

Archway Computer Training

Computer and Professional Development Specialists

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May 2023 Newsletter

Our news

With three four-day weeks in May, I hope you won't all be trying to fit five days work into four days!

As well as the usual [Microsoft Office training](#), we are currently being asked for [Microsoft Visio training](#), [Microsoft Teams training](#), [Microsoft Project training](#) and [SQL training](#). I am currently involved in several **Microsoft Project consultancy projects**.

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 Word - why is one of my bullet points showing in a different colour?

Occasionally you might find that one of your bullet points or one of the numbers in a numbered list is bold when the rest of them aren't or in a different colour than the rest.

Trying to change it for consistency sometimes seems very difficult. If you are struggling turn on the **Show/Hide** from the **Paragraph** group on the **Home** tab.

You may well find that the paragraph marker itself is what is causing the problem. Selecting the paragraph marker itself and changing it to black or the required font etc will solve the

This·is·a·test·of·bulleted·list·issues¶

● → Bulleted·list·1¶

● → Bulleted·list·2¶

issue.

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

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Project Meetings

When planning meetings with the project team, it is important to be efficient.

- Ensure your team keeps their Outlook calendar up-to-date
- Use the Scheduling Assistant within Outlook to check that all (or most of) the team are free
- Schedule meetings well in advance so that people have due notice
- With the meeting invitation, attach an agenda so everyone knows what is to be discussed so they have time to think about it
- Meetings should have an end time as well as a start time so everyone knows when they will be free
- Attach any documentation – e.g. check sheets and Gate documentation - pertinent to what will be discussed in the meeting and ask people to read and consider beforehand so they will be able to add suitable input to the meeting
- Go through the most important agenda item first and get agreement rather than rushing through things at the end
- Ensure someone is taking meeting minutes, especially noting action points and who has agreed to each action
- Circulate minutes and action points soon after the meeting so that people can get started on the actions they have agreed to do
- Remember to check progress on action points

Contact us to find out more about our **Project Management training**.

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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