

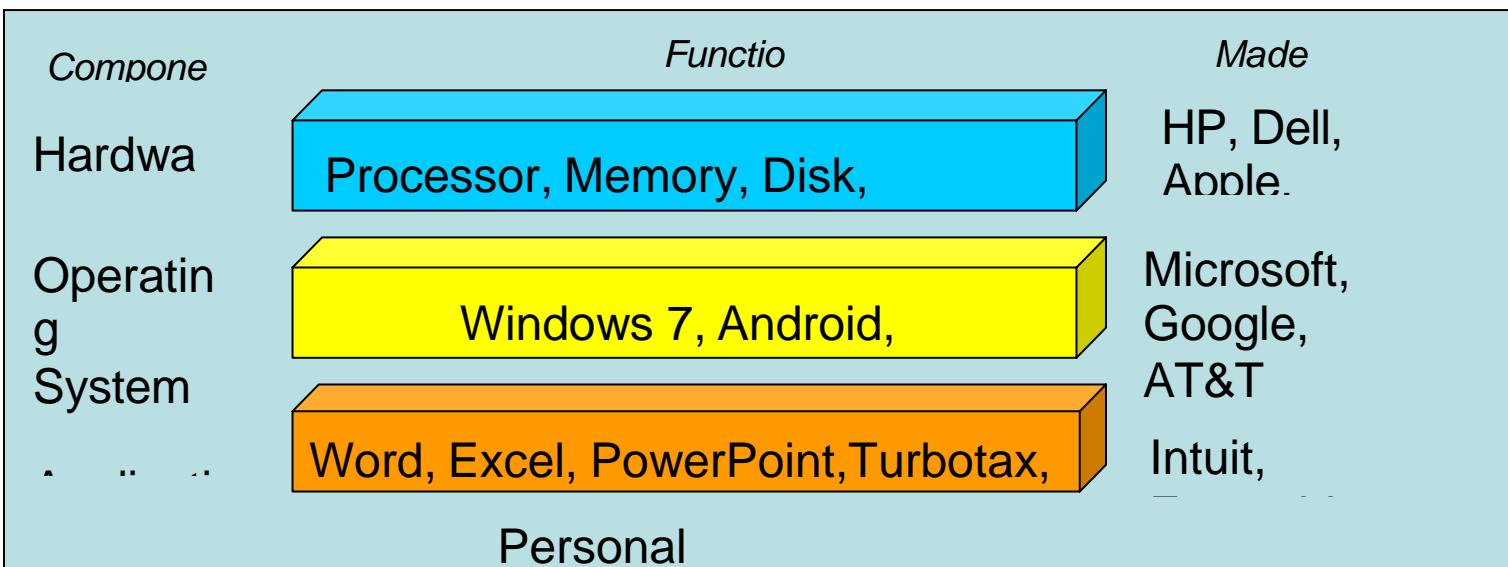
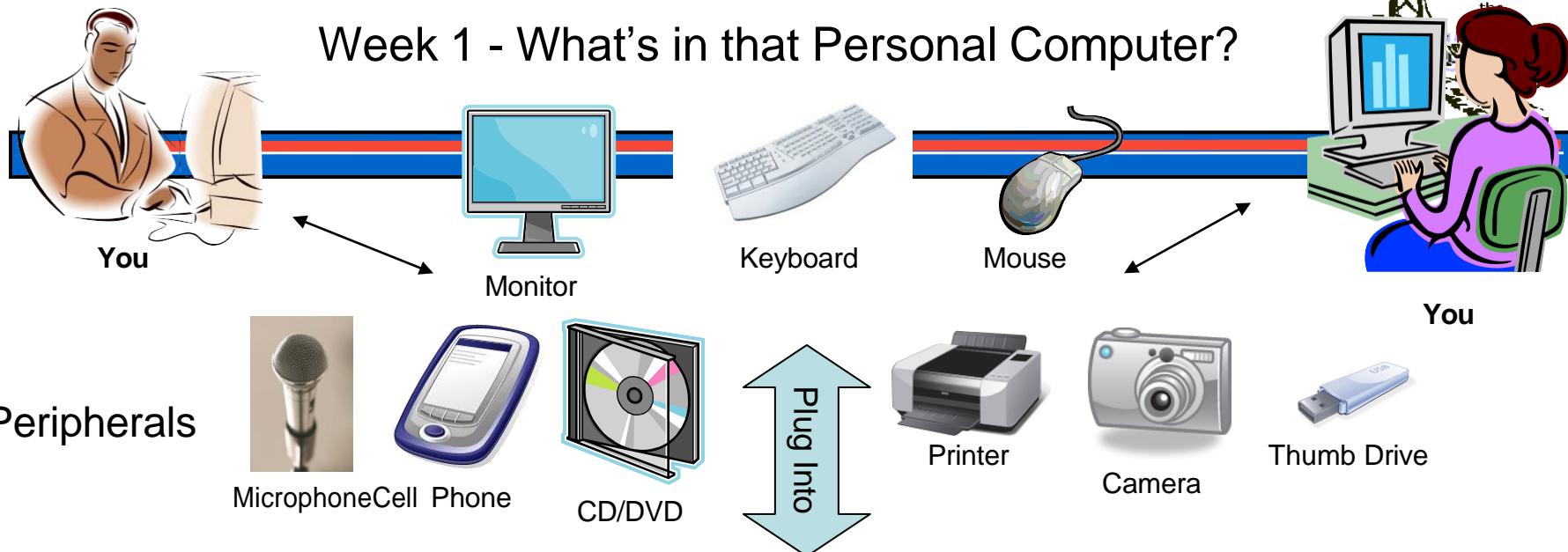
BCA 1ST Semester

BCA -105 Personal Computer Software

A seven week course to effectively use a Windows 7 PC.

Week	Topic	You will learn
1	Windows Basics	Computer Equipment, Desktop and Start Menu, Switch between Windows, and Shut Down
2	Files & Folders	Drives, File Explorer, Viewing Files and Folders, Creating a new File..
3	Files & Folders Continued	Creating a Folder, Saving and Moving Files, Creating Shortcuts.
4	Libraries	Creating Libraries, Opening and Deleting files, Copying Files, Restoring deleted Files.
5	Windows 7 Applications	Using Windows Utilities: Date and Time, Power Options, Sticky Notes, Internet Explorer
6	Microsoft Office Applications	MS Ribbon, Word, Excel, and PowerPoint document creation.
7	Job Aids and Survey	Overview of E-mail, Computer Safety, Risks, Viruses, Phishing, Recovery, and a class survey.

Week 1 - What's in that Personal Computer?



Week 1 – Using the Mouse



Single Click = quick click of the LEFT Mouse Button

Double Click = two quick clicks of the LEFT Mouse Button.

Triple Click = three quick clicks of the LEFT Mouse Button.

Right Click = quick click of the RIGHT Mouse Button.

Drag and Drop = Pressing and HOLDING the LEFT Mouse Button and SLIDING the pointer across the screen.

Scroll = Rolling the Scroll wheel when the Window is showing a

Week 1 – How does the 101 Key Keyboard work?

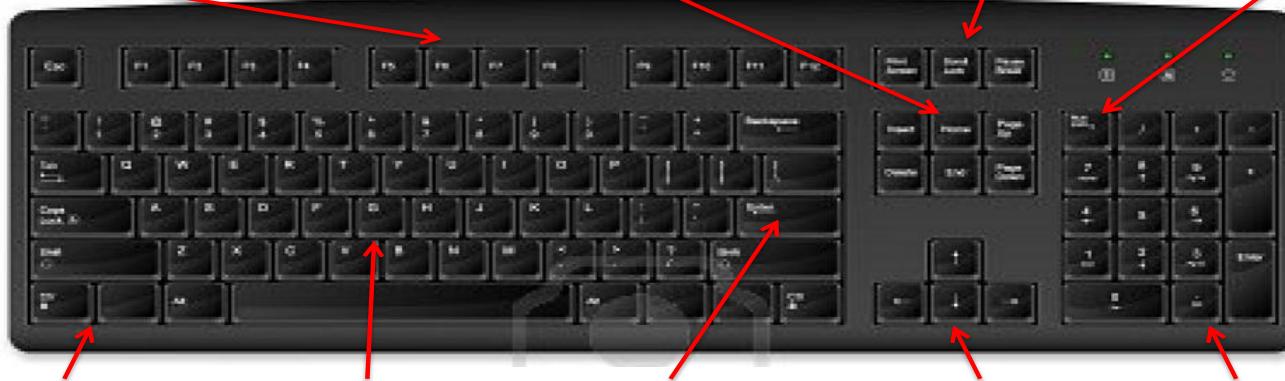


Function
Keys: f1 – f12

Editing
Control Keys

System
Control Keys

Num Lock Key



Control (Ctrl)
and Alt Keys

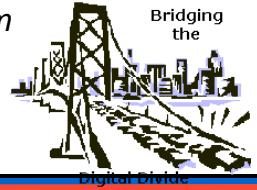
Basic
Typewriter
Keyboard

Enter &
Paragraph
Key

Arrow Keys

10-key
Number Pad

Week 1 – How does the 101 Key Keyboard work?



Week 2 – Key Terms and their definitions



Term	Definition
Data	Computer data is information processed or stored by a computer. This information may be in the form of text documents, images, audio clips, software programs, or other types of data.
File	A file is a collection of data stored in one unit, identified by a filename . It can be a document, picture, audio or video stream, data library, application , or other collection of data
File Type	The special abbreviation added to the end of the filename that tells the Operating System what application to use to open the file. Normally shown in E-Mail attachments.
Folder	An operating system file management object that can contain multiple files and other folders
Hierarchy	All the software and data in a computer are stored on the internal hard disk as "files," and files are organized into "folders" in a hierarchical structure.
Path	A path, also known as a "file path" or "directory path," defines the location of a file or folder .



Week 2 – How does the Hard Disk work?



Information is recorded and read from the spinning Hard Disk



Disk control mechanism

Disk Access Arm

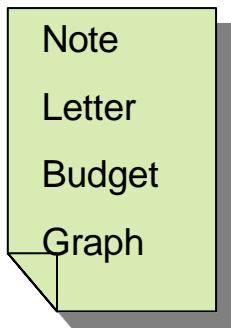
Disk Read Head

© HowStuffWorks.com

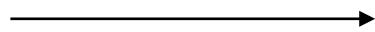
Week 2: How are data files and applications associated?



Data (file) + File Type = File Name



.PDF



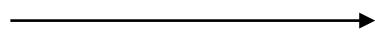
“Note.pdf”

.DOCX



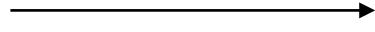
“Letter.docx”

.XLSX



“Budget.xlsx”

.PPTX



“Graph.pptx”

Windows uses Icons to identify the file type



Adobe Acrobat Document



Microsoft Word Document



Microsoft Office Excel Worksheet



Microsoft PowerPoint Presentation

“Note”

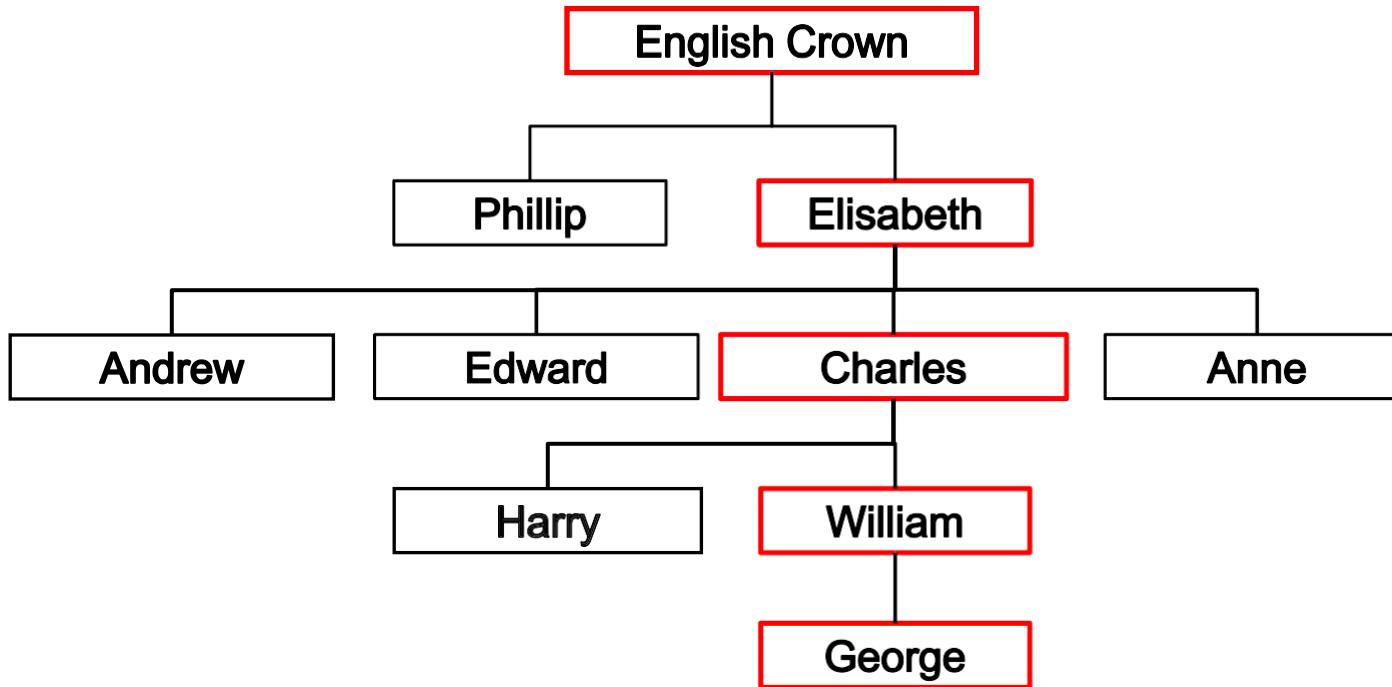
“Letter”

