201. Most people use a mouse or pointing device or right click for a menu alternatively voice commands, gestures, or thought commands could be used if set up and supported by your device.

202. **Left mouse** button is for Selecting **Right mouse** button is for   Context sensitive MENUS

203. Windows Explorer (**a file manager**) allows you to accomplish **what 7 things. see files or folders, also open them, cut them, copy them, delete them, rename them, move them, see properties**

204. **How to see disk space**. In Win Explorer Right Click drive, select properties

205. **What does Details view show   Name, Size,Type, Date Modified**

206. How to create a new folder.   New folder button in Save As, or File New, Folder

207. Why folders. This helps organize things

208. **How to do a disk clean up?** Right click drive icon, select Properties, Click on Disk Cleanup

209. **What program repairs fragmented files?** Defragmenter

210. **What program repairs files?**   Scandisk (Error checking program) above 3 not needed by Linux.

211. How could you start the above two programs? Right click drive icon, select Properties, Tools

212. **What is a UPS?** Uninterruptable power supply has surge suppressor and backup battery to run computer

213. How to save any file to a new location and name File? Save as, select location, give name

214. How to find files? Right Click drive icon, Search

215. What is recycle bin used for? Temporary storage place for files no longer used but recoverable

216. **How to get a file back that is deleted?** Restore from recycle bin But if recycle Bin is emptied can files be recovered? use web sites like officerecovery.com, pcsupport.about.com

217. How to copy anything? Right click it select Copy, or Save Picture as, or Print Screen.

218. How to paste anything? Right Click, select Paste

219. How to set time or date? Right Click the time, select Adjust Time & Date

220. **Why not bump, kick or hit the computer?** Can cause HDD to begin damaging itself by crash

221. Why Shut down computer during storms? To protect it from surges.

222. If power goes off in your area what should you do? Unlug electrical equipment.

223. Why unplug electrical equipment? To protect it against surges and brownouts.

224. When to replug in? Wait at least ten minutes after power comes back on to avoid most surges.

225. How to make a copy of a file? Right click file select Copy. Paste to another location, Burn to CD

226. What can one do with a CD-RW that one cannot do with a CD-R?   Rewrite to it

227. Shortcut to Windows Explorer: Right Click the Start button, Select Explore

228. **How to print anything from the screen, such as a directory?** PrintScreen Key paste into a programs like OpenOffice, Word, Wordpad, Paint, GIMP, then File, Print

229. **Burning** The process of writing data to an optical disk.

230. **How to maintain computer.** First thing when you get it is **make the restore disks right away**. And if possible image the drive. **Turn on auto recover and set a recover point.** If the computer ever stops working because of software you can restore it back to a recent restore point. Don't jar it while it is running, run **scan disk often** use **anti malware programs often, blow out dust yearly**, keep it from overheating, non humid room, use UPS, turn off when not in use.

231. At least once a month. Do a disk clean up, a scan disk and a defrag. Defrag may take hours so is best done when computer is not needed for a few hours.

232. **What to do if Windows locks up?** Try Ctrl-Alt-Del, to get Task manager and end offending program
                also even more quickly Ctrl Shift Esc

233. Reset button, F8, F11 Safe Mode or last resort reinstall Windows. Text book has checklist

234. hold down power button for 8 seconds to force turn off. Then wait at least a minute for everything to clear.

235. If problem repeats turn on Problem Steps Recorder.

236. **Start, Run, MSCONFIG** is a useful tool. Can control what is started at start up, and more. Turn off all unneeded programs. Usually all you need is antivirus program.

