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### **WINDOWS OPERATING SYSTEMS EXPLAINED:**

Follow along carefully and the mysteries of Microsoft will be more understandable. Your computer has a powerful processor and on that is placed an operating system. In 1995 Microsoft introduced the term windows as a reference to the manner in which the user would see different screens or windows. It was called "Windows 95". In 1998 they updated this OS (aka Operating System) and called it "Windows 98". In 2000 we were offered Windows 2000 (aka ME). Get it? So far so good. Windows 2000 or ME was not the greatest. So much for chronological terms. In 2001 Microsoft switched gears to buzz words. In comes Windows XP. Now this was a winner and some people are still running this on their computers even today. Marketing strategies usually means change so in 2007 Windows Vista arrived on the scene. Oops...this was not a winner. It had some issues with printers and other peripherals that were plugged in along with other software problems. Sales went way down and with the anticipation of a correction in the form of another new OS, most people were happy to just keep Windows XP and let someone else be first on the block to try what came out next. In the spring of 2009 Microsoft launched Windows 7. It took until the fall for customers to trust this new version. It has had great reviews and is built into all new PC computers. If your computer is slowing down, it is very likely you are running Windows XP. Microsoft continues to send you updates and improvements which are good especially for security. Over time your aging processor can no longer keep up with the new stuff. There is not much you can do about this other than add memory. Once you have maxed out that option, the only thing you can do is buy a new computer. That brings a whole new set of issues. Now you have to move your files including photos, music, etc to the new machine. For the past six months I have advised and orchestrated the purchase and transfer of many nice people. The excitement of a new computer is awesome. Oh, and by the way, Microsoft will cease supporting Windows XP in 2014. I cannot believe anyone will still be using this work-horse by then. Did I mention Windows 8 is coming in 2012? Don't wait for Windows 8. The rumor is that it has problems. Stick with W7. *\*In summary: Windows 95, 98, 2000, XP, Vista, 7.*

### **MICROSOFT OFFICE SUITES EXPLAINED:**

Computers are a great tool to have goals accomplished whether it is for business or entertainment like games or design. You do this with software that is added (installed) to a computer. Purchase the ones you want or need then following the instructions on the inserted CD or DVD. Most software comes with a "Key or Serial Number" that allows only one installation per computer. This is called a license. If you want to put the same software on another computer, you will have to purchase another license or buy multiple licenses at the point of purchase. Once you have completed the installation, you will only see the result as a new item on your ALL PROGRAMS list like Microsoft Word. Software can be expensive but the work that goes into the creation is tremendous. It can be as cheap as \$10 or way up there in the thousands of dollars. No kidding! Never fear you can always use the free, bare-bones version like Open Office. If you working in an office and want to be on the same page at home, you would want to use the Microsoft Office Suite that includes up to twelve different software programs in one package (the cheapest way to buy). Just like everything else in the computer world, the software is updated and changes its version every so often. Each version has new bells and whistles but older ones continue to work on most operating systems. As you can see the number references above for the operating system can be very confusing with these numbers for MS Word, Excel, PowerPoint, Publisher, Outlook, etc. *\*Summary of the modern PC Microsoft Office Suite: 95, 97, 2000, XP, 2003, 2007, 2010.*

### **GIFT CERTIFICATES:**

If you know someone who could use some upgrading to their computer or just some help understanding the PC, I offer gift certificates. Let me help that special someone.

### **I MAKE HOUSE CALLS:**

I will come to your home or office to help you with almost any predicament including repair, upgrades and general usage. I have an endless amount of patience and knowledge. I offer a 20% discount on my hourly rate for those aged 60 and over. Give me a call at 419-318-9112. References are always available upon request. Don't forget to

sign up for my FREE NEWSLETTER at [OhComputerTraining.com](http://OhComputerTraining.com). Subscribers will get added hints, tips and exciting web-links.

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