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# The Spy Who Came In Is So Bold

Looking for a new year's resolution? Why not take added precautions against the sources that can potentially corrupt your computer system. There are more cyber spies running rampant in home computers than the total number of undercover emissaries around the globe.

If you're wondering how these "spies" get into your PC, the methods are insidious and varied. Some arrive from downloading free software, while some turn up when you respond to that free digital camera you supposedly just won. Others could be piggybacked to your system by what is called "drive-by download attacks", which can occur by just visiting a site. This can happen by simply misspelling a web address. Just

the change of a single letter can take you to an unwanted site— sometimes set up purposely, just to embed spyware. Here are some scams of which you should be aware.

Phishing is typically done by means of bogus e-mails sent in hopes of scaring, enticing, or just tricking the naive into giving up personal information at fake websites that resemble legitimate financial institutions or government agencies.

Pharming is done via legitimate websites that are hit with malicious computer code that can steer visitors to look-a-like sites where data can be harvested.

Keystroke Logging is accomplished through planted software that records everything a

user types and then passes it back to an identify thief.

Screen Scrapers snatch and send images of what's on your screen.

These "spies" are attached on the sly in order to scrutinize your surfing habits. Once they are imbedded in your system they're responsible for sending you travel ads if it catches you at Travelocity.com for example, or for sending you gambling pop-ups because you googled Nevada or the Jersey Shore.

Looking for help? Do a search for "Spyware Detectors" and you'll find plenty of removal programs. These downloads are often free, and can identify and remove spyware from your hard drive.

# Double Pane Window

Internet

Normally on the Internet, a new page replaces the old one when you select a link. However, there are times when you may want to display two separate windows. Perhaps you're filling out an on-line form where some of the desired information is displayed on the previous screen, or let's say you want to see the announcements for the

High School and the Middle School side-by-side. To achieve this double pane window affect, hold down the Shift key as you click the link to obtain the additional window, such as was accomplished for my seeing the announcements for both the buildings. You can also right-click the link and select Open in New Window from the menu.



## Budget Time Is Near

If you need assistance in getting started with the upcoming budget, using Excel, or to help when you get to its final preparation, send me an e-mail and we'll make some arrangements.

## TECH DEF

SPIM— the instant messaging version of spam.

### Slow Menus ?

If you find that your menus react slowly, you may want to give them a bit of a boost. Right-click a blank part of your desktop and choose Properties – Effects. Now uncheck the Use transition

effects for menus and tooltips which is the first option.

## PowerPoint - HEADERS AND/OR FOOTERS ON NOTES AND HANDOUTS

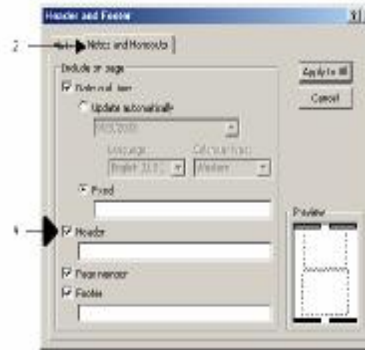
Here's how:

Click View, Header and Footer

When the Header and Footer dialog box is displayed, click the Notes and Handouts tab.

Click Date and Time to access the date and/or time options, which may be used to insert the date into the header of each note page and handout.

Click the Header check box to access the header text box.



This option allows you to add a line of text at the top of each note page and handout.

By clicking the Footer check box you'll access the footer text box. This option allows you to add a line of text at the bottom of each note page and handout.

Click the Apply to All button to apply header and footer formatting to all slides in the current presentation.

OR

Click the Cancel button to return to the presentation without inserting any header or footer formatting to the slides.

## OTW—Money Money Money Money



Earning

Saving

Spending

Tracking

Investing

Owing

I'm convinced that children today have no concept as to the value of money. A web site called The Mint may just be the help youngsters, as well as teens, need to learn the value of the dollar. Going to [www.themint.org](http://www.themint.org) gives you career choices, including starting salaries and an explanation as to where your paycheck goes.

There are tips on saving and earning interest, and includes a money diary. You can create your own budget, where you will be prompted to enter expenses for necessities, such as rent and food, as well as budgeting for your cell phone, CD purchases and going to the movies. There is also a Financial Calculator which will help

you to project how long it will take to save for, let's say, that first car.

This site is good for kids of all ages who are looking for a clear explanation of taxes and social security, or trying to learn the difference between saving and investing.

# Word

## INQUIRING MINDS WANT TO KNOW

**Q.—** How do I turn off the automatic capitalization in WORD that occurs at the beginning of each sentence?

**A.—** Go to Auto Correct Options from Tools on the menu and click off the "Capitalize first letter of sentences".

**Q.—** Is there a way in WORD to find the center of the page without having to tap the Enter key a dozen times?

**A.—** Yes. From File—Page Setup, click on the Layout tab and within the Page Vertical Alignment, select Center from the drop down menu.

**Q.—** Is there a way in WORD to easily get rid of all the formatting in a document?

**A.—** There are some control keys that will help. Ctrl-A will highlight the entire document. Ctrl-Space will remove all manual formats and Ctrl-Q takes away paragraph formatting.