

Archway Computer Training
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February 2022 Newsletter

Our news

There has been a flurry of bookings during January, the majority of which have been for **face-to-face training**. We have even been asked to provide one day a month for the rest of this year for training at one client site and have four sessions coming up with another. It is good to know that there is growing confidence in having face-to-face training after nearly two years of stop-start.

So, if you or your staff are in need of **updating some skills**, now might be a good time to think about it. Our most popular courses at present include **Microsoft Excel**, **Microsoft Outlook**, **Microsoft Project** and **Time Management**, but we also offer a full range of other courses.

We are still doing some 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.

To see the list of February scheduled online sessions, see further down this newsletter. Sessions are updated regularly - please see <http://www.jmdtraining.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

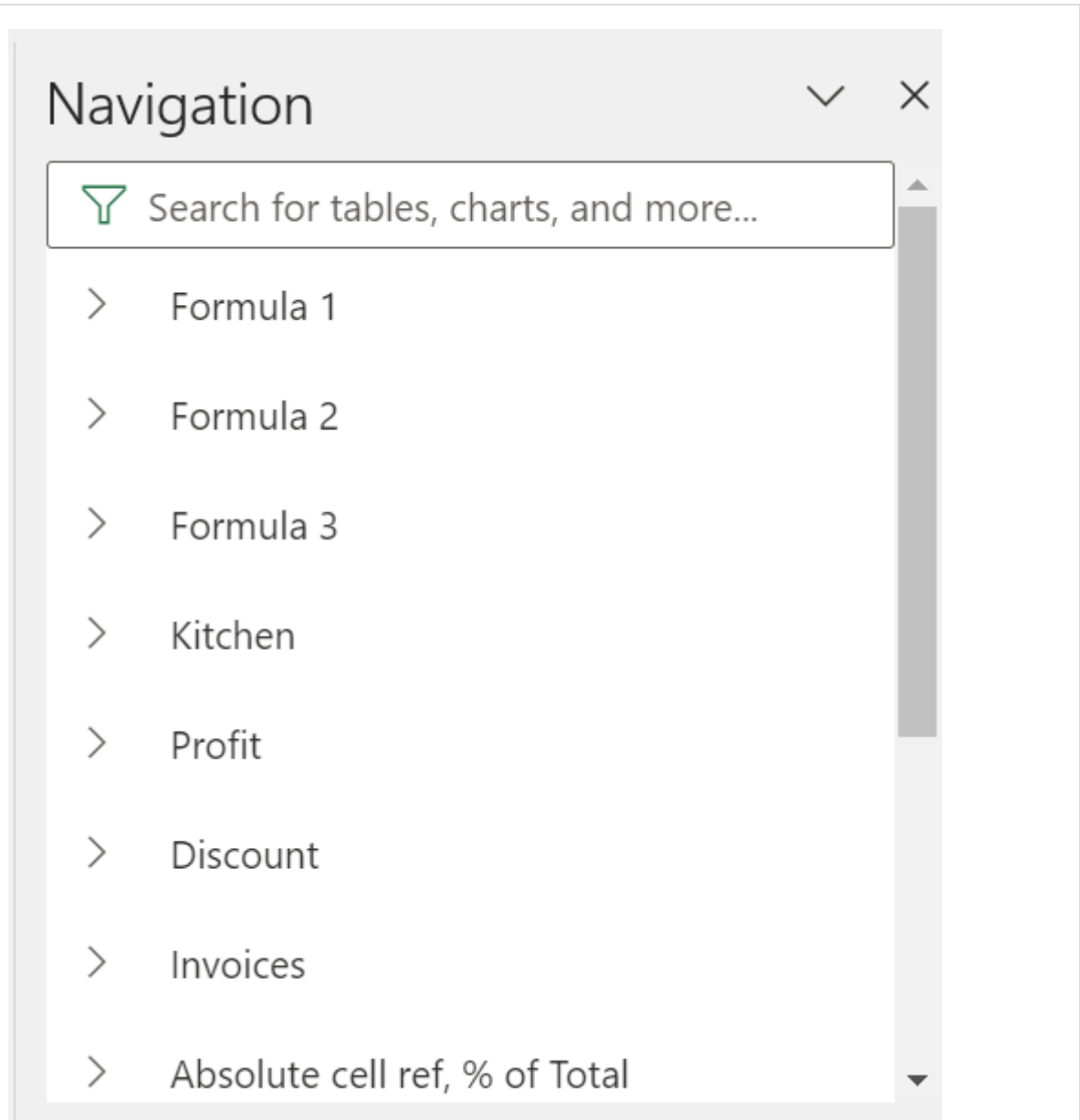
I have included a couple of my recent blog posts - see <http://ifonlyidknownthat.wordpress.com> - from questions that have risen whilst training recently.