237. Ctrl-Alt-Del also gets you the **task manager** useful to see processes, find spy ware, and stop tasks.

238. Sort processes by clicking on CPU tab until idle process is on top then observe what is using CPU.

239. **Computer running too slow. Get rid of unnecessary files use Disk Cleanup** by right clicking C drive select properties. The Disk Cleanup button is there. Then click on the Tools tab and **run error check.** This is

the old Scan disk program. Then over-night **run disk defragmenter** as it takes hours. **Get rid of unnecessary programs** like Weather Bee and all unnecessary programs on the desktop and taskbar. **Get rid of unnecessary running programs with MSCONFIG** to turn off everything but your anti-virus program and task Manager. **Use up-to-date anti malware. Add more memory. Run fewer programs at same time. Run registry cleaner.**

240. **How to get rid of viruses and spyware. Use up to date anti malware such as AVG free,** SpyBot Search & Destroy, **Ad-Aware all free**.   Norton antivirus. Keep these up to date and run often. If infected run these in safe mode. Start computer and tap F8. Or run anti-virus disk at start up.   Run anti spyware programs

241. **Go to control panel programs and remove all unnecessary programs and questionable ones.**
However some are used by windows so run a Google search on them before removing.

242. Install a second browser to use in case explorer gets corrupted.

243. If browser has been redirected clean out the Hosts file. Which is a text file.

244. **To recover data from crashed windows system**. Put in a live CD such as LinuxMint Boot it up. Plug in a USB flash memory drive. Copy important files to it.

245. **Consider storing important data on a portable USB hard drive flash drive, or DVD.**

246. **Consider turn on firewall** or use one such as Zone alarm which has both free and paid versions.

247. Create a shortcut to any program by Right clicking it and select create a shortcut or Right Drag it to where wanted and then select copy shortcut here.

248. **Shortcuts** C**trl+a Select All   Ctrl+c Copy   Ctrl+x Cut   Ctrl+v Paste   Ctrl+z Undo**

249. Shortcut to Explorer Right click start or windows explorer icon.   Windowskey+r starts the Run program

250. to add a folder to desktop just right click a blank area of screen select New, Folder, type name, Enter

251. **Notepad** is a simple plain text word processor used to write simple **text for notes and programming**.

252. **Wordpad** is a simple word processor **without a spell checker.**

253. The calculator is just that. It can be set for standard or scientific (has more features) displays.

254. **Linux Mint is now better, safer (no viruses) than Windows and is free.**

255. Windows 10 Tutorials https://www.youtube.com/user/windows10tutorials

256. **Jobs** for college students part time **earn cash**. tutoring, show people how to use computers, there are many who don't know. Install and run anti-virus software, computer tune-up, blow out dust,   Get rid of viruses, make web pages many business people need these. See my jobs tutorial at easiestlanguage.info   click on Jobs brief tutorial is at bottom of that page. Show people and businesses how to use social networking to increase sales.

257. **What is the best Insurance** Many good copies in many safe places. Many Many

258. Protecting your data is also important. Don't put your personal information on the internet.
Make up a phony birth date, address and use your deceased great grandparent's social security number

259. **What is good data security**. BiuPEL Back it Up. Password it, Encrypt it, Lock it up

260. **What is good personal security** BAP CAT   Be Aware, Prepared, Careful And Think
An hour a day Gets you an A.

261. **We are in an information age. Getting the right information is important.**
Getting the wrong information can cost or wreck lives.

262. **Question everything. Don't accept anybody's words or writings as truth** not even mine..

263. **Ask Is that a fact? Has it been scientifically proved?**

264. **Untruths and unthinking cause most of the misery and deaths in the world.**
Knowledge and Truth set you free and can bring you money.

265. **Compassion Kindness and Love make you Human**
Knowledge and Truth are of much less value without Compassion Kindness and Love.

266. Before Science mankind was a prisoner of superstition, religions and untruths
Science put to practical use has saved your life and millions of others.

267. **Be aware of what you know and don't know.** It is better to be honest with yourself in this.
If you can't trust yourself how can you trust anything else. Socrates stated best know thyself first.
A first step in gaining wisdom is to know yourself, self examine your knowledge and actions.
Socrates stated that the unexamined life was not worth living. Ask why did I do that. **Does this action benefit myself or others? How do I really know that that is true?** You are better educated & have better information than anyone in the past so you can see the true facts. Another tool :Follow the money or booty trail.