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**April 2024 Newsletter**

## Our news

I hope you enjoyed the Easter break, even if the weather wasn't particularly kind. For many organisations, including mine, we are now at the start of a new accounting year. If you are lucky, this may mean new budgets for training. It would probably be beneficial to spend at least some of this in the next few months, to keep people up-to-speed quickly, thereby getting greater productivity and a motivated workforce.

So, what could you do with most help on?? We run training on the whole range of Microsoft Office packages including:

- [Microsoft Word](#)
- [Microsoft Excel](#)
- [Microsoft PowerPoint](#)
- [Microsoft Access](#)
- [Microsoft Outlook](#)

Other Microsoft packages which we train include:

- [Microsoft Project](#)
- [Microsoft Visio](#)
- [Power BI](#)

We also run [SQL training](#) courses.

Amongst our [Professional Development training](#) courses are:

- [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](http://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 - Sorting data is messing up rows!

I had a call from a client to say that several people were using the same worksheet, and somehow when the records were sorted, the records were no longer altogether with rows going astray. If you just click in one cell in a data area to be sorted, and then sort, the whole data area will be sorted. If you select a whole column and then try and sort you will get a message coming up asking whether you want to expand the selection or just sort on that column. Similarly, if you select a few cells in one column, the same message will appear – usually you do want to expand the selection and sort the whole data list.

The problem that was occurring was that people were selecting a subset of the data and then asking it to sort. The sort was then being performed just on the cells selected, with no warning message at all!

How do you get round this? Well you could send your staff on Excel training – no doubt they would pick up a lot of other hints and tips along the way. But in the short term, change the data set into a table – select the data area, then from the **Home** tab, then in the **Styles**

group, click **Format as Table** or press **Ctrl + T**. Choose a table design of your choice. The data will be formatted as a table. Now if anyone tries to sort, it will sort the whole data table, using the leftmost column of the selected cells as the sort column.

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

OR

## Customising the Microsoft Office Quick Access Toolbar

The **Quick Access Toolbar** is located at the top left of the window and by default contains buttons **Autosave On or Off**, **Save**, **Undo** and **Redo**.

You can add (or remove) whatever buttons you like to this toolbar. If you click on the dropdown at the right of the toolbar, you will see various other commands.

Clicking on them will add the relevant button to the **Quick Access Toolbar**. If there are buttons not on that list you would like to add, click where it says **More Commands**. The **Options** window opens with **Popular Commands** on the left hand side and those currently on the **Quick Access Toolbar** at the right. To add a button, select it on the left hand side and click **Add** to add them to the toolbar.

If there are other buttons you would like to add that you can't see click the dropdown where it says **Popular Commands** and select **All Commands**. Select the required buttons, then click **Add**. When you have finished, click **OK**. The buttons are now on the **Quick Access Toolbar**. You will need to do this separately for each package within the Microsoft suite.

Another way to add buttons to the **Quick Access Toolbar** is to right-click on any button on any of the ribbons, then select **Add to Quick Access Toolbar**. To remove a button from the toolbar, right-click on it on the toolbar, then click **Remove from Quick Access Toolbar**.

You can also move your **Quick Access Toolbar** below the ribbon, by clicking on the dropdown at the right of the toolbar and selecting **Show Below The Ribbon**.

Find out more about our [Microsoft Office 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](#).**

<b>Number in session</b>	<b>Price per hour</b>
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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