

# Windows 10 Supplement

## Microsoft Plan

For decades, Microsoft (MS) has been working towards **ONE** tool to handle all of your computing and information needs. The computing industry has settled on the term “convergence” as the path to attaining this goal. MS developed and/or purchased the software ideas to link all of the Office pieces under one umbrella so they can trade and access data and information. MS has moved their Operating System (Windows) onto the tablets so the tablet and laptop/desktop units work the same way. MS purchased Nokia so they would have the ability to develop Windows for the cell phone technology. Now with Windows 10, MS has a platform that will look and work the same across all user technology. However, the venture into the phone area didn’t work out.

## 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
  - Cell technology
  - Universal apps
  - Voice to text
  - Text to voice
  - TV tuner

### Expanded the work place

- MS application adapted to PC and tablets.
- Provide support for moving apps to Windows 10
- Introduce “Edge”
  - New Internet browser
  - Greater security
  - More functionality

## Important Tasks

### Protect Your Investment

Control access to the PC and make copies

NO ONE outside your house gets access to your PC

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?

## 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.

## Login no password

Search "Netplwiz"

Select account

Uncheck box "User must enter..."

Enter password

# Let's start using Windows 10

## Modified 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

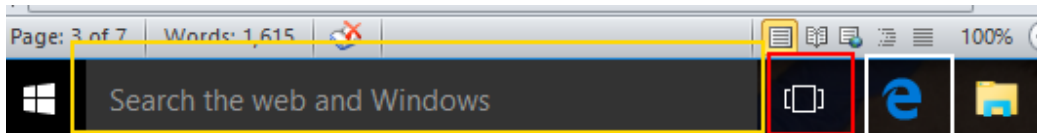
Left click

- 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

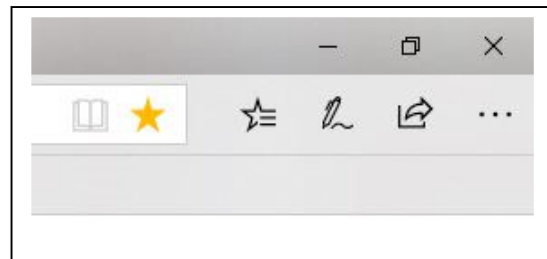
- Favorites
- Reading List
- Books
- History
- Downloads

Pen with writing – Add notes to page

Lines with arrow – Share with friends

(Another attempt to get you to set-up mail and connect to server)

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

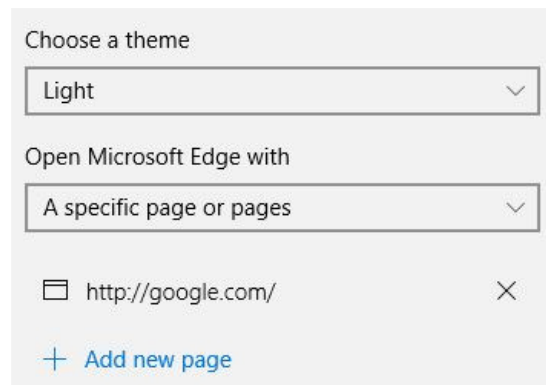


### Settings and More

- Favorites – View Favorites (Why?)
- Find on this page – lets you find word (or words) on a page
- Read aloud – will read the page to you.
- Print
- Pin page to taskbar
- Pin page to Start
- Settings

### Settings menu

- Set Home Page
  - Under “Open Microsoft Edge with“
  - Click “A specific page or pages”
  - Click the “Add new page”
  - Enter your desired home page in “enter a web address” box
  - Click save symbol



