Windows 10 Pains

Wife texts husband on a cold winter morning:
"Windows frozen, won't open."
Husband texts back: "Gently pour some lukewarm water over it and then gently tap edges with hammer."
Wife texts back 10 minutes later: "Computer really messed up now."

BEFORE WE BEGIN

⦿ Feel free to interrupt and ask questions. The only dumb question is the one you don't ask

⦿ All the web sites included in this talk are available here:
https://www.garycahn.com/classes/windows-10

BEFORE WE BEGIN
WINDOWS 11 IS COMING

- Win 10 will continue to be supported until 10/14/2025
- Windows 11 was released by Microsoft on October 5
- Assuming your computer is capable of running Win 11, it will be downloaded to your computer on October 5 or **after**. Updates will continue into 2022. Initially, MS will ask whether you want to have Win 11 downloaded. At some point in the future it will be downloaded automatically.
- It will be a free upgrade from Win 10
- Go to this site https://aka.ms/GetPCHealthCheckApp or this one to download a small program that will tell you whether your computer is capable of running Win 11. See next slide for explanation of the output from this App
- Long list of technology requirements for Win 11. Looking at this list to see whether your computer meets these specs is almost useless because much or all of it will be gibberish https://docs.microsoft.com/en-us/windows/whats-new/windows-11-requirements?mc_cid=665d4b3bd5&mc_eid=7f68067e19
- 55% of business computers don't meet Win 11 requirements
- Requires an Intel 8th generation chip or better. First released in August 2017. Can also use an AMD chip released in 2018 or later
- Also requires TPM 2.0 (Trusted Platform Module), which is missing in many computers.
- MS #1 new feature on Win 11 is the Start button moving to the center of the screen. It got worse from there
- "The new design and sounds are modern, fresh, clean and beautiful, bringing you a sense of calm and ease"
- If Win 11 installs on your computer and you don't like it, you can roll back to Win 10 using these directions https://www.windowscentral.com/how-roll-back-windows-10-if-windows-11-preview-acting

GET PC HEALTHCHECK APP

Green-OK

Orange-May be a solution

Red-Can't run Win 11

Click on "more about"

This PC doesn't currently meet Windows 11 system requirements ✕

Check to see if there are things you can do, and if not, you'll keep getting Windows 10 updates.

- This PC must support Secure Boot.
  More about enabling Secure Boot
- TPM 2.0 must be supported and enabled on this PC.
  More about enabling TPM 2.0
  TPM: TPM not detected
- The processor isn't currently supported for Windows 11.
  More about supported CPUs
  Processor: Intel® Core™ i5-3320M CPU @ 2.60GHz
- ✓ There is at least 4 GB of system memory (RAM).
  System memory: 8 GB
- ✓ The system disk is 64 GB or larger.
  System storage: 320 GB
- ✓ The processor has two or more cores.
  Processor cores: 2
- ✓ The processor clock speed is 1 GHz or faster.

Hide all results   Device specifications

BEFORE WE BEGIN

- There are often 2 or more ways of accomplishing the same task in Win 10. For any given task, if you prefer your method to the method shown in this handout, continue to use your method.
- A word about nomenclature
  - We used to install programs on our computer
  - We now install Apps
  - Programs = Apps
- Throughout this handout you'll often find two ways of doing things
  - Method 1 or {Method 2} The former is using a mouse, while the latter is using your finger to tap on your screen
  - Clicking with your mouse or {tapping with your finger}

OUR CLASS TODAY

- Ten Sections
  1. Introduction
  2. The Desktop
  3. The Type Here to Search Box
  4. File Explorer
  5. Postponing Windows Monthly and Feature Updates
  6. The Action Center
  7. The Microsoft Store and Obtaining New Apps
  8. Using Pre-Installed Apps
  9. System Restore
  10. 21 Miscellaneous Items

FEATURE UPDATES

◉ Beginning in 2022, Windows will be updated once a year in the fall
◉ Your computer may not have been updated yet, for the latest Feature update, but will be in the future
◉ Updates require .5 - 3 hours depending on your bandwidth
◉ To determine your version, in the "Type here to search" box type winver
  ▪ 21H2 11/2/21
  ▪ 21H1 5/18/2021
  ▪ 20H2 10/20/20
  ▪ 2004 5/25/20
  ▪ 1909 11/11/19
  ▪ 1903 5/21/19
  ▪ 1809 October 2018 Update 10/2/18
  ▪ 1803 April 2018 Update 5/12/18
  ▪ 1709 Fall Creators Update 10/9/17
  ▪ 1703 = Creators Update 4/11/17
  ▪ 1607 = Anniversary update
  ▪ 1511= Initial update
  ▪ 1507= Original Win 10
◉ This handout is based on 21H1. If you are using another version, the directions may vary
◉ More about Feature updates and Monthly updates later

Microsoft Windows
Version 20H2 (OS Build 19042.928)
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SWIPING AND TOUCH GESTURES

Click with mouse is same as tap with finger. Right click with mouse is same as press and hold with finger. Drag with mouse is same as move finger across screen

For more about swiping, see:

https://support.microsoft.com/en-us/instantanswers/1ea771fa-a9ee-4a43-97f8-e2a1242e28ac/touchpad-gestures-for-windows-10

For more about touch gestures, see
https://winaero.com/blog/list-touch-gestures-windows-10/

LAPTOP GESTURES
PRECISION TOUCHPADS ONLY

- Some newer laptops have a "Precision Touchpad," first introduced in 2013. These touchpads meet strict MS standards, and are more capable than normal touchpads
- Choose: Settings, Devices, Touchpad. If your laptop has a Precision Touchpad, it will say so near the top of the screen. See this article for further directions. http://www.techrepublic.com/article/how-to-take-advantage-of-windows-10s-precision-touchpad-gestures/
- New improved settings are available for Precision Touchpads. See http://www.windowscentral.com/how-customize-precision-touchpad-settings-windows-10-creators-update
- Laptops with Precision Touchpads offer some special touchpad gestures that are described here http://www.howtogeek.com/227073/how-to-use-and-configure-windows-10%E2%80%99s-gestures-on-a-laptop-touchpad/
- Gestures like pinch-to-zoom and two-finger-panning work on your laptop's touchpad just like they work on a touchscreen.
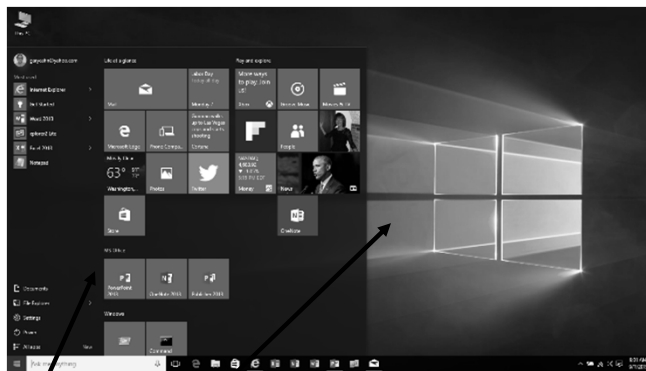
HOW DO YOU USE WIN 10?

- Do you generally use your computer(s) with a mouse only?
- With touch only?
- With both mouse and touch?

PART 2
WORKING WITH THE DESKTOP

THE DESKTOP

⦿ The Desktop consists of several areas

Start menu   Desktop   Taskbar   Notification area (System Tray)
Divided into 2 halves

TERMINOLOGY

⦿ There are now two types of Programs (Apps)
- Type A - Obtained from bricks & mortar store or online stores. Latter may be shipped to you or downloaded.
- Type B - Obtained from the Microsoft Store

⦿ Microsoft has given these two types of Apps multiple names over the years, and you may see them referred to by any of the following:
- Type A: Programs, Apps, Desktop Applications. I'll call them Desktop Applications (D.A.)
- Type B: Metro Apps, Modern Apps, Windows Store Apps, Windows Apps, Universal Apps, Universal Windows Apps, Universal Windows Program (UWP). I'll call them Universal Apps (U.A)

THE START MENU

⦿ Two halves
- Left side-Similar to old start menu in Win XP/Vista/7 that lists all Apps on computer. Aimed at but not limited to mice
- Right side- Lists only some Apps. Aimed at but not limited to touch
  - ○ Can manually add items on the left side to the right side
    - • Right click the program and Choose: Pin to Start
    - • Or, Choose: Pin to taskbar
  - ○ Confusingly, you can have the same D.A. and U.A. on the Start menu
- No way to rearrange the items that appear on the left side or to add items to the list manually
- Can only remove items from left side by uninstalling the item
- For more about the Start menu see http://www.pcmag.com/article2/0,2817,2488979,00.asp?kc=PCRSS05079TX1K0000993
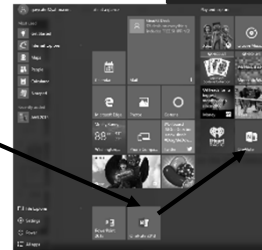
DESKTOP APPS VS UNIVERSAL APPS

◉ The left side of Start Menu is optimized for mouse

◉ The right side of Start Menu, is optimized for touch

◉ U.A. are Universal and will work on any device running Win 10 including a computer or tablet, and will operate roughly the same on both of them

◉ U.A. are generally free or cost < $10

◉ D.A. general cost $20 - $600

◉ You can use mouse or touch (**assuming you have a touchscreen**) with either type of App

◉ Opening/closing both types of apps with a mouse is unchanged from old versions of Windows

◉ To open a U.A. with touch, tap it

◉ To close a U.A. with touch, press and hold the top edge of the screen and drag down until app disappears, or simply drag the App to the bottom of the screen.
Or choose: Alt + F4. The Start menu will reappear when the App is closed.

