

# PC Computing, LLC

Offering Technology Support & Solutions  
One Byte @ a Time

## Facebook Precautions

Have you heard of these terms: "Clickjacking" and "Lifejacking" ?

Hackers use this technique to trick users into clicking on a provocatively written link which then spams the user's contacts, or redirects you to another browser or installs a virus. In some cases you are encouraged to view a video or type in your age prior to gaining access. The malicious item may be hiding behind a YouTube video that you innocently click.

**Many Facebook users have fallen victim to these techniques.**

As always please be very careful when clicking on any links...even if it is coming from someone you know. If something sounds too good to be true—it typically is!

Be wary of anyone requesting personal/financial information ....stop and read any pop ups that urgently ask you to perform a given action.

### REPAIR SERVICES:

New PC Set Ups  
Tune Ups  
Virus Removal  
Windows Reinstallation  
PC Upgrades  
Set Up Wireless Equipment  
Advice with PC purchases

### COMPUTER TRAINING

Microsoft Office:  
Word, Excel, PowerPoint  
Access, Outlook,  
QuickBooks  
Internet Research  
Windows 7  
File/Folder Mgmt  
and much more!

### Thank You!

to so many of you who recently sent me cards, emails and many expressions of sympathy on my mother's recent passing. I am deeply humbled by your caring!

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PC Computing, LLC Medina, Ohio 44256 330-461-1945

Email: [pccomputing1@gmail.com](mailto:pccomputing1@gmail.com)

[www.pccomputing1.com](http://www.pccomputing1.com)



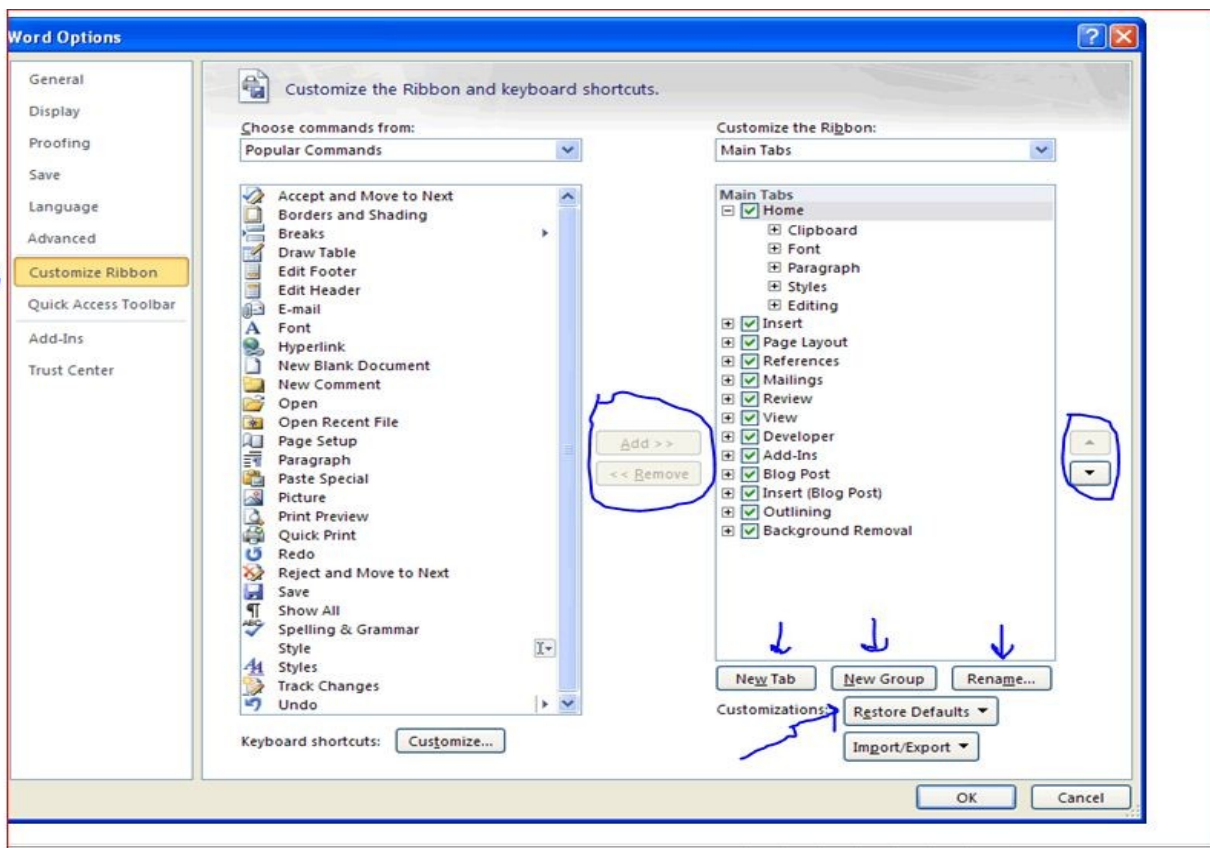
## Customize the Ribbon in Office 2010

Microsoft Office 2007 users were not easily able to customize the ribbon but this was fixed in the 2010 version. Look at what you can now do!

- 👉 add a command to the Ribbon tab
- 👉 Reorder the commands
- 👉 Remove a Ribbon element
- 👉 Create a custom ribbon tab
- 👉 Rename a ribbon
- 👉 Hide a Ribbon Element
- 👉 and reset everything if you change your mind!

Right click on one of the Tabs in the Ribbon and then left click on **Customize Ribbon** and the following window will appear:

The buttons circled and the arrows point to the various commands available to allow one to customize the Ribbon Interface.



## Tips for Using a Flash Drive Key

Flash Drive keys, Thumb Drives, they go by many names. These devices allow one to copy data to and from one computer to another. User friendly, portable and fast way to save a limited amount of files.

Some things to keep in mind:

Since they are small, place them in a location you'll remember, preferably away from heat and dust. Don't make a habit of attaching it to your car key chain as it will be exposed to bumping and all the weather elements.

Some Flash Drive Keys come with password protection features. Remember to jot down the password and store it somewhere as it will be difficult or impossible to retrieve the data otherwise.



Once you insert the drive into your computer, make a note of the “letter” the system assigns so you can navigate to it. Don't assume it will always be the same letter. It all depends on what other removable devices happen to be inserted in your computer at the time. A letter is temporarily assigned each time a device is inserted.

To store photos, make sure you purchase a drive with at least 4 gig if not more. Pictures take more room than documents.

Do not disconnect the drive until you have finished moving the data and closed the corresponding windows—as this might corrupt the drive and its contents.

Be careful when inserting your device in someone else's computer or at a public location, your device might be at risk of picking up a virus. Visit my [website](#) to learn how to “scan” your Flash Drive key for viruses.

**NEW**

The Perfect Gift for your Administrative Assistant or Office Staff  
for Administrative Professionals Week ( April 24-30, 2011)  
visit [www.iaap-medinacounty.org](http://www.iaap-medinacounty.org)  
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