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Software – All FREE

1. **FreeFileSync** to synchronize your home computer with your flash drive and external hard drives - <https://freefilesync.org/download.php>



2. **Free Video Converter to MP4** (most current format) - <https://www.freeconvert.com/video-converter>

3. **Advanced System Care** - <https://www.iobit.com/en/advancedsystemcarefree.php>

Advanced SystemCare is a great all-in-one PC utility that can scan, repair, and optimize many aspects of your system. It aims to remedy whatever ails your computer by not only cleaning up junk files, malware, and invalid registry entries, but by giving your computer a boost to optimize your PC experience.



4. **IObit Malware** - <https://www.iobit.com/en/malware-fighter.php>

Security software that helps users defend against malware and attacking threats.



5. **IObit Software Updater** - <https://www.iobit.com/en/iobit-software-updater.php>

IObit Software Updater was designed to simplify the task of keeping all the applications on your computer up-to-date. It can check for new versions and install them. Updated software will reduce the risk of vulnerabilities exposed to attackers.



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6. **IObit uninstaller** - <https://www.iobit.com/en/advanceduninstaller.php>

IObit Uninstaller is used to completely uninstall applications and all files related to that application.



7. **Driver Booster** - <https://www.iobit.com/en/driver-booster.php>

Driver Booster provides the greatest one-click solution for quickly and securely updating outdated drivers, installing missing drivers, and fixing faulty drivers. In addition to updating drivers, Driver Booster also delivers various powerful features to improve system compatibility and stability.



8. **Microsoft Defender** - <https://windows-defender.en.softonic.com/download>

Microsoft **Defender** is an Online Security Solutions. Automated Built-in Intelligence Protects, Detects, and Responds to Online Threats.

9. **AVG Antivirus** - https://www.avg.com/en-us/ppc/protection-offer-comparison-04?ppc_code=012&ppc=a&om_sem_cid=hho_sem_sy:~en-us_bav_sch_brn_exc_adw_dtp&gad_source=1&gclid=Cj0KCQjw-r-vBhC-ARIsAGgUO2AwAvJytp0uRNIWAIfn-4Y_4BGxwmkzWsCEYoKx4BMF9--LLn4JRdoaAmxiEALw_wcB&gclsrc=aw.ds#pc

Stops viruses, spyware, malware and ransomware with six powerful layers of protection.



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10. Snipping Tool – cut and paste

a. %windir%\system32\SnippingTool.exe

i. Snippingtool.exe is located in the C:\Windows\System32 folder.



11. Smart Defrag – defragment your hard drive, suggest about monthly

a. <https://www.iobit.com/en/iobitsmartdefrag.php>



12. Weather - choose cities to see

a. <https://www.msn.com/en-us/weather/forecast/in-Chicago,IL?loc=eyJscjoiQ2hpY2FnbyIsInliOiJJTCIsInIyIjoiQ29vayBDby4iLCJlIjojVW5pdGVkIFN0YXRlcyIsImkiOiJVUyIsImciOiJlbi11cyIsIngiOiItODcuNzY1OTk4ODQwMzMzMjY1LCJ5IjojNDEuOTcwMDAxMjIwNzAzMTI1In0%3D&weadegreetype=F>

13. **Belarc Advisor** - The Belarc Advisor builds a detailed profile of your installed software and hardware, network inventory, any missing Microsoft hotfixes, anti-virus status, security benchmarks, and displays the results in your Web browser. All of your PC profile information is kept private on your PC and is not sent to any web server. The Belarc Advisor is free and licensed for personal use only and is not permitted to be used for any commercial or government purposes.

a. <https://www.belarc.com/products/belarc-advisor>



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Home Screen Links

1. Recycle Bin –

a. Here's how to get the Recycle Bin on your desktop :

- i. Select the Start button, then select Settings .
- ii. Select Personalization > Themes > Desktop icon settings.
- iii. Select the Recycle Bin check box > Apply.



