TECHNOLOGY INSIDER

HOW'S YOUR VIDEO CALL ETIQUETTE?

Two years on, we're all Video Call Champions now. Bet that's a skill you never thought you'd master. 😃

It's so convenient to hop on video chat with a colleague to discuss a problem or clear up details on a project. You don't really think twice about it anymore, do you?

There's always room for improvement. So here are our suggested rules for good video call etiquette:

1) Create and share a meeting agenda. If you schedule a meeting with several others, let everyone know what the meeting is about and give them a chance to prepare. If you use Teams, there's a text box at the bottom of the New Meeting invitation where you can add in details.

2) Make sure your background is suitable. Cameras on, everyone. Seeing people is the big benefit of video calls. While people may be intrigued about where you are, blurring your background or working in front of a plain wall will make sure the focus is on you and not your décor.

3) Don't overshare. Ever been caught out when screen sharing? Maybe you've received a notification for a personal message, or even forgotten to close down a website before joining your meeting? You can share only the application you want to show by clicking 'Share' and choosing the thumbnail shown in the 'Window' category.

4) Stand up. Want to keep your video calls focused and productive? Then get everyone to stand up for them. This might seem strange, but it works really well in real life as well.

DID YOU KNOW?

...about keyboard shortcuts?

Of course you know they exist. But what you might not know is that each time you use your mouse for a minor task you waste 2 seconds. That might not seem like a lot of time to waste, but add it up for every task, every day – and for the average person it becomes 8 days a year.

8 days! Lost to click click clicking.

Here are some universal shortcuts that work on Windows machines and Macs:

- The most obvious: Copy is Ctrl/Command C and Paste is Ctrl/Command V
- Make text size bigger or smaller. Hold down Ctrl/Command and Shift and then press the full stop key to increase the font size by one point. Or the comma key to decrease it one size
- Switch between open programs with Alt/Command + Tab

Technology update

You probably already know about the ongoing global chip shortage. It's been a hot topic (at least in our world) for well over a year now, affecting the manufacture of everything from computers to cars.

Have you noticed any effects of the chip shortage?

And now it's affecting printer ink cartridges.

Many companies put chips in their cartridges to detect toner levels, and sometimes to stop you using fake cartridges.
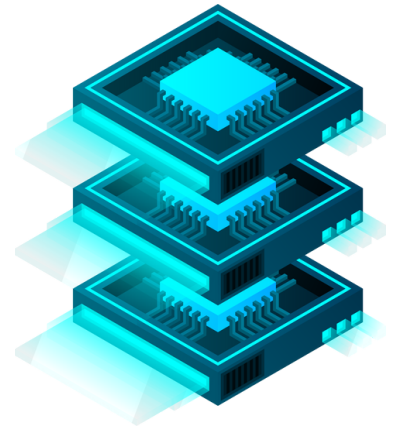
Canon has recently been shipping cartridges without chips. Its put instructions on its website to help you clear error messages on the printer.

They plan to return to normal chipped cartridges as soon as they can.

We're still seeing supplies of some hardware limited.

FUN TECH QUIZ
Time to learn something new...
Or show of your random tech knowledge!

1. How did Adele's album '30' change Spotify?
2. Who is Parag Agrawal?
3. What was Apple's estimated market value as of January?
4. Who was the first person in history to take off in their own spacecraft?
5. What is the second biggest cryptocurrency, after Bitcoin?

The answers are below.

1) Spotify removed the shuffle option on all of Adele's albums at her request
2) Twitter's CEO (since Nov 2021)
3) $3 trillion
4) Richard Branson, beating Jeff Bezos by 9 days
5) Ethereum

NEW TO MICROSOFT 365

Easier editing in Sharepoint

Until now, editing in SharePoint page editors has been a bit... clunky. You had to open the property panel on the right every time you wanted to change something.

But a new update means there's now a floating toolbar above the text. This horizontal bar resizes to match the width of your Text web part, and you can access other tools from the three dot drop down menu.

TECH FACTS

#1

Ever feel like your phone is vibrating in your pocket or bag when it isn't? There's a name for that! It's Phantom Vibrating Syndrome

#2

The word 'robot' comes from the Czech word 'robota' which means forced labour or work

#3

The first alarm clock, invented in 1787, could only ring at 4am when the inventor needed to rise. Great for early risers, but not much use for anybody else. The first adjustable alarm clock was invented in 1847

Should you monitor your remote workers?

At the end of last year, Microsoft announced it would be adding increased employee surveillance to Microsoft Edge.

The changes mean admins can access compliance monitoring through the browser, such as seeing which files have been printed or copied to USB devices.

Machine learning is being used to increase this visibility of what's happening to sensitive files.

But how will this impact employees? Will they feel that their privacy is being invaded? Will it cause trust issues?

And do you think this is an appropriate level of monitoring when people have proved that remote work can be just as productive – if not more – than working from the office?

Our advice would be not to buy into this increased employee surveillance, unless you want to damage the delicate trust you've no doubt worked hard to build with your team.

There are other, more open ways to help your people get their work done.

For example, there are plenty of tools that help limit distractions like notifications, and that can temporarily block apps and websites to allow better focus. Your employees can choose to activate these to aid their productivity when they need a boost.

You'll find some within your Microsoft 365 subscription – that means more tools at no extra cost.

If you want some suggestions personalised to your business, give us a call.

Business gadget of the month

While a paperless office is the dream, some of us still prefer to do things the old Fashioned way. Like making notes using a real pen and paper.

Here's your solution: the Rocketbook Smart Reusable Notebook. It has 32 pages that feel like a normal notepad, yet can be wiped clean when using a Pilot Frixion pen. Better still, it can connect to an app that lets you scan and save your notes to the cloud.

This is how you can get in touch with us:
CALL:01479 811799 | EMAIL: sales@baztex.com
WEBSITE:www.baztex.com

Q & A

QUESTION

Do I need a second monitor?

ANSWER

That's personal preference. It's interesting to know a second monitor has the potential to save each person more than 2 hours a day. When set up correctly it allows you to seamlessly use multiple applications and keep several documents open at once.

QUESTION

How can I use my calendar more effectively?

ANSWER

Start by sharing it with your team, so they know when you're free and when you shouldn't be disturbed. It also makes it much easier to schedule meetings if everyone can see your availability. Save time by using a voice assistant to add tasks to your calendar and to invite people to meetings.

QUESTION

Is a password manager really a good idea?

ANSWER

Yes yes yes yes yes! The average person wastes 12 days of their lives searching for passwords. That's not to mention the huge extra levels of security you get from a password manager.