THE TASKBAR

◉ Task Bar at bottom of Desktop contains several useful items

◉ Type Here to Search box
  ▪ Advanced search features (more later)
◉ Task view
  ▪ Lists all open Apps
◉ Show hidden icons
  ▪ Lists programs launched automatically
◉ Internet connection
◉ Speaker volume
◉ New notifications
  ▪ Email, messages and other communication
◉ Area to right of notifications   (which is blank)
  ▪ Minimizes all apps and shows desktop
  ▪ Have to right click area to right of notifications and choose: Peak at desktop to turn this feature on
◉ Make changes to the Taskbar by right clicking it and unchecking "Lock Taskbar." Then right click taskbar and choose: Taskbar Settings

TASK VIEW AND TIMELINE

◉ Task View is a good way to see all your open programs or to move from one program to another

◉ To launch Task View
  ▪ Choose Task View on taskbar or
  ▪ Press [⊞] + tab
  ▪ On a touchscreen Swipe from the left edge of the screen to the right
  ▪ On a Precision Touchpad swipe upward with 3 fingers; swipe down with 3 fingers to close task view

◉ Once in Task View, use the cursor left or cursor right key to move from one program to the next

◉ Launching Task View also simultaneously launches Timeline. Task view at top of screen, and Timeline at bottom. See next slide

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TIMELINE

◉ Just below Task View is a Section called "Earlier Today." That begins the Timeline Section

◉ Timeline lists every place you've recently visited on your computer, including Word/Excel/Powerpoint documents, web sites and more

◉ To return to any of those items, simply click it

◉ If you don't see an "Earlier Today" section it is turned off. To turn it on, Choose: Settings, Privacy, Activity History, and check the first box labeled "Show my activity history on this device."

◉ Problem with Timeline-It is Microsoft-centric, and generally doesn't work with non-MS software. It will work with Google Chrome and Mozilla Firefox if you download the extension for each. See https://chrome.google.com/webstore/detail/windows-timeline-support/meokcjmjkobffcgldbjjklmaaediikdj

◉ See the Tips at the very top of your Timeline for more info

◉ Also see https://www.ghacks.net/2017/12/20/a-close-look-at-the-windows-10-timeline-feature/

IF YOU ARE USING A TABLET
TWO DIFFERENT MODES

- Your computer can run in Desktop mode or Tablet mode. (Tablet mode is gone in Win 11)
- Devices without a physical keyboard typically start in Tablet Mode, designed to be touch-friendly
- Has a different look from Desktop mode
- To temporarily switch between Tablet mode and Desktop mode, Choose: Notifications (in bottom right corner) and then Choose: Tablet mode (in bottom right corner)
- To permanently switch between Tablet mode and Desktop mode, Choose: Start, Settings (in lower left corner), System, Tablet mode. Change "When I sign in" to tablet mode or desktop mode
- See next page for Tablet Mode home screen

TABLET MODE DESKTOP SCREEN
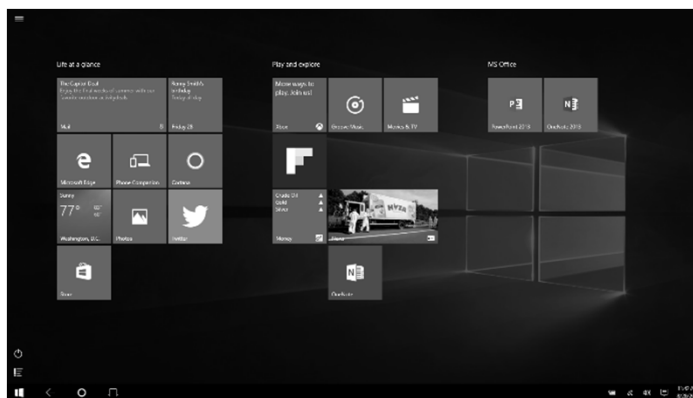
See next page

TABLET MODE DESKTOP

2 Tap to open the All apps menu.
3 Tap to open the Shutdown menu.
4 Tap to open the Cortana Search box.
5 Tap to open Task Switcher.
6 Click or tap the **Menu** button for additional apps.

TABLET MODE DESKTOP

7 Click or tap to change account settings, log out, or lock the system.
8 This is a list of your most-used apps.
9 Recently added shows apps you've recently installed.
10 Click or tap to see all installed apps.
11 Click or tap to return to the previous pane.

RESIZING THE RIGHT SIDE START MENU

- You can shrink or expand the right side Start Menu both horizontally and vertically.
- Place your mouse on the top edge or right edge until the cursor becomes a two sided arrow.
- Click and hold and drag your mouse to enlarge/shrink
- Can make the right side Start Menu take up the full screen, but it will only show right side Apps. Good for tablet users.
  - Right click a blank area of the desktop and Choose: Personalize. On the left side, Choose: Start. Change "Use Start full screen" to On.

CUSTOMIZING WHAT'S SHOWN ON RIGHT SIDE START MENU

- To change what's shown on the right side Start Menu:
- Right click a blank area of the Desktop
- Choose: Personalize
- On the left, Choose: Start
- Turn on or off any of the items shown
- Click on "Choose which folders appear on Start"
- Turn any items on/off
- For more about customizing the menu see http://www.howtogeek.com/197836/8-ways-to-customize-the-windows-10-start-menu/
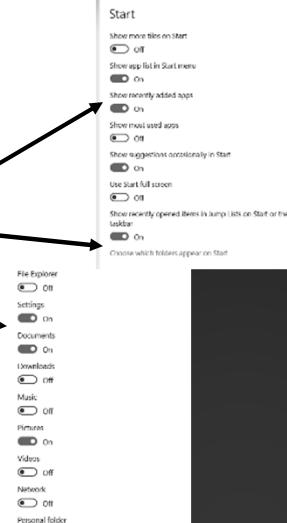
RIGHT SIDE START MENU
CHANGING THE SIZE OF A TILE
OR TURNING OFF LIVE UPDATES

- Some tiles come in as many as 4 sizes, and the size can be changed
  - Right click the tile or {swipe down on the tile} and choose one of the sizes such as "small" or "large"
  - Note: Some Live Tiles (see below) may cease to be live if made smaller
- Some Apps, e.g. Weather and news are live. To turn this feature off, right click the tile and choose: More, Turn Live Tile Off
- To reverse the process, Right click or {press and hold} the tile and choose: More, Turn Live Tile On
- Changing a Live Tile to smaller size may make it cease to be Live
- Making a Live Tile larger may give you more information, e.g. Weather
- Live Tiles have been removed in Win 11

RIGHT SIDE START MENU
REORGANIZING

- All the Apps on the right side of Start menu can be rearranged. Click and hold and drag the App to move it to another location
- Three default groups of Apps: Create, Play and Explore
- Can rename these groups
- Can name other groups
- Place your mouse on the name and click it to rename it

RIGHT SIDE START MENU REMOVING APPS FROM THE START MENU OR FROM YOUR COMPUTER

- Right click the App tile or {swipe down on the tile} and choose: Unpin from Start
  - This removes the App tile from the Start menu
  - Removing the App tile from the Start menu does not remove it from the computer
  - This process can be easily reversed
- To reverse the process:
  - Go to the left side menu and find the App. Right click it and Choose: Pin to Start
- To remove the App from your computer:
  - Choose: Settings
  - Choose: Apps, Apps and Features
  - Choose the App
  - Choose: Uninstall
  - Not all Apps can be uninstalled
  - It is much more difficult to reverse this process, because you must reinstall the software

GENERAL COMMENTS ABOUT THE UNIVERSAL APPS

- Universal Apps are often simpler than their Desktop App cousins, e.g. the Universal and free OneNote App is simpler than the paid version of OneNote designed to run on the Desktop
- The good news—Universal Apps are simpler
- The bad news—Universal Apps often offer much less functionality
- This is particularly true for the pre-installed Apps that Microsoft gives you such as Mail, People, Photos, etc. (More about this later)
- Don't be surprised if a feature that you took for granted in Win 7 or 8 no longer exists on one of the equivalent Universal Apps

3 METHODS FOR
STARTING AN APP

1. To start an App, simply click it if it is visible

2. If you can't find an App you are looking for:

- In the "Type here to search" box at the bottom of the screen, type the first few letters of the name of the App, e.g. Excel

- Click the App which should be near the top of the list ⟶

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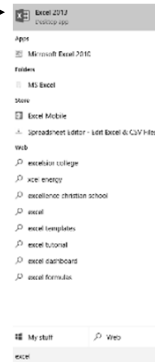
3 METHODS FOR
STARTING AN APP

3. If the App isn't visible, and is far down the scrollable list, e.g. starts with "Z", click the letter A which brings up A-Z. Now click the letter your App begins with

