



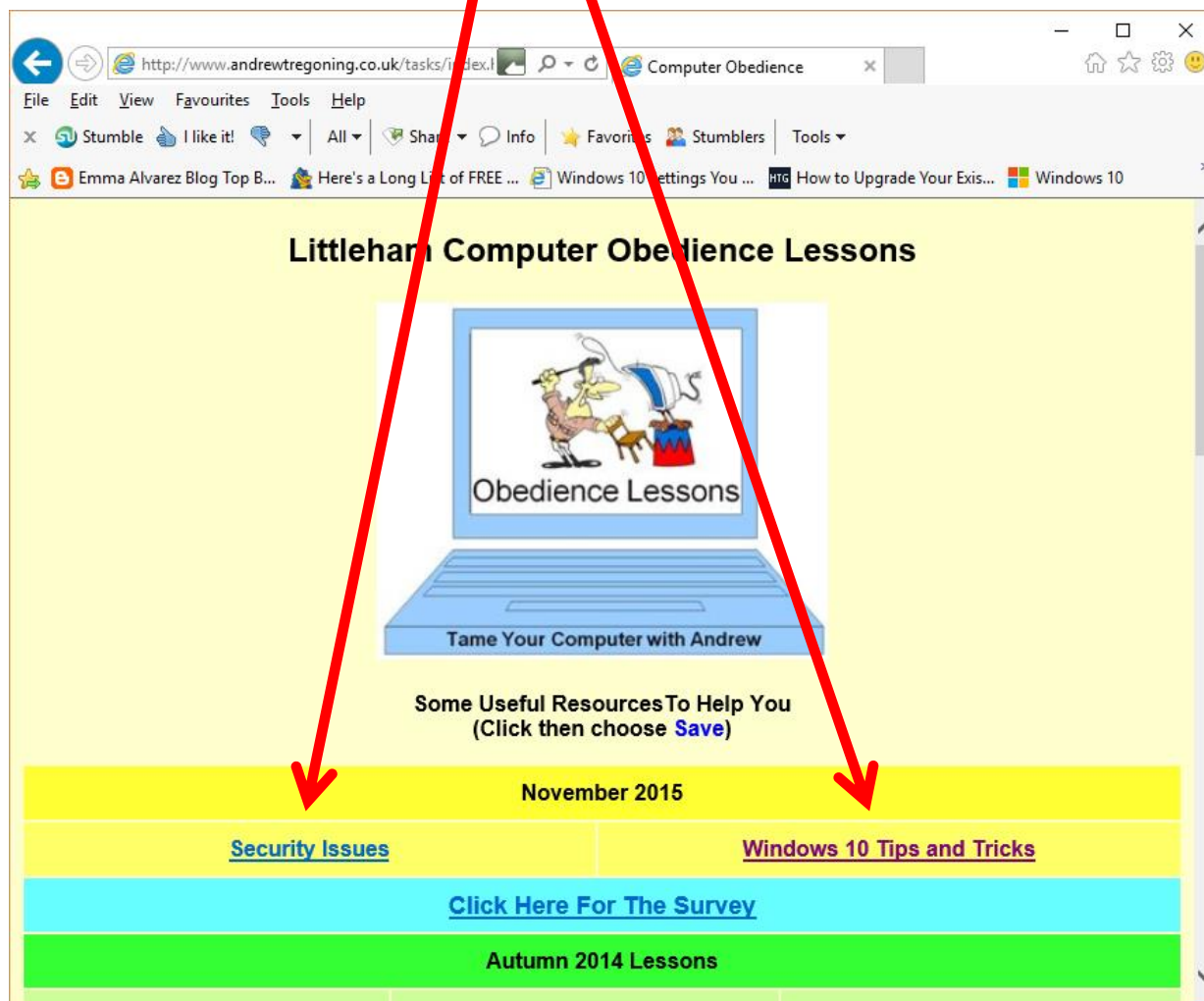
Computer Obedience Lessons

November 2015

Security and Windows 10

Available Online at

www.andrewtregoning.co.uk





Wireless Connection

To connect to the “Ristie” wireless broadband (**BT Hub5-J236**) you will need the following code: -

ab8faf278f

Dealing with Security Issues

(in the wake of the TalkTalk scare)

**Ironically you are
probably safer staying
with TalkTalk now than
you have ever been!**

What You Should Do

1) Reset your email password

2) Monitor your accounts

3) Run a full virus scan

4) Run Malwarebytes

5) Be aware of other scam techniques

How to reset your email password

Step 1 - Log in to My Account

Log in to [My Account](#) by entering your email address and current password.

Step 2 - Select Change Password in the top navigation bar.

Step 3 – Now select **Change password** next to the email address you want to change.

Step 4 - Enter your new password into the **New password** and **Confirm password** boxes, and then select the **Confirm** button.

NOTE: It can take up to five minutes for the password to update and for you to be able to login.

Monitor your accounts

Keep an eye on your accounts over the next few months. If you see anything unusual, contact your bank and Action Fraud straight away on **0300 123 2040** or via their website.

<http://www.actionfraud.police.uk/>

**Be aware of the following
scam techniques:**

Fake refunds

Scammers may try to persuade you to provide personal information by telling you that you are due a refund. The PPI scam calls are a perfect example of the 'refund scam'.

If you are due a refund, then the company that owes you ought to have your information available and wouldn't ask for banking or personal details.

If in doubt, hang up and call the company yourself.

Asking for bank details

If you have received a call asking for your bank details, this is likely to be a scam. If you are ever unsure, hang up and call the company back on their official number.

If you are an existing TalkTalk customer and we call you - remember we will never ask you to give us your bank account details, unless we've already had your specific permission.

If you need to supply account details to us in order to set up or change up a direct debit instruction, you can do this through your My Account, or call us on the number displayed on your bill.

Offering technical support

More scammers are calling people trying to gain remote access to their computer to steal personal information.

You shouldn't be asked to pay for viruses to be cleared from your computer, or to fix any issues over the phone. If you are, don't give them any details and hang up. Unless we have your explicit permission in advance, we will never call you and ask you to download software onto your PC, or take over your computer in order to fix a problem.

Never check your account balance while a third party has remote access to your computer.

Directing to a scam website

Scammers may direct you to a website that looks like it could be an official site. Make sure you are definitely on the right website and not on a scammer site.

Scam websites will often have **poor quality** of **logos** and general design. If you are in any doubt, leave the website.

Pushy sales calls

Anyone rushing you into buying a service or product and pushing for your bank details could be scamming you.

Don't allow yourself to be pressured or bullied.

Remember:

- TalkTalk will **NEVER** call you and use an account number to identify you or prove that the call is genuine
- TalkTalk will **NEVER** call you, or send you texts/links over email asking you to provide bank details unless we have had specific permission from you to do so (for example, so you can pay your bill)
- We will **NEVER** call you or send you texts/links over email asking to 'remote connect' to your computer, unless we have had a specific request from you.
- TalkTalk will **NEVER** call you, or send you texts/links over email asking you to download software onto your PC, unless you have previously contacted us, discussed and agreed a call back for this to take place
- TalkTalk will **NEVER** call you, or send you texts/links over email asking you to provide your full password. We'll only ever ask for two digits from it to protect your security

What they won't do

TalkTalk will **NEVER** call customers and ask you to provide bank details unless we have already had specific permission from you to do so.

TalkTalk will also **NEVER**:

- Ask for your bank details to process a refund. If you are ever due a refund from us, we would only be able to process this if your bank details are already registered on our systems.
- Call you and ask you to download software onto your computer, unless you have previously contacted TalkTalk, discussed and agreed a call back for this to take place.
- Send you emails asking you to provide your full password. We will only ever ask for **two digits** from it to protect your security.



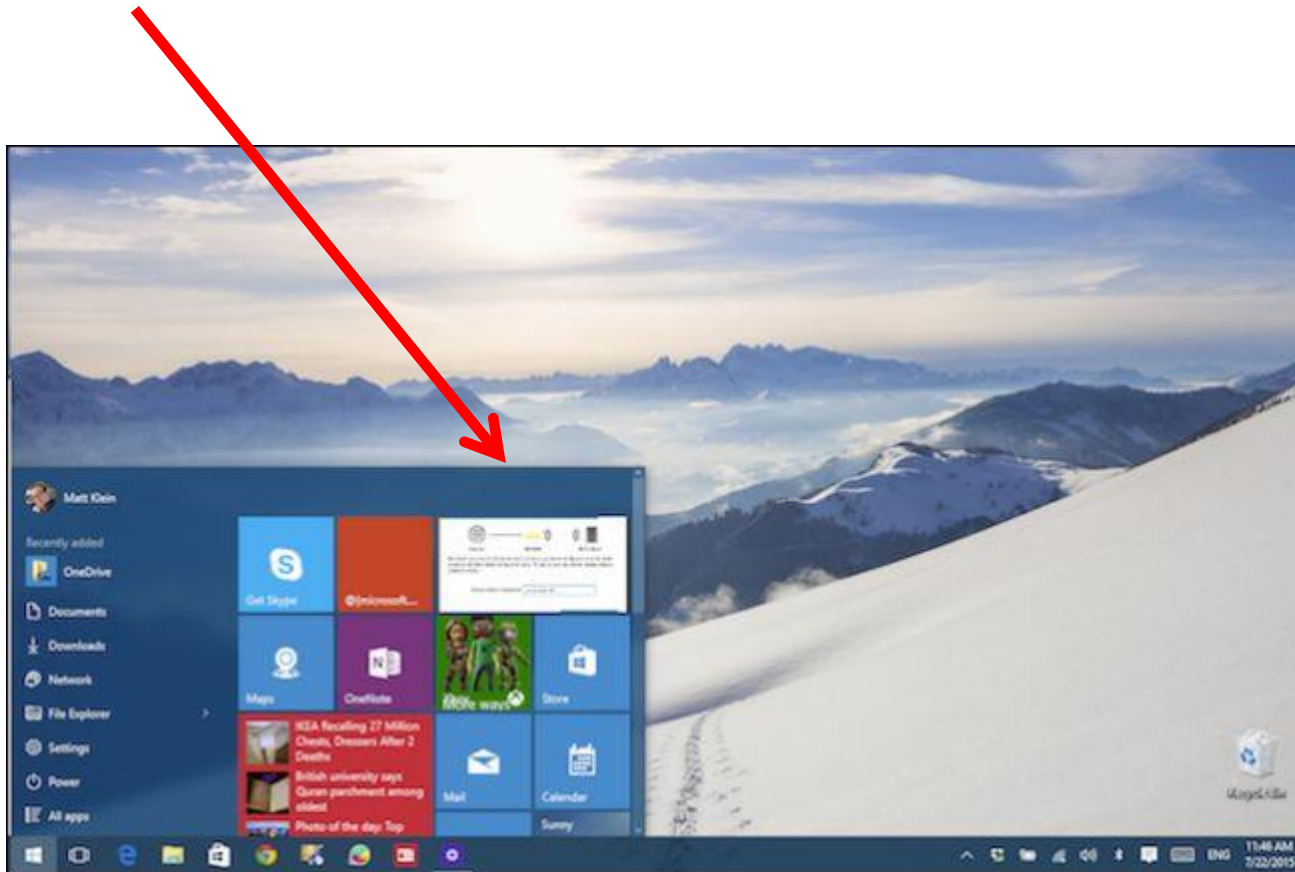
Windows 10

Hints and Tips

The New Start Menu

Click the Start button and it will pop open.

The Start menu can be resized by simply grabbing the top or right edges and dragging it to suit your tastes.



Task 1

Make the Start Menu as Wide and as Tall as possible

Make the Start Menu as Narrow and as Short as possible

Set it to a size you like

Add, rearrange, and resize live tiles

Windows 10 comes with a default set of live tiles in the Start Menu such as the Weather, Calendar, Mail, and Photos apps.

You can add any app to the live tiles pane.

You can remove tiles from the menu



Add, rearrange, and resize live tiles

Open the Start menu,
click *All apps*.

