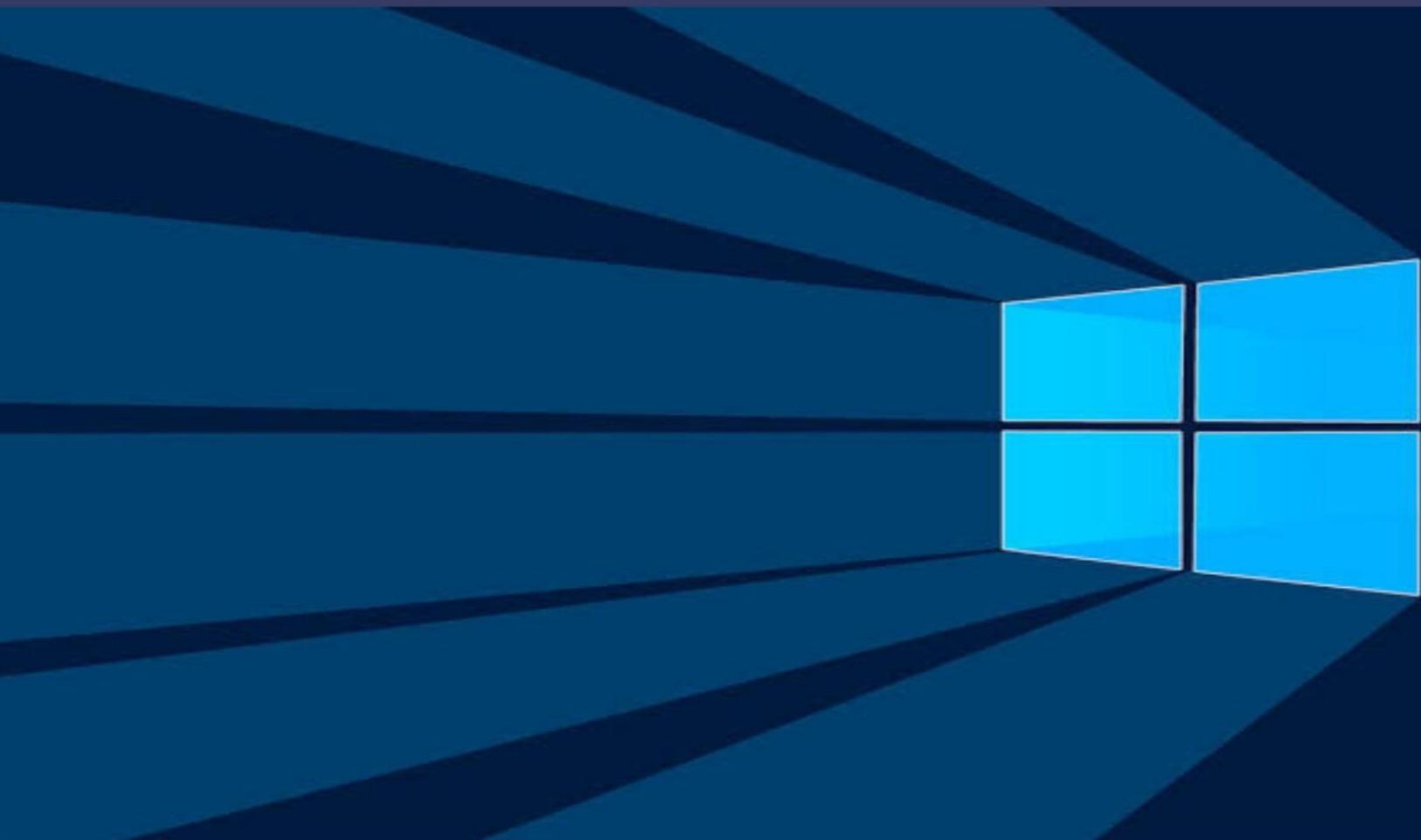


WINDOWS 10 GUIDE SUPER GUIDE

Complete guide with tips and tricks to assist you master, explore your windows 10 like a pro



GEORGE HARRIS

WINDOWS SUPER

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master, explore your w*

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CHAPTER ONE

INTRODUCTION

This book is solely intended for users who have just began using Windows 10 OS and will as well help the seniors who might also be new to the PC. It is going to easily show you how to use Windows 10, beginning from how to sign-in, to how to shut your PC down. The Windows 10 is with no doubt a bit special than the previous versions of Windows, most in particular for the absolute beginners. When I say the absolute beginners I simply mean the new PC users and the grannies and grandpas who just began using the computer. In this book, I am going to share some primary guidelines for using Windows 10.

You have to be very sure always that your laptop battery is charged very properly so that you do not run out of power at the wrong time. If you are making use of desktop, you have to be very sure you have extra battery backup as well.

CHAPTER TWO

SIGN IN TO YOUR COMPUTER

Each time you start your Windows 10 PC via clicking the Power button, you will see a login screen; The PC will ask you to unlock the display screen and then sign in. You simply have to click on your name and type in your password (if you set it) to get in. If the laptop is being used by different users, kindly check on the lower left corner of your PC display screen and you will get the listing of users on the PC.

On the right side of your screen, you will see some icons, simply hover over them with your mouse cursor and you will clearly get an insight of what they are there for.

Various methods to sign into your windows 10:

Microsoft incorporates more than one feature and abilities to Windows 10 and has made it less difficult than ever to authenticate yourself on a PC. You can make use of a Password, PIN, Picture Password when logging into your computer. From your Windows login screen, you can effortlessly switch between these sign-in or log-in options.

Additionally to the common password-based login, Windows 10 equally consists of PIN and Picture Password login for the protection and security of users. You can make use of Microsoft e-mail account based login or a Local account to access your computer. However, we do have some design conflicts that might also not allow you to use either of the PIN or a Picture Password to log into your computer. For example, when you are in a Safe Mode, neither of these choices works out, and you must have a traditional password in that case to get through.

This offers a rundown to the process of Windows 10 Sign in options.

Change of Password:

Kindly open the Start Menu and then click open Settings. Select 'Accounts', next, kindly select 'Sign-in options to create a new Password and click on the Change button below heading 'Password'.

← Settings

ACCOUNTS

Your account

Sign-in options

Work access

Family & other users

Sync your settings

Require sign-in

If you've been away, when should Windows require you to sign in again?

When PC wakes up from sleep ▾

Password

Change your account password

Change

PIN

Create a PIN to use in place of passwords. Having a PIN makes it easier to sign in to Windows, apps, and services.

Add

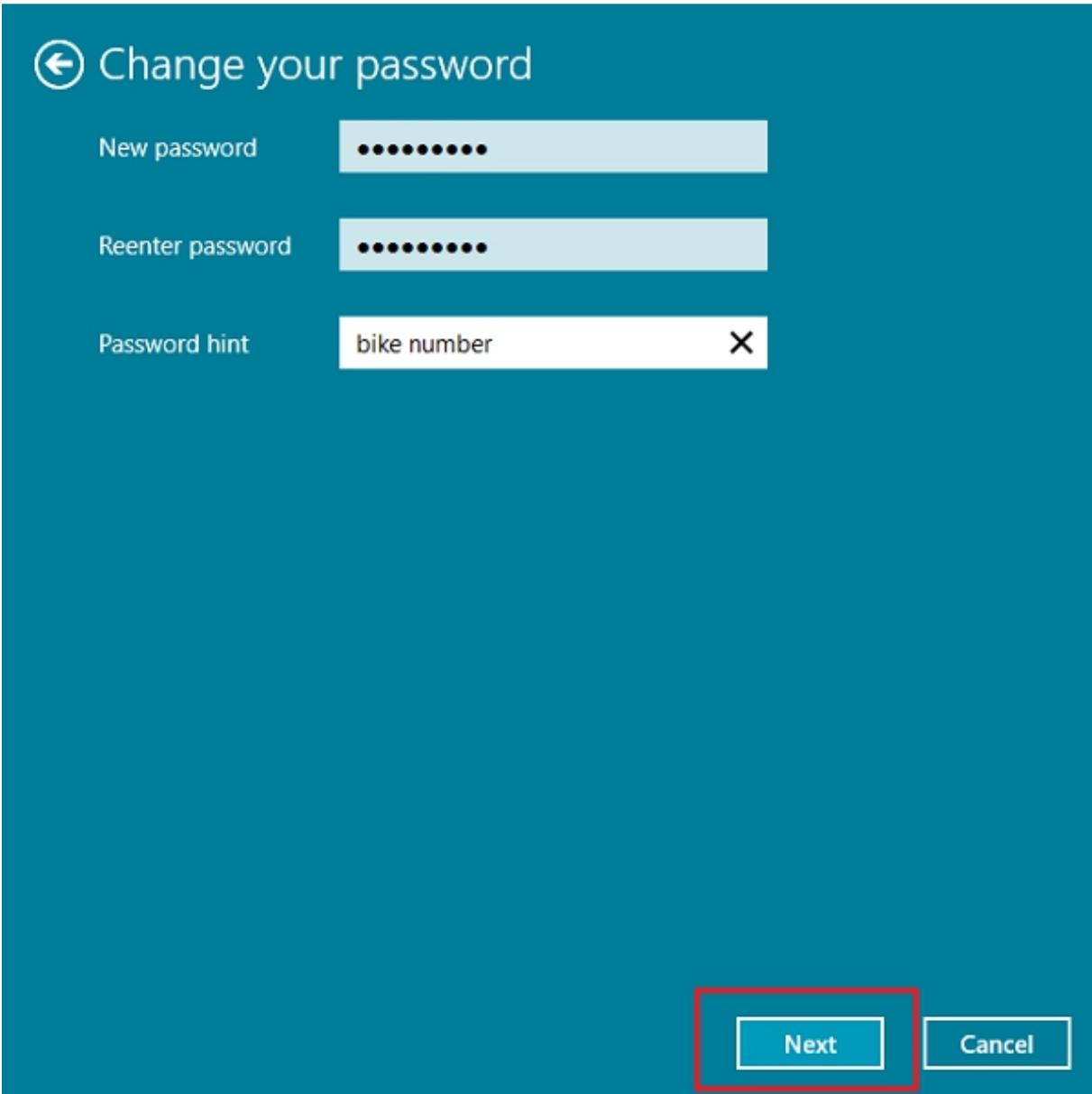
Windows Hello

You must set up a PIN before you can enroll in Windows Hello.

Picture password

Next, enter the 'Current password' and click on Next.

In the new window that appears, just type in new password, then re-enter the new password, enter a trace for the password hint and now click on Next button.

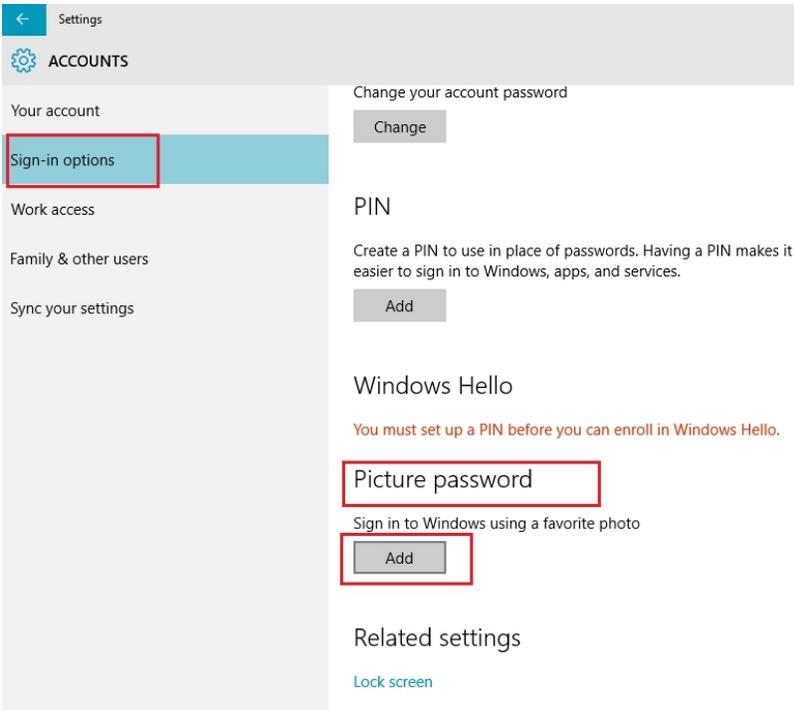


The image shows a 'Change your password' form with a teal background. At the top left, there is a back arrow icon and the title 'Change your password'. Below the title are three input fields: 'New password' with a light blue background and ten black dots; 'Reenter password' with a light blue background and ten black dots; and 'Password hint' with a white background containing the text 'bike number' and a clear 'X' button. At the bottom right, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red rectangular border.

Finally, click on 'Finish' for completing the change to the user password. The next time you sign in, you will have to make use of your new password.

Changing Picture Password on the Windows 10:

A Picture Password permits you make use of an image from your library as a password. You must perform three gestures on the photograph that you want to use as your password. For instance, you can edit, draw and also resize some component of the image as you want.



In your Windows 10 Settings app, below the 'Picture Password' area as it is shown in the screenshot below, click on Add.

Next step, key in your user password and then click OK to confirm your account info.

Next, simply click on 'Use this picture' to continue.

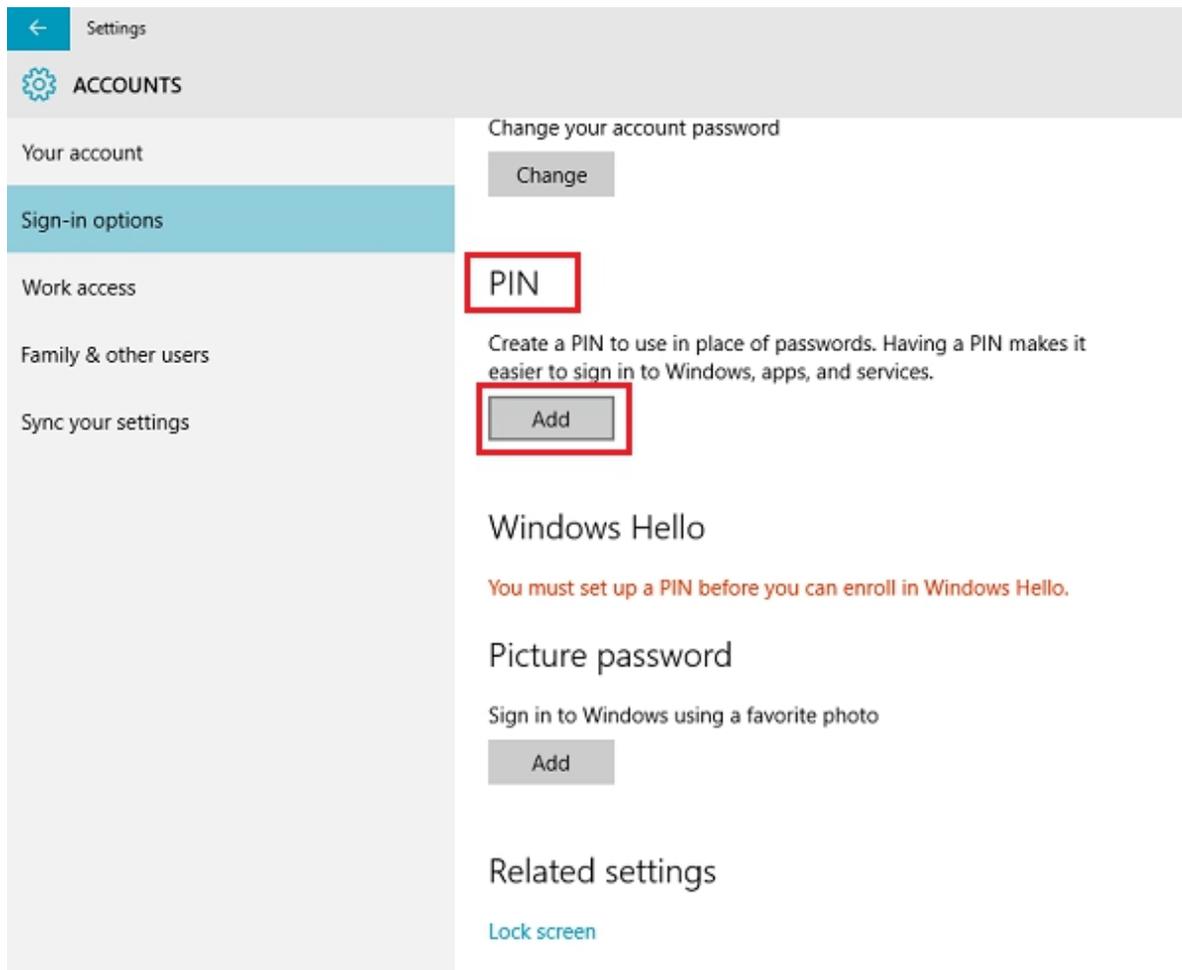


Now, you have to draw three new gestures on the picture. Repeat the step and then click 'Finish' to exit.

