

December 2025 Newsletter

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December 2025 Newsletter

Our news

As we approach the Christmas season, quite possibly organising training is the last thing on your mind. However, if you or other staff are going to be manning the office in a period where there will be less distractions from clients who are all on holiday then may be it is a good time. Or get your staff equipped early on in the New Year by organising January training now. We have already got several January bookings and enquiries about training for then.

You may already be thinking about learning goals for 2026. Perhaps, staff aren't as adept at **Time Management** as they could be. You may need to encourage them re **perfecting their [Presentation Skills](#) or producing better [PowerPoint presentations](#).**

Or perhaps, you have new projects coming up, for which **[Microsoft Project](#)** skills might be an asset.

We can help with all these, plus plenty of other **[computer](#) and [professional development training](#)** needs.

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

Microsoft Excel – using VSTACK across multiple worksheets and combining with FILTER function

I was training recently where the client had 58 sites, each with a separate worksheet within a workbook.

On a regular basis, the person I was training needed to create a worksheet of the employee's names that were in each of the individual worksheets. They were in the same columns in each worksheet, but some sites had more employees than others.

First, I demonstrated the use of the **VSTACK** function across worksheets.

On the worksheet that I wanted the consolidated names, I clicked in the cell where I wanted the name list to start. I then typed **=VSTACK(**

I clicked on the first worksheet tab, selected the relevant columns and enough rows for data expansion, then held down the **Shift** key then clicked on the last worksheet to be included.

In the example below, I have just used 3 worksheets but I would follow the same principle for 58, or whatever number of worksheets should be included.

My formula looked like:

=VSTACK('Site 1:Site 3'!B2:C9)

and the output looked like:

	A	B	C
1	Initial	Last name	
2	M	Collins	
3	R	Grey	
4	R	Lawson	
5	T	Marsh	
6	A	Murray	
7	T	Richards	
8	M	Smith	
9	P	Walker	
10	P	Jones	
11	P	Tufnell	
12	Z	Malik	
13		0	0
14		0	0
15		0	0
16		0	0
17		0	0
18	J	Bloggs	
19	J	Grey	
20	R	Stewart	
21	D	Kennedy	
22	N	Kahan	
23		0	0
24		0	0
25		0	0

I have several rows with zero in as those sites had less employees. I could have then put filter dropdowns on and filtered out blanks. Or I could have used the **FILTER** function and put the data without zeroes elsewhere.

However, if I combine my **FILTER** and **VSTACK** functions I can create the relevant data in situ.

My formula became:

=FILTER(VSTACK('Site 1:Site 3'!B2:C9),VSTACK('Site 1:Site 3'!C2:C9)<>"")

and the resulting output:

	A	B	C
1	Initial	Last name	
2	M	Collins	
3	R	Grey	
4	R	Lawson	
5	T	Marsh	
6	A	Murray	
7	T	Richards	
8	M	Smith	
9	P	Walker	
10	P	Jones	
11	P	Tufnell	
12	Z	Malik	
13	J	Bloggs	
14	J	Grey	
15	R	Stewart	
16	D	Kennedy	
17	N	Kahan	
18			

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

OR

Microsoft Project - graphical indicators for % Complete

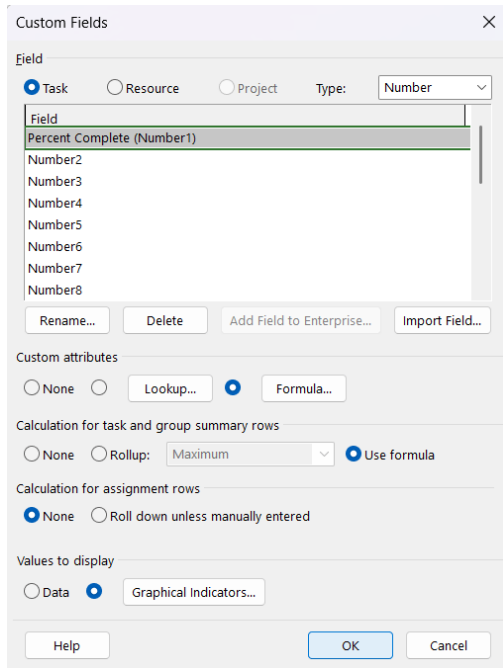
I was training Microsoft Project earlier this week. I had shown how to use **Gantt Chart Format - Text Styles** to show how to format all summary tasks in a different colour.

