



# 25 BASIC COMPUTER TIPS

for

# Windows

Windows Simplified  
for the Everyday User

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# 25 Basic Computer Tips for Windows

## 1) How to Create a Custom Folder Icons for Each Folder

Folders can just be downright boring. Wouldn't it be nice to be able to change the icon from the plain vanilla folder to an icon or picture of your choice? Follow these simple steps below to customize the look of any folder.

### How To

1. Right-Click on the folder you wish to change the icon for.
2. Click **PROPERTIES**.
3. Click the **CUSTOMIZE** tab.
4. Click the **CHANGE ICON** button.
5. On the Dialog box that appears, you can either select one of the icons displayed, or you can navigate to, and use, a personalized picture of your own.
6. Click **OK**.
7. Click the **APPLY** button found on the **PROPERTIES** dialog box, and you have now changed the folder icon!

## 2) How to Make Your Fonts Look Better

Depending on the display you are using, you may be able to make the fonts on your screen look sharper and crisper. This may not seem like a big deal, but it really is, given that you probably spend the majority of your time behind a computer reading. A smoother font can definitely make for a better computing experience.

### How To

1. Click the **START** menu button and then click **SETTINGS**.
2. Type **ADJUST CLARITY TEXT** and hit the **ENTER** key.
3. If the Clarity Text dialog box does not appear on screen, check to see if it is minimized on your Taskbar.
4. Make sure to place a check in the box that reads, “**Turn on Clarity**” and click **NEXT**.
5. You will be walked through a several screens showing you different boxes of text. Simply select the one that looks best to you and continue to click **NEXT**. When you have completed the 5 questions, you will then click **FINISH**. The text on your display should now appear sharper and crisper for you.

## 3) How to Control When Windows 10 Updates

Unless you tell Windows 10 when it can and when it can't update, it will update when it wants, and that usually happens just before a big presentation, and can take upwards of an hour and a half with multiple reboots. Wouldn't it be great to be able to control when Windows can and cannot update your computer?

## How To

1. Click the **START** menu icon.
2. Click **SETTINGS**.
3. Click **UPDATE & SECURITY**.
4. Click **WINDOWS UPDATE** on the left.
5. Click **CHANGE ACTIVE HOURS** on the right.
6. Click the **CHANGE** link.
7. Enter a Start Time, and an End Time. Note: *These are the hours that you \*could\* be using your computer.*
8. Click **SAVE**.
9. DO NOT enable, "*Automatically adjust active hours for this device based on activity*".
10. Close the Settings Dialog Box.

## 4) How to Print a Selection from a Web Page

Sometimes you just may want to print a hard copy of something you find on the web. You can easily do that by following these easy steps below.

## How To

1. Highlight the text you want to print with your mouse.
2. Right-Click on the text you have highlighted and select **PRINT**.
3. The Print Dialog box will appear allowing you to determine which printer you want to print to, or if you want to save it as a PDF document. Note that the date will appear at the top left of the print-out, and the article title and source will appear at the top right of the printout.

## 5) How to Create a New Toolbar

In Microsoft Windows, a “Toolbar” is a shortcut to a folder on your computer that resides in the Taskbar at the bottom right of your screen near the clock, (the default position of the Taskbar is at the bottom of your screen). If you find yourself referring to several documents within a given folder frequently, creating a Toolbar shortcut to that folder can save you a lot of time.

## How To

1. Right-Click on the Taskbar and click **TOOLBARS > NEW TOOLBAR**.
2. Navigate to the folder that you want to create the shortcut to, and then select it.
3. Once selected, click **SELECT FOLDER**.
4. The new Toolbar shortcut folder will now appear on the right side of your Taskbar. If you click on it, you will see all of the contents of that folder listed for easy access.

5. To remove the Toolbar shortcut you just created, simply Right-Click on the shortcut and click **TOOLBARS**, and then the name of the shortcut. This will automatically remove the shortcut for you.

## 6) How to Enable the Windows Single-Click Option

Some people prefer to double-click on a file or folder to open it up, while others prefer to open that file with a single-click. Below are instructions on how to change the default setting from double-click to single-click.