PIN APPS TO DESKTOP TASKBAR

⦿ You can pin an App to the Desktop taskbar

⦿ Right click the App, Choose: More, Pin to Taskbar

⦿ To reverse the process, go to the taskbar, right click the App, and Choose: Unpin from taskbar

⦿ You can quick launch any App on the taskbar, e.g. ⊞ +1 launches Chrome on this desktop because it is the 1st icon shown, or just click it

COMBINE 2 OR MORE APPS INTO A SINGLE FOLDER

⦿ Can combine 2-9 Apps on the right side start menu and put them in their own folder

⦿ Click and hold an App and drag it on top of another App. Repeat process with additional Apps

⦿ To reverse: Click to open the folder. Click and hold an icon and drag it out of the folder. Repeat for other icons as necessary

JUMP LISTS

◉ Jump lists are shortcuts that exist for most icons on the taskbar. Right click an icon to see its jump list The list is constantly changing

◉ Jump list items are also shown on left side start menu

◉ To add an item permanently to the list, hover over the item, and on the right side click: "Pin to list"

◉ Click "Pin to list" a second time to remove it

◉ Be sure to include File Explorer, when you look at jump lists. The list of pinned items you see here is created in File Explorer. The top of list shows pinned items and bottom of list can be unpinned. (More about File Explorer later)
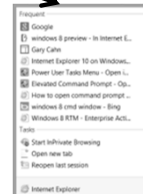
OPEN WINDOWS

◉ Hover your mouse over the icon for an open program and you will see all the windows open inside that program.

- Doesn't work with MS Edge

◉ Move your mouse up to one of the windows to see it larger temporarily, or click on it to see it larger permanently

FILL YOUR DESKTOP SCREEN WITH 2 OPEN PROGRAMS

⦿ To fill your screen with 2 open programs, click and hold the top of one program window, and drag it until your mouse touches the left side of the screen. You'll now see a miniaturized view of any remaining programs you have open. Click any one of these and it will fill the other half of the screen.
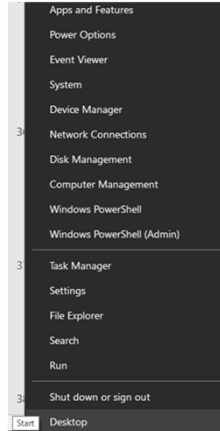

FILL YOUR DESKTOP SCREEN WITH 4 OPEN PROGRAMS

⦿ If you drag windows into the exact corners of the screen, you can have 4 open windows visible. See https://www.yahoo.com/tech/how-to-split-your-screen-in-windows-10-twice-in-125541466359.html

POWER USER OPTIONS

◉ Right click the Start button (or [⊞] + X) to show Power User options. Choose the option you wish to use

| Apps and Features |
| Power Options |
| Event Viewer |
| System |
| Device Manager |
| Network Connections |
| Disk Management |
| Computer Management |
| Windows PowerShell |
| Windows PowerShell (Admin) |
| Task Manager |
| Settings |
| File Explorer |
| Search |
| Run |
| Shut down or sign out |
| Desktop |

WINDOWS KEY SHORTCUTS
RED ARE MY FAVORITES

◉ [⊞] = Display Windows Start Menu
   Clicking a 2nd time returns you to where you were

◉ [⊞] + D = Display Desktop. Clicking a 2nd time returns you to where you were

◉ [⊞] + X = Display Power User options

◉ Alt + Tab = Cycle through open Apps

MORE WINDOWS KEY SHORTCUTS

+ I Opens Settings

+ A Opens Action Center

+ E Opens File Explorer

+ TAB Opens Task View

⊙ Ctrl + D Adds current site to Favorites

⊙ Ctrl + P Prints the current page

⊙ Ctrl + F Finds specific text on current page

MORE WINDOWS SHORTCUTS

⊙ Ctrl + T Opens a new tab

⊙ Ctrl + + or Ctrl + - Zooms in or out in web browser

⊙ F4 Selects the URL in the address bar

⊙ Ctrl + C   Copy the selected line of text

⊙ Ctrl + X   Cut the selected line of text

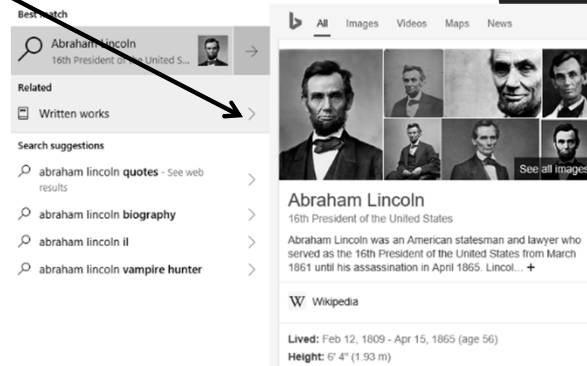⊙ Ctrl + V   Paste the selected line of text

QUESTIONS ABOUT THE DESKTOP?

PART 3
THE TYPE HERE TO SEARCH BOX
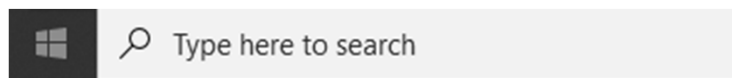
PREVIEWS WHEN TYPING

- ◉ As soon as you type an item into the Type here to search box that has results on the web, it shows you a preview
- ◉ Click on the arrows to see additional previews

WHAT CAN YOU SEARCH FOR?

- ◉ Type something into the Type here to Search box, e.g.
  - ▪ A word in an MS Word document on your computer
  - ▪ The file name of an MS Word document on your computer (or any other file name).
  - ▪ The name of a program on your computer, e.g. Word, Excel, TurboTax, etc.
  - ▪ A question about Windows 10
  - ▪ Something you'd like to research on the web
- ◉ After typing anything, choose one of the 5 options at the top of the screen

SEARCH EXAMPLES

- We will search for:
  - The song named Nightshift by Greg Karukas on my computer
  - A photo on my computer titled Monica.jpg
  - A document with the word "magnifier" in it
- When the item is displayed, if you hover over it, you are shown which folder it is located in. Alternatively, click the right facing arrow
- If you click it, the item is opened
- Occasionally you'll be told to go to file explorer

SEARCHING THE TYPE HERE TO SEARCH BOX

- The items that the Type Here to Search box find on your computer are controlled by which folders are Indexed by Windows 10
- To see which folders are indexed by your computer, type "indexing options" in the Type here to Search box and then choose the first item on the results screen
- You will see specific folders that are included in the index and folders that are excluded
- You can modify this list as necessary
- For more about indexing see https://support.microsoft.com/en-us/windows/search-indexing-in-windows-10-faq-da061c83-af6b-095c-0f7a-4dfecda4d15a

TYPE HERE TO SEARCH BOX

◉ By default, the index used by the Type Here To Search box only includes the titles of documents. It doesn't index the words inside the documents

◉ To include the words inside your documents:
  ▪ In the type here to search box, type "indexing options"
  ▪ Choose "indexing options" at the top of the screen
  ▪ At the bottom of the screen choose: Advanced
  ▪ At the top of the screen choose: file types, and at the bottom of the screen choose: Index properties and file contents so that its bullet is highlighted
  ▪ Click "ok"
  ▪ Windows 10 will begin to index all the words in your chosen folders

BING

◉ The Type Here to Search box only searches with Bing

◉ No way to get it to use Google

PART 4
FILE EXPLORER

◉ File Explorer (previously called Windows Explorer) is used to find, copy, move, delete, and organize files on your computer

◉ To start File Explorer go to the Desktop and click the yellow icon on the taskbar

◉ Lisa Friedman teaches an excellent course, which offers much more about using File Explorer. Called "Where Did I Put That *^%# document"

FILE EXPLORER

◉ File Explorer comes with a ribbon. To see it, click the "Expand ribbon" icon
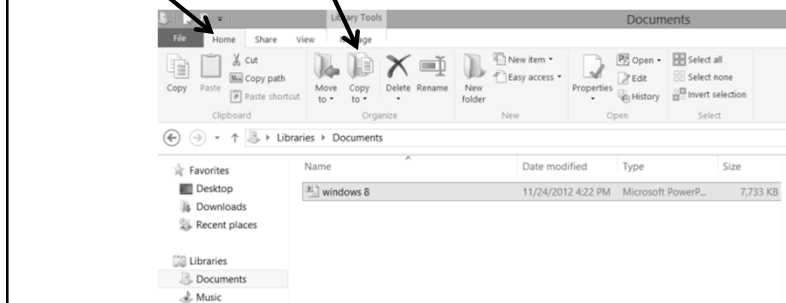

