



Ribb "IT" Review

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Tech Hacks



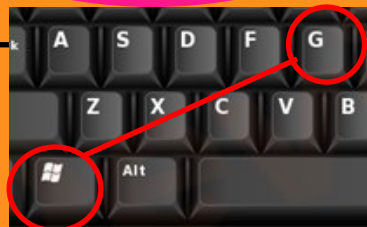
We were told... Technology is making life harder for you?

Life hacks are often used to save time, enhance productivity and reduce irritation. They can be as straightforward or complex in their functionality depending on the person who creates them - but they all serve one common goal: making your life easier!

In Windows 10, by pressing Windows + G at the same time, you can open all the games that are available on your PC.



This monthly publication provided courtesy of:
Alex Blead,
Owner of Frogworks



TECH TIPS

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It doesn't have to be hard!

ZOOM TIPS

1. To Enter Meeting Silently :

- Open zoom app, click settings, and find the audio tab.
- Click the box, *always mute the microphone when joining meeting*.

2. Mute Everyone at Once:

- Press **CMD + CTRL + M** (Mac) or **ALT + M** (Windows).

3. Set Up Zoom App to Show Names:

- Go to "video" which is found in settings.
- Check the box "always display participants name".

4. Don't Miss Zoom Meetings:

- Download the Zoom app for iOS or Android
- Go to the "Meeting Settings" in the app and choose "meeting reminder"
- Your Zoom app will now send a notification when its time to join a meeting.

GOOGLE SEARCH TIPS

Filter Search Results By Date:

- First, type in your phrase. Then, tap on "Tools", click on "Any Time", and click on "Custom Range". From there, you can put in a specific date. (Tools button is located under google search bar)

Running an Advanced Search:

- First, type in your phrase. Then click the "Settings" button and select "Advanced Search". This allows you to specify additional requirements for your search. (setting button is located under the Google search bar and besides the tool button.)

Search for Related Sites:

- Put "related:" in front of a web address you already know to search for related sites. (e.g. related: amazon.com brings up stores related to Amazon)



KEYBOARD SHORTCUTS

Windows

- Copy: **CTRL + C**
- Cut: **CTRL + X**
- Undo: **CTRL + Z**
- Find (look for any word on your page): **CTRL + F**
- Switching between open tabs: **ALT + Tab**
- Lock your PC: **Windows Key + L**
- Save: **CTRL + S**

Mac

- Copy: **CMD + C**
- Cut: **CMD + X**
- Undo: **CMD + Z**
- Find (look for any word on your page): **CMD + F**
- Switching between open tabs: **CMD + Tab**
- Lock your PC: **CTRL + CMD + Q**
- Save: **CMD + S**

F4

Alt + F4 closes the active window.

F7

Used to spell check and grammar check a document in Microsoft applications such as Microsoft Word.

F1

Opens the Help screen for almost every program.

Recovering Windows File

The Windows 10 delete key is a powerful tool that can be used wisely. It's easy to accidentally hit Delete when you meant to put something in the Recycle Bin, but don't worry!

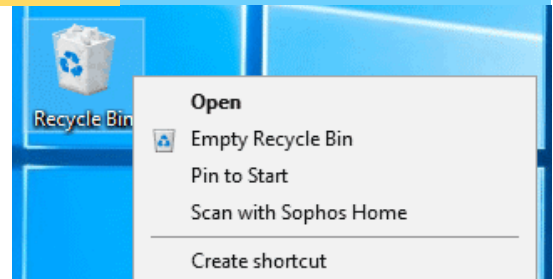
The good news about accidental deletion? Not all hope is lost, there are many ways to recover a deleted file!



**I accidentally deleted a file!
What do I do?**

Recover Files From The Recycling Bin

1. Open the **Recycle Bin** by right-clicking its icon.
2. Select Open from the menu to view **deleted files**.
3. Check the box to the left of the filename you want to restore.
4. Right-click on a selected file and choose 'Restore' to recover the file to its original location on **Windows 10**.



