



Windows File Management and System Utilities

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01

File Management

Understanding file extensions

File extensions provide crucial information about the file format and dictate how the operating system and applications interact with the files. Common extensions include:

.docx

Used for Microsoft Word documents.

.jpg

Standard format for digital images.

.exe

Executable files that run programs.

Each of these extensions has unique characteristics and applications. Understanding these can help prevent errors and ensure the correct software is used for each file type.

Using File Explorer

File Explorer is a vital tool for navigating through files and folders in Windows. Key features include:

1

Navigation

Allows users to browse drives, folders, and files intuitively.

2

Search

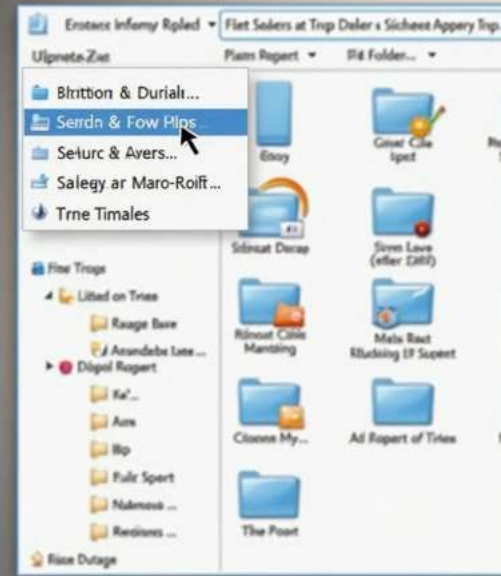
Quickly find files using keywords.

3

Quick Access

A section for frequently used folders for ease of access.

Mastering File Explorer enhances productivity and file management efficiency.





File compression

File compression reduces the size of files or groups of files. The two common types are:

ZIP

A widely used format for compressing and archiving files.

Extract

The process of decompressing files so they can be accessed.

Using file compression saves storage space and facilitates file transfer.



File organization

Efficient organization of files includes:

1

Libraries

Virtual folders that aggregate files from different locations.

2

Folders

Directories to store files for easy retrieval.

3

Sorting and tagging

Helps in categorizing files for better management.

Proper organization simplifies file retrieval and enhances productivity.

02

User Accounts & Permissions

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Standard vs Administrator accounts

User accounts in Windows can be categorized into standard and administrator accounts.

1

Standard accounts

Limited permissions, suitable for general use.

2

Administrator accounts

Full access to system settings and configurations.

Understanding the differences aids in secure system management.



User Account Control (UAC)

UAC is a security feature that limits the access of applications. It prompts the user for permission when an application tries to make changes to the computer. This helps prevent unauthorized changes and malware installations.



Setting up passwords & PINs

Strong passwords and PINs are essential for securing user accounts. Best practices include:

- 1 Using a mix of letters, numbers, and special characters.
- 2 Regularly updating passwords to prevent unauthorized access.



Folder permissions

Folder permissions control access levels to files and directories. Permissions include:

Read

Allows viewing file contents.

Write

Permits editing or deleting files.

Execute

Enables file execution.

Setting appropriate permissions safeguards sensitive information.

03

System Customization

Personalizing themes, wallpapers, colors

Customizing the appearance of Windows enhances user experience. Options include:

Themes

Predefined or custom color schemes and backgrounds.

Wallpapers

Personal images as desktop backgrounds.

Such customizations reflect personal style and can improve mood and productivity.





Managing taskbar, Start menu, and desktop icons

The taskbar, Start menu, and desktop icons are pivotal for navigation. Customizing these elements includes:

1

Pinning frequently used applications to the taskbar.

2

Rearranging Start menu tiles for quick access.

These adjustments streamline workflow and access to tools.



Display settings

Optimizing display settings is crucial for comfort and usability. Key settings include:

Resolution

Adjusting the clarity of the display.

Scaling

Modifying the size of text and images.

Multiple monitors

Setups for increased workspace.

Proper display settings reduce eye strain and enhance productivity.



Accessibility features

Windows offers various accessibility features to assist users with disabilities. Notable features include:

1

Magnifier

A tool that enlarges parts of the screen.

2

Narrator

A text-to-speech tool for reading on-screen text.