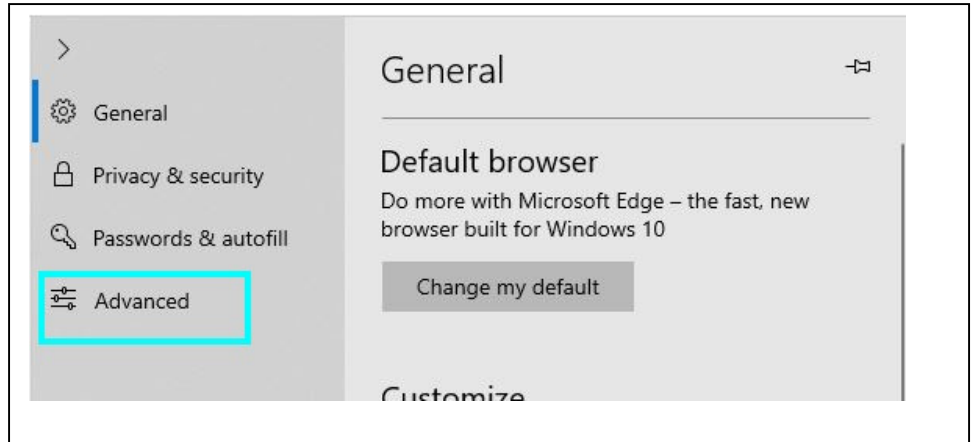
Show Favorites bar (Red box)

- slide switch to right

The Advanced Settings options was at the bottom of the settings column. However, it has been moved from the settings column to a column adjacent to the settings on the left side.

### Advanced Settings

- Slide switch to right for following
- Show the home button
- Block pop-ups
- Offer to save passwords
- Save form entries
- Send Do Not Track requests



Want Internet Explorer back – Possible, but only for a year?

- Use search box – Internet Explorer
- Increasing security holes
- Goes off support January 1 2020

## 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

Kaspersky

- Very Good – but Russian distribution
- 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

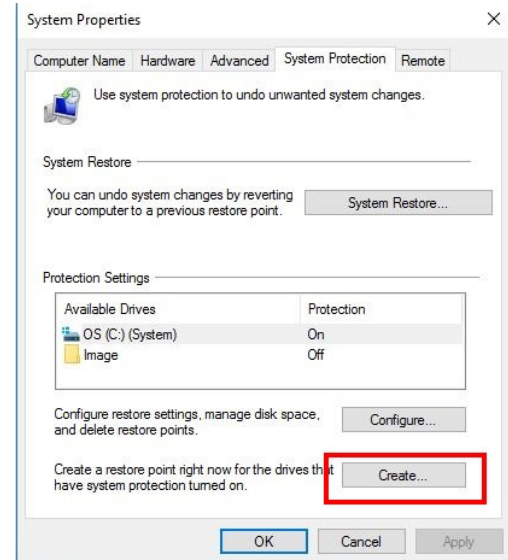
Properly eject the external storage device

Place in safe place.

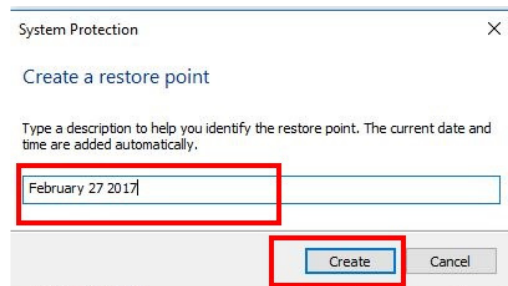
If you keep pictures of room furnishings and valuable items for insurance, create a second copy and give to sister.

## Create a Restore Point

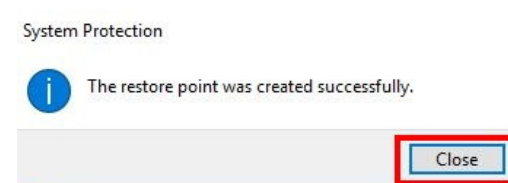
- In the Cortana search area, type **create a restore point**. (yellow box) Choose to **Create a Restore Point**.
- In pop-up window, select the **Create** button (Red box)