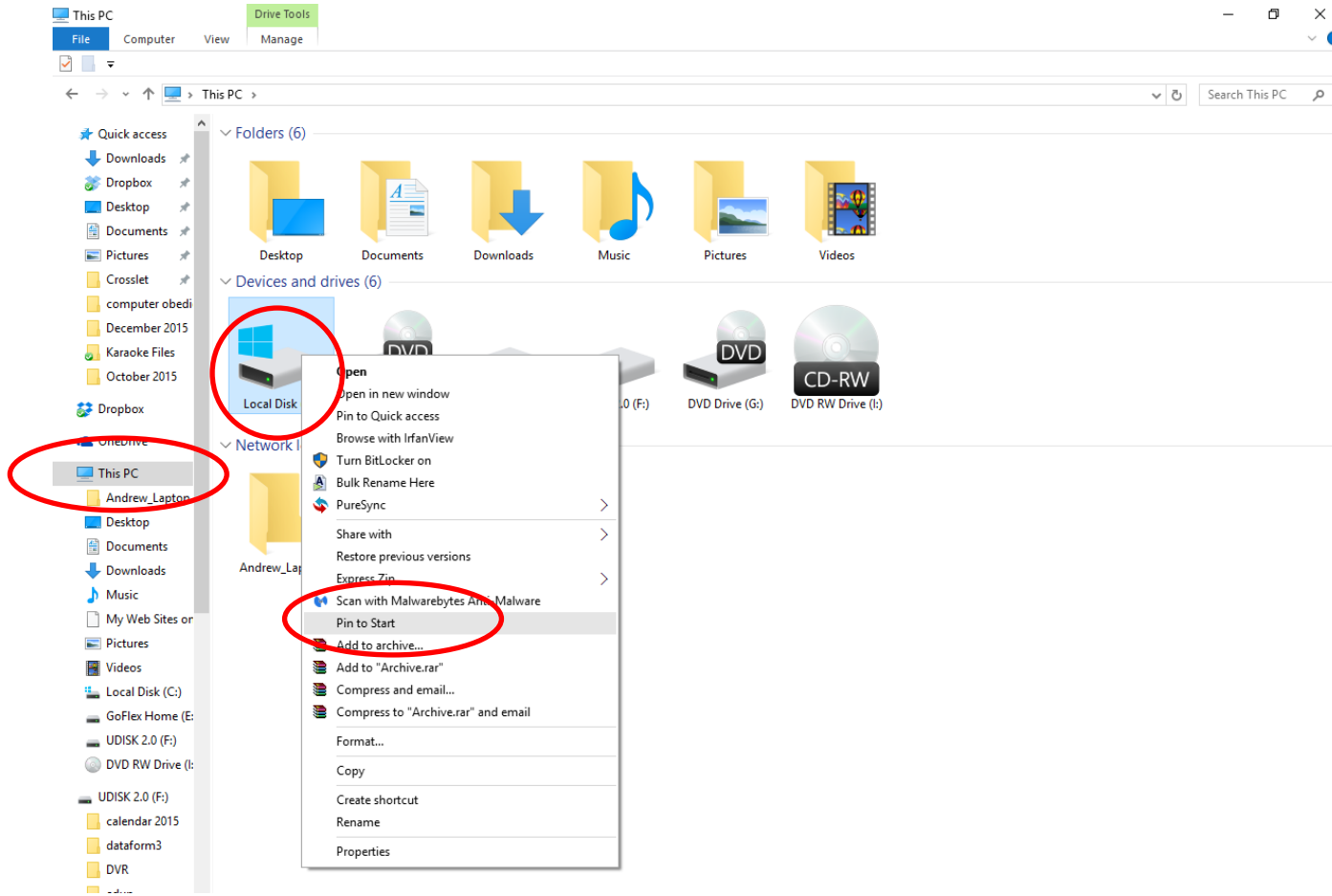
Find the app you want to
pin to the Start menu;
right-click it, then select
Pin to Start.

That app's icon will now
appear at the bottom of
the live tiles pane.



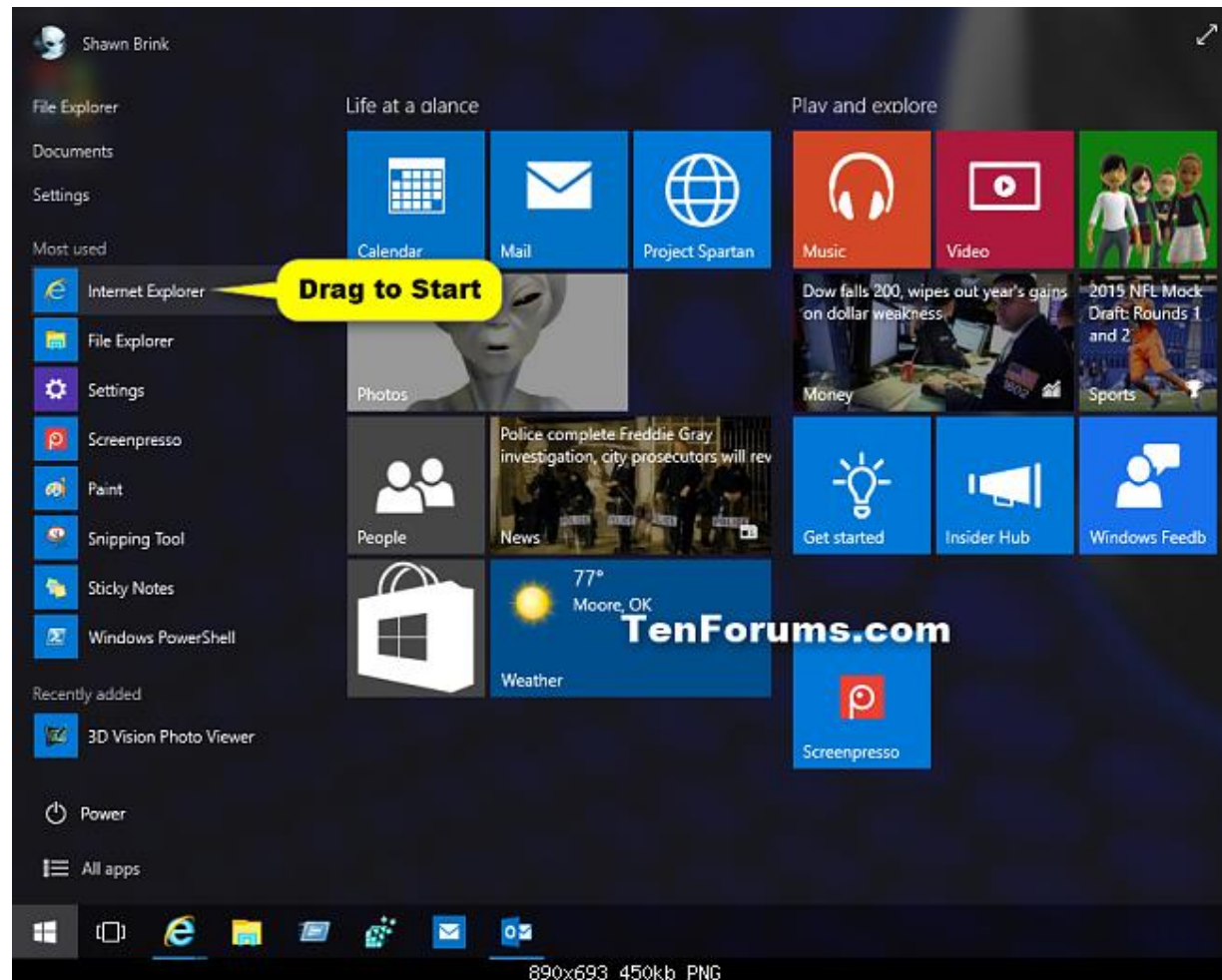
"Pin to Start" from File Explorer

While in **File Explorer**, right click or press and hold on an item (e.g. C: drive) you want to pin, and click/tap on **Pin to Start**. (see screenshot below)

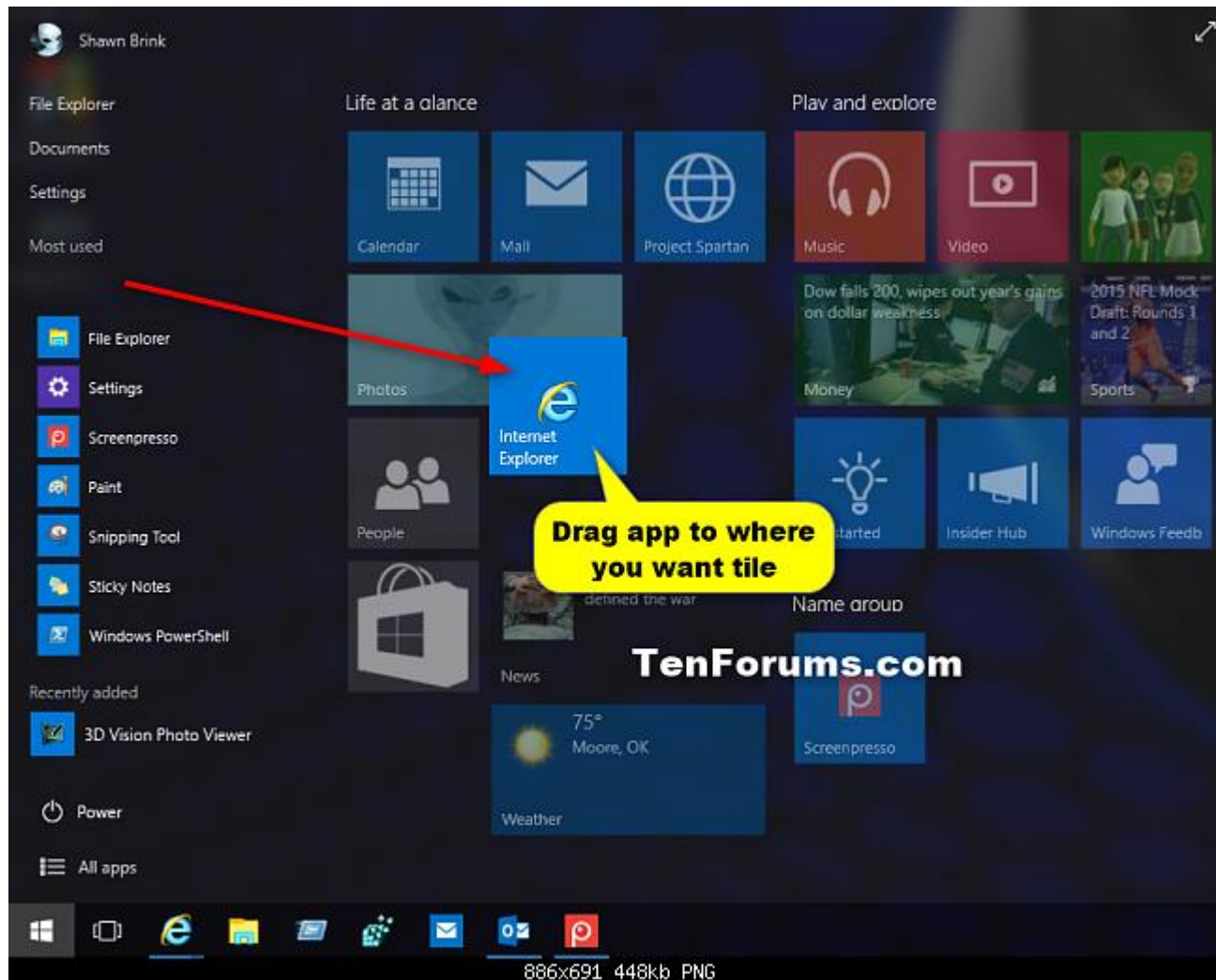


"Pin to Start" using Drag and Drop

Drag an app (e.g. Internet Explorer) from the left side to where you want its tile on Start (right side), and drop the tile to "Pin to Start". (see screenshot below)



"Pin to Start" using Drag and Drop



Removing, and resizing live tiles

If you want to remove a live tile from the Start menu, simply **right-click** the icon in question, then select ***Unpin from Start***.

The right-click menu also lets you resize live tiles: You can choose between Small, Medium, Wide, and Large.

Drag and drop live tiles around until you find the arrangement you like.



Task 2

Add an App (Program) to the Start Menu

Move it to the top of the Start Menu

Add your “Documents” folder to the Start Menu

Add the DVD Drive (usually D:) to the Start Menu

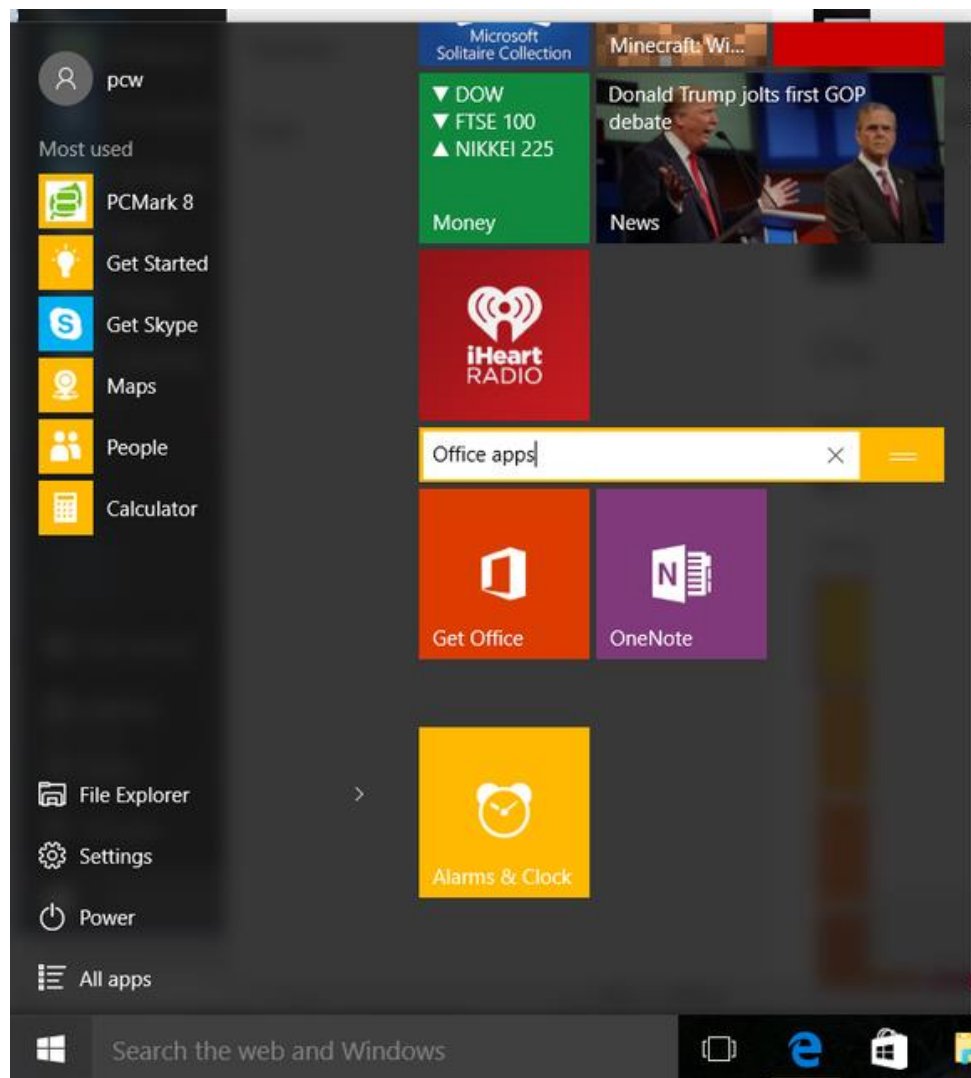
Resize these tiles to “Medium”

Unpin them all from the Start Menu

Grouping live tiles

To create a new group, click and drag a live tile to an **empty space** in the Start menu's live tile pane until a **horizontal bar** appears.

