

Weekly Tech Tips

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Did You Know?



As frustrating as it can be to change your passwords, it's important to do so often. This ensures maximum security for your computer and your accounts. The stronger the password, the better. Passwords should also be remembered, not written down. Never use the same password for social media accounts as work and bank accounts.

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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!

Malicious Infections

Currently, malicious infections, such as viruses, malware, ransomware, and phishing, are more sophisticated than ever. One wrong click and all of your files may be inaccessible. In order to protect yourself from this, it's important to understand what these infections are and how you can prevent yourself from becoming a victim. CryptoLocker, for example, is a Trojan ransomware which encrypts files on the infected computer with a private key. Payment is then demanded in some form to obtain the key.



While the malware itself may be removed from the computer, the infected files will remain encrypted. If your computer becomes infected, notify RTS immediately to prevent further damage. The problem will NOT resolve itself, and may start spreading to network share files, which affects the entire company. Never open an attachment in an e-mail you aren't expecting... especially if they require you to type in the provided password. Double check the e-mail address of the sender and the dates the e-mail is referencing. When saving documents and files, always save them to a Shared folder. These files are continually backed up by RTS and can be restored. Files saved in personal folders on your desktop are not retrievable with our backups. If you ever have any questions, e-mail helpdesk@robertstechs.com.

Keyboard Shortcuts

Microsoft PowerPoint Keyboard Shortcuts

- To change the zoom for the slide, press Alt + W, Q
- To go to the next slide, press Page Down
- To go to the previous slide, press Page Up.
- To go to the Home tab, press Alt + H

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