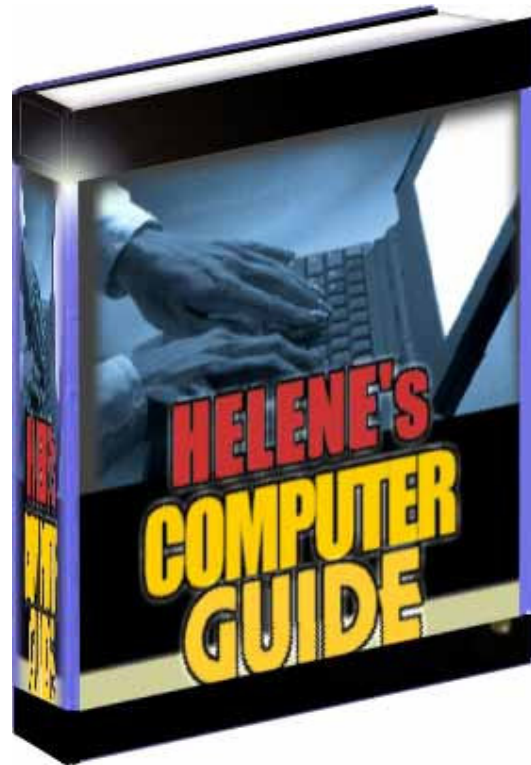


COMPUTER GUIDE

**A thorough explanation of common terms,
and how to use your computer most
effectively.**



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What is inside a PC (Personal Computer)?

computer is simply a counting machine which processes information in the form of binary numbers; it can do millions of binary calculations a second (the binary system is a counting system that uses the numbers one or zero (and not zero through nine) to represent any information.

The computer has a variety of different parts, categorized under either **hardware** or **software**.

Hardware is the physical parts we have in our computer like (Hard disk, monitor, mouse, keyboard, etc), while **Software** is the operating system (OS) like Microsoft™ Windows™, and the programs we run under that Operating System. There are other Operating Systems, but Microsoft Windows™ is definitely the most widely used.

Computer Hardware components

Each part in a computer has a different role to perform, just as every part in an automobile has its function. Each part plays a different role, and together they make a great team which is called a Personal Computer, PC.

CPU or processor



A **CPU** stands for central processing unit, which is also known as "processor".

It is the brain of a computer because it does all the calculations (It adds, subtracts, multiplies and divides a multitude of numbers) in the binary system to make software (Operating System and programs) run. When you hear people talk about a "Pentium", they refer to the brand or type of processor.

Hard Drive or Hard Disk



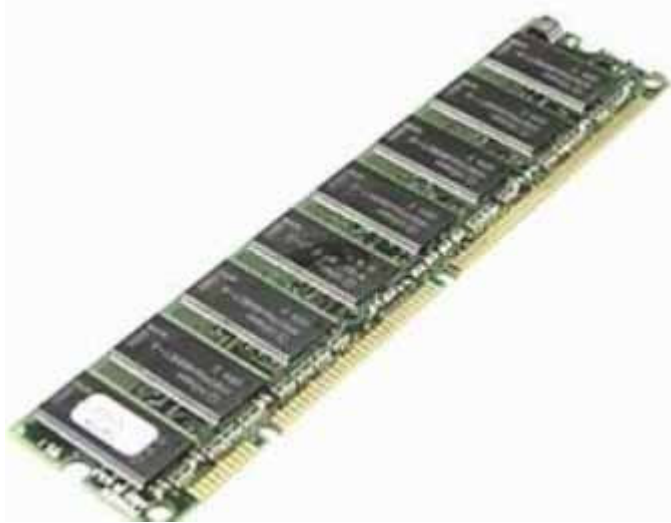
A **Hard Drive** is a storage device on a computer; it contains all operating system files, programs and data created by a user.

A hard drive is sometimes called a "hard disk". The name came from being fixed to the computer but to describe it, a hard drive is a bunch of disks, which spin very quickly, located inside a case.

To read or write information from and to the hard disk, it has "heads" to do the job. The heads are very similar to the arm of a record player. They move back and forth over the surface of the spinning disks.

Hard disks have different sizes, which are usually mentioned in Gb (Gigabytes, one gigabyte equals one billion bytes). You can have more than one hard drive in the computer.

RAM



RAM stands for *Random Access Memory* or simply "computer memory." This is where the computer performs short term tasks.

When a program runs or a file opens, a copy is retrieved from the hard disk so the CPU –in turn– sends the data to the memory where calculations are made.

RAM is sometimes confused with Hard Disk, because both store data. But there are huge differences between the two: The RAM holds data when it flows through it. It is much faster than the Hard Drive, but it's also expensive. RAM is the interface between the Hard Drive and the Processor. The data stored in RAM is volatile, which means if the electricity goes off, all unsaved data is lost. Data on the hard drive remains, even when there's no power.

Floppy Drive



The **Floppy Drive** is an external storage media. The Floppy drive uses floppy diskettes to save data but the size is limited and they get damaged easily if not saved in a proper place.

Video Card



The **Video Card**, also known as “Display Card”, or “Graphics card” can be built-in on the mother board or separately installed.

The old type was PCI cards, but most cards are now based on the AGP standards.

Sound Card



As the name says, the **Sound Card** is used for making the sound that comes out of the computer. It is used for most of the computer games, playing movies, music and can greatly help people with sight limitations!

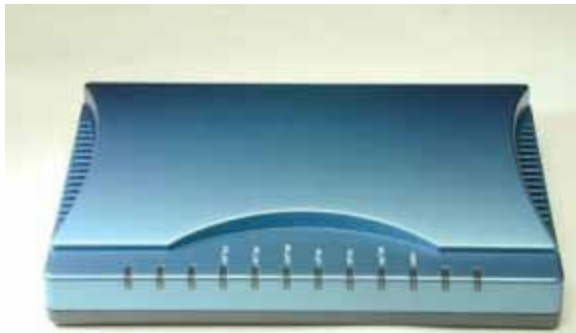
Network Card



The **Network Card** has become a common piece of the computer to connect the computer to an internal network to make the computer able to share documents and printing facilities with other computers in the network.

It has speeds ranging from 10 to 1000 Mbps (Mega Bits Per Second).

Modem



Modem stands for modulation / demodulation and is used to connect the computer to the Internet through a “dial-up” connection.

It can be also used for sending and receiving facsimiles. These “faxes” can then be saved on the computer as separate files for future use.

E-mail and How to use it

Electronic mail, or as we call it, **e-mail**, is the process of sending messages using a computer connected to the internet. Anyone can send messages when it is convenient for him, the recipient responds at his convenience.

Emails can be sent using your computer if it's connected to the internet. What makes Email is a very powerful way of communication is that it is instantly delivered, very cheap to use and can be used to send electronic files of any type like text, spreadsheets, images and all other kinds of files.

The e-mail can be sent to one recipient or even hundreds with a failure notice if delivery fails and optional successful delivery notice.

What can you do with emails?

- Send messages, memos and files.
- Receive and read messages and save files for future use.
- Reply and forward messages
- Send the same message to many receipts with one click.
- Save email to a file (Archiving) and print the message.

What does an Email Address look like?

To receive or send email anyone needs to have an email address and needs to know the address of the receipt or receipts.

The e-mail looks like:

amgadm@yahoo.com

Where:

Amgadm: is the user identification which could be your first name only, first and last name, nick name.

@: Separation symbol must be used to separate the user identification and the domain name.

Yahoo.com: is the domain name where your e-mail address is hosted on.

