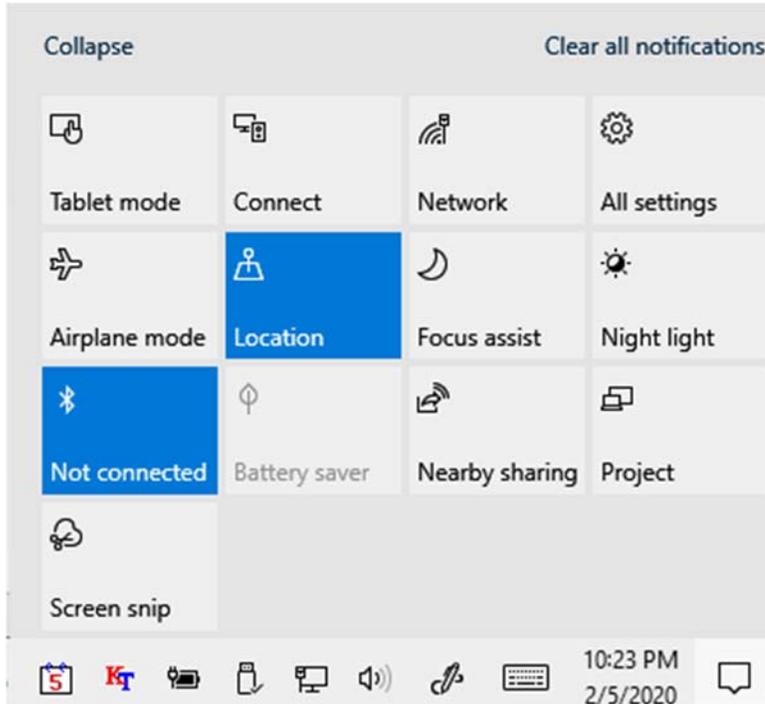


# Windows 10 Beginner/Refresher Course 2020

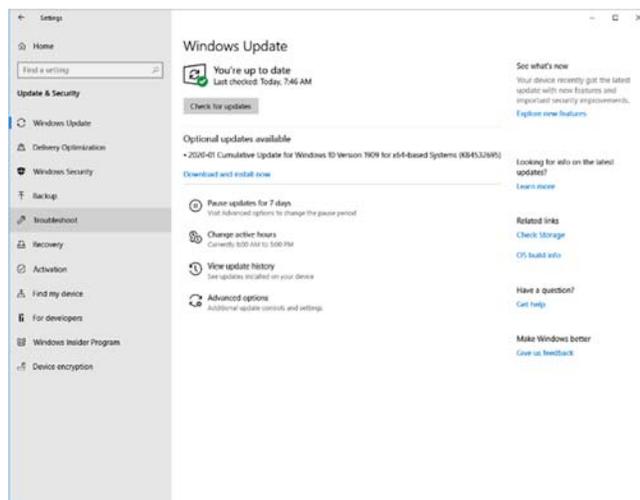
## Session Four: Explore Windows 10 Settings and Update and Security

### Settings Home

- Access **Settings** on the Start menu cogwheel/gear icon  just above Power.
  - Or use the keyboard shortcut: Windows logo key + letter "i".
  - Hold down the Windows key while hitting the letter i.
  - Or find All Settings using the Notification icon in the Quick actions section at the bottom.



- Windows 10 is modernizing configuration of Windows, getting away from Control Panel.
- The Settings page is comprised of currently 14 possible icons but could still grow.
- Each icon opens a window with two panes, a list of sections to configure on the left.
  - And several items to configure in the larger pane on the right side.
  - Some items have drop-down arrows for selection.
  - Other functions can be either turned ON or OFF to affect appearance or function.



