

ICT NEWSLETTER

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Issue2

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"At the source of every error which is blamed on the computer, you will find at least two human errors, including the error of blaming it on the computer."

-Anonymous

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SYMANTEC - NORTON ANTIVIRUS



AVG Anti-Virus

1.ANTIVIRUS

Due to the huge number of queries and service calls regarding Virus and Antivirus in the past month, this issue will highlight some important issues to consider in order to protect your PC from Viruses.

We would like to think that Antivirus software is the 100% readily available solution to the protection of your PC from viruses , but sadly this is not so. Of course Antivirus Software(eg Norton or AVG) can quarantine and/or fix your viruses but they only provide about 60% guarantee of PC protection. The other 40%!??? Comes from the action of "you the user" of course!! Yes, you and yourself alone hold the key solution of ensuring that your PC is 100% protected from viruses and other malicious software.

(1.1)How is your PC infected?

(1.1.1)Opening or downloading of e-mails from unknown sources.

Emailing has lifted the burden of having to make expensive overseas phone calls or save inefficient use of time and money in writing letters and mailing them, but you may have noticed that sometimes, not only do you receive replies from your relatives or friends, you also receive emails from people you have never heard of before. For example, emails from unknown sources informing you that you have won thousands of dollars from a lottery draw (A draw you don't recall ever entering). Or emails with flashy unknown websites for you to download free music, or play games online. Sometimes our curiosity gets the better of us and we try to download these websites, not knowing that while you are playing your free games etc you are also downloading malicious programs hidden behind these e-mails. The internet is the fastest and easiest method of transferring harmful bugs onto your computer.

(1.1.2)Using flash drives, CDs, DVDs and floppy disks.

Why spend so much tala on buying music CDs or DVDs when you can just borrow flash drive from a friend and transfer onto your computer. Bad news is, just as easily as this could be done, so is the transfer of virus from one PC to another.

Also, those Kodak moments don't need weeks to be developed as with the availability of digital cameras with SD or XD cards, your photos of last night's party can be uploaded and send out to friends with a click of a button. Bad news is, that click of a button can also be the same click that would transfer a deadly virus into your PC and totally wipe out your important documents and/or files.

(1.2)Protect your PC

- Do not open email or attachments from unknown sources.
- Be careful with file transfer from removable drives.
 - If you have no other choice apart from taking this option then make sure to scan your flash drive before transferring any files onto your computer.
- If you are connected to the internet, promptly update your antivirus.

IT STAFF

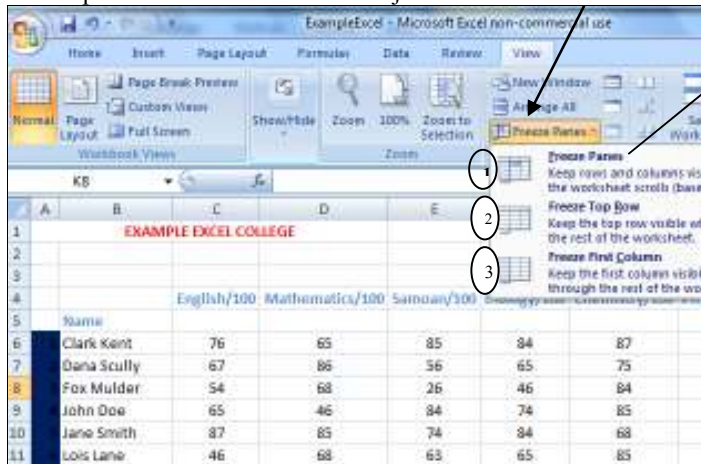
Hint of the Month

The end of the year is closing up fast. We have costs and account figures to balance, we have examination marks to be entered, added and averaged. And when we talk about a years' worth of data we are talking about countless amounts of rows and columns in Microsoft Excel that we have to manage. One obvious situation you will come across as the amount of data you enter grows, is that you will not be able to view your spreadsheet headings for your columns. Or for example, if you are at the end of a spreadsheet row entering marks, you won't be able to view the first column (which has the name of the student that owns this mark). It can be frustrating scrolling up and down to view the column title or left and right to view the row heading.

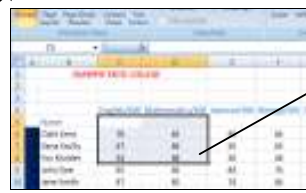
Microsoft Excel provides a solution for this problem through the use of its "Freeze Pane" function. This function freezes part of you spreadsheet, allowing you to view the ends of your columns or rows while at the same time be able to view the headings or titles.

Microsoft Excel 2007

Freeze pane is found as one of the objects under the "View" Tab

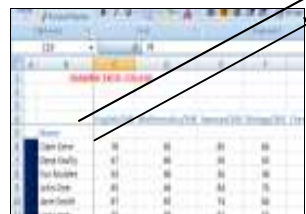


① this option allows you to choose which rows AND columns you want to freeze when navigating through your spreadsheet.

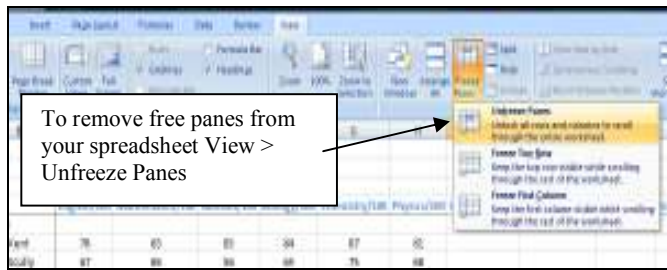


STEPS-

1. highlight just in front of the columns and rows you want to freeze, then click on the first option.



2. two intersecting lines should now be visible, you should now be able to scroll through part of your spreadsheet that is in front of those intersecting line.

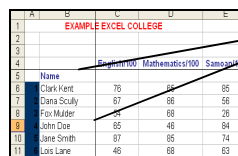
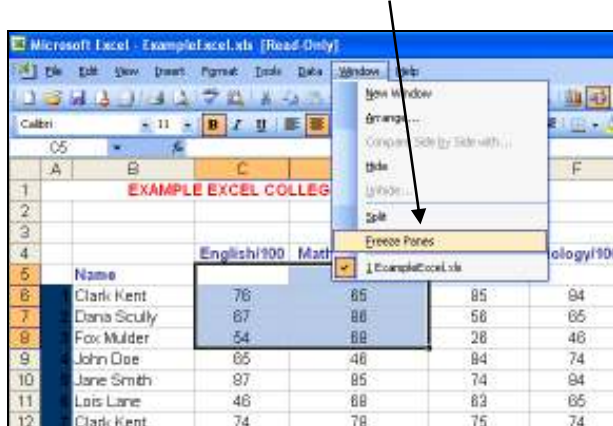


② highlight the row you want to freeze then click this option. The top part of the spreadsheet will freeze allowing you to scroll through the bottom data while being able to view the top headings. Note that if you do not highlight an area to freeze Excel will automatically freeze first row.

③ first columns will be frozen allowing you to scroll to the end of the spreadsheet but still be able to view the horizontal headings.

Microsoft Excel 97/2003

Freeze Pane option is found under "Window" from the Menu Bar



STEPS-

1. Highlight just in front of the columns and rows you want to freeze, then click Window > Freeze Panes



To remove freeze panes Click Window > Unfreeze Panes