Excel 365 - the Navigation pane

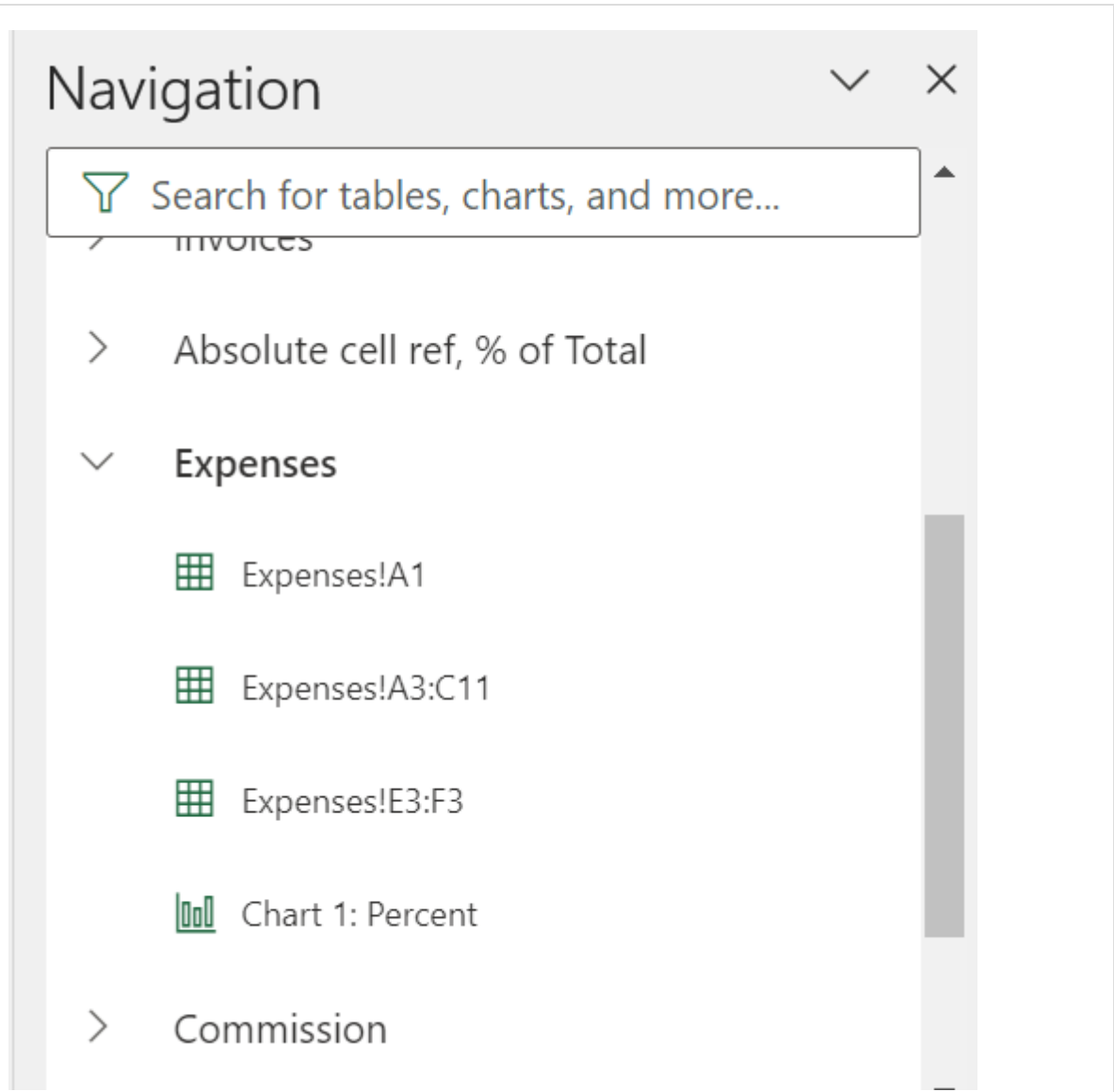
You may well have used the **Navigation pane** in Microsoft Word - it has been in Word since Office 2010.

