

Archway Computer Training

Computer and Professional Development Specialists

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August 2022 Newsletter

Our news

I am pleasantly surprised as to how busy we are training-wise in August as often it is a quiet month. If it is going to be quiet workwise in your office during the school summer holiday, now might be the time to set aside a day for training and updating your skills.

As usual, **Microsoft Excel training**, all tailored to client needs, tends to be most popular. However, we have recently taken bookings for **Microsoft Outlook**, [Microsoft Word](#) and **Microsoft PowerPoint**. 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 Office 365 - Quick Access toolbar - command labels

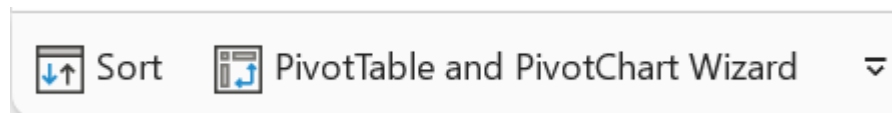
In Office 365 and the latest version of Microsoft Project, you can choose to show the Quick Access Toolbar above or below the ribbon.

To do so, click on the drop-down to the right of the Quick Access Toolbar.

If it is presently below the ribbon and you want to move it above the ribbon, click **Show Above the Ribbon**.

If it is currently above the ribbon and you want to move it below the ribbon, click **Show Below the Ribbon**.

If you choose to show it below the ribbon, you now have an additional option - **Show Command Labels** or **Hide Command Labels**. If you choose to **Show Command Labels**, you will see something like this, depending on what commands are on your Quick Access toolbar.



If you choose **Hide Command Labels**, you will just see the small icons.

To add any button to the **Quick Access Toolbar**, right-click on it and click **Add to Quick Access Toolbar**.

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

Microsoft Project - changing colour of Deadline arrow on Gantt Chart


When you set a deadline for task in Microsoft Project, a green downwards facing arrow appears on the deadline date on the Gantt Chart. A client recently asked whether the colour could be changed - they felt that since it was a deadline, it might be more appropriate if the arrow was red.

If you double-click on the arrow in the Gantt Chart, the **Format Bar** dialog box will be displayed for the deadline arrow.


Format Bar

Bar Shape | Bar Text


Start

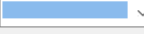
Shape:  ▼


Type: Solid ▼

Color:  ▼


Middle


Shape:  ▼


Pattern:  ▼

Color:  ▼


End

Shape:  ▼

Type:  ▼

Color:  ▼

Sample:



Help Reset OK Cancel

In the **Start** section, change the **Colour** to whatever you like. You could change the shape if you really wanted to as well. Click **OK**.

Find out more about our [Microsoft Project 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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