3

High Contrast mode

Enhances visibility by altering color contrast.

These features ensure an inclusive computing experience for all users.

04

System Utilities & Settings



Task Manager

Task Manager is a powerful utility that allows users to monitor system performance. Key functions include:

1 Processes

View and manage running applications.

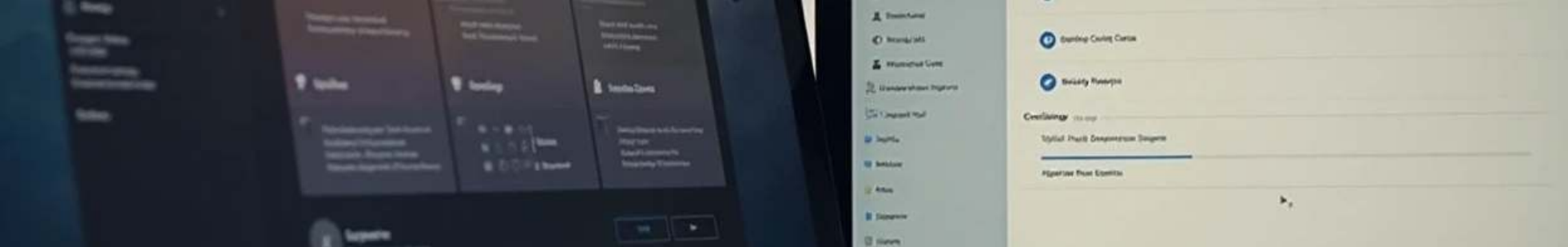
2 Performance tab

Displays system resource usage.

3 Startup apps

Control which applications launch at startup.

Knowing how to use Task Manager can help troubleshoot performance issues.



Control Panel vs Settings app

Understanding the differences between these two interfaces is essential:

Control Panel

Traditional interface for modifying system settings.

Settings app

A more modern and streamlined interface for basic settings.

Familiarity with both allows effective system management.

Disk Management

Disk Management is a tool for managing hard drives and partitions. Functions include:

1

Partition overview

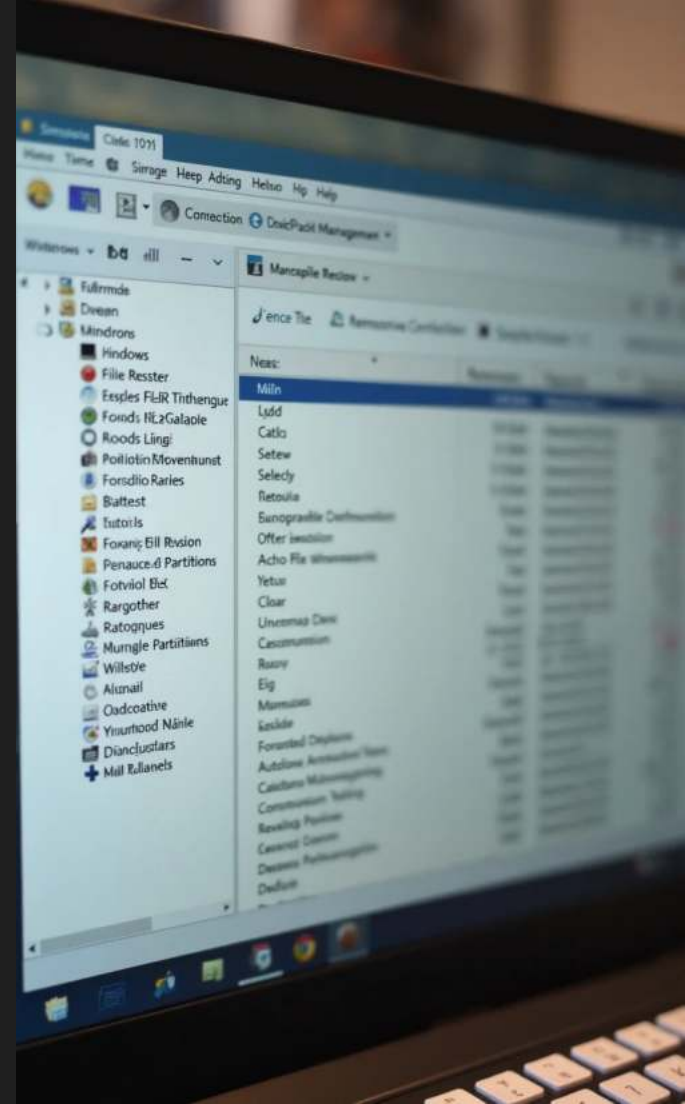
View and modify existing disk partitions.

