# Do More With Your Computer

**PC Tutor**                          Computer Tips and Tricks for Your Family and Business Life

## WELCOME TO YOUR SECOND ISSUE OF "DO MORE WITH YOUR COMPUTER"

*This newsletter was created to help everyone in our community to 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!**

## SPOTLIGHT ON FREE STUFF - EBOOKS

If you are an avid reader or just want to find a book on a subject of interest, eBooks may be the answer for you. An eBook is the electronic equivalent of a printed book. The books can be read using a free reader program on your computer. You can purchase eBooks but many of them are also available free over the Internet. Following is a brief description of just one of the many websites that gives you access to free eBooks.

THE UNIVERSITY OF VIRGINIA LIBRARY'S ETEXT CENTER is one site which provides eBooks free of charge. The eBook web address is http://etext.lib.virginia.edu/ebooks/. The site claims it has, "**Over 2,100 publicly-available eBooks** . . . including classic British and American fiction, major authors, children's literature, American history, Shakespeare, African-American documents, the Bible, and much more. "

The site also provides a link so you can download *Microsoft Reader*, Microsoft Corporation's free eBook reader. The reader allows you to download and keep eBooks on your computer for ease of use.

*Note: We'd like to hear about your favorite free sites and possibly spotlight them here in our newsletter. Drop us a line via email at sjeter@pctutorDetroit.com and tell us all about it.*

## COMPUTER ALERT
**PROTECT YOUR INVESTMENT – PROTECT YOUR PRODUCT KEY**

*by Sharon Jeter
President, PC Tutor*

Your computer cannot run without an operating system (OS). A large part of your initial computer investment, although usually included in the price, is the OS. Windows XP is probably the most used operating system right now but there are many users with Windows 98 and the new OS, Windows Vista. This article hopes to alert you to several facts that will ultimately help you protect your computer investment.

When you purchase an operating system via CD or DVD you are given a product key. Not many of us purchase the OS this way, however. We buy the computer and are given the OS, and the product key is usually affixed to your computer system unit case. The illustration below shows the back of a laptop with the product key affixed. Computer users can go years and years without even being aware of the product key, until trouble arrives.

### Cont'd

What we have been seeing at PC Tutor with alarming rate is that the product key is either removed from the computer or it is fading and can be barely read, if at all. It also seems that the newer computers are being made with very flimsy product key stickers. I have seen several on the brink of fading. Recently, a laptop had a sticker that was so badly worn that one of the numbers was completely faded. This machine was barely one-year old. We needed the key to reinstall the OS. Lucky for the client only one number was missing. We were able to guess the errant digit on the 3$^{rd}$ try (there were 36 possibilities) and proceeded to complete the job.

A missing or badly faded product key sticker can become a big problem for the client without a record of it. The computer technician can do nothing with such a machine unless it is found. An OS that malfunctions because of a virus or other problem will need the product key to recover. Without that key the owner will likely have to repurchase the OS, a very expensive alternative.

In order to protect your investment be sure you protect your product key. The best way to do this is to leave the sticker attached to the computer case and cover it with a heavy grade of clear tape. As an extra precaution, write the product key down and put it with your important papers. Spending time protecting your product key now could save you big headaches and money later.

### YOU TUBE

One of my favorite websites is You Tube, but not for the reason that most people use it. I like You Tube because I can learn all sorts of things from it. I am a hands-on, do it yourself kind of person which makes You Tube perfect for me. Anytime I want know how to do something I search its video library to see if there is a how-to video. Not too long ago I needed to re-familiarize myself with the art of soldering. I thought --- You Tube! I located not just one video but several videos that showed exactly what I needed to do. I was able to emulate what I had seen and completed the task expertly.

I use You Tube for another reason, as well. I put my own videos on the service. Videos take up a tremendous amount of disk space. You Tube allows me to load my video files without taking up precious space on my computer. As long as the video remains below a certain size level and only lasts a certain amount of time, they are good to go on You Tube. Also, if I wish to, I can share the videos with others.

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### INFORMATION TIDBIT

DSL and cable users don't forget your user id and password. You may need it if your computer or DSL needs repair or adjustment. One customer couldn't remember his (and forgot the answer to his secret question) and had to spend days trying to get the phone company to help him get DSL back in order.

*If your computer needs repair, bring it to PC Tutor and we will diagnose it for FREE. We'll check it out and tell you what it will cost <u>before</u> you decide to get it fixed*

# Virus Corner – Setting Up a Restore Point May Save Your System

*Advice for Windows Operating System Users Win 98 and later*

Have you had that sinking feeling when you know you just picked up a virus from the Internet? Things slow down, you are bombarded with pop-up warnings and you know you've been hit. Not a good situation, but you may be able to recover, if you're lucky and you act quickly.

The path to recovery is the System Restore point. According to Microsoft, System Restore "…helps you restore your computer's system files to an earlier point in time. It's a way to undo system changes to your computer without affecting your personal files, such as e-mail, documents, or photos."

Now you may be saying to yourself, "I've never used system restore." If you haven't, and you're in a bind, you still may be able to use it. That's because periodically when changes are made to your system, restore points are automatically created. There may be several available to you even if you have never set one yourself. Click the START button, ACCESSORIES, SYSTEM TOOLS to access system restore. Follow the prompts to restore your computer "to an earler time." That time should be a date before you started

experiencing problems. If you have any questions, or need assistance call PC Tutor at 313-362-2898 and we'll be glad to help you.

But wait! Luck has a lot to do with your success. You see, some viruses are so insidious they will prevent you from accessing the restore point. They will change your system registry so you cannot access it. This is likely to happen if you didn't act quickly once the virus was discovered. The virus has had time to attack your operating system and make nasty changes. If this happens you have to try other means to rid yourself of the virus. (We're happy to help you get rid of viruses at PC Tutor).

For those of you who do not have a virus yet, <u>now</u> is the time to setup a restore point to head off trouble in the future. Do this even if you have a good virus program as they can fail, too. Click the START button, ACCESSORIES, SYSTEM TOOLS to access system restore. Follow the prompts to "create" a restore point. If you have any questions, call PC Tutor at 313-362-2898 and we'll be glad to help you.

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## The Time to Learn is Now!

*As President Obama has said, times are tough but "we can reinvent ourselves." We at PC Tutor believe that the computer can help you in the reinvention. Come improve your skills or learn new ones, so you'll be ready for the jobs of our future! Choose your computer class from the subjects on the next page or tell us your interests and we'll customize a class just for you.*

*Call us today at 313-362-2898*

# 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 2007in 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 | 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>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<br>10 – Typ II | | $209<br>$209 |

** Additional Textbook Charge for This Class