

## Microsoft Office Productivity

Not ready to upgrade?  
Don't worry, you can still  
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2007 users

## Information Systems Protection

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accounts

## Design, Media, & Graphics

Smooth out blemished skin  
fast with the History palette

## From the Editor

Does it feel like everyone around you is upgrading to Microsoft Office 2007 and your office is the only one who hasn't taken the leap? Well, don't worry: my Microsoft Office Productivity article tells you how you can still collaborate with those who have upgraded to PowerPoint 2007 - even if you haven't.

Plus, find out how your administrative accounts are like candy for hackers - and learn what you can do to ensure your accounts stay secure.

Finally, my Design, Media, & Graphics article explains how to soften blemishes in a photograph without blurring the whole image. Go ahead and get started.

## MICROSOFT OFFICE PRODUCTIVITY

# Not ready to upgrade? Don't worry, you can still collaborate with PowerPoint 2007 users

**PowerPoint** 2007 has so many great new features that it isn't surprising to hear that some companies are already upgrading. But, not everyone can make the leap because of cost considerations and the training time involved. The good news is Microsoft created solutions that work for just about everyone—the Compatibility Pack for the Word, Excel, and PowerPoint 2007 File Formats and the PowerPoint Viewer 2007.

**What's the big deal with 2007?** As you may know, 2007 Microsoft Office features a complete interface overhaul from previous versions, and although its ease of use is the main attraction, users can expect to face a huge learning curve at first.

## What the pack can do for you

The Compatibility Pack, available for Office 2000, 2002, and 2003 users, allows you to open the new file formats created by Office 2007. These new formats—the Open XML formats—feature reduced file sizes, enhanced security and reliability, and increased integration with other applications. The reality is that even if you aren't upgrading now, some companies are and you'll need to work with those files.

## Client and server packages

You can identify PowerPoint 2007 files by their file extensions, such as .pptx or .pptm. The "x" signifies a 2007 file without macros, and the "m" signifies a 2007 file that contains macros.

We've listed the full gamut of file extensions used by PowerPoint 2007 in **Table A**.

## Make your version 2007-compatible

To download the Compatibility Pack, visit <http://office.microsoft.com>. In the Search text box at the top of the page, enter 2007 compatibility pack and press [Enter]. Click on

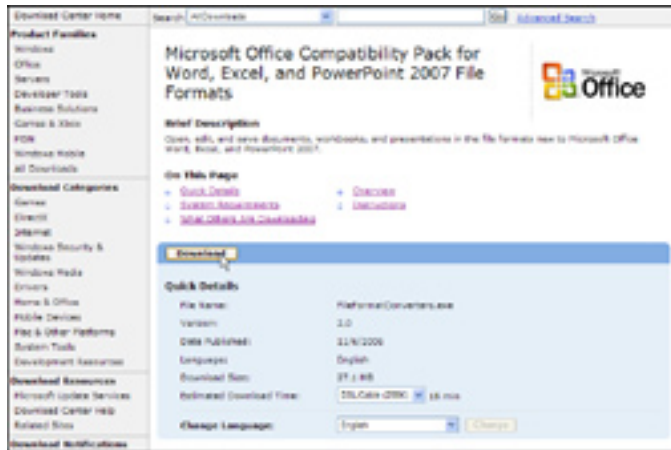
the download link to the pack in the list of results and follow the onscreen instructions to download the file, as shown in **Figure A**.

## Related Courses

- PowerPoint 2000, 2002, 2003, 2007 & 2007 New Features
- 4007: Creating Effective Presentations Using Microsoft Office PowerPoint 2003

**Table A**

File extension	File type
.pptx	Presentation
.pptm	Macro-enabled presentation
.potx	Template
.potm	Macro-enabled template
.ppsx	Show
.ppsm	Macro-enabled show
.sldx	Slide
.sldm	Macro-enabled slide
.ppam	Macro-enabled add-in
.thmx	Office theme



**A** A simple download gives you the ability to work with files created in PowerPoint 2007.

### Are your service packs up to date?

Before you can use the Compatibility Pack, your version of Office must be up to date with the latest service packs, as follows:

