

The purpose is the same; to give you some quick tips on the Windows 2000 System and Office Suite Applications. This newsletter will be a two-page issue with no more than two subjects. It is intended to be simple and direct. If you have any comments or suggestions, feel free to email us: ssa-tips-feedback@slb.com

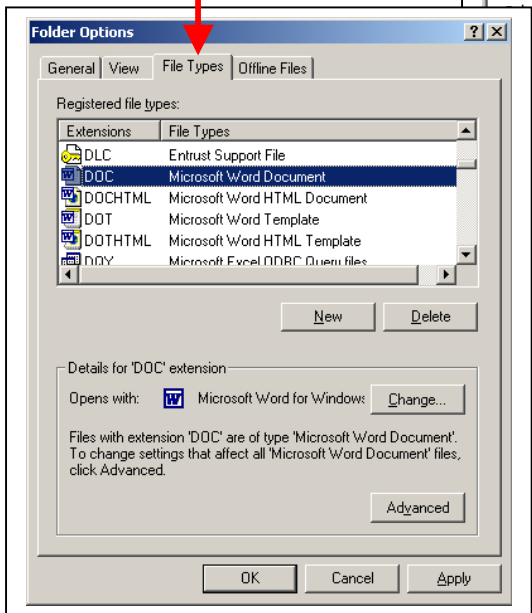
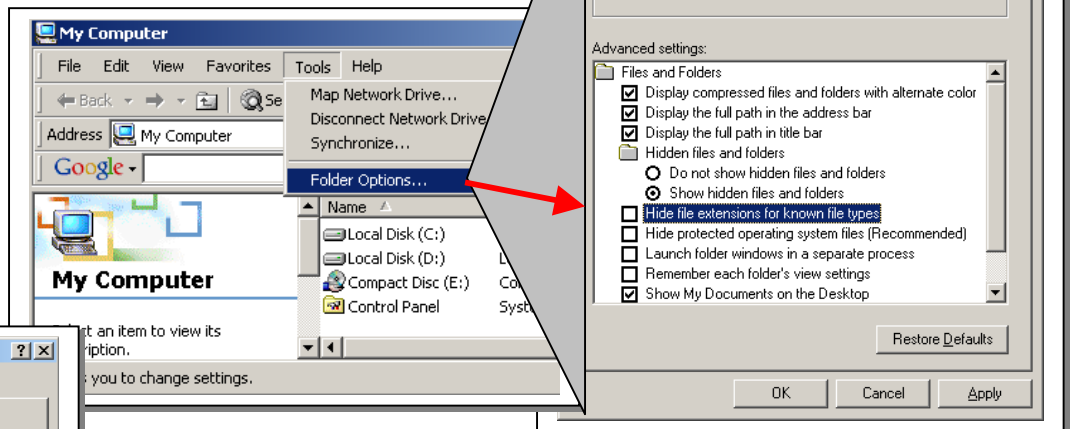
File Extensions

Why file extensions? Because windows needs to know which application to start when you ask to open a file. Windows will keep a list that associates the extension (3 or 4 letters behind the dot at the end of the document name) with the application.

- 1- If your environment is not configured to show extensions, then you can display them by doing:

Double click **My Computer**
Click on **Tools -> Folder Options...**
Click on **View**
Deselect **"Hide File Extensions...."**

To see the association, click **File Types**.
I highly recommend avoiding playing with that. It can really hurt an application if associations are changed, then it won't work



Common extension association:

.DOC & .DOT :MSWord
.XLS & .CSV : MSEXcel
.PPT & .PPS : MSPowerPoint
.HTM & .HTML : Netscape or Internet Explorer
TIF, TIFF, JPG, JPEG, GIF, BMP : MS Photo Editor
TXT : Notepad (simple text editor)

Examples:

"SSA Missions Statement.doc" is a Word document
"SSA Membership List.xls" is an Excel spreadsheet

Viruses and File Extensions

Most dangerous viruses will use these file extensions to damage your computer. It may confuse users because of the extensions. Some extensions may be interpreted incorrectly thinking it is a screen saver for example.

Here is a list of most common extensions used by viruses:

.EXE	Independent application which does whatever it wants.
.VBS	Visual Basic Script, runs complex code as it pleases.
.BAT	MSDOS batch file, runs any DOS command like delete...
.COM	Command batch file. Similar to BAT, but worse.
.PIF	Icon shortcut that can contain small code but quite vicious.
.SCR	Script... this is not a screen saver !!! it is like VBS

Check the McAfee web site for virus information:

<http://vil.nai.com/vil/default.asp>

Why can viruses be dangerous?

Viruses can be dangerous because they will target your data (Some people found that fun!). They can use your computer to harm someone else's computer and you can be legally responsible (even when using your home computer).

What is a Hoax?

A Hoax is usually an email that looks like a virus or a patch for a virus. The information is wrong and it has 2 purposes:

- Make you do changes on your computer yourself that will harm your system.
- Make you send the hoax to your contacts which will clog email servers

Different types of virus:

- Hardware destruction (like Chernobyl which was erasing the BIOS – Computer doesn't start)
- Data Destruction (like Melissa virus – erase all word documents, images, etc.)
- Data Collection (Sending your documents to websites or email addresses)
- Server clog (like Love Letter mass mailing distribution)
- DOS (Denial Of Service), millions of infected computers sending a request to certain websites or servers (like the attack to Amazon.com 2 years ago).

How you get viruses, how to recognize a virus, and how to minimize the risk?

- Viruses generally come as attachments to emails (See extension above)
- It can come from someone that you know who has been infected.
- Viruses may be included as a 'macro' (program) in a Word or Excel document
- Viruses may be included in programs you download from non-official websites.
- Be careful with double extensions like "PHOTO.JPG.exe" – it is not a photo, but an executable file
- Make sure you have an antivirus program AND UPDATE.

Examples: Download McAfee antivirus from the SSA website at : <http://www.ssafara.net/Support/Services>