How Can I Restore the Familiar Explorer File View in Windows 10?

Question: *Since upgrading to Windows 10, Explorer seems to have developed a mind of its own. Instead of listing all of my drives and folders, I can only see options such as the last used folders and files. Do I have to learn to live with this in Windows 10, or can I restore the familiar Explorer view which I know and love?*
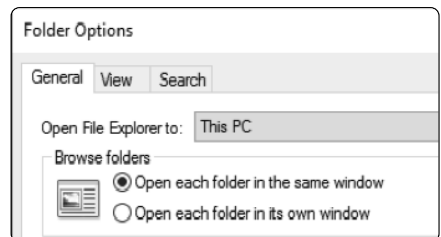
Charles Marshall

Answer: Microsoft have updated Explorer with a few new features, and the one you are seeing is called Quick Access. This feature gives you immediate access to your files and folders. In the top part of the window you see the folders you've recently used, and at the bottom you'll see the files you've previously used.

Folders and files that you don't use again are removed from the list and replaced with more recently used files and folders.

The Quick Access feature is therefore constantly changing, and can seem very confusing.

Fortunately, you can quickly restore the old Explorer window showing This PC if you want to:

1. In Explorer, click on the **View** tab, and then click on the **Options** button.

2. On the **General** tab, change the **Open File Explorer** to drop-down list from **Quick Access** to **This PC**.

3. Click **OK**. Close Windows Explorer and open it again, and the familiar Explorer view will be restored.

Apply this setting to get the familiar Explorer view back

Questions & Answers

Can I Find Out Which IP Address is Hidden Behind a Website?

Question: *I know that there is an IP address that corresponds to the name of every website. Is there a way of finding out what it is? And vice versa I would also be interested to find out the domain names that correspond to a particular IP address. How can I do this?*

Michael Smith

Answer: The question of how to find the IP address behind a particular website is a very common one. Many people wonder how they can find the IP address that corresponds to a website name, and conversely which websites correspond to an IP address.

There are many special tools for this job but Windows has a free tool built in: nslookup.
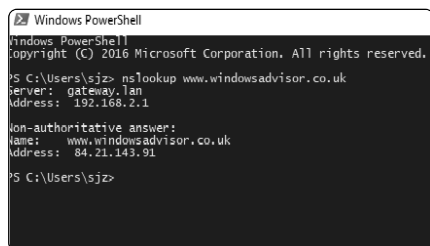
To run the tool, first open the Command Prompt by pressing (⊞) + (R), typing **CMD** and clicking **OK**.

Alternatively, in Windows 10, press (⊞) + (X) and click **Windows PowerShell**. At the command prompt, type **nslookup** and press (Enter).

The program will launch in interactive mode, which you can use to check IP addresses and URLs:

- To find the IP address of a website, type **nslookup <website>**. The tool then checks the IP address of the host name via your default DNS server and displays it on screen.

- Alternatively, you can perform a reverse request by typing an IP address to find the website associated with it. Note, this depends on your DNS provider, and may not work on your system.

Use the **exit** command, followed by (Enter) to leave interactive mode.

nslookup shows the IP address of the Windows Advisor website

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I Lose Track of Opened Windows because they are Grouped Together – What Can I Do?

Question: *I usually have multiple applications open at the same time on my Windows PC. Sometimes the taskbar is so full that the opened applications are automatically grouped together and I have to click through all the taskbar icons until I find the application I require. Is there another way in Windows to quickly select an opened window?*
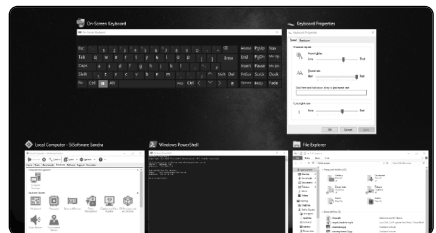
Rachel Miller

Answer: You can get a quick preview of all the opened windows if you press the ⊞ + Tab key combination. You don't even have to click on the taskbar first because Windows displays the opened windows next to one another on screen.

From here you can easily select the window that you require.

Use the left and right arrow keys to scroll between select the open windows. If you keep the ⊞ key pressed, you can also scroll through the open windows by rotating the mouse wheel on Windows 8.1 and earlier.

To choose an open window, either click on it, or release the ⊞ and Tab keys with the window you'd like to switch to selected.

Press ⊞ + Tab to quickly switch between windows

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How Can I Disable the Office Activation Assistant Once and for All?

Question: *I successfully installed Office onto my Windows PC, then I re-booted* the PC and opened Word for the first time. The program then informed me

Questions & Answers

of a necessary activation which I therefore immediately launched. By way of confirmation, I received a message saying that my Office had been successfully activated. However, after a few days, the Activation Assistant messaged me again and keeps doing so in irregular intervals. How can I disable the Office Activation Assistant once and for all?

