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**March 2025 Newsletter**

### **Our news**

Signs of spring are on the way and it is not quite so dark when we go out in the morning or go home at night.

As usual, [Microsoft Excel](#) is the course we get most requests for but

- [Microsoft PowerPoint](#),
- [Microsoft Teams](#),
- [Power BI](#),
- [Excel VBA](#) and
- [Microsoft Project](#) are also popular.

Provisional course outlines can be downloaded from the links above.

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](http://www.archwayct.co.uk)

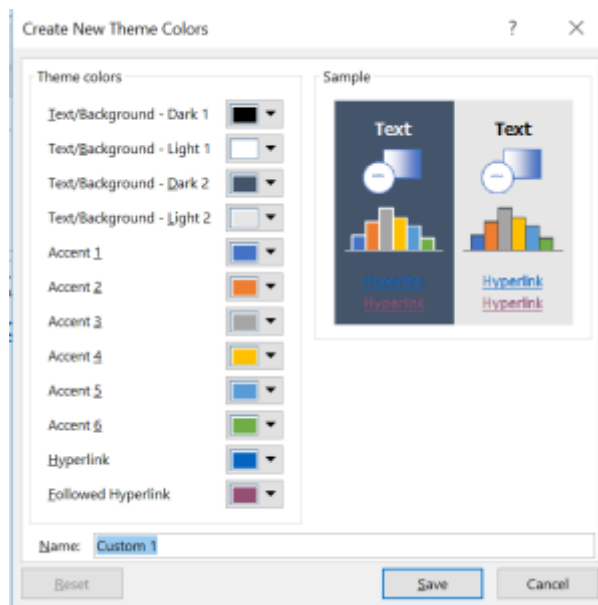
## If Only I'd Known That Blog

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://ifonlyidknowthat.wordpress.com/>

## Microsoft PowerPoint – how can I stop my hyperlink changing colour when it is clicked

Not everyone is using PowerPoint for presentations; some use it to produce notices or reports. If you are creating something to put on a wall, you don't want some hyperlinks to be differently coloured to others. The reason this happens is because you, or someone else, has clicked on the hyperlink at some point.

The colours for hyperlinks are linked to themes. Go to the **Design** tab, then open up the **Variants** gallery, click **Colors – Customize Colors**. The **Create New Theme Colors** dialog box will be displayed.



From the **Followed Hyperlink** dropdown, select the same colour as for **Hyperlink**. Click **Save**. The colours of your hyperlinks will then remain the same.

Find out more about [Microsoft PowerPoint training](#) within Wiltshire, Dorset, Somerset and Hampshire.

**OR**

## Microsoft Excel - adding multiple similar worksheets into one large dataset

I was at a client site last week. Each month employees have to fill in an expense sheet using an Excel template. The client wanted to be able to accumulate all workbooks together so that over the course of the financial year they would create one workbook with all monthly expense sheets in one workbook.

If you can use the entire worksheet, make sure that it is named the same in each workbook - if it is coming from a template it is likely to be so anyway. If you want to exclude part of the worksheet select the required area and from the **Home** tab, click **Format as Table**. Ensure the table name is consistent throughout - either leave it as Table1, or rename each table to have the same name.

Ensure all workbooks that you need to include in your master spreadsheet are saved to the same folder which should contain only those workbooks.

Create a new workbook which will incorporate all required worksheets. On the **Data** tab, go to **Get Data- From File - From Folder** and navigate to the folder containing the relevant workbooks. Click **Open**.

Go to the **Combine** dropdown and select **Combine and Transform Data**.

Select the relevant table or worksheet from those shown. Click **OK**. The data will be input.

Click **Close and Load**. the data will be input into Excel and the worksheet name will be the same as the folder name which included all the workbooks.

When you add new workbooks to the folder, on the **Data** tab in the **Queries & Connections** group, click **Refresh All** or on the **Table Query** tab in the **Load** group, click **Refresh**.

The new data will be added to your dataset.

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
- Baseline 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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