2

Formatting basics

Prepare disks for use by erasing previous data.

Proper disk management optimizes storage and system performance.





Device Manager

Device Manager displays all hardware connected to the computer. Key functions include:

Viewing and managing device drivers.

Identifying hardware issues to troubleshoot effectively.

Understanding Device Manager is crucial for maintaining hardware functionality.

05

Networking Basics



Connecting to Wi-Fi & Ethernet

Connecting to networks is fundamental for Internet access. For Wi-Fi:

Search for available networks.

Input the password to connect.

For Ethernet:

Connect the cable and configure settings if necessary.

Establishing a stable connection ensures continuous Internet access.



Understanding IP address basics

IP addresses are integral to network communication. Key concepts include:

1

Dynamic IP

Changes periodically; assigned by the router.

2

Static IP

Remains constant; manually set on devices.

Grasping these concepts aids in network configuration and troubleshooting.



HomeGroup / file & printer sharing

HomeGroup allows users to share files and printers easily on a local network. Key features include:

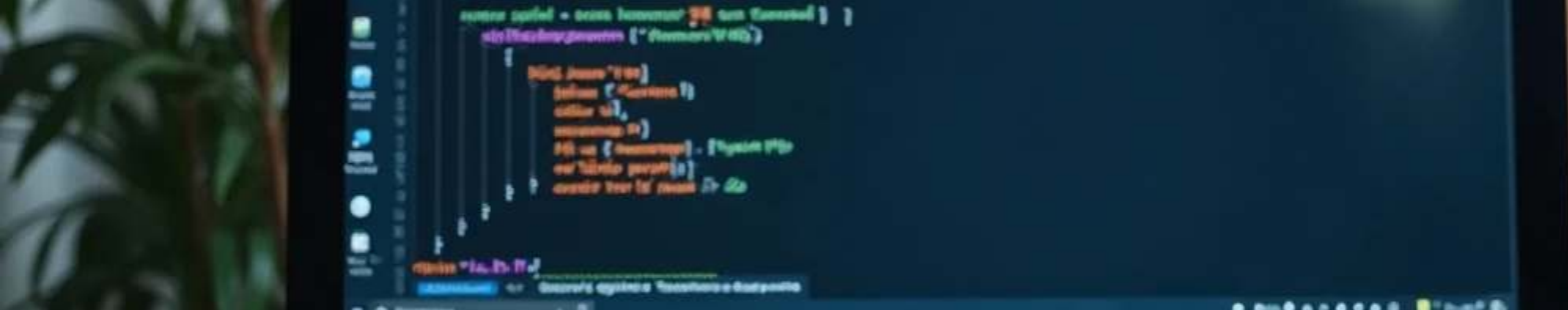
File sharing

Access shared libraries and files across devices.

Printer sharing

Utilize one printer from multiple devices.

These features enhance collaboration among users.