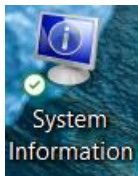
2. Control Panel

- a. In File Explorer – Windows(C)/Windows/System32/control.exe
- b. Drag it to your desktop



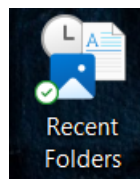
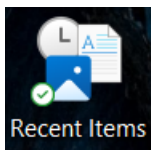
3. System Information – Add this as a shortcut on the desktop –

- a. In the “type the location of the item” - add this %windir%\system32\msinfo32.exe and then hit NEXT twice.



4. Recent Items and Recent Folders you accessed –


- a. Open File explorer – you will find them under “Quick access”



5. Networks – in the bottom right corner is the ”Notification Box” (Win 10)

- a. Win 10 -
 - i. Click on it to open it
 - ii. On the bottom left click on Network – to see all networks around you.
- b. Win 11 –
 - i. Click on it to open it

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- ii. On the top left click on “  >” to see all the networks
6. **Settings** – in File explorer (Win 10 – start with “a.”)
- a. This PC/Windows (C)/ program Data/Microsoft/Windows/Start Menu/Programs
 - b. You will find a short cut “Settings”
 - c. Drag it to your desktop
 - d. (Win 11 – start with “d.”) –
 - i. right click on “Start” then click on “System” or “Settings”
 - e. Windows Updates
 - i. Click on “Settings”
 - ii. Click on “Update & Security”
 - iii. Click on “Windows Update” then “Check for updates”
7. **This PC or My Computer**–
- a. Windows 11
 - i. Right click Start, open Settings, then under Personalization, select Themes.
 - ii. Under Themes, scroll down and select Desktop icon settings.
 - iii. Choose the icons you would like to have on your desktop, then select Apply and OK.
 - b. Windows 10
 - i. To display the "This PC" or the "My Computer" icon, right-click your desktop, then navigate to Personalize > Themes > Related Settings > Desktop Icon Settings. Select "This PC" from the listed options and then click "Apply" to add it to your desktop.



Pictures

1. AllPictures/////yyyy-mm-dd – Occasion/////yyyy-mm-dd (1) or who is in the picture
2. Meta data – add info to the picture file
 - i. On picture file name – right click – click on “Properties” - in “attributes” remove “Read Only”
 - ii. Click on picture to open it
 - iii. On the top there is a circle with ”i” in it – click on it
 - iv. Over “add a description” add any info you want i.e. names of people in the picture
 - v. You can add “Read Only” back in the attributes.

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Backing Up Your Files

1. Backing up your files
 - a. Use a flash drive with password protection **for files you want to carry around with you**. Make sure you have MORE than adequate capacity as your files may grow. Keep the flash drive updated constantly.
 - b. Use a SSD external hard drive that is password protected to back up ALL of your files. Make sure you have MORE than adequate capacity, especially if you take a lot of pictures or store large files.
 - i. You should get two SSD drives with password protection so that you can keep one onsite and one OFFSITE (at a friend or family's location).
 - ii. Keep the drives updated weekly.
 - c. I've had problems with SSD external hard drives from China.
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Blocking Emails in Mail.Yahoo.com

1. You can delete and block emails coming from a person/organization.
 - a. Click in the box to the left of the email
 - b. Click on "Block senders" – you will see the email address that you will no longer get emails from.
 - c. Click "OK"
-

OneDrive – Personal

What is OneDrive used for?

OneDrive is the Microsoft cloud service that connects you to all your devices. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

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What will happen if your OneDrive is full?

If you exceed your OneDrive storage quota, here's what happens: You won't be able to upload, edit, or sync new files to your OneDrive. Your existing files will remain but will be read-only.

1. How to Disable Windows 10 from using OneDrive as the default save location

- a. Right-click on the 'Start' button in the bottom left corner of your screen and click on 'System'
- b. Click on 'Storage '
- c. Click on 'Change where new content is saved. '
- d. Change all the categories you want to move from OneDrive to your C: drive.

2. If you don't need Microsoft OneDrive on startup in Windows 10, here's what you do:

- a. Select Task Manager on the taskbar.
- b. Go to the Startup tab.
- c. Locate Microsoft OneDrive in the list.
- d. Right-click on it and select Disable.
- e. Close the Task Manager window.

