



[AstradyneLimited]

- Database Design
- PC Training
- Programming
- Consultancy

Sean Blessitt
Astradyne Limited
2 Darcy Court
Leeds LS15 9BJ

e-mail: sean@astradyne.com
web: <http://www.astradyne.com>

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

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

Newsletter 9 December 2009

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

Contents

- Common Microsoft Office shortcut keys (Part 1)
- [Ask me a Microsoft Office question](#)
- Do the same, boring stuff on your PC every day/week/month?
- Networking Spotlight – [Instant Availability](#)
- Health and Safety Training – Thanks
- This edition's Tip – Formatting numbers in Thousands
- [LinkedIn](#)
- [Twitter](#) tips
- [Blog](#)

Common Microsoft Office Shortcut keys (Part 1)

Ctrl-A	Select All. This could be objects on a PowerPoint slide, the whole of a Word document, or all emails in an Outlook folder
Ctrl-B	Switches Bold on or off.
Ctrl-C	Copy.
Ctrl-F	Displays the Find dialogue box.
Ctrl-G	Displays the Go To dialogue box.
Ctrl-H	Displays the Find and Replace dialogue box.
Ctrl-I	Switches Italic on or off.
Ctrl-K	Displays the Insert Hyperlink dialogue box for new hyperlinks or the Edit Hyperlink dialogue box for selected existing hyperlinks.

Part two will appear in the next Newsletter. More shortcuts every day at Twitter – <http://www.SeanAtTwitter.com>

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](#)

Do the same, boring stuff on your PC every day/week/month?

Here's how I saved a company a whole day every day. The company in question serviced photocopiers, and ran a helpdesk. They had a database, and recorded calls for help against an engineer.

To keep the engineers informed as to what they should be doing, every day, they searched the database, and for each of the 70 engineers, e-mailed them their list of outstanding jobs. It took two people the whole morning to complete that task. Every day.

I went in, and reduced the task to one mouse click. The system now automatically finds the outstanding jobs for all engineers, emails them the list, and if they've got more than three jobs outstanding, it emails their manager as well. One click. It could have been further automated, in that the emails could have been automatically sent at 8 o'clock in the morning, but the company preferred to do the final click themselves.

The program I wrote cost the company less than a thousand pounds, but saves the equivalent of one person's wage. Not a bad return.

Networking Spotlight – [Instant Availability](#)

Imagine what would happen to your business if an incident stopped you getting into your business premises. Instant Availability (IA) is a state of the art 10,200 square foot multi-purpose site in West Yorkshire which can provide you and your customers with a fully working office to move into. This means that whatever the crisis, it needn't affect your customers. You'll still be able to communicate with them, and still be able to conduct your business.

Call Richard on 07939 056181, 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.

Health and Safety Training – Thanks

I had a great response to my request for people to perform H+S training in the last issue, many thanks to those who contacted me.

If anyone requires a supplier for any type of job (Courier, Web design, Computer Support, IFA etc) in the future, please let me know, I'll put it in the next issue and I'm sure I can provide a great choice!

