

# BEFORE WE START



## Emergency Info

### Fire

Out the door and just outside

### Tornado

Back wall

### Medical

Go to office to direct personnel

Door # 8

AED – at “Take it or leave it room”

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## Intros and Thanks

Colleen Smith

Al, Andy, Bill

Paul & Sue

## Direct all complaints to

Colleen – she keeps asking us back.



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**2 Important items**

**Thank Mary**

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**After 2025, Windows 10 will go off support, meaning you will not get any Security Updates. Your PC will still work, but it won't be secure anymore.**



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## 5 Options

1. **Ignore EOF deadline**
  - Security holes remain
  - No updates



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## 5 Options – Cont.

2. **Buy a new PC**
  - Transfer Files
  - Transfer Apps



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### 5 Options – Cont.

#### 3. Ditch Windows

- Run Linux (Lubuntu)
- Transfer Files
- Get new free apps



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### 5 Options – Cont.

#### 4. Pay MS for updates

- \$61 first year
- \$122 second year
- \$244 third year
- Face same decision at end of 3<sup>rd</sup> year.



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**5 Options – Cont.**

**5. Upgrade Offline**

- May need change hardware
- May not get major updates



# GOALS

**Introduce**

**Security Issues**

**Windows 11**

**S-Mode**

**Restore Point**

**Virus & Security Problems**

## Important Tasks

- ▣ **Same-old – Same-old**
- ▣ **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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## 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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# Privacy Concern

## Microsoft Login Account

Connected to Microsoft

Good – Cloud Storage

Bad – Microsoft sees all

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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

- ▣ **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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# What's New

## Windows 11

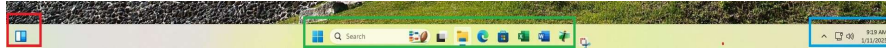
- ▣ New Taskbar Look
- ▣ New Start Menu Look

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## New Taskbar



Start Icon and App in Center  
Date, time, essential at right  
Widgets at left

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## Taskbar Changes

- ❑ **Start Button**  
Can move back to left
- ❑ **Added Widgets**  
Can remove
- ❑ **Added Task Views**  
Can be removed

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## Taskbar

- ❑ **Still has Search box**
  - Can be shorten to icon only
- ❑ **Pin new icons**
- ❑ **Unpin icons**

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## New Menu Look

- ❑ **New Start Menu Look**
- ❑ **Smaller icons**
- ❑ **Search Bar**
- ❑ **Recent Search**

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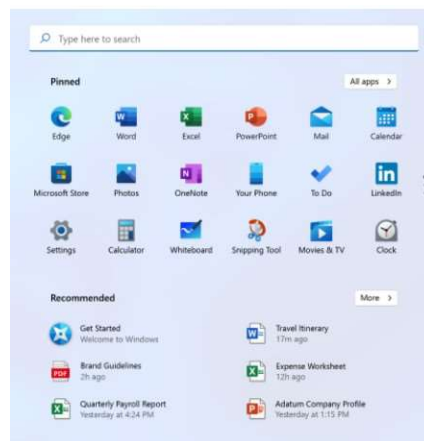
## Start Menu

- ☐ **Moved to center**
- ☐ **Search bar at top**
- ☐ **Pinned icons only**
- ☐ **Smaller icons**

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## New Menu Look



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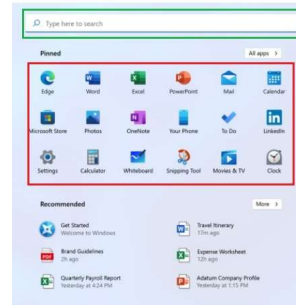
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## Start Menu - cont

Icons are smaller

3 rows showing  
pinned Apps

App search bar to  
find more apps



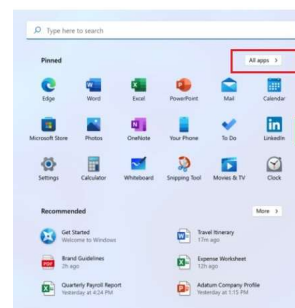
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## Start Menu - cont

List of all Apps  
installed

If more the 3 rows  
are pinned use  
dots to scroll



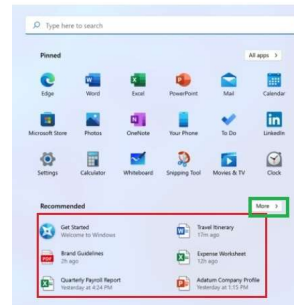
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## Start Menu - cont