- 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.**

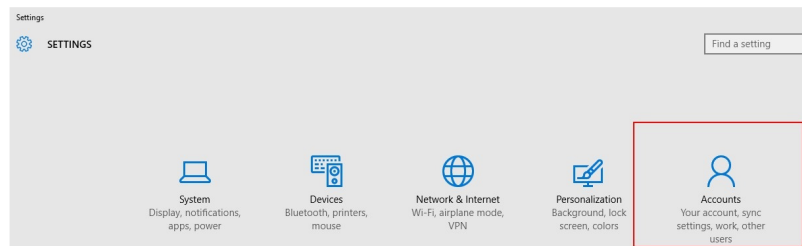


## Download and Install

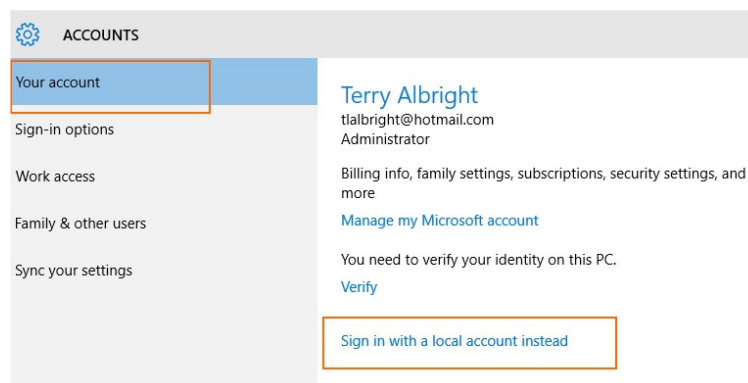
- Ccleaner – program to edit start-up programs and clean registry
  - [http://filehippo.com/download\\_ccleaner/](http://filehippo.com/download_ccleaner/)
- Office Package – MS or LibreOffice, must decide if you want Microsoft or accept an alternative (free) product.
  - <http://www.libreoffice.org/download/libreoffice-fresh/> (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”

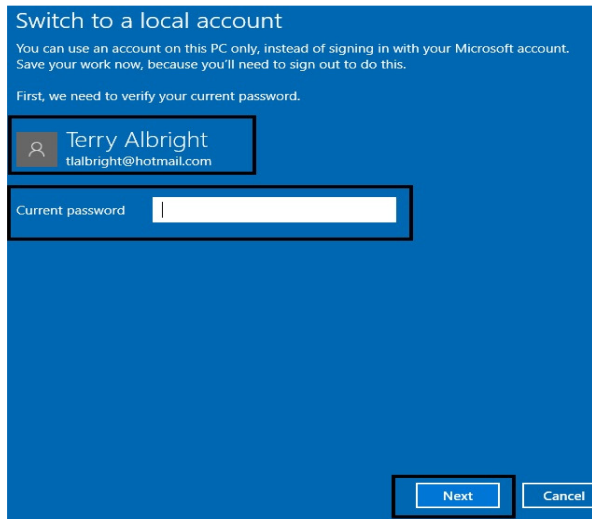


4. When the “Accounts” window opens highlight “Your Account” and select “Sign in with a account instead.”



local

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

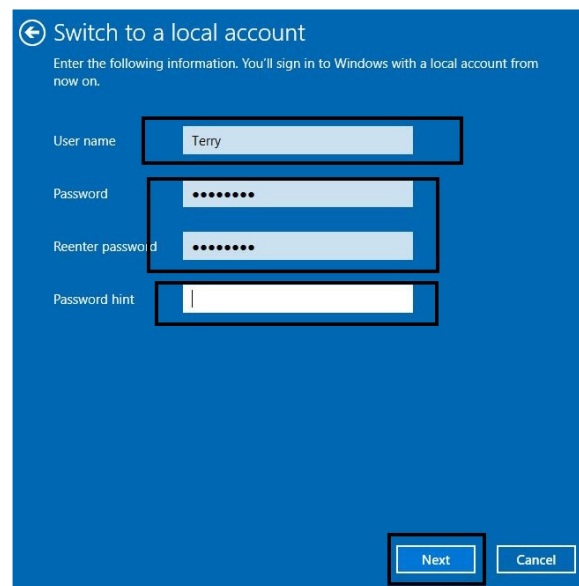


check and be

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.

