Amy's Biz Tips
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Word - Sorting | **Safety With Passwords** | **You Have To Laugh**

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Word - Sorting

While Excel does a great job of sorting, there is no need to move your data from Word to Excel to sort – you can do it directly in Word.

Word gives you the option to sort a simple one column list or sort a table. To begin sorting highlight your list, and from the menu bar click Table and Sort.

Simple one column sort. If your list is a simple one the default settings will work fine – you might want to change the order from Ascending to Descending. If you want to be more specific you can click options and choose to have the sort recognize separate fields based on a comma, tab or character of your choice (you might use this option if your column contains both last and first names so you can sort by either last name or first name). Additionally, Word gives you the option to sort based on case sensitive. See sample below for a simple sorted list.

Unsorted	Sorted
This line is Green	Line Blue
Paragraph Blue	Line Green
Line Purple	Line Orange
Line Red	Line Purple
Paragraph Green	Line Red
This line is Red	Paragraph Blue
Line Orange	Paragraph Green
This line is Purple	Paragraph Orange
Line Blue	Paragraph Purple
Paragraph Purple	Paragraph Red
This line is Orange	This line is Blue
Paragraph Red	This line is Green
This line is Blue	This line is Orange
Line Green	This line is Purple
Paragraph Orange	This line is Red

Table sorting. Highlight your table, if you have column headings, highlight those as well. Using Table, Sort – you will be asked to choose which column you want to sort on first, second and third and what type of data it is – text (will sort alphabetically), date (will sort based on date) or number (will sort numerically). The same options for sorting based on separate fields or case sensitivity are available here as well.

I hope this helps "sort" things out for you. If you have a project that requires an expert in Word, Excel or PowerPoint, contact us at info@aapk.com

Safety With Passwords

You know the routine, you sign up for something online and a password is required. Now you have to think of a unique and strong password, that you can remember and follows the requirements of that service. Read on to find some hints on how to create a strong and memorable password and avoid being hacked.

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Passwords are there to protect your account from being hacked – but sometimes you feel like the hacker trying to remember the password.

Most systems now require that your password be a minimum of 8 characters, include a lower and an uppercase letter, a number and a symbol (such as $, %, !) and can't contain your user name or email address. Wow, those are a lot of requirements! Like most people your head begins to spin when you think what am I going to use and how am I going to remember it.

Microsoft offers the following advice on creating a strong password:

- Select a phrase, but use only the first character of every word. For example:
  - Ocw13iJ.! (Our cat was 13 in Jan.!)
  - Mcif&h@17. (My cat is fat & happy @ 17.)
- Create an easy to remember password that is a string of a couple of words together with numbers and symbols. For instance:
  - 2potatoes+beans$4
  - cOws@the2ndfArm
- If the system supports pass phrases use them, because they can be easier to remember. Examples of pass phrases might be:
  - I ate 13 (!!) fruits in Hawaii.
  - 3 shoes @ the store cost $92.
- If you need to change passwords every few months try using an upcoming event or something that holds special significance for you. For instance:
  - Mom&Dad#25Annivers@ry
  - ruNNing@NyC4#1teaM

Here are some ideas on how to track and keep a list of passwords. Be sure to record the site name, URL, your user name, password and date you set it.

- Lined note book (kept by your computer)
- Binder (each page is a different online account)
- Sheet stapled inside a file folder set up for each client

Top 10 Worst Passwords in 2011

1. password
2. 123456
3. 12345678
4. qwerty
5. abc123

6. monkey
7. 1234567
8. letmein
9. trustno1
10. dragon

The list was compiled by SplashData

Notice none of these suggested places are digitally based. You could keep your list in a password protected file on our digital devices but then you have to pick and remember a strong password for that document. If you are concerned with the physical list being seen or compromised – lock it up in your desk or in a safe.

Once you've created strong passwords and recorded them in a safe place, there are three additional steps to take to ensure they remain effective:

- Always log off when you leave your PC unattended
- Change your passwords at least every 90 days
- Don't share your passwords with anyone

May your passwords always be secure and not tax your brain to remember. Contact us if you have questions at info@aapk.com.

You Have To Laugh

Video: Baby and chimp connect at the zoo http://www.youtube.com/watch?v=0p-z_15LIys

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