

WINDOWS 10 Q & A

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?



<input type="checkbox"/> Name	Date modified	Type	Size
▼ Today (5)			
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
▼ Earlier this month (10)			
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
▼ 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
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
▼ A long time ago (492)			
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

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Right Click on blank spot on screen, left click on Group By and choose (None)

The image shows a context menu in Windows File Explorer. The 'Group by' option is selected, which has opened a sub-menu. In this sub-menu, the '(None)' option is circled in red. Other options in the main menu include View, Sort by, Refresh, Customize this folder..., Paste, Paste shortcut, Undo Delete (Ctrl+Z), Give access to, New, and Properties. Other options in the sub-menu include Name, Date modified, Type, Size, Ascending, Descending, and More...



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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
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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



<input type="checkbox"/> Name	Date modified [^]	Type	Size
Macrium	4/5/2020 9:30 PM	File folder	
KeePass-2.44-Setup	4/3/2020 9:18 PM	Application	3,241 KB
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
Detection	4/3/2020 10:52 PM	Application	5,071 KB
Install Republic Anywhere	4/4/2020 9:14 AM	Application	61,360 KB
AcronisTruelmage2017_is	4/4/2020 9:46 AM	Application	506,093 KB
EPM_13.8_Trial_SETUP_OB	4/5/2020 2:32 PM	Application	37,796 KB
spsetup132	4/5/2020 6:03 PM	Application	6,728 KB
ReflectDLHF	4/5/2020 9:29 PM	Application	5,156 KB
Splashtop_Streamer_Windows_DEPLO...	4/9/2020 11:02 AM	Application	31,163 KB
revosetup	4/9/2020 11:11 AM	Application	7,259 KB
jitsi-latest-x64	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
SolarWinds-FT-IP-Monitor-Free-Edition	4/17/2020 10:29 AM	Compressed (zipp...	19,181 KB
cuteftp905	4/25/2020 5:02 PM	Application	20,033 KB
SpotifySetup	5/7/2020 10:05 PM	Application	872 KB
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
PDFFill_PDF_Editor_Professional	5/8/2020 10:27 PM	Application	19,633 KB

Size All Columns to Fit

- Name
- Date modified
- Type
- Size
- Date created
- Authors
- Categories
- Tags
- Title
- More...

Choose Columns to display – click on column to sort by that column



Name	Date modified	Type	Size
Macrium	4/5/2020 9:30 PM	File folder	
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		
Detection	4/3/2020 10:52 PM		
Install Republic Anywhere	4/4/2020 9:14 AM		
AcronisTrueImage2017_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		
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		
flyer	4/15/2020 3:26 PM		
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SpotifySetup	5/7/2020 10:05 PM		
Web_Trial_en	5/8/2020 3:16 PM		
MSExcelIntroExamples	5/8/2020 7:33 PM		
MSExcelIntroExamples (1)	5/8/2020 7:53 PM		
PDFFill_PDF_Editor_Professional	5/8/2020 10:27 PM		
353.62-desktop-win10-64bit-internati...	5/13/2020 10:24 PM		
Frankie M.mpd	5/14/2020 8:00 PM	Application	19,633 KB
menu_03-26-scaled	5/16/2020 11:22 AM	Application	288,021 KB
facebook-jeffwilkinson1	5/21/2020 8:57 AM	MPD File	6 KB
MBSSetup	5/22/2020 3:16 PM	JPG File	2,352 KB
windows-movie-maker-2016-multi	5/25/2020 3:59 PM	Compressed (zipp...	3,588,344 KB
		Application	1,934 KB
		Application	79,956 KB

Choose Details [X]

Select the details you want to display for the items in this folder.

