



Tutor Talk

Volume 7 Issue 3

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

Company News

Thanks to everyone who made the past four months exciting for us – new customers, new challenges, and reacquainting ourselves with old friends! Unfortunately, not enough of that activity occurred near Peabody so we closed that office.

Our Upton and Marion offices are bursting with activity and for that we are eternally grateful.

No new 'toys' to report on, just been 'business as usual' for quite a while. However, we are starting to look into offering small sets of instructions via our web site.

The idea is that you would be able to review a list of topics, select one, pay for it, and download it for personal use. Not sure if we can work out all of the necessary details, but we are trying and will keep you posted!

Just a reminder – we review several computer magazines with a variety of articles every month and welcome your questions at any time on things you've tried, need to try, or are just curious about!

With Gratitude For You Always,

**Seema, Holly, &
Jackie**

Have you seen our web site?
www.TechnicalTutoring.com



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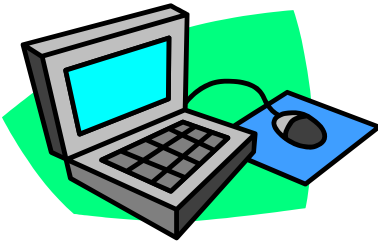
Protecting Your Mobile PC

(From the Microsoft Web Site 2005)

Using a portable PC may provide higher productivity, but it also exposes the machine and data to a higher threat of loss or theft. Here are some ways you can protect your mobile PC and the data on it.

Back Up Your Data

Different versions of Windows have different instructions, but all have some method for you to make a back up of your data. Even without a wizard from Windows, just moving your most important files to diskette, CD, or other removable media is a step in the right direction!



To start the Back Up Wizard In Windows XP:

Start / All Programs / Accessories / System Tools / Backup

Back up files and settings / Next

Specify what you want to back up and then click Next.

Identify where to store your back up (removable media preferred) and then click Next.

Click Finish to begin the automated back up process.

Encrypt Your Data

Encryption is the transcription of data from an intelligible format to an unintelligible, but decryptable format. When encrypted, stolen data on a mobile PC is less valuable. Windows XP includes some tools for encryption, assuming your machine is set up in a particular manner. Be sure to discuss this with anyone who is assisting with the installation of Windows XP.

Use an Anti-Theft Device

A security cable or lock, with or without an alarm, attaching your mobile PC to a stationary object is an easy and cost effective way to secure your PC. There is usually a security slot in the side or back of the PC Case. Some even secure their machine to their desk when leaving their office for a meeting.

Get Insurance

Your insurance policy may not cover mobile PC damage or loss. There are now companies specializing in computer insurance. Whether your current company does or not, if you travel frequently with your PC, it's certainly worth a phone call to clarify what's already covered and what other options are available!

Spring Cleaning – Don't Forget the PC!

Cleaning is a part of life. You might be surprised to find out what a difference can be made by cleaning your PC – both what you can see and what you can't!

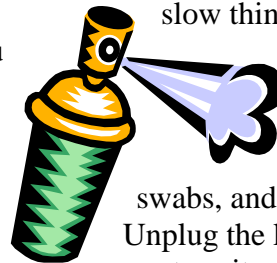
Before cleaning up what you can't see – all that clutter on the hard drive – scan the system for viruses, spyware and other nonsense. Then remove the Windows components and applications you don't need. Finally, make sure you have the tools and settings in place to keep your PC as clean as possible.

Eliminate Pests – start at the Windows Update website to make sure you have the latest patches for your version of the Operating System (OS). Check your antivirus and antispyware utilities for updates and then run a complete check of your system with each tool. Once all scans are clean, disconnect from the Internet and any network and shut down each of the utilities' auto protect features. This makes it easier to spot the CPU-cycle robbers on your system.

Zap Unwanted Programs – On the Control Panel, choose Add/Remove Programs. Review the list of programs and use the button provided to remove any that you don't recognize and haven't been used in your determined period of time. Depending on your version of Windows, you can also remove Windows components that you don't use. Look for an option or Tab for Windows Components and explore the details of what is or is not currently loaded.

Whip Disks Into Shape – free space on your hard drive is important for good Windows performance. Changing the amount of space reserved for your recycle bin and/or restore points is one option to regain free space. Right clicking on My Computer and choosing Properties and then Disk Cleanup will present you with a list of file types that can be deleted.