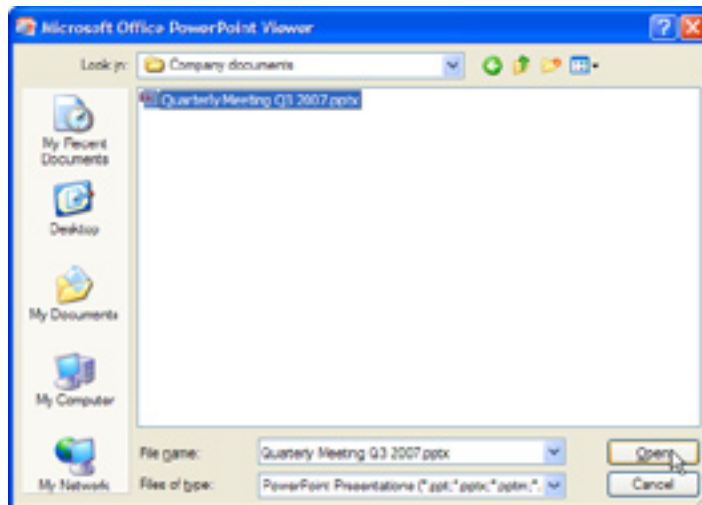
- Office 2000 with SP3
- Office XP with SP3
- Office 2003 with SP1

If you need an update, you can install it automatically by visiting <http://office.microsoft.com/en-us/downloads/maincatalog.aspx>.

Once you've downloaded the file FileFormatConverters.exe, double-click on it and follow the prompts to install it. Now you're ready to open any PowerPoint 2007 file just by double-clicking on it. It immediately opens in your regular PowerPoint program.

### Look but don't touch

If you need to view or print PowerPoint 2007 files but not edit them, you can download the PowerPoint Viewer 2007 from the Office Downloads website.



**B** Open any PowerPoint 2007 file using the free viewer—just look for the new file extensions to identify them.

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Wednesday, June 13, 2007 at 4 pm Pacific, 6 pm Central, 7 pm Eastern, 11 pm GMT
- **A First Look at Five Important Features in Microsoft Office Word 2007, Excel 2007, and PowerPoint 2007 (Level 100)**  
Wednesday, June 27, 2007 at 10 am Pacific, 12 pm Central, 1 pm Eastern, 5 pm GMT

Click on [Webinars](#) to register for our scheduled Webinars or to view the Webinar Archive.

To download the viewer, return to <http://office.microsoft.com>. In the Search text box at the top of the page, enter PowerPoint Viewer 2007 and press [Enter]. Click on the download link to and follow the onscreen instructions to download the file. Double-click on the downloaded file to install it.

**To use the PowerPoint Viewer 2007:**

1. Select Microsoft Office PowerPoint Viewer 2007 from your Windows Start menu.
2. If the license agreement dialog box appears, accept it to continue.
3. In the Microsoft Office PowerPoint Viewer dialog box, navigate and select the file you wish to view, as shown in **Figure B**.
4. Click Open—the Opening Presentation progress meter displays while the file is opening.
5. While the presentation is running, you can right-click on the screen to access the show controls, or you can use the shortcuts listed in **Table B**.

**Table B**

Action	Available shortcuts
Advance to the next slide	Left mouse click, [N], [Spacebar], [Right Arrow], [Down Arrow], [Page Down], or [Enter]
Return to previous slide	[P], [Backspace], [Left Arrow], [Up Arrow], or [Page Up]
Return to first slide	Simultaneously hold the left and right mouse buttons down for two seconds
Go to slide #	Type the slide number and then press [Enter]
Print	[I] or [Ctrl][P]
Stop/Restart a show that plays automatically	[S] or [+]
End the slideshow	[Esc], [Ctrl][Break], or [-]
Popup menu	Right mouse click or [Shift][F10]
Help	[F1]



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- ⦿ 4003 Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions
- ⦿ 4004 Managing Critical Business Information Using Microsoft Office Access 2003

# Best practices for securing Windows administrative accounts

**In** officer safety training, police academy recruits are taught to remember that there's always at least one dangerous weapon at every situation to which they respond—their own. It's a necessary tool of the trade but it can also be used against them. Likewise, there's always a dangerous weapon residing on your network—it's your administrative account and, if a hacker gains control of it, he can use it against you.

Just as an officer can learn techniques and use special tools, such as a more secure holster, to ensure that his weapon is protected, there are methods you can practice and tools you can use to keep the administrative account from falling into the wrong hands.

