WINDOWS 10 TUTORIALS

120 OF THE MOST COMMONLY PERFORMED FUNCTIONS IN MICROSOFT’S NEW OPERATING SYSTEM
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Windows 10 Tutorials 1 – Logging in to Windows 10

Today we will be starting with the login process and the procedure when you start up your computer.

The Windows 10 Startup Screen

This should be the very first screen you see when you boot up your computer:

![Windows 10 Startup Screen](image)

Window 10 include a number of gorgeous background that can all be customized within the OS

To bring up your login screen, either click the screen with your mouse or click and hold and then drag the screen upwards. You can also use the up arrow key to do this:

This is the screen where you input your password to get into Windows 10. A new feature in Windows 10 is the button at the bottom right of the login screen. Clicking it will give you three options – Sleep, Shutdown or Restart

To the left of this on the login screen are another three buttons, one for language, one for Ease of Access and one for Internet Connectivity. We will talk more about those later on in this series.
Type in your password and you will be taken to your home screen
Windows 10 Tutorials 2 – The New Windows 10 Start Menu

Take a look at the new style Start Menu in Windows 10; isn’t it so much easier to navigate your way around?

There is so much to unpack here but let’s get started.

Navigating the Start Menu

Look at the top of the menu and you will see your username and avatar

Underneath that is the Most Used section where you will find all the programs and apps that you use the most, including Settings, Internet Explorer, Sticky Notes and File Explorer. Obviously, your menu will differ depending on what you use on your own computer

On the right of the menu you will see the Live Tiles, the section that looks a little like Windows 8. These tiles can be configured but we will cover how to do that later on in the series.

Let’s scroll down a bit.
Here you will see a section for exploring, and tiles for Get Started, Windows Feedback and other useful tiles. And the Everyday Apps section contains casual applications that you might find useful.

Lastly, clicking on the Expand icon at the top right of the Start menu will make your menu full screen.
This screen arranges everything on your Start menu horizontally and in proportion across your screen.
Windows 10 Tutorials 3 – the Windows 10 Taskbar

Today we will be talking a little about the new Windows 10 Taskbar located at the bottom of the screen.

Navigating the Task Bar

Taking a closer look at the task bar, we can see that it has several components to it.

First, we have the Windows icon – Click on that and you get the new Windows 10 Start Menu.

Next we have the preliminary Cortana box where you can type a query or use the microphone icon to indicate that you will be using your voice to ask Cortana something.

Next, we have the Task View icons that allow you to add multiple desktops.

The next icon on the bar is the Edge icon (it looks the same as the Internet Explorer icon) – this opens up Microsoft’s brand new internet browser – Edge.
Next, there is an icon for File Explorer which allows you to get a view of your files.

Finally, there is an icon for the Windows Store. This opens up the store in a window that can be resized, maximized and closed back down.

That’s what’s on the Windows 10 Taskbar so far. We will look at a lot of those components in more detail later.
Windows 10 Tutorials 4 – Cortana in Windows 10

Today we will be focusing on Cortana, Microsoft’s new virtual assistant. Microsoft is doing something pretty unprecedented and that is adding an intelligent assistant to the Windows 10 Desktop.

Meet Cortana

The Cortana box is located in the Windows 10 Taskbar on the left, right after the Windows Icon.

There are 2 ways to interact with Cortana.

- You can use the keyboard/finger/mouse.
- You can use your voice.

If you want to use your voice to use Cortana, you can enable the “Hey Cortana” voice feature. We talk about how to do that here.

You can also click on the Microphone icon in the Cortana box and Cortana will open up like this:
As you can see, it’s “listening” to hear your voice prompt.

The other way to use Cortana is with the keyboard and mouse. To do this, simply click on the Cortana box in the Windows 10 Taskbar.
When you click there, the Cortana prompt window comes up with two major sections.

**Web History** – A list with a few of your recent searches.

**News** – some of the day’s top headlines from Bing.

If none of those appeal to you right there and then, you can type in a fresh query, whatever you want to see or know.
Windows 10 Tutorials 5 – File Explorer

Today we will be focusing on File Explorer in Windows 10.

In Windows 10, to get to the File Explorer interface, you can go to the Taskbar and click on the file explorer icon (see below).

![File Explorer Interface](image)

What’s in File Explorer?

It opens up the File Explorer interface window and it defaults to the most frequently accessed folders and on my copy of Windows, those are:

- Desktop
- Downloads
- Documents
- Pictures
- Music
Windows 10 Tutorials 6 – The Windows Store

Today we will be focusing on the Windows Store in Windows 10.

Accessing the Windows Store

The new Windows Store can be accessed directly from the taskbar (see below).
You can also access the Windows Store from the new Start Menu.

Once you click on the Windows Store icon, the store opens up in a boxed Window.

The Windows Store previously looked, felt and was a Metro app.
This is different and it looks and feels more like a Windows app.

Clicking on app categories brings up a full screen of apps, sorted into categories, such as:

- Top Free Apps
- Picks for You
- Most Popular
- Top Free Games
Windows 10 Tutorials 7 – Keyboard

Today we will be focusing on accessing the keyboard and keyboard options.

Accessing the Keyboard

Here’s how you get to the keyboard. It’s an icon in the taskbar.

Once you click on the icon, the keyboard pops up.
This is similar to the keyboard you had in Windows 8.1 with all the keyboard options you have come to expect.

Several different types of smileys and emoji’s are available as well as the ability to configure the key arrangements.
Windows 10 Tutorials 8 – Task View

Today we will be focusing on Task View in Windows 10.

Task View allows you to create multiple desktops in Windows so you can spread out your work.

Using Multiple Desktops

With multiple desktops, you can spread out the various projects that you are working on, so that each project is on separate desktop.

When you need to jump to from one task to another, you just switch desktops. Then, when you are ready to go back to your previous task, you just switch back to that desktop, and everything that you were working with is right there on the screen waiting for me.

It’s a very efficient system, and it definitely feels organized and productive.

Let’s take a closer look. First you click on the Task View icon in the task bar.
Once you click on that, a hover bar appears with a plus sign and the phrase “Add a desktop”.

Once you click on it, you can create a new desktop where you can start performing a separate stream of work.
Windows 10 Tutorials 9 – Notifications

Today we will be focusing on the notifications feature in Windows 10.

This is new to Windows 10 but there is a notifications icon on the bottom right of the task bar.

Using Notifications

The notifications feature opens up a section on the right of the screen that shows 4 sets of options.
- Tablet Mode
- Display
- Connect
- All Settings

You can also expand that list using the “expand” link.
Once expanded, some more options appear, including:

- Location
- Rotation Lock
- VPN
- Wi-Fi

We will cover these detailed options in upcoming tutorials.
Windows 10 Tutorials 10 – Windows Update

Today we will be focusing on the Windows Update feature in Windows 10.

This is the Update & Recovery screen in the Settings panel.

Using Windows Updates

Microsoft releases updates for Windows 10 on a regular basis. These include security updates, critical updates and, occasionally, service packs. They can release these updates at any time, though most are delivered on the second Tuesday of every month, also known as “Patch Tuesday” or more recently “Update Tuesday”.

It is recommended to install these updates (particularly critical ones) as soon as they are available. Even if some come with the nuisance of having to restart your PC.

Windows Update also allows you to download new versions of your drivers.

Since hardware manufacturers are best positioned to create drivers for your hardware devices, they create the most drivers. But Microsoft also tests and approves many of these drivers to reduce the risk of computers crashing.
And when Microsoft approves a driver, or releases new versions of it, they distribute it through the Windows Update channel to allow users to automatically install the firmware when users first connect their hardware to their computers or devices.

Microsoft also delivers and distributes Windows Defender signatures to protect you from malware and other such malicious code — these are also automatically installed via Windows Update.

When you first set up your PC, Windows prompts you to configure automatic updates, though you can change this later. By default, Windows installs your updates at 2 AM. Presumably, most people are asleep at this time, and their work is not interrupted this way.

Optional updates like language packs and driver updates are never installed automatically.
Windows 10 Tutorials 11 – Privacy Settings

Today we will be focusing on how to manage privacy settings in Windows 10.

The **Privacy tab** in the Settings panel allows you to manage your confidentiality and secrecy when you are carrying out everyday tasks on your PC or device.

### Privacy Settings in Windows 10

Windows 10 supports privacy — but not by default.

By default, **almost everything** you do on your PC is recorded in some way.

But you can **configure privacy options** for everything from apps to webcam and microphone. Many of these options in this screen will look the same to those of you used to Windows 8.1 but they have been refined and expanded on for Windows 10.

And most are self-explanatory and come with detailed descriptions.

They allow you to **change privacy options for applications** and configure whether these Modern UI programs can use your camera or microphone, learn your location, or even your name.

Tapping or clicking on each one provides access to **more configuration options**.
Metro apps that require access to various components like location, webcam and microphone are all listed when you tap or click the respective panels and have universal sliders that allow or disallow them, as well as the ability to turn access for individual apps on or off.

You can also manage your Microsoft advertising and other personalization info from this panel.

And read up on Microsoft’s latest Privacy statement.
Windows 10 Tutorials 12 – Devices

Today we will be focusing on how to manage your connected hardware devices in Windows 10.

Managing Devices

If you want to manage Bluetooth devices, as well as peripherals like printers, mic and keyboards that you connect to your computer, then the Devices screen is where all the action is at.

![Devices Screen]

**Bluetooth** is one of the more important options here.

You can not only connect your PC to wireless accessories like input hardware, headphones and speakers using the Bluetooth protocol, but also use it to transfer files between PCs and devices.

**Connected devices** can be used to add new hardware or manage existing ones including monitors, network cards, microphones, speakers, USB root hubs, printers, scanners and everything in between. If you’re setting up a new device, simply connect it and search for it here.
The **Mouse & touchpad** screen defines the primary mouse button and well as how much to scroll with each wheel swipe.
Next up is **Typing**, and this panel provides a variety of options for autocorrecting misspelled words, text suggestions as well as touch keyboards.

And finally the **AutoPlay** screen allows you to turn the setting on or off, and also choose the defaults for your removable drives and memory card slots. Handy for configuring various options for people that regularly use their PCs or tablets for multimedia purposes.

Windows can automatically run an app when you connect media, and although this touch-friendly interface is (currently) not as powerful in terms of features as the standard option, it still has its uses.

If you turn off AutoPlay, then you can hold down the Shift key when connecting media, and Windows will open AutoPlay just that one time.
The USB screen gives you one option only – to decide if you want to be notified of any problems with connected USB devices.
Windows 10 Tutorials 13 – Ease of Access

Let’s learn how to manage accessibility settings in Windows 10.

Windows 10, like all versions of Windows, is designed to work well for people with different levels of abilities. Microsoft has built in several accessibility features to ensure this.

Accessibility Options

The Ease of Access panel provides access to these features.

You can magnify portions of the screen if you want to view individual letters and words close up, or choose a high contrast scheme to make text clearer onscreen. The Narrator tool can be used to audibly read the text, if you want, which is perfect for people with varying physical capabilities.

For most users, slightly adjusting the accessibility settings will be enough to happily use their computers and Windows-powered tablets.

You will find these options in the Ease of Access panel in Settings:

- **Narrator** allows you to hear text and controls on the screen
- **Magnifier** zooms in to your computer’s display, showing a small part much larger
• High contrast is for users that find it easier to read black-and-white text instead of colored
• Keyboard provides options for on-screen keyboard, sticky keys and more
• Mouse can be used to change the pointer size and color
• Closed captioning, a new feature in Windows 10, adjust font settings and background
• Other options include visual options and touch feedback

These features may be simple — but they are powerful and can change lives!

Ultimately, it is important to understand that some of these accessibility features aren’t really designed to be used with a keyboard and mouse, even if they work fine with these peripherals.

Microsoft also gives developers tools to make accessible apps, and while the company encourages them to follow accessibility guidelines, not all applications you download from the Windows Store might be accessible or have features with greater accessibility.
Windows 10 Tutorials 14 – Accounts

Let’s take a look at how Windows 10 manages user accounts.

Depending on how many people use your computer, the **Accounts** screen in **Settings** is one of the more important features of the operating system.

Just see how **lacking** other mobile operating systems like Android and iOS are in this regard.

Not Windows, though.

Microsoft has traditionally presented **very comprehensive** account management options in all versions of Windows, and Windows 10 is no different. If anything, it goes beyond what previous iterations of the platform had to offer.

So anyway, in a typical family there may be a computer that more than one person uses.

It could be a PC for your children, or a tablet for your parents — or a device that the whole family uses.

If this is the case, then it is best to create a user account for each person. This ensures that **settings**, **files** and **folders** don’t get mixed up. Plus, with user accounts, everyone can **personalize and customize** the Windows environment however they want, with their apps and settings.
This screen is easy to follow, with options to manage local accounts as well as Microsoft accounts, formerly called Windows Live ID.

These accounts can either have **administrative privileges**, and those that don’t are usually considered **standard user accounts**. There’s also a third type of user account, which is the **guest account**.

**Your workplace** and **Sync settings** are the two new additions in Windows 10. Other user accounts screen allows you to manage or add new user accounts.
Anytime a new Microsoft account is created, the **first time** that person logs in, he or she will go through a **brief configuration wizard** along with the **introductory tutorial** for Windows.

After a new user account is created, Windows also creates a **new folder** with the new account name in the C:\Users folder. This is where all the **personal files** of this new user are kept. Only that user, and administrators have access to this folder.

And finally, **changing the name of a user account** is only possible for local accounts in Windows 10.
Windows 10 Tutorials 15 – Network & Internet

A tour of the networking and internet options in the new OS.

Microsoft has continued its efforts to simplify the network experience in Windows 10. Network and sharing settings and wizards have been refined so that they require fewer steps, and features like Home Group have been further improved.

Now, the real action still happens in the traditional Control Panel.

Accessing Network and Internet Settings

But the Network & Internet screen, however, still provides access to a variety of connectivity settings right in the Modern UI of the operating system.

You get options for Wi-Fi, Cellular, VPN, Direct Access, Dial-up, Ethernet and Proxy.

Basically everything you can think of when it comes to network connectivity on modern computers and mobile devices.

And although many of these settings come in handy when using Windows 10 at your workplace, there are several that can be used both at home and at work.
You can manage settings related to your connections, the wireless devices that are installed on your computer or tablet, the proxy settings in case you have them setup, as well as the Ethernet connection, if you have a network card installed on your computer.

This is also where you can add your own Virtual Private Network (VPN) connection, so that you can connect with your workplace environment.

Navigating this panel is easy — your available wireless connections will automatically show here, allowing you the possibility to find computers, devices and content available on these networks.

You can also connect to devices like network printers and TVs via this section.

And find the properties of the active network connection, like the network name (SSID), the protocol being used, the type of encryption, the IP address as well as the make and model of the network card you are using, as well as its manufacturer.
Windows 10 Tutorials 16 – System

Below is an overview of how to manage the system settings of your computer or device.

The PC Settings section was really all over the place in Windows 8.1, with different options scattered in different places, making it rather cumbersome to find what you were looking for.

System Panel

Microsoft have done a splendid job in creating a dedicated System panel here.

This is where you’ll find all the action and power options to manage everything from notifications and apps to Maps and Cortana.

Goes without saying, this is the most important section of Settings.

Several new options have also been dropped here, like Storage Sense, which actually transitions over from Windows Phone. And although the preview builds of the operating system are not exactly feature complete, this screen is power packed in terms of option.

You can customize hardware feature and software options, even configure settings for individual apps and features of the operating system from here.
As of right now, Microsoft has bundled in an array of different system settings here.

These are Display, Notification & actions, Cortana & search, Speech, Storage Sense, Power options, Windowing, Maps, Defaults, Optional features, About, App sizes, Share and Tablet Mode.

Microsoft is sure to streamline this panel (and fix the capitalization of the text, too) as we move towards the final retail version of Windows 10.

But we'll look at each screen in future tutorials here soon.
Windows 10 Tutorials 17 – Time & Language

Let’s take a look at how to change time, date, region and language settings in the new operating system.

Changing Time and Language

This one is sensibly simple. You can modify the above mentioned settings on your PC or device from the Time & Language panel, and the various options are listed in an organized fashion.

For the most part, this screen in Windows 10 is almost a carbon copy of the one available in previous versions of the operating system, including Windows 8.1.

The only difference is in the typography — & symbol in the title — Windows 8.1 had these as Date and time and Region and language.

Anyway, the first option lists the current time as well as the date in the format that you have specified below. The format can easily be changed from this screen too.

You also have the option of changing your Time zone and adjust for daylight saving time.

Most of the time you’d want to have the slider to Set time automatically.
Windows 10 **syncs** with the internet clock that Microsoft has set up online.

The second screen is also important, as selecting a **country or region** here has an impact on what type of content you are provided.

Languages, again, explains itself.

This option is handy when you want Windows 10 to recognize and **work with another language**, and with a **special keyboard** that you can use to input text in that language.

The final option is for Speech and it is here that you set up your mic and choose the language that you will use to speak to your Windows 10 device.
Speech language
Choose the language you speak with your device
- English (United States)

Recognize non-native accents for this language

Text-to-speech
Change the default voice for apps
Voice
- Microsoft Zira Mobile

Speed

Preview voice

Microphone
Set up your mic for speech recognition

Get started
Windows 10 Tutorials 18 – Lock Screen Personalization

Let’s have a look at how you can make the lock screen of your device your own.

