



TechTalk

MCC Information Technology Services Monthly Newsletter

April 17, 2008, No. 14

IT HELP DESK

M-TH 7:45am-8pm

FRI 8am-4:30pm

SAT 8am-1pm

ext. 8457 Press 0

ANGEL Issues

ext. 8457 Press 1

MS Office 2007

ext.8457 Press 2

AV Equipment

ext.8457 Press 3

What's the Function?

F1 – HELP!

If you press F1 while working in a program, *Help* for that program will usually appear.

F2 - Rename

While in Windows Explorer, highlight any folder or file name, then press F2. Type a new name, then press *Enter*. This works just like right-clicking a file or folder and selecting *Rename*.

F3 - Find

When you are working in Windows Explorer, the F3 key will open the *Find Files* window.



Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu

Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

I'm New Here; Can I Borrow Your Car?

Help your coworkers, and help yourself, by keeping access to sensitive systems and data limited. Campus computers are networked, and different users have different security access privileges; **lending someone your username and password is like lending them the keys to your house or your car.** With your password, a person can read your email, send emails "from" you, open or even delete your documents, change your computer settings, and generally be a messy houseguest. *If you have a guest speaker, a temporary worker, or other person that needs to use a computer, call IT (ext. 8457) for a guest password that is safe to use!*



ASK I.T.

Q: Why is my computer slow?

A: If the computer you use at MCC is slow to *log in*:

Clean up your computer desktop - save files in your H drive instead.

Shut down every night to clear out temporary files.

Cool it down by making sure the computer has at least 2" of space all around to prevent overheating.

If the computer logs in quickly, but the *programs* are running slowly:


Close out of the slow application and reopen it.

Close other programs running in the background.

Reboot to reduce temporary files clogging the system.

Add a Printer! Go to: START menu, "Printers and Faxes", "Add a Printer", "A Network Printer", "Find a Printer", then under "Name" enter **the room #.**

I.T. Trading Card #1



favorite phrase:
"Manage the process, or it will manage you."

John "T.C.O." Linehan

Alter Ego Packrat	Super Power Zen-like Patience
-----------------------------	---

Stats

Talent: Can Fix Anything
Weakness: MCC Bosco Sticks
Average Length of Emails: 3 pages
Largest # of Flash Drives Carried on a Single Lanyard: 12