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**April 2022 Newsletter**

## Our news

April brings a new training budget at least in some organisations, so if you are in that fortunate position, you may want to think about investing in training earlier in the year rather than later, thereby making your staff more productive as soon as possible.

If you had training some time ago, are you aware of the changes that Microsoft is now constantly making to Microsoft 365 and recent versions. If you are an **Excel** user, have you explored the new functions such as **XLOOKUP**, **UNIQUE**, **FILTER**, **IFS** and **TEXTJOIN**. If you are a **Word** user, have you tried using the **Share** options to collaborate with others. Did you know that you can now **export your PowerPoint presentation as a video**? Or that you can **dictate an email** within **Outlook**? Have you explored the **Reporting** features within **Microsoft Project**?

We offer:

- **Microsoft Word training**
- **Microsoft Excel training**
- **Microsoft PowerPoint training**
- **Microsoft Outlook training**
- **Microsoft Project training**

all tailored to **YOUR** needs. We also train many other topics.

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. Please see further down this newsletter or visit <http://www.archwayct.co.uk/online-training> for more details.

## Hints and Tips

Here are some of the "If only I'd known that" moments that I have recently captured in my blog <http://ifonlyidknownthat.wordpress.com>.

## Excel 365 and Excel 2021 - the FILTER function

The **FILTER** function is new in Excel 365. When we use the Filter dropdowns we see the results as part of the data set but the new **FILTER** function allows us to easily create a subset of that data somewhere else in that worksheet or workbook. You can choose to extract data from all the columns or a subset of columns.

Consider the following dataset:

	A	B	C	D	E	F	G
1	OrderID	CustomerID	EmployeeID	OrderDate	DispatchDate	Product Code	Days taken
2	1	Smith	4	16/12/2020	20/12/2020	3	4
3	2	Jones	4	17/12/2020	24/12/2020	1	7
4	3	Smith	3	18/12/2020	29/12/2020	3	11
5	4	Brown	5	19/12/2020	05/01/2021	3	17
6	5	Hislop	3	23/12/2020	30/12/2020	4	7
7	6	Phillips	4	27/12/2020	12/01/2021	1	16
8	7	Walsh	6	13/01/2021	11/02/2021	1	29
9	8	Ghose	6	14/01/2021	18/01/2021	3	4
10	9	Phillips	6	24/01/2021	28/01/2021	1	4
11	10	Kanani	8	25/01/2021	28/01/2021	3	3
12	11	Janman	8	01/02/2021	07/02/2021	5	6
13	12	Crook	1	08/02/2021	17/02/2021	1	9
14	13	Blake	1	09/02/2021	15/02/2021	2	6
15	14	Ghose	4	11/02/2021	18/02/2021	4	7
16	15	Dwyer	2	15/02/2021	23/02/2021	5	8
17	16	Bason	5	17/02/2021	23/02/2021	2	6
18	17	Patrick	6	18/02/2021	24/02/2021	6	6
19	18	Ward	4	19/02/2021	26/02/2021	4	7
20	19	Whitlock	2	22/02/2021	03/03/2021	8	9
21	20	Hawkins	8	22/02/2021	02/03/2021	1	8
22	21	Jones	4	23/02/2021	24/03/2021	5	29
23	22	Crean	7	24/02/2021	03/03/2021	3	7

I might want to extract all orders taken by EmployeeID No 4.

The syntax for the **FILTER** function is

**=FILTER(array, include, if empty)**

So, in this case, my data set extends from A2 to G154 and my formula in cell J2 would read

**=FILTER(A2:G154, C2:C154=4)** assuming I want all columns including and I know there is definitely a Employee 4.

The result:

OrderID	Customer	Employee	OrderDate	DispatchDate	Product C	Days taken
1	Smith	4	16/12/2020	20/12/2020	3	4
2	Jones	4	17/12/2020	24/12/2020	1	7
6	Phillips	4	27/12/2020	12/01/2021	1	16
14	Ghose	4	11/02/2021	18/02/2021	4	7
18	Ward	4	19/02/2021	26/02/2021	4	7
21	Jones	4	23/02/2021	24/03/2021	5	29
29	Rowling	4	11/03/2021	18/03/2021	5	7
32	Phillips	4	25/03/2021	29/03/2021	8	4
33	Walsh	4	30/03/2021	07/04/2021	2	8
39	Williams	4	14/04/2021	19/04/2021	4	5
40	Smith	4	16/04/2021	20/04/2021	1	4
42	Hawkins	4	22/04/2021	30/04/2021	1	8
56	Bissett	4	04/06/2021	08/06/2021	4	4
61	Heidler	4	04/07/2021	17/07/2021	8	13
64	Dorrington	4	11/07/2021	18/08/2021	8	38
66	Bissett	4	17/07/2021	25/07/2021	1	8
72	Jordan	4	28/07/2021	15/08/2021	7	18
75	Ward	4	01/08/2021	22/08/2021	5	21
76	Arscott	4	04/08/2021	08/11/2021	8	96
82	Mamak	4	14/08/2021	15/08/2021	2	1
83	Sugrue	4	19/08/2021	29/08/2021	6	10
85	Tomanu	4	26/08/2021	29/08/2021	2	3

If I wanted to filter to see all those orders taken by Employee ID 4 that had taken more than 30 days, I can combine my filter with an AND.

The formula then would be

**=FILTER(A2:G154,(C2:C154=4)\*(G2:G154>30),"No result")**

J	K	L	M	N	O	P
OrderID	Customer	Employee	OrderDate	DispatchDate	Product C	Days taken
64	Dorrington	4	11/07/2021	18/08/2021	8	38
76	Arscott	4	04/08/2021	08/11/2021	8	96

If I wanted to see all those orders taken by employees 4 or 5, my formula would look like:

**=FILTER(A2:G154,(C2:C154=4)+(C2:C154=5))**

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


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## Microsoft Project - multiple lines in a task name - wrap text

Last week I was asked how to see a task name on multiple lines - those of you who are Excel users will recognise this as being wrap text.

First of all, make the **Task Name** column narrower - to the width you want it to be - by dragging to the left from its right hand edge.

Then right-click on the **Task Name** column heading and select **Wrap Text** from the menu that appears. Alternatively go to the **Gantt Chart Format** tab, then in the **Columns** group,

click the **Wrap Text**  button. Your task names will appear on multiple lines.

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

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## Online Training Sessions

Since some people are still unable to have face-to-face training, or might prefer not to spend a whole day in training, we are pleased to be able to announce some interactive short Online training sessions - suggested topics are below but we are happy to accommodate other alternatives at your request. We are also happy to do any of our full-day courses as full day remote training.

Sessions will be conducted using Microsoft Teams or Zoom.

Training files and a meeting invitation will be sent out to participants in advance of the training session. Dates and times are to be arranged at mutual convenience.

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](#).

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