Types of e-mail clients

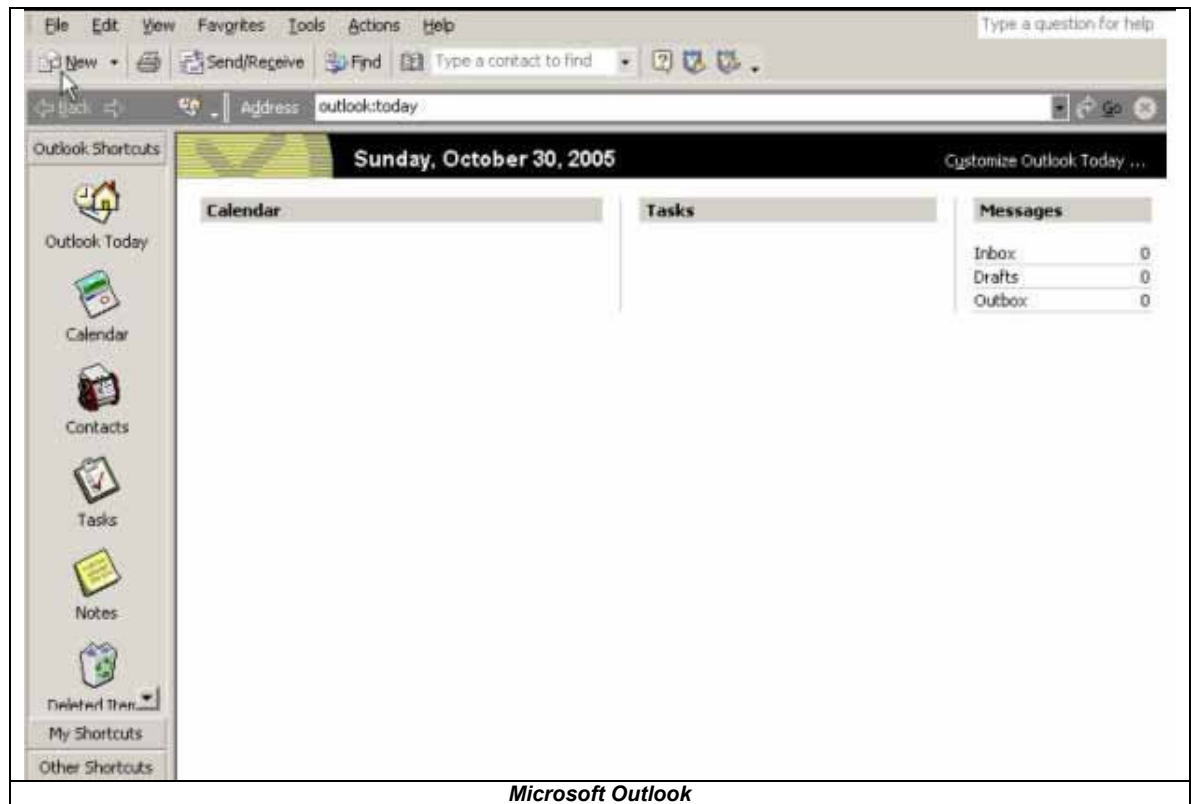
To use the e-mail you need an e-mail client which can be either a:

- **Web-based e-mails:** Like Hotmail, yahoo and Gmail which requires a web browser like (Internet Explorer, Fire Fox, Netscape) to access the e-mail.



OR

- **Operating system based clients:** Like Outlook, Outlook express and Eudora, which are separate program configured to access your e-mail account, and they have many advantages than the Web-Based e-mail clients: offline access to old e-mails, creating draft messages, can access many e-mail accounts in the same time, can be accessed with different users each will have access to his own account only using different profile, automatic archiving.....



Although e-mail has become very critical and useful way of communications and documentations, it can be used for sending viruses, junk mail, and offensive materials!

Let's briefly go over the advantages and disadvantages of E-mail:

E-mail system advantages:

- **E-mail is fast.** With electronic mail, the delivery of messages is instant, which means that it may take up to few seconds to be delivered. If the server, where the e-mail is sent, is down for any reason, the sender's server will continue trying to send the message for a certain time up to a whole day or so depending on the configuration of the sender's server.
- **E-mail is an asynchronous communication system,** which in simple words means: communication that does not happen at the same

time. In e-mail, the sender sends an e-mail and the recipient reads it at his/her own convenience. This feature is very useful for communicating between different world time zones.

- **E-mail is cheap.** E-mail allows you to have a huge number of correspondents, over a huge wide geographical area with the cost of as low as a single local call.

E-mail system disadvantages:

- **Security and privacy are low with e-mail.** Although many antivirus software are now offering great tools for protecting the e-mails from harming your PC, everyday we get new viruses and worms in place which requires up to date antivirus software.
- The majority of the e-mails sent are delivered to the correct e-mail addressee without a problem. Sometimes, however, **messages may be intercepted by individuals other than the original sender or targeted recipient.** This could occur because of an incorrect e-mail address written.
- Many companies use the e-mail now to send **free advertisements**, which is so annoying to the people who receive it.
- **E-mail is used to send offensive materials** like unsolicited sales offers and adult materials

What is browser software?

A browser is a piece of software you use to view the information on the Internet graphically and to surf different sites. If you are using any version of windows starting from Windows 95 and later or Macintosh 8.5, Microsoft Internet Explorer (known as IE) should already be installed on your computer.

Upgrading the browser can be downloaded from the Internet (these programs may take some time to download) or be purchased from computer stores.



Internet Explorer

The word Browser stands for Web browser, a software application used to locate and view Web pages and other functions like Chatting, downloading and accessing remote computers.

The two most popular browsers in the market are Netscape Navigator and Microsoft Internet Explorer. Both of these two browsers are called graphical browsers, which mean that they can display graphics along with text. In addition to that, most new versions of these browsers can present multimedia information and files, including sound and video, though they sometimes require plug-ins for some formats.

Netscape Navigator

Browser features

Most of the web browsers have many features to make surfing the internet more convenient and easy for the net surfers, like favorites, cache and history.

New browsers like Fire Fox allow you to navigate more than one page in the same time in the same window which gives it a big advantage over other web browsers.

What is Browser favorites?

The browser's favorites are used to save the links of the sites you visited and want to keep for future use. When you visit a web site you may not easily remember its URL (Universal resource locator) which looks like <http://www.hotmail.com> that is the address of the site you visited.

If you want to revisit that web site, you need to type its full URL, what if the URL is not short as the example we mentioned and look like the following:

<http://www.rentacoder.com/RentACoder/misc/BidRequests/ShowBidRequest.asp?lngBidRequestId=354708&txtForceRefresh=10302005315735205>

Also, you can extract this list and keep it when export it to other computers, modify it as needed and even share it with others.

What is Browser History?

Your web browser keeps a record of all of the web sites you visit. This is called what we call "Browser History". This history is save on the computer , so you can check it in future if you need to go back to a specific web site you visited and you can not remember its complicated URL.

What is Browser Cache?

In order to view any web page, your web browser will download a copy of that page to your computer. These copies are used to be loaded the next time you visit the same page in case the page has not been updated.

Although the browser cache is very useful, it consumes huge space on the hard disk of the computer, and auto clean up should take place every now and then to free this space.

More advanced technique are used when using a caching server, which allows more than one machine to access the same page from cache for faster performance and to save clients hard disk space.

How to Install a Toolbar

The internet has many features to use, and everyday we find new software and tools in the market for more simple and convenient use.

To access the internet, you need a browser which is the software to surf and browse into the huge world of internet. The browser can have additional software which gives the user more tools. One of the most important software is the browser toolbar like the Google Toolbar or Yahoo Toolbar.

For example, the features of Google toolbar are:

- Spell Check: Check your spelling whenever you type in web form
- Word Translator: Translate English words into other language
- Auto Link (US only): Turn street addresses into links to online maps
- Search with Google from any web page
- Block annoying pop-ups
- Automatically fill out forms for faster online shopping

Advanced features include:

Google Search

Keep the power of Google search close at hand. Google Toolbar puts a search box in your browser, making it easier than ever to find anything you want on the Web.

Address Bar Browse by Name (Internet Explorer only)

Browse by Name helps you find a site even when you don't know its URL. Just type the site name into your browser address bar, and Toolbar will take you there automatically. For instance, try typing "oxford" into the address bar to go directly to the university's home page at www.ox.ac.uk.

If you type in something that doesn't have an official home page, like "digital cameras," Browse by Name will automatically show you search results for that term

Pop-up Blocker (Internet Explorer only)

Lost in a jungle of annoying pop-up ads? Toolbar's pop-up blocker keeps your screen free and clear.

AutoFill

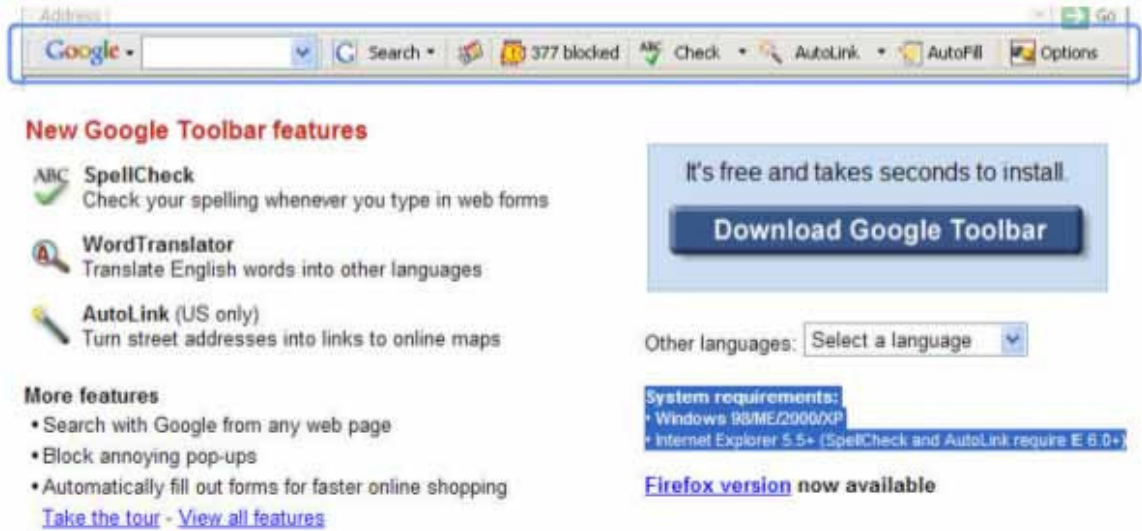
Tired of typing in your address and credit card information every time you shop online? AutoFill makes shopping a breeze by enabling you to fill out web forms with a single click. Just enter your info once in the Toolbar's Options dialog box and you're ready for an online shopping spree. (Note: your credit card info stays password-protected.)