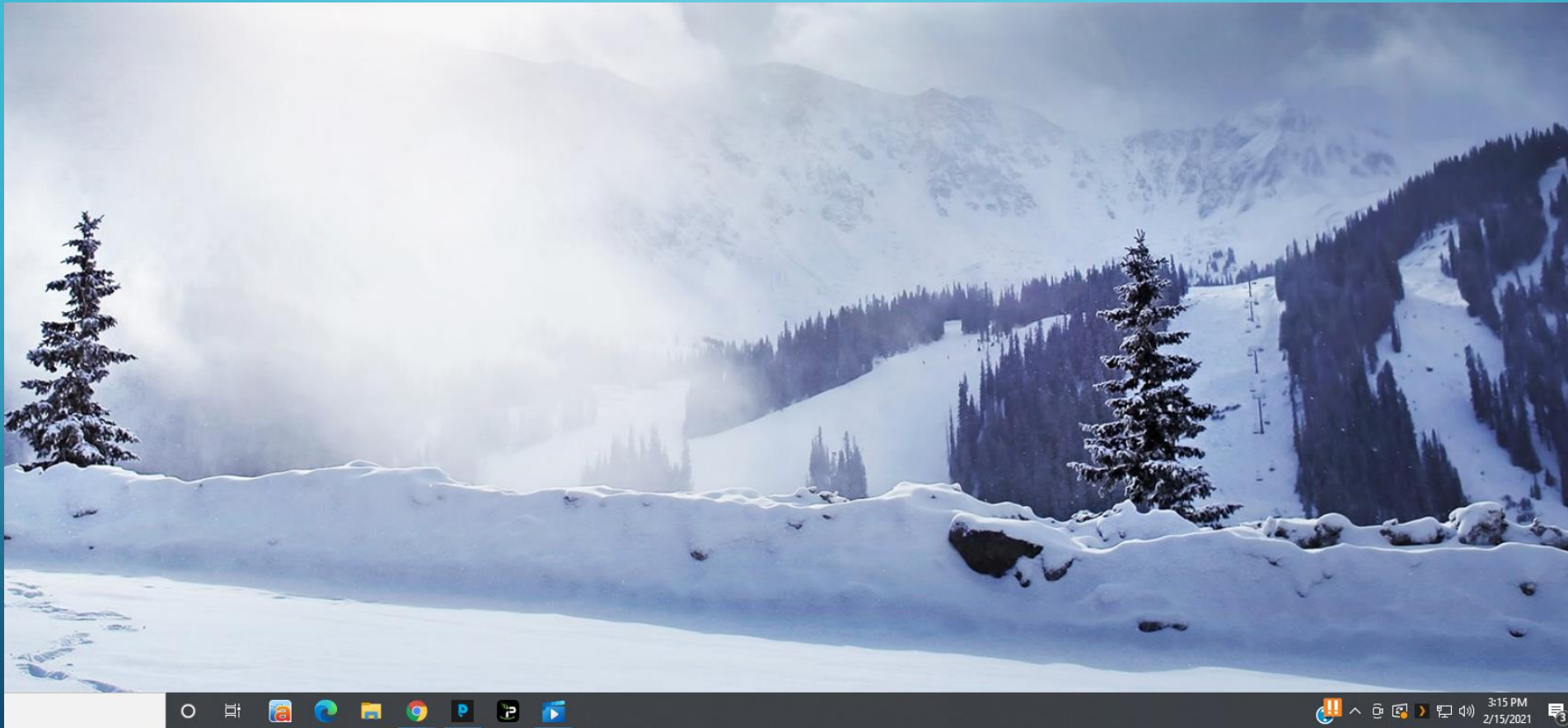
Details:

- Name
- Date modified
- Type
- Size
- #
- 35mm focal length
- Account name
- Album
- Album artist
- Album ID
- Anniversary
- Assistant's name
- Assistant's phone
- Attachments
- Attributes

