

Windows 10 Refresher



Make the Desktop Your Own

Today's Agenda

- Logging in
- The Windows 10 Desktop
- Getting to know Settings
- Personalizing the lockscreen and desktop backgrounds
- Adding & removing icons to the Start Screen
- Adding & removing icons to the task bar
- Turning off Cortana
- Limiting those annoying notifications
- Deleting your unnecessary anti-virus app

Logging In

Why have a Windows login?

- A windows login is your first line of defense if your laptop is stolen.
- You can keep it smallish. A 4 digit PIN will do.
- Make sure your lock screen wakes up needing a password

Using a Local vs Microsoft account

- I prefer to use a local account vs. logging in with a MS account
- I prefer to limit the "tracking telemetry" that Windows sends back to MS

The Windows 10 Desktop

Start button

Search (with or without Cortana)

Task View Icon (and Alt-Tab)

Default Taskbar Icons

The right side "System Tray"

Notification icon

- Notification panel includes lots of shortcuts to settings.
- Be sure **NOT** to click on **TABLET MODE**. It's there if you have one of those 2 in 1 convertible laptops

Limiting those Annoying Notifications

Click on Start > Settings > System > Notifications & actions

Windows 10 gives you pretty good control over how messages are put in the Notification center

Adding & Removing Icons to the Start Screen

Click Start

Drag app Icon to Start Screen

Right click to remove. Select "Unpin from Start"

To remove the ENTIRE Start Screen - remove all the apps then collapse the window

Personalizing the Lockscreen and Desktop backgrounds

Start > Settings > Personalization > Background

- Use your own photo!

Start > Settings > Personalization > Lockscreen

- Create your own slideshow
- Use your own pictures

Adding & Removing Icons on the Taskbar

Click Start to show all your apps

Drag app icon to Taskbar

To remove right click, then choose "Unpin from taskbar"

Turning off Cortana

Click Start > Settings > Cortana

Turn off "Hey Cortana"

This might speed up your PC by as much as 20%

Getting to Know Settings

Start ->  (gear icon)

Settings is your friend - don't fear it. You'll mostly use:

- System
- Devices (for adding printers mostly)
- Personalization
- Apps

Deleting Your Unnecessary Anti-Virus App

All new PCs come with a bundled, 6 month license for Norton, McAfee, etc.

You don't need it. Delete it.

If you paid for a license turn off automatic billing. Delete it when license expires.

Increasing Windows 10 Security

Create a System Restore Point

In the Cortana search box type *system restore*

Select Control Panel and click **Create a restore point**

Click the **System Protection** tab and Click **Configure**

Click **Turn on system protection**, then **OK**

Increasing Windows 10 Security

Delete Unwanted Apps

Click Start -> Settings -> Apps

Right click to remove anything you know you don't want. Like the McAfee anti-virus

Increasing Windows 10 Security

Sign in with a Local Account

Click Start -> Settings ->Accounts

On the left click **Email & Accounts**

Click the link that says **Sign in with a local account instead**

You'll have to sign in with you Windows password again.

Create a new local account (username, password) then click **Next**

Click **Sign out and finish**

Increasing Windows 10 Security

Shut down Stalkerware

Go to **Start** -> **Settings** -> **Privacy**

Click **Location** on the left panel, then click the **On** switch to toggle it off

Go back to **Privacy**

Turn off the setting for Let apps use advertising ID to make ads more interesting to you based on app activity

Increasing Windows 10 Security

The Upgrade Assistant

Make sure all your Windows 10 apps and components are up to date with the latest drivers.

<https://www.microsoft.com/en-us/software-download/windows10>

Miscellaneous Items

- Task View
- Edge vs Chrome vs Firefox (do not use the 20 year old Internet Explorer!)
- Task manager... Right click Taskbar > Task manager
- The Upgrade Assistant:

<https://www.microsoft.com/en-us/software-download/windows10>

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