PageRank Display

Wondering whether a new website is worth your time? Use the Toolbar's PageRank™ display to tell you how Google's algorithms assess the importance of the page you're viewing. A rank of 0 tells you the site is in its infancy. A rank of 3-4 is pretty good. A rank of 6 and above signalizes a monster.

So, how do you download and setup this toolbar on our machine?

You can download the software from <http://toolbar.google.com/>



Before installation you should check that you have the following system requirements:

- Operating system : Windows 98/ME/2000/XP
- Internet Explorer 5.5+ (to use the features Spell Check and Auto Link, it require IE 6.0+)

The second way of installing the toolbar is to download it from the web site directly – not to the hard disk first.



To do so, go to: <http://toolbar.google.com/install>

Read the terms of use, by clicking on the link saying Terms of Use.

Then, you click on the bar titled: I AGREE TO THE TERMS OF USE – INSTALL THE GOOGLE TOOLBAR

The next window will ask you to install either the normal features or advanced ones.



When you choose, you will end up installing the toolbar on your computer and use the great features of the toolbar.

Searching the internet

Your capability to search the information on the Internet is a consequence of how exact your queries are and how efficiently you make use of search services. Poor queries come back with poor results; good queries come back with good results. Opposite to the hype of nearby intelligent agents and artificial intelligence, the truth is that search results are simply as good as the query you ask and the way you search.

There are very efficient ways to arrange queries and use certain operators to object the results you search for. Missing these techniques, you will waste your time looking at ineffective documents that don't contain what you want. Or you will stop in annoyance after search reviewing long lists of documents until you find what you want.

1. Usually we use nouns and objects as our query keywords.

Example: we write the keywords to look like *system or systems*

Why is this Important? Actions like verbs, modifiers like adjectives, adverbs, predicate subjects, and conjunctions are ignored by the search engines or too much variable to be helpful.

2. We should use six to eight keywords in query.

Example: we write the keywords to look like *old, planet, planets, discover, solar, system*

Why is this Important? More additional keywords, selected at the proper level, may decrease the universe of possible search results returned by 99% or even more.

3. Truncate keywords to select singular and plural versions.

Example: we write the keyword plus "*" to look like *planet** or *discover**

Why is this important? By using the asterisk (*) wildcard, the wildcard informs the search engine to match all characters which follow it, saving keyword slots and rising coverage by 50% or even more.

4. We should also use synonyms by the use of the OR operator.

Example: we write the keywords plus "*" plus "OR" to look like *discover* OR find*

Why is this important? Cover the possible different ways a thought can be described; in general stay away from OR in another case

5. Also combine keywords into phrases wherever possible.

Example: we write the keywords to look like *"solar system*"*

Why is this important? Use quotes to represent phrases. Phrases limit search results to EXACT matches; if joining terms is a natural marriage, narrows and targets results many times.

6. Combination of two to three "concepts" in query will make the search more *specific*.

Example: we write the keywords to look like *"solar system", "old planets*", discover* OR find*

Why is this important? Triangulating on many query ideas narrows and targets results, in general by more than 100 to 1.

7. Differentiate "concepts" with parentheses.

Example: we write the keywords to look like *("solar system") ("old planet*") (discover* OR find)*

Why is this important? Nest every single query "concept" using parentheses. (Too much for now, but good practice when first learning.) Simple way to ensure the search engines evaluate your query in the way you want, from left to right.

8. Order "concepts" with subject first.

Example: we write the keywords to look like *("new planet*") (discover* OR find) ("solar system")*

Why is this important? Put main subject first. Search engines tend to rank documents more highly that they match first terms or phrases evaluated.

9. Link "concepts" using the AND operator.

Example: we write the keywords to look like *("old planet*") AND (discover* OR find) AND ("solar system")*

Why is this important? Operator AND glues the query together. The resulting of that gluing query is neither overly sophisticated nor nested.

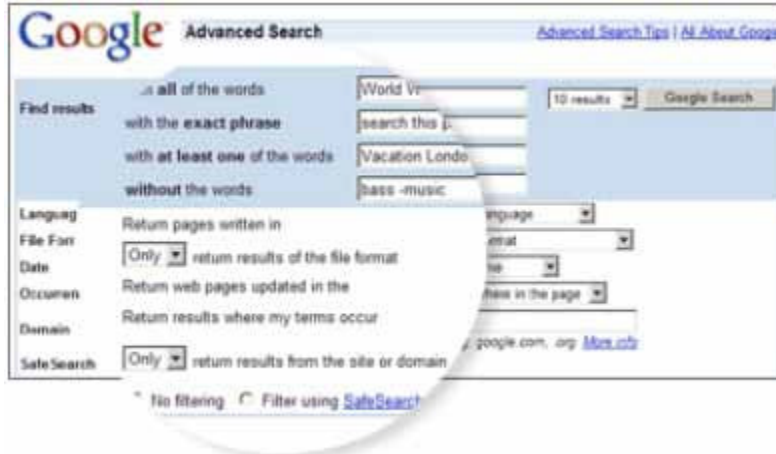
Advanced Search on The Internet

When you know the basics of any search engine, you may want to try Advanced Search, which offers several options for précising your searches and getting further useful results.

We will use Google.com (one of the most known search engines in these days) as an example:

You can find this page by clicking the "Advanced Search" link on the Google.com home page.

Here's how the Advanced Search page looks like:



You can do many more with Google search than only typing in search terms.

With Advanced Search, you can search just for pages:

- which contain ALL the search terms you type in
- which contain the exact phrase you type in
- which contain minimum one of the words you type in
- which do NOT contain any of the words you type in
- are written in a certain language
- are created in a certain file format
- which have been updated within a certain period of time
- which contain numbers within a certain range
- are within a certain domain, or website
- which don't contain "adult" material

Using advanced search "operators"

In addition you can improve your searches by adding up "operators" to your search terms in the Google search box, or choosing them from the Advanced Search page.

Using advanced search operators include:

1. Include Search
2. Synonym Search
3. OR Search
4. Domain Search
5. Numrange Search
6. Other Advanced Search Features

Using "+" search

The search engine (Google) ignores common words such as *where*, *the*, *how*, and other digits and letters that delay your search without improving the results. We shall indicate if a word was excluded by displaying details on the results page under the search box.

If a common word is necessary for getting the results you want, you may include it by putting a "+" sign in front of it, and be sure to include a space before the "+" sign.

As an example, here's how to make sure that Google includes the "I" in a search for **Star Wars, Episode I:**

Star Wars Episode +I	Google Search
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Using synonym search

If you want to search not just for your search term but additionally for its synonyms, place the tilde sign ("~") directly in front of your search term. As an example, here is how to search for food fact, nutrition and cooking information:

<input type="text" value="~food ~facts"/>	Google Search
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Using "OR" search

To find pages that include one of two search terms, put in an uppercase OR between the terms.

As an example, here is how to search for a vacation in either London or Paris:

<input type="text" value="vacation london OR paris"/>	Google Search
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Using domain search

You may use Google to look for only within only one specific website by entering the search key words you're looking for, followed by the word "site" and a colon followed by the domain name you want to search in. As an example, here's how you would find admission information on the Cairo University site:

<input type="text" value="admission site:www.cairo.edu.eg"/>	Google Search
--	---------------

Other useful advanced search features

- **Google Local:** looking for products and services in a specific U.S. town,city or zip code.
- **Language:** specify in which language you would like your results.
- **Technology Search:** find information related to specific thing like Apple Macintosh, BSD Unix, Linux or Microsoft.
- **Date:** restrict the results to the past three, six, or twelve month periods.
- **Occurrences:** specify where your search terms should occur on the result page - anywhere on the page, in the title, or in the url.
- **Domains:** search only a specific URL or website, or exclude that site from your search totally.
- **SafeSearch:** Eliminates sites that contain adult contents from search results.

Simple editing

Typing text and the Backspace Key

How to enter and delete text? To enter text, just type as you would when using a typewriter. To make capital letters, hold down the Shift key as you type the letter. Press the Backspace key to delete text. You don't need to use Enter to start a new line. Any word editor will wrap at the end of the line. Use Enter to start a new paragraph.

Using the Delete Key

In addition you can delete text by using the Delete key. First, select the text you wish to delete; then press the Delete key.

