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SUN CITY SUMMERLIN COMPUTER CLUB

FEBRUARY 17, 2021



- Welcome
- Participants will be muted and when you wish to ask a question, please use the reactions icon and the raise hand option and we will call on you.
- You can then unmute using the icon in the lower left of your Zoom screen or by pressing and holding the spacebar

Let me introduce our panel today:



Here are a few questions that were submitted:

My downloads are segregated by Windows 10 into categories: Yesterday, Last Week, Earlier This Month, Last Month, and A Long Time Ago.

How do I get rid of these categories (temporarily) to see all my downloads in alphabetical order?

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聞 Transwiz (1) 聞 Transwiz WET → pcmoverexp_dl	2/15/2021 2:58 PM 2/15/2021 2:56 PM 2/15/2021 2:44 PM	Windows Installer Windows Installer	1,467 KB
🔂 Transwiz 🔢 WET 🕞 pcmoverexp_dl	2/15/2021 2:56 PM 2/15/2021 2:44 PM	Windows Installer	
📲 WET 🗃 pcmoverexp_dl	2/15/2021 2:44 PM		
🗃 pcmoverexp_dl		COMDIESSED 17000	19,330 KB
÷		Application	5,628 KB
✓ Earlier this month (10)	_,,		2,000,00
GMT20210204-194734_SCSC-Gener_64		MP4 File	1,010 KB
📥 GMT20210204-191857_SCSC-Gener	2/4/2021 7:02 PM	M4A Audio File (V	5,077 KB
GMT20210204-191857_SCSC-Gener_64		MP4 File	8,588 KB
GMT20210204-200042_SCSC-Gener_64		MP4 File	1,621 KB
🛓 GMT20210204-201239_SCSC-Gener	2/4/2021 7:01 PM	M4A Audio File (V	634 KB
GMT20210204-201239_SCSC-Gener_64		MP4 File	730 KB
GMT20210204-202437_SCSC-Gener_19		MP4 File	531,707 KB
GMT20210204-202437_SCSC-Gener	2/4/2021 7:01 PM	M4A Audio File (V	124,849 KB
SamsungDeXSetupWin	2/4/2021 10:20 AM	Application	112,179 KB
🚯 ChromeSetup (1)	2/2/2021 7:23 AM	Application	1,291 KB
✓ Last month (7)			
🐻 installbackupandsync	1/18/2021 11:03 PM	Application	1.291 KB
cloudready-free-87.3.28-64bit	1/17/2021 5:06 PM	Compressed (zipp	1,225,623 KB
e letsview	1/17/2021 2:56 PM	Application	53,654 KB
A letsview	1/17/2021 2:10 PM	Adobe Acrobat D	10,409 KB
	1/16/2021 4:11 PM	Application	28,599 KB
 cloudready-free-87.3.28-64bit	1/12/2021 8:52 AM	BIN File	7,491,727 КВ
🛃 KeePass-2.47-Setup	1/10/2021 2:08 PM	Application	4,204 KB
✓ A long time ago (492)			
SpyHunter-Installer	11/29/2020 5:04 PM	Application	6,390 KB

