Are you using Microsoft Office?

For a lot of people, Office means Word and Excel. Outlook is often not used to its fullest, PowerPoint is seen as a corporate tool, Publisher rarely opened and Access a mystery.

There are several versions of Office available, and it's worth checking which version you need. If Access is your thing, you need Office Professional. If your household has at least one full- or part-time student or faculty staff member, then you can get Office Student and Teacher Edition for 65% less than Office Standard. The Student & Teacher Edition includes Word, Excel, Outlook and PowerPoint and is valid for installation on 3 home PCs. If you need help choosing or upgrading your Office package, please contact us.

Got an iPod? Can't connect it?

Are you lucky enough to have an iPod or similar music player, but unlucky enough not to be able to connect it to your PC or Macintosh to download your CDs?

In theory it's reasonably easy: install the software that came with the player, connect up the hardware, and start putting your CDs in the CD-ROM drive to rip them to your hard disc and ultimately your player.

However in practice, you might find that your PC is too slow, your hard drive too small, or your PC doesn't have the right USB or Fire-Wire connection. If you're having problems, you can refer to our website, email or call us.

Viruses-the latest?

If you're worried about a virus alert you've received from your anti-virus software, it's usually a sign that the protection is working rather than the PC being infected. However, it's always a good idea to ensure your software is up-to-date and running correctly-consult the manual or look at www.tabardit.co.uk/antivirus for help. Alternatively, feel free to call us and we can talk you through it over the phone-if you're an existing customer, this won't cost you a thing (except the phone call!). For the latest threats, see securityresponse.symantec.com or www.trendmicro.com/vinfo.

Where do I plug this in?

If you need to move your PC and have to unplug all the leads, do you struggle to plug them all back in again?

See www.tabardit.co.uk/sockets for a pictorial guide to which plugs do what. Now you've no excuse not to tidy up those leads...

Wireless network-poor signals

In some locations, wireless networks (WiFi) may have poor coverage: large houses and/or very thick walls might prevent use of WiFi in all rooms or offices.

There are ways to expand the coverage, from installing larger aerials to using range expanders. You can also use a network bridge; for example, AC mains adapters use your existing AC mains circuit to extend the network to those hard-to-reach places. If you need help getting your network to work, please call us to arrange a visit.

Windows Update Update

In the previous newsletter, we mentioned Windows Update. You can now install Microsoft Update (see link on Windows Update) which includes updates to Office and other Windows applications.