This edition's Tip – Formatting numbers in Thousands

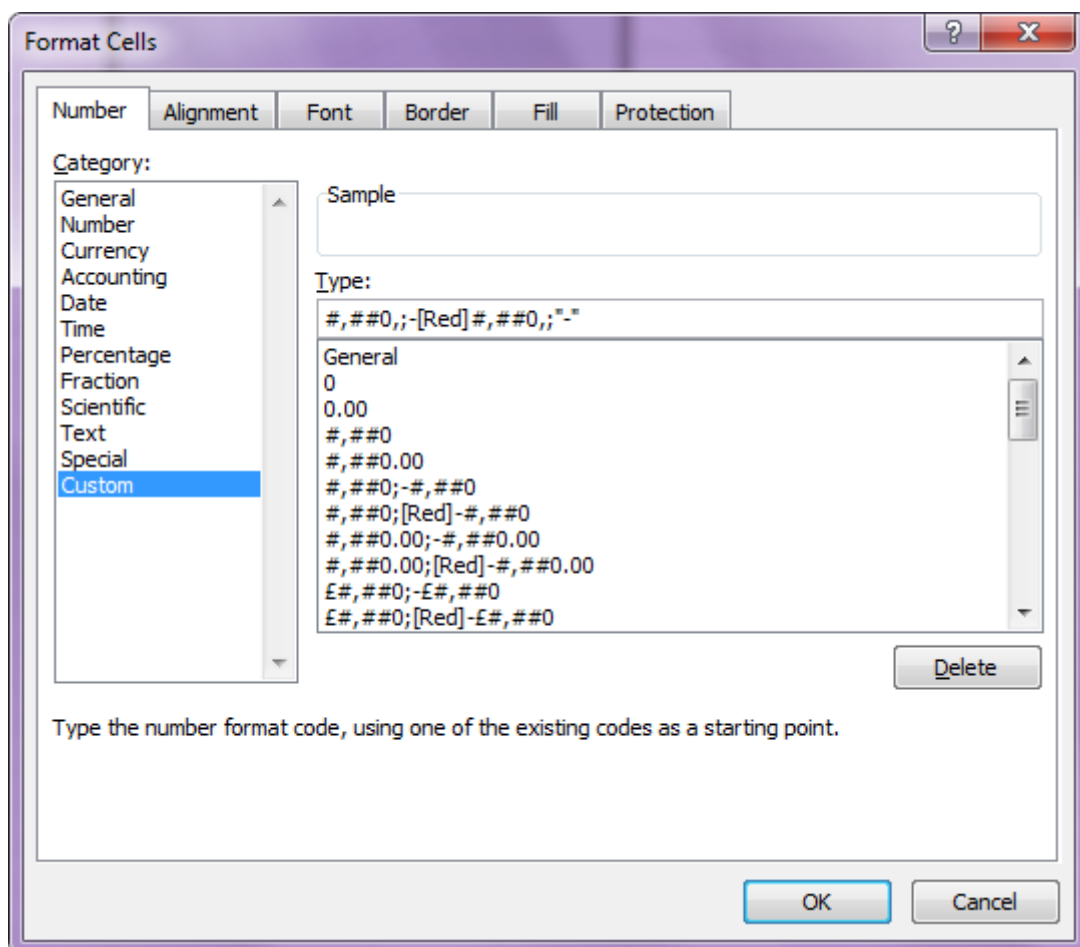
AB asked: "I work with numbers in the millions, and although I need to type in the full number, I just want to see the number of thousands. For example, 1,000,000 needs to show as 1,000, and 600,000 as 600. I also want negative numbers in Red, and zero values shown with a dash. Is there a method I can use to accomplish this?"

Sean's Answer: Yes, it's a matter of using a Custom Number Format: `#,##0,;- [Red]#,##0,;"-`

The format is in three sections, separated by semi-colons (there is a fourth section, not used in this example). The first part is the code used by positive number, the second is the part used by negative numbers, and the third part is used by zero values.

The clever bit for formatting in thousands is to use a trailing comma. (To format in millions, use two trailing commas `#,##0,,`)

1. Select the area that you wish to format
2. Right-click the selected area, and choose **Format Cells**.
3. Click on the **Number** tab, and from the **Category** list, select **Custom**.
4. In the **Type** box, enter the following Custom Formatting code: `#,##0,;-[Red]#,##0,;"`
5. Click OK



From now on in that workbook the format will be available from the bottom of the list, so you won't need to re-type the code every time you need to use it. To copy the format to another workbook, you can use Format Painter, or simply copy a cell formatted using the code to the new workbook – the format will be copied with it.

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 a few 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 your contacts) some time in your use of computers.

Cheers

Sean

Sean Blessitt
Computer Programming, Training and Consultancy
07710 458 440
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>