



WINDOWS 10




**Mobile
Computing**



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BEFORE WE START



Emergency Info

- Fire**
 - Out the door and just outside
- Tornado**
 - Back wall
- Medical**
 - Go to office to direct personnel
 - Door # 8

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BEFORE WE START



Intros and Thanks
Colleen Smith
Al, Andy & Bill

Direct all complaints to
Colleen – she keeps asking us back.



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BEFORE WE START



2 Important items
Thank Mary
ALBRIGHTCS.COM



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GOALS

Introduce
Windows 10
New Edge
Versions

Address
Virus & Security Problems

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Important Tasks

Take time to think about protecting your PC against virus, invasion, and confidential information.

Security & Storage
Recovery
Confidential & Privacy
Encryption
Accounts – Types and privileges

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Important Tasks

- ▣ **Keep Windows 10 Up-to-date**
 - Click settings
 - Click Updates and Security
 - Click Advanced Options
 - Click “Automatically Download ...”

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Privacy Concern

- ▣ **Invasion of Privacy**
(?)
- ▣ **Settings**
 - Thinks about each
 - Turn off if concerned

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Privacy Concern

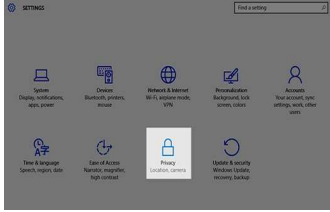
Microsoft Login Account

- Connected to Microsoft
- Good – Cloud Storage
- Bad – Microsoft sees all

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Privacy Concern

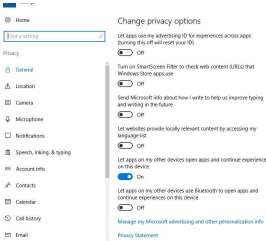
You decide what MS may have
 Start -> Settings -> Privacy



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Privacy Concern

All the Privacy settings



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Apps Privacy Concern

PC, Tablets, Phones

- Be awake**
- Read all messages**
- Really need what is being asked**
- Who might use it**
- What am I giving this app**

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Couple of changes

- Change display or add monitor
Start → setting → system → display
or
Right click on display → Display settings
- Both
Icons for touch screens
Menu for continuity

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Accounts

- Admin – Authority to do everything; install, delete modify applications
- All Others – Standard accounts that will require administrative password for changes.

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Accounts

- If two accounts,
Decide which to use
or
Login and Ready to use.

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Accounts

- ▣ **Second account**
 - Fixing problems
 - Need account with admin privileges
- ▣ **Create second account**
 - Set to admin privileges
 - Set current account to local
 - Back door for trouble shooting

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Accounts

- ▣ **Automatically login to an account**
 - Search (Cortana) – netplwiz
 - Select account to auto login
 - Uncheck box –
 - require user to enter name and PW
 - Enter password
 - Click OK

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Modified Start Button

- ▣ **Start Button – Far left column**
 - User Name
 - Immediate Documents
 - File Explorer
 - Access to Files on disk
 - Settings
 - Change Settings

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Modified Start Button

- Start Button – Far left column
 - Power Options
 - Sleep, Shutdown, Restart

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Modified Start Button

- Start Button – Apps List
 - Recent Added
 - Most used apps
 - Suggestions
 - Alphabetical Listing

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Modified Start Button

- Start Button – Icon Section
 - Change Icon Size
 - Unpin – Remove
 - Start Menu & Taskbar
 - Pin – Add
 - Start Menu & Taskbar
 - Move

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Modified Start Button

- Start Button
 - Recent documents
 - Right click
 - Icons

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Taskbar

- Taskbar Changes
 - Search Web and Windows
 - Type something in window
 - Results show in window
 - Too Wide (?)
 - Change to Icon
 - or remove (NOT)

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Modified Start Button

- Task View
 - Shows all open tasks appear
 - Close all from here
 - Choose one you want
- Recent documents
 - Right click Icon

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Surfing the Web

- ☐ **Internet Browsers**
 - Internet Explorer
 - Chrome
 - FireFox
 - Edge
 - Others

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Surfing the Web

- ☐ **Internet Browsers**
 - Internet Explorer
 - Security problems
 - Quit NOW

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Surfing the Web

- ☐ **Internet Browsers**
 - Chrome
 - Google
 - Schools
 - FireFox


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Surfing the Web

- Internet Browsers
 - Edge
 - New with Windows 10
 - Security problems
 - New Core (Chromium) 2020

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Edge



- Lost ability to write on web page
- Moved
 - Sharing
 - Reading list
 - Tabs set aside
 - Web notes

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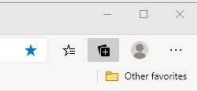
Edge

- Sharing → moved to drop-down
- Moved to favorites → Other favorites
 - Reading list
 - Tabs set aside
 - Web notes

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Edge

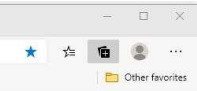
- ☐ **New icons**
- ☐ **Collections**
 - Group content for later
 - Images, text, web page



