



[AstradyneLimited]

- Database Design
- PC Training
- Programming
- Consultancy

**Sean Blessitt**  
**Astradyne Limited**

2 Darcy Court  
Leeds LS15 9BJ

e-mail: [sean@astradyne.com](mailto:sean@astradyne.com)  
web: <http://www.astradyne.com>

Tel: (07710) 458 440  
Fax: (0872) 115 4057

LinkedIn: <http://www.SeanAtLinkedIn.com>  
Twitter: <http://www.SeanATwitter.com>

## Newsletter 25 November 2009

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

### Contents

- Health and Safety Training – know a good company?
- Windows 7 Shortcuts
- Write standard letters or emails?
- Networking Spotlight – [Aardvark International](#)
- [Ask me a Microsoft Office question](#)
- This edition's Tip – Timesheets/Working with negative dates in Excel
- [LinkedIn](#)
- [Twitter](#) tips
- [Blog](#)

### Health and Safety Training

Can anyone recommend a Health and Safety training company that can do courses in Yorkshire on Lifting and Handling? I may have an interesting opportunity for them.

### Windows 7 Shortcuts

Following on from the Windows XP shortcuts featured in the last issue, I thought I'd now do the same for Windows 7. The Windows key is usually between Ctrl and Alt at the bottom left corner of the keyboard. Those marked with \* also work in Windows XP and Vista

Windows – E opens Windows Explorer\*

Windows – Left arrow docks the current program on the left side of the screen

Windows – Right arrow docks the current program on the right side of the screen

Windows – Up arrow maximises current Windows

Windows – Down arrow restores/minimises the current Window

Windows – T highlights the first Item on your task bar. Then use the arrow keys to move through them

Windows – U opens up the Ease of access dialogue box

Windows – Plus Key zooms into the screen

Windows – Minus Key zooms back out

Windows – D displays your desktop\*

Windows – M minimises all, very similar to Windows – D\*

Windows – L locks the computer\*

Windows – R opens up the Run dialogue box\*

Windows – P opens the projector shortcut keys

Windows – F opens the search box\*

Windows – X launches the Mobility dialogue box. Great for quick access to tools you use on a laptop

## **Write Standard Letters/Emails?**

Do you ever write the same letter two or more times a week? Do you or your contacts send the same e-mail as a standard response? If so, Astradyne can automate the process and save lots of time. No more copy and paste from a previous letter. No more searching for a previous copy of the letter. We can give you a button on your computer screen that will call up a list of letters. Simply click the letter you want to send, and the letter is produced.

Likewise with e-mail; you don't even have to be in Outlook. The e-mail can be created by Access, Excel etc, but will appear in Outlook automatically, complete with standard text, and your signature. Optionally with attachments. We've created programs that at the click of a button will create a report in Excel, start a new e-mail, attach the Excel spreadsheet, and send it. One click.

## **Networking Spotlight – [Aardvark International](#)**

Aardvark International is a privately owned search and selection consultancy with expertise across a vast range of industries including:

- \* FMCG
- \* Food Ingredients
- \* Infrastructure
- \* Technology

Aardvark was set up in 2006 with the vision of providing a cost effective, bespoke recruitment service to industry. The combined 30 years experience of the directors have enabled them to develop the business into a well known brand working both nationally and internationally. Aardvark International prides itself on providing dedicated recruitment consultants with industry specific expertise. Their success is due partly to their open and honest approach coupled with the desire to win long lasting business relationships.

Call Nick on 07772 767531, and please let him know you got his details from this newsletter.

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

## **Ask me a Microsoft Office question**

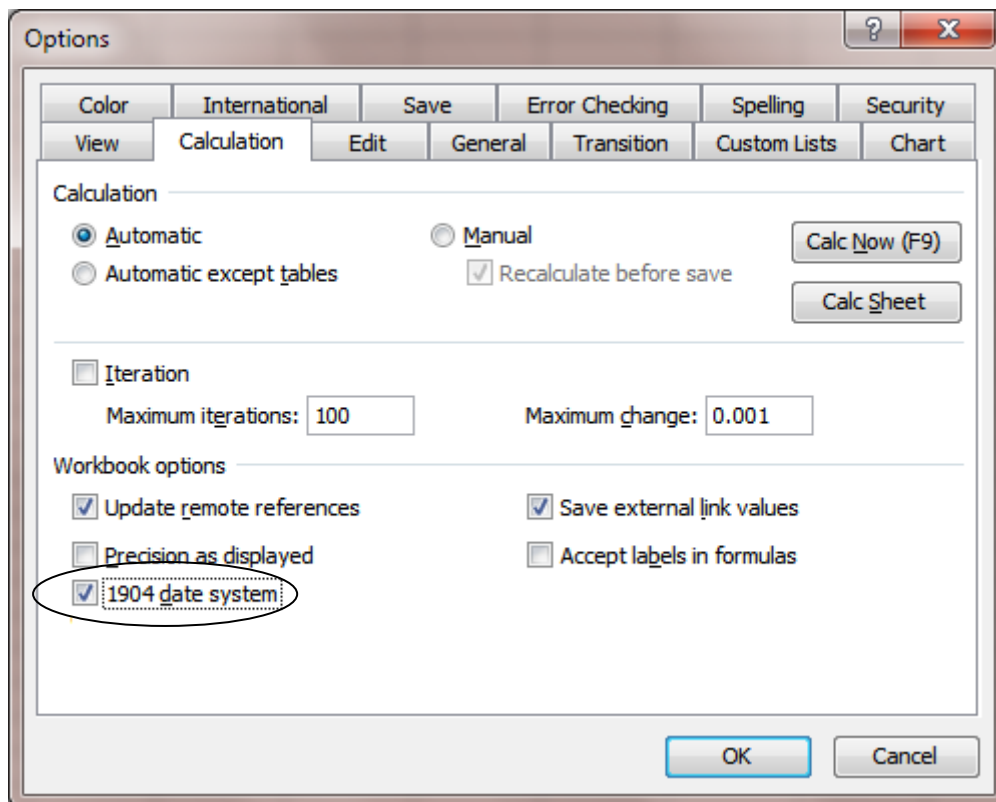
Struggling with an Excel formula? Need help with a Word issue? Know someone that has a problematic Access database? I can help with this sort of problem. Please feel free to [post your question on my contact form](#).

