

# Windows 10 Supplement

## Windows 10

### One for all – all for one.

- Cross-platform flexibility – Look and feel the same on all devices.
- Cross-platform familiarity – Learn one system and it will be the same on all.
- One device for all jobs
  - Hands free
  - Universal apps
  - Voice to text
  - Text to voice

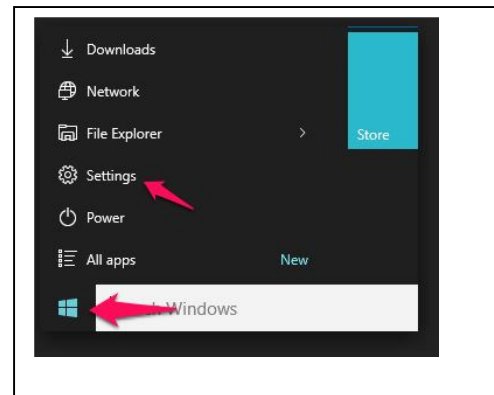
### Expanded the work place

- MS application adapted to PC and tablets.
- Provide support for moving apps to Windows 10
- Introduced new, more secure “Edge”
  - Greater security
  - More functionality

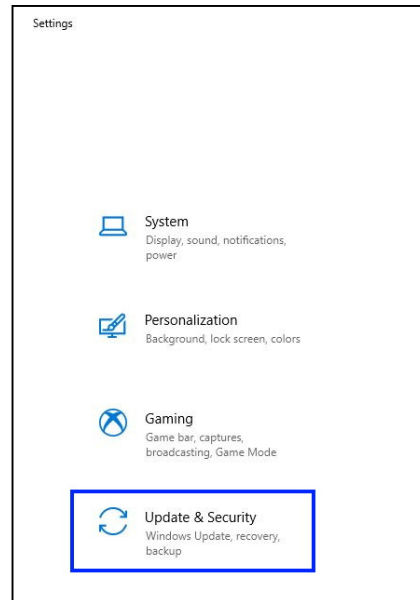
## Important Tasks

### Set Windows to stay current with updates.

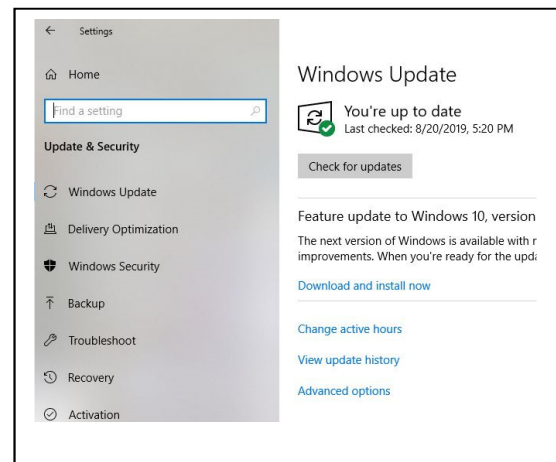
- Open “Settings” by clicking the “Start” icon and then click the “Settings” icon. (Red arrows)
- Important to stay current.
  - New features
  - Security fixes
  - Major version updates may cause problems



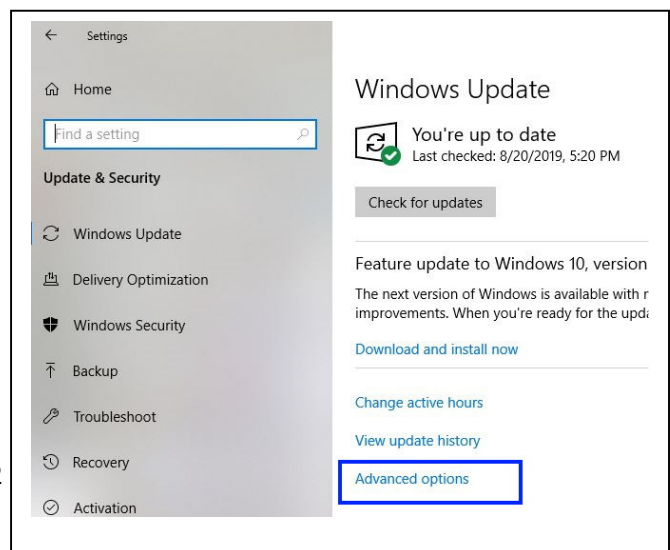
- When the “Settings” Window opens, click the “**Updates and Security**” icon (Blue square)



