

# Microsoft Windows

**Tips, tricks, and how to use these  
Confounded things!**

1985



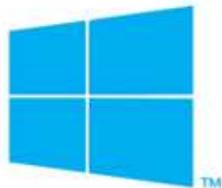
1992



2001



2006



# Windows® 8

2012

# What We'll Discuss

- **Windows through the years**
- **Differences and Similarities**
- **Helpful Hints**
- **Internet Tips and Tricks**
- **Security Tips and Tricks**
- **Gotcha's! and other Good Advice**
- **Questions ???**

\*\*\* anything you see typed on the screen here today is available online and also in the class handout you'd received .... The only thing you may want to take notes on is the stuff we discuss that's NOT typed out \*\*\*

1985



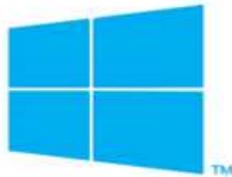
1992



2001



2006



2012

Windows® 8

# WINDOWS THROUGH THE YEARS



# **Windows through the Years**

- ✓ **What's in a Name**
- ✓ **Is there really a difference**
- ✓ **Which one is the best**
- ✓ **Should I Upgrade**
- ✓ **Time for a change**
- ✓ **Windows 8 – The good, the bad, and the ugly**
- ✓ **Windows 7 and this class**



# What's in a Name?

Microsoft Windows came about in the mid 1980's as a "GUI" (Graphic User Interface) for the "PC" community. It was Microsoft's answer to the Apple MAC OS, which had taken computers out of the land of coders, hackers, and geeks and made it something that could be used by all.

Over the years Windows eventually "morphed" into an operating system all its own (Windows 95, anyone!) and has held on to the lion's share of the computer market ever since.

Think of an OS as a "language" .... With each version of Windows being just a bit different than any other (kinda like the US, England, Australia, and South Africa all speak English, but, there's definitely differences to be had!)



## **Is there really a difference**

Just like the example with the different dialects of English listed previously, yes, there are subtle (and not so subtle!) differences with each version of Windows.

From Windows 1.0 through Windows XP, there really was a “do no harm” attitude taken by the Microsoft programmers, which, basically, meant that any program you’d ever bought for a Windows computer would still work on the latest version of Windows .... This was good and bad ... On the positive side, that meant you never had to upgrade your software unless YOU wanted to, but, on the down side, that meant that the Windows code had to become bigger and bigger to handle new stuff and obsolete programming.

The newer versions of Windows (starting really with 7) have limited what “old” stuff will work. This has allowed Windows to become a legitimate player in the new generation of PC’s.

# **Which one is the best**

Undoubtedly, the one that came with your computer !!!!

Upgrading the operating system of a computer, while it used to be a matter of a few disks and you'll see all the new "cool" stuff, has become a tricky game of cat and mouse.

With all computer programs, the first number (before the decimal) always indicates a "Major GUI and Programmatic Change", with the numbers on the other side of the decimal meaning smaller changes (.1 is more significant than .11, etc.) .... The reason I'm bringing this up is simple ... whatever version of Windows you have, stay to the RIGHT of the decimal for any upgrades!!!

# Should I Upgrade

Upgrade your OS without changing your hardware, I'd caution this .... You're in for a bumpy ride !!!!

Now, the bigger question, should you upgrade your computer AND operating system .... That answer should be in the form of a question .... "Are you happy with everything your computer can do, and do you not need any new devices or peripherals?" ... If the answer is "Yes" then, NO, you don't need to upgrade .... If, on the other hand, the answer is "maybe" or "no," then, looking into a new computer may be the way to go.

Changing computers has become MUCH easier than it was a few years ago .... The big thing you may need to watch out for is SOFTWARE. Remember that many of the programs that work on your PC today won't run on the newer version of Windows, so, be prepared to buy new versions of the programs you love or learn to use new programs if you decide to upgrade!