Ribbon visible

25
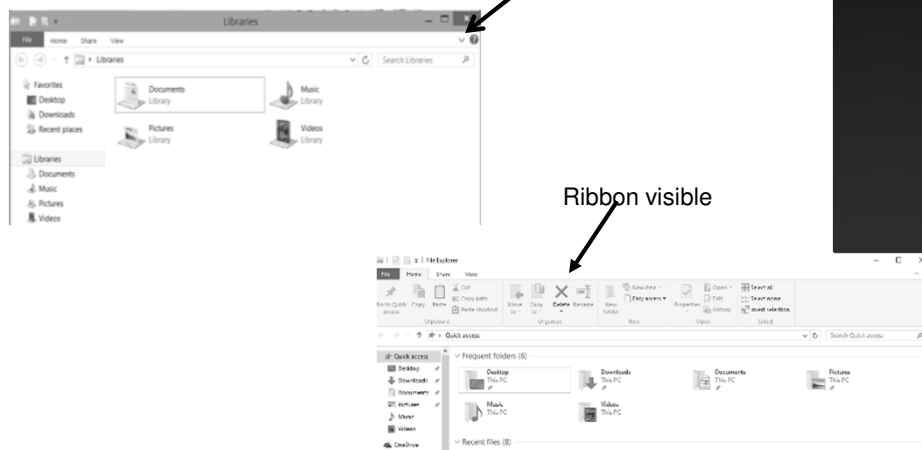
USING FILE EXPLORER

◉ Use the left side of the screen to navigate through various folders to find a file of interest

◉ Choose the View tab. Click "Preview pane" to see a preview

◉ Click "Details pane" to see details

USING FILE EXPLORER TO COPY, MOVE, DELETE, OR RENAME

◉ Click the Home Tab

◉ Click a file of interest

◉ Use the Copy, Move, Delete, or Rename tab as necessary

FILE EXPLORER DEFAULT VIEW

◉ File Explorer defaults to show you folders/files in Quick Access

◉ Quick Access is a conglomeration of your most frequently accessed folders and files

◉ Quick Access changes as you use your computer

◉ You can add/delete folders from Quick Access. See http://windows.microsoft.com/en-us/windows-10/pin-remove-and-customize-in-quick-access#v1h=tab01

◉ If you wish to see a different default view, e.g. My Docs instead of Quick Access, See http://www.pcworld.com/article/2968272/windows/how-to-disable-windows-10-file-explorers-new-quick-access-view.html

◉ For more about Quick Access, see http://www.pcmag.com/news/352304/how-to-retrieve-folders-files-with-windows-10-quick-access

◉ For more about File Explorer, see https://www.pcmag.com/news/10-tips-how-to-manage-your-files-with-windows-10s-file-explorer

SEARCHING IN FILE EXPLORER

◉ You can search for a file on your computer by file name or by words contained inside the document (if indexing is set to do this)

◉ In the upper right corner, enter your search term. By default you are searching in your Quick Access (see previous slide). You can change this to something broader such as your entire C drive, or something different such as your picture folder

◉ Click on "quick access" in upper left, and then choose a different folder, e.g. Documents

CHANGING VIEWS

- The two icons in the bottom right let you quickly change views between Details and Large icons
- You can also change views from the "View" tab at the top of the screen
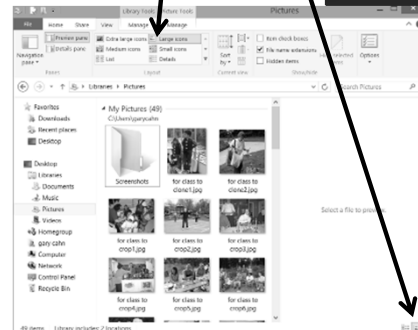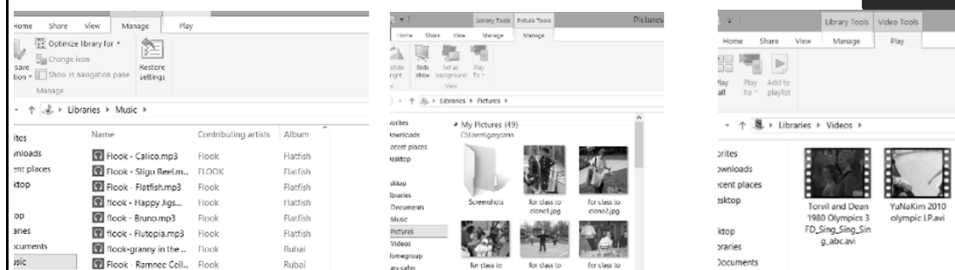

ADDITIONAL TABS

- The type of folder you are looking at may affect the tabs that are available at the top of the screen

Music files   Picture files   Video files

MORE ABOUT FILE EXPLORER

- For more about File Explorer see http://www.pcworld.com/article/2980339/windows/how-to-customize-windows-file-explorers-details-view.html or
- http://www.techrepublic.com/article/get-to-know-file-explorers-ribbon-toolbar-in-windows-10/

QUESTIONS ABOUT FILE EXPLORER?

PART 5
POSTPONING WINDOWS UPDATES

BEFORE WE BEGIN THAT

- There is one type of update that should be done, but I'm 99% certain it isn't being done on your computer
- Microsoft automatically provides monthly updates to close security holes in Windows. By default, it fails to close security holes in Microsoft Office 2013 and 2016. It does close updates in Microsoft 365 and Office 2019
- To close security holes in Office 2013 and 2016:
  - Choose: Start, Settings, Update and Security
  - In the middle of page, Choose: Advanced Options
  - At the top of the page, slide the slider until it is blue for "Receive updates for other MS products when you update Windows"
  - Approximately 40 updates will arrive soon after you make this change

PART 5 POSTPONING WINDOWS UPDATES

- Windows provides two types of updates on your computer
  - Monthly Updates: Occur automatically on the 2nd Tuesday of the month (or slightly after) unless you temporarily stop them
  - Feature Updates once a year in the fall
- Both types of updates make changes to your computer and bring improvements, but they also inevitably break some items that used to work
- You may wish to consider postponing these updates. See upcoming slides for how to do this
  - Advantage to postponing
    - Other people will be the Microsoft guinea pigs
    - You are less likely to have MS break your computer
  - Disadvantage
    - Takes time
    - Updates are monthly, so time required is multiplied by 12

POSTPONING FEATURE UPDATES

- Microsoft updates your computer to the newest version of Windows in the fall)
- These Feature updates are different from the monthly updates that close Windows security holes and fix other problems (see upcoming slide)
- The Feature update brings new features, but also inevitably breaks some things.

LIST OF WINDOWS FEATURE UPDATES

⦿ To determine your Win 10 version, in the "Type here to search" box type "winver"

- 21H2 Fall 2021
- 21H1 5/18/21
- 20H2 10/20/20
- 2004 5/25/20
- 1909 11/11/2019
- 1903 5/21/19
- 1809 October 2018 Update 10/2/18
- 1803 April 2018 Update 5/12/18
- 1709   Fall Creators Update 10/9/17
- 1703 = Creators Update 4/11/17
- 1607 = Anniversary update
- 1511= Initial update
- 1507= Original Win 10

Windows 10
Microsoft Windows
Version 20H2 (OS Build 19042.928)
© Microsoft Corporation. All rights reserved.

POSTPONING FEATURE UPDATES

⦿ MS makes it easy to postpone Feature Updates

- Choose: Settings, Update and Security, and on the left side of the screen, Windows update
- You'll see one of three possible messages
  - No message about Feature updates
  - Feature update is on its way
  - Feature update is ready for download and installation
- The message you see may differ from the message on the computer that belongs to your son/daughter/spouse, etc.

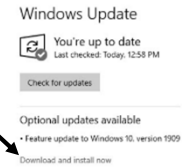

Feature update to Windows 10, version 2004

The Windows 10 May 2020 Update is on its way. Once it's ready for your device, you'll see the update available on this page.
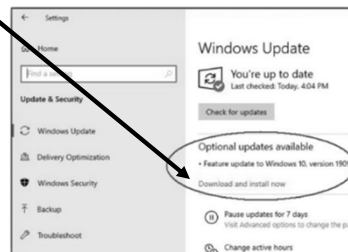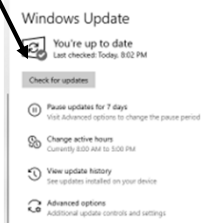
POSTPONING FEATURE UPDATES

- If you click "Download and install now" it will be installed.
- Suggest waiting ~4-5 months to do this so that the bugs are removed

Windows Update
You're up to date
Last checked: Today, 12:58 PM

Check for updates

Optional updates available
• Feature update to Windows 10, version 1909
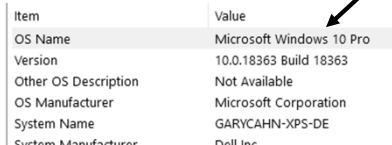Download and install now

POSTPONING FEATURE UPDATES

- In **theory** if you don't click "download and install now" and you haven't waited 14-18 months since the last Feature update, it won't be installed
- **But**, if you ever click "Check for updates" or if you are the victim of a MS mistake, the Feature update may be installed anyway
- Numerous examples of this
- There are two solutions to this, depending on whether you have Windows Home or Windows Pro. See next 2 pages

Windows Update
You're up to date
Last checked: Today, 8:02 PM

Check for updates

Pause updates for 7 days
Visit Advanced options to change the pause period

Change active hours
Currently 8:00 AM to 5:00 PM

View update history
See updates installed on your device

Advanced options
Additional update controls and settings

POSTPONING FEATURE UPDATES
DO YOU HAVE WIN 10 HOME OR PRO?