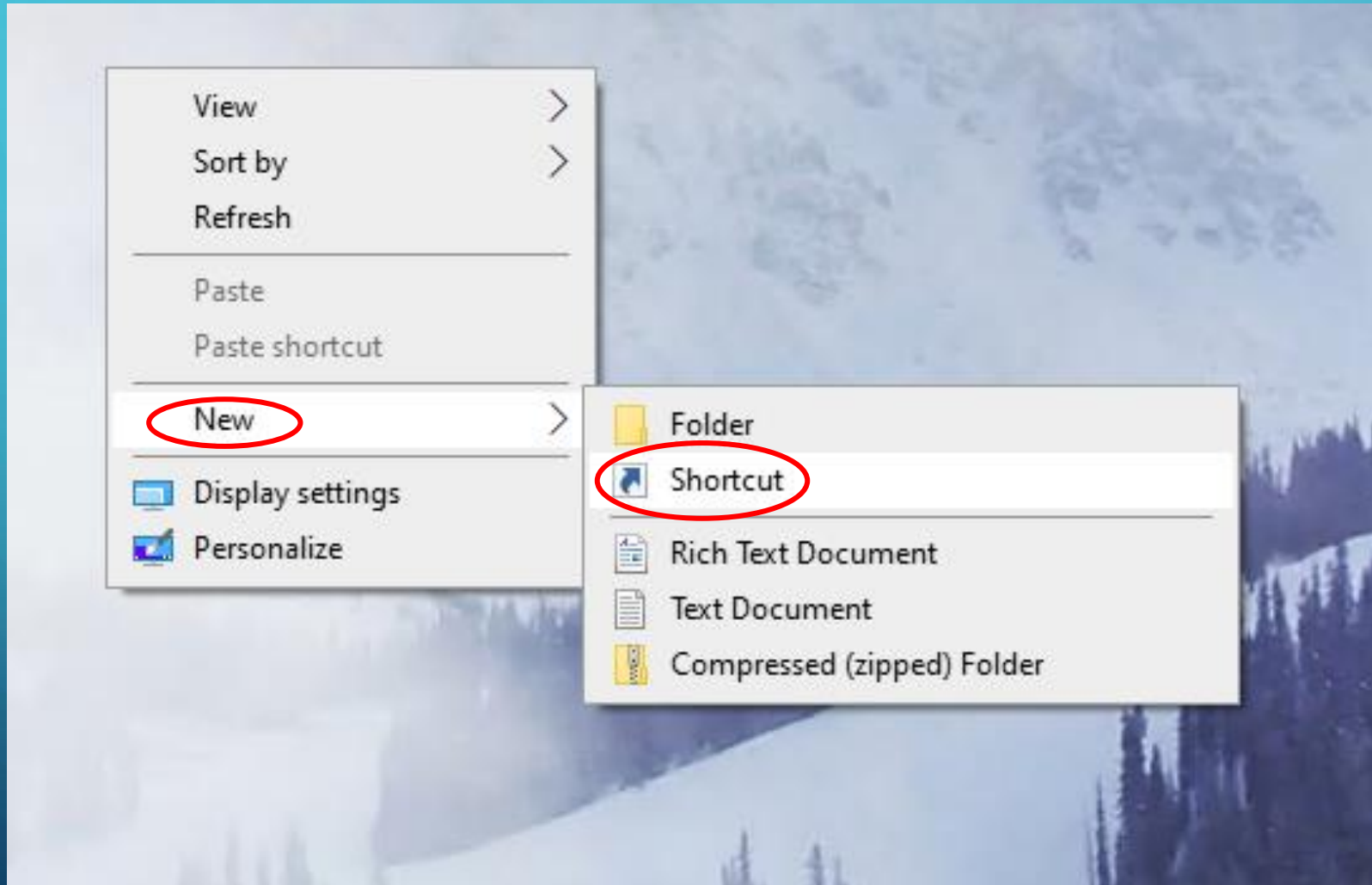
Width of selected column (in pixels):



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



Right click on any empty spot



← 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.