# Time for a change

If you've decided it's time for a change, there's a few things that you'll want to prepare for:

- Software Compatibility
  - Does it work with Windows 8
  - Can you get a version that does work with Windows 8
  - What alternatives (preferably free!) can you use that will read your old files
- Hardware Compatibility
  - Are there drivers for your printer, scanner, camera, etc. etc. etc.
  - Are you willing to buy new hardware that needs replaced
- Are you ready to learn !!!???!
  - Remember, it's going to be a lot of new stuff, so, at first, it'll take a little getting used to!

# **Windows 8 – The good, the bad, and the ugly**

As you may have heard, Windows 8 is here 😊 ... Let's start with the "good" .... Best performing OS Microsoft has released in a very long time! Hands down, Windows 8 is meant to work with the newer hardware on the market and really is the Ferrari of the Windows world. It is built for speed and multitasking and is able to use memory and processor time better than any of it's predecessors.

Now, on to the "bad" .... Windows 8 is a true 64 bit OS that will handle most 32 bit programs, but, has a real chore handling any software older than a few years old. It also is a bit pickier with hardware (remember, you have to have drivers for hardware and many manufacturers don't make new drivers for old hardware!)

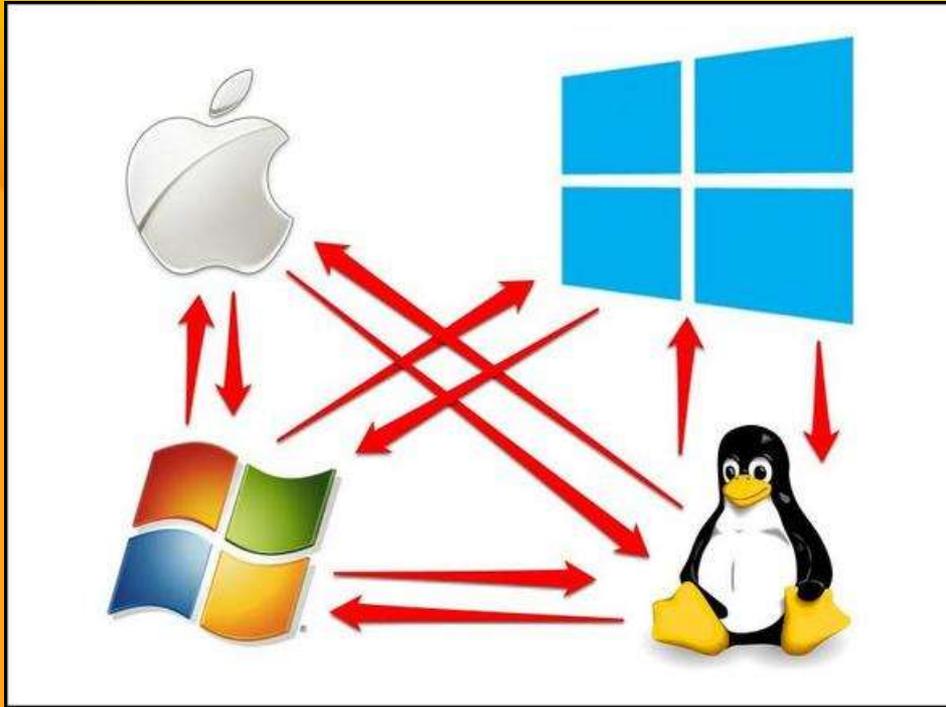
Finally, the "ugly" ... Actually, it's the look that Microsoft was going for, but, ended up biting them in the end. With the "tabs" and no start button, Windows 8 works BEST on a touch screen and not so much on anything that doesn't have a touch screen, but, with a little "plastic surgery" we can fix that, and once we do, the ugly goes away completely !!!!

# Windows 7 and this class

OK .. Now, I've got you thinking .... Just a second ago I talked about Windows 8 being the “bee's knees” of the Windows world and now I'm talking about Windows 7 and this class ... what gives !!!????!!!