Network troubleshooting tools

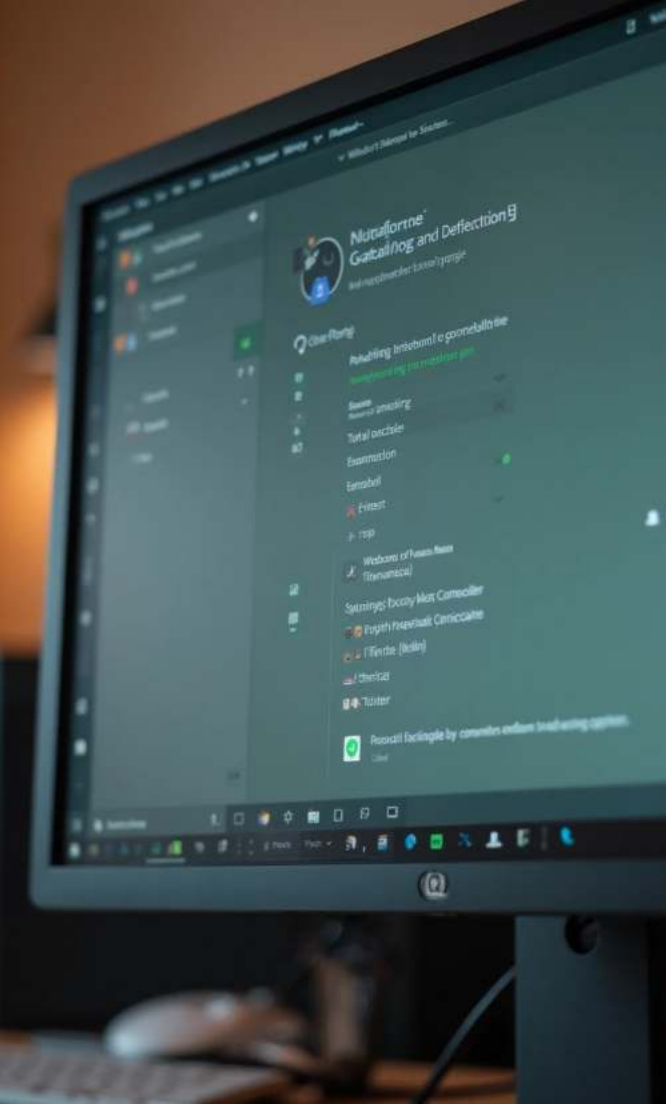
Various tools facilitate network issue resolution. Notable options include:

- | | |
|-----------------------------------|---|
| 1 Ping | 2 ipconfig |
| Tests the reachability of a host. | Displays current network configuration. |

Familiarity with these tools improves network maintenance capabilities.

06

Windows Security



Windows Defender & Firewall

Windows Defender provides real-time protection against malware. Key features include:

1

Scanning for threats

Regular checks for malicious software.

2

Firewall

Monitors and controls incoming and outgoing network traffic.

These security measures protect users from various online threats.



Updates & Patch Management

Regular updates are vital for system security. Key aspects include:

Windows Update

Automatic updates for system software.

Patch management

Ensuring applications are up-to-date.

Keeping software updated mitigates vulnerabilities.

Safe Mode & Recovery options

Safe Mode allows troubleshooting in a minimal environment. Recovery options include:

1

Reset this PC

Restores the system to factory settings.

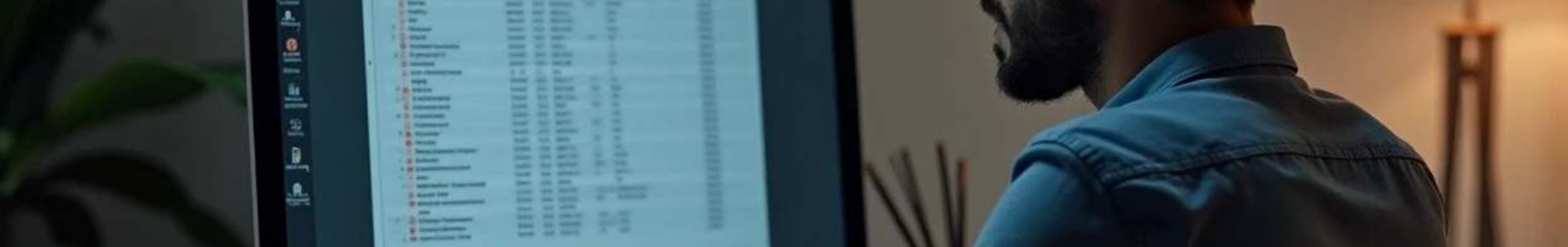
2

System restore

Reverts the system to a previous state.

These options are essential for resolving serious issues.





Recognizing & avoiding suspicious files/apps

Users must be vigilant about potential threats. Key tips include:

Avoid unknown sources

Download applications only from reputable sites.