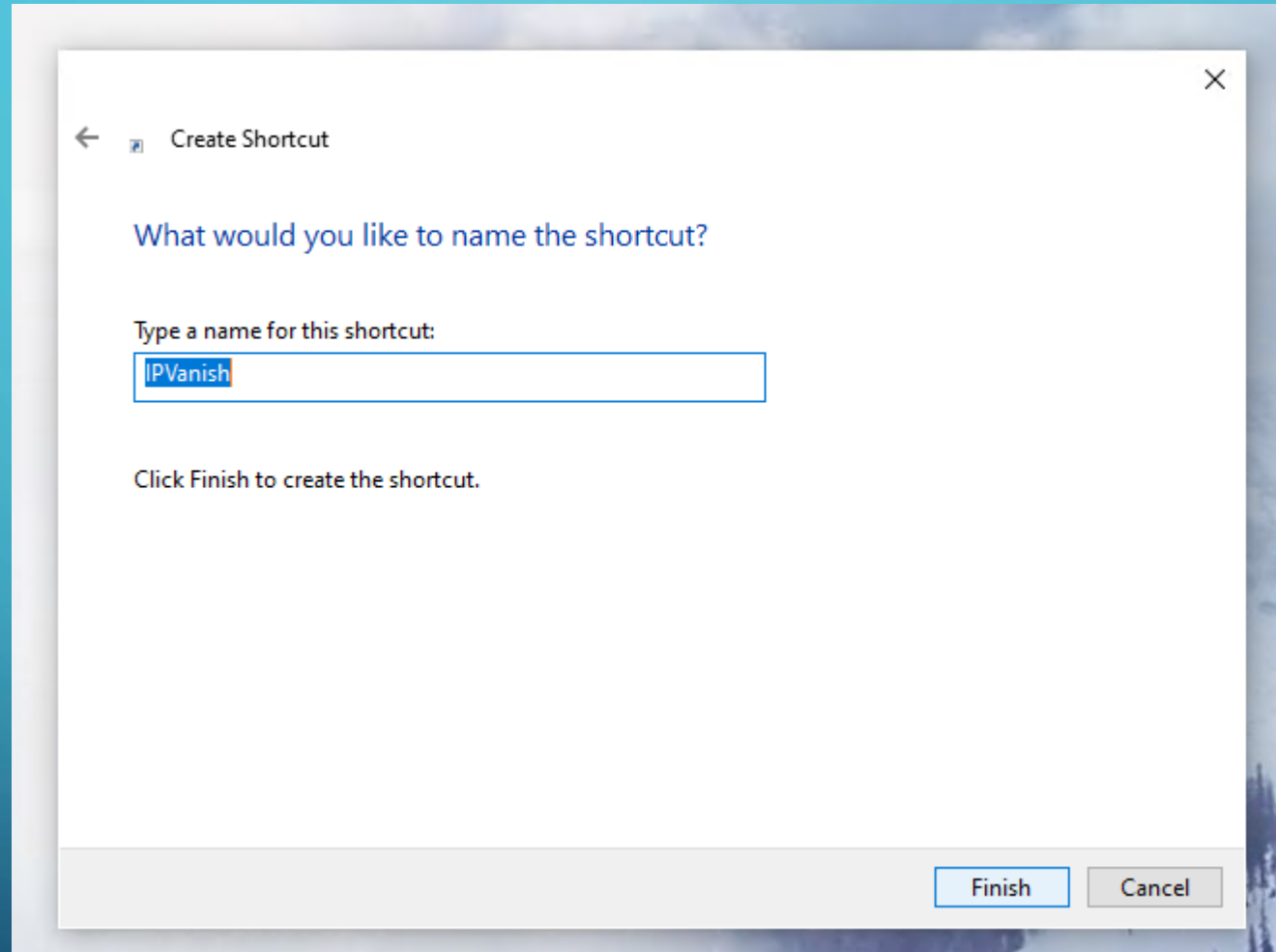
Type the location of the item:

Click Next to continue.

Browse for Files or Folders

Select the target of the shortcut below:

- > SWSETUP
- ▼ Users
 - > Administrator
 - > Default
 - ▼ Public
 - > Libraries
 - Public Account Pictures
 - ▼ Public Desktop
 - Belarc Advisor
 - Debut Video Capture Software
 - Google Chrome
 - HP Welcome
 - IPVanish
 - Macrium Reflect



← Create Shortcut

What would you like to name the shortcut?