I'll tell you what gives ☺ .... After we've performed the “plastic surgery” that I'd mentioned before (you can download it at <http://www.classicshell.net/downloads/>) then, we can make Windows 8 (and 8.1) “look” and “feel” like Windows 7, but, still have all the power of Windows 8 under the hood ☺ ....

In this class, ALL of the tips and tricks I'm going to show you will work with Windows 8 and Windows 7, MOST will work with Windows Vista, and MANY will work with all of the previous versions of Windows ☺ ....



# **DIFFERENCES AND SIMILARITIES**



# Differences and Similarities

- ✓ **Windows –vs.- Windows**
- ✓ **Windows –vs.- The World**

1985



1992



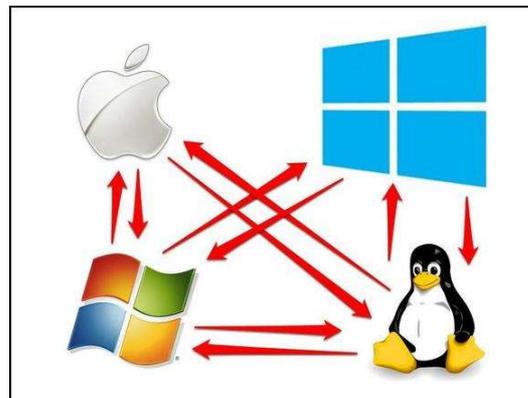
2001



2006



2012



# Windows –vs.- Windows

We've kinda beat this into the ground, so, not much more needs said here, but, I do want to point out some things:

- Windows does have a “shelf life” ... anything earlier than Windows XP is no longer being patched (more on that in the security section!) ... Windows XP will be at the end of it's life in mid 2015.
- Windows Upgrades = bad idea .... Remember, it'll be a bumpy ride and usually not worth it!
- New OS usually means new programs to get used to as well!

# Windows –vs.- The World

There are other OS's out there, many that really ROCK .... Here's a couple, with a quick “blurb” about them:

- ❖ MAC – (currently Mountain Lion is the latest) .... GREAT OS, GREAT Hardware, very easy to use and is very intuitive. Very user friendly. This all comes at a cost, however ☹ .... MACs typically run 4 – 5 TIMES as much as a comparable Windows Machine.
- ❖ Linux (Ubuntu, red hat, fedora, etc.) – FREE OS .... That's right FREE 😊 ... They're open source and are fun to play with and a GREAT way to give a “second life” to some hardware that otherwise would end up in a dumpster! The down side, there's little support and, being Open Source, there's always a risk of it not working the way it should

Helpful Hints

Click Here

**HELPFUL HINTS**



## **Helpful Hints**

- ✓ **Copy / Cut / Paste**
- ✓ **START your (search) engines!**
- ✓ **Libraries, shortcuts, and favorites, oh-my**
- ✓ **Filing – the final frontier**
- ✓ **Picture Perfect**
- ✓ **What's on the Menu?**



# Copy / Cut / Paste

This little trick is one of the most important that I can share ☺ .... Using the keyboard OR mouse, you can copy information from one place and paste it into another ... Or, if you wish, you can “cut” things from one place and put them somewhere else. This works for both words within documents (and the internet!) as well as files and folders, which is what makes it so powerful.

Windows uses a “clipboard” to allow this to happen, and it’s the easiest way to remember HOW it works as well ☺ .... Think of a clipboard, you can take something and make a COPY, put it on the clipboard, and take it somewhere else. Likewise, you can take and CUT something, put it on the clipboard, and again, take it somewhere else!

# START your (search) engines!

Windows uses what they call “indexing” to be able to be the best administrative assistant you could ever need ☺ .... By simply clicking on the “Microsoft owns the world” button, you can then type anything you want into the search button, hit enter, and then watch the magic ☺ ....

Searching for files, contacts, and pictures has never been easier, but, in addition, you can also use the exact same search to look for programs on your computer (screen saver, mouse, power, etc. etc.!) AND use it to search the internet, all from one handy location !!!!



