

# Handout for OCNA Computer Club – session #5

April 30, 2005

**Review** – the most important features of the computer sessions to-date:

- ? *PC & Windows Basics* – cut/paste, drag & drop, alt-tab short-cut, creating short-cuts, fast start menu
- ? *Windows Explorer* – finding files, creating folders
- ? *Internet Explorer browser* – using the big E; web searching – add Google search; keeping favorites
- ? *Emailing Techniques* – good etiquette, distribution lists, SPAM blocking/filters, eCleaner
- ? *WORD Processing* – adding color, formatting, inserting objects, using templates (default)
- ? *Photos* – receiving/sending by email, downloading digital camera photos, scanning photos
- ? *Printing* – paper options, picture cards
- ? *Internet Security* – firewalls, anti-virus options, avoid phishing scams
- ? *Phishing* – remember to pass your cursor over any active link to see it links to a strange page.
- ? *Backups* – monthly, weekly or more often; use cds or dvds or diskettes

## New Topics

**EXCEL Spreadsheets** – history (Lotus 1-2-3), what is it used for?

- ✍ Columns/cells – cell logic/format basics, expanding, adding color, headers/footers
- ✍ Financial – formulas,
- ✍ Phone lists – how to format and maintain
- ✍ Sorting – data, w/o disturbing column headings
- ✍ Headers/Footers – Title, page #s,
- ✍ Formatting – cell, row, column, sheet,

### Financial Software –

- ✍ Quicken – Intuit's personal financial tracking for multiple checking/savings accts, credit cards, assets
- ✍ Money – MicroSoft's financial software
- ✍ Quickbooks – Intuit's business financial software
- ✍ Writing checks
- ✍ Tracking stocks – online feature
- ✍ Downloading credit card and bank details
- ✍ Single entry vs double entry

### Tax Software – federal and state

- ✍ TurboTax – Intuit's tax software
- ✍ Tax Cut – H & R Block's tax software
- ✍ IRS.com-NEW – TurboTax, H&R Block, many more online – FREE
- ✍ IRS.gov – [www.irs.gov](http://www.irs.gov)
- ✍ Wis.gov – Home Page [www.wi.gov](http://www.wi.gov); income taxes [www.dor.state.wi.us/](http://www.dor.state.wi.us/);

Do Not Call <https://nocall.wisconsin.gov/web/home.asp>

### Advanced Topics & Review –

- ✍ *VOIP* – Skype, AT&T – see attached information
- ✍ *Blogs* – Do a Google search on Blogs to see examples; political, news, technical, religious, personal
- ✍ *Podcasts* – is a way of publishing sound files to the internet, allowing users to subscribe to a feed and receive new audio files automatically. Podcasting is distinct from other types of audio content delivery because it uses the [RSS](http://www.rss.org/) protocol. This technique has enabled many producers to create self-published, syndicated radio shows. Users subscribe to podcasts using "podcatching" software (also called "aggregator" software) which periodically checks for and downloads new content. It can then sync the content to the user's portable music player (iPod or mp3).
- ✍ *Firewall basics* – <http://courses.help.com/courses/overview.jsp?courseId=2793>
- ✍ *Virus/Internet Security options* – Norton, McAfee, Trend Micro's PC-cillin

## Added Information for Computer Class - Session #4

**City-wide Wi-Fi** – may soon be supplied by your local municipality. There are strong arguments for and against this proposition. Not surprisingly, local phone and cable companies oppose it, while some city officials feel it's as crucial to an economy's growth as good roads. If you feel strongly about it, educate yourself on the issues (I recommend [Muniwireless.com](http://Muniwireless.com) and the [Muni Wi-Fi section](#) section of Wi-Fi Net News) and take action. Send e-mail.

**Cell Phone Risk** – [www.mercola.com/forms/ferrite\\_beads.htm](http://www.mercola.com/forms/ferrite_beads.htm) Decrease the risk of cancer from excessive cell phone use and exposure. You may want to pass this on to your children, friends and families.

**Hospital Compare** – [www.hospitalcompare.hhs.gov](http://www.hospitalcompare.hhs.gov) This site is a place where you can learn about your local hospitals. The federal Department of Health and Human Services' site provides information on how your hospitals rate in terms of care provided. Find out how they treat major conditions such as heart attack. You'll also learn why particular procedures are important. There are other tools to help you choose the right hospital. There are questions you should ask your physician and insurance company. Plus, there's a list of things to look for when you visit the hospital. If you have questions on Medicare, link to organizations that can help. Best of all, you'll find links to information on disease prevention.

### Internet Telephone Options

The following options and examples allow you to use the Internet as your telephone long distance carrier at great savings. Some have an adapter that converts your existing phones into Internet phones. Others require special Internet phones or a headset/microphone for your computer.

?**AOL Long Distance** [www.aolcallways.com/welcome.adp?promo=703904&page=welcome&offer=1](http://www.aolcallways.com/welcome.adp?promo=703904&page=welcome&offer=1)  
\$29.99 per month for unlimited long distance calling within US and Canada

?**Free World Wide Long Distance** [www.skype.com/](http://www.skype.com/) Using your computer, a headset/mic you can call anyone else on the Internet with the Skype software; very high quality unlimited calling. The other option is to call regular phones long distance – called SkypeOut; about 2 cents per minute in US and slightly higher world-wide. Get your family on Skype and cut your phone bill to nothing. Portable.

?**Digital Voice** [www.digitalvoice.ca/index.php](http://www.digitalvoice.ca/index.php) Currently only Canada. You will buy a \$25 adapter to install between your high speed Internet modem and your existing phone system. Then you pay between \$20 per month and 4 cents per minute for long distance to US, Canada, England and Asia.

### Top 10 most popular MP3 players

1. Sony Network Walkman NW-HD3 <http://ct.cnet-ssa.com.com/clicks?c=151462-2192637&brand=cnet-ssa&ds=5>
2. Rio Forge Sport <http://ct.cnet-ssa.com.com/clicks?c=151463-2192637&brand=cnet-ssa&ds=5>
3. Apple iPod Shuffle <http://ct.cnet-ssa.com.com/clicks?c=151464-2192637&brand=cnet-ssa&ds=5>
4. Apple iPod (20GB) <http://ct.cnet-ssa.com.com/clicks?c=151465-2192637&brand=cnet-ssa&ds=5>
5. Rio Carbon <http://ct.cnet-ssa.com.com/clicks?c=151466-2192637&brand=cnet-ssa&ds=5>
6. Apple iPod Photo (60GB) <http://ct.cnet-ssa.com.com/clicks?c=151467-2192637&brand=cnet-ssa&ds=5>
7. Apple iPod (40GB) <http://ct.cnet-ssa.com.com/clicks?c=151468-2192637&brand=cnet-ssa&ds=5>
8. Apple iPod Photo (30GB) <http://ct.cnet-ssa.com.com/clicks?c=151469-2192637&brand=cnet-ssa&ds=5>
9. Apple iPod Mini <http://ct.cnet-ssa.com.com/clicks?c=151470-2192637&brand=cnet-ssa&ds=5>
10. Rio Carbon Pearl <http://ct.cnet-ssa.com.com/clicks?c=151471-2192637&brand=cnet-ssa&ds=5>