Changing PIN in the Windows 10:

If setting up a Picture Password is too hard for you, and you still want to experience a change in your procedure of login, Microsoft Windows has a way out for you in the form of PIN.

Here, just under your Settings > Accounts > Sign-in options, simply select change button under the 'Pin' section.



Now, simply key in a password and then click OK.

Next, type in a new 6 digit PIN and then select Finish.

First, verify your account password.

First, verify your account password.



password

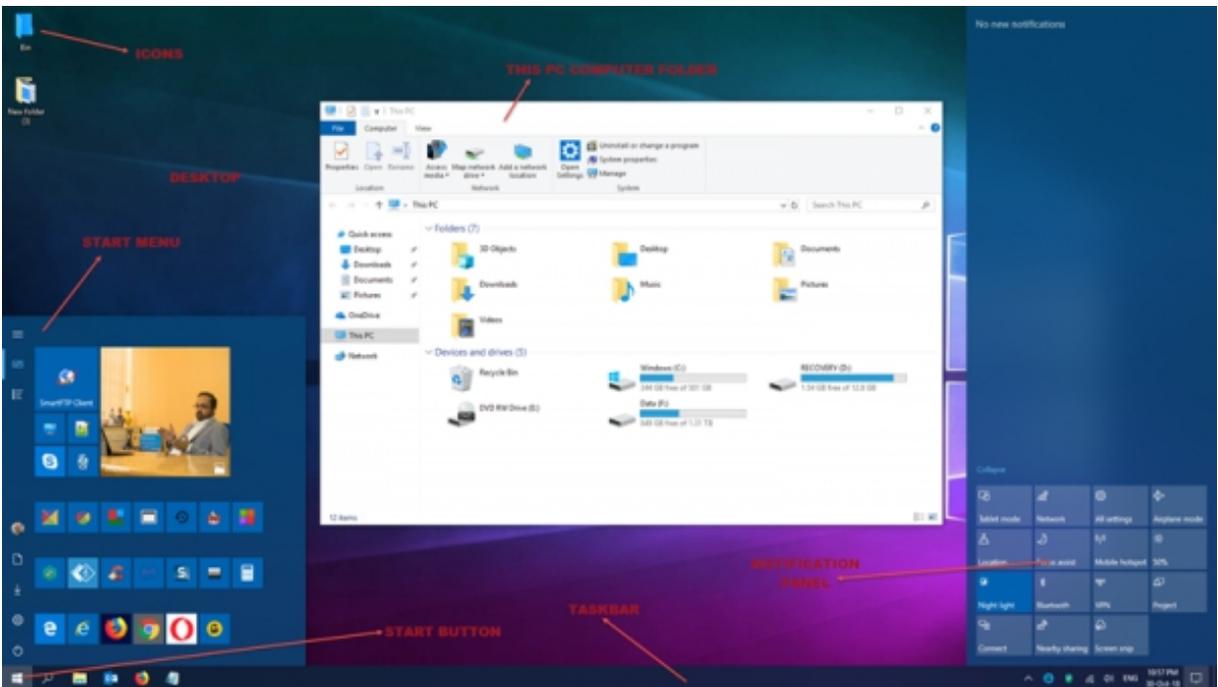
OK Cancel

The image shows a Windows login dialog box with a teal background. At the top, it says "First, verify your account password." Below this is a grey square icon representing a user profile. Underneath the icon is a white text input field containing the word "password". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

You can as well make users use a complex PIN for signing in just by enabling the Pin Complexity Group Policy.

CHAPTER THREE

DESKTOP AND START MENU



Immediately you are signed in, you will now be at the Desktop, which is the basic overview of your PC. You can open all the files in your PC, folders and applications from here. You will now see some icons and the Taskbar at the bottom of the screen that has more icons and the Start button in the extreme left corner of the screen.

If you want to open any of your applications or programs on the PC, you need to make use of the **Start Menu** . Just click on the **Start button** on the lower left corner of your PC screen, and it will show a window with all your apps, games and programs installed on the PC.

Choose any app you want and open it. All the apps here are alphabetically categorized, and thus makes it very easy to find an app.

Play around it a bit to get the hang of it.

Customizing the Windows 10 Start Menu:

Start Menu is back in the **Windows 10**, and it does look great! Not only that it is good to look at, it is now super charged and enables you do a lot more as well. Let's take a look at some of its features and then see how to personalize the Windows 10 experience, by customizing the Start Menu.



As it is expected, Start Menu, or simply **Start** , gives you the access to your User Documents, the Oft-used and pinned software and apps, File Explorer and many others. Something quite new here, is that the Start now includes Live Tiles also.

You can:

1. Remove frequent items from the Start Menu.
2. You can disable content suggestions that Microsoft may show on top of the start menu from time to time, it is mostly related to the Windows store apps that Microsoft thinks you will be interested in.
3. You can also remove the New list by turning off the “Show recently added apps group”. However, this will not prevent *All Programs* from showing New under the option, and immediately you expand *All Programs*. New items will show New under the item name. The option “Show Recently Added Apps Group” removes only the folder or the group that contains a list of newly added apps. The group is very useful when you cannot find your programs in *All Programs*, but when you have expanded it, you will then find it mighty long to get confused among the list it produces.
4. From just the same window, you can also opt to Turn Off the list of recently opened items, you should know that it is different from

recently added as the latter shows list of the recently installed programs and the recently opened items shows list of all the documents, spreadsheets, image files, sound or video files. In fact, this option enables you to see the list of data files, while the option that was mentioned in number 3 above, only shows the list of recently added or installed programs.

5. Finally, you can now get the Start menu to be shown in full screen, There won't be any need for the regular users to show the Start menu in full screen but for those who are making use of tablets and mobile devices.

6. Show colour on the Start menu and also the Taskbar.

7. You can pin any system setting to the Start.

Start Menu and some of it's settings in Detail:

Live Tiles and Group: The Start includes Tiles, You can pin the Tiles to Start. If the app is programmed to show Live Tiles, you will then see Live Tiles in your Start Menu as well. You can be able to pin apps, program shortcuts, files, folders and also the Drive to Start. You just have to simply right-click on the item and select Pin to Start. Easily drag and drop them around to arrange them in Groups and to give the Groups useful names.

The exact context menu for each Tile would include:

- Unpin from the Start

- Pin to the taskbar
- And Uninstall
- Resize to Small, Medium, Wide, or Large
- Turn off Live Tile.

You can now move the tiles, resize them and as well group them. You can also move items from the left side to right side of the Start and display them as Tiles. You can equally uninstall apps from the Start itself, making use of its context menu.

Givin it the Classic Windows 7 look: If you want, you can simply right-click on each tile and unpin it at once, to make the Start look very compact, giving it the classic look.

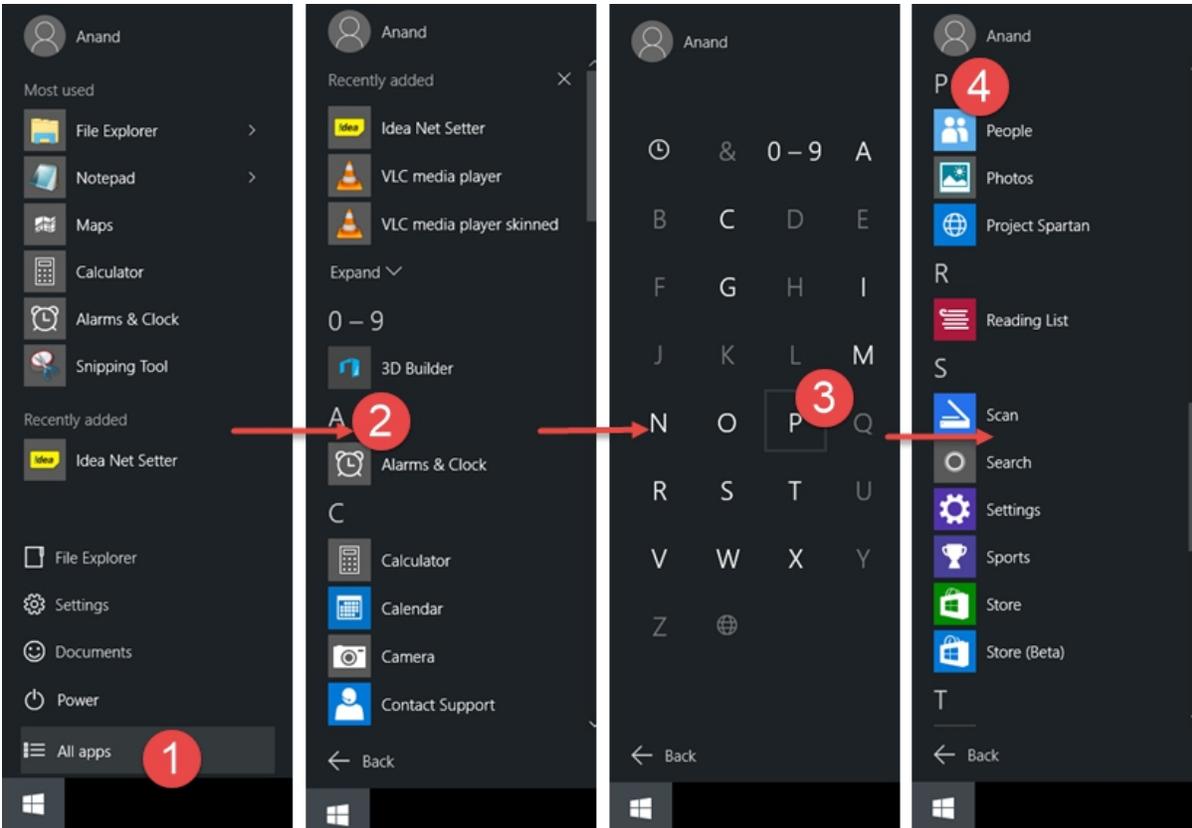
Resize the Start or make it to Display full Screen: You can easily resize the Start Menu just by dragging at its right and top edge. You can as well show the Start Menu in full screen through Settings > Personalization > Start.

Most of the Used Programs: The Start shows the most used programs. This gives you an easy access to the apps and software that you use from time to time. But if you want, you can also remove this Most Used list.

The recently added Apps and Softwares: If you have installed new apps or software, they would definitely get listed here. You can also show or hide your Recently added apps group.

The Content Suggestions: The Start will as well recommend apps and content to you, which it thinks may be of interest to you. However, you can simply disable this feature if you find it not interesting, through Settings > Personalization > Start.

The Quick Navigation to Apps list:



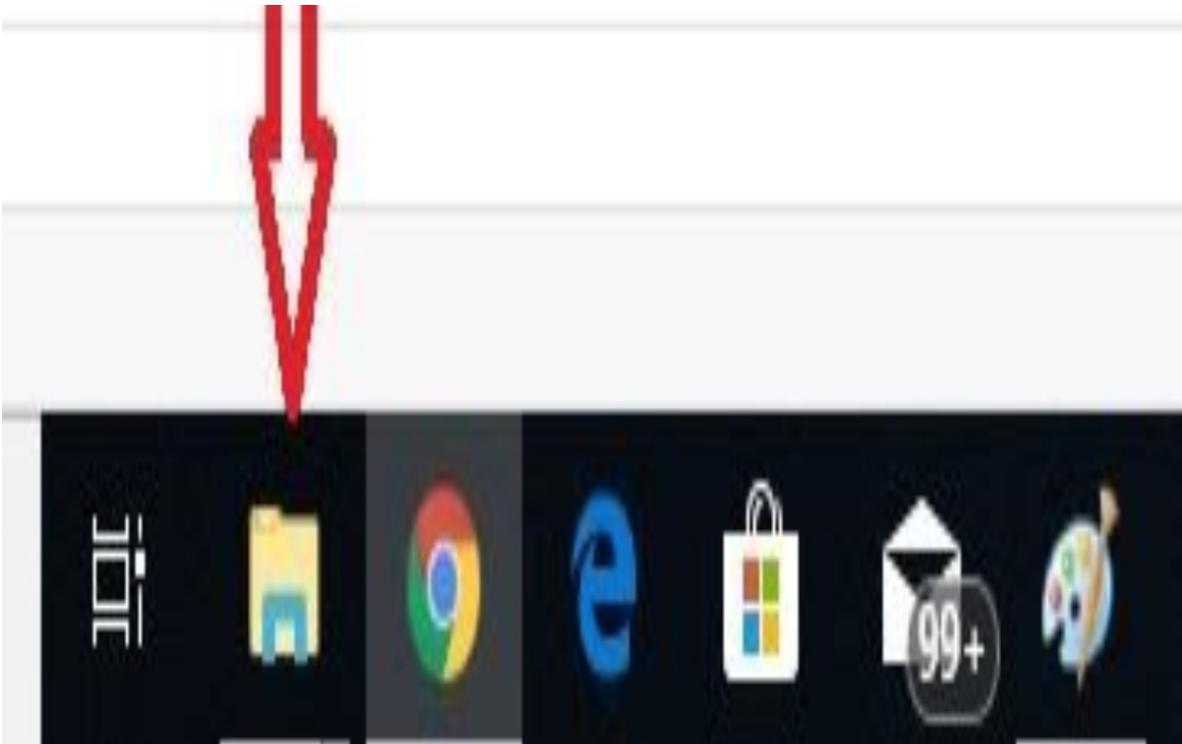
Open the Start, tap on All apps. Next, simply click on any alphabet – say A. You will then see the alphabets displayed. Click on any of them and you will be moved to the apps starting with that alphabet.

