

Computing Bootcamp I & II

Are you frustrated by all those funky computer terms? Have you been bitten by spyware or other bugs? Would you like to know what's really going on in that cursed machine you have to use every day?

User Services developed Computing Boot Camp just for YOU. This boot camp will run for 3 hours on two days.

Be one of the few, the proud, the certifiable!!!

Computing Boot Camp will include topics like (listed in no particular order for your perusal):

- Remote Access - modem pool
- Ethernet cable vs. tel. cable
- Wireless
- Read The Fabulous Manual
- Calling Helpdesk 4029
- Review of what is and is not appropriate - we will not help you copy protected software, download copyrighted music, etc.
- AUP
- What to do when it locks up -
- About Your Computer
- What kind of computer is it?
- Mac/PC, laptop/desktop
- Innards/Hardware
- Memory vs. Storage
- Monitor, CPU, mhz, RAM, video
- You've got USB
- Software, OS, Apps, Utils
- Microsoft makes lots of software. My Microsoft is broken is not enough info.
- Mouse/Keyboard
- Tour of the Keyboard
- Delete vs. Backspace
- The mysterious windows key & even more mysterious shortcut key
- Avoiding the mouse
- Mouse/Keyboard Tricks
- Windows - A Tour
- What version of Windows?
- Taskbar, toolbar, menu bar, title bar
- Quicklaunch bar
- Customize Start and Explorer
- Minimize/Maximize buttons
- Windows Explorer is the Greatest Thing Since Sliced Pizza
- AutoUpdate
- Office Update
- Ergonomics
- Call Safety
- Taking Good Care of the Machine

- Defrag
- Checkdisk
- Delete temp files
- Multi-user pcs - clear out old profiles
- Clean monitor
- Clean keyboard
- Shake keyboard
- Surge suppressor
- Computers and magnets
- Taking Good Care of the Laptop
- Suspend & power mgmt
- Misc Stuff You Oughta Know
- Shutting Down
- Ctrl+Alt+Del
- Task list
- Speakers and Headphone
- Email
- BCC:
- Reply/Reply-all
- viruses, viruses that forge from:, spam - how to identify, how not to get, hoaxes, chain mail
- Email etiquette
- Archiving email
- Archive to network if needed
- Why HTML in email is a Bad Thing
- Auto complete addresses
- Gw.usm.maine.edu (no www)
- Dealing w/ space limits
- Cautions when deleting Sent
- Printing; Set up a printer; Default; Killing a print job; Reboot the printer
- Storage & File (Mis) Management & Saving Your Work; Save to network, save often; Word's Auto Recover is for crashes only; Save vs. Save as
- Your Hard Drive will die, it's just a question of when
- Pay attention to where you saved it
- Floppies are Bad; USB Mem stix are Good
- Zip disks, if you insist
- Windows Explorer is not Internet Explorer(most of the time)
- Drag-n-Drop (drag-n-drop across drives automagically copies)
- File Formats - esp. Audio and Video - .avi, .wmf, etc.
- Change view in Explorer, and did I mention Windows Explorer is the Greatest Thing Since Sliced Pizza?
- Path
- Recycle Bin
- Network: I can't log in - check context; Login in Wkstn only
- Common drives; U: drive; Space limits
- Password Management
- Ctrl+Alt+Del - Change pw
- You'll get email when it's time to change pw - don't ignore it.
- Lockout after intruder attempts
- Distinction between Novell/GW accountname/pw, and UNET.
- Reset pw at mail.maine.edu
- That IntarWeb thingie

- Search tips
- Google is not the only search site (the best, but not the only)
- Download app from the web
- Links
- Change font size
- If you allow IE to remember pw
- What are cache and temp file, cookies, etc. and how can I delete them
- Popups
- Google toolbar
- Alternate Browsers, or, All the Really Cool People Use Mozilla
- More Windows Tips
- Killing things in system tray - WinZip & Quicktime
- Display: Changing from 800x600, etc
- Security
- Viruses: How do they get into my computer and email?
- Configuring McAfee Anti-Virus Software
- Weekly full disk scan
- Virus Hoaxes
- AutoUpdate AutoUpdate AutoUpdate
- OfficeUpdate
- Passwords & Security
- Spy- Ad- Mal-ware; Don't install Gator (Gain , GME), WeatherBug, Filesharing(Kazaa, Bearshare, Limewire, Napster-clones, etc); Macafee, Spybot, adaware, hijackthis; Don't install games; Don't trust popups
- Ctrl+Alt+Del - Lock Wkstn
- Confidentiality Of Student Records Policy
- Licensing/Ethics
- Shareware, Freeware, Pirated Software
- It's USM's computer, you must ask before screwing it up
- RIAA - USM will not shield transgressors
- Adobe Reader: PDF is a proprietary format. There is an adobe reader for every OS that Adobe can find; Adobe Acrobat (Writer) Requires a license
- Burning a data cd; CD-RW is Bad
- WinXP uses drag & drop
- Care of cds - marking, etc.
- Instant Messaging
- Screen Colors, wallpaper, Screensaver
- Useful USM Web Pages
- PDA