# **Libraries, shortcuts, and favorites, oh-my**

In the “olden days” if you wanted to remember where something was, you either saved it to your desktop OR created a shortcut for it .... Now, in addition to that little tip, you can also create a shortcut in your favorites or even create a fancy new library for the links ☺ .... Below is the difference for each:

## **Shortcut**

- pro – easy to do (right click and voila!)
- con – it’s only in one location

## **Favorites**

- pro – searchable and found in more than 1 location
- con – not found in “save as” folder

## **Libraries**

- pro – searchable, found in save as, and explorer
- con – watch out for too much of a good thing!

*Personally, I use a combination of all three !!!*

# Filing – the final frontier

Documents, Videos, Pictures, and Desktop ....

These are places to store your information ... to make things easier to find, use libraries and try to keep items similar ☺ ... nuff said !!!!

- ▾ Libraries
  - \_Links
- ▾ Cloud Storage
  - SkyDrive
  - GoogleDrive (C:)
- ▾ Documents
  - Documents
  - Public Documents
  - Documents
- Downloads
- Music
- Pictures
- Program Files
- Start Menu
- Videos



# **INTERNET TIPS AND TRICKS**



# **Internet Tips and Tricks**

- ✓ **Which Browser is Best?**
- ✓ **Searching the 'Net**
- ✓ **Email**
- ✓ **Social Media**
- ✓ **The Cloud**



# Which Browser is Best?

A “Browser” allows you to access the world wide web (what a lot of people refer to as “The Internet”.) [Internet Explorer](#), [Chrome](#), [Firefox](#), and [Safari](#) are the most popular right now, but, there are loads of others and, just like cars, people have their own preferences 😊.

Microsoft Explorer comes preloaded on every Windows computer, and it’s actually written into the operating system code, so, it’s not easily removed. Many people find that this browser suits their needs, and, heck, there’s nothing needed to make it work!

Each browser has it’s advantages and, since you can install multiple browsers, feel free to try a few of them out before settling on one (or two) that will suit your needs.

# Searching the 'Net

The world wide web has an addressing system that is pretty straight forward, but, can get tricky if you mistype a single character .... Sometimes you'll know an address (such as <http://www.Microsoft.com> and you can type it and go straight to Microsoft, but, in most cases, you're going to use a Search Engine to get there. There are hundreds out there today, and, just like cars and browsers, each has it's loyal followers ☺ ... You can try many out before deciding on a few you prefer ☺ .... Below are a few that most people tend to stick with:

<http://www.google.com> – the most used search engine used today. It will usually provide you with the most results.

<http://www.bing.com> – Microsoft's answer to google. It's been made more "human friendly" where it will use basic logic to figure out what you're really looking for instead of just all sites with the words you've typed listed.

<http://www.yahoo.com> – before google, this was the top engine in the world, and, many still like it!

<http://www.ask.com> – not strictly a search engine, but, this site allows you to ask questions and will give you links to sites that can answer your question ☺

<http://www.wikipedia.org/> - again, not a search engine, but, more of a "collaborative dictionary" on the internet where you can find a lot of information!

There are several hundred other engines, and, the more you explore, the more you'll find on them ☺ .... One hint for searching, if you want to have more than one word looked at together, then, include it in quotes. For example, if you search for Westminster by the Sea, all of those words will be looked for individually, but, if you search for "Westminster by the Sea" then, only pages where ALL of those words are listed will be displayed.

# Email

I never thought I'd see the day when email was no longer the preferred method of digital communication, but, that day has come. Thanks to social media and texting, e-mail is quickly becoming the "snail mail" of the 21<sup>st</sup> century!

Having said that, just like snail mail, we still need it !!!! One thing that I strongly recommend is to get a free on-line account (such as a [Gmail](#), [Hotmail](#), [live](#), [aol](#), [yahoo](#), or one of the countless others out there.)