“Budget”

“Graph”



Week 2 – Example of a Hierarchy



Line of succession to the crown of England

Week 2 – Windows File Hierarchy



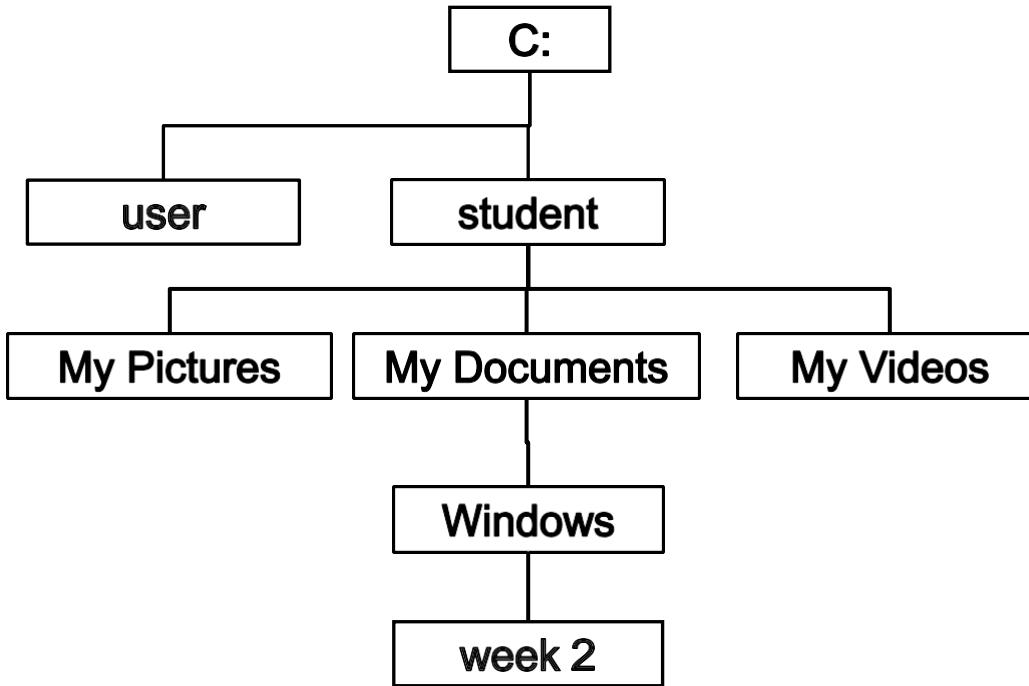
(Drive)

(System User ID)

(From Microsoft)

(User Defined)

(User Defined)



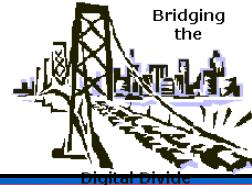
C:>Student>My Documents>Windows>week2



Word 2007
Document



Week 2: How do you create a new file?



Option 1: Create an empty file

Right Click in a folder

- New >
- Microsoft word Document



Microsoft Word Document



Create the Document

File -> Save **“Resume”**

- or -

File -> SaveAs **“New Resume”**

Save the Document

Enter the data

Start -> Open

**MS Office
Word 2007**



Microsoft Word Document



Open the Application

File -> Save **“Resume”**

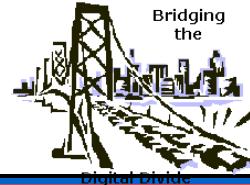
- or -

File -> SaveAs **“New Resume”**

Save the Document

Enter the data





Week 3 – Key Terms and their definitions

Term	Definition
Data	Computer data is information processed or stored by a computer. This information may be in the form of text documents, images, audio clips, software programs, or other types of data.
File	A file is a collection of data stored in one unit, identified by a filename . It can be a document, picture, audio or video stream, data library, application , or other collection of data
File Type	The special abbreviation added to the end of the filename that tells the Operating System what application to use to open the file. Normally shown in E-Mail attachments.
Folder	An operating system file management object that can contain multiple files and other folders
Hierarchy	All the software and data in a computer are stored on the internal hard disk as "files," and files are organized into "folders" in a hierarchical structure.
Library	An organizational feature of the Windows 7 file system that provides a top-level view into files and folders. Windows 7 comes with four Libraries (Documents, Music, Pictures and videos) that display at the top of the Explorer hierarchy.
Path	A path, also known as a "file path" or "directory path," defines the location of a file or folder .



Week 3: Review ways to create a file



Option 1: Create an empty file

Right Click in a folder
or Desktop

- New >
- Microsoft word Document



Microsoft Word Document



Create the Document



Enter the data

File -> Save **"Resume"**

- or -

File -> SaveAs **"New Resume"**

Save the Document

Option 2: Start with the Application

Start -> Open

**MS Office
Word 2007**



Open the Application



Microsoft Word Document



Enter the data

File -> Save **"Resume"**

- or -

File -> SaveAs **"New Resume"**

Save the Document



Week 3 – Computer File Hierarchy



(Computer)

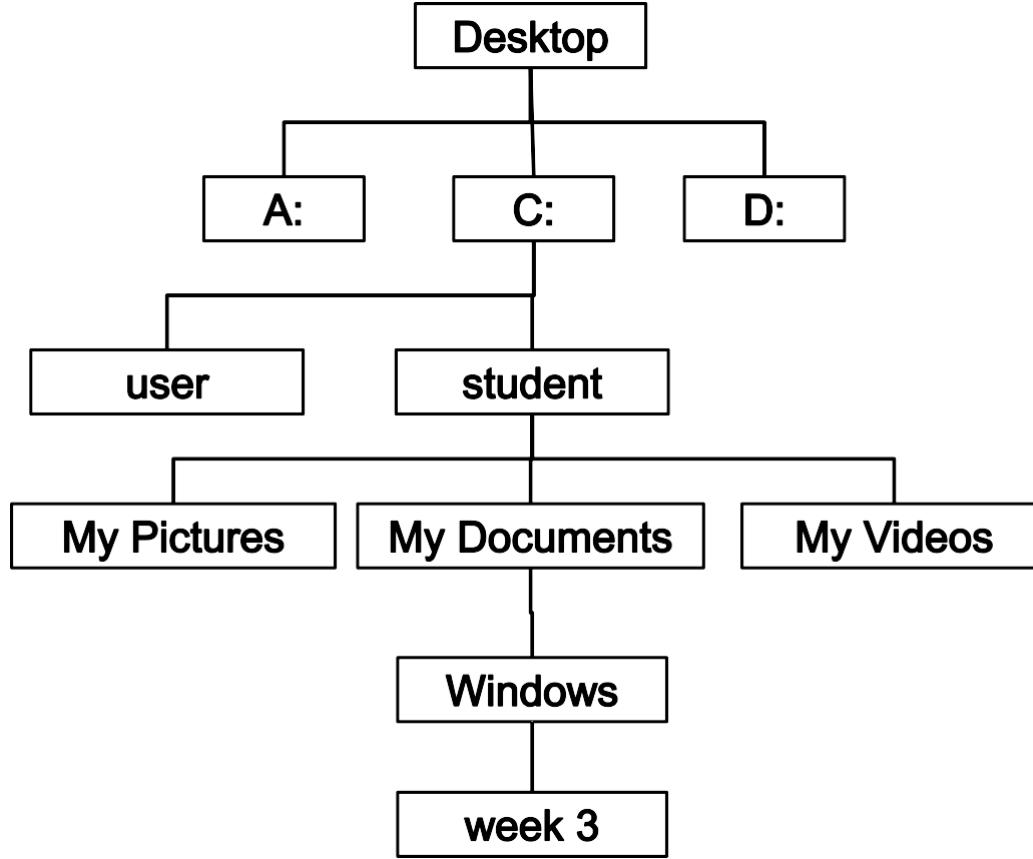
(Drives)

(System User ID)

(From Microsoft)

(User defined)

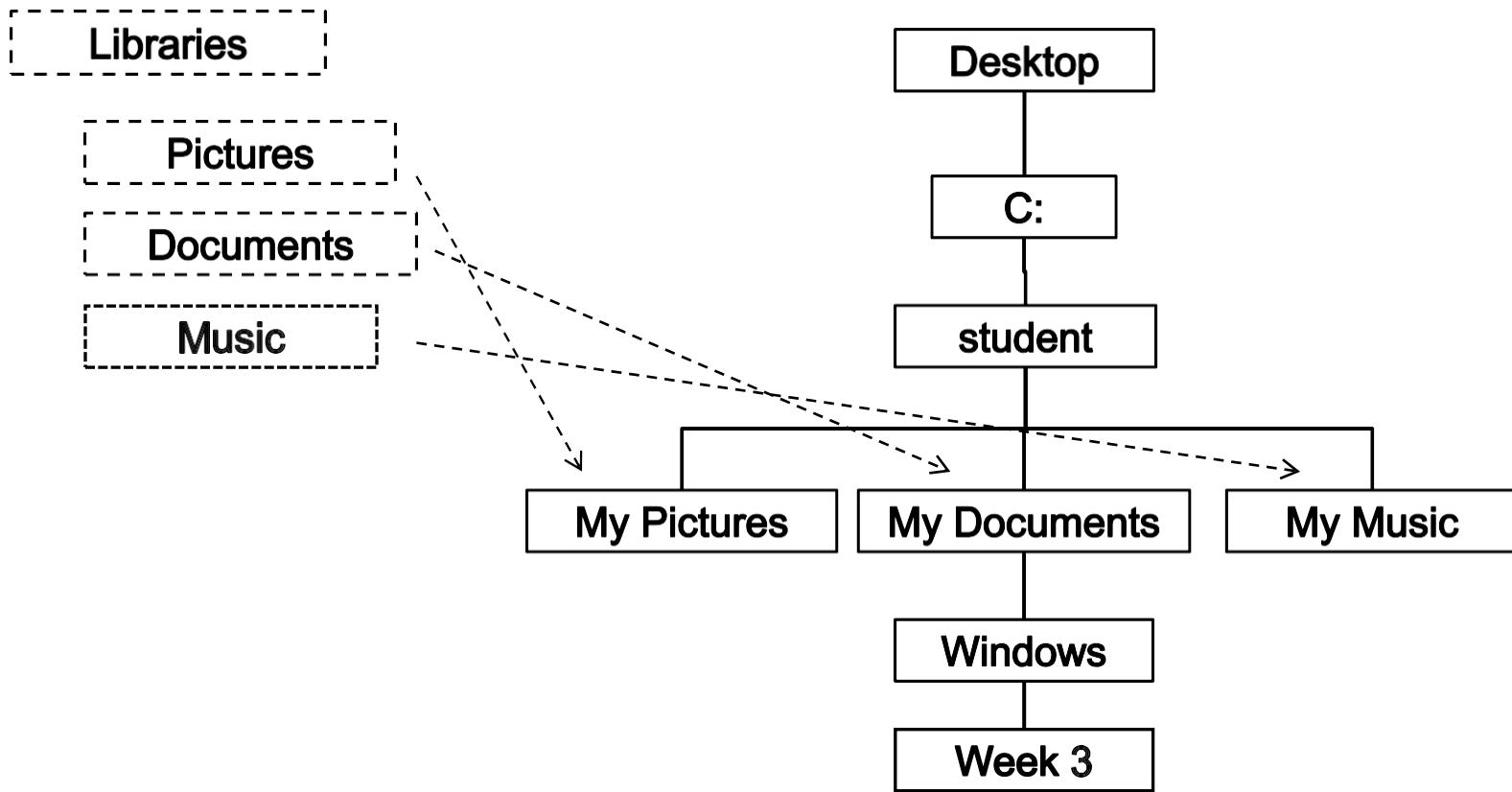
(User defined)



Week 3 – Library mapping to File Hierarchy



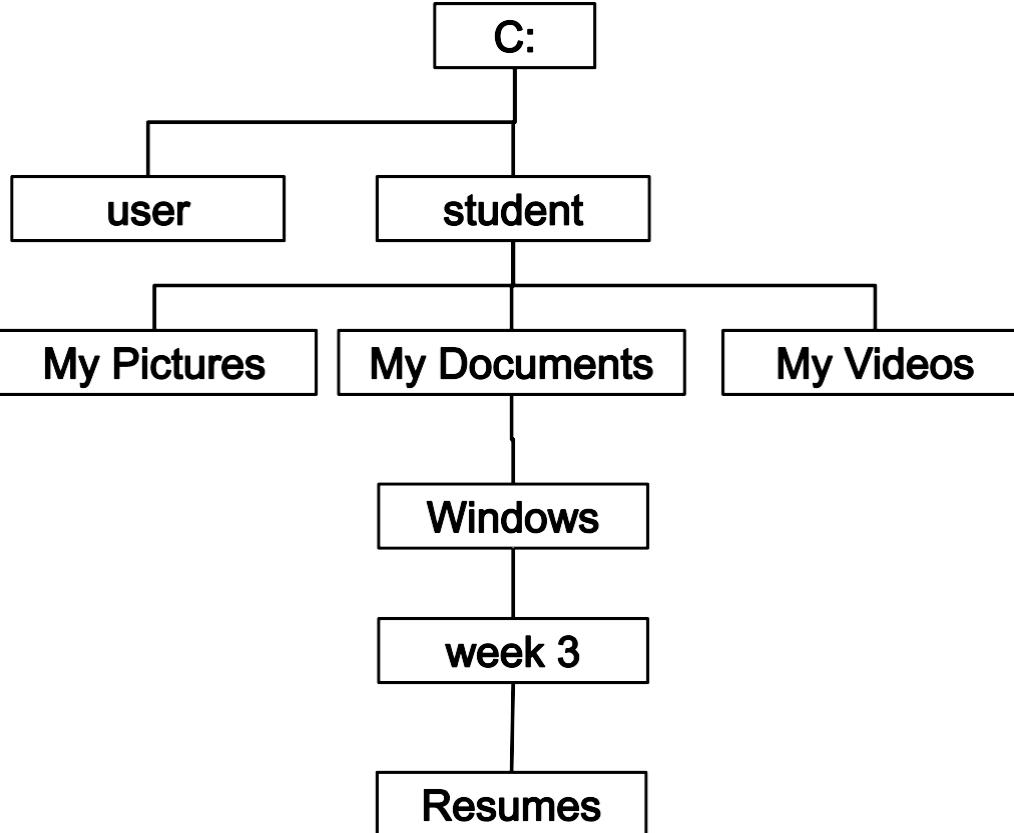
*Windows assigns “default” libraries
to the standard library names!*



