

# The F1 key

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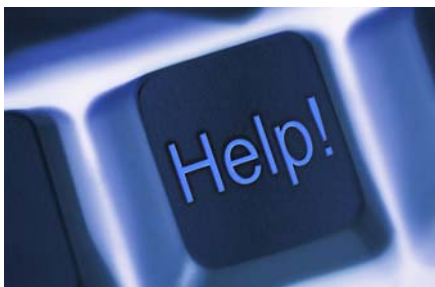
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## STORM Virus Alert!



The first signs of "Storm Trojan" were seen January 17, 2007. There have been large increase in the number of infections of this Trojan as well as new versions that have additional capabilities. The Trojan horse arrives as an attachment to an email claiming to contain a video of one of several different recent news stories. The email itself will have no message body, but will have one of the following subject lines:

- A killer at 11, he's free at 21 and kill again!
- U.S. Secretary of State Condoleezza Rice has kicked German Chancellor Angela Merkel
- British Muslims Genocide
- Naked teens attack home director.
- 230 dead as storm batters Europe.
- Re: Your text
- Radical Muslim drinking enemies's blood.
- Chinese missile shot down Russian satellite
- Chinese missile shot down Russian aircraft
- Chinese missile shot down USA aircraft

- Chinese missile shot down USA satellite
- Russian missile shot down USA aircraft
- Russian missile shot down USA satellite
- Russian missile shot down Chinese aircraft
- Russian missile shot down Chinese satellite
- Saddam Hussein safe and sound!
- Saddam Hussein alive!
- Venezuelan leader: "Let's the War beginning".
- Fidel Castro dead.

Be cautious of any unsolicited email that contains attachments that claim to be legitimate or interesting. The technique of using interesting subject lines or attachment names in emails in order to distribute malicious code is known as "social engineering." This technique has been used by threat writers for many years and, unfortunately, is often successful against unprotected users. The usage of recent news events as part of the email is especially common among these techniques.

The file attachment will be one of the following:

- FullVideo.exe
- Full Story.exe
- Video.exe
- Read More.exe
- FullClip.exe
- GreetingPostcard.exe
- MoreHere.exe
- FlashPostcard.exe

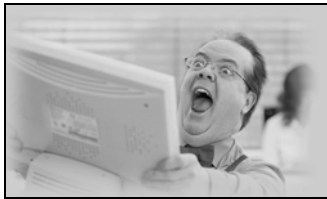
...continued on page 5

# Club Business

## Tentative Meeting Topics

Subject to change

Aug	28	Organizing E-mail (Irene Harper)
Sept	25	TBD
Oct	23	TBD



### FRUSTRATED?

IT'S TIME TO JOIN  
THE F1 CLUB!

DON'T  
FORGET!



When lightning is in the area, unplug your power cord **AND** your phone line from your computer. Lightning will hit a computer modem before it damages anything else in your house. If rain is in the forecast, **UNPLUG** before you leave your home or office.

## SUPPORT FOR THE CLUB

Bring your neighbor, friend or fishin' buddy to our next meeting. The survival of our club depends on membership. Do what YOU can to help it grow.

Please keep your dues paid. It's through these monies we are able to publish a newsletter and give back to the community through donations and education.



## F1 KEY ADVERTISING RATES

Classified ads (25 words or less) – free to members

Flyer insert (advertiser supplies ad)	\$ 30.00
Full page (7.5" x 10")	\$ 20.00
Half page (3.5" x 10")	\$ 15.00
Quarter page (3.5" x 5")	\$ 7.50
Sixth of a page (3.5" x 3")	\$ 5.00
Business card	\$ 3.00
Ad on cover – add \$ 5.00	

Prices shown are for one ad, one month.

Ads must be submitted to the editor ([pryzm@centurytel.net](mailto:pryzm@centurytel.net)) by the 7<sup>th</sup> of the month.

If you have any questions, e-mail: [f1club@mo-net.com](mailto:f1club@mo-net.com)



FEELING  
LEFT  
BEHIND?

## JOIN THE F1 COMPUTER CLUB!

Membership in the F1 Club entitles you to receive our newsletter and to come to our meetings, held on the 4<sup>th</sup> Tuesday of each month (except Dec.). As a member, you will also get a discount on any classes we offer.

Come to the next meeting, check it out, and if you decide you want to join, drop off your membership dues – good for one full year.

Individual membership - \$22  
Family or business membership - \$28  
OR

If you can't make it to a meeting, but you still want to join, send a scrap of paper with your name, address, phone number and e-mail address (if you have one) to:

Willa McGrew  
HCR 1 Box 4078  
Shell Knob, MO 65747-0535

Include your check made out to the F1 Computer Club.