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Name	Date modified	Туре	Size
Zoom_cm_ds_mUOQ84SjHZhu-jFGY9	2/15/2021 3:35 PM	Application	82 KB
🔂 Transwiz (1)	2/15/2021 2:58 PM	Windows Installer	1,467 KB
🔁 Transwiz	2/15/2021 2:56 PM	Windows Installer	1,467 KB
🖁 WET	2/15/2021 2:44 PM	Compressed (zipp	19,330 KB
🕞 pcmoverexp_dl	2/15/2021 2:37 PM	Application	5,628 KB
GMT20210204-194734_SCSC-Gener_64	2/4/2021 7:02 PM	MP4 File	1,010 KB
📥 GMT20210204-191857_SCSC-Gener	2/4/2021 7:02 PM	M4A Audio File (V	5,077 KB
🖻 GMT20210204-191857_SCSC-Gener_64	2/4/2021 7:02 PM	MP4 File	8,588 KB
GMT20210204-200042_SCSC-Gener_64	2/4/2021 7:01 PM	MP4 File	1,621 KB
📥 GMT20210204-201239_SCSC-Gener	2/4/2021 7:01 PM	M4A Audio File (V	634 KB
GMT20210204-201239_SCSC-Gener_64	2/4/2021 7:01 PM	MP4 File	730 KB
🖻 GMT20210204-202437_SCSC-Gener_19	2/4/2021 7:01 PM	MP4 File	531,707 KB
📥 GMT20210204-202437_SCSC-Gener	2/4/2021 7:01 PM	M4A Audio File (V	124,849 KB
🥯 SamsungDeXSetupWin	2/4/2021 10:20 AM	Application	112,179 KB
🐻 ChromeSetup (1)	2/2/2021 7:23 AM	Application	1,291 KB
🐻 installbackupandsync	1/18/2021 11:03 PM	Application	1,291 KB
🔋 cloudready-free-87.3.28-64bit	1/17/2021 5:06 PM	Compressed (zipp	1,225,623 KB
i letsview	1/17/2021 2:56 PM	Application	53,654 KB
letsview	1/17/2021 2:10 PM	Adobe Acrobat D	10,409 KB
🔁 TeamViewer_Setup	1/16/2021 4:11 PM	Application	28,599 KB
cloudready-free-87.3.28-64bit	1/12/2021 8:52 AM	BIN File	7,491,727 KB
🕞 KeePass-2.47-Setup	1/10/2021 2:08 PM	Application	4,204 KB
😂 SpyHunter-Installer	11/29/2020 5:04 PM	Application	6,390 KB
HP LJ P3015 Svc Manual	11/27/2020 4:00 PM	Adobe Acrobat D	21,963 KB
Manifest-9475703699300380007585	11/27/2020 11:33 AM	Adobe Acrobat D	1,105 KB
📷 BingWallpaper	11/23/2020 7:13 AM	Application	8,925 KB
🔁 ipvanish-setup	11/7/2020 9:53 PM	Application	19,162 KB
cloudready-free-85.3.2-64bit	11/1/2020 12:39 PM	Compressed (zipp	1,170,326 KB
🙈 SPRA 2018 Annual Meeting	10/16/2020 7:37 AM	Adobe Acrobat D	94 KB
🔈 2016 SPRA Paving Map	10/16/2020 7:36 AM	Adobe Acrobat D	393 KB
🔈 2011-AnnualMeeting	10/16/2020 7:22 AM	Adobe Acrobat D	121 KB
cloudready-free-85.3.2-64bit	10/13/2020 11:10 AM	BIN File	7,491,727 KB



Name	Date modified	Туре	Size	Size All Columns to Fit
	4/5/2020 9:30 PM	File folder		✓ Name
🔀 KeePass-2.44-Setup	4/3/2020 9:18 PM	Application	3,241 KB	Date modified
🕋 Thunderbird Setup 68.6.0	4/3/2020 9:37 PM	Application	39,673 KB	
😝 audacity-win-2.3.3	4/3/2020 10:13 PM	Application	21,905 KB	Туре
실 Detection	4/3/2020 10:52 PM	Application	5,071 KB	✓ Size
🙆 Install Republic Anywhere	4/4/2020 9:14 AM	Application	61,360 KB	Date created
🛃 AcronisTruelmage2017_is	4/4/2020 9:46 AM	Application	506,093 KB	Authors
🚳 EPM_13.8_Trial_SETUP_OB	4/5/2020 2:32 PM	Application	37,796 KB	Categories
🐻 spsetup132	4/5/2020 6:03 PM	Application	6,728 KB	Tags
📩 ReflectDLHF	4/5/2020 9:29 PM	Application	5,156 KB	Title
🍓 Splashtop_Streamer_Windows_DEPLO	4/9/2020 11:02 AM	Application	31,163 KB	More
🗋 revosetup	4/9/2020 11:11 AM	Application	7,259 KB	
שָׁ jitsi-latest-x64 (ב	4/9/2020 5:45 PM	Application	66,313 KB	
🚔 Firefox Installer	4/13/2020 11:22 AM	Application	313 KB	
🙀 webexapp	4/15/2020 8:46 AM	Windows Installer	73,428 KB	
😼 advisorinstaller	4/15/2020 12:35 PM	Application	3,467 KB	
🔊 flyer	4/15/2020 3:26 PM	Adobe Acrobat D	1,570 KB	Choose Columns to
SolarWinds-FT-IP-Monitor-Free-Edition	4/17/2020 10:29 AM	Compressed (zipp	19,181 KB	display — click on colum
🛃 cuteftp905	4/25/2020 5:02 PM	Application	20,033 KB	1 /
🏶 SpotifySetup	5/7/2020 10:05 PM	Application	872 KB	to sort by that column
彈 Web_Trial_en	5/8/2020 3:16 PM	Application	101,117 KB	
MSExcelIntroExamples	5/8/2020 7:33 PM	Compressed (zipp	126 KB	
MSExcelIntroExamples (1)	5/8/2020 7:53 PM	Compressed (zipp	126 KB	
PDFill_PDF_Editor_Professional	5/8/2020 10:27 PM	Application	19,633 KB	
	5 (4 D (D D D D A D D D D D D D D D D D D D	A 12	200 004 1/0	

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MSExcelIntroExamples

MSExcelIntroExamples (1)

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🔯 353.62-desktop-win10-64bit-internati...

