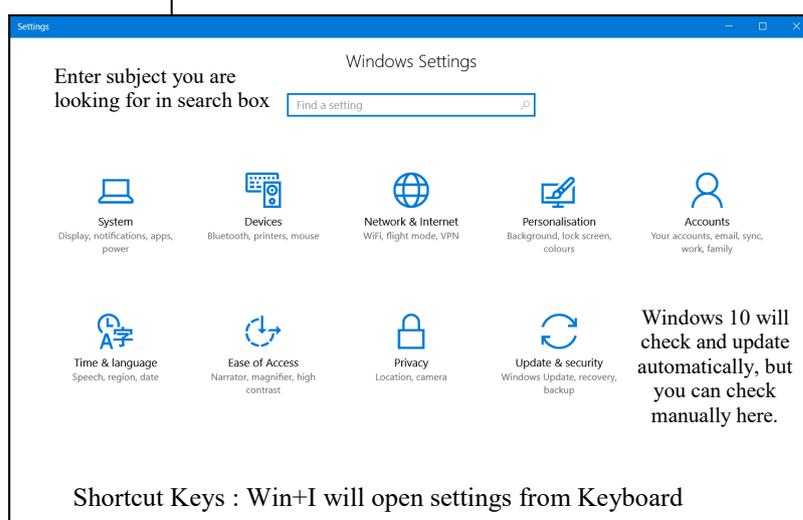# Windows 10 Setting & Security

At the Computer Group today we continued getting to know the different desktop views using Windows 10 and the easy shortcut keys to navigate to the Settings options using **Win+I** on your keyboard. I have attached a separate **Windows 10 Quck Reference cheat sheet PDF** from a free online company which I have used for many years which supply free to download PDF user cheat sheets on Office and Windows applications no need to sign up for the free PDF guides.

The Settings control options allow you to change the way your Desktop looks and to change the many ways Microsoft would like to track and collect information on how you use your computer on and offline not always to the benefit of you the user. If you do not feel confident to change any of your

Enter subject you are looking for in search box

Windows 10 will check and update automatically, but you can check manually here.

Shortcut Keys : Win+I will open settings from Keyboard

settings then you can leave the setting to their defaults, but if you do want to change any I would advise you only change one at a time to see that the effect is what you want! that way it's easy to go back and undo the change. The most important is that you have option to check the Update and Security of your computer which will inform you when your computer was last updated and if any pending updates are waiting to be installed or if your computer requires a re-boot (shutdown and re-start). Microsoft with Windows 10 does this automatically when your computer is connected to the Web and will install updates and notify you when a re-boot is required. These updates can be large and require the computer to be connected for long periods but Windows 10 is very clever and will resume a download if not completed when you next switch on and connected.

Antivirus Protection

We also covered your computer Security which includes the use of an Antivirus Software which you must have installed and is up-to-date this may have been pre-installed if you have a new computer and these are usually only a trial time limited offer after which you have to pay a subscription fee you could have AVG or Norton's pre-installed. If you do not have Antivirus installed or you do not wish to pay to continue using the trail there are very good and well tested FREE Anitivirus software the main ones are AVG Free version and Avast I (**https://www.avast.com**) have used both over the years and I currently use Avast which is free, updates automatically and runs in the background checking my internet activity and my incoming and outgoing emails. Unfortunately at this time of the year at Christmas is when computer attacks via viruses, malware and a more deadly attacks of Ransomware are prevalent because we drop our guard when receiving emails and offers too good to miss

offers from companies trying to sell gifts for Christmas. A virus checker should scan all email for any suspicious links or attachments but they are not infallible and you must be vigilant in checking what you get in you Inbox, If you receive an email that's from somebody who you do not know or someone who includes a link to an offer or an attachment like a Christmas e-card make sure it's from the person you know and if unsure do NOT open or click on the link. If it's from one of your contacts just sent a new MSG or email to them via your contacts NOT as a reply from the suspect email, just to confirm they did send you an email with a attachment. A Ransomware attack on your computer is the worse type as it is a form of blackmail because it will lock all your files on your computer and demanded you pay hundreds pounds to unlock your computer and with all blackmail no guarantee you get your computer working again!!! when you pay. Just think of your computer is like your front door to your home, you would not let someone in if you did not them or buy from a stranger at the door.

Remember to let me or Joyce know any subjects or help that you would like have discussed at the monthly meetings.

Happy Christmas to All from Tony