Once the bar appears, release the mouse button, and Windows will create a new group containing that app.

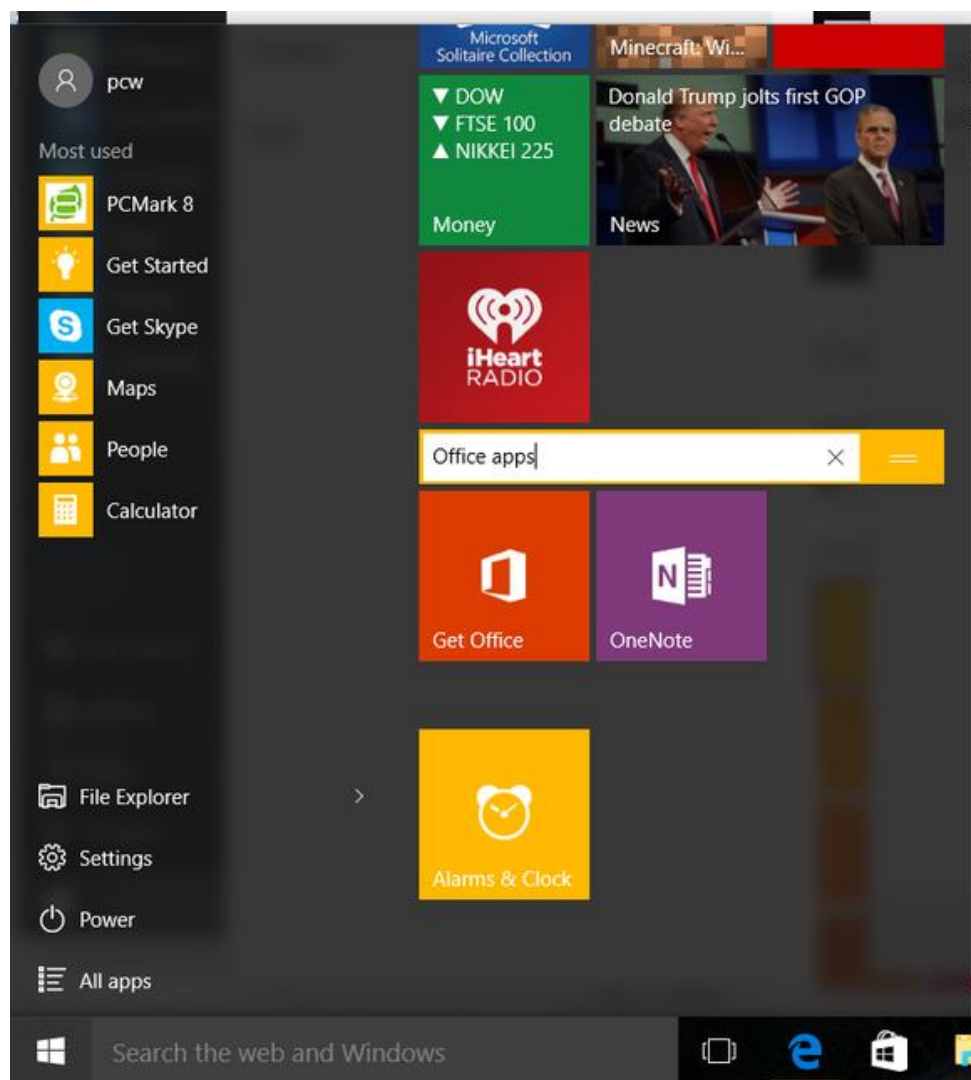


Grouping live tiles

You can name your groups, too.

Move your mouse over the empty space above each group, then click ***Name group*** once the text appears.

Give the group a name, then press the **Enter** key.



Search for anything, anywhere

Search your PC and the web from the taskbar to find [help](#), apps, files, settings – you name it.

Using the search box

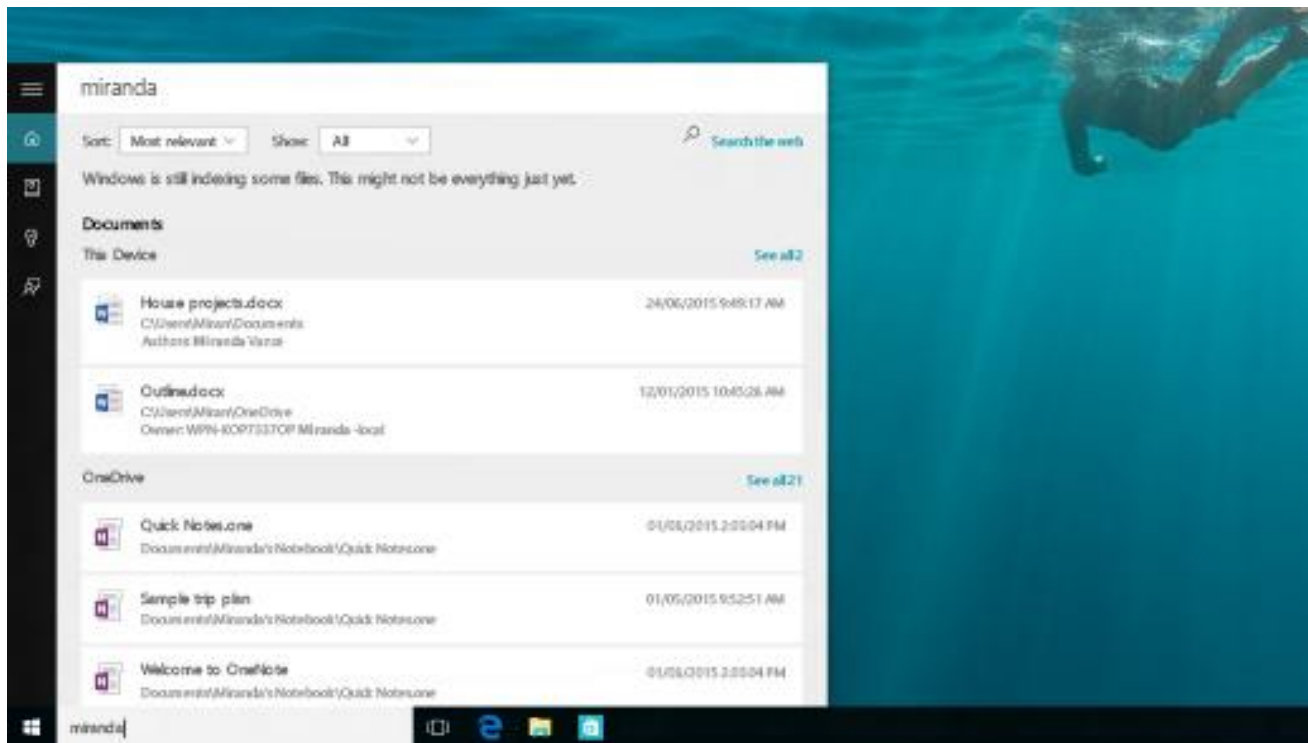
Type what you're looking for in the search box on the taskbar. You'll get suggestions and answers to your questions, and search results from your PC and the Internet.



Search for anything, anywhere

Search my stuff

After you type a search term, select **My stuff** to find results for files, apps, settings, photos, videos and music across your PC and OneDrive.



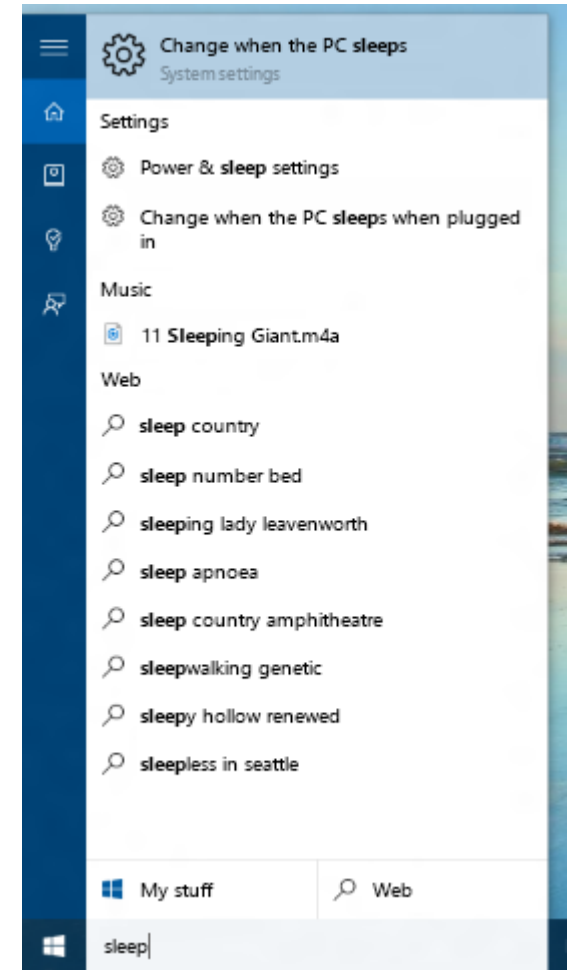
Search for Help

Find it fast

If you don't know where to find a setting or feature you want, there's a good chance a single word will get you there.

For example, type **sleep** and you'll be pointed to the settings page where you can change your PC sleep settings.

Or type **uninstall** to find the settings page where you can view or uninstall apps.



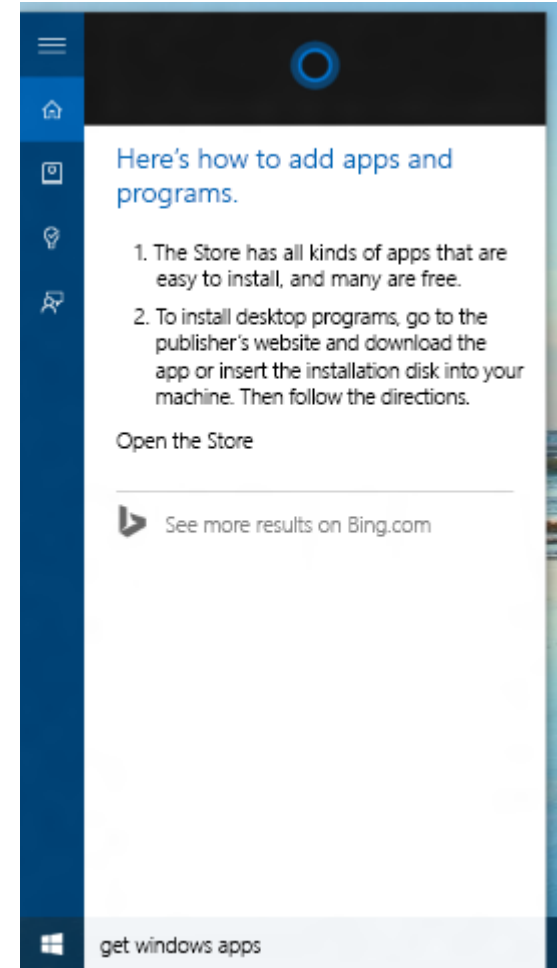
Search for Help

Quick answers

For some of the most-asked questions about Windows, Cortana can find the answer.

Type in a question such as **How do I delete my browsing history** or **How to use multiple desktops in Windows 10**.

Give it a try.