If there’s one thing Windows 8.1 brought along — over vanilla Windows 8, that is — it was an increased focus on **personalization** and **user customization**.

Windows 10 continues the good work here.

**Personalizing Your Lock Screen**

Although many parts of the operating system can be customized, the **Personalization** screen in Settings is what you would use to add more functionality to the lock screen.
This includes selecting and setting up a new **background**.

And also set up tiles that represent some of your apps. These small tiles can’t be clicked or engaged with, but provide a **quick glance** at things that have been updated since you’ve used your PC.

For example, the Mail tile displays a number that notifies you how many new emails are currently unread. There’s also tiles for Calendar, People, Skype and more — depending on your how your device or computer is set up.

Simply set up the **small live tile** you want and individually customize whether you want it to provide constantly updated live information.

Below that you will find **Screen timeout settings** and **Screen saver settings**.

Last we have the **Start** option where you can personalize your start screen. You decide what you want to see whether it is occasional suggestions, most used apps, recently added apps, and you can choose which folders will show up on your start screen.
Do keep in mind that when you reset your PC or device, all your personalization settings will be lost, along with the removal of your personal files, apps and other installed programs.
Let’s see what tools Microsoft have included as accessories in their new operating system.

The Start Menu is back with a vengeance in Windows 10, and in many ways it behaves just like the old one in previous versions of the OS — albeit with a modern look and feel.

One such throwback is how a selection of tools are grouped together under Windows Accessories.

Navigating Windows Accessories

These are basically system tools, and quite a few of them.

And the best part is that both the available accessories and system tools are named intuitively. It should be easy to find what you are looking for just by glancing at this list.

The list includes Character Map, Math Input Panel, Notepad, Paint, Remote Desktop Connection, Sniping Tool, Sound Recorder, Steps Recorder, Sticky Notes, Windows Fax and Scan, Windows Journal, WordPad, XPS View and more.

A nice balance of old and new, classic and modern.
Many of these are desktop programs, as in traditional software, and quite unchanged from what was included in previous versions of the operating system, particularly Windows 7.

Out of these, Paint, Notepad and WordPad are probably the most familiar and the most used.

Just click or tap the ones you want the tool you want to use, and go on from there. Almost are all straightforward and well worth exploring at least once so you have an idea of what’s available in your Windows toolbox.
Windows 10 Tutorials 20 – Windows System

Let’s go over the powerful system tool Microsoft have bundled in their new operating system.

Discover Windows System

The Windows System section of the Start Menu is essentially a collection of shortcuts that take you to the various parts and tools of Windows 10.

From the classic Command Prompt to the powerful Windows PowerShell.

Again, the names here are about as intuitive as they can get.

Simply tap, click or select the ones that you want to open and you can access the various features and options in the operating system.

Most users will probably use it to locate and run items like the Run panel, Help and Support, File Explorer, This PC, Control Panel and Devices.

These can, of course, also be located via the Search bar, but this category simply collects and displays them in one ordered list. Microsoft will probably add some new shortcuts here as development of Windows 10 reaches the final stages.

But this is a straightforward way to quickly get to the most used areas of the operating system.
Windows 10 Tutorials 21 – Windows Ease of Access

Today we take a look at the highly useful accessibility options that are part of the new OS.

Now, this section is a counterpart to the Ease of Access options in Settings that we recently covered, but while that was for customizing the various settings, this one is where the tools are located.

Using Windows Ease of Access

Just open the Start Menu, scroll down to letter W, and there you’ll find Windows Ease of Access.

Four powerful tools are available here — namely Magnifier, Narrator, On-Screen Keyboard as well as Windows Speech Recognition.

Again, these are named as appropriately as they can be.

Magnifier enlarges the objects on the screen. Turning it on displays a small window with options to change the magnification level as well as change how Magnifier shows the data.
Narrator is a tool that allows you to **hear text and controls on the screen**. It will not read all of the content you encounter on the screen, but you will get a good enough idea of what’s happening on the screen as it reads URLs, dialog boxes, text entry boxes and so on.

On-Screen Keyboard is another accessibility option.

It is available on all computers, even if they don’t support touch, in which case the **virtual keyboard** can be used with either a mouse or an input device designed for people with disabilities.
Windows Speech Recognition, like Narrator, takes a little time to master. This usually entails setting the tool up, training it to recognize your voice and then learn the commands for using it.
The setup wizard is a lengthy process and usually takes up to 30 minutes to complete. But once you’ve completed it, you can **control your computer using your voice** — pretty much anything that can be done with a mouse and keyboard can be done via voice input.

Just make sure you have a quality microphone at hand for the job.
Here’s a little discussion about the included modern applications and how to quickly find them.

How to Use All Apps Section

Just like programs were in versions past, apps are at the very heart of the modern Windows experience. And the refreshed All Apps section in the Windows 10 Start Menu provides access to the built-in and third-party apps that you have acquired from the Windows Store.

Things were, obviously, very different here in Windows 8 and Windows 8.1.

In these versions, the Start Screen offered access to a bulleted list and displayed all the apps that were installed on that particular system — either direct or via the Command bar at the bottom.

Accessing Windows Start Menu

This time around, Microsoft is bringing all the action into the Start Menu in Windows 10.

The listing now is still alphabetized, all the programs and apps installed on your computer are available here, and you can select the desired app to open it.
They are, of course, segregated into letters for easy discovery.

Right-clicking the various icons opens up a small menu with options like Unpin from Start, Pin to taskbar and Uninstall — three simple options that let you further manage your apps and programs.
Windows 10 Tutorials 23 – Account Types

Today, we are going to take a look at the two of the most common account types available for users in Microsoft’s operating system.

What Your User Account Does

Your user account is associated with the specific user profile that you have set up. This is what defines you when you log into a computer using Windows 10.

It sets up your Start Menu arrangement, the colors and various UI design elements, how the tiles are arranged, where your files are saved as well as your SkyDrive cloud storage details, among others. If there ever was a list of most important things in Windows, a user account would be right up top.

User accounts can be managed from the Accounts section in Settings.

Simply click and tap on it to open up a new panel.

We’ll be taking a look at this new section in detail in upcoming tutorials, but it is worth noting that Windows 10 provides several options for user accounts — two of them, the more common ones.
First of these is the **local account**, and the other is a **Microsoft account**.

Businesses, organizations and enterprise users go beyond this two, and can set up their own **special types of accounts**. These are usually created by the **network administrator** in a company, but these are more elaborate ones suited for corporate use.

We'll go over the two of the more common account types in the next tutorials.
Windows 10 Tutorials 24 – Local Account

Here are the details of a local user account, and how to set it up.

As is plainly evident, a **local account** is the type of account that’s **only available** from your own personal computer. Sort of like how things were in **Windows 7** and before.

**Using Your Local Account**

The most **basic of accounts**, any settings you configure for your software, apps, desktop, taskbar, Start Menu, backgrounds, Internet Explore favorites and other such customizations are **applied and saved only on a given computer**.

Your profile is **stored locally**, and only available on a **single computer**.

Now, this is fine if you really only use one PC or don’t heavily customize your environment. But if you use **multiple Windows 10 computers** (at work, home) or tablets, or even a Windows 10 for Phones smartphone, then you will have to create separate profiles on each device and then download apps separately.

More importantly though, your **settings will not be synchronized** between various computers, and accessing SkyDrive through Windows 10 will also be limiting.

If you want all this, then the next type of account is what you need.
The **Accounts** panel above shows the **currently logged in** account, its **privileges** (Administrator, in this case), as well as the ability to change your picture, either by browsing for an image file or capturing one via the Camera.
Let’s take a look at the advantages and benefits of a Microsoft account.

First introduced with Windows 8, this type of an account is best described as a **global roaming user account**. And that is because your **profile** is **stored online**, in the **cloud**.

**Using Your Microsoft Account**

The primary advantage of storing your profile information in the Internet is that it is **accessible from other devices** — computers, tablets and all manner of hardware powered by Windows 10.

And what this means is that all your **settings and preferences, customizations and configurations** are available on any PC from which you can log into this account. All you need is a working connection to the web for this.

This provides a **seamless experience** for users as they move from one device to another, and provides similar usage environments independent of hardware.

So any **changes** you make, say on the Start Menu in your desktop PC are **reflected** on your Windows 10 powered tablet the next time you log into it.

That is, if you indeed wanted to **synchronize** your profile settings between computers.

The Accounts screen above allows you to switch to a Microsoft account by **signing in**. If you don’t have an account you can easily **create a new one**, there are only a few steps involved.
Once a Microsoft account is created, you can log in and keep using that.

Or if you want to return to a **local account** for some reason, then that is possible too. Simply switch back to the local option from this screen above and all your data and settings will **only be saved** on that particular PC from now on.
Windows 10 Tutorials 26 – Power & Sleep

This time, we are taking a look at the Power & Sleep screen in Settings.

Microsoft has refreshed this panel in Windows 10, by adding and subtracting a few options. But overall this is still a very basic panel.

Navigating Power and Sleep Options

You have the option of selecting when to turn off the screen when plugged in, and these range from 1 minute to 5 hours. There’s also an option for Never, for those of you that want to keep your display on at all times.

Similar options are available for putting your device to sleep and, with the live version of Windows 10, Microsoft has also added in the same options for when your laptop is running off battery power, giving you the full range of choices.

As of right now, only these basic options are available from the Power & sleep panel in Settings, but there is a handy shortcut to Additional power settings that takes you to a traditional Control Panel screen called Power Options.
Here you can choose a **power plan**, and also customize it to your taste, modifying everything from when your computer goes to sleep to what happen you press the power button on your computer.

We'll go over these settings and the various power plans included in subsequent tutorials.
Windows 10 Tutorials 27 – Power Settings

Let’s take a look at some of the power management options Microsoft has built into the OS.

While the act of balancing performance and power usage is important for all computers, this is especially true for mobile devices — be they laptops or tablets.

Power Management Settings

Out of the box, the default settings for power management in Windows 10 are effective for most users. But there may be times when you might want to fine tune them. For example, on a lengthy flight where you need your battery to last as long as possible.

In cases like this, tolerating slow performance of your machine may be totally viable.

Then again, turning things around, there may be times when you want to finalize a graphic that you are designing within the hour and want every bit of performance you can eke out of your computer.

We’ll go over the three power plans included in Windows 10 in the next tutorial.
Windows 10 Tutorials 28 – Power Plans

This is an overview of the three power plans available for computers in the latest version of Windows 10.

Not much has changed in this section since the days of Windows 7.

Windows 10, however, is designed to give you a better battery life, as not only is the operating system a lot more optimized, but applications designed for the OS are also designed to be highly efficient — every little bit helps here.

Choosing a Power Plan

Three power plans are included in Windows 10. Each adjusts performance differently, and this depends on whether your computer is plugged in or running on battery power.

Here's a brief overview:

Balanced is the default plan, and in most cases this is sufficient for most users. When this is selected, Windows 10 maximizes performance when a computer is connected to power, but automatically shifts to efficiency when it is running on battery.
Power Saver, as the name suggests, reduces power usage even when the computer is plugged in. Your processor will run slowly, and you will see less performance from your wireless networks.

High Performance maximizes performance even when running on battery. And while you will not notice a difference when your computer is plugged in, improved performance will be evident when on battery power. Your computer and wireless network will be as fast as possible in this mode.

If you don’t see High Performance, just click on Show Additional Plans.

So which power plan to use?

Balanced mode is best for typical usage, and if you want you can go in and adjust the advanced settings. When on road, or during a flight, it might be a good idea to switch to Power Saver mode.

It usually comes down to adjusting power settings for specific scenarios.
Windows 10 Tutorials 29 – Installing Windows Updates

Here’s a look at how easy it is to install and deploy updates for your OS.

You can find Windows Update in both Settings and Control Panel on your Windows 10 device.

How to Install Windows Updates

The former option allows you to check for new updates manually, install the ones that are available, view your update history and choose how updates get installed. The more traditional Control Panel screen offers greater customization of how Windows Update works.

Microsoft releases several types of updates on a regular basis, including:

- **Security updates**, intended to protect computers from newly discovered security vulnerabilities.
- **Critical updates** that usually aren’t security related, but solver reliability or data integrity issues.
- **Windows Defender definitions** are also delivered here, to detect and protect against malware.
- **Service packs** contain dozens or even hundreds of small updates all rolled into one.
If you have selected the default settings to automatically install updates when you set up Windows in previous versions, these patches and definition updates are deployed routinely.

You will either be notified when new updates are available, or you can manually check for them via the screen above and initiate the download.

It is a good idea to install all updates as soon as possible to keep your Windows 10 PC secure and running smoothly without any performance or reliability issues.
Windows 10 Tutorials 30 – Installing Preview Builds

Here is a glimpse at the various options Microsoft provides for installing preview builds of the operating system.

Windows 10 is, at the time of this writing, now fully deployed and has just celebrated its first year anniversary.

Installing Preview Builds of Windows

Unlike previous versions, Microsoft has opted to engage the user base in ways unheard of, by providing the community with several avenues to offer feedback on almost all areas of the OS — from user interface to feature set and usability.

The company regularly rolls out new preview builds for the latest updates to Windows 10 to users that have signed up for its new Windows Insider program — which is free for everyone.

Microsoft has set up two distinct rings for Windows Insiders to classify them, and this classification is primarily used to deliver newer preview builds to computers via the Windows Update option.
The Slow ring is for users that want more stable builds, free of common errors, while the Fast ring is best suited experienced users and enthusiasts that want access to the latest preview versions as fast as possible, even at the apparent risk of some new bugs or problems.

You can select your choice from the panel above.

Hit the Advanced options link in Windows Update in the Update & Recovery section and you can change your choice in the Choose how preview builds are installed section down below. Click or tap the back arrow and check if a new preview build is available from the previous screen.

Windows 10 Tutorials 31 – Backup

Let’s take a look at the backup options available for your device.

Microsoft introduced the File History option in Windows 8.1 allowing users the ability to back up their files in Libraries, Contacts, Favorites and Desktop automatically, simply by turning this option on and selecting a drive.

How to Use Backup in Windows 10

The name of this feature has been changed back to Backup — pun intended — in Windows 10.
You can also configure Backup to automatically back up other locations of your choice, or to not back up certain locations, if you so prefer.

The Settings application offers a simplified version of this feature where you can turn it on or off, select the drive where the backup is made and, of course, perform a manual backup.

You'll first need to define a backup location.

Do this by clicking of tapping the Add a backup location on this PC option.

It is recommended to select an external drive for this task and use that to copy the files. It is also possible to add a network location, if it better suits you need.

Once you set things up, this screen will show you how much space the backed up data occupies on your chosen drive, as well as the date and time when your files were last backed up.

A more elaborate version of this tool is available in the Control Panel, and we'll go over that one, and the options it provides in a future tutorial.
Windows 10 Tutorials 32 – Recovery

In this tutorial, we will look at an overview of the three power plans available for computers in the latest version of Windows.

Similar to the Backup option, the Recovery section in Settings provides a bunch of simplified settings. However, there are a couple of extra features here, handy for when things go wrong.

And better yet, these tasks are logically linked together in this panel.

Recovery Options

**Refresh your PC without affecting your files**, as the name suggests is like push button rest. If you encounter a problem with your computer (performance related or otherwise) you can initiate a fast process that wipes Windows out and reinstalls it in a factory fresh condition.

This basically saves you the process of mucking around with installation media, setup discs and USB drives, and more importantly it does not take as long to finish as previous versions of the OS.

And amazingly, it retains all your personal data, settings and Metro apps (but not the traditional desktop software programs) and reapplies them to Windows after it is reinstalled.
**Remove everything and reinstall Windows** does exactly what’s listed above, the only difference being it deletes all your personal data and apps, giving you Windows in a brand new, day-one condition. Everything on the PC hard drive is deleted with this option, so make sure you safely back your data first.

**Advanced setup** is for when things go wrong and you want to start up via device or disc. This option also provides the ability to change Windows startup settings or restore Windows from a system image.
Here is a short guide on touching the desktop on a touchscreen.

Tried and tested, the desktop in Windows 10 still works best with a keyboard and mouse — thanks to its tiny buttons and thin bars. This is one area of Microsoft’s operating system that probably will not get touch elements.

And for good reason too.

So if you’re using the desktop on a touchscreen tablet, it’s a good idea to buy a portable mouse and keyboard for work on the desktop.

How to Control Your Desktop Using Your Fingers

Fingers may work well for tapping the Start Menu or the expanded Start Screen in the new operating system, but there are some touchscreen controls built on the desktop. Here are a few pointers on how to control the desktop with your fingers:

Select: If you want to select something on the desktop, try doing so with your fingertip. Unless you have small hands, the pad of your finger may be too large.
**Double-click:** Fingertips work best here too. To double-click something on the desktop tap it twice.

**Right-click:** Now, this procedure is a little more complex. To right-click an item, press your fingertip on it gently and wait for a small square to appear onscreen. This popup menu will stay onscreen, even if you remove your finger. Simply select your desired option from here.

Again, it’s best to get a small Bluetooth keyboard and mouse for your touchscreen Windows 10 device. Navigating via touch on desktop becomes all the more difficult on smaller tablets.