Week 3 – Added File Hierarchy



(Drives)



(Existing)

(You define)

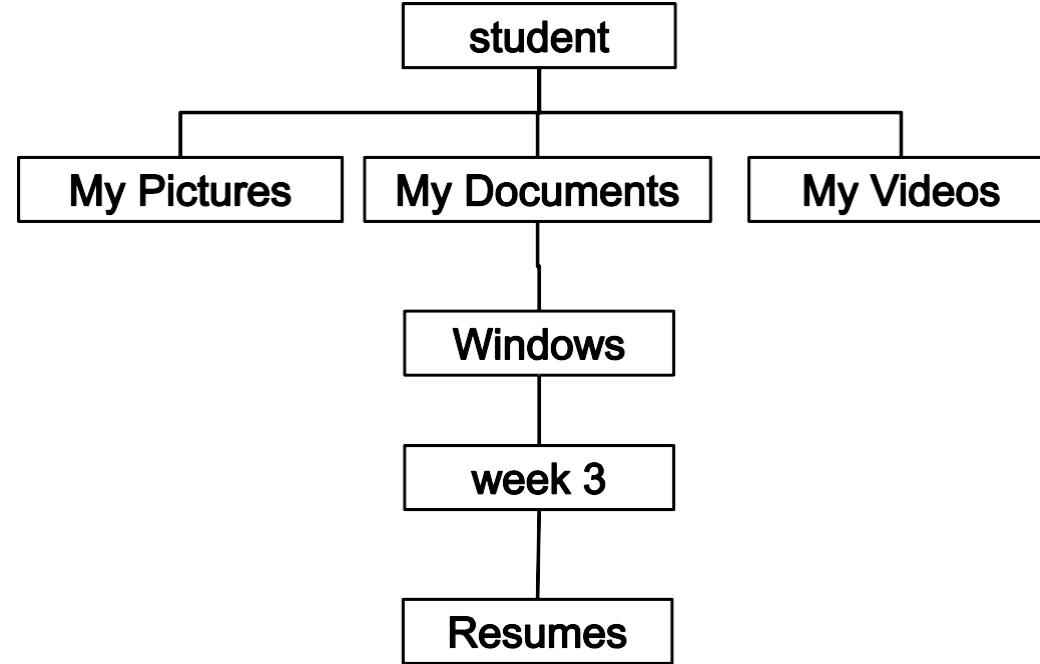
(You define)



Week 3 – Add a File to the Hierarchy



(From Microsoft)



(Existing)

(You define)

(You define)

(Save As from Desktop)



C:>Student>My Documents>Windows>week3>Resumes/ your Resume.docx





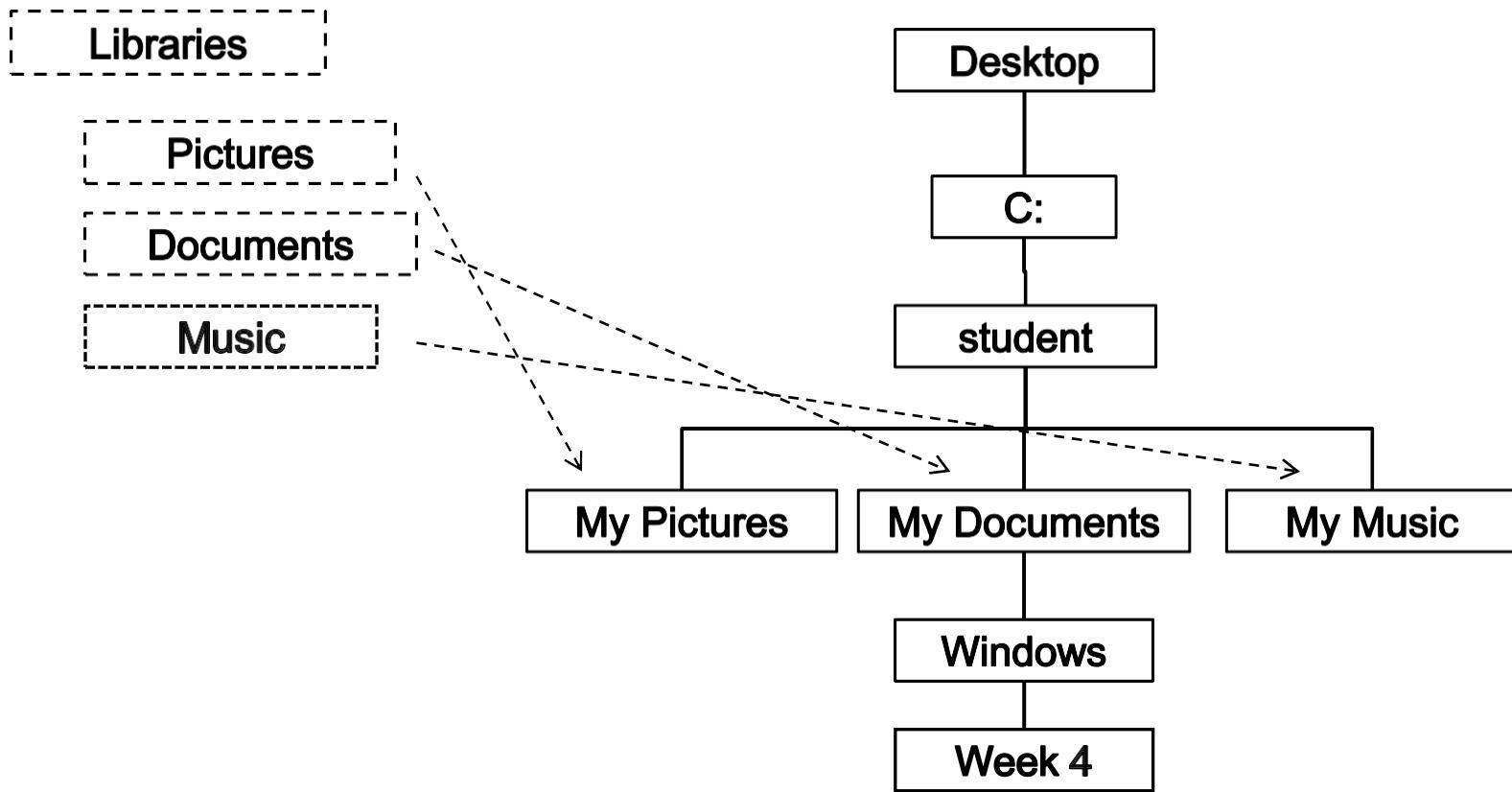
Week 4 – Key Terms and their definitions

Term	Definition
Flash Drive	Flash drives have many names — jump drives, thumb drives, pen drives, and USB keychain drives. Regardless of what you call them, they all refer to the same thing, which is a small data storage device that uses flash memory and has a built-in USB connection
Library	An organizational feature of the Windows 7 file system that provides a top-level view into files and folders. Windows 7 comes with four Libraries (Documents, Music, Pictures and videos) that display at the top of the Explorer hierarchy.
Path	A path, also known as a "file path" or "directory path," defines the location of a file or folder .
USB	Stands for "Universal Serial Bus." USB is the most common type of computer port used in today's computers.

Week 4 – Library mapping to File Hierarchy



Windows assigns “default” libraries to the standard library names!



Week 4: How is information stored in Windows 7?



File Cabinet



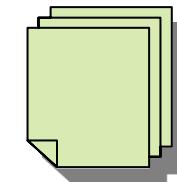
Library



Books



Document (Data)

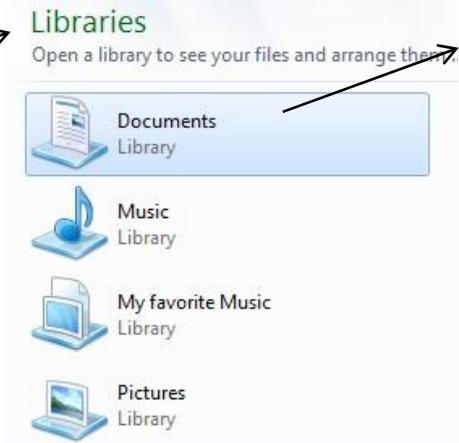


Devices

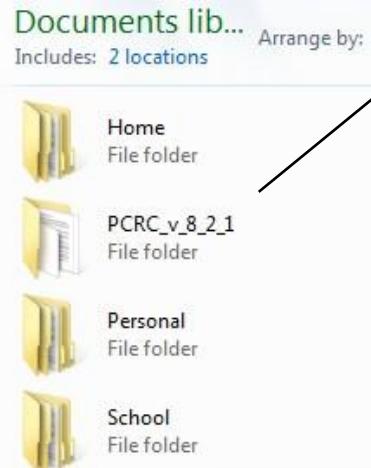
- Hard Disk Drives (1)
 - PRC Client (C:)
 53.1 GB free of 74.5 GB
- Devices with Removable Storage (2)
 - DVD Drive (D:)

 - BACKUP (E:)
 1.52 GB free of 7.44 GB

Libraries



Folders



Files with Applications

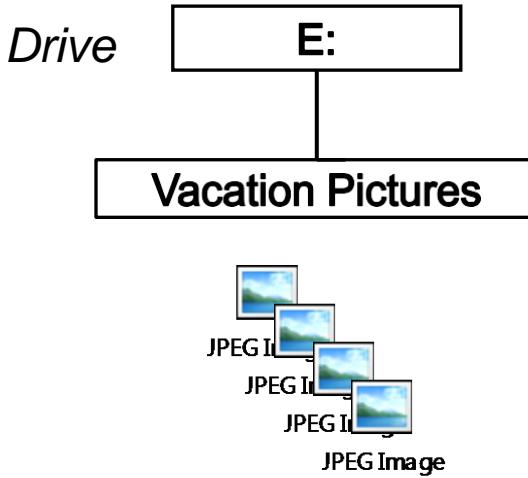
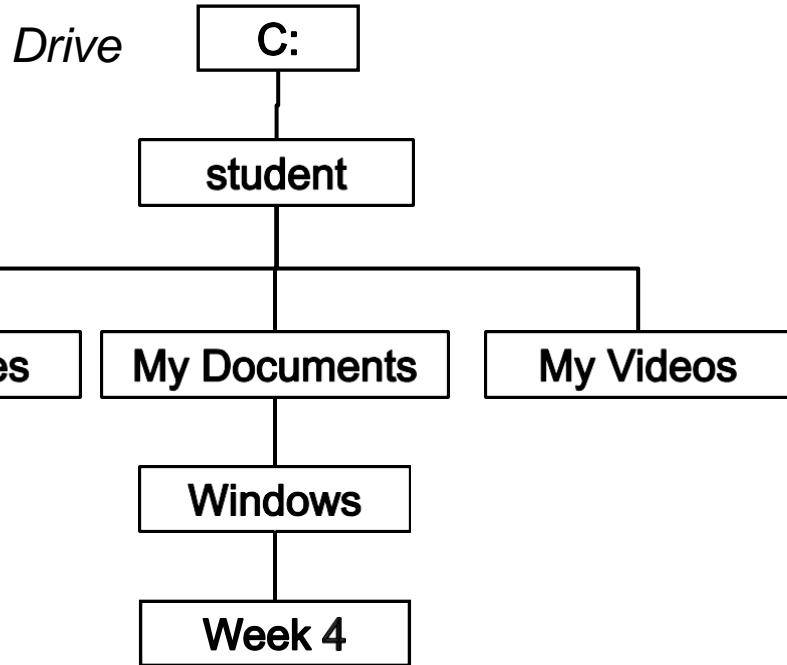