Task 3

Search for a known file (document or picture) on your Computer

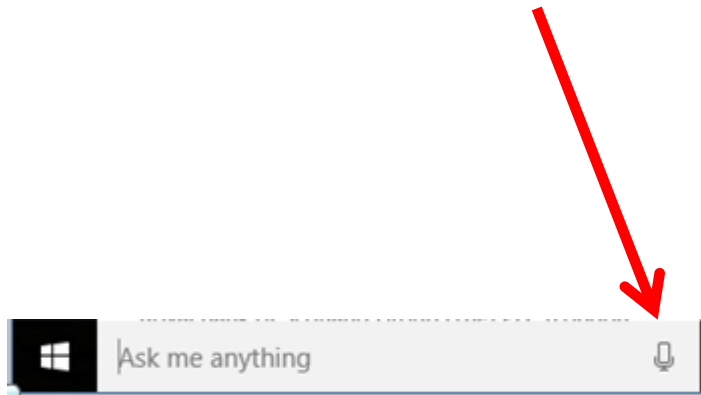
Search for help on “**Printers**”

Search for **BBC News**

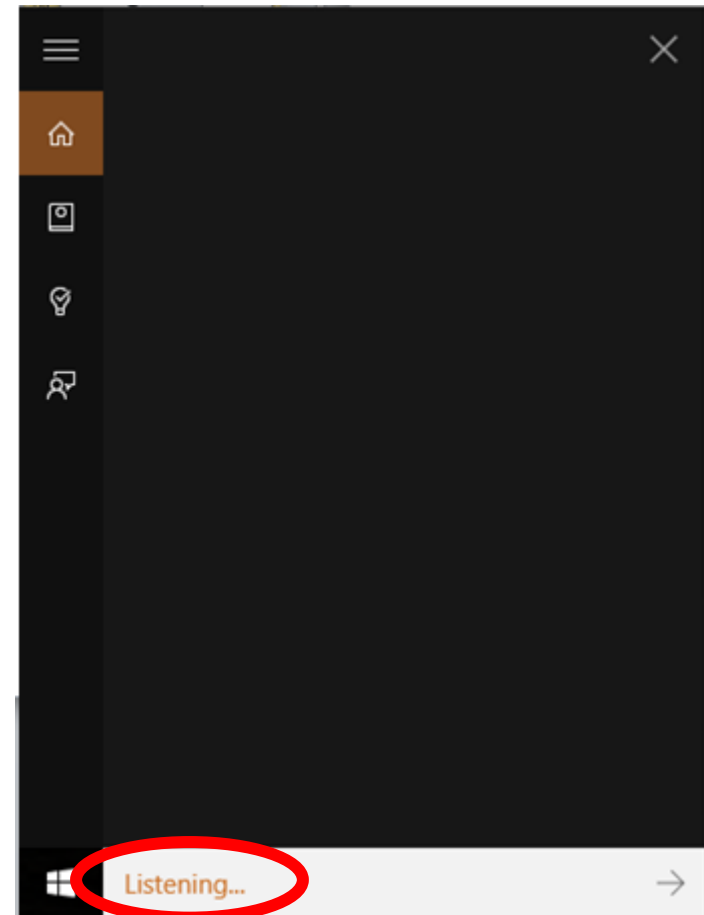
Search for “**Pounds to Euros**”

Search Using Cortana

Click on the microphone icon



Speak clearly and
Cortana will attempt to
answer your questions



Task 4

Say “What is the capital of Iceland?”

Say “Show My Pictures”

Say “How High is a Chinaman?”

Right-Click the Start Menu

Right-clicking the Start menu brings up the “old-style” Windows 7 menu

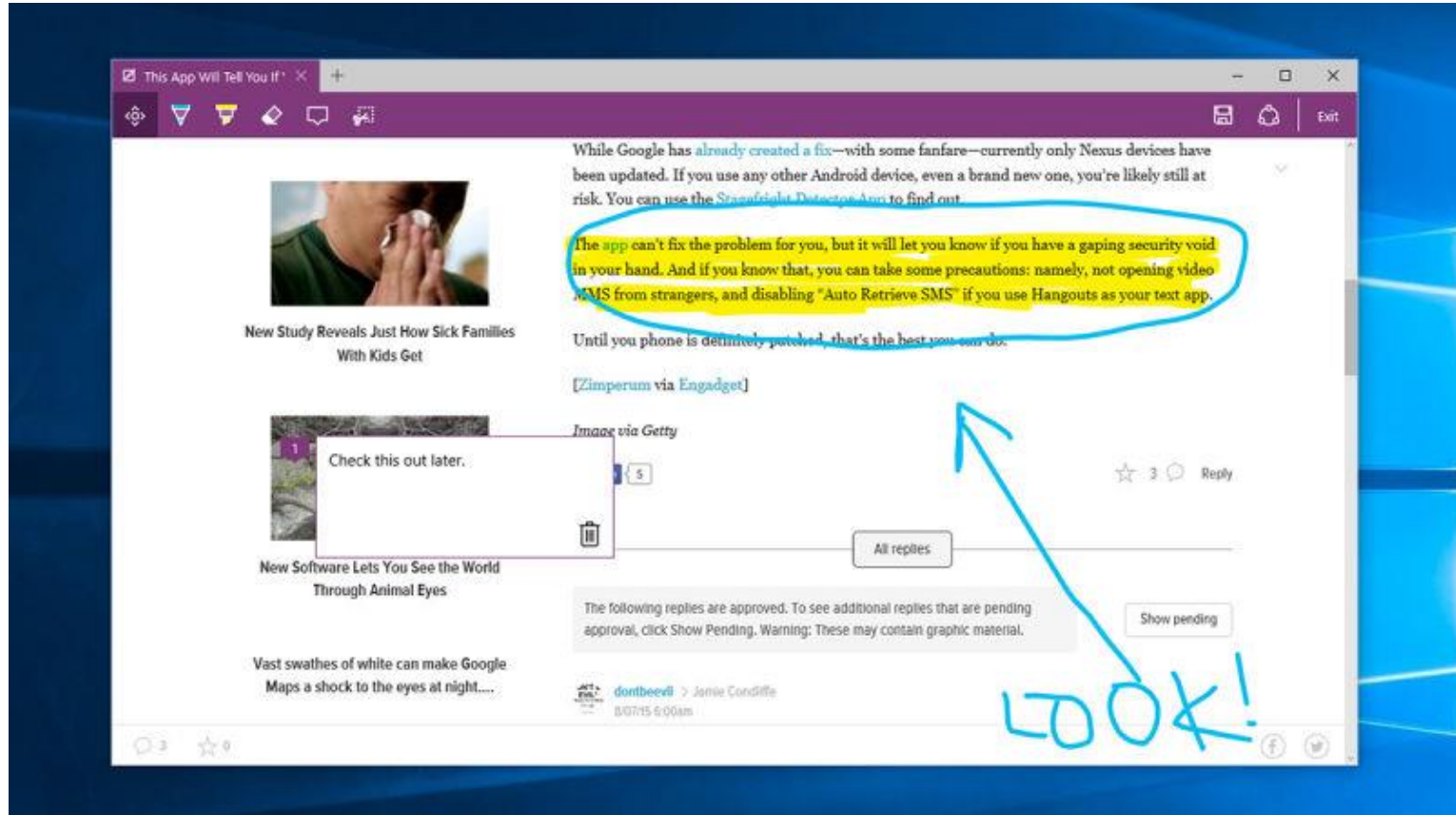
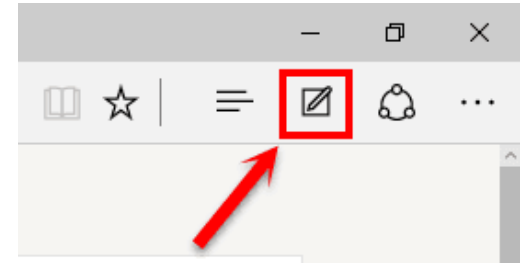
Try it and see!

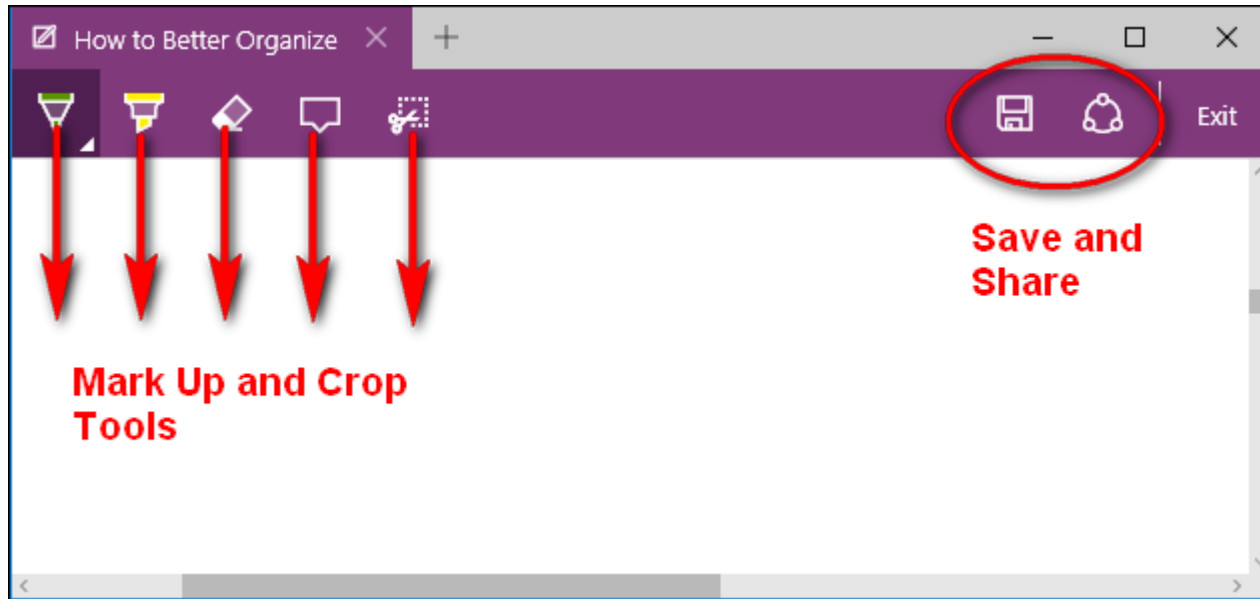


Write and Draw on Web Pages With Microsoft Edge



The **Make a Web Note** button is on the right of the Edge toolbar—it's an icon showing a pen inside a box.





You get two tools to make a mark with—a pen and a highlighter—you can click on either of them to bring up a small dialog showing ink colours and nib sizes.

To the right are options for erasing. It's also possible to crop out particular parts of the page.

Task 5

Run the “Edge”

Go to BBC News

Highlight some information

Crop a piece of text

Paste it into Word

Changing your home page in Microsoft Edge

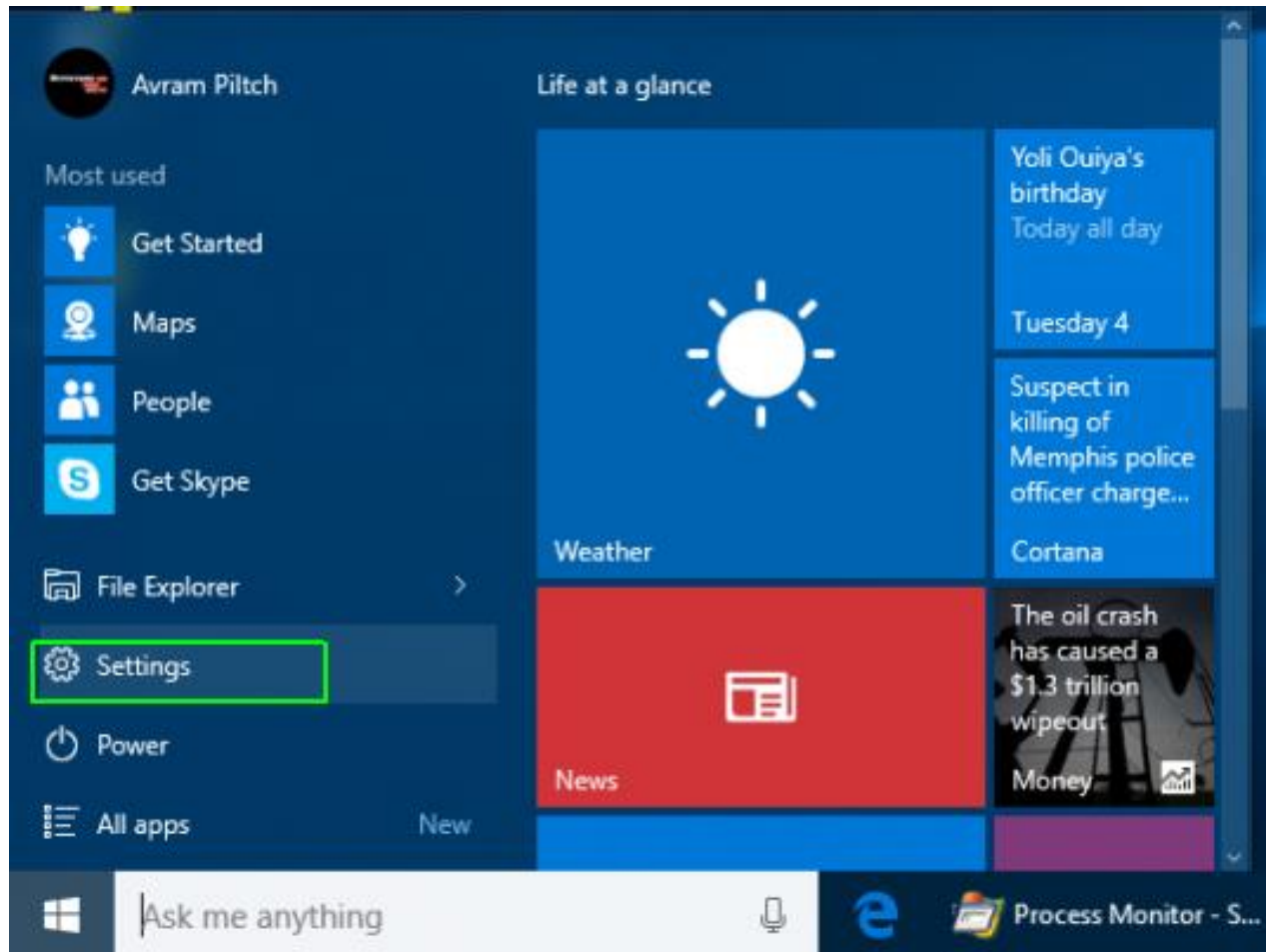
1. Select **More** (...) on the address bar, then **Settings**.
2. Under **Start up with**, select **A web page**.
3. Choose one of the default options or enter the URL of another page you'd like to see each time you open the browser.
4. Select **Save**.