Tweak Start The Menu Properties:

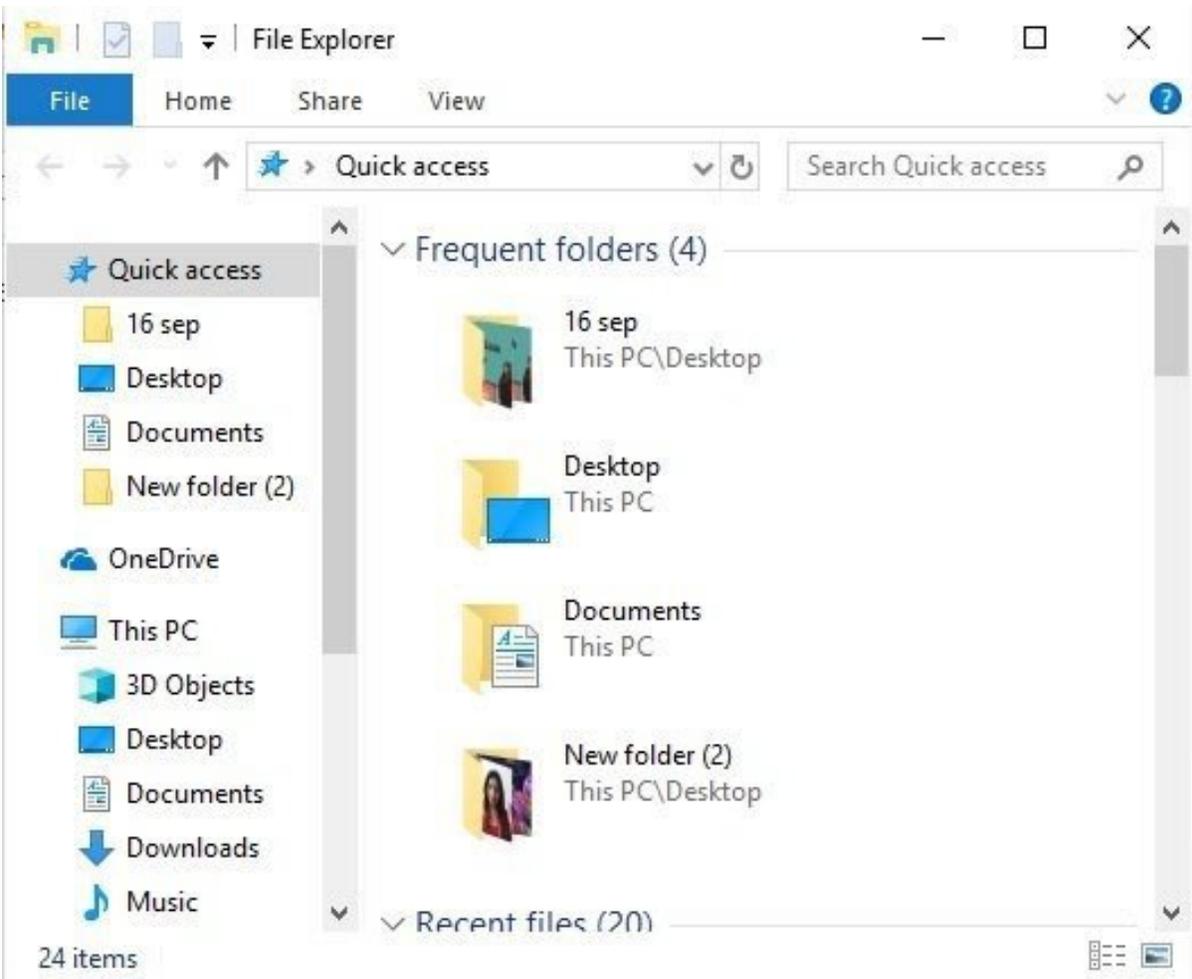
Kindly Right-click on the Windows 10 taskbar and then select Properties. Under the Start Menu tab, you will now see a Customized button. You have to Click on it to open the Customized Start Menu box. Here you will be able to customize how the links, icons and the menus look and also behave on the Start Menu. You can as well add the system items and disable or enable the context menus and the drag-and-drop function. This box provides you with a lot of options to customize Start Menu in the Windows 10.

CHAPTER FOUR

WINDOWS FILE EXPLORER



You can either make use of the keyboard shortcut Ctrl+E to open the File Explorer or you can click the icon in your taskbar.



Once the File Explorer is open, you can then double click on any folder you want, to open it.

Windows 10 File Explorer Tips and Tricks:

The Windows OS comes with an inbuilt File Explorer which everyone makes use of on daily basis. Though there are many Explorer alternatives that are available, the default files explorer remains the most used mainly because it is very much straightforward and also easy to use for anyone. That means, it equally remains the most underused application on the Windows 10, and there are bunch of things you can do with a File Explorer. Here, I am talking about some of the best File Explorer Tips and Tricks for a management of your files.

These tips will go a long way to help you get the best out of Windows 10 File Explorer:

1. Sharing files instantly with Windows 10 apps:

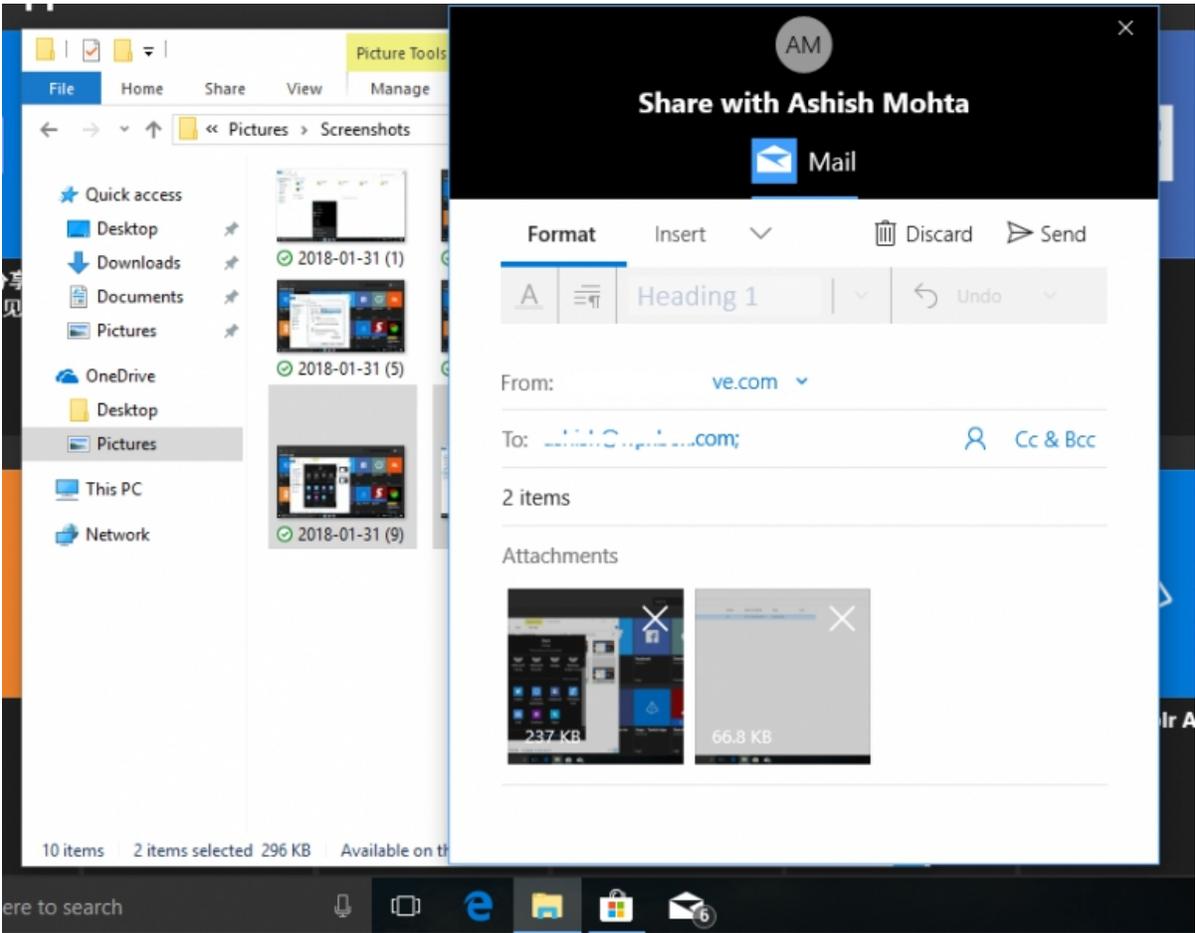
Now, Windows 10 comes with a native sharing which permits one to share multiple or a single file with apps like Twitter, Facebook, Messenger, Fresh paint, OneNote, Paint 3D and many more.

1. Simply select multiple files, right-click, and then click on Share.
2. This will now open up Share menu which shows the list of frequently contacted people, and the list of apps which support it.
3. Now select the app or contact with which you wish to share, and it will open up that app with all the files attached to it.

If you cannot find the app in the menu, you can choose to Goto the Store option, and download the app. If only the app supports this

feature, it will be listed.

It is equally the best way to directly email plenty of files to anyone. Interesting to be aware, that Windows 10 does not open the full outlook, but will offer you inline way or everything under a small window for a seamless experience though.

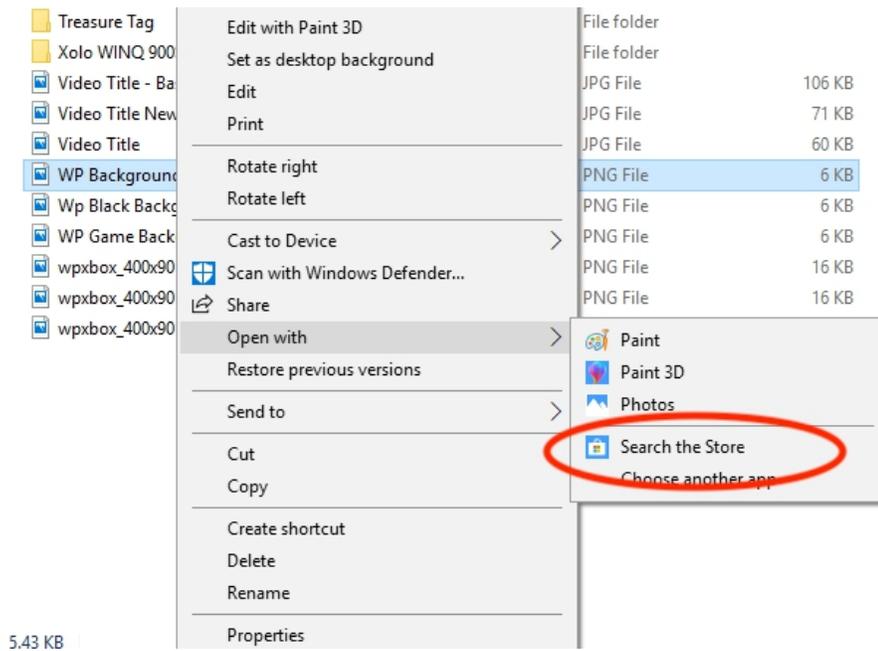


2. Finding More Apps for your Files:

There are many apps in the store which might offer to do more things than the native app that comes preinstalled on Windows 10. For example, if you do want something better than the notepad, all you need to do is this:

1. Simply Right-Click on the file.

2. Now Go to Open With and then select “Search the Store”.



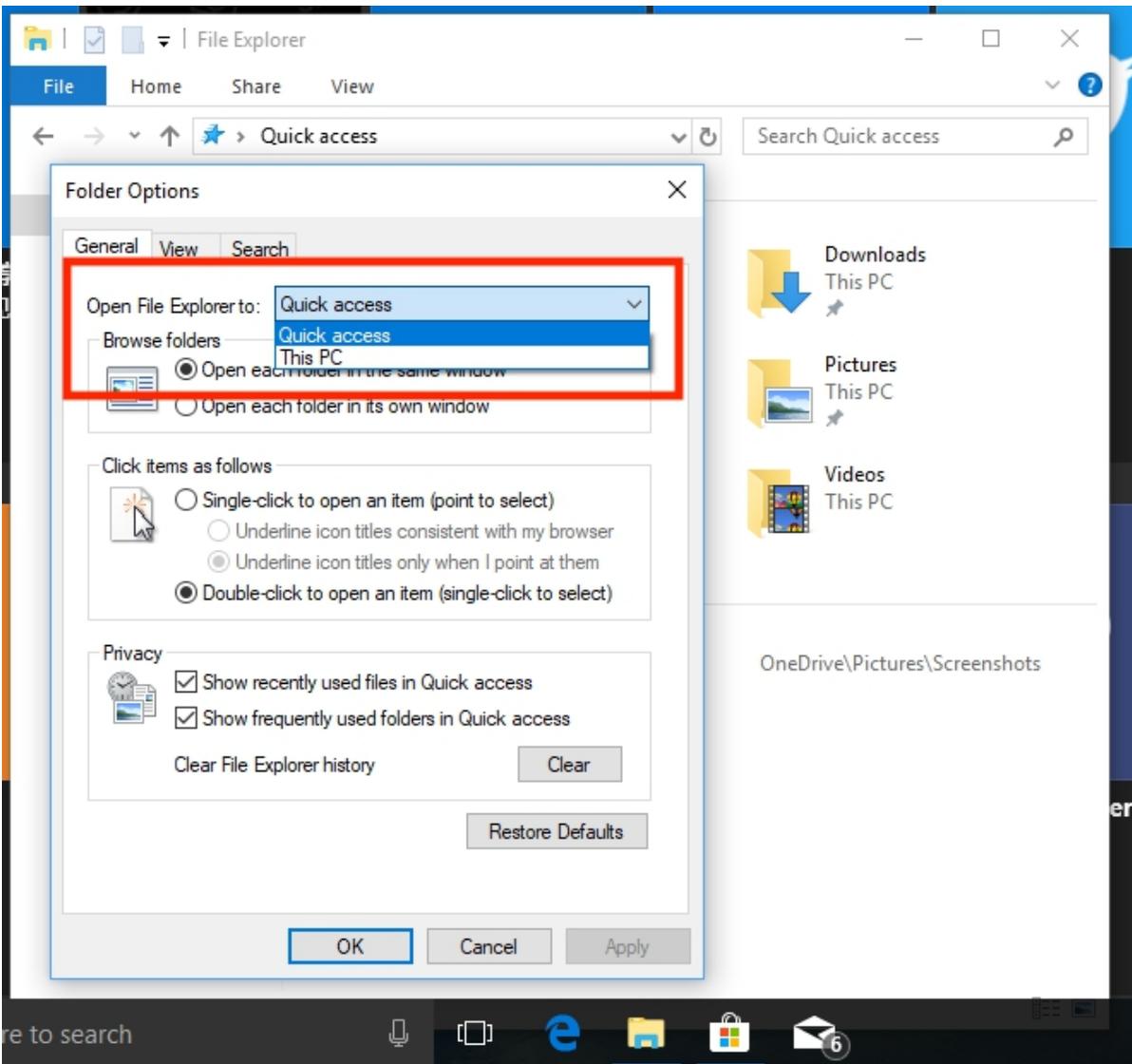
This will now search the Microsoft Store for apps which selects the file type. You can decide now which apps to try based on their description, and their rating.

3. Opening the PC by Default:

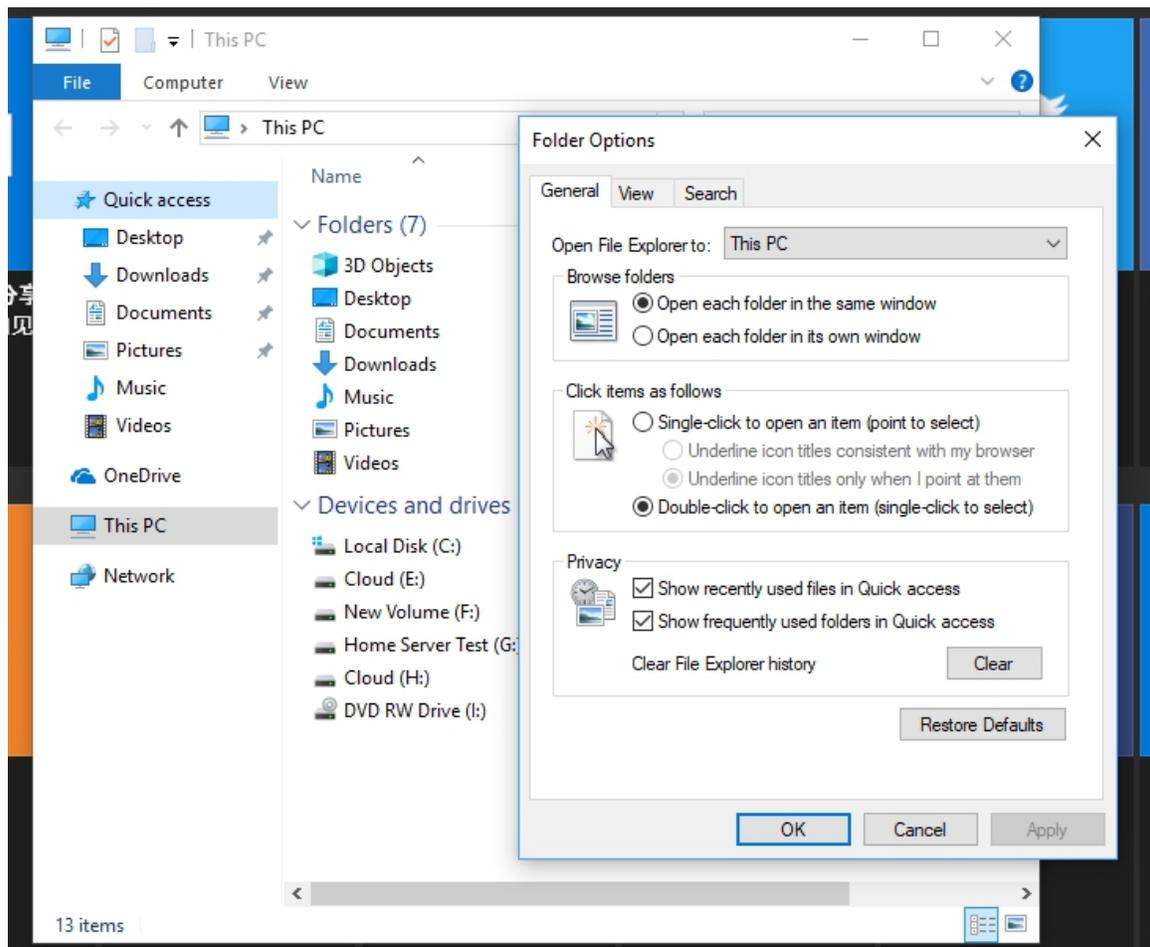
Do you remember the days when clicking on the files explorer icon opened “My PC” revealing list of the hard drives, CD Rom, and another connected device? That is not the default case anylonger, now you get to see a “Quick Access” section which shows your frequently used files, and a bunch of shortcuts. While they are useful, you can frequently access them by doing right-click on the File Explorer icon on the taskbar.

