



## Improve Your Office Productivity

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### What You Need to Know About a Computer VIRUS

A computer virus is a self-replicating program that destroys other system programs. When an infected program is run, the hidden virus is activated in memory and transfers the virus code to another executable program. Computer virus performs two basic functions: (1) it copies onto itself previously-uninfected programs or files and (2) it executes whatever the VIRUS author included in it. These instructions can do anything like displaying a message of **HAPPY EASTER** or peace, erasing Viruses typically infect a system through the sharing of transportable media, such as an infected diskette or through communication links such as local area networks or programs downloaded from remote system via a modem.

#### Detecting a computer Virus

1. The system hangs when you switch it on.
2. Some unwanted characters are displayed on the screen when you issue a DIR command.
3. The number of bytes of the COMMAND.COM increases.
4. Some system programs don't work properly or not working at all.
5. Programs take longer than normal to load.
6. Some data files or directories of unknown origin appear.
7. Programs access several disk drives where they didn't before.
8. Programs access disks at unusual times or with increased frequency.
9. Available disk space decreases rapidly.
10. The amount of available RAM suddenly or steadily decreases.
11. Memory maps reveal new memory-resident programs of unknown origin.
12. Normally well-behaved programs crash without reason.
13. Files mysteriously disappear.
14. Names, extensions, date attributes or data change on files or by using directories that have not been modified.

**CAUTION: Your Computer must be installed with Updated Anti-Virus Software all the Time!!!!**

**Security Tips**