

Windows 10 – Helpful Information

Scroll Down

This help resource is in three sections:

1. How to find answers to your questions – both computer related and general.
2. Links to short online videos covering basic Windows 10 functionality.
3. Helpful general reference information.

Practice

A note on practice: we all learn in different ways. But however you learn you'll need to practice your new skills as time goes on.

1. Finding Answers To Your Questions

The combination of a Google search and a corresponding YouTube video is an especially effective way to find answers to questions – whether computer related, or otherwise.

Directly below are two links to introductory videos. With practice you should become proficient in using online searching as a normal part of your computer use.

Put your cursor anywhere on the blue text below and left click – or tap if on a touch screen.

This is a 3½ minute overview.

<https://www.youtube.com/watch?v=7RIB1CJovTs>

And this is a series of short videos.

<http://www.myonlinetechguy.com/videos/introduction-google-search>

And here is an illustration showing how to control videos in general.



2. Short online videos

Put your cursor anywhere on the blue text below and left click – or tap if on a touch screen.

Some browsers will try to insert an ad before playing some videos. If this happens, close the ad by clicking on the X in the upper right corner – and re-click on the link for the video you want.

Getting started analogies. What is an operating system.

http://www.dailymotion.com/video/x3p2c4j_windows-10-tutorial-for-beginners-03-analogies_school

This is an overview of Windows 10.

<https://www.youtube.com/watch?v=7ZwWnhduRkI>

The new Start menu is an important feature.

<https://www.youtube.com/watch?v=efkusSK2-GE>

Launch apps from start menu.

http://www.dailymotion.com/video/x3p2wvjv_windows-10-tutorial-for-beginners-13-startmenu_school

Launching apps from the task bar.

http://www.dailymotion.com/video/x3p2urn_windows-10-tutorial-for-beginners-12-taskbar_school

Pinning apps.

http://www.dailymotion.com/video/x3p3yfb_windows-10-tutorial-for-beginners-16-pinning_school

Task view.

http://www.dailymotion.com/video/x3p4q1w_windows-10-tutorial-for-beginners-18-taskview_school

Action center and settings.

http://www.dailymotion.com/video/x3p2hzv_windows-10-tutorial-for-beginners-06-settings_school

What is malware.

<https://www.youtube.com/watch?v=gB7s6mAQbnM>

Backing up your files.

<https://www.pcworld.com/article/2974385/windows/how-to-use-windows-10s-file-history-backup-feature.html>

Shutdown.

http://www.dailymotion.com/video/x3p2qyy_windows-10-tutorial-for-beginners-10-shutdown_school

3. Helpful general reference information.

Selected Keyboard Shortcuts in Windows 10

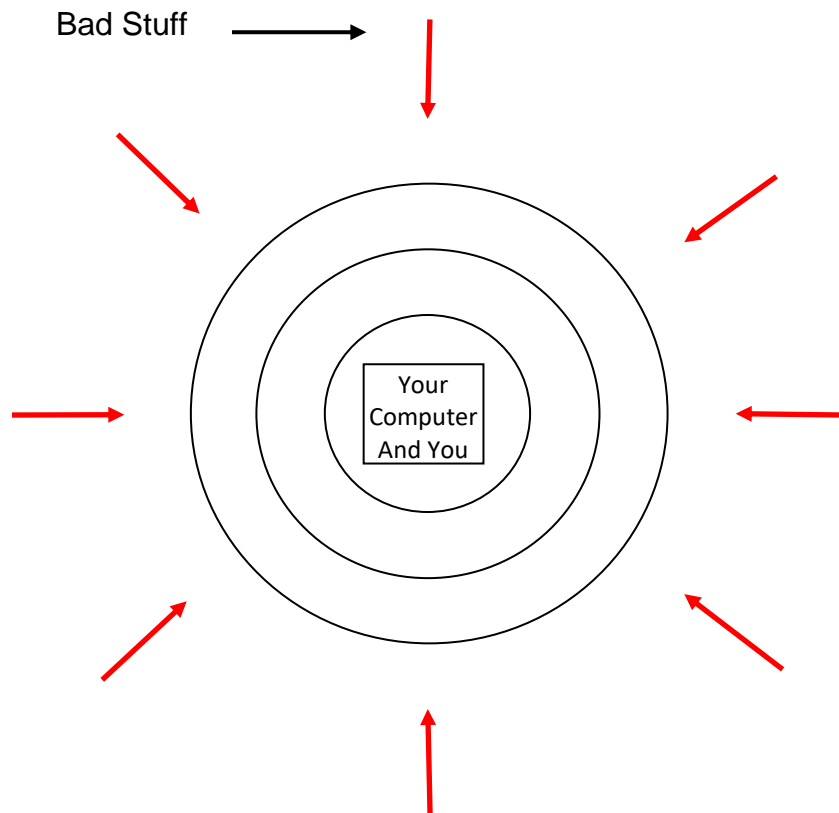
Windows logo key	Open or close the Start Screen.
Windows logo key +A	Open the Action Center. Press Esc to close.
Windows logo key +C	Open Cortana in listening mode. Cortana must be activated.
Windows logo key +D	Display and hide the desktop.
Windows logo key +E	Open File Explorer.
Windows logo key +I	Open Settings.
Windows logo key +S	Open Search.
Windows logo key +X	Open the Quick Link (Old Start) menu.
Windows logo key +plus (+) or minus (-)	Zoom in or out using Magnifier.
Windows logo key +Esc	Exit Magnifier.

Some other useful key combinations

Ctrl+C	Copy the selected item.
Ctrl+X	Cut the selected item.
Ctrl+V	Paste the selected item.
Ctrl+Z	Undo an action

Protection Against Viruses And Other Malware

No protection is perfect – but all protection should be set to update automatically.



Use all the protections that are available to you.
Including - - from the outside in:

- Updated browser – including plug ins and add ons.
- Updated operating system.
- Updated programs.
- Firewall settings.
- Windows Defender – or equivalent.
- Find and probably remove unwanted programs.
- Set-up for restore points.
- And most importantly - your awareness of what you are doing, both in browsing and in your email.