



[AstradyneLimited]

- Database Design
- Programming
- PC Training
- Consultancy

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This is the second edition of the Astradyne Limited Newsletter, containing **free computer help**, lots of updates and contact information.

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Windows 7

I've been using Windows 7 for a month or so, and on the whole I'm happy. It replaced Windows XP on my Desktop, and Windows Vista on my Laptop. Both computers take less time to start up and shut down, and seem to be quicker to use in general. I like the 'snap' feature, where you can drag a window to the side of the screen and it is sized to fit that half. Great for comparing documents and files. Just this morning, I had Access and Windows Explorer side-by-side.

Not so sure about the position of the Minimise All/Show the Desktop button though. It's at the bottom right, rather than the bottom left. I'm sure I'll get used to it eventually.

What's your favourite Windows 7 feature? [Let me know here](#), and I'll do an article in the future.

PDF Invoices/Documents

Tired of stuffing envelopes? Worries over the Postal Strike? Postage costs hundreds of pounds a month? Why not send more of your documents as PDFs by email? For example, with a few clicks, your monthly invoicing run can be created in individual PDFs, attached to individual emails, and sent. With this method you could send around 300 emails in an hour

(actual staff time, 30 seconds), without the costs of stamps, paper and envelopes. While your PC churns out the emails, your staff can be doing something more productive.

LinkedIn

I've heard [LinkedIn](#) described as 'Facebook for Business'. It's primarily used for professional networking, and is a great way to keep in contact with your business connections, get back in touch with ex-colleagues, and make new contacts. If you're interested in more, please let me know and I can help.

To make it easier to find me on LinkedIn, I've created the domain <http://www.SeanAtLinkedIn.com>.

If you're on [LinkedIn](#), I have a [Tips and Tricks Group](#), with many articles and discussions. Again, please post questions there, and I'll try to help.

Twitter

I use Twitter to post short Microsoft and PC tips and keyboard shortcuts. Click on <http://twitter.com/pcshortcuts>.

There are only one or two tips a day, so you won't get information overload if you choose to follow me.

To make it easier to find the tips at Twitter, I've created the domain <http://www.SeanAtTwitter.com>.

If you've not used Twitter but have heard a bit about it and are interested, please let me know and I'll give you some help in getting started. Please feel free to follow the tips, and also pass this information on to your colleagues and friends.

Mail Box Express

Mail Box Express is the North's leading Sameday/Nextday/Worldwide Courier Company. Save money, book and track your packages online, and get email/SMS alerts when your package has been delivered. They are also geared up to help throughout the Postal Strike. [Click here](#), or call 0113 2452666/08080 742 587.

If you'd like to feature your company in the Networking Spotlight, please let me know.

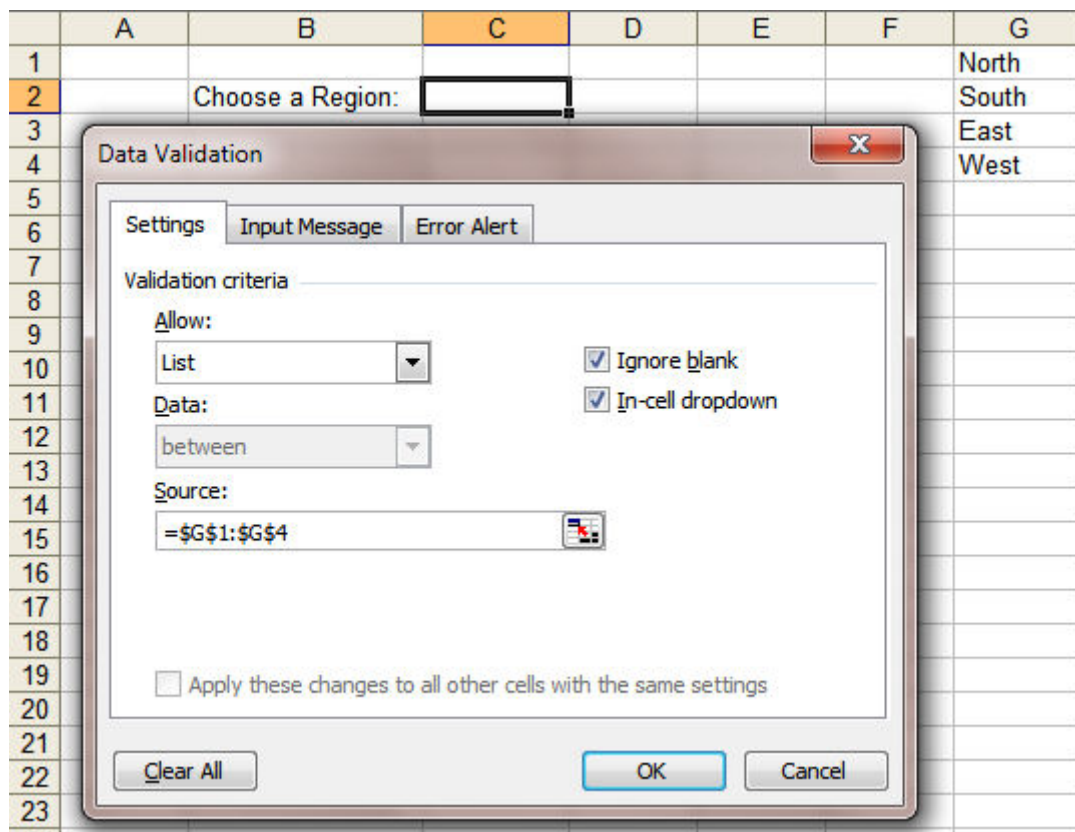
This edition's Tip – Setting up a drop-down List in Excel

PJ asked: "I've seen ways of entering data in a cell by a drop-down list. How is that done?"

Sean's Answer: You could set up Validation.

Let's say you want to choose from the values North, South, East, West. Type these values into a range, away from the input area for neatness. I've shown it closer here, but it's just an illustration. You can optionally hide the column once Validation has been set up.

Click in the cell where the choice is to be made (e.g. C2), and choose Data, Validation (2003) or Data ribbon, Data Validation in 2007.



In the 'Allow' dropdown, choose **List**. Click in the 'Source' box, and select the list, in this case G1:G4. Optionally, set an Input Message and/or an Error Alert in the tabs of the dialogue box. Click OK to finish.

Blog

Also at the [website](#), I have a [blog](#), which will be used to post shorter tips and answer questions – please feel free to [ask for help](#) regarding Microsoft Office and I'll put the answers in the blog to help all visitors.

Ask me a Microsoft Office question

Struggling with an Excel formula? Need help with a Word issue? Know someone that has a problematic Access database? I can help with this sort of problem. Please feel free to [post your question on my contact form](#).

I hope you've found some useful information on this newsletter, and please remember to contact me if you think I may be able to save you (or you contacts) some time in your use of computers.

Cheers

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