

Windows 10 FAQ

1. What about Windows 10 Privacy – see <http://bit.ly/privacyfaq>. Should I just use the Express Setup?
2. How can I get Windows 7 games back – see <http://bit.ly/getwin7games>
3. What are the various Windows 10 account types and other account settings?
4. How do I add an additional user account?
5. Can I change from a Microsoft Account to a Local account and vice versa?
6. Are there benefits to using a Standard Account type? See <http://bit.ly/standardaccount>
7. Should I just use the Express Setup?
 - See <http://bit.ly/expresssettings>
8. Do I need to use a password with Windows 10? See <http://bit.ly/nomorepassword>
9. What is a User Profile?
10. How do I skip the Windows 10 Splash Screen? See how [here](#).
11. What's the difference between Delete and Shift-Delete?
12. What's the difference between deleting from your hard drive and flash drive?
13. What browsers can I use?
 - Internet Explorer, Edge, Firefox, Google Chrome
 - What if I use Windows Vista?
14. How do I make a web page easier to read? <http://bit.ly/easiertoread>
15. How do I start Firefox in the Safe mode and why should I?
16. How do you print with the Edge browser? Did you know it can open PDFs?
17. What are MP3's versus MP4's?
18. How do you launch a 2nd copy of a program?
19. How do I tell a USB 2.0 device from a USB 3.0 device and what's the difference?
20. Why should I name my PC and hard drive?
21. Do I need a password when waking from Sleep?
22. How do I make my screen easier to see? See <http://bit.ly/screenviews>
23. How many files can be stored on various media?
 - CD 16 songs or 80 MP3's, 65 JPG's
 - DVD 600 MP3's, 470 JPG's
 - 8GB Flash Drive 1000 MP3's, 800 JPG's
24. What's the best way to remain safe?
 - Keep Windows up to date
 - Scan you PC weekly with Malwarebytes or equivalent
 - Don't click links in any E-mail
 - Don't let anyone take over your PC
 - Keep your software up to date with PatchMyPC or Secunia (Flexera) Personal Inspector.
 - Don't respond to phone calls from "Microsoft"
 - Don't update your drivers unless something stops working
 - Don't answer phone calls about your PC
 - Don't respond to popups
 - Avoid Adobe products including the Flash Player
25. How do I change my default search engine? See <http://bit.ly/deefaultsearch>
26. How can I tell how many fonts are installed?
27. How can I create an icon? Try the portable program [here](#)
28. How can I label a flash drive and customize the icon?
29. How can I access my E-mail while traveling?

30. What antivirus should I use? See more at <http://www.av-comparatives.org>
31. How do I change my Home page(s)? See info at <http://www.wikihow.com/Change-Your-Home-Page>
32. How do I setup my default Applications? See info at <http://bit.ly/defaultapps>
33. What are Apps versus Applications?
34. How do I use the Snipping Tool?
35. Can I pin a folder to the Taskbar? See <http://bit.ly/pinafolder>
36. How do you re-order the Taskbar icons?
37. How do I rename a hard drive or my computer?
38. How do you quickly launch Taskbar applications?
39. How do I search within a Web page? Use Control-F.
40. What's the best way to transfer photos to your PC?
41. How do I rename files as a batch including file in subfolders? See [bulk rename](#)
42. What are some of the better Browser plugins?
43. How do you close a program without switching to it?
44. How do you run two programs side-by-side?
45. When do I left-click versus right-click?
46. How can I capture and print a portion of the screen? Use the Snipping Tool or the free Greenshot at <http://getgreenshot.org/downloads>
47. What is a Context Menu?
 - See <http://www.thewindowsclub.com/remove-click-context-menu-items-editors>
 - You can actually edit the menu with Ccleaner or ShellExView from <http://www.nirsoft.net/utills/shexview.html>
48. How do I determine the properties of anything? Just right-click it.
49. How to I locate my downloaded files and how can I choose where they go?
50. How do I configure the Windows 10 Start menu?
51. What is Hibernate versus Sleep and how do I set these up? See <http://bit.ly/hibernatesettings>
52. What is the latest version of Windows 10?
53. How can I tell what version of Windows I have? Go to Settings, System, About
54. How can I play DVDs? See [Playing DVDs with Windows 10](#)
55. How can I transfer a DVD movie to my iPad?
56. Do I have to upgrade to Win10? In a word – no!
57. How long will my version of Windows be supported – see <http://bit.ly/winlifecycle>