Changing Your Default Browser

- If you upgraded to Windows 10 from Windows 7 or 8, you'll notice that Microsoft Edge is now your default browser, even if Chrome or Firefox was your default before.
- Edge Browser is a bit faster than Chrome or Firefox, but doesn't provide the level of extensibility that its competitors offer.
- If you are a Chrome or Firefox user, you'll want to change your default right away.

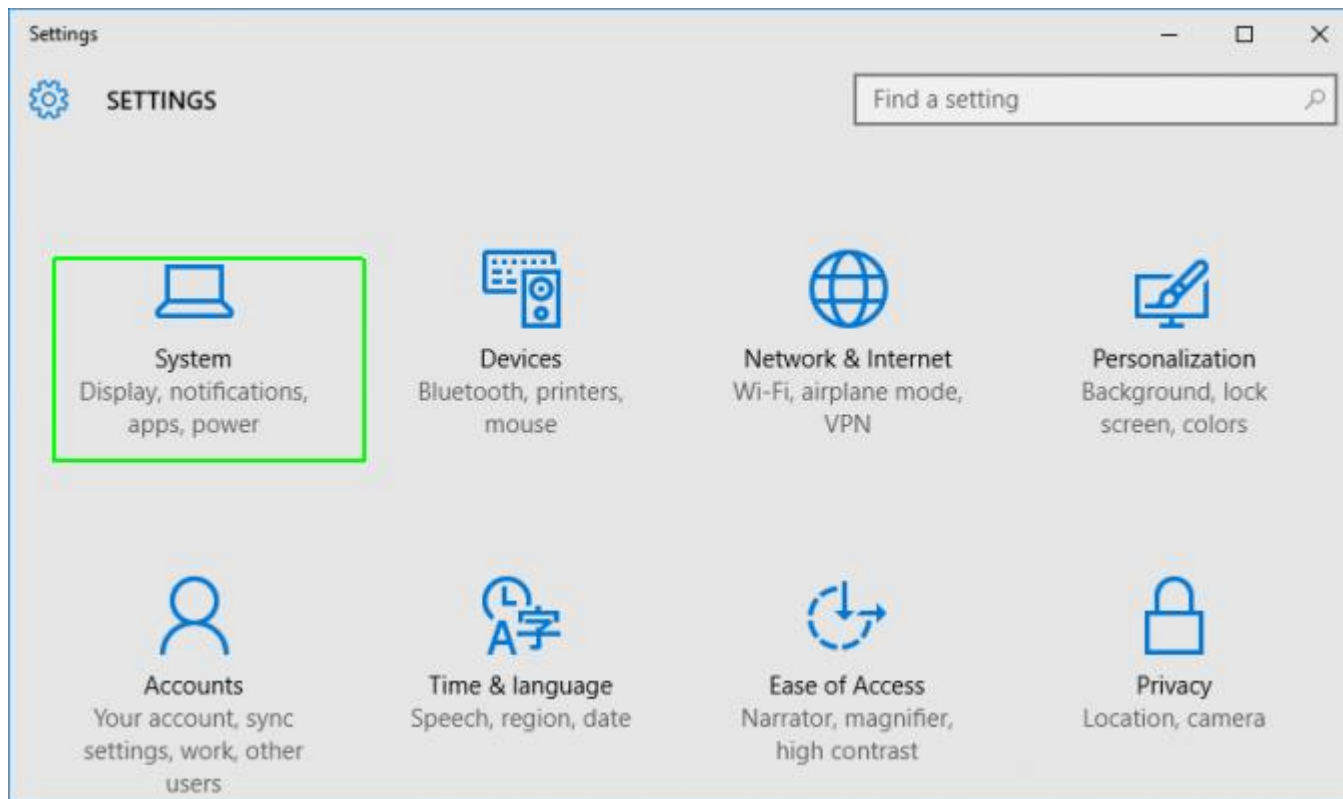
Changing Your Default Browser

1. Navigate to **settings**.



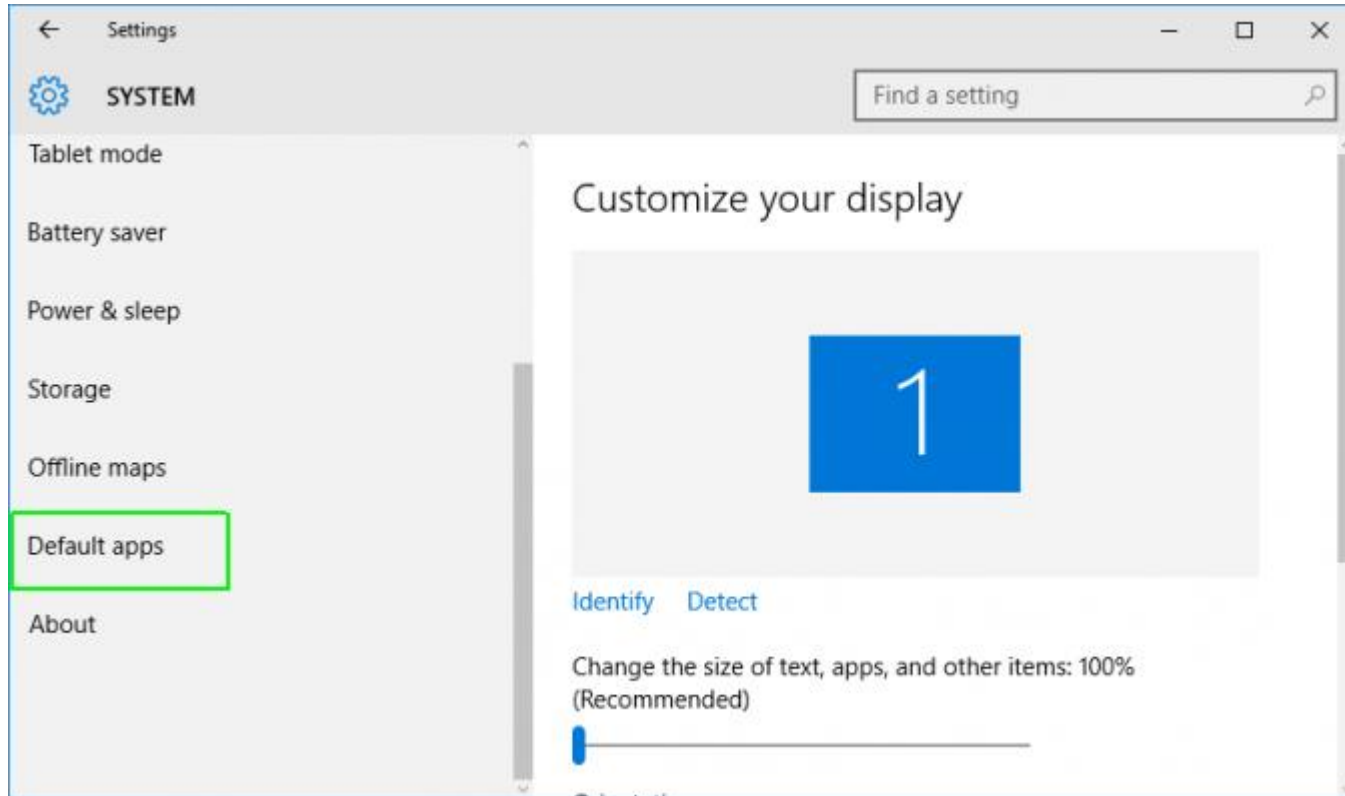
Changing Your Default Browser

2. Click **System**.



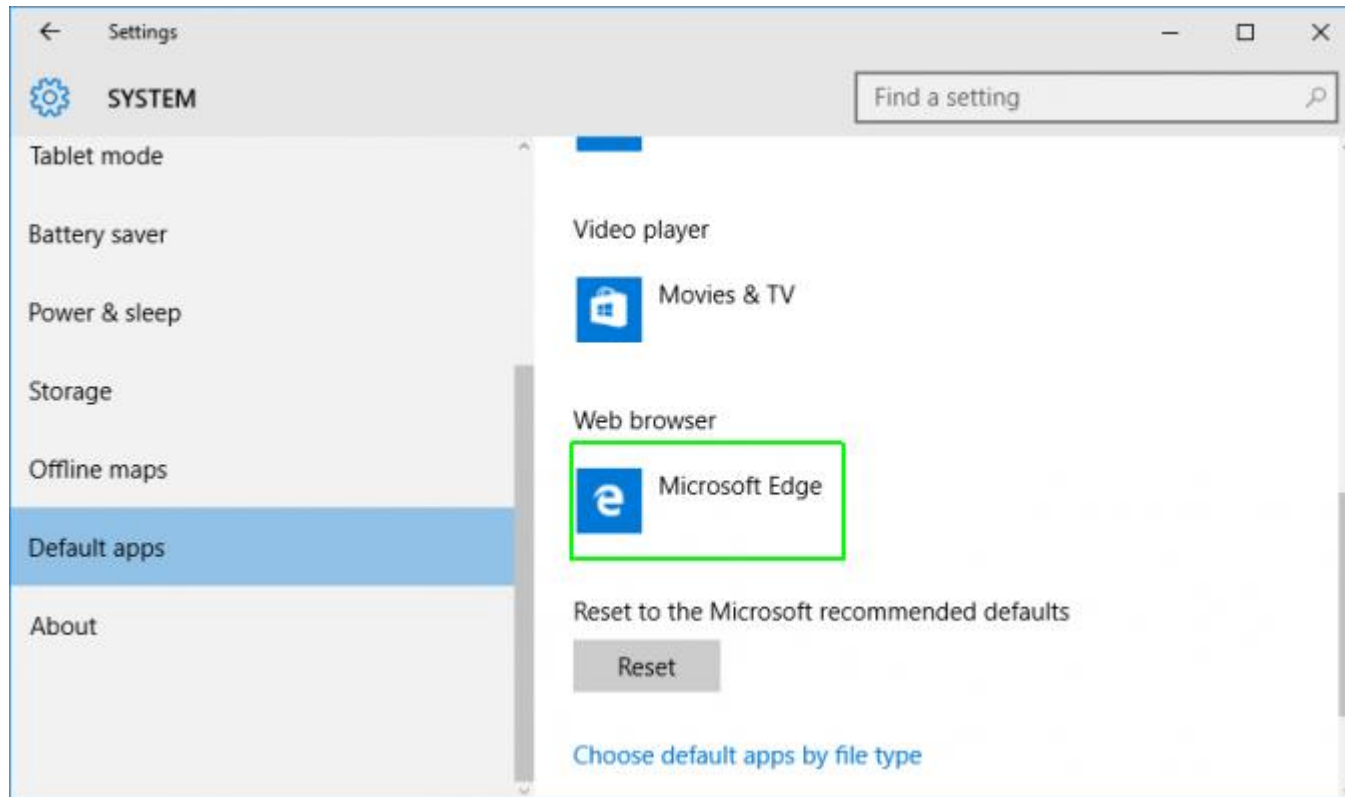
Changing Your Default Browser

3. Select **Default apps** from the left pane.



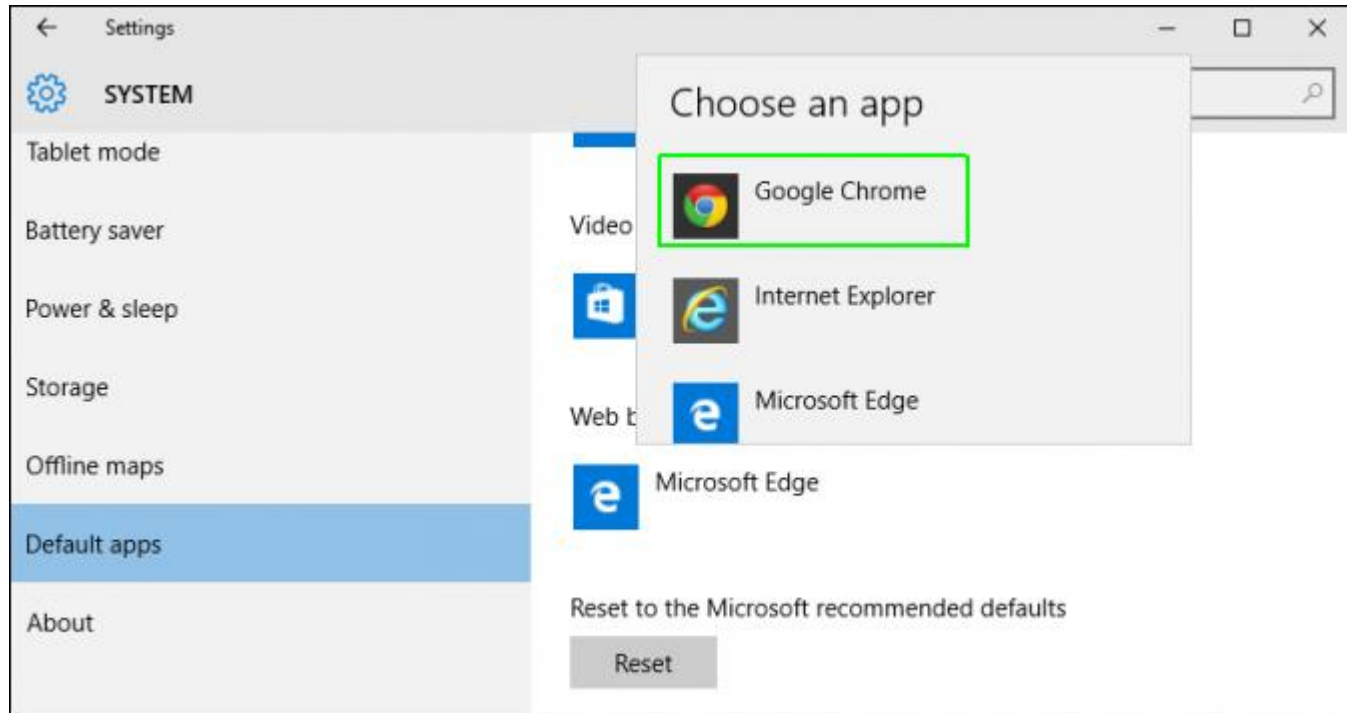
Changing Your Default Browser

4. Click the **Microsoft Edge icon** under the "Web browser" header.

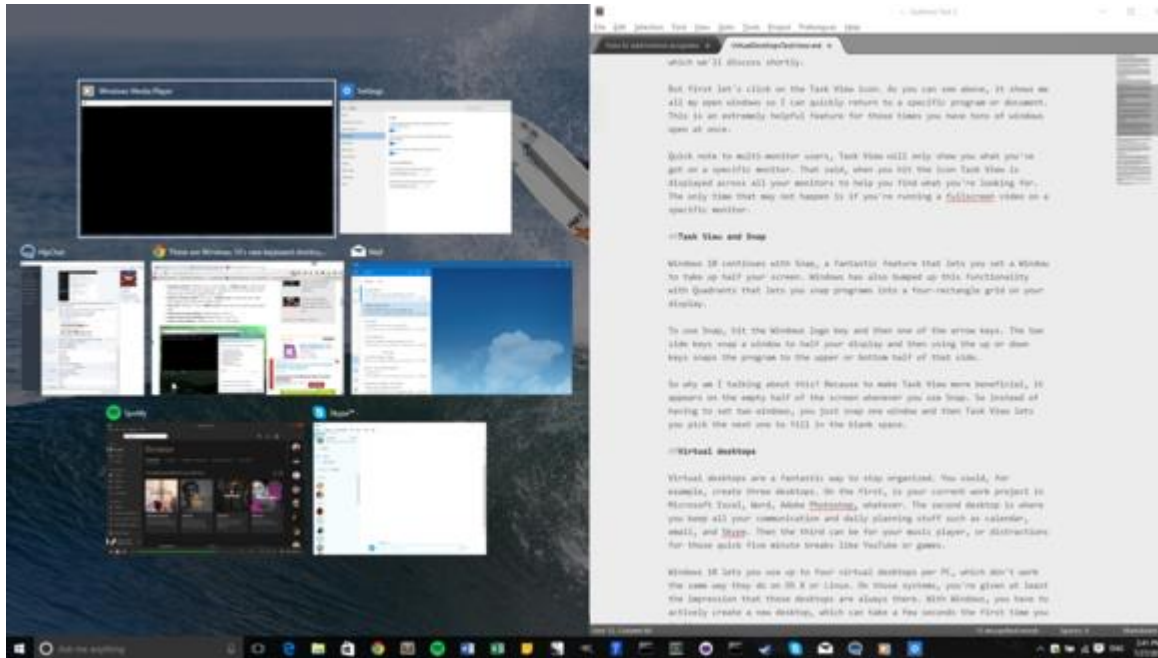


Changing Your Default Browser

5. Select the browser you want as your new default (eg: Chrome).

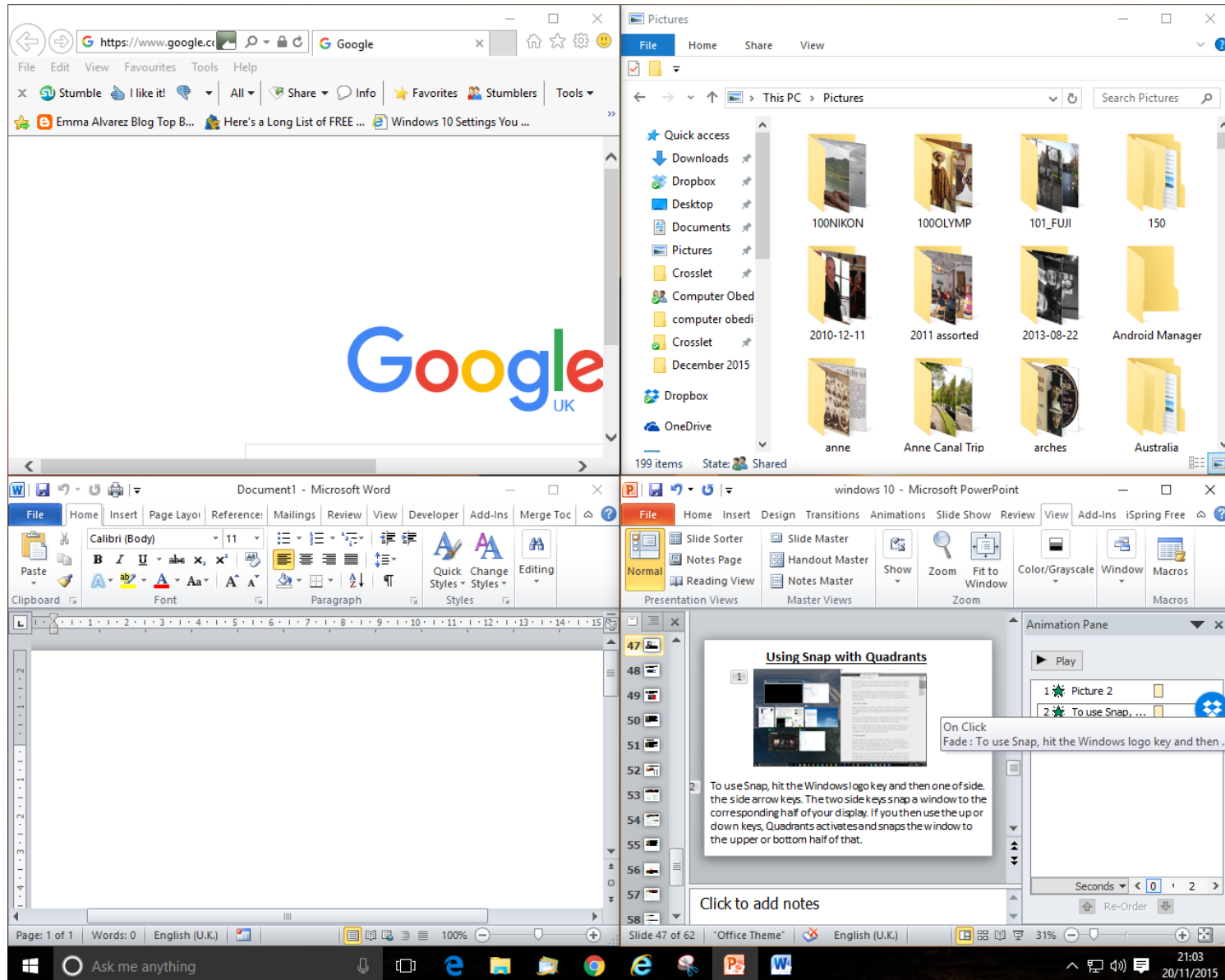


Using Snap with Quadrants



To use Snap, hit the Windows logo key and then one of side. the side arrow keys. The two side keys snap a window to the corresponding half of your display. If you then use the up or down keys, Quadrants activates and snaps the window to the upper or bottom half of that.

Using Snap with Quadrants



Task 6

Open 4 different programs / folders

