

Archway Computer Training

Computer and Professional Development Specialists

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January 2023 Newsletter

Our news

Happy New Year - we hope it will be a good one for you with a good **Work Life Balance** and that you will have the necessary **Resilience and Emotional Intelligence** for the year ahead.

If your new training budget starts in January, you may already be looking ahead to how you can use it. Whether you and your team need to be

- [Wonderful in Word](#)
- [Excellent at Excel](#)
- [Powerful with PowerPoint](#)
- [Outstanding at Outlook](#)
- [Terrific at Teams](#)
- [Productive with Project](#)

etc, etc, we can produce a **tailored** course for you at your offices.

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 Excel - extending date to additional blank cells

I was training recently and was asked about how to deal with a worksheet where there were several rows relating to each date but only the first row for the date actually had the date

included - an example is shown below.

	A	B	C	D	E	F
1	Date	Amount	AcctType	OpenedBy	Branch	Customer
2	01/09/2020	340	Cheque	New Accts	London	Existing
3		15,759	Business	Teller	Bristol	Existing
4		15,276	Business	New Accts	Birmingham	Existing
5		12,000	Business	New Accts	Bristol	Existing
6		5,000	Business	New Accts	Birmingham	Existing
7		7,000	Savings	New Accts	Birmingham	New
8		5,000	Savings	New Accts	Bristol	Existing
9		4,623	Savings	New Accts	Birmingham	Existing
10		5,879	Cheque	New Accts	London	Existing
11		3,171	Cheque	New Accts	Bristol	Existing
12		4,000	Savings	New Accts	London	Existing
13		5,000	Cheque	New Accts	London	Existing
14		16,000	Business	New Accts	London	New
15		50,000	Savings	New Accts	London	Existing
16		13,636	Business	New Accts	Birmingham	Existing
17	02/09/2020	50,000	Business	New Accts	Birmingham	New
18		15,000	Business	New Accts	Bristol	New
19		13,000	Business	New Accts	Birmingham	New
20		13,000	Business	New Accts	London	Existing

You could use the AutoFill handle to drag down, but this could be time consuming if there are a lot of rows to consider.

Instead I created an extra column and used the following formula in cell B2:

=IF(A2<>"",A2,B1)

I then copied it down to the rest of the rows.

B2 =IF(A2<>"",A2,B1)

	A	B	C	D	E	F	G
1	Date	New Date	Amount	AcctType	OpenedBy	Branch	Customer
2	01/09/2020	01/09/2020	340	Cheque	New Accts	London	Existing
3		01/09/2020	15,759	Business	Teller	Bristol	Existing
4		01/09/2020	15,276	Business	New Accts	Birmingham	Existing
5		01/09/2020	12,000	Business	New Accts	Bristol	Existing
6		01/09/2020	5,000	Business	New Accts	Birmingham	Existing
7		01/09/2020	7,000	Savings	New Accts	Birmingham	New
8		01/09/2020	5,000	Savings	New Accts	Bristol	Existing
9		01/09/2020	4,623	Savings	New Accts	Birmingham	Existing
10		01/09/2020	5,879	Cheque	New Accts	London	Existing
11		01/09/2020	3,171	Cheque	New Accts	Bristol	Existing
12		01/09/2020	4,000	Savings	New Accts	London	Existing
13		01/09/2020	5,000	Cheque	New Accts	London	Existing
14		01/09/2020	16,000	Business	New Accts	London	New
15		01/09/2020	50,000	Savings	New Accts	London	Existing
16		01/09/2020	13,636	Business	New Accts	Birmingham	Existing
17	02/09/2020	02/09/2020	50,000	Business	New Accts	Birmingham	New
18		02/09/2020	15,000	Business	New Accts	Bristol	New
19		02/09/2020	13,000	Business	New Accts	Birmingham	New

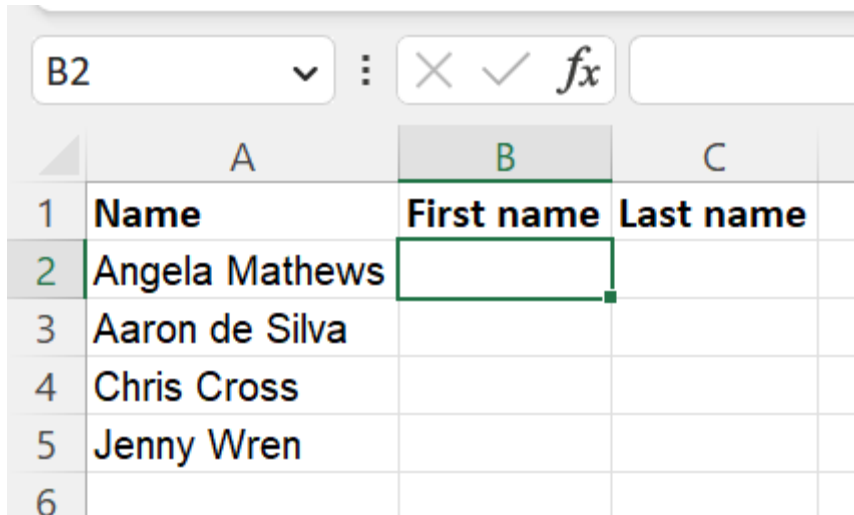
Find out more about our [Microsoft Excel training](#) in Wiltshire, Dorset, Somerset and Hampshire.

