

Archway Computer Training
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September 2026 Newsletter

Our news

The school summer holidays are almost over, nights are drawing in and its time to get back to routine.

Some of you may feel threatened by the growth of AI and worry about how you may make use of it.

We are now offering **Microsoft Co-Pilot training**. This will help you get to grips with using AI within Microsoft applications and the benefits that Co-Pilot can bring to your work.

Other courses that make use of recent technology include **Power Bi training**, **Power Automate training** and **Power Apps training**.

However, having said all that, I still reckon there will be the need for **Microsoft Excel training** for some years to come, especially since Microsoft make continual improvements and introduce new features and functions.

We can help with all these, plus plenty of other **computer** and **professional development training** needs.

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 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/>

For example:

Microsoft Excel - new school year 2026-2027 - working out relevant school year from child's date of birth

School years in the UK run from September to August, so in general it depends on both the month that a child is born in as well as the year.

So if you have a list of dates of births and need to work out the school year that a child would be in for the next school year i.e. 2026 – 2027, what formula would you need?

An **IF** statement will solve the issue. We need to see whether the month of someone's date of birth is less than or equal to 8.

The formula to use is

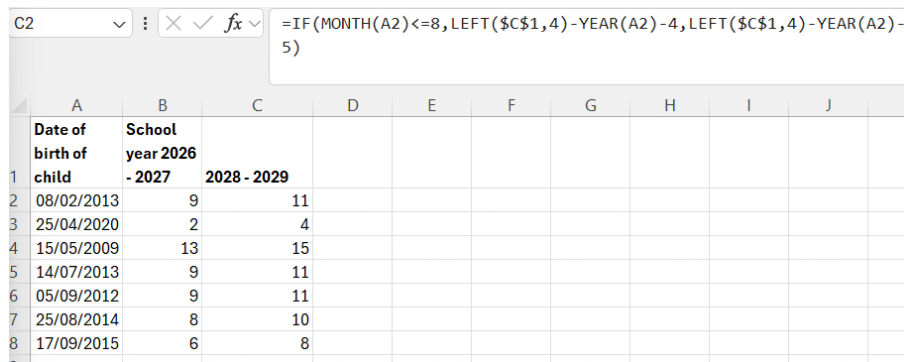
=IF(MONTH(A2)<=8,2026-YEAR(A2)-4,2026-YEAR(A2)-5)

This works well for the school year beginning Sep 2026 but what if I wanted a formula that would work for any school year in the form of Sep 20xx to Aug 20xx+1.

If we put the school year in the form **20xx – 20xx+1** in the top cell of a column.

The formula would become

=IF(MONTH(A2)<=8,LEFT(\$C\$1,4)-YEAR(A2)-4,LEFT(\$C\$1,4)-YEAR(A2)-5)



The screenshot shows an Excel spreadsheet. The formula bar at the top displays the formula: `=IF(MONTH(A2)<=8,LEFT($C$1,4)-YEAR(A2)-4,LEFT($C$1,4)-YEAR(A2)-5)`. Below the formula bar, a table is visible with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Date of birth of child	School year 2026 - 2027	2028 - 2029								
2	08/02/2013	9	11								
3	25/04/2020	2	4								
4	15/05/2009	13	15								
5	14/07/2013	9	11								
6	05/09/2012	9	11								
7	25/08/2014	8	10								
8	17/09/2015	6	8								

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

Microsoft Excel - linking formulas to text boxes

I was asked recently if formulas could be linked to checkboxes, so that if something was true, the box would get checked. You can easily do this with an **IF** function.

	A	B	C	D
1	Name	Test	Pass?	
2	S Barker	67	☒	
3	T Collins	75	☒	
4	J Edwards	45	☐	
5	C Miller	31	☐	
6	P Smith	55	☒	
7				
8				
9				
10				
11				
12				

If the test mark is over 50, result is "Pass". If not, result is "Fail"

In the above example, I first inserted checkboxes in cells C2 to C6, (**Insert - Controls - Checkbox**).

I then went to cell C2 and entered the formula

=IF(B2>50,TRUE,FALSE)

As checkboxes are assigned the value of True if they are checked and false otherwise, the above formula will put a tick in the box if the answer is True, but won't otherwise.

This is a simple example but more complex examples will work in the same way.

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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