Inserting Text

You can also insert text. To do so, your editor should be in Insert mode. To check whether it is in the Insert mode or not, take a look at the Status bar, located at the bottom of the screen. Take a look at the right side of the Status bar. If the letters "OVR" are colored in gray, it is in Insert mode. If the letters "OVR" are colored in black, it is in Overtyping mode.



If you want to change to the Insert mode:

1. Double click the letters "OVR."
2. The letters "OVR" are now colored in gray.

An alternative Method: Setting Options by Using the Menu

You may also use the menu to change to the Overtyping mode.

1. Select *Tools Then Options* from the menu. The Options dialog box will open.
2. Use the Edit tab to choose the Edit tab.
3. The Overtyping Mode box must be blank. If it is blank, then click OK.
4. If the Overtyping Mode box isn't blank, then click the box to get rid of the check mark. After that click OK.

Another alternate Method: Setting Options by Using Key

You may use the keyboard to transform to the Overtyping mode.

1. Click Alt-t, o.
2. Use Edit.

3. Click Alt-v (toggles between overtype and insert).
4. Click Enter.

Overtyping

You may replace the current text with new text. But, you have to be in the Overtyping mode. Do as follows to transform to the Overtyping mode.

1. Double Click "OVR" the Status bar.
2. The letters "OVR" must be black.

Bold, Underlined, and Italicized

You may bold, underline, or italicize while using Word. You may also combine these features; there are three different methods for bolding, italicizing, or underlining while using Word.

Bold text, Using the Menu


1. On the line that starts with Menu, select the word Bold. To do that, put the cursor before the letter "B" in "Bold." Click the F8 key; then click the right arrow key until the entire word is highlighted.
2. Select *Format > Font* from the menu. The Font Dialog box will open.
3. Press Bold in the Font Style box.

Notice: You may see the result of your selection in the Preview window.

To turn off the bold, press Regular.

4. Press OK to close the dialog box.
5. Press anywhere in the text area to remove the highlighting. You've bolded the word.

An alternative Method: Bold by Using an Icon

1. On the line which begins with "Icon," select the word "Bold." To do that, put the cursor before the letter "B" in "Bold." Click the F8 key; then click the right arrow key until the entire word is highlighted.
2. Press the Bold icon  on the toolbar.

Notice: To switch off bold, select the text and click the Bold icon again.

3. Press anywhere in the text area to remove the highlighting.

An alternate Method: Bold by Using the Keys

Italicize, Using the Menu

1. On the line that starts with "Menu", select the word "Italicize." To do that, put the cursor before the letter "I" in "Italicize." Click the F8 key; then click the right arrow key till the entire word is highlighted.
2. Select *Format > Font* from the menu.
3. Press Italic in the Font Style box.


Notice: You may see the result of your selection in the Preview window.

To turn off the italics, press Regular.

4. Press OK to close the dialog box.
5. Press anywhere in the Text area to remove the highlighting.

An alternate Method: Italicize by Using an Icon

1. On the line that starts with "Icon," select the word "Italicize." To do that, place the cursor before the letter "I" in "Italicize." Click the F8 key; then click the right arrow key until the entire word is highlighted.

2. Press the Italic icon  on the toolbar.
Notice: To switch off italics, select the text and click on the Italic icon again.
 3. Press anywhere in the Text area to remove the highlighting.
- An alternate Method: Italicize by Using Keys
Underline, Using the Menu*

You may underline when using a text editor. The following are some examples of underlining:

This is a single underline.

This is a words only underline.

This is a double underline.

..This is a dotted underline.

This is a thick underline.

- - - This is a dash underline.

. - - This is a dot dash underline.

. . - - This is a dot dot dash underline.

~ ~ ~ This is a wave underline.


The following is how to underline by using the menu:

1. Highlight the word(s) you want to underline.
2. Choose *Format then Font* from the menu.
3. In the Underline Style box, click to open the pull down menu. Choose the type of underline you wish to have.

Note: To remove an underlined text, you choose None from the pull down menu.

4. Click OK.
5. Click anywhere in the Text area to remove the selection.

An Alternative Method -- Underline by Using the Icon

1. On the line that begins with "Icon," select the words you want.
2. Click the Underline icon  on the toolbar.

Note: To switch off underlining, press the Underline icon again.

3. Click anywhere in the Text area to remove the selection.

How to Copy and Paste text

In a text editor, you may copy text from one area of the document and place that text in another place in the document. Like with cut data, copied data is kept on the Clipboard.


Copy - Using the Menu

1. Highlight the text you wish to copy.
2. Choose *Edit > Copy* from the menu.


Paste - Using the Menu

1. Place the cursor where you want to paste.
2. Click *Edit > Paste* from the menu.

Alternate Method -- Copy by Using the Icon

1. To copy you can use the icon: 

Alternate Method -- Paste by Using the Icon

1. To Paste you can use the icon 

Notice that all images are taken from the current version of the actual software: If you run older (or newer) versions, colors may be different, but the icons themselves should be similar.

They are also pretty common standards across many software products.

Temporary internet files

The Temporary Internet Files folder contains Web pages content which is stored on your hard disk for fast viewing. This folder allows Internet Explorer or MSN Explorer to download only the content that was changed since you most recently searched a Web page, instead of downloading all contents for a page whenever it is displayed. To remove the files in the Temporary Internet Files folder, follow the steps below:

1. Close Internet Explorer and close any instances of Windows Explorer.
2. Press Start, then press Control Panel, and then double-click Internet Options.
3. On the General tab, press Delete Files under Temporary Internet Files.
4. In the Delete Files dialog box, press to select the Delete all offline content, check box, and then press OK.
5. Press OK.

Generally:

- If the Temporary Internet Files folder contains a considerable amount of Web page content, this process could take several minutes to be completed.
- An administrator may customize the Temporary Internet Files settings and prevent you from changing them, as an example, by deleting the General tab from the interface in the Internet Options dialog box. If you are not able to access the Internet Options dialog box or the General tab, call your administrator for more information.
- Files which begin with the word "Cookie" could remain in your Temporary Internet Files folder after following these steps. These files are like pointers to the real cookie files that are found in your Cookies folder

You may experience the following symptoms

- Your Temporary Internet Files folder could use additional disk space than you specified in Amount of disk space to use. To find Amount of disk space to use, press Settings on the General tab of the Internet Options dialog box.
- Files which are downloaded from Web sites could remain in your Temporary Internet Files folder, but they are not visible in Windows Explorer, after you press Delete Files on the General tab of the Internet Options dialog box, and after that press to select the Delete all offline content check box.
- To work about this trouble, shift your Temporary Internet Files folder to a new location, remove the old folder, and then return your Temporary Internet Files folder back to their original location:
 1. In either My Computer or Windows Explorer, create a new directory.
 2. In Internet Explorer, press Internet Options on the Tools menu.
 3. On the General tab, press Settings under Temporary Internet Files.
 4. In the Settings dialog box, press Move Folder under Temporary Internet Files folder.
 5. Open the directory that you created in step 1, then click OK.
 6. If you're prompted to log off, press Yes, and then log on to Windows once more. If you aren't prompted to log off, press OK to close all of the dialog boxes.
 7. In either My Computer or Windows Explorer, remove the previous Temporary Internet Files folder, then create a new folder in the same location using the same name.
 8. Repeat steps two till six again, except for step five, press to select the new folder that was created in step seven.

NOTE: You should repeat this process when logged on for each user of the computer.

How to choose your internet browser

We will use Opera, Internet Explorer and Mozilla as our browsers to choose from.

Whoever spent some time browsing and searching on the Internet knows well the wars between users of different internet web browsers. There are many arguments for each browser. These days, amongst many to choose from, there are available three browsers that are the most popular ones: Microsoft Internet Explorer, which has about 90% of the market share, Mozilla and Opera – which has been gaining growing popularity.

But which of these three browsers is the best, and for which user - this is a user decision to make. Those who do not have too much time to spend, or do not want for some reason to test each program, are recommended to go through this table, which compares the most important features of these web browsers.