My Computer

People's Resource Center

In a Personal Computer

Week 4 – File Hierarchy before copy

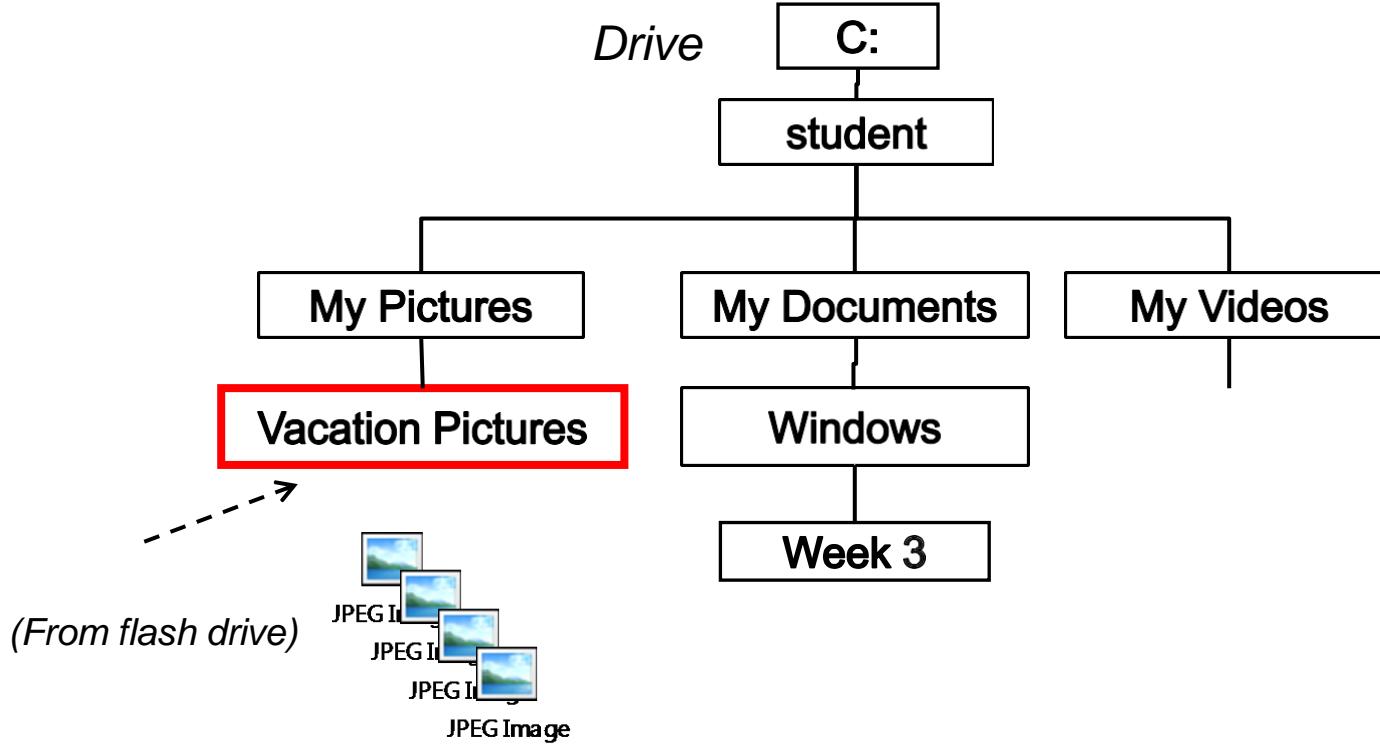


Computer file hierarchy

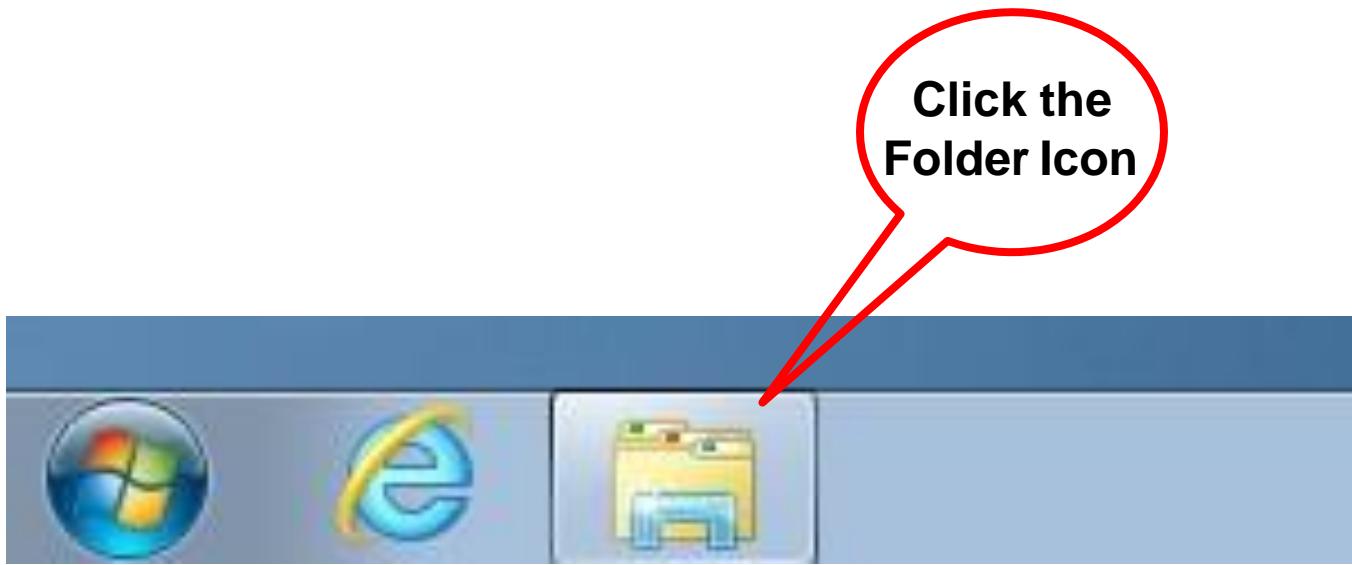
Flash drive file hierarchy



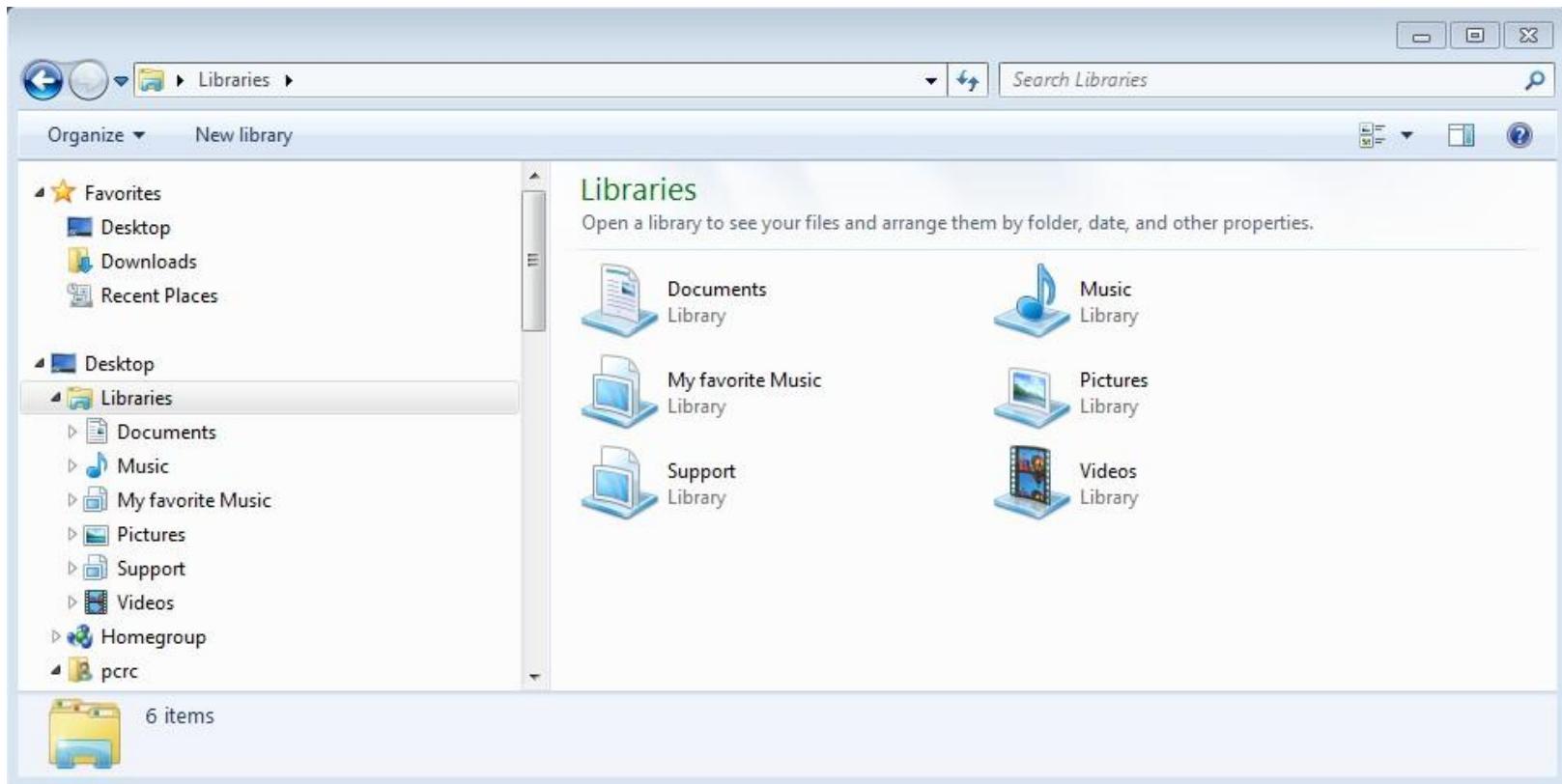
Week 4 – Copy from Flash Drive



Week 4: Opening the System Libraries



Week 4— Windows Explorer showing Libraries



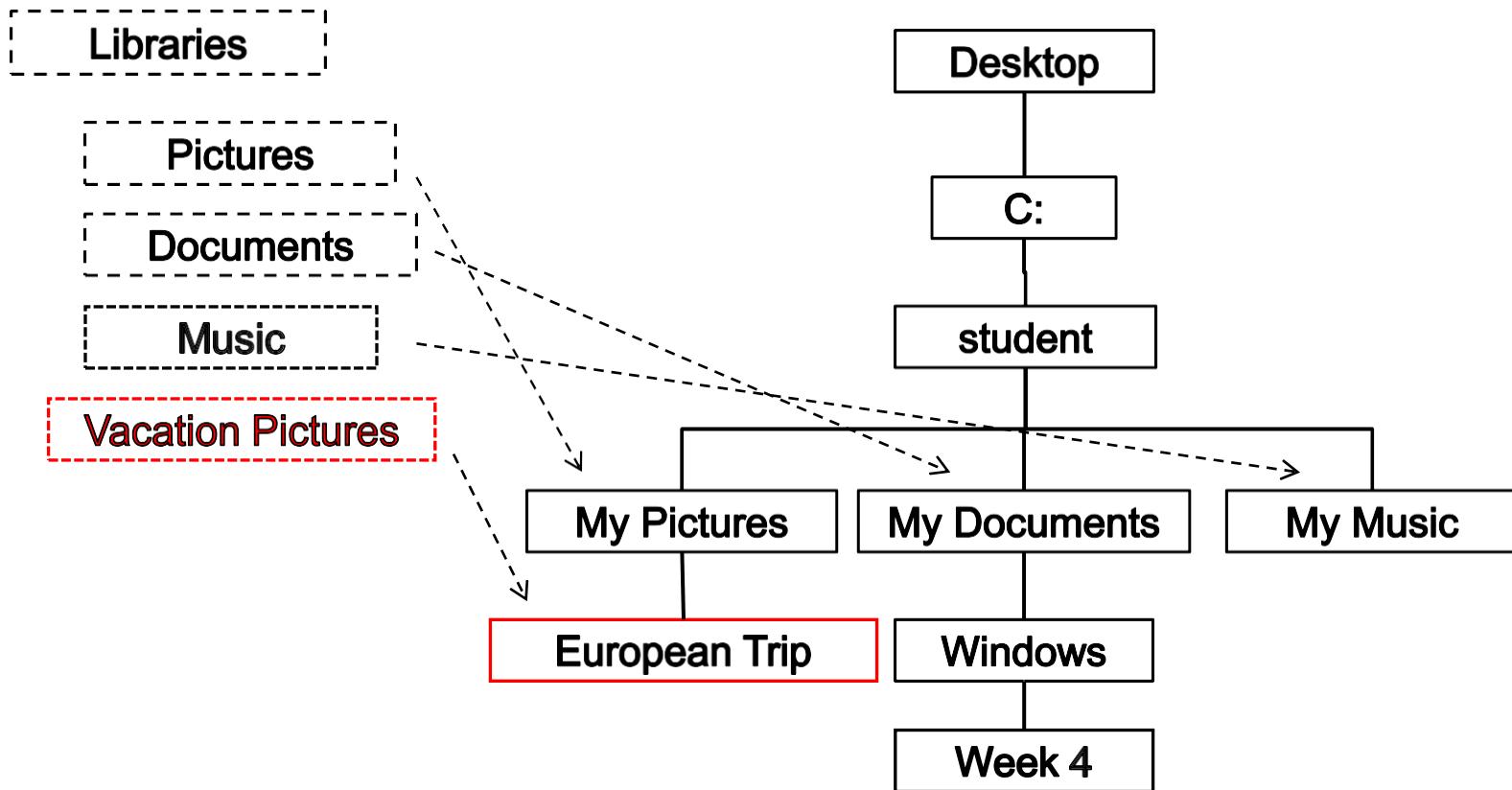
Display of Libraries on the Hard Disk (C:)



Week 4 – Library mapping after Move



*The new Vacation Pictures Library
refers to the European Trip pictures!*



Week 2 – 4 - Windows 7 File System Reference



Drives: Independent data storage devices

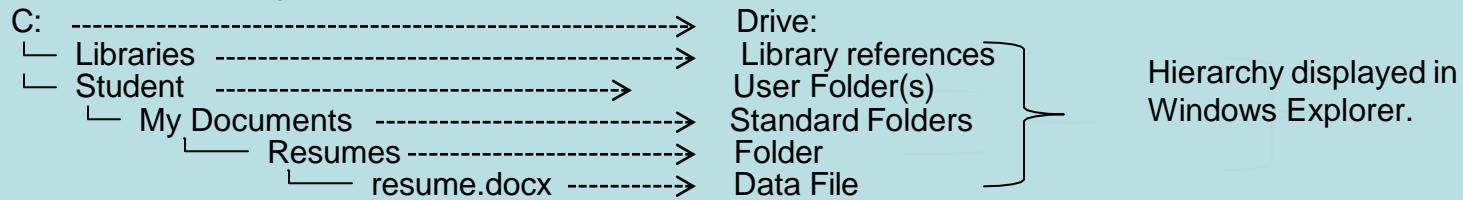
- C: Permanent Hard Drive used for primary data storage
- D: CD or DVD removable devices containing music, movies, new software.
- E: and ↑ Universal Serial Bus (USB) used to connect Flash Drives for backup, Phones, Cameras, etc.