Here is how to make File Explorer open to This PC instead of Quick Access.

Open File Explorer, and then right-click on the “Quick Access” icon on the left panel. And Select Options.



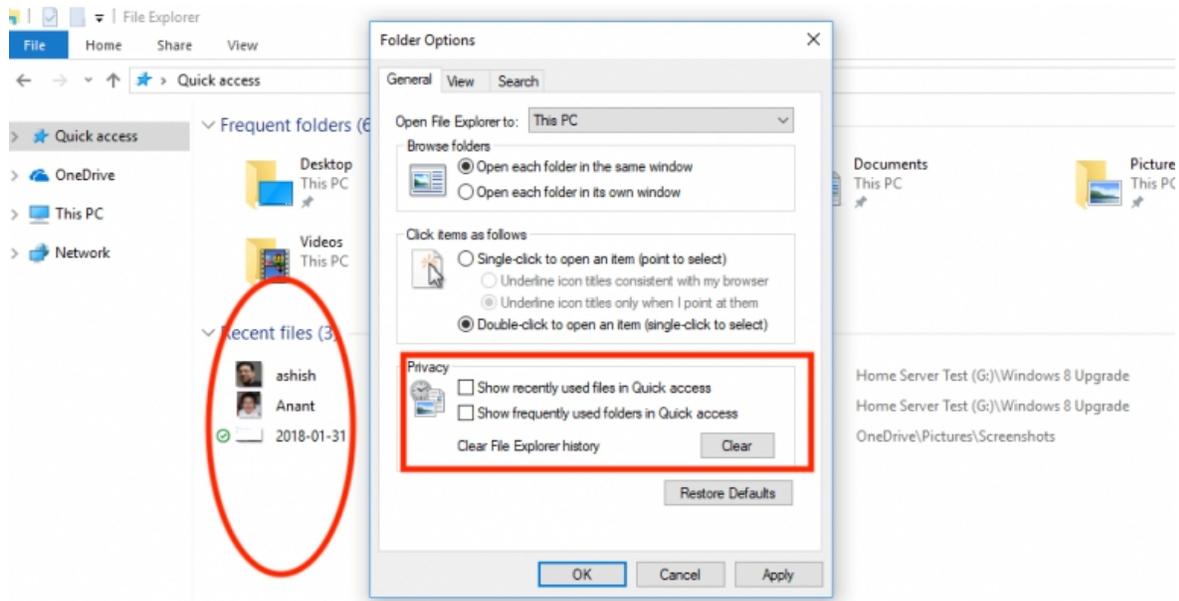
- This will open the “Folder Options” Window.
- In the General tab, locate a label which says “Open File Explorer to”.
- Now Select “This PC” from the drop-down.
- And finally, Save and exit.



Now, this will make sure the Windows File Explorer will open “This PC” which reveals all the hard-drive partitions, and folders.

4. Deleting Recent File History:

If you have got a PC which is used by different people, it is a very good idea to clear off the recently or the frequently visited files for good. Though it is always a good idea that you create a separate user just for yourself, and a guest account for other people, but if that is not the issue and your family members have privilege to log into your account, then you really need to be careful about it.



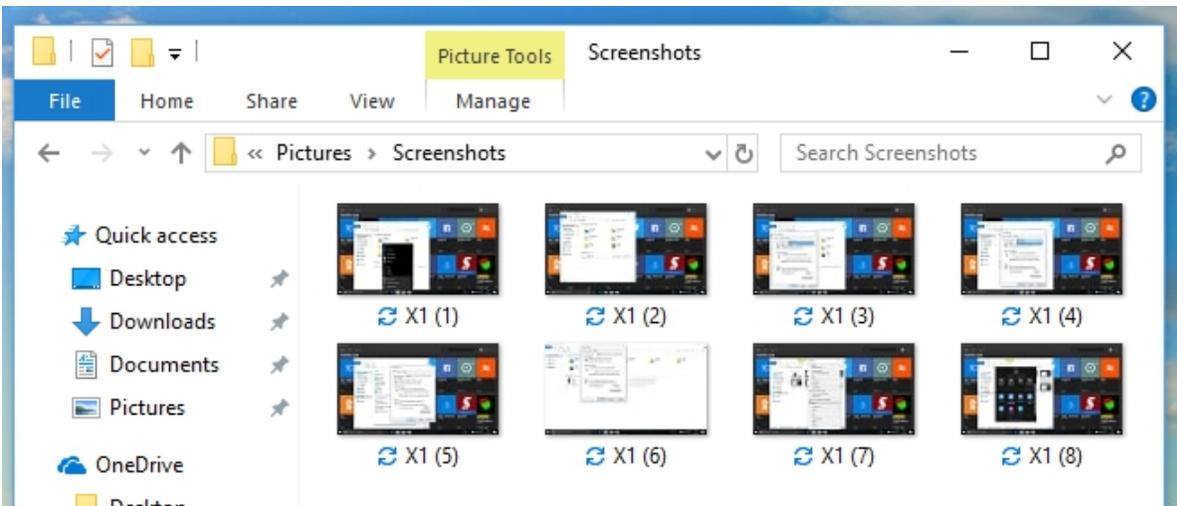
- Open up the Folder Option by following the steps mentioned above.
 - Kindly look for the “Privacy” section.
 -
- Here you have just two options.

- Show the recently used files in Quick Access
- Reveal the frequently used folders in Quick Access.
- Then Uncheck the both of them.

Now this will make sure that nothing gets listed and shown to everybody. To clear all the recent file list till now, simply tap on the clear button to clear the File Explorer History.

How to Rename Multiple Files with the Name of your Choice:

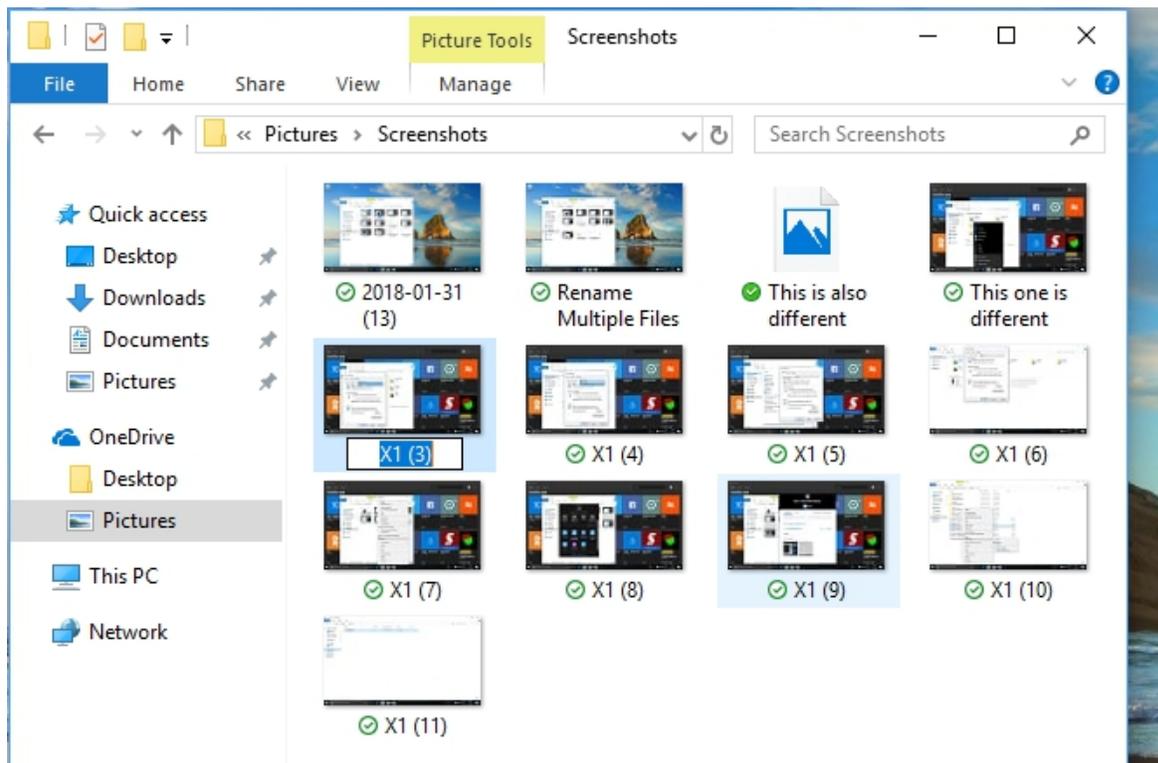
If you have been making use of Windows for a very long time, you know already that when renaming multiple files, Windows takes name of the first file you choose, then adds suffix with numbers in brackets. As shown in the picture below.



Now, what if you wish to rename multiple files, but each name should be different, and you don't have to make use of the rename menu or pressing F2 for every file? That is possible and here is how you can do it.

- First, Select first file, and press F2 or right click > Rename.
- Once you are sure with the name you choose, press the TAB.

- You will then see that the next file is in “Rename Mode” and here you can type in the name of your choice.
- Continue pressing TAB till you are through. In case you wish to skip few files in between, simply press Tab to skip.



6. Show the Recycle Bin in the Sidebar on Demand:

The Windows 10 hides a lot of folders including the Recycle Bin from the Windows Explorer Navigation bar on the left. While you may argue that clicking delete is much better than drag, and drop, but many might choose drag, and drop files to be available. Aside this, it as well helps to quickly access the recycle bin in case you want to restore some of the deleted files later.

- Just Right-click anywhere on an empty place on the Navigation bar panel.
- This will now open a list of options including “Show All Folders”.
- When you select it, it will display Recycle Bin.

The only problem is that it also shows lots of folders which you might not find interesting. So to hide them, simply retrace the option in a similar way also.

7. Disabling Advertisement in the Windows Explorer:

Here, microsoft promotes its own apps to the Windows consumers, along with the Start menu, and the Notification panel, the advertisement shows in the File Explorer as well. Though the intentions are nice, these are distracting whenever you are occupied with work. Luckily, these ads in Explorer can be disabled for good.

- Simply open the Folder Options, and switch to View Tab.

- Now Under the Advanced Settings, scroll down to locate a checkbox which says “Show Sync Provider Notifications”.
- Now Uncheck it, and click ok, and all the advertisements will be off.

Folder Options

General View Search

Folder views
You can apply this view (such as Details or Icons) to all folders of this type.

Apply to Folders Reset Folders

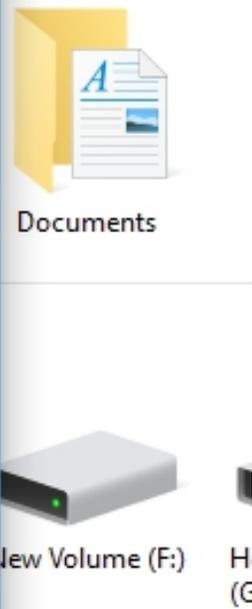
Advanced settings:

- Show drive letters
- Show encrypted or compressed NTFS files in color
- Show pop-up description for folder and desktop items
- Show preview handlers in preview pane
- Show status bar
- Show sync provider notifications
- Use check boxes to select items
- Use Sharing Wizard (Recommended)
- When typing into list view
 - Automatically type into the Search Box
 - Select the typed item in the view

Navigation pane

Restore Defaults

OK Cancel Apply



8. Do you miss Creating new File types? Here is how to do it:

In the previous versions of Windows, there is an option which lets you to quickly create a file types, including image files, a notepad, and many others. It normally comes super handy when I had to note something quickly. But you might have a different use case, but you have the idea. Windows 10 does not have this option, but you can now add new file type in the New item of the context menu with a registry modification easily.

Warning: This is only for those who knows registry. If you don't know it, please do not try it.

-

Kindly open a Notepad and paste the following:

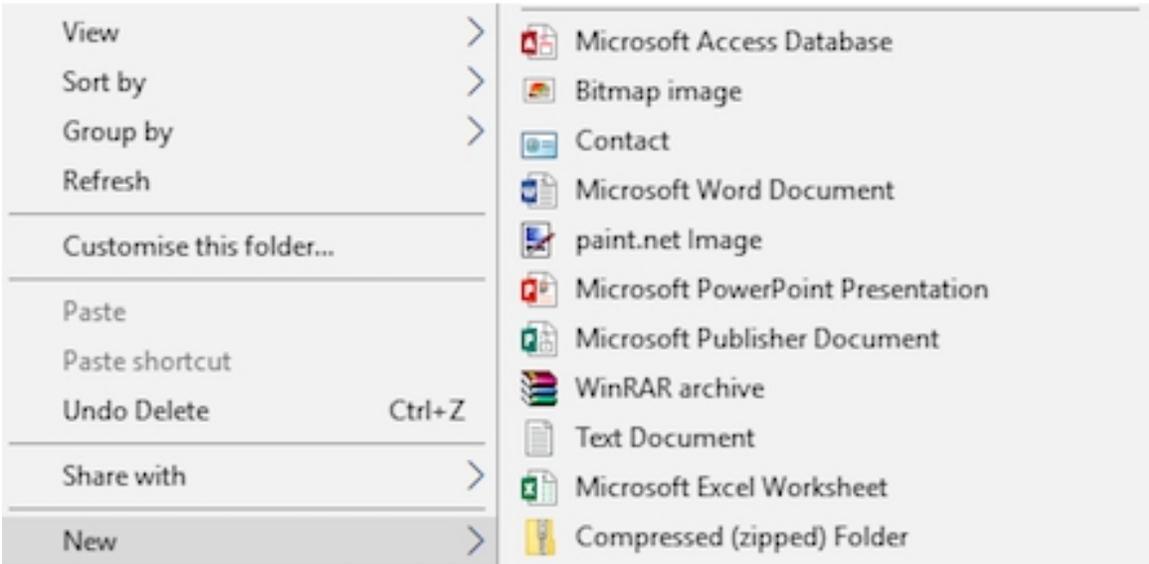
- Windows Registry Editor Version 5.00
- [HKEY_CLASSES_ROOT\XXX\ShellNew]
"NullFile"=""

- Then Replace XXX with any file of your choice such as .png, .docx, and so on.

You can save file now as "ADD PNG.reg". You will be requested to confirm your action.

- Once it is done, just double-click on this reg file, it will add the extension under the "new".