### How To

1. Open File Explorer.
2. Click **VIEW** in the menu bar.
3. Click the **OPTIONS** icon (all the way on the right in the Ribbon Menu).
4. In the Folder Options Dialog Box that appears, under the “**Click items as follows**” (in the middle), select the radio button that reads, “**Single-click to open an item (point to select)**”.
5. You now can choose between, “**Underline icon titles only when I point at them**” (the default setting), and “**Underline icon titles consistent with my browser**”.

## 7) How to Paste Plain Text Without Formatting

Have you ever copied formatted text from one application and wanted to paste that text into another application as plain text? For many, the only solution was to paste that formatted text into Notepad in order to strip that text of all formatting. You would then have to copy that text from Notepad to the new application. There is a better way, one that will save you a lot of time.

To paste this as plain text, press **Ctrl+Shift+V** instead of the standard **Ctrl+V**, and the system will paste unformatted text.

### How To

1. Copy the formatted text from any application.
2. Place your cursor in the location that you want to past the text.
3. Press and hold, **Ctrl+Shift+V**
4. This will not work in all applications, but this will work for most applications.

## 8) How to Change the Program that a File Opens With

Sometimes you will find that when you double-click on a file (or shortcut), it opens that file in an application that you would rather not use. For example, by default, .html files will automatically open up in Microsoft Edge. But what if you don't want it to open up with Microsoft Edge, and instead, you want it to open up in a different web-browser? How do you change the file association from one program to another? Let's find out.

## How To

1. Simply right-click on the file in question and select **OPEN WITH** from the pop-up menu.
2. A Dialog box will open that reads, “How do you want to open this file?”
3. You can select the suggested application, or you can click **MORE APPS**.
4. After selecting the application that you would like to associate with the file in question, be sure to click the checkbox that reads, “**Always use this app to open .XXX files**” (where XXX is the file extension in question).

## 9) How to Quickly Maximize a Window

There are times when you want to quickly maximize the window you are viewing. You could click the square box at the top right-hand side of the window in question, but there are two other ways you could maximize the window, arguably faster.

## How To

1. You can quickly maximize a window by double-clicking on the top title bar of the window.
2. You could press and hold the **Windows** key + **Up Arrow** key at the same time.

## 10) How to Copy, Cut, and Delete Multiple Files at the Same Time

Copying, Cutting, or Deleting multiple files at the same time is one thing any Windows user will find themselves doing, soon or later. The instructions listed below show you exactly how to do this.

### How To

If you wish to Copy, Move or Delete multiple files, you can easily do this by selecting the first file with your mouse while holding down the **Shift** key, and then select the last file by clicking it with your mouse. This will highlight all the files between the first file selected and the last file selected.

To select individual files, click a file with your mouse, hold down your **Ctrl** key, and then click other individual files you wish to **COPY**, **CUT**, or **DELETE**.

Whichever method you choose, simply right-click on the selected files and you choose **COPY**, **CUT**, or **DELETE**, from the pop-up menu.

## 11) How to Bypass the Recycle Bin

Personally, I find this to be extremely annoying. When I delete something, I want to delete it. When you throw something in the kitchen trash in your home, do you ever think, you know what, you just never know, I might want to pick through my kitchen trash later in case I might want to eat something I find in there. No, that is disgusting. Well, here is how you can easily bypass the trash can.

## How To

1. Right-click on the Recycle Bin icon on the desktop and select Properties.
2. Select the option for "Do not move files to the Recycle Bin. Remove files immediately when deleted" or "Do not move items to recycling bin once deleted."
3. Click Ok.

## 12) How to Use Snap Assist in Windows

This is one feature that I use ALL the time. It helps me stay organized, and once you try it, you will wonder how you ever lived without it. OK, maybe that is a bit extreme, but I am confident that you will find this ESPECIALLY useful in your everyday work environment.

There are seven (7) different fixed positions that you place an active window (an open application). They are full screen, right half of the screen, left half of the screen, top right, bottom right, top left, bottom left.

## How To

- **Full Screen** – drag the title bar to the top center of the screen.
- **Right Half of Screen** - Drag the title bar to the middle-right edge of the screen.
- **Left Half of Screen** - Drag the title bar to the middle-left edge of the screen.
- **Top Right** - Drag the title bar to the top right corner of the screen.

- **Bottom Right** - Drag the title bar to the bottom right corner of the screen.
- **Top Left** - Drag the title bar to the top left corner of the screen.
- **Bottom Left** - Drag the title bar to the bottom left corner of the screen.

