

The logo for Tutor Talk features a large, stylized, red letter 'T' with decorative flourishes. To the right of the 'T', the words 'Tutor' and 'Talk' are stacked vertically in a bold, black, sans-serif font.

Volume 6 Issue 2

September 2004

Technical Tutoring brings you this newsletter and training information in appreciation of your business and support

Company News

Well, the summer is over and the children are back to school. Schedules are settling in and all seems 'normal' here in the office. Our biggest change since our last newsletter is a new color laser printer – we love it, although the cost of the toner is still a little hard to swallow.

Sometime this year we switched our home Internet connection to Cable. This issue contains information on articles about Virus and Spyware protection and other tips on protecting your PC. In preparing for this issue, I installed several of the tools mentioned on my own PC and have set up reminders in Outlook so that all the protection software is run on a regular basis. Some of the tools are also covered in one of our newer courses – maintaining your PC.

Another concern as I prepared this newsletter was the level of the Software Tips. As most of the readers of this newsletter are new computer users, I feel it's important to keep the tips at a more basic level. So, you may see some repeats from older issues here. Watch the web site for more advanced tips. We receive several tips each week, so don't hesitate to call with a question – we may have an unpublished tip to help you!

With Gratitude For You Always,

Seema

The largest area of undeveloped space is found under our hats.

[Have you visited our web site?](http://www.TechnicalTutoring.com)
www.TechnicalTutoring.com

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**Technical
Tutoring**
(508) 529-9087

6 Steps to Fix Your PC

(From PC World Magazine)

Somewhere along the way, we all learned to do simple checks before calling the repairman. Maybe it was the embarrassment when he showed up only to find the plug laying on the floor. Here are some steps you can take to check things on your own PC before calling the repairman.

Back up your critical data. Make a copy of the data most important to you on diskettes or CD.

Power things down, wait a bit, and try again. This fixes a lot of temporary but mystifying problems – as cooling down does for several things!

Ask yourself what you did last. Install some new software? Replace an old driver? If things started to go bad after making a change, see whether reversing that change makes the problem disappear.

Inspect your cables and connections. Check the external one first, then open the PC case and check the internal connections for the cables and cards.

Search out hardware configuration problems. Open Windows Device Manager by right-clicking My Computer and choosing Properties. Click the hardware tab, and then click the Device Manager button. If you see a yellow exclamation mark, double click them for more information on how to correct the problem.

Get the latest driver update. If one component is acting up, go to the manufacturer's web site and download the current driver.

2006

Planning Ahead...

2007

The next version of windows is being talked about in several of the computer magazines and it's not due in the stores until 2006 or 2007. So far, they are talking about a lot of graphical changes – 3D effects, animated icons, icons that grow larger when selected.

Clean CD Player

We've all learned how ugly dust can look and what damage it can do. Keep your CD Drive from being damaged from dust by make the following steps a habit:

Keep the CD Drive closed.

Don't use a CD-Rom cleaning disk in a CD-RW drive.

These typically use a tiny brush on the underside of the disc, which can damage your recorder's read/write lens system, as the bristles can be pulled loose and stick in your drive, or the brush can scratch the surface of the laser lens.

For an external recorder, wipe it from time to time with a dry, static-free cloth to remove the surface dust.



Halloween Web Sites

www.CostumeIdeaZone.com

www.HalloweenKids.com

www.HalloweenMagazine.com

www.HalloweenStreet.com



Spyware Defense

Spyware is snooping software designed to install itself without your knowledge. You probably won't know they are there until they start to interfere with your system performance.

To help keep these programs off your computer:

Don't download until you check – before downloading a program, browser toolbar or ActiveX application, enter the name in your favorite search engine to find out if it's spyware.

Use a firewall – it may spot a new type of spyware trying to find a home.

Spyware Blaster – this is a free tool for Internet Explorer and Mozilla that helps to block ActiveX downloads, Internet dialers, and adware (all types of spyware).

CWS shredder – another weapon against Spyware designed to specifically remove CoolWebSearch.

Adaware – a spyware removal program.

Spybot Search & Destroy – another spyware removal program.

Downloads available at:

Keyboard Shortcuts

Action	Keystroke
Open/Close Start Menu	Ctrl+Esc or Windows
Switch to a running program	Alt+Tab
Open Windows Explorer to My Computer	Windows+E
Rename selected file or folder	F2
Close an open Window	Alt+F4
Delete without going to the Recycle Bin	Shift+Delete
Go to the beginning	Ctrl+Home
Go to the end	Ctrl+End
Open Task Manger	Ctrl+Shift+Esc
Search for file in a new window	Windows+F
Open Current Window's Control Menu	Alt+Spacebar

Did My Computer Get A Virus?

(From PCWorld Magazine)

To determine if you have a virus:

- Watch for unusual activity on your PC. This includes unexplained hard-disk activity or network access

To help prevent a virus:

- Configure your antivirus software to update automatically
- Schedule a daily virus scans of your PC.

If you think you have a virus:

- Update your anti-virus software and scan for viruses manually.
- Physically disconnect phone lines, network cables, and wireless cards to stop viruses and Trojan horses for connecting to or infecting other computers.
- Don't open, close or save anything unless not doing so causes important work to be lost.
- Don't shut down Windows. Turn the PC off. This blocks viruses from creating or modifying any more files on your hard disk as part of shut-down.
- Reboot using your antivirus bootable rescue or recovery diskette or CD. This lets you start without activating viruses lurking on the PC's hard disk.

