

Archway Computer Training
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September 2023 Newsletter

Our news

It's that back to school time of year with children going to school for the first time, changing year groups and schools and having to get used to having set routines again.

Offices are also getting 'back to normal' following staff holidays.

When we reflect on the challenges of a new academic year, it should also give us chance to reflect on our own **learning needs**. **Would you or your staff benefit from some training to get those learning needs satisfied?** We cater for all learning styles in our training sessions and will enable your teams to become more productive in their day-to-day work.

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 **workable** 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](#)?

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

If Only I'd Known That Blog

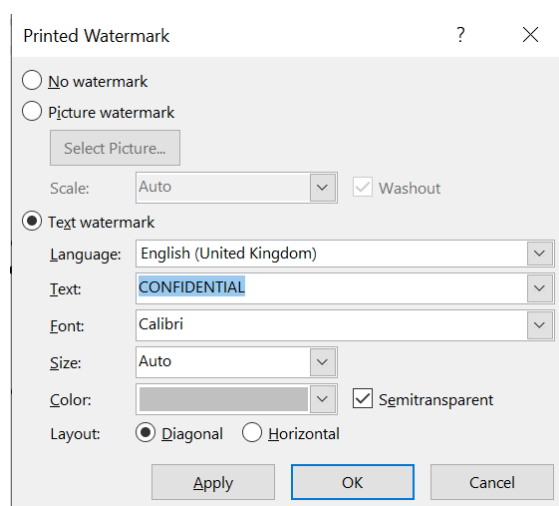
If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknownthat.wordpress.com/>

Apparently the blog post of mine below had 560 views in July so it must be something that people are struggling with so I thought I would reproduce it again here.

For example: Microsoft Word - watermark only appears on the first page

To insert a watermark into a document on the **Design** tab, in the **Page Background** group, click the **Watermark** dropdown and select your required watermark. This will appear on the first page of the document.

If you want it to appear on every page in the document, from the **Watermark** dropdown, click **Custom Watermark**. The **Custom Watermark** dialog box will be displayed.



Click **Text watermark**, from the **Text** dropdown, select your required text, click **Apply**, click **OK**, click **Close**. The watermark will then be displayed on every page of your document.

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

OR

Microsoft Excel - Icons sets based on specific conditions

I have a client who wanted Red, Amber, Green icon set indicators based on certain conditions.

If H is equal to or greater than J

If H is between 90% and 100% of J

If H is less than 90% of J

The existing data looked something like this:

H	I	J
Latest full-year forecast	2022 Budget	Original Budget
234,792	170,775	792,000
79,306	129,000	-
56,539	103,500	304,662
57,000	53,561	59,063
2,200	2,049	6,770
261,536	72,674	-
-	-	
691,374	531,559	1,162,495
492,543	622,614	665,000

In the next available column I created a nested **IF** statement (I would have used **IFS** but their version of Excel wasn't up to date enough for that!

The formula was: (where row 11 was the first row containing figures)

=IF(H11>J11,1,IF(H11>J11*90%,2,3))

Then with the same cells selected, I went to **Home - Styles - Conditional Formatting - New Rule**.

New Formatting Rule ? X


Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format




Edit the Rule Description:

Format all cells based on their values:

Format Style: Icon Sets









Icon Style:  ☒ Show Icon Only

Display each icon according to these rules:

Icon		Value	Type
	when value is	>= 3	Number
	when < 3 and	>= 2	Number
	when < 2		

OK Cancel

I selected **Format all cells based on their values** and lower down the dialog box, selected **Reverse Icon Order** and **Show Icon Only**. From the **Type** dropdown boxes I selected **Number**. For the first I chose **>= 3**. For the second I chose **>=2**. I then clicked **OK**.

Latest full-year forecast	2022 Budget	Original Budget	RAC
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2,200	2,049	6,770	
261,536	72,674	-	
-	-		
691,374	531,559	1,162,495	

The required icon sets were applied.

Find out more about our [Microsoft Excel training](#) in Dorset, Wiltshire, 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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