



[AstradyneLimited]

- Database Design
- PC Training
- Programming
- Consultancy

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

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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](#).

Windows XP Shortcuts

Although Windows 7 is in the shops, many people still use Windows XP, so I thought I'd include a few shortcuts in this newsletter (though they do still work in Windows Vista and 7). The Windows key is usually between Ctrl and Alt at the bottom left corner of the keyboard.

Hold Windows key, press D to display the Desktop
Hold Windows key, press M to Minimise all windows
Hold Windows key, press Shift-M to Restore the minimised windows
Hold Windows key, press E to Open Windows Explorer
Hold Windows key, press F to Open Find dialogue box
Hold Windows key, press L to Lock the keyboard
Hold Windows key, press R to Open the Run dialogue box

Missed Appointments cost money?

Do you know someone where a missed appointment costs them money? Restaurants, Doctors, Opticians, Dentists, Vets for example. I have a system that will send automated reminders a few days (or weeks, or hours) before the appointment so as to cut down on this dead time.

Networking Spotlight – [Latitude53](#)

Latitude53 supply high-quality greeting cards for businesses branded with your logo and containing your own personalised message. Their service is geared particularly towards small and medium-sized businesses and they specialise in offering cards in short-run quantities. There is huge value in sending a highly personal communication to your most-valued clients and customers on a regular basis. If your customers are tennis fans why not send them a card in January with the dates of the four Grand Slams? Remember that this card may stay on your customer's desk for months keeping your business in their eyeline. Contact Andrew Helm on 0844 504 5353, and please tell him you found out about him through this newsletter.

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

This edition's Tip – Importing Excel data to Access

JC asked: "I have a large database (contacts) in Access and need to add another database to it from Excel. Is the best/easiest way to do this by copying in Access into Excel and then back again?"

Sean's Answer: The method you mention is interesting, I've never thought about doing it that way before. It would certainly work for a flat file Access table, but the problem I can see is that if the records have an ID field, of the AutoNumber type, 'old' records may get renumbered during the export/import, and any references to them in other tables would be broken.

When doing this, I tend to backup the database first, make a copy of the destination table, then import the Excel spreadsheet to another (new) table. I can then use an Append query to append this new table to the copy to make sure it works. Once I'm sure it's going to be ok, I run the procedure again on the 'live' data.

It sounds a bit long-winded, but I think it's the safest way.

LinkedIn

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.

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.

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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