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Edge

- ☐ **New icons**
- ☐ **Personal**
 - Login to Microsoft
 - Build a personal profile



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Edge - continued

- Settings**
 - Favorite – View favorites
 - Find on this page
 - Read aloud
 - Print
 - Pin page to taskbar
 - Pin page to Start
 - Settings

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Edge – Settings

- **Open Microsoft Edge with Specific page**
 - Add new page – the URL
 - Save it
 - Show favorites bar to on
 - Show only icons on favorites bar

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Edge – Settings

- **Advanced settings**
 - Choose “Advanced Settings” at bottom
 - Show Home Page Button
 - All switches can be on.
- **You are now ready to use Edge**

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Working With Apps

- **Working With Apps**
 - Multiple Apps
 - Finding Open Apps
 - Closing Apps
 - Open New Apps
 - Start Button
 - Search box

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Store

- ☐ **Requires MS email account**
BE CAREFUL
Will ask you for a MS account
If you do not have one
It will help you create one
Double check the password
Double check you cell phone number
Select this "This App Only" if you see it

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Store - continued

- ☐ **Requires MS email account**
If you create one,
Use it before accessing the store.
When you access the store
It will switch your account
Instead of local account you are now
signed on with MS account.
Switch back immediately!!!

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New Features



- ☐ **Change Display**
- ☐ **Icons**
Ctrl Key → mouse wheel
- ☐ **Background Picture**
Create folder for pictures
Place a picture in folder
Right click on screen
Personalize → Background → Browse
Find and select Folder

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New Features

Multiple Windows

Windows Key

Windows Key – E  + 

Windows Key – Right Arrow (Right Half)



Windows Key – Left Arrow (Left Half)



Drag and Drop

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Working With Files

Windows Explorer – Neat Features

Adding folders to Quick Access

Keep often used files at finger tips

Open Windows Explorer (Windows E)

Find and open desired folder

Find Quick access in left Column

Right Click

Pin current folder to Quick access

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Anti-Virus

Anti-virus

ENOD – Annual Fee - Excellent

Defender – MS defender is very good (free)

Avast & AVG - Free

Only work if you use common sense

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Anti-Virus

Scams and Hostage Attacks

- Email for something good
- Warning with local account
- Admin account helps recover
- Phone call with problem.
- CBT or Spectrum will NOT call
- Grant NO ONE access to PC
- Terminate connection

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Anti-Virus

Scams and Hostage Attacks

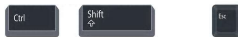
- Microsoft will not call
- They will disable updates
- Boot message of illegal copy
- Anti-virus will not scream at you
- Most delete or isolate problem
- Send message of results

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Scams

- Locked screen
- Hold the Ctrl Key and Shift key
- Then hit the Esc key
- When task Manager appears,
- Select the browser
- Click "End Task"



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Data Protection

Protect from loss
Encryption, drive failure, disaster

Where
Detached & out of house

Some type of back-up
External Drive
Flash or Hard Drive
Special Server

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Data Protection

▣ **Recommendations**

Copy files frequently
Daily, Weekly, Monthly

Make 2 copies
1 for home – 1 for family

Remove from PC

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Data Protection

▣ **Storage copy**

Off-site- Cloud

Pros
Disaster
Travel

Cons
In reach of Encryption
Server Break in

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Data Protection

- ☐ **Cloud Storage**
 - Encrypt Data
 - Bitlocker – Free
 - Safe from intruders.
 - In danger of virus

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Data Protection

- ☐ **Restore Points**
 - Create a Restore Point
 - Schedule this periodically

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Apps

- ☐ **Reader**
 - Read PDF documents
- ☐ **Calculator**
 - I think the Windows based is better.
- ☐ **Store**
 - Apps to download
 - Some Free
 - Some Buy

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Tips & Information

Downloading from Internet

Use Google

Enter Package Name and Download

DO NOT PICK

CNET.com nor SOFTONIC.com

Look CLOSELY for extras to avoid Trojans & Tool Bars

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Necessary Tools

☐ **Ccleaner**

A program to edit start-up programs list and clean registry

☐ **Office Package**

MS or LibreOffice, must decide if you want Microsoft (\$140) or accept an alternative (free) product. (Change Output Format)

☐ **AdBlocPlus**

Helps reduce the number of ads that load all the time.

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Necessary Tools

☐ **TeamViewer**

Program to permit connecting to my home computer so I can help.

☐ **Gnucash**

Small business/personal accounting alternative to Quicken/Quickbooks

☐ **WinPatrol**


Small program that alerts user to home page changes, programs being added to start-up or programs be uninstalled

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Summary

Windows 10
New Tools – New Methods
Be Productive
Prepare for Future



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Questions & Comments

Security
Start Screen
Applications
Remote Program
Handout
Themes and Tablet Mode

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Enjoy
Windows 10

THANK YOU!!!



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