

October 2026 Newsletter

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October 2026 Newsletter

Our news

Have you got some new projects on the go? We can help you with our [Microsoft Project training](#) and **Project Management training** courses. Because we **come to you**, we can help you **build a Microsoft Project plan for use within your organization**.

As usual, we are getting several requests for [Microsoft Excel training](#). Some people are interested in learning about all the **new features and functions**, while others want our more generic [Introductory Excel training](#), [Intermediate Excel training](#) or [Advanced Excel training](#), though all our course outlines are provisional and can be adapted to your needs.

We also have [Presentation Skills training](#) courses running in October. This can be combined with [Microsoft PowerPoint training](#) to give you the various skills needed when presenting.

Are you proficient at **Microsoft OneNote**? We have had requests to run this in October.

Of course, [Power Bi training](#) is also very popular.

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'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/>

For example:

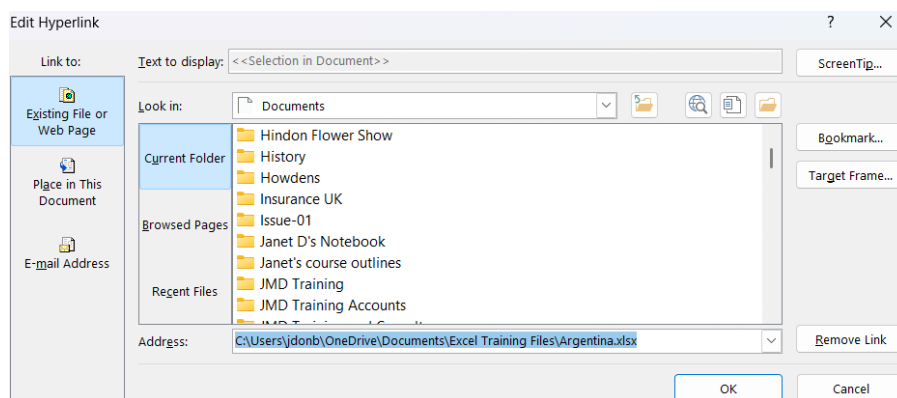
Microsoft Word - editing links to other files when file path has been changed

If you have created a link to an Excel spreadsheet from Microsoft Word and the Excel spreadsheet gets moved to another location on the system, you will need to change the file path within Microsoft Word.

From Microsoft Word:

Select the hyperlinked text.

Right-click and select **Edit Hyperlink**. The **Edit Hyperlink** dialog box will be displayed.



Click in the **Address** box and type in the new file path to your linked file. You may find it useful to find the relevant file using **File Explorer** and then copy and paste the link into the **Address** box.

Click **OK**.

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

Microsoft Excel - quickly total several rows and columns

You may need to create totals for several rows and columns in a worksheet, such as for each year, or for each store, as in our example.

	A	B	C	D	E	F	G	H
1		Company Turnover (£m) 2020 - 2025						
2		2020	2021	2022	2023	2024	2025	Total
3	Store1	345	624	353	754	735	777	
4	Store2	539	333	645	845	745	875	
5	Store3	294	763	896	834	534	777	
6	Store4	422	568	747	766	789	812	
7	Total							

First select the table containing the data and the empty cells to the bottom and the right where you would like totals to be added.

In the ribbon's **Home** tab, in the **Editing** section towards the right, click the **Autosum**  button, or use the keyboard shortcut by holding down the **Alt** key and pressing **=**.

Totals are generated in the blank cells to the right and to the bottom in your selection.

	A	B	C	D	E	F	G	H
1		Company Turnover (£m) 2020 - 2025						
2		2020	2021	2022	2023	2024	2025	Total
3	Store1	345	624	353	754	735	777	3588
4	Store2	539	333	645	845	745	875	3982
5	Store3	294	763	896	834	534	777	4098
6	Store4	422	568	747	766	789	812	4104
7	Total	1600	2288	2641	3199	2803	3241	15772

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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