

**Archway Computer Training**  
**Computer and Professional Development Specialists**

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**March 2022 Newsletter**

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## Our news

We have now resumed **face-to-face training** for the majority of our bookings. It is good to know that there is growing confidence in having face-to-face training after nearly two years of stop-start and many companies that had very little training during the last two years are now making up for lost time and upskilling their staff.

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, tailored to the needs of the individual or company. Some people still 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 are scaling down our timed remote sessions as from mid March - however if you prefer training in this way visit <http://www.archwayct.co.uk/online-training> to find a list of suggested topics you can choose from then contact us to arrange a mutually convenient date and time. A list of March scheduled online sessions can be found further down this newsletter.

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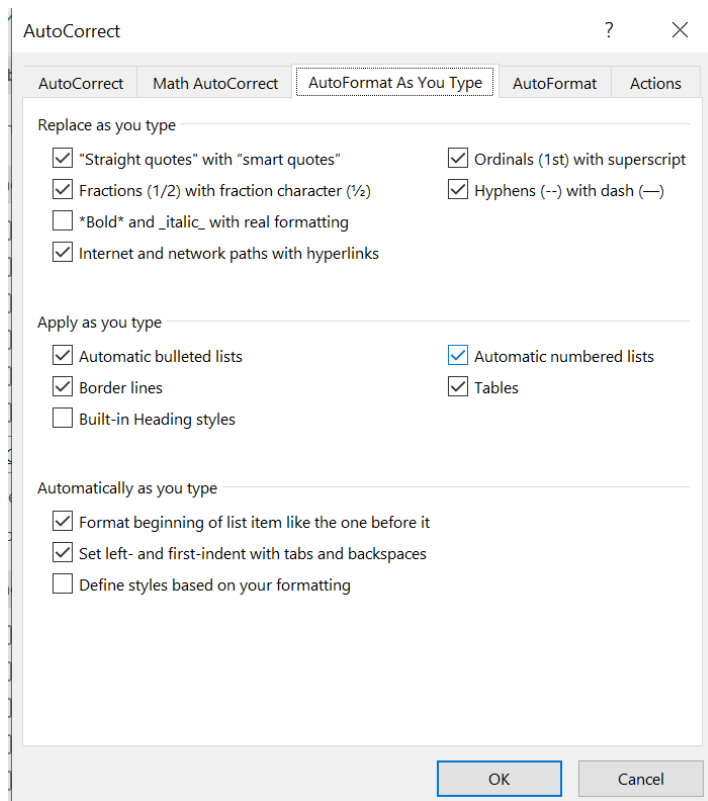
## Hints and Tips

I got a lovely comment on one of my blog posts this week and I am including that plus one I wrote up after a question that arose in a recent training session below - see <http://ifonlyidknowthat.wordpress.com> other blog posts.

# Microsoft Word – my Tab key won't work for going to the next level in outline numbering

When training Word outline numbering recently, one learner was unable to use her **Tab** key to get to the next level of numbers. This foiled me for a while but I decided it must be something in the settings.

Click **File – Options**. Click **Proofing**, then click the **AutoCorrect Options** button. Click the **AutoFormat As You Type** tab.



Towards the bottom of the box, put a tick in **Set left- and first- indent with tabs and backspaces** check box. Click **OK** twice. The **Tab** key should now work to go the next level in outline numbering.


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

The comment about this blog post that I received this week said "*OMG, it's been years that this functionality was not working on my personal laptop and it was driving me crazy ever ytime!!! I can't thank you enough!!*"

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## Microsoft Excel - Autofill options icon not displaying

I was training Excel recently and we were copying down a formula to cells where the final cell to be copied to had a bottom border. When we copy a formula using the fill handle, Excel copies the formatting as well as the formula so if we are not careful we could lose the bottom border.

	PRICE	DISCOUNT	
Washing machine	£250.00	£ 37.50	
Microwave	£150.00	£ 22.50	
Kettle	£ 25.00	£ 3.75	
Toaster	£ 30.00	£ 4.50	
Fridge	£300.00	£ 45.00	
Cooker	£275.00	£ 41.25	
Dishwasher	£350.00	£ 52.50	
Mixer	£ 65.00	£ 9.75	
Freezer	£400.00	£ 60.00	
			
<b>Total discount</b>			

However several of the learners could not see the Autofill options button which we would use to choose **Fill without formatting** and therefore still be able to see out bottom border.

To rectify the situation, we went to **File - Options - Advanced**. In the **Cut, Copy and Paste** section we put a tick by **Show Paste Options button when content is pasted**, then clicked **OK**. The required icon was then visible.

