



UNIVERSAL
SOLUTIONS 4 BUSINESS

IT Tips and Tricks #11

We thought that we would have a bit of an update and a reminder on viruses for this time's T&T as there are always some going the rounds and a look at the power of the humble "Shift" key.

Virus update

There is a particularly virulent virus called: Win32/Swen.A@mm. This appears as though it is an update from Microsoft; it isn't! This link... <http://us.mcafee.com/virusInfo/default.asp?id=helpCenter&hcName=swen> will take you to McAfee's website help for this virus...and here is Symantec's (Norton) <http://securityresponse.symantec.com/avcenter/venc/data/w32.swen.a@mm.html>

In addition to this one, there are others that appear to come from Microsoft...they very rarely do!

Also, if you are continually receiving a message regarding a system shutdown then it might be that you've been hit by the Blaster Worm. The following link to Microsoft's website explains more...<http://www.microsoft.com/security/incident/blast.asp> This link... <http://securityresponse.symantec.com/avcenter/venc/data/w32.blaster.worm.removal.tool.html> takes you to the Symantec (Norton) website where there is a small download file which should remove the worm from your PC. It's fairly straightforward, just follow the instructions.

This brings me to the reminder... if you go onto the internet, make sure that you have anti-virus software installed and that it is UP TO DATE! Secondly, if you are not sure who an email is from (and that also covers an email coming from someone who you do know, but attaching a file that you are not expecting), then think very seriously before opening it. As far as Microsoft is concerned, I am fairly sure that, unless you have specifically asked them for something, they NEVER attach files to emails.

The humble "Shift" key

The shift key does much more than just giving you a capital letter. To follow we have provided a number of handy hints showing how to maximise the use of the Shift in various Microsoft Office products.

Internet Explorer

Hold the *shift* key when clicking a hyperlink and the page opens in a new window and don't lose where you are in the current window. Browse around and close the second window when you're finished.

Excel®

To select a column or row of data, select a cell, hold the *shift* key and double-click the cell boundary/border. For example, if you start at the top right of your data, double-click the right edge, then the bottom edge with the *shift* key held down and you can select a large range of data easily.

To copy a worksheet range or chart as a picture, hold the *shift* key before selecting Edit, Copy. The menu command becomes Copy Picture with options for how you would like to copy it. When you Paste into Word or PowerPoint® it will look and print better.

Word

To select a range of text, click at the beginning, hold the *shift* key down then click at the end of the block. To save/close all your open documents at the same time, hold the *shift* key down before selecting the File menu. Now you have Save All and Close All. (Close All applies to Excel as well.)

PowerPoint

To draw straight lines/arrows or perfect circles and squares, hold the *shift* key down when using the drawing tools.

To select more than one object on your slide, hold the *shift* key down when selecting the various items, highlighting all of them before you move, delete or copy them.