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Tepato Systems offers software consulting services to help you, the small business owner. If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

10 Windows Maintenance Tasks

Clean Out Your PC!

To optimize your computer's performance and organize your data, here are some suggestions for maintenance that should be performed on your PC. Please use the links below to see the full text of this article from Smart Computing magazine, dated July 2008. The full article gives detailed instructions on how to perform each of these tasks.

1. *Set a Starting Point*
2. *Clean Up Your Startup*
3. *Organize Those Files*
4. *Tidy Up Internet Explorer*
5. *Update Your Applications*
6. *Maintain Your Hard Drive*
7. *Back Up Your Data*
8. *Update Windows Security Tools*
9. *Adjust the Aesthetics*
10. *Create a Maintenance Schedule*

For assistance with performing any of these tasks, please contact Tepato Systems.

- [Smart Computing Article - 10 Windows Maintenance Tasks](#)

Nifty Buttons for Excel

Everyone's Toolbar Should Have These

If you use Microsoft Excel frequently, these buttons will help you to avoid using the menus to do common tasks. When you're working with a spreadsheet you may often need to add or remove cells, columns and rows.

To add buttons to your toolbar, click on Tools, Customize, then select the Commands tab. Click on Insert in the Categories list on the left side, and you'll see a list of buttons in the Commands list on the right side. Look for the buttons named Cells, Rows and Columns (probably at the top of the list). To add each of these buttons to your toolbar, click and drag them one by one to your top toolbar and place them where you'd like. You'll see an icon appear where you're about to place them, it looks

like a very tall skinny capital I. You can insert them on your Standard or Formatting toolbars, whichever you prefer, and I find it helpful to keep them all together.

Next, go back to the list of Categories and select Edit. The list of Commands will change, so you'll have to scroll down to find the buttons for Delete (cells), Delete Rows and Delete Columns. Drag and drop those buttons into the same toolbar as the others, right next to the insert buttons. If you group the insert buttons together and the delete buttons together, you'll be less likely to get them confused. Of course, if you use the wrong one, you can always use CTL + Z command to Undo it!

By the way, if you ever use Tables in Microsoft Word, these same buttons are very useful. You can follow the same procedure to insert the same buttons into your toolbars in Word - the only difference is that they're all together under the Tables category, instead of under Insert and Edit. They even look the same, so you'll recognize them right away.

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Help with your data or with your company's website is just a phone call away... contact Tepato Systems for a free initial assessment of your needs.

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