

Archway Computer Training
Computer and Professional Development Specialists
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July 2025 Newsletter

Our news

School holidays will soon be upon us. Sometimes this means that our work lives get more complicated, sometimes it means we are quieter. Although we have plenty of bookings for July and September, August is looking quiet at present, so if your office will also be quieter, it may well be a good time to book in some training.

Do you feel you are constantly trying to **juggle** too much? We can help with this with courses such as:

- [Time Management](#)
- [Resilience and Emotional Intelligence](#)

And improving any of your [Microsoft Office](#) skills is also going to decrease stress as you make yourself or your team more productive.

We also run a wide range of other [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 Excel - inserting pictures directly into cells

A relatively new feature within Excel is the ability to place pictures directly within cells or over cells.

This is useful as it allows you to easily have a picture directly related to information in the rest of the row without having to resize everything.

To insert a picture directly into a cell, click in the relevant cell. On the **Insert** tab, in the **Illustrations** group, click the **Pictures** dropdown. Options then are **Place in cell** or **Place over cells**. Whichever you choose, you are then asked to select a picture from **This Device**, **Stock Images** or **Online Pictures**.

In this example I am selecting **Place in cell - Stock Images**. I have found a picture of a golf ball and clicked **Insert**.

	A	B	C	D
1	Picture	Item	Price	Number in stock
2		Golf ball	14.99	250

I have then resized row 2 and (if necessary) column A, so that the picture is of a suitable size.

This is useful for a data table of items you may be selling and want to include images of the products. It does not provide options for cropping images.

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



OR

Microsoft Excel - creating lists of weekdays, excluding weekends

I was demonstrating how to just use dates for weekdays rather than weekends recently. Someone then asked whether you could do the same with days of the week, so that it goes Monday, Tuesday, Wednesday, Thursday, Friday, Monday ...

Yes, you can. Type **Monday** in the first cell in which you want to input days of the week. Go to the Autofill handle (the thin black cross at the bottom right of the cell). Drag down or across for as many instances as you require.

To begin with it will look like this:

	A	B
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29		

The funny symbol at the bottom opens up and from it you can select **Fill Weekdays**.

It will then look like this:

	A	B
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Monday	
27	Tuesday	
28	Wednesday	

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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