

Archway Computer Training
Computer and Professional Development Specialists
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June 2024 Newsletter

Our news

I have been training [Microsoft Office](#) for 25 years now and it always amazes me how many different uses there are for [Microsoft Excel](#) and how **versatile** it is as a package. It is the Microsoft product that is most **frequently evolving**. We generally train on **client site** but, even then, within one class several people will be using Microsoft Excel for quite different things. So, we offer **surgery-type sessions**, where we go on to client site and people book a slot where we sit down with individuals or small groups and help them with their workbooks or gaps within their skills knowledge. Also, Excel is continually adding new functions - **XLOOKUP** is so much more versatile than **VLOOKUP** and there are several new functions for using with **text**. Unless people are told about the new functions, they are often doing things a long way round. So, do consider whether your team is using **Microsoft Excel to its full potential**. If you feel there is any room for improvement, do get in touch by ringing 01747 820396 or 07477 578417 or emailing info@archwayct.co.uk.

We run training on the whole range of Microsoft Office packages including:

- [Microsoft Word](#)
- [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 total duration in hours, minutes and seconds

I had a client which had data stored as duration that people had been on site obtained from a clocking on system. The data in column B had been given the custom format of **hh:mm:ss**.

	A	B	C
1		Time Spent	
2	Monday	08:00:01	
3	Tuesday	07:23:27	
4	Wednesday	05:44:53	
5	Thursday	06:43:25	
6	Friday	08:23:24	
7	Weekly Total		
8			
9			

They then needed to calculate a weekly total of hours worked.

Using the **Autosum** button produces a wrong answer.

	A	B	C	D	E
1		Time Spent			
2	Monday	08:00:01			
3	Tuesday	07:23:27			
4	Wednesday	05:44:53			
5	Thursday	06:43:25			
6	Friday	08:23:24			
7	Weekly Total	12:15:10			
8					
9					

To get the correct answer the custom format in cell **B7** needs to be changed to **[h]:mm:ss**. To do this go to **Format Cells - Number - Custom**. If it is visible from the options on the right hand side select it, otherwise find one that is close to it from the selection and adapt

Format Cells ? X

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
36:15:10

Type:

[h]:mm:ss

h:mm:ss AM/PM

hh:mm

hh:mm:ss

dd/mm/yyyy hh:mm

mm:ss

mm:ss.0

@

[h]:mm:ss

-E* ##0-;-E* ##0_-;-E* "-"-_-@_-

-* ##0-;-* ##0_-;-* "-"-_-@_-

-E* ##0.00-;-E* ##0.00_-;-E* "-"?_-@_-

-* ##0.00-;-* ##0.00_-;-* "-"?_-@_-

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel

You will then get the correct answer.

	A	B	C	D	E
1		Time Spent			
2	Monday	08:00:01			
3	Tuesday	07:23:27			
4	Wednesday	05:44:53			
5	Thursday	06:43:25			
6	Friday	08:23:24			
7	Weekly Total	36:15:10			
8					

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

OR

Microsoft Excel - protecting worksheet cells against changes

If you have put a lot of formulas into a worksheet, you may not want other less experienced users to overwrite them.

- If you apply protection to cells in a worksheet, the contents of the cells cannot be changed until the protection is turned off.
- Locking cells has no effect unless the worksheet itself is protected.
- By default, when a new worksheet is started all the cells are locked, but the worksheet is not protected, so all cells can be seen as usual.

To protect a range or group of cells in a worksheet:

1. Select those cells that you want to unlock.
2. Click the **Home** tab, then in the **Cells** group, click the **Format** dropdown.
3. Click **Lock Cell**. This is a toggle, so will unlock the cells.

To apply worksheet protection:

1. Click the **Review** tab, then in the **Protect** group, click **Protect Sheet**.
2. If you want to ensure that a password is required, type one into the **Password to unprotect sheet** box.
3. Select what you will allow other users to do from the **Allow all users of this worksheet to** list. To ensure that they cannot type in locked cells, get rid of the tick by **Select unlocked cells**.
4. Click **OK**.

Users of the worksheet will then be able to write in unlocked cells but will not be able to make changes to – or even click into - locked cells.

- To unprotect the worksheet again, click the **Review** tab, then in the **Changes** group, click **Unprotect Sheet**. If you assigned a password, you will be asked for it. Click **OK**.
- Note that passwords are case sensitive.

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, Questioning Techniques, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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