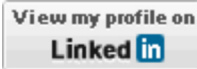




May 23, 2011



Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

**This newsletter has some great tips and tools for Microsoft users. It also has a helpful article on small business websites.**

## The Great Debate - Do It Yourself vs. Hiring A Professional

**Need a website for your small business and don't know if you should hire someone or go it alone?**

There are pros and cons to both approaches, please read our article to get more information.

[http://tepatosystems.com/Article\\_DoItYourselfvs.HireProfessional.pdf](http://tepatosystems.com/Article_DoItYourselfvs.HireProfessional.pdf)

## Our Favorite Free and Low-Cost Tools

**More Gadgets That Can Improve Your Online Life**

If you're a new user of Office 2007 or 2010 and don't like the ribbon, this is a great FREE tool that gives you back the drop down menus from the old versions (but keeps the ribbon too). Courtesy of PC World

[http://www.pcworld.com/downloads/file/fid\\_84834/description.html](http://www.pcworld.com/downloads/file/fid_84834/description.html)

## "11 Free Microsoft Tools You're Overlooking" - PC World Article

By Tony  
Bradley, PCWorld

**Free Tools From Microsoft That You Might Not Know**

[http://www.pcworld.com/businesscenter/article/227178/11\\_free\\_microsoft\\_tools\\_youre\\_overlooking.html](http://www.pcworld.com/businesscenter/article/227178/11_free_microsoft_tools_youre_overlooking.html)

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