

Archway Computer Training
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June 2023 Newsletter

Our news

At last the UK weather has improved somewhat - I had a rather wet holiday in Italy on the first week of good weather here.

Recently we have been doing a lot of [Microsoft Project training](#) and **consultancy** - helping clients build templates for their own company projects, etc. We have also been delivering **Project Management training**.

As always, [Microsoft Excel training](#) remains popular, also [Microsoft Word training](#), [Microsoft PowerPoint training](#), [Microsoft Teams training](#), [Train the Trainer training](#) and [Resilience and Emotional Intelligence training](#).

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>.

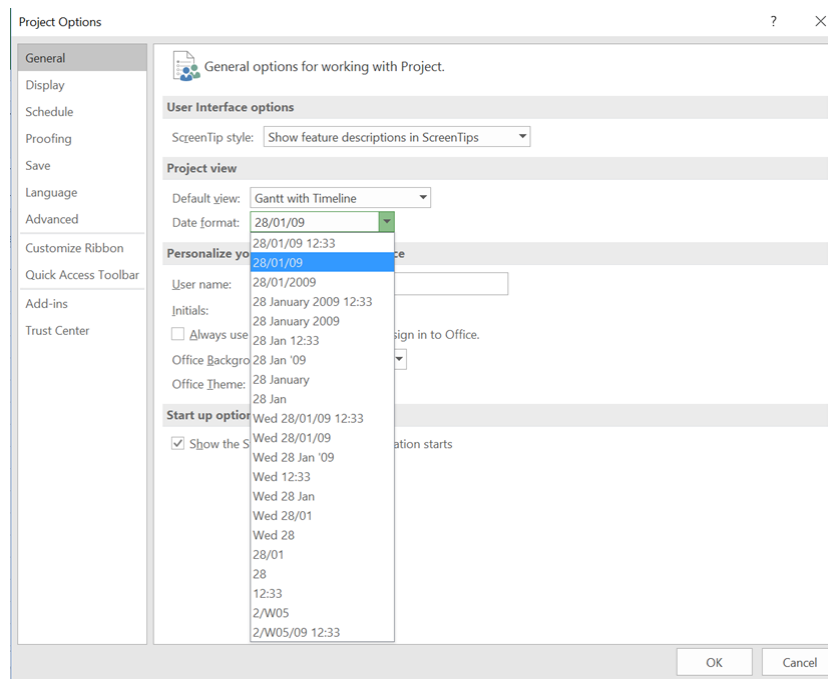
Microsoft Project - changing date format

You can change the default date format – some people like to see the time as well as the date.

To change the default date format:

Click the **File** tab.

Click **Options**. The **Project Options** dialog box will be displayed.



From the **General** tab, from the **Date format** dropdown, select your preferred date format.

Click **OK**.

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

Microsoft Excel - difference between times overnight

One of my clients works for a company that does deep sea diving so the amount of time someone is diving is crucial. Sometimes the dives take place during the night and the client needed to be able to work out how many hours someone was in the water if they went in before midnight and came out in the early hours.

C3		:	✕	✓	<i>fx</i>	=IF(HOUR(C4)<HOUR(C1),C4+E1-C1, C4-C1)
	A	B	C		D	E
1	Start of water time		23:50:00			24:00:00
2	In bell		1:51:00			
3	Water time		3:02:00			
4	Left bell		2:52:00			
5	Time in bell		1:01:00			
6						
7	Total time in water		3:02:00			
8	Total time in bell		1:01:00			
9						
10						

In the example above, the diver went into the water at 23:50 and got at 3:02 am.

To work out time in water, I ended up putting midnight into a different cell.

Then the formula used is as in cell C3 above:

=IF(HOUR(C4)<HOUR(C1), C4+E1-C1, C4-C1)

Find out more about our [Microsoft Excel 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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