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## Session Four: Explore Windows 10 Settings and Update and Security

### Update & Security

- This is the Setting section you are likely to use most often.
- Windows Update
  - Occurs automatically; however, you can now delay updates for 7 days.
  - The twice-yearly updates no longer update immediately.
    - Now you must go to the Updates & Security and they will be listed as Optional.
      - Click on download or Download and Install to initiate these optional updates.
  - When updates require restarting, Windows will no longer restart in the middle of working.
    - By default, the computer will restart between midnight and 6 AM.
    - If the PC is not on, you may want to go to Update and click on the Restart button.
    - When you go to Shut down or Restart, if updates are ready, a small orange dot will appear next to Shut down and Restart icons.
- Windows Security
  - Provides a site to review and confirm the status of your active PC security.
- Recovery
  - Offers the ability to **Reset the PC**.
  - Reset the PC installs a fresh Windows 10, wiping any self-purchased Apps or installed programs and devices.
  - Choose to Reset the PC keeping all personal data.
    - Keeps data but still removes any Apps, Installs, or devices acquired after initial setup.
  - Reset the PC and remove everything can also return the PC to the original disc image from the manufacturer.
  - During Reset the PC or Factory reset, Recovery offers to securely erase disc drive first.
- Recovery offers **Advanced startup**.
  - This is where you obtain the old **Safe mode** and the other Advanced Boot menu.
  - When you choose Advanced startup, it requires you click on the **Restart now** button.
  - Once the system restarts, the Advanced boot menu appears with numbers to hit for different options.
    - For instance, Safe Mode is number 5.
- Explore the other items on the left-side Update and Recovery list.



### Recovery

#### Reset this PC

If your PC isn't running well, resetting it might help. This lets you choose to keep your personal files or remove them, and then reinstalls Windows.

Get started

#### Choose an option

##### Keep my files

Removes apps and settings, but keeps your personal files.

##### Remove everything

Removes all of your personal files, apps, and settings.

#### Reset this PC

### Choose settings

#### Data erasure

Remove files and clean the drive. This may take hours, but will make harder to recover files

On

#### Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change your PC's firmware settings, change Windows startup settings, or restore Windows from a system image. This will restart your PC.

Restart now

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### System

- This section allows change to:
  - Display
    - Change resolution.
      - However, your monitor has a recommended resolution for optimal appearance.
    - Change the **Scale** by percentages, which enlarges or shrinks the size of text, icons, windows, and most items, including the Taskbar size.
      - While keeping the optimal recommended resolution.
  - Sound
    - Choose the sound output device, such as Speakers or Earphones.
    - Choose which microphone to use if you have more than one.
      - Such as you may have a built-in microphone with the webcam but are using a headset.
    - Hear you can also test the quality of your microphone and volume.
  - Notifications
    - Turn off all notifications at once.
      - Or choose which Apps to get notifications from.
    - Edit the items displayed in the Quick actions center when opening the Notification pane.
      - The Notification pane is opened by clicking on the Notification icon at the far-right end of the Taskbar. 
  - Focus assist
    - Set times to receive notifications and when to be silent.
      - Such as if you have your PC in the bedroom.
  - Power & Sleep
    - Allows you to set when the PC goes to sleep, how many minutes before the screen turns off, etc.
  - Battery
    - Displays the battery status and allows configuration for battery saving.
  - Storage
    - Provides an detailed assessment of the storage used and amount of free space.
      - By type of files.
    - At the bottom, has **Keep clutter off your PC**.
      - Turn this on to purge older files which have not been accessed for 30 days.
      - This is what may have gotten turned on accidentally when 1809 had all the problems.
  - We are only scratching the surface of the items controlled here in Systems.

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## Session Four: Explore Windows 10 Settings and Update and Security

### Devices

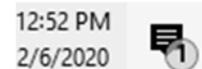
- Controls or configures:
  - Bluetooth and miscellaneous devices
    - Here you can add new Bluetooth devices.
  - Printers & Scanners
    - Add a printer or manage printers.
    - **Let Windows manage my default printer** allows Windows to make the last used printer the default, not always what you want.
      - **If you used Print to PDF, Windows will make that your default.**
      - Turn it off if you change printers often.
  - Mouse
    - Control how fast the mouse wheel scrolls.
    - **Additional mouse options** link opens Control Panel for more mouse settings.
  - Touchpad
    - Will typically only display if PC is a laptop or tablet (has a touchpad).
    - Control Tapping, Gestures, Touchpad scrolling direction, and Touchpad sensitivity.
    - If these functions are not available, your Computer Manufacturer may have included a Touchpad utility, such as Synaptics touchpad, to control the Touchpad.
    - If that is the case, find it under Control Panel Mouse settings.
  - Typing
    - Control both Onscreen keyboard and actual keyboard options for spellcheck.
    - Turn on or off suggestions as you type.
    - Control sounds and actions of the Onscreen keyboard.
  - Pen & Windows Ink
    - May not display if the PC is not a touchscreen.
      - Touchscreens are usually on All In One PCs, some laptops, and tablets.
    - Controls Touchscreen actions only when using a pen designed for touchscreens.
  - AutoPlay settings
    - Set the default action for Removable drives and Memory cards.
    - Or set it to ALWAYS ask.
  - USB
    - Control whether USB devices get turned off to save power.
    - Sometimes turning the USB off causes removable devices to disconnect arbitrarily.
      - Or not be recognized at all.
      - Unless you need to conserve power, remove the check.