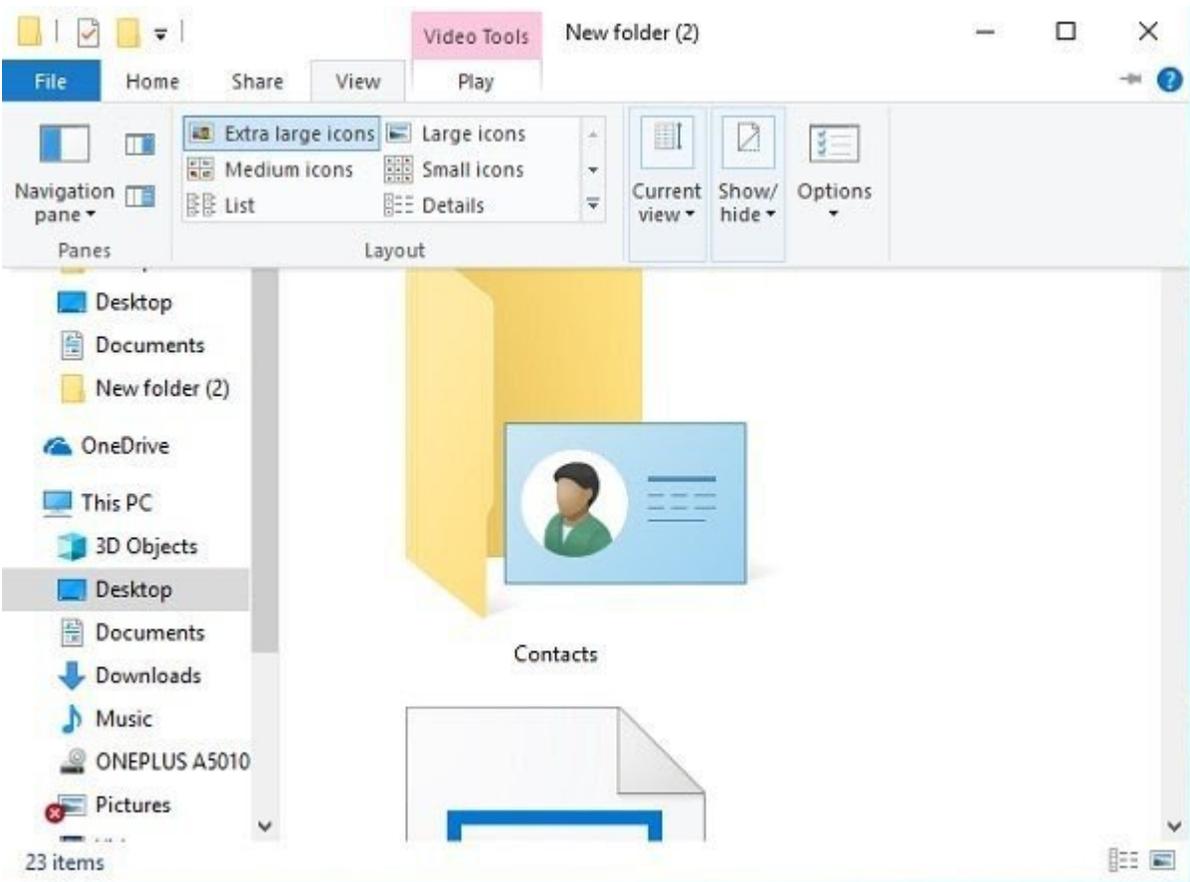
Once you succeed in adding the needed file types, it should resemble the image below.



So much has changed post-Windows 10 Anniversary Update, now File Explorer has more features that integrate with the rest of the operating system, now bringing it close to mobile like experience, and it fits well with this generation of users anyway.

CHAPTER FIVE

MAKE ICONS LOOK LARGER IN FILE EXPLORER



You can take a view of the folder icons in listed form or in a grid form. Also, the icons in grid form are always small in size by default. However, you can view them easily as medium icons, large icons or extra large icons.

You just need to click on the View tab in the menu ribbon above and select the size you want.

How to Cut or Copy and Paste using Keyboard or Mouse in your Windows 10:

Cut, Copy, and Paste are without doubt the most basic used commands in Windows computers. It is such a simple operation, and a regular PC user might find this information of little use, but now we have many new PC users who are searching for how to cut, copy or paste by using a mouse or a keyboard. Therefore, will cover very basic Windows tutorials for beginners too.

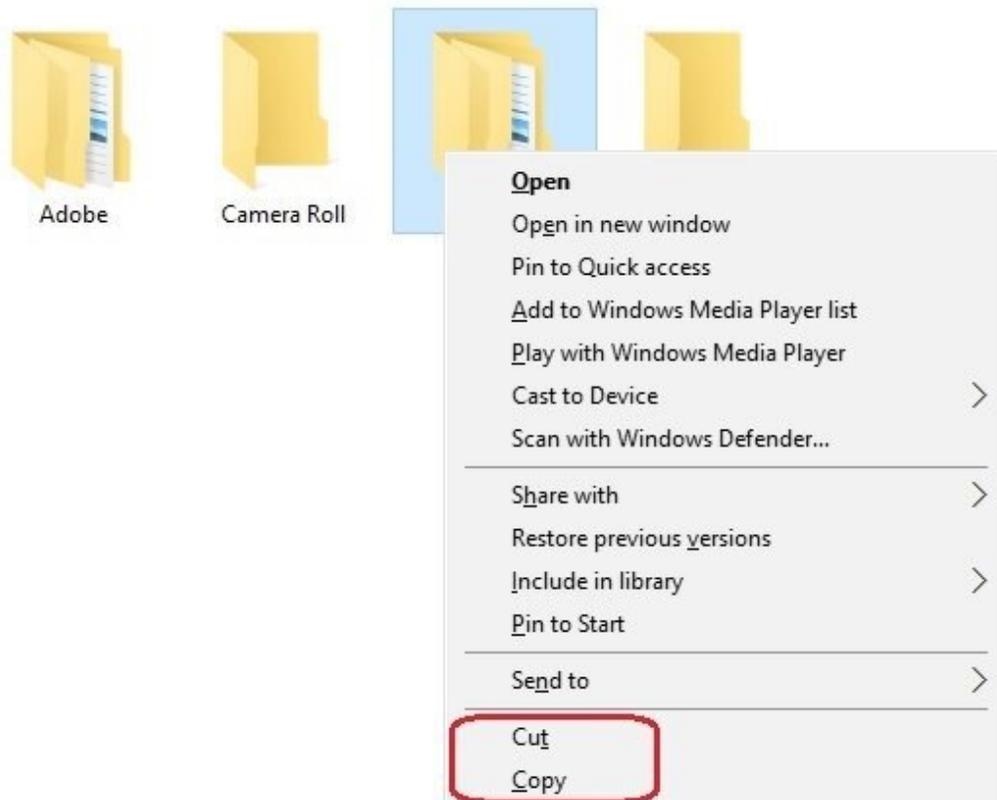
The difference Between Cut and Copy:

First, there is a clear difference between Cutting and Copying something. When you cut and paste an image or a text, you are really removing it from one location and getting it into your clipboard, meanwhile copying will create a duplicate image or a text. Once something is copied on your clipboard or temporary memory, you can now paste it in any document, file, or folder of your PC. You can copy nearly anything from the Internet, but cutting a text or an image from the web is not possible in any way. So basically, we use 'CUT' option whenever we want to move an image, text, a file, or a folder from one location to another location, and then we use 'Copy' whenever we want to create a duplicate item.

What is a Clipboard: Before we go ahead, it is very important that you understand what a Clipboard is. The Windows PCs come with a feature called Windows Clipboard, which stores information temporarily, thereby letting you to move or paste it in another location. The data which is stored in the clipboard eventually gets deleted when you restart or shut down your PC. Clipboard is simply

used to keep storage of the data you want to paste in some other location of your PC.

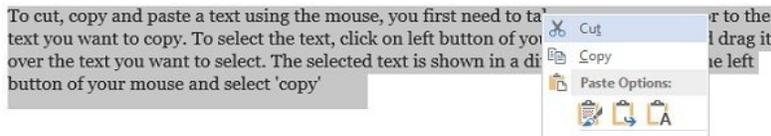
CUT, COPY and PASTE using Mouse:



When you want to **Cut or Copy a file or folder** on your PC, right-click the button of your mouse and then select '**Cut**' or '**Copy**'. Now

go to the folder where you want to get the file or a folder, just click the right button of your mouse and then select 'Paste'.

In the same way, to **Cut or Copy an image** from one folder to another folder, just take your mouse cursor to the image, then click the right button of your mouse, and select the desired option. If you want to paste, simply go to the desired folder, and click the right button of your mouse, and select 'Paste'.



If you want to **cut, copy**

and paste a text via using the mouse, first you need to take your mouse cursor to the text you want to copy. When you want to select the text, just click on the left button of your mouse, hold it, and then drag it over the text you want to select. The selected text will be displayed in a different color.

Simply click on the right button of your mouse and then select '**cut**' or '**copy**'. If you want to paste the text, select '**Paste**'. Paste Options, when it is offered, gives you extra pasting options like keeping/discarding formatting, and so on.

How to CUT, COPY and PASTE using the Keyboard Shortcut:

While it is very easy and direct to cut, copy, and paste by using a mouse, using a keyboard shortcuts is easier and faster. Not all the PC users may be aware of the keyboard shortcuts, but it is very

important to know about them so that you can work even when your mouse stops functioning.

- The Keyboard shortcut to Select all- **Ctrl+A**
- The Keyboard shortcut for Cut- **Ctrl+X**
- Here, Keyboard shortcut for Copy is - **Ctrl+C**
- Here,Keyboard shortcut for Paste is - **Ctrl+V.**

Kindly select the file, folder or image, by using Ctrl+X or Ctrl+C. Now open the folder where you wish to paste the item and then press Ctrl+V. When you want to select all items in a folder, simply press **Ctrl+A** and use the cut, copy, paste keyboard shortcuts.

If you want to select a piece of text using the keyboard, first you need to take the cursor to the text, then press **Ctrl+Shift**, and **Left** or **Right arrow** keys as needed. Continue pressing the arrow keys to choose the words right or left. Use the **Up and Down arrow** keys to select paragraphs. If you wish to select a complete line, simply take the cursor to the end of the line and then press **Shift+Home** on your keyboard.

Move or Copy by using Command Prompt:

Now, this is a method for advanced users and seniors. You can as well use the Command Prompt to Move or Copy files. To do such, simply note down the path of the file or folder to be cut or copied. Also note down the actual path of the destination folder.

Now kindly click on the Start Button in Windows 10 and then select Command Prompt.

The syntax to be used is this: For Copy:

```
copy [/d] [/v] [/n] [{/y|/y}] [/z] [{/a|/b}] Source [{/a|/b}] [+ Source  
[{/a|/b}] [+ ...] [Destination [{/a|/b}]]
```

For Move:

```
move [{/y|/y}] [Source] [target]
```

Now that you have known all about these simple tricks to cut, copy, and paste the data from one location to another location, it will be very easy for you to work on your Windows PC.

CHAPTER SIX

HOW TO LOCATE YOUR FILES IN WINDOWS 10 PC

☰    Filters 

 **Best match**

 **Invoice Paytm Mall Brand Crawl Activity**
Microsoft Word Document
Last modified: 10/13/2018

Documents

-  **Invoice (1) (1)**
-  **Eleve Invoice**
-  **Revised & New Eleve Invoice Template_GST (2)**
-  **Invoice (1)**
-  **April + May Invoice (1)**
-  **April + May Invoice**

Store

-  **Invoice 360**
-  **Invoice Master**

 **Search suggestions**

-  invoice - See web results 

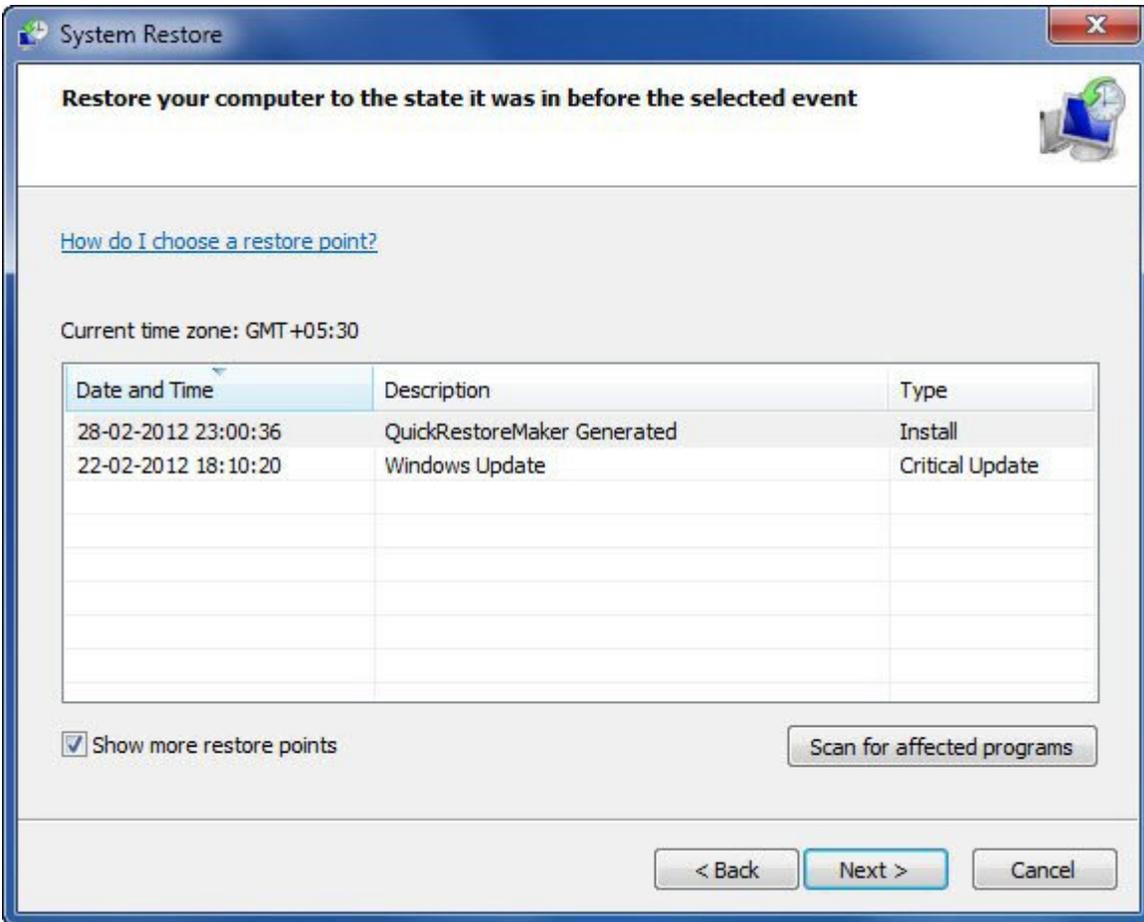
  invoice|Paytm Mall Brand Crawl Activity 

One of the most common issues is that we frequently forget which particular file is stored and in which folder. So here is a very simple tip for that too, You really don't need to browse the entire PC and the documents to find a particular file. You just have to make sure you remember the name of that file and type it in the search box in the lower left corner. The system will now display the files with matching names automatically, and you can then select and open the file you want.

The Windows Troubleshooting Tips:

1. Run System Restore

The very first thing to do is to try to restore your Windows computer to a very good point. To do such, open the Start Menu> Accessories> System Tools> System Restore. Or you simply type in **rstrui.exe** in your start search and then hit Enter.

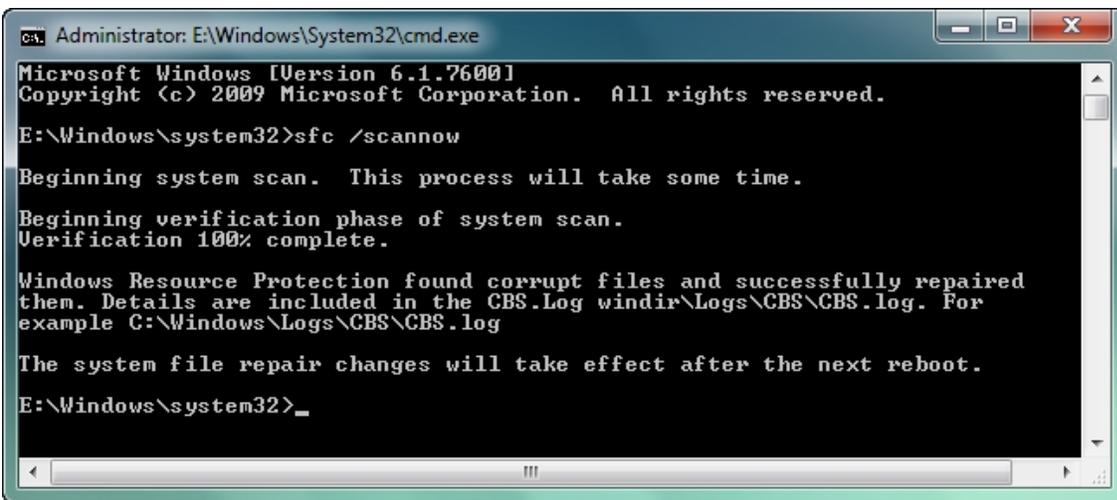


This will now open System Restore. Here, kindly select a prior good point, where you know that you weren't facing this problem and then try to restore your computer to this point by just clicking on the Next

> Finish button. Immediately Windows completes the restoration process and restarts, then check if your problem has gone away.

