

# 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)

September 2022 Newsletter

## Our news

Back to school for many, the start of a University degree or a new job for others! So, back to learning! Throughout our lives, we need to develop our skill sets and increase our learning, whether for work or for an interest we may have.

So, may be it is time to increase your own skills or those whom you work with. We provide **Training Needs Analysis forms** which can be helpful in pinpointing present skills levels and those required for job roles.

If you are using **Excel**, are you aware of the new functions which may well make life easier - **XLOOKUP, UNIQUE, SORT, FILTER, TEXTJOIN, CONCAT** to name but a few.

So whether you need to become

- Excellent at [Excel](#)
- Wonderful at [Word](#)
- Proficient in [PowerPoint](#)
- Outstanding at [Outlook](#), etc. etc

we have the course for you.

On the [Professional Development training](#) front, we are getting asked for [Train the Trainer training](#), [Train the IT Trainer training](#), and [Time Management 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 Excel - Start and end points in Sparklines

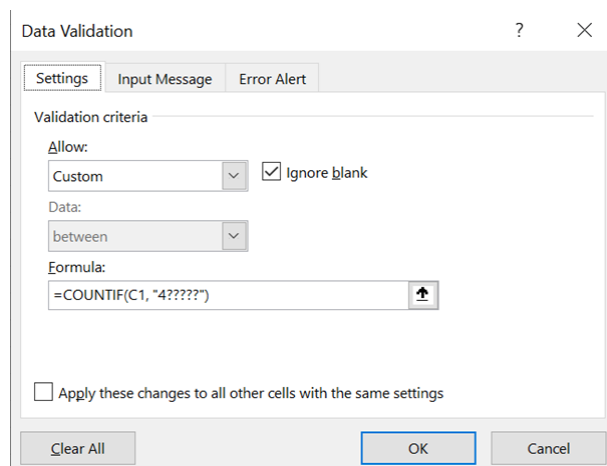
I was at a client recently and they wanted to limit data input in an Excel column to have a number starting with 4 and then five numbers after it.

I have worked out a way of doing this using Data Validation.

First, select the data range to which the data validation rule is to be applied and format it as text - **Home** tab - **Number** group and from the dropdown where it says **General** select **Text**.

Then with the data range still selected, go to the **Data** tab, then in the **Data Tools** group, select **Data Validation**. On the **Settings** tab, from the **Allow** dropdown, select **Custom**.

In the **Formula** box, the formula in this case is **=COUNTIF(C1, "4?????")**, where **C1** is the first cell in the selected range and I want the number to be 4 followed by 5 other numbers.



Click **OK**.

Although it will be formatted as text, if these are part numbers they are never going to have calculations done on them so works well for data input.

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

<hr size=2 width="100%" align=center>

## Microsoft Excel - Start and end points in Sparklines

A sparkline is a miniature graph of a data range which can add a useful visual look to your data.

To create a sparkline, click in the cell in which you want the sparkline to be displayed, then on the **Insert** tab, in the **Sparklines** group, select your preferred type of sparkline - **Line**, **Column** or **Win/Loss**. A dialog box will open asking the data range to be used, Select it and click **OK**. you will then see a sparkline of your data.

When I was doing this with a group recently, we had slightly different looks although we were using the same data set. Some looked like they were using an axis that started at 0, others looked like they were just looking at the numbers in the data set itself.

To change this, on the **Sparklines** tab, in the **Sparkline** group, in the **Group** group, click the **Axis** dropdown and for either or both of the **Vertical Axis Minimum Value Options** and **Vertical Axis Maximum Value Options**, select **Custom Value**. Select your required value(s) and click **OK**.

| 2 | Item      | Monday | Tuesday | Wednesday | Thursday | Friday | Totals |  |
|---|-----------|--------|---------|-----------|----------|--------|--------|--|
| 3 | Milky Way | 12     | 13      | 24        | 43       | 24     | 116    |  |
| 4 | Crisps    | 22     | 22      | 43        | 21       | 13     | 121    |  |
| 5 | Sweets    | 15     | 14      | 14        | 15       | 12     | 70     |  |
| 6 | Drinks    | 20     | 23      | 26        | 21       | 32     | 122    |  |
| 7 | Aero      | 10     | 20      | 30        | 40       | 50     | 150    |  |
| 8 |           |        |         |           |          |        |        |  |

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

<hr size=2 width="100%" align=center>

## 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

[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

Copyright © 2022 **Archway Computer Training** All rights reserved.



[unsubscribe from this list](#) | [update subscription preferences](#)