Browser →	Microsoft Internet Explorer	Mozilla	Opera
Basic technical data			
Engine	Internet Explorer, based on NCSA Mosaic	Gecko/NGLayout	Presto (authorship of Opera Software)
Placed in other software or hardware (integration with other software)	yes, For example multiple covers, adding features to main browser	yes, in many other browsers, i.e. Galeon, Netscape or Beonex	yes, i.e. in cell phones or palmtops
Systems compatibility	Microsoft Windows, MacOS (not developed, but still supported)	Microsoft Windows, MacOS X, Linux, BSD, Solaris, BeOS, OS/2, QNX, Irix, HP-UX, OpenVMS, AIX, and anyone with POSIX recommendation with gtk or gtk2 library (possibility to compile source code)	Microsoft Windows, MacOS, MacOS X, Linux, BSD, Solaris, BeOS, OS/2, QNX, SymbianOS
Browser's Add-ons, improvements and tools			
Supports Browsing with Tabs	no	yes	Yes
Easy to move tabs between windows and the Taskbar	no	no	Yes

Caching Back/Forward sites in system memory	no	no	Yes
Supports Pop-up windows blocking	yes	yes, with possibility to disable for selected sites	yes, with possibility to open requested pop-ups only
Can Open multiple sites in tabs at browser starting	no	yes	Yes
Supports displaying on small screens (cell phones)	no	no	Yes
Supporting animated graphics MNG	no	no	Yes
Keywords for bookmarks in the address bar	no	yes	Yes
Allowing Saving sites with all settings, graphics, styles and other add-ons	yes	yes	Yes
Allowing Print preview	yes	yes	yes
Can do browsing on full screen	yes	yes	Yes
Supports Slideshow, presentations (also with using SCC styles)	no	no	Yes
Can restore current session after crash of browser or system	no	no	Yes
Plug-ins support	yes, ActiveX only	yes	Yes
Can do navigation with Keyboard	yes, but only basic system keyboard shortcuts	Yes, configurable keyboard shortcuts.	Yes, configurable set of shortcuts, and also Spatial Navigation.
Moving with keyboard cursors all over the page (marking fragments of text, copy, paste, etc.)	no	yes	Yes

Opening recently closed windows	no	no	Yes
Supports IPv6	yes	yes	Yes
Supports Notepad	no	no	Yes
Display Page Info	no	yes	Yes
Management Pictures/forms/links	no/no/no	yes/yes/no	no/partly/yes
Interface Skins, themes and other features			
Skin supporting	no	yes	Yes, also for forms on sites, applicable without browser restart
Skins special effects supporting	-	no	yes
Change Interface color schemes	no	no	yes
Side panel included	yes	Yes (Sidebar)	Yes (Hotlist)
Can configure side panel	yes, but with limited range	yes	yes
Commercial banners inside browser (integrated)	no	no	yes, banner or text in ad ware version, disappears after registration
Functionality, using comfort and language versions			
Scaling entire sites	no	no	Yes, additionally with smooth scaling of images
Font scaling	Yes (partly)	yes	yes, as element of entire site scaling
Possibility to set font sizes and types of the browser.	no	yes	yes
Possibility to set minimal font size of the browser.	no	yes	yes
National versions (other languages)	yes,	yes,	yes
Search and downloadable tools			
Download manager integrated	Yes (only in MacOS version)	yes	yes

Built in searchers / configurable	no/NA	yes/yes	yes/yes
Search in multiple search engines and announce back results in browser window	no	no	yes
Added components and creating web sites			
Mail and news agent integrated	yes, standalone package (Outlook Express)	yes, standalone	yes, built-in(M2)
HTML editor for web pages	no	yes	no
View source of page	yes, in selected software	taking built-in tool	taking selected software
View source of marked fragments	no	yes	no
Java Script console	no	yes	yes
Debugger of JavaScript	no (only information about errors encountered)	yes	no
Structure and tags analyzer for HTML	no	yes	yes
Rich-Text editing integration	Partly supported	yes	no
IRC (internet Relay chat) client	no	yes	yes
Standards support and other add-ons			
XHTML support	yes	yes	yes
CSS1/CSS2 support	partly/very poor	yes/yes	yes/yes
WML 1.3/2.0 support	no/no	yes/yes	yes/yes
ECMA Scriptsupport	no	yes	yes
DOM level ½support	no/no	yes/yes	yes/yes
MathML language	no	yes	no
Privacy and Security integrated			
Passwords manager	yes	yes	yes, Wand, highlight fields with login and password
Encryption of all stored passwords	no	yes	yes
Stored user password combination	no	yes	yes

Cookies manager	yes, but limited functionality	yes	yes
Controlling of all script behavior	no	yes	yes
Security problems reported	yes, a lot un-patched holes, sending passwords, even encrypted, on Microsoft and Alexa servers	None	none
Security problem handling availability	Software faults recognized as most critical repaired fast, others within months, sometimes up to years	Software faults in the coming version	Software faults repaired instantly, or after some days
Frequency of detecting security holes in the browser.	Several times in a month	Rarely	Rarely

Most needed Software on the Computer

The computer is a very powerful device which today is used in almost every area. Some of these areas are very specialized areas which require specific software to work with.

But for most of the users –normal users and specialized ones- there is a list of software which is most needed on their computers, and they can not continue using their computers effectively without them.

Examples of such software are: Internet connections, e-mail clients, Internet browsers, text editors, spreadsheets, movie viewer and image viewer.

Internet connections

To be able to use the Internet you have to create a connection to the Internet. Many computers use a modem to dialup to the Internet: To do so you have to create a new dial up connection with the configuration you get from your ISP (Internet service provider).

E-mail clients

After successfully connected to the Internet, you may need to read and send e-mails. You will need an e-mail client which can be a web based e-mail client (which uses normal browser to connect) like Hotmail, Yahoo and Gmail accounts. Or you can use Windows based e-mail clients which is software run under Windows to connect to the e-mail client. It uses Internet protocols like POP3, IMAP and SMTP protocols. Examples are outlook, Eudora and Outlook express clients.

Internet Browsers

To navigate to the different places on the Internet and search for information, checking your web-based e-mail, download and upload files, you need an Internet browser like Microsoft Internet explorer, Netscape navigator, Opera, ...and many others. Each of these browsers differ from each other, which gives it suitability of specific category of users.

Text editors

Software for writing a letter, an essay, an eBook, or do your home work with effectively. This is a tool that gives you very powerful functions like spell checking, synonymous, choose to write in different languages, integrate images, tables and multimedia files, print preview, print in different page sizes, and many other functions.

Text editors like: Note Pad, Word Pad and Microsoft Office Word.

Spreadsheet

Spreadsheets are software that deals with tables of data, with many features like multiplying, summation, division and most of the arithmetic operations. You can give the table a nice look by changing formats. You can work with many tables in the same file.

Spreadsheets software examples are Lotus 123 and Microsoft Office Excel.

Image viewer and editor

What if you have many pictures converted to a computer format by scanning or taken by a digital camera and you want to see it on the computer, or share it with others? You need an image viewer like Internet explorer, or Microsoft image viewer.

But if you need to change the format of the file, resize it or do some modifications to that image, you will need an ***image editor*** like Paint shop pro or Adobe Photoshop Elements (which I use, btw.).

To view movies on the computer you need to have a ***multimedia viewer*** like Windows media player.

There are many other software tools for managing the computer –which are essential to work with the computer. Many of those tools can be found under the Control Panel, like add new hardware, add/remove programs, and managing users of the computer under computer management.

Cookies

What Are They? Why Are You In Charge? And how can you delete them?

What's a Cookie

A cookie is a very small text file written to your hard drive by a Web Page server. It is basically your identification card, and cannot be executed like code or deliver viruses. It is exclusively yours and can just be read by the server that gave it to you.

A Cookie's Purpose

The purpose of the cookie is to tell the server (website) that you have returned to that Web page. Mainly, it saves you time: If you customize pages, or register for services or products, a cookie helps Microsoft to remember who you are.

Next time when you return, the website knows how to show you the information you supplied last visit. Or, when you register for another service or product, all what you need to do is to type in your e-mail address and your password. Then, the website will fill in any questions you've already answered.

Certainly, if you've never registered or left personal information at the website, the server just knows that someone with your cookie has returned to the Web site. You're in charge of deciding if the website should know anything about you. However, the more you tell them about yourself, the more they can help you to find information or products that you want.

Just remember that you can always edit any personal information you give Microsoft by using the Profile Center at <http://go.microsoft.com/?linkid=317027>

How a Cookie May Help Microsoft

A Cookie allows a site to be more efficient. They can know what information is important to their visitors, and what is not. they can discard Web pages that you don't use, and center their efforts on information that you need.

If You Want to Control Which Cookies That You Accept

You can ask your internet browser to accept all cookies or to warn you every time a cookie is offered. Then you can later decide whether to accept one or not.

To do so, if you are using Internet Explorer:

1. Click *Tools*, then
2. Go to *Internet Options*.
3. Choose the *Privacy* tab,
4. Default setting is set to medium. Move the slider to decide which setting you prefer.
5. You can also press on *Advanced* for specialized cookie treatment.

If you are using Netscape Communicator 4.0:

On the Task Bar, press:

1. Click *Edit*, then
2. Go to *Preferences*, then
3. Press on *Advanced*.
4. Change your options in the box that labeled "*Cookies*".

How to See Cookies You have accepted:

If you are using Internet Explorer 6.0 as your browser:

On your task bar, click:

1. Click *Tools*, then
2. Go to *Internet Options*.
3. Under the tab called *General* (which is the default tab) press
4. *Settings*, then from there
5. Go to *View Files*.

How to delete cookies

Now, what would you do to the cookies already there on your PC?