2. Running System File Checker

Another thing you can possibly do is to run the in-built System File Checker utility. Surprisingly, this tool is not often used, although it could make some of your problems go away without stress. This tool is used to check if any of your system files have been replaced, damaged or have been corrupted and replaces them with “good” files.



```
Administrator: E:\Windows\System32\cmd.exe
Microsoft Windows [Version 6.1.7600]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

E:\Windows\system32>sfc /scannow

Beginning system scan. This process will take some time.

Beginning verification phase of system scan.
Verification 100% complete.

Windows Resource Protection found corrupt files and successfully repaired
them. Details are included in the CBS.Log windir\Logs\CBS\CBS.log. For
example C:\Windows\Logs\CBS\CBS.log

The system file repair changes will take effect after the next reboot.

E:\Windows\system32>_
```

If you want to run the System File Checker, simply type in *cmd* in the start search and in the result which pops up, then right-click and select Run as Administrator. This will now open up the Command Prompt with administrative privileges.

Now you have to type in **sfc /scannow** and then hit Enter. This tool will take some minutes to run. Immediately it completes its course, it will now present a report. If there be any damaged, corrupted or missing system files, they will be listed out. Kindly restart your computer. On restart, all your system files will be replaced with the 'good' ones.

3. Fixing Windows Image or Component Store Corruption

You can as well use DISM.exe to repair corrupt Windows Image or fix Component Store Corruption

You can use Dism /Online /Cleanup-Image /RestoreHealth. This checks for the component store corruption and records the corruption and fixes the corruption by using Windows Update.

4. Removing Unwanted Programs

Simply open the Control Panel and check your installed programs. Do you see something you don't find interesting, or something you didn't install, and you suspect it could be a rogue or an unwanted software? Uninstall it.

5. Scan for a Malware

You have to run a full in-depth scan of your system with your anti-virus. If your security software permits you to schedule a boot-time scan, that's great, you can go ahead and schedule one, a regular scan should be okay too, no problems. If you want to save your scan time, you can use the **Disk Cleanup** utility or the CCleaner or rather use the Quick Clean to easily remove your junk files. If you have a malware that is preventing your Windows from functioning as it should, then your anti-virus scan should be able to take care of it anytime, by removing the malware.

6. Windows Computer refusing to Start:

If your Windows refuse to start, see if you can be able to boot into Safe Mode. To do that, you must keep pressing F8 when your computer is starting.

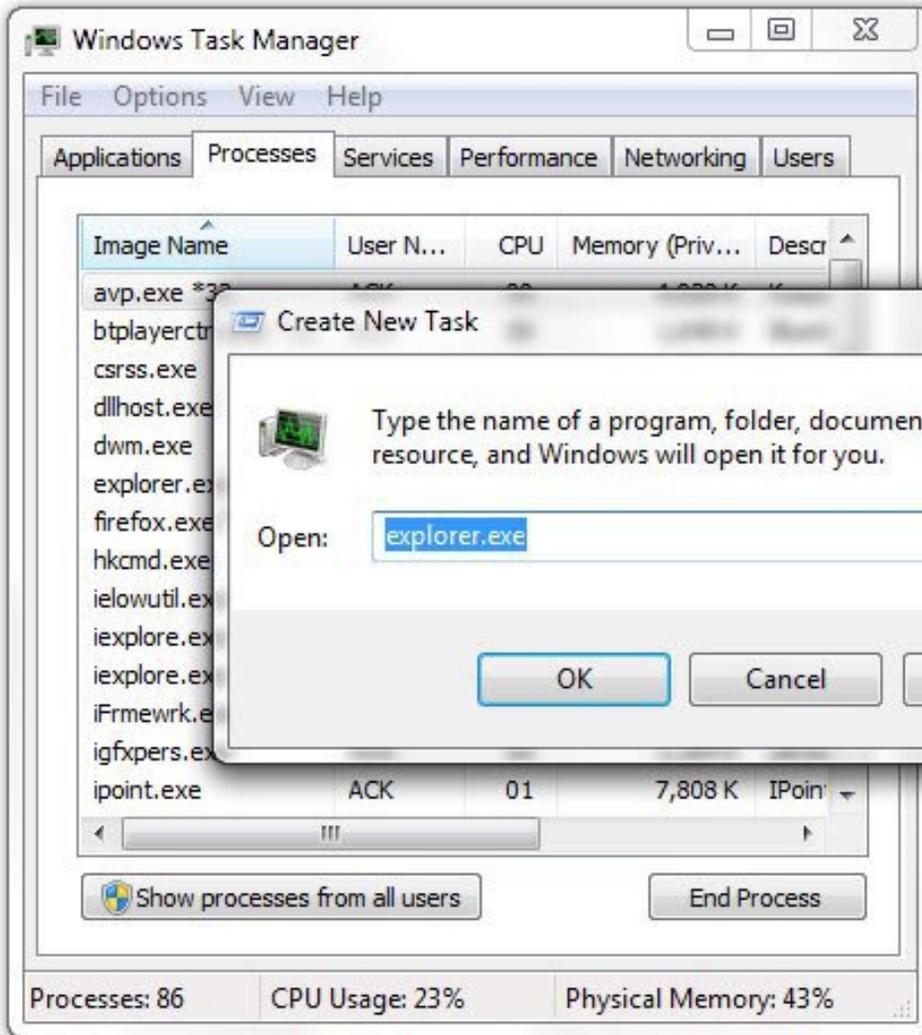
If you notice that your Windows computer just won't start, you can easily repair boot problems with the Windows Startup Repair. The Startup Repair is a Windows recovery tool that can fix some certain system problems that might prevent Windows from starting up. The Startup Repair scans your computer for the issue and then tries to fix it so your computer can start normally. The Startup Repair is one of the recovery tools in the System Recovery Options menu. The Windows 10 users can access Advanced Startup Options.

7. Running Windows Update:

In the case that Microsoft has released fixes for your problems, so it will be a very good idea to run Windows Update and see if any are available. If they are available, then you have to download and install them.

8. What to do when Windows Desktop appears Blank on Startup:

When you notice that your computer starts, but will stop at the logon screen or your desktop does not appear or that you saw a black screen or you only see your wallpaper, the reasons could be much, but in many cases like this, it is just the **explorer.exe** that is not starting automatically. Well, simply press the Ctrl-Alt-Del and start the Task Manager.



Here, simply click on File > New Task (Run) > type “explorer.exe” and then click OK. Hopefully this should start your explorer.exe and bring up your desktop. This is a basic something you could try. Once this is done, you can now explore other troubleshooting options.

9. Fixing The Window:

Is your Recycle Bin not refreshing properly? Or maybe things are not just fine with your Windows Media Center and you need to flush & rebuild Windows Media Center database, or maybe you noticed that for some reason your right-click context menu has been disabled in Internet Explorer, Maybe you have opted to be not-warned while deleting the Sticky Notes and you now want the warning dialog box back on, or probably, you post a malware attack and you realized that your task manager or cmd or your Registry Editor has been disabled.

NOTES:

1] The Windows Software Repair Tool from Microsoft will repair system components and detect the corrupt files, resync the System date and Time, reset the System Settings, reinstall the System Applications and run the DISM Tool to repair system image, just with a click.

2] Like 50 problems and 1 solution. **FixWin** is the Windows Doctor that you definitely would like to have on your computer, just 1-click fixes all that and many more, such common Windows problems are offered in this well-acclaimed freeware.

10. How to Repair Windows:

If you realize that your Windows installation had being badly corrupted and even running system restore, the system file checker, or you have been trying other troubleshooting steps, but it does not

really help, and you start to think of re-installing your Windows operating system, just try a Repair insall first. The Windows 8/10 users may consider using the Refresh or the Reset Windows or the Automatic Repair feature.

CHAPTER SEVEN

OPEN A NOTEPAD OR WORD DOCUMENT

The Notepad and Word are the two most mainly used programs for writing. There are lot of ways to open a Text Document or a Notepad in Windows 10 PC, i am mentioning the simplest ways here.

Simply type *Notepad* in the search bar in the lower left corner of your PC screen, just next to the Start button, and you will see the results there. Just Click on *Notepad* to open it. You can easily open any program this way.

Navigation icons: Home, Recent, Desktop, Web, Filters

Best match

 **Notepad**
Desktop app

Search suggestions

 notepad - See web results >

Store (2)

System tray icons: Settings, Notifications, Start

Search bar:  notepad

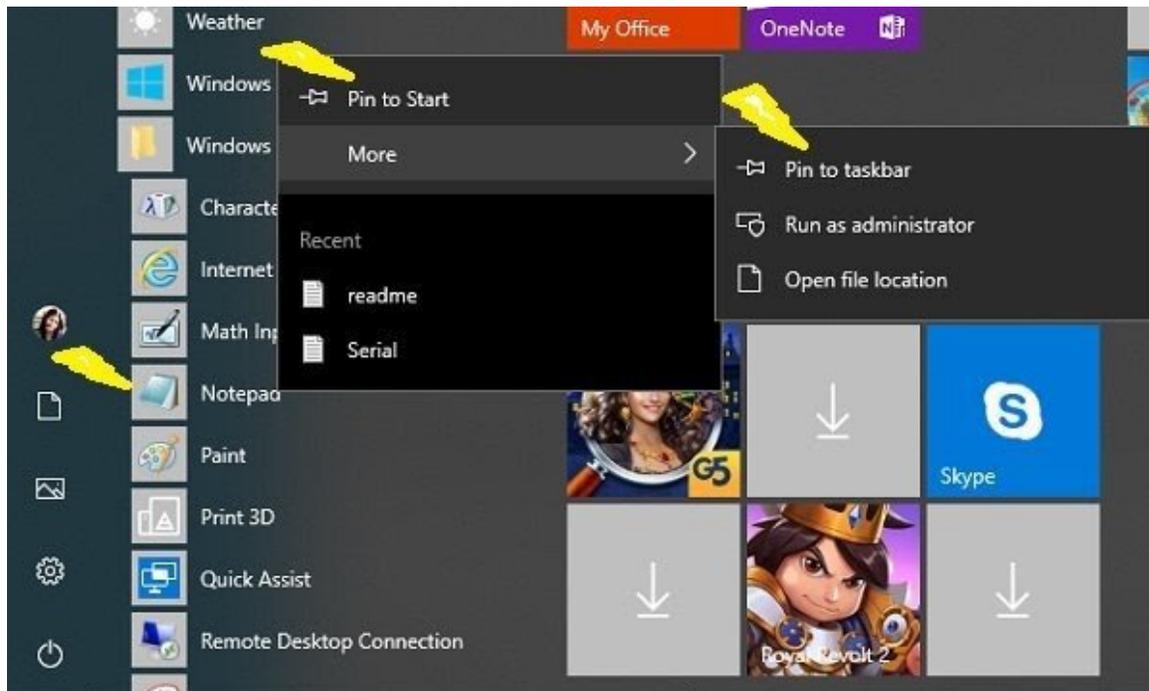
For opening programs, you can as well open the **Start Menu** , and scroll down to **W** , click on **Windows Accessories** and then select **Notepad**.

The image shows a Windows Start menu search interface. At the bottom, there is a search bar with a magnifying glass icon and the text "Type here to search". Above the search bar, a list of search results is displayed. The results are as follows:

- Windows Accessories (with a folder icon and an upward arrow)
- Character Map (with a character map icon)
- Internet Explorer (with the Internet Explorer logo)
- Math Input Panel (with a math input panel icon)
- Notepad** (with a notepad icon, highlighted with a dark grey background and a yellow lightning bolt icon pointing to it)
- Paint (with a paint icon)
- Print 3D (with a print 3D icon)
- Quick Assist (with a quick assist icon)
- Remote Desktop Connection (with a remote desktop connection icon)
- Snipping Tool (with a snipping tool icon)
- Steps Recorder (with a steps recorder icon)
- Windows Fax and Scan (with a windows fax and scan icon)

On the left side of the search results, there is a vertical sidebar containing several icons: a user profile picture, a document icon, a folder icon, a gear icon, and a power icon.

If you frequently use Notepad in your PC, it is always best to pin it to the Start Menu or the Task Bar for a quick and easy access.



When you want to pin the Notepad in Start Menu or the Taskbar, simply type in **Notepad** in the search box, select it, right-click and

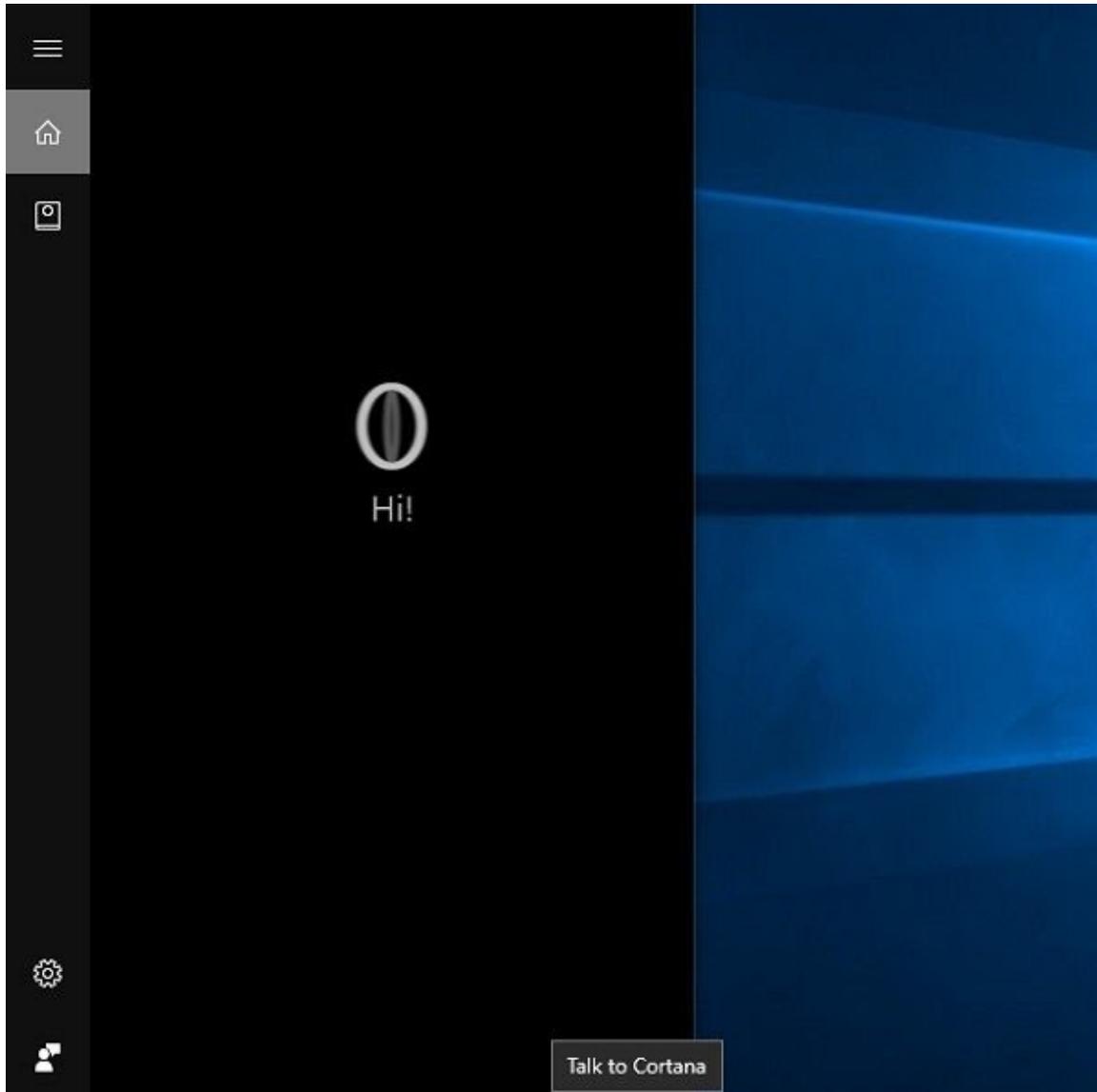
then select **Pin to Start** or **Pin to Task Bar** , and it is done.