## Types of Windows administrative accounts

Every Windows NT, 2000, XP, and Server 2003 computer in your organization has at least one account in its security accounts database (SAM) that has administrative privileges. When Windows is installed, the built-in Administrator account is created, and it has full control to perform any task on the machine.

You can log onto the default Administrator account and create additional user accounts to which you can give administrative privileges by placing them in the Administrators group. In a Windows domain environment, things

get more complicated. There are several different types of administrative accounts, and not all administrative accounts are created equal.

### Local administrators

Members of the local administrators group (which includes the default built-in Administrator account that's created when you install the operating system) have complete, unrestricted access to and control of the specific computer on which their accounts exist. Local administrators can install software, change the computer's configuration and security settings, and

take ownership of other users' files and folders. They can also create, remove, and set permissions on all local user accounts.

### Domain administrators

When you install Active Directory on the first domain controller in a Windows domain, you create a built-in domain account called



Administrator (same account name as the built-in local administrative account on a standalone or workgroup machine). This account is a member of the Domain Admins

group, and you can add other accounts to this group. Domain administrators have complete, unrestricted access to and

### Related Courses

- 2830 Designing Security for Microsoft Networks
- 2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network
- 2810 Fundamentals of Network Security

control of all the computers in the domain. Members of the Domain Admins group are also automatically placed in the Local Administrators group on all the individual computers that belong to the domain.

**Note:** Remember that computers belong to a domain only if they have a computer account in the domain. Only computers running Windows server operating systems, Windows 2000 Professional, or Windows XP Professional can belong to domains. A person who has a domain user account can log onto the domain from a computer running Windows 9x, Me, or Windows XP Home Edition, but those computers cannot themselves be members of the domain.

Domain administrators can add computers and users to the domain and change the Active Directory configuration and domain-wide configurations and

security settings, in addition to doing everything a local administrator can do.

## Enterprise administrators

The Enterprise Admins group is created when you install Active Directory. Members of this group have complete access to and control over the entire forest of domains. The built-in domain administrator of the first domain that was created in the forest is automatically a member of this group. You can add other user accounts to the group. Enterprise admins can install, configure, and control Certification Authorities (CAs). These are the servers that issue digital certificates, which can be used to impersonate any user in the forest.

## Other administrative accounts

There are other administrative accounts that are able to perform specific administrative tasks. These accounts include:

- **Schema Admins.** Members of this group can edit the Active Directory schema, which is a database that defines classes and attributes for AD objects.
- **DS Restore Mode Administrator.** This account is used to restore the Active Directory database.
- **Exchange Admins.** This group is created when Microsoft Exchange is installed on a Windows server; members have control over the Exchange mail server.

## Keep administrative accounts safe

You can take the following steps to make administrative accounts more secure and prevent them from being misused:

- Use administrative accounts as little as possible. Don't routinely log on as an administrator; if you inadvertently download a virus or other malicious software, it will run with the same privileges as the logged on account. Log on with a regular user account and use the Run As command if you need to perform an administrative task.

**Note:** Everyone who has an administrative account should also have a regular user account to use for everyday tasks.

- Keep the number of administrators to a minimum. If a user needs to be able to perform some (but not all) administrative tasks, assign them the authority through user rights, rather than by adding them to the Administrators group.
- Don't maintain permanent enterprise administrator accounts. Because these accounts are so powerful, best practice is to create a temporary Enterprise Admin account only when it's needed and then delete it after performing the task for which it was created.
- Ensure that all administrative accounts have very strong passwords or, as an even better practice, require administrators to use two-factor authentication (such

as smart cards or biometrics) to log on. Administrative passwords should also be changed frequently.

- Rename or disable the default Administrators account. A hacker needs two things to log on: an account name and its password. If you leave the default account names, he has one of the two requirements without even trying. You can rename the default Administrator account to something innocuous and create a "dummy" account called Administrator that has severely restricted privileges.

**Note:** Renaming the Administrator account will thwart some hackers, but more savvy ones can still discover which account is the real built-in administrative account by its security identifier (SID). Thus, an even safer practice is to create a new administrative account and disable the built-in one.

- Set up account lockout in Group Policy so that failed attempts to log on with an administrative account will cause the account to be locked out. By default, the built-in administrative accounts aren't subject to lockout, but you can run the passprop utility to change this.
- Don't log on with an administrative account from a non-secure computer. A computer over which you don't have complete control could be running a key logger program or have a hardware-based key logger attached, which can capture and reveal the administrative password.

