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- Database Design
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## Newsletter 16 March 2010

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

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### 5 *more* tips for great presentations

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1. When presenting, use "you" in the first 2 sentences – it's more personal.
2. On a slide, make the top points the most interesting.
3. Practice the first 2% of the presentation in 20% of your practice time. If you're comfortable early in the presentation, the later stages are easier.
4. A simple animation can be worth a hundred bullet points. But don't overdo it.
5. Failing to plan is planning to fail. There's no substitute for preparation.

Please see the last issue for the previous five tips, or they can be viewed on the [blog](#).

### New Formula 1 season

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I've created an Excel spreadsheet showing the qualifying and race times for the 2010 Formula 1 Grand Prix season. This can be imported into Outlook so you'll know what's on when, and can be synchronised with your phone. Please let me know if you'd like a copy.

I also have MotoGP, World Superbikes, and British Superbikes calendars available for Outlook. Again, please let me know if you'd like that calendar.

## **Networking Spotlight – Archer + Stone**

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### **Preventing Legionnaire's Disease at Work - Free Seminar**

[Archer + Stone](#) is headed up by Karl Collingwood, a specialist in the prevention of Legionnaire's Disease. Legionnaire's Disease occurs in some people who breathe in droplets of water contaminated with the legionella bacteria. It is fairly rare, but there is a legal requirement under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) for workplaces to regularly carry out risk assessments. Karl is offering a free seminar regarding this issue. He writes:

**FREE SEMINAR Wednesday 31 March 2010 10am - 12pm**  
**Hillside Business Centre, Beeston Road, Leeds, LS11 8ND**

#### LEGIONNAIRE'S DISEASE - PREVENTING OUTBREAKS AT WORK

Reasons to get it done:

1. It is a legal requirement under Health & Safety legislation.
2. Prevention is better than cure, a cliché but very true for legionella control.
3. Minimising the potential downsides is much cheaper than getting it wrong.
4. It is important but never urgent. It should get sorted but usually doesn't.
5. To avoid litigation. Take action and keep records become your insurance.

We'll cover the cost of room hire, refreshments, handouts, literature etc. Parking on site or on the road is free.

If you would like to attend, please [email Karl](#) or give him a call on 0845 867 4443 or 07833 914 357. You can also visit his website [here](#).

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

### **This edition's shortcut key – Windows L**

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Many organisations require their staff to Lock their PCs if they leave their desks. The simplest way of doing this is to hold the Windows key and press L. The Windows key is usually situated between Ctrl and Alt at the lower left corner of the keyboard.

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

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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](#)

### **Any requests?**

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Over recent weeks I've included a couple of questions that I've received regarding the use of Excel and Outlook. Please feel free to [let me know what else you'd like](#) from this Newsletter, and I'll do my best to include it.

## **This edition's tip - Microsoft PowerPoint, using Slide Master**

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Have you ever seen a PowerPoint presentation where the slide titles are in different sizes or fonts? Have you ever had to put your company logo on every slide of a presentation? And then found it to be in slightly different positions on each? Or then have to move it to another position? (on all 30 slides!)

One of the most useful (and under-used) features of Microsoft PowerPoint is the Slide Master. The Slide Master allows us to consistently apply text formats, bullets and pictures across all slides in the presentation. Strictly speaking, there are two Masters to start with, Slide Master and Title Master, and more can be added, but just modifying the basic Masters can save huge amounts of time and give a more professional look to your presentations.

In PowerPoint 2003, from the menu, choose **View, Master, Slide Master**. In 2007, on the **View** tab, choose **Slide Master**.

You can then format text, add elements and change bullets. Click the **Close Master View** button when done, and you'll find your changes are applied to all slides in the presentation.

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

## **Blog**

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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**

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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.

## **LinkedIn**

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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 Microsoft Office.

Cheers

Sean

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