

# Technically SPEAKING

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## So What Do I Do With My University Laptop?

By Daman Kapoor

With only a few days left until school is over, you must be very excited for the summer. Before you leave, a few things regarding your University laptop must be taken care of.

If you will be living on campus in the fall, you may rent the same laptop you have now for \$75. However, if you will be living off campus next fall, you need to return your laptop at the Electronic Campus Support Center located across from the baseball field (ECSC).

If you do not need your computer over the summer, then you will need to return the laptop, green Ethernet cable, black/silver phone cord and the black power adapter to the ECSC before you leave campus. Note: The Ethernet hub and power cord remain your room. The carrying bag is yours to keep. Have your Bearcat card handy when you go

to return your university notebook.

If you are not returning to campus in the fall and you do not return your laptop, then you will be charged \$1,000 for the replacement cost of the laptop.

All students who will be living off-campus in the fall and want to rent a laptop and are not currently renting one, need to submit their name to the Help Desk or ECSC to be put on a waiting list.

If you will be attending summer school and will be living on campus for at least one session, you may keep your laptop for the summer free of charge.

The ECSC is open 8 a.m. to 4:30 p.m. Monday through Friday and will be

*"The ECSC will be open on Saturday, April 28 from 10 a.m. to 2 p.m."*

open on Saturday, April 28 from 10 a.m. to 2 p.m.

Any files left on your computer will be erased before the laptop is issued again. You should save anything that you might need in the

future to a CD, a flash memory drive, an external hard drive, etc. Storage is also available on your Catbert/N: Drive student storage. Also remember to forward any important email messages to another email account since any messages over 120 days old will be deleted starting this summer and then again in the fall.

Moving out may be a hectic time, so make sure you have everything ready to be returned before finals week to avoid any last minute hassles. Have a great summer!

## Changing Passwords

As you make your summer preparations, do not forget to change your University password before you leave campus so you can check your university email from off campus.

To change a University password on campus, first log in to any university machine that is connected to the network. Once logged in, press Ctrl + ALT + DEL and then click on change password. Passwords must meet Homeland Security guidelines. Passwords must be

at least 8 characters long and include 3 of 4 requirements: at least one uppercase letter, one lowercase letter, a number or a symbol.

If your password does expire while you are away from campus, the password can be changed from off campus by logging into the terminal server and following the directions located at [www.nwmissouri.edu/COMPSEV/clientcomputing/ts/howtouseterminalserver.pdf](http://www.nwmissouri.edu/COMPSEV/clientcomputing/ts/howtouseterminalserver.pdf).

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Printed copies of Technically Speaking are available at the Front Desk

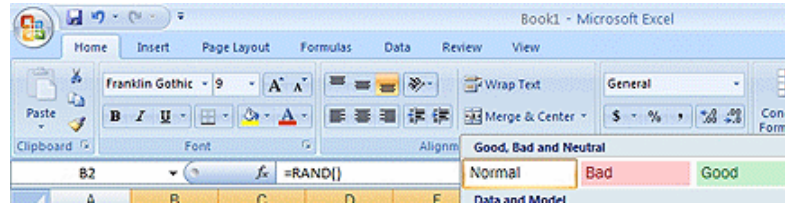
<b>Help Desk</b>	<b>x-1634</b>
<b>Help Desk Hours</b>	
M-T	8 am-10 pm
Fri	8 am-5 pm
Sat	11 am-4:45 pm
Sun	1 pm-10 pm

<b>Notebook Support Center Hours</b>	
M-F	8 am-4:30 pm

<b>Library Lab Hours</b>	
M-T	7:30 am-11:45 pm
Fri	7:30 am-4:45 pm
Sat	11 am-4:45 pm
Sun	1 pm-11:45 pm

**Questions?**  
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Microsoft Office 2007 is the revised Office Suite that has been designed for use with Windows Vista. One of the most noticeable differences is that MS Office has been completely redesigned and looks nothing like any previous version of MS Office. Microsoft is hoping the new design will make product features easier to find and use.



Office 2007 includes ribbons instead of menus. Ribbons are used by hovering your mouse over them until options

appear, rather than clicking on a menu. Office 2007 also features various themes so that you can maintain consistency among your documents.

Another feature included in Office 2007 is a document inspector. The inspector allows users to easily remove unwanted comments, hidden text, properties and share any documents with confidence. Office 2007 enables a person to save work as a PDF or XPS file for online viewing.

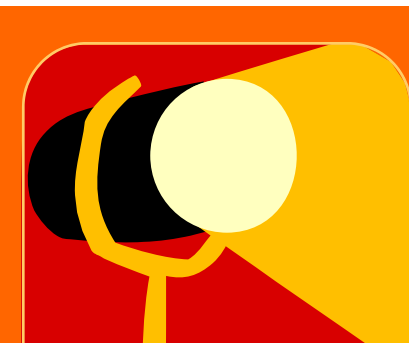
New features in Outlook 2007 include instant search, which allows users to

find emails quicker than ever before, and will also allow users to preview attachments before opening them.

The items listed above are just a few of the new features available in Office 2007. A complete breakdown of all of the features is located at [www.microsoft.com](http://www.microsoft.com).

Microsoft Office is available in many different versions. The prices start at \$149 for Home and Student 2007 and reach \$539 to \$679 for the Ultimate version.

Microsoft Office 2007 is a nice upgrade, but if you do not feel your documents are lacking anything, then it is an upgrade that can wait for awhile.



## Camera Phone: Is It Really Useful?

Most cell phones seem to come with a camera now. Most camera phones include a camera with 1.3 megapixels, which is only capable of taking low quality photos.