1. First, Quit Internet Explorer and also quit any instances of Windows Explorer.
2. Under Control Panel , open **Internet Options**.
3. On the *General* tab, press **Delete Cookies** under **Temporary Internet Files**, and then press OK.
4. Press **OK**.

Adding A Web camera

To add a Web camera to a computer setup isn't at all difficult. You just need to remember that compatibility is the key.

The instant messaging clients are integrating videos more and more, therefore it's been much easier, as technology news and reviews sources say. USB connections on all computers are making it simpler to just plug it in. They are making it more available for the average user.

Web cameras may cost from \$20 to upward of \$200. All of them are pretty standard, with image quality generally improving with price.

A large number of people need a basic, a minimum of \$40, you just want something which is going to look decent and therefore that the other person will be able see you.

The camera must be compatible with the computer. Logitech and Creative manufacture popular brands of PC-compatible Web cameras, although smaller companies make fine web cams, too.

Apple manufactures the iSight web cam, which is compatible with Macintosh computers and works best with Macs. Logitech too makes a Mac-compatible Web cam.

When you are shopping in any store for a web cam, the specifications are found on the back, the Windows or Mac logo and also operating system requirements.

Web cameras are sold with software that allows the user to take still pictures and make short movies that can be inserted into e-mails.

Also some software includes very special effects which will superimpose the image of a shark or any other animated character over your face and also will track and mimic your facial movements and gestures.

A large number of people use Web cameras for video instant messaging using AOL, Yahoo or MSN's instant messaging (IM) programs, which are free of charge and easy to download.

Logitech has a partnership with MSN Messenger, as a result it works very good with that, but it will work with virtually anything.

The computer should have a USB port; most computers purchased in the last five years do have one.

First, install the Web camera disc driver and software. Follow the instructions included. Plug the camera into the computer: It should detect it. After that, start

using it and using the software provided, or open up your instant messaging client AOL, Yahoo or MSN and log on.

If I have MSN Messenger installed and want to video chat using the web cam with you, you should also need MSN Messenger. Most often, the program has a video message icon, therefore you can click on that, and the other person just has to accept your feed. It's really very easy.

Also, most cameras have built-in microphones, so that users can talk and see the other person without needing to use the computer microphone.

As with any technology, as prices come down and simplicity of use has improved, they are growing (in use). When the normal user –not an expert– can easily install and work with Web cameras, it will be found in every house.

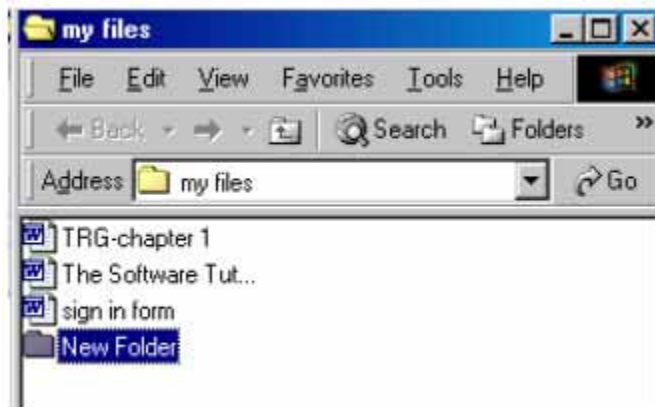
How do I create, deal with and organize my folders?

Creating folders for your work on your computer helps you to keep your files organized as well as making it much easier to locate the files in the future when you look for them. For example, you may want to organize your files in the beginning of the semester by the classes you may have at school. You may create a folder for each class on your hard disk, floppy disk, and zip disk or in your Home Folder.

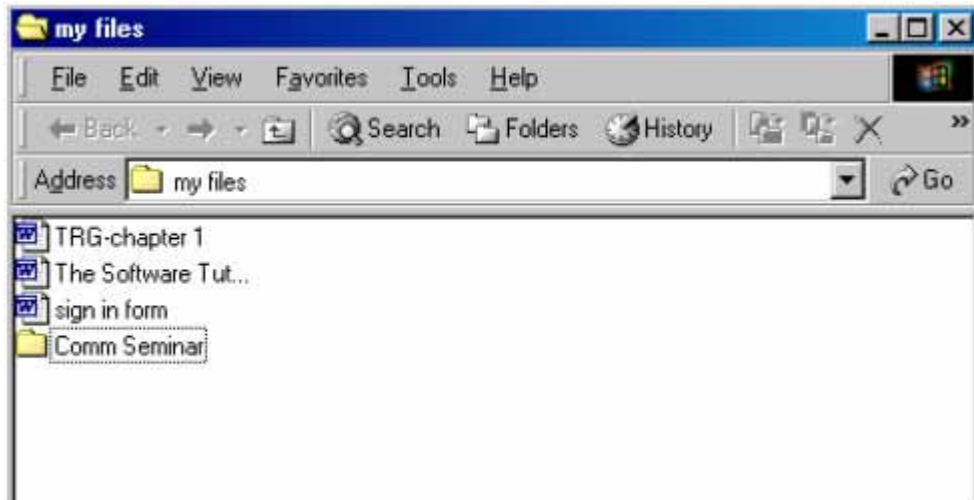
Create a Folder

Let's assume I had created a folder on my **Home Folder** on hard disk or **floppy disk** named it My Folder and I wished to create another folder for my Communication Seminar. To create that new folder I would:

1. Open the folder which is called **My Files**
2. Pull down the poll down **File Menu** and select **New then Folder**
3. A folder is created called **New Folder** will appear, with the name Highlighted. In the picture shown below the default name is New Folder.



4. Type the name you wish to call the folder for your folder and it will appear next to the folder.



To simplify the process, to create a new folder you may follow these steps:

1. Under "**My Computer**" locate the area in which you want to create that new folder
2. Click "**New**" from the "**File Menu**"; then select "**Folder**". The new folder appears with a temporary name – usually called New Folder.
3. Type a name for the new folder as you wish to call it, and press "Enter"

Note: Always remember to open the area you want to create the folder in first.

If you are creating it on a floppy disk --- double click My Computer and then go to (double click) the Floppy drive (3 1/2 Floppy (A:))

How do I move and copy files and folders?

The easiest and fastest way for copying and moving files is to use the ‘**drag and drop**’ method. Using the mouse, you can copy and move files and folders by **dragging them** from one location to another.

To use drag and drop method:

1. Open the window for the area that **contains the file or files** you wish to copy. This is your **Source**.
2. Open the window for the area that you wish to **copy the file to**. This is your **Target**.
3. Now, Drag and move the windows so you can see both of them together.
4. Press and hold the mouse down and drag the file from your **source** window - to your **target** window.

You can also use the copy, cut and paste commands from the Edit pull down menu or you may use the shortcut keys; CTRL-X for cut, CTRL-C for copy and CTRL-V for paste.

To **Move** a file to a new location (delete it from original place and copy it to another):

1. Open the folder that has the file or files you wish to move.
2. **Right click** the mouse on the file and select **Cut** from the menu **or** press once on the file to select it and pull down the **Edit Menu** and press **Cut**.
3. Open the folder where you want to move the file to (**target**) and **right click** and press **Paste** from the pop-up menu.

Firewalls

What could be the best combination of Internet security and privacy services, hardware and software?

The practical answer is find products that meet your needs and do not obstruct each other.

As an example, a three computer home network for two kids and two adults, you may use the Norton Internet Security software suite (firewall, anti-virus, privacy and content filters, etc...) or PestPatrol, BOClean, IEClean, RoboForm, SpyBot Search & Destroy or Linksys Firewall Router, and the SortOnce online email service plus anti-virus and spam filters. You should set up Windows and Norton that are used for automatic updates. PestPatrol, BOClean and SpyBot contain manual but also easy one click updates.

If you are unfamiliar with these terms, you should get someone more knowledgeable to help you.

With using DSL or cable modem service, every one of these updates is fast. The layers of defense are the best approach, therefore you should have two firewalls “software and hardware”, two anti-virus “online and software”, and use three programs to fight Trojans, worms, spyware and other pests: PestPatrol, BOClean and SpyBot. Search for these on the Internet.

IEClean makes it simple to remove browser related files. RoboForm keeps and protects track of your passwords and personal information.

How about interference? Using two software firewalls is not a very good idea. This is why you must use a hardware and software combination. For the anti-virus, use an online email service with back up by anti-virus software on your computer: this is the best combination. Watch the overlap of scanning by using PestPatrol MemCheck, Norton Anti-Virus, and BOClean. Any problems may be resolved by turning off MemCheck.

How to uninstall a firewall?

Most of the people who ask this question got an error message whilst using an online service as email, chat or music. If you didn't install a firewall and your computer isn't connected to the Internet using a local area network (LAN), make sure of the technical support FAQ at any service that gave you the error message. If you're on a LAN, check it with the administrator.

