

Archway Computer Training
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September 2025 Newsletter

Our news

Back to school The new school year is beginning and everyone is getting back into routine. The kids are all learning new things and advancing their knowledge, but what about you and your team? Do you need to learn new skills and become more productive?

As well as frequent **Microsoft Office training**, especially **Microsoft Excel** and **Microsoft Project**, upcoming tailored training courses at client site include:

- [Outlook 365](#)
- [QuickBooks](#)
- [Power Bi](#)
- [Microsoft Teams](#)

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

All our training can be tailored to YOUR needs!

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>.

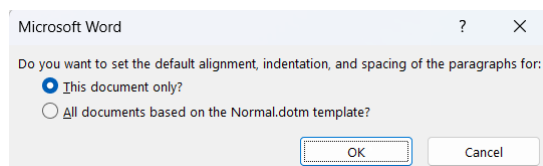
Microsoft Word - changing default paragraph spacing

If you use the Normal style in Microsoft Word, in Office 365, by default this is set as leaving 8pt after each paragraph and multiple line spacing of 1.16 every time the **Enter** key is pressed. If you would always like to go to the next line when you press the **Enter** key you can change the default paragraph spacing.

Open Microsoft Word. On the **Home** tab, in the **Paragraph** group, click the **Quick Launch dialog box** arrow. The **Paragraph** dialog box is displayed.

In the **Spacing** section, select the required **Before** and **After** paragraph spacing. Click **Default**.

You will receive a message tasking whether you want to change the defaults just for this document or for All documents based on the Normal.dotm template. Make your choice then click **OK**.



If you don't want to change the default but don't want a space between paragraphs, on the **Home** tab, in the **Style** group, select **No Spacing**.

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

Microsoft Excel - the TAKE function

If you have a data table or array in Excel that you are adding to every day, you may want to find the total turnover over the last seven days or the average rainfall over the last week or your average blood pressure over the last 10 days.

This is where the **TAKE** function, usually in combination with another function such as **SUM** or **AVERAGE** comes in hand.

The syntax for the **TAKE** function is:

=TAKE(array, rows, [columns])

where array is the data set that you are working with, rows is the number of rows to be selected and columns (optional) is the number of columns to be selected.

A positive number of rows starts from the top and takes the first so many down, a negative number starts from the bottom and works upwards.

Consider the following data set which I have converted into table Takings.

	A	B
1	Date	Amount
2	01/08/2025	340
3	02/08/2025	15,759
4	03/08/2025	15,276
5	04/08/2025	12,000
6	05/08/2025	5,000
7	06/08/2025	7,000
8	07/08/2025	5,000
9	08/08/2025	4,623
10	09/08/2025	5,879
11	10/08/2025	3,171
12	11/08/2025	4,000
13	12/08/2025	5,000
14	13/08/2025	16,000
15	14/08/2025	50,000
16	15/08/2025	13,636
17	16/08/2025	50,000
18	17/08/2025	15,000
19	18/08/2025	13,000
20	19/08/2025	13,000
21	20/08/2025	3,000
22	21/08/2025	2,878

I want to find the average takings over the last seven days.

The formula would be:

=AVERAGE(TAKE(Takings[Amount],-7)) (Selecting the table will insert **Takings[#All,-7]**)

This gives me the answer as:

E2							
	A	B	C	D	E	F	G
1	Date	Amount					
2	01/08/2025	340		Average takings over last 7 days	15787.71		
3	02/08/2025	15,759					
4	03/08/2025	15,276					
5	04/08/2025	12,000					
6	05/08/2025	5,000					
7	06/08/2025	7,000					
8	07/08/2025	5,000					
9	08/08/2025	4,623					
10	09/08/2025	5,879					
11	10/08/2025	3,171					
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15	14/08/2025	50,000					
16	15/08/2025	13,636					
17	16/08/2025	50,000					
18	17/08/2025	15,000					
19	18/08/2025	13,000					
20	19/08/2025	13,000					
21	20/08/2025	3,000					
22	21/08/2025	2,878					

Now if I add the next day's data, the result changes accordingly.

	A	B	C	D	E	F
1	Date	Amount				
				Average takings over last 7 days	15771	
2	01/08/2025	340				
3	02/08/2025	15,759				
4	03/08/2025	15,276				
5	04/08/2025	12,000				
6	05/08/2025	5,000				
7	06/08/2025	7,000				
8	07/08/2025	5,000				
9	08/08/2025	4,623				
10	09/08/2025	5,879				
11	10/08/2025	3,171				
12	11/08/2025	4,000				
13	12/08/2025	5,000				
14	13/08/2025	16,000				
15	14/08/2025	50,000				
16	15/08/2025	13,636				
17	16/08/2025	50,000				
18	17/08/2025	15,000				
19	18/08/2025	13,000				
20	19/08/2025	13,000				
21	20/08/2025	3,000				
22	21/08/2025	2,878				
23	22/08/2025	13,519				

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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