

Weekly Tech Tips

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Did You Know?



The battery life of your electronic devices may not be lasting as long as you'd like. However, by using some simple tips, you may be able to extend the life of these batteries. One easy way to save battery life is to turn off Bluetooth capabilities when you aren't utilizing any Bluetooth features.

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!

Locking Your Computer

One basic security measure many people forget is to lock their computer when they leave their desk. Even when it's something simple, like going to the bathroom or attending a brief meeting, you should always lock your computer. While some may not believe this applies to them because they work at a small company, it's important to always be cautious. For some, it may result in a harmless prank played by a coworker volunteering them to buy coffee or lunch for everyone in the office. For others, the consequences could be more severe.

Some companies have regulations about privacy (those dealing with HIPAA, PCI, and other confidential information). If this privacy is breached, it could mean losing your job, your company facing

monetary repercussions for stolen data, or possible legal actions. In extreme cases, someone wanting to do harm to your company could plant a virus in the system through your computer, causing you to appear guilty.

To lock your computer, press the Windows button + L. You can also change your settings to lock your computer after a period of inactivity as an extra measure.

For more information on this or for any questions, please e-mail us at helpdesk@robertstechs.com.

Lock the computer:



Keyboard Shortcuts

Microsoft Excel Keyboard Shortcuts

- To go to the home tab, press Alt + H
- To cut selected text, press Ctrl + X
- To go to the Page Layout Tab, press Alt + P
- To hide the selected columns, press Ctrl + 0

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