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## Shortcuts for Working Your Way Around Microsoft Word!

Almost everyone uses Word. That is why I thought that a list of keyboard shortcuts could be helpful. Keyboard shortcuts are ways to quickly do things within Windows and documents without having to click your way through the menus. Shortcuts are accomplished by pressing a letter or number key at the same time as the control (CTRL), SHIFT and/or ALT key.

Here are some shortcuts that you might find most useful.

- CTRL+backspace key      delete one word to the left of the cursor
- CTRL+Delete key      delete one word to the right of the cursor
- CTRL+up arrow      move up one paragraph
- CTRL+down arrow      move down one paragraph
- CTRL+left arrow      move one word to the left
- CTRL+right arrow      move one word to the right

If you also hold down the shift key while pressing CTRL and an arrow you will select (highlight) the word/paragraph for deleting or copying, etc.

- CTRL+E      center paragraph
- SHIFT+F3 key      change case
- ALT+F4 key      close or Exit
- CTRL+B      bold
- CTRL+C      copy
- CTRL+X      cut
- CTRL+V      paste
- CTRL+M      indent
- CTRL+I (the letter i)      Italics
- CTRL+J      justify paragraph

- CTRL+L      left paragraph
- CTRL+O      open document
- CTRL+Return key      page break
- CTRL+P      print
- CTRL+F2 key      print preview
- CTRL+R      right paragraph
- CTRL+S      save document
- CTRL+A      select all
- SHIFT+F7 key      thesaurus
- CTRL+U      underline
- CTRL+Z      undo

These are some of the biggest shortcuts that you will probably use. But, for the complete list follow these directions:

Click on Tools menu

Highlight macros and click on macros on the submenu

When the box comes up select "Word Commands" from the macros in dropdown

Scroll through the list and select listcommands

You will get a choice of current menu or keyboard settings OR all word commands, take your pick (all word commands is a longer list)

Click ok and you get a document with a table of the shortcuts



# Employee Sabotage

Remember the good old days when disgruntled employees simply stole office supplies, faked being sick to take time off, or bad-mouthed the boss to vent their frustration? Not anymore. There is a growing trend of vindictive employees who are hacking their employers' networks to steal and destroy valuable electronic files and data.

## 60% Of Network Break-Ins Are Done By Disgruntled Employees

Law enforcement professionals estimate that 60% of computer system break-ins are done by disgruntled employees. This sabotage can take many forms including stealing customer lists, accessing and distributing proprietary financial records and payroll information, committing business check fraud, or siphoning money from business bank accounts.

## It's Not Just Unhappy Employees

It's not just obviously disgruntled employees who become problems. Employees who are facing financial difficulties, have drug problems, or who might even be plotting to start a rival company or take a new job with a competitor pose serious threats. Then there are the well-intentioned employees who simply make a mistake. We know of one company that accidentally e-mailed their entire client database to a direct competitor because they didn't know how to use the "blind carbon copy" feature in Outlook.

## How Much Damage Can One Employee Do?

Lockheed Martin's e-mail system crashed for 6 hours after an employee sent 60,000 of his co-workers an e-mail with a request for an electronic receipt. They were forced to fly in a

Microsoft rescue squad to repair the damage caused by this one employee. In another case, a disgruntled Forbes Inc. computer technician deliberately caused five of the publisher's eight servers to crash after he was fired. All of the information on the servers was permanently erased. As a result, Forbes had to shut down its New York operations for two days and sustained losses in excess of \$100,000.

## Your First Line of Defense

The first line of defense is, of course, to run a background check on every prospective employee before you hire them. Most employers still skip over this even though a background check can be obtained for as little as \$10.

Next, you need to draft an acceptable user policy that is included in every employee's contract and in your employee handbook. This should be signed and dated by both you and your employees. Be sure to include language stipulating that all work produced belongs to the company and not to the worker. You should also define what employees can and cannot do with work e-mail, Internet access, and data.

Finally, we recommend installing employee monitoring software to enforce your acceptable user policy and prevent employees from accidentally sending inappropriate or confidential information to the outside world.

## Need Help Securing Your Network From Employee Sabotage?

Whether you need a simple acceptable user policy or a more comprehensive monitoring solution, we can help. Give us a call at 248-425-0009 or email at [jeff.lipshaw@aflcc.com](mailto:jeff.lipshaw@aflcc.com).