🔯 windows-movie-maker-2016-multi

Date modified 4/5/2020 9:30 PM Macrium 🔀 KeePass-2.44-Setup 4/3/2020 9:18 PM Thunderbird Setup 68.6.0 4/3/2020 9:37 PM audacity-win-2.3.3 4/3/2020 10:13 PM A Detection 4/3/2020 10:52 PM 🕗 Install Republic Anywhere 4/4/2020 9:14 AM AcronisTruelmage2017_is 4/4/2020 9:46 AM EPM_13.8_Trial_SETUP_OB 4/5/2020 2:32 PM 📷 spsetup132 4/5/2020 6:03 PM Lange ReflectDLHF 4/5/2020 9:29 PM Splashtop_Streamer_Windows_DEPLO... 4/9/2020 11:02 AM 🗋 revosetup 4/9/2020 11:11 AM 🍃 jitsi-latest-x64 4/9/2020 5:45 PM Firefox Installer 4/13/2020 11:22 AM 🛃 webexapp 4/15/2020 8:46 AM advisorinstaller 4/15/2020 12:35 PM \Lambda flyer 4/15/2020 3:26 PM SolarWinds-FT-IP-Monitor-Free-Edition 4/17/2020 10:29 AM 🛃 cuteftp905 4/25/2020 5:02 PM SpotifySetup 5/7/2020 10:05 PM

5/8/2020 3:16 PM

5/8/2020 7:33 PM

5/8/2020 7:53 PM

5/8/2020 10:27 PM

5/13/2020 10:24 PM

5/14/2020 8:00 PM

5/16/2020 11:22 AM

5/21/2020 8:57 AM

5/22/2020 3:16 PM

5/25/2020 3:59 PM

Size

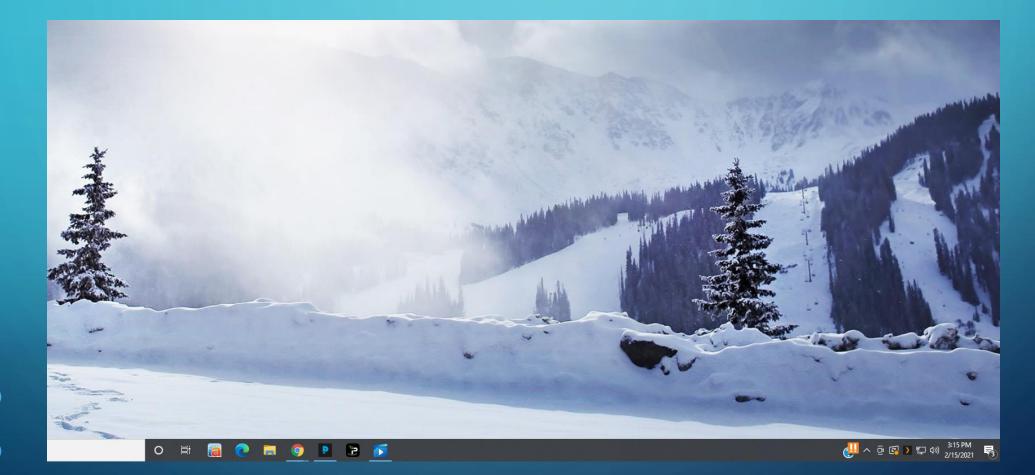
File folder

Type

 \times Choose Details Select the details you want to display for the items in this folder. Details: ✓ Name ۸ Move Up Date modified Move Down 🗹 Туре ✓ Size Show **#** Hide 35mm focal length Account name Album Album artist Album ID Anniversary Assistant's name Assistant's phone Attachments Attributes v Width of selected column (in pixels): 272 OK Cancel Application 19,633 KB Application 288,021 KB 6 KB MPD File JPG File 2,352 KB Compressed (zipp... 3,588,344 KB Application 1,934 KB Application 79,956 KB



Windows 10 question how do I get an icon on my desktop for an app I use?



