Malware Infection Warning Signs

Being connected to the Internet today also means being at risk of becoming infected with some form of malware including viruses, Trojans, and spyware. Even if your computer is protected with some type of anti-virus/anti-spyware application, it is still possible for malware to infect your computer.

All too often, computer users forget to update their anti-virus/anti-spyware application, leaving their machines at risk of infection by newer versions of malware. If you have forgotten to update your virus protection, it is possible that your computer is already infected. What are the signs that your computer is infected with malware?

Poor performance is one of the initial signs of malware infection. Once your computer is infected, it may begin to perform each task more slowly than usual. This is because its resources are being used up by malware.

One of the signs that your computer is infected by adware or some form of computer virus is the frequent occurrence of pop-up ads. Some of these ads may even suggest that you click on them to run a clean-up utility or download an anti-virus application. All too often, these simply trick computer users into downloading spyware, adware, or a virus.

If you suddenly find your online searches being re-routed to websites that have nothing to do with the term you are searching for, then you can suspect that your computer's browser has been hijacked. If you look closely, you may even see some minor changes to your browser when you open it.

Another sign that your computer is infected with malware is sluggishness during start up or shut down. Generally, this occurs because the malware application is hogging computer resources.

Malware infections can also cause you to lose the ability to access your hard drive, your email, and other areas of your computer's functionality. Even if you are able to open your email account, you may discover that it does not work properly.

If your computer suddenly begins to make funny noises or acts as though it is working harder to start up, shut down, or access files or applications, it is possible that your computer has become infected with malware. The noises indicate that your computer is dealing with more than it can handle – in this case, the finger is pointing at the presence of malware.

If your computer shows any of these warning signs that it has become infected with some form of malware, you should take steps to rid your computer of the intruder. If you already have an anti-virus/anti-spyware application installed, you should update it so that it is current with the latest protection. Next, you should run your anti-virus/anti-spyware application to remove the malware. In almost all instances, this will rid you of the problem. **T**

AccSys Solutions

Innovative Solution Feature:

Adagio — A Solid Foundation for Builders and Contractors

If you are in the building business, being able to monitor activity by job is crucial. You want reports that show revenue, costs and profit by job, and you want to compare actual to estimated expenses, not only at the job level, but at the sub-job level. Managing Purchase Orders is crucial for monitoring costs and job estimates.

For larger jobs, you need to meet the accounting standard requirement to recognize revenue and expenses based on a percentage completion meth-od, or only when the job is completed.

You need to integrate your payroll and job tracking, so that time worked on a job need only be entered once. You may have payroll reporting needs, such as Certified Payroll requirements.

You also need to have the ability to produce different-looking invoices to different customers, based on their requirements. Yet you want the invoicing function to be integrated with the job tracking.

Adagio Purchase Orders offers a sophisticated Purchase Order and Inventory Receipts system. Create unlimited Purchase Order templates for frequently placed orders. Place multiple sub-orders, multiple vendors in multiple currencies, and/or ship-to addresses on a single order. Import multiple vendor orders directly from Order Entry into a single Purchase Order.

Adagio JobCost allows you to profitably measure and track all your jobs or projects. Accurately and automatically recognize revenue as each job progresses, using any of the five recognition methods, including: amount billed and costs incurred to date, on completion of job, percent completion of total cost, percent completion of labour hours, or percent completion of phases/categories.

Combine these modules with Adagio Invoicing, Receivables, Payables, Ledger and Financial Reporter, and you have a solid accounting foundation for your building or contracting business that will grow with you in the long run.

Contact us today to learn more. We can demonstrate its features to you online and at your convenience! **T**

the**TechnoTips**

Excel: Easy Toggle Between Formulas and Values

A single keystroke lets you toggle between Excel's normal display, which shows the results of the formulas in the spreadsheet, and a display mode that shows the actual formulas. The keystroke is Ctrl-tilde (tilde is this key: ~); press it once, and Excel displays formulas instead of results. Press it again, and the results appear again. This single keystroke is a lot quicker to use than the alternate method of displaying formulas, which is to open the File menu, go to Options, then Advanced; then scroll down to Display Options for this Worksheet and check the box next to "Show formulas in cells instead of their calculated results." Uncheck the box to display results again.

Excel: Highlight All Cells Referenced by a Formula

When you're debugging a worksheet, you can easily navigate through all the cells referenced in a formula. Highlight the cell and press Ctrl-[(that's Ctrl-open-square-bracket). Excel highlights all the cells referenced by the formula, and moves the cur-rent selection to the first of the referenced cells. Press Enter, and the selection moves to the next referenced cell, and continue to press Enter to move though the rest of the referenced cells.

Office: Do Everything With the Keyboard

Microsoft Office's Ribbon interface looks as if it's designed for the mouse, but you can fight carpal tunnel syndrome and other wrist problems by using the keyboard instead. Tapping the Alt key causes boxed letters to appear on all the Ribbon's tabs, and boxed numbers to appear on the Quick Access. For example, type "H" and the Home tab opens, complete with boxed letters (and a few sequences of two letters like FN and PG) that you can press to access all the features on the tab. Galleries—like the gallery of styles on the Home tab—have letters located on the scroll bar to their right. You can type "L" for Styles on the Home tab, and tap the appropriate letter to open the gallery, so you can navigate it with the arrow keys. Type Alt again to exit this mode when you're done.