

**Archway Computer Training**  
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**November 2024 Newsletter**

## Our news

Feeling **stressed**? Too much to do and you seem to be going round in circles and not really achieving a lot??

You may like to try one of our [Professional Development](#) courses such as:

- [Time Management](#)
- Project Management
- [Resilience and Emotional Intelligence](#)

Of course, if you sit in front of a computer all day it may be that it is some [Microsoft Office training](#) that will make you feel less stressed!, 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](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://ifonlyidknownthat.wordpress.com/>

## Microsoft Excel - shading alternate rows in a worksheet

How do I shade alternate rows in my Microsoft Excel spreadsheet to improve legibility so that the formatting remains consistent when I insert or delete rows?

Highlight the range of cells or rows or columns that you want to format.

1. Click **Format - Conditional Formatting** to display the **Conditional Formatting** dialog box.
2. Click **Formula Is** from the first drop-down list box.
3. Enter **=MOD(ROW(),2)=0** in the second box.
4. Click the **Format** button to bring up the **Format Cells** dialog box.
5. Select the **Patterns** tab and specify a colour for the shaded rows. You'll probably want to choose a light colour, so that the default black text will still be legible.
6. Click **OK** twice to return to your worksheet.

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

## OR

## Microsoft Excel - keyboard shortcuts for selecting cell ranges

### Selecting Cells In A Range

Select a cell in a range and hold down the **Shift + Ctrl + down** arrow to select the rest of the cells beneath the selected cell within the cell range that contain data.

Similarly, **Shift + Ctrl + right arrow** to select cells to the right in a row that contain data.

### Moving To The End Of A Cell Range

Double click on the bottom edge of a cell (NOT the Fill Handle) to move quickly to the last cell in the range.

Or the right edge to move to the last cell to the right.

Or the top border ... etc!

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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