It is definitely possible, but if you find yourself regularly in the desktop environment, invest in these two accessories to better maneuver your way around this traditional UI.
Here’s a look at how to change the display resolution in the new OS and what consequences it has.

The most obvious consequence of changing the display resolution of your device (or screen, when using Windows 10 with an external display like a monitor or projector) is size.

Which is to say, the higher the resolution, the small everything looks on screen.

Everything, in this case being text, icons and other such elements.

Resolution indirectly affects icon sizes because Windows 10 describes each icon and each character of text as a predefined number of pixels at certain resolutions. For example, a particular icon may have dimensions of 32 pixels, but these are displayed differently on different monitors.

It may amount to 1/20\textsuperscript{th} of a screen on a tablet, and 1/40\textsuperscript{th} of a screen on a large screen monitor.

This display sharpness comes at a price, as you may have trouble seeing icons and text at tiny sizes on high-resolution screens.

**How to Change Your Display Resolution**

Changing the display resolution is simple.
Right-click the desktop in Windows 10 and select the **Display settings** option to open up the **Settings** application.

Here you’ll find **Display** as the first option, go to **Advanced display settings**. A new panel will open up with some **Resolution** choices — these resolutions depend on your display adapter and your monitor, meaning not all will be displayed at any given time.
Now select your desired resolution from the list that is available, click **Apply** and click **Keep changes** when a message appears.
Do bear in mind that if you decreased the resolution, the display may appear **slightly fuzzy**. And likewise, if you chose a resolution that has a different aspect ratio to that of your display, the onscreen elements like buttons and text onscreen may appear **stretched or squashed**.
Windows 10 Tutorials 35 – WinX Menu

Here’s a look at the highly useful WinX system menu in Microsoft’s latest operating system.

Microsoft, as you may well be aware, removed the classic Start Menu in Windows 8 and Windows 8.1, instead placing the emphasis on the bold new Start Screen.

The convenient little WinX system menu was already part of previous versions of Windows, providing easy and quick access to several useful tools like Computer Management, Task Manager, the Control Panel, the Command Prompt and the Run window, among others.

These were further improved in Windows 8.1 with options for shutting down or restarting computers and devices.

Things stay the same in Windows 10.

Accessing the WinX Menu

The quickest way to access this short menu is to press Winkey + X, Winkey being the key on the keyboard with the Windows logo. This instantly brings up this hidden menu.

You can also bring it up via the mouse by pointing it to the Start button and right-clicking it.
Once this menu appears, simply click on the tool you want to start by selecting and clicking it. There are at least 18 options on offer here currently, and we expect more to be added in as Microsoft releases new updates to Windows 10.
Windows 10 Tutorials 36 – How to Access the Task Manager

This particular tutorial will help you access and unleash the functionality of the Task Manager in Windows 10.

What is Task Manager?

Task Manager helps you monitor and control the performance of your computer.

It provides the real-time monitoring of the computer processes, programs, and services running on your computer.

For instance, if you are using Microsoft Word or Microsoft PowerPoint, you will find it in the Task Manager along with the resources (memory) they are using.

It also shows you programs that have stopped responding. You can also close a program (force quit a program) that has stopped responding in the Task Manager.

Ways to open Task Manager in Windows 10

1. Press CTRL+ALT+DEL simultaneously and then select Task Manager
2. Press CTRL+ SHIFT+ ESC simultaneously
3. Press Win+ X to pull Power Users menu and then select **Task Manager**
4. Right click on the taskbar and select **Task Manager**
5. Type “task manager” in Cortana and from the search result select **Task Manager**
6. If you are on Start Screen, then start typing “task manager” and from the search result select **Task Manager**

If you are logged in as administrator, you will not be prompted by UAC.

As a normal user if you are prompted by **UAC**, simply press **Yes** to continue.
Windows 10 Tutorials 37 – How to Rename Your PC

Today, we will help you learn how you can rename your PC in Windows 10.

Your PC (or actually any device) needs a name to identify itself and communicate with other PCs and devices on the same network.

Most of the time you don’t have to bother with naming your PCs (they do come with default names). You can change the default names easily to any name you like in Windows 10.

How to Name Your PC

**Tip:** You should ideally keep your PC names short – around 10 characters. Keep a name that is easily recognizable. There is no need to throw in special characters or digits or capital letters if you don’t want to.

You can however use numbers (0-9) with uppercase or lowercase alphabets and hyphen (-). You can’t use numbers alone. Spaces or any other special characters like @ or $ are also not allowed.

You must be signed in as administrator to be able to change your PC name. Once done, use **Settings** to rename your PC:

1. Open **Settings**, and click on the **System** icon.
2. Click on **About** on the left side, and click on **Rename PC** on the right side.
3. Type in a new name you want for your PC, and click on **Next**.
4. New PC name will be applied once you restart your computer.
You can use **System** option as well to rename your PC:

1. Access **System** from **Control Panel** or through **Win+x Power Menu**
2. From links on the left hand side, select **Advanced system settings**
3. Click on the **Computer Name** tab and then click on the **Change** button
4. Type in a new name you want for your PC, and click on **Ok**.
5. Close the System Properties windows and restart your PC to apply new name.
You can also use command prompt to rename your PC, use the following command:

wmic computersystem where name="%computername%" call rename name="your-PC-name-here"

In this tutorial, you learned how to rename your PC in Windows 10.

Go ahead and rename your PC now!
Windows 10 Tutorials 38 – How to Change Your Desktop Background

This particular tutorial will show you how to change your Desktop Background.

Changing Your Desktop Background

So, let’s dive right in by first exploring how you can set an image you are browsing on the Internet or your local drive as your Desktop background.

1. In the Edge browser or Internet Explorer, open the full size image and then right click on the image. Now select Set as background option. Confirm and that is it.
2. In the Firefox, follow the same steps and select Set Desktop Background. This will open up a dialog box, choose Position and then click on Set Desktop Background. That is all.
3. While browsing your photo collection on your computer, you can again right click on an image and select Set as desktop background.

You can also use Personalization to select and set a new image or slideshow as background. Here is how:

1. Right click on your Desktop and select Personalize.
2. Click on the Desktop Background link at the bottom.
3. To the right of Picture location, either click on the drop down menu arrow to select a recent picture folder location, or click on the Browse button to navigate to and select folder that contains the images you want to use in the slide show.
1. Select the images you want to include in the slide show.
2. At the bottom, select the **Picture position**, **Change picture every**, and **Shuffle** settings you want for the images.
Windows 10 Tutorials 39 – How to Open Control Panel

This particular tutorial will help you access the powerful Control Panel and change its view.

In Windows 10 there are multiple ways (PC settings, Control Panel, the Settings Charm and Search) in which you can change System Settings and Controls.

Control Panel is a centralized area where all these aspects of Windows can be controlled.

How to Open Control Panel

1. Open the **Win+X** Power Menu, click on **Control Panel**. (see screenshot below)

2. Type “con” in the Cortana and from the search result select Control Panel. (see screenshot below)
3. By default, Control Panel will open up in Category view. You can change this to Large icons, or Small icons view by clicking on the drop down option next to View by. (see screenshots below)
And that is it. Control Panel is now open. You can now do variety of tasks like setting a new wallpaper as desktop background, renaming your computer or add/ remove programs.
Windows 10 Tutorials 40 – Universal Windows Apps and How to Re-size Them

Today, we will help you learn about Universal Windows Apps.

You will also learn how to re-size your apps in Windows 10.

What are Universal Windows Apps?

Developers now have an option to work on a single app and publish it across multiple devices. All these apps across multiple devices from small handheld device to large screen computers now have a shared identity.

This means that if you purchase an app (say Word) from the Windows Store, you can install it on your Windows Phone using the same Microsoft account and without having to purchase the app again.

That is not all. In some cases, this may also include in-app purchases as well.

These apps can now be opened in re-sizeable windows and you can switch it to full screen view by clicking on the Full Screen button on the top right side of the title bar. (see screenshot below)
If you now want to exit the full screen view, all you have to do is point the mouse pointer to the top edge of the app, you can click on the Exit Full Screen button again on the top right side of the title bar to exit full screen view. (see screenshot below)

Note: The full screen view status for an app is not persistent. Hence, it will not stay the full screen way if you exit the app from that view. It will be displayed in a window only. You have to re-size it again.
Windows 10 Tutorials 41 – How to Change Account Picture

This tutorial will help you change your account picture.

Remember, your profile image is for the Microsoft account and your account picture is only for your computer.

When you link your Microsoft account with your PC, Windows 10 will automatically sync your profile image as account image.

Changing Your Microsoft Profile Picture

If you do not wish to use your Microsoft account profile image as your account image, you can use one of below methods to change the image.

1. Open Settings, and click on the Accounts icon and then click Your account.
2. If you want to use an image from your computer, click Browse. Navigate to the photo you want to use and click a photo to select it, then click Choose picture.
3. If you want to take a new picture using the external or inbuilt camera, click Camera. Take a photo and use it.
Windows 10 Tutorials 42 – Action Center

This tutorial will help you show how to open and use Action Center.

What is Action Center?

If you don’t know already, Action Center in Windows 10 has been borrowed from Windows phone and just like in Windows phone, it collects and shows the notifications from system (PC) as well as the individual apps installed on your PC.

All these notifications are grouped by app and time.

All your notifications from Facebook, Email accounts, System alerts and more are visible in the Action Center. You can easily enable and disable alerts for apps as well.

You also get quick access to system settings like options to turn on / off or open / close items like Location, VPN, Wi-Fi, Display Settings, All Settings, Volume, Internet Access, Bluetooth or any other item which you have selected to view in the Action Center.

Here are different ways in which you can access Action Center:

1. Press the Windows + A keys
2. Click on the Action Center system icon on the taskbar
3. Right click on the Action Center system icon on the taskbar, and click on Open Action Center
To clear notifications, simply click on the **Clear All** icon at the top right corner of the **Action Center** (as shown below in the image).

![Notifications Clear All Icon](image)

**Note:** You can also clear the notifications from a specific app by simply selecting that app and pressing the ‘**Delete**’ key or pressing **X** on the right of that app name.
Windows 10 Tutorials 43 – How to Show or Hide Notifications

This tutorial will show you how to hide or show notifications in Windows 10.

Windows 10 introduces a new feature of collecting and showing notification alerts from traditional as well as modern Windows apps.

Whenever there are new notifications, these are assembled and sorted by app name and time in the Action Center. Once the Action Center gets a new notification, these are displayed in the form of a small banner above the taskbar to give you the update.

Steps to Show Or Hide Notification:

To ‘Show’ a notification:

1. Left click on the Action Center icon to view the notifications
2. If you have hidden notifications, right click and hold on the Action Center system icon. Now click on Show notifications (as shown in the screenshot below)

![Show Notifications Screenshot]

To ‘Hide’ a notification:

1. Right click and hold on the Action Center system icon
2. Click on Hide notifications for, and select 1 hour, 3 hours, or 8 hours depending on your preference (as shown in the screenshot below)

![Hide Notifications Screenshot]
Note: You can put your cursor on ‘Action Center’ (without clicking on it), to see the time left to get the new notification.
In this tutorial you will learn to set up a picture password for your account in Windows 10.

If you are one of those who cannot remember tricky passwords, Windows 10 has a feature just for you so that you do not compromise on security of your PC.

You just have to choose an image and the gestures to set it up. The best part is that you are not limited to gestures on touch screen, you can even use a mouse to draw these gestures.

**Steps To Create A Picture Password:**

1. First step is to connect your **Microsoft account** to your PC
2. Open **Settings**, and click on the **Accounts** icon and then click **Sign-in options**

3. Under **Picture Password** option click on **Add** button.
4. Enter your **Microsoft** account password when prompted
5. From left use **Choose image** to browse and pick an image to use for password
6. Once you have selected the image, draw three different gestures on the image and repeat them at exact same spot on the image to save your gesture pattern.
Windows 10 Tutorials 45 – Create a Shortcut to Clear Clipboard

Using this tutorial, you can create a shortcut on your desktop which you can use any time you want to free clipboard memory.

What is a Clipboard?

When you cut/copy to paste text, images, files or media files, the data is stored in Clipboard temporarily. The data will remain there till the time it is not overwritten by new data or clipboard is cleared. Storing large amount of data in clipboard is not recommended.

How to create a shortcut to clear clipboard in Windows 10:

1. Right click anywhere on the empty area in your desktop, click on New and Shortcut.
2. In the window that pops up, type in the target location box:

   %windir%\System32\cmd.exe /c “echo off | clip”

3. Type in name for your shortcut as Clear Clipboard or anything which you may like. Click Finish to create the shortcut.
5. You can use this shortcut as it is, however, if you want to assign an icon to it, follow these steps:

1. Right click on the shortcut and select **Properties**.
2. Click **Change Icon**.
3. Select the icon from the list of icons displayed or browse the file to set as an icon.

For quick access you can pin the shortcut to taskbar, add it to quick launch or assign a keyboard shortcut to it.
Windows 10 Tutorials 46 – Create a USB Recovery Drive

In this tutorial you will learn how to create a USB recovery drive in Windows 10.

A recovery drive will help you boot into advanced start-up options just in case your Windows stops booting up.

Using the advanced start-up options, you can troubleshoot your problem. Windows 10 includes an in-built tool to create a USB recovery drive.

**Note:** Your USB drive will be formatted and all your data will be erased. Either use a blank USB drive or backup your data before using the drive for this purpose.

To create a USB recovery drive:

1. Open **Search** box type **Recovery** and from **Settings** lists, select **Create a Recovery Drive**

2. Open **Control Panel** and select **Recovery** option. Now click **Create Recovery Drive**.
3. Click **Yes** if prompted to allow the program to make changes to this computer
4. Click **Next** to proceed
5. If you haven’t inserted the USB drive you will be prompted to do so
6. Select the drive you want to use and click **Next** to proceed
7. When process is finished you have your recovery disk ready
Windows 10 Tutorials 47 – How to Boot to Advanced Startup Options

In this tutorial you will learn how to boot into Advanced Startup Options in Windows 10.

Advanced Startup Options have some powerful tools which can be used for troubleshooting if the computer is having problems and also change the behavior of Windows at start up like booting up in safe mode.

How to Get Into Advanced Startup Options

Windows 10 offers a quick and easy way of booting into Advanced Startup mode. To do so open Start Menu and click on Shutdown button. Now press Shift key and without releasing it click on Restart option. Windows 10 will now reboot into Advanced Startup Options.

Another way of booting into Advanced Startup Options is via the USB recovery drive we created in last tutorial. Just boot your computer using the USB recovery drive and select your keyboard language.
You can also reboot the computer into Advanced Startup Options from Settings. To do so, open Settings and click on Update & recovery icon. Here, select Recovery from options on left side and then click Restart Now under Advanced Startup.
Windows 10 Tutorials 48 – How to Start Windows 10 in Safe Mode

In this tutorial you will learn how to start Windows 10 in safe mode.

Safe mode allows users to troubleshoot software related problems by booting up Windows with limited components. There are three different safe mode options:

1. **Safe Mode**: This is the basic safe mode option with bare minimum components running and most users would be logging into this mode for troubleshooting.
2. **Safe Mode with Networking**: If you want to have access to Internet or the network to which your computer is connected, choose this option. Under his mode you can access Internet in order to download drivers, software’s or browse helpful links.
3. **Safe Mode with Command Prompt**: As the name suggest, under this mode you have access to command line instead of Windows. This mode is used by system admins or expert IT engineers.

**Safe Mode Using Advanced Startup Option**

1. Boot into Advanced Startup Options (click here to learn more)
2. Click on **Troubleshoot** option
3. Click on **Advanced Options**
4. Click on **Startup Settings**
5. Click **Restart**
6. When computer restarts press following keys for the options:
   - Enter – Normal Mode
   - 4 or F4 – Safe Mode
   - 5 of F5 – Safe Mode with Networking
   - 6 or F6 – Safe Mode with Command Prompt

**Safe Mode Using System Configuration**

1. Press the Windows + R keys to access Run dialog box.
2. Type `msconfig` and press **Ok** button
3. In **System Configuration** window which opens up, select Boot tab

4. Check the box next to **Safe Mode** and select one of the following options to boot computer into normal, networking or networking mode:
   - **Minimal**: normal safe mode
   - **Alternate Shell**: safe mode with command prompt
   - **Networking**: safe mode with networking
5. Click on the **Restart** button in the next dialog box to restart computer in safe mode

**Note:** Follow same steps once in Safe Mode to uncheck the Safe mode option and boot the computer in normal mode.
Windows 10 Tutorials 49 – Disk Cleanup

In this tutorial you will learn how to access Disk Cleanup app in Windows 10.

In order to get best performance out of your computer, you should always keep it fine-tuned. One such app which helps you in maintaining your computer is Disk Cleanup.

Disk Cleanup will clear unwanted files like temporary files, recycle bin files, system files, windows old files etc. and help you run your system faster.

Apart from cleaning up hard drive of unwanted files, Disk Cleanup can also be used to compress files and free up additional space on your hard drive.

Using the compression feature, Disk Cleanup will compress old files which have not been accessed for long time and hence freeing up additional space on the hard drive.