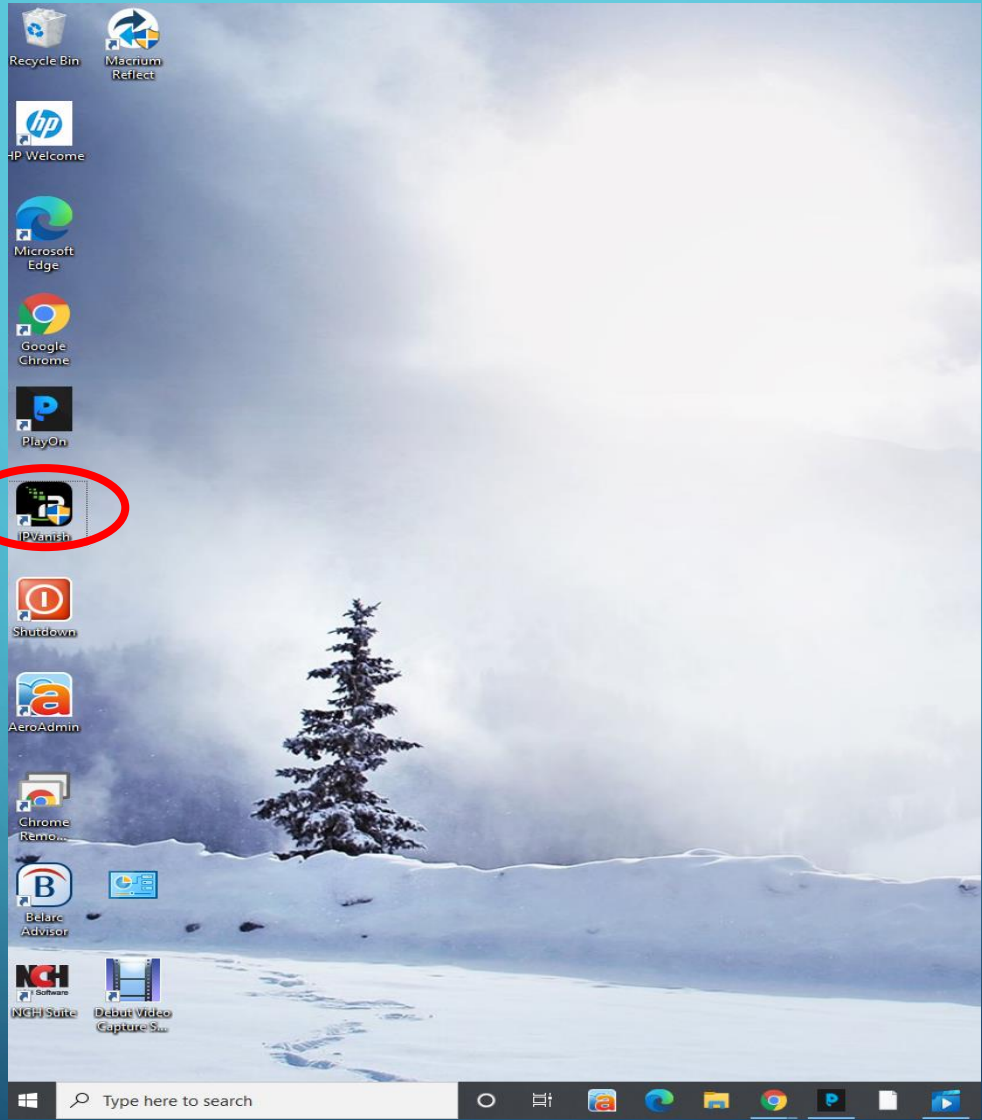
Type a name for this shortcut:

IPVanish

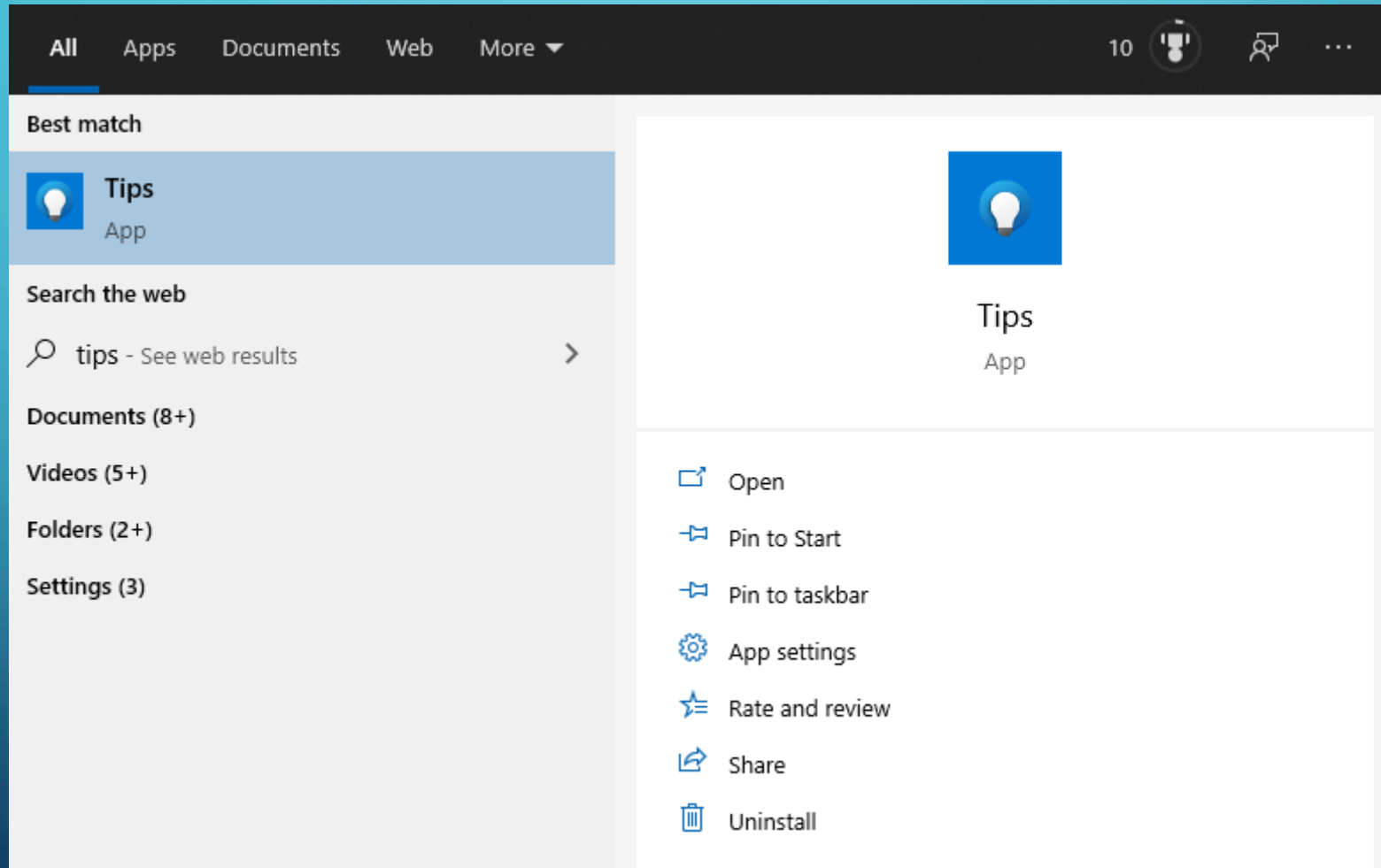
Click Finish to create the shortcut.

Finish

Cancel



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



New year, new career

Land that dream job with these Office templates

[See the templates](#)



What's new

12 tips



Earn Microsoft Rewards

4 tips



Work remotely

7 tips



Learn remotely

6 tips



Pick a good workspace

5 tips



Keep your data secure

8 tips



Keep in touch

4 tips



Tips for Teams

13 tips



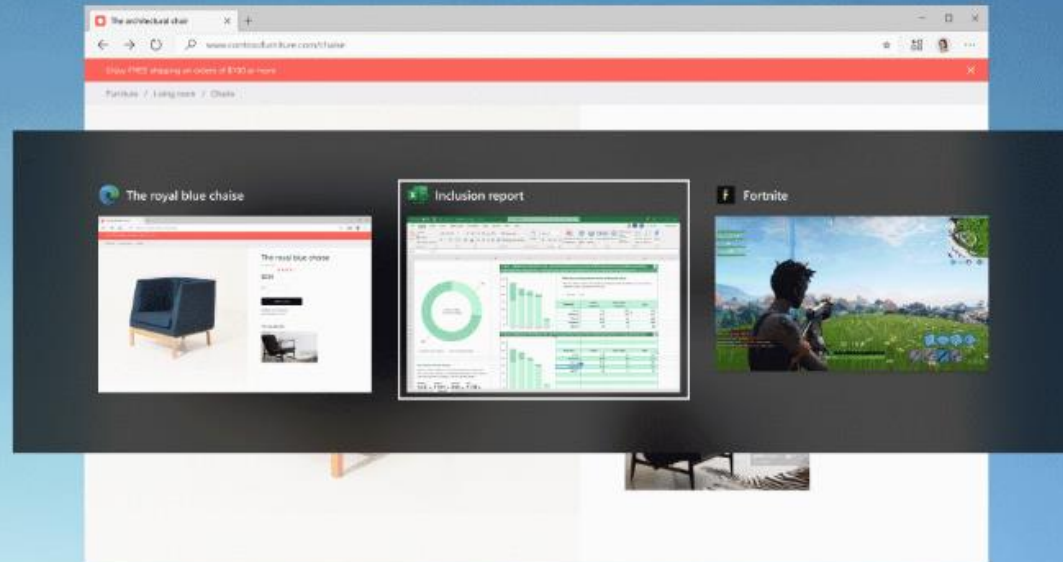
Do more with Cortana

12 tips



**Get started with
Windows 10**

10 tips



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?