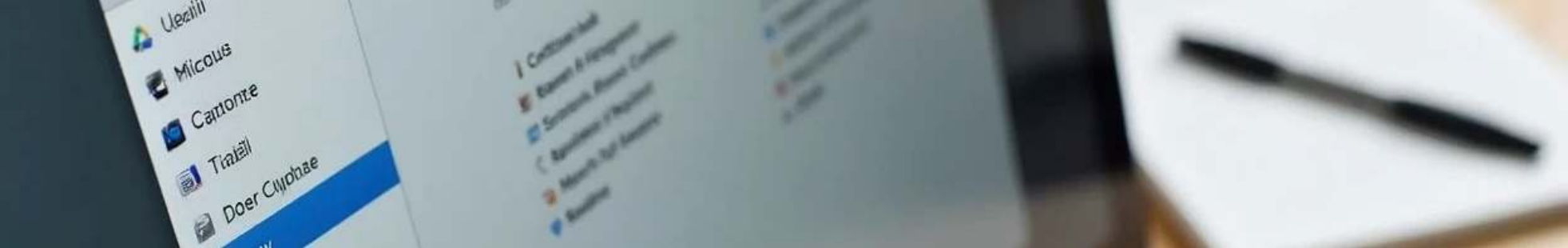
Scan files before opening

Use antivirus software to check files.

Recognizing suspicious behavior helps in preventing infections.

07

Productivity Features



Snipping Tool / Snip & Sketch

These tools facilitate screen capture functions. Key features include:

Snipping Tool

Capture regions of the screen.

Snip & Sketch

Enhanced features for annotated screenshots.

Using these tools aids in documentation and sharing information.



Virtual Desktops & Task View

Virtual desktops allow users to organize workspaces effectively. Key features include:

- 1 Task View**
Displays all open windows and desktops.
- 2 Creating multiple desktops**
Helps in categorizing tasks.

These features enhance multitasking capabilities.



Sticky Notes & Alarms

Sticky Notes and Alarms are helpful for reminders. Key functions include:

Sticky Notes

Quick and easy note-taking.

Alarms

Set reminders for important tasks.

These tools improve time management and organization.



Cortana / Search indexing basics

Cortana is a digital assistant that helps users find information quickly. Key functions include:

1

Voice commands

Allows hands-free operation.

2

Search indexing

Improves search speed for files and applications.

Utilizing Cortana improves overall efficiency.

08

Storage & Maintenance

Storage Sense & Disk Cleanup

Storage Sense automatically frees up space by removing unnecessary files. Disk Cleanup assists by allowing users to manually delete temporary files and system caches.



Checking disk space usage

Regularly checking disk space usage is essential for maintaining system performance. Understanding which files consume the most space allows for effective management.





Defragmentation vs SSD optimization

Defragmentation is necessary for traditional hard drives to improve performance, while SSD optimization requires different approaches due to their design.



Backup basics

Backup strategies are essential to protect data. Options include:

File History

Regular automatic backups.

OneDrive

Cloud-based storage for files.

Consistent backups safeguard against data loss.

09

Keyboard Shortcuts & Efficiency

Common keyboard shortcuts

Keyboard shortcuts streamline operations in Windows. Important shortcuts include:

Alt + Tab

Switch between open applications.

Win + Tab

Open Task View for multi-desktop management.

Win + D

Minimize or restore all windows.

Utilizing shortcuts enhances workflow efficiency.





File Explorer shortcuts

Specific shortcuts improve navigation in File Explorer. Notable shortcuts include:

1

Win + E

Open File Explorer quickly.

2

Win + R

Launch the Run dialog for applications.

3

Win + L

Lock the screen instantly.

These shortcuts save time during file management.



Screenshot shortcuts

Taking screenshots can be done quickly with shortcuts. Key combinations include:

Print Screen

Capture the entire screen.

Win + Shift + S

Capture a portion of the screen for quick notes.

These functions simplify the process of capturing information.



Clipboard history

Clipboard history allows users to store multiple items for copying and pasting.



Efficiency improvements

Regularly learning and practicing shortcuts can significantly improve overall efficiency while using Windows.

10

Troubleshooting & Support Tools

Event Viewer basics

Event Viewer logs all system events and can be essential for troubleshooting. Understanding how to navigate this tool aids in diagnosing issues.

