

**Archway Computer Training**  
**Computer and Professional Development Specialists**  
**01747 820396, 07747 578417**  
[www.archwayct.co.uk](http://www.archwayct.co.uk)  
[info@archwayct.co.uk](mailto:info@archwayct.co.uk)  
**December 2021 Newsletter**

## Our news

Although it is a little early, may I wish you all Seasons Greetings and a hope that we won't be spending this Christmas under lockdown!

November has been pretty busy for us with both face-to-face and remote training. We have also received a lot of enquiries this month, I would say nearly up to pre-COVID levels which is very encouraging. Some are for work in the near future but we are also receiving enquiries for training sessions for Spring/Summer next year for a large number of sessions for organisations. So the future is looking good not only for the end of this year but for well into next year.

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 December 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

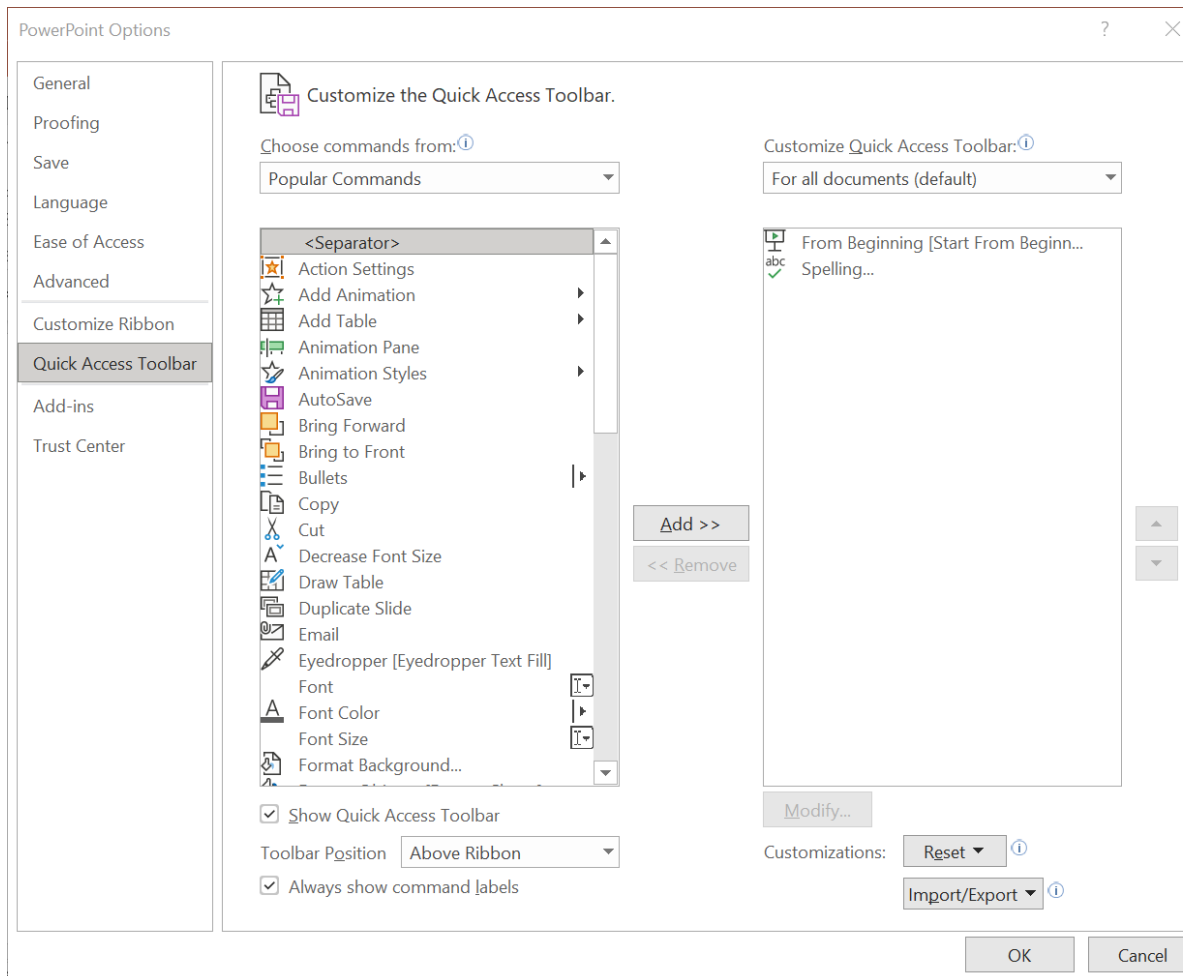
I am including two of my recent blog posts below. My blog is devised of things I have been asked in training, or things I have noticed during training sessions - see <http://ifonlyidknowthat.wordpress.com> for the full variety of topics.

## Microsoft 365 - I've lost my Quick Access Toolbar

As those of you who are Microsoft 365 users will know, Microsoft are continually making changes to it!

Recently, my Quick Access Toolbar has no longer been showing at the top left of my window.

To get it back, from the application you are using, click **File - Options**, then at the left click **Quick Access Toolbar**.



Towards the bottom of the dialog box, check the **Show Quick Access Toolbar**. From the **Toolbar Position** dropdown, select whether you want the toolbar to be shown **Above Ribbon** or **Below Ribbon**. Click **OK**. Your **Quick Access Toolbar** will now be visible.

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

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

## Changing name on Zoom

Sometimes you may have borrowed someone else's computer for a Zoom meeting, so the person's name to whom the computer belongs is what is seen by the other meeting participants.

You can change the name however; to do so, click on **Participants** and in the **Participants** pane, find your name, then at the right of it , click **More**. Click **Rename**. you will be asked to enter a new screen name. Type in your name, then click **OK**. Your name will now appear.

Find out more about our [IT 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 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 - Baselining 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
9th December	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
9th December	11:00 - 12:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
9th December	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
9th December	15:30 - 16:30	Excel PivotTables	£25 + VAT
9th December	09:15 - 10:15	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
9th December	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
9th December	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
9th December	15:00 - 16:30	Crystal Reports - Parameter Queries	£35 + VAT
10th December	09:30 - 10:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
10th December	11:00 - 12:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
10th December	13:15 - 14:45	Crystal Reports - Crosstabs	£35 + VAT
10th December	15:00 - 16:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
13th December	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
13th December	11:30 - 12:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
13th December	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
13th December	15:00 - 16:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
14th December	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
14th December	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
14th December	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

14th December	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
15th December	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
15th December	11:15 - 12:15	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
15th December	13:30 - 15:00	Introduction to OneNote	£30 + VAT
15th December	15:15 - 16:15	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
16th December	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
16th December	11:45 - 12:45	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
16th December	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
16th December	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
17th December	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
17th December	10:45 - 12:45	Team Building and Motivation	£50 + VAT
17th December	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
17th December	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
20th December	09:15 - 10:15	Word - Using Word tables, general Word hints and tips	£25 + VAT
20th December	10:30 - 11:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
20th December	13:30 - 15:00	Introduction to OneNote	£30 + VAT
20th December	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
21st December	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
21st December	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
21st December	13:30 - 14:30	Word - Mailmerge	£25 + VAT
21st December	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
22nd December	09:30 - 10:30	Excel Charting	£25 + VAT

Keep well and safe.

Janet Donbavand