



Jake Nonnemaker
CEO & Chief Geek
AXICOM

Happy Kite Flying!

February 2017

AXICOM
Networks • Computers • Security • Service

Computer Network Solutions and Management Services

AxiNews

Inside AxiNews

p1: 4 New Features for MS Office 365
p1: Deep Dive into Microsoft Word
p3: 4 Ways to Prevent Identity Theft
p4: Inquiring Minds

Fun Kite Facts

Did you know that...

- Kite Flying Day is February 8.
- Kites were first flown in China over 2000 years ago. Kite flying continues to be very popular in Asia.
- Kites have been used in wars in many Asian countries throughout history.
- Kites became especially popular in Japan during the Edo period and are still a traditional New Year's gift for Japanese children.
- Marco Polo shared stories about kite-flying when he returned to Europe after his adventures in Asia.
- Benjamin Franklin used kites with his lightning and electricity experiments.
- Kites have been used for meteorological and military purposes in modern times.
- Kites were used in 1999 to pull sleds to the North Pole.

4 New Features of Microsoft Office 365

Microsoft Office 365 is gaining in popularity with businesses. Here are four more reasons why Office 365 holds such appeal.

Real-time collaboration in PowerPoint

Users will now be able to share a PowerPoint deck and update documents with others in real time. This means you'll be able to see edits as your colleagues make them. Microsoft was committed to expanding real-time co-authoring of a company's native applications, with Microsoft Word already rolling out this feature beforehand. Currently, real-time collaboration is available for PowerPoint on Windows desktops for Office 365 subscribers in the Office Insider program and for PowerPoint Mobile on Windows tablets.

Move attachments to the cloud and share with colleagues in Outlook

According to Kirk Koenigsbauer, corporate vice president for the Office team, this feature allows users to transform a traditional

document into a shared cloud document within Outlook. Previously, Outlook users could only attach cloud-based documents to an email, but this new feature makes it easier to send large files and to collaborate on those files with ease.

Users can upload files into their own OneDrive or a document library as part of an Office 365 group and then designate sharing permissions for the email recipients. The new feature is currently available in Outlook on the web as well as Outlook on Windows desktops for Office 365 subscribers.

Mobile notifications for changes to shared documents

With this new update, users will be notified when any cloud documents in Word, Excel and PowerPoint are being shared or edited. These notifications let you know when changes are being made, even if you are away from a particular document, so you're always connected and know when you have to act.

(Continued on page 2)

Deep Dive into Microsoft Word

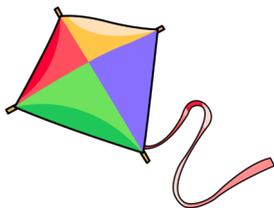
You might use Microsoft Word everyday or just occasionally. No matter how often you use it, here are some great ways to maximize productivity.

Writing outside the box

Not all of your documents are simple line-by-line writing, and even the ones that are might

require a bit of unique formatting. We've all wrestled with textboxes, customized margins and indents, but did you know that you can write anywhere on a Word document simply by double clicking wherever you'd like to insert your text? No more counting how many times you pressed the spacebar, no more spending 10 minutes formatting your textbox, just double click and start typing.

(Continued on page 2)



4 New Features of Office 365 (cont.)

(Continued from page 1)

This feature can be integrated with the activity feed on Windows desktops, and help businesses improve user collaboration. Sharing and editing notifications are available for Word, Excel, and PowerPoint users on Android and Windows Mobile for Office Insiders. This feature will be available for commercial users in all Office mobile applications in the coming months.

Find, open, and save documents in a Shared with Me and Recent Folders tab

Microsoft's "Shared with Me" tab in Word, Excel, and PowerPoint makes it easier for enterprise users to find and open shared documents without having

to leave the app you're working in. At the moment, the Shared with Me tab is available on Windows desktops and Macs for all Office 365 subscribers, iOS and Android devices included. And soon, it will be available on Windows Mobile. And the "Recent Folders" tab -- used to help quickly locate files as well -- is now available in Word, Excel and PowerPoint on Windows desktops for Office 365 subscribers in the Office Insider program.

With the latest additions to Microsoft Office 365, small- and medium-sized businesses will enjoy enhanced staff collaboration, increased corporate productivity, and an overall competitive advantage.

Published with permission from TechAdvisory.org. Source.

Microsoft Word (cont.)

(Continued from page 1)

Customize your AutoCorrect

No matter how often or how much we write every day, there are still words, phrases and special characters that we can't seem to master. Increase your typing speed by personalizing AutoCorrect to fix your commonly misspelled words without prompting you. Most of these are preprogrammed into Word (pretty much any 'i' before 'e' mixup), but customizing your own settings can solve issues like accented letters that are missing from your keyboard, or replacing short abbreviations with verbose technical terms. Just go to the File menu, click on Options, select the Proofing tab and click on the AutoCorrect options to explore all of your options.

Apply document formatting to pasted text

No matter how original your content is, there will always be reasons to copy from an outside source and paste to your own. You may need a quote, a piece of data or just an outside voice to your writing. When using the copy and paste function, you may need to remove formatting carried over from the original source. Although the icons and interface of this feature have changed throughout different versions of Word, Microsoft has been careful to always leave it as an option for users. Simply adding the Windows key to your copy shortcut (Ctrl+Windows Key+V) will integrate the copied material into your content. Default paste options can be further customized in the Options menu.

Published with permission from TechAdvisory.org. Source.

Kite and Kite-Related Activities

Watch or participate in kite-flying * Watch or participate in kite surfing * Watch or participate in kite-boarding * Attend a kite-flying festival * Watch the Kite Runner movie or read the book * Make your own kite!