e.g. Pictures / a web page / a Word document

Position these in the 4 different quadrants

Close them all down

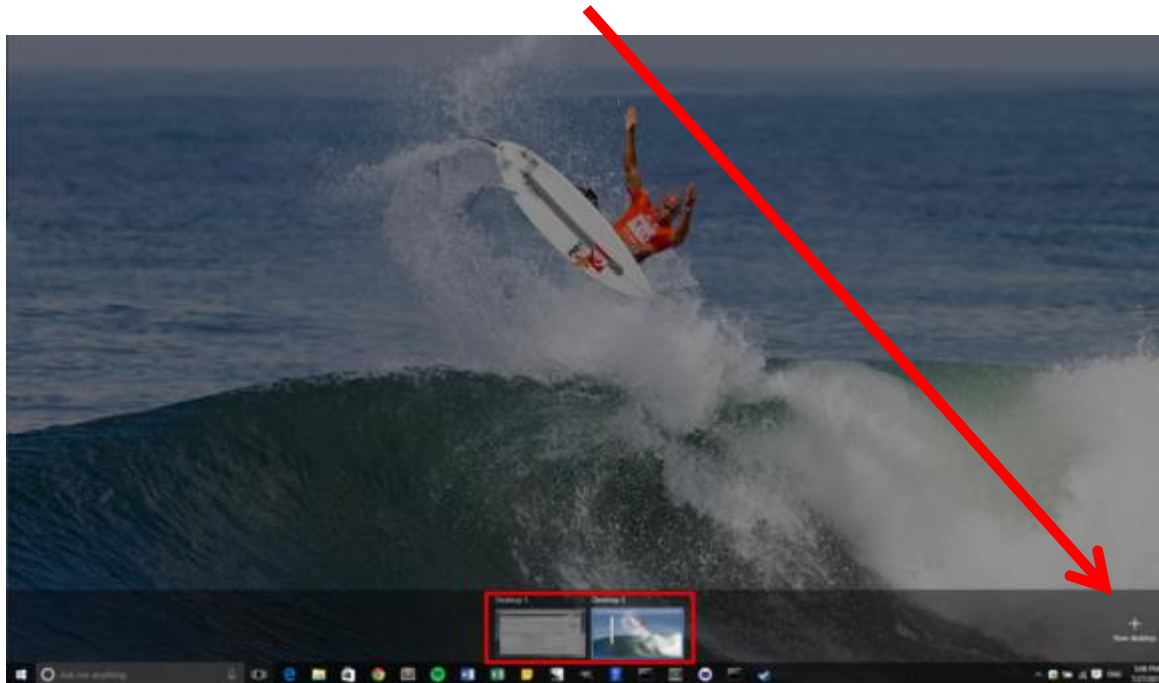
Using Virtual Desktops in Windows 10

The virtual desktops feature in Windows 10 is called “Task View” and is located on the Taskbar.



Using Virtual Desktops in Windows 10

To create a new desktop, click on the Task View icon on the taskbar, and then—with the Task View interface open—click the text link that says "+ New Desktop" in the lower right-hand corner of the screen.



Using Virtual Desktops in Windows 10

Virtual desktops are a good way to stay organized.

You could, for example, create three virtual desktops. On the first, you put your current work project in Microsoft Excel, Word, Adobe Photoshop...whatever.

The second desktop is where you keep all your communication and daily planning stuff, such as calendar, email, and Skype.

Then the third can be for your music player, or distractions for those quick five minute breaks—like YouTube or a game.

Enable System Protection

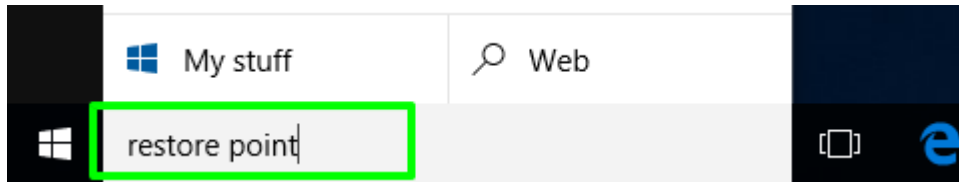
Create a Restore Point

If you install a problematic piece of software or a defective driver and your computer starts acting strangely or you can't even boot, you'll want to revert Windows 10 to the previous system restore point, which will turn back the clock on your drivers, programs and settings to a time when the system worked perfectly.

