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**October 2025 Newsletter**

### **Our news**

Microsoft continues apace with bringing out new features. Are you feeling that you are up-to-date with everything you might be able to use to make you more productive?

Would you like to experiment with [Co-Pilot](#)? We are starting to provide training on that. It can help in creating [PowerPoint](#) presentations, drafting emails in [Outlook](#), advising on formulas for [Excel](#), content suggestions and Audio overviews for [Word](#), etc. If we can help you get to grips with some of its features, please get in touch.

Other [Microsoft Excel](#) new features include functions such as:

- TEXTBEFORE, TEXTAFTER, TEXTSPLIT
- VSTACK, HSTACK
- XLOOKUP
- UNIQUE

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

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

All training can be done **face-to-face** or **remotely** via Microsoft Teams or Zoom. 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 - combining SORT and UNIQUE functions

I was training the UNIQUE function recently. One of the attendees commented that it would be nice if the data was returned sorted alphabetically.

To do this we can combine the SORT function with the UNIQUE function.

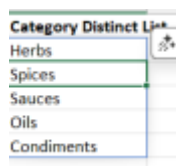
My initial data set looked like:

	A	B	C	D
1	Category	Product	Sales	Average Rating out of 5
2	Herbs	Parsley	7,700	4.90
3	Herbs	Sage	8,900	4.65
4	Herbs	Rosemary	9,270	4.90
5	Herbs	Thyme	7,120	5.00
6	Spices	Cardamom	2,090	4.54
7	Spices	Turmeric	8,990	3.46
8	Sauces	Soy	7,870	4.30
9	Sauces	Pesto	8,720	4.58
10	Sauces	Worcestershire	7,220	4.89
11	Sauces	Tartare	2,180	4.40
12	Oils	Olive	1,890	4.46
13	Oils	Sesame	8,310	4.40
14	Oils	Sunflower	3,070	3.88
15	Oils	Rapeseed	8,100	4.29
16	Condiments	Salt	2,500	4.95

To get unique values of the Category column, the formula I used was:

**=UNIQUE(A2:A15)**

which gives the result:

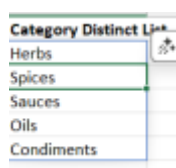


Category Distinct List
Herbs
Spices
Sauces
Oils
Condiments

To return these as a sorted list, try

**=SORT(UNIQUE(A2:A15))**

The categories are returned in alphabetical order.



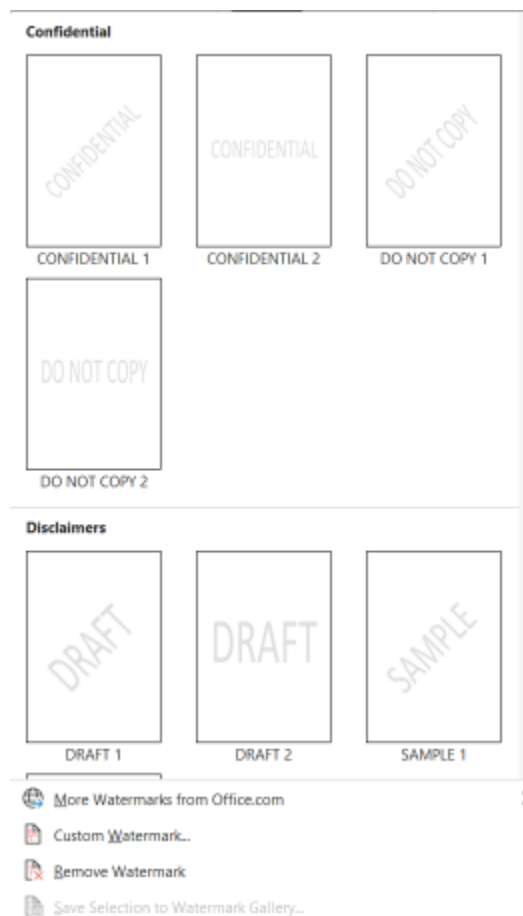
Category Distinct List
Herbs
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Find out more about our [Microsoft Excel training](#) in Wiltshire, Dorset, Somerset and Hampshire.

## Microsoft Word - creating a watermark

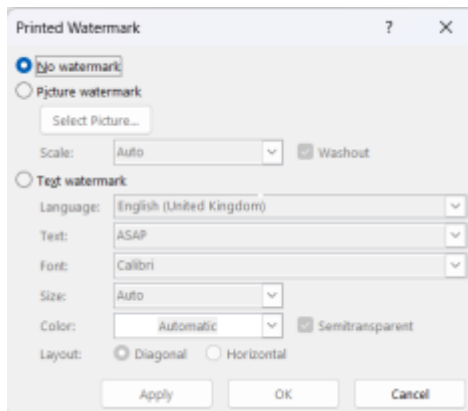
You may have created a document which you want to send out to colleagues but want a watermark in the document to remind them that this is a first draft or that it is confidential.

With the document open, go to the **Design** tab, then in the **Page Background** group, click the **Watermark** dropdown.

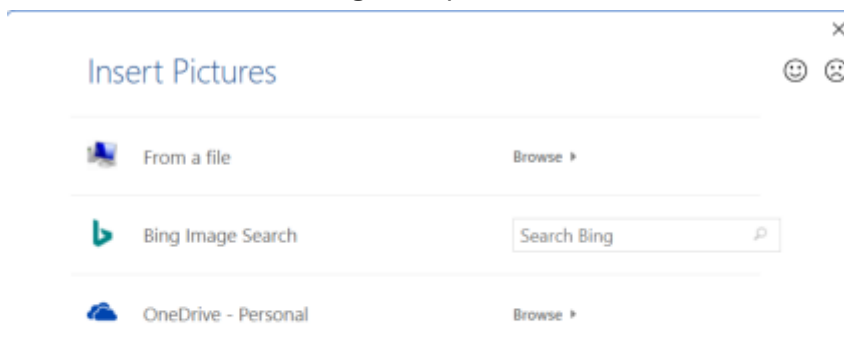


From the dropdown, select a watermark (you may have to scroll down to find the one you want) or click **Custom Watermark** to create your own. If you click **Custom**

**Watermark**, the **Printed Watermark** dialog box will be displayed.

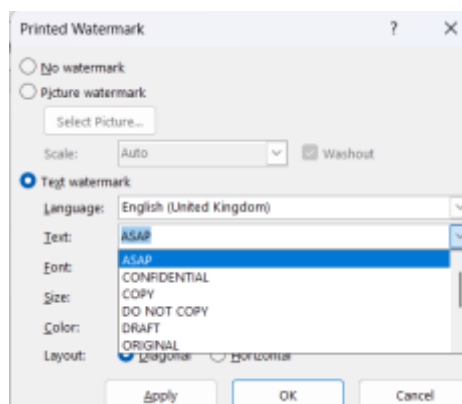


To add a picture watermark, click **Picture watermark**, then click **Select Picture**. The **Insert Pictures** dialog box opens.



Choose where your picture is located and insert it.

To apply some text as a watermark, from the **Printed Watermark** dialog box, select **Text watermark**.



From the **Text** dropdown, select an appropriate text, or type some in. If required, make changes to the **Font**, **Size**, **Color** and **Layout**, using the appropriate options.

Click **Apply**, then click **Close**. The watermark is added to the document.

Find out more about our [Microsoft Word 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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