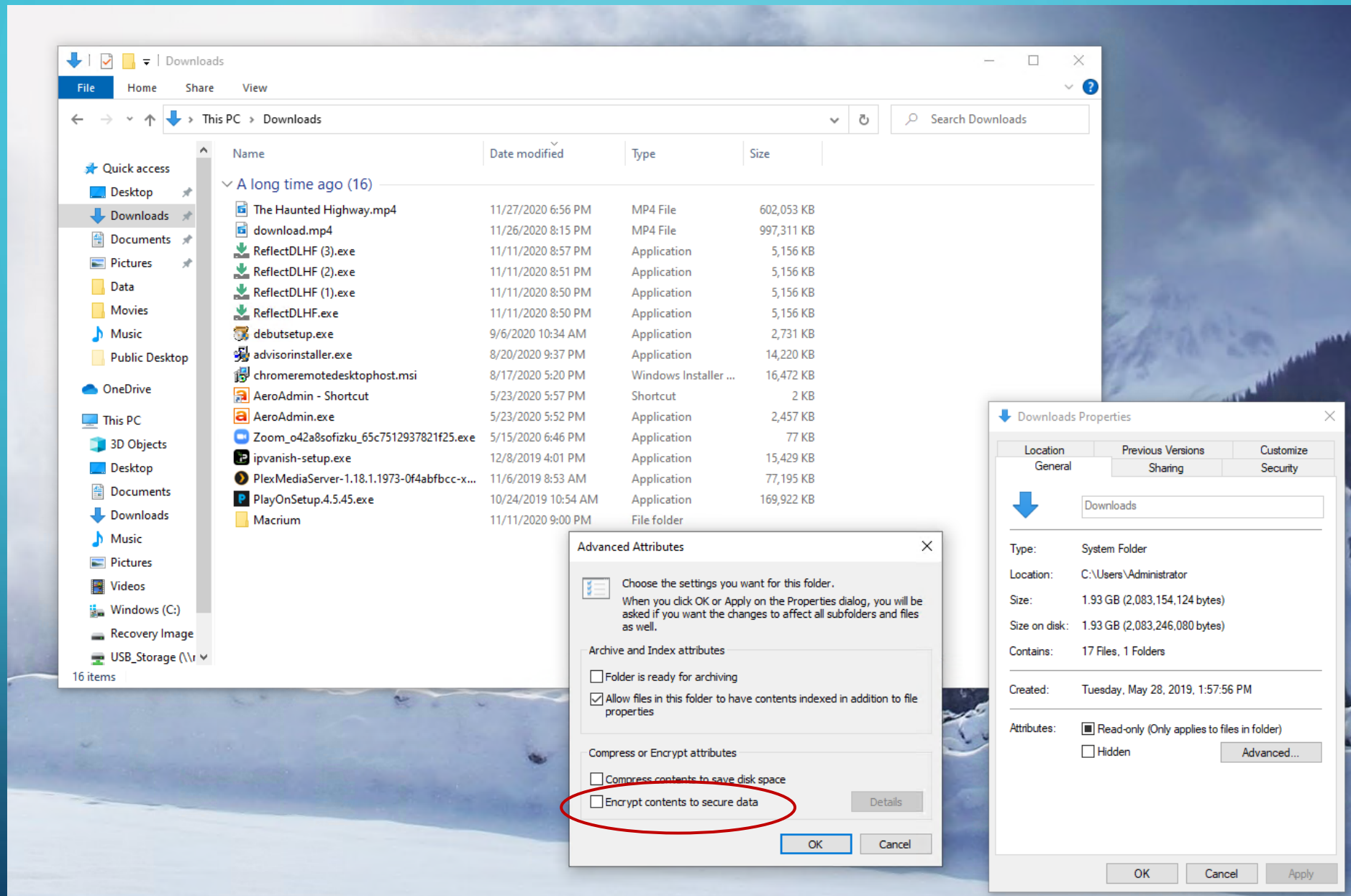
3. How to set it up?

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





Questions?

- 1) 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

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