**Note:** It takes longer to access a compressed file as compared to uncompressed file.

How To Open Disk Cleanup App

1. In the search box type **clean** and select **Disk Cleanup** windows application.

2. If you have more than 1 drive in your system, select the drive you wish to clean.
3. Select the files which you want to clean and press **Ok**.
4. Click **Delete Files** in the confirmation dialog box
Windows 10 Tutorials 50 – Create a Shortcut to Boot to Advanced Startup Options

In our earlier tutorial we had discussed various steps of booting the computer into Advanced Startup Options. Using this tutorial, you create a shortcut on your desktop which you can use any time to restart Windows 10 and boot directly to Advanced Startup Options.

How To Create A Shortcut To Boot Into Advanced Startup Options In Windows 10:

1. Right click anywhere on the empty area in your desktop, click on New and Shortcut.
2. In the window that pops up, type in the target location box

   %windir%\system32\shutdown.exe /r /o /f /t 00

3. Type in name for your shortcut as Reboot Advanced or anything which you may like. Click Finish to create the shortcut.
You can use this shortcut as it is, however, if you want to assign an icon to it, follow these steps:

4. Right click on the shortcut and select **Properties**.
5. Click **Change Icon**.
Select the icon from the list of icons displayed or browse for file `bootux.dll` in System32 folder to set icon for this shortcut.

For quick access you can pin the shortcut to taskbar, add it to quick launch or assign a keyboard shortcut to it.
In this tutorial you will learn about the Energy Saver mode in Windows 10.

On a single charge, the battery of your laptop can last only for few hours at the most. When you do not have access to power terminal and you are not carrying additional battery, the Windows 10 Energy Saver mode will come to your rescue.

How To Enable Energy Saver Mode In Windows 10:

1. Press **Windows + X** key to access **Power Menu** and select **Power Options** from there.

2. Choose one of the power plan (Balanced, Power Saver or High performance) click **Change plan settings** next to it.
3. Now select **Change advanced power settings**.
4. In **Power Options** scroll down and expand **Energy Saving settings**.
5. Here you will find two sub options: **Energy Saver on user away** and **Charge level**.
6. Under **Energy Saver on user away** select **Enable** from drop down list.
7. Similarly, under **Charge level** select the charge level at which **Energy Saver** mode is to be enabled.

8. Press **Ok** to apply the changes.
Windows 10 Tutorials 52 – Create a Password Reset USB Drive

In this tutorial you will learn how to set up your USB drive to work as an emergency password reset disk in Windows 10.

If you are one of those who cannot remember their passwords, Windows 10 has a solution for you.

You can set up a USB drive to work as an emergency password reset drive which will help you to reset the password of your local Windows account. You can use this drive to reset the password as many times as you like. This will not work for your Microsoft account.

The password reset drive has to be setup while you have the access to the account. If you have forgotten the password, you will not have option to create the password reset drive.

How to Create a Password Recovery Drive

Follow these steps to setup a password recovery drive:

1. Sign in to the local account for which the drive has to be prepared.
2. Open Control Panel (Small icons mode) and click User Accounts.
3. Now connect a USB drive you want to use as your password reset drive.
4. From the options on left hand side, click on **Create a password reset disk**.

5. Click **Next** in the **Forgotten Password Wizard**.
6. Select the drive from the list of drives and click **Next**.
7. Type in your current local account password and click **Next** to proceed.

8. If the USB drive already has **userkey.psw** file in its root directory, click **Yes** when asked to overwrite it.

   **Note:** To setup another drive, you can simply move the **userkey.psw** file to its root directory.
Windows 10 Tutorials 53 – How to Change Password of Your Local Account

In this tutorial you will learn how to reset the password of your local Windows 10 account.

If you have forgotten your password and you have a password reset drive, you can reset your password:

1. If you enter the wrong password when you attempt to log on, Windows displays a message that the password is incorrect. Click **Ok** to close the message.

   ![Password reset interface](image)

   **Barry Richards**

   ![Password input fields](image)

   **Password**

   **Password hint: alphabets**

   **Reset password**

2. Click **Reset password**, and then insert your password reset drive.
3. Follow the steps in the **Password Reset wizard** to create a new password.
4. Log on with the new password.

A quick and easy way to change the password is:

1. Press **Ctrl+Alt+Delete**, and then click **Change a password**.
2. Type in your current password in **Old password** text box
3. Type in your new password in **New password** and **Confirm password** text box and press **Enter**
Using **Setting** option to change the password:

1. Open **Settings** and click **Accounts**
2. From the option on left hand side, select **Sign-in options**

3. Click **Change** button under **Password**
4. Type in your current password and click **Next** to proceed
5. Type in your new password in **New password** and **Reenter password** text box
6. Type in password hint and press **Next**

*Note: If your PC is on a domain, your system administrator must reset your password.*
Windows 10 Tutorials 54 – How to Turn Cortana On or Off

In this tutorial you will learn how to turn Cortana On or Off in Windows 10.

Cortana is an intelligent personal assistant app developed specially for Windows 10 by Microsoft. Cortana can help you search in Windows for apps, settings and files.

You can also use her to search the web. Cortana learns from your browsing behavior and system activities to bring you the relevant information and important reminders. Once you get hang of it, Cortana will become an essential part of your Windows 10 experience.

How to Enable or Disable Cortana

Cortana has its own settings to control all her features. To get to Cortana’s settings, click the icon in the upper-left corner of the Cortana window.

Managing Cortana using Settings:

1. Open Settings, and click on the Privacy icon.
2. From the option on left side, click on Speech, inking, & typing
3. Now click on **Get to know me** button to turn Cortana on.
4. To turn Cortana off click on **Stop getting to know me**

Windows 10 Tutorials 55 – How to Enable Jump Lists in Start Menu

In this tutorial you will learn how to enable Jump Lists in Start menu of Windows 10.

Jump Lists are a powerful feature of Microsoft Windows which lets you jump directly to the documents, pictures, songs, or websites which you access frequently.

In Windows 10 Jump Lists work on the apps that are pinned to the taskbar. However, this feature is missing from the apps in Start menu.

**How to Open a Jump List**

To open Jump List for a pinned app on the taskbar, just right-click on the app button. To enable this feature for apps in Start Menu, you will have to do a little bit of registry tweaking as per the directions below.

1. Press Windows + R and type in regedit.exe
2. Navigate to:
HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced

3. Create a new Dword (32-bit) value
4. Name it EnableXamlJumpView
5. Set its value to 1

Restart the computer

**Note:** BE CAREFUL – *If done incorrectly, this may corrupt your Windows Installation permanently.*
Windows 10 Tutorials 56 – Enable or Disable Disk Write Protection

This tutorial will show you how to use **Microsoft Diskpart** feature to enable or disable write protection on a hard drive for all users in Windows 10.

This method will also work for older versions of Windows like Vista, Windows 7 and Windows 8.

Write protection (read-only) on a disk prevents anyone from intentionally or accidentally changing its contents. This effectively means you cannot use the drive in any sort of meaningful way.

How to Use DiskPart

Open up the elevated command prompt (command prompt with administrator privileges)

1. Type `diskpart` and press **Enter**.
2. Type `list disk` and press **Enter**.
3. Note the number next to the disc you want to enable or disable write protection for. It would read like this **disk 1**
4. Now type `select disk #` where # is the number you noted in step above

5. To **enable** write protection for the disk type: `attributes disk set read-only`
6. To **disable** write protection for the disk type: `attributes disk clear read-only`

**NOTE:** You can’t write protect the Windows drive.
In this tutorial you will learn how to control the sign in of a user directly into Local or Microsoft account at startup in Windows 10.

1. Press **Windows + R** keys and type **netplwiz**, 

2. Click **Ok** to open **User Accounts**.
3. Select the **User Name** of the Microsoft account (email address) or local account that you want to have Windows automatically sign in to at startup.

4. Uncheck the “**Users must enter a user name and password to use this computer box**“, and click on **Ok**

5. Enter the password of the selected local account or Microsoft in **Password** and **Confirm Password** text box, and click on **Ok**

To Turn Off Automatic Sign in for All Users, check the “**Users must enter a user name and password to use this computer box**“, and click on **Ok**.

**Note:** If you change the password of the user account which is used to sign in automatically to Windows at startup, then you will need to repeat all these steps again using the new password.
Windows 10 Tutorials 58 – How to Pin to and Unpin Apps from Taskbar

This tutorial will show you how to Pin and Unpin modern and desktop apps in Taskbar for your account in Windows 10.

The simplest way to Pin to Taskbar or Unpin from Taskbar is to use the Taskbar.

Right click on any app and you will get an option to Pin to Taskbar or Unpin from Taskbar.

In Desktop or File Explorer or Start Menu right click on app.

If the app is currently pinned to your taskbar, then you can click on Unpin from taskbar to remove it. If not, you can Pin to taskbar.

In the File Explorer or Desktop (or Start Menu), you can also drag an app (ex: WinMail.exe) or shortcut of an app that you want to pin to the taskbar until you see Pin to Taskbar, and release to add.
Windows 10 Tutorials 59 – How to Open an Elevated Command Prompt

This tutorial will show you how to open an elevated command prompt in Windows 10.

Command prompt may look geeky but it is relatively easy to master for some of the most common tasks. It replaces Windows graphical interface and is much faster and efficient at getting things done.

Opening an Elevated Command Prompt

The simplest one-click way to open the elevated command prompt is to open through Power Menu (Windows + X) and selecting Command Prompt (Admin).

Another quick way of accessing elevated command prompt is to just type cmd in the Search box.
When **Command Prompt** shows up in the search results, right click and select **Run as administrator**.
In the **Start** menu, click on **All Apps** at the bottom. In **All Apps**, scroll and expand open the **Windows System** folder, then right click on **Command Prompt** and select on **Run as administrator**.
Windows 10 Tutorials 60 – How to Enable or Disable Hibernate

In this tutorial you will learn how to enable or disable Hibernate in Windows 10.

There are three ways to shut down your PC — turn it off completely, make it sleep, or make it hibernate.

How to Use Hibernate Feature

Hibernation is a power-saving state designed primarily for laptops in which the PC will saves all of your open documents, and running files to your hard disk and then turns it off completely.

When you start your system again, you will be able to continue with your work right from where you left it.

So from the comments below, here are the most popular ways to enable or disable hibernation in Windows 10.

1. CTRL + X >>>> Power Options >>>> Choose what power buttons do >>>> At the bottom is Shutdown settings
2. Run Command prompt as Admin (Win + X.. Command Prompt (Admin)), say Yes. Type `powercfg -h on`. The reverse is logically `powercfg -h off`.
3. go to Windows 10 key + X –> Power options –> Change plan settings –> Change advanced power settings –> Scroll down to “Power buttons and lid” –> Sleep button action –> Change settings to Hibernate.
4. Go to ‘Control Panel> All Control Panel Items> Power Options> System Settings’ i.e from Power Options click on ‘Choose What the power buttons do’ then click on ‘Change settings that are currently unavailable’ then scroll down and check ‘Hibernate’.

Other ways to enable or disable Hibernate in Windows 10:

1. Press Windows + X keys to open Power menu and select Command Prompt (Admin)
2. To enable the Hibernate, type command `powercfg/h on`
3. To disable the Hibernate, type command `powercfg/h off`

**Manage settings for Hibernate:**

1. Press **Windows + X** key to access Power Menu and select **Power Options** from there.
2. Click **Change plan settings** next to the power plan you have active.
3. Now select **Change advanced power settings**.

4. In **Power Options** scroll down and expand **Sleep**.
5. Click on **Hibernate after**
6. Enter the minutes you want your PC to be idle before it Hibernates
7. Press **Ok** to apply the changes.
Windows 10 Tutorials 61 – Group Policy for Specific User or Group

This tutorial will show you how to apply Local Group Policies to specific User or Group in Windows 10.

Creating a Group Policy

Follow the below mentioned steps to create the policy for a specific user or group in Windows 10:

1. Press Windows + R keys and type \texttt{mmc.exe} to access MMC (Microsoft Management Console) Console window.

2. From Menu option click on File and then Add/Remove Snap-in.
3. From the left-pane select **Group Policy Object Editor**, and click on the **Add** button.
4. In the **Select Group Policy Object** dialog box click **Browse**.
5. Click on **User** tab and then select the **User or Group** for which you want to create policy for.
6. Click **Finish** and then **Ok**.

7. From **Menu** option click on **File** and then **Save As**.
8. Type the name for the file and click **Save** button to save the file.
9. Whenever you open this **MSC file**, you will be able to apply group policies to only the specific user or group for which the policy was created for.

**Note:** the above steps will also work in Windows Vista, Windows 7 or Windows 8 as well.
Windows 10 Tutorials 62 – Automatic Maintenance

This tutorial will show you how to manage settings for Automatic Maintenance in Windows 10.

Just like any other mechanical device, your computer also needs regular maintenance in order to function smoothly.

In Windows you can either run system utilities like Windows update, scans, antivirus updates, system diagnosis, etc. manually or you can let Automatic Maintenance feature do it for you when you are not attending to your computer.

The goal of this feature is to simply help the third party developers maintain the Windows without affecting the performance of the computer.

How To Change Automatic Maintenance Setting In Windows 10:

1. Open the Control Panel (Icons view) and click on the Security and Maintenance icon

2. In Security and Maintenance, expand Maintenance, and click on the Change maintenance settings link under Automatic Maintenance.
3. Select the time that you would like to have **Automatic Maintenance** run daily at.

4. If you want Automatic Maintenance to wake up the computer at scheduled time, select allow (check) else not allow (uncheck) **Allow scheduled maintenance to wake up my computer at the scheduled time**.

5. When finished, click on **Ok**.
Windows 10 Tutorials 63 – Aero Shake

In this tutorial we will discuss about the Aero Shake feature and how to enable or disable Aero Shake in Windows 10.

This feature first appeared in Windows 7 and has carried over to Windows 10 as well. If Aero Shake feature is enabled, it lets you minimize all running windows except the one which you are currently working on using a simple mouse shake.

To Manage Aero Shake Settings:

1. Press Windows + R keys and type gedit.msc to open Local Group Policy Editor or open the MSC file for the User or Group you want to manage the setting for.

2. From left-side pane expand User Configuration -> Administrative Templates -> Desktop.
3. To enable Aero Shake, in right-side pane double click on **Turn off Aero Shake window minimizing mouse gesture** option and set its value to **Enabled**.

4. To disable Aero Shake, in right-side pane double click on **Turn off Aero Shake window minimizing mouse gesture** option and set its value to **Disabled**.
Note: The above mentioned steps work in Windows 7 and Windows 8/8.1 as well.

You can see a video demo of Aero Shake below.

https://youtu.be/K5YhLGjHZVE
Windows 10 Tutorials 64 – How to Turn Battery Saver Mode On or Off

In this tutorial you will learn how to turn Battery Saver Mode On or Off in Windows 10.

Battery Saver mode

Battery Saver mode in Windows 10 allows you to save your laptops battery automatically by limiting the number of background activities and managing various hardware adjustments. This usually means that performance of your computer will decrease and you can also manually turn it off if you wish to experience the full performance of your computer.

Steps to turn Battery Saver Mode On or Off:

1. Go to Settings and click on System icon.
2. Now click on Battery saver.
3. To turn Battery saver mode on, slide the Battery saver is currently towards the right.
4. To turn Battery saver mode off, slide the **Battery saver is currently** towards the left.

To control the **Battery Saver mode automatically:**
1. Go to Settings and click on System icon.
2. Now click on Battery saver.
3. Click on Battery saver settings as shown in the image below.

4. To turn Battery saver mode on, check the **Turn battery saver on automatically if my battery falls below** box.
5. To turn Battery saver mode off, uncheck the **Turn battery saver on automatically if my battery falls below** box.

**Note:** You may also set the percentage level if you want to. By default, it is set at 20%.

You can also control this setting from Power Options:

1. Access **Charge level** setting as described here: Windows 10 Tutorials 51 – How to Enable Energy Saver Mode
2. To turn Battery saver mode on, set **On battery (percentage battery charge)** between 1 to 100
3. To turn Battery saver mode off, set **On battery (percentage battery charge)** to 0
0 to disable and between 1-100 to enable Battery Saver mode.
Windows 10 Tutorials 65 – Create a Shortcut to Battery Saver Setting

This tutorial will show you how to create a shortcut on your desktop which you can use to access Battery Saver settings anytime.

Battery Saver mode

Battery Saver mode in Windows 10 allows you to save your laptops battery automatically by limiting the number of background activities and managing various hardware adjustments.

This usually means that performance of your computer will decrease and you can also manually turn it off if you wish to experience the full performance of your computer.

How To Create A Shortcut To Access Battery Saver Settings In Windows 10:

1. Right click anywhere on the empty area in your desktop, click on New and Shortcut.
2. In the window that pops up, type in the target location box

%windir%\explorer.exe
%localappdata%\Packages\windows.immersivecontrolpanel_cw5n1h2txyewy\LocalState\Indexed\Settings\en-US\AAA_SettingsPageBatterySaver.settingcontent-ms
3. Type in name for your shortcut as **Battery Saver** or anything which you may like. Click **Finish** to create the shortcut.
You can use this shortcut as it is, however, if you want to assign an icon to it, follow these steps:

1. Right click on the shortcut and select **Properties**.
2. Click **Change Icon**.
3. Select the icon from the list of icons displayed or browse the file `System32\taskbarcpl.dll` and select an icon.
For quick access you can pin the shortcut to taskbar, add it to quick launch or assign a keyboard shortcut to it.
Windows 10 Tutorials 66 – How to Enable or Disable Fast Startup

This tutorial will show you how to enable or disable the Fast Startup feature in Windows 10.

