

PC Computing, LLC

Offering Technology Support & Solutions

One Byte @ a Time

Shop Safely: Online Holiday Tips

Before you go online make sure your virus protection is on and updated!

Be watchful of strangers trying to “connect” with you via social media networks. If it’s someone you don’t know—ignore.

Avoid shopping on unsecured networks or public places — shop directly from your own home computer.

Watch for pop up ads as you’re shopping online, read before clicking on anything.

Shop the main reputable websites/stores you’re familiar with. Any obscure sites might not offer the proper security features

Use a credit card versus a debit card. They offer better fraud protection.

When you are ready to pay via credit card, make sure that you look for the padlock that should appear either at the top or bottom of your screen. Also look for “https” on the address bar. The https gives additional protection for internet shopping.

Some sites will ask for your email, create a play email account at hotmail or yahoo and give that out to reduce spam coming into your personal email account.

Review information prior to clicking the Submit button and charging your purchase. Do NOT click it more than once or your credit card might be charged twice.

Read customer reviews, they often give insight to the product you are wanting to purchase.

Check out shipping costs and additional fees, read the fine print.

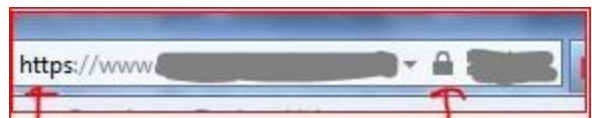
Pay attention to the delivery dates to ensure your order will arrive on time.

Some sites offer a tracking number that allows you to “follow” the route schedule prior to delivery.

Print or save all receipts. Review your credit card statements carefully!

Be cautious when opening emails with attachments.

Safeguard your personal information!

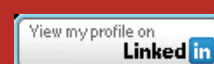


DEC 2011

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

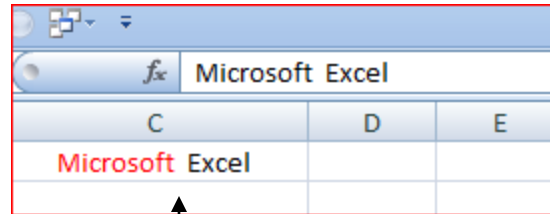
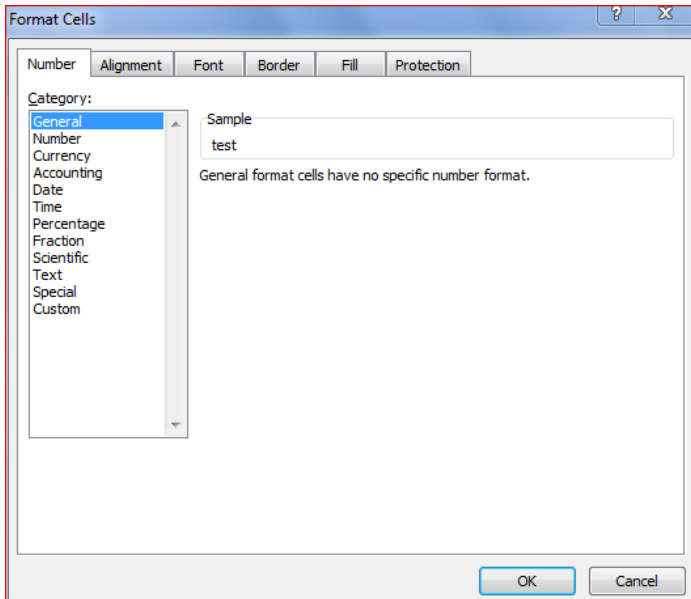
Pieri Levandofsky's Email: pccomputing1@gmail.com

www.pccomputing1.com



Excel Tips

Bring up the Format Cells Dialog Box by selecting the cell and then pressing the **CTRL + 1** keys.



To change the color and/or font of a specific text in a given cell, click in the cell, press **F2** and then highlight the word or characters to change the font color. You can also double click in the formula bar where the text is then select the characters and make your changes.