Below are some examples of situations where a camera phone might be useful.

Use the phone as a grocery list. As you run out of something, take a photo of the item and you will never have a problem remembering what you are out of or what brand it was.

If you are ever in a car accident, take photos at the scene of both the cars and the area. The photos will make writing a claim much easier later.

Sign up for mobile uploads for Facebook, take photos of everything and instantly add them to Facebook.



## Ways to Get Thinner

by Beyza Aydar

Summer is approaching! We can no longer hide under sweatpants and coats. For anyone who is trying to get in shape for swimsuit season, some useful online tools are available for safely getting fit and staying healthy.

### WeightWatchers.com

For \$39.95 a month, subscribers have access to e-tools to help them easily stay on track using Weight Watchers points system.

The website is full of helpful answers and support including message boards with other members. The monthly membership also includes unlimited meetings each month.

### JennyCraig.com

Jenny Craig takes a different approach, using direct contact with the website as informational support. Several different programs are available including JennyDirect where a consultant calls you weekly. The cost depends upon which program and degree of support are needed. Membership includes access to the members only area of the website and many answers to basic questions.

### [fda.gov/loseweight/](http://fda.gov/loseweight/)

If you want to lose weight, but do not want to pay membership fees, visit the U.S. Food and Drug Administrations web-

site for several links to articles on losing weight. The U.S. Food and Drug Administration suggests starting your diet by making small changes in your eating habits. They also recommend eating more vegetables and fruits. Fruits and vegetables have fewer calories and many other health benefits. Try minimizing your portion size as well.

### MyPyramid.gov

MyPyramid is another free website offering valuable information to start the weight loss process by eating healthier. The website uses the dietary guidelines set by the USDA to create personalized meal plans. The MyPyramid Tracker feature allows users to assess their diet and physical activity so they can better understand the relationship between what they eat in one day and their individual energy and fitness levels.

Diet and exercise go together. So in addition to checking out all the information on these excellent websites, get out and get some exercise! Without exercising, reaching your goal will be difficult. You can get a membership to the Fitness Center on campus for \$60 per semester or use the Recreation Center and Aquatic Center for free. If you do not like to lift weights or do intense cardio, you can try walking around Maryville or campus.

*"The MyPyramid Tracker feature allows users to assess their diet and physical activity"*

# Computer Tips

## 4 Tips You Should Know

**1** Right-click on a blank area of a toolbar in Internet Explorer and select Customize to add and remove buttons on your toolbar.

**2** To remove unneeded toolbars in Internet Explorer, right-click the toolbar and click the toolbar in the list to deselect it.

**3** Instead of clicking the Back button in an Internet browser, press the backspace key on the keyboard.

**4** When backing up files on your computer, do not forget to save your favorite links too.

## Fun Links

### Instructables.com

Step-by-step instructions for making things you never knew you wanted.

### Dontclick.it

Do you really need to click while navigating a webpage?

### Etsy.com

Online community to buy and sell all things handmade. Look for that special handmade gift or hard to find supplies.

## Make the Right First Impression

by Meredith Manning

Employers do not initially read resumes, but tend to skim them. Therefore, your resume needs to look good. An eye-catching resume will catch the employer's attention and make them take a second look. For many jobs, your potential employer's first impression of you is going to be your resume. Follow these simple keys to make your resume look its very best.

1. Always use short paragraphs - no longer than five lines. Use bullets to shorten longer areas.
2. Keep the resume straight to the point and all on **one** page. In order to do this, you may have to change the

margins (File -> Page Setup). Decreasing the margins allows more of the paper to be used and leaves less wasted space.

3. Imperfections, such as typographical errors, punctuation errors, misspellings, smudges or blotches, should not appear on your resume. Be sure to submit a perfect copy.
4. Make your name pop off the page. Try using a different font or different effects like bold, shadowing or underlining.

Finally, an effective cover letter is just as important as an effective resume.

The cover letter accompanies the resume and is the piece of paper that the prospective employer sees first. A cover letter should be no more than one page and written in business letter format.

Below are some sites to help you turn a good resume into a great resume.

- Monster Jobs  
monster.com
- Yahoo! HotJobs  
hotjobs.yahoo.com
- CareerBuilder  
careerbuilder.com
- MSN Careers  
careers.msn.com
- JobWeb  
www.jobweb.com

## Now Who Wrote That?

by Erin Jewell

Crunch time. You are down to the wire. Your paper is due first thing tomorrow morning and, like usual, you have waited until the last minute to start it. You think, "I don't have time to write a good paper. I will just go to the Internet and do some copying and pasting! My teacher will be too dumb to know." **WRONG!**

Many students fall into the trap of waiting until the last minute to begin an assignment and then, fearing a bad grade, go straight to the Internet for help. Claiming another's work as your own is most definitely a way to get an F in whatever course the project was assigned in, not to mention the possibility of being permanently kicked out of the university. Plagiarism has become quite common in universities and high schools around the country.

According to Webster's Dictionary, plagiarism is the concept of taking one's work or ideas and passing them off as your own. Northwest Missouri State Uni-

versity abides by the following policy: For the first offense, a student will receive an F in the course and face an appeals process. For the second offense, the student will be immediately dismissed from the university.

While the Internet makes it easier and easier for students to copy another's work, it also makes it easier for professors to research the authenticity of a student's work. All the professor needs to do with a suspect paper is go to a free search engine and type in one sentence from that paper. Receiving an F for a course is that simple.

The best way to avoid being accused of academic dishonesty is to begin all assignments early with enough time to do a complete job and properly cite all sources. With final exams and final projects right around the corner, please remember the above mentioned consequences before starting your next assignment!