

**Archway Computer Training**  
**Computer and Professional Development Specialists**

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**August 2025 Newsletter**

**Our news**

School holidays are now here. This means that at present we are quite quiet and have trainer availability if you have time to get up-to-speed on something that you might be struggling with. Having said that we have had several enquiries since school holidays began so I expect quite a lot of dates to be filled. All [Microsoft 365](#) packages are constantly being updated so may be some tailored training on all the new functions and features may be helpful.

For example, in [Excel](#) are you aware of:

- VSTACK
- HSTACK
- XLOOKUP
- Inserting a picture direct into a cell
- Focus Cells
- TEXTJOIN, TEXTSPLIT
- UNIQUE
- Integration with Forms
- etc. etc

In [Word](#), are you aware of:

- Use of Copilot to suggest document content
- Sharing document options
- etc. etc.

In [PowerPoint](#), are you aware of:

- Using Co-Pilot to create a presentation
- The Morph transition
- Smart Lookup
- Designer
- etc. etc.

We also offer a wide variety of other [IT training](#) and [Professional Development training](#).

Remember that we **come to you - training is delivered at YOUR site and can all be tailored to YOUR needs, even using YOUR files if required.**

We are still doing some remote training, using Microsoft Teams and Zoom, tailored to the needs of the individual or company. Some people still prefer to learn in this way as training can be done in small chunks, rather than spending a whole day at a time. For people working from home, it isn't as easy to ask advice from others in the office as it would be under normal circumstances. Please see further down this newsletter or visit <http://www.archwayct.co.uk/online-training> for more details.

## Hints and Tips

Here are some of the "If only I'd known that" moments that I have recently captured in my blog <http://ifonlyidknownthat.wordpress.com>.

### Microsoft Excel - Using VSTACK and HSTACK

If you have several sets of data in an Excel worksheet with similar headings and you want to combine them into a single vertical array, you can use the **VSTACK** function.

The **VSTACK** function can also be used to convert several columns of data into one single column.

Similarly, the **HSTACK** function can be used to merge data horizontally.

Say I have data like below:

	A	B	C	D	E	F	G	H	I
1	Sales Team 1	Sales		Sales Team 2	Sales		Sales Team 3	Sales	
2	M Collins	1900		J Bloggs	2200		P Jones	1900	
3	R Grey	2150		J Grey	2400		P Tufnell	1800	
4	R Lawson	1700		R Stewart	2100		Z Malik	2560	
5	T Marsh	2300		D Kennedy	2560		J Smith	2800	
6	A Murray	1950		N Kahan	2010		S Thomas	2750	
7	T Richards	2400		D Ross	2780		A Spence	3000	
8	M Smith	1600		R Potter	2000		B King	3400	
9	P Walker	1540		S Smith	3100		F Freeman	2600	

There are sales figures for three sales teams and I want these all aligned vertically. The formula would be:

=VSTACK(A1:B9,D2:E9,G2:H9)

11		
12	Sales Team 1	
13	M Collins	1900
14	R Grey	2150
15	R Lawson	1700
16	T Marsh	2300
17	A Murray	1950
18	T Richards	2400
19	M Smith	1600
20	P Walker	1540
21	J Bloggs	2200
22	J Grey	2400
23	R Stewart	2100
24	D Kennedy	2560
25	N Kahan	2010
26	D Ross	2780
27	R Potter	2000
28	S Smith	3100
29	P Jones	1900
30	P Tufnell	1800
31	Z Malik	2560
32	J Smith	2800
33	S Thomas	2750
34	A Spence	3000
35	B King	3400
36	F Freeman	2600

You may need to change the heading to fit the new listing. If any of the source data changes the VSTACK array will also change.

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

### Microsoft Excel - clearing all checkboxes

I recently wrote about the checkbox feature within Microsoft Excel. The other day, I was asked how to quickly clear all checkboxes.

To do so, clear the first one, go to the autofill handle (the thin black cross when hovered over bottom right of cell). Drag down (or across) to clear all checkboxes.

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, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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