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**May 2022 Newsletter**

## Our news

We are now back to full face-to-face training and it is good to get back out to client site - many of our clients have been so for years, so lovely to be able to see them in situ once again.

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. With the end of one financial year and the start of a new one, we have been getting several enquiries regarding accounting packages. We offer:

- **QuickBooks training**
- [Sage training](#)
- **Xero training**

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://ifonlyidknowthat.wordpress.com>.


## Microsoft Word - changing case of text

If you are working in Microsoft Word, there may be times when you need to change the case of text, e.g. to uppercase or if you have left Caps Lock on by mistake.

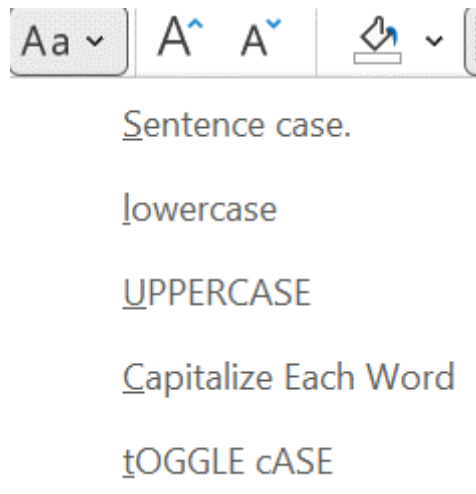
To do so, select the text to be changed. Remember that:

- To **select one word**, double-click in it
- To **select a sentence**, hold down the **Ctrl** key and click in it
- To **select a paragraph**, triple-click it it
- To **select the whole document**, press **Ctrl + A**

Once you have selected the required text, on the **Home** tab, in the **Font** group, click the

**Change Case**  button.

From the dropdown, select your required choice.



The case of your text will be change without the need to retype.

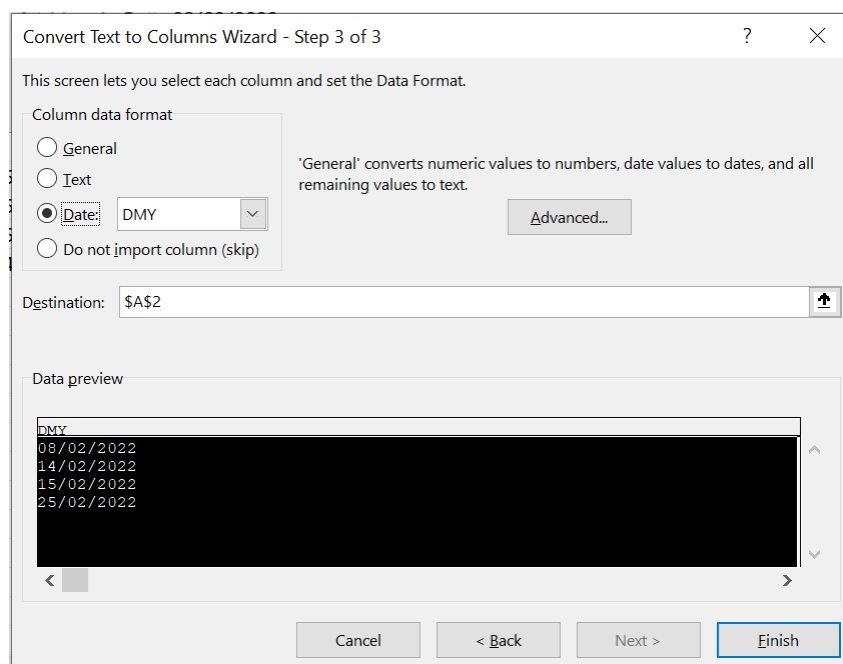
Find out more about our [Microsoft Word training](#) in Wiltshire, Dorset, Somerset and Hampshire.

# Microsoft Excel - dates formatted as text

If your dates are formatted as text in Excel - this sometimes happens if you have downloaded the data from elsewhere, then you will be unable to use them in formulas, timelines, etc.

To convert Text fields to dates, select the relevant cells, on the **Home** tab, in the **Number** group, click the dropdown where it says **Text**, and instead click **Date**.

If this still doesn't work, go to the **Data** tab, and in the **Data Tools** group, click **Text to Columns**. Click **Next** twice. then in Step 3 of the Wizard, click **Date**, select **DMY** (assuming you are in UK), then click **Finish**.



Your text should now be formatted as a date.

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

## 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
- Baselining 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**

- Team Building and Motivation - 2 hours
- Delegating - How to delegate effectively - 2 hours
- Time Management - Setting goals and priorities, Urgent vs Important - 1 hour
- Time Management - Goals and Objectives, The SMART approach to generating goals, Identifying Goals, Prioritising Work, Urgent vs Important - 1 hour
- Using Outlook for Time Management - 1 hour

- Coaching Skills - the key to successful delegation - 2 hours
- Communication Skills - Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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