

Archway Computer Training
Computer and Professional Development Specialists
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May 2025 Newsletter

Our news

We have just had the Easter break and now have two more Bank Holidays to look forward to, so a couple more four day weeks.

Have you thought about having '**surgery**' type training? We come to your offices and people sign up for **specific time slots** where they can gain help with their **specific documents, workbooks, presentations, project plans** etc. This is a effective way of making sure that the **training is specific to their needs** and they have a better understanding of how to do what they need to be able to achieve. [Contact us](#) for further details of how we can help.

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://ifonlyidknowthat.wordpress.com/>

Microsoft Excel - Focus Cell

One of the new features in Excel 365 is **Focus Cell** which can be found on the **View** tab in the **Show** group. If you are looking at a large dataset, it is sometimes difficult to tell exactly which row and column you are looking at when clicked in a cell (especially if like me you have a cataract that needs removing!!).

To use it, click in a cell, then go to the **View** tab, then in the **Show** group, click **Focus Cell**.

	A	B	C	D	E	F	G	H
1	OrderID	CustomerID	EmployeeID	OrderDate	DispatchDate	Product Code	Days taken	
2	1	Smith	4	16/01/2024	20/01/2024	3	4	
3	2	Jones	4	17/01/2024	24/01/2024	1	7	
4	3	Smith	3	18/01/2024	29/01/2024	3	11	
5	4	Brown	5	19/01/2024	05/02/2024	3	17	
6	5	Hislop	3	23/01/2024	30/01/2024	4	7	
7	6	Phillips	4	27/01/2024	12/02/2024	1	16	
8	7	Walsh	6	13/02/2024	13/03/2024	1	29	
9	8	Ghose	6	14/02/2024	18/02/2024	3	4	
10	9	Phillips	6	24/02/2024	28/02/2024	1	4	
11	10	Kanani	8	25/02/2024	28/02/2024	3	3	
12	11	Janman	8	03/03/2024	09/03/2024	5	6	
13	12	Crook	1	10/03/2024	19/03/2024	1	9	
14	13	Blake	1	11/03/2024	17/03/2024	2	6	
15	14	Ghose	4	13/03/2024	20/03/2024	4	7	
16	15	Dwyer	2	17/03/2024	25/03/2024	5	8	
17	16	Bason	5	19/03/2024	25/03/2024	2	6	
18	17	Patrick	6	20/03/2024	26/03/2024	6	6	
19	18	Ward	4	21/03/2024	28/03/2024	4	7	
20	19	Whittock	2	24/03/2024	02/04/2024	8	9	
21	20	Hawkins	8	24/03/2024	01/04/2024	1	8	
22	21	Jones	4	25/03/2024	24/04/2024	5	30	
23	22	Crean	7	26/03/2024	02/04/2024	3	7	
24	23	Murphy	1	27/03/2024	01/04/2024	6	5	
25	24	Marquardt	2	28/03/2024	30/03/2024	4	2	
26	25	Mountain	8	04/04/2024	11/04/2024	8	7	
27	26	Hawkins	2	07/04/2024	17/04/2024	4	10	
28	27	Blake	2	08/04/2024	18/04/2024	2	10	
29	28	Ghose	1	09/04/2024	18/04/2024	4	9	

You will then clearly see what row and column the cell is in, making it easier to check you are working with what you want and concentrate on the required cell.

From the **Focus Cell** dropdown, you can opt to change the **Focus Cell Color**. Clicking on the **Focus Cell** button again removes the highlighting.

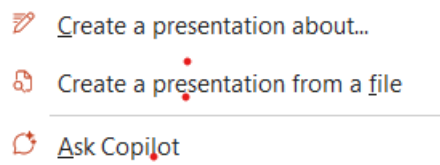
Find out more about [Microsoft Excel training](#) within Wiltshire, Dorset, Somerset and Hampshire.

OR

Microsoft PowerPoint - using Copilot

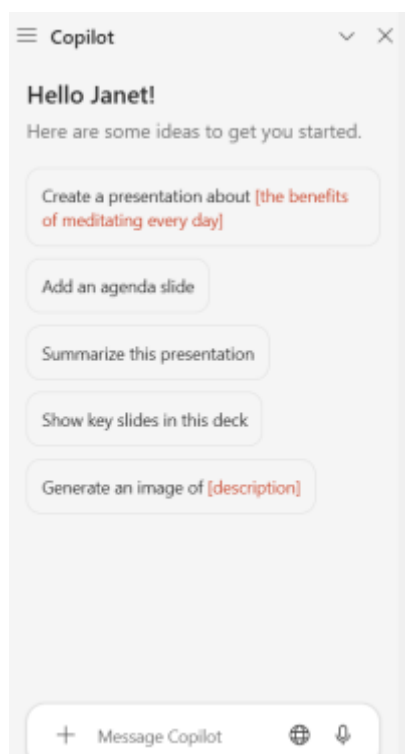
I was asked to train Advanced PowerPoint recently and decided to update my training exercises to incorporate some of the latest features. One of these is

Copilot - Microsoft's AI companion. The client was in the aircraft industry so I opened Microsoft PowerPoint and on the first Title Slide you will see options

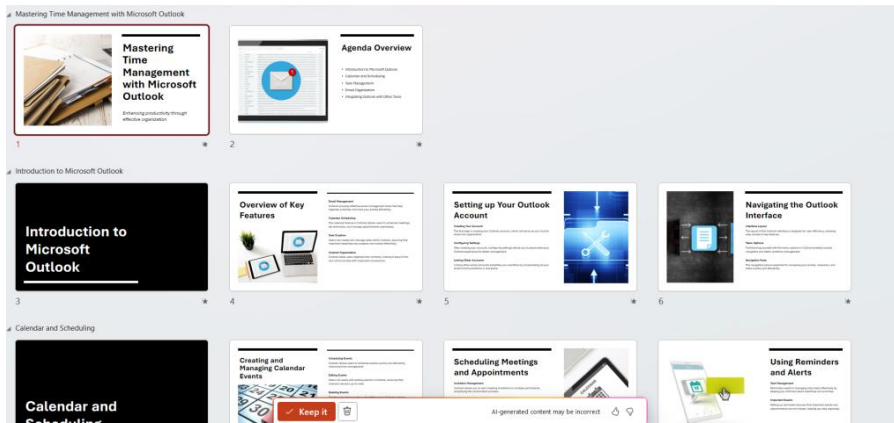


To the section **Create a presentation about**, I typed in **The History of the UK Aircraft Industry** and, lo and behold, it came up with a presentation of twenty slides divided into appropriate sections. Since this was going to be used as a training exercise, I didn't go and check out all the facts, but you would need to if you were using it in an actual presentation. In the same way if you have a Word document which may be a report for example, you can ask CoPilot to prepare you a presentation based on that report. Again, you would need to check it carefully but it could give you a starting point which you can adapt.

If you click on **Copilot** to the right of the **Home** tab, a pane appears as below giving other options.



So if I ask it to create a presentation on **Using Microsoft Outlook for Time Management**, I will get something like the below:



I may not want the slide on **Setting up your Outlook Account** and may want to add in other slides and adapt some, but it would give me a good starting point.

Find out more details about our tailored [Microsoft PowerPoint 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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