Doing this will make it possible for you to change internet providers when you wish without having to inform everyone of e-mail changes. You can set up many of these free e-mail accounts to actually go and retrieve e-mail from your isp account, so, you truly have ONE e-mail address that you need to check, period, and it will never change 😊

# Social Media

Remember the days of Bulletin Boards around the park, community, school, and gym? People would post things up for all to see. You would also decorate your room and your locker and allow friends to come and see those (but not everyone!) and you would pass notes back and forth in class or have a meeting to have all your friends give their thoughts on one thing or another .... This still happens, but, now, for a lot of people, it happens digitally.

There's tons of social media sites out there, but, for the sake of this class, we're going to talk about the two biggest:

[Facebook](#) – think of this as the bulletin board. Your “wall” in Facebook is what you let people you decide to see. You can message your friends, set up calendar events, share pictures and video, and let your friends know what you're doing. This is a GREAT way to reconnect to folks that you've lost track of over the years.

[Twitter](#) – this allows you to post thoughts and ideas for all to see. It's also a good way to get information fast (although it's not always accurate!) ... By following an event real time with twitter, you can read what others are posting about that event as it's happening.

# The Cloud

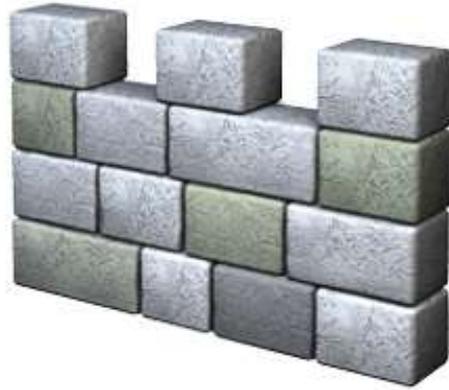
A lot has been written and discussed about the “cloud” over the past few years, so, I wanted to add a section to discuss it. We’re going to be talking about “consumer internet cloud” here, because, as it relates to business, there are a lot of differences in what defines a cloud!) Basically, the cloud that we’re discussing is a bunch of computers that will store information seamlessly that you can then access from any location on the internet. If you use imap email, social media, or a smart phone, then, even if you don’t know it, you’re leveraging the cloud already 😊.

The cloud has changed the rules about how data is stored and accessed, for the better. You no longer have a single point of failure if you’re using the cloud.

For file storage, [SkyDrive](#), [Google Drive](#), and [iCloud](#) are three of the more popular choices today.



Security Essentials



Windows Defender



OS X Gatekeeper

# **SECURITY TIPS AND TRICKS**



# **Security Tips and Tricks**

- ✓ **Viruses, Spyware and Malware**
- ✓ **Antivirus Solutions**
- ✓ **Online Safety**
- ✓ **Online Banking**
- ✓ **Backups, Restore Points, and System Images**
- ✓ **Help! I've got a virus!!!!**
- ✓ **Phishing and PHONEy scams**



# Viruses, Spyware, and Malware

Viruses and Malware are programs that have been written for “bad” instead of good .... Spyware programs do just that, “spy” on you, by either collecting information (browsing information, file information, usage information, or even KEY STOKES.) All of these programs are bad and we want to limit your exposure to them.

The good news is, computers and anti-viruses have become very good at keeping these nasty little buggers out, the bad news is, writers of these programs are getting pretty sneaky at tricking you into installing their software.

Typically, the best way to avoid many of these viruses is to read the pop up when you see them (many people simply click “ok” because they really want to watch that cat video NOW .... Without knowing that by clicking “ok” for that cat video, in the background your computer has just been given permission to install a virus.

If you see a pop-up to install something, unless you’d meant to do it, check it out BEFORE clicking yes (see “When in Doubt, Snopes or Cecil” slide later on for how to check it out).

# Antivirus Solutions

I've been asked time and time again which antivirus program I recommend and I always say the same thing, the one that you USE and keep updated! Every windows computer today ships with antivirus software installed. Some are paid programs, some are subscription based, and some are free. Personally, I prefer the free variety and am loyal to Microsoft, using their Windows Defender.