Client operating systems	Latest update or service pack	End of mainstream support	End of extended support
Windows XP	Service Pack 3	April 14, 2009	April 8, 2014
Windows Vista	Service Pack 2	April 10, 2012	April 11, 2017
Windows 7*	Service Pack 1	January 13, 2015	January 14, 2020
Windows 8	Windows 8.1	January 9, 2018	January 10, 2023
Windows 10, released in July 2015**	N/A	October 13, 2020	October 14, 2025

58. How to I change my Desktop icons? See <http://bit.ly/desktopicon>
59. Can I get a better Start menu; can I make Windows 10 look more familiar?
60. How do I use the Winkey + X menu? See <http://bit.ly/winkeyandx>
61. How do I use the improved Task Manager? See http://bit.ly/task_manager
62. How do I use the System Tray and customize it? See <http://bit.ly/systemtray>

63. Can I turn off certain notifications in the Action Center?
64. What's the best way to Move, Copy or Delete files? See <http://www.groovypost.com/howto/windows-10-files-folders-file-explorer>
65. What are the best reference web sites?
- o <http://www.gcflernfree.org/windows10/>
 - o www.howtogeeks.com
 - o <http://www.laptopmag.com/articles/how-to-use-windows-10#annoyances>
 - o <http://www.bleepingcomputer.com>
 - o <http://www.allmyfaves.com>
66. What utilities should I download?
- o Ccleaner
 - o Others will be discussed in class
 - o See <http://www.edwardns.com/utilities>
67. How do I safely download programs? What is the best download site?
- o www.ninite.com
68. What routine maintenance should I perform? See <http://bit.ly/pcmaintenance>
69. How do I resize photos?
- o See <http://www.bricelam.net/ImageResizer>
70. What is OneDrive and how do I use it? Can I use it with a Local Account? See <http://www.techradar.com/how-to/computing/how-to-use-onedrive-1308522>
71. What are Cloud Services and how do they work?
72. How much free space does OneDrive provide, how about other services?

	OneDrive	Dropbox	Google Drive	Apple iCloud***
Free Storage	5GB*	2GB	15GB**	5GB
Paid Plans	\$2/month for 50GB	\$10/month for 1TB	\$2/month for 1TB****	\$0.99/month for 50GB

* 1TB with Office subscription

** Includes E-mail and photo storage that you are already using

*** Mostly for mobile devices

****Unlimited photo storage for "High Quality" photos

73. How can I book an appointment with the Microsoft Store? See <http://bit.ly/storeappointment>
74. How can I pin a program to the Taskbar or Start menu? See <http://bit.ly/pinprogram>
75. What processor should I get if I buy a new PC. How about other specs?
76. How can I save a web site as a PDF? See <http://bit.ly/webpagetopdf>
77. What is the Print Friendly browser tool? See <https://www.printfriendly.com>
78. How can I customize Windows File Explorer and have it Open to This PC?
79. Can I save any document as a PDF? Pretty much.
80. How can I unprotect a PDF document? Go [here](#).
81. How do I tell how much free storage I have on Google Drive or OneDrive?
82. Is there a free alternative to MS Office? See <http://www.openoffice.org/download>
83. Is there a portable version of OpenOffice? See <http://bit.ly/openofficeportable>
84. What's the best way to back up my data?
- o File History is one way
 - o More discussion in class.
85. What's the best way to back up my system and why should I?