## Replace All Uses of a Particular Font

**SUMMARY:** Change every slide in your PowerPoint 2003 presentation that uses a particular font.

After designing a Microsoft PowerPoint 2003 presentation, have you decided that Arial was not quite right and Verdana would look better, or that you would rather replace a sans-serif font with a serif font to make it easier to read? If so, you can replace all uses of one font in an entire PowerPoint 2003 presentation with another. Note that this only changes text boxes; graphics containing text using a particular font will not be changed.

1. Click "Format" – "Replace Fonts".
2. A "Replace Fonts" dialog box appears.
3. Underneath "Replace," select the font that should be replaced with another.
4. Underneath "With," select the new desired font.
5. Click the "Replace" button.
6. Repeat steps 3-6 as desired if you want to replace multiple fonts.
7. When done, click "Close" to close the dialog box.

You can press CONTROL-Z to undo your changes, if desired. Also note that after changing fonts, you should look over each slide and ensure the different character sizes of the new font do not alter the layouts.

## Change Text Case

- Microsoft PowerPoint 2003 presentations may frequently contain header text that is ALL UPPERCASE, or Mixed Case Where Almost Every Word is Capitalized. Whereas the body text, however, may be completely lowercase, Mixed Case, or Sentence case.
- If you need to copy the header text of a slide into another portion, or if you wish to copy text from the main body of a slide into its header, you'll need to change the text case. To do this without having to retype anything:
  1. Highlight the text you want to change and select "Format" - "Change Case".
  2. A "Change Case" dialog box will appear. Choose from the following options:
    - Sentence case
    - lowercase
    - UPPERCASE
    - Title Case
    - tOGGLE cASE
  3. When done, click "OK" to close the dialog box.

## Insert Symbols Such as Copyright and British Pound

**SUMMARY:** Add copyright, checkmark, and foreign currency symbols into your Microsoft PowerPoint 2003 presentations.

When editing text boxes in a Microsoft PowerPoint 2003 presentation, you might come across times where you need to insert special symbols in a textbox, such as:

- Copyright
- Trademark
- Yen
- Checkmark
- British Pound

To add these symbols into a textbox:

1. Click "Insert" – "Symbol".
2. A "Symbol" dialog box will appear. Choose from a list of symbols to insert and click the "Insert" button.

If you need to see more symbols, scroll through the list or click the "Font" pull-down to choose from symbols available in other fonts.

## Add Slides From Other PowerPoint 2003 Presentations

**SUMMARY:** Import pre-made slides from other files into your current Microsoft PowerPoint 2003 presentation.

Stop wasting time re-creating the same slides over and over. You can insert previously-made slides from one Microsoft PowerPoint 2003 presentation into another.

To do so:

1. Open the presentation to which you want to insert slides.
2. Click "Insert" – "Slides From Files".
3. A "Slide Finder" dialog box will appear.
4. Click "Browse" to find the slide show from which you want to insert files.
5. Underneath "Select Slides" choose the slides you want to insert. Click a slide to toggle inserting on or off.
6. Click "Insert" to insert the selected slides, or click "Insert All" to insert all slides.

# Microsoft Excel *(homeandlearn.co.uk)*

## What is a Spreadsheet?

A spreadsheet is a piece of software for handling and manipulating numbers. You can write numbers down on a piece of paper and add them up like this:  $23 + 12 =$

But that's not a spreadsheet. If you entered the same numbers into Microsoft Excel, you'd have a spreadsheet. The best part about a spreadsheet is – you don't have to do any adding up yourself! The program will add the numbers up for you.

A spreadsheet doesn't only add up, it can do a whole lot more besides simple arithmetic. It can handle financial calculations, statistical information, and do complex trigonometry. And it can make a graph for you.

A spreadsheet is just a glorified calculator. The main point of using a spreadsheet is to do some number crunching. The software will puzzle out the answers to sums for you and save you a lot of time and effort carrying sevens and trying to remember what eight multiplied by six is.

## Why do I need a Spreadsheet?

There are many reasons why you might need a spreadsheet. For example, personal finances and/or investments.

