



## Top Tips Newsletter September 2009

### Identifying cells included in an Excel formula

If you want to check which cells are included in a particular formula, click on the cell containing the formula, then move your mouse cursor to the tool bar where your formula is displayed **fx =SUM(x + y)**. This is shown at the top left hand side of your screen below the toolbars. Click inside the formula and the included cells will be highlighted.

### Place Marker in Word

When you're editing a really long document but are returning from a break, it can be useful to go back to the point where you left off. Word can remember the positions of the last three changes you made after you closed and saved the document. To recall the edits, simply open the document and press **Shift F5** and the cursor will step through the three change points. (Note if you have more than one word document open it may show you the last three changes but in different documents.)

### Allowing Pop-ups

In Internet Explorer, if you would like to accept a particular pop up but don't want to change your security settings, simply use **Ctrl** when you click on the link and the window or tab will open.

### Case Study

Becky is the Chief Executive of Community Foster Care, an independent fostering agency, charity and social enterprise based in Gloucester.

In 2007 **The Cotswold VA** was recommended to Becky with a view to minuting her monthly board meetings but at the end of the initial meeting she asked 'what else do you do?' Since then **The Cotswold VA** has provided PA support for Becky two days per week; has conducted a systems review of the office administration functions and team roles; assisted with the recruitment of a number of staff and carried out project related work.

Becky said "the support from Kathy has been invaluable over the past 18 months as we have overhauled all our systems and processes and prepared handbooks for staff for each of their departments. Kathy has been so very dependable and I have thoroughly enjoyed working with her. She has also helped me recruit a full time PA and we have retained her services for minuting our Board meetings."

For more information, visit the agency's website at [www.communityfostercare.co.uk](http://www.communityfostercare.co.uk).

**Look out for November's edition of Top Tips**  
Please note these tips have not been tested out on Vista.