

Archway Computer Training
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February 2024 Newsletter

Our news

January was, in the main, a gloomy month weather-wise. Let's hope February will be better though there are already signs of new life with snowdrops, etc, appearing.

We all have an extra day this month with it being a Leap Year to do with what we think fit. As it will be a working day, may be it would be a good date to organise some training, though you will have to get in quick!

So do you, or your team, need to improve skills in any of the [Microsoft Office](#) suite - [Word](#), [Excel](#), [PowerPoint](#), [Access](#) or [Outlook](#)? Or may be it is your wish to become terrific at [Microsoft Teams](#). Have you got an upcoming project that could do with some help in putting together a [Microsoft Project](#) plan or could do with getting better at **Project Management**. Or may be you would like to explore the features of [Power BI](#). We can help with all of these, and much more!

Have a look at our website and see what other courses we have to offer.

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

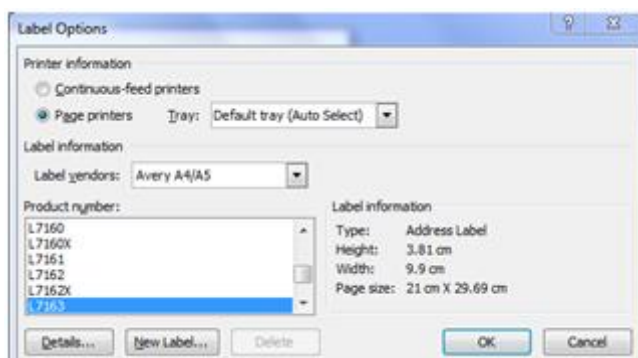
If only I had £50 for every time someone says to me during a training session 'If only I'd known that last week...' So, I have set up a blog with some of the answers that have proved very useful to people. You can see this at <http://ifonlyidknownthat.wordpress.com/>

The following blog had 447 views in December so must be something that people find difficulty with.

Microsoft Word labels mail merge problem - only getting one label per sheet

One or two clients have mentioned problems with creating mailing labels. Only one label is being printed on each sheet of labels.

To create mailing labels, from the **Mailings** tab, in the **Start Mail Merge** group, from the **Start Mail Merge** dropdown, click **Labels**. The **Label Options** dialog box will be displayed.



If necessary, change the **Printer information** detail. Select the name of the company whose labels you are using from the **Label vendors** dropdown, then select the relevant **Product number**. Click **OK**.

In the **Start Mail Merge** group, from the **Select Recipients** dropdown, select one of **Type New List**, **Use Existing List** or **Select from Outlook Contacts**. If required, locate where your list is on your computer.

If needed, click **Edit Recipient List** to choose specific people to create labels for.

In the **Write and Insert Fields** group, click **Address Block** and ensure the fields match what are required. Click **OK**.

In the **Preview Results** group, click **Preview Results**; you will only see one address per

sheet of labels.

In the **Write and Insert Fields** group, click **Update Labels**. You will now see an address on each label.

In the **Finish** group, from the **Finish & Merge** dropdown, click **Print Documents** to print labels.

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

OR

Microsoft Project - Resource Peak Hours Report

I had a phone call recently from a client who wanted to be able to work out how many resources were likely to be on site in any given month through their project so that they could arrange the requisite toilet facilities etc.

I created a report as follows:

From the **Report** tab, from the **New Report** dropdown, I chose **Chart**, and gave it a suitable title such as **Resource Peak Hours Report** and clicked **OK**.

On the **Field List**, I chose **Resources** rather than **Tasks**.

From the **Select Category** dropdown, I chose **Time**.

I clicked **Edit**, then from the **Units** dropdown, I selected **Months** and clicked **OK**.

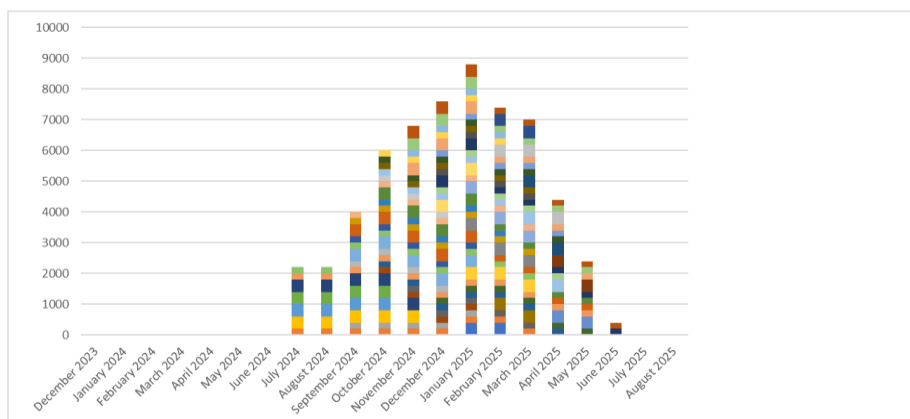
I removed fields **Work** and **Actual Work** from the chart and replaced them with the **Peak Units** field (which is a **Number** field).

I then moved the legend to the right.

Next I went to the **Chart Design** tab, and selected **Change Chart Type**. I selected **Stacked**

Column and clicked **OK**.

Resource Peak Hours Report



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

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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