However, new to **Excel 365** in 2021, there is now a **Navigation pane** there too. This can be used to navigate to different sheets within the workbook and will also allow you to search for tables, charts, etc.

To use the Navigation pane, click **View** then in the **Show** group, click **Navigation**. The **Navigation pane** will appear at the right hand side of the Excel window.



At first glance you will see the names of all the worksheets within your workbook and you can select one by clicking on its name. That will then display the selected worksheet. Clicking on the arrow to the left of the worksheet name in the Navigation pane will then show a list of tables, charts, pivot tables, pictures and named ranges within that worksheet.



There is also a search facility at the top of the pane. To be honest, this seems to work best if you haven't renamed tables and charts, as typing in Table will show you any table within the workbook which includes the name Table - if you want to use this for finding tables, for example, it may be a good idea to get into the practice of naming any tables either with the word **Table** at the beginning or end of the table name - e.g. **TableOrders** or **OrdersTable**. Similarly if you are in the practice of renaming charts, naming the chart with the word **Chart** in will make them easier to find.

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

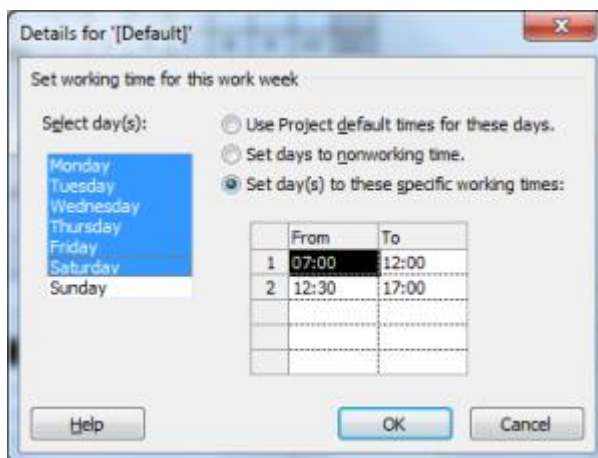
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Microsoft Project - Creating a custom calendar and copying to global template

The default working calendar within Microsoft Project is for working Monday to Friday from 8am to 5pm with an hour for lunch. If this is not the standard hours worked by your organisation, you may want to create a new calendar so that it reflects your standard hours for each new project.

Go to the **Project** tab, then in the **Properties** group, click **Change Working Time**. Create **Create New Calendar**. Type in a name for the calendar, and select whether you want to create a completely new calendar or one based on the Standard calendar.

Click on the **Work Weeks** tab, then click **Details**. Select the relevant days of the week for the calendar, then select **Set days to these specific working times**. Type in the relevant **Start** and **End** times.



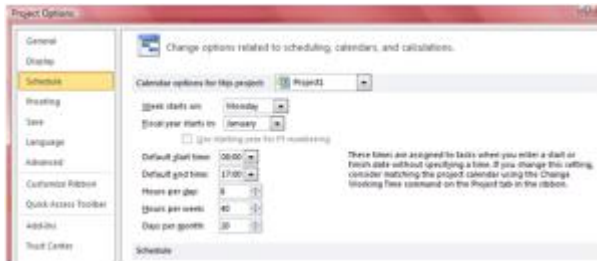
For non-working days, select the relevant days of the week and choose the second option **Set days to non-working time**.

Click **OK** to complete your changes.

On the **Exceptions** tab, type in the dates of any Bank Holidays and other dates like the company Christmas shutdown period.

Towards the bottom of the dialog box, click **Options**. On the **Schedule** tab, where it says **Calendar options for this project**, from the dropdown select **All new projects**.

Change the **Default start time**, **Default end time**, **Hours per day**, **Hours per week** and **Days per month** as appropriate to match what you have done in the **Change Working Time** dialog box.



Click **OK** twice.

To change the default working time for all new projects:

Click **File** then in the **Info** section, click **Organize Global Template**.

Click the **Calendar** tab. There should be two sides – the lhs will be the original default settings created by MS Project (says **Global.mpt** at bottom), the rhs covers the new calendar. Click **the name of the new calendar** on rhs and then click **Copy**. Close the dialog box.