Right click on any empty spot

View Sort by	>		
Paste Paste shortcut	_		
New	>	Folder	
Display settings		Shortcut	.4
zzi Personalize		Rich Text Document	vie
		Text Document Compressed (zipped) Folder	114
	100		111

🔶 🍙 Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

C:\Users\Public\Desktop\IPVanish.Ink Browse...

Click Next to continue.

Select the target of the shortcut below: SWSETUP > Users \sim Administrator Default Public Š Libraries > Public Account Pictures Public Desktop ~ Belarc Advisor H Debut Video Capture Software n Google Chrome 🌧 HP Welcome 📆 IPVanish 🚓 Macrium Reflect

OK

Х

~

Cancel

Make New Folder

Browse for Files or Folders

 \times

Next Cancel

🗧 👔 Create Shortcut

What would you like to name the shortcut?

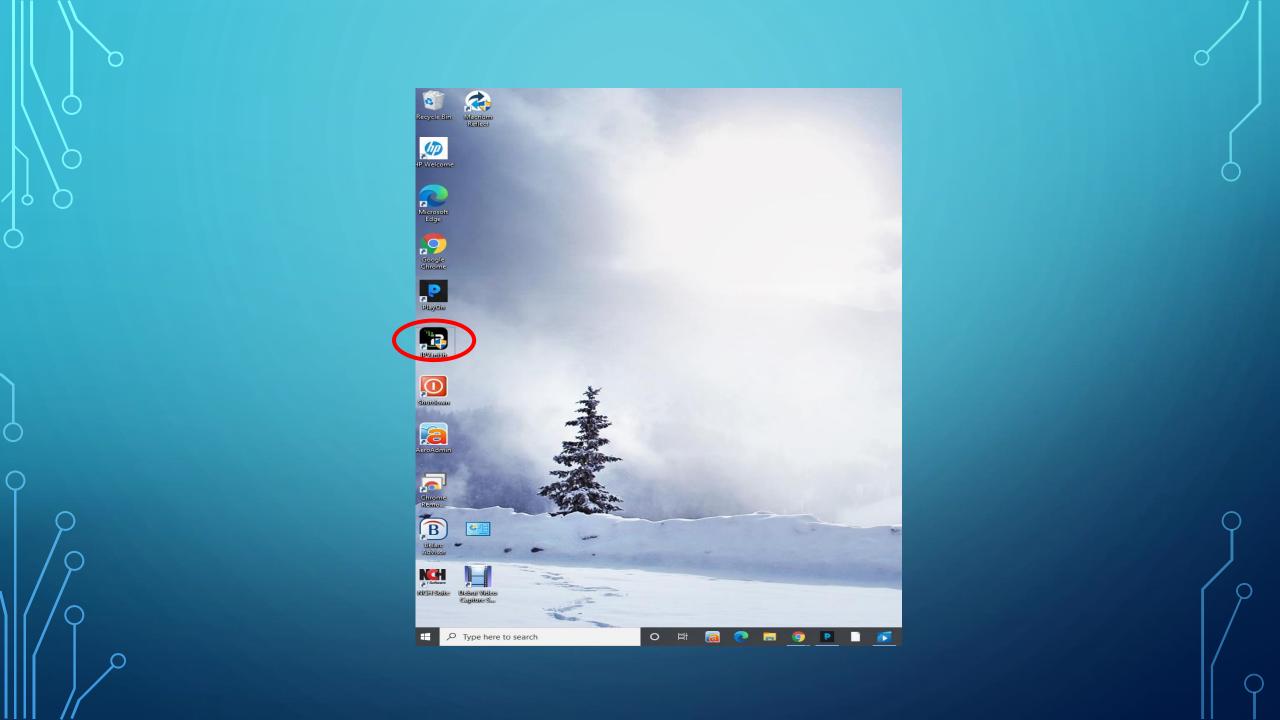
Type a name for this shortcut:

