

# Computer Driver License

Epesi Academy Course I - lessons for beginners

- Curriculum
- Communication skills
- PC Lube - Computer maintenance
- Keyboard & Shortcuts Using
- Environment set
- Data organization and directory constructs
- Backup
- Security
- Open Source, Intellectual Property and Licensing
- Business Applications

# Curriculum

1. **Communication skills**
2. **PC Lube, maintaining the computer**
3. **Keyboard & Shortcuts Using**
4. **Developer environment set**
5. **Data organization and directory constructs**
6. **Backup**
7. **Security**
8. **Types of software**
9. **Open Source**
10. **Epesi**

# Communication skills

“How To Ask Questions The Smart Way” by Eric Steven Raymond

<http://www.catb.org/esr/faqs/smart-questions.html>

Remember about the disclaimer !

“The Elements of Style” by William Strunk, Jr.

<https://daoyuan14.github.io/elos.pdf>

"How to speak" by Patrick Henry Winston, MIT OpenCourseWare

<https://www.youtube.com/watch?v=Unzc731iCUY>

The elements of business style by Jasiek

<https://kb.epesi.cloud/books/epesi-academy/page/business-writing>

+ several proposals from Teknaspan and Telaxus LLC !

+ WIIFM, peak your audience to determine your language, Betty Edwards's book, Drawing on the Right Side of the Brain <https://www.drawright.com/> , Etyka, qui tacet concentire videtur, KISS, less is more

“Running an Effective Help Desk” by Barbara Czegel

<https://www.wiley.com/en-au/Running+an+Effective+Help+Desk,+2nd+Edition-p-9780471248163>

# PC Lube - Computer maintenance

## Required software tools:

CCleaner <https://www.ccleaner.com/>

FreeFileSync <https://freefilesync.org/>

Malware bytes <https://www.malwarebytes.com/>

WIN optimizer

## Basic steps to clean up your PC:

Make screenshots before cleaning from CPU and disks usage

Create JUNK folder for items you want to remove from the computer

Sort data and empty Downloads folder

FreeFileSync: compare and synchronize folders and files

CCleaner: Scan and remove clutter, Uninstall not used apps, Manage apps automatically open while computer starts, Clean browsers cache

Check for system or apps updates

Make screenshots after cleaning and compare

# Keyboard & Shortcuts Using

## Touch Typing Study

<https://www.typingstudy.com/>

typingstudy.com/lesson/1

Touch Typing Study

Home

Lesson 1

- New keys: Home row
- New key exercise 1
- New key exercise 2
- New key exercise 3
- Key exercise 1
- Key exercise 2
- Key exercise 3
- Word exercise
- Extra key exercise
- Extra word exercise

Lesson 2

Lesson 3

Lesson 4

Lesson 5

Lesson 6

Lesson 7

Lesson 8

Lesson 9

Lesson 10

Lesson 11

Lesson 12

Lesson 13

Lesson 14

Lesson 15

Speed test

Typing test

Games

Numeric keypad

History

School

Blog

Keyboard layouts

FAQ

Questions, comments

List of free resources

New keys: Home row

00%

00%

00%

00%

100%

00:00

aa

ss

dd

ff

jj

kk

ll

::

~`!@#\$%^&\*(')\_-+=Back

Tabqwertyuio{[ ]\|

Capsasdfghjkl:;","Enter

Shiftzxcvbnm<>?/\_Shift

CtrlAltAltGrCtrl

## Os: Linux, Win, OS X shortcuts

### Epesi shortcuts

<https://www.omglinux.com/merge-pdf-files-on-linux/>

# Environment set

## Professional visibility accounts

Github  
Gmail  
LinkedIn

## Student / Apprentice / Developer / Mentor accounts

Epesi Cloud  
Epesi

# Data organization and directory constructs

## Topics:

customer data disarray  
file manager

## in Epesi

EPESI makes data sharing (calendar events, client data, internal information) very easy and fast. All company employees can access data from anywhere, it requires only an Internet connection and a web browser. EPESI also records a full history of changes and other user activities and allows to control the data access down to individual fields.

## Documents in PDF

From the article linked below: "If there's a credible open-source equivalent to either of these options, we'd love to hear it."

Probably only Epesi (17 years old FOSS project) has this built-in out of the box function where you send a link to a file (e.g. PDF) that has its token and you know if a person downloads the file and from where, plus file version and access history... The process is as follow:

1. Task - e.g. report
2. All files used to generate the report must be included as attachments
3. Editable file like Word, Excel, Open Office, Pages - to be able to edit or recreate the document
4. Final PDF file to be distributed
5. If sent via e-mail then the link/token combination is used for security and access control. We don't send files directly as attachments. This way there is a reduced risk of attachments being too large, network traffic is reduced, files are not sent unnecessary to people who will never open them, smaller chance of email being classified as SPAM, reduced risk of virus infection etc.

<https://hackaday.com/2023/06/15/the-simplest-social-engineering-hack-of-them-all/>

# Backup

Cloud and hardware

BackBlaze <https://www.backblaze.com/get-started>

MPS 360 <https://www.msp360.com/backup/>

RasPiEsi hardware backup <https://epe.si/tldr/raspiesi>



# Security

Malware bytes  
Email phishing  
Sending files  
Social hacking  
Password manager

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The author of the article highlights a security issue related to organizations freely sharing their letterhead templates in editable Word documents. While not a traditional hacking technique, this practice can be exploited by individuals with malicious intent. The author shares personal experiences of receiving such documents from various organizations, including banks, universities, and even solicitors. They point out the potential risks involved, such as financial fraud or impersonation, and emphasize the need for organizations to treat letterheads as important security assets.

The article suggests a few alternatives to mitigate this issue. One option is to use PDF documents instead of Word files, as PDFs are more difficult to edit and are widely accepted as a standard electronic format. Another suggestion is to utilize secure online delivery platforms that require authenticated logins to access sensitive documents. The author also invites readers to share any credible open-source alternatives to PDF or secure delivery platforms.

Overall, the article serves as a reminder that even seemingly innocuous practices can have unintended security consequences, and organizations should be more vigilant in protecting their assets, including letterheads, to prevent potential misuse and exploitation.

# Open Source, Intellectual Property and Licensing

## Types of software

Commercial and Open source, API,

## From a software cancer to Disruptive Technology

"Microsoft: we were wrong about open source. [...] Former Microsoft CEO Steve Ballmer famously branded Linux “a cancer that attaches itself in an intellectual property sense to everything it touches” back in 2001."

<https://www.theverge.com/2020/5/18/21262103/microsoft-open-source-linux-history-wrong-statement>

"Economics of Open Source" by Mirko Böhm

<https://academic.oup.com/book/44727/chapter/378967711>

"Technology must be not only adopted, but also maintained"

"Why Did Human History Unfold Differently On Different Continents For The Last 13,000 Years?" by Jared Diamond

<https://www.edge.org/conversation/why-did-human-history-unfold-differently-on-different-continents-for-the-last-13000-years>

"The Cathedral and the Bazaar" by Eric Steven Raymond

<http://www.catb.org/~esr/writings/cathedral-bazaar/>

# Business Applications

## Basic technology stack for SMB

CRM - Epesi

ERP - Epesi

RAD - Epesi

CMS - Grav

eCommerce - LiteCart, OpenCart

Accounting - QB, wFirma

## Basic Infrastructure for SMB

Alternative Clouds

Domain

Email

## Basic Know How for SMB

technology must be adopted and maintained

## Topics

Digital transformation

ENS - the rise of SaaS - Focus on SMB, startups, single owners DIY