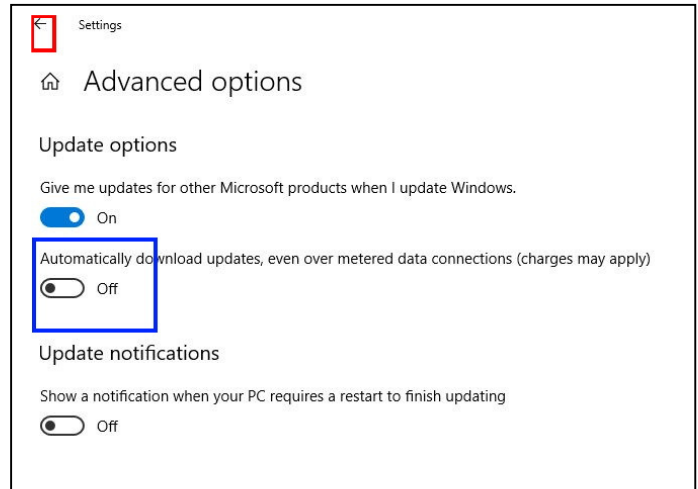
- In the Updates and Security Window, you should be in the “**Windows updates**” section, if not, select “**Windows updates**”



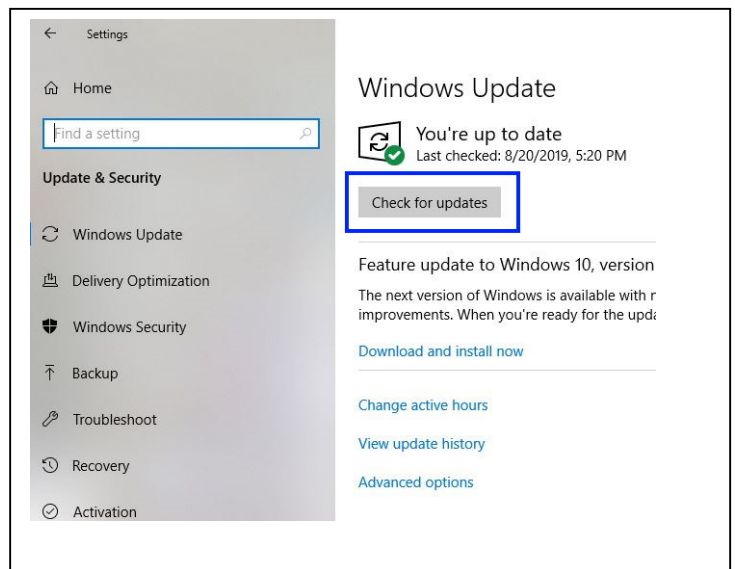
- To check if you are set to receive updates, click on the “**Advanced options**” section. ( Blue box)



- In the “Advance options” window, Set the switch for “**Automatically download updates...**” to “**On**”, (Blue Box) then return to the “Windows update” windows be clicking the “**Return**” arrow in upper left corner of window. (Red Box)



- In the “Windows update”, select the “**Check for updates**” button. (Blue box)



## Protect Your Investment

Control access to the PC and make copies

NO ONE outside your house gets access to your PC

Microsoft WILL NOT CALL YOU!

Cable Company WILL NOT CALL YOU!

Create restore points

See below

Confidential settings

Search "Settings"

Privacy

Examine each option in list – Turn off if concerned

Apps Security Concerns

PC, Tablets, Phones

Be awake

Read all messages

Really need what is being asked

Who might use information?

What am I giving this app?

Why does an app need access to information on PC?

On-line accounts

- MS log-on or use any email account
- You log on
- You are connected to Microsoft all the time.

Encryption

(?)

## Accounts

Take time to think about the way you will use the PC. A security suggestion is to have 2 accounts.

- One administration account to do installs
- One standard account to do normal work.

The thinking behind this – if you use an administrator account for all your work, you have the privileges to make changes to the system. This includes allowing scripts to install virus and other means things.

Using a standard account helps eliminate this problem since you can't make changes without being aware of the action.

- If you use the standard account and a virus wants to install, it will ask for the administrator account.
- If you are not installing something, it is a ruse, cancel it.

Example:

If you are operating with local account and something is to be installed, it will ask for admin password. **Red flag**, what are you installing?

