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- Database Design
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**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.SeanAtTwitter.com>

## Newsletter 2 February 2010

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

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### Downloading YouTube videos

Have you ever wanted to grab a video from YouTube to keep on your PC or download to your phone or iPod? It's now really easy thanks to a dedicated website.

All you need to do is go to the required video on YouTube, and in the address bar of your browser, replace the "Y" in YouTube with a number "3" and hit enter.

You'll go to the 3ouTube website where you'll be given the choice of MP4 or Flash formats.

MP4 is suitable for most portable video devices.

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

### Know people whose missed appointments cost them money?

Do you know of businesses where if a customer misses an appointment, they lose money? This could be Restaurants, Doctors, Vets, Garages, Sports Centres and Opticians for example.

I have a system where a company can send a text message or an email to remind the customer of an appointment. This saves time and effort in having to remind the customer by phone. Imagine a restaurant; they could have my software set up to automatically send a text reminder on the day before the table is reserved. Text messages are about 8p, much cheaper the time taken to make a call. Email is free! But this simple tool can avoid that table being left unsold.

## **Online Webinar - "Get your website going"**

A colleague of mine, Jonathan Senior, is running a session a week for three weeks on helping you to get started on the web. The goal is to have a .com website built using free & discount tools for UNDER £20. (It will be under £10 if you have .co.uk domain). You don't even have to leave home. You learn by watching Jonathan on your computer screen. He will build a website right before your eyes, telling you what he's doing and why. You can ask questions as you go along by typing them to him.

Then in the days after the webinar and before the next one – it's your turn. (Of course you will be able to watch a rerun of the action just in case you missed anything). Jonathan will be setting you "homework" and actions to take before you meet again the following week.

Ok, so what's included?

- \* How to select a keyword domain name and why it matters
- \* Using free tools to select a keyword rich domain name
- \* Registering a keyword domain name (using the 2 registrars Jonathan personally uses)
- \* What to look for in a hosting company
- \* Linking up your domain with your hosting
- \* Installing the (free) software you need
- \* Customising the appearance & adding functionality
- \* Setting up the pages you need
- \* Adding relevant content
- \* Inserting images & flash
- \* Tips & tricks to get found on Google

Bottom line – Jonathan will do all he can to make sure the training is relevant to YOU.

As well as all the above – the following is included.

- \* Downloadable video of each webinar (Pause & rewind to your heart's content!)
- \* Access to ask Jonathan questions during the week via his dedicated helpdesk.
- \* Massive zip file of themes to choose from to customise the look and feel of your site.

The series starts tonight, so please sign-up soon so you can reserve a place. Please make sure you tell him you heard about it from this newsletter.



## **Networking Spotlight – [Mail Box Express](#)**

Mail Box Express are Leeds and Manchester's No1 Professional Couriers. Providing courier services to most of the Cities LLP companies, they deliver courier solutions to professionals within the UK. As a one stop provider they help reduce delivery paperwork and provide Sameday, Nextday and International courier services in a professional manner.

The latest software developed by Astradyne Limited for Mail Box Express puts you, the sender, in control. All Sameday packages have real-time on line tracking plus immediate POD (proof of delivery) which can be sent to you via e-mail, SMS (text message) or telephone. Nextday consignments can also be tracked from collection to delivery.

Unlike other courier companies, their E-Billing system can be tailored in accordance with your own system making your accounting much easier. They also employ the largest fleet of motorcycle couriers outside of London to ensure they can provide the quickest and most professional courier delivery services for you.

Can your Courier company tell you how much CO<sub>2</sub> is produced on your deliveries? Mail Box Express can.

Their van fleet of professional couriers all wear uniforms enabling us to provide the desired representation for your company. As a registered ISO 9001 company with over a million consignments already delivered, you can be sure the vast experience they have is used for your benefit. Whatever your needs, their fleet of professional couriers will make sure it gets there on time and in a professional manner that reflects your company, no matter where you are in the UK.

[Click here](#), or call 0113 2452666/08080 742 587, and please let them know you got their details from this newsletter.

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

## **This edition's Tip – Common Excel functions**

Ok, so I guess there are a lot of people that know the SUM function. Here are a few more that can help on your spreadsheets.

A great tip here is if you don't know how many items your spreadsheet will have, put the formulae up at the top and make them use a large range. This means that I don't need to insert rows and modify the formula each time I add a new expense.

C1		fx	=SUM(C11:C500)	
	A	B	C	D
1		Total	189.60	
2		No of Exps	4	
3		Average	47.40	
4		Highest	65.00	
5		Lowest	12.58	
6				
7				
8				
9				
10	<b>Date</b>	<b>Type</b>	<b>Amount</b>	
11	01/01/2010	Petrol	56.25	
12	02/01/2010	Accomodation	65.00	
13	04/01/2010	Food	12.58	
14	06/01/2010	Petrol	55.77	
15				
16				

- =sum(C11:C500)      Adds the numbers in the range C11:C500
- =average(C11:C500)      Works out the average of the numbers in the range C11:C500
- =count(C11:C500)      Counts how many numbers there are in the range C11:C500
- =countA(C11:C500)      Counts how many filled cells there are in the range C11:C500
- =max(C11:C500)      Returns the highest number in the range C11:C500
- =min(C11:C500)      Returns the lowest number in the range C11:C500

## 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.

## 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.

## 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.

## 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](#)

## 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.

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](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>