

## Start this new year by **organizing & tracking your finances on the computer.**

### *Enroll in online banking*

Go to your bank's website and locate the "enroll" link to begin the process of setting up your account for online access. Usually the bank will mail you your new internet password as a security precaution. You can also go to your local branch and ask a representative to help get you started.

### *Begin receiving and paying your bills on the Internet*

To save on fees, check with companies to see if there is an advantage for choosing electronic statement vs. mailed paper statements.

Bills can be paid via your bank after registering for online banking. If your bank charges you for online bill pay, most companies allow payment to be made via their website with a credit card or a checking account.

### *Track spending using accounting software like Intuit's Quicken or Microsoft's Money.*

Accounting software can be used to organize, analyze, & consolidate your finances. Make filing taxes easier and faster using software or an accountant (who uses software also). Transaction records from banking and credit card companies can be downloaded directly into these programs.

**N**ever provide any personal information (social security #, drivers license, passwords, or account numbers) as a reply to an email.  
Call your financial institution to verify the request is legitimate.

## Computer News & Information Newsletter

Vol. II, No. 1

### *Navigate between open windows using the keyboard*

Hold "alt" + press "tab" (a list of open windows will appear release the "tab" button to make it active)

expert extra

go to [www.microsoft.com](http://www.microsoft.com) search for "powertoys", choose the first link, find "taskswitcher.exe", and install an improved alt-tab menu

### **Happy New Year from SF Computer Training**

#### Things to try for the new year...

- learn a new software program
- organize your finances
- pay bills online

*have fun exploring the potential of your computer*

### *Minimize all windows and go to the desktop*

Push and hold the windows button on your keyboard and then press the letter "m"

***Look inside for more useful tips!***

**SF COMPUTER TRAINING**

1617 Balboa Street, SF, CA 94121  
415-240-4843 [www.sfct.net](http://www.sfct.net)

"Here for you every step of the way."

Implement these simple preventive procedures for the New Year

- Update your Operating System software
- Update your Antivirus software and scan your computer for viruses
- Prevent spyware and adware with software like "Spybot Search and Destroy"
- Use a safer browser like "Firefox"
- Defragment your system to improve performance
- Systematically schedule backups of your files

SFCT 415-240-4843 help@sfct.net

**Links for filing taxes online:**

[www.turbotax.com](http://www.turbotax.com)  
[www.hrblock.com](http://www.hrblock.com)  
**IRS (answers & forms)**  
[www.irs.gov](http://www.irs.gov)

*New Year's Task to remember - Copy, Cut, & Paste*

Duplicate information(copy) or move information(cut) into another location(paste).

1. select the text you want to move or copy
  - a. place your mouse at the beginning of the first letter to select
  - b. click and hold your mouse button down
  - c. drag your mouse over the remaining text to highlight/select
  - d. release the mouse button
2. Click the "edit" menu (on top, to the right of "file")
3. Choose either "copy"(duplicate) or "cut"(move)
4. Go to where you want to place the information and click
5. Click the "edit" menu and choose "paste" to place it

Memorize the shortcut keys

copy (ctrl+c) - cut (ctrl+x) - paste (ctrl+v)

**Microsoft Office Tip: Using the Office Clipboard**

Up to 24 copy/cut items can be stored to be pasted later. Word, Excel, or any other Microsoft Office Application

1. Click on the "edit" menu (or press ctrl + c twice)
2. Choose the "office clipboard"
3. A window will appear on the left side
4. Copy or cut as many items as you need up to 24 items
5. You will see each one appear on the window on the right
6. Click where you want the item to be placed (pasted)
7. Click on the item in the clipboard to paste it

**Classes don't fit your schedule?  
 Call us today, so that we can create a solution just for you. 415/240-4843**

**SFCT offers:** smaller class sizes & shorter class sessions, time to practice concepts between class & return with questions, free email support (class topics only)

February 2005					March 2005				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4		1	2	3	4
7	8	9	10	11	7	8	9	10	11
14	15	16	17	18	14	15	16	17	18
21	22	23	24	25	21	22	23	24	25

**Home**

**Beginning Computer, Internet, & Email** (6hrs)

Learn the basics to use a computer, communicate via email, and surf the web. \$115

Mon-Feb 7, 14, & 21.....10am-12pm  
 Mon-Mar 7, 14, & 21.....6pm-8pm

**Windows XP Fundamentals** (6hrs)

Organize and find files install & remove software, customize your computer. \$135

Mon-Feb 7, 14, & 21.....6pm-8pm  
 Mon-Mar 7, 14, & 21.....10am-12pm

**Microsoft Word Fundamentals** (8hrs)

Navigation techniques, format text & paragraphs, control page setup, autotext, templates & more. \$155  
 Thursdays-Feb 3, 10, 17, & 25.....10am-12pm  
 Wednesdays-Mar 2, 9, 16, & 23.....7:30pm-9:30pm

**Microsoft Excel Fundamentals** (8hrs)

Enter and format data, create formulas, autofill, manage worksheets, charting, & more. \$155  
 Wednesdays-Feb 2, 9, 16, & 23.....7:30pm-9:30pm  
 Thursdays-Mar 3, 10, 17, & 25.....10am-12pm

**Image Editing using Photoshop Elements** (8hrs)

Edit color, contrast, size, add text, crop & enlarge, merge photos, printing quality prints, & more. \$175  
 Fridays-Feb 4, 11, 18, & 25.....10am-12pm

**Brochure Design using Microsoft Word** (8hrs)

Create columns, tables, import graphics & pictures, create borders & graphics, & more. \$165  
 Tuesdays-Mar 1, 8, 15, & 22.....10am-12pm

**Business**

**Create and Publish a Website**

Register a web address, design a website with links, photos, and text, ftp & publish the site. \$175  
 Tuesdays-Feb 1, 8, 15, & 22 (8hrs) 10am-12pm  
 Tuesdays-Mar 1, 8, 15, & 22 7:30pm-9:30pm

**Microsoft Office for Business**

Create custom templates & forms in word, manage contacts and finances in excel, automate letters & labels to clients, create flyers in word, & more. \$165  
 Wednesdays-Mar 2, 9, 16, & 23 (8hrs) 10am-12pm



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learn@sfct.net

www.sfct.net

**New for 2005**

*Quicken*

*accounting for personal users* \$155 (8hrs)  
 Thursdays-Feb 3, 10, 17, & 24.....7:30pm-9:30pm  
 Fridays-Mar 4, 11, 18, & 25.....10am-12pm

*QuickBooks*

*accounting for business* \$165 (8hrs)  
 Wed-Feb 2, 9, 16, & 23.....10am-12pm  
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