If you are trying to install something you will get the same message. Be sure to check what is being installed. If the request is approval for your application, then respond with password. If it is NOT what you are installing, what is asking for the password? DO NOT enter the password! It can be annoying at times but protects the PC. **It is NOT NEARLY AS ANNOYING AS VIRUS.**

## Login no password

Search "Netplwiz"

Select account

Uncheck box "User must enter..."

Enter password

# Let's start using Windows 10

## Start Button

### Far left Column

- User Name
- Immediate Documents
- File Explorer (Folders and Files on PC)
- Settings
- Power Button (Sleep, Shutdown, or Restart)

### Program list or applications list (apps)

- Most used
- File explorer
- Settings
- Power
- All apps

### Icon section

Right click

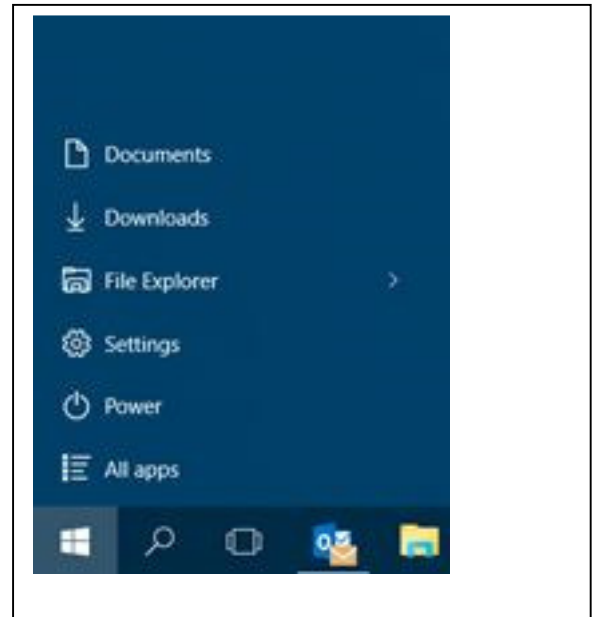
- Change Size
- Unpin – remove

Left click

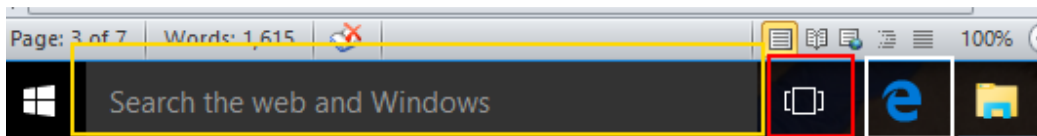
- Start

Hold left mouse button

- Move to another spot in the icon section



## New taskbar items



Search box – type and search window appears (Yellow box)

- Best matches
- Apps
- Settings
- Folders
- Need more room – shrink to a circle
  - Right click
  - Select Cortana
  - Choose “Show Cortana Icon”
- Task View – Show all open tasks (Red Box)
  - Close
  - Open

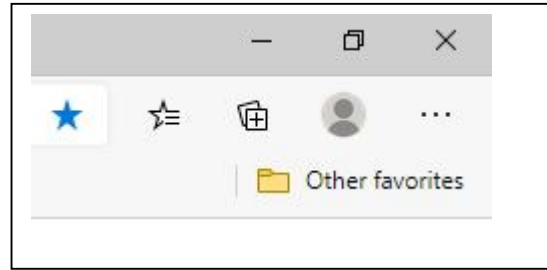
## Edge (White box)

### New look

Star (Yellow in on screen) Add to favorites

Star with list

- Favorites
- Personal
  - Login to Microsoft
  - Build personal profile
- Tabs set aside
- Web notes
- Other favorites



Moved to other areas

- Favorites moved to “Other favorites”
- Sharing moved to drop-down

3 dots – Drop-down for “Settings and more”

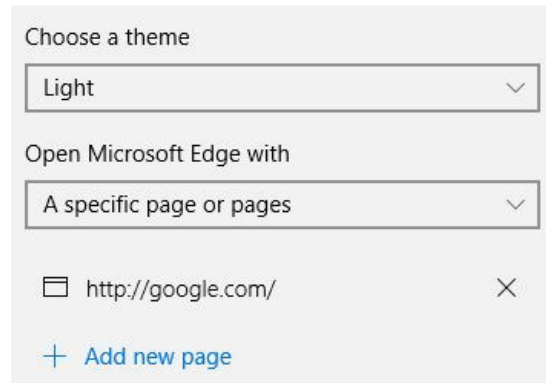
Settings and More

- Favorites – View Favorites
- History
- Print
- Find on this page – lets you find word (or words) on a page
- Read aloud – will read the page to you.
- Settings – more settings

