

Working with Technology

Doodle-pages from another boring computer presentation by Bryce Embry.

Security Concepts

Security: Why worry?

- They really are out to get you
- Once they get you, they can get your whole network
- Anti-virus programs can't keep you safe
- Do you really want to lose all your work?

Security: How To Be Secure

- The easiest way in is an invitation (beware of Trojan Horses)
- Your password is a secret. Keep it that way.
- Even if they say they love you, don' t open their attachments
- Close the door (log out) when you leave.

Security: Bad Passwords

- Are short
- Are posted on your monitor
- Are the word "password" or empty
- Are the name of your pets, kids, spouse, etc.
- Are words associated with you
- Are real words
- Are the same for everything you use

Security: Good Passwords

- Have upper and lower case letters
- Have at least one number and one character
- Are memorable
- Are long (8 characters or more)
- Are different than your other passwords

Security: Creating Passwords

- Start with a word or phrase
- Mix up the letter cases
- Add some numbers to it
- Add a character or two

Security: Summary

- Beware. They are out to get you.
- Don' t invite trouble.
- Create a good password
- Don' t share your password with anybody



Fixing the Most Common Computer Ailments

PC: Quick Fixes


- Read the directions!
- If there is only one button, press that button.
- Try the “Undo” button
- Save often
- Is it plugged in? Really?
- Reboot your computer

Using MS Outlook


Outlook: Attachments

- To attach a file:
 - Click the “Attach” button 
 - Find the file you want to attach
 - Click the file then click “Insert”
 - Send the email
- To open attachments:
 - Click the paper-clip icon 
 - Select file to open
 - Note: *File may not open if you don't have the appropriate application installed*

Outlook: Storing Addresses

- Click “Contacts” tab  Contacts
- Click “New --> Contact”
- Fill in contact information
- Click “Save and Close” or “Save and New”

Outlook: Distribution Lists

- Create new list:
 - Click “New --> Distribution List”
 - Name your new list
 - Select Members and click “Add”
 - Click “Save and Close”
- To Edit List
 - Click “Contacts”
 - Double-click the List name (all list names have the special icon )
 - Edit as needed