



More Changes With Office 2007

Eric MacLeod

As has been the tradition for the last few years, the introduction of a new Microsoft operating system brings with it the latest installment of their Office suite. The productivity pack that has become the standard in both businesses and homes has been given new features and a fresh look to its familiar feel. So what has changed and why should you upgrade?

First off be warned, although it is still named Office, things have changed. After five years of our current Office layouts, we know almost instinctively where all the menus and buttons are. This is where things get tricky; the new layout has rearranged the existing setup creating a learning curve sure to slow you down while you become used to it. Sadly the familiar old headache that accompanies an office upgrade remains. If you save a document in the default file format of an Office 2007 program, it may not display correctly for those using an earlier version of Office. There is good news: Office 2007 is backwards compatible, meaning

that you can save files so that it can be read by previous versions. All you need to do when you save a file is change the save type from word to whatever version they use; word2000, word 2003, etc. Remembering to save your files in a format that can be read by previous versions sounds simple, but the simplest things are also the easiest to forget.



One thing that has always been an issue with Office, is saving a file as a PDF document. With this latest version Microsoft has finally addressed the issue. Although not included by default, you can download and install a feature to allow files to be saved as a PDF. For those who have had to deal with separate programs for PDFs this has been a long time request. Another overlooked

feature is called live preview. With this addition you can apply a temporary format to any object or text by moving the mouse over it. This allows you to see how things will look without having to apply the new format first.

To upgrade or not to upgrade: that is the question. Since every system has its quirks and the benefits far outweigh the annoyances, Office 2007 is something to keep an eye on. Still a little hesitant? Microsoft is offering free sixty day trials of Office 2007 on its site:

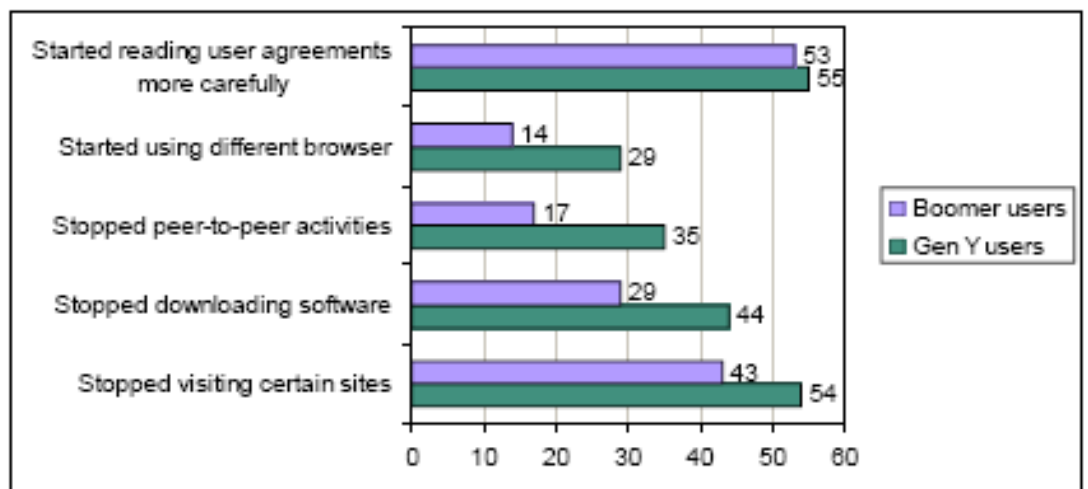
<http://www.microsoft.com/office>

and the best way to truly make an informed decision is to try it yourself.

Inside the Numbers

Younger internet users take more chances online, but also take more precautions

Internet users in their twenties are more likely than those in their fifties and sixties to have traveled far and wide online, trying new things and possibly learning hard lessons about the dangers that lurk on the network. In a survey focused on the impact of software intrusions on the internet, the Pew Internet Project found that younger internet users are more likely than older users to say they have spyware on their computers (45% of internet users ages 18-28 report having spyware, compared to 27% of internet users ages 51-59). With the exception of reading user agreements more carefully, internet users between 18 and 28 years old are also more likely than those in their fifties to make changes in their online behavior to avoid getting unwanted software programs on their computer.



Older people are less vulnerable - but also less careful - in their offline security



Mal-ware on the Rise

Scott DeMello

According to the latest tech news Mal-ware is on the rise and the number of infected computers grows everyday. Mal-ware is software designed to infiltrate or damage a computer system without the owner's informed consent. It is a combination of the words "malicious" and "software". The expression is a general term used by computer professionals to mean a variety of forms of hostile, intrusive, or annoying software or program code. Originally, malicious programs were designed as a form of vandalism but more recent versions of mal-ware programs have been used to infiltrate systems to gain financial information. That is why it is extremely important to protect your business from these threats.

Some of the best practices for safeguarding your systems include software protection, routine cleanup and maintenance, and the practice of never installing something you are unsure of. Many mal-ware programs are hidden in downloads from the internet and packaged with software

for something else, like an internet toolbar, a free game install, etc. The best way to avoid installing these potentially unsafe and malicious programs is to simply not install software on your computer. If you feel you must, it is always wise to ask your IT staff if it is safe.



Another way mal-ware gets installed on workstations is through the process of opening up e-mail attachments that look friendly but are not. The people who make these programs are very smart and good at making them look harmless. Opening unknown attachments is always a bad idea and should be taken very seriously. Never open any e-mail attachments unless you are sure you know what is inside and are expecting it.

As previously mentioned, normal maintenance is also one of the best ways to keep your workstations safe and clean of malicious software. Regular scans for mal-ware should be done at least once a month, and more if possible. It is also a good idea to purchase a copy of a program like AVG Anti-Spyware so that your workstation is protected in real time. This means these protection programs will run all the time in the background and scan things as they come into the system thus keeping you systems safer while you work.

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