November 2026 Newsletter

Is this email not displaying correctly? View it in your browser.

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk

November 2026 Newsletter

Our news

Although December is not too busy at present, we already have several courses booked in for January.

Courses we are delivering in the next few weeks include:

- **Microsoft Excel**
- **Excel Power Query**
- **Project Management**
- **Presentation Skills**
- **Adobe InDesign**
- **Adobe Illustrator**
- **Adobe Photoshop**

We are also running a **Python Fundamentals** course which I haven't put on to the web site as yet.

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/

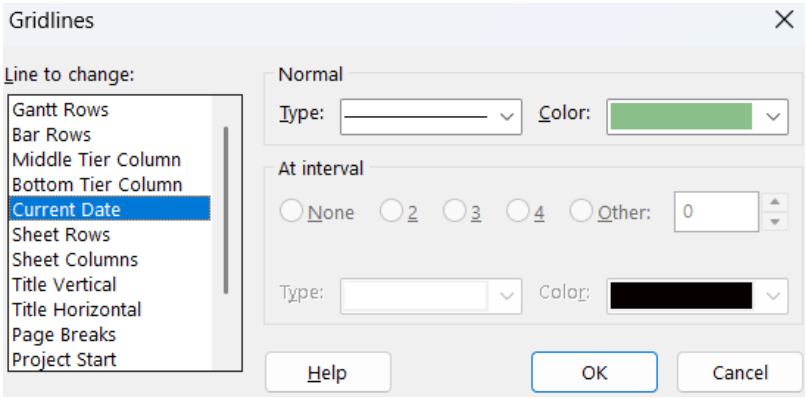
For example:

Microsoft Project - removing today's date line from Gantt Chart

Not everyone wants to see the line showing today's date on their Gantt Chart as some people find it distracting.

To remove today's date line from a Gantt Chart:

On the **Gantt Chart Format** tab, in the **Format** group, click the **Gridlines** dropdown, and click **Gridlines**. The **Gridlines** dialog box will be displayed. On the left side, under **Line to change**, select **Current Date**.



From the **Type** dropdown, select the first option, which is blank.

Click **OK**. You will no longer see a line showing today's date down your Gantt Chart.

Find out more about our tailored **Microsoft Project training** in Dorset, Wiltshire, Somerset and Hampshire.

Microsoft Excel - using the TRIM function within the XLOOKUP function

Several companies that I have worked with have problems when using the XLOOKUP function. It turned out that quite often what they are trying to look up had an extra space at the end of the data. This is obviously impossible to see with the naked eye, so could create errors without your knowledge.

So, if this happens, I would suggest combining XLOOKUP with TRIM which gets rid of any extraneous spaces in data.

	A	B	C	D	E	F	G	H
1	Wine number	Wine name	Quantity	Unit Price			Wine number	Price
2	AW13	Viognier 2008	83	£ 12.50			AW14	
3	AW14	Sauvignon Blanc 2011	114	£ 5.48			LR25	
4	AW15	Chardonnay 2011	214	£ 17.95			NZ52	
5	LR26	Semillon 2009	106	£ 16.50				
6	NZ01	Cabernet Sauvignon 2010	94	£ 11.00				
7	NZ05	Riesling 2009	118	£ 13.98				
8	NZ06	Chardonnay 2010	118	£ 16.00				
9	NZ52	Pinot Noir 2010	120	£ 22.50				
10	NZ70	Grenache 2009	82	£ 9.48				
11								
12								

In the above example, I want to find the price for the wines in cells G2:G4.

My XLOOKUP function in this case could then be:

=XLOOKUP(TRIM(G2),TRIM($A:$A),$D:$D,"Not in stock")

This will get rid of any extraneous zeros in both the lookup value and the lookup array.

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

follow on Twitter | friend on Facebook | forward to a friend

Copyright © 2026 **Archway Computer Training** *All rights reserved.*



unsubscribe from this list | update subscription preferences