To use this calendar for a new project, when you start the new plan, click **Project - Project Information**. As well as selecting the **Start date** for the project, also ensure that you select the relevant calendar from the dropdown list. Click **OK**.

Learn more about our [Microsoft Project training](#) in Wiltshire, Dorset, Somerset and Hampshire

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Online Training Sessions

Since some organisations no longer want 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](#).

To find out more details, ring on the mobile number at the top of this newsletter, [email us](#) or fill in our online [contact form](#).

Date	Time	Session	Cost
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 - Baseline a Project and Tracking Progress	£25 + 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
9th February	09:30 - 11:00	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
9th February	11:30 - 12:30	Excel - Grouping worksheets, Calculation across worksheets, Data Consolidation	£25 + VAT
9th February	13:30 - 15:00	Crystal Reports - Sorting Records, Filtering Record, Grouping Records, Summary Fields	£35 + VAT
9th February	15:30 - 16:30	Crystal Reports - Mailing Labels	£25 + VAT

11th February	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 February	11:00 - 12:00	Microsoft Project - Creating Reports	£25 + VAT
11th February	13:45 - 14:45	Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important	£30 + VAT
11th February	15:00 - 16:00	PowerPoint - Working with SmartArt, Animating SmartArt and Bulleted Lists	£25 + VAT
14th February	09:30 - 10:30	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
14th February	11:30 - 13:00	Microsoft Project - Consolidating Projects in a Master Plan, Pooling resources across Projects	£30 + VAT
14th February	14:00 - 16:00	Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour	£50 + VAT
14th February	16:20 - 17:00	Using Zoom for Remote Working	£15 + VAT
15th February	09:30 - 10:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
15th February	11:00 - 12:00	Time Management - Setting goals and priorities, Urgent vs Important	£30 + VAT
15th February	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
15th February	15:00 - 16:00	Using Outlook for Time Management	£30 + VAT
21st February	09:30 - 10:30	Excel Charting	£25 + VAT
21st February	10:45 - 12:15	Crystal Reports - Charting	£35 + VAT
21st February	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
21st February	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
22nd February	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
22nd February	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
22nd February	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT

22nd February	15:00 - 16:00	Excel Charting	£25 + VAT
23rd February	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
23rd February	11:00 - 12:30	Crystal Reports - Creating and Formatting a Report	£35 + VAT
23rd February	13:30 - 15:00	Crystal Reports - The Section Expert and Advanced Formatting	£35 + VAT
23rd February	15:30 - 16:30	Excel PivotTables	£25 + VAT
24th February	09:30 - 10:30	PowerPoint - Tables and Charts	£25 + VAT
24th February	13:30 - 15:00	Microsoft Project - Creating a resource sheet, Assigning resources to tasks	£30 + VAT
24th February	15:30 - 16:30	Excel PivotTables	£25 + VAT
28th February	09:15 - 10:15	PowerPoint - Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures	£25 + VAT
28th February	11:00 - 13:00	Coaching Skills - the key to successful delegation	£50 + VAT
28th February	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
28th February	15:00 - 16:00	Excel - Sorting, Filtering, Conditional Formatting	£25 + VAT
1st March	09:30 - 10:30	Excel - Date and Text Functions	£25 + VAT
1st March	11:30 - 12:30	Excel - Grouping worksheets, Calculations across worksheets, Data Consolidation	£25 + VAT
1st March	13:30 - 15:00	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
1st March	15:15 - 16:45	Crystal Reports - Parameter Queries	£35 + VAT
2nd March	09:30 - 10:30	Excel Pivot Tables	£25 + VAT
2nd March	11:00 - 12:30	Crystal Reports - Formulas and Functions	£35 + VAT
2nd March	13:30 - 15:00	Introduction to OneNote	£30 + VAT
2nd March	15:15 - 16:15	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT

3rd March	09:00 - 12:00	Introduction to Microsoft Teams	£50 + VAT
3rd March	13:30 - 14:30	Crystal Reports - Working with SubReports	£35 + VAT
3rd March	14:45 - 15:45	Excel - Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing	£25 + VAT
4th March	09:30 - 10:30	Word - Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects	£25 + VAT

Keep well and safe.

Janet Donbavand

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