## This edition's Tip – Timesheets/Working with negative dates in Excel

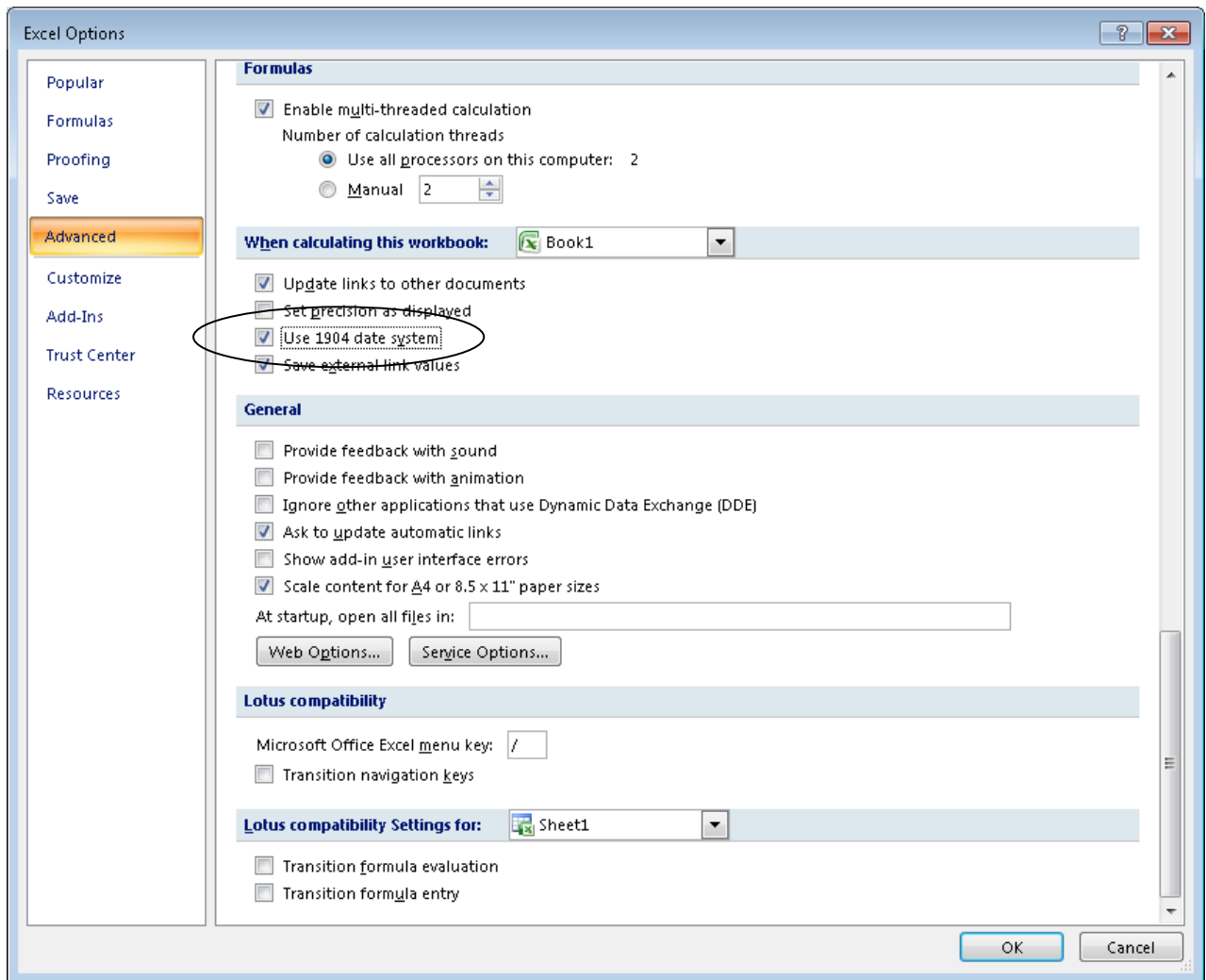
**SF asked:** "I'm writing a time sheet in Excel. The problem is when an employee works fewer than their core hours, Excel does not show a negative time, it shows a string of hash symbols. How do I get around this?"

**Sean's Answer:** Excel's date system starts in 1900. There's a bug in it, but that's another story. A negative date would result in an answer before 1900, resulting in an error. You can switch to the 1904 system though, which does allow for negative date and times.

In Excel 2003, Click Tools, Options, and choose the Calculation Tab. Put a tick in the '1904 date system' box.



In Excel 2007, click the Office button, choose Excel Options, and then click Advanced on the left hand side. Scroll down, and put a tick in the '1904 date system' box.



Do be careful though when linking two workbooks with the different date system settings – your calculations could be off by four years!

## 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

Sean

Sean Blessitt  
Computer Programming, Training and Consultancy  
07710 458 440  
[sean@astradyne.com](mailto:sean@astradyne.com)  
<http://www.astradyne.com>

View my profile on LinkedIn: <http://www.SeanAtLinkedIn.com>  
Follow my PC shortcuts and tips at Twitter: <http://www.SeanAtTwitter.com>