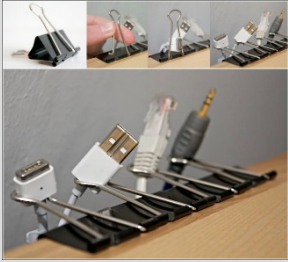


Monthly Tech Tips

helpdesk@robertstechs.com • 319-364-3004

Life Hacks!



Are you tired of cable cords and charging cords constantly getting tangled? If so, use paper clips to organize them. You can attach them to the side of your desk, and save yourself the time you used to spend sorting them!

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!

Public and Unsecured Wi-Fi

At one point or another, most people have utilized free public Wi-Fi. They use it for checking e-mails, online bank accounts, and more. HOWEVER, there are several security risks associated with this.

According to the 2013 Norton Report, 68% of public and unsecured Wi-Fi users fell victim to cybercrime last year. Most public Wi-Fi isn't secure, and if it is, it's using an old encryption form, allowing hackers to easily walk right in. Man-in-the-middle attacks are also often performed on free Wi-Fi. A "rogue" hotspot is created by a hacker. Once you connect to it, the hacker can sit between you and the internet connection, allowing them to monitor all of your online traffic.

If you're going to be utilizing a

free, public connection, don't access sensitive and personal information while doing so. You shouldn't use your work computer on a public network, because data stored there may become visible to hackers. If it's a dire situation, make sure you are accessing HTTPS websites, not HTTP. This adds an additional layer of security to your browsing.

You could also look into getting a VPN (Virtual Private Network). A VPN creates a private network for you to access, adding yet another additional layer of security. There are several trusted services online offering VPNs, but to get good quality, you'll most likely have to pay.

If you have any questions about public Wi-Fi, please send them to helpdesk@robertstechs.com.

TRIVIA QUESTION

Who played Wonder Woman in the 1970's TV show?

*Send your answers to info@robertstechs.com

RTS Contact Info

871 Shaver Rd NE
Cedar Rapids, IA 52402

319-364-3004
helpdesk@robertstechs.com



In The Workplace

319-364-3004

helpdesk@robertstechs.com

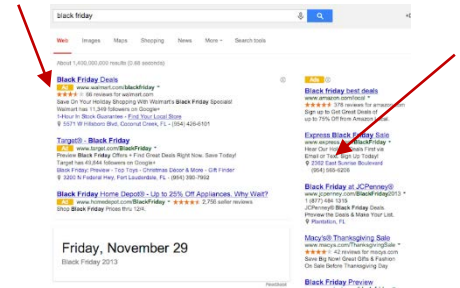
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Google Searches

Google has been the top search engine for many, many years. However, as time has passed, the addition of “sponsored ads” has now surfaced on search result pages. Be careful when clicking on these ads, and avoid them if you can. The pages they link to are often full of ads which many times contain malware and viruses. This can be harmful for any computer, but especially



Ads show up in the search results, as well as along the side of the page.

dangerous at work.

On most search result pages, you can scroll past the ads to the organic results (no “ad” listing beside them), which are usually the same websites.

WORD

SHORTCUTS

- To open a document, press Ctrl + O
- To save a document, press Ctrl + S
- To close a document, press Ctrl + W

OUTLOOK

SHORTCUTS

- To go to Calendar, press Ctrl + 2
- To go to Contacts, press Ctrl + 3
- To go back to Mail, press Ctrl + 1

POWERPOINT

SHORTCUTS

- To start the slide-show, press Alt + S, B
- To end the slide-show, press Esc.
- To insert a picture, press Alt + N, P

Tech News



BMW, a German automaker, is building a facility near Munich TEN TIMES the size of their current manufacturing facility. It's purpose? To be a data storage center

for holding the information cars will need to analyze as they digitize and become driverless! Self-driving cars are on the horizon. As technology continues to grow and evolve, so does the ability to apply it in new ways. Although Apple and Google have been hard at work in this arena, car manufacturers like BMW and Volkswagen are joining the race.

Quote of the Month

“The best and most beautiful things in the world cannot be seen or even touched – they must be felt with the heart.”

- Helen Keller