3. If you don't need Microsoft OneDrive on startup in Windows 10, here's what you do:

- a. (Cntl-Alt-Delete)
- b. Select Task Manager on the taskbar.
- c. Go to the Startup tab.
- d. Locate Microsoft OneDrive in the list.
- e. Right-click on it and select Disable.
- f. Close the Task Manager window.

4. To change the default save location from OneDrive to your local disk in Windows 10, you need to do the following:

- a. Right-click on the 'Start' button in the bottom left corner of your screen and click on 'System.'
- b. Click on 'Storage.'
- c. Click on 'Change where new content is saved.'
- d. Change all the categories you want to move from OneDrive to your C: drive.

5. To remove (delete) items from OneDrive

- a. Start Menu – right click
- b. Right click on OneDrive
- c. Click on More
- d. Click on “run as Administrator

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- e. On the User Account Control screen – click “yes”
 - f. Delete all items except the “Vault”.
-

OneDrive

1. How do I turn off auto save to OneDrive in Windows 10/11?

- a. Open any **EACH** Microsoft Office application.
 - i. Click on “File” at the top left corner.
 - ii. Select “Options” from the menu.
 - iii. In the options window, click on “Save” from the left sidebar.
 - iv. Uncheck the box next to “AutoSave OneDrive and SharePoint Online files by default.”

2. How do I stop Windows from using OneDrive?

- a. Select the OneDrive cloud in your notification area to show the OneDrive pop-up.
- b. Select the OneDrive Help and Settings icon then select Settings.
- c. Go to the Account tab.
- d. Select Unlink this PC.

3. Should I use OneDrive or SharePoint?

SharePoint helps you get your critical business documents in order, which improves workflow and ensures regulatory compliance. OneDrive suits both the personal user who wants to back up their files and professionals and teams that want to collaborate on projects.

4. Can I remove Microsoft SharePoint?

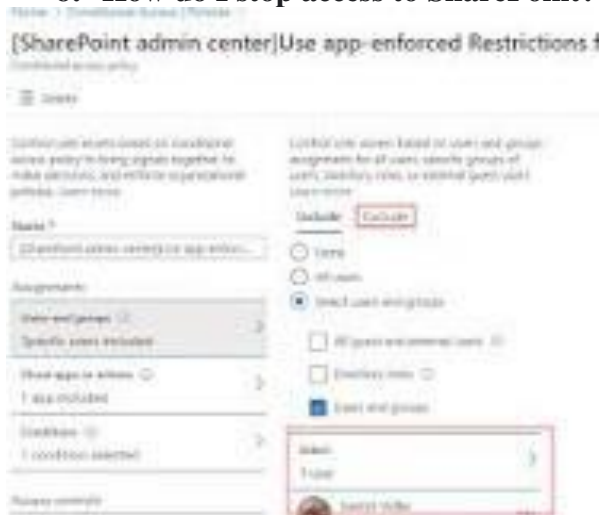
From the Start menu, select Control Panel and click Add or Remove Programs. Select Microsoft SharePoint 2.0 and all MSDE components (SharePoint and SBSMonitoring) to uninstall them.

5. Can I remove Microsoft SharePoint?

From the Start menu, select Control Panel and click Add or Remove Programs. Select Microsoft SharePoint 2.0 and all MSDE components (SharePoint and SBSMonitoring) to uninstall them.

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6. How do I stop access to SharePoint?



Open the SharePoint Admin Center. Expand Policies > Access Policies. In the Unmanaged Devices section, select Block Access and select Save.

Shifts

1. Shifts in Microsoft Teams is a schedule management tool that helps you create, update, and manage schedules for your team.
 2. Shifts is enabled by default for all Teams users in your organization. You can turn off or turn on the app at the org level on the Manage apps page in the Microsoft Teams admin center. In the left navigation of the Teams admin center, go to Teams apps > Manage apps
 3. **How do I delete Microsoft Shifts?**
 - a. Go to the Teams app and select the Shifts tab.
 - b. Click on the three dots (...) ...
 - c. Click on "Settings" from the dropdown menu.
 - d. In the Settings menu, scroll down to the "Delete Schedule" section.
 - e. Click on "Delete Schedule".
 - f. A confirmation message will appear.
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