

Computer Virus

You are working on your computer, when suddenly a screen pops up and tells you that your computer has been infected. This voice comes on and a screen comes up that tells you to call this number immediately.

What do you do?

Call the number right away, right?

Wrong!! Ignore the threat. Do not click on anything on the screen, not even the little red X to close it out. It could be a link to open a file to infect your computer.

The best solution for an average computer user is to shut off your computer immediately by holding down the power button.

It is safer to shut down the computer this way and possibly lose what you have been working on than to get your computer infected by a virus. If you did get infected, please do not call the number on your screen.

Get someone you can trust to look at your computer and if it did get infected, have them clean up any infection done to the device.

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Computer Tips and Shortcuts



A quick guide to
shortcuts used in
Microsoft Windows
and basic computer
fixes you can do
yourself.



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Keyboard Shortcuts



These keyboard shortcuts are pretty much universal and will work in most browsers and office programs.

Ctrl + C	Copy a selection to the clipboard
Ctrl + X	Cut a selection
Ctrl + V	Paste a selection from the clipboard
Ctrl + O	Open an existing file or document
Ctrl + P	Print a document
Ctrl + S	Save a file or document
Ctrl + N	Create new document or open a new tab

Shortcuts in Browsers

Ctrl + Plus (+)	Increase size of text on page
Ctrl + Minus (-)	Decrease size of text on page
Ctrl + 0 (zero)	Reset zoom level
Ctrl + I	Open Favorites Pane
Ctrl + J	Open Downloads Pane
Ctrl + H	Open History Pane
Ctrl + F	Find on Page
Ctrl + T	Open a new tab
Ctrl + Shift + T	Reopen the last tab closed
Ctrl + W	Close the active tab
Ctrl + K	Duplicate tab
Ctrl + Tab	Switch to new tab
Ctrl + Shift + Tab	Switch to previous tab
Ctrl + R	Refresh the page
Esc	Stop loading the page

Basic Tips for fixing your Computer, Laptop, Tablet or Phone

If you notice that your computer, laptop, or phone is acting up, going really slow, not connecting to any network, or just doing some really strange things that it normally does not do, it may be time to restart the device.

To do this, do a shutdown. When it fully shuts off, wait 5 seconds or more, then turn the device back on.

This will take care of many problems that happen with computerized devices. It is recommended that you reboot your device at least once a week if you want to try to keep problems from happening.

If you have a printer and you are having a problem printing, check the paper and ink supply. If that doesn't help, then check all the cables to make sure they are fully connected. If it still doesn't work, try rebooting the printer, computer or both. If that doesn't fix the problem, then you may want to try some advanced options or call someone for help.