Settings menu

Appearance Option

- Show Home Button
  - Set to “ON”
  - ChoosePage
    - Microsoft
    - Your page
- Show favorites bar
  - Always
  - Never
  - First page
- Show Buttons
  - Favorites
  - Collections
  - Feedback
  - Share
- Fonts
  - Size
  - Style



## Startup Options

- New tab
    - Continue where you left off
    - Open specific page
      - Enter 1 or more pages
      - Use currently open pages
- Downloads – Choose where all downloads are placed

## Store

### Source for apps

Many free apps

Requires MS account

- BE CAREFUL – **DO NOT FORGET THE PASSWORD!**
- If you enter a MS account, it will switch you from local to MS account
- Will need MS account to access PC
- Can switch back but must do it immediately
- Possible to click option to use the MS account for Store only.
  - **USE IT** – if you find it.



## Working with Files

### Windows Explorer

Windows Key – Bottom row of keyboard with Windows symbol. Use with another key for shortcut

- Windows key & “e” – open files window
- Windows key & “→” – Puts window in right half of screen
- Windows key & “←” – Puts window in left half of screen

Then drag and drop or copy and paste

### Quick Access Folder

Have frequently accessed folders in one click

- Windows & E
- Open desired folder
- Find Quick access in left Column
- Right Click
- Pin current folder to Quick access

## Anti-Virus

Windows Defender

- Free with Windows 8 and 10
- Very Good
- Part of Windows
- Does not use excess resources

Avast

- Free download
- Very Good
- Register each year (No fee)

ENOD – ESET

- Very Good
- Does not use excess resources
- Purchase item

## **Data Protection**

### **Beware of the encryption virus**

- Innocent request – you answer and it is in.
- Not sure which if any Anti-virus can stop it if you answer, Yes, it is OK.
- Encrypts all of your files so you can't access them.
- Pay a fee for the key and perhaps you will be able to unlock the files and gain access.
- Otherwise, wipe the hard drive and reload and attempt to recreate everything.

### **Protect documents, pictures, important files from loss**

Store files in folders under one main folder

Connect an external storage device

- Flash drive
- Hard Drive

Open File window with the Windows & E keys

- Place on right side
- Walk down file tree to external drive
- Create and label a folder with the date.

Open File window with the Windows & E keys

- Place on left side
- Walk down file tree to folder you want to copy
- Place the mouse symbol on the folder you want to copy
- Hold down the right mouse button and drag to new folder on right side.
- Release and click copy option

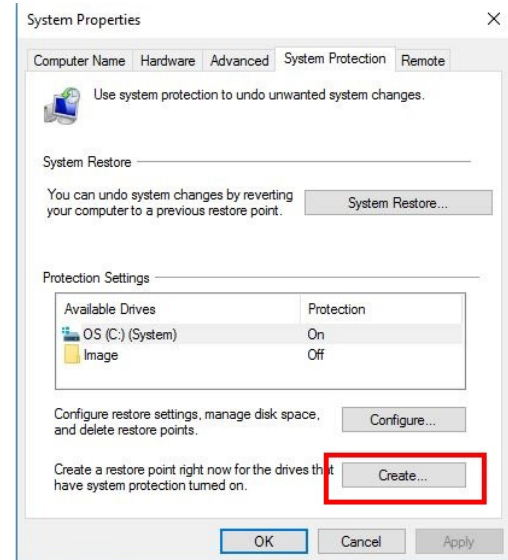
Properly eject the external storage device

Place in safe place.

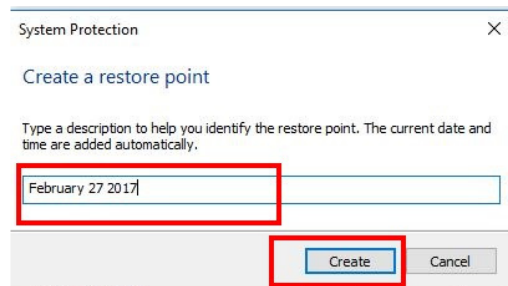
If you keep pictures of room furnishings and valuable items for insurance, create a second copy and give to sister.

