

Do More With Your Computer

Issue No. 1

A Newsletter Especially for Home, Small Business and Professional Computer Users

PC Tutor

Computer Tips and Tricks for Your Family and Business Life

WELCOME TO YOUR FIRST ISSUE OF "DO MORE WITH YOUR COMPUTER"

This newsletter was created to help everyone in our community learn all they can about computers.

PC Tutor, your neighborhood computer repair and training center offers this publication free of charge. We have assembled tips and tricks to help you use computers more effectively in your family and professional life.

We're right around the corner and hope you stop by sometime soon. Happy computing!

PC TUTOR LIST OF FAVORITE FREE SOFTWARE

There is good software out there and it's free. The software programs listed below are a few of our favorite freebies. We provide you with the name, category, description and website address for downloading. Be sure you use the website addresses that are listed to ensure you get the safest copies of the programs. They all have Windows compatible versions. Enjoy!

Software Name	Category	Description	Website
Open Office	Office Suite	This software package rivals Microsoft Office Suite and it's free. Included are a word processor, spreadsheet program, presentation package and more. The programs use file formats compatible with Word, Excel and PowerPoint so you can open and save in these formats.	www.openoffice.org
Spybot Search and Destroy	Virus Protection	This "free" program often catches more viruses than the big guys. Has advanced features which are pretty good, too.	www.spybot.org
pdfCreator	PDF file generator	pdfCreator allows you to easily make your own pdf files. You choose the generator from the PRINT dialog box of your word processing program. Instead of printing a file, it creates a pdf file. Very easy to use.	www.pdfforge.org
7-Zip	Zip file extractor/creator	Need a file unzipper? Following in the tradition of the original zip/unzip programs 7-Zip is free. Why pay for WinZip when this handy program does the job?	www.7-zip.org

HOW TO PROTECT YOUR COMPUTER

*by Sharon Jeter
President, PC Tutor*

Every day at PC Tutor I see the effects that viruses and other malicious programs have on our customers' computers. They ask us, how did it happen? What can be done to stop it? The following are my best tips for protecting your system.

1. WINDOWS UPDATES

First on the list is to make sure your computer has the latest updates from

the Microsoft website, www.windowsupdate.com. The operating system (OS) is the software that allows the various programs and devices to work on your computer. Without it there is no computing. Windows 98, Windows XP and Windows Vista are all operating systems. The Microsoft windows update site was established to fix any bugs in the OS that might cause you problems. Another fact of life is the hackers who deliberately attack and find holes in the OS. Once Microsoft

becomes aware of these vulnerabilities they place solutions to fix the holes on the website. We've included an article in this issue of our newsletter that explains how to use the site and get your windows updates.

2. DO NOT USE AN OUT-OF-SUBSCRIPTION ANTI-VIRUS PROGRAM

An anti-virus program that is near the end of its subscription date should either be renewed or uninstalled from your computer. I've talked with many people who

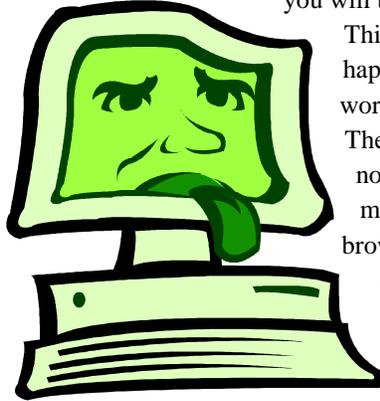
explained that their computers worked fine, but took a turn for the worse when they failed to renew their subscription. If you decide to uninstall, be sure you delete any files that have been quarantined first. This precaution is given so that any viruses that might reside in the quarantine are not unleashed on your machine at the time of un-

3. USE ONLY ONE ANTI-VIRUS PROGRAM AT A TIME.

I know it may seem like using two virus programs would provide twice the power, but two rival programs are liable to cause conflicts with each other. There is also the possibility that any problems will extend to your operating system.

4. DOWNLOAD FREE SOFTWARE WITH CAUTION

The old adage, "You get what you pay for," extends to computing. There are many free, legitimate programs that can be safely used on your computer (see our favorite picks on page 1). Whatever you download, however, be very, very careful because program downloading can allow malicious programs to gain control of your system. You may want to stay away from free games and music downloads as I often see these programs cause people problems. I don't know if they do so maliciously, or if they are just badly written and don't work well with the operating system. In any case, a bad program can disable your computer.