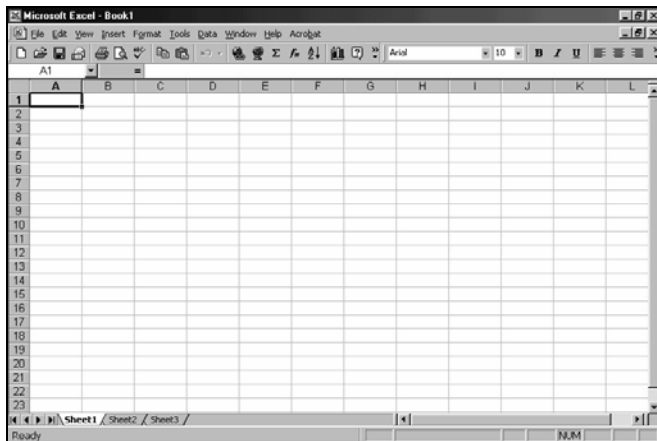
Of course, we could do all that on a piece of paper. But entering the data into a spreadsheet gives us better control. We could change one value, that massive food bill, and see how much we had left over if we didn't spend so much money on food. Once the formulas are entered, the other figures would be updated automatically.

## Launching and Exploring Excel

To launch Microsoft Excel, do the following:

1. Click on the Start button in the bottom left-hand corner of your computer screen
2. Go to Programs > Microsoft Excel
3. When Excel is finished loading, you will be looking at the main Excel screen.

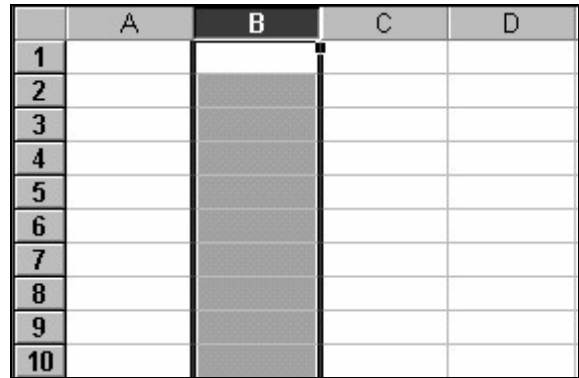
The main Excel screen then looks like this one:



It is a fairly daunting piece of software, at first glance. To break it down, let's start with all those numbers and letters.

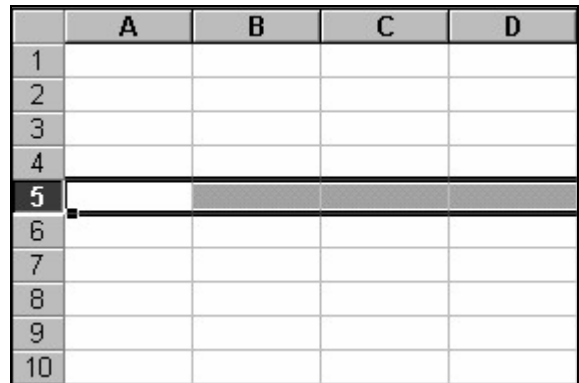
## Grid Coordinates

Right across the top of the spreadsheet you'll notice that there are some letters. The letters are the columns. If you click on any of the letters with your left mouse button, you'll highlight an entire column.



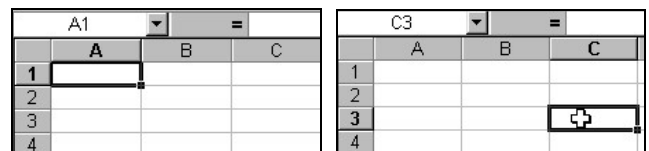
You can't change the letters. If you wanted to call column B "Column Two", for example, this would not be possible. You're stuck with the letters.

Running right down the left-hand side of the spreadsheet are numbers. The numbers are the Rows. Click on any of the numbers to highlight an entire row.




In a spreadsheet, you combine a Column letter with a Row number. This gives you an individual Cell in the spreadsheet.

In the two pictures below, the picture on the left shows a darker border around cell A1; in the picture on the right, the darker border is now around cell C3.



# Classifieds & More

 **Mo-Net, Inc.**  
Your local  
Internet service provider  
Visit our offices at  
301 N. Lincoln in Monett, MO

- E-mail account
- Personal Web page
- Local access
- Unlimited use
- One low monthly rate

Get connected:  
**417-235-8291**

Mailing address:  
P.O. Box 150  
Monett, MO 65708

The Internet service provider that offers toll-free, local dial-up in the following communities in SW Missouri:

- Aurora
- Cassville
- Exeter
- Fairview
- Golden
- Jenkins
- Mano
- Monett
- Pierce City
- Purdy
- Shell Knob
- Slotts City
- Stark City
- Verona
- Washburn
- Wheaton

## ...Microsoft Excel – Grid Coordinates (continued)

Notice two things:

- Your mouse pointers turns into a white cross when it moves around the spreadsheet
- The coordinates of the cell are displayed at the top left

When we clicked inside cell C3 with the left mouse button we highlighted that cell. When we highlight a cell, it has the thicker black border around it. This means that it is the Active cell. The coordinates of the Active cell are displayed in the top left – in the Name Box.