Data Files: Information created by an application retained for future use.

filename.filetype *filename* = unique title for the data ("resume", "letter to mom 1-3-09", "picture", etc.)
 filetype = Windows-defined tag used to identify the application. (doc = MS word 2003,
 xlsx = MS Excel 2007, pptx = MS Powerpoint 2007)

Examples: *resume.docx*, *letter to mom.doc*, *my finances.xlsx*, *how to cook.ppt*

File Hierarchy: Organization scheme used to store data files in the Windows Environment.



File Address: Full description of the data file's location in the System..

C:>Libraries>Documents>Student>Resumes> resume.docx

Shown in "Address" field of Windows Explorer and the "Save As" dialog boxes.

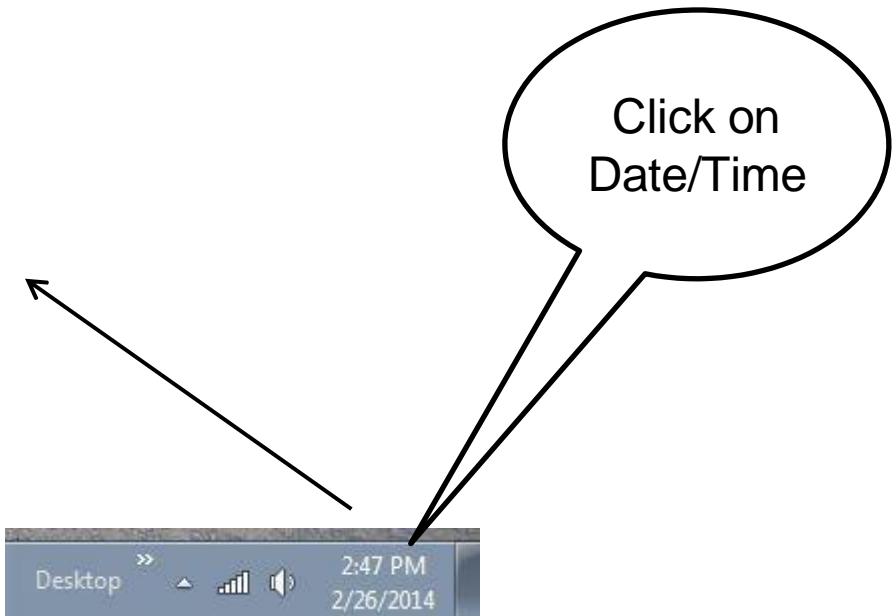
Week 5 – Key Terms and their definitions

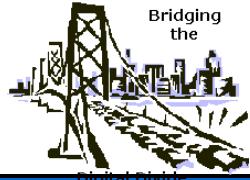
Term	Definition
Data & Time	The date and time settings of the Computer used to schedule activities, date correspondence, e-mails, and control the automatic changes for day light savings..
Power Options	Computer's settings that determine when the display is deactivated and the system enters sleep mode.
Utilities	Several applications considered helpful in many business situations. Utilities include software provided Microsoft as part of the Operating System such as the Calculator. Other utilities are Sticky Notes, Snipping Tool, and Windows 7 Helper.
Calculator	A Microsoft application designed to replicate a limited function calculator used for simple mathematical calculations.
Snipping Tool	An application designed to copy a portion of the displayed screen contents for later insertion into a document.
Windows 7 Helper	An application that displays a set of customized help documents designed to assist the new Windows user complete a range of basic operations. E.g., Switch between windows, Shut down the System, etc.
Sticky Notes	A Microsoft application that creates small note sheets where comments and reminders can be created and saved on the desktop.
Internet Explorer	A Microsoft application that communicates with a World Wide Web site. The Internet Explorer is used to access a web site and display web pages.



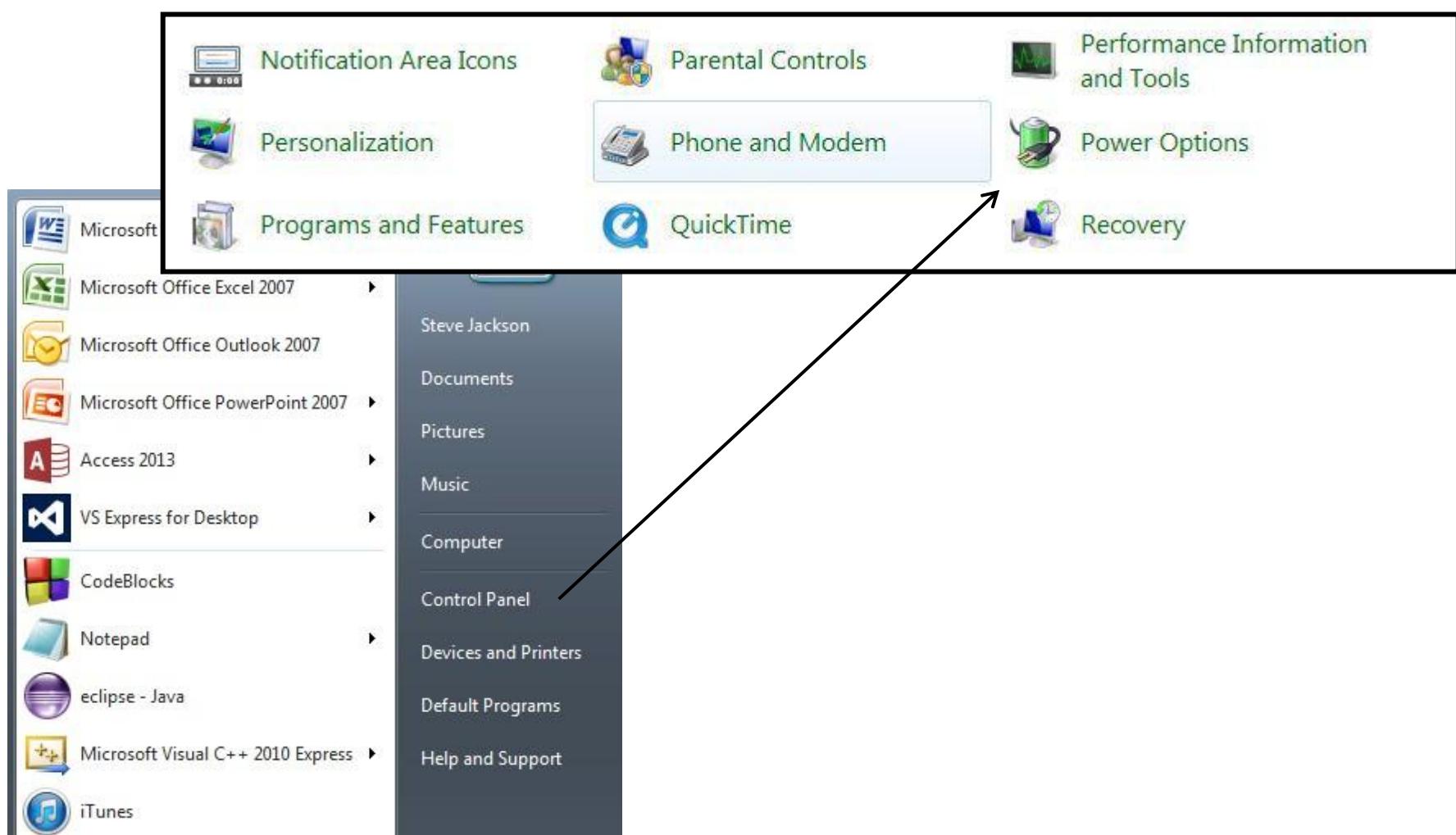
Reference: <http://pc.net/glossary>

Week 5 – Date and Time Setting



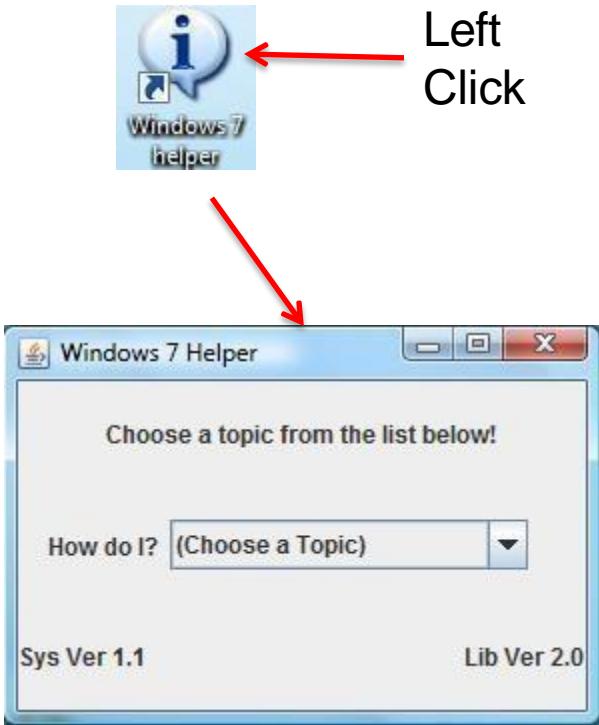


Week 5 – Power Options





Week 5 – Using the Windows 7 Helper



Getting Started with Windows 7

The Windows 7 Operating System environment is very similar to previous releases of Windows with several exceptions and enhancements. The visual aspects of Windows 7 are similar to Windows XP. Your Computer will be faster and easier to manage.

What do you want to do?

- [Explore the Task Bar](#)
- [Look at the Start Menu](#)
- [Pinning an Application to the Task Bar](#)
- [Using the Jump List](#)
- [See the new Window Format](#)
- [Adding Gadgets](#)

Explore the Task Bar

The Windows 7 Task bar is very similar to the Windows 7 XP Task Bar with several enhancements.

1. The Start Button is replaced with the **Windows button** that operates the same.



Week 5 – Internet Explorer



Menu Options

URL site name



Favorites Bar

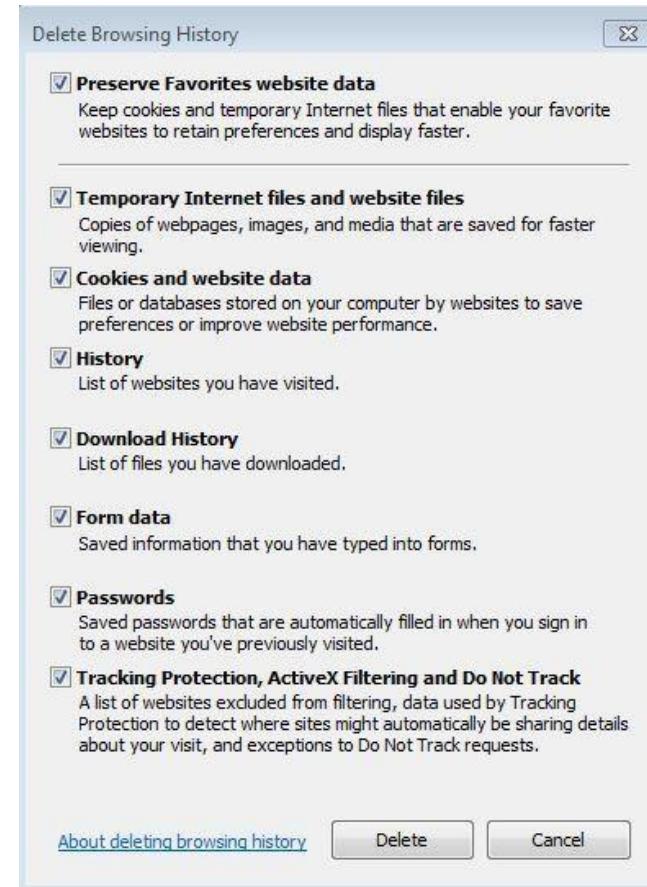
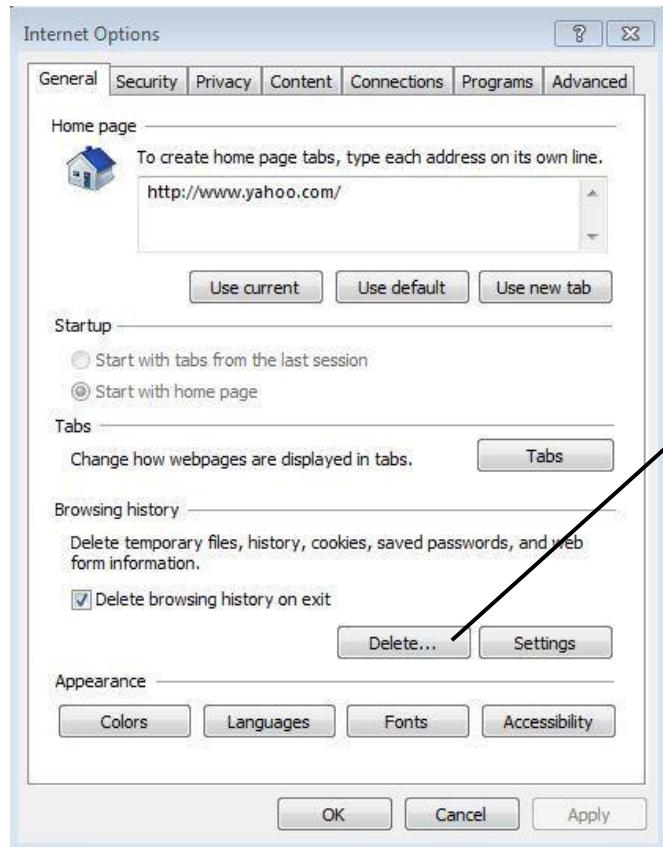
Home Page Request

Favorites Select

Browser Tools



Week 5 – Internet Explorer Options





Week 6 – Key Terms and their definitions

Term	Definition
MS Office	Group of application programs developed and supported by Microsoft that are designed as an integrated set of office automation tools..
MS Word	MS Office Word processing application designed to create letters, reports, pamphlets, newsletters, handouts, and other printed or viewed documents. .
MS Excel	MS Office spreadsheet application designed to create, calculate, manipulate, and maintain numerical data representing accounts, expenses, inventory, lists, etc.
MS PowerPoint	MS Office presentation application designed to create and display information in a visual or summary format suitable for rapid information exchange..
Quick Access Bar	A row of small Icons located in the top frame of the MS Office application. The icons represent tools that are readily available for action separate from the display ribbon tools. Quick access tools include: "Save", "Undo", "Restore", etc.
Office button	Object located in the upper left corner of all MS Office applications. A left mouse button click on the Office button will display the data file processing options for the current document.
Ribbon	Row of one or more groups of buttons associated with a general application processing topic for the MS Office application. Examples include "Home", "Insert", "View", etc..
Group	Framed area containing one or more buttons located in the Ribbon. The group name is shown at the bottom of the frame. Group names include: "Clipboard", "Font", etc.
Button	Object located in an MS Office Ribbon that displays an icon and text. When clicked with the left mouse button, an action is performed as described by the button text.