- In the "Type here to search" box type "system information"
- Click on the box at the top of your screen that says "System information app"
- The first line will say Windows Home or Windows Pro

Item	Value
OS Name	Microsoft Windows 10 Pro
Version	10.0.18363 Build 18363
Other OS Description	Not Available
OS Manufacturer	Microsoft Corporation
System Name	GARYCAHN-XPS-DE
System Manufacturer	Dell Inc.

POSTPONING FEATURE UPDATES
FOR WINDOWS 10 PRO
AND MAYBE HOME

- Here's a Youtube video that shows how to guarantee that your Feature Update is not performed without your permission
- https://www.youtube.com/watch?v=oLb4uKpvP5I
- If you have Pro, the directions are given from the beginning of the video to 1:52
- If you have the Home version, three separate sets of directions are given starting at 1:52 but all of them are rather complicated
- The video goes quickly.   You will need to start and stop it

POSTPONING MONTHLY UPDATES

- Monthly updates are released on the 2nd Tuesday of each month
- Monthly updates often have bugs in them, and it may be beneficial to wait 1-4 weeks for these bugs to be removed before installing the update
- Choose: Settings, Update & Security and on the left side of the screen choose Windows Update
- Choose "Advanced options"
- At the bottom of the page, in the "Pause update" section, choose a date between 1 and 31 days away

Pause updates

Temporarily pause up
limit, your device will

Pause until

Select date ⌄

Delivery Optimization

Privacy settings

PART 6
ACTION CENTER

- The Action Center is an area that collects all your notifications
- To access the Action Center, Click the icon (Notifications) just to the right of the time in the bottom right corner of your screen or {swipe left from the right edge of the screen}
- In the top right corner, Choose: Manage Notifications

1:15 PM
5/18/2017

Notification area
(System tray)

ACTION CENTER

Notifications & actions
Focus assist settings

- Show notifications on the lock screen
- Show reminders and incoming VoIP calls on the lock screen
- Allow notifications to play sounds
- Show me the Windows welcome experience after updates and occasionally when I sign in to highlight what's new and suggested
- Suggest ways I can finish setting up my device to get the most out of Windows
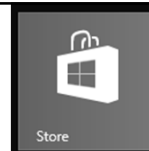- Get tips, tricks, and suggestions as you use Windows

Get notifications from these senders

Select a sender to see more settings. Some senders might also have their own notification settings. If so, open the sender to change them.

Sort by: Most recent ⌄

AutoPlay
On: Banners, Sounds — On

Security and Maintenance
On: Banners, Sounds — On

Print Notification
On: Banners, Sounds — On

Automatic file downloads
On: Banners, Sounds — On

Display Settings
On: Banners, Sounds — On

Microsoft Store
On: Banners, Sounds — On

- Turn any off or on, so they are more helpful to you
- For more about the Action Center, See https://www.howtogeek.com/225345/how-to-configure-the-windows-10-action-panel-with-your-own-customized-buttons/

PART 7
THE MICROSOFT STORE

- The Microsoft Store is generally the **only place** where you can obtain Universal Apps that run on Win 10
- D.A. for Win 10, e.g. MS Office, Turbo Tax, Antivirus software etc. can still be bought at retail stores or downloaded from web sites

TO SEARCH THROUGH ALL APPS IN THE STORE

◉ In the upper right corner click "Search" and type what you're looking for, e.g. astronomy

◉ Click on "Departments" and choose one of the 7 options

◉ Optionally, click on any of the other alternatives, e.g. Category

◉
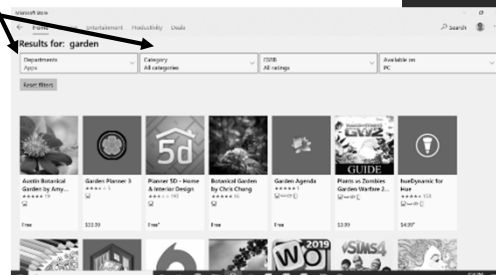
OBTAINING NEW APPS

◉ Click on an App of interest and read more about it.

◉ Click on "Reviews" to see the "Star Ratings" to help you decide whether the App is worth getting

◉ In the top right corner, click on "Buy" or "Get" to download the App to your computer

◉ You'll see a progress bar as the App is being installed

◉ Choose: Launch to start the App

◉ You can find your App on the left side start menu

QUESTIONS ABOUT THE MICROSOFT STORE?

PART 8
USING PRE-INSTALLED WINDOWS 10 APPS

◉ 8A Tips

◉ 8B Windows Mail

◉ 8C Photos

◉ 8D OneDrive (formerly SkyDrive)

◉ Apps you have (but might not know you have)

◉ Here's a site that reviews 29 default Apps that come with Win 10. The reviews provide you with information about how the Apps work. Unfortunately, the reviews were conducted in 2016, and since then most of the Apps have changed the way they work

http://reviewsofblah.blogspot.com/2016/02/windows-10-system-apps-review.html

TIPS APP
8A

⦿ Launch the Tips App by locating it on the left side Start menu under "T"

⦿ Click on any of the topics that interest you
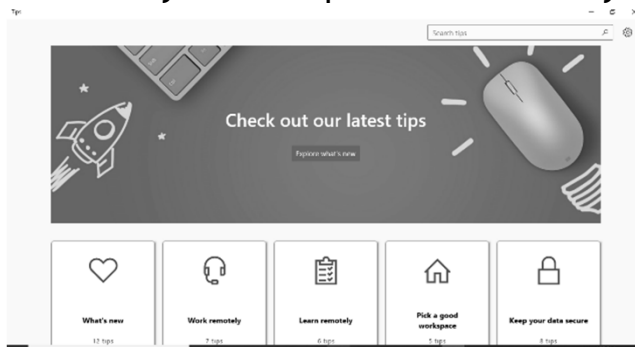

WINDOWS MAIL APP
8B

⦿ You can have multiple email accounts under the mail App including Gmail, Outlook, Yahoo, and Hotmail

⦿ To setup one of these accounts, choose one from the list that initially pops up

⦿ Alternatively on the left side of the page choose: Accounts. On the right side choose: Add account

⦿ You can also have POP 3 or IMAP accounts

⦿ To setup a POP 3 account see http://www.howtogeek.com/226010/how-to-configure-a-pop3-email-account-in-windows-10/

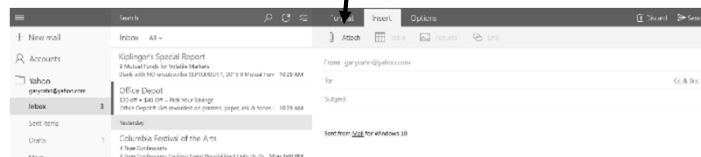⦿ To setup IMAP account see https://webdesigninhorsham.co.uk/set-email-windows-10-imap/

VIEWING EMAIL

- Launch the Mail App
- If you have multiple email accounts, choose the account you wish to use
- To see an email click it
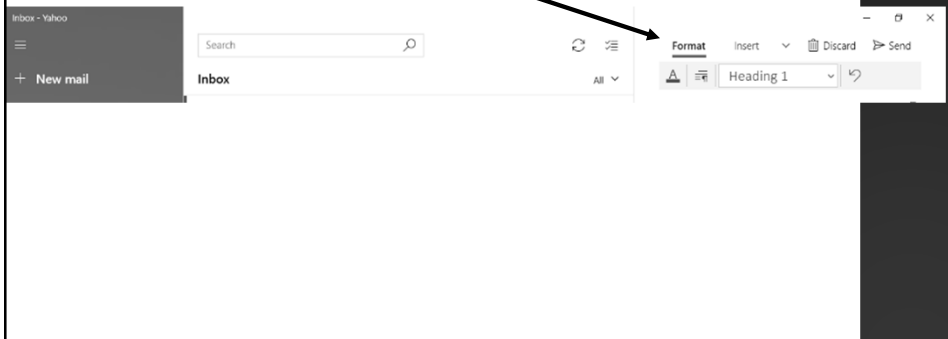- To compose a new mail, choose: New mail in upper left corner
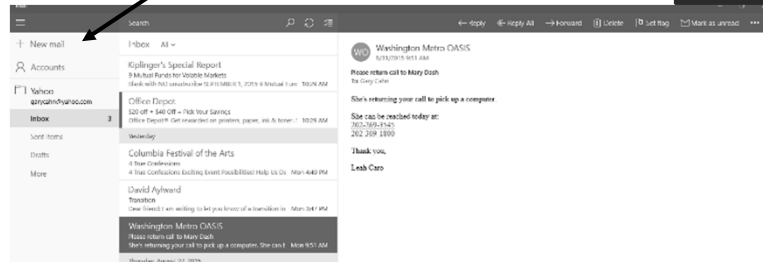
ADDING ATTACHMENTS

- To add an attachment, Choose: Insert, and then choose: the paperclip-files

CHANGING TEXT FONTS

- To change the font, bold, color, etc.,Choose: Format, and then highlight your selection
- Choose bold, underline, font color etc. and make your choice