Once it is pinned, you can then open it directly from the **Start Menu** or the **Taskbar**.



CHAPTER EIGHT

USING OF CORTANA IN WINDOWS 10 PC



The Cortana is your virtual assistance in the Windows 10 PC. She will actually help you in doing chores in your PC. You can just speak to her, and she will help you out. To open the Cortana, simply press Win+S. Now click on the microphone icon and start commanding. You can as well type give your commands if you don't want to speak to it. Just give your commands and watch her doing wonders.

How to Enable and Setup Cortana in Windows 10:

To start with, simply click inside the taskbar search box. The Cortana settings box will be displayed as shown below. Kindly move the slider to *On* position, to enable the Cortana, so it can give you some suggestions, ideas, reminders, alerts and so on, on your device. You can also move the slider to the *On* position for *Hey Cortana* here. When you scroll down, you will see settings that allows you to turn on or off, Flights information and Taskbar tidbits as well.



Settings



Cortana can give you suggestions, ideas, reminders, alerts and more.



On



Turning Cortana off clears what Cortana knows on this device, but won't delete anything from the Notebook. After Cortana is off, you can decide what you'd like to do with anything still stored in the cloud.



[Manage what Cortana knows about me in the cloud](#)

Hey Cortana

Let Cortana respond to "Hey Cortana."



Off

Cortana is always ready when this is on, which uses more battery.



Find flights and more

Detect tracking info, such as flights, in messages on my device.



Ask me anything



If at all you need to access these settings again, you just have to click on the hamburger menu > Notebook > Settings.

Once you have enabled the Cortana, you will now see a privacy statement as follows. Simply click on "I agree" to forge ahead.



Before we get started, I'll need some info.

To let Cortana do her best work, Microsoft collects and uses information including your location and location history, contacts, voice input, searching history, calendar details, content and communication history from messages and apps, and other information on your device. In Microsoft Edge, Cortana collects and uses your browsing history. You can always tinker with what Cortana remembers in the Notebook, disable Cortana in Microsoft Edge, or turn Cortana off entirely.

[Privacy Statement](#)



No thanks

I agree

Search Windows

Next, it will now ask you for your name. Kindly enter a name that you would like Cortana to call you as, and then click Next.



Great! Now what would you like me to call you?

Anand



Skip

Next

Search Windows

You will now be asked for access to use your location to serve you with a better result. Clicking on the *Yes* and *Allow* is recommended, I would say.



To help out, I need to use your location. Do you want to let me do that?

Let Search access your location and location history?

Let Search access your location and location history?

To change this later, go to the Settings app.

Yes

No



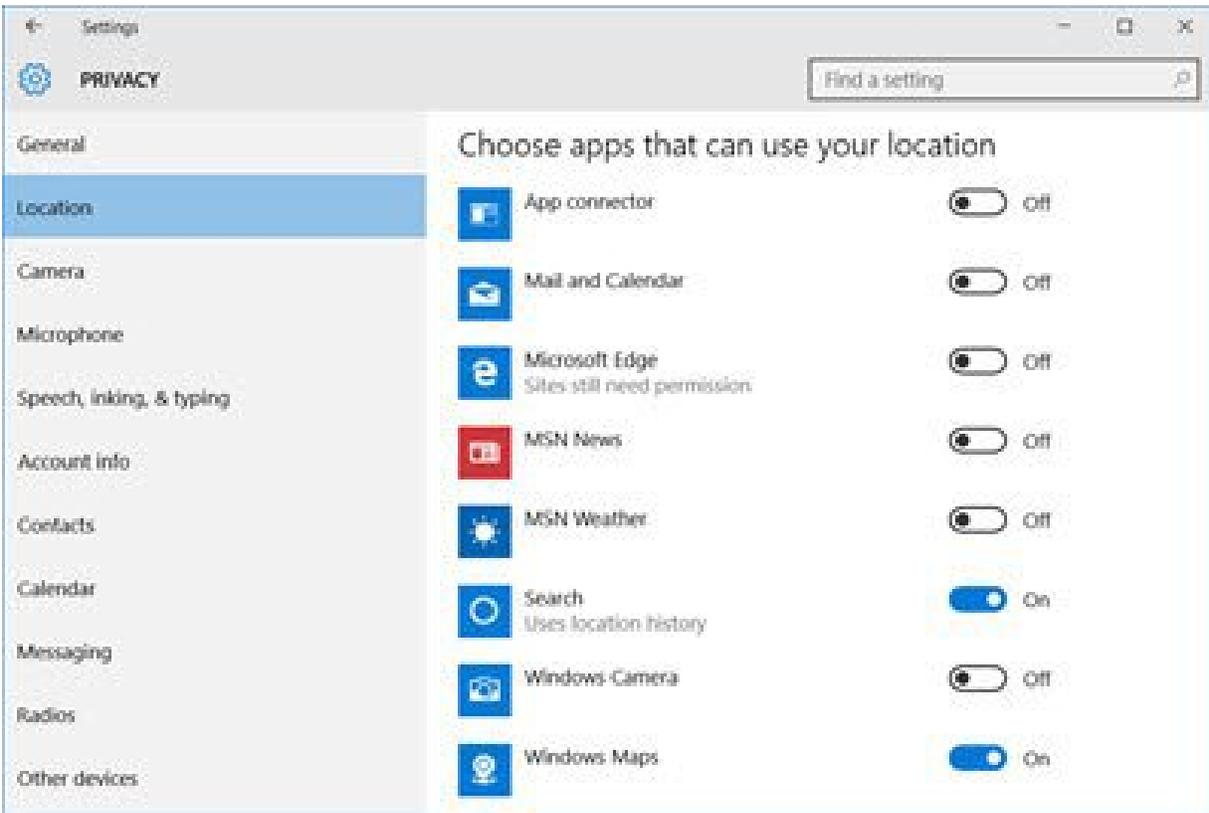
No thanks

Allow



Search Windows

Once it's done, the Privacy settings app will now open up. Kindly choose the apps you want to enable access to your location.



When you successfully do that, you may now exit the Privacy settings app.

Now, you are ready to go, when you click inside the taskbar search box, the following will be displayed.



You're all set! Now, let's see what I can get started for you.

Go ahead and tell me to do something. Interests aren't available at the moment.

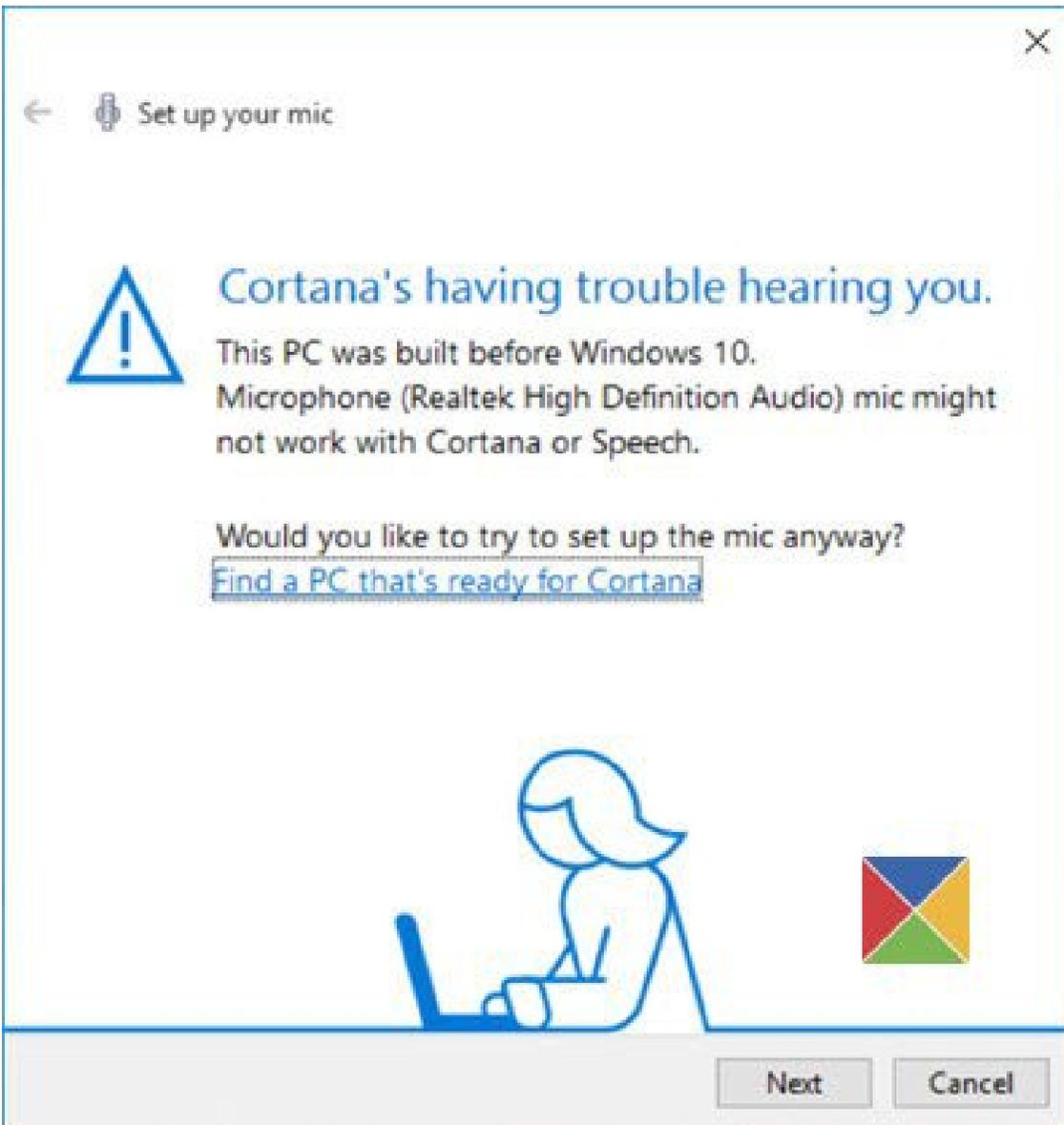


Ask me anything



Just click on the Mic icon in the bottom right corner and start speaking.

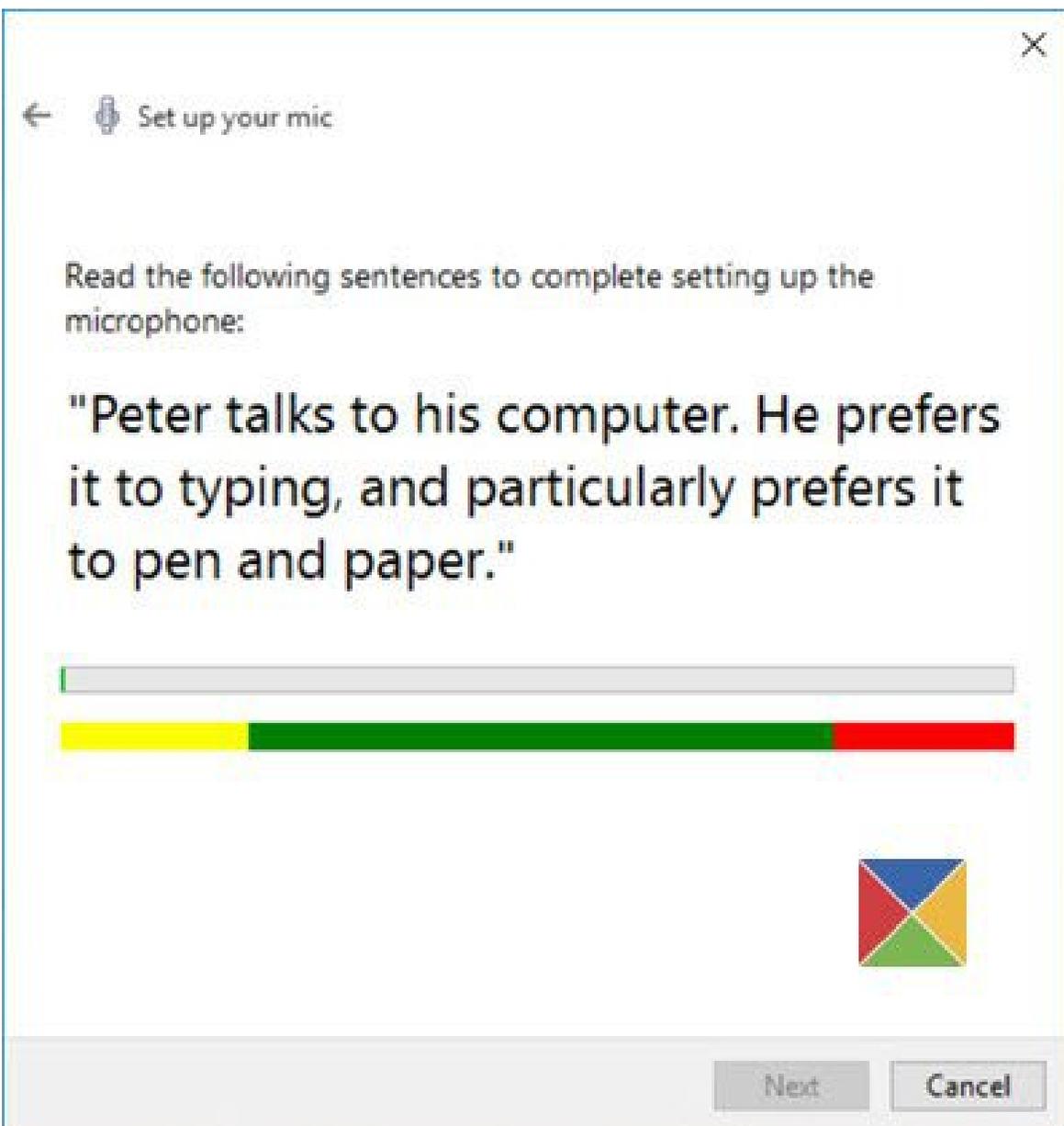
If your mic is not configured very well and Cortana is not able to hear you clearly, the following box will pop up automatically, will ask you to set up your Mic. Just click on Next.



Cortana will now give you a phrase for you to repeat. So clear your throat properly, get ready and then click Next .