Reference: <http://pc.net/glossary>

Week 6 – What's an Application?



MS Office Applications

Word, Excel, PowerPoint, Access, Outlook

Letters, Expense Reports, Presentations.

Windows 7 Operating System

Desktop, File System, Start Menu, Task Bar

File Names, Windows, Internet access

PC Hardware

Processor, Memory, Disk, Controllers, etc.

Key clicks, Mouse movements, Screen display, Printer fonts



Keyboard



Mouse



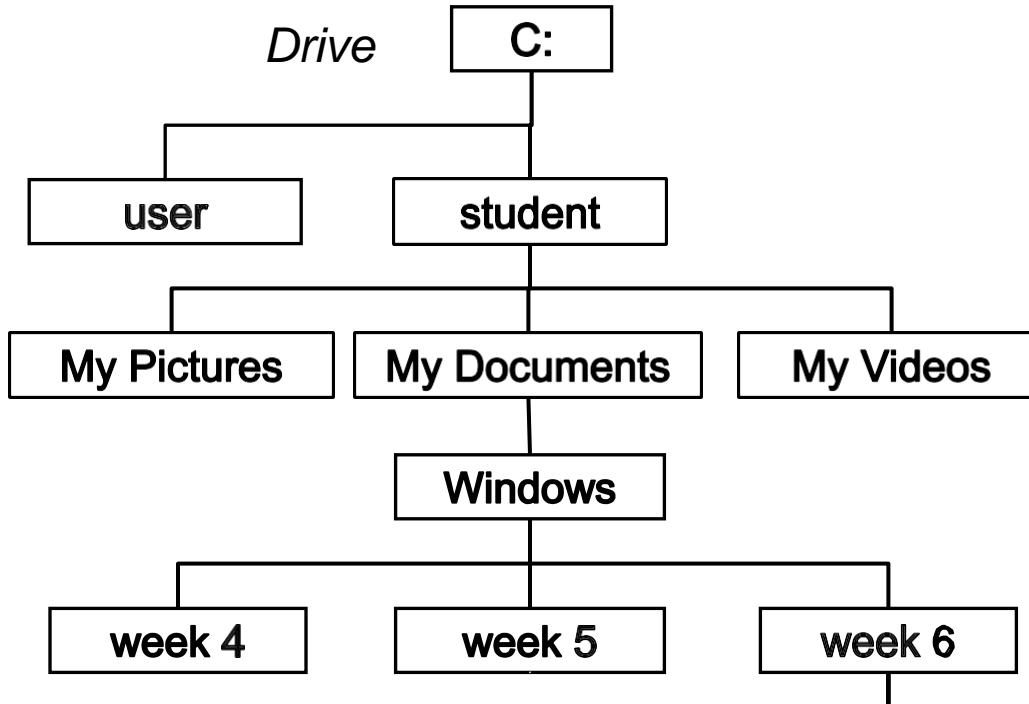
Monitor



Printer



Week 6 – File Hierarchy



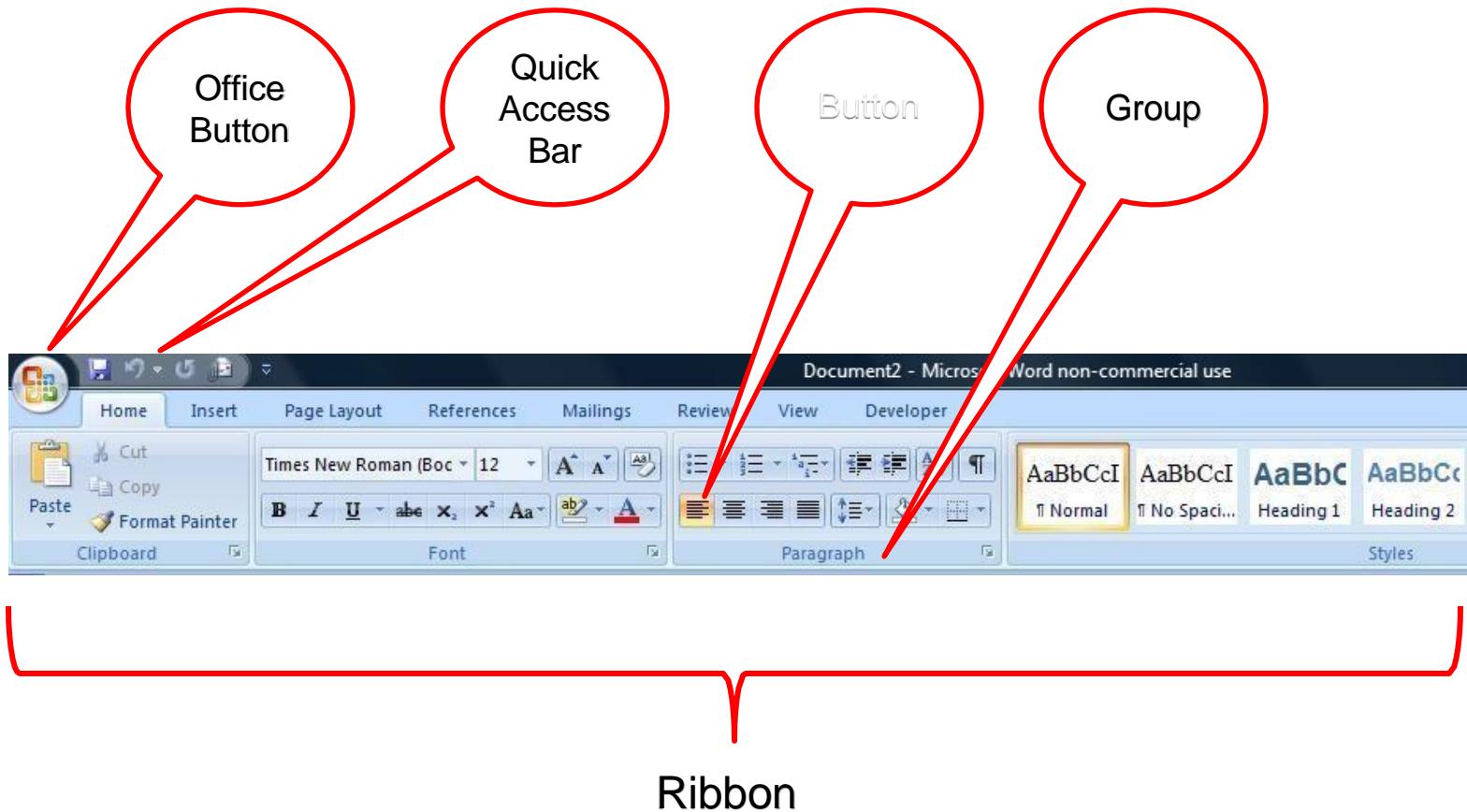
Libraries>Documents>Windows>week 6

-or-

C:>Student>My Documents>Windows>week 6



Week 6 – MS Office Application Controls



Week 6 – Word Processing keyboard

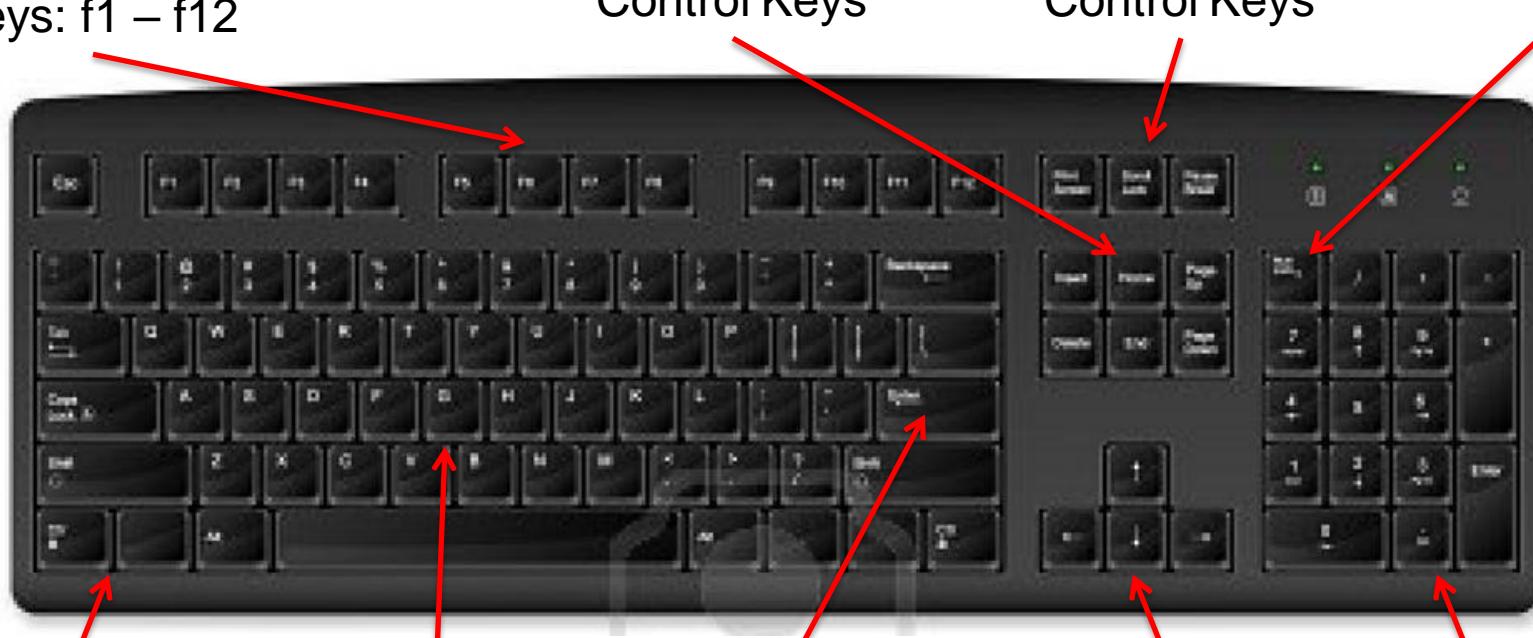


Function
Keys: f1 – f12

Editing
Control Keys

System
Control Keys

Num Lock Key



Control (Ctrl)
and Alt Keys

Basic
Typewriter
Keyboard

Enter &
Paragraph
Key

Arrow Keys

10-key
Number Pad

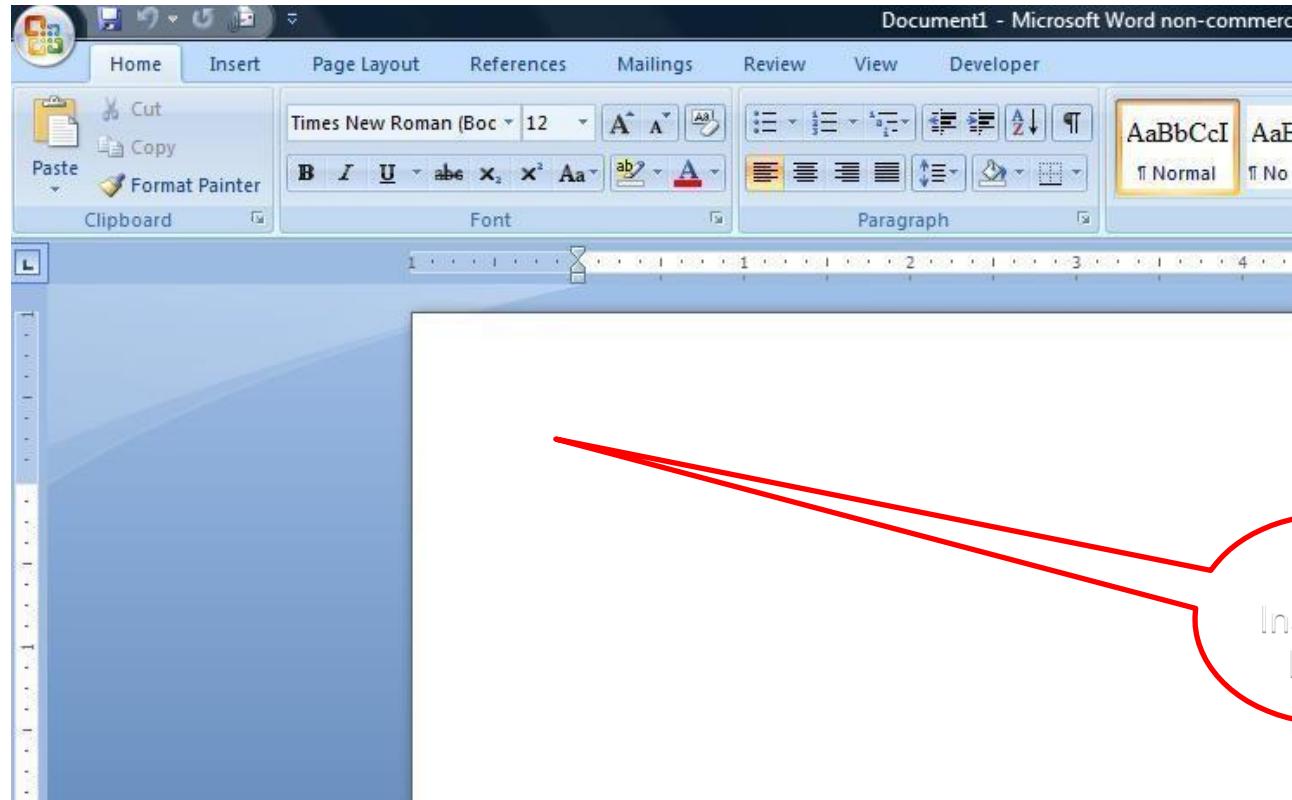


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Windows Fundamentals 3.0

38

Week 6 – MS Word Interface



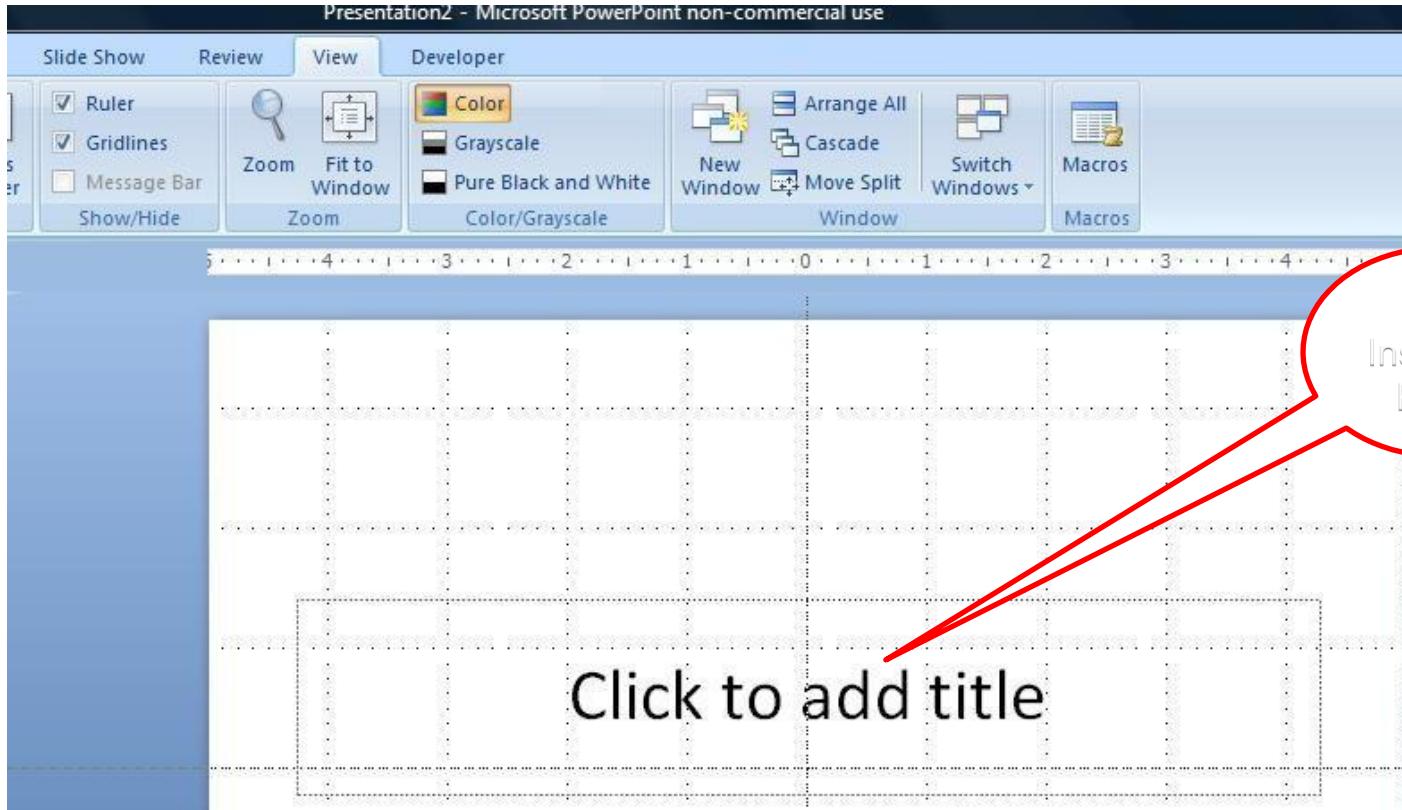
Week 6 – MS Excel Interface



A screenshot of Microsoft Excel showing the Home tab ribbon. The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-Ins, and Team. The Home tab is selected. Below the ribbon is the Excel ribbon bar with various icons for clipboard, font, alignment, and number formats. The main area shows a 14x14 grid of cells, with cell A1 highlighted in orange and containing a black data insertion point. A red line and a red circle with the text 'Data Insertion Point' point to this cell.



Week 6 – MS PowerPoint Interface





Week 7 – Key Terms and their definitions

Term	Definition
Internet	Internet was created in 1969, during the Cold War, by the United States military. It was meant to be a "nuke-proof" communications network. The Internet spreads across the globe and consists of countless networks and computers, allowing millions of people to share information.
ISP	Stands for "Internet Service Provider." In order to connect to the Internet, you need an ISP. You pay a monthly fee to in order to use the Internet.
Web Site	Web site is a collection of Web pages. For example, Amazon.com is a Web site, but there are millions of Web pages that make up the site.
Firewall	A computer firewall limits the data that can pass through it and protects a networked server or client machine from damage by unauthorized users.
IP Address	Also known as an "IP number" or simply an "IP," this is a code made up of numbers separated by three dots that identifies a particular computer on the Internet. For example "66.72.98.236" or "216.239.115.148"..
Virus	Computer viruses are small programs or scripts that can negatively affect the health of your computer. Opening an infected e-mail attachment is the most common way to get a virus.
Spyware	As the name implies, this is software that "spies" on your computer. Spyware can capture information like Web browsing habits, e-mail messages, usernames and passwords, and credit card information.
Updates	Software corrections and new features available from the Software vendor. They are typically delivered via the Internet upon request from your PC.



