

Archway Computer Training
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September 2024 Newsletter

Our news

After a fairly quiet August, it is now full steam ahead with a lot of bookings for the next few months, many of the courses being tailor-made to the client's requirements.

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.

We also run a wide range of [Professional Development training courses](#) such as:

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

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://ifonlyidknownthat.wordpress.com/>

Microsoft Word - keyboard shortcuts for selecting text quickly

Many people using Microsoft Word think they have to click and drag with the mouse to select all text. However, there are keyboard shortcuts which you may well find quicker.

To select **one word**, double-click (i.e. click twice using the left mouse button) within the word.

To select **one paragraph**, either triple-click (i.e. click three times using the left mouse button) within the paragraph, or point to the blank area to the left of the paragraph and double-click with the left mouse button

To select a **sentence**, hold down the **Ctrl** key and click anywhere within the sentence you want to select.

To select **one line of text**, point to the blank area to the left of the line of text, then click once with the left mouse button.

To select the **whole document**, press **Ctrl + A** or point to the blank area to the left of the text and triple-click.

To **select an area of text without dragging**, click to the left of the first character you want to select, hold down the **Shift** key, then click to the right of the last character you want to select.

To **select non-contiguous areas of text**, select the first area of text in one of the ways outlined above, then hold down the **Ctrl** key and select additional text as required.

To quickly get to the **top** of a Word document, press **Ctrl + Home**.

To quickly get to the **bottom** of a Word document, press **Ctrl + End**.

To **move a whole paragraph** within a Microsoft Word document, click anywhere within the paragraph you want to move. To move the paragraph further down the document, hold down the **Shift + Alt** keys, then press the **downwards arrow** key the number of paragraphs you want it moved down.

To move the paragraph further up the document, hold down the **Shift + Alt** keys, then press the **upwards arrow** key the number of paragraphs you want it moved up.

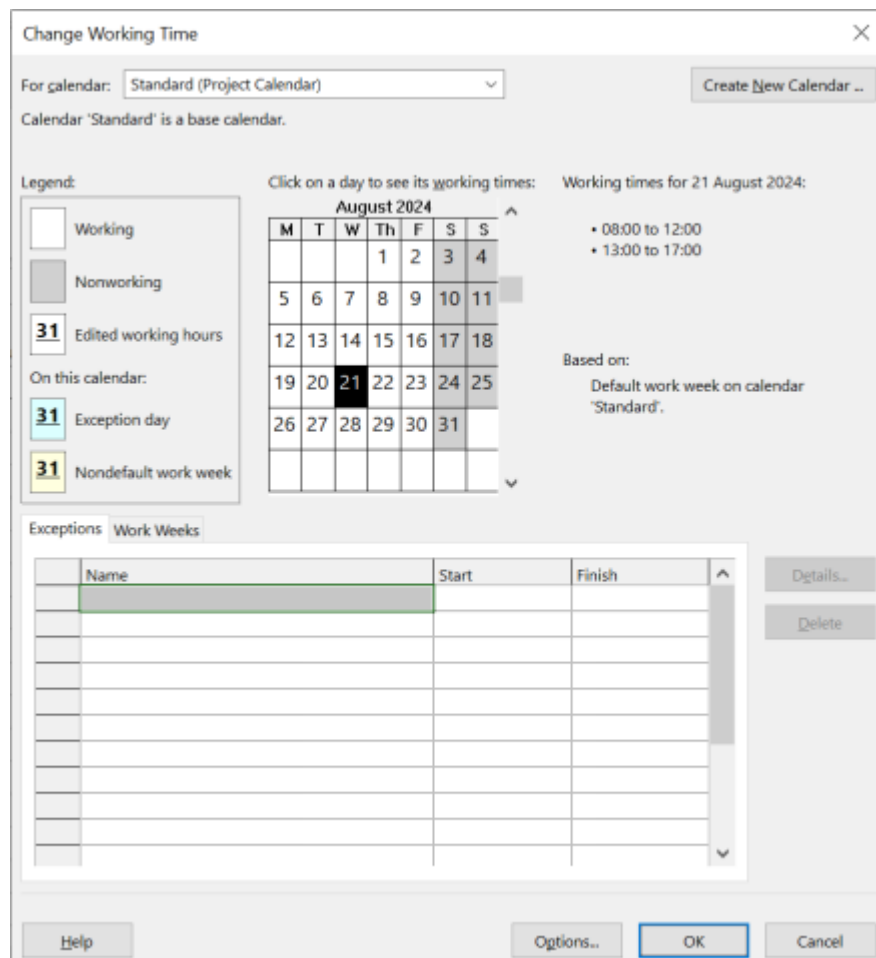
Find details of our [Microsoft Word training](#) in Wiltshire, Dorset, Somerset and Hampshire..

OR

Microsoft Project - creating a new default calendar

The default working calendar within Microsoft Project is for working Monday to Friday from 8am to 5pm with an hour for lunch. If this is not the standard hours worked by your organisation, you may want to change the default calendar so that it reflects your standard hours for each new project.

In Microsoft Project, to change working time, go to the **Project** tab, then in the **Properties** group, click **Change Working Time**.



Use the **Exceptions** tab for non-working times like Bank Holidays - type the name of the exception and select the **Start** and **Finish** dates.

Use the **Work Weeks** tab to set the default working/non-working times:

Click on the **Default** row and click the **Details** button.

	From	To
1	09:00	12:30
2	13:00	17:30

- For working days, select the appropriate days of the week (select adjacent weekday names by dragging or non-adjacent days by holding down the **Ctrl** key).
- For these selected days, choose the third option **Set Day(s) To These Specific Working Times**.
- Type in the relevant **Start** and **End** times
- For non-working days, select the relevant days of the week and choose the second option **Set days to non-working time**.
- Click **OK** to complete your changes.

At the bottom of the **Change Working Time** dialog box, click **Options**.

Project Options

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: All New Projects

Week starts on: Monday

Fiscal year starts in: January

Use starting year for FY numbering

Default start time: 08:00

Default end time: 17:00

Hours per day: 8

Hours per week: 40

Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

Show scheduling messages

Show assignment units as: Percentage

Scheduling options for this project: Project1

New tasks created: Auto Scheduled

Auto scheduled tasks scheduled on: Project Start Date

Duration is entered in: Days

Work is entered in: Hours

Default task type: Fixed Units

New tasks are effort driven

Autolink inserted or moved tasks

Tasks will always honor their constraint dates

Show that scheduled tasks have estimated durations

OK Cancel

From the **Calendar options for this project** dropdown select **All New Projects**.

Change the **Default start time, Default end time, Hours per day, Hours per week** and **Days per month** as appropriate to match what you have done in the **Change Working Time** dialog box.

Click **OK** twice.

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

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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