## Create a Restore Point

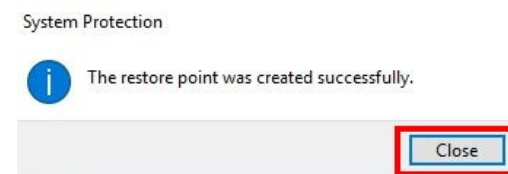
- In the Cortana search area, type **create a restore point**. (yellow box) Choose to **Create a Restore Point**.
- In pop-up window, select the **Create** button (Red box)



- In the next window, enter a meaningful name for the restore point and click the **Create** button (Red Boxes)



- You will know when the restore point has been completed with the confirmation pop-up. Click the **Close** button.



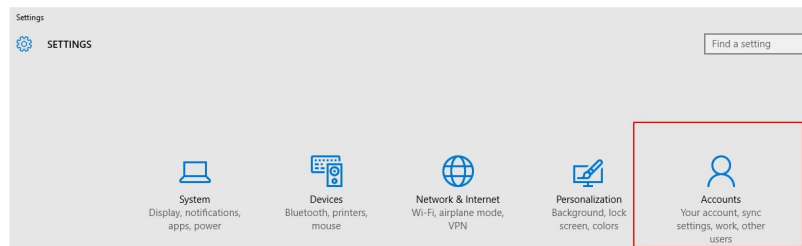
**It important to do this to protect against a Windows update failure.**

## Download and Install

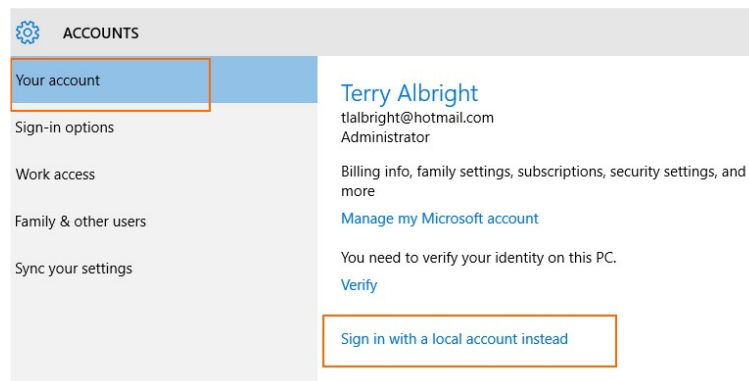
- Ccleaner – program to edit start-up programs and clean registry
  - [http://filehippo.com/download\\_ccleaner/](http://filehippo.com/download_ccleaner/)
- Office Package – MS or LibreOffice, must decide if you want Microsoft or accept an alternative (free) product.
  - <http://www.libreoffice.org/download/libreoffice-fresh/> (use Chrome or FireFox)
- Teamviewer – remote control to provide external access
  - <https://www.teamviewer.com/en/download/windows/>
- Gnucash – Alternative accounting package (free) to work like Quicken
  - <https://www.gnucash.org/>
- Winpatrol – Small program that alerts user to home page changes, programs being added to start-up or programs be uninstalled
  - <http://www.winpatrol.com/download.html>
- Adblock Plus – Blocks banners, pop-ups, tracking, malware and more
  - <https://adblockplus.org/>

## How To Switch Back To Local Account

1. In the search box, type settings.
2. Click “Setting – Trusted Windows store app”
3. When the Settings windows opens, select “Accounts”