CHANGING YOUR SIGNATURE

- Your signature defaults to "Sent from mail for Windows 10" even if you previously set your signature to be something else in Gmail, Yahoo, Hotmail, etc.
- To change your signature:
  - Launch the Mail App
  - Choose the gear in the lower left
  - Choose: Signature on the right side
  - Type your name in the signature box
  - Optionally: Choose: "Apply to all accounts" near top
  - Choose: Save
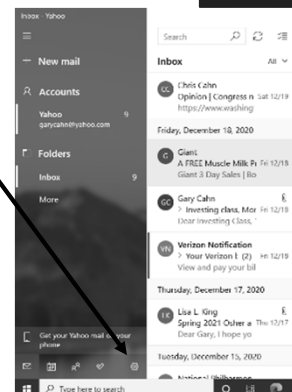
PHOTO APP
8C

- Allows you to:
  - Organize photos
  - Edit photos
  - Create slideshows
  - Email photos to others
- To learn more about the App see https://www.digitalcitizen.life/photos-app-windows-10/
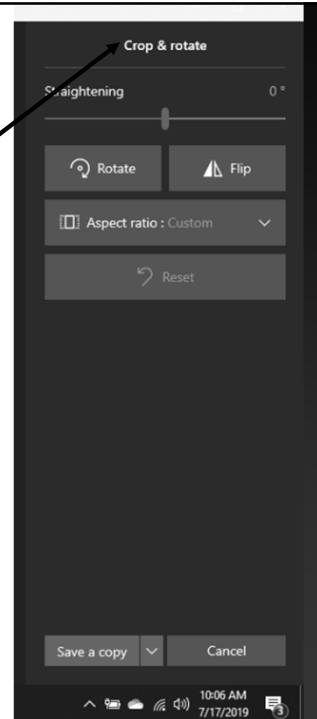
PHOTO APP

- Launch the Photo App and click a photo
- Choose Edit and Create, and then Edit

PHOTO APP
EDITING PHOTOS

- To crop, drag any of the four corners inwards. Can do this repeatedly for different corners

ADJUSTMENTS

- In the middle of the screen at the top of the screen, choose "adjustments"
- Drag any of the 4 sliders on right side
- Click "Redeye", and then click on one eye to remove the redeye
- Click "Spotfix" to repair blemishes
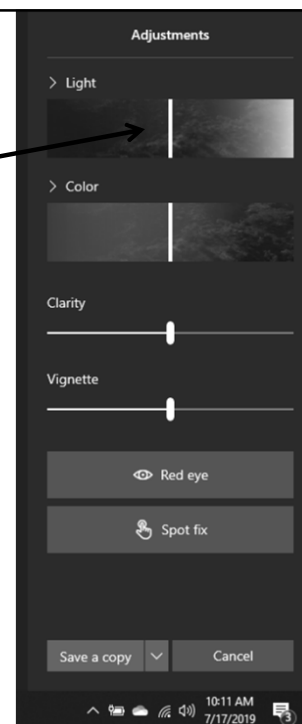
ADDING PHOTOS TO YOUR BACKGROUND OR LOCK SCREEN

- Launch the Photo App
- Find a photo you like and click it
- Right click the photo
- Click "Set as"
- Choose "Set as lock screen" or "Set as background"

OneDrive (formerly SkyDrive) 8D

- OneDrive allows you to place up to 5 GB (15 GB if you signed up for OneDrive before 4/2012) of files (documents, photos, music, etc.) on the web for free
- You can access these files from any computer that has web access
- If you edit one of these files from one computer, all of your other computers see the newly revised file
- You can share some or all of these files with family and friends. This is particularly useful for sharing files that are too big to send via email
- See more about OneDrive at http://www.digitaltrends.com/computing/onedrive-will-work-windows-10/ or https://support.office.com/en-us/article/OneDrive-training-1f608184-b7e6-43ca-8753-2ff679203132?ui=en-US&rs=en-US&ad=US

DID YOU KNOW YOU HAVE ALL THESE APPS IN WIN 10?

⊙ All of these can be found in the list of Apps on the left side Start menu

- Alarms & clock, Calculator, Calendar, Camera, Groove music, Maps, Microsoft News, Microsoft Solitaire, Movies & TV, OneNote, Sticky notes, Voice recorder, Weather, Windows Media player, Windows speech recognition (under Windows ease of access), and under Windows Accessories— Notepad, Paint, Snipping tool (lets you copy images from any screen and paste them somewhere else), Windows Fax and Scan, and Wordpad

QUESTIONS ABOUT PREINSTALLED APPS?

PART 9
SYSTEM RESTORE

Part 9
System Restore

◉ System Restore allows you to use Restore Points to return your computer's settings to the way they were on an earlier date

◉ When you use System Restore, it only affects your computer's settings, not your data

◉ It does not replace backing up your computer (See upcoming slide)

◉ System Restore is turned off by default in Win 10, although some manufactures turn it on

◉ To turn it on see http://www.pcworld.com/article/2955023/windows/how-to-turn-on-system-restore-in-windows-10-to-protect-against-bad-updates.html#tk.rss_all

System Restore

- System Restore allows you to use Restore Points
- Restore points (R.P.) give you a way to "fix" your computer when it "breaks"
- R.P. allow you to "roll-back" your computer to a point when it was working, in the event it breaks. R.P. are not a substitute for backup, and they do not backup data—only the "workings" of the computer
- R.P are created automatically when you use your computer
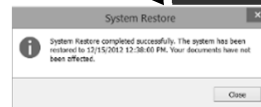- In addition, you can create R.P manually. See upcoming slide

USING A RESTORE POINT

- If you have a problem with your computer and need to use a restore point:
  - In the "Type here to search" box, type "System Restore"
  - Click on "Create a restore point" in the top left corner of the screen
  - Choose: System restore and then "next"
  - You'll see a list of available dates
 - Choose a date, then choose: Next, and then choose: Finish
  - See next slide
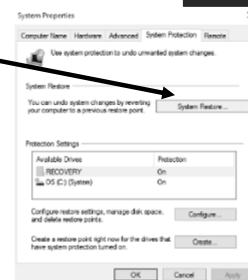
USING A RESTORE POINT

- Your computer will reboot
- When it restarts, you will see a series of messages indicating that System Restore is working
- Once your computer has finished restarting you will see a message indicating that your computer has been returned to the date you chose
- For more about System Restore see https://www.howtogeek.com/howto/windows-vista/using-windows-vista-system-restore/ or

  http://www.techrepublic.com/article/how-to-use-windows-10s-system-restore-as-a-recovery-tool/

CREATING A MANUAL RESTORE POINT

- If you're about to make a change to your computer, e.g. installing new software, you might want to create a manual restore point prior to making your change. This will allow you to use the R.P. if something goes wrong with your change or software installation
  - In the "Type here to search" box, type "System Restore"
  - Choose: Create a restore point
  - Choose: "Create a restore point now for the drives that have system protection on"
  - Give your Restore Point a name and choose: Create. It will take a minute or so
  - You'll see a message once the restore point has been created
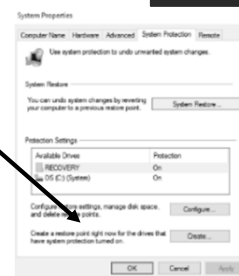
Part 10
21 Miscellaneous Items

1. Create a Recovery Drive
2. Resetting your computer
3. Windows Security (Formerly Windows Defender and Microsoft Security)
4. Making text larger
5. The Troubleshooter
6. Playing DVDs
7. Backup your computer
8. Changing PC Settings
9. Create or Read PDFs
10. Virtual desktops
11. Windows 10 Privacy
12. Windows 10 Snooping
13. Windows Smart Screen
14. Find My Device
15. Add a touch keyboard
16. Windows Ink
17. Reducing programs that run on startup
18. Emojis
19. Windows Sandbox
20. Dictation
21. Learning more

1 CREATE A RECOVERY DRIVE (AKA SYSTEM REPAIR DISK)

- If your computer ever fails to startup properly, a Recovery Drive can be a lifesaver
- A Recovery Drive allows you to access your data files or repair your computer
- Must create a Recovery Drive before you have a problem
- For directions to create a Recovery Drive, and use the Recovery Drive if you have a problem see https://www.pcmag.com/how-to/how-to-revive-windows-10-with-a-recovery-drive
- Requires a 16 GB flash drive. Does not work with a DVD
- When you upgrade from one Windows version to another, e.g. from 21H1 to 21H2, you need to recreate your recovery drive

49

2 RESETTING YOUR COMPUTER

A. If you are having problems with your computer, Windows 10 allows you to "fix" your computer in one of 7 ways. All of them, including the 3 below, are discussed here: http://windows.microsoft.com/en-us/windows-10/windows-10-recovery-options

   1. One of the 7 methods requires you to create a Recovery Drive. (See Item 2 one slide earlier) This must be done before you have a problem. See http://windows.microsoft.com/en-us/windows-10/create-a-recovery-drive

   2. Another of the 7 methods is System Restore (See Part 9 several slides earlier)

   3. Reset Your PC is another of the 7 methods. There are two types of resets. One allows you to keep all the files you've created, while the other does not. Both are available here: Choose: Start button, Settings, Update + Security, Recovery. Under "Reset this PC" choose: Get Started. Additional directions are at https://www.laptopmag.com/articles/reset-windows-10-pc

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## 3 Windows Security (Formerly Microsoft Defender and Windows Defender)

◉ Windows Security anti-malware is free, includes free updates for life, and comes built into Win 10

◉ Initially, Windows Security was not highly rated, but now has received greatly improved ratings

◉ Some anti-malware programs allow you to use a small part of Windows Security if you are already using another anti-malware program. See next slide

◉ If you wish to remove your other anti-malware software, e.g. Norton, McAfee etc. that came with your computer, you can uninstall it. Once that's done, install Windows Security by doing the following:

   ▪ Choose: Settings, Update & Security, Windows Security, Open Windows Security. In the bottom left corner, Choose: Settings. In the middle of the page, Choose: Manage Providers. "Turn On: Microsoft Defender Antivirus"

WINDOWS SECURITY

◉ Windows Security can scan your computer for viruses, in addition to your "regular" anti-virus program. These scans may catch viruses that your antivirus program miss. Some antivirus programs (Norton is one) may "complain" if you turn it on because Microsoft Defender may conflict with them. In that case, turn Windows Security's scanning "off."