5. LOOK OUT FOR THIS VIRUS TRICK

If a pop-up announces that it has discovered a virus on your computer and offers to "fix" it, you are in all likelihood about to be infected. The pop-up is very clever. If you press the option to scan, or you press the option to close or any other option you will become infected.

This has actually happened to me while working on the Internet. The solution is to press nothing but to use task manager to stop your browser. Task manager can be accessed by hitting CTRL-ALT-DELETE. If nothing seems to

work you can take the drastic measure of powering off your system.

6. BE WARY OF ADULT WEBSITES

Not sure why but adult websites are notorious for being places that badly infect computer systems. You have been warned.

A Word About Children. Unfortunately, websites for children are often targets of malicious downloading. It is not your child's fault. These programs attach themselves to your computer in the background, without your child's knowledge. Be sure to keep your anti-virus program up to date. Setup your child with less than administrative rights if you wish to limit their downloading capabilities. Parental control software can also help. Windows Vista Home Edition has an excellent parental control feature.

DON'T LET YOUR COMPUTER JUST SIT THERE



The man of the house needs his computer to keep on top of the important issues and to help him with his business. The woman of the house needs her computer to help her organize at home and work, and to make the best deals. The children need the computer for school work and to nourish their busy minds.

Don't let your computer just sit.

Let us fix it!

PC Tutor will help get your computer back on track and at a price way better than those chain store repair techs. Call us today at 313-362-2898. We're right around the corner.

PC Tutor

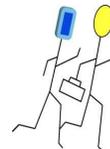
19427 W. McNichols - Detroit
Between Outer Drive and Evergreen
313-362-2898



Need Help with Your Computer Now?

CALL 313-362-2898

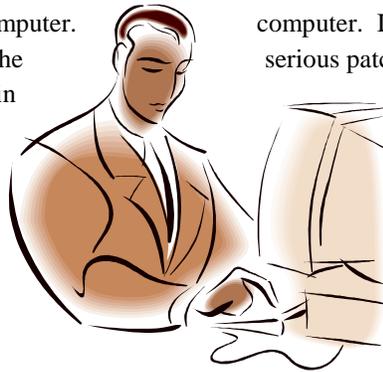
TO GET ONLINE HELP



HOW TO USE THE WINDOWS UPDATE WEBSITE

Microsoft has a website that specifically updates its various versions of operating systems (OS). Even people with operating systems that Microsoft no longer supports may find updates to their versions on the site. The company started the site when it found that its earliest versions often had flaws (also called bugs) that caused problems for computer users. It was a place where users could go, download a fix for a detected problem and make it better.

Today, the website is an essential part of the health of your computer. Now we not only have flaws in the OS, but we have people who make it their business to deliberately exploit those flaws. These people are known as hackers, and they can wreak havoc on the computing community. If you do not get a fix for a bug that a hacker has discovered, you may lose control of your computer. It is the reason computer users must access the Windows Update site as a matter of routine in order to protect their machines.



The windows update website is at:

www.windowsupdate.com

Type the web address in your browser. It is very easy to use. Once you visit the site Microsoft computers will automatically check your system. When done, you will be given the opportunity to look at the updates or choose to download and install the updates. The updates, again, will automatically perform the task when you make your choice.

It is not usually sufficient to visit the site one time. The procedure is to visit the site again and again until you are told that there are zero critical updates needed for your computer. It is the critical updates that have the most serious patches to your operating system. You can also set your system to automatically update. Do this by going to the control panel/system icon. Choose the Automatic Update tab to change the setting.

KNOW ALL YOU CAN ABOUT YOUR COMPUTER

As our name implies, PC Tutor specializes in offering private computer training to individuals, families and friends. Most of our private computer training selections are 5 sessions in length—each session is 1.5 hours.

You set up the training with your instructor according to your schedule. You can arrange your sessions once a week for 5 weeks (recommended, twice a week for 2½ weeks, or any other arrangement you prefer. You set the class size, which can be “one-on-one” or you can take a course with a friend—whatever you decide.

