

Archway Computer Training

Computer and Professional Development Specialists

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April 2023 Newsletter

Our news

We have recently added **three new courses** to our portfolio. These are:

- [Adobe Captivate](#)
- [Articulate Storyline](#)
- [Techsmith Camtasia](#)

We now approach the start of a **new financial year**, which for many companies means **new training budgets**. Make your staff or yourself as **productive** as possible as early in the new financial year as you can, thereby **maximising efficiency**.

So whether you need yourself or your staff to become:

- **Excellent at** [Excel](#)
- **Wonderful at** [Word](#)
- **Outstanding at** [Outlook](#)
- **Perfect at** [PowerPoint](#)
- **Proficient with** [Microsoft Project](#)
- **Tremendous at** [Teams](#)
- **Quicker at** [QuickBooks](#), etc. etc

we have the course for you, which will be **tailored to YOUR needs**.

All training can be done **face-to-face** or **remotely** via Microsoft 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.

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 - calculating hours worked from Start time, End time and length of break on timesheet

It isn't too difficult to create a timesheet in Excel that will work out the number of hours worked from the Start time to the End time. However, I was training somewhere recently where employees had also input how much break they had taken.

A	B	C	D	E
Staff Name	Start Time	End Time	Break Length (hours)	Total Hours (-break)
	8:30 AM	4:30 PM	1.50	6.50
	8:00 AM	6:00 PM	0.75	9.25

In this instance, I formatted the cells in columns B and C where times would be input with **Custom** format **h:mm AM/PM** and the cells in D where Break Length in hours would be input and E where the answer would be as **Number**.

The formula I used in cell E5 is **=(C5-B5)*24 - D5**.

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

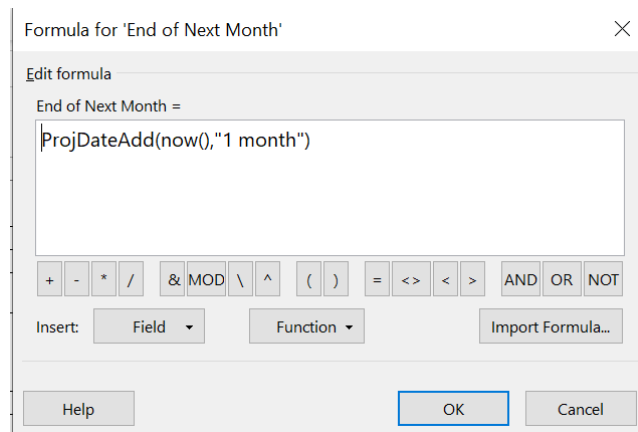
Microsoft Project - custom filter to show all tasks starting within the next month

In Microsoft Project you can filter using the filter buttons at the field headings but sometimes it is useful to create your own filters which you can then easily use in reports which have to be run on a regular basis.

My client needed to filter to see all tasks starting within the next month - the whole filter also has various other criteria in place but I will just concentrate on the tasks starting within the next month in this blog post.

First we need to set up a custom field called something like **End of next month**. On the **Project** tab, in the **Properties** group, select **Custom Fields**. The **Custom Fields** dialog will be displayed. From the **Type** option, select either **Date** or **Finish**. I chose **Finish** as I already had a lot of date filters. Select one of the **Finish** fields that are not presently in use and click **Rename**. I renamed mine as **End of next month**.

Now in the **Custom attributes** section of the dialog box, click **Formula**. The **Formula** dialog box will be displayed.



Formula for 'End of Next Month'

Edit formula

End of Next Month =

ProjDateAdd(now(),"1 month")

+ - * / & MOD \ ^ () = <> < > AND OR NOT

Insert: Field Function Import Formula...

Help OK Cancel

The formula required is above - this takes a date 1 month from today and will change over time. If I had wanted it to be within six weeks, I could have used a similar formula but with "**6 weeks**" instead of 1 month. Once you have entered the formula click **OK**.

To use this in a filter, on the **View** tab, from the **Filters** dropdown, click **More Views**. Click **New**.

Give a name to your filter in the **Name** box. If you want to see it in the **View** dropdown, check **Show in menu**. The required filter is **Startxx is less than or equal to [End of next month]**, where **Startxx** is the field you want to do the filter on - the actual field **Start** will not work, so you may need to create another **Start** custom field that is equal to the Start date of the task if that is the required initial date. When you have created the filter, click **Save**. This filter can then be used on any table of report in your project plan.

Find out more about our [Microsoft Project training](#) in Wiltshire, Somerset, Dorset 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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