

Weekly Tech Tips

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Did You Know?



Many people believe they have more privacy online than they really do. Recent legislation to increase privacy was repealed, which has caused concern. These privacy protections never took effect, so your privacy protection has not changed. There are ways you can increase your online privacy, so check back next week to see some tips for this.

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!

Improving Battery Life



It used to feel like you only needed to charge your cell phone once a week. Now, you may need to charge it again in the afternoon just to get through the rest of the day. While we could all benefit from some "fresh air", as mentioned in the cartoon, the reality is many of us use our phones for work-related reasons. There are several simple ways for you to extend the battery life of your phone. First, adjust the brightness of your screen. You can

dim the screen in the "settings". Second, make sure you've turned off the Bluetooth when you aren't using any Bluetooth features. You can also check which applications are using cellular data. Pulling from your data uses more battery than using Wi-Fi, so join a secure wireless connection, whenever possible. Avoid using your device in extreme heat or extreme cold. These variations in the weather can quickly drain the battery. Using your phone in extreme heat (95 degrees +) can even permanently damage your phone's battery capacity. Many of these tips can also be applied to your laptop computer. Keep it in a cool, moderate, and dry environment and dim the brightness whenever you can. Instead of using a screen saver, consider turning off your display when it's not in use.

Keyboard Shortcuts

Microsoft PowerPoint Keyboard Shortcuts

- To add a new slide, press Ctrl + M
- To label all of the menu items with a letter, allowing you to navigate through them, press Alt
- To end the slideshow, press Esc
- To start the slideshow, press Alt + S, B

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