

Archway Computer Training

Computer and Professional Development Specialists

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March 2023 Newsletter

Our news

I am slightly late in getting the newsletter out this week as life has been very hectic with both **training** and **consultancy**. You may not know that we offer help in creating complex **Excel workbooks** - I have been working on a Sales Tracker for one company. We will also help you create a **PowerPoint template** for use within your organisation, or create a **Microsoft Project plan** for any forthcoming major project that you may have. We can teach you at the same time or just give you the finished product with instruction on how to use it - the choice is yours.

At present, the major topics we are being asked to train include:

- [Microsoft Excel](#)
- [Microsoft Project](#)
- [Microsoft Outlook](#)
- [QuickBooks](#)
- [Train the Trainer](#)

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

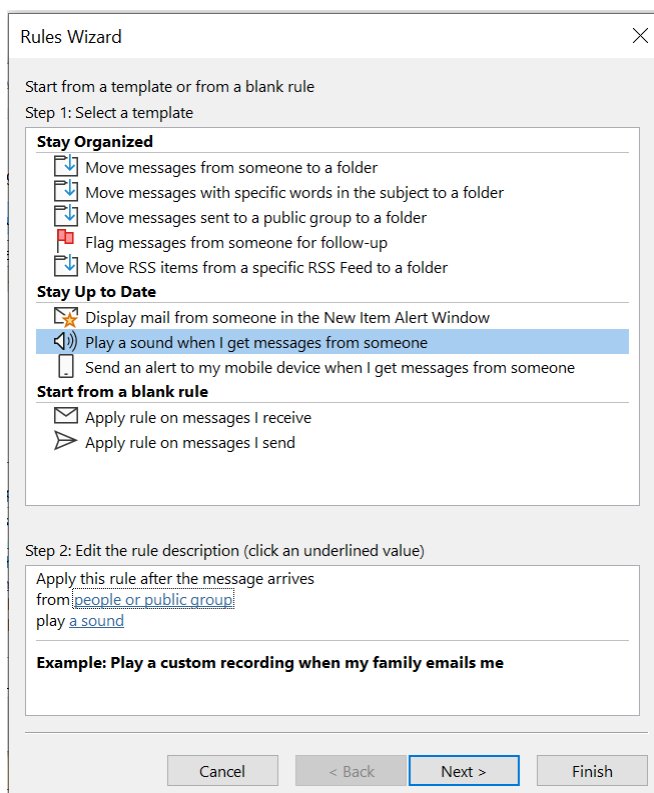
Here are some of the "If only I'd known that" moments that I have recently captured in my blog <http://ifonlyidknownthat.wordpress.com>.

Microsoft Outlook - creating a Desktop Alert for incoming emails from specific people

I was training Outlook hints and tips recently and suggested that when trying to concentrate on dedicated pieces of work, it might be useful to turn off notifications that an email has come in as it is so easy to get distracted. To do this go to **File- Options** and click the **Mail** tab. In the **Message Arrival** section uncheck all the boxes, then click **OK**.

To set up a rule so that you know when you have received an email from specific people, go to **File - Info - Manage Rules and Alerts**.

Click **New Rule**.



I chose **Play a sound when I get messages from someone** but I could have decided on **Display mail from someone in the New Item Alert Window**.

Click where it says from **people or public group**, select the relevant name or names and click **From**. Click **OK**.

Click where it says play **a sound**, select your required sound and click **Open**.

Click **Next**.

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☒ on this computer only
- ☒ from people or public group
- ☐ with specific words in the subject
- ☐ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to people or public group
- ☐ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from janet@archwayct.co.uk
and on this computer only
play Alarm01.wav

Cancel < Back Next > Finish

It asks what conditions you want to check. You may want to add other conditions as appropriate. Click **Next**.

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☒ play a sound
- ☐ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ mark it as read
- ☐ stop processing more rules
- ☐ display a specific message in the New Item Alert window
- ☐ display a Desktop Alert

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from janet@archwayct.co.uk
and on this computer only
play Alarm01.wav

Cancel < Back Next > Finish

You are then asked what actions you want to take. **Play a sound** has already been selected, but just in case I hadn't got the sound on on my computer I decided to put a tick

by **Display a Desktop Alert**. I could also have selected **display a specific message in the New Item Alert window**.

Click **Next**. You are asked if there should be any exceptions to the rule.

Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- ☒ except if from people or public group
- ☐ except if the subject contains specific words
- ☐ except through the specified account
- ☐ except if sent only to me
- ☐ except where my name is in the To box
- ☐ except if it is marked as importance
- ☐ except if it is marked as sensitivity
- ☐ except if it is flagged for action
- ☐ except where my name is in the Cc box
- ☐ except if my name is in the To or Cc box
- ☐ except where my name is not in the To box
- ☐ except if sent to people or public group
- ☐ except if the body contains specific words
- ☐ except if the subject or body contains specific words
- ☐ except if the message header contains specific words
- ☐ except with specific words in the recipient's address
- ☐ except with specific words in the sender's address
- ☐ except if assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from janet@archwayct.co.uk
and on this computer only
play Alarm01.wav
and display a Desktop Alert

Cancel < Back Next > Finish

You may for example choose **except where my name is not in the To box**.


Click **Next**. Specify a name for the rule and click **Finish**.

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

Microsoft Office - finding a command button on the Ribbon

Sometimes it is difficult to remember which ribbon a particular command button is on. Rather than going from tab to tab, try typing in the **Search** box on the Title bar of the application.

So, if for example you are working in Excel and can't remember where to go to create a pivot table, if you type **pivot Table** in the **Search** box, you will shown a dropdown including the correct button and then you can click on it from the box itself.

 pivot table



Best Action



Recommended PivotTables

Actions



Summarize with PivotTable



Insert Table



PivotTable Options

Get Help



Create a PivotTable to analyze worksheet data - M...



Overview of PivotTables and PivotCharts - Micros...



Get Help on "pivot table"

Find in Worksheet



"pivot table"

Files

You can then start using the button directly from there.

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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