

Tutor Talk

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**Technical Tutoring brings you this newsletter three times a year
in appreciation of your business and support**

Company News

So, summer has come and gone. This morning the heat was on although they predict a summer weekend here in New England.

I neglected to mention last issue that I was now also mailing to our eBay purchasers. Welcome to each of you and thanks for shopping our online store for textbooks!

There were so many great, short, tip-type articles to paraphrase this issue that for the first time in all our issues, there is no Software Tips section! I'll be sure to bring that back next issue.

Other things not included here are mentions of upcoming Microsoft program releases (Windows and Office). They are due in 2012, but there just wasn't enough room.

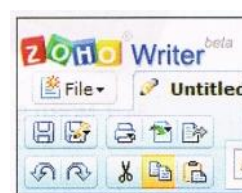
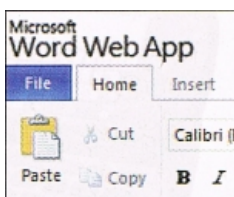
Switching from Office 2003 to either 2007 or 2010 has been a big training topic this summer. I've personally used Office 2007 and now, 2010, much more and adjusted to the new look and feel of the Ribbon. Now the next move is to The Cloud, so I have included a great deal in here about Cloud Applications. Hope you enjoy it!

Thank you for being a customer or supporter of Technical Tutoring!

Seema & Holly



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Cloud-Based Office Suites

Most of us have used Office Suites for many years – or at least parts of them. Now there is a move to use the same types of software, but to use them from the ‘Cloud’ rather than stored locally on your machine.

If you are interested in using Cloud-Based Office programs and storing your files on-line, you now have three options: Microsoft’s Office 365, Google Apps, and Zoho Docs.

Here is a comparison from PCWorld, October 2011:

	Layout	Features	Spread sheets	Files & Storage	Compatibility	Price
Office 365	Familiar if you’re using MS Office	More diverse selection of fonts and formatting styles.	None delivers the power and flexibility that gurus need; but all are sufficient for basic purposes while lacking many advanced features.	2GB (additional available for purchase) and 25GB for email	May not be able to insert or edit advanced formatting features, but you can view them.	Comparable option: \$6 per user per month (many other options also)
Google Apps	Austere (older Office menu style)	Limited in what it allows you to do with regards to formatting & functionality		1 GB, with up to 25GB for email	Many features end up being reformatted in Google terms	\$5 per user per month or \$50 per user per year
Zoho Docs	Similar to Office Ribbon	Drop down menus for common formatting options		1 GB (additional for purchase) Email space is a separate 10 or 15 GB	Can export files in the XML-based formats of Office 2007/2010	Two pricing plans: \$3 or \$5 per month per user; email is separate at \$2.50 or \$3.50 per user per month.

...Continued from Page 2:

All offer word processing, spreadsheets, and presentation tools. All have an email client, online file storage, real-time sharing and collaboration, and some cross-platform availability. That doesn't mean they are equal in features and flexibility to Microsoft Office or LibreOffice (open-source).

Of course, while the prices look intriguing, you need to remember that these are recurring costs, not the static cost of a purchase at the store. The \$252 per user per year for Office 365 is a bargain for one year. More than \$500 for two years, is no savings over the retail price of \$410.

So, consider not only the cost, but also how long you will use the cloud version, and what features you are giving up before making the big decision to move your Office Suite!

Additional highlighted comments in this article were:

MICROSOFT'S OFFICE 365 is the best choice if you want a familiar environment and desktop-Office compatibility.

AT \$50 PER user per year, Google Apps is a great value, offering features suitable for small and medium-size businesses.

ZOHO DOCS boasts flexible sharing features, allowing colleagues to sign in via Zoho, FaceBook, Google, or Yahoo

Before Going to the Cloud...

Three reasons to keep at least some of your computing off The Cloud...

1. The Cloud doesn't always save money – there's still a monthly fee, your technology may still be fine for most of your needs.
2. Moving to the cloud takes your data out of your hands – the only real way to know how secure your data is and where it lives is to keep it on-site.
3. When the Internet is down, so is a cloud-dependent business – moving essential operations online makes connectivity critical.

Owner's Comment:

And, if you're thinking the Cloud simply to move away from Microsoft, take a look at the open source suite now called LibreOffice.

I have read several articles lately by non-power users of both word processing and spreadsheet tools who feel this is a very legitimate option for the basic office software we have come to rely upon. I hope to try it out before the holidays are upon us.

What to do After a Data Breach

Unfortunately, data breaches are much more common than any of us would like to believe. If you fear you have been victimized, here are some steps you can take to reduce the potential for damage:

1. Change your passwords – not just on a particular site that was hacked, but anywhere that you use the same password.
2. Watch for phishing attempts and malicious email – don't open attachments you weren't expecting – even from people you know, and don't click links in messages.
3. Look for suspicious US Mail – Keep your guard up. Be wary of anything you receive that asks for money or personal information. Don't hesitate to call the sender at a publicly listed phone number (not the one in the suspicious letter), and ask questions.
4. Watch your financial statements – always keep an eye on your bank balance and credit card statements. Question any unfamiliar charges. Sign up for email alerts when someone else uses your credit card.
5. Put a fraud alert on your credit report – this tells the major credit agencies that your identify may have been stolen and they should be on guard for anything suspicious. It lasts 90 days.
6. Check your credit report each year – as a US citizen, you are entitled to one free credit report per year from each of the three major credit-reporting agencies. To get started, visit AnnualCreditReport.com and mark your calendar to return in one year!