The common way, turn the firewall off, after that, run the program's own uninstaller utility, if present. Click *Start, Programs, (Program Name), Uninstall (Program Name)* “or *(Program Name) Uninstaller*”. You'll be asked usually to confirm that you want to remove the program, press *OK*. If the application doesn't include an uninstall option, return to the Windows Add/Remove feature. Click *Start, Settings, Control Panel, Add/Remove Programs*. Choose the firewall from the list, and then click *Remove*.

A personal firewall is used for protecting your computer from scanning or attack by hackers or script kiddies at the same time as it is connected to the Internet.

You need both anti-virus <http://www.firewallguide.com/anti-virus.htm> and anti-Trojan software <http://www.firewallguide.com/anti-trojan.htm> too.

Any combination of software and hardware doesn't provide complete security. Someone is always creating a new virus, worm, Trojan horse or any other new way to break through a firewall. You must use products that are updated on a regular basis via their vendors for protection from attacks. Most of the Internet users can achieve a reasonable level of security at a low cost.

Personal firewall software doesn't give complete online security. At least, you also need anti-virus software to supply a reasonable level of security. You also may want software for email encryption, Trojan detection and elimination, Virtual Private Networking for telecommuters, cookie manager or cleaner, advertisement blocker, personal data privacy, and parental controls for unwanted contents filtering.

If you have a DSL broadband connection, you need a personal firewall.

Try a free and easy online test, <http://www.firewallguide.com/test.htm> to find out if your computer's ports are open to the Internet.

To know if personal firewalls work, install one and test it by using an online testing service.

Windows XP firewall is a simple and effective protection from inbound traffic, to control outbound traffic and also for other features.

A router sits between your modem and your computer or your network. It is difficult to hack your computer or a network while it is hidden behind a hardware box.

The best choice is a combination of personal firewall software otherwise networking software with firewall features plus a hardware router with firewall features.

Personal privacy

These days, with the existence of the Internet, there are many ways in which your online personal privacy can be compromised.

The following points are some tips for protecting yourself:

- Some Web sites –the number is growing everyday- require cookies in order to allow you in or even navigate within the site, and it is not usually practical to configure web browsers to automatically reject all cookies. However, internet web browsers can be configured to ask for approval before accepting any new cookies.
- On a periodic basis (could be daily or weekly), you should delete all these stored cookies (or at least all cookies except those you specifically decide to keep). Double-Click's "opt-out" mechanism relies on the placement of a special cookie on your computer (i.e., you must trust Double-Click that it will not track your actions using this special cookie).
- Configure your browser to deal with more than one user profile. This will, in effect, give you multiple identities. You could also want to review the different software programs that can handle and manage multiple online identities.
- Install "ad blocking" programs on your computer. If the display of an ad is suppressed, your internet browser will not start a communication with the ad management company.
- Install a personal firewall program on your computer which requires you to explicitly authorize every software product that is permitted to communicate with the outside sites. This will for sure reduce your vulnerability to programs which install things like "Trojan horses" which can be used by internet hackers to access your computer.
- Do searches for new domain names (if you plan a website) only on good reputation domain name databases and servers. An unscrupulous operator of a domain name database may review logs of latest searches and then register names which were searched but not instantly registered.
- Do confidential Web keyword searches only on Internet search engines which do not allow third parties to view latest searches. Most popular search engines allow third parties to observe searches being performed on their indexes. Links can be checked at www.LegalPortal.ca if you desire to see how this works.
- Avoid using services like Alexa (www.alexa.com) which is used mainly to track you around while you surf the internet.
- If you use Internet browsers like Netscape Navigator, make sure to turn off the "Smart Browsing / What's Related" features.
- Be sure your internet browser does not identify your e-mail address. Such addresses can be very easily extracted by Web sites you visit.
- If possible, avoid subscribing to what is called "always on" Internet service (such as from your cable company) if the company will assign your PC an Internet Protocol address –IP Address - which will stay constant.
- If you wish to visit Web sites with greater secrecy, consider using a service such as Anonymizer .

- Delete confidential client documents from your computer after you finish working on them and copied them to your office computer.
- Use virus protection program to scan all new programs you download from the Internet.
- Avoid buying a computer with an Intel Pentium III processor unless it allows you to turn off the ability to get the unique serial number embedded in the processor.
- When installing new programs that requires registration, choose the offline registration mechanism (for instance, print and fax the registration) rather than allowing the programs to deal with the vendor directly through the Internet. If you use Internet-based e-mail software, including Outlook, turn off every split-window display which shows the contents of an e-mail message which is selected in another window. Delete - without reading - any new messages that appear to be un-welcomed advertisements.

NEVER open attachments in emails from senders you don't know and trust.

Microsoft Word Basic Functions

Entering a new and Editing Text

Entering text in MS word is simple: just start typing. Characters will instantly appear as you enter them. If a line is full, your text will automatically wrap around to the next line.

You may move to the next line manually by pressing Enter from the keyboard, but you have to do so only if you intend to start a new paragraph.

If you wish to insert new text between text already typed, just point to where you wish to insert text and press the left mouse button. You will then see a blinking insertion point at that position, and new text will be inserted at that point, pushing the text after that to the right (wrapping it automatically if necessary).

To delete any text behind the cursor, use the Backspace key from the keyboard. To delete text in front of the cursor, use the Delete key from the keyboard. To move up and down in the document, you should use the scroll bars at the right of the document.

Selecting and Moving Text in the document

You may cut, copy, and paste all or part of the text at any time you wish. First, select the text, (Click and hold down at the start of the text, drag the mouse over the wanted text), then choose Cut (Copy and Remove) or Copy from the Edit Menu to put a copy of the text into the clipboard.

Finally, you may move to the new location for the text, left click, and choose Paste from the Edit Menu.



When you choose Edit from the menu bar you will see the above pull-down menu, from which the icons and operations to which they correspond will show. "Shortcut" keys will appear on the standard toolbar.

Undoing and Repeating the Last Action done

In many cases where you have deleted something you did not wish to delete, or when you have entered anything that you did not want to add, you may need to undo that action. On the standard toolbar there are two buttons with curved arrows that are the Undo and Redo commands respectively. When the Undo Button is clicked, you can choose to undo up to the last one hundred actions you have done. Redo will redo the last action which you "undid."

Another useful way of finding these commands is to press the Edit button on the Menu. At the top of that drop down list the Undo and Redo commands appear. The shortcut key for this action is Ctrl + Z (Press down the Ctrl key: While holding it down, press the Z key).

Undo and Redo can be used to recover from almost any error you can make in Word. However, there are a few errors, such as closing a file without saving your changes, from which you can't recover so easily.

Adding Headers, Footers, and Page Numbers to documents

Usually you will want to add headers, footers, and page numbers to longer documents. Headers and footers are found under the View Menu, while Page numbers can be inserted directly from the Header/Footer Tool Bar.

To add a header or footer to your document, just select the Header and Footer option from the View Menu. The body of your document will appear in gray while the Header or Footer and the Header/Footer Tool Bar appear as shown in below.



Saving a text to a file

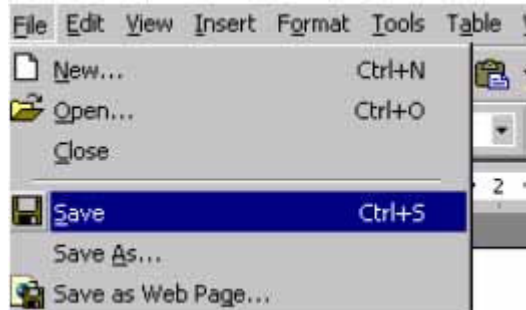
There are three ways to save your text to a file. You can use the icon on the tool bar
Save or + S. **Header and Footer** Insert AutoText ▾



The above image displays the header to this document.

Saving a text to a file


There are three ways to save your text to a file. You can use the icon on the tool bar, the Save or Save As Commands in the File pull down menu, or the keyboard command, Ctrl + S.

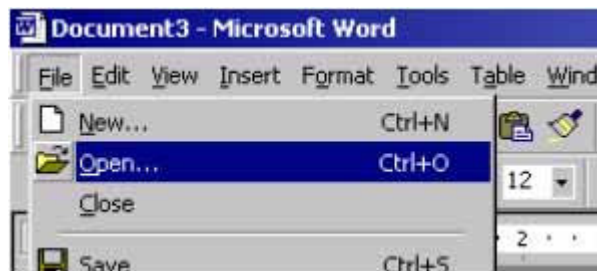


If you have selected Save As or if you have not previously saved the file, you will be asked for a drive and folder to save to. If you have not named your document or if you wish to give this version of the document a new name, you should do that now.

The Save As command permits you to save a file under a different name while preserving the original file. This is very helpful especially in cases when you want to have multiple versions of the same document.

Opening a File


To open a file you want to use the icon on the tool bar , or you may use the pull down selection in the File pull down menu.