Four Ways to Prevent Identity Theft

By Jake Nonnemaker

January is a great time to start the new year afresh and review what you would like to accomplish this coming year. As the goals of many people are financial in nature, keeping your financial data secure so that it is not stolen is an important corollary to that goal.

What is Identity Theft?

ID theft is a crime where a criminal uses your personal information to open credit cards or store credit accounts in your name. There are even cases where crooks have taken out mortgages and car loans using the personal information of unsuspecting victims. Trying to claw back your identity in these cases is extremely difficult and time consuming. First you need to gather any evidence and file a police report. Then you need to prove that you didn't open the credit account, mortgage or car loan because crooks will also open credit accounts then claim they are victims of ID theft to avoid paying. I cannot emphasize enough what a hassle you will encounter if this happens to you so go through these four steps to prevent it from happening to you!

1. Review Your Credit Reports

By federal law, everyone is entitled to a free copy of their credit report every year from each of the three credit bureaus: Experian, TransUnion and Equifax. A good strategy is to order one credit report from a different credit bureau every four months so you will never have to pay out of pocket. It costs no money and takes only about 15 minutes.

The only official website sanctioned by the Federal government to get your credit reports is <https://www.annualcreditreport.com>. There are many other unofficial credit report websites but they will try to sell you other products such as identity theft protection or credit repair services.

There are several reasons that everyone should review their credit report several times each year. These include looking for markers of identity theft, review your credit card accounts, and look for erroneously reported information such as late payments which may harm your credit score.

2. Report Credit Report Errors

Credit reports often have erroneous information such as late payments, incorrect addresses or old contact information. If your credit report contain erroneous

late payment information, contact the credit account issuer and request a correction. If your report has unrecognized addresses, this likely indicates that someone is opening credit in your name and rerouting the credit cards and statements. In this case, contact the police and credit issuer immediately. Make sure your mailing address and other contact information is current as you may have moved but the credit issuers may be sending correspondence to your previous address.

3. Use ID Theft Protection

A good way to protect yourself is to use a ID theft protection service which will alert you whenever a credit report is pulled in your name. This will give you a heads up that something is wrong if you didn't prompt such action yourself. If you belong to the American Automobile Club (AAA), they offer a free basic ID theft monitoring service. Or you can subscribe to a paid monitoring service such as LifeLock which has plans as low as \$10 per month. Both of the services are an affordable way to protect against ID theft.

4. Should You Close Dormant Credit Accounts?

Most of us have retail store credit or credit card accounts that you opened long ago and have forgotten. Perhaps they were opened to receive a special perk like airline miles or a discount from your store purchase. But financial experts, such as certified mortgage planning specialist Fred Gruber of the First Rate Financial Group, says that "closing these accounts can negatively impact you credit score." Leaving dormant credit accounts open will improve your FICO credit score which is important when it comes time to apply for a car loan, home mortgage or refinance a home loan. You will want a debt-to-credit limit ratio of 30% or less, so having a large amount of available untapped credit is advantageous. For example, if you have \$10,000 in debt, you will want to have at least \$30,000 in cumulative credit limit.

Read the complete article online at axicom.net/2017/01/prevent-identity-theft.



AXICOM

Networks • Computers • Security • Service

*Make all of my computer problems go away
without the cost of a full-time I.T. staff*

*Ask us about our fixed price service agreements with
computer support at a flat monthly fee you can budget for
just like rent!*

February 2017

31352 Via Colinas #104
Westlake Village, CA 91362
(818) 865-9865
support@axicom.net



AxiGuard

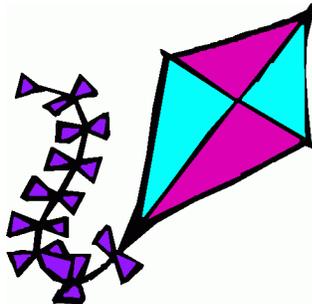
Our printed newsletters are always
available online! Check it out at
www.AXICOM.net.

www.AXICOM.net

Inquiring Minds...

How Best to Fly a Kite!

It's best to fly a kite in medium wind so that you can do more than just hold on to it. In medium wind, you can make your kite dance in the sky. To get it aloft, it's best to stand with your back to the wind. However, if there is light wind, then have a helper take the kite downwind and hold it up. On command, have the helper release the kite. If you don't have a helper, then prop the kite up on a bush or wall and then reel out the line and pull the kite aloft.



You will find truth more
quickly through delight
than gravity. Let out a little
more string on your kite.

- Alan Cohen

Windows 10 Privacy Management Updates

Microsoft Office has updated its privacy management and settings for Windows 10 through a web-based privacy dashboard. These changes will enable Microsoft service users to see and manage the data that the company has collected.

Facebook's Creative Shop

Small businesses are becoming more important to Facebook as it aims to become a one-stop shop for consumers to arrange their offline life in terms of concerts, book clubs, birthday parties and so much more. In fact, many more people are using the Facebook Events feature to register their events. And, Facebook wants small businesses to use their ad feature but be able to create their ads with minimal budgets. Thus, the Creative Shop has a four-person team that creates tool and tutorials for small businesses. It's a "virtual ad agency" for small businesses, in effect. They even have specific templates for businesses with Story Packs for businesses like restaurants, retail, and spas, for example. Facebook also provides some good advice through their Creative Tools page. To find out more, visit www.facebook.com/ads/manager/creation or www.facebook.com/business/a/creative-tools/creative-tips or put in keywords in the Search bar.

1. Know Your Business Goal



Sell A Product