

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
June 2025 Newsletter

Our news

Bank Holidays are now finished until the end of August and there are still a few more weeks before the school summer holidays. June is looking busy for us but the school holiday time is still relatively free. Sometimes this is a quieter time in offices if clients are also away on holiday so could be a good opportunity to take on board some training.

Even if you have had training in the past, [Microsoft 365](#) is constantly changing and improving. Sometimes, having someone go through new features can help improve productivity quickly.

So whether you want to become:

- **Wonderful at** [Word](#)
- **Excellent at** [Excel](#)
- **Outstanding at** [Outlook](#)
- **Proficient at** [PowerPoint](#), etc, etc

why not get in touch?

We also run a wide range of other [Microsoft Office courses](#), [IT training courses](#) and [Professional Development courses](#).

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 Word - inserting commonly repeated blocks of text

If you continually have to enter the same block of text on a regular basis into a Microsoft Word document, you can save the required text as a QuickPart which can then be accessed whenever needed.

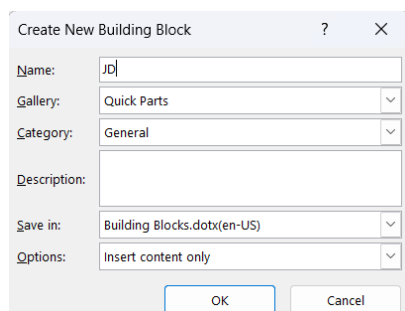
First type in the required text and format as required:

Janet Donbavand

IT Trainer

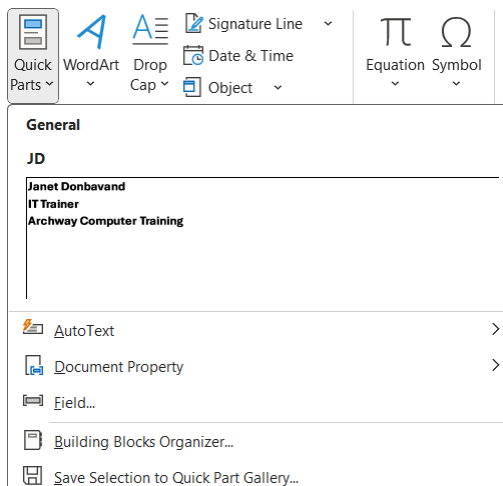
Archway Computer Training

Select the text. On the **Insert** tab, in the **Text** group, click **Quick Parts**. From the dropdown, select **Save Selection to Quick Part Gallery**; alternatively, press keys **Alt + F3**. The **Create New Building Block** dialog box appears.



Select a suitable name that you can remember in the **Name** box. Click **OK**.

To use the text again, either go to **Insert - Text - Quick Parts** and from the dropdown select the required Quick Part.



Alternatively, type in the Title, in this case **JMD** then hit the **F3** function key. (if you are using a laptop, you may well have to press **Fn + F3**).

Find details of our [Microsoft Word training](#) in Dorset, Wiltshire, Somerset and Hampshire.

OR

Microsoft Excel - creating checkboxes

Not too long ago, if you wanted to create a checkbox in a cell in Microsoft Excel, you had to use the **Developer** ribbon. That has now changed.

Select all cells that you want to include checkboxes, then go to **Insert - Controls - Checkbox**. You will see empty checkboxes displayed in all selected cells. When you want to tick something off, click in the checkbox and a tick will appear.

To filter to see all rows containing a ticked checkbox, select **True** from the filter dropdown.

To filter to see all rows containing an unticked checkbox, select **False** from the filter dropdown.

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