

# Archway Computer Training

Computer and Professional Development Specialists

01747 820396, 07477 578417

[www.archwayct.co.uk](http://www.archwayct.co.uk)

[info@archwayct.co.uk](mailto:info@archwayct.co.uk)

October 2022 Newsletter

## Our news

After a warm summer, it is now feeling distinctly autumnal!

As usual, we are very busy with [Microsoft Excel training](#) and [Microsoft Project training](#), all tailored to **YOUR** needs. Also in September we gave [Microsoft Word training](#), [Microsoft PowerPoint training](#) and [Microsoft Outlook 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>.

## Excel 365 - new text function TEXTSPLIT

New text functions have recently been added to Excel 365.

The **TEXTSPLIT** function works in very much the same way as **Data - Text to Columns**.

The syntax is

**=TEXTSPLIT(text, col\_delimiter, [row\_delimiter], [ignore\_empty], [match\_mode]  
[pad\_with])**

Only the first two bits of the syntax have to be used, the rest are optional.

	A	B	C	D	E
1	<b>Name</b>	<b>First name</b>	<b>Surname</b>		
2	Jack Sprat	=TEXTSPLIT(			
3	Joe Bloggs	TEXTSPLIT(text, col_delimiter, [row_delimiter], [ignore_empty], [match_mode], [pad_with])			
4	Pete Smith				
5	Jane Grey				

So in the example here where I want to divide the names up into two columns, my syntax would be

**=TEXTSPLIT(A2, " ").** I would then get the result as shown below.

B2

:

✖

✓

*fx*

=TEXTSPLIT(A2," ")

	A	B	C
1	<b>Name</b>	<b>First name</b>	<b>Surname</b>
2	Jack Sprat	Jack	Sprat
3	Joe Bloggs	Joe	Bloggs
4	Pete Smith	Pete	Smith
5	Jane Grey	Jane	Grey
6			

So when would I use the other syntax options?

**row\_delimiter** - You use this where you want the text to spill across rows

**ignore\_empty** - if two delimiters may be consecutive specifying FALSE will create an empty cell

**match\_mode** - whether you want the match to be case sensitive or not

**pad\_with** - the value with which to pad the cell. By default, this will be N/A.

So if I wanted Jack Sprat on two rows, the syntax would be as shown below.

A7       =TEXTSPLIT(A2, \"")

	A	B	C
1	<b>Name</b>	<b>First name</b>	<b>Surname</b>
2	Jack Sprat	Jack	Sprat
3	Joe Bloggs	Joe	Bloggs
4	Pete Smith	Pete	Smith
5	Jane Grey	Jane	Grey
6			
7	Jack		
8	Sprat		
9			

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

## Microsoft Excel - SMALL and LARGE functions

You may well know that the function **MIN** gives the smallest number in a range in Excel and that the function **MAX** gives the largest number in a range in Excel.

But what if you want to return the Xth smallest number in a range or the Xth largest number in a range? This is where the functions **SMALL** and **LARGE** can be used.

D	E	F	G	H	I	J
<b>List Price</b>	<b>Lease Price</b>					
£ 26,540.00	£ 641.70		Most expensive	£27,900.00	max(D2:D325)	
£ 27,900.00	£ 616.11		2nd most expensive	£27,590.00	Large(D2:D325,2)	
£ 27,590.00	£ 618.95		3rd most expensive	£27,400.00	Large(D2:D325,3)	
£ 27,400.00	£ 613.29					
£ 26,180.00	£ 587.96		Cheapest	£ 7,850.00	Min(D2:d325)	
£ 26,150.00	£ 590.57		2nd cheapest	£ 8,070.00	Small(D2:D325,2)	
£ 25,710.00	£ 560.87		3rd cheapest	£ 8,670.00	Small(D2:D325,3)	
£ 25,180.00	£ 546.10					
£ 25,010.00	£ 565.57					
£ 24,570.00	£ 535.87					
£ 24,040.00	£ 521.10					
£ 23,320.00	£ 524.93					
£ 23,860.00	£ 552.91					

In the example above, I have in column D, the prices of cars. I want to find the three most expensive cars and the three cheapest cars.

The syntax for **SMALL** is

=**SMALL**(range, x) where x is the number needed, e.g. to find the second smallest x will be 2

Similarly, the syntax for **LARGE** is

=**LARGE**(Range, x) where x is the number needed, e.g. to find the second largest x will be 2.

Find out more about our [Microsoft Excel 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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