

Archway Computer Training
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July 2023 Newsletter

Our news

Summer is definitely here - you may be looking forward to a holiday or you may be the one looking after all the clients while everyone else is away. It's possible that if the office is going to be quieter and clients are also likely to be away, then you could take some time to upskill in some way.

Maybe you need to be able to manage long documents better - in that case our [Microsoft Word training](#) might be appropriate.

You may feel that you are not up to speed on all the new functions in [Microsoft Excel](#) and could do with some help there.

You may be in charge of some projects and so far have been muddling along instead of investing in some [Microsoft Project training](#) or some **Project Management training**.

We also have a wide range of other [Microsoft Office training](#) courses, other [IT training](#) courses and [Professional Development training](#) courses. If you cannot see what you are looking for on the web site, do contact us and we will let you know whether we can meet 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 of our remote training.

Remember that we **come to you - training is delivered at YOUR site in Dorset, Wiltshire, Somerset or Hampshire and can all be tailored to YOUR needs, even using YOUR files if required.**

We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit www.archwayct.co.uk

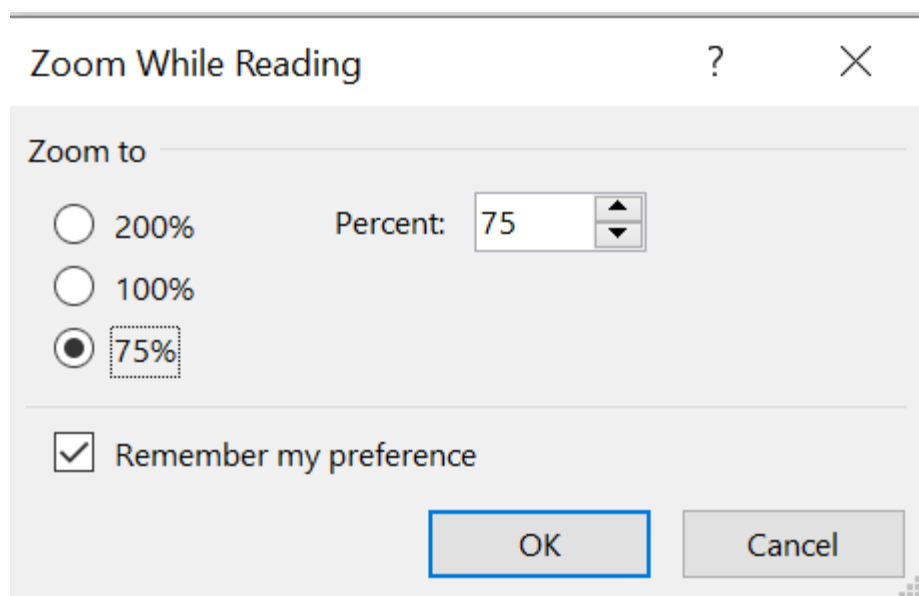
Microsoft Outlook - making text size on incoming emails appear bigger

I had a friend come to stay last weekend who had recently had a cataract operation and was struggling to read the text in her Outlook incoming emails.

To make text size seem bigger, go to the bottom right of the Outlook window -



Click on whatever % you see there, in this case 75%. A **Zoom While Reading** dialog box will be displayed.



Select one of **200%**, **100%** or select your own percent in the **Percent** box. To ensure that it stays like that for all your incoming emails, ensure there is a tick by **Remember my preference**. Click **OK**.

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

Microsoft Outlook - searching contacts by trade

I was training someone in Microsoft Outlook today. He needed to be quickly able to search through his contacts to find those representing a particular trade e.g. electrician or gutters.

To do this when setting up a contact, type in the trade either in the **Job Title** box or in the **Notes** box.

The screenshot shows the Microsoft Outlook 'Contact' window for Janet Beasley. The window has a ribbon at the top with tabs: File, Contact, Insert, Format Text, Review, Developer, and Help. The 'Contact' tab is active, showing a ribbon with icons for Actions (Save & Close, Delete, Save & New, Forward), Show (Details, Certificates, All Fields), Communicate (Email, Meeting, More), Names (Address Book, Check Names), Options (Business Card, Picture), Tags (Follow Up, Private), Immersive (Immersive Reader), and Zoom. The contact card on the left contains the following information: Full Name: Janet Beasley, Company: (empty), Job title: Trainer, File as: Beasley, Janet, Internet: (empty), Email: janet@archwayct.co.uk, Display as: janet@archwayct.co.uk, Web page address: (empty), IM address: (empty), and Phone numbers: Business (empty). A 'Notes' box is visible on the right side of the contact card.

Click **Save & Close**.

Now if you type what you are looking for in the **Search** box at the top of the window, the contact list will be filtered by trade.

Current Folder ▾

trainer

Send / Receive

Folder

View

Developer

Help

Phone
ber ▾

Has
Address ▾

More
▾

All Contact
Items

Current Folder

Subfolders

All Outlook Items

Refine

Scope

Computer only)

er only)

Results

123

ab

cd

ef

gh

ij

kl

mn

op

Barrett, Tony

Full Name: T.

Job Title: T

Email: t.

Beasley, Janet

Full Name: J.

Job Title: T

Email: j..

Trainers

Full Name: T

Find out more about our [Microsoft Outlook 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, Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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