George Brown

Answer: The Activation Wizard is usually only displayed if you've had a system crash and an Office application was open at the time of the crash.
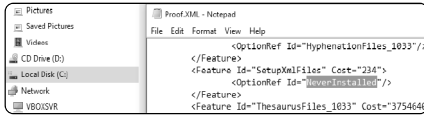
Damaged installation files can also cause the wizard to be activated. These problems are caused by a corrupt setting in the Proof.xml file, which you can correct as follows:

1. Press (⊞) + (E) to open Windows Explorer.

2. Navigate to the Office installation folder at: **C:\Program Files (x86)\CommonFiles\ MicrosoftShared** (64-bit systems), or **C:\Program Files\ CommonFiles\Microsoft- Shared**

3. Open the Office folder. The name of the folder differs depending on which version of Office you're using. Consult the table below for the correct version number.

4. Open the **Office Setup Controller** folder and there double-click on the **proof.en** folder.

5. Right-click on **Proof.xml** and then click on **Open with > Notepad.**

Office Version	Folder
Microsoft Office 2003	OFFICE 11
Microsoft Office 2007	OFFICE 12
Microsoft Office 2010	OFFICE 14
Microsoft Office 2013	OFFICE 15
Microsoft Office 2016	OFFICE 16

6. Change the entry under **SetupXmlFiles** from **Always-Installed** to **NeverInstalled** as shown below:

Get around the constant activation demands from Microsoft Office

7. Save the file and you can open Office again without the Activation request.

Extra Tip: Encrypt Sensitive Data on Your Removable Drives

Sensitive data that could fall into the wrong hands should be encrypted. To do so, I recommend that you use the VeraCrypt program. You can encrypt the sensitive data on your USB drive as follows:

Download VeraCrypt from the Downloads area of the Windows Advisor website, www.windowsadvisor.co.uk. After downloading the file, double-click on it and follow the prompts on screen to complete the installation.

1. After installation, launch the program.

2. Click the **Create Volume** button. Ensure the **Create an encrypted file container** option is selected and click **Next**. Keep the **Standard VeraCrypt** **volume** option selected and click **Next**.

3. On the Volume Location screen, click the **Select File** button and navigate to your USB memory stick. Type a name for the file and click **Save > Next**. Click **Next > Next**.

4. Type in a strong password in both text boxes. This should be one that contains a mix of upper- and lowercase letters, special characters (!, $, ^, etc.) and numbers. Click **Next** to proceed.

5. Now, you need to randomly move your mouse around – the more you do this, the stronger the encryption will be.

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Click **Format** > **OK** > **Next** > **Cancel**.

Your encrypted file will now be created, and you can use it to securely store your data.

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How Can I Find Out if Someone has Copied Data from My PC onto a USB Flash Drive?

Question: *I have important data on my PC, including detailed financial records and my will. Since the PC is in an unlocked room and I don't have any special security measures in place, practically anyone could access my PC and copy information from it onto a USB flash drive.*

How can I check if this has happened and better still, how can I stop it from happening?

Carl Harrison

Answer: By default, the built-in features of Windows will not let you do this, so you need to use the free USB-Deview program.

USBDeview shows you a list of drives that are currently attached to your computer, and ones which have been connected previously, and will let you know if anyone has copied data from your PC.

Download the latest version of USB-Deview from the Downloads area of the Windows Advisor website, www.windowsadvisor.co.uk.

Open Explorer by pressing ⊞ + Ⓔ , navigate to the folder you downloaded the tool to, then double-click on **USB-Deview. exe** to launch the program.

Device Name	Description	Device Type	Connected	Safe To Un
0000.0012.0000.001.00...	USB Input Device	HID (Human Interface D...	No	Yes
0000.0012.0000.001.00...	USB Input Device	HID (Human Interface D...	No	Yes
0000.0012.0000.002.00...	USB Input Device	HID (Human Interface D...	No	Yes
0000.0012.0000.002.00...	USB Input Device	HID (Human Interface D...	No	Yes
0000.0012.0000.004.00...	USB Input Device	HID (Human Interface D...	No	Yes
0000.0012.0000.004.00...	USB Input Device	HID (Human Interface D...	No	Yes
Port_#0001.Hub_#0001	USB Composite Device	Unknown	No	Yes
Port_#0001.Hub_#0001	USB Input Device	HID (Human Interface D...	No	Yes
Port_#0001.Hub_#0003	USB Input Device	HID (Human Interface D...	No	Yes
Port_#0002.Hub_#0001	USB Composite Device	Unknown	No	Yes

USBDeview shows which drives have accessed your system

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