

**Archway Computer Training**  
**Computer and Professional Development Specialists**  
**01747 820396, 07477 578417**  
[www.archwayct.co.uk](http://www.archwayct.co.uk)  
[info@archwayct.co.uk](mailto:info@archwayct.co.uk)  
**October 2023 Newsletter**

## Our news

While the summer was reasonably quiet, we have a lot of bookings for October and November and even a few for next year! We also have lots of enquiries which should turn into bookings in the next week or so.

Popular courses at present include:

- [Microsoft Excel](#)
- [Microsoft Word](#)
- [Power BI](#)
- [Microsoft Project](#)
- [Train the Trainer](#)
- [Excel VBA](#)
- [Crystal Reports](#)
- [Resilience and Emotional Intelligence](#)

A lot of these courses have been adapted to the specific needs of the client.

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](http://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 446 views in August so it must be something that people are struggling with so I thought I would reproduce it again here.**

### Microsoft Excel – why doesn't Insert Timeline work with my pivot table?

A useful tool if you have created an Excel pivot table is the Timeline which allows you to filter your pivot table to see figures for a specific time frame.

Creating a timeline involves having at least one date field in your data set, otherwise you get an error message.

Sometimes the raw data looks to have date fields but when you look at them more closely, they are not actually formatted as dates. If you click in a cell in the **Date** column, on the **Home** tab, in the **Number** group, check that the field is formatted as **Date**. If not, you need to convert it and then go back to your Pivot Table and click **Refresh All**. You should then be able to use the timeline.

One major annoyance is when the data source is being pulled in from another source on a regular basis and the field needs to be reformatted each time. In this case if you don't convert the field before refreshing the data, the Timeline will go blank.

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

OR

### Microsoft Excel - shortcut for clicking the tick at the left of the Formula bar

If you are in a cell and want to do some formatting of it or want to copy the formula in it down or across it is useful to stay in the same cell rather than going down to the next cell which is what happens if you press **Enter**.

Clicking the tick to the left of the formula bar will accept what you have typed and keep you in the same cell, but sometimes you don't want to reach for your mouse to do so.

The shortcut key to do this is **Ctrl + Enter**.

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

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