Windows 7 and 8 all ship with Windows Defender installed, but, in many cases, it's disabled because the computer manufacturer has also put a "trial" version of a subscription based AV solution on the computer (they get paid to do this.) If you wish to keep the subscription based software, simply activate it and, each year when prompted, give them a credit card and you're protected. If you don't wish to use it, you will first need to uninstall it completely (usually requiring downloading an uninstaller!) and then re-enable windows defender. If you wish to do this, please e-mail me or another computer professional and we'll be happy to assist you with removing your specific program).

***Please note that you can NOT install multiple AV programs on your computer, and, if you do, it will actually do more harm than good.***

# Online Safety

There's a few tricks and tips that I can give you to keep you safe and secure digitally.

- ✓ Use common sense – if something seems too good to be true, it usually is. When in doubt, use Snopes or Cecil before committing to it!
- ✓ Don't be afraid to ask – if you receive an e-mail from a friend, and it's got a file attached and they've never sent you anything like that before, call and ask them if they sent it, you'd be amazed at how many viruses are spread this way!
- ✓ Remember, social sites are sometimes not always secure – don't tweet that you're going on a 3 week vacation and your key will be under the mat.
- ✓ Never give your passwords out to people you don't know and don't store them in an unprotected file on your computer.

# Online Banking

Many folks that swear they'll never do any business online because they're afraid of being "ripped off" will then turn around and give their credit card to a server that they've known for 20 minutes and let them walk out of site with it. Statistics show that you're much more likely to be taken advantage of by that server than you ever would be by dealing with secure servers (pun intended!) while doing online commerce.

Computer security and banking has become a very secure and safe way to do business.



# Backups, Restore Points, and System Images

You may be asking yourself, “self, why is Cecil talking about backups under security tips?” The big reason is, as you’re probably finding out, much of your digital life is stored on computers nowadays. From favorite web sites to recipes to pictures to, heck, just about everything can be found on your computer.

Windows 7 and 8 both have very good backup programs installed and can be accessed by typing backup into the search bar we’d talked about before. This will require you to have an external USB drive that you can save your backup to (I suggest you create an IMAGE and rescue CD, and then update (by overwriting it) every 3 months.

If you don’t wish to deal with the hassle of purchasing a USB drive and having to remember to back up your computer, you can backup to the cloud, using sites such as [Carbonite](#) to keep your computer backed up, but, you’ll then be paying a yearly fee.

# Help! I've got a virus!!!!

Okay, you've followed all of the rules and yet somehow you've got a virus on your computer. Here's what you do:

1. DON'T PANIC .... This is something that happens to most people over the course of their digital lives and it's not the end of the world.
2. Use your antivirus program .... Update the definitions on your antivirus program and then do a full scan of the computer. This will fix 90% of the viruses out there.
3. Use an offline scanner ... Go to [Windows Defender Offline](#), read the instructions, create a CD and then boot up with that CD in your computer and run a full scan. This will knock out around 90% of the viruses that slipped through in step 2.
4. Call a computer professional .... Only do this if step 2 or 3 didn't work ....

In most instances, step 2 is all you'll have to go to .... And, again, don't worry, it happens to the best of us ☺ ....

# Phishing and PHONEY scams

As mentioned earlier, digital “evil doers” are getting better and better at tricking people because computers have gotten better at keeping them out.

Phishing (pronounced fishing) scams are just that, usually e-mails where evil doers are fishing for targets. The e-mail may state that a friend you know needs help or is being held in a foreign country. Before wiring money, check with Snopes or Cecil and / or pickup the phone and call that friend. You also may receive e-mails saying that your account needs updated and passwords changed. If you do, again, Snopes or Cecil, and, if you think it's legit, NEVER click on the link in the e-mail, but, instead, go to your browser and type in the web address for the company.

A new scam involves crooks calling people up claiming to be from either Microsoft, a computer manufacturer, or some other software company and want you to start following instructions they give you. Please note that these companies will NOT be calling you and this is a scam. If you think that it isn't, simply ask them to give you a callback number and then you can search for that number on the internet to make sure it's legitimate before calling back!