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

## 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](#).

<b>Date</b>	<b>Time</b>	<b>Session</b>	<b>Cost</b>
1st March	14:00 - 15:30	Excel - IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR	£30 + VAT
1st March	15:45 - 17:15	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
7th March	09:30 - 10:30	Microsoft Project - Adding costs to projects	£25 + VAT
7th March	11:30 - 12:30	Microsoft Project - Baselining a Project and Tracking Progress	£25 + VAT
7th March	14:00 - 15:00	Excel Pivot Tables	£25 + VAT
7th March	15:15 - 16:15	Word - Collaborating with Others - Sharing Documents, Comments, Track Changes	£25 + VAT
8th March	09:30 - 11:30	Delegating - How to delegate effectively	£50 + VAT
8th March	11:45 - 12:45	Outlook - Calendar, Creating Recurring Appointments, Making appointments private, Using the Scheduling Assistant	£25 + VAT
8th March	13:30 - 14:30	Microsoft Project - Adding costs to projects	£25 + VAT
8th March	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
14th March	09:30 - 10:30	Excel Charting	£25 + VAT
14th March	10:45 - 12:15	Crystal Reports - Charting	£35 + VAT
14th March	13:30 - 14:30	PowerPoint - Tables and Charts	£25 + VAT
14th March	15:00 - 16:30	Microsoft Project - Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads	£30 + VAT
15th March	09:30 - 11:00	Microsoft Project - Views, Tables, Filters, Creating Reports	£30 + VAT
15th March	11:30 - 12:30	Microsoft Word - Using Section Breaks effectively	£25 + VAT
15th March	13:30 - 14:30	Excel - Named ranges, VLOOKUP	£25 + VAT
15th March	15:00 - 16:00	Excel Charting	£25 + VAT

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

From 17th March onwards, we are ceasing these timed slots, but are happy to still provide online training in small chunks who prefer to work in this way.

Number in session	Price per hour
1 to 1	£50 + VAT
2 to 4 people	£75 + VAT
5 to 8 people	£100 + VAT

Slots from which you could choose include:

#### Microsoft Word

- Using Word tables, general Word hints and tips - 1 hour
- Working with Pictures and Drawing Objects - Inserting, Text Wrapping, Sizing, Effects - 1 hour
- Collaborating with Others - Sharing Documents, Comments, Track Changes - 1 hour
- Mail merge - 1 hour
- Using Section breaks effectively - 1 hour
- Working with Large Documents - Heading Styles, Section Breaks, Automating Tables of Contents - 1 hour

#### Microsoft Excel

- Creating a new workbook, Basic Formatting, Basic Formulas, Saving, Printing - 1 hour
- Review of Basic Formulas, Absolute cell references (fixed cells), % of Totals, Using Quick Analysis for % of Totals and Cumulative Totals - 1 hour
- Grouping worksheets, Calculation across worksheets, Data Consolidation - 1 hour
- Sorting, Filtering, Conditional Formatting - 1 hour
- Charting - 1 hour
- Date and Text Functions - 1 hour
- IF, Nested IF, AND, OR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, IFERROR - 1.5 hours
- Named ranges, VLOOKUP, XLOOKUP - 1 hour
- Pivot Tables - 1 hour

#### Microsoft PowerPoint

- Creating a new presentation, Slide Layouts, Slide Views, Moving Slides - 1 hour

- Working with SmartArt, Animating SmartArt and Bulleted Lists - 1 hour
- Tables and Charts - 1 hour
- Using SmartArt, Animating bulleted lists and SmartArt, Using Drawing Tools, Manipulating Pictures - 1 hour

### **Microsoft Outlook**

- Calendar, Creating Recurring Appointments, Making Appointments private, Using the Scheduling Assistant - 1 hour
- Email Rules and Alerts, Creating a Task from an Email, Creating an Appointment from an Email, Quick Parts, Email Templates - 1 hour

### **Microsoft Project**

- Working with Tasks, Creating a Gantt Chart, Links, Lags and Leads - 1.5 hours
- Creating a resource sheet, Assigning resources to tasks - 1.5 hours
- Views, Tables, Filters, Creating Reports - 1.5 hours
- Adding costs to projects - 1 hour
- Creating Reports -1 hour
- Baseline a project and tracking progress - 1 hour
- Consolidating Projects in a Master Plan, Pooling resources across Projects - 1.5 hours

### **Crystal Reports**

- Creating and formatting a report - 1.5 hours
- Sorting Records, Filtering Record, Grouping Records, Summary Fields - 1.5 hours
- Mailing labels - 1 hour
- Charting - 1.5 hours
- Parameter Queries - 1.5 hours
- Formulas and Functions - 1.5 hours
- The Section Expert and Advanced Formatting - 1.5 hours
- Working with Subreports - 1 hour
- CrossTab Reports - 1.5 hours

### **Professional Development Skills**

- Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours
- Coaching Skills - the key to successful delegation - 2 hours
- Using Outlook for Time Management - 1 hour
- Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important - 1 hour
- Time Management - Setting goals and priorities, Urgent vs Important - 1 hour
- Delegating - How to delegate effectively - 2 hours
- Team Building and Motivation - 2 hours

**Keep well and safe.**

**Janet Donbavand**

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