

What are the Basic things to know about Windows XP, 7

170. How to move Icons Drag them.

171. Left mouse button is for Selecting

172. Right mouse button is for Context sensitive MENUS

173. How to use “Help” in windows and other programs to get answers Click the help icon or F1

174. How to move a window Drag title bar

175. How to maximize. Click the maximize button

176. How to minimize Click the minimize button

177. How to bring it back in view. Click window Icon on Taskbar

178. How to display view menu if mouse is broken. Alt V try it

179. How to resize any window. Drag the sizing handles

180. The + - before a folder in Windows Explorer does Expands list or Contracts the list

181. How to Scroll vertically, horizontally. Use wheel, scroll bars, scroll arrows or auto scroll

182. Windows Explorer (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

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

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

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

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

187. What program repairs fragmented files? Defragmenter

188. What program repairs files? Scandisk (Error checking program)

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

190. What is a UPS? Uninterruptable power supply has surge suppressors and backup battery to run computer

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

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

193. How to make a short cut? Right Click the Icon, Create Shortcut

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

195. 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

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

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

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

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

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

201. If power goes off in your area what should you do? Unplug electrical equipment.

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

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

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

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

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

207. Smart card a small card with an embedded computer chip. Some are credit cards or ID cards.

208. 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

209. Burning The process of writing data to an optical disk.

210. 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.

211. 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.

212. More on Windows operations at beginning of Tech in Action and in Chapt 5 p 222. 44 imp 190 total page 3

213. **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
214. Reset button, F8, F11 Safe Mode or last resort reinstall Windows. P 220 has checklist
215. hold down power button for 8 seconds to force turn off. Then wait at least a minute for everything to clear.
216. If problem repeats turn on Problem Steps Recorder.
217. **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.
218. Ctrl-Alt-Del also gets you the **task manager** useful to see processes, find spy ware, and stop tasks.
219. Sort processes by clicking on CPU tab until idle process is on top then observe what is using CPU.
220. **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. It is good to run this monthly. 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.**
221. **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
222. **Go to control panel programs or add/remove programs and remove all unnecessary programs and questionable ones.** However some are used by windows so run a Google search on them before removing those.
223. Install a second browser to use in case explorer gets corrupted.
224. If browser has been redirected clean out the Hosts file. Which is a text file.
225. **To recover data from crashed windows system.** Put in a live CD such as Ubuntu. Boot it up. Plug in a USB flash memory drive. Copy important files to the flash memory or is not big enough to another hard drive or burn it to a CD..
226. **Consider storing important data on a portable USB hard drive and CD or DVD.** This is easily switched to any other machine.
227. **Consider turn on firewall** or use one such as Zone alarm which has both free and paid versions.
228. 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.
229. **Shortcuts Ctrl+a Select All Ctrl+c Copy Ctrl+x Cut Ctrl+v Paste Ctrl+z Undo**
230. Shortcut to Explorer Right click start or windows explorer icon. Windowskey+r starts the Run program
231. to add a folder to desktop just right click a blank area of screen select New, Folder, type name, Enter
232. **Notepad** is a simple plain text word processor used to write simple **text for notes and programming.**
233. **Wordpad** is a simple word processor **without a spell checker.**
234. The calculator is just that. It can be set for standard or scientific (has more features) displays.
235. Windows 8 Demo **LrnWin8 Harris** <http://www.youtube.com/watch?v=Nh5JjErbXE8>
236. Windows 8 Demo **4 MIN FAST WINDOWS 8** <http://www.youtube.com/watch?v=wi8NpwiEuzc>
237. **Win8 Harris** <http://www.youtube.com/watch?v=vsNwHoM7tx>
238. **4 MIN FAST WINDOWS 8** <http://www.youtube.com/watch?v=wi8NpwiEuzc>
239. **Look at Windows 8 32MIN too long for class** http://www.youtube.com/watch?v=Df_9-I1zL6U
240. **LINUX BETTER THAN WINDOWS** http://www.youtube.com/watch?v=O8-bv0z_pWI
- 241 Windows 10 Tutorials <https://www.youtube.com/user/windows10tutorials>
- Jobs** for college students part time **earn cash.** tutoring, show people how to use computers, there are thousands 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, get a part time job doing that for the business.