

Windows 10 Tip and Tricks

By

Scott Sekinger

This article contains some information and tips on the great feature in Windows 10 that I think you might find very useful.

Keyboard Shortcuts

Below are what I believe are the most useful Windows 10 shortcuts.

Shortcut	What It Does
Windows	Brings up the Start Menu
Windows + A	Launches Windows Action Center.
Windows + C	Search the web and Windows with Cortana (speech)
Windows + D	Shows desktop
Windows + E	Launches Windows Explorer
Windows + M	Minimizes All
Windows + Shift + M	Undo Minimizes All
Windows + G	Opens the Windows 10 <i>Game Bar</i> to take game screenshots and record gaming videos of Windows 10 games (works in any game app, e.g. <i>Microsoft Solitaire Collection</i>)
Windows + H	Share Content only if apps support it.
Windows + I	Opens Windows 10 settings.
Windows + P	Project Screen
Windows + Ctrl + D	Creates a virtual desktop
Windows + Ctrl + F4	Close current virtual desktop
Windows + Ctrl + [Left][Right]	Switch between virtual desktops.
Windows + K	Connect to wireless displays and audio devices
Windows + R	Opens the Run box
Windows + X	Open <i>Start</i> button context menu
Alt + Space	Brings up the menu that allows to restore, move, minimize, size, maximize, and close the current window.
Alt + Tab	Allows you to switch between programs.
Alt + F4	<ol style="list-style-type: none">1. Closes current program2. If you are at the desktop it brings the Shutdown Computer popup box.
Ctrl + Esc	Brings up the Start menu
Ctrl+ Shift+ Enter	Executes programs that you enter the name for in search box as an administrator

Virtual Desktops

Virtual desktops are a great feature added to Windows 10, which gives you more than one desktop. This feature gives more space to keep things more organized. You can have a game on one desktop and a web browser on another for example.

Adding a New Desktop - You can create a new desktop by clicking on the Task View shortcut which can be found next to the Cortana's Search Box, and click on the New Desktop button. You can also use the shortcut Windows + Ctrl + D to create new desktop.

Move open programs between desktops – Moving open programs between desktops is a snap just drag them between desktops after opening the Task View.

Moving between desktops – It is easy to move between desktops. You can either click on Task View, and click on the desktop you want to go to. You can also use the shortcut Windows + Ctrl + [Left][Right] to switch from desktop to another.

Delete a desktop – To delete a desktop just click on the Task View button and click on the X. You can also use the shortcut Windows + Ctrl + F4.

Hyper V

Windows 10 Pro and above comes with a feature called Hyper V which allows you to install other operating systems on your PC within your current OS. This is called Virtualization. Head over to <https://en.wikipedia.org/wiki/Virtualization> to learn more. Head over to <http://www.howtogeek.com/76532/how-to-install-or-enable-hyper-v-virtualization-in-windows-8/> to learn how to set up Hyper V.

If you have Windows 10 Home you can download a free program called [Virtualbox](#), which gives you the same functionality.

Virtual Machines are cool just remember not to run too many at one time.

Reinstall or Recover

Windows 10 like Windows 8 come with an easy way to reinstall the Windows Operating System. A Reset which wipes out the hard and reinstalls the OS. A Refresh will save your personal files, personalization settings, and will reinstall Modern apps from the Windows Store

You can reset or refresh your PC by accessing the Recovery options. You can access this by simply pressing Start and Recovery in the Search box. Follow the prompts.. Remember to back your data before proceeding.

Security

Antivirus - Like Windows 8 Windows 10 comes with a built in antivirus called Windows Defender, so there is really no need to install a third party antivirus. You can access it by pressing Start, and typing defender in the search box.

You can download a bootable version of Windows Defender called Windows Defender Offline at <http://windows.microsoft.com/en-US/windows/what-is-windows-defender-offline> if you think you have malware on your PC.

Passwords – Windows 10 offers more than just your traditional password option. You can also set a pin or even use a picture as your password. To setup your password type in sign in in the search box next to Start button, and select Sign-in options. Once Sign-in Options comes up follow the wizards and you are set to go.

Windows Updates – Windows Updates are now requirement you cannot turn them off only delay the install for a time period. Windows 10 uses [peer to peer](#) distribution of updates; by default, systems' bandwidth is used to distribute previously downloaded updates to other users, in combination with Microsoft servers. Users may optionally change Windows Update to only perform peer to peer updates within their local area network.

File History

File History is away to back up your photos, music, documents, etc. that you save to your PC. To back up your important files using File History do the following.

1. Plug a USB hard drive of equal or greater to the hard drive in your PC up to PC.
2. Open up File History by clicking on Start and typing File History in the search box, select File History.
3. Switch drive you want to use if you want.
4. Click on Turn ON.

You can retrieve a backed file or files by doing the following:

1. Type in File history in the Search box next to the Start button
2. Select restore your files with File History
3. Browse to the location where the file was originally
4. Use the arrows to select the version you want to restore.
5. Press the Green button

File history store the backup files in folder call File History. This might be helpful if you have a full system crash. Knowing this might allow you to browse to the folder and retrieve the lost files

I highly recommend you that you make other regally backup then reline on File History. It is never a good idea to have all eggs in one basket. Remember it is a great to have both an onsite and an offsite backup.

Trouble Shooting

Troubleshooting Tools - Windows 10 comes with some great tools built in help you trouble shoot problems. I talked about how you can reinstall Windows in a previous section. Now it is time to tell you that Windows has tools built into to help you problems. These probes range from hardware to Window Update problems. You can access tools by clicking on Start, typing Troubleshooting, and pressing Enter.

Advanced Startup Menu – Windows 10 has a Advanced Startup Boot Menu that allows you to do the following:

1. Continue
2. Troubleshoot – This allows you to Reset/ refresh your PC or use other advanced tools. The advanced tools include
 - a. System Restore
 - b. System Image Recovery
 - c. System Repair
 - d. Command Prompt
 - e. UEFI Firmware settings
 - f. Startup settings
3. Use a Device – Allows you to media or network connection to work on your PC.
4. Turn off Computer.
5. Use Another Operating System

You can access the Advanced Startup Menu by holding down Shift while clicking on Restart

Recovery Media – Creating Recovery media is important in case your PC does no not boot to create a your Recovery media to create your media

1. Click Start
2. Type recover
3. Select Create a recovery drive

Pin a Web Site to the Start Men

1. Launch Edge and go to the website you to pin.
2. Select Pin This to Start from the Menu. The Menu is 3 dots

You can unpin the site by right clicking on it and selecting Unpin from Start.

Command line

The command line now supports the copy cut, and paste shortcuts like the rest of Windows

Conclusion

In conclusion I hope you find the tips and information on Windows 10 useful.

<https://www.thurrott.com/> for more information on Windows 10.