

Archway Computer Training
Computer and Professional Development Specialists
01747 820396, 07477 578417
www.archwayct.co.uk
info@archwayct.co.uk
May 2024 Newsletter

Our news

So many of our training days are from repeat business. Medium to large organisations have new joiners that need training up, as well as staff who would like to upskill their knowledge as their career progresses or their job role changes.

Other times people leave an organisation and then recommend us to people where they have moved to, or are in position of commissioning training in their new post.

Many clients have been clients for years now which is lovely and we very much value your loyal support. It also shows us that we must be doing things right.

So, what could you do with most help on??

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

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

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.

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 - Calculating someone's age from their date of birth

Using Excel and need to find someone's age from their date of birth? There is a function not readily documented by Microsoft, called DATEDIF, which will do just that.

Say the person's date of birth is in cell B2,

then the syntax required is

```
=DATEDIF(B2,TODAY(),"y")
```

TODAY() enters the current date, so that means that the age will automatically update as time goes by. The same calculation could be used, for example, to find someone's length of service from their Start date.

"y" tells the function that we want the answer in years.

If we want to find how many months since an event, we could use "m" as the final argument.

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

OR

Microsoft Word - Creating a Table of Contents

A table of contents can be used to help you find your way through a long document by creating links to headings throughout your documents. Word can do this most effectively if you use styles **Heading1**, **Heading2** and **Heading3** when creating headings and subheadings within your documents; when you activate the Table of Contents feature, Word attempts to build the contents table by searching your document for headings and then sorting the headings based on heading levels.

To create a table of contents:

1. Position your insertion point at the location in your document where you want the table of contents.
 2. Click the **References** tab, and in the **Table of Contents** group, click the **Table of Contents** dropdown.
 3. Click on one of the in-built styles; alternatively, click **Insert Table of Contents**, in which case the **Table of Contents** dialog box will be displayed.
 4. Select a format from the **Formats** drop-down list. Samples of the formats will be displayed in the **Print Preview** and **Web Preview** boxes.
 5. If you don't want page numbers showing in your table of contents, clear the **Show page numbers** check box.
 6. If you want the page numbers to be aligned with the right-hand margin, check the **Right align page numbers** check box.
 7. To select leading characters to be shown between the text and the page numbers, choose from the **Tab leader** drop-down list.
 8. If you want the table of contents to be based on less than, or more than, three levels, select the appropriate number in the **Show levels** box.
 9. Click **OK**. Your table of contents will be created.
- To move to a heading in your document, click on its entry in the table of contents.

Updating and modifying an existing Table of Contents

To update a table of contents, click before one of the headings in the table, then press **F9** or click **Update Table**. Select your required option from **Update page numbers only** or **Update entire table**. Click **OK**.

Find out more about our [Microsoft Word 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, Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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