

Archway Computer Training
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January 2024 Newsletter

Our news

Here's wishing you a very happy and healthy 2024.

If training is amongst your New Year's Resolutions we are definitely here to help! Whether you just need updating on some of the newer features of [Microsoft Office](#) or whether you have a brand new upcoming project for which you need some [Microsoft Project training](#) or some **Project Management training**, we can tailor any of it to your needs.

May be you need to improve your [Resilience and Emotional Intelligence](#), your [Time Management](#) or your [Presentation Skills](#).

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

Have you realised that this year is a **Leap Year** and we have a **29th February**, a once in four year event. We already have a booking for a customised course this 29th February. Could you and your team make use of this Leap Year day as a training day??

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/>

Microsoft Excel - freezing top row in a pivot table?

I was at client site recently and someone had a Pivot table with a lot of rows. It was therefore hard to see what the column headings were.

Just as when you are trying to freeze rows in any Excel data set, click in the row under the top row of the pivot table. Go to the **View** tab, then in the **Window** group, from the **Freeze Panes** dropdown, select **Freeze Panes**. That should do the trick.

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

OR

Microsoft Project - Resource Chart showing work hours per month

A client recently asked for a report, where on the x-axis they want to see months from project start to project end and on the y-axis they want to see Work Hours.

They wanted to see each Resource Type as a separate horizontal line showing how many hours, they need to provide each month.

This is the solution I came up with.

Go to **Report – New Report – Chart**. In the **Report Name** box, give the chart a suitable name, then click **OK**.

On the **Field List**, near the top, change from saying **Tasks** to **Resources**.

From the **Select Category** dropdown, choose **Time**.

Click **Edit** just to the right of the **Select Category** dropdown and change **Units** to **Months** then click **OK**.

Remove field **Actual Work**.

Go to the **Chart Design** tab and select **Change Chart Type**.

Change to **Line** and click **OK**.

I then moved the legend to the right by clicking on the **+** sign next to the chart, clicking on **Legend** and selecting **Right**.

I increased the size of the chart and hey presto!!



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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