What is Fast Startup?

Fast startup is a Windows 10 feature which combines the features of shutdown and hibernation to make your computer to start faster after a shutdown than normal startup process.

This is achieved by saving a part of system related files and drivers to a hibernation file (hiberfil.sys) upon shutdown. When you start your computer again, Windows will resume from hibernate and resume your session.

Following are some points which need to be considered:

1. The Fast startup setting only applies to Shutdown, it doesn’t apply to Restart.
2. The shutdown should not be performed from Power Menu shutdown option.
3. Hibernate feature has to be enabled. If you disable hibernate, then it will also disable fast startup.

How To Enable Or Disable Fast Startup In Windows 10:

1. Open the Control Panel (icons view), and select Power Options or select Power Options from Power Menu (Windows + X)
2. From the links on the left hand side, click on Choose what the power buttons does.
1. Click on the **Change settings that are currently unavailable** link at the top.
2. To enable Fast startup, under **Shutdown settings**, check the **Turn on fast startup box**, click on the **Save changes** button.

3. To disable Fast startup, under **Shutdown settings**, uncheck the **Turn on fast startup box**, click on the **Save changes** button.
Note: If hibernate feature is not turned on, turn on fast startup setting will not be listed here. You will need to close the System Settings window, enable hibernate, and start over again.
Windows 10 Tutorials 67 – How to Set a Display as Main Display

This tutorial will show you how to set a display to be the main display when you have multiple displays connected to your computer in Windows 10.

Windows 10 allows you to work on multiple monitors at same time. Based on your requirements you can switch your main display among various display devices you have attached to your computer.

The display which you set as main display will act as your active desktop and all the activities will show up there by default.

How To Set A Display As Your Main Display In Windows 10:

1. Open the Control Panel (icons view), and select Display.

2. From the links on the left hand side, select Change display settings.
3. Alternatively, you can right click on an empty area on your desktop and select **Screen Resolution**.
4. Under **Change the appearance of your display**, you will see multiple displays and your current main display will have small window around it and a notification at bottom with **This is currently your main display**.

5. Click on the display that you want to make your main display.

6. Check the box next to **Make this my main display**, and click on **Ok** to apply.

**Note:** If you change the main display setting, it will be applied to all users on the computer.

### Windows 10 Tutorials 68 – Hide or Show Frequent Folders in Quick Access

This tutorial will show you how to hide or show **Frequent folders** in Quick access in File Explorer in Windows 10.

#### How to Use Frequent Folders

Windows 10 has replaced Favorites feature from previous Windows with Quick access. In Windows 10, File Explorer opens to Quick access by default which shows your Frequent folders and Recent files.

For privacy reasons if you do not wish to display them in Quick access, you can always change the computer settings.

Quick access will display up to ten frequent folders and twenty most recent files.

Using File Explorer Options, you can change hide or show Frequent folders in Quick Access:

1. Open the **Control Panel (icons view)**, and select **File Explorer Options** or
2. Open File Explorer, expand the ribbon by pressing **Ctrl + F1** key or clicking on the expand view button as shown below.
3. Click on the **View** tab, and click on **Options** in the ribbon.

4. To show frequent folders, in the **General** tab under **Privacy**, check the option **Show frequently used folders in Quick access**.

5. To hide frequent folders, in the **General** tab under **Privacy**, uncheck the option **Show frequently used folders in Quick access**.
Windows 10 Tutorials 69 – Changing SmartScreen Settings

This tutorial will show you how to change Windows SmartScreen settings for all users in Windows 10.

Windows SmartScreen

SmartScreen Filter is a feature in Internet Explorer that helps protect your computer from downloading or installing malware. In Microsoft Windows 10 this feature has been included as a part of Operating System itself.

Windows SmartScreen will keep your computer safe by checking downloaded files and web content within apps for malicious code and potentially unsafe web content.

If you are downloading an unknown file or open any potentially unsafe file, Windows will display a warning and confirm before you access the file.

If you trust any app, you can ignore the SmartScreen warning and proceed to work on it.

To Change Windows SmartScreen Settings:

1. Open the Control Panel (icons view), and select Security and Maintenance.

2. From the links on the left hand side, click on Change Windows SmartScreen settings.
3. Click **Yes** if prompted by **UAC**.

4. To turn SmartScreen on with administrator approval required, select radio button next to **Get administrator approval before running an unrecognized app from the internet**.
5. To turn SmartScreen on with administrator approval not required, select radio button next to **Warn before running an unauthorized app, but don’t require administrator approval.**
6. To turn SmartScreen off, select radio button next to **Don’t do anything (turn off Windows SmartScreen)**

![SmartScreen window]

**Note:** *Turning off SmartScreen Filter can make your computer more vulnerable to security threats.*
Windows 10 Tutorials 70 – Using Task View in Windows 10

This tutorial will show you how to open and use Task View feature in Windows 10.

Task View

Windows 10 supports a new virtual desktop feature called Task View. Before Windows 10, you had to rely on third party applications to multitask using multiple desktops.

Task View in Windows 10 allows you to quickly switch between all of your open apps on multiple desktops.

With multiple desktops, you can switch from one task to another by just switching the desktops. It’s a very efficient way to stay organized and increase productivity.

How To Use Task View To Create A New Desktop:

1. Press Windows + Tab keys or click on the Task View button (it looks like two rectangles) on the taskbar.

![Task View](image1.png)

2. Click Add a Desktop to create new desktop.

![Add a Desktop](image2.png)

3. Alternatively, use keyboard shortcuts Windows + CTRL + D to create a new desktop.
How To Use Task View To Switch Between Each Desktop:

1. Click on the Task View button again.
2. Click on one of the added desktop thumbnails to switch to it.
3. Alternatively, use the keyboard command Windows + CTRL and LEFT or RIGHT to switch between already open desktops.

How To Remove Added Desktops From Task View In Windows 10:

1. Restart explorer to remove all added desktops at once.
2. Alternatively, press the Windows + CTRL + F4 keys to remove the desktop you are currently using.
3. Alternatively, press X button on top desktop thumbnail in desktop preview.
Windows 10 Tutorials 71 – Change Theme of Your Account

This tutorial will show you how to change theme of your user account in Window 10.

Windows Themes

In Windows, you can use themes to change the look and feel of your computer. Themes usually consist of desktop background pictures, window colors, sounds, screen saver and mouse pointers.

By default, Windows comes with pre-installed themes and you can download additional themes from Microsoft Windows or third party websites.

You can even customize themes to make it little more personal and can save them under My Themes.

High Contrast Themes – These are themes that make text on your screen easier to see. These themes have heightened color contrast for text and images and make them more distinct and easier to identify.

How To Change Theme Of Your Account In Windows 10:

1. Open the Control Panel (icons view), and select Personalization. Go to step 5.
2. Alternatively, right click on an empty area on your desktop, and click on **Personalize**. Go to step 5.

3. Or, open **Settings**, and click on the **Personalization** icon.
4. From the option on left hand side, select **Themes**. Click on the **Go to theme settings** link under **Themes** on the right side.
5. Browse through various themes and click on a theme that you want to use.
6. You can download more themes by clicking on the **Get more themes online** link.

**To Choose a High Contrast Theme:**

1. Open the **Settings**, and select **Personalization**.
2. From links on left hand side, click on **Colors**.

3. Click on **Go to high contrast color settings** link at the bottom of the right side.
4. Click on the **Ease of Access** icon.
5. Click on **High contrast** on the left side, and choose one of the high contrast theme you want from the drop down menu on the right side.
6. Make any color changes you would like, and click on **Apply**.
Windows 10 Tutorials 72 – Turn System Tray Icons On or Off

This tutorial will show you how to turn System Tray Icons on or off in your taskbar notification area in Windows 10.

System Tray Icons

System tray is a part of taskbar in Windows 10 and is located at the bottom right corner of the screen.

It contains clock along with miniature system icons like Volume, Network, Power, Input Indicator and Action Center. If you double click or right click on an icon, you can view and access additional information or controls about that icon.

You can customize system tray icons and control which icons appear and which do not appear in system tray. If you turn off a system icon, it will turn off all the notifications associated with that icon as well.

How To Turn System Tray Icons On Or Off:

1. Open the Control Panel (icons view), and select Taskbar and Navigation.
2. Alternatively, right click on the taskbar and click on Properties.
3. Click on the Customize button to the right of Notification area:
4. Click on the *Turn system icons on or off* link at the bottom.
5. Turn on or off the system icons you want.
Another alternative method to turn System Tray Icons on or off is by using the **Settings** app:

1. Open **Settings**, and click on the **System** icon.

2. From the option on the left hand side, click on **Notifications & actions**.
3. Click on the **Turn system icons on or off link** on the right side.
4. Turn on or off the system icons you want.
Windows 10 Tutorials 73 – Default Apps

This tutorial will show you different ways to choose default apps which open files in Windows 10.

A default app is the program that Windows automatically opens or run the app in. A .docx file for example, will always open up in Microsoft Word.

How To Choose Default Apps In Open With Context Menu:

1. Right click on the file and select Open with.

2. Click on the list of apps to open the file in this time only.
3. To choose another app to associate to open this file type, click on Choose another app. Choose from one of options below:
   - **More apps**: Select from list of apps available.
   - **Look for an app in the Store**: Search in the Store app and install an app to open the file with.
   - **Look for another app on this PC**: Will open File Explorer where you can browse to app location and select it.
4. Check the box next to Always use this app to open files to associate the selected app and permanently open the file with this app in future.
How to choose Default Apps in Settings:

1. Open **Settings**, and click on the **System** icon.
2. From the option on the left hand side, click on **Defaults**.
3. To select Default app for an app type, click on an app type like **Photo Viewer** and choose an app to be the default.
4. To select Default app by file type, click on the Choose default apps by file type link at the bottom of the right side.

You can also reset all file type associations to Microsoft recommended defaults. To reset apps, follow these steps:
Open Settings, and click on the System icon.

1. From the option on the left hand side, click on_defaults_.
2. Click on the Reset button at the bottom of the right side.

*Note:* The default app you choose will only apply to your account and won’t affect other accounts on same computer.
Windows 10 Tutorials 74 – How to Unblock a File

This tutorial will show you how to Unblock a File which has been blocked by Windows SmartScreen or Open File – Security Warning in Windows 10.

Windows 10 has two built-in security features to prevent users from running unauthorized or unknown files.

When you try to access these files or apps, you will be warned by Windows SmartScreen or Open File – Security Warning and you can choose to run files which you know are safe and you can trust.

**Unblock file in Open File – Security Warning:**

1. Open the unknown or blocked file to trigger the *Open File – Security Warning* prompt.
2. In the warning prompt, uncheck the box *Always ask before opening this file*, and *Open* or *Run* the file.
3. If prompted by *UAC*, click on *Yes* (if administrator) or enter administrator password.

**Unblock app or file in Windows SmartScreen:**

1. Open the unknown or blocked app/file to trigger the *Windows SmartScreen*.
2. Click on the *More info* link as shown in the image below.
3. Click on the *Run anyway* button to run the app/file.

**Unblock File In File Properties:**

1. Right click on the blocked file, and select *Properties*.
2. Go to *General* tab and check the *Unblock* box at the bottom.
3. If prompted, click on **Continue**.
4. Click on **Yes** (if administrator) or enter administrator password.
Windows 10 Tutorials 75 – Configure File Explorer to Open with This PC View

In this tutorial we will talk about File Explorer and learn how to configure File Explorer to open with This PC view in Windows 10.

File Explorer

With Windows 8, Microsoft re-branded its native file manager app from Windows Explorer to File Explorer.

In Windows 10, Microsoft has continued to improve upon File Explorer with improved UI and some new features.

When you launch the Windows 10 File Explorer you are by defaults taken to new Home. This view presents your frequently accessed folders, and recent files.

- **Frequent folders:** In this section of the Home, you’ll find a list of all the folders that you’ve accessed recently.
- **Recent Files:** In case you want to access all the files you have been working on recently, you can look for them in Recent Files section.

Just like File Explorer, Folder Options have also been re-branded to File Explorer Options.

File Explorer Options help you change the way files and folders function and how items are displayed on your computer.

If you do not like the Quick Access view, you can configure File Explorer to open with This PC view.

**To access File Explorer Options, follow one of the below mentioned steps:**

1. Open the **Control Panel (icons view)**, and select **File Explorer Options**.
2. While in *File Explorer*, click on the *View* tab, and then click on *Options* in the ribbon.

**To Configure File Explorer To Open With This PC View:***

1. Access *File Explorer Options* using one of the above mentioned steps.
2. Select *General* tab from top.
3. Just below the tab click on the drop-down box next to **Open File Explorer To**.
4. From the drop-down list select **This PC**. Click **Ok** to save.
Note: Power users will prefer to open File Explorer with This PC view.
Windows 10 Tutorials 76 – How to Pin to Start and Unpin from Start

In this tutorial you will learn how to Pin to Start and Unpin from Start items like an app, folder, drive or a file in Windows 10.

Windows 10 gives you an option to pin any app, folders, drives, executable files, contacts from People app, home group, library or network to Start menu so that you can access them quickly and conveniently.

If you have pinned any modern app to Start menu, then you can also see updates from that app on live tiles.

*Note: You can only *Pin to Start* .exe files.*

How to Pin to Start from File Explorer:

While in *File Explorer*, right click on an item (drive, folder or a file) that you want to pin to Start menu, and click on *Pin to Start*. 
How to Pin to Start and Unpin from Start a setting from Settings app:

1. Open **Settings**, and click on one of the settings like **Display** that you want to **Pin to** or **Unpin from Start**.
2. Click on the **Pin** or **Unpin** button under the title bar to Pin or Unpin that setting to Start. (see screenshot below)
How to Pin to Start from Start Menu:

1. To **Pin to Start** using **Context Menu**, open **Start menu** and right click on an app like **Paint** on the left side, and click on **Pin to Start**. (see screenshot below)
2. You can also **Pin to Start** by dragging an app from the left and dropping it on right side to **Pin to Start**. (see screenshots above)
How to Unpin from Start from Start Menu:

3. Open **Start menu** and from the right side right click on any pinned item like **Paint** that you want to unpin. Now click on **Unpin from Start**. (see screenshot below)
Windows 10 Tutorials 77 – Enable Aero Glass Transparency with Blur

In this tutorial you will learn how to enable Aero Glass Transparency with Blur in Windows 10.

Enable Aero Glass Transparency with Blur

Microsoft did not include Aero Glass transparency feature in Windows 8 or Windows 8.1 and users had to use third party applications to enjoy Aero Glass transparency.

Microsoft has been listening to its users and with the live version of Windows 10, the Aero glass transparency effect has been added to Taskbar and Start Menu.

This effect may not be turned on by default in your copy of Windows 10. In that scenario, just follow these simple steps to tweak your Windows Registry setting and enable Aero Glass transparency with blur effect in Windows 10:

1. Open Registry Editor by pressing Windows + R key combination, type in regedit and press Enter.
2. If prompted by UAC, press Yes to continue.
3. Go to HKEY_CURRENT_USER\SOFTWARE\Microsoft\Windows\CurrentVersion\Themes\Personalize
4. In right-side pane, look for a EnableBlurBehind and EnableTransparency.
5. Set the value to 1 for both these setting and close Registry Editor.
6. Restart your computer.
**Note:** To disable the effect blur effect, simply set `EnableBlurBehind` value to 0.
Windows 10 Tutorials 78 – Turn Aero Snap On or Off

This tutorial will show you how to turn Aero Snap On or Off in Windows 10.

**Aero Snap**

Aero Snap is part of the Aero enhancements which were introduced in Windows 7. The Aero Snap feature allows you to resize and snap open windows so that you can compare or work on them side-by-side.

To snap a window simply drag it to the edge of your screen until you see a transparent overlay appear, then drop the window to have it snap to that half of the screen. Repeat with another window to the other edge of the screen and you have two windows side by side.

**How to turn Aero Snap On or Off using Settings app:**

1. Open **Settings** and click on the **System** icon.
2. From the options on left side select **Multitasking**.
3. To turn Aero Snap On, under **Snap** on the right side, move slider to right next to **Arrange windows automatically by dragging them to the sides or corners of the screen.**
4. There are two optional Aero Snap settings underneath, which you can turn on by simply moving the slider to right side next to them.

5. To turn Aero Snap Off, under Snap on the right side, move slider to left next to Arrange windows automatically by dragging them to the sides or corners of the screen.

How To Turn Aero Snap On Or Off In Ease Of Access Center:

1. Open the **Control Panel (icons view)**, and select **Ease of Access Center**.
7. In the Ease of Access Center, you can select one of these two settings:
   - Make the computer easier to use
   - Make the keyboard easier to use
   - Make it easier to focus on tasks
1. To turn Aero Snap On, uncheck the box next to **Prevent windows from being automatically arranged when moved to the edges of the screen box.**
2. To turn Aero Snap Off, check the box next to **Prevent windows from being automatically arranged when moved to the edges of the screen box.**
When you select these tools, they will automatically start each time you sign in.