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Microsoft Excel - TEXTAFTER for names like de Silva

If you have names all in one column and want to split into two columns that is relatively easy using **Data - Text to Columns** or using **Flash Fill** or the more recent **TEXTSPLIT** function.

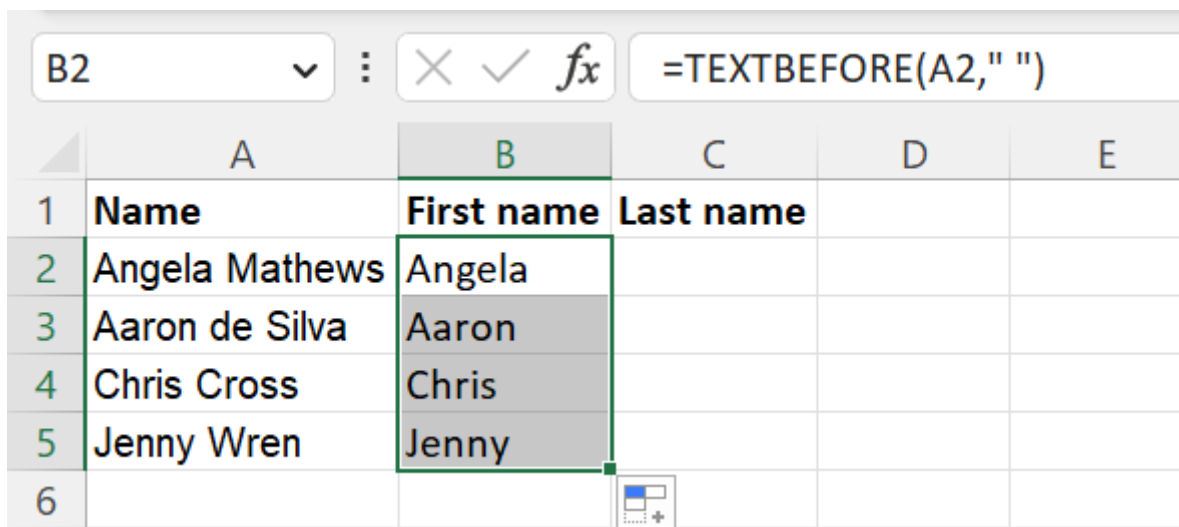
However, there is a problem when you get a name such as **Aaron de Silva**. In this case the last name should really be **de Silva** but some of the options mentioned above will end up with you having three columns.



The screenshot shows an Excel interface with a formula bar at the top displaying 'B2'. Below the formula bar is a table with three columns: A, B, and C. Column A is labeled 'Name', column B is labeled 'First name', and column C is labeled 'Last name'. The data rows are as follows:

	A	B	C
1	Name	First name	Last name
2	Angela Mathews		
3	Aaron de Silva		
4	Chris Cross		
5	Jenny Wren		
6			

For the first name, we can use the **TEXTBEFORE** function. In cell **B2**, the formula is **=TEXTBEFORE(A2," ")**



The screenshot shows the same Excel interface as before, but now the formula bar displays '=TEXTBEFORE(A2," ")'. The data in column B has been updated with the first names extracted from the full names in column A:

	A	B	C	D	E
1	Name	First name	Last name		
2	Angela Mathews	Angela			
3	Aaron de Silva	Aaron			
4	Chris Cross	Chris			
5	Jenny Wren	Jenny			
6					

For the last name, we can use **TEXTAFTER**. The syntax for this function is:

=TEXTAFTER(text, delimiter, [instance_num], [match_mode], [match_end], [if_not_found])

So in cell **C2**, the formula is **=TEXTAFTER(A2," ",1)** which will bring in everything after the first space.

C2 ✕ ✓ <i>fx</i> =TEXTAFTER(A2," ",1)					
	A	B	C	D	E
1	Name	First name	Last name		
2	Angela Mathews	Angela	Mathews		
3	Aaron de Silva	Aaron	de Silva		
4	Chris Cross	Chris	Cross		
5	Jenny Wren	Jenny	Wren		
6					

Find out more about our [Microsoft Excel training](#) in the London area

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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

- Baseline 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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