Typing or Making Changes on Multiple Worksheets

Left click on the first worksheet tab, hold down the **CTRL** key then keep clicking all the worksheet tabs you need, enter the data in the first worksheet then **RIGHT CLICK** one of the sheet tabs and select “ungroup sheets”. Every sheet you selected will now have the same data you typed in the first sheet!

Google Goggles

Snap a photo
with your Smartphone and
let it do the Internet research for you.

<http://www.google.com/mobile/goggles/#text>

Short Courses at Medina County Career Center

We've designed some 2.5 hour courses on various topics. These will be held at the Career Center and be taught by Pieri Levandofsky or Jan Schreiber. We are working on a schedule for January—March. Courses are 2.5 hours in length, hands-on and only \$25 per session. Anyone over 55 receives an 10% additional discount.

Call the Adult Education Dept. at: 330 725-8461 to register.

Monday Dec 5 9:00am -11:30am

Windows 7 -Introduction

Have a new computer? Come learn about the new features in Windows 7 to help enhance your computing experience!

Monday Dec 5 1:00pm to 3:30pm

Microsoft Excel Tips and Shortcuts You Should Know

How to navigate around the workbook, formatting cells, creating charts and using basic formulas

Wednesday Dec 7 1:00pm – 3:30pm

Efficient Internet Researching

These tips will help you find what you are looking for without spending hours on the Internet

Wednesday Dec 7 6:00pm -8:30pm

Microsoft Excel Tips and Shortcuts You Should Know

How to navigate around the workbook, formatting cells, creating charts and using basic formulas

Thursday Dec 8 1:00pm – 3:30pm

Microsoft Word Tips and Shortcuts You Should Know

Using Templates, Editing a Document, Keyboard Shortcuts, plus some great little known tips!

Monday Dec 12 9:00am to 11:30am

Files & Folders: Creating and Organizing

Creating and editing folders, searching and saving files and finally organizing so it makes sense.

Monday Dec 19 1:00-3:30pm

Learn Basics of Power Point

Create a presentation, use templates and learn about custom animation.

Tuesday Dec 20 1:00pm -3:30pm

A look at Office 2010

A mini introduction to the great new features available in Word/Excel/PowerPoint

Handy Keyboard Shortcuts while on the WEB

Don't reach for the mouse to go back to the previous Web page: Tap the Backspace key.

Alt+left arrow key also works for Back, and Alt+right arrow key for Forward.

Ctrl + I will open your list of Favorites

ALT + Z and then press the ENTER key to "favorite" place the website you currently have open

Ctrl + W will close a current window

Downloads that are OK to do

Fear of allowing viruses into your computer system
keeps many users from downloading
important updates.

The ones listed here are OK and will help to safeguard your computer as well as enhance your multimedia experience:

Windows Updates
Virus Protection(as long as it is your own recognized program)
Adobe Reader
Flash Player
Java
Adobe Shockwave Player

NOTE: when downloading these, look for small checkboxes that are set to download optional toolbars or programs. Simply uncheck these and continue.

Tech Lunch n Learn—Cool Beans Medina

If you want to learn something while having lunch why don't you join us for a class at Cool Beans in Medina?

The group on the right came to learn about :

Where/How to Back Up Documents/Photos— Nov 30.

We discussed different methods and the pros & cons of each. I demonstrated how to back up using a Flash Drive key and a CD. Everyone received handouts and had the opportunity to ask questions.

The Class is free....purchase lunch at Cool Beans on that day and you'll be admitted to class.



The December 28 topic will be:

Microsoft WORD: Tips Every User Should Know

The January 25 topic will be:

PowerPoint: Using Custom Animation and Slide Transition

MUST RSVP to Pieri at 330 461-1945 or email: pccomputing1@gmail.com

More info on my website: www.pccomputing1.com

Email me suggestions for topics that can be discussed in this 1-hour time slot!

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!