## Entering Data into a Spreadsheet

When you enter text/numbers into a cell, you first have to make it Active; you have to click on it to highlight the cell.

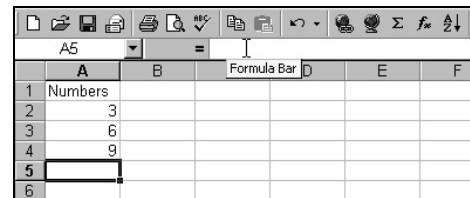
So, to enter something into a cell, do the following:

1. Click on cell with your left hand mouse button
2. Type the text or numbers; press the Return key; the darker border will jump down one cell

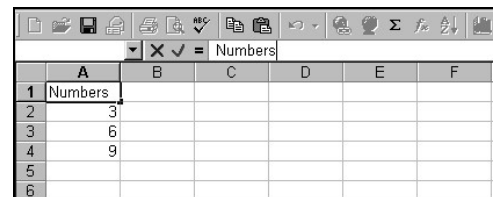
## Editing Data in a Cell

When we wanted to enter some data in a cell, we simply clicked on an individual cell and started typing. But you can't edit the data in a cell using that method. If there is already something in a cell, and you tried to type something else, the old contents would be entirely erased.

So how do you Edit the data in a cell? You have to do it from the Formula bar. The formula bar is the thin white text area running right across the top of the spreadsheet. You can see it in the picture below:



If clicked on the cell A1 and then clicked inside the formula bar, a flashing cursor will appear. This spreadsheet would now look like the one in the picture below.



The formula bar is displaying the contents of cell A1. To edit the contents, you can use the backspace key on your keyboard to erase anything you don't want. And you can just type something new in the formula bar. When finished editing, just press the Return key on your keyboard.

## Storm Virus...continued from page 1

- GreetingCard.exe
- ClickHere.exe
- ReadMore.exe
- FlashPostcard.exe
- FullNews.exe

Given the changing nature of this threat it is likely that additional subject lines or attachment names may appear. Users are encouraged to not open emails such as these.

The attachment is actually a trojan horse named **Trojan.Peacomm** that will install itself on the computer as a system driver and then will download other malicious programs from various computers on the Internet. The attachment and the trojan horse it contains will be detected.

Once installed and running, this Trojan attempts to establish communication with other infected systems on the Internet. This network is used as the distribution source from which the other malicious programs are downloaded.

New versions of this threat have been discovered that use "rootkit techniques" that attempt to hide the presence of this threat.

# Tips, Tricks & How To's

## Home Page or Search Page Changed?

(Malektips.com)

Scan your Machine!

**SUMMARY:** If your browser home page or search page has mysteriously changed, it's time to check your machine for spyware.

If you have noticed that your browser's home page and/or search pages have changed, possibly to a search engine you do not recognize or to a website you cannot remember viewing, be careful. There is a chance you may be infected with spyware and adware.

If you change the home page and/or search pages back to the default, close the browser and reopen it, yet the changed pages come back, your machine is almost certainly infected.

If this is the case, consider using some of the scan and removal tools mentioned in the Spyware and Adware section of MalekTips, as well as Ad-Aware and Spybot Search and Destroy.

## What is a Drive-By Download?

(Malektips.com)

A "drive-by-download" is software, usually some type of adware or spyware, that gets downloaded and installed on your machine without your knowledge or intervention. This can occur just by previewing an e-mail message or visiting a website in a browser. Some malicious popup ads can also cause this to occur.

They usually work by taking advantage of a known security hole in your web browser, e-mail software, operating system, or other type of software. By installing and using a firewall (and keeping it up-to-date), installing software updates as you find out about them, and updating your operating system whenever patches are released, you can lessen the chance of getting infected with such malware. Some other tips:

1. If you use Outlook 2003, read all e-mail in plain-text instead of in HTML.
2. Consider using Mozilla Firefox instead of Internet Explorer for most of your web surfing as it is less susceptible to this type of attack.

The F1  
*key*

P.O. Box 535  
Shell Knob, MO 65747-0535  
[www.f1computerclub.com](http://www.f1computerclub.com)

### **NEXT MEETING:**

Tuesday, August 29, 2007, 6PM  
Central Crossing Senior Center

The F1  
*key*

*is distributed at the following locations:*

Shell Knob Branch Public Library  
Central Crossing Senior Center  
Shell Knob Chamber

**The F1 Computer Club meets on the 4<sup>th</sup> Tuesday of each month at 7PM.**