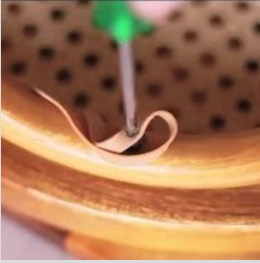


Monthly Tech Tips

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Life Hacks!



It can be frustrating when you aren't able to remove a stripped screw. When you run into this in the future, try using a flat rubber band between the screw and the screwdriver. The grip from the rubber band should pull the screw right out.

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!

Social Media at Work

Most companies have a policy on the use of social media in the work place. If your company has this, make sure to follow the policy and utilize social media at work only with the permission of your employer.

Social media use has legal implications on content posted about the company or employee activity, so be very cautious in its use. For many people, social media has become part of their daily life. While it can be a great way to stay in touch with friends and family living far away, it can also have a negative impact when used at the wrong times.

For some people, social media is used at work to maintain a company page, or to post important office updates. This is different than those who use it for only personal things. One of the main reasons social



media should be used with caution at work is the potential it carries for viruses and malware. These things can infect your device or network. Many links on social media are laden with inappropriate content and often contain a lot of videos, which are viewed by streaming. Streaming videos (especially if done by multiple people at the same time) can significantly bog down your network. This means slowness in other programs, which may be essential for work.

The best policy is to speak with your employer and find out what their policy is on social media at work.

TRIVIA QUESTION

Before their 2016 win, when was the last time the Cubs won the World Series? **Bonus: In that same timeframe, how many times did the Cardinals win the World Series? (Because not everyone is a Cubs fan!)

*Send your answers to info@robertstechs.com

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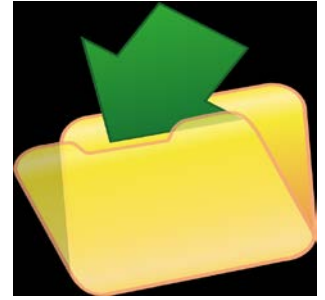
Save Your Documents

You've heard it said many time before, but it bears repeating: make sure to frequently save your documents!

Also, it's important to make sure you save any open documents when you are done working for the day.

Don't leave them up or minimize them before you go home without saving your progress.

Overnight, updates and installs run. Periodically,



Make sure to frequently save your documents.

these could force close your documents, causing you to lose any unsaved progress. Sometimes, the files may be recoverable, but it's better to be safe than sorry.

WORD

SHORTCUTS

- To bold text, press Ctrl + B
- To italicize text, press Ctrl + I
- To underline text, press Ctrl + U

OUTLOOK

SHORTCUTS

- To create a new e-mail, press Ctrl + N
- To create a new appointment, press Ctrl + Shift + A

POWERPOINT

SHORTCUTS

- To insert a shape, press Alt + H, S, and then H
- To select a theme, press Alt + G, H



"It's important to learn math because someday you might accidentally buy a phone without a calculator."

Quote of the Month

*"Two roads diverged in a wood
and I – I took the one less
traveled by, and that has made
all the difference."*

- Robert Frost