I was asked whether it was possible to have different colour rows depending on % Complete of a task. Microsoft Project does not do conditional formatting so it is difficult to colour whole rows based on a condition whose result will change frequently.

He said he would like green for tasks that are 100% complete, yellow for those that were between 1% and 99% complete and red for those not started.

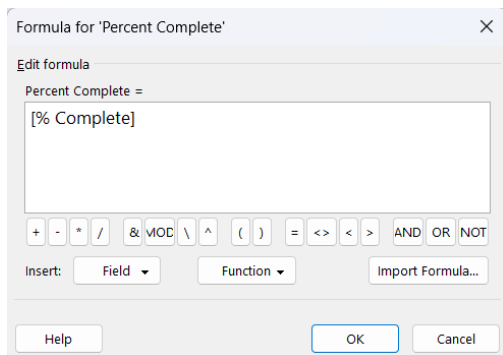
Although we cannot easily colour whole rows, we can set up graphical indicators to do this.

First, I set up a custom field - **Project** tab, **Properties** group, **Custom Fields**.



I changed **Type** to be **Number**, selected **Number1**, clicked **Rename** and renamed it as **Percent Complete**.

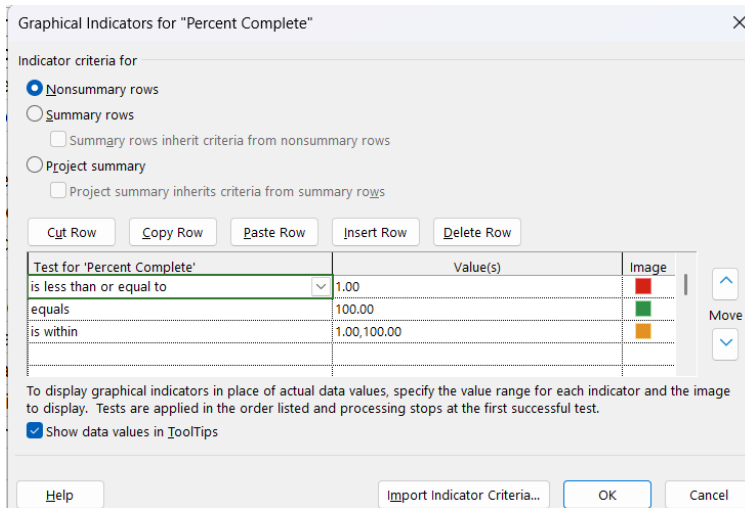
In the **Custom attributes** section, I clicked **Formula**.



My formula is **[% Complete]**. I then clicked **OK**.

In the **Calculation for task and group summary rows** section, I selected **Use formula**.

In the **Values to display** area, I selected **Graphical Indicators**.



I selected as in image above, then clicked **OK** twice.

I then inserted my new column into my project plan.

	Task Mode	Percent Complete	% Complete	Task Name	Duration
0			20%	Office Fit Out for Archway	136.06 days
1			89%	1 Design and Approval Phase	61.44 days
2			100%	1.1 Interior Design and Layout modificatio	1 wk
3			100%	1.2 Council Approval	3 wks
4			100%	1.3 Create tender outline	1 wk
5			80%	1.4 Request tenders and quotes	4 wks
6			50%	1.5 Tender selection	2 days
7			0%	1.6 Design and Approval Completed	0 days
8			0%	2 Demolition	10.5 days
9			0%	2.1 Remove old kitchen	9 days
10			0%	2.2 Remove partitions	4 days

Find out more about our [Microsoft Project 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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