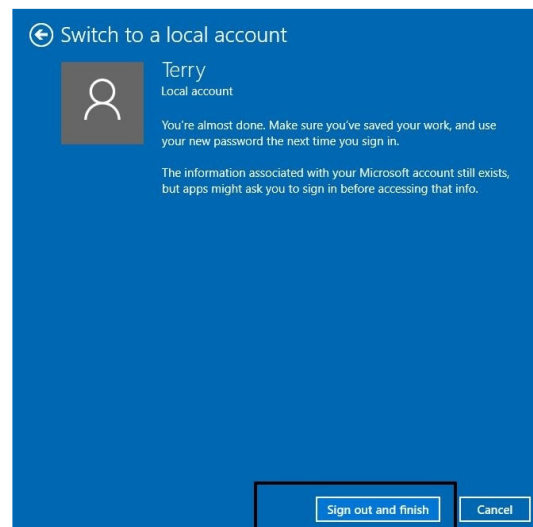
verify

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

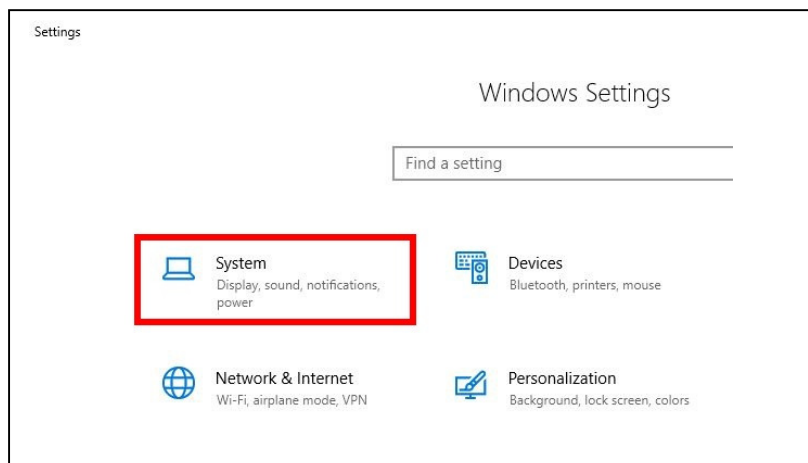
## Find Yourself in Tablet Mode

(No Taskbar, No start icon)

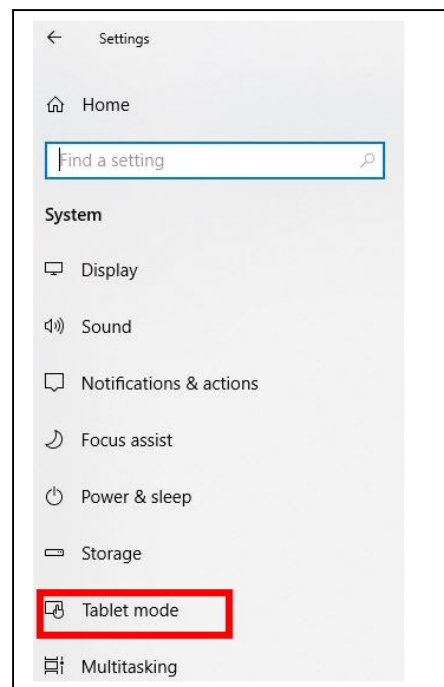
1. Hit the **“Start”** (Windows Key)
2. Click the **“Settings”** icon.



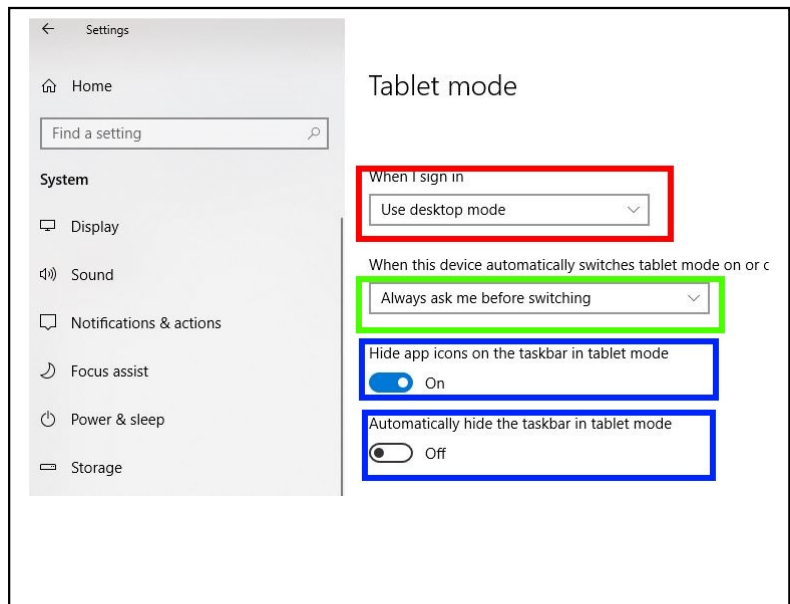
3. Click **“System”**



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