**Bottom shows list  
of recently or  
frequently used  
Apps**

**More frequently  
used Apps with  
“More” button**



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## Windows 11

### S-Mode – Secure Mode

**Microsoft Store Apps only.**

**Apps tested by Microsoft**

**Safer from virus infection**

**Limited in number of Apps**

**Last time I checked, only offered**

**Office 365.**

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# Windows 11

## Restore Point

**Corrupt install**

**Drive failure**

**Previously automatic**

**Must do in Windows 11**

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# PC Restore Point

- ☐ **Restore Points**

A copy of Windows and installed Apps  
Stopped doing this.

- ☐ **Make a Restore Point**

After initial setup  
After new apps  
After system changes



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## Working with Files

### ☐ Multiple Windows

### ☐ Windows Key

Windows Key – E  + 

Windows Key – Right Arrow (Right Half)



Windows Key – Left Arrow (Left Half)



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## Working with Files

### ☐ Copy files

Highlight file

Copy/cut

Find new location & paste

Highlight file

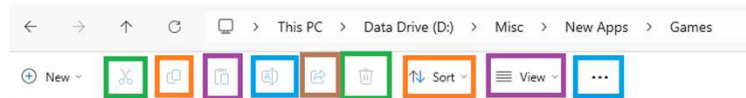
Drag and drop

Move

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## Working with Files

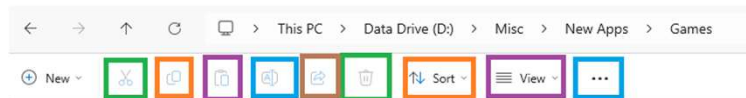


- ✂ Scissors (Green) – Cuts file for moving
- 📄 2 files (Orange) – Copies for coping
- 📄 Large and small (Violet) – Paste
- 📄 A icon (Blue) – Rename the file
- 📄 Arrow (Brown) – Share the file

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## Working with Files



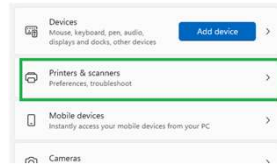
- 🗑 Trash can (Green) - Delete
- ↕ Sort (Orange) – Sort file order
  - Drop down for sort options
- 📄 View (Violet) – Icon choice
- ⋮ Dots (Blue) – Folder options

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# Printers

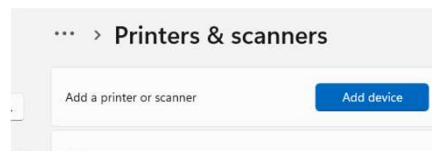


- Click the search icon
- Type Printers
- Select Printers and Scanners

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# Printers



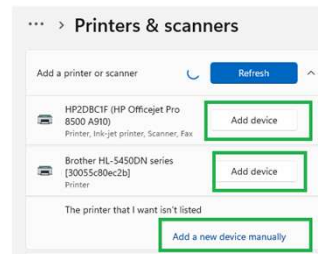
- Choose Add device
- It will start searching

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# Printers

- ☐ Choose printer
- ☐ Click Add device



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# Surfing the Web

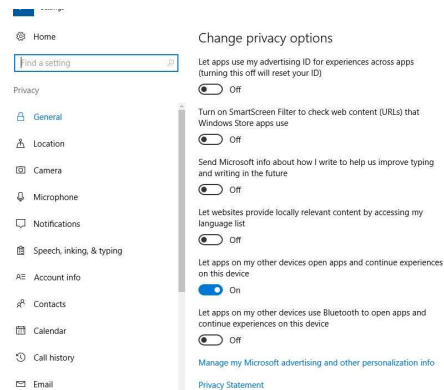
- ☐ **Internet Browsers**
  - Internet Explorer**
  - Chrome**
  - Firefox**
  - Edge**
  - Brave – Strong Ad blocker**

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# Privacy Concern

## All the Privacy settings



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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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## Important Tasks

### ▣ Keep Windows 11 Up-to-date

Click settings

Click Updates and Security

Click Advanced Options

Click “Automatically Download ...”

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# Summary

**Windows 11  
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 11

**THANK YOU!!!**



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