

# PC Computing, LLC

Offering Technology Support & Solutions  
One Byte @ a Time

## Email Phishing

Recent news featured a company that provides marketing services to banks, grocery and retail stores notifying its customers that their names and email addresses were taken by an unknown source. You may have receive a letter or email notifying you of this.

There may also be some fake emails coming your way that will try to entice you to click on links or provide personal information to “update” your record. Be on the lookout for this “**phishing**” activity.

Do not respond and do not download any enclosed attachments. If you have questions, contact those companies by telephone. Now would be a good time to ensure that your computer is up to date on virus protection and windows updates are being installed.

Also consider updating your password so that it contains more characters with letters, numbers, symbols as well as upper/lower case.

The longer and more complicated the password the tougher it is to “guess”. Do not use the same password for all your accounts!

Did you know that a computer program can guess your password in just 10 minutes if it is only made up of 6 characters and all lower case?

If your password was at least 9 characters long with letters, numbers and symbols it would have to guess for 44,500 years to decipher the password!

Taking a few precautions now will help keep your identity safe. As always— if we can be of any help do not hesitate to call!

### Some Trivia

This year marks the 40th anniversary of the computer virus

### Securing your Smartphone

Check out the article on my [website](#)

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

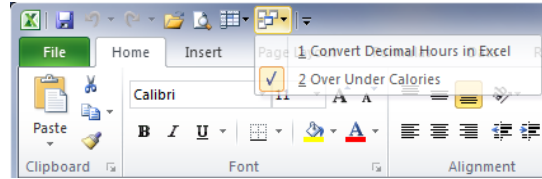
Email: [pccomputing1@gmail.com](mailto:pccomputing1@gmail.com)

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



## Microsoft Office WORD/EXCEL 2007,2010 TIP

### Add the Switch Windows Command to Quick Access Toolbar



When working with multiple documents or workbooks, this will make it so much easier to switch back and forth:

- 👉 Go to View tab then right click on the *Switch Windows* command
- 👉 A pop up menu appears
- 👉 Click on *Add to Quick Access Toolbar*
- 👉 That's it!



### Mark Your Calendars

Medina County District Library  
will hold a free walk-in Email session on

Monday, April 11th between 9:00am—1:00pm  
No registration required.

PC Computing was invited to participate  
Bring your email questions and volunteers will be there to assist you.

### 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)

View details on the April 27th event

**Food, Networking, Speaker and Door Prizes !**

\$16.00 per person

Speaker: [Nobby Lewandowski](#) on Leadership, Integrity, Success

## iPad Quick Tips

For those not familiar with the iPad it is an electronic, handheld tablet created by APPLE. It provides great audio and visual capabilities. Check your email, show off your pictures, listen to music or read a book, plus more!

Here are some tips for iPad users:

- 👉 Holding down the volume button for 2 seconds will mute it.
- 👉 If you're scrolling down a page and wish to quickly get to the top again, simply tap that window's title bar and you're back at the top.
- 👉 The iPad doubles as a digital frame, one easy way to access this feature is when you turn on the iPad, look to the right of **Slide to Unlock** and click on the flower. The slideshow begins. Go to **Settings** to toggle the speed and also turn off "zoom in on faces".
- 👉 Take a screenshot of what is currently being displayed by pushing down the **power** button and the **home** button at the same time. The picture will be saved in your photo library.



---

## PC Computing Offers:

### 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!