IPVanish

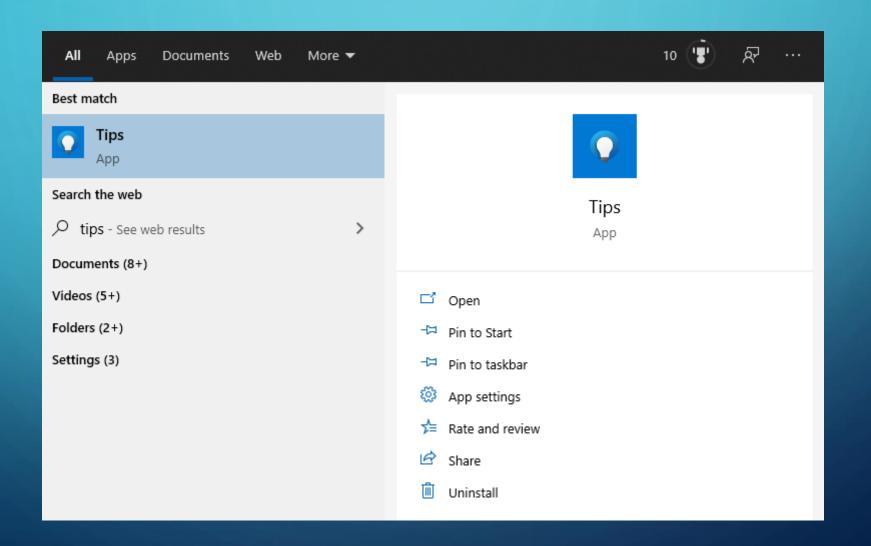
Click Finish to create the shortcut.

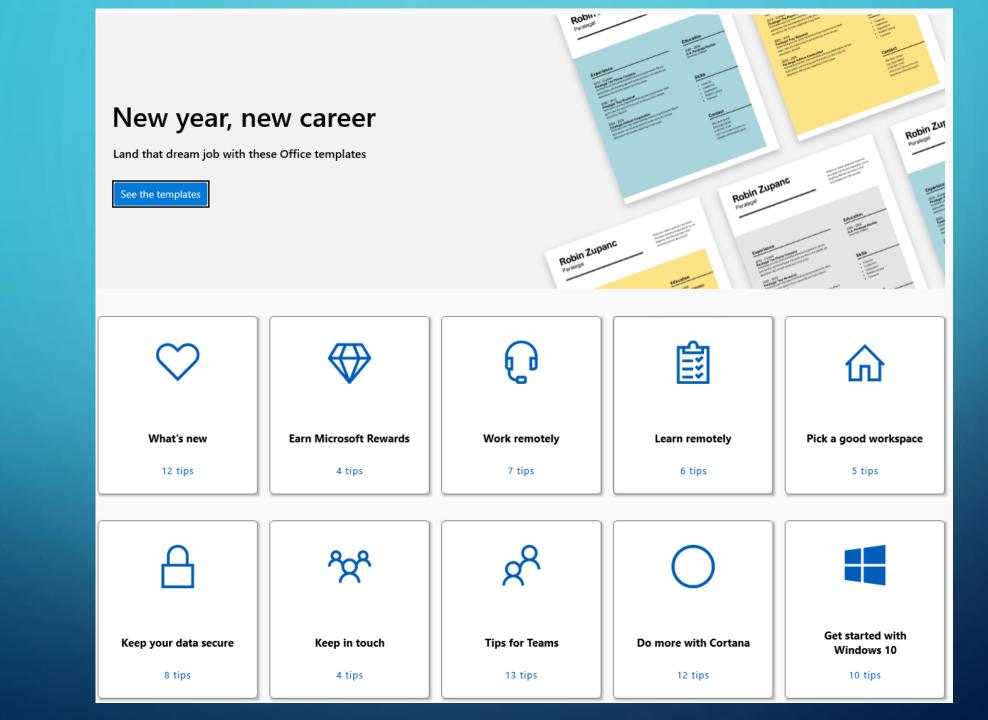
Finish Cancel

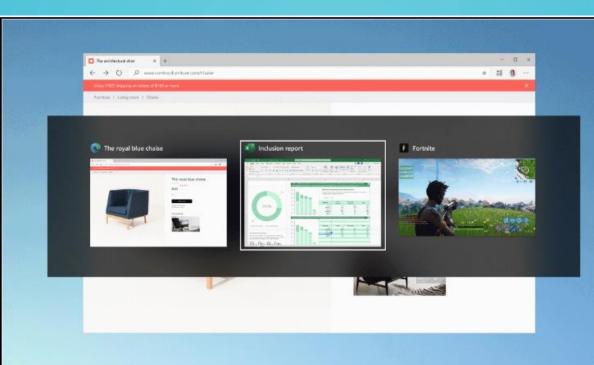
×



How do I use options to make my operating system more versatile and where I find them?







Quickly jump between open webpages with Alt + Tab

Select the **Alt** key and tap **Tab** to toggle through all the apps and items you have open, including website tabs in Microsoft Edge.

