

Archway Computer Training

Computer and Professional Development Specialists

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July 2022 Newsletter

Our news

We are over half way through the year already! It has been a busy one on the training front with companies wanting to catch up with **face-to-face training** following two years of lockdown.

I have personally given a lot of **Microsoft Project training** in the last couple of months, but have also been doing a lot of **Microsoft Excel training**, all tailored to client needs. Archway Computer Training has several skilled and patient trainers, who train a variety of applications.

On the **Professional Development training** front, we have been getting asked for [Train the Trainer training](#), and [Time Management training](#).

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.

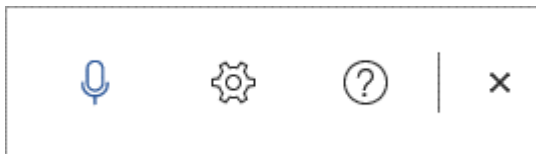
Hints and Tips

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 Word- using your voice instead of typing

You now have options to dictate a Word document instead of typing it all.

To use the **dictation** features in Word 365 (it is only available to Word 365 subscribers), on the **Home** tab, in the **Voice** group, click **Dictate**. A box will appear on the screen.



The middle icon allows you to change settings, such as language you are speaking in, and whether you want it to auto punctuate.

The question mark, right hand icon, opens up the **Help facility**.

Talk as you normally would, but giving some grammar indications, such as **full stop**, **new Paragraph** etc.

When you want to stop dictating, click on the **Microphone** icon. You may need to do a bit of adapting, but it is far better than the Voice recognition packages that were in use several years ago.

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

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Microsoft Project - Inputting half a day of leave

I was asked recently how to input a half days of leave for someone in Microsoft Project. When putting in holidays for individual resources, double-click on the resource name in the **Resource Sheet** to open the **Resource Information** dialog box.

Click **Change Working Time**. On the **Exceptions** tab, type **Half day** (or equivalent).

Change Working Time ✕

Resource calendar for 'Pam Brown':

Base calendar: Standard

Legend:

- Working
- Nonworking
- Edited working hours
- On this calendar:
- Exception day
- Nondefault work week

Click on a day to see its working times: Working times for 18 July 2022:

• 13:00 to 17:00

Based on:
Exception 'half day' on calendar 'Pam Brown'.

July 2022

M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Exceptions Work Weeks

	Name	Start	Finish
1	Leave	11/07/2022	15/07/2022
2	half day	18/07/2022	18/07/2022

Details... Delete

Help OK Cancel

From the **Start** dropdown, find the date of the half day holiday, then click **Details**.

Click **Working Time**, delete the second row of information, and adapt the first row to be the hours they will actually be working on that day.

Details for 'half day' ✕

Set working times for these exceptions

☐ Nonworking

☒ Working times:

	From	To
1	13:00	17:00

Recurrence pattern

☒ Daily Every 1 days

☐ Weekly

☐ Monthly

☐ Yearly

Range of recurrence

Start: 18/07/22

☒ End after: 1 occurrences

☐ End by: 18/07/22

Help OK Cancel

Click **OK** twice. They will then be on a half day of work on that date.

Find out more about our [Microsoft Project training](#) in 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
- 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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