

### WINDOWS TIPS:

1. Turn on your computer. The Power Button on the computer chassis turns your computer On.
2. Know your passwords. Written in a small book, one account per page, and dated will reduce your frustration; your Microsoft sign-in may be a password or a PIN.
3. Connect to your Wi-Fi. Clicking the Wi-Fi Icon on your Taskbar, clicking Connect to your Router name, and entering the Password for your Router, or pressing the WPS button on the Router, connects you to the Internet.
4. Personalize your Taskbar. To easily locate your favorite Apps, right-clicking an App's Icon will PIN it to the Taskbar.
5. Notice alerts on the right side of the Taskbar. Double-clicking Icons that show red or yellow takes you to the indicated action.
6. Personalize your Start Menu. This allows you to easily find favorite Apps that you PIN to the Start Menu.
7. Use the Power Icon on the Start Menu. This allows you to Shut Down, Restart or put your computer To Sleep.
8. Notice running Apps on your Taskbar by the line under their Icon. Clicking the App's Icon on the Taskbar opens the App's Window again.
9. Maximize an App's Window. Choosing the square "[]" on the top right of the Window, or double-clicking on the Window's top bar, displays the window full-page.
10. Minimize an App's Window. Pressing the dash "-" at the top right of the Window hides the window from view.
11. Close an App's Window. Tapping the "X" on the top right of the App's open Window stops the App and return its memory resources for another App to use.
12. View Windows Settings. Selecting the gear Icon from the Start Menu allows you to configure various Windows options.
13. Search for Apps or Files on your computer. Typing the name of what you are looking for in the Search Box or Magnifying Glass Icon on the Taskbar allows you to easily find something on your computer.

## BROWSERS / WI-FI TIPS:

14. Go to a web page by typing the name of a website in the box at the top of a browser window. The web page URL identifies the name of the Website Domain and the specific Web page you want to open.
15. Diagnose why a web page will not open. Correcting typos in the URL often solves the problem.
16. Ensure that you are connected to your Wi-Fi. Selecting the Globe Icon on the Taskbar and connecting to your Router by name may reconnect you to the internet.
17. Correct internet connection issues after a power surge or outage. Unplugging the Router from power for 30 seconds and plugging it back in often clears up Internet access problems.
18. Test the speed of your Internet. Calling your Internet Service Provider when the speed seems too slow allows an expert to diagnose.
19. Set your favorite Browser as the Default. Clicking on links to web pages opens them in your favorite Browser.
20. Configure your Default Browser Tabs for your most used Web pages. Those Web Pages will automatically open when you start your Browser.
21. Click on the plus “+” sign on the top bar of the Browser. A new Tab opens in your Browser.
22. Bookmark Web pages that you visit often. Pressing the Star Icon to the right of the URL, and adding the website to the Favorites Bar, Other Bookmarks, or a personal bookmark folder allows you to find favorite websites easily.
23. Open a previously saved Bookmark. Selecting the icon for the saved Web page in your Bookmarks goes to that website.
24. Configure your Browser settings. This allows you to personalize how your browser operates.
25. Use the Task Manager to end annoying redirected Tech Support Scam pop-ups. Pressing CTRL + ALT + DEL to open the Task Manager, selecting your browser line and clicking END TASK closes the malicious pop-up.
26. Install an ad blocker extension on your Browser. Those ‘fake tech support scams’ no longer pop up.

## EMAIL TIPS:

27. Choose how you access your email. You can either access it from a web page or install an email app.
28. Sign in to your email. Your email address and password provide secure access to your email.
29. Find new emails, highlighted in bold, in either your Inbox or Spam/Junk folder. Your Inbox may be subdivided into Focused, Other, Social, Promotion and Update sections.
30. Delete unwanted emails. Deleted emails go to your Trash/Recently Deleted Folder.
31. Create a new email to send. Pressing the Compose/New Mail Button, entering the recipient's email address, a Subject, and your Message, then clicking the Send Button sends your email on its way and stores it in the Sent folder.
32. Save emails you want to reference later. Dragging and dropping an email to a personally named folder or moving to the Archive folder allows you to view it later.
33. Turn off Notifications in email Settings. Stopping notices each time a new email arrives in your Inbox increases your focus by having fewer distractions.
34. Create a Signature in email settings. This automatically adds your signature information to any new email that you compose and send.
35. Mark unsolicited/spam emails as junk/spam. Selecting the email and clicking the Report/Spam/Junk button on the email Toolbar keeps future emails from this sender from being delivered to your Inbox.
36. Unsubscribe to be removed from a sender's email list. Tapping on the unsubscribe link inside the email message removes your email address from this sender's email list.
37. Process any email immediately that can be handled in less than two minutes. Responding, adding a meeting to your calendar, and Archiving the email improves your productivity.
38. Flag or star emails. This identifies emails that you want to handle later when you have more time.
39. Empty your trash / recently deleted and spam / junk Folders periodically. This releases storage space used by these unneeded emails.

## INFORMATION MANAGEMENT TIPS:

40. Search for information on the Internet. A list of Web pages that match your entered search term is returned.
41. Fact-check the validity of information. Sharing disinformation that you have seen in your email or on social media is a disservice to the recipients.
42. Research topics you are interested in knowing more about. An online encyclopedia is quick, up to date and saves bookshelf space.
43. Generate a report, letter, or check-list. An Artificial Intelligence (AI) app is like having a virtual assistant to help you.
44. Create personal Folders. Containing similar files on your computer makes it easier to find your files.
45. Navigate the Files and Folders on your computer. *File Explorer* helps you find your personal saved documents and pictures.
46. Delete a file you no longer need on your computer. Clicking on the file to select it and clicking the trash can (or X) on the *File Explorer* Toolbar sends your file to the Recycle Bin.
47. Sort your list of files. Viewing the list by Name, Date Modified, Type or Size gives you different ways to see your files.
48. Synchronize your Files and Folders to your offsite cloud storage automatically. *Microsoft* gives you 5 GB of *One Drive* storage space, and you can purchase 100 GB more for less than \$2 a month (recommended).
49. Keep your Windows Operating System up to date. *Microsoft* releases a major new feature release once a year and updates their software at least once a month.
50. Use a Software Updater App to keep your third-party software up to date. Out-of-date third-party Apps can leave your computer vulnerable to malware attacks.
51. Install robust anti-virus / anti-malware protection software. Real-time and periodic anti-malware scanning protects your computer from virus and malware attacks.
52. Learn to configure the key components of your *Windows* Operating System. This will make using your computer easier and you will be *Loving Your Computer*.

If you would like to learn more about *Loving Your Computer*, [click here](#) to receive your free computer *Glossary of Terms*.

Linda Lindquist is an expert in helping computer users learn to use and love their computers, an author of Keeping Your Computer Healthy and Loving Your Computer, a trainer of the *Loving Your Computer* over Zoom course, and a Blogger. She is also a Certified Malware Removal Specialist.

### RESOURCES:

- Test the speed of your internet at [www.speedtest.net](http://www.speedtest.net)
- Recommended ad blocker is the *Malwarebytes Browser Guard* browser extension
- Popular search engines are [www.google.com](http://www.google.com) or [www.bing.com](http://www.bing.com)
- Use [www.snopes.com](http://www.snopes.com) to fact check information
- An online encyclopedia is [www.wikipedia.com](http://www.wikipedia.com)
- *Microsoft Copilot* and *chatGPT* are artificial intelligence apps
- Turn on *Microsoft One Drive* to synchronize your files to the cloud
- Recommended Software Updater is *Thor Software Updater*
- Recommended anti-malware software *Emsisoft* and *Malwarebytes*