

What's Going On with Windows 10 Updates?

In times gone by, we'd bring you a full article explaining the changes in the latest feature update for Windows 10, but the last time we did that was for the May 2019 Update. What's been going on since then?

Well, those feature updates are still arriving, and they've been doing so roughly every six months. We've had the November 2019 Update and the May 2020 Update, and more recently the October 2020 Update (codenamed '20H2' for the second half of 2020). As we speak, Microsoft is working on '21H1', due in the Spring.

The difference nowadays is that these updates don't need a whole article. If we combine 20H2 and 21H1, the notable changes can be summarised in a single short paragraph:

The 'System' page of Control Panel is disappearing, with everything it contained moving to the Settings app. There are some stylish new icons appearing for Microsoft apps and features. The Start menu is being tweaked to look better for anyone choosing to use the recently-added Light theme. The search box on the taskbar is getting narrower to take up less space. And that's pretty much it – two updates' worth of changes.

Rumours abound that feature updates will soon arrive only once a year. Microsoft is working on a new operating system named (with the company's usual lack of imagination) Windows 10x, to be sold on new tablet computers, and it's said that things will move more slowly for Windows 10 as a result.

No news on feature updates?

They're still arriving...

...but changes are few!



You can catch up
at any time

If you ever feel you're getting too far behind with these feature updates and you want to catch up, you can always upgrade to the latest at a time of your choosing by using Microsoft's Update Assistant. Just visit the URL below and click Update now:

www.microsoft.com/en-gb/software-download/windows10

It's best just
to wait

With so little to get excited about, however, my recommendation is not to do that. Just leave things as they are and let nature take its course!



Quickly Add Today's Date to a Word Document

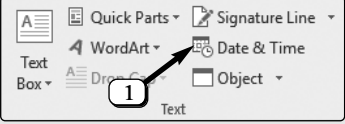
Word can insert
the date with
two clicks

You're writing a letter in Microsoft Word and, in good letter-writing style, you want to put the date at the top. You could type it yourself, of course, but Word can do it for you. And, after a quick bit of setting-up, it can do it with two clicks (or with one click and one key-press). Here's what to do:

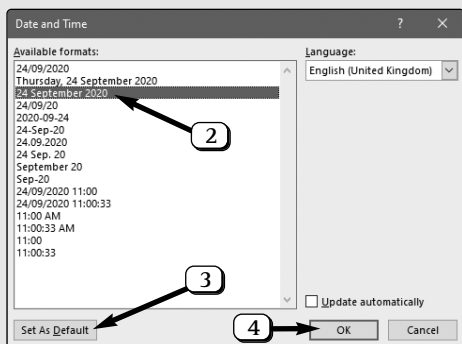


Choose your
preferred format

Set it as the
default format

1. Position the cursor at the point in your document where the date should appear.
 2. Switch to the **Insert** tab on the Ribbon.
 3. In the 'Text' group, click the **Date & Time** button **(1)**.
- 
4. Now you'll see the dialog below, showing a list of date and time formats. Click the one you want to place in your document **(2)**.
 5. Now comes that quick bit of setting-up. At the bottom of the dialog, click the **Set As Default** button

3 and click Yes in the message that asks if you want to set this format as the default.



6. Click OK 4 or press Enter and the date appears in your document using the format you've chosen.

Next time you need to do this, it will be quicker still, as I mentioned. After clicking the Date & Time button 1, the date format you've just chosen (and set as your default) will already be selected for you, so you just need to click OK 4 or press Enter.

Do this faster in future



Keep an Eye on the Time in Another Time Zone

If you have relatives abroad, you're probably anxious not to telephone them in the middle of the night. For their part, fond of you as they are, they're probably just as anxious you don't do that!

Family or friends living abroad?

The way you avoid that is obviously by checking their local time before you pick up the phone, and Windows has a nifty, if rather well-hidden, way to help you do so.

The clock can tell you the time in their location

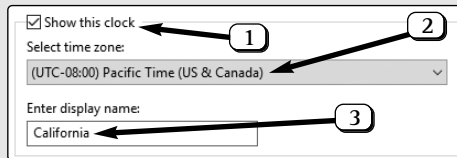


Set up one of the extra clocks

Hold the mouse