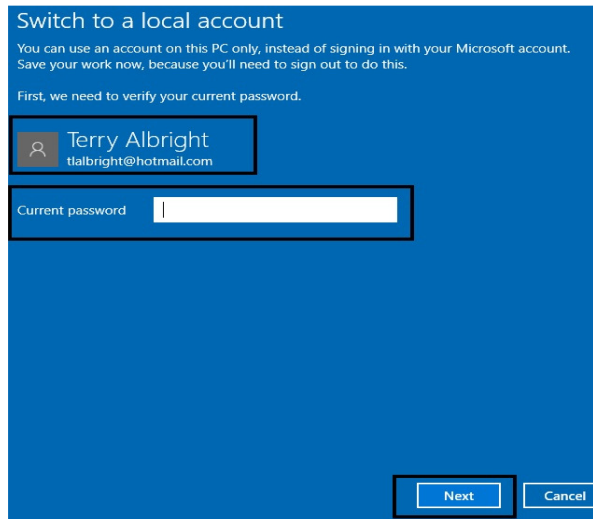


4. When the “Accounts” window opens highlight “Your Account” and select “Sign in with a account instead.”



local

5. When the next window opens the account you are signed in as sure it is your Microsoft (MS) account.

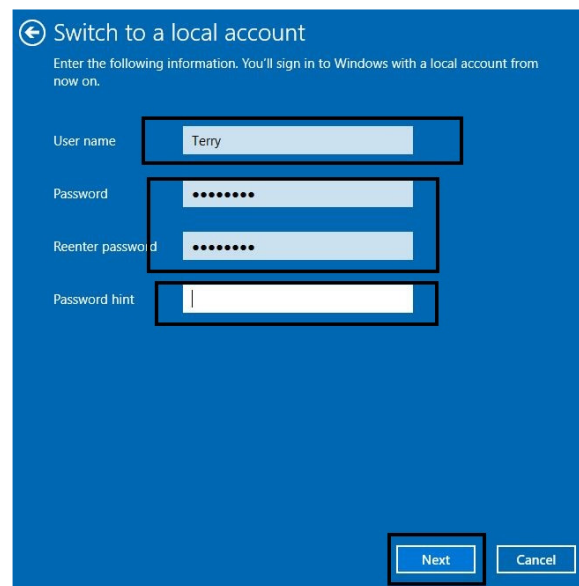


check and be

6. Enter the password for the MS account and click the "Next" at the bottom of the window.

button

7. In the next window, enter the name were originally using for your local account.



you

8. Enter the password for the local account.

9. Enter the same password again to you typed it correctly the first time.

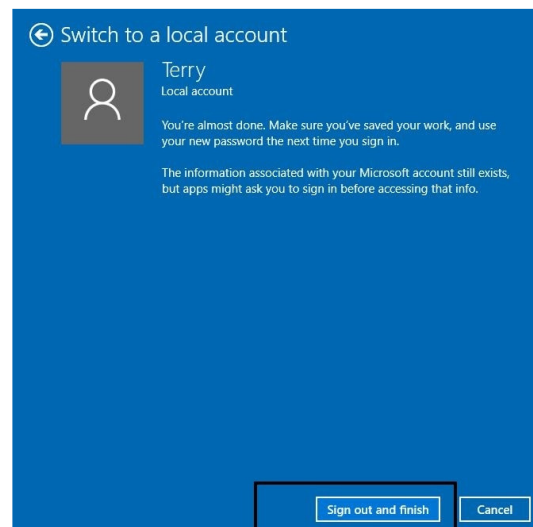
verify

10. Enter a "Hint" to help remember

11. Click the "Next" box at the bottom of window.

the

12. In the last window you will be instructed to "Sign out and finish"



at the

13. Be sure to save and close applications before clicking the button bottom of the window.

14. You are now back to your local account.

## Changing the Themes

You asked about the background (Theme) for Windows 8. Here are a couple of steps to use to get exactly what you want for the background pictures.

1. Clear everything off the screen.
2. Right click on the background
3. Choose "Personalize"
4. Find the Theme box
5. If you don't like any you see, you can get more - "Get more themes"
6. Click the theme you want

To add pictures to you saved theme

1. Open a "Windows Explorer" - Click folder on taskbar at bottom.
2. Click "This PC"
  - Local Disk (C:)
    - Users
      - (Your User Name)
        - AppData
          - Local
            - Microsoft
              - Windows
                - Themes
                  - Theme you like
                    - DesktopBackground
3. Add or Remove pictures to this folder
4. Close "Windows Explorer"
5. Clear everything off the screen.
6. Right click on the background
7. Choose "Personalize"
8. Find the Theme box
9. If your theme is selected, Click "Save Theme" and give it a name - MySpecial
10. Close the Personalization screen