Pull Windows 10 Lost Data Out Of (file) History

(This only works if you have file history set up)

1. Click the Windows Key, Type File History.
2. "Restore your files with File History" shows up, click on it.
3. Click "Configure File History settings", if not set up, File history will ask you to select a Network Location, choose a shared folder network to have your information backed up on.
4. After click the "run now" blue words to complete the set up. You can automatically have your files backed up by switching it on.

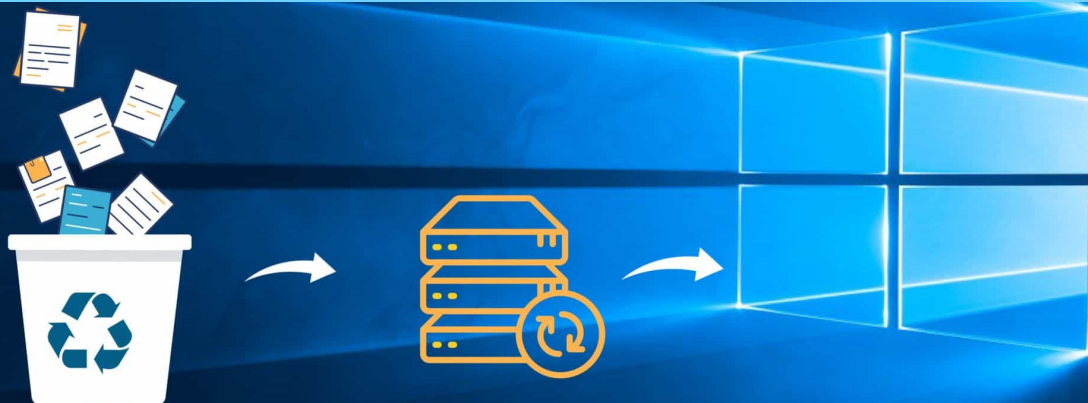
File History saves copies of your files so you can get th

i No usable drive was found. We recommend that drive and refresh this page, or use a network loca
[Select a network location](#)

Quickly Auto-Recover Deleted Files From Windows 10's Recycle Bin With CTRL+Z

There's an even easier way to get your files back from the Recycle Bin than the process above. However, you should only use it right after deleting a file, and only if:

1. You are still in the Windows Explorer window from where you deleted the file.
2. You are absolutely sure it was moved to the recycle bin. Press CTRL + Z, and presto it will be where it originally was. This is a command that undoes your last action.



Artificial Intelligence



Advantages

- Good at detail-oriented jobs
- Reduced time for data-heavy tasks
- Delivers consistent results; and Less Room for Error
- Can work 24/7

Disadvantages

- Expensive; Requires Deep Technical Expertise
- Only Knows What It's Been Shown; No Creative Thinking
- Dependency on Machine
- Replaces Humans

What is Artificial Intelligence?

The idea of creating machines that can think and feel like humans is Artificial Intelligence. The idea of AI has been around since the 13th century, when Greek god Hephaestus depicted in myth as forging robot-like servants out of gold.

Why is Artificial Intelligence Important?

This Technology gives enterprises insights into their operations that they may not have been aware existed before! In some cases especially those involving repetitive detail-oriented work like analyzing large numbers or legal documents - often completing them quickly with little error on behalf of our customers' needs as efficiently possible.

3 TYPES OF ARTIFICIAL INTELLIGENCE

@agrassoblog

Artificial Narrow Intelligence (ANI)



Stage - 1 Machine Learning

Specializes in one area and solves one problem



Artificial General Intelligence (AGI)



Stage - 2 Machine Intelligence

Refers to a computer that is as smart as a human across the board

Artificial Super Intelligence (ASI)



Stage - 3 Machine Consciousness

An intellect that is much smarter than the best human brains in practically every field

Learning processes. This aspect of AI programming focuses on acquiring data and creating rules for how to turn the data into actionable information. The rules, which are called algorithms, provide computing devices with step-by-step instructions for how to complete a specific task.

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