# **GOTCHA'S! AND OTHER GOOD ADVICE**



# **Gotcha's! and other Good Advice**

- ✓ **Passwords**
- ✓ **Computer Accounts**
- ✓ **When in doubt, SNOPEs or Cecil 😊**
- ✓ **Tablets and Smartphones**
- ✓ **Upgrading and Moving On**



# Passwords

It seems that we can't turn around without being asked to create a new password for one thing or another. There's 2 mistakes that are commonly made in this arena:

1. Use the same password for everything ... this is a bad idea because you can end up giving out a password you use for online banking to the Starbucks down the street so you can get a free coffee!
2. Use different passwords for everything ... this becomes a nightmare in trying to keep up with all of them!

I recommend a compromise .... Create ONE password to be used for all banking and shopping, and ONE password to be used for all "other" stuff (shoppers clubs, free online stuff, etc.) .... Create ONE password to be used for all social media and e-mail, and finally, create ONE password to be used to log into your computer (unless you're using windows 8, in which case your login is also your Microsoft ID ☺) ....

With your passwords created, you can then change them each year by simply adding the year either before or after the passwords ... this way they're always updated and you're in control!

# Computer Accounts

For years, computers have had the ability to have multiple accounts, where different people can log on and see different things. This is a WONDERFUL way to ensure that everyone gets the most out of a computer.

To make your computer safer and more user friendly, create an account for everyone that will be using the computer. Make sure to make them all “standard” users unless there’s a specific need to make them administrators. Create an additional account for any guests that may need to use the computer (for example, a “houseguest” account .... This would allow someone to quickly check their e-mail, but, they wouldn’t have access to your online banking!)



## **When in doubt, SNOPEs or Cecil**

When something seems either too good or too bad to be true, it usually is. Fortunately, there's ways that you can look up things on the internet and be pretty confident that you're getting good information.

[Snopes.Com](http://Snopes.Com) is an excellent resource to find information on different scams and rumors that are out floating around. If you doubt the validity of an e-mail, if you simply type some of the words from the subject of that e-mail into the Snopes search engine, you'll quickly see if it's legitimate most of the time 😊.

You also are always welcome to e-mail me, [cecilrice@cecilandtoni.com](mailto:cecilrice@cecilandtoni.com) with any questions. I may not be as fast as Snopes, but, I'll always give you an answer 😊 ....

# Tablets and Smartphones

Tablets and smartphones today are, essentially, handheld computers, so, I wanted to take a moment and give a few pointers:

1. AV software for iPhones, iPads, Android Phones, and Android Tablets is pretty useless, it will slow down your device and there's really no threats today for infection of these devices.
2. If you're connecting your phone or tablet to the cloud to access your information, put a password on your device!
3. Remember that these devices have unfettered access to the internet, so, allowing your kids to have them in their rooms at night is the same as giving them a TV with no restrictions!
4. By using the cloud, you may find that you don't need a computer anymore!

# Upgrading and Moving On

Hopefully the “Should I Upgrade” slide helped you make the decision of whether or not to put more money into a computer, but, it’s worth bringing up again. When you find yourself no longer in love with your computer and you are wishing it was faster or had more (fill in the blank!) then, really, it’s time to move on. Right or not, computers have really become a “disposable” commodity, being cheaper to get a new one than upgrading or fixing old ones.

Having said that, your computer MAY have another life with someone less fortunate. WBTS does have a program in place where I can transfer your data from your old computer to your new one and then, if your old computer is still in good shape, we can destroy all of the data (no chance of it coming back!) and then install a free OS (Ubuntu) on it and give it to someone who otherwise wouldn’t have a computer.

If your computer is damaged, on the other hand, more times than not, we can still retrieve the data from the drive and put it on your new computer as well.

Hopefully you’ve found this both entertaining and useful. Please remember, computers are made to make our lives EASIER, not more complicated!  
God Bless

# HAVE A QUESTION?

**QUESTIONS ???**