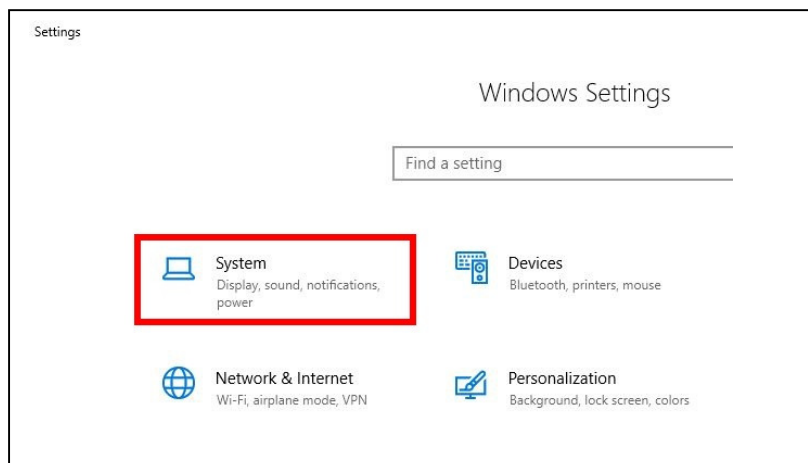
## Find Yourself in Tablet Mode

(No Taskbar, No start icon)

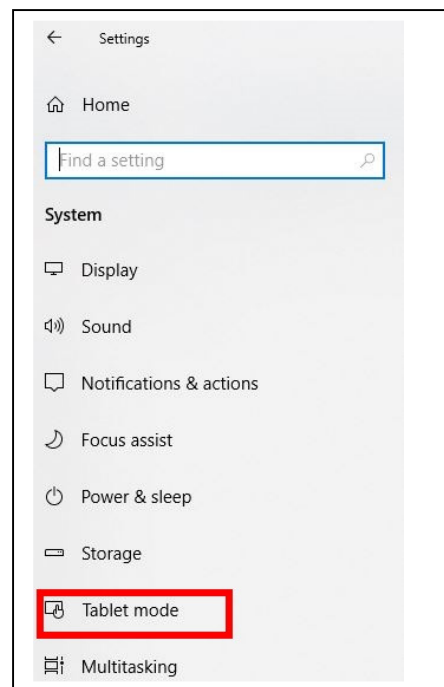
1. Hit the **“Start”** (Windows Key)
2. Click the **“Settings”** icon.



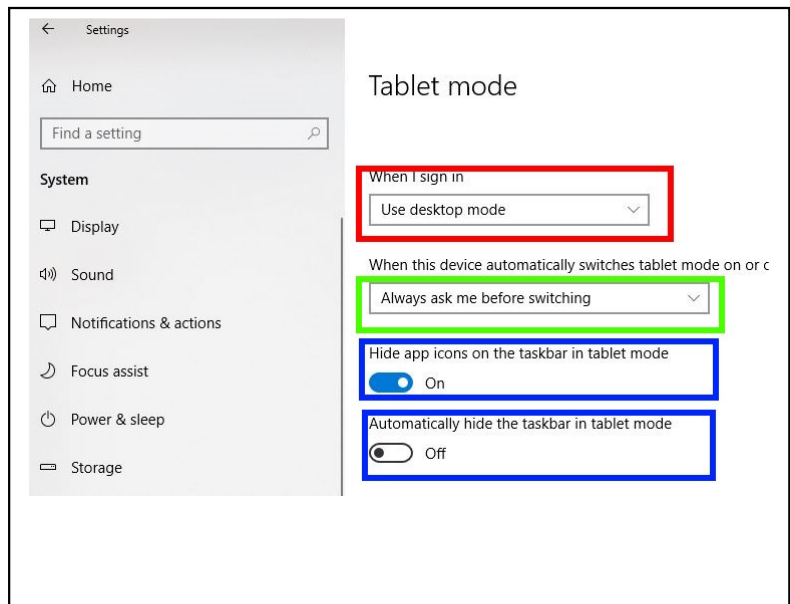
3. Click **“System”**



4. Click **“Tablet Mode”**



5. In the Sign In options, select “**Desktop Mode**” (Red Box)
6. When the device switches, Select “**Always ask**” (Green Box)
7. For icons on taskbar and hiding the taskbar, select the “**Off**” option. (Blue Box)



## Tips

### Changing Themes

Procedure to show how to change themes (and background pictures)

### Windows Keyboard Shortcuts

Key strokes to speed use of PC

### Switch Back to Local Account

Procedure to switch from MS account to local account

### Windows 10 for Dummies

Absolute necessity for surviving the switch to Windows 10