◉ These scans are called Limited Periodic Scanning. It is disabled by default

◉ To enable Limited Periodic Scanning. Choose Settings, Update & Security, on the left side of the page-Windows Security, in the middle of the page: Virus and Threat Protection, on the left side of the page: Virus and Threat Protection, at the bottom of the page: Microsoft Defender antivirus options. Turn Periodic scanning on.

◉ If Windows Security sends you notices too frequently, here's how to turn off those notices http://www.pcworld.com/article/3120305/windows/how-to-turn-off-windows-defenders-enhanced-notifications-in-windows-10.html#tk.rss_all

◉ For more about Windows Security, see https://www.pcmag.com/reviews/microsoft-windows-defender-security-center

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4 Making Text And Other Items Larger

◉ Choose: Start. Click the Settings gear on the left side

◉ Choose: Ease of Access

◉ You have 4 methods to making items larger

- Make text bigger
- Make everything bigger
- Change the size of apps/text on other displays
- Change the size of your cursor
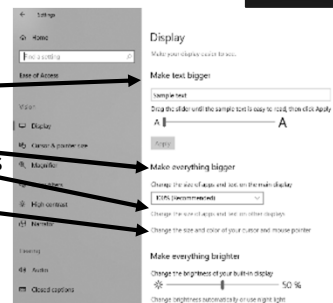
5 The Troubleshooter

◉ The troubleshooter can help you solve problems on your computer

◉ In the Type Here to Search box, type "Control Panel"   Choose: Control panel

◉ In the Search box in the upper right corner that says "view by" Choose: Small icons.

◉ You'll see 30+ small icons. Choose: Troubleshooting

◉ There are 4 broad choices available and several smaller choices in each of the broad areas

◉ Make your choice and follow the directions
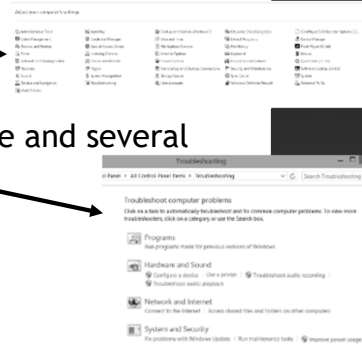
ALL TROUBLESHOOTING 5A

◉ In addition to the troubleshooter on the previous page, there is a separate page of troubleshooting options with even more choices

◉ Choose: Settings, Update & Security. On the left side, Choose: Troubleshoot.

◉ At the bottom of the page click on "Additional troubleshooters"

◉ On the next page, choose one of the troubleshooters

◉ There is overlap between the troubleshooters on this slide and the previous slide
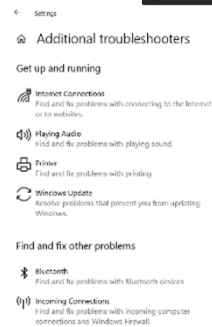
6 Playing DVDs

⦿ Windows 10 does not come with the ability to play DVDs, although some computer manufactures add software to your computer with this capability

⦿ If your computer can't play DVDs download the free VLC player at http://www.videolan.org/vlc/download-windows.html

7 BACKUP YOUR COMPUTER

⦿ Windows 10 offers two types of backup
⦿ You may use one or both of these methods
  ▪ 1. Create and restore an image based backup identical to Win 7's backup
    o Backs-up your entire computer (data and programs)
    o Useful if your hard drive crashes and you need to restore everything
    o Downside to this backup is that you can't restore individual files to your computer. There is a way to overcome this problem, but it is a bit complicated and I don't recommend it. The better alternative to backing up individual files is to use #2 below
  ▪ 2. A new type of automatic backup called "File History." Backups occur automatically as often as every 10 minutes, and include: documents, music, photos, contacts, favorites, etc. You can modify the default items that are backed up.
    o This is easy to setup and leaves you with no excuse for not doing regular backups.
    o Backs-up data only

BACKUP YOUR COMPUTER

- You'll probably need an external hard drive plugged into your computer before you begin either of the 2 backups above. Alternatively, you can use a flash drive, but many are not large enough, particularly for the image backup
- Option 3 – There are backup solutions that combine image and file by file backups into a single piece of software, but these aren't built in to Win 10. See upcoming slide

DIRECTIONS TO BACKUP YOUR COMPUTER

- 1. Image backup See https://www.windowscentral.com/how-make-full-backup-windows-10#create_fullbackup_windows10
- 2. File History backup. See https://redmondmag.com/articles/2020/05/05/windows-file-history-backup.aspx   or
- https://www.pcworld.com/article/423183/how-to-use-windows-10s-file-history-backup-feature.html#tk.rss_howto

2 BACKUPS THAT DO IMAGE AND FILE BY FILE SOFTWARE SOLUTIONS

- ⊙ Software
  - R Drive Image
    - https://www.drive-image.com/Drive_Image_Download.shtml
    - Review at https://www.pcworld.com/article/403369/r-drive-image-review-super-reliable-imaging-backup.html
    - $45
  - EaseUS ToDo Backup Free
    - http://www.todo-backup.com/products/home/free-backup-software.htm
    - Review at https://www.lifewire.com/easeus-todo-backup-free-review-2617911
    - Free
    - File by file backup and Image backup. However, you can extract individual files from the image backup

8 Changing Settings

- ⊙ To change a PC settings you generally go to one of two places. There is great overlap between the 2 methods
  - Method 1: In the "Type here to search" box, type "Control Panel" and at the top of the screen choose: Control Panel App
  - Method 2A In Desktop mode, On the Start menu, Choose: the settings icon (the gear)
  - Method 2B In Tablet Mode, Tap: Notifications, All Settings
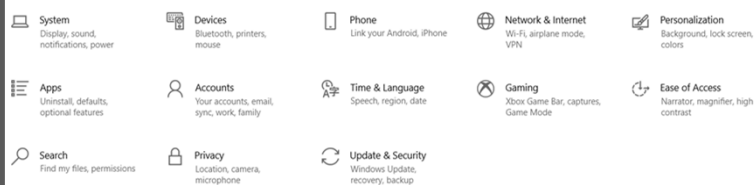
9 CREATE AND READ A PDF

- You no longer have to download Adobe Reader to read PDFs.
- Win 10 comes with a built-in PDF reader which is inside MS Edge
- You can now create your own PDFs
- Inside any program, choose: Print, and locate the "printer" named Microsoft Print to PDF.
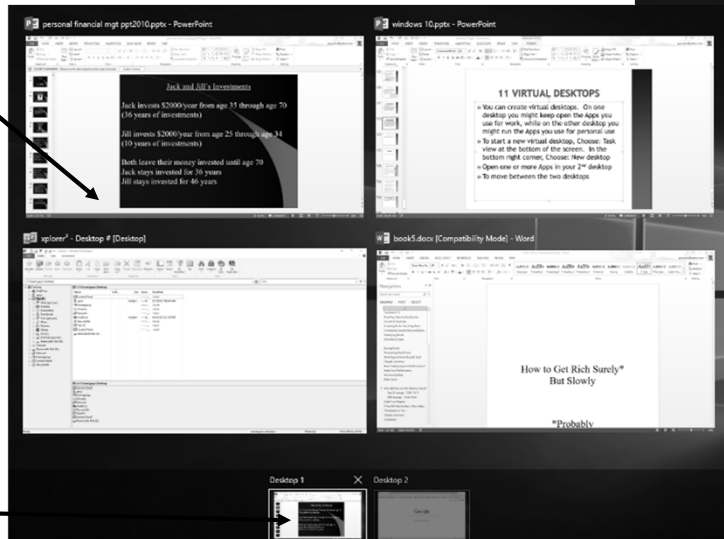- Select that printer and choose: Print
- Your PDF will be created and opened

10 VIRTUAL DESKTOPS

- You can create virtual desktops. On one desktop you might keep open the Apps you use for work, while on the other desktop you might run the Apps you use for pleasure
- To start a new virtual desktop, Choose: Task view at the bottom of the screen. In the bottom right corner, Choose: New desktop
- Open one or more Apps in your 2nd desktop
- To move between the two desktops, Choose: Task View, and then at the bottom of the screen, select either desktop
- Once the virtual desktops are created, they are permanent, until you abandon them
- To learn more see https://www.yahoo.com/tech/how-to-use-your-free-virtual-monitors-in-windows-126359143429.html
- https://www.yahoo.com/tech/how-to-use-your-free-virtual-monitors-in-windows-126359143429.html and http://www.pcworld.com/article/2952864/windows/how-to-use-windows-10s-task-view-and-virtual-desktops.html
- See next slide