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#### Network & Internet

- Status
  - **Change the** wireless connection from Public to Private **Change connection properties.**
  - By default, Windows usually sets it as Public, and this may prevent certain functions.
  - It may interfere with connecting to other network PCs or even devices.
  - If you are having any difficulty, when not in a public place, set it to Private.
- Wi-Fi
  - Show available networks will display the current wireless networks available.
    - This is the same list you would get if you clicked the Network icon on the Taskbar.
  - Manage known networks displays all the wireless connections you have had.
    - To "Forget" a network connection, just click on the Network and choose Forget.
    - This is useful if the password changed, or was originally was typed wrong.
    - Also set a connection as "Metered" if you pay for all data.
      - This will tell Windows not to use the metered connection for updates.
      - This avoids paying extra for data if you have another choice.
- Ethernet
  - There is not much here for the average user.
- Dial-up
  - There is not much here either unless you still use a telephone line connection.
- VPN
  - If you subscribe to a Virtual Private Network use this to set it up.
  - Some use a VPN to remain anonymous on the web, or to ensure privacy.
- Airplane mode
  - This mode turns off Wi-Fi and Bluetooth connections.
  - Turn Airplane mode ON or OFF here.
    - It is also in the Quick actions found in Notifications.
- Mobile Hotspot
  - Windows 10 can make your Internet-connected PC a Hotspot (equivalent to router).
    - To allow others to share **your** network connection.
  - This is not often necessary, as most users' PCs are already connected to a Hotspot provided by the location; which others can connect to directly.
- Data usage
  - Monitors data usage for the last 30 days while using either wireless or wired (Ethernet) connections.
- Proxy
  - Involves certain rare situations for more involved connection setups. If you need this, your Internet provider will tell you.



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#### Personalization

- This is a good place to start configuring Windows to look the way you want.
- We have covered this some in previous discussions.
- Background
  - Choose to use a Picture, a Solid color, or a Slideshow as your Desktop background.
  - Choose whether to Fill, Fit, Stretch, Tile, or Center the image depending on image size.
    - **Fill** will set the image to fit the width of the screen, keeping perspective.
      - Thus, there may be dark bars above and below the image.
      - Or, the top and bottom of the image may be cut off.
    - **Fit** will set the image to fill from screen top to bottom keeping perspective.
      - Thus, you may have dark bars on the sides of the screen.
      - Or, the sides of the image may be cut off.
    - **Stretch** expands or shrinks the image to see the entire image AND cover the entire screen but changes/distorts image perspective.
    - **Tile** repeats the image over and over to fill the entire screen.
    - Center places the center of the image in the center of the screen.
      - Thus, there may be dark bars around the entire image.
      - Or, the sides and top and bottom of the image may be cut off.
      - But it keeps the perspective, so no distortion.
- Colors
  - **Choose your color** gives choice of a Light or a Dark theme for all items.
    - Or choose Custom to mix appearance.
  - Choose your accent color changes the Title bar and icon accent color.
    - If you chose Custom and Dark for Windows mode, it can also change Start menu and Taskbar background color.
  - Lock Screen
    - Choose what image appears, and what icons appear on the Lock screen.
  - Themes
    - Allow you to choose a photo theme for a slide show background.
    - If you do not see what you want, click on **Get more themes in Microsoft Store**.
    - When you install from the Store, you may need to go to Settings to apply the theme.
  - Fonts
    - Provides a display of installed Fonts or option to add more.
  - Start
    - Customizations of the Start menu appearance was covered previously.
    - Refer to Windows 10 Lesson One to review.
  - Taskbar
    - Customizations of the Taskbar appearance were covered previously as well.
    - Refer to Windows 10 Lesson One to review.

