

**Archway Computer Training**  
**Computer and Professional Development Specialists**  
**01747 820396, 07477 578417**  
[www.archwayct.co.uk](http://www.archwayct.co.uk)  
[info@archwayct.co.uk](mailto:info@archwayct.co.uk)  
**January 2022 Newsletter**

## Our news

Happy New Year. Just when we were back to doing more face-to-face training than remote training, Omicron has hit! We are still happy to continue taking face-to-face bookings - there will be no penalties for cancelled bookings due to COVID restrictions.

At the beginning of the new year, a lot of people make New Year Resolutions - I prefer to do some **Goal Setting!** An article from a recent Blog article on Goal Setting is reproduced below.

So your **goal setting may well be to improve some of your skills** - whether it be

- **Excellent in** [Excel](#)
- **Wonderful in** [Word](#)
- **Proficient in** [PowerPoint](#)
- **Outstanding at** [Outlook](#)
- **Amazing at** [Access](#)
- **Perfect at** [Microsoft Project](#)
- **Tenacious at** [Microsoft Teams](#)

We are still doing a lot of remote training, using Microsoft Teams and Zoom, either tailored to the needs of the individual or company, or in a group session. Some people prefer to learn in this way as training can be done in small chunks, rather than spending a whole day at a time. For people working from home, it isn't as easy to ask advice from others in the office as it would be under normal circumstances.

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 January 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.

## New Year's Resolutions - or Goal Setting

It is nearly that time of year when we think about New Year's Resolutions, most of which are likely to get broken by the end of January.

This New Year, why not think about Goal Setting instead. What do you want to achieve this year? Write it down somewhere prominent or even better let someone close to you know your goal - you are more likely to achieve it if you have committed it to writing or told someone about it.

Next, you need to make your goal **SMART**, that is:

**Specific** - What exactly do you want to accomplish?

**Measurable** How will you demonstrate and evaluate the extent to which the goal has been met?

**Achievable** - within your limits of capability

**Relevant** - is it appropriate?

**Timed** - Set target dates

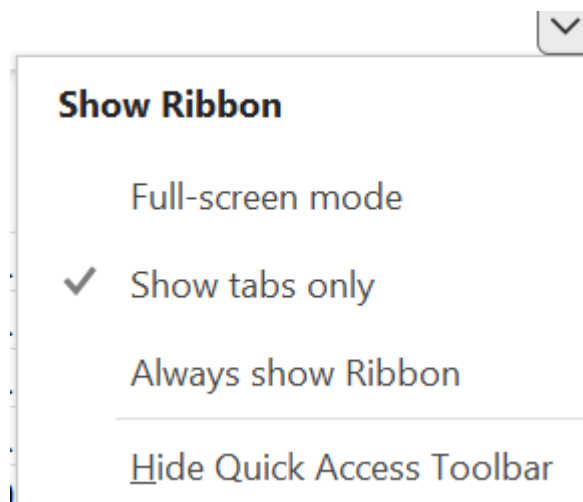
If you have set yourself a goal, you then need to split it down into achievable chunks. For example, if your goal was to be able to run 10km by the end of June, provided you have no major health issues that is probably achievable. However, unless you are running now, you wouldn't want to run 10km without building things up in stages. The first week, you may want to exercise for 30 minutes, running for 1 minute, then walking for one minute. You may then run 2 minutes, and walk for one minute and gradually build things up, so there are smaller objectives within your bigger goal.

Now get out your Outlook or Google calendar and schedule in slots for your training sessions - if they are on your calendar you are far more likely to get round to doing them than if they are just in your head!

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### Office 365 - I can't see my ribbon

Sometimes the icons on your ribbon get hidden while you are working in Office 365. To make all icons visible again and pin them so that they remain so, click on one of the names along the top of the ribbon - **Home**, **Insert**, **View** etc and the icons for that tab become visible. Towards the righthand side of the visible icons, you should then see a downward facing arrow. Click on it.



Click where it says **Always show Ribbon**. Your ribbon should now stay visible.

Find out more about our [Microsoft Office 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 Microsoft Teams 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](#).

<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Cost</b>
4th January	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
4th January	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
4th January	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
4th January	15:15 - 16:45	Crystal Reports - Parameter Queries	£35 + VAT
6th January	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
6th January	15:00 - 16:00	Microsoft Project - Creating Reports	£25 + VAT
7th January	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
7th January	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
7th January	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
7th January	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT
10th January	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
10th January	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
10th January	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
10th January	16:20 - 17:00	Using Zoom for Remote Working	£15 + VAT
11th January	15:00 - 16:00	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT
14th January	11:00 - 12:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
14th January	13:45 - 14:45	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
14th January	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
17th January	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
17th January	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
17th January	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT

17th January	15:00 - 16:00	Excel Charting	£25 + VAT
19th January	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
19th January	11:00 - 12:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
19th January	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
19th January	15:30 - 16:30	Excel PivotTables	£25 + VAT
20th January	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
20th January	11:00 - 12:00	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
20th January	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
20th January	15:30 - 16:30	Excel PivotTables	£25 + VAT
21st January	09:15 - 10:15	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
21st January	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
21st January	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
21st January	15:00 - 16:00	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
24th January	09:30 - 10:30	Word - Using Word tables, General Word hints and tips	£25 + VAT
24th January	11:00 - 12:00	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
24th January	13:15 - 14:45	Crystal Reports - Crosstabs	£35 + VAT
24th January	15:00 - 16:30	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
25th January	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
25th January	11:00 - 12:30	Crystal Reports - Formulas and Functions	£35 + VAT
25th January	13:30 - 14:30	Outlook - Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates	£25 + VAT
25th January	15:00 - 16:00	Using Outlook for Time Management	£30 + VAT
26th January	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
26th January	11:30 - 12:30	Microsoft Project - Baselineing a Project and Tracking Progress	£25 + VAT

26th January	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
26th January	15:00 - 16:00	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
27th January	09:30 - 11:00	Crystal Reports - Formulas and Functions	£35 + VAT
27th January	11:15 - 12:15	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
27th January	13:30 - 15:00	Introduction to OneNote	£30 + VAT
27th January	15:15 - 16:15	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT
28th January	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
28th January	11:45 - 12:45	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
28th January	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
28th January	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
31st January	09:30 - 10:30	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
31st January	10:45 - 12:45	Team Building and Motivation	£50 + VAT
31st January	13:30 - 14:30	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
31st January	15:00 - 16:00	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
1st February	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
1st February	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
2nd February	09:15 - 10:15	Word - Using Word tables, general Word hints and tips	£25 + VAT
2nd February	10:30 - 11:30	PowerPoint - Creating a new presentation, Slide Layouts, Slide Views, Moving Slides	£25 + VAT
2nd February	13:30 - 15:00	Introduction to OneNote	£30 + VAT
2nd February	15:30 - 16:30	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
3rd February	09:30 - 10:30	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
3rd February	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

3rd February	13:30 - 14:30	Word - Mailmerge	£25 + VAT
3rd February	15:00 - 16:00	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
4th February	09:30 - 10:30	Excel Charting	£25 + VAT
4th February	10:45 - 12:15	Crystal Reports - Charting	£35 + VAT
4th February	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
4th February	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
7th February	09:30 - 10:30	Outlook - Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant	£25 + VAT
7th February	11:30 - 12:30	Word - Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents	£25 + VAT
7th February	13:30 - 14:30	Word - Using Word tables, general Word hints and tips	£25 + VAT
7th February	15:30 - 17:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT

**Keep well and safe.**

**Janet Donbavand**

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