

Archway Computer Training

Computer and Professional Development Specialists

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November 2022 Newsletter

Our news

The clocks have now changed - personally, I am not a fan of the evenings getting dark so early! We are starting to get enquiries about training for next year, which has to be good news.

Although much of our training is now face-to-face, we are doing a lot of remote training via Zoom for a charity which has staff based in numerous locations, so it makes more sense for them. There are some benefits of remote training!

Office 365 is constantly changing, which is good, but unless you make an effort to keep up to date, you will be unaware of the changes. The package that has been changing the most is [Microsoft Excel](#).

Are you aware of the following functions?

- **XLOOKUP**
- **UNIQUE**
- **TEXTSPLIT**
- **TEXTJOIN**
- **TEXTBEFORE**
- **TEXTAFTER**

to name but a few of the new functions. The **XLOOKUP** function will revolutionise things for people who have struggled with **VLOOKUP**, **INDEX** and **MATCH**.

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 - TEXTBEFORE and TEXTAFTER

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	Name	First name	Surname		
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		=TEXTSPLIT(A2, " ")	
	A	B	C
1	Name	First name	Surname
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?

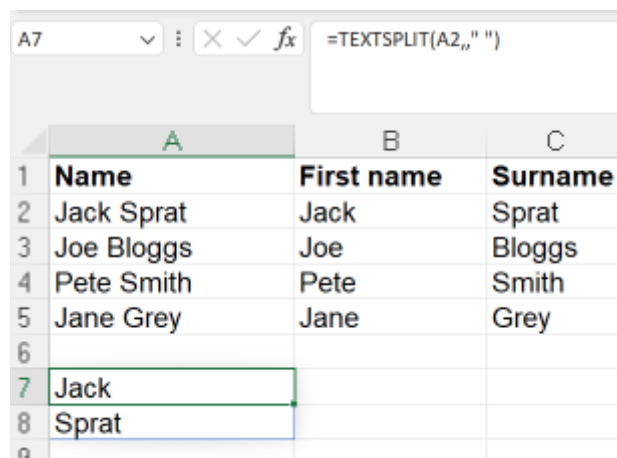
row_delimiter - You use this where you want the text to spill across rows

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.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Name	First name	Surname
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			

The formula bar at the top shows the formula: `=TEXTSPLIT(A2," ")`. The cell A7 is selected, and the formula bar shows the result of the formula, which is "Jack".

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

Why is my text shrinking in my Microsoft Office application?

Yesterday I was training and asked learners to hold down the **Ctrl** key whilst selecting various cells in Excel. One lady said that the size of her text was shrinking! It turned out that as well as holding down the **Ctrl** key she was also moving the scroll wheel on her mouse. This has the effect of changing the zoom level in the application.

Find out more about our [Microsoft Office 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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