

FEBRUARY 2010

BalanceLogic® provides you with a broad array of cost effective and high quality business support and backoffice services. Whether it's data entry, network support, accounting/bookkeeping, web or graphics design, we can help you either on a regular or ad-hoc basis.

We invite you to give us a call or visit our website to find out how our services can help your business operate more effectively and stay competitive. We value our clients and believe in strong, long term business relationships.

Here's what's going on in BalanceLogic!



Do you Play Softball? We are looking for Players!

Each year, BalanceLogic sponsors a coed softball team part of the Charles County Parks & Recreation department. We are current looking for both male and female players to come out and have some fun.

Games are every Sunday afternoon at Laurel Springs Regional Park on Radio Station Road in La Plata, MD. Season starts in April.

For more information, give Bill Campbell a call at 301-396-8455 or email bcampbell@balancelogic.com.

Graphics Design Specials



Small Business Websites: Your Questions Answered.

One thing in today's business world that we have to accept is that technology and the Internet plays a critical role in our businesses and everyday lives. We can order pizza, do our grocery shopping, and pay our employees with just a few clicks of a mouse. Even more interesting, we can do it from our cell phones. How about that for technology!

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FREE RESOURCES

Look for this valuable resource in every issue of The BalanceLogic Insider

MS Word 2003 Keyboard Shortcuts

SUGGESTION BOX

We are very interesting in hearing feedback on how we can make **The BalanceLogic Insider** more valuable.

Please let us know what you expect from this newsletter each month by sending an email to info@balancelogic.com.

When you need directions, a phone number, or want to find out if a certain business offers the services you are looking for, or if you want the price of these services then you go to the company's website.

If you are looking for a place to spend your marketing money, look no further. A website is definitely the place to put it.

[READ FULL ARTICLE>>](#)

Recheck your Spell Check



If you have ever done a spell check in Microsoft Word, you know that it keeps track of which errors you choose to ignore. Even if you run another spell check, it will still remember those errors.

I always recommend rechecking your document from scratch, just in case you want to change your mind about the errors you choose to ignore before.

Here is how you do it:

1. Choose Options from the Tools menu.
2. Click the Spelling & Grammar tab.
3. Click on Recheck Document. Confirm that you want to really check from the scratch.
4. Click Yes.
5. Click OK

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