The third way is to depress Ctrl + O on your keyboard.

After successfully opening a document you may begin your work with the document (additions, deletions, and revisions).

Printing a File

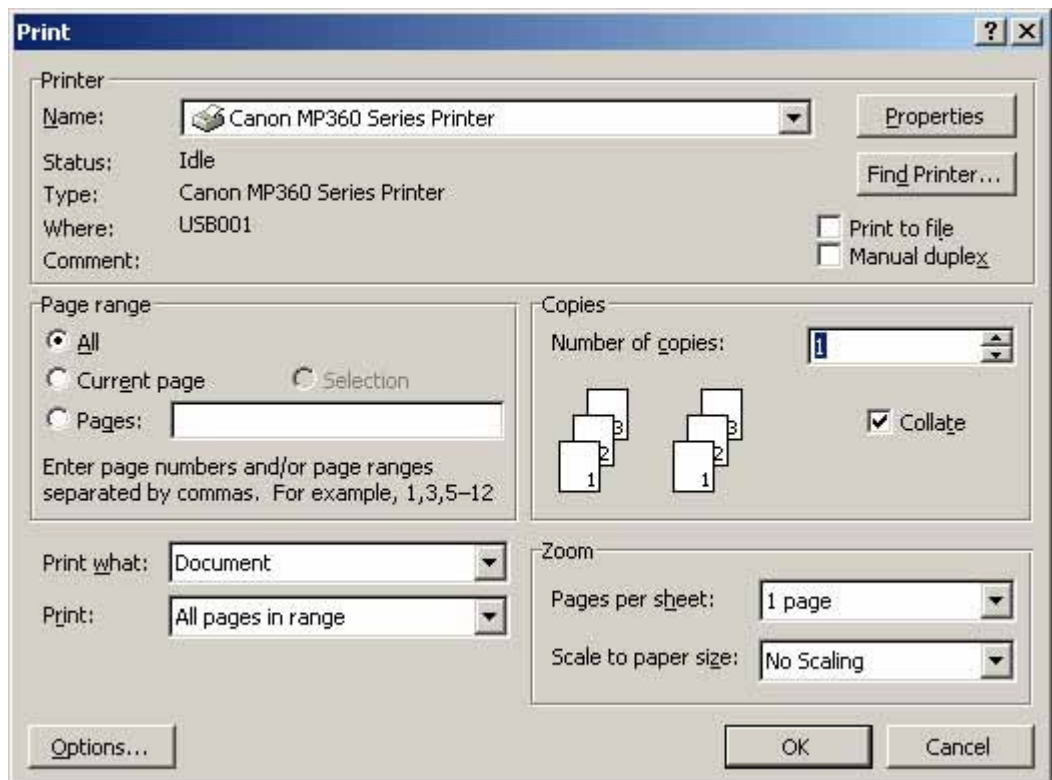
To print, press on the icon on the tool bar  or choose the Print option from the File pull down menu.

You may wish to preview how your document will look after printing either by clicking on the icon for "Print Preview" on the tool bar  or by selecting it from the drop down menu.

After choosing to print you will be given a number of choices:

You will be able to select which printer you wish to print to through the use of a drop down menu. In this menu all printers available to you are listed there.

You also have a choice as to how much you want printed. You may choose to print your whole document or just a certain page, or selection of pages.



images and clip art in Microsoft Word

Microsoft Word makes it so easy for everyone –especially normal users who care to deal with that powerful piece of software-to add an image into their document. You can insert an image of many file formats like (JPG, BMP, TIF,GIF .. and many others) into your document. The image can be inserted in between lines or even in a table based on the user needs.

Inserting a Graphic in the Document

To insert a new graphic in a document, you may position the insert point to where you want to place the graphic. Then select Picture from the **insert** menu. Click on the Clip art, and double-click the graphic you want to use.

1. Select Insert, Picture, Clip Art or click the Insert Clip Art on the Drawing toolbar.
2. Microsoft Word opens the Clip Art Task Pane. To choose from.
3. Search for a specific clip image by putting what you are searching within the Search field in that Task Pane.
4. Alternately, you may click on the Clip Organizer button toward the bottom of the Task Pane to open the Clip Art Organizer.
5. Select the clip you wish and when Word shows a control palette, you may choose the first option, Insert Clip. The clip is then inserted where your insertion point is positioned in the document.
6. You can also drag and drop the clip art into your document.

NOTE: You can't view graphics in a document if you are in Normal Viewing mode. Switch to Page Layout in order to see your graphic.

How to wrap Text around a Graphic

By default text does not wrap around any graphic. To get text to wrap around a graphic, you may do the following:

1. Right click on the graphic to make the short cut menu appear.
2. Choose Format Picture from the list displayed.
3. Select the Layout tab.
4. Choose the style of wrap that you like and click OK.

How to resize a Picture

- Select the inserted picture by clicking once on it.
- Click the Cropping tool on the Picture toolbar.
- Notice that the mouse cursor has changed.
- Drag one of the corners with the pointer to reduce its size and eliminate it.

If you wish to do modification to the image or even change the layout options, click the image once. From the menu called **Format**, choose **Picture...** . From the Format Picture window which will appear, you can easily change the image's size, color, text wrapping, and many characteristics.

Insert clip art image

1. Click the menu called Insert, point to Picture and click Clip Art.
2. Browse the Clip Gallery to find the file to insert it.
3. Drag the picture to wherever you wish it.

Microsoft Word contains a full set of Image tools. By using them you can:

- Create new graphics from scratch
- Import previously created graphics from other programs
- Place graphics within text in the document

MS Word comes with a lot pre-designed graphics that are installed in the hard disk under the folder called **M\$OFFICE\CLIPART**. These graphics can be used, resized and placed within text.

Virus, Worm, Trojan horse and spam

The most common mistake when the topic of a computer virus arises is that people will often refer to a Worm or Trojan horse as a Virus. While the words Trojan, worm, and virus are used interchangeably, they never mean the same.

Viruses, worms, and Trojan horses are all malicious software that can cause damage to your computer, but there are differences between the three, and knowing those differences can help you to protect your computer from their often highly damaging effects.

Computer Virus

A computer virus attaches itself to a program or a file so it can spread from one computer to another, leaving infections as it travels between computers. Much like any human viruses, computer viruses can range in severity; some viruses cause only mildly annoying effects while others can completely damage your hardware, software, or files.

Almost all computer viruses are attached to an executable file, which means the virus can exist on your computer but it can't infect your computer unless you run or execute the malicious program. It is very important to note that a virus can't be spread without a human action, (such as running an infected program) to keep it going.

People continue the spread of a computer virus, mostly unknowingly, by sharing infected files or sending e-mails with viruses as attachments in the e-mail.

Worm

A worm is similar to a virus by its design, and –somehow- is considered to be a sub-class of a virus. Worms spread themselves from computer to another, but unlike a virus, it has the ability to travel without any help from the user.

A worm takes advantage of file or information transport features on your computer, which allows it to travel unaided. The biggest danger with a worm is its ability to replicate (copy) itself on your computer, so rather than your computer sending out a single worm, it may end up sending out hundreds or thousands of copies of itself, creating a huge devastating effect.

One good example would be for a worm to send a copy of itself to everyone listed in the e-mail address book. Then, the worm replicates (copies) and sends itself out to everyone listed in each of the receiver's address books and so on.

Due to the copying nature of a worm and its ability to travel across different networks, the end result in most cases is that the worm consumes so much system memory (or network bandwidth),

causing internet Web servers, network servers, and individual computers to stop responding. All users remember the Blaster Worm, the worm that was designed to tunnel into your system and allow malicious users to get control over your computer remotely.

Trojan horse

A Trojan horse is full of as much scam as the mythological Trojan horse it was named after. The Trojan horse, at first glance, will look like a useful piece of software, but will actually do damage once installed or run on your computer.

Those users who are on the receiving end of a Trojan horse are usually tricked into opening them because they look like to be receiving legitimate software or files from a legitimate source. When a Trojan is activated on the computer, the results can vary. Some of the Trojans are designed to be more annoying than malicious (like doing changes to your desktop, adding very silly active desktop icons) or they can cause serious damage by deleting any files and destroying information on your computer.

NEVER double-click on a file with an .exe extension unless you are absolutely certain that this is a program you are familiar with or you trust the sender of it.

Spam

If you read e-mail from someone (may be you know) and you find out later that this person did not send you the e-mail, this means that this e-mail is spam.

Protecting yourself

The first steps to do protecting your computer are to ensure your operating system (OS) you have is up-to-date with the latest updates. This is essential if you are running a Microsoft Windows OS.

Secondly, you should have recent anti-virus software installed on your system and ensure you download updates on regular basis to ensure your software has the latest fixes for new viruses, worms, and Trojan horses. Additionally you want to make sure your anti-virus program has the ability to scan e-mail and files as they are downloaded from the Internet or network before they reside on your computer.