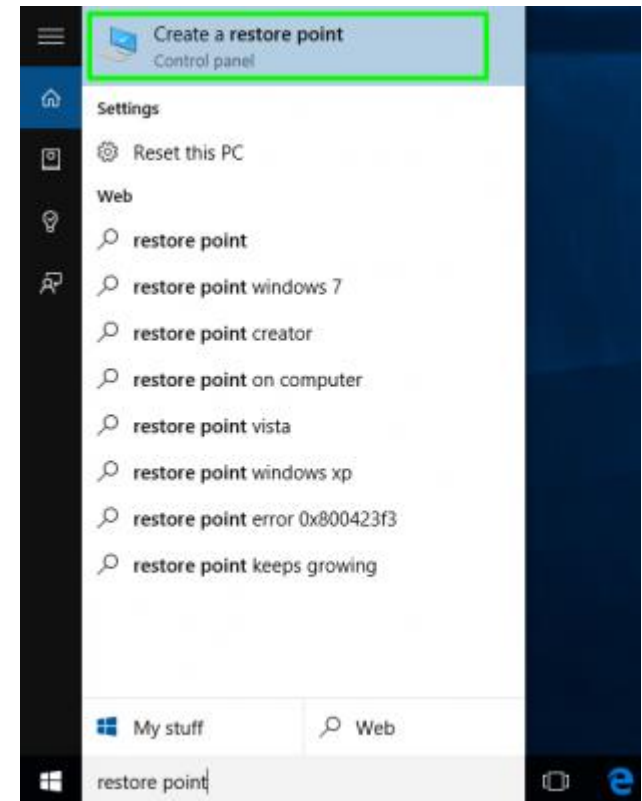
However, Windows 10 comes with system protection disabled. If you want to protect yourself and set up restore points follow these instructions.

Create a Restore Point

1. Search for "restore point" in the Windows search box.



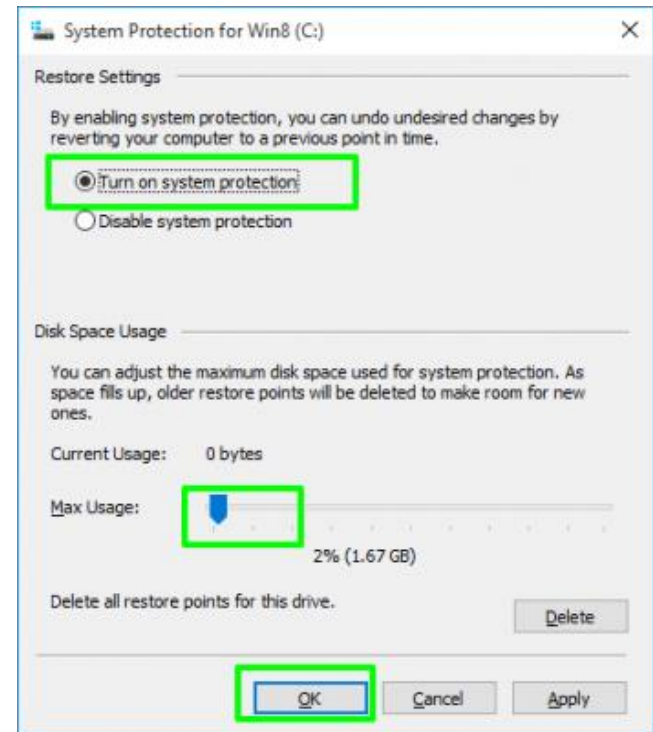
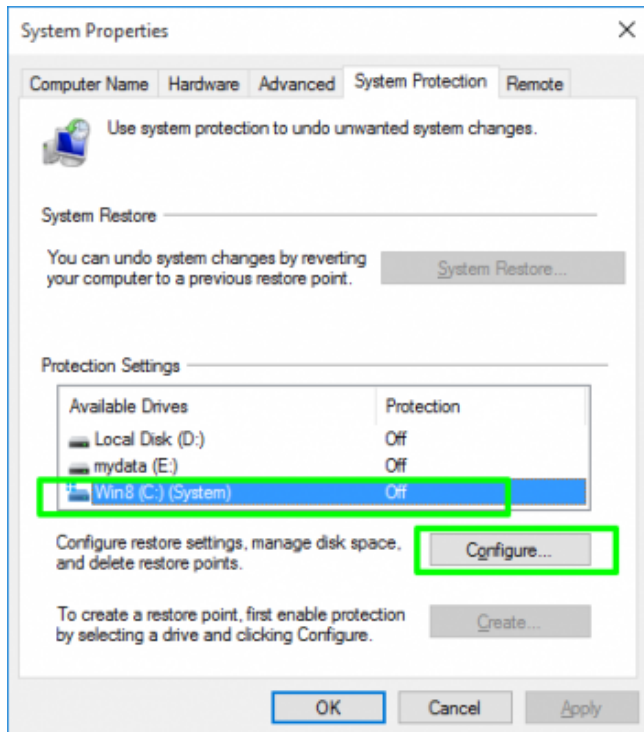
2. Launch "**Create a restore point**" from the results. You should see a list of available drives.



Create a Restore Point

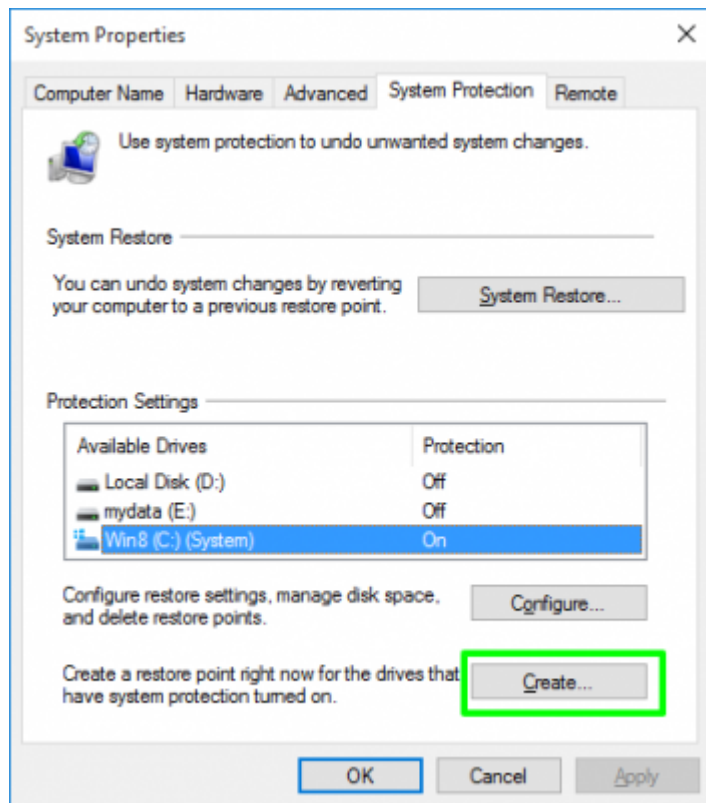
3. Select the system drive and click **Configure**. The system drive is usually the C: drive and has the word "**System**".

4. Select "Turn on system protection," set the maximum disk space usage to **2** or **3** percent by moving the slider and click **Ok**.

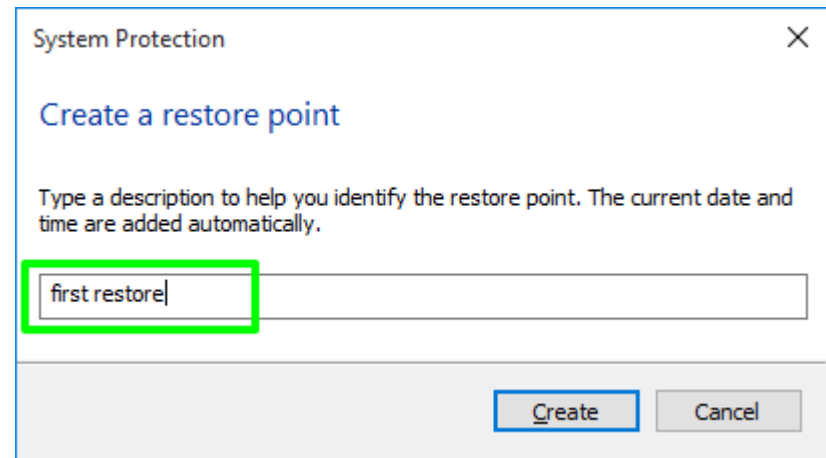


Create a Restore Point

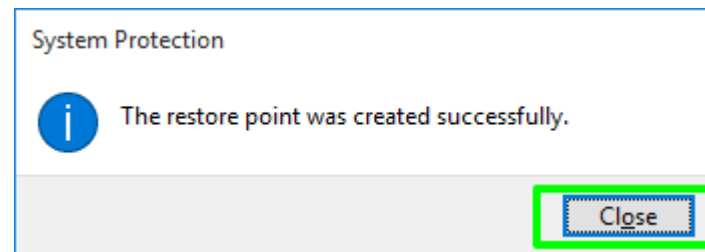
5. Click **Create** so that you create an initial restore point right away.



6. Name the initial restore point when prompted.



7. Click **Close** when it is done.



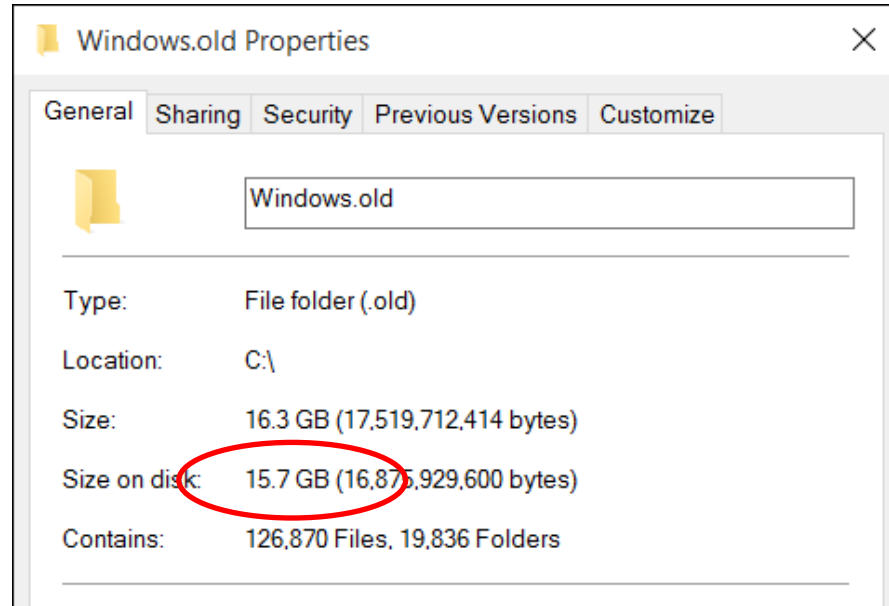
Create a Restore Point

If you need to restore from one of these points, you can click the System Restore button on the System Protection tab.

If you can't boot, you can hit F8 or Shift + F8 during boot to get to the emergency menu on some computers.

On other PCs, if you can at least get to the log in screen, you can hold down Shift while you select Restart.

