

Archway Computer Training
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November 2021 Newsletter

Our news

Remember, remember, the 5th of November ...

November seems to be a good month for remembering as we also have Remembrance Day coming up.

Therefore, what I will say is **remember** that it is important that **your skills** and those of **the people you manage should be regularly reviewed and updated.**

Are you aware of all the **new changes** there are in Office 365, particularly for those of you who use Excel on a regular basis? If you learnt Microsoft Office some years ago, or are self-taught, you may be surprised at how much easier things are than they used to be and how much more the packages can do.

Some of the **new functions in Excel** are very powerful - for example **XLOOKUP**, which achieves so much more than **VLOOKUP** does. Others include **IFS** which is like the Nested IF, **UNIQUE**, **CONCAT**, **TEXTJOIN** etc.

Remember that all our training can be tailored to **YOUR** requirements and we will work out a course outline to suit you. We are now back to doing a lot of face-to-face training but are also happy to do remote training via Microsoft Teams or Zoom.

We send out **Training Needs Analysis forms** which help in pinpointing present skills levels and those required for job roles.

To see the list of November remote 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.

Microsoft Excel - is my date formatted as a date?

Sometimes when we are working with dates in Excel, things don't work out quite how we expect usually because what we think is formatted as a date isn't actually so!

If you look at the formulas by pressing **Ctrl +** that funny key to the left to the number 1 which has three symbols including the French grave symbol, or by going to the **Formulas** tab and in the **Formula Auditing** group, click **Show Formulas**, any dates will be shown by their values whilst any that are not dates will still be shown as dates.

B	C	D	
	EmployeeID	OrderDate	DispatchDat
	4	44022	44026
	4	44023	44030
	3	44024	44035
	5	44025	44042
	3	44029	44036
	4	44033	44049
	6	44050	44079
	6	44051	44055
	6	44061	44065
	8	44062	44065
	8	44069	44075
	1	44076	44085
	1	44077	44083
	4	44079	44086
	2	29/02/2021	44091
	5	44085	44091
	6	44086	44092

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

Using Zoom with captions for those with hearing difficulties

If you are using Zoom with someone who has hearing issues, it is useful for them to be able to see what you are saying on the screen as you are saying it. This is called a Transcript and the host will need to set it up.

To set up Zoom in this way, go into your Zoom account - <https://zoom.us/>


Towards the right, click **My Account**. Then towards the left, click **Settings**, then click **In Meeting (Advanced)**.

Where it then says **Closed Captioning**, slide the button to enable this facility. Ensure there are ticks by the three sentences underneath.

Closed captioning



Allow host to type closed captions or assign a participant/3rd-party service to add closed captions

- Allow use of caption API Token to integrate with 3rd-party Closed Captioning services
- Allow live transcription service to transcribe meeting automatically
- Allow viewing of full transcript in the in-meeting side panel 

Now when you are hosting a Zoom meeting, you will see an extra button **Live Transcript** with all the other symbols such as **Mute**, **Video** etc.

When you need to use the captions, click on the **Live Transcript** button, then click **Enable Auto-Transcription**.

You will see your words and those of those attending the meeting appearing at the bottom of the screen. To enable everyone to see it as a pane down the right hand side of the screen, click the **Live Transcript** pop-up button, and click **View Full Transcript**.

Find out more about our [Online training](#).

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
2nd November	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
2nd November	11:30 - 12:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
2nd November	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
2nd November	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
3rd November	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
3rd November	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
3rd November	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

3rd November	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
9th November	11:00 - 12:00	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
9th November	13:30 - 15:00	Introduction to OneNote	£30 + VAT
9th November	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
10th November	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
10th November	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
10th November	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
16th November	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
16th November	11:30 - 12:30	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
16th November	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
16th November	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
17th November	9:15 - 10:45	Crystal Reports - Crosstabs	£35 + VAT
17th November	11:15 - 12:15	Word - Using Word tables, general Word hints and tips	£25 + VAT
17th November	13:30 - 14:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
17th November	15:30 - 16:30	Introduction to OneNote	£30 + VAT
18th November	09:30 - 10:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
18th November	15:30 - 16:30	Excel Charting	£25 + VAT
19th November	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
19th November	10:45 - 12:45	Effective Communication especially when working remotely - keeping in touch with the team, organising regular meetings, Agenda, feedback from meeting, managing meetings, etc.	£50 + VAT
19th November	13:30 - 14:30	Word - Mailmerge	£25 + VAT
19th November	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
23rd November	13:30 - 14:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
23rd November	15:00 - 16:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
24th November	09:30 - 11:30	Team Building and Motivation	£50 + VAT
24th November	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
24th November	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
26th November	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
26th November	11:30 - 12:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
26th November	13:30 - 14:30	Word - Using Word tables, general Word hints and tips	£25 + VAT

26th November	15:30 - 17:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
29th November	09:15 - 10:45	Crystal Reports - Charting	£35 + VAT
29th November	11:30 - 13:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
29th November	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
29th November	15:00 - 16:00	Microsoft Project - Creating Reports	£25 + VAT
30th November	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
30th November	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
30th November	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
30th November	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
1st December	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
1st December	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
1st December	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
1st December	16:20 - 17:00	Using Zoom for Remote Working	£15 + VAT
2nd December	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
2nd December	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
2nd December	13:30 - 14:30	Using Outlook for Time Management	£30 + VAT
2nd December	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
3rd December	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
3rd December	13:45 - 14:45	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
3rd December	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
6th December	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
6th December	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
6th December	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
6th December	15:00 - 16:00	Excel Charting	£25 + VAT
7th December	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
7th December	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
7th December	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT

8th December	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
8th December	11:00 - 12:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
8th December	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
8th December	15:30 - 16:30	Excel PivotTables	£25 + VAT

Keep well and safe.

Janet Donbavand

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