## 13) How to Rename Multiple Files at the Same Time

If you have imported dozens of vacation photos to your computer, they make look something like, DSIMG001.jpg, DSIMG002.jpg, DSIMG003.jpg, etc. This naming convention has no meaning whatsoever, especially when you have hundreds of photos that you have imported.

Moreover, the next time that you import hundreds, or even dozens of pictures, they will follow the same naming convention, and if not changed, the new images might look something like this, DSIMG001 (2).jpg, DSIMG002 (2).jpg, DSIMG003 (2).jpg, etc. Not only is this meaningless, but it can quickly become confusing.

Wouldn't it be great to be able to rename all of these files to something meaningful and easy to understand? The steps listed below provide the answer.

### How To

1. Open File Manager.
2. Select all the files you want to rename by highlighting them with your mouse.

3. Once the files have been highlighted, press the F2 key and type the new name for the files. For example, typing "example" will rename the files to Hawaii Vacation, Hawaii Vacation (01), Hawaii Vacation (02), Hawaii Vacation (03) etc.

## 14) How to Create a Desktop Shortcut

Shortcuts make it easy to open familiar documents or spreadsheets, or even an application that you use often. Creating a shortcut is really simple.

### How To

1. Right-Click on the Desktop.
2. Click **NEW > SHORTCUT**.
3. Click the **BROWSE** button.
4. In the dialog box that appears, click **THIS PC > DOCUMENTS**.
5. Select the document that you wish to create the shortcut to and then click **OK** on the "Browse for Files or Folders" dialog box.
6. Click the **NEXT** button on the Create a Shortcut dialog box.
7. Name the Shortcut to whatever you desire.
8. Click **FINISH**.

## 15) How to Delete One Word at a Time

When editing a document, sometimes reaching for your mouse can be time consuming, especially when you have a lot of editing to do in a given document. Wouldn't it be great to be able to delete one word at a time instead of waiting for your backspace key to delete one character at a time? Are you tired of using your computer mouse to delete lines of text in your document? Follow these steps for learn a better way.

### How To

When running a program in Windows, you can delete one full word at a time. Simply move the cursor to the end of the word you want to delete and press and hold the Ctrl key. While holding the Ctrl key, press the backspace key and the words will disappear one at a time.

## 16) How to Zoom In and Out

Computer displays have come such a long way, making it even easier to read small text on the screen, but let's face it, the older you get, the more difficult it is to read small text. This is where this tip comes in really handy.

### How To

#### **Use the Keyboard and Mouse**

If you press and hold the Ctrl key and use the scroll wheel on your mouse, you can zoom in or zoom out to see whatever your mouse is hovering over.

#### **Use the Keyboard Only**

You can use the keyboard by pressing and holding the Ctrl key while pressing the - (minus) key to zoom out, or the + (plus) key

to zoom in. You can use this key combination to zoom in and out of a webpage or document.

### **You can Reset the Zoom Level**

You can quickly revert back to the normal zoom level by pressing and holding the Ctrl key and the 0 (zero) key at the same time.

## 17) How to Keep Any Window on Top of Every Other Window

For added security, you can require users to press **Ctrl+Alt+Delete** before signing in. This guarantees that the authentic Windows sign-in screen appears, protecting the system from programs that mimic a sign-in to retrieve password info.

### **How To**

1. Click the **SEARCH** icon in the Taskbar.
2. Type **NETPLWIZ** and hit the Enter key.
3. Click the **ADVANCED** tab User Accounts dialog box.
4. Place a check in the checkbox at bottom of the User Accounts dialog box under the **Secure Sign-in** section that reads, "**Require users to press Ctrl+Alt+Delete**".
5. Click **OK**.

## 18) How to Make Text Bigger Throughout All of Windows

Earlier, I showed you how to zoom in and out so that you could temporarily see something closer. But what if you really need to see larger text every time you use Windows? This tip will enlarge the text throughout all of Windows.

### How To

1. Open the **Settings** app.
2. Find the section, "Ease of Access" and click on it.
3. On the left side of the Settings dialog box, click **Display**.
4. In the panel to the right, move slider from left to right to adjust the size of the text that you want to be displayed throughout Windows.
5. Once you have determined the size that works for you, click **APPLY**.

