

Archway Computer Training
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November 2025 Newsletter

Our news

Although we are only just getting into November, we are starting to get bookings for 2026, with [Power BI](#) and [Microsoft Teams](#) both seeming popular at present, as well as the usual [Microsoft Excel](#).

All the [Microsoft 365](#) products are constantly being updated these days but **Excel** is the one that, as trainers, is keeping us on our toes, particularly at the [Advanced](#) level! In fact, trying to keep provisional course outlines up to date is quite difficult and Excel has now had so many new features, that the benefit of us coming to you is that we can tailor the training to your organisation.

Dynamic arrays in Excel have now got a whole lot easier and there are various functions for use with Dynamic Arrays including:

- **SORT**
- **SORTBY**
- **FILTER**
- **UNIQUE**
- **TRANSPOSE**
- **GROUPBY**
- **SEQUENCE**
- **PIVOTBY**
- **XLOOKUP**

Have you come across a **SPILL** error? Do you know how to use the # operator?

Some of these new features could make your spreadsheets a lot less complicated.

Do get in touch to get customised [Advanced Excel training](#). We are happy to work with some of your workbooks as part of the training.

Improving any of your [Microsoft Office](#) skills is also going to decrease stress as you make yourself or your team more productive!

We also offer a wide variety of other [IT training](#) and [Professional Development training](#).

All training can be done **face-to-face** or **remotely** via Microsoft Teams or Zoom. Some people still prefer to learn in this way as training can be done in small chunks, rather than spending a whole day at a time. For people working from home, it isn't as easy to ask advice from others in the office as it would be under normal circumstances. Please see further down this newsletter or visit <http://www.archwayct.co.uk/online-training> for more details.

Hints and Tips

Here are some of the "If only I'd known that" moments that I have recently captured in my blog <http://ifonlyidknownthat.wordpress.com>.

Microsoft Excel - calculating age from date of birth, length of service from start date, etc.

Using Excel and need to find someone's age from their date of birth? There is a function not readily documented by Microsoft, called DATEDIF, which will do just that.

Say the person's date of birth is in cell B2,

then the syntax required is

= DATEDIF(B2,TODAY(),"y")

TODAY() enters the current date, so that means that the age will automatically update as time goes by. The same calculation could be used, for example, to find someone's length of service from their Start date.

"y" tells the function that we want the answer in years.

If we want to find how many months since an event, we could use "m" as the final argument.

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

Microsoft Word - adding the filepath to footers

If you want a colleague to know where a Word document is stored on the system, it is helpful to add the filepath to the bottom of the document.

To add the file path to footer:

On the **Insert** tab, in the **Header and Footer** group, click the **Footer** dropdown and select your preferred footer style. The **Header & Footer** contextual ribbon will appear. Click where you want the file path to appear.

In the **Insert** group, click the **Document Info** dropdown and select **File Path**. The file path will be displayed in the footer of your document.

Find out more about our [Microsoft Word 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, Listening Skills, Aggressive, Defensive and Assertive Behaviour - 2 hours

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