Choose your class from the subjects on the next page or tell us your interests and we’ll customize a class just for you. Also, call us to find out about our private computer training classes for your children.



The time to learn is now!!

PC Tutor - Most Popular Computer Classes

Course	Number of Sessions	Days & Times	Class Fee
<u>Personal PowerPoint Coach</u> – We coach and guide you to creating eye-catching professional PowerPoint Presentations that enhance your sales and other goals. You will learn how to format pictures, add backgrounds, sounds, transitions, and more. We personally coach you as you practice how to run your slide shows from a projector or stand-alone computer.	5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule	\$159 **
<u>Exclusive Training Sessions for the Business Professional</u> – We guide you to the computer applications and techniques that will help you in your career or business. Learn word processing and spreadsheet subjects that will actually help you improve your business. Get introduced to web page development and on the path to creating your own website. In the process, quickly build your confidence and skill levels in a ‘safe’ environment where mistakes are just stepping-stones to competency. This training is the perfect starting point for improving your professional life with technology.	5		\$159
<u>Exclusive Training Sessions for the Business Professional</u> – We guide you to the computer applications and techniques that will help you in your career or business. Learn word processing and spreadsheet subjects that will actually help you improve your business.	5		\$159
<u>Private Web Pages for the Business Professional</u> – You may already have a website and want to know more or would like to learn how to produce your own site. These private training sessions will teach you the basics of HTML, and you will learn what you need to publish your own site on the Internet.	5		\$159
<u>Personalized Word Processing I</u> – This course teaches you the fundamental skills to use your choice of MS Word 2000, 2003 or 2007 on a daily basis in your home or workplace. Topics include: how to create and insert text in a Word document; format text in a document; send and save files in Word; and manage and organize documents.	5		\$159 **
<u>Personalized Word Processing II</u> – You tackle intermediate subjects in your choice of MS Word 2000, 2003 or 2007 in this course. You will learn how to work with styles and graphics, merge documents, share Word document information with other programs, and use Word to create a Web site.	5		\$159 **
<u>Personalized Spreadsheets I</u> – You learn the basics of spreadsheets using your choice of MS Excel 2000, 2003 or 2007. Subjects include: building and editing spreadsheets; formatting a spreadsheet; working with charts; working with formulas and functions.	5		\$159 **
<u>Personalized Spreadsheets II</u> – This intermediate course covers subjects including: freezing columns and rows; inserting and deleting sheets; referencing worksheet data; hiding and protecting worksheet areas; controlling page breaks and page numbering. Your choice of MS Excel 2000, 2003 or 2007.	5		\$159 **
<u>Windows Vista</u> – Want to narrow the learning curve? – Then signup for this introduction to Microsoft’s new Windows Vista operating system. We will explain the differences and provide you with tips and tricks to help you stay ahead of the pack.	5		\$159 **
<u>Computer Applications One on One</u> – Whatever your skill level, this course will improve your ability to handle computer technology more effectively and with confidence. You become the center of training, so if you feel comfortable with word processing but need help with Internet research techniques, we will show you how. If you have never touched a computer, you will appreciate our personal approach. We will teach you what you need to know.	5		\$159
<u>Web Pages for Me</u> – You may already have a website but don’t know how to add to it or make changes. Or maybe you would like to learn how to produce your own site. These private training sessions will teach you the basics of HTML, the main publishing language of the Internet. Create pictures, tables, frames, hyperlinks, etc., and learn what you need to publish your own site to the Internet.	5	\$159	
<u>Quick Lesson</u> – It could be that you have a presentation to make and need to know how to use the graph function of your spreadsheet program. Maybe you would like to understand the query function in Microsoft Access for an upcoming project. These are one lesson subjects that until now would require you to take a full course to learn. For this reason PC Tutor is offering the “Quick Lesson.” You pick the subject and we will design a 1½ hour class session to teach you what you need to know, right now.	1	\$55	
<u>Typing I & II</u> – Start with Typing I if you want to learn the computer keyboard. Move on to Typing II which is a skill building class to increase accuracy and speed.	10 – Typ I 10 – Typ II	\$209 \$209	

** Additional Textbook Charge for This Class