

# The PROTRAINER

Web Site Address: [www.protrainsys.com](http://www.protrainsys.com) Email Address: [training@protrainsys.com](mailto:training@protrainsys.com)



Est. 1994

## PROTRAIN

A Division of Vivid Learning Systems



### March Specials

In the month of March, we will be running two special offers on our classes. All Photoshop classes will be 50% off. If you have been interested in learning how to digitally edit photographs, and want to be prepared for a snapshot summer sign up now. Also, we will be offering all Microsoft Office 2000 classes for \$100. With the release of newer versions of Microsoft Office, it is somewhat difficult to find support for Microsoft Office 2000. However, we are here to help, no matter what version of the software you use. Please sign up, soon classes can fill up rapidly

### Interviewing Techniques Class

As part of our monthly free class program we will have an Interviewing Techniques Class. This class will touch on the skills an applicant needs to successfully pass the interview process. Body language, proper attire, handling difficult questions, recognizing illegal questions, and more will be discussed during the course of this two day evening class. For more information please call us at (509)-375-0414 or e-mail us at [training@protrainsys.com](mailto:training@protrainsys.com).

### VersaLaser Demonstration

In the February 2005 issue of the Protrainer, I discussed the features of the Versalaser material printer. Since that article there has been significant interest in seeing this machine in action. To keep our students, and readers happy we have made arrangements with a sales representative to use our computer labs as a demonstration station. This offering will be based on demand, and seats are limited. If you are interested in coming to this demonstration, please register as soon as possible. If you would like to read the article about the VersaLaser Material, printer feel free to visit [www.protrainsys.com/download/download.htm](http://www.protrainsys.com/download/download.htm). To contact us send an e-mail to [training@protrainsys.com](mailto:training@protrainsys.com), or call (509)-375-0414.

### ProPoint #3 Go-Go!

Here is a great tip if you hate searching for specific topics or pages on the internet, and getting 1,000,000 links as results for your search. In the Mozilla Firefox internet browser you can type in "go" (without the quotes) and "yellow pages" (without the quotes) in the address bar, it will send you directly to the Verizon Yellow Pages site. I also tested this with "go" and "maps" and it took me straight to the Map Quest website. This feature also exists in Internet Explorer, but it is a bit less exciting. In internet explorer typing "go" and any item has the same result as typing the item in the search bar, and gives you 1,000,000+ returns. However, typing "go" and "verizon yellow pages" did give me 157,929 results, and the Verizon pages were at the top of the list. If you would like to try Mozilla Firefox type "go" and "mozilla firefox" (no spaces between fire and fox) in the address bar and the top search result will be a site where you can download Mozilla FireFox for no charge. Mozilla Firefox has also been know to get less pop-up ads than Internet Explorer.

#### Inside this issue:

- Specials, Interview Techniques, Versalaser Demonstration, ProPoint #2 **1**
- Unveiling Viruses **2**
- Schedule **3**



-Jeff Coffiel-Lead Instructor

# Unveiling Viruses

I know many of you have heard of an annoying, destructive, or downright evil computer virus. In this article, I would like to fully demystify computer viruses, and help you to identify the symptoms of virus activity on your computer. Also, I would be largely remiss if I didn't give you some tips that will keep your computer virus free.

So, what is a virus? Basically a virus is a computer program that can copy itself. Once started, computer viruses have been known to spread to users all over the world. Viruses can do just about anything depending on what they are programmed to do. Viruses can be categorized into 5 major groups, based on their function:



## 1. Macro Viruses

Macro viruses are created by programmers using VBA (Visual Basic for Applications). This programming language is used legitimately to create specialized functions in the Microsoft Office programs. However, virus programmers use it for much more nefarious reasons. The major threat posed by macro viruses is, they can infect any type of computer as long as the macro can be activated. A virus that can run on different types of computers is called platform independent, because it doesn't need a specific type of operating system (i.e. Windows) to infect a computer.

## 2. File Viruses

File viruses operate in one of two ways. First, they can attach themselves to other files, then start when the user attempts to open the infected file. Sometimes these viruses are complete programs on their own, and are run when you run the program. Usually you receive these viral programs in e-mail. As a subtype, there are also viruses called "Boot Viruses". These viruses attach to (or infect) the files that allow your computer to start up. These are an extremely frustrating breed as they often cause your computer to no longer start up properly.