Reliability Monitor

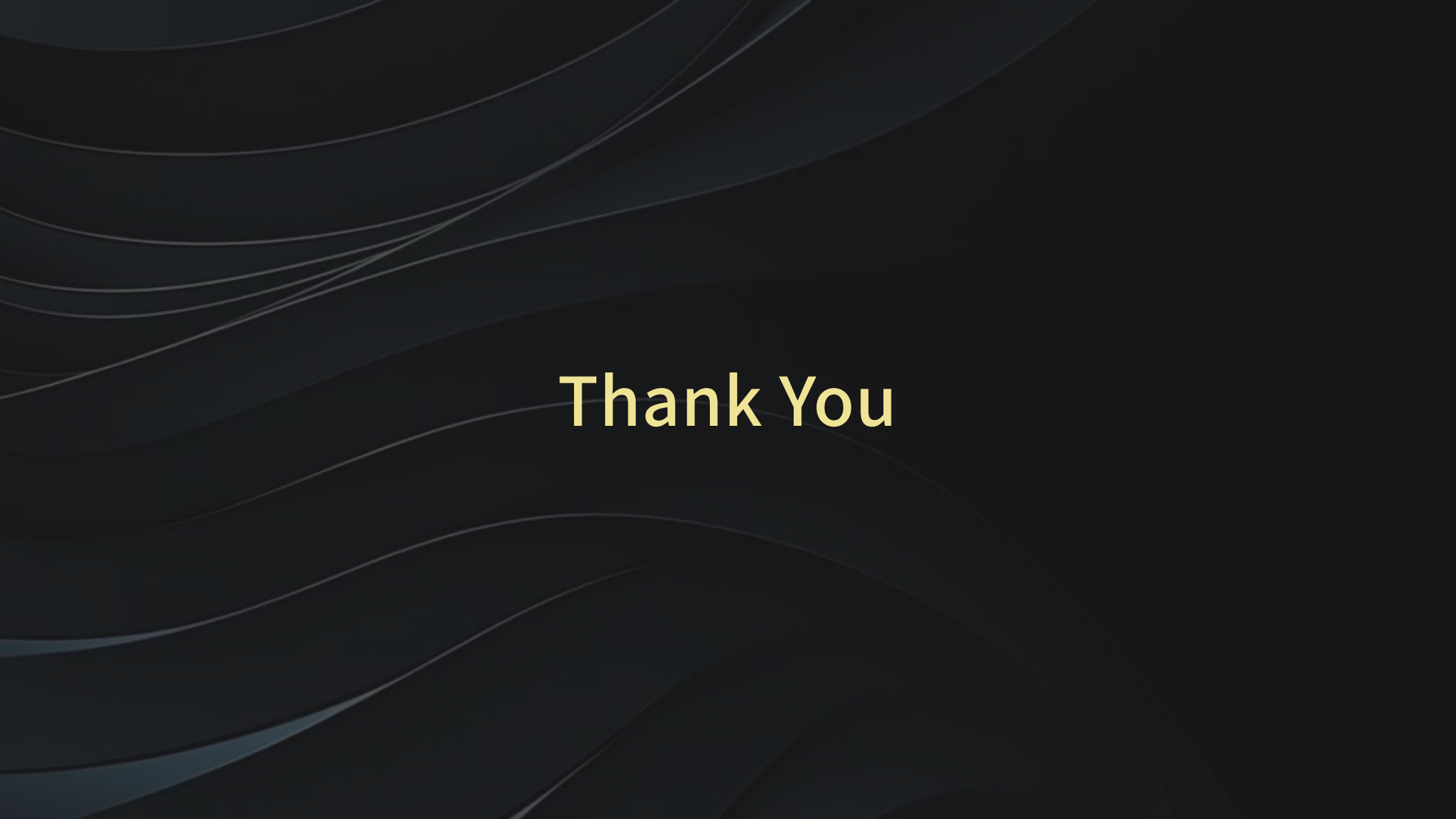
Reliability Monitor tracks system stability and provides insights into potential issues over time. Using it can help identify patterns in system failures.

Windows Troubleshooters

Windows Troubleshooters diagnose and resolve common problems automatically.

System Restore points

System Restore points allow users to revert their system to a previous state, useful for troubleshooting significant issues. Regularly creating restore points can safeguard against catastrophic failures.



Thank You