## 19) How to Password Protect an Office Document

You can password protect a document. This means that only people who know the password will be able to read the document. If one attempts to open the document, they will be presented with a dialog box where they are required to enter the correct password in order for the document to open up.

This can come in really handy for sensitive documents like contracts, legal documents, your personal journal, or any other document that you do not want people reading without the password you created in order to read it.

## How To

1. Open the Microsoft Word document you would like to password protect.
2. Click **File**.
3. Click **Info**.
4. Click the **Protect Document** icon in the right panel.
5. Select **Encrypt with Password** from the drop-down menu.
6. Enter a password of your choice. There are no restrictions on the password that you choose. Just remember that the password you choose is cAsE sensitive. Additionally, if you lose or forget the password, it cannot be recovered.

## 20) How to Quickly Find Text Using the Ctrl-F Shortcut Key

Have you ever found yourself reading a document or perusing an article online looking for something in particular? Wouldn't it be great to be able to search for a word or phrase within that article without having to read the entire article? That's where this tip comes in. This is one tip that I use every day, and it will save you a TONN of time.

## How To

1. Place your cursor in the document (or article).
2. Press and hold the **Ctrl+F** keys at the same time.
3. At the top of your screen, (sometimes the bottom of the screen depending on the web-browser being used), you will find a search field.
4. Simply enter the word or phrase you wish to search for within the document or online article and hit the Enter key. This will show you the word or phrase you have searched for.

## 21) How to Make the Taskbar Icons Smaller

One of the first things I do when I set up Windows on a new computer is to reduce the height and icons found in the Taskbar. It is just a personal preference, but it makes me feel like I have more screen display.

### How To

1. Right-click on the Taskbar and click **Taskbar Settings**.
2. The fourth item listed on the right reads, “**Use small taskbar buttons**”. **Enable** this setting.

## 22) How to Uninstall a Windows Application

No doubt, there will come a time when you will want to uninstall an application that you have installed. It may be something that a family member installed, or maybe a program that you just do not use anymore. To uninstall an application, follow the steps listed below:

## How To

1. Click the **START** menu button.
2. Click the **SETTINGS** icon.
3. Click the **APPS** icon .
4. Click **APPS & FEATURES** on the left.
5. In the panel on the right, scroll down and **select the program** that you wish to uninstall.
6. Click **UNINSTALL**.
7. Click UNINSTALL on the popup that reads, “This app and its related info will be uninstalled”.
8. When the dialog box appears on your screen that reads, “**Do you want to allow this app to make changes to your device?**”, click **YES**.
9. You will then be presented with the application’s built-in uninstaller that will walk you through the rest of the uninstall process.

## 23) How to Quickly Terminate a Program

Have you ever found yourself in a program on your computer only to find prying eyes trying to see what you are working on? Instead

of abruptly closing that laptop lid, use this keyboard shortcut to promptly close out of whatever active windows is displaying. Try it now and practice.

## How To

If you press the **ALT+F4** keys on an active window, it will immediately close out that application.

## 24) How to Restore a Closed Tab in your Web Browser

There may come a time when you inadvertently close a browser tab. Some web browsers do not have the option to right click and “Restore Tab”, so this tip will come in real handy. I prefer to use this keyboard shortcut anyway, as it allows me to restore the tab in my browser faster anyway.

## How To

- Simply press and hold the **Ctrl+Shift+T** keys at the same time. This will restore the last tab you closed. If you closed multiple tabs, press, and hold the **Ctrl+Shift** keys while repeatedly hitting the **T** key. Doing so will restore all tabs that were closed.

## 25) 9 Essential Keyboard Shortcuts to Increase Your Productivity

Shortcut keys will make you so much more productive in your daily tasks. Below are the 9 most popular shortcut keys that every computer user should know.

## How To

<b>Ctrl+A</b>	Select All
<b>Ctrl+C</b>	Copy
<b>Ctrl+X</b>	Cut
<b>Ctrl+V</b>	Paste
<b>Ctrl+Z</b>	Undo
<b>Ctrl+Y</b>	Redo
<b>Ctrl+B</b>	Bold
<b>Ctrl+U</b>	Underline
<b>Ctrl+I</b>	Italicize