- Audit account logon (both failed and successful attempts) and configure alerts to notify you of unusual activity.
- Don't allow account delegation for administrative accounts, especially domain administrators. Enable the policy "Account is sensitive and cannot be delegated" on these accounts.
- For extra-high security, use split passwords for administrative accounts. This technique assigns half of the password to one person and half to another, so that both must be present to log on with the account. 🌐



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# Smooth out blemished skin fast with the History palette

**When** you're retouching a portrait, you don't want to over-do it. Not all wrinkles are bad and not every blemish needs removal. Admittedly, the common look of a great portrait includes soft, smooth skin. Blurring the skin area is an option, but it can make the rest of the image look fuzzy, as demonstrated in **Figure A**. We'll show you how to utilize the History palette and the History Brush tool to selectively soften the skin tones and leave the rest of the image in focus.

## Gather an image

To get started you'll need an image to work with. For our example, we'll use the same model shown in **Figure A**. To follow along with us, find your own image, launch Photoshop and open the file.

## Apply the effect

The first thing we need to do is create an effect and then capture a snapshot in the History palette. For this technique, we'll use Gaussian Blur to soften the skin

tones. There are other filters and effects you can use as well—for more ideas see the pullout box titled "More than one way to use this technique."

*Blurred image*



*Selectively softened*



**A** We'll show you how to fix blemishes without blurring your entire image.

## Related Courses

- Photoshop 7.0, CS & CS2

## More than one way to use this technique

This technique works great on portrait retouching, but don't stop there! You can use this technique on any image, and modify the technique to suit your own needs. Consider the following:

- Instead of applying a blur, use an artistic effect. Then, use the History Brush to paint in the effect to selective areas for interesting results.
- Apply a motion blur to an image of a person, car, bike, or other object that could be in motion. Then, use the History Brush to paint the motion blur in on everything except that object, so the object is in focus but the background elements are blurred.
- Create multiple History snapshots of different artistic, colorized, or any effect. Then, use the History Brush to paint different areas of your image with different effects.

## Tips for success

Every image will have its own special needs. There's no exact science to portrait retouching. Your client's needs or the overall mood you're trying to convey will dictate the look you're after. Consider the following when applying this technique:

- If you want to isolate an area and be sure not to affect the rest of the image, make a selection of the area you wish to paint, and paint inside of the selection. Or, Mask out the area you wish to leave untouched, and paint outside the mask.

- Increase or decrease the Opacity of the brush to vary the intensity of the effect.

- Keep important elements of the model's face in focus, such as her eyes and teeth. These are focal points and as such should remain sharp.

## To create the blur and capture the snapshot:

1. Duplicate the Background layer and rename the new layer Retouch. This should remain the active layer.
2. Choose Filter > Blur > Gaussian Blur to display the Gaussian blur dialog box.
3. Enter 2 in the radius text box.

**Tip:** Experiment with this value for different images. For a higher resolution image, consider a value of 6 instead.

4. Choose Window > History to display the History palette.
5. Click on the History palette pop-up menu button and choose New Snapshot from the resulting pop-up menu.
6. Enter *Gaussian Blur* in the New Snapshot Name text box and click OK.
7. Click on the History palette pop-up menu button and choose New Snapshot from the resulting pop-up menu.

## Paint in the effect

Now that you have a snapshot of the blurred image, you can selectively apply the Gaussian Blur with the History Brush.

### To paint the blur with the History Brush:

1. Choose the History Brush tool from the Toolbox.
2. Click in the box to the left of the Gaussian Blur snapshot located in the History palette.
3. Click on the Brush preset picker located on the tool options bar and choose a soft round brush with a diameter of approximately 20 pixels.
4. Set the Opacity slider on the tool options bar to approximately 40-60%.
5. Paint on the Retouch layer areas of the face that you want to soften. You can see our model's skin is beginning to take on a softer look as shown in **Figure B**.



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Continue painting until you're satisfied with the results. You can reference **Figure A** to see our finished image. Also, follow the tips outlined in the pullout box "Tips for success" for insight on how to customize the technique to suit your own needs. 🌐



**B** Our model's face looks softer, but it is still clear and not blurry.



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