

## Internet: Searching the numbers with Google:

Another new feature in Google, appropriately named Search By Number, allows you to get quick access to information about certain types of numbers--specifically, UPS and FedEx tracking numbers, patent numbers, FAA airplane registration numbers, and FCC equipment identifiers. To search for a UPS tracking number, simply type the tracking number provided by UPS in the Search Google box. For FedEx, you must put the word fedex and a space before the 12-digit tracking number, as in "fedex 123456789012." Searching patent numbers is similar to the FedEx example, as you must enter the word patent and a space before the patent number. If you type "patent 4012019," you're taken to a new page with a link to search the U.S. Patent Office's database of patents. Google also searches the Web for any documents that match those search terms, in case you're looking for information outside of the U.S. Patent Office. We haven't done too many patent searches before, but people we've talked to that have find this new feature to be a real time-saver as compared to directly searching the U.S. Patent Office's database directly.

## Symantec Internet Security Threat Report

Volume VI (<http://enterprisesecurity.symantec.com/Content/displaypdf.cfm?pdfid=1034&EID=746>)  
September 2004

The Symantec Internet Security Threat Report is an analysis and discussion of Internet security activity over the past six months. It covers Internet attacks, vulnerabilities, malicious code, and future trends. Over the first six months of 2004, Slammer and Gaobot were the most common attacks. E-commerce was the most highly targeted industry. The average time between the public disclosure of a vulnerability and the release of an associated exploit was 5.8 days. The number of distinct variants of bots rose by 600%. The first malicious code for mobile applications, named Cabir, was developed. In the near future, Symantec expects phishing attacks to become a serious security concern.

## Computer Courses

Small classes and friendly atmosphere

- Introduction to Windows 98/ XP and Internet / E-Mail
- Microsoft Word 2000
- Microsoft Excel 2000
- Powerpoint 2000
- Access 2000
- Web Page Design( HTML)

## SeniorsLink Computer Courses

(For those 60 and over)

- Introduction to Windows 98/ XP WordPad, Internet and E-Mail
- Advanced Computer Course

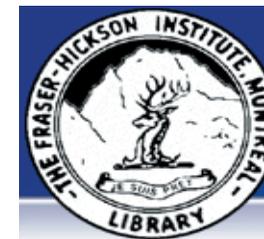
## Computer Workshops and Seminars

Short practical introductory courses to a variety of current interests in a computer environment. A knowledge of WINDOWS O/S & Internet is required

- How to buy a computer
- How to surf the net effectively
- How to organize the computer folders, directories, toolbars, etc.
- How to protect a computer from Internet intruders
- How to build a simple web page
- How to organize and print pictures on the computer
- Banking on the Internet

The courses, seminars and workshops will also be given in French should there be sufficient demand.

We are always open to suggestions on topics to cover in additional workshops. Please do not hesitate to contact the centre, should you have any questions, suggestions or comments.



## The Fraser-Hickson Library Computer Centre Newsletter

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Telephone 489-5301 ext. 203  
e-mail: harm@fraserhickson.qc.ca

**Monday, September 27th 2004**

**Hours:**  
Monday: 12:00pm- 7:30pm  
Tuesday: 12:00pm-7:30pm  
Wednesday: Closed  
Thursday: 12:00pm-7:30pm  
Friday: 12:00pm- 6:00pm  
Saturday: 1:00pm - 4:30pm  
Sunday: Closed

Computer Rental \$2.50 hr or 5 hr card for \$ 10.00

Anyone may use the computer centre for work, research or recreational use.

### Computer Rental Area

Six computer workstations with high speed Internet  
Laser Color & Black & White Printer  
Scanner with PhotoShop Editing

### Software available includes

Microsoft Office 2000 (Word, Excel, PowerPoint, Access)  
Microsoft Publisher 2000  
Corel Suite & WordPerfect  
Internet Explorer, Mozilla & Netscape Navigator  
MSN Messenger & Yahoo Messenger

### Books about computers

Computer languages  
Software & Hardware  
Operating Systems  
Howto & Getting started  
Literature

This newsletter is published bi-weekly and distributed at no charge to the patrons of the Fraser-Hickson Library.

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## Office 2000 Tips & Tricks:

### Check out the built in keyboard shortcuts in

**Word 2000:** If you're a fan of keyboard shortcuts, then you owe it to yourself to check out Word's collection of function key assignments. Word assigns a number of common commands to your keyboard's function keys so that you can execute them quickly and easily. Not only does Word assign commands to the function keys, it also assigns commands to function key combinations that include the [Shift], [Ctrl], and [Alt] keys. In all, more than 50 Word commands can be executed using function key shortcuts. To make function keys easy to work with and to remember, Word 2000 offers the Function Key Display toolbar. To display this toolbar, choose Tools | Customize from the menu bar to open the Customize dialog box, and then click on the Toolbars tab. Select the Function Key Display check box in the Toolbars list box, and then click Close. When you do, Word 2000 displays the Function Key Display toolbar. Each button in the toolbar displays a command name and the function key that's assigned to it. In addition, when you press the [Shift], [Ctrl], or [Alt] keys, the commands in the Function Key Display toolbar change accordingly, indicating the command that will be executed if you press the current key combination plus the indicated function key: [Shift] or [Ctrl] or [Ctrl][Shift] or [Alt] or [Alt][Shift] or [Ctrl][Alt]. To execute a command displayed on one of the Function Key Display toolbar buttons, simply press the function key indicated on the toolbar button (including any applicable [Shift], [Ctrl], and [Alt] combinations), or click the toolbar button itself. You can obtain a complete list of function key assignments in Word 2000 by accessing Microsoft Word Help and searching for the phrase "function keys."

