

Archway Computer Training
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December 2024 Newsletter

Our news

I guess I should be offering Season's Greetings but it still seems rather too early to me, even though the shops have had Christmas displays for weeks. Christmas can be a stressful time as we have to manage lots of expectations - we can't choose our relatives and having to keep everyone happy can be difficult.

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

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

All of these relate to our personal lives as well as our work lives.

For some people, they almost need a [Microsoft Project](#) project plan to organise the festive period!

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.**

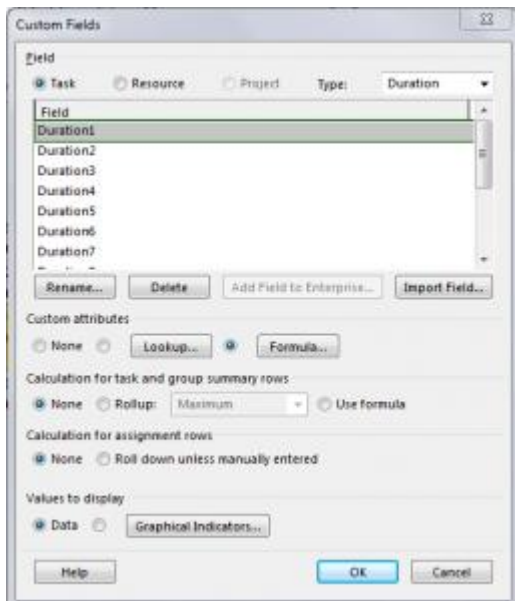
We are proud of our experience and authority in training and consulting in IT packages and personal development skills. For a full list of our courses, visit www.archwayct.co.uk

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 Project - converting all durations to days

A client recently asked whether if they had a mixture of days, weeks and hours input into the **Duration** column, they could quickly change all Microsoft Project durations to days.



To do so, first insert a new **Duration** column, probably **Duration1** unless you are already using that.

Go to the **Project** tab and click **Custom Fields**. The **Custom Fields** dialog box will be displayed.

Click **Duration1** (or your other chosen Duration field)

Click **Formula**.

From the **Field** dropdown, click **Duration**, then **Duration**.

Click **Ok** twice to return to your **Entry** table.

Select the whole **Duration1** column and copy.

Select the original **Duration** column and paste. All your Microsoft Project durations will be shown in days.

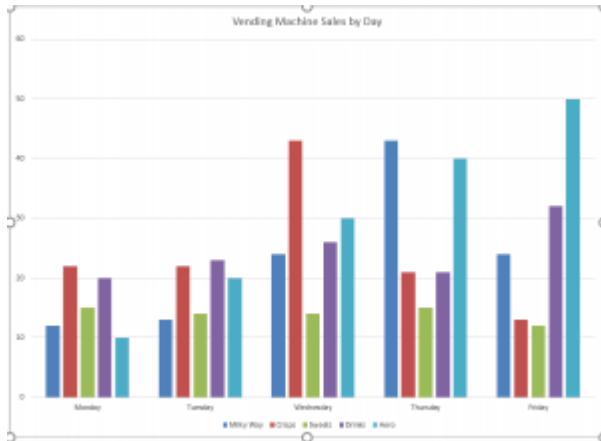
You can then hide the **Duration1** column (right-click on column heading and click **Hide Column**).

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

OR

Microsoft Excel - printing a chart without its data

If you have created a chart in Microsoft Excel on the same worksheet as the underlying data, there may be occasions when you want to print just the chart and other occasions when you want to print both the chart and its data.



To print **just** the chart, click on the chart to select it, click on the **File** tab, then click **Print**. You will notice that only the chart is then shown in the Preview. Select any other required options, then click **Print**. Your chart will be displayed without any data.

To print both data and chart, click anywhere in the worksheet but not on the chart itself, click on the **File** tab, then click **Print**. You will notice that both data and chart are then shown in the Preview. Select any other required options, then click **Print**.

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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