

# Archway Computer Training

Computer and Professional Development Specialists

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February 2023 Newsletter

## Our news

Our new year has got off to a very busy start with lots of bookings from existing customers as well as several new clients. A lot of the demand now is for classroom training but we are still being asked for remote training via Teams or Zoom.

Please see further down this newsletter or visit <http://www.archwayct.co.uk/online-training> for more details.

**All our training can be tailored to YOUR needs.** Because the training is delivered at your offices, you will only get people from your company attending the training, so if it would help, we can use some of the files used in attendees' every day work as part of the training, thereby making them productive very quickly.

Please get in touch if you need help in becoming:

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

Over the last few months we have noticed an upsurge in demand for [Train the Trainer](#) training.

## 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 - double quotes for text

If the results of a formula will include text, then, if you type the formula, the text will need to be included in double quotes. E.g.

**=IF(B2>60,"Pass","Fail")**

However, if you input the formula using the **Insert Function** dialog box, you can use the **Tab** key to move from one part of the formula to another and the double quotes will be inserted for you.

Function Arguments

IF

Logical_test	B2>60	=	TRUE
Value_if_true	PASS	=	
Value_if_false		=	any

=

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

**Value\_if\_true** is the value that is returned if Logical\_test is TRUE. If omitted, TRUE is returned. You can nest up to seven IF functions.

Formula result =

[Help on this function](#) OK Cancel

The above shows when I have just typed **PASS** into the **Value\_if\_true** box. The below shows what happens when I press the **Tab** key to move to the **Value\_if\_false** box.

Function Arguments

IF

Logical_test	B2>60	=	TRUE
Value_if_true	"PASS"	=	"PASS"
Value_if_false		=	any

=

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

**Value\_if\_false** is the value that is returned if Logical\_test is FALSE. If omitted, FALSE is returned.

Formula result = PASS

[Help on this function](#) OK Cancel

This saves a bit of typing time.

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

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**Microsoft Excel - show each 15 minutes**

I was asked recently whether I could create a column showing every 15 minutes from 8 am to 6 pm.

This is actually quite straightforward.

In the first cell to be included, type **08:00** and in the next cell down type **08:15**. Then select both cells and go to the bottom right corner of the second cell, so the cursor changes to a thin black cross (the Fill handle).

Drag down holding down the left hand mouse button, until you have all the required times.

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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