Did You Know?

November 2022 – Tip of the Month

* If you hover your mouse over a link in an email without clicking, the full web address will appear.

Why this is useful:

* This is a great way to verify whether a link in an email you receive is harmful or not without (Left-)clicking on/opening it. Once the pop-up appears, manually type the web address (or Right-click the link + copy + paste it) into a web browser. If the site or link is harmful or does not exist, your computer will notify you automatically. Viruses and other harmful malware (malicious software) can be triggered with a SINGLE CLICK, so ALWAYS check links before clicking them, especially if you do not recognize the sender.

December 2022 – Tip of the Month

* To get you in the holiday spirit, here are 12 useful & universal hotkeys in tribute to the 12 days of Christmas!
	1. When you make a mistake, UNDO it!: CTRL (OR FOR MAC: ⌘) + Z
	2. When you’ve UNDO’ed too many thing: CTRL + Y
	3. (& 4.) Copy & Paste cause everyone’s doing it!!: CTRL + C / CTRL + V
1. (& 6.) For lovers of saving things and paper: CTRL + S / CTRL + P
2. To scroll to bottom/top/left/right of a list (instead of spinning the wheel or holding arrow keys!!): CTRL+ and/or other arrows.
3. To select an entire list: CTRL + SHIFT + and/or other arrows.
4. To move to the next item in any electronic file: TAB (forward) or SHIFT + TAB (backward)
5. To back out/cancel a dialogue box that opened after clicking something: ‘Esc’
6. To take a screen shot (or picture of your computer screen): ‘Shift+⌘+3’ for Mac or ‘Print Screen’
7. To close out of any dialogue box or window WITHOUT CLICKING: ‘Alt’ + F4

Why this is useful:

* In Excel, hotkeys are a great way to save time and delete stress!!
* Use item #12 if you ever click on or open a malicious link/website to prevent infection. Also, a great recovery tool for those rare occasions when your boss pays you a surprise visit and obnoxiously interrupts your online game!

January 2023 – Tip of the Month

Check out my new article on upgrading your savings account. This year, make your resolution one that kicks your excess savings off the couch. Put that lazy money to work and earn some extra cash this year!