

Archway Computer Training
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August 2024 Newsletter

Our news

The kids have now all finished for the summer and hopefully the weather will be better than it has been. Although we have several bookings for September, October and November, August is fairly quiet at present. I guess this is because many staff are on holiday too if they have children. However, for those that aren't going away, the office is often quieter at this time and there may be chance to catch up on learning some new skills, either one-to-one or in a small group.

We run training on the whole range of Microsoft Office packages including:

- [Microsoft Word](#)
- [Microsoft Excel](#)
- [Microsoft PowerPoint](#)
- [Microsoft Access](#)
- [Microsoft Outlook](#)

Other Microsoft packages which we train include:

- [Microsoft Project](#)
- [Microsoft Visio](#)
- [Power BI](#)

We also run [SQL training](#) courses.

We also run a wide range of [Professional Development training courses](#) such as:

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/>

Microsoft Excel - viewing data by weeks in a PivotTable

I have orders by date in a table called Orders and want to see the Order Amount on a weekly basis.

When I first create a pivot table with **Order Date** as my row and **Sum of Amount** as my value, I get a result similar to below.

| Years | Quarte | Months | OrderID | Sum of Amount |
|-------------|--------|--------|---------|---------------|
| 2023 | | | | 1070962 |
| 2024 | | | | 2143391 |
| Grand Total | | | | 3214353 |

How to get this into weeks?? And how to ensure that the week begins on a Monday (by default weeks in Excel start on a Sunday).

First, on the **PivotTable Analyze** tab, in the **Group** group, I selected **Ungroup**. This then gives me the information on a daily basis.

I then clicked **Group Selection**.

The first Monday in April 2023 was 3rd April - my dataset starts on 6th April 2023.

So in the **Group Selection** dialog box, I selected **Days** with **Number of days** as **7**, then changed **Starting at** to **03/04/2023**.

Grouping ? X

Auto

☐ Starting at: 03/04/2023

☒ Ending at: 06/07/2024

By

Seconds
Minutes
Hours
Days
Months
Quarters
Years

Number of days: 7

OK Cancel

I then clicked **OK**.

| Days (OrderDate) | Sum of Amount |
|-------------------------|---------------|
| 03/04/2023 - 09/04/2023 | 43375 |
| 10/04/2023 - 16/04/2023 | 5000 |
| 17/04/2023 - 23/04/2023 | 7000 |
| 01/05/2023 - 07/05/2023 | 9623 |
| 15/05/2023 - 21/05/2023 | 9050 |
| 22/05/2023 - 28/05/2023 | 4000 |
| 29/05/2023 - 04/06/2023 | 71000 |
| 05/06/2023 - 11/06/2023 | 91636 |
| 12/06/2023 - 18/06/2023 | 39472 |
| 19/06/2023 - 25/06/2023 | 4000 |
| 26/06/2023 - 02/07/2023 | 73240 |
| 03/07/2023 - 09/07/2023 | 14788 |
| 10/07/2023 - 16/07/2023 | 6307 |
| 17/07/2023 - 23/07/2023 | 46000 |
| 24/07/2023 - 30/07/2023 | 26095 |
| 31/07/2023 - 06/08/2023 | 63000 |
| 07/08/2023 - 13/08/2023 | 12275 |
| 14/08/2023 - 20/08/2023 | 3000 |
| 21/08/2023 - 27/08/2023 | 6000 |
| 28/08/2023 - 03/09/2023 | 7000 |

I then had the required information showing per week, and with each week starting on a Monday.

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

OR

Microsoft Excel - how to sum times that may be over 24 hours

If you try to add together 08:00, 10:00 and 08:00 hours in Excel, you will get the result 02:00; the hours over 24 are ignored.

To get the answer 26:00, you need to format the cell which contains the total time. First select the cell containing the formula.

1. On the **Home** tab, in the **Number** group, click the **Quick Dialog Box Launcher**. The **Format Cells** dialog box will be displayed.

2. Select the **Number** tab.
3. From the **Category** list, click **Custom**.
4. In the box labelled **Type**, type *[h]:mm*.

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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