

Archway Computer Training

Computer and Professional Development Specialists

01747 820396, 07477 578417

www.archwayct.co.uk

info@archwayct.co.uk

December 2022 Newsletter

Our news

The shops etc are now looking very Christmassy. It seems a bit early to me, but may I wish you Season's Greetings anyway.

If your new **training budget** starts in January, you may already be looking ahead to how you can use it. Practically every training session, I take I get squeals of delight as people learn of hints and tips that make their working lives so much easier. Things that will save them a lot of time and enable them to do other things. So don't leave it too late to invest in training.

The majority of our training is now face-to-face again, but some clients have preferred to carry on with remote training via Teams or Zoom.

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 - deleting a whole page

I was asked the other day how to **delete a whole page** in Word - it isn't always easy to just select the relevant text.

First, click anywhere in the page to be deleted, then on the **Home** tab, in the **Editing** group, then from the **Find** dropdown, click **Go To**; alternatively press **Ctrl + G**. The **Find and Replace** dialog box will be displayed with the **Go To** tab uppermost.

Click where it says **Enter page number**. Type **\page**. Click **Go To**, then click **Close**.

Now press the **Delete** key. The page will be deleted.

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

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

Microsoft Outlook - contacts as Favourites

There may be a few people who you need to contact regularly - if you want you can set these as **Favourites** within Outlook.

If you have an email from someone you want to add as a favourite, open the email, right-click on the person's email address and click **Add to Favorites**.

Now when you hover your mouse over the **Contacts** or **People** icon, you will see your favourites and clicking on the required favourite will show their contact details, allowing you to email them, arrange a meeting, etc rather than having to find them from within **Contacts** itself.

Similarly, you can choose to see details of your favourites on your **To-Do** bar. To do so, from within the Inbox, click **View**, then in the **Layout** group, from the **To-Do Bar** dropdown, select **People**. They will then be visible on your **To-Do Bar** and can be accessed from there.

However, the actual reason for me writing this blog is that someone asked how they could remove a person from their favourites! To remove someone from being a favourite, hover over their name from the **Contacts** or **People** icon, right-click and click **Remove from Favorites**.

Find out more about our [Microsoft Outlook 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