

Archway Computer Training

Computer and Professional Development Specialists

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June 2022 Newsletter

Our news

I hope you enjoyed the Queens Jubilee weekend. As a consequence of this, the newsletter is slightly later than usual this month but there is still plenty of time to make bookings for training before the school summer holidays!

As usual, we are very busy with **Microsoft Excel training** and **Microsoft Project training**, but are also giving **Microsoft Word help**, **SharePoint training** etc. all tailored to **YOUR** needs. We also train many other topics.

We have been getting several enquiries regarding **accounting packages**, probably due to the new **Making Tax Digital rules**. 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://ifonlyidknownthat.wordpress.com>.

Microsoft Project - Indent and Outdent buttons greyed out?

I was doing Microsoft Project training yesterday and we were doing an exercise where we were making some tasks sub-tasks within Phases. One person said that his **Indent** and **Outdent** buttons - **Task** tab, **Schedule** group were greyed out.

It took me a little while to figure out why.

The problem? On the **Gantt Chart Formatting** tab, in the **Show/Hide** group, there was no tick by **Summary Tasks**, which meant the relevant buttons to make tasks into summary tasks or subtasks were not showing.

Putting a tick by **Summary Tasks** solved the problem.

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

Microsoft Excel - moving worksheets around in a workbook

I was quite surprised the other day to be asked by someone who was using **VLOOKUPS** and **Pivot Tables** as to whether they could alter the order of worksheets in a workbook. This is probably a case of someone who is self-taught and just knew the things she required at the time for the job role.

To move worksheets around in a workbook, click on the tab of the worksheet that you want to move, hold down your left hand mouse button and drag the worksheet tab to where you want it to be in the workbook. Let go of the mouse button.

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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