

Weekly Tech Tips

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Did You Know?



Computer viruses continue to become more sophisticated. Viruses like CryptoLocker lock your files and demand payment during a set time limit, or the files on your computer could remain locked. Make sure you save files in a shared folder and never open suspicious attachments! These are key elements in prevention. Whenever in doubt, call RTS at 319-364-3004.

Let Us Reward You!

Do you know of a business struggling with their IT needs? If so, we've got the solution! Go to www.robertstechs.com and refer them under our "About Us" section! They'll receive a free Network Assessment with no strings attached, and if they become a client, you'll be rewarded as well!

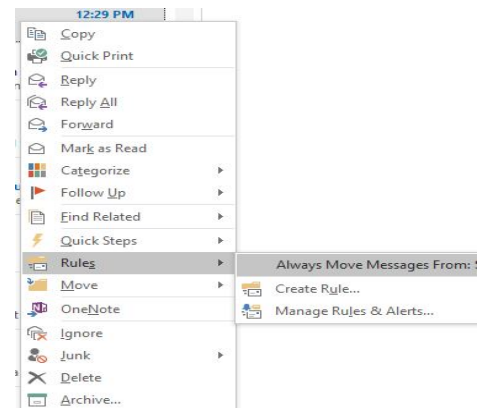
Using "Rules" In Your Inbox

Have you ever opened your Inbox in the morning to find hundreds of e-mails waiting for you? It can feel daunting. Weeding through them to find ones which require your immediate attention can eat up valuable time.

Utilizing "rules" can help to reduce some of the clutter. Rules allow e-mails to be filed into separate folders before they come into your Inbox. When you find an e-mail from a sender which you always want to go into a separate folder, right click on it and select "Always Move Messages From:...". A box will appear asking you which folder the e-mails should be sent to. If the folder isn't created yet, select "New", name the folder, and select where you would like the folder to be in your e-mail. When you are finished, select "OK". A new rule is now created.

You can then choose to have the rule run on all current e-mails or only on future mail.

A **STRONG** word of caution with using rules. This filter means you won't see the e-mail in your Inbox at all. When using e-mail on your phone where the Inbox is always displayed, you won't be notified when you've received these messages. You should never use too many rules or use a rule on something you only want to move occasionally.



Keyboard Shortcuts

Microsoft Excel Keyboard Shortcuts

- To remove cell contents, press the "Delete" key.
- To add borders, press Alt + H, B
- To delete a column, press Alt + H, D, then C.
- To hide the selected rows, press Ctrl + 9

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