Software Tips

OUTLOOK:

Just because you clicked on Send doesn't mean your message has left your computer. Clicking Send is like putting the letter in the mailbox. Just like the mailman that comes on a schedule, Outlook sends and retrieves your mail on a schedule (set up in Options). If you need a special delivery or pick up from Outlook, choose Tools, Send/Receive or hit F5 and Outlook will deliver your messages from others and take whatever messages are sitting in your outbox.

If you need to change the start or end time of an appointment on your calendar, move the mouse pointer over the selected appointment until it turns into a four direction arrow. Then hold down the left mouse button and drag the mouse to relocate your appointment to its new time.

Access:

If you are about to run an action query, think about making a back up copy of the affected table. Remember, you can't undo an action query without writing a new query. To copy a table, select it in the database window, choose Edit/Copy then select Edit/Paste and provide a new name.

WORD:

If you're using graphics in Word and need to do some cropping (cutting off from the edge toward the middle), select the graphic and open the Picture Toolbar. The crop tool icon is to intersecting right angles. Move the pointer to a selection handle and start dragging. The dotted line tells you what part of the graphic you are cutting off. If you don't like the results, click the Reset Picture button on the toolbar to undo it.

POWERPOINT:

When making a presentation, you can manipulate the screen with very few keystrokes:

- Turn the screen black – B
- Back to current slide – B
- Return to next slide – spacebar
- Turn the screen white – W
- Back to current slide – W

If you need to return to the beginning of your presentation during the show – forget the methods that interrupt the flow of your show – simply press and hold both the right and left mouse buttons for about two seconds. PowerPoint will display your first slide.

See the other side and our Web Site for More Software Tips!

Comment [U1]: Changed this to brown from yellow because of printing on laser rather than inkjet 9/17/03

More Software Tips

INTERNET EXPLORER:	
Action	Keystroke
Go to the Address Bar	Alt+D
Add www. before and .com after what you type in the Address bar	Ctrl+Enter
Refresh the current page	F5 or Ctrl+R
Stop downloading a web page	Esc
Show/Hide the search bar	Ctrl+E or F3
Open the Find dialog box	Ctrl+F
Show/Hide the History bar	Ctrl+H
Show/Hide the Favorites bar	Ctrl+I
Toggle full-screen mode on/off	F11
Open the "Open" dialog box	Ctrl+N

EXCEL:

To rearrange columns in your worksheet: Select the column(s) that need to move. Move the mouse to the edge until it changes to a regular pointer arrow, press SHIFT and click and drag the column to the new location. A faint "I" bar will indicate where the column will land when you release the mouse button. Release the mouse and then the SHIFT key and your relocation is completed. (Also works with rows in your worksheet.)

If you're using Find/Replace in Excel and get ahead of yourself by clicking the Find Next button one too many times, try this trick to "back up": hold the SHIFT key when you click Find Next and it becomes Find Last!

You can use the Form Toolbar to create dropdown, option, and check boxes for a data entry form. From here you can also add buttons and scroll bars to your worksheet.

*(See the other side and our
Web Site for More Software Tips!)*

Myths or Facts...?

(Copied from an Article in the August issue of PCWorld Magazine)

Magnets Zap Your Data

For venerable floppies, this statement is fact. Fortunately, most modern storage devices are immune to magnetic fields.

Terrible things happen if you Turn off the machine without using Shut Down

The magazine tested this with Windows XP and had no such results. They offer the option of changing your Power Options rather than needing to shut down quickly. From the Control Panel, open Power Options, click the Advanced tab, and under 'Power buttons', select Hibernate. Now when you push the power button, windows will save itself in its current state. Turn the computer on later, and Windows will pop up, just as you left it, in a lot less time than the system would take to boot.

Turning off the machine daily to save power yields as shorter life.

The debate here is: turning the PC off and on stresses the components / even the best programs and the OS can get cranky without occasional shutdowns. Most lean toward the idea that shutting off does more good than harm – plus it saves power.

Run down your laptop battery or lose battery life.

For bulky nickel cadmium (NiCd) batteries, this is true – discharge (fully run down) the battery every three months.) For Lithium batteries seem to prefer a partial discharge, however it's still recommended that you run them down once every 30 charges or so, just to recalibrate the fuel gauge.

If you don't stop a USB device before unplugging, you'll screw things up.

Well, like most things the true answer to this is 'it depends'. It depends on what the device is doing at the time. Unplugging without stopping a device while it's being written to, is a Big Risk. Unplugging while the device is idle, you're unlikely to experience problems. To stop a USB device, click the Remove Hardware icon in the taskbar/system tray.

Cookies track everything you do on the Internet.

Cookies can perform limited tracking when you're browsing web pages. Some can trace your movements from site to site. Most are used to personalize the web site with your name or previous purchasing activities. If you choose, you can turn off all cookies via Tools/Internet Options/Privacy/Advanced.

Technical Tutoring Schedules

Seminars Every Wednesday			On-Site Training:
Week 1	9-11	Outlook	Weekdays 8-5
Week 2	9-11	QuickBooks	
Week 3	9-11	Access	Evenings as needed
Week 4	9-11	Adv. Office Features	
Week 5	9-11	Burning CDs	Weekends as needed

Call us about other topics or scheduling needs.

**More information available on our web site:
www.TechnicalTutoring.com**