Build Better Passwords

Some sites now help you rate your password by giving you a status on its strength. Here is a method proposed by Alex Wawro in PCWorld, July 2011 for creating strong passwords:

1. Create a password “base” with a mix of uppercase and lowercase letters, numbers and maybe a symbol or two – just choose a phrase that is easy to remember. (chicken adobo, for our example)
Make sure your passphrase is at least eight characters and avoid obviously memorable topics.
Avoid a single word.
2. Combine your phrase into a single string of characters (chickenadobo)
3. Sprinkle in a few obvious capital letters (ChickenAdobo).
4. Pepper your passphrase with a few random characters (Ch!cken@dob0)
5. Use variants to unlock accounts on any website. For instance:

Use the first and fourth letter of the website's domain name in the middle of the passphrase. For FaceBook.com this changes our example to

Ch!ckenFe@dob0 but to
Ch!ckenAu@dob0 for
About.me



Windows Firewall On or Off?

When installing software, you may be reminded to turn off your firewall. While a firewall is important to have on, there are times when it makes things faster to have it turned off. Most third party firewalls will give you notices in your system tray as to their status, but not the Windows Firewall.

To detect the status of the Windows Firewall, follow these steps:

1. Check the System Tray (bottom right corner of the screen) for a red shield icon. If there, click it to determine if it indicates that your PC's firewall is off.
2. Open the Windows Security Center by clicking on Start, choosing Control Panel, choose Security Center. Look for the area to manage settings for the Windows Firewall. A green light indicates that the firewall is on; a red light that it is not connected.

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Creating a Restore Point

Another question sometimes asked when installing new software is if you want to create a 'Restore Point'. A Restore Point allows you to save a version of your system. Creating one before you install new software allows you to revert Windows and your applications to what they were at that time without affecting your documents and data.

Here is how to create a Restore Point when you need one:

Windows XP:

- Start
- All Programs
- Accessories
- System Tools
- System Restore
- Choose **Create a Restore Point**
- Next
- Follow the prompts.

Windows Vista:

- Start
- Click Right mouse button on Computer
- Choose Properties
- Choose System Protection in the left pane
- Create
- Follow the prompts.

Windows 7:

- Start
- Type in Restore
- Choose **Create a Restore Point**
- Click Create

Styles

Style is a term that refers to all the formatting of a particular set of characters. Microsoft Word, Excel, and PowerPoint all have built-in styles and have had them for years.

Styles can be a quick way to change many aspects of a characters formatting or to ensure the same formatting is used in several places within your document.

One of the built-in styles is always referred to as 'Normal'.

If you don't like the NORMAL style in Microsoft Word – change it!

- Create a block of text using the style that you wish to appear as 'Normal'
- Set the font, size, paragraph styling, line spacing, indentation, and alignment
- Select some of the finished text
- Click the right mouse button
- Choose STYLES
- Choose ***Update Normal To Match Selection***

To make this style permanent for new documents:

- Select some of the finished text
- Home Ribbon – click Change Styles
- Choose Set as Default

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

Your Wireless Network

This is the answer to the question, 'How can I tell whether there are any unauthorized users on my wireless network?'

1. Set up your router to use WPA or WPA02 security
2. Create a strong password to share on every computer, smartphone, Blu-ray player, and other Wi-Fi-equipped device in your home, including visitors' equipment
3. In your router's configuration program – probably in a menu called 'Wireless' or 'Status' – is a list of current wireless clients. If the list seems too long, try to see what in your home is connected. (Each device will have a unique MAC address.) You can find the MAC address of each device, though how to do that depends on the device.
4. To see past exposure to freeloaders, look for a log in your router's configuration program.
5. To limit the network to family, look for a tool for blocking undesirable MAC addresses. (This also means blocking out your visitors' equipment.)

Desktop Software

(PCWorld October 2011)

So, everyone is talking about ‘cloud computing’, that does not mean you no longer need (or want) software that is installed on your own machine. Here are six reasons why local software is still important:

1. **Access** – sometimes you won’t be on-line! (Remember our recent natural disasters – no power, no phone, etc.?)
2. **Self-determination** – the ability to control the things you want to control within the software.
3. **Trust** – Web apps learn a lot about you. You may trust them, but what happens when they go out or business or are acquired?
4. **Versatility** – most cloud apps do not have the functionality or flexibility of their local counterparts.
5. **Suitability to the task** – if the software needs to access your operating system, allowing web software to do that would create a disaster waiting to happen scenario.
6. **Speed** – real-time performance is still best with local software.

Getting Started with Google+

(PCWorld October 2011)

Google’s new social network is attracting people away from FaceBook. Here are some tips if you are looking to get started:

1. **Tweak your email notification options** – go to Google Account options and uncheck what you don’t want to get
2. **Change your profile’s field-sharing settings** – open your Google Account Profile and privacy settings, choose Edit visibility on profile, check the fields and determine how public you want to make them.
3. **Disable resharing** – to disable resharing of a post, click the arrow in the upper-right corner of the post and then click *Disable resharing*.
4. **Check you Incoming feed** – Google_ allows people to share things with you even if you are not following them so check routinely to see if you are missing out on something interesting from someone you don’t know.
5. **Use the ‘Your circles’ option while sharing** – the circles system lets you set barriers between the groups you want to share with.
6. **Start some Sparks** – search for interesting stuff to share on particular topics in the Sparks section (side menu of the main page)
7. **Click through profile pictures** – cycle through other people’s profile pictures by clicking on them.
8. **Add some basic formatting** - use keystrokes to add basic text styles to some of your text. Paired asterisks (*text*) make bold font; paired underscores (_text_) makes italics; paired dashes (-text-) makes strikethroughs.

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