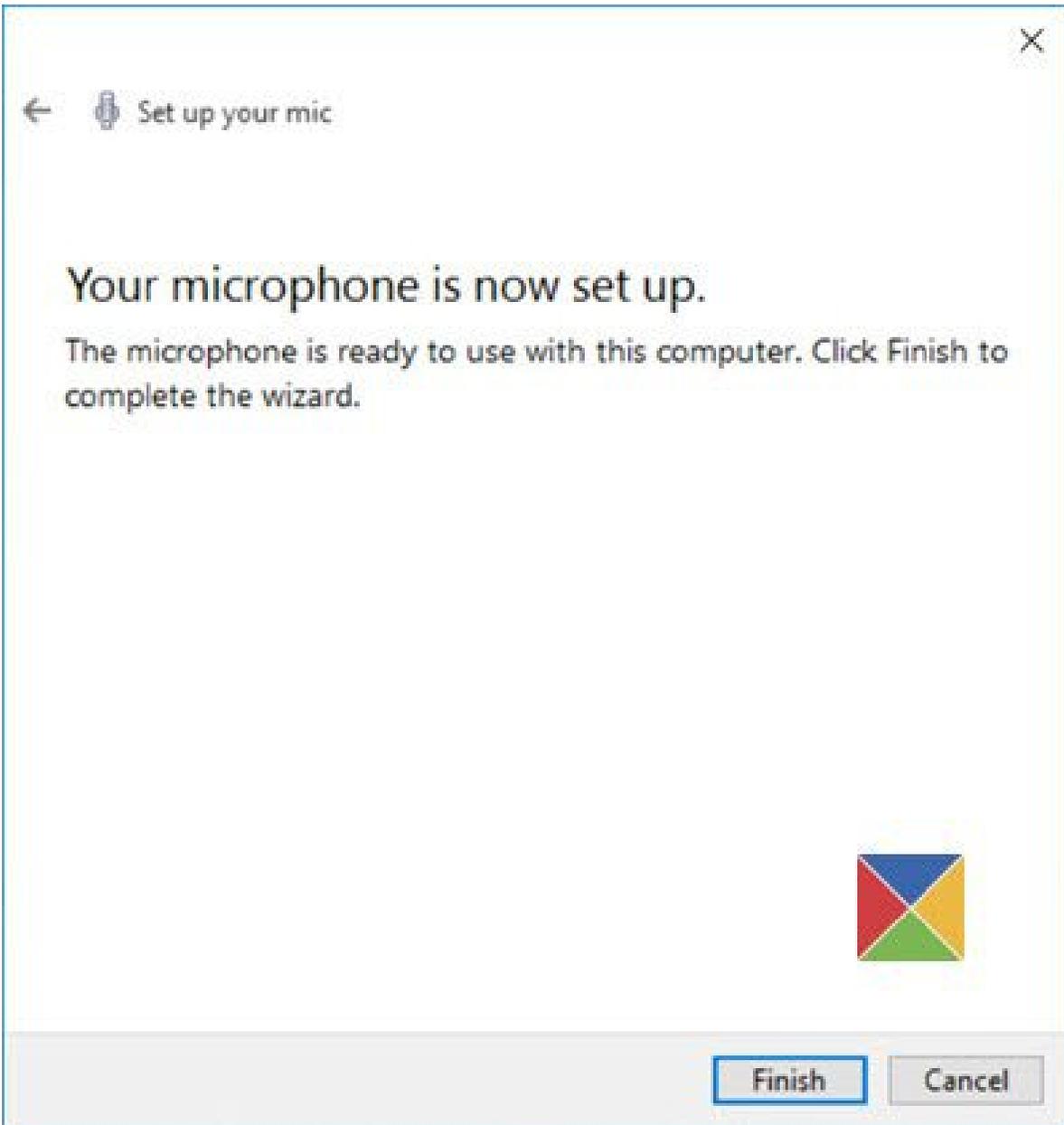


Now, it will ask you to read a sentence. Read it very clearly, make sure that there is no other noise in the room.



The screenshot shows a Windows application window titled "Set up your mic". The window has a close button (X) in the top right corner and a back arrow icon in the top left. The main text reads: "Read the following sentences to complete setting up the microphone:" followed by the sentence: "Peter talks to his computer. He prefers it to typing, and particularly prefers it to pen and paper." Below the text is a horizontal progress bar with three segments: yellow on the left, green in the middle, and red on the right. At the bottom right of the window is a square icon with four colored triangles (blue, red, yellow, green) meeting at the center. At the bottom of the window are two buttons: "Next" and "Cancel".

Once it is successfully done, kindly click on Next, and you will find out that your microphone has been correctly set up.



Now you can try again and ask Cortana something. Try to ask something like *How old are you* or you can say *Tell me a joke* and see if you get a proper response.



You're all set! Now, let's see what I can get started for you.



Ask me anything



You will then see Cortana respond.



Good morning! Let's get your



Current location forecast



25 °C

Mostly cloudy
Precipitation 50%



Vasu Jain's birthday
Tomorrow: All Day



Ask me anything



In the case you left this process half way, you can pick it up later on. When you click next inside taskbar search, you will now see Cortana display the following *Welcome back* message.



Search Windows



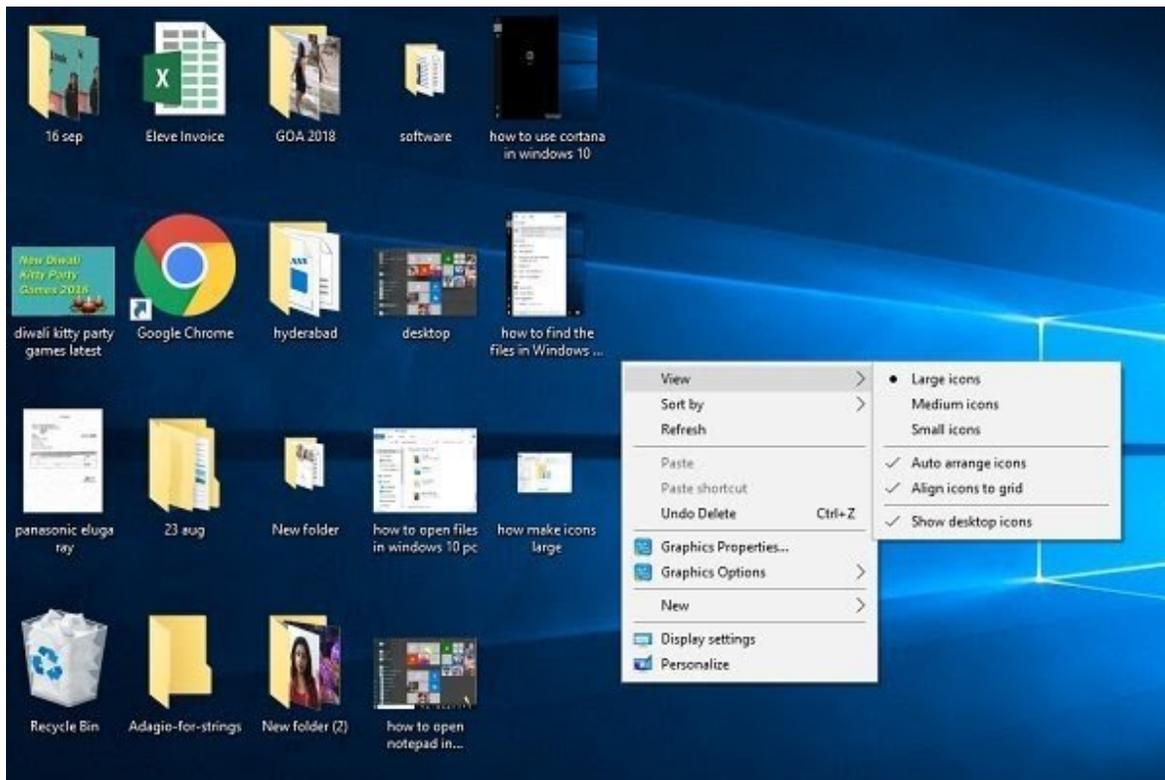
Welcome back! Let's pick up
where you left off.

You can then continue from where you had left.

CHAPTER NINE

FIXING SMALL DESKTOP ICONS AND TEXT TOO SMALL

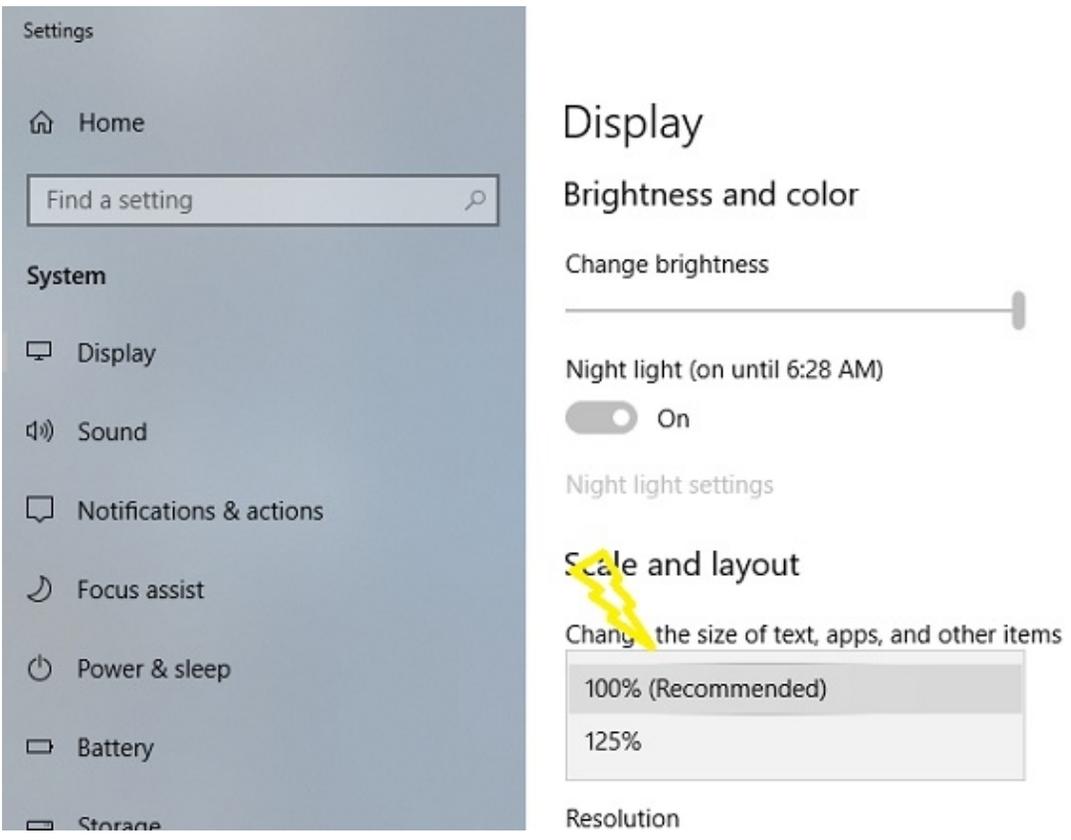
Desktop Icons very small? Fix it



As it was mentioned earlier, this information is as well for the senior citizens, and with them, eyesight is an issue. They might find the default desktop icons very small to read but they don't have to worry, you can easily increase the size with just a few clicks.

Simply right click your mouse and then click on View and select Large Icons. That's just it, and you will now see the enlarged icons on your desktop.

Text very Small? Fix it



Also you may want to increase the text size in your Windows 10 PC. This is just very simple and it's a matter of few clicks.

Simply right-click your mouse and then click on the Display Settings. This will now open up a new window. Kindly click on '**Change the size of text, apps, and some other items**' and increase it, and it's done.

CHAPTER TEN

CONNECTING TO THE INTERNET



909 WIFI

Secured



Connect automatically



Connect



Impactiva wifi

Secured

Network & Internet settings

Change settings, such as making a connection metered.



Wi-Fi



Airplane mode



Mobile hotspot



ENG

8:34 PM

10/30/2018



When we make use of a computer, we need an internet connection as well. While it is actually simple to connect with the WiFi or the Ethernet connection, the absolute beginners might need few helps. However, if there is a WiFi connection at home or at the office, the devices are normally connected already, but if you still have to do it manually, you don't need to worry.

If you want to set up an internet connection, simply go to the most right corner of your taskbar, there you will locate a Network icon, it could be a WiFi or an Ethernet icon that you will see. Just click on it, and it will open up a small window for you. Now, find your network and then click on Connect. If your WiFi is protected by a password, which it suppose to be, then you will need a password to connect. Your WiFi icon will light up immediately if you have established the connection successfully. When you see a yellow exclamation mark or you see a red cross with the WiFi icon, it means there is some fault at the modem or Wifi connection. You have to seek some technical help in that case.

How to Surf Internet:

Now, when your PC is properly connected to the internet, you would certainly want to browse the internet. For that reason, you need to install a browser on your PC. The Microsoft Edge, the default

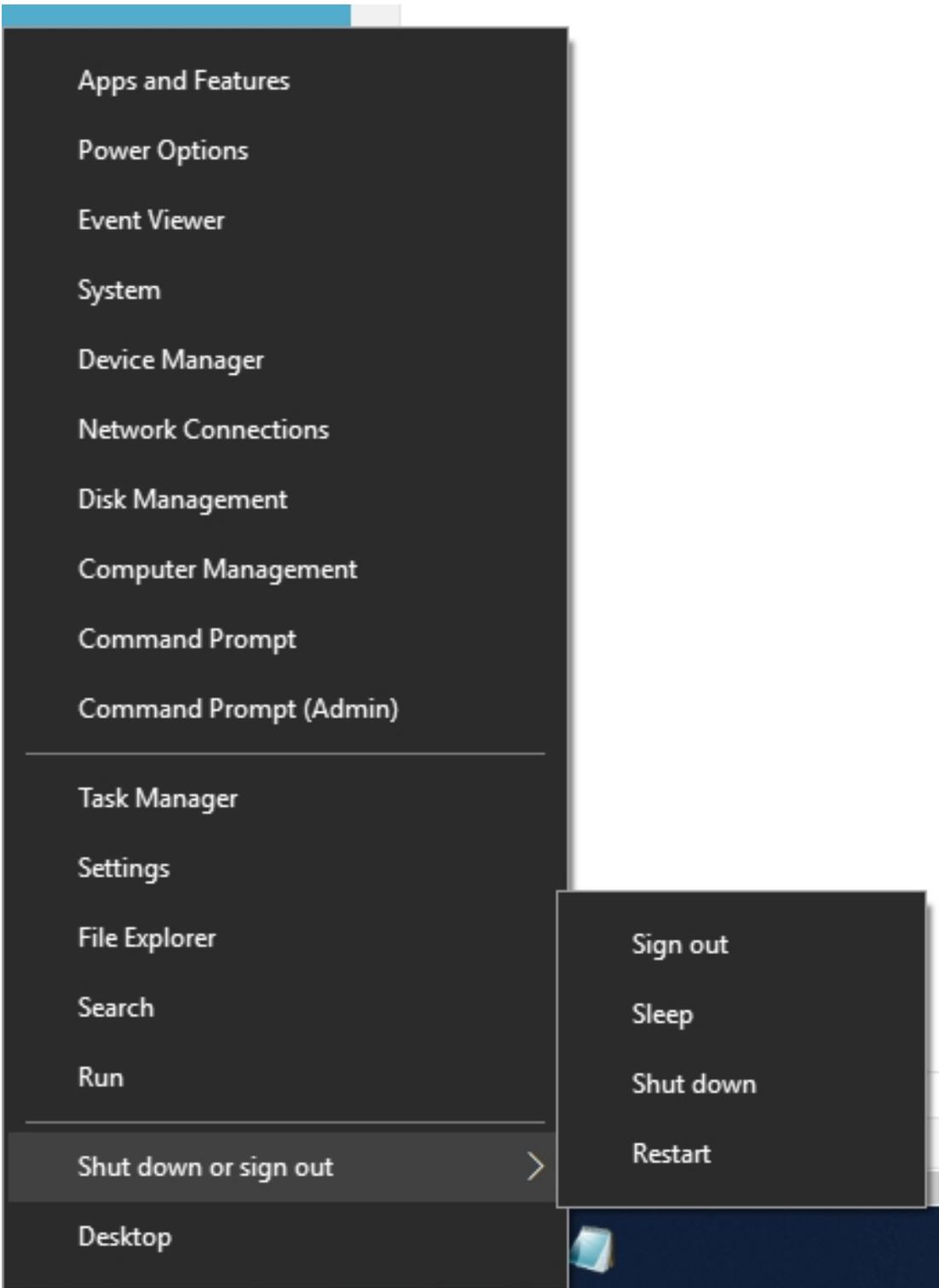
Microsoft browser is definitely installed in every Windows 10 PC. Kindly open the Start Menu by pressing the Windows icon and then click on Microsoft Edge. This will now open the web browser, and then you can start browsing the internet as you want and enjoy amazing things online.

CHAPTER ELEVEN

SHUTTING DOWN THE PC

Now when you have mastered how to start up the PC and use it, you should also know how to shut down your PC properly. There are quite a few steps to shut down your PC, but here i have covered the two main ones. Never you turn off the power button directly, you have to shut down your PC in the correct way for a smooth functioning.

1. Simply Right-click on the Start Button to open the WinX Menu.



Now press on Shutdown or sign-out link and the options for Signing out, Sleep, Shut down and Restart will appear. Just click on Shut down to power down the computer, it's done.

2. You can as well click on the Start button to open the Start Menu. On the lower left corner, you will see a power button there.

☰ Recently added

-  Epic Pen
-  Remove HindiWriter - The Phonetic...
-  Vivaldi

Expand ▾

#

-  3D Viewer

A

-  Adobe ImageReady 7.0
-  Adobe Photoshop 7.0
-  Alarms & Clock
-  Auslogics ▾
-  AVS4YOU ▾

  Closes all apps and turns off the PC.

 Restart

  Calculator

☐ ○ Type here to search

Simply click on that button, and you will now get these three options- Shut Down, Restart, and Sleep. Kindly click on Shut down and wait for PC to turn off properly.

THE END