Week 7 – More Key Terms and their definitions

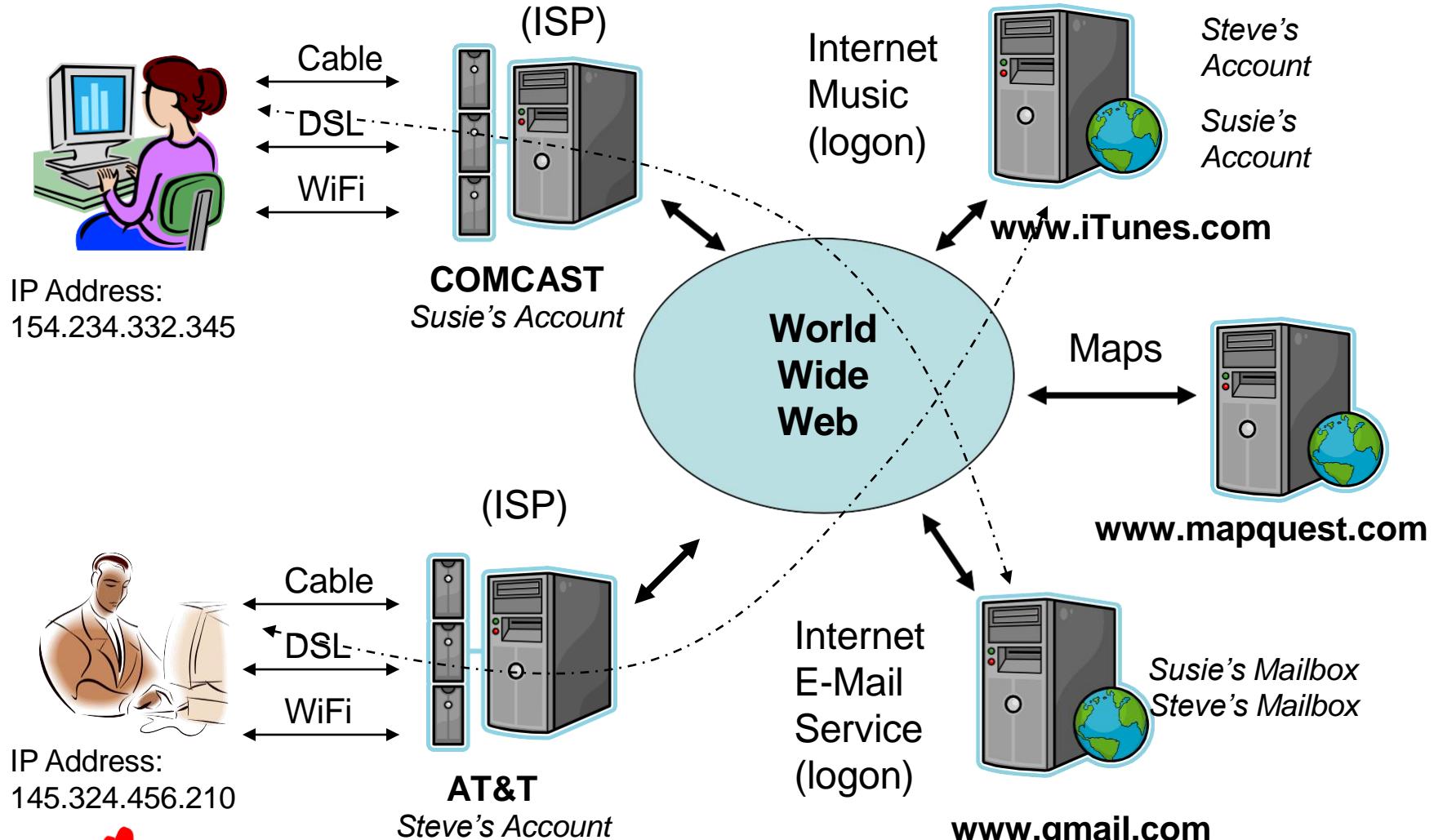


Term	Definition
Malware	Malicious software written by both pranksters and thieves to harm or compromise your computer. The presence of Malware in your computer will cause it to run slowly or behave strangely.
Phishing	Software specifically written to impersonate a business or the government with the express purpose of stealing your personal or financial information for illegal activities. .
Virus	Software specifically designed to disrupt, modify, or extract information from your computer for both annoyance and financial gain.
Worm	Malware designed to operate without your authorization and perform tasks that use your computer or personal information for annoyance or financial gain. Sending unsolicited e-mails using your list of contacts is an example of a worm.
Spyware	Malware designed to collect information about you and your computing activity typically associated with the Internet Browser. Spyware can both display unwanted information as well as extract your viewing history for use by a third party agent.
Trojan Horse	Malware that installs itself into one or more computer files and operates outside of your control. Trojan Horses can generate e-mail, search for your personal information, and track your web browsing.
Access Control	Employing a feature of Windows OS that describes and controls the extent of operating system services available to a user based on a specific ID and password.

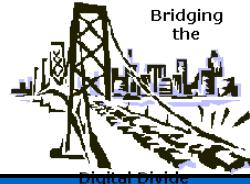


Reference: <http://pc.net/glossary>

Week 7 - How does the Internet work?



Week 7 – Your mailbox on Gmail



One of many advertisements

Compose

Inbox (4)

Starred

Important

Sent Mail

Drafts

Chat

Search people...

Steve Jackson

Set status here

0% full
Using 0 GB of your 10 GB

\$25 Unlimited Phone Plan - www.FamilyVirtue.com/CellPhone - (Free) Smartphone: Unlimited Minutes, Texting & Data. See Now!

Getting started on Google+ - Visit Google+ Hey Steve, Welcome to Google+ - we're glad you're here! Here's...

Customize Gmail with colors and themes - To spice up your inbox with colors and themes, check out the Th...

Get Gmail on your mobile phone - Access Gmail on your mobile phone The days of needing your computer to...

Import your contacts and old email - You can import your contacts and mail from Yahoo!, Hotmail, AOL, and...

©2012 Terms & Privacy

Your mailbox size

1st time e-mails from Google

A screenshot of the Gmail inbox interface. A red speech bubble points to an advertisement at the top of the list. Another red speech bubble points to the 'Your mailbox size' section at the bottom left. A third red speech bubble points to the '1st time e-mails from Google' section at the bottom right. The inbox shows four messages from the 'Gmail Team' and one from 'Google+ team'. The 'Compose' button is highlighted in red. The sidebar on the left includes links for Starred, Important, Sent Mail, Drafts, Chat, and status settings. The bottom left shows storage information: 0% full, 0 GB of 10 GB used. The bottom right shows copyright information and links for Terms & Privacy.



