

Archway Computer Training
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March 2024 Newsletter

Our news

Happy St David's Day!!

We have had a lot of requests for [Professional Development training](#) recently. These include:

- [Train the Trainer](#)
- [Train the IT Trainer](#)
- [Presentation skills](#)
- [Time Management](#)
- [Resilience and Emotional Intelligence](#)

As per usual, we have had plenty of requests for [Microsoft Excel training](#) and [Microsoft Teams training](#). I am also very involved in consultancy for **Microsoft Excel** and **Microsoft Project**, helping clients with their workbooks and project plans.

Have a look at our website and see what other courses we have to offer.

All training can be done **face-to-face** or **remotely** via Microsoft Teams or Zoom.

Please see further down this newsletter or visit <http://www.archwayct.co.uk/online-training> for more details of our remote training.

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.

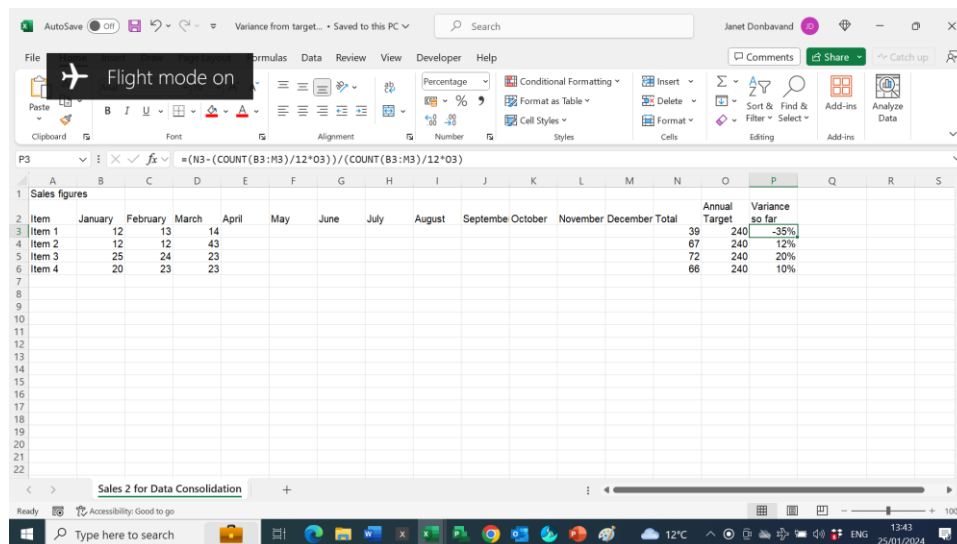
We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit www.archwayct.co.uk

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://ifonlyidknowthat.wordpress.com/>

Microsoft Excel - am I on target monthly if got annual target figure?

A client asked me recently how they would know month by month as the year progressed whether they were on target, assuming they had an annual target that was not changing month by month.



The screenshot shows an Excel spreadsheet with the following data:

Item	January	February	March	April	May	June	July	August	September	October	November	December	Total	Annual Target	Variance so far
Item 1	12	13	14										39	240	-35%
Item 2	12	12	43										67	240	12%
Item 3	25	24	23										72	240	20%
Item 4	20	23	23										66	240	10%

The formula bar shows the formula for cell P3: $= (N3 - (COUNT(B3:M3) / 12 * O3)) / (COUNT(B3:M3) / 12 * O3)$

In the example above, we have **three** months worth of data - are we on track for our **targets** which are shown in **column O**.

The formula in **N3** is $=SUM(B3:M3)$, the total sales so far in the year.

The formula in **P3** for **Variance so far** is

$$=(N3-(COUNT(B3:M3)/12*O3))/(COUNT(B3:M3)/12*O3)$$

COUNT(B3:M3) tells us how many months have figures filled in. As there are 12 months in the year dividing **COUNT(B3:M3)** by 12 and multiplying by **O3** gives us the amount our target is at this point in the year.

Taking that from the figure of total sales so far this year (**N3**) and dividing by the target so far this year gives us our variance. A positive figure shows that we are above our target at this point in the year.

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

<hr size=2 width="100%" align=center>

OR

Deleting autosuggested names in To box in Outlook

When we have sent an email to someone they tend to show automatically when you start to type in the **To** box in Microsoft Outlook. However some of these names are ones you are unlikely to need again, or they may have changed email address but the old address is still coming up.

To delete an Autosuggested name:

1. Select the unwanted name or e-mail address by using the **Up arrow** or **Down Arrow** key.
2. Click on the cross at the right of the name or press the **Delete** key.

Visit [Microsoft Outlook training](#) for details of our training courses 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, Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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