



[AstradyneLimited]

- Database Design
- PC Training
- Programming
- Consultancy

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## Newsletter 19 January 2010

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

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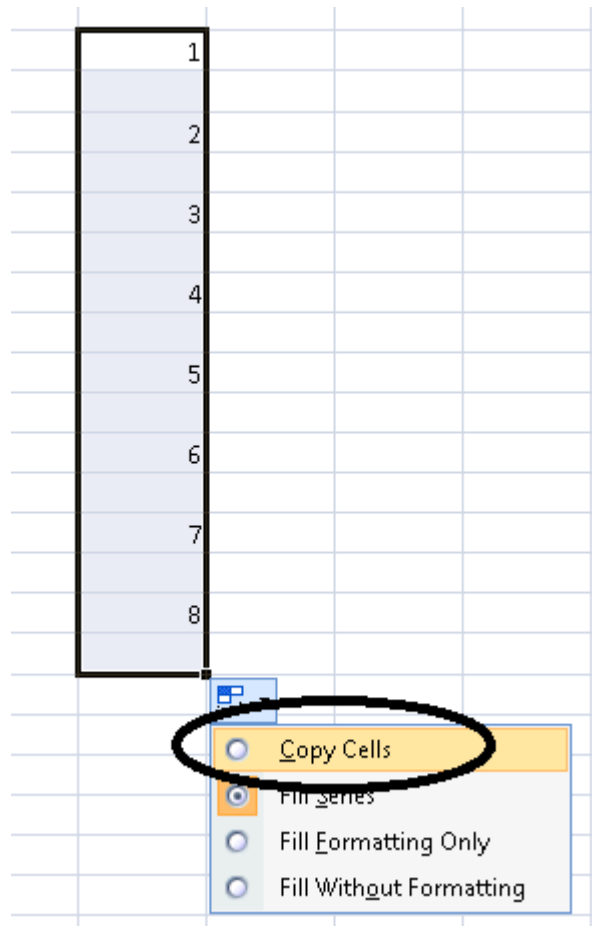
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### Filling alternate cells with values

Tina asked: "Your tips are very useful. Can I use Autofill to set up an A/B split in my excel subscriber database? Have over 30,000 rows of subscriber data. Want to Autofill a "1" in every other row in a specific column. Much appreciated. The column is not filled at the moment."

Sean's answer: Put a 1 in the first cell. Highlight the 1 **and the blank cell below**. Now drag the fill handle as far as you'd like down (or double-click the fill handle if there's data in the column to the left). You'll get 1 2 3 4, separated by blank rows. However, click the AutoFill options SmartTag, and choose Copy Cells.

Easy!



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

## Twitter tips

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.

## World Cup Fixtures in Outlook

I've updated my Excel spreadsheet showing the fixtures in the 2010 World Cup in South Africa later this year. It now features a choice of Time Zones, so if you're not in the UK you can set the time for your region. This can be imported into Outlook so you'll know what's on when. Please let me know if you'd like a copy.

## Save half a day – a day!

A little while ago, I wrote a program for a company that serviced photocopiers. They had a database, and recorded calls for help against an engineer.

Originally, to keep the engineers informed as to what they should be doing, every day, they manually searched the database, and for each of the 70 engineers, manually e-mailed the 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. My system 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.

It took me a day, but that day saved the equivalent of one persons wage for the year. Not a bad return! Now the two members of staff are employed in sales, generating income for the company.

So, if you know of people doing the same sort of thing over and over again on their computer, please pass on this email to let them know what sort of savings can be made.

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

Struggling with an Excel formula? Want to make more impact with your PowerPoint presentations? 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](#)

### **Networking Spotlight – [Professional Document Management](#)**

PDM turn awkward, time and space consuming paper into valuable data.

They do this by providing a wide range of Electronic Document Management Services, including document scanning for archiving or data processing, document workflow systems, and related software.

You can have confidence in PDM as they invest in quality high speed scanning equipment, have clear and competitive pricing and are independently tested for compliance to all relevant British Standards.

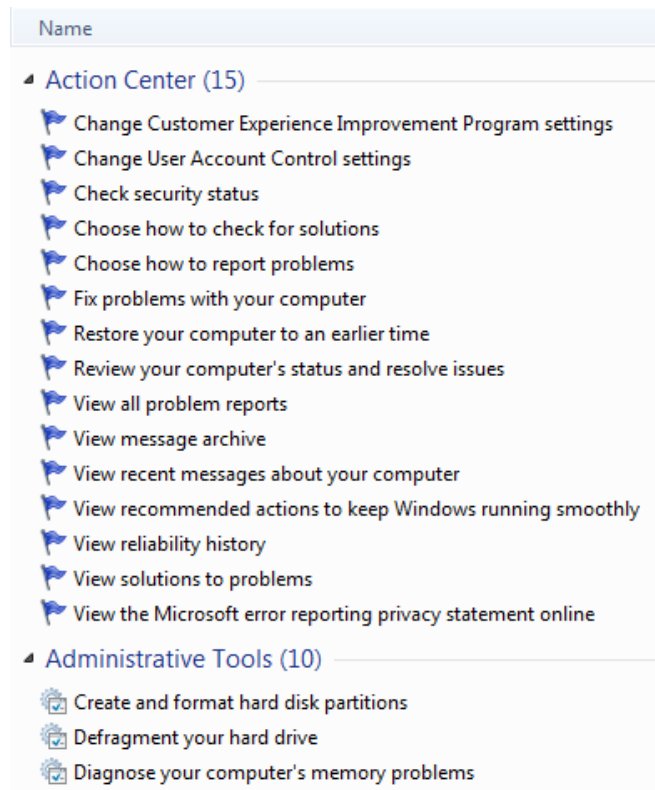
Professional Document Management - Putting paper in its place.

Call Andrew Thirkill on (01484) 720022 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 – Controlling Windows 7**

For those people that enjoy playing with our computer's settings, Windows 7 and Vista feature a hidden "God Mode" feature that lets us access all of the operating system's control panels from within a single folder.



I wouldn't recommend doing this on a Work's computer though – settings for these machines are often protected.

The setup method is simple: Make a new folder in Windows 7 (for example on the Desktop) and use this name:

GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}

The icon changes to represent a Control Panel.



Though I've not tried it, this trick is also supposed to work in Vista, although there are warnings on the Internet that it can cause 64-bit versions of that operating system to crash.

## 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.

## 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

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