## 3. Trojan Horse

This type of virus poses as a good program. In some cases, a free shareware game, or addition to a program you already use. In reality, these con-artist viruses are out to wreck your computer just as any other virus. In some cases, virus programmers may go so far as to have the good face of the program actually work, so detection of this type of virus can be slow.

## 4. Worm

Worms have gained quite a bit of notoriety in recent years. Think of a worm as a pipe. A worm takes information on your computer and transmits it to another computer. This can be especially dangerous with credit card numbers, social security numbers, and debit card PINs. Worms can be difficult to detect without the use of anti-virus software because they don't always do any damage to the computer directly. However, they can sure help someone damage your credit score!

## 5. Stealth Viruses

The stealth virus is unique in that it not only does its dirty work, but it attempts to hide in your system (hence the name). All viruses make changes of one kind or another to your computer system. But, stealth viruses attempt to hide the changes it makes by taking over the part of the computer that reads files. So, when the computer attempts to read an infected or corrupted file it does not detect any changes. This is the primary reason why anti-virus programs work more effectively when you restart your computer. When you restart your system the virus doesn't have a chance to take over the file reading system, and the changes it made are readily visible.

Viruses can be programmed with certain attributes and abilities. Examples of these attributes are:

**Polymorphism:** This ability can allow a virus to change under certain conditions or over time.

**Bomb:** this attribute causes a virus to activate at a certain date and time, or when a condition is met. In some cases, the condition can be a keystroke combination.

**Network:** viruses with this ability can spread onto other computers on a network, or over the internet without the use of e-mail. The very famous "MS Blast" or "Blaster" worm had this ability

Here are a few tips on how you can avoid getting a computer virus.

- Don't use any floppy disks or data CD's without performing a virus scan on them first.
- Don't open e-mail attachments (even if they come from your contacts) unless you have verbal confirmation they are sent from that person.
- Update your virus software weekly.

Are you scared yet? Well don't be. There are many different types of anti-virus software. These anti-virus programs are designed to simply seek out and destroy viruses. Not only will they scan your hard drive, but they will also scan floppy drives, and CDs. Two of the leading anti-virus software companies are Symantec (they make Norton's Anti-Virus), and McAfee (they make the VirusScan product). The great thing about most anti-virus software (and check before you purchase any) is the ability of the program to do an auto-update! Anti-virus programs can actually connect to the internet and download the latest fixes for any viruses that have been recently uncovered. It is recommended that you do this weekly to keep you computer safe and secure.

Lastly don't confuse viruses with spyware. If you have questions about spyware click on the following link to see my article on spyware. <http://www.protrainsys.com/download/jul04.pdf>



## March 2005

*Beginning — Beg. Intermediate — Int. Advanced — Adv*

Mon	Tue	Wed	Thu	Fri
	1 PowerPoint XP Int.	2 No Class	3 Access 2003 Beg.	4 Fast Track Training Access Fast Track Training Excel
7 Project 2003 Beg.	8 PowerPoint XP Adv.	9 Excel 2003 Beg.  HTML & Web Page Design Beg.	10 Access 2003 Int.	11 Fast Track Training PowerPoint Fast Track Training Excel
14 Project 2003 Int	15 Access XP Beg.	16 Access 2003 Int.	17 Access 2003 Advanced	18 Excel XP Int.
21 Project 2003 Adv	22 Word XP Beg	23 Word XP Int	24 Word XP Adv	25 No Class
28 Word 2003 Ad- vanced	29 Photoshop 7 Int	30 Adobe Acrobat 6.0 Beg	31 Adobe Acrobat 6.0 Adv.	

[Enroll Now](#)  
[375-0414](#)

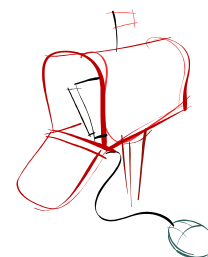
### Office 2003 Classes Now Available !!!

#### **FastTrack Training**

4 Hours of the Training  
you want tailored to your  
needs and using your files!

#### **Project 2003**

Classes are in full swing  
sign up for yours ! Plan  
Today!



*“Investing in  
employees  
skills brings  
improved  
employee  
morale,  
confidence,  
and  
productivity,  
while  
increasing your  
bottom line.”*



*For a complete list of all our  
scheduled courses for the  
next 3 months please click  
here ... [Full Course Schedule](#)*