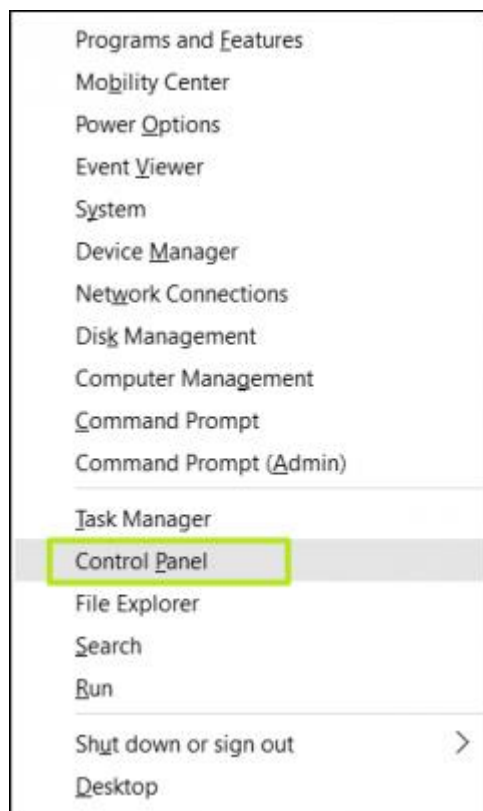
Deleting the **Windows.old** Folder



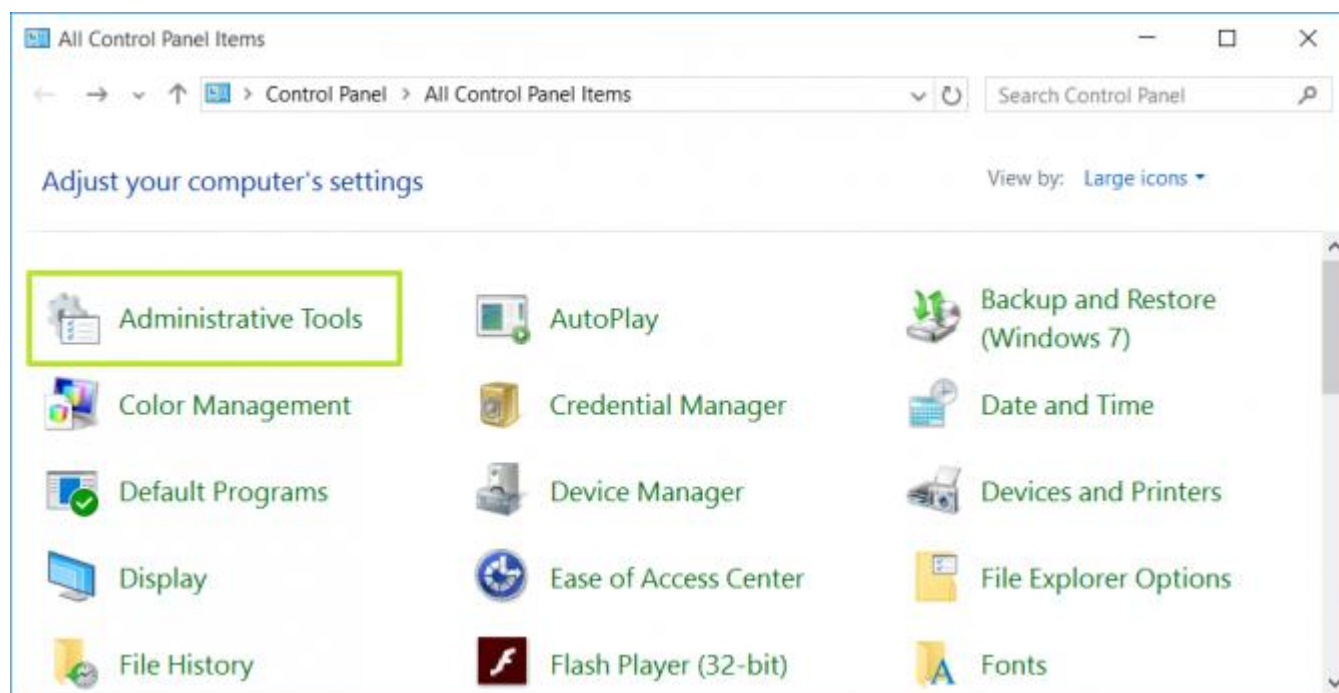
The installation program keeps a copy of your previous version of Windows, just in case you want to roll back. However, those files, which live in a folder called Windows.old, take up to **16GB** of disk space. If you plan to stay with Windows 10 there's no reason to keep these archived files around.

Deleting the **Windows.old** Folder

1. Navigate to the control panel. You can get there by hitting **Windows + X** and selecting **control panel**.

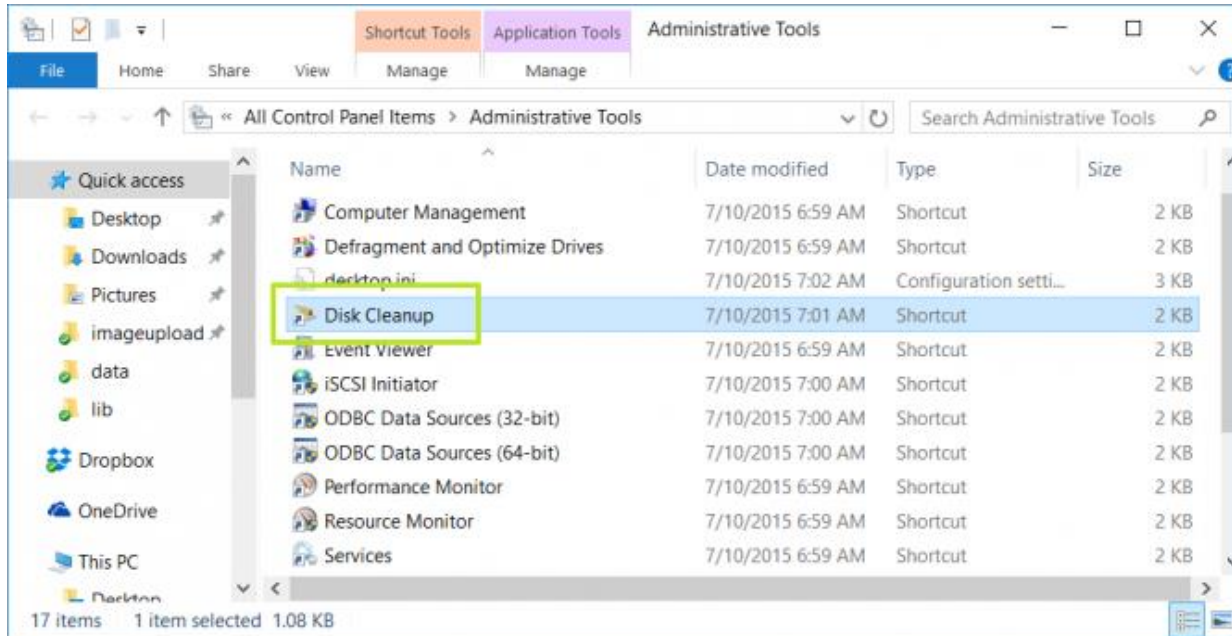


2. Open Administrative Tools.

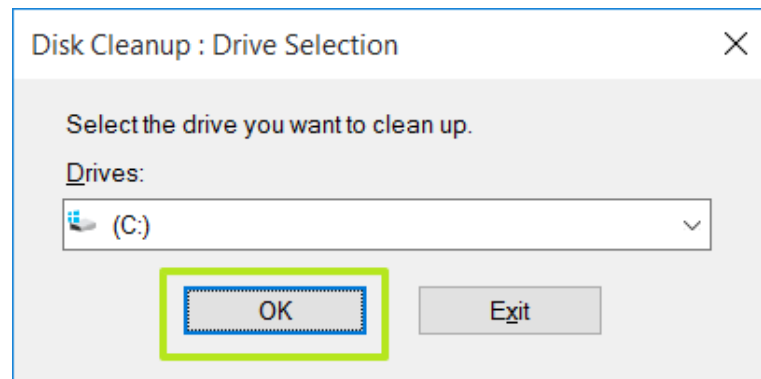


Deleting the **Windows.old** Folder

3. Launch Disk Cleanup.

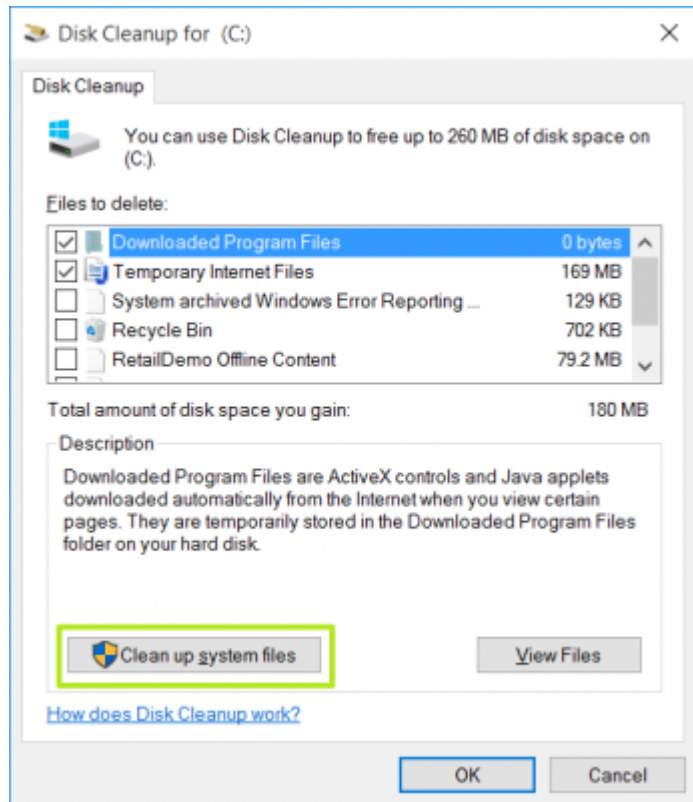


4. Click Ok, making sure that the **C** drive is selected.

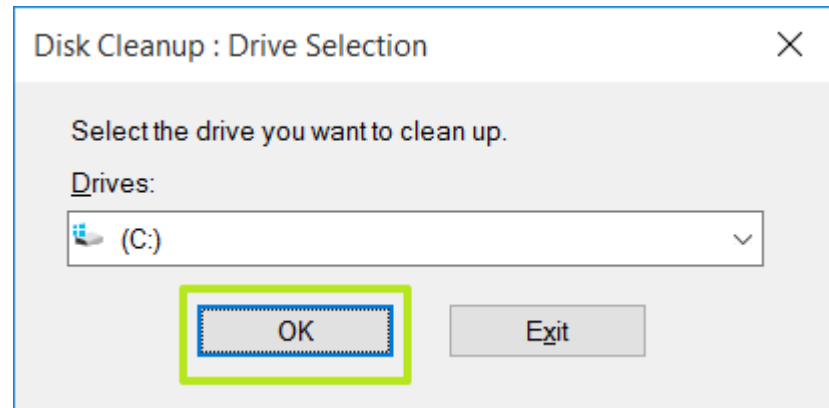


Deleting the Windows.old Folder

5. Click Clean up System Files.

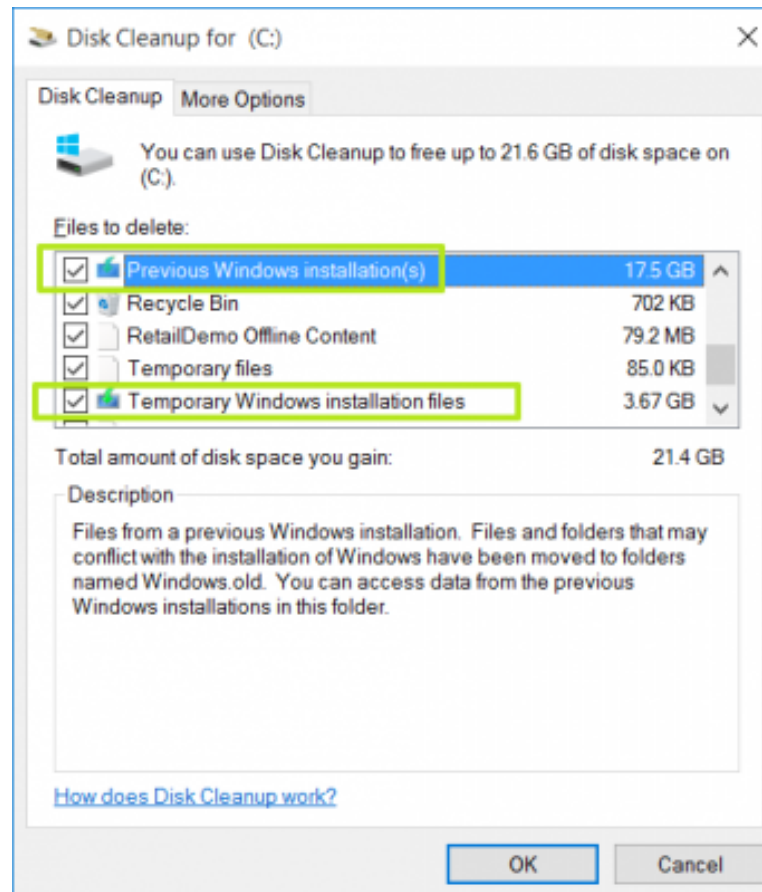


6. Click Ok again.



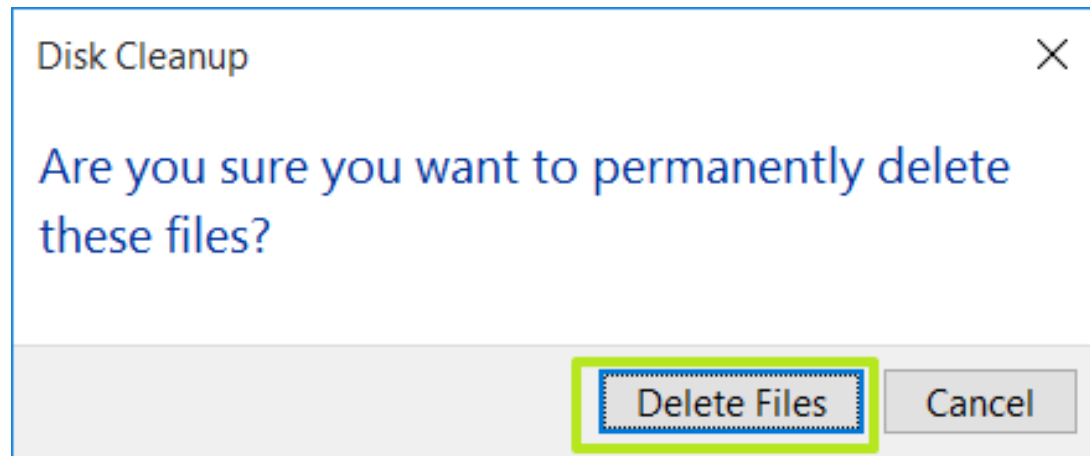
Deleting the **Windows.old** Folder

7 Check all the boxes on the "**Files to delete**" menu, especially "**Previous Windows Installations**" and "**Temporary Windows Installation Files.**" Click **Ok**.



Deleting the **Windows.old** Folder

8. Click Delete Files.



It will take a couple of minutes to complete the deletion process.

Deleting the **Windows.old** Folder

9. Click Yes to confirm.