### Scrolling made easy in Internet Explorer (Win XP)

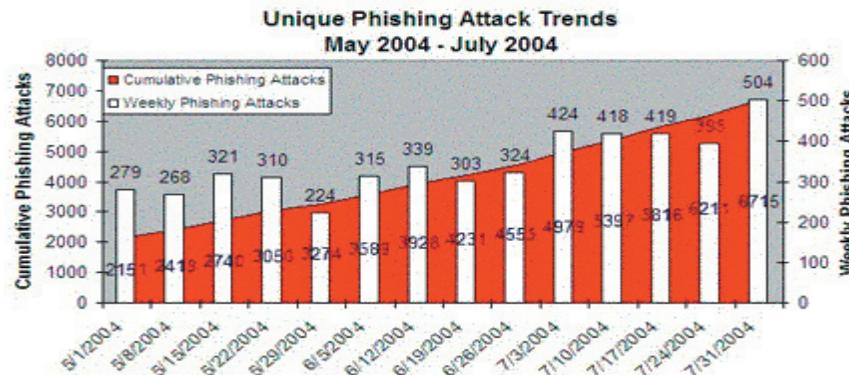
You can use your mouse wheel or your keyboard's arrow keys to scroll up and down pages while surfing the Web in Internet Explorer. But, there's an even easier way: All you need to do is simply press the [Spacebar]. Pressing [Spacebar] scrolls down a page, and if you need to scroll up a page, just press [Shift][Spacebar].

### All of a sudden, your PC is running slower and you are getting a ton of advertising pop-ups when you go online. What should you do?

Spyware and adware are programs that are installed on your computer surreptitiously. They get onto your computer when you install various software programs, such as Kazaa, or by visiting some Web sites. Then they send information about you, such as your surfing habits, from your computer through the Internet or deliver pop-up ads. Since these programs run in the background, they eat up system resources and slow your computer down. To remove these programs you can do the following:

- 1) Run a virus scan with an up-to-date antivirus software package such as Norton's or McAfee's) to make sure that the spyware is the only problem slowing your computer down.
- 2) Download a copy of either Spybot Search and Destroy or Ad-aware, which will identify and eliminate most of the spyware and adware programs.
- 3) Use Mozilla's Firefox ([www.mozilla.org/products/firefox/](http://www.mozilla.org/products/firefox/)) as a browser which is free and add to it adblock which is a customizable pop-up blocker (<http://update.mozilla.org/extensions/install.php/adblock-0.5-dev.xpi?id=10&vid=215>).

**Computer terminology:** What is Phishing? Phishing attacks use 'spoofed' e-mails and fraudulent websites designed to fool recipients into divulging personal financial data such as credit card numbers, account usernames and passwords, social security numbers, etc. By hijacking the trusted brands of well-known banks, online retailers and credit card companies, phishers are able to convince up to 5% of recipients to respond to them.



## Advanced Hints & Tips (WinXP)

### How to eliminate the dialog box, which appears on booting up Windows XP and asks for a password, and go directly to the desktop instead:

There are four conditions necessary to disable the Windows logon screen:

1. There must be only two accounts on the computer, the administrator and the guest account.
2. There must be no password for the administrator account.
3. The guest account must be turned off.
4. The welcome screen must be turned on.

**Step 1:** Delete all user accounts except the administrator and guest accounts. To delete accounts, log on as administrator, then click Start > Settings > Control Panel > User Accounts > Change An Account. Click the account you want to delete, then hit Delete Account.

**Step 2:** Remove the password from the administrator account. Click the administrator account and Remove My Password. You will be prompted to enter your password on the next screen. Enter your password and click Remove Password.

**Step 3:** Turn off the guest account. Navigate back to User Accounts in the control panel. If the guest account is turned on, click it, then "Turn off the guest account."

**Step 4:** Turn on the welcome screen. Navigate back to the User Account screen as described above. Click "Change the way users log on or off." Make sure there is a check mark next to "Use the welcome screen." Then click Apply Options.

### WINDOWS: A way to always get my files to display as a list when I open a folder:

**Step 1:** Change the view of a displayed folder: With a folder open (either from My Computer or Windows Explorer), click View on the file bar. Click the desired view: Thumbnails, Tiles, Icon, List, Details. The folder being displayed will have the new view.

**Step 2:** Apply the view to all folders. With a folder open (either from My Computer or Windows Explorer), click Tools on the file bar. Click Folder Options in the drop-down box. The Folder Options control window will be displayed. Click the View tab. Click the "Apply to all folders" button in the Folder Views section of the View tab. A confirm box will be displayed to change the view of all folders to be like the folder you have displayed. Click Yes. Click OK at the bottom of the View tab to close the Folder Options control window.