



[AstradyneLimited]

- Database Design
- PC Training
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- Consultancy

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Newsletter 5 January 2010

First of all, Happy New Year! I hope you had an excellent Christmas break.

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

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Common Microsoft Office Shortcut keys (Part 2)

| | |
|--------|------------------------------------|
| Ctrl-N | New document/workbook/presentation |
| Ctrl-O | Open a file |
| Ctrl-P | Display Print dialogue box |
| Ctrl-S | Save |
| Ctrl-U | Underline |
| Ctrl-V | Paste |
| Ctrl-W | Close file |
| Ctrl-X | Cut |
| Ctrl-Z | Undo |

More shortcuts every day at Twitter – <http://www.SeanAtTwitter.com>

World Cup Fixtures in Outlook

I've created an Excel spreadsheet showing the fixtures in the 2010 World Cup in South Africa later this year. This can be imported into Outlook so you'll know what's on when. Please let me know if you'd like a copy.

Twitter Testimonial

"Recently, I've been tasked by my boss to sort around 8000 rows of data and perform various actions on the data. Although I know my way around a spreadsheet, there have been a couple of occasions when I have struggled to find the right formula for what I need. Both times, I sent Sean a message on [Twitter](#) and, within a few minutes, he had come back to me with the relevant short cut, saving me hours.

Thanks Sean - much appreciated."

[Gareth Allen](#)
Barclays Bank

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](#)

How big is an Excel sheet?

Did you know that if you were to print the whole of a single sheet of Excel 2007 you'd end up with a printed area bigger than the combined area of Monaco and the Vatican City? That's 38,190,012 sheets of A4 paper. Piled on top of each other, the sheets would form a pile 4,353m tall, almost ten times the height of the Empire State Building, or over five times as high as the Burj Khalifa!

I'm sure we all know someone that uses larger Excel spreadsheets. I can improve the efficiency of that Excel sheet to save time and effort, or convert it to Access if that's more appropriate. Access can hold even more data than Excel, but it's a lot more structured, and is a better choice if you want to combine two or more lists, such as sales, customers and invoices.

So, if you see someone that uses a big Excel spreadsheet, or is frustrated that only one person can work on the data at once, please let them know that I can make their lives a lot easier when handling that large block of data.

Networking Spotlight – [Marketing Advice](#)

David Emslie of Marketing Advice brings marketing expertise to small businesses who don't have a full time marketing specialist, but who need help all the same. Most companies wouldn't employ David full time, but employ him on a one or two day basis when needed, or on a regular one day a month basis. If you need to plan an advertising campaign, develop new products, develop a new corporate identity, plan and build a database, or even organise an exhibition stand or a sales conference, David has done all these and many more marketing activities many, many times.

David usually starts with a marketing audit, to confirm what you're doing, where the money is being spent, and if you're getting value for money and the right results. A marketing plan should be based on firm foundations and David makes sure you have a clear understanding of where you are, where you're going, and how to get there. The end result will be a series of marketing activities linked to your overall business plan, generating clear plans and activities to make a difference.

David also runs seminars on getting the most from LinkedIn, the next ones are on 21 and 27 January at Shine in Harehills.

Call David on 07590 054064 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.

This edition's Tip – Finding duplicates in Excel

GB asked: "Is there an easy way to check if there are duplicate values in a column?"

Sean's answer: There are a number of ways to accomplish this. For example, if you have a list of a large group of numbers (or text) you can use a formula to display how many times that value appears in the list.

Let's say we have 1000 values in A1:A1000 that we want to check for duplicates. In column B (for example) enter the following formula:

```
=COUNTIF($A$1:$A$1000,A1)
```

Then copy the formula down as far as the column of values. This formula counts how many times the value of A1 is in column A for rows 1 to 1000. We use a \$ sign to fix the range so it doesn't adjust when we copy down.

If anything other than 1's appear in our formula column, then we know that we have a duplicate item somewhere in the list. An easy way to look for those numbers is to use a filter.

In this example, there are two nines, three eights and two thirteens.

| | A | B | C | D | E | F |
|----|----|---|---|---|---|---|
| 1 | 4 | 1 | | | | |
| 2 | 3 | 1 | | | | |
| 3 | 14 | 1 | | | | |
| 4 | 2 | 1 | | | | |
| 5 | 20 | 1 | | | | |
| 6 | 9 | 2 | | | | |
| 7 | 1 | 1 | | | | |
| 8 | 10 | 1 | | | | |
| 9 | 8 | 3 | | | | |
| 10 | 15 | 1 | | | | |
| 11 | 8 | 3 | | | | |
| 12 | 13 | 2 | | | | |
| 13 | 7 | 1 | | | | |
| 14 | 13 | 2 | | | | |
| 15 | 9 | 2 | | | | |
| 16 | 11 | 1 | | | | |
| 17 | 8 | 3 | | | | |

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.

If you'd prefer not to receive further Newsletters, please [click here](#), and sorry for troubling you.

Cheers

Sean

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