All of this being good, there is still that dirt that you can see to deal with. Dust and dirt inside your keyboard and mouse can slow things down as well.



To clean your keyboard you'll need compressed air, a bottle of isopropyl alcohol, cotton swabs, and two clean, soft cotton cloths. Unplug the keyboard and take it where you can turn it upside down to shake out the dirt. Turn it vertical and spray the compressed air between the keys. Repeat the shake and spray routine until there is no more junk under those keys. Use the alcohol and swabs to clean between the keys and the cloths with alcohol to clean the top of the keyboard.

Clean the roller on your mouse by unplugging it and turning it upside down. The roller ball shows through a hole in a little plastic disk. Turn the disk in the direction indicated by the arrows, remove the disk and take out the roller ball. Use the compressed air to loosen the gunk and pull it off with your fingers or tweezers. Reassemble for cleaner computing!

Software Tips

OFFICE

- In versions 2000 and higher, a new button appears on your task bar for each open workbook. To change this, open Tools / Options and navigate to the View tab. Uncheck the box labeled “Windows in Taskbar” and click OK.

EXCEL

- If you’ve entered a hyperlink into a cell and now need to edit it rather than activate it, hold the mouse button down a little longer than usual so that the pointer changes from the hand to the traditional pointer.

POWERPOINT

- Quickly access your Master Slide views by holding down SHIFT as you click the Slide View Button

WORD

- Pressing control and the spacebar turns off all formatting features.
- Use Format Painter without the mouse: Ctrl-Shift-C to copy the formatting and Ctrl-Shift-V to paste the formatting.

OUTLOOK

- To change the colors of completed or overdue tasks in Outlook, choose Tools / Options and click the Task Options button. Click the drop down at the right of the Overdue Tasks box or the Completed Tasks box. A list of colors will appear – choose your favorite and click OK.

ACCESS

- Need to show the record number on a form without the standard record navigation buttons? Add an unbound text box (preferably in the form footer) and set the ControlSource property to “=[CurrentRecord]” (no quotes). Label the box accordingly for your application.

WINDOWS

- You can turn off the auto run feature for a CD or DVD drive in Control Panel. Select the system icon, click the device tab and pen the CD or DVD drive. Right click the name of the drive you want to alter and select Properties. Click the settings tab and uncheck the Auto Insert Notification.

See our web site for additional software tips:
www.TechnicalTutoring.com

Picking A Monitor

Monitors are not all the same anymore. Here are some tips from PC World about buying the “Perfect Monitor”

Get Inputs that Speak to your PC:

If your graphics adapter has a DVI port, buy a monitor that accepts DVI input. A digital (DVI) connection often gives a sharper image than an analog (VGA) one does.

Look for a Limber Model: Buy a height-adjustable monitor and save your dictionary for reading. A screen that rotates is easier to share with others and one that pivots from landscape to portrait can save you from scrolling.

Go for the Big One: Bigger screens mean higher resolutions and handsomer images. A 17” wide-screen has less screen real estate than a standard 17”; so get a size larger wide screen.

Consider Response Time: A faster response time means smoother movements in video and during scrolling. 16ms is comfortable for most; 25 ms will suffice for word processing; gamers will want 12ms.

Check the Pixel Policy: A single dead pixel can ruin the screen, but some vendors limit the conditions for returns. Find out what returns the manufacturer and reseller will honor.

Resolutions

I’m not really big on ‘New Year’s Resolutions’, but rather on on-going self-improvement. As I rely more and more on my computer for everything in my life, I came across this little promise in one of my computer magazines and thought it appropriate for the beginning of the year:

I promise to:

Keep my antivirus software current and updated

Run a full-system virus scan once a week

Use a firewall

Not waste money on utilities that promise the impossible

Back up, back up, and then back up again. Never forward email that asks me to forward it to others.

Never open a file attachment unless I’m expecting it- and, even then, I will check it for viruses first.

Remove programs from my computer that I don’t use

Run Disk Cleanup and Disk Defrag at least once a month

Embrace the philosophy “If it ain’t broke, don’t fix it,” and stop tweaking my system when it’s running well.

That should make for a productive digital year – if only I can stick to it!



Note Cards & Invitations



Have a Spring Event this year? We'd be happy to help design and print a very special invitation or note card to commemorate the event. Mother's Day, Father's Day, and Graduation are more special with a personalized invitation or thank you note. We can include photographs or other personalized graphics and a proof is always provided before the order is printed!