## WARNING: Online Katrina Scam Alert!

As you might have suspected, there has been a proliferation of online scams soliciting funds for the victims of hurricane Katrina. This is truly heartbreaking to see because it's stealing money away from people in desperate need of help. Unfortunately, the Internet makes it very easy for these scammers to fool people into giving them money. To protect yourself, only donate money to a legitimate, well-known charity such as the American Red Cross. If you find a charity or a group that you are not familiar with, ask to see their nonprofit tax ID. Also, be especially leery of solicitations using PayPal for payments. Scammers like PayPal because it is easier to set up an account there than at a recognized financial institution.

### The Lighter Side Of...

## How Children See Things

Driving one sunny day, a man was shocked to see a woman in the convertible ahead of him stand up and wave. She was naked. Five-year-old Danny was shocked too. He cried, "Dad, that lady isn't wearing a seat belt!"

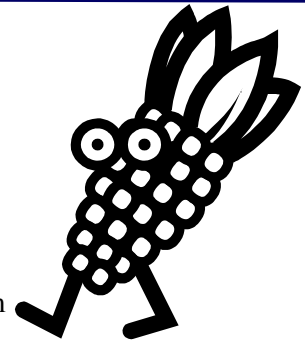
Mom was pounding a jar and trying to open it when the minister called. Four-year-old Jeanne answered and said, "Mom can't come to the phone right now. She's hitting the bottle."

Upon seeing Grandma's false teeth soaking in a glass of water, four-year-old Jimmy whispered, "Dad, the tooth fairy will never believe this!"

Joey was looking through the family Bible when a leaf that had been pressed between the pages fell out. "Mama, look what I found," he said, "I think it's Adam's underwear!"

## Creating Guest Accounts For Visiting Relatives

The holidays are right upon us and there's a good chance some of your relatives will want to use your computer while visiting. If you want to give them access but don't want them viewing your personal files, then you'll need to set up a guest account. This will give them access to your programs, but not to your personal files. Here's how...



Click the "Start" button then "Control Panel". Double-click "User Accounts", then click the "Guest Account" button. On the next window, click "Turn on the Guest Account". That's it! The next time you log on, you'll be given a choice of your regular accounts or the Guest Account. Just have the in-laws select the Guest Account and your files are safe from their prying eyes. If they're really nosy, put a password on your account. Simply go back to the "User Accounts" window and click "Change an Account". Choose your account, then click "Create a Password". Enter the password twice, and a hint if you like. Finish by clicking "Create a Password" and repeat those steps for any account that you want to protect.

## Business Networking

In today's business world, it has been found that one of the best ways to find and attract new business is by networking with other businesses. Many companies do this through their local chambers. But, there are also other business networking groups that get together regularly to help each other locate business opportunities. One such group in Michigan is LBN, Local Business Network. This organization has many groups where you meet with non-competing businesses twice a month and work to help each other find these opportunities. They also offer other options such as their quarterly mixers. In fact, they have one such mixer coming up on November 16, in Troy. They offer members the ability to setup booths along with guests time to check them out and speak with others that are walking around. I would like to offer each and every one of you the opportunity to check out this business networking option, whether you have ever been involved in this or another networking group or not. **Please call or email me and I will get you a FREE pass to come and try the business networking on this day. If you cannot make it and/or you would just like to check out a chapter meeting, call me as well.**



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"Get some fresh air? Sure. Do you have it bookmarked?"

*Know Someone Who Could Use My Help?*

## Refer A New Client To Me In November And I'll Send You A FREE Wireless Mouse and Keyboard!

I love getting referrals from my loyal clients and I'm not afraid to show it! Refer a new business client to me during November and I'll give you a FREE wireless mouse and keyboard and give your referral 2 FREE HOURS of computer support with absolutely no strings attached.

### Everybody Wins!

You get a cool new wireless mouse and keyboard and the person you refer gets to "try before they buy" with 2 free hours of computer support (they also get introduced to an honest, reliable technician who is dedicated to solving their computer problems). Just tell your friends to mention your name when they call so I can reward your loyalty and make sure they get their 2 free hours of support.

### Who Is A Good Referral?

Any business owner you know that has 5 or more PCs is a great referral for me. Unfortunately, I do not serve home users at this point because I am geared for small business computing.

## I'd Love To Hear From YOU!

Is there an article you would like to comment on? Is there a topic you want me to research? Have a funny story or a resource you want to share with the other subscribers? Send it to me! I am always looking for new and useful content to add to Bits-N-Bytes.

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