86. How do I use thumb drives and external hard drives?
87. What recovery devices should I create?
 - Password Reset Disc for Local Accounts
 - Windows 10 Recovery Drive
88. How do I boot from a USB drive? See <http://bit.ly/bootfromusb>
89. How do I access the BIOS and what is it? See the above link.
90. How do I use the Settings App and Control Panel?
91. How do I uninstall programs?
92. How do I use the Run Command?
93. How can I search my PC for files and folders? Will the search include other drives?
94. What's the best way to use Cortana?
95. How do I use the Send to and Open with features?
96. How do you set the default printer
97. How to install Wireless Printer
98. How can I protect against the Conflicker, Ransomware and other intrusions?
 - Crypto Prevent See <http://bit.ly/cryptopreventsitesite>
 - Encrypted backups See the backup program at <http://bit.ly/ashampoobackup>
99. What's the best program for backing up my data?
 - Ashampoo Backup Pro 10 (\$24.99) at <http://bit.ly/backup10>
100. How do I know that my backup is working?
101. How do I check my Internet speed? See <http://beta.speedtest.net/>
102. How can I customize my browser bookmarks bar?
103. How do I clean up my Browser(s)? See <http://www.edwardns.com/browsing-tips>
104. How do I clean up an infected PC or remove Malware?
105. What are cookies and should I delete them?
106. What are important shortcuts?
107. How do I burn a CD?
108. Can I copy music from a CD to my PC?
109. Do I need any Adobe software on my PC? No!
 - Free Adobe reader alternative at
110. Do I need Flash and what is it?
111. What are some of the better Windows 10 Apps?
112. How to I use the Windows 10 Reset feature?
113. How do I access or add to Contacts in the Windows 10 Mail App?
114. How do I show file extensions and why should I? See http://bit.ly/file_extensions
115. How do I control my Startup programs? See http://bit.ly/task_manager
116. What are portable browsers and why do I need them? See <http://portableapps.com>
117. What are the best password managers? See <http://lifelhacker.com/5529133/five-best-password-managers>
118. How do I tell if my password is strong enough?
119. How do I work with Zip files and how do I create them?
120. Can you scroll a window without switching to it?
121. What is System Restore and should I depend on it?
122. How do I restore my PC to factory settings?
123. How can I reset my Microsoft Account password?
124. Can I undelete files and folders I deleted accidentally?

- 125. How do I configure the Recycle Bin?
- 126. Where is Windows 10 Photo Viewer? See <http://bit.ly/photoviewerback>
- 127. Can I eliminate using a password when waking from Sleep? See <http://bit.ly/sleeppassword>
- 128. How can I tell if all of my devices are working?
- 129. How do I back up my contacts in Gmail, Yahoo, etc. Can I transfer from one to another?
- 130. What is the Action Center?
- 131. How do I disable App Notifications?
- 132. Is a Local Account or Microsoft Account more secure?
- 133. What are some Cortana tips?
See <http://www.laptopmag.com/articles/how-to-use-windows-10#cortana>
- 134. How do I secure my router?
- 135. How do I know where my browser goes?
Install Lightbeam for Firefox at <http://bit.ly/lightbeamplugin> and see for yourself.

DATA GATHERED SINCE	YOU HAVE VISITED	YOU HAVE CONNECTED WITH
AUG 21, 2016	3 SITES	166 THIRD PARTY SITES

- 136. How do I improve my Google searching?
- 137. How do I save an E-mail on Gmail, Yahoo Mail, etc.
- 138. What are Portable Apps and where can I get them? See the info at <http://portableapps.com/>.
- 139. How to I create a USB flash drive toolkit?
- 140. What is the Command Prompt? What can I use it for?
- 141. How can I shorten a link before forwarding it to someone?
- 142. Is it possible to download a YouTube video with Firefox, Google Chrome?
- 143. How do you save just the audio from YouTube? Use www.peggo.tv
- 144. How to transfer music from a mobile device to your PC. [Syncios](#) is a good tool for this.
- 145. How do I transfer photos to and from mobile devices?
- 146. How do I open Windows Defender?
- 147. How do I scan a file or folder with Windows Defender?
- 148. How do I view all the files in a folder and in its subfolders at the same time?
- 149. What does x86 versus x64 mean?