

Archway Computer Training
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February 2025 Newsletter

Our news

January always seems a long month especially when the weather isn't good. It is, at last, starting to be lighter a bit earlier in the morning and a bit later in the afternoons and there are signs of spring with snowdrops and daffodils.

So why not put a spring in your step and update some of your computer skills. **Microsoft Excel** in particular is constantly changing with new functions and features being added every couple of months. Not everyone may need all of the new features, but for others, when they learn about them, they can really save a lot of time and make workbooks more efficient. We are starting to get requests about using **AI** and **CoPilot** so will be starting to train these either as part of **Microsoft Office** or in their own right. Please get in touch if you are interested in learning more as we have several trainers who are up to speed on these applications.

We are also getting a lot of requests on how to make the best use of **Microsoft Teams** within an organisation. Microsoft Teams came into its own during lockdown as a means to have virtual meetings but there is far more to it than that. Different parts of an organisation can set up Team sites and channels within that can be used for communication, document storage and more. Why not investigate its potential further? We can come to your premises, help you work out how Teams can be best utilised within the company and then rollout training to the staff.

We also run a wide range of other **Microsoft Office courses**, **IT training courses** and **Professional Development courses**.

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 Excel - DATEDIF function to find number of weeks between two dates

The **DATEDIF** function in Microsoft Excel can be used to find the difference between two dates in terms of years, months, days, etc. However, weeks is slightly different.

For example, if I want to use it for years, I write

=DATEDIF(oldest date, newest date, "y")

If I want to find the difference in days, I can use

=DATEDIF(oldest date, newest date, "d")

However, if I use "w" I get a **#NAME** error.

The way to get would it is to use

=DATEDIF(oldest date, newest date, "d")/7

You may then want to round but it will give you the difference in weeks.

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

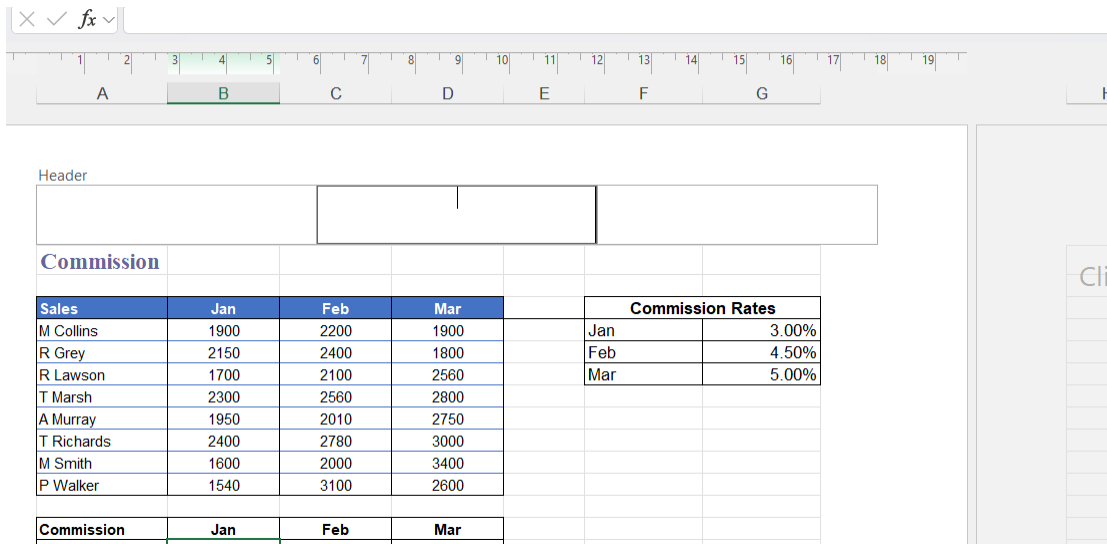
OR

Microsoft Excel - headers and footers - white space

I was training Introductory Excel this week and we went to **Page Layout View** to insert headers and footers - **Page Layout View** is the second of the three buttons to the right of the Status bar.

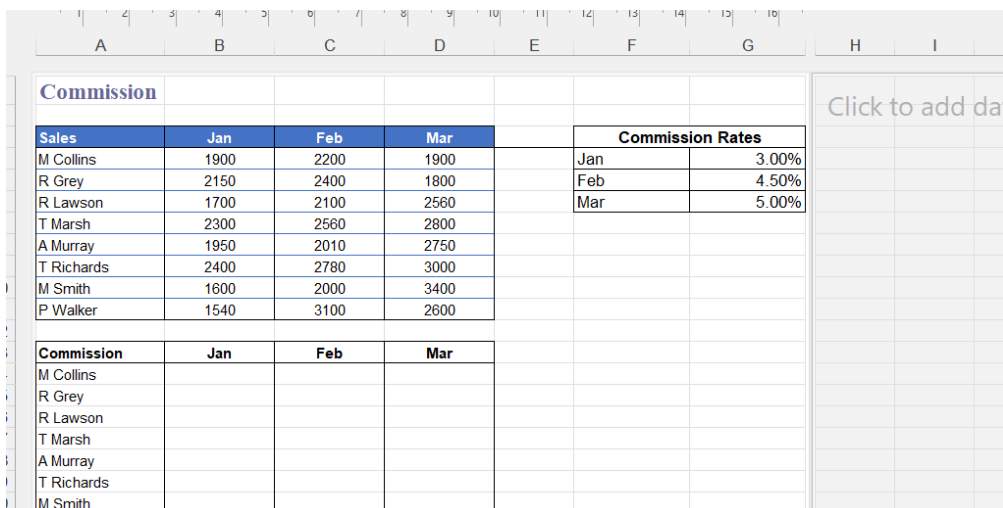


Scrolling towards the top of the worksheet then gives the opportunity to insert a header to the worksheet.



However a couple of people couldn't scroll to the top and see where to insert the header. On investigation, I found the root of the problem.

They had inadvertently clicked on the dividing line between the pages of the worksheet. What this does is hide white space and the result looks more like this.



Clicking on the dividing line again will show your header section again.

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
- Baselineing 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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