Learn more keyboard shortcuts 🛛 🖓

Questions re Encryption: 1.Pros & Cons of encryption 2.What software choices are there for encryption? 3. How to set it up? **4.Do whole drive or just selected folders (& subfolders) 5.Any issues with Backup and Restore of encrypted files** 6. – Backups can be on another drive or a cloud service.

Right Click ->Customize this Folder ->Location Tab->Advanced

	is PC > Downloads				○	Search Downloads			
Quick access	Name	Date modified	Туре	Size			1000		
Desktop	✓ A long time ago (16)								
Downloads	🖻 The Haunted Highway.mp4	11/27/2020 6:56 PM	MP4 File	602,053 KB					
•	download.mp4	11/26/2020 8:15 PM	MP4 File	997,311 KB					
🔮 Documents 🖈	≵ ReflectDLHF (3).exe	11/11/2020 8:57 PM	Application	5,156 KB					
Pictures 🖈	📩 ReflectDLHF (2).exe	11/11/2020 8:51 PM	Application	5,156 KB			1000		
, Data	📩 ReflectDLHF (1).exe	11/11/2020 8:50 PM	Application	5,156 KB			- market		
Movies	📩 ReflectDLHF.exe	11/11/2020 8:50 PM	Application	5,156 KB			W E		
👌 Music	📆 debutsetup.exe	9/6/2020 10:34 AM	Application	2,731 KB			2.19		
Public Desktop	😼 advisorinstaller.exe	8/20/2020 9:37 PM	Application	14,220 KB			8 AVE		
OneDrive	🔂 chromeremotedesktophost.msi	8/17/2020 5:20 PM	Windows Installer	16,472 KB			100		11
- OneDrive	AeroAdmin - Shortcut	5/23/2020 5:57 PM	Shortcut	2 KB				1000	
This PC	AeroAdmin.exe	5/23/2020 5:52 PM	Application	2,457 KB		- Down	oads Properties		
🧊 3D Objects	Zoom_o42a8sofizku_65c7512937821f25.exe		Application	77 KB		Locat	ion Previous	/ersions (Customiz
E Desktop	ipvanish-setup.exe	12/8/2019 4:01 PM	Application	15,429 KB		Ger	neral Sha	ring :	Security
Documents	PlexMediaServer-1.18.1.1973-0f4abfbcc-x PlayOnSetup.4.5.45.exe	11/6/2019 8:53 AM 10/24/2019 10:54 AM	Application Application	77,195 KB 169,922 KB					
Downloads	Macrium	10/24/2019 10:54 AM 11/11/2020 9:00 PM	Application File folder	109,922 ND			Downloads		
Music	macrititi								
Pictures		Advan	ced Attributes			X Type:	System Folder		
Videos			Choose the settings you	want for this folde	r.	Location	: C:\Users\Administ	rator	
		8=	When you click OK or App	ly on the Propertie	es dialog, you will be	Size:	1.93 GB (2,083,15	4,124 bytes)	
Windows (C:)			asked if you want the ch as well.	anges to affect all	subfolders and files	Size on o	lisk: 1.93 GB (2,083,24	6.080 bytes)	
Recovery Image		Arch	ive and Index attributes			Contains			
🛖 USB_Storage (\\r ♥						Contains	. I/ Files, I Folders		
5 items			older is ready for archiving			Created:	Tuesday, May 28,	2019, 1:57:56 PM	
	E. C. C.		Allow files in this folder to ha properties	ve contents indexe	ed in addition to file	200			
						Attributes	: Read-only (Onl	y applies to files in fol	der)
		Com	press or Encrypt attributes				Hidden	Adva	anced
		and a second sec		E.L.					
			Compress contents to save of	lisk space					

https://www.comparitech.com/blog/vpn-privacy/encrypt-windows-files/

Questions?

my contact info is not visible in a folder. When sending any email, I have retrieve by clicking on To:

- 2) When new computer was set up by Dave, he said windows defender was the virus protector and we didn't need any other. Keep getting notices from McAfee and others to renew. Don't want to be unprotected. Can you check please.
- 3) unable to save per
- 4) we get bumped out of a screen document, email often for no reason.
- 5) when typing a document, the cursor will jump to another location for no apparent reason
- 6) probably need general cleanup to check for viruses etc

- <u>https://docs.microsoft.com/en-us/windows/security/information-protection/encrypted-hard-drive</u>
- <u>https://www.howtogeek.com/234826/how-to-enable-full-disk-encryption-on-windows-10/</u>
- <u>https://www.thewindowsclub.com/how-to-disable-file-grouping-in-explorer-on-windows-10</u>