VIRTUAL DESKTOPS

Four open
Apps on
Desktop 1

Desktop 1
and 2

11 WINDOWS 10 PRIVACY

- Many privacy settings are available in one spot
- Turning off some of these settings can improve your privacy, but may simultaneously limit the functionality of your computer
- Choose: Settings, Privacy. There are 27 choices on the left side
- Even if you turn off many of these options, Windows still snoops on you. See next slides
- More information is available at http://www.pcworld.com/article/3190030/windows/windows-10-privacy-settings-whats-new-in-the-creators-update.html#tk.rss_all
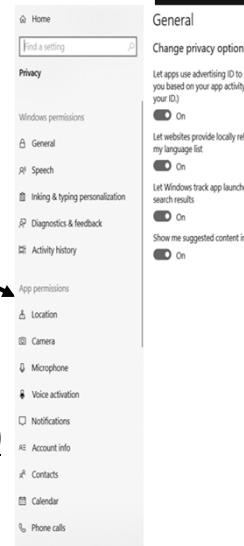
12 WINDOWS 10 SNOOPING

- There is overlap between this section and the previous section about privacy (Section 11)
- This article offers many ways you reduce snooping by Microsoft in Windows 10 https://www.pcmag.com/news/how-to-protect-your-privacy-in-windows-10
- MS collects an enormous amount of anonymous information about you while you use Win 10. Similarly, Google, Facebook, etc. also collect information about you. You can reduce the information collected by visiting the following web sites
- This slideshow offers a variety of ways to reduce snooping https://www.computerworld.com/article/3219656/windows-pcs/the-definitive-guide-to-privacy-settings-in-windows-10-creators-update.html#slide2 Click the arrows to go to the next slide
- When you first setup Win 10, they asked you whether you want to create individual settings or choose default settings. Almost everyone chooses the latter. Doing so greatly increases the amount of snooping that Win 10 does. This article explains how to retroactively change the default choices you made http://www.pcworld.com/article/3095284/windows/windows-10-upgrade-dont-use-express-settings-if-you-value-your-privacy.html

12 WIN 10 SNOOPING

- This article offers privacy suggestions for both Win 10 and 3rd party Apps http://www.zdnet.com/article/take-control-of-your-privacy-in-windows-10/
- For more about Cortana and privacy issues see http://windows.microsoft.com/en-us/windows-10/cortana-privacy-faq
- For more Win 10 privacy issues see http://www.pcworld.com/article/2971725/windows/how-to-reclaim-your-privacy-in-windows-10-piece-by-piece.html

WIN 10 SNOOPING

- Excellent article that discusses precisely how Microsoft snoops and how the information is transmitted See http://www.zdnet.com/article/windows-10-telemetry-secrets/
- There is a free program available that will allow you to individually disable 50 methods that Win 10 snoops on you. See http://www.downloadcrew.com/article/33585-oo_shutup10 It is not downloaded from the App store, but rather here https://www.oo-software.com/en/shutup10
- Additional Win 10 privacy issues are discussed here http://www.charlotteobserver.com/news/business/article33708858.html and here http://www.pcmag.com/article2/0,2817,2489212,00.asp
- Additional Win 10 snooping. https://www.computerworld.com/article/3025709/microsoft-windows/how-to-protect-your-privacy-in-windows-10.html#tk.twt_ctw

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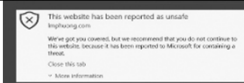
13 WINDOWS SMART SCREEN

- Smart Screen is only useful in Microsoft Edge
- Windows Smart Screen checks web sites you visit against a database it maintains to ensure the sites don't have malware on them
- The Smart Screen database is not perfect, but it is good
- Some computer manufactures turn Smart Screen off. Assuming you use Edge, verify it is on by going to Settings, and Choosing: Update and Security, on the left choose: Windows Security, in the center choose: App and Browser Control.
- Click on Reputation based protection settings
- Verify everything is set to "on." See next slide

13 SMART SCREEN
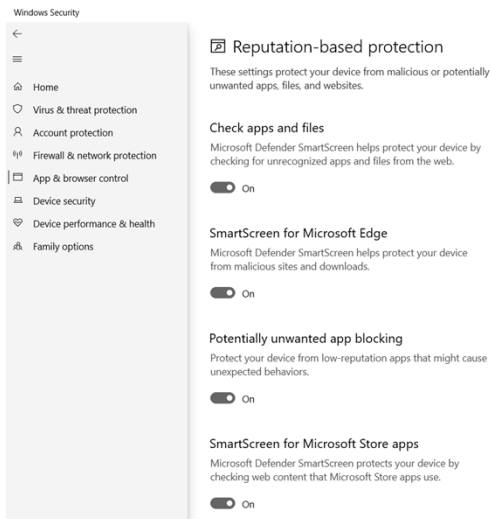
14 FIND MY DEVICE

- Win 10 has a built in feature to find your computer if it is lost or stolen
- This feature may be turned off by default
- Turn it on **before** you lose your device
- Choose: Settings, Update & Security, Find My Device. Change "Find My Device" setting to "On"
- If your device is lost or stolen, See: http://windows.microsoft.com/en-us/windows/find-lost-phone for directions to find your device
- The location for my 2 devices is very inaccurate

15 ADD TOUCH KEYBOARD

- You can add a "touch" keyboard that doesn't require touch, but works with a mouse
- Keyboard offers emoticons, accented vowels (éô), currencies (€ £), ¾ and other fractions, and more
- Right click the taskbar and choose: Show touch keyboard button. This inserts a tiny keyboard on taskbar just to the left of clock. Click the keyboard to open it
- Click smiley face or &123 or click and hold vowels
- On the &123 keybd, click the arrow just above it to see even more symbols. Click and hold ½, all the vowels, and other keys to see multiple options

16 WINDOWS INK

- If you have a touch screen you can use your finger or a stylus to handwrite messages or draw pictures using Windows Ink
- Additionally, there are 40 Apps that are compatible with Ink, with more coming
- Click the icon on the task bar to use Ink
- Directions to use Ink at http://www.howtogeek.com/265056/how-to-use-or-disable-the-windows-ink-workspace-on-windows-10

17 REDUCING PROGRAMS THAT RUN ON STARTUP

- ◉ When you turn on your computer, it loads many programs that may be unnecessary
- ◉ These take time to load, time to shutdown when you turn off your computer, and use memory during the day
- ◉ To see these, Choose: Start menu, Settings, Apps, Startup
- ◉ Turn off any that you don't use, by clicking the blue oval next to "On"

Startup

Startup Apps

Apps can be configured to start when you log in. In most cases apps will start minimized or may only start a background task.

Sort by: Name ∨

Alps Pointing-device Driver
Alps Electric Co., Ltd.   ◉ On   Low impact

AvLaunch component
AVG Technologies CZ, s.r.o.   ◉ On   High impact

Microsoft OneDrive
Microsoft Corporation   ◉ On   High impact

Windows Defender notification icon
Microsoft Corporation   ◉ On   Low impact

18 EMOJIS

- ◉ In Word, Excel, Powerpoint, Email, etc. press the ⊞ key and the semicolon simultaneously, and a box of emojis will display
- ◉ Click any emoji to add it to the text you're typing
- ◉ Hit tab key to go to the bottom row to see more
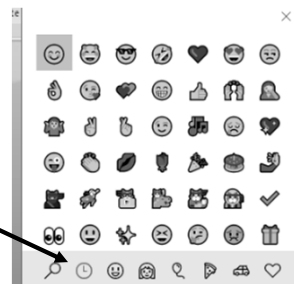
19 WINDOWS SANDBOX

⦿ Windows Sandbox requires Windows Pro. It doesn't work on Windows Home

⦿ Windows Sandbox is an area that is walled off from the rest of your computer. If you fear a program you have downloaded might have a virus attached, or you are worried a website you are about to visit might contain a virus, you can go to the Sandbox before moving forward to use the suspect program or visit the problematic web site

⦿ For more about Windows Sandbox see https://www.pcworld.com/article/3338084/how-to-use-windows-sandbox-microsoft.html

20 DICTATION

⦿ Open a blank page in Word, email, or anywhere you wish to dictate

⦿ Hit Windows Key + H

⦿ Start dictating

⦿ Click the X to end dictation

⦿ If dictation stops, tap the microphone icon to start it again

⦿ Dictation understands the words: comma, period, new paragraph, semicolon, etc.

21 Three Methods to Learn More About Win 10

- Method 1 Choose: Start, Tips
- Method 2 Use Linkedin Learning which is free if you access it through the M.C. or D.C. Public Library web site. Need a library card
- For DC go to https://tinyurl.com/ycksbmuf
- For Montg. Cty go to https://tinyurl.com/mr2tahu6
  - Enter your library card number and PIN
  - At the top of the page search for any subject you'd like to learn about, e.g. iPad, Windows 11, Microsoft Word, Excel, etc.
- Method 3 Use Google and search for any Windows 10 question you have

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QUESTIONS

Good luck with your Windows 10 computer