

Archway Computer Training
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October 2024 Newsletter

Our news

Autumn seems to have arrived without a wonderful summer to precede it, and the nights are now drawing in. The holidays are over, or at least for those who have school age children.

One of the benefits, but also one of the drawbacks of [Microsoft 365](#), is that the applications are constantly being updated. Unless someone guides you, you may be missing features that could benefit you in your business.

For example, in [Excel 365](#), have you come across the following, and if so, do you have any idea how to use them, or whether they will be useful to you?

- **SORT** function
- **FILTER** function
- **XLOOKUP** function
- **UNIQUE** function
- Creating checkboxes
- **LET** function
- **REGEX**, etc, etc.

May be you or your team might benefit from learning one or more of the above? Because all our **training** can be **customised**, we can cover exactly what features you feel will be of benefit to you. Do get in contact for further details.

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/>

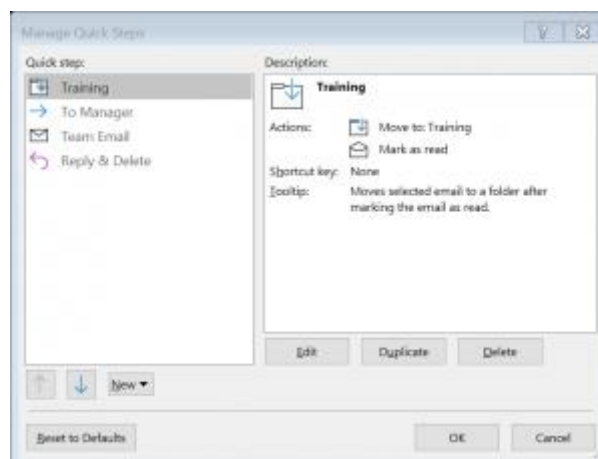
Microsoft Outlook - using a Quick Step to quickly send a group email to all except yourself

If you are part of a contact group or distribution list in Microsoft Outlook, you can easily send an email to the whole group, but you are also always sent the email, unless you open up the + sign next to the group name and remove yourself. If you want to do this on a regular basis, it can be a nuisance to do this each time.

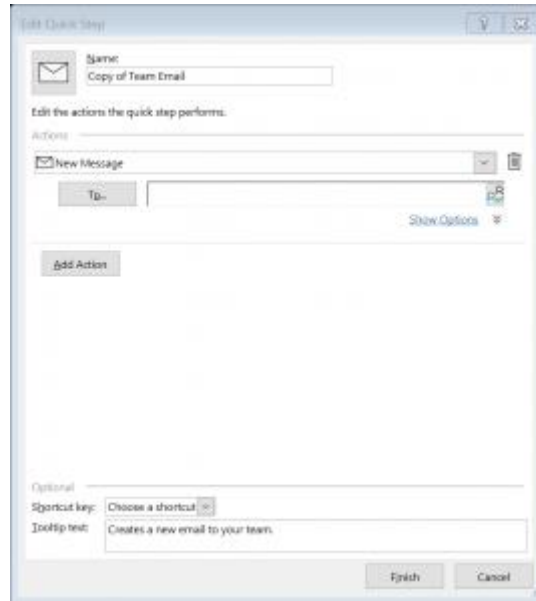
You can get round this by using a Quick Step.

First start an email in the usual way, address it to the Group, then remove your name from it. Make a copy (**Ctrl + C**) of what is now in the **To** box. Close the email without saving changes.

Then on the **Home** tab, in the **Quick Steps** group, click on the dialog box launcher.



Select **Team Email**, click **Duplicate**, then rename as required so instead of **Copy of Team Email** you give it an appropriate name.



In the **To** box, paste in the relevant email addresses. Click **Finish**. Click **OK**.

In my Quick Steps, I now have an icon saying **Trainers not me** as that is what I named my Quick Step. Every time I click on this icon, I can use it to send to everyone in the group excluding me.

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

OR

Microsoft Excel - changing date in format 1. Sep 2024 into a usable date format.

Sometimes when data comes from another source, the dates are not formatted as dates and there is no quick fix by selecting **Short Date** as the format from the **Number** group on the **Home** tab.

I had a client who had dates in the following form and therefore couldn't easily use them in a PivotTable.

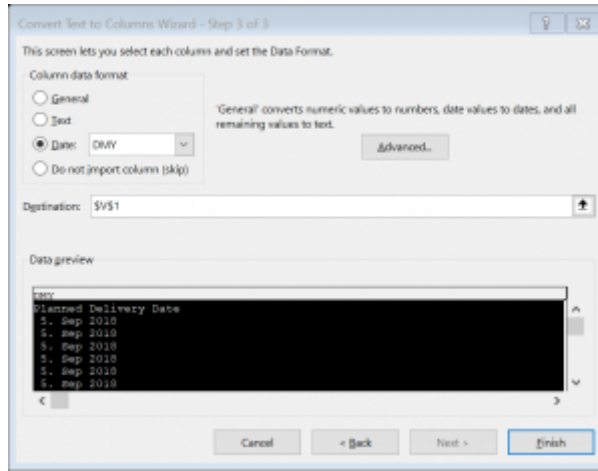
Planned Delivery Date

| | |
|--------------|--|
| 1. Sep 2024 | |
| 3. Sep 2024 | |
| 5. Sep 2024 | |
| 10. Oct 2024 | |

To convert data like this, first select the cells containing the data.

On the **Data** tab, in the **Data Tools** group, click **Text to Columns**. Select **Delimited**, then click **Next**. Click **Next** again.

In the top part, select **Date** and from the dropdown, select **DMY**, then click **Finish**.



Go to the **Home** tab and in the **Number** group, click on the dropdown, where it says **General** and select **Short Date**. The data will be formatted appropriately.

| Planned Delivery Date |
|-----------------------|
| 01/09/2024 |
| 03/09/2024 |
| 05/09/2024 |
| 10/10/2024 |

Find out more details about our tailored [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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