68	3.96	3.36	5.04	2.04	18.24
5	Profits	15.84	12.32	29.04	24.64	36.96	14.96	133.76
6								

On the worksheet showing the figures for the north, I select cells B3:H3.

On the **Home** tab, in the **Styles** group, click the **Conditional Formatting** dropdown, click **New Rule**. Click **Use a formula to determine which cells to format**.

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format**

Edit the Rule Description:

Format values where this formula is true:

Preview: No Format Set

OK Cancel

In the **Format values where this formula is true** box, type

=B3>South!B3

Click **Format** and select the formatting of your choice. Click **OK** twice. Those selected cells in the first worksheet where the numbers are higher than the corresponding figures in the second sheet will be conditionally formatted.

	A	B	C	D	E	F	G	H
1	Weekly Sales Summary - North							
2		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
3	Sales	21	22	24	15	27	28	137
4	Costs	2.1	2.2	2.4	1.5	2.7	2.8	13.7
5	Profits	18.9	19.8	21.6	13.5	24.3	25.2	123.3
6								

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](#).

[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 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
4th October	15:30 - 16:30	Introduction to OneNote	£30 + VAT
5th October	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
5th October	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
5th October	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
5th October	15:30 - 16:30	Excel Charting	£25 + VAT
6th October	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
6th October	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
6th October	13:30 - 14:30	Word - Mailmerge	£25 + VAT
6th October	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
6th October	16:30 - 17:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
7th October	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
7th October	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
7th October	13:30 - 15:00	Introduction to OneNote	£30 + VAT

7th October	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
8th October	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
8th October	11:00 - 13:00	Team Building and Motivation	£50 + VAT
8th October	13:30 - 14:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
8th October	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
11th October	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
11th October	11:00 - 12:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
11th October	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
11th October	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
12th October	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
12th October	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
12th October	15:30 - 16:30	Excel PivotTables	£25 + VAT
14th October	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
14th October	11:30 - 12:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
14th October	13:30 - 14:30	Word - Using Word tables, general Word hints and tips	£25 + VAT
14th October	15:30 - 17:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
15th October	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
15th October	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
15th October	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 October	15:00 - 16:00	Microsoft Project - Creating Reports	£25 + VAT
18th October	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT

18th October	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
18th October	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
18th October	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
19th October	09:00 - 10:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
19th October	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
19th October	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
20th October	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
20th October	11:30 - 12:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
20th October	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
20th October	16:00 - 16:40	Using Zoom for Remote Working	£15 + VAT
22nd October	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
22nd October	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
22nd October	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
22nd October	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
25th October	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
25th October	11:00 - 12:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
25th October	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
25th October	15:30 - 16:30	Excel PivotTables	£25 + VAT
26th October	09:15 - 10:15	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
26th October	13:30 - 15:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
26th October	15:30 - 16:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT

28th October	09:30 - 10:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
28th October	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
28th October	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
28th October	15:00 - 16:30	Crystal Reports - Parameter Queries	£35 + VAT
29th October	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
29th October	13:45 - 14:45	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
29th October	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
2nd November	09:30 - 10:30	Excel Pivot Tables	£25 + VAT

Keep well and safe.

Janet Donbavand