**Reading**
- Turn on Narrator
  - Narrator reads aloud any text on the screen. You will need speakers.
  - Remove background images (when available)

**Make it easier to type**
- Turn on Sticky Keys
  - Press keyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.
  - Set up Sticky Keys
- Turn on Toggle Keys
  - Hear a tone when you press CAPS LOCK, NUM LOCK, or SCROLL LOCK.
  - Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds
- Turn on Filter Keys
  - Ignore or slow down key or repeated keystrokes and adjust keyboard repeat rates.
  - Set up Filter Keys

**Adjust time limits and tracking visuals**
- Turn off all unnecessary animations (when possible)
- How long should Windows notification dialog boxes stay open?
  - 5 seconds

**Make it easier to manage windows**
- Prevent windows from being automatically arranged when moved to the edge of the screen

**OK** **Cancel** **Apply**
Windows 10 Tutorials 79 – Change DPI Scaling Level for Displays

This tutorial will show you how to change DPI Scaling Level for displays in Windows 10.

Dots per inch (DPI) is the physical measurement of the number of individual dots that can be placed in a line within the span of 1 inch. DPI setting controls the size of the text, apps and icons.

A lower DPI setting will make them appear smaller and a higher setting will make them appear bigger. By default, Windows has setting of 96 DPI.

Change DPI Scaling Level for Displays Registry Setting

1. Open Registry Editor by pressing Windows + R key combination, type in regedit and press Enter.
2. If prompted by UAC, press Yes to continue.
3. Go to HKEY_CURRENT_USER\Control Panel\Desktop
4. In right-side pane, look for a Win8DpiScaling and set the value to 1 and close Registry Editor.
5. Restart your computer.
Change DPI Scaling Level for Displays in Settings app

1. Open Registry Editor and make the changes as described above.
2. Open Settings and click on the System icon.
3. Alternatively, right click on an empty area on your desktop and select Display.
4. In System settings screen click on Display option from left side.
5. Under Change the size of text, apps, and other items: 100% (Recommended), move the slider left or right to the DPI percentage you want to set for that display.

![Display settings in Windows 10](image)

Change DPI Scaling Level for Displays in Control Panel

1. Open Registry Editor and make the changes as described above in first step.
2. Open the Control Panel (icons view) and select Display.
3. Under Change size of items, click on the set a custom scaling level link.
4. Drag the ruler left or right to the scaling percentage you want.
5. Alternatively, select the scaling percentage you want in the drop down menu.
6. Click on **Apply** and then **Sign out now**.
Windows 10 Tutorials 80 – How to Rebuild Icon Cache

This tutorial will show you how to rebuild Icon Cache for your account in Windows 10.

Windows 10 saves the icons for the files in the icon cache and uses this icon cache to display them.

This way the icons can be displayed quickly as Windows does not have to scan for each icon file and load them every time the file icon has to be displayed.

There may be times when you have problem with icons not displaying correctly.

This usually happens when you have updated an application and instead of showing the updated icon which came with the upgrade, Windows show you the old icon or a blank or damaged icon appears.

How To Rebuild Icon Cache:

1. Press Windows + R keys, type cmd and press Enter.
2. In command prompt, enter and execute following commands one by one.
   o ie4uinit.exe -ClearIconCache
   o taskkill /IM explorer.exe /F
   o DEL “%localappdata%\IconCache.db” /A
   o shutdown /r /f /t 00

   **Note:** The last command will instantly restart the PC, make sure you have backed up all your important data.

You can also try deleting the IconCache.db file using File Explorer:

1. Open File Explorer.
2. To show hidden files, click on View tab and then click on Hidden Items.
3. Go to C:/Users/(Your User Name)/AppData/Local and delete IconCache.db file.
4. Empty Recycle Bin and restart your computer.

Note: These steps will not work if the icon file for the application has been deleted or moved.
Windows 10 Tutorials 81 – Change the Number of Recent Items to Display in Jump Lists

This tutorial will show you how to change the number of recent items to display in Jump Lists in your Start menu and Taskbar in Windows 10.

Jump Lists are a powerful feature of Microsoft Windows which lets you jump directly to the documents, pictures, songs, or websites which you access frequently.

Each application will have its own set of items which will appear in Jump List. For example, the Google Chrome app will have most recently accessed websites and Notepad app will have recently accessed .txt files.

To know more about how to enable Jump List in Start Menu, click here.

**Note:** By default, the 10 most recent items are shown in Jump List for any application. You can however, change the number from default 10 to something else.

**How To Change The Number Of Recent Items To Display In Jump Lists Using Registry Edit:**

1. Press *Windows + R* keys, type in `regedit` and press *Enter*.
2. Navigate to: `HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Explorer\Advanced`
3. In the right pane double click on the `Start_JumpListItems` to modify it.
4. Enter a number between 0 to 60.
5. Restart the computer.
Alternatively, you can change the number of recent items to display in Jump Lists:

1. Open **Control Panel (icons view)** and select **Taskbar and Navigation**.
2. Click on the **Start Menu** tab and change the **Number of recent items to display in Jump Lists** to a number between 0 and 60.
3. Click **Ok** to continue.
Windows 10 Tutorials 82 – Hide Specific File or Folder from Quick Access

This tutorial will show you how to hide specific file or folder from Quick Access in Windows 10.

Windows 10 has replaced Favorites feature from previous versions of Windows with Quick access. In Windows 10, File Explorer opens to Quick access by default which shows your Frequent folders and Recent files.

This way you have access to the most frequent folders that you use and recent files which you have worked on.

For privacy reasons you may not want a specific file or a folder to be visible in Quick Access. Just follow these easy steps mentioned below to achieve this.

How to Hide a Specific File or Folder in Quick access

1. Open **File Explorer** and click on **Quick access** in the navigation pane.
2. To hide a specific file/files from Recent Files in Quick access, select one or more files under Recent files.
3. Right click on the file/files you want to hide from Quick Access.
4. Click on **Remove from Quick access**.
5. To hide a specific folder or folders from Frequent Folder in Quick access, select one or more folders under Frequent Folders.
6. Right click on the folder/folders you want to hide from Quick Access.
7. Click on **Unpin from Quick Access**.

When a file or a folder is hidden from Quick access, they will no longer be visible and you need to stop hiding them for them to show up again in Quick Access. To stop hiding a file or a folder, you have to clear the File Explorer history from the **General tab** in **File Explorer Options**.
How to Add or Remove Quick Launch Toolbar:

1. To add *Quick Launch* toolbar from *Taskbar*, right click on an empty area on the Taskbar, navigate to *Toolbars* and click on *New toolbar*. 
2. Copy and paste the below location path in the folder field and click on Select Folder to add Quick Launch toolbar.

![Choose Folder](image)

3. To remove Quick Launch toolbar from Taskbar, right click on an empty area on the Taskbar, navigate to Toolbars and uncheck next to Quick Launch.
You can add shortcuts of items to Quick Launch by using either method below:

1. Drag any shortcut over the Quick Launch toolbar until you see either Move to Quick Launch or Create link in Quick Launch, then drop the item to create a shortcut of it in Quick Launch.
2. Open the folder you accessed while creating the Quick Launch toolbar and paste or create a new shortcut for the item there.
This tutorial will show you how to disable UAC in Windows 10.

**User Account Control (UAC)** is a security protocol which was introduced in Windows Vista.

Before release of Windows Vista, all user accounts on Windows had to be given administrative privileges as most applications required that the running user be an administrator.

With UAC, Microsoft has provided a solution to this problem for enterprises seeking ease of deployment and security.

UAC limits the administrative privileges to only those applications which are trusted by the user, and any applications or processes which do not inherit administrative privileges will have to be authorized even if the user running it has an administrator account.

UAC will prompt you via a pop-up message when an application or process tries to make a change to the system. You can then allow or deny the access in the UAC prompt.

As a personal computer user, you may not want these UAC prompts and can disable them by following the below-mentioned steps.

**How to Disable UAC in Windows 10:**

1. Open the **Control Panel (icons view)** and select **User Accounts**.
2. Click on the **Change User Account Control settings** link.
3. If prompted by **UAC**, click on **Yes** to continue.

4. In the User Account Control settings, move the slider to the bottom (Never Notify).
If prompted by UAC, click on Yes to continue.

**Note:** If you want to stay secured and limit the UAC prompts, you can choose other options in User Account Control settings.

### How to Disable UAC in Registry Setting

1. Open *Registry Editor* by pressing *Windows + R* key combination, type in `regedit` and press Enter.
2. If prompted by UAC, click on Yes to continue.
3. Go to HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows \CurrentVersion\Policies\System
4. In right-side pane, look for a *EnableLUA* and set the value to 0 and close Registry Editor.
5. Restart your computer.
Windows 10 Tutorials 85 – How to Disable the AutoRun Feature

This tutorial will show you how to disable the AutoRun Feature in Windows 10.

AutoRun feature in Windows 10 controls what actions the system takes when a CD drive is inserted or USB drive is mounted in your computer. The instructions are saved in autorun.inf file in root directory of the storage media.

AutoPlay is another feature which is part of AutoRun feature and instead of running installation program, it prompts user to play videos, pictures or music in the default applications defined for the file type in Windows settings.

If AutoRun feature annoys you, you can disable AutoRun features by making changes in your registry setting. The following table shows the values which control which drive will have AutoRun disabled for:

<table>
<thead>
<tr>
<th>Value</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>drives of unknown type</td>
</tr>
<tr>
<td>4</td>
<td>removable drives</td>
</tr>
<tr>
<td>8</td>
<td>fixed drives</td>
</tr>
<tr>
<td>10</td>
<td>network drives</td>
</tr>
<tr>
<td>20</td>
<td>CD-ROM drives</td>
</tr>
<tr>
<td>40</td>
<td>RAM disks</td>
</tr>
<tr>
<td>80</td>
<td>drives of unknown type</td>
</tr>
<tr>
<td>FF</td>
<td>all kinds of drives</td>
</tr>
</tbody>
</table>

To disable AutoRun for multiple drives, just add their corresponding values. For example, if you want to disable AutoRun for removable and fixed drives, you add 4 and 8, and set the value to 12.

How to Disable the AutoRun Feature in Registry Setting

1. Open Registry Editor by pressing Windows + R key combination, type in regedit and press Enter.
2. If prompted by UAC, click on Yes to continue.
3. Go to `HKEY_CURRENT_USER\Software\Microsoft\Windows\CurrentVersion\Policies\Explorer`  
   If the above key doesn’t exist, create it.
4. In right-side pane, look for DWORD value `NoDriveTypeAutorun`. If it doesn’t exist, create one and set the value as described in above table.
5. Close Registry Editor.
6. Restart your computer.
Windows 10 Tutorials 86 – How to Add a PIN to Your Account in Windows 10

This tutorial will show you how to add a PIN to your account in Windows 10.

In Windows 10 instead of using password to secure your account, you can also create a PIN (Personal Identification Number). Having a PIN makes it easier to sign in to Windows, apps, and services by just entering your numerical PIN code.

This may not seem like a really secure feature, however, on touch-screen devices like tablets it’s easier to type in a PIN instead of complex password combinations one uses on PC.

**Note:** The default sign-in method will always be to use password when you first create Microsoft or local account on your Windows device.

How to Add a PIN to Your Account in Windows 10:

Open the **Settings** app and click on the **Account** option.

1. From the options on the left hand side, click on **Sign-in options**.

2. Click the Add button under the **PIN** setting on the right side panel.
3. If prompted to verify your account password, enter your password and click **Ok** to continue.

4. In **Set up PIN** window, enter and confirm a minimum 4-digit number to use as your account PIN and click **Ok** to finish.
Set up a PIN

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

New PIN

Confirm PIN

Note: By default, PIN is disabled for Domain users.
Windows 10 Tutorials 87 – How to Change the PIN for Your Account

This tutorial will show you how to change the PIN for your account in Windows 10.

In the last tutorial we saw how we can setup a PIN and use it instead of the traditional method of using a password to secure your account.

Having a PIN makes it easier to sign in to Windows, apps, and services by just entering your numerical PIN code.

Just like with your passwords, you can also change the PIN of your account.

How to Change the PIN for Your Account in Windows 10:

1. Open the Settings app and click on the Account option.
2. From the options on the left hand side, click on Sign-in options.
3. Click the Change button under the PIN setting on the right side panel.
4. In Change your PIN window, enter your current PIN in first box then followed by new PIN in next two boxes. Click Ok to finish.
Note: To setup PIN which takes more than 4 digits, uncheck the option Use a 4-digit PIN in Step 4.
Windows 10 Tutorials 88 – How to Switch Between the Start Menu and Start Screen

This tutorial will show you how to switch between the Start menu and Start screen in Windows 10.

Up until Windows 8 was released, the Start menu was always part of the Windows operating system. After removing this feature in Windows 8, Microsoft received a lot of complaints from PC users and they had to rely on third-party Start menu replacements.

Windows 8 replaced it with a Start Screen.

Now with Windows 10, the Start Menu is back and you can have the best of both worlds. You can now easily switch between the new Start menu and the Start screen using the steps mentioned below.

Note: On a PC, the Start menu will be turned on by default and on a touch-screen tablet, the Start screen will be the default option.

How to Switch to Start Screen in Windows 10:

1. Open the Settings app and click on the Personalization option.
2. From the options on the left hand side, click on **Start** option.
3. Under the **Use Start full screen** setting on the right side panel, turn the setting **On** by pushing the button to right side (it will turn another color).

---

**How to Switch to Start Menu in Windows 10:**

1. Click on the **Start Menu** and then click on the **Settings** app.
2. Click on the **Personalization** option.
3. From the links on the left hand side, click on **Start** option.
4. Under the **Use Start full screen** setting on the right side panel, turn the setting **Off** by pushing the button to left side (it will turn white).
Note: The last setting saved will be default Windows 10 setting till you change it back.
10 Tutorials 89 – How to Reset the PIN for Your Account

This tutorial will show you how to reset the PIN for your account in Windows 10.

The only way to set up your PIN again is to reset it.

If you use your Microsoft account PIN to access games, social networking, or financial institutions, you’ll need to log in from scratch in each of those places after you reset your PIN.

How to Reset the PIN for Your Account in Windows 10:

1. Open the **Settings** app and click on the **Account** option.
2. From the options on the left hand side, click on **Sign-in options**.
3. Click the **I forgot my PIN** link under the **PIN** setting on the right side panel.
4. If your PIN is associated with your Microsoft account, then click on **Continue** to confirm.
5. You will be prompted to verify your account password, enter your password and **Sign in** to continue.
6. Now enter your alternate email address to receive verification code. Click **Next** to continue.
7. Enter the code you have received in your alternate email address to reset the PIN. Click **Next** to continue.
8. In **Set up a PIN** window, enter and confirm your new minimum 4-digit PIN. Click **Ok** to finish.
Note: If you are unable to sign in to Windows 10 with your PIN, you can click on the **Sign-in options** link underneath the PIN box, and select to sign in with your password instead.
Windows 10 Tutorials 90 – How to Remove the PIN for Your Account

This tutorial will show you how to remove the PIN for your account in Windows 10.

In Windows 10 the option to remove your PIN does not exist. However, there is a workaround to this as described below:

How to Remove the PIN for Your Account in Windows 10:

1. Open the Settings app and click on the Account option.
2. From the options on the left hand side, click on Sign-in options.
3. Click the I forgot my PIN link under the PIN setting on the right side panel.
4. If your PIN is associated with your Microsoft account, then click on **Continue** to confirm.
5. You will be prompted to verify your account password, enter your password and **Sign in** to continue.
6. Now enter your alternate email address to receive verification code. Click **Next** to continue.
7. Enter the code you have received in your alternate email address to reset the PIN. Click **Next** to continue.
8. In **Set up a PIN** window, leave everything blank and click on **Cancel** to finish.

9. If you go back to Step 2 you, you will notice your PIN has been removed.
Windows 10 Tutorials 91 – Delay Option in Snipping Tool

This tutorial will show you how to use the Delay Option in Snipping Tool in Windows 10.

Snipping Tool allows you to take screen-shot of the entire screen or snip a part of the screen, and then work on the captured image in an image editor or use directly.

The Snipping Tool has one limitation though; it can only be used to capture items that don’t involve mouse movements.

To capture anything which involves mouse movement, you have to rely on taking the screen-shot of the screen using PrintScreen button on keyboard and then using the Snipping Tool by pasting the image in mspaint.

With the new Delay Option in Snipping Tool in Windows 10, you can now easily grab a screen-shot even when mouse movements are involved.

How to use the Delay Option in Snipping Tool in Windows 10:

1. Open the **Snipping Tool** app

![Snipping Tool Interface]

2. Click **Delay** option.
3. From the drop down list, click on the number corresponding to delay time you want to set in seconds (from 0-5 seconds).
4. Now create a new snip by clicking on the **New** option.
5. Depending on the delay set, the screen will be active for you to work and get to a point where you want to capture the screen-shot.
6. Once the delay time is reached, the screen will freeze out and you can capture your snip.

**Note:** You can choose from one of four types of snip (free-form, rectangular, window, or full-screen) by clicking on the downward pointing arrow next to **New** in Snipping Tool.
Windows 10 Tutorials 92 – How to get the Home Button Back in Microsoft Edge

This tutorial will show you how to get the home button back in Microsoft Edge browser in Windows 10.

