

Archway Computer Training
Computer and Professional Development Specialists
01747 820396
www.archwayct.co.uk
info@archwayct.co.uk
August 2023 Newsletter

Our news

I hope that if you have managed to get away on holiday that it was a relaxing time and neither too hot nor too wet! If you are going away in August, I hope you have an enjoyable break.

If you are not going away and the workload is quieter, how about thinking about emppwering your workforce with some training. It is good to think from time to time about whether spending a bit of time on training would improve staff morale and lead to a better performing workforce.

For example:

- How **excellent** are their [Excel](#) skills?
- How **powerful** are the company's [PowerPoint](#) presentations?
- How **outstanding** are people at using [Outlook](#) not just for managing e-mails but for better [Time Management](#) generally?
- How **wonderful** are your [Word](#) documents. Do you have a **company style** in place and do people know how to use it? Can you automatically generate a **table of contents** for large Word documents?
- Do you have [Microsoft Project plans](#) in place for the **projects** the company is involved in or is all on bits of paper, Excel or Word?
- How **crystal-clear** are your [Crystal Reports](#)

Take a few minutes to reflect and set **goals** and **priorities** for yourself and your team.

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 - copying an attachment from one email to another

Sometimes you may be sent an attachment via Outlook, which you then need to send to someone else. You don't necessarily want to forward the original email to the person you want to give the attachment to and you may not want to save the attachment on your computer.

In that case, right-click on the attachment and select **Copy**.

Go to the new email, right-click over the body of the email and click **Paste**. You will now have the attachment in your new email.

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

OR

Project Management's Ten Deadly Sins

1. Poor project scoping & terms of reference
2. Undefined project objectives
3. No clear allocation of roles and responsibilities
4. Not ensuring early buy in from a senior business sponsor and stakeholders
5. Failing to account for all project activities
6. Setting unrealistic project deadlines
7. Assigning underskilled project managers to high-complexity projects
8. Lack of regular checks to ensure the project is on track – to time and budget
9. No risk assessment or contingency plan
10. No learning from experience

Enquire 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, Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

[follow on Twitter](#) | [friend on Facebook](#) | [forward to a friend](#)

Copyright © 2023 Archway Computer Training All rights reserved.



[unsubscribe from this list](#) | [update subscription preferences](#)