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### Apps

- Apps & Features
  - Display all the installed Apps and applications.
  - Click on an App to display **Uninstall** or if present **Modify** or find Advanced options.
- Default apps
  - Set the Apps you want open certain files or material, such as Email or Web browsing.
- Offline maps
  - Only used if you want to store maps offline or control where the maps are stored.
- Apps for websites
  - Another area for the more advanced user. If you need to use it you will know HOW to use it.
- Video playback
  - If you have a very old computer or slow Internet connection, you can use this to lower resolution (lower quality as well) to speed download or streaming.
- Startup
  - Control which apps load during startup.
  - This can also be accomplished using Task Manager.
    - Windows 10 no longer uses System Configuration (msconfig) to control startup apps.

### Accounts

- Your info
  - Change from using a Local account to a Microsoft account.
  - Add a picture to your account either with the camera or from a file.
- Email & accounts
  - Lists your set up email accounts; click on one to **Manage** settings.
    - For instance if the password changes.
  - Add more email accounts for your User account with **Add an account**.
- Sign-in Options
  - Offers different ways to sign in.
  - Sign in with a **PIN** number rather than your entire Microsoft account password.
  - Depending on hardware, fingerprint or Hello face can also be used.
    - However, either a fingerprint reader, or an infrared camera must be present.
      - A simple webcam will not work.
- Access work or school
  - Sets things up if you use the computer to connect to work or school accounts.
  - Most users have no need for this.
- Family & other users
  - Add another User account or Microsoft account to share the computer.
- Sync your settings
  - Control which settings Microsoft syncs between other Windows devices.
  - This syncs things like background picture or Themes, Task view items and settings.

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#### Ease of Access

- Display
  - Change the text size with a slider.
  - Make everything bigger by percentage to make things easier to see.
  - Automatically hide scroll bars in Windows.
    - This is on by default and is why scroll bars shrink to thin lines.
    - If you want to keep scroll bars easily visible, turn it OFF.
- Cursor & pointer
  - Change the pointer size and color.
  - Make the cursor easier to see widens cursor so its location is seen easily.
  - Make visual feedback for touch more obvious.
- Magnifier
  - Turn it on, set the degree of magnification, and configure when it starts.
- Color filters
  - Use color filters to make text more readable.
- High contrast
  - Again, this offers settings to make text and objects more visible.
- Narrator
  - Turn on Narrator so Windows reads the text on pages.
  - Choose and configure the voice used and speed of reading.
- Audio
  - Set visual alerts for hard of hearing.
- Closed caption
  - Make it easier to use the PC without sound.
  - Control how captions appear, such as background color behind captions.
  - To activate Closed captions on videos, right-click on the video.
    - If Closed Captions are available, a CC button appears at the bottom.
- Speech
  - Allows you to configure your PC so that you can give verbal commands and dictate text.
- Keyboard
  - Set up Sticky keys, Toggle keys, Filter keys, and more.
- Mouse
  - Turn on **Control your mouse with a keypad** to move cursor the numeric keypad keys.
- Eye control
  - Requires presence of a supported eye-tracking device.

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#### Privacy

- Here is the area to turn ON and Off various aspects of information sharing.
- Activity history
  - Turn it on to share your activity between devices.
- There is a long left-hand list of Permission items.
  - Both for Windows in general and individual Apps.
    - Allow use of the camera, or the Microphone as examples.
  - Google various items for more information.

#### Other less used Settings sections

- Cortana
  - Turn on **Hey Cortana** so she always listens for the phrase.
  - Cortana may ask you to work with speaking to set it up first.
- Search
  - Control adult content and how thorough/deep the Search goes.
  - Exclude folders from searches which you do not want to waste time searching.
- Phone
  - Only useful if you wish to receive or send cell phone calls or texts from the PC.
  - Allows you to connect your cell phone.
- Time & Language
  - Use to change Time zones.
  - Synchronize your clock to update the correct time; click the **Sync now** button.
- Gaming
  - Offers a screen recording capability to record Game play.
  - But the recorder can be used to record other PC-generated activity.
    - But only if performed in the modern apps.
  - I personally was unimpressed when I tried it.
    - It recorded video well. I could not record sound.