Week 7 – The Action Center



Screenshot of the Windows Control Panel Action Center. The left sidebar shows links: Control Panel Home, Change Action Center settings, Change User Account Control settings, View archived messages, and View performance information. The main area displays a message: 'Review recent messages and resolve problems' and 'Action Center has detected one or more issues for you to review.' Below this are sections for 'Security' and 'Maintenance'. The 'Maintenance' section contains a yellow box with the heading 'Check for solutions to unreported problems', a message about unreported problems, a 'Check for solutions' button, and links to 'Ignore this message' and 'View problems to report'. At the bottom, it says 'If you don't see your problem listed, try one of these:' with links to 'Troubleshooting' and 'Recovery'.

Control Panel Home

Change Action Center settings

Change User Account Control settings

View archived messages

View performance information

Review recent messages and resolve problems

Action Center has detected one or more issues for you to review.

Security

Maintenance

Check for solutions to unreported problems

There are problems on your computer that have not been reported to Microsoft. Some of these problems might have solutions available.

Check for solutions

Ignore this message

View problems to report

If you don't see your problem listed, try one of these:

Troubleshooting

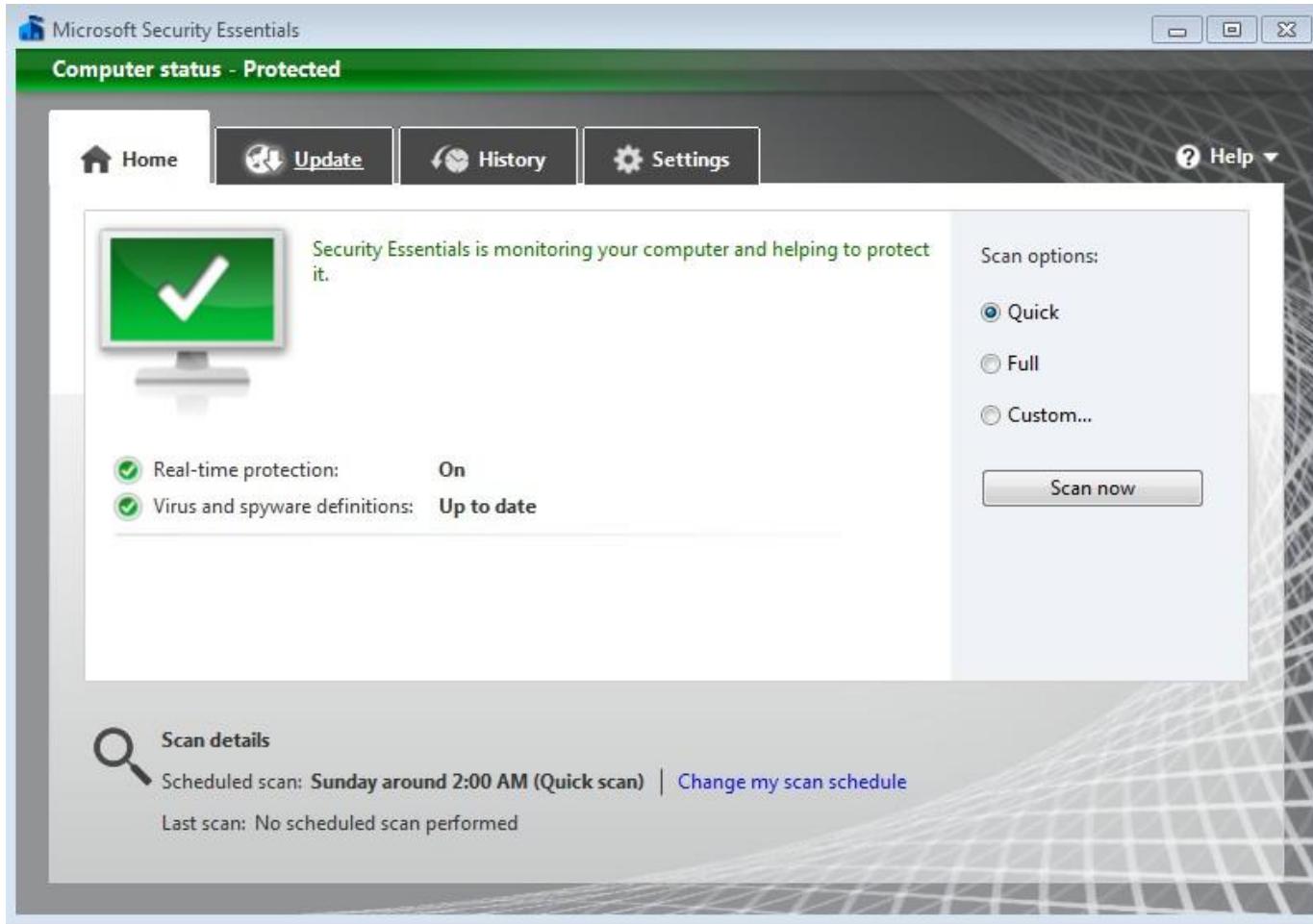
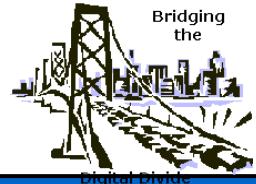
Find and fix problems

Recovery

Restore your computer to an earlier time



Week 7 – Microsoft Security Essentials



Week 7 – PC Safety Environment



**World
Wide
Web**

*File Scan
and Repair*



*Access
Control*



*Active
Scan*



*E-mail &
IE Filter*



*Windows
Firewall*



Usage Threats:

- Viruses
- Phishing
- Worm
- Spyware
- Trojan Horse

Microsoft
Security
Essentials,
Norton,
McAfee,
etc.

Windows 7
Access
Control

Microsoft
Security
Essentials,
Norton,
McAfee,
etc.

Windows 7
Control
Panel

Access Threats:

- Pedophiles
- Pornography
- Cyber bullying
- Identity theft

PC Security Environment



Week 7 – Unsolicited Web Phishing Example



Important Microsoft ServicePack update v6.7.8 - Message (HTML)

File Message ConnectWise

Reply Reply All Forward Meeting IM Ignore Rules 3-mo ACF To Manager
Delete Junk Delete Move OneNote Team E-mail Done
Move Actions Reply & Delete Create New
Quick Steps

Mark Unread Categorize Related Translate Follow Up Select Zoom
Tags Editing Zoom

Follow up.

From: Microsoft <noreply@microsoft.com>
To: Sid Herron
Cc:
Subject: Important Microsoft ServicePack update v6.7.8

Sent: Wed 8/10/2011 12:18 AM

Windows
Welcome to Windows Update
Microsoft Windows Update Center
New Service Pack v6.7.8 update is ready for download.
*Stay secure with the new Microsoft AntiVirus and AntiMalware system.
*Some security flaws were fixed and new features were added by this Service Pack Update.
*This update is available by clicking [Click to follow link](http://85.214.70.156/bilder/detail/windowsupdate/v6/sp-update.v678.exe)
<http://www.microsoft.com/windowsupdate/v6/update-all/>
*No more SPAM / Viruses / Safe Web Navigation.

Click on a photo to see social network updates and email messages from this person.

http://www.microsoft.com/windowsupdate/v6/update-all/

Web Page Format

MS Office Ribbon

Link name not MS site!



Microsoft does not solicit updates!

Week 7 – Website Phishing Example



Dear Chase OnlineSM Customer: Chase OnlineSM Payment Pending.
You have an unconfirmed payment Pending on your account
Please verify your account information for payment approval
We implore you to follow the link below to verify your account details.

Account Verification

NOTE: You are strictly advised to match your information correctly to
avoid service
suspension.

Thank you for your co-operation.

To start the Re-activate process click on [Chase_OnlineSM](http://Chase_Online).

You May Visit Our Web www.chase.com

Once you have completed the process, we will send you an email notifying
that your account is available again. After that you can access your account
online at any time.

The information provided will be treated in confidence and stored in our secure database.
If you fail to provide required information your account will be automatically
deleted from Our online database

Sincerely,

A handwritten signature in black ink that reads 'Cathy J. Marinelli'.

Cathy J. Marinelli
Senior Vice President
Online Banking Team

Authentic
looking!

Link to
criminal
site!

No Bank will ask you
to validate personal
information during a
Web session!



Week 7 – E-Mail Phishing Example



This e-mail has been sent by JPMorgan Chase & Co to Youremailhere (May 9th, 2012)

Dear Chase Customer (Youremailhere) ,

This e-mail has been sent to inform you that your account will be deactivated within the next 24 hours due to several unsuccessful login attempts on your account.

To prevent this to happen please login securely to our activation link below
<https://www.chase-online.chase.com/olbtxn/authentication/SignOn.chase&to=Youremailhere>

If you have already confirmed your information then please disregard this message.

Regards,
JPMorgan Chase member services.

© 2012 JPMorgan Chase & Co. (9 May, 2012)

Looks
like its
official!

Link to
criminal
site!

No financial organization will request personal information via e-mail!



Week 7 – Safe E-mail Usage



To keep in mind while using E-mail:

1. Don't reply to e-mail messages from unknown sources.
2. Don't "click" on links to unknown URL addresses.
 - *Look at the URL address under the link!*
3. Don't open attachments with the following file types (filename.xxx):
 - ".eml", ".url", ".exe", ".dll", ".lnk", ".vb", ".C++", ".Class"
4. Don't forward messages to all of the recipients. (Reply All)
5. Keep your Inbox free of unwanted messages.
6. Don't "unsubscribe" to e-mail messages from unknown senders.
7. Don't send personal information.
8. Delete messages that you do not want to permanently save.
9. Don't share your e-mail with friends and family members.
10. Change your password every 60 days.



Week 7 – Safe Surfing



To keep in mind while Surfing the Internet:

1. Don't send money when asked by a stranger.
2. Don't respond to requests for personal information.
3. Don't save Passwords in your browser.
4. Don't play games that involve payment over the Internet.
5. Read your monthly Internet bills and question any unexpected charges.
6. Don't send money to unfamiliar charities.
7. Don't buy products that are from unfamiliar companies.
8. Don't be drawn into investments and opportunities that are too good to be true!
9. Remember, the Internet is public domain. Nothing is private.

Week 7 – Major risks for your concern



What risks do your kids face:

- ✓ Pedophiles
- ✓ Pornography
- ✓ Cyberbullying
- ✓ Identity Theft

What can you do?

- Monitor your kid's Internet Usage
(Tools available)
- Know the web sites they visit.
- Keep your Virus SW current.
- Take an active role in their usage and monitor their activity.

The Internet can be of immeasurable assistance but has significant risks that you will encounter if you don't pay attention!



Week 7 - Options available to counter the Internet Threats

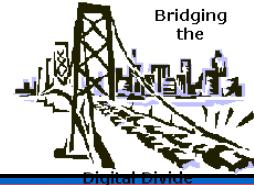
Threat	Response
Viruses	Keep Microsoft Security Essentials or other anti-virus software current and scan often.
Phishing	Do not click unknown links. Do not provide personal information to unknown sites.
Worm	Keep Microsoft Security Essentials or other anti-virus software current and scan often.
Spyware	Clear Internet Browsing history often. Keep Microsoft Security Essentials or other anti-virus software current and scan often.
Trojan Horse	Keep Microsoft Security Essentials or other anti-virus software current and scan often.
Cyber Bullying	Use Windows Access Control and Filter site access.
Access	Use Windows Access Control and Filter site access in E-Mail and Internet Browser software.
Identity Theft	Never store passwords in the Browser! Change your passwords often. Practice safe computing!



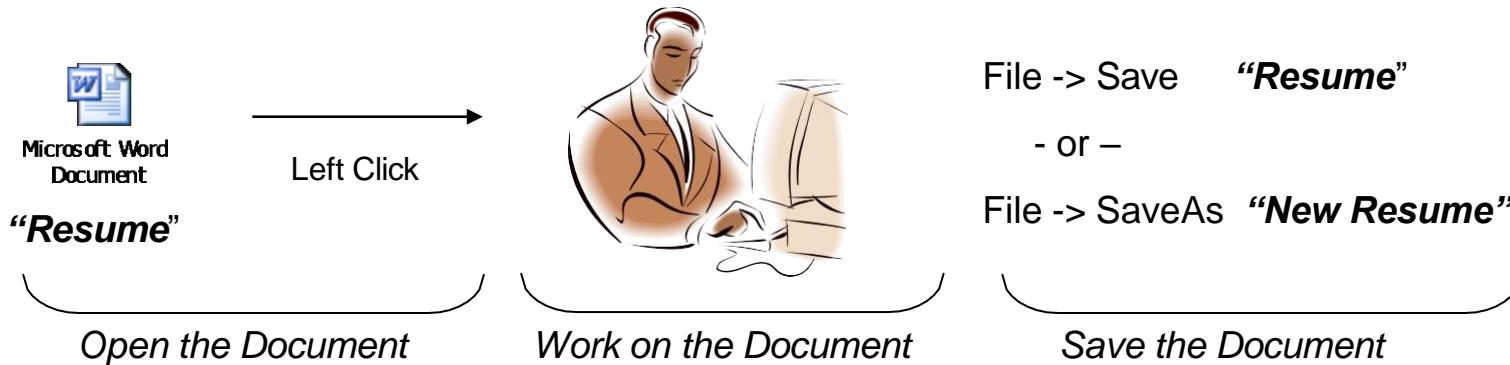
End of Presentation



Week 2: How do you open and work with a file?



Option 1: Open the Document



Option 2: Open the Application



Week 4 – Library concepts in Windows 7



Documents

My Documents



Pictures

My Pictures



Movies

My Movies



Russian Trip

Other documents



Notes



Other Pictures



Movies



Notes:

- Only permanent drives (C:, etc.)
- Must start with a folder.
- Holds all of a folder's contents
- Acts like a shortcut to the files
- No removable (flash) drives!