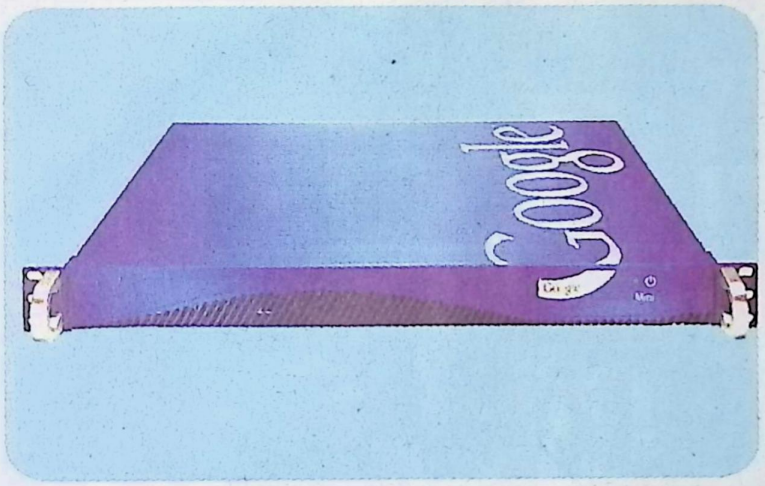
# Google Mini




Google introduced a new state-of-the-art technology "Google Mini" that is considered as a dynamic solution for modern organizations. With the Google Mini, it is possible to search across intranets, file servers, and business applications in a secure way. Employees' familiarity with Google's user interface from searching on Google.com will facilitate adoption in enterprise, and instant access to corporate information will make them more productive.
The Google Mini works with over 220 different file formats and its integration with existing security systems ensures that employees can only access information they are supposed to view.

The Mini comes in multiple versions. The most affordable Mini searches up to 50,000 documents for $1,995 including all hardware, software and a year of support. Additional versions search up to 100,000, 200,000 or 300,000 documents. Since upgrading is easy, the Mini is great for growing organizations.

**Websites:**

www.monster.com

www.whatis.com

www.airplane.com






## IT Tips

### Common file types

Ø. avi - video file. Open with *Windows Media Player*
Ø. bmp - image file. Open with *Paint*
Ø. cfg - configuration file.
Ø. dat - data file.
Ø. doc - document file. Open with *Word*
Ø. exe - program file. Double-click to run
Ø. gif - image file. Open with *Paint*
Ø. htm - web document. Open with *Internet Explorer*
Ø. html - web document. Open with *Internet Explorer*
Ø. ini - text configuration file. Open with *Notepad*
Ø. jpeg/jpg - image file. Open with *Paint*
Ø. mov - movie file. Open with *Quicktime*
Ø. mpeg/mpg - video file. Open with *QuickTime*
Ø. mp3 - audio file. Open with Windows *Media Player*
Ø. pdf - secure document file. Open with *Adobe Reader*
Ø. pps - slideshow presentation. Open with *PowerPoint*
Ø. ppt - presentation file. Open with *PowerPoint*
Ø. sys - system file.
Ø. txt - text file. Open with *Notepad*
Ø. wav - audio file. Open with Windows *Media Player*
Ø.xls - spreadsheet file. Open with *Excel*
Ø.zip - compressed file. Open with *WinZip*

### Keyboard shortcuts

CTRL+ESC: Open Start menu

ALT+TAB: Switch between open programs

ALT+F4: Quit program

SHIFT+DELETE: Delete item permanently

**Compiled By**
Edward Apurba Singha
Computer Engineer