The Edge browser in Windows 10 does not feature a home button on the default toolbar. You can follow the steps mentioned below to get the home button back in the toolbar to have a quick one touch access to get back to your home page.

**How to get the Home Button Back in Microsoft Edge:**

Click the ... button in the upper right corner of Edge browser, and then click **Settings**.

1. In the Settings sidebar click **View advanced settings**.
2. Push the toggle to right under **Show the home button** in Advanced settings menu (it will turn another color).
3. Enter a URL of the page you want to set as your home page in the text box below.
How to use Microsoft Edge Inking Feature in Windows 10:

1. Browse to the web page you want to ink.
2. Click the Make a Web Note button (pen and paper icon) in the upper right corner of the browser window.

3. The Web page will refresh and the inking toolbar will now appear over the regular toolbar.

4. The left side of the inking toolbar has 5 icons: pen, highlighter, eraser, text and clip. The Pen tool is selected by default.
5. Click on the pen icon to choose from 12 colors and 3 sizes and start writing on the web page.
6. Click on the **highlighter icon** to highlight a part on web page.
7. Click on the **text icon** to type in a text box instead of using free writing on the web page.
8. Click on the **clip icon** to snip a part of the web page. It works just like Snipping Tool.
   The clip will be available on the lower right corner and you can click on it to copy and paste it in other program such as Paint.
9. To save your work, click on the **Save icon** on the right side of the inking toolbar. You can send your creation to OneNote, add it to your favorites, or add it to your reading list.
10. To share your work, click the **Share icon** on the right side of the inking toolbar to open up Windows 10’s sharing sidebar.
11. Click **Exit** button to close.

**Windows 10 Tutorials 94 – How to use Microsoft Edge Caret Browsing**

This tutorial will show you how to use Microsoft Edge Caret Browsing feature in Windows 10.

The Caret Browsing feature in Microsoft Edge lets you navigate webpages with your keyboard, similar to how you navigate through a Word document.

You can scroll through text letter by letter or line by line with a text cursor.
How to use Microsoft Edge Caret Browsing Feature in Windows 10:

1. To turn Caret Browsing on for current tab, press F7 key.
2. In the pop up window, click Yes to caret browsing On.

```
Do you want to turn on Caret Browsing?
F7 turns Caret Browsing on or off. This places a cursor in
webpages that you can use to select text with your keyboard.

Yes  No
```

3. Press F7 key again to turn it Off.
4. To turn on caret browsing feature permanently, click the … button in the upper right
corner of Edge browser, and then click Settings.
5. In the Settings sidebar click View advanced settings.
6. Push the toggle to right under **Always use caret browsing** in Advanced settings menu (it will turn another color).

7. Restart the browser.
Windows 10 Tutorials 95 – How to Change Location Where New Apps Will Install

This tutorial will show you how to change location where new apps will install from Store in Windows 10.

In previous versions of Windows, you can only save and install apps and programs in one of the hard drive attached to the PC. In Windows 10, you can now install new Windows apps from Store to SD cards, USB drives or USB flash drives by default.

Windows will create an encrypted Windows Apps folder in the new external drive you have selected as default location and all apps will be installed in that folder. This folder cannot be accessed outside of your account.

How to Change Location Where New Apps Will Install:

1. Open the Settings app, and click on the System option.
2. From the options on the left hand side, click on Storage.

![Settings window showing Storage settings]

1. On the right side panel under Save locations, select the drive you want New apps will save to.

Points to consider while using this feature:

- You can only use one location at a time to save apps to.
- You cannot save apps to network drives.
• Only new apps will be installed in the currently selected location. Existing apps do not get moved to the new location.
• If you disconnect the drive where the Windows apps is installed to, that app will no longer work until the drive is connected again.
• If you disconnect the drive which is selected as default install location, then any new app installed will be on the Windows drive until the drive is connected again.
Windows 10 Tutorials 96 – Turn On or Off Automatic Download and Install of Apps

This tutorial will show you how to turn on or off automatic download and install of apps from the Store in Windows 10.

Using your Microsoft account, you can use Windows Store to download and install free and paid apps that will help you socialize, share and view documents, organize photos, listen to music, watch movies, do productivity tasks and more.

Keeping your apps updated is one way to make sure your apps work correctly and that you are not missing out on new features and performance improvements. By default, Windows Store will automatically install app updates when they become available.

**How to Turn On or Off Automatic Download and Install of Apps:**

1. Open the Windows **Store** app.
2. Click on the **User** icon and then click on **Settings**.
3. Under **App updates**, turn the toggle on or off under **Update apps automatically**. On will turn the toggle a different color.
Windows 10 Tutorials 97 – How to Manually Update Apps from the Store

This tutorial will show you how to manually update apps from the Store in Windows 10.

Using your Microsoft account, you can use Windows Store to download and install apps that will help you socialize, share and view documents, organize photos, listen to music, watch movies, do productivity tasks and more.

Keeping your apps updated is one way to make sure your apps work correctly and that you are not missing out on new features and performance improvements.

How to Manually Update Apps from the Store:

1. Open the Windows Store app.
2. If you see a down arrow with a number next to the User icon, the number stands for how many app updates you have available for download.
3. Click on the number to go to Downloads and installs.
4. If you do not see any number, click on the User icon and then click on Downloads.
5. Click on Check for updates button.
6. If you have updates available for apps, then you can click on **Update all** to updated all apps at same time.

7. If you want to update individual or selected apps only, click on the down arrow button next to the apps.
Windows 10 Tutorials 98 – How to Uninstall Apps

This tutorial will show you how to uninstall apps in Windows 10.

Windows 10 has two types of apps, desktop apps and windows apps. Windows apps are the ones you install from the Windows Store and just like a smart phone, each Microsoft account has its owns Windows apps.

When you uninstall a desktop app, it will be uninstalled for all users on the PC. When you uninstall a Windows app, it will be uninstalled for all user account only.

Traditionally users have been uninstalling apps using the Program and Features option in Control Panel. In Windows 10 you can uninstall apps using below mentioned methods along with the traditional approach.

How to Uninstall Apps Using Settings App in Windows 10:

1. Open the Settings app, and click on the System option.
2. From the options on the left hand side, click on App & features.
3. On the right side panel browse for the app you want to uninstall and click on it.
4. Click on the Uninstall button that will appear under the app details.
5. Click on the **Uninstall** again to confirm and follow the on screen instructions to uninstall the app.

How to Uninstall Apps Using Start Menu in Windows 10:

1. Open **Start** menu.
2. Click on **All apps** at the bottom.

3. Browse for the app you want to uninstall and right click on it.

4. Click on the **Uninstall** option.
3. If it’s a Window app, then click on the **Uninstall** again to confirm and follow the on-screen instructions to uninstall the app.

4. If it’s a desktop app, then click on app from the list of apps in **Program and Features**.
5. Click **Uninstall** from the toolbar and follow on screen instructions to uninstall the app.
Windows 10 Tutorials 99 – How to Turn On or Off Background Apps

This tutorial will show you how to turn on or off background apps updates in Windows 10.

Apps in Windows 10 run in the background to keep the information updated and check for latest activity associated with that app. These apps run in the background once you switch on the PC and if required they will use your Internet bandwidth as well.

When you launch an app for the first time, you will be asked to allow it to run in background. These apps often consume lot of memory and may slow down your PC.

How to Turn On or Off Background Apps in Windows 10:

1. Open the Settings app, and click on the Privacy option.

2. From the options on the left hand side, click on Background apps.
3. On the right side panel browse for the app you want to turn the background updates on or off.
4. Push the toggle next to the app right in order to turn the setting On (it will turn a different color).
5. To turn in Off push the toggle left.
Windows 10 Tutorials 100 – How to Turn On or Off Cortana in Microsoft Edge

This tutorial will show you how to turn on or off Cortana in Microsoft Edge in Windows 10. If you’ve enabled Cortana system-wide, you can use Cortana to assist you while browsing Internet.

How to Turn On or Off Cortana in Microsoft Edge:

1. Click the … button in the upper right corner of Edge browser, and then click Settings.

2. In the Settings sidebar click View advanced settings.
3. Push the toggle to right under **Have Cortana assist me in Microsoft Edge** in Advanced settings menu (it will turn a different color).
4. To turn it off push the toggle to left under **Have Cortana assist me in Microsoft Edge** in Advanced settings menu.
Windows 10 Tutorials 101 – How to Change Date and Time

This tutorial will show you how to change date and time in Windows 10.

You use date and time not just to keep track of the time, most applications in computer also make use of the system’s date and time in order to function properly. There may be time when you want to change the date and time of your system to past or future.

How to Change Date and Time Using Settings app in Windows 10:

1. Open the Settings app, and click on the Time & Language option.

2. From the options on the left hand side, click on Date & time.
3. On the right side panel under **Set time automatically**, push the toggle to left to turn off the automatic time updates.

4. Click on **Change** button under **Change date and time**.

5. Click the date and time as per your requirement.
How to Change Date and Time from Control Panel in Windows 10:

1. Open **Control Panel (icons view)**, and click on the **Date and Time** option.

2. Click on the **Change date and time** button.
3. Click **Yes** if prompted by **UAC**.
4. Change the date from the calendar and time from under the clock.
5. Click **Ok** to finish.
6.
Windows 10 Tutorials 102 – How to Switch User

This tutorial will show you how to switch users in Windows 10.

If you have more than one user account in your PC, you can use any one of the below mentioned methods to switch user without signing out. Make sure to save your work before switching user.

How to Switch User from Start Menu in Windows 10:

1. Open the Start menu.
2. Click on the user account and then click on the user account you want to switch to.
3. Enter the password/PIN to sign in to other user account.

How to Switch User from Task Manager in Windows 10:

1. Open Task Manager.
2. Click on the User tab and then right click on the user account you want to switch to.
3. Click on the Switch user account option.
4. Enter the password/PIN to sign in to other user account.

How to Switch User from Ctrl+Alt+Del in Windows 10:

1. Press the Ctrl+Alt+Del keys combination.
2. Click on the Switch user option.
3. You will be taken to sign in screen, select the account you want to sign in to.
How to Switch User from Shut Down Windows in Windows 10:

1. Press the **Alt+F4** keys combination.
2. From the drop down menu select **Switch user** option.
3. You will be taken to sign in screen, select the account you want to sign in to.
Windows 10 Tutorials 103 – How to Change the Template of Drive, Folder or Library

This tutorial will show you how to change the template of Drive, Folder or Library in Windows 10.

You can customize the drive, folder or library to choose from one of the following built-in templates:

- General Items
- Documents
- Pictures
- Music
- Videos

How to Change the Template of Drive or Folder in Windows 10:

1. Open File Explorer.
2. Right click on the drive or folder that you want to change the template for and click on Properties.

3. Alternatively, open the drive or folder that you want to change the template for and right click on an empty area. Now select **Customize this folder** option. In the properties window, select **Customize** tab.
4. From the drop down menu under **Optimize this folder for**, select the template you want to apply.

![Image of Videos Properties window](image)

5. If you want the same template to be applied to all the subfolders, click the checkbox next to **Also apply this template to all subfolders**.

**How to Change the Template of a Library in Windows 10:**

1. Open **File Explorer**.
2. Select or open a library that you want to change the template for.
3. Click on the **Manage** tab in the ribbon.
4. From the drop down menu under **Optimize library for**, select the template you want to apply.
Windows 10 Tutorials 104 – How to Setup a New Local Account

This tutorial will show you how to setup a new local account in Windows 10.

In Windows 10 you can either create a Local or a Microsoft Account depending on your requirements. For a family members or a guest user, you will probably want to setup a Local Account.

In Windows 10 by default you get the option of creating a Microsoft Account. You can create a Local Account by following the steps described below:

How to Setup a New Local Account Using Setting App in Windows 10:

1. Open the Settings app, and click on the Accounts option.

2. From the options on the left hand side, click on Family & other users.
3. On the right side panel click on the Add someone else on this PC button.
4. Click on The person I want to add doesn’t have an email address link.

5. Click on the Add a user without a Microsoft account link.
6. Enter the username, password and hint question for the new account.

7. Click **Next** to finish.

**How to Setup a New Local Account from Control Panel in Windows 10:**

1. Open **Control Panel (small icons view)**, and click on the **User accounts** option.
2. Click on the **Manage another account** link.
3. Click on the **Add a new user in PC settings** link and you will be redirected to step 3 in above method.
Windows 10 Tutorials 105 – Microsoft Edge Keyboard Shortcuts

This tutorial will show you list of most commonly used keyboard shortcuts that you can use in Microsoft Edge.

You can use following keyboard shortcuts in Microsoft Edge to help you to browse the Internet much more efficiently.

### Microsoft Edge Keyboard Shortcuts:

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT + D</td>
<td>Go directly to the address bar</td>
</tr>
<tr>
<td>ALT + F4</td>
<td>Close the currently active window</td>
</tr>
<tr>
<td>ALT + J</td>
<td>Feedback &amp; reporting</td>
</tr>
<tr>
<td>ALT + Spacebar</td>
<td>Open the system menu</td>
</tr>
<tr>
<td>ALT + Spacebar + C</td>
<td>Close the Microsoft Edge browser</td>
</tr>
<tr>
<td>ALT + Spacebar + M</td>
<td>Move the browser window using arrow keys</td>
</tr>
<tr>
<td>ALT + Spacebar + N</td>
<td>Minimize the window</td>
</tr>
<tr>
<td>ALT + Spacebar + R</td>
<td>Restore the window</td>
</tr>
<tr>
<td>ALT + Spacebar + S</td>
<td>Resize the Edge browser window using arrow keys</td>
</tr>
<tr>
<td>ALT + Spacebar + X</td>
<td>Maximize browser window size</td>
</tr>
<tr>
<td>ALT + Left arrow</td>
<td>Go to previously opened page</td>
</tr>
<tr>
<td>ALT + Right arrow</td>
<td>Go to next page that was opened in tab</td>
</tr>
<tr>
<td>ALT + X</td>
<td>Open Settings</td>
</tr>
<tr>
<td>Keyboard Shortcuts</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Backspace</td>
<td>Go to previous page that was opened in tab</td>
</tr>
<tr>
<td>CTRL + A</td>
<td>Select all</td>
</tr>
<tr>
<td>CTRL + D</td>
<td>Add site to favorites</td>
</tr>
<tr>
<td>CTRL + E</td>
<td>Open a search query in the address bar</td>
</tr>
<tr>
<td>CTRL + F</td>
<td>Find on page</td>
</tr>
<tr>
<td>CTRL + G</td>
<td>View saved reading list</td>
</tr>
<tr>
<td>CTRL + H</td>
<td>View browsing history</td>
</tr>
<tr>
<td>CTRL + I</td>
<td>View your saved favorites</td>
</tr>
<tr>
<td>CTRL + J</td>
<td>View Downloads history</td>
</tr>
<tr>
<td>CTRL + K</td>
<td>Duplicate tab</td>
</tr>
<tr>
<td>CTRL + L</td>
<td>Go to address bar</td>
</tr>
<tr>
<td>CTRL + N</td>
<td>Open new Edge browser window</td>
</tr>
<tr>
<td>CTRL + P</td>
<td>Print the current webpage</td>
</tr>
<tr>
<td>CTRL + R</td>
<td>Refresh the current webpage</td>
</tr>
<tr>
<td>CTRL + T</td>
<td>Open a new tab</td>
</tr>
<tr>
<td>CTRL + W</td>
<td>Close the current tab</td>
</tr>
<tr>
<td>CTRL + click on link</td>
<td>Opens URL in a new tab</td>
</tr>
<tr>
<td>CTRL + Shift + Tab</td>
<td>Switch back between tabs</td>
</tr>
<tr>
<td>CTRL + Shift + B</td>
<td>Toggle on/off Favorites bar</td>
</tr>
<tr>
<td>CTRL + Shift + K</td>
<td>Open new tab after the current tab</td>
</tr>
<tr>
<td>CTRL + Shift + L</td>
<td>Search the web using the copied text</td>
</tr>
<tr>
<td>CTRL + Shift + P</td>
<td>Open new InPrivate browsing window</td>
</tr>
<tr>
<td>Key Combinations</td>
<td>Functions</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>CTRL + Shift + R</td>
<td>Toggle on/off Reading view (clutter free)</td>
</tr>
<tr>
<td>CTRL + Shift + T</td>
<td>Reopen the last tab you closed</td>
</tr>
<tr>
<td>CTRL + Tab</td>
<td>Switch forward between tabs</td>
</tr>
<tr>
<td>CTRL + F4</td>
<td>Close the active tab</td>
</tr>
<tr>
<td>CTRL + +</td>
<td>Zoom in (+ 10%)</td>
</tr>
<tr>
<td>CTRL + –</td>
<td>Zoom out (- 10%)</td>
</tr>
<tr>
<td>CTRL + 0</td>
<td>Zoom to 100%</td>
</tr>
<tr>
<td>CTRL + 1</td>
<td>Switch to tab 1</td>
</tr>
<tr>
<td>CTRL + 2</td>
<td>Switch to tab 2 (if open)</td>
</tr>
<tr>
<td>CTRL + 3</td>
<td>Switch to tab 3 (if open)</td>
</tr>
<tr>
<td>CTRL + 4</td>
<td>Switch to tab 4 (if open)</td>
</tr>
<tr>
<td>CTRL + 5</td>
<td>Switch to tab 5 (if open)</td>
</tr>
<tr>
<td>CTRL + 6</td>
<td>Switch to tab 6 (if open)</td>
</tr>
<tr>
<td>CTRL + 7</td>
<td>Switch to tab 7 (if open)</td>
</tr>
<tr>
<td>CTRL + 8</td>
<td>Switch to tab 8 (if open)</td>
</tr>
<tr>
<td>CTRL + 9</td>
<td>Switch to the last tab</td>
</tr>
<tr>
<td>Left arrow</td>
<td>Scroll left</td>
</tr>
<tr>
<td>Right arrow</td>
<td>Scroll right</td>
</tr>
<tr>
<td>Up arrow</td>
<td>Scroll up</td>
</tr>
<tr>
<td>Down arrow</td>
<td>Scroll down</td>
</tr>
<tr>
<td>End</td>
<td>Directly move to the bottom of a webpage</td>
</tr>
<tr>
<td>Home</td>
<td>Directly move to the top of a webpage</td>
</tr>
<tr>
<td>Key Combination</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>F5</td>
<td>Refresh current page</td>
</tr>
<tr>
<td>F7</td>
<td>Caret browsing on/off</td>
</tr>
<tr>
<td>F12</td>
<td>Open Developer Tools</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Move backward through the items on a webpage/address bar/favorites bar</td>
</tr>
<tr>
<td>Tab</td>
<td>Move forward through the items on a webpage/address bar/favorites bar</td>
</tr>
<tr>
<td>Windows + G</td>
<td>Games bar</td>
</tr>
</tbody>
</table>
Windows 10 Tutorials 106 – How to Lock your Computer

This tutorial will show you how to lock your computer in Windows 10.

The lock feature in Windows 10 will let you to lock your computer without the need to signing out of the user account. That way you can continue working from where you last left and keep your computer secured till the time your computer is locked.

**Keyboard Shortcut:**

- Probably the most easy and best way to lock your computer is to use the *Windows+L* keys combination.

**How to Lock Computer from Start Menu in Windows 10:**

1. Open the **Start** menu.
2. Click on the user account and then click on the **Lock** option.

![Start Menu Lock Option](image)

**How to Lock Computer from Task Manager in Windows 10:**

1. Open **Task Manager**.
2. Click on the **User** tab and then right click on the user account.
3. Click on the **Disconnect** option.
4. Click **Disconnect user** to confirm.

How to Lock Computer from Ctrl+Alt+Del in Windows 10:
1. Press the **Ctrl+Alt+Del** keys combination.
2. Click on the **Lock** option.
Windows 10 Tutorials 107 – How to Change the Lock Screen Background

This tutorial will show you how to change the lock screen background in Windows 10.

The lock feature in Windows 10 will let you to lock your computer without the need to sign out of the user account.

The lock screen is the screen you see when you have locked your computer or when you have not signed up for a minute after Windows startup.

Windows 10 has three options available as lock screen background:

- **Windows spotlight**: this feature will show personalized images based on your browsing history. Not only will it show you images from Bing, but also images of Windows devices running certain apps.
- **Picture**: this feature will let you choose a single image as your lock screen.
- **Slideshow**: this feature will let you choose slideshow of the images from a folder as your lock screen.

**How to Change Lock Screen Background in Windows 10:**

1. Open the **Settings** app, and click on the **Personalization** option.
2. From the links on the left hand side, click on **Lock screen**
3. On the right side panel, under **Background** select **Windows spotlight** from drop down list to set **Windows spotlight** as lock screen background.
4. If you want to set an image you like as lock screen background, select **Picture** from drop down list.
4. You can choose image from the five images shown or **Browse** for the image you want to set as lock screen background.

![Lock screen settings](image)

5. If you want to set slideshow as lock screen background, select **Slideshow** from drop down list.

![Slideshow settings](image)
6. To add a folder that contains images you want to use for your slideshow, click on Add a folder and navigate to and select the folder you want to use.
7. Customize the slideshow further by clicking the Advanced slideshow settings link.
Windows 10 Tutorials 108 – How to Switch to a Microsoft Account

This tutorial will show you how to switch to a Microsoft account from your local account in Windows 10.

In Windows 10 you can either create a Local Account or a Microsoft Account depending on your requirements.

If you have setup a local account and now want to switch to your Microsoft account to enjoy additional benefits associated with it, please follow these steps described below:

How to Switch to Microsoft Account in Windows 10:

1. Open the Settings app, and click on the Accounts option.
2. From the options on the left hand side, click on Your account.
3. On the right side panel click on the Sign in with a Microsoft account instead link.
4. Type in your email address and password, click Sign in button to proceed.
5. If you do not have a Microsoft account or want to use a new one, click the link **No Account> Create One!** and follow on-screen instructions to setup a new email address.

6. Type in your current local account password and click **Next** to proceed.

7. Now you will be presented with an option to set up **PIN** instead of password, click **Skip this step** link to switch to your Microsoft account.
8. If you want to use a PIN instead of password, click on Set a Pin button and follow instructions as shown here to set up a PIN.
Windows 10 Tutorials 109 – How to Switch to a Local Account

This tutorial will show you how to switch to a Local account from your Microsoft account in Windows 10.

In Windows 10 you can either create a Local Account or a Microsoft Account depending on your requirements.

If you are using a Microsoft account and for some reason no longer wish to connect your Microsoft account to your Windows account on the computer, you can switch back to Local account using following steps:

How to Switch to a Local Account in Windows 10:

1. Open the **Settings** app, and click on the **Accounts** option.
2. From the options on the left hand side, click on **Your account**.
3. On the right side panel click on the **Sign in with a Local account instead** link.
4. Type in the current Microsoft account password and click **Next** to proceed.

5. Type in the username, password and hint for password and click **Next** to proceed.
6. Click **Sign out and finish** button to switch to Local account from your Microsoft account.
How to Add a Gmail Account in Mail App in Windows 10:

1. Open Mail app from Start menu.

2. In the bottom left corner, click on the Settings button.

3. From the Settings menu on the right side, click Accounts option.
4. Click on the **Add Account** option.
5. From the available options, click on **Google**.
6. Enter your Gmail username and password and click on **Sign in** button to proceed.
7. Click **Accept** button to allow **Mail** app to access information from your Gmail account.

8. Click **Done** to complete the setup.
Windows 10 Tutorials 111 – How to Delete an Email Account from the Mail App

This tutorial will show you how to delete an email account from the Mail App in Windows 10.

With Windows Mail app, you can have all your email—from Exchange, Office 365, Outlook.com, iCloud, Gmail and other accounts—in one single app. If you no longer wish to access email from one of your account in Mail app, you can remove the account.

How to Delete an Email Account from The Mail App in Windows 10:

1. Open Mail app from Start menu.
2. In the bottom left corner, click on the Settings button.
3. From the Settings menu on the right side, click Accounts option.
4. Click on the Account you want to remove.
Accounts

Select an account to edit settings.

- Outlook
  **username**@outlook.com

- Yahoo
  **username**@yahoo.co.uk

+ Add account
5. Click on the **Delete account** option.
6. Click **Delete** to confirm deleting the account.

![Delete this account?](image)

If you delete this account, all content associated with it will be removed from this device.

Are you sure you want to continue?

You cannot delete your Microsoft account which you use to sign in. You can however, stop downloading email for that account.

**How to Stop Downloading Email in Mail App in Windows 10:**

1. Open **Mail** app from **Start** menu.
2. In the bottom left corner, click on the **Settings** button.
3. From the **Settings** menu on the right side, click **Accounts** option.
4. Click on the Account you want to stop downloading emails for.
5. Click on the **Change mailbox sync settings**.

Outlook account settings

![Outlook icon] [email]: outlook.com

Account name

Outlook

**Change mailbox sync settings**
Options for syncing email, contacts, and calendar.

**Change account settings**
Change your password or other account settings.

Save  Cancel
6. Under **Download new content**, click **manually**.

![Outlook sync settings dialog](image.png)

- as items arrive
- based on my usage
- every 15 minutes
- every 30 minutes
- hourly
- manually
- the last month

Click manually
Windows 10 Tutorials 112 – How to Add a Display Language

This tutorial will show you how to add a display language in Windows 10.

Windows 10 comes with an option of changing the display language of the computer from English to one of 140 other languages.

When you first install Windows 10, you will only have option to choose from one language. However, you can add as many languages as you want and switch between them as per your requirements.

How to Add a Display Language in Windows 10:

1. Open the Settings app, and click on the Time & language option.

2. From the options on the left hand side, click on Region & language.
3. On the right side panel under Languages click on the Add a language option.
4. Browse for the language that you want to add and click on its name. For this example, we will add one of the most used languages in word, **Hindi**.

![Language selection](image)

5. When you click on the language name, it will appear as additional language option in **Region & language** setting.

6. We still need to install the language pack. Click on the newly added language name and then **Options**.
7. Click **Download** button to download the language pack.
Windows 10 Tutorials 113 – How to Change Display Language

This tutorial will show you how to change display language in Windows 10.

Windows 10 comes with an option of changing the display language of the computer from English to one of 140 other languages.

You will first need to add a language pack before you can change the display language of your computer to that language.

How to Change Display Language in Windows 10:

1. Open the Settings app, and click on the Time & language option.

2. From the options on the left hand side, click on Region & language.
3. On the right side panel under **Languages** click on the language name you want to change the display to.

4. Click on the **Set as default** button underneath the language name.

5. The language change has been successful, however, you will need to sign out and sign in again. Until you sign in again, you will continue having the same language.
6. Press **Alt + F4** keys in combination and then choose **Sign out**.
7. Sign back and your computer display language will be changed.
Windows 10 Tutorials 114 – How to Change Keyboard Language

This tutorial will show you how to change keyboard language in Windows 10.

Windows 10 gives you option to add and choose from one of 140 languages as your preferred keyboard language.

Once added, you can switch between multiple languages while typing text in app like MS Word 2016. You will first need to add a language pack before you can use it as keyboard language.

How to Change Keyboard Language in Windows 10:

1. Open any app which requires input to be made from keyboard. For our example we will open Word 2016.
2. From the extreme right side of the task bar, click on the ENG icon (it may be something else depending on your default display language).

3. Click on the language you want to use and the icon will change from ENG to that language’s default.
   You can now type in Word 2016 using this new language.
4. Follow same steps above to change back to English or any other language.

How to Change Keyboard Language using Keyboard Shortcut:

1. Open any app which requires input to be made from keyboard. For our example we will open Word 2016.
2. Press Windows + Spacebar key.
3. Click on Spacebar to cycle through various languages and choose the one you want to use.
4. You can now type in **Word 2016** using this new language.
Windows 10 Tutorials 115 – How to Add a Family Member to your Device

This tutorial will show you how to add a family member in Windows 10.

You can create multiple user accounts in your computer and each user will be able to personalize their account according to their settings and preferences.

User account also help you control which users are allowed to make changes to the computer and which user will have access to certain features.

Windows 10 allows you to add your family members (child or adult) under Microsoft Family and these family members can then sign in with their Microsoft account to log in to their accounts.

Adults manage the child accounts under Microsoft Family and can control the access child account has for features, services and apps.

How to Add a Family Member in Windows 10:

1. Open the Settings app, and click on the Accounts option.

2. From the options on the left hand side, click on Family & other users.

3. On the right side panel under Your Family click on Add a family member.
4. If prompted enter your account password/PIN and **Sign in** to continue.
5. Check the radio button next to **Add a Child** or **Add an Adult**.
6. Enter email address of the family member and click **Next** to proceed.
7. Click **Confirm** to proceed.

8. Your family member will receive an email from Microsoft inviting them to be a part of your Microsoft Family.
9. Once the family member has followed instruction in the email to join the family, the account will be listed under **Your Family** in Settings.
Windows 10 Tutorials 116 – How to Change a User Account Type

This tutorial will show you how to change user account type in Windows 10.

Windows 10 has following three user account types:

- **Administrator**: Administrators have complete access of the computer and can make any desired changes to it. There may be some changes which will require these users to enter their password for confirmation (UAC prompt).

- **Standard**: Standard users can perform all tasks on computer except making changes which will affect other users. If any application or task requires administrator level access, windows will prompt you to use UAC and administrator account password has to be entered in order to proceed further.

- **Guest**: Guest users can only be a local account and is used for giving temporary access to work on existing installed apps. This user does not have access to install new apps or make any system or hardware changes.

**How to Change User Account Type Using Settings App:**

1. Open the **Settings** app, and click on the **Accounts** option.
2. From the options on the left hand side, click on **Family & other users**.
1. On the right side panel, click on the Account name which you want to edit.
2. Click on the **Change account type** button underneath the Account name.
3. Select the new account type from the drop down list and click **Ok** to continue.

![Change account type](image)

### How to Change User Account Type from Control Panel:

1. Open **Control Panel (small icons view)**, and click on the **User Accounts** option.
2. Click on **Manage another account** link.

![User Accounts](image)

3. Click **Yes** if prompted by **UAC**.
4. Click on the Account name which you want to edit.
5. Click on **Change the account type** link.

6. Check the radio button next to the account type and click **Change Account Type** button to proceed.
Windows 10 Tutorials 117 – How to Delete a User Account

This tutorial will show you how to delete a user account in Windows 10.

You can create multiple user accounts in your computer and each user will be able to personalize their account according to their settings and preferences. If you have a user account which will not be used, you can permanently delete that particular account.

**Note:** You must be signed in as an administrator in order to delete a user account.

How to Delete a User Account Using Settings App:

1. Open the **Settings** app, and click on the **Accounts** option.
2. From the options on the left hand side, click on **Family & other users**.
3. On the right side panel, click on the Account name which you want to delete.
4. Click on the **Remove** button underneath the Account name.
5. Click **Yes** if prompted by **UAC**.
6. Click on the **Delete account and data** button to confirm.

How to Change User Account Type from Control Panel:

1. Open **Control Panel (small icons view)**, and click on the **User Accounts** option.
2. Click on **Manage another account** link.
3. Click **Yes** if prompted by **UAC**.
4. Click on the Account name which you want to delete.
5. Click on **Delete the account** link.
6. Depending on how you want to handle user’s personal files, click on **Delete Files** or **Keep Files** to continue.

7. Click on **Delete Account** button to continue.
Windows 10 Tutorials 118 – How to Clear File Explorer History

This tutorial will show you how to clear File Explorer history in Windows 10.

Windows 10 saves the history of the file and folders you have accessed recently and frequently as well as what you have typed in the File Explorer address bar. For privacy reason or to just have a clean File Explorer experience, you can clear this history.

How to Clear File Explorer History in Windows 10:

1. Open File Explorer and click on the View tab.
2. In View tab click on the Options icon.
3. Under **General** tab in **File Explorer Options**, click on the **Clear** button.
Windows 10 Tutorials 119 – How to Use the Malicious Software Removal Tool in Windows 10

This tutorial will show you how to use Malicious Software Removal Tool (MSRT) in Windows 10.

The Microsoft Windows Malicious Software Removal Tool helps remove malicious software from your computers.

Microsoft regularly updates MSRT through Windows Updates every month. You can only use MSRT to remove some prevalent active (software running in background) malicious software and hence it should not be mistaken for a substitute for an antivirus software.

We strongly recommend that you have an antivirus installed in your system.

MSRT runs in quiet mode unless it finds an infection. If you have not been notified of an infection, no malicious software has been found that needs your attention. You can perform three type of scans using MSRT:

- **Quick scan**: scan areas of the system which are most likely to contain malicious software.
- **Full scan**: scan entire system. This may take several hours depending on the size of data in your system.
- **Customized scan**: This will run a quick scan first, and then will scan the folder or drive you have selected.

How to Use Malicious Software Removal Tool:

1. Type `mrt` in Cortana search bar or and press enter.
2. Click **Yes** if prompted by **UAC**.
3. Click **Next** in MSRT window to proceed.

4. To run a scan, click on radio button next to the type of scan you want to perform.
5. Click **Next** button to start the scan.
6. If you choose **Customized scan**, click on **Choose Folder** button to choose a folder or a drive to scan. Click **Next** button to start the scan.
7. When the scan finishes, you will see the results.
Windows 10 Tutorials 120 – How to Manage Adobe Flash Player Settings in Microsoft Edge

This tutorial will show you how to manage Adobe Flash Player setting in Microsoft Edge.

Adobe Flash Player is integrated into Microsoft Edge browser and gets updated through Windows Updates.

Recently Firefox and Google Chrome web browsers blocked Adobe Flash Player over critical security flaws. Alex Stamos, Facebook’s head of security, went as far as calling for Flash to be killed off.

*It is time for Adobe to announce the end-of-life date for Flash and to ask the browsers to set killbits on the same day.*

— Alex Stamos (@alexstamos) July 12, 2015

Luckily you can manage Adobe Flash Player settings in Microsoft Edge and choose to enable or disable it by following the steps mentioned below:

**How to Manage Adobe Flash Player Setting in Microsoft Edge:**

1. Open Microsoft Edge app.
2. Click on the More actions button in the top right corner
3. Select **Settings**.
4. Scroll down the settings and click on **View advanced settings** button.

5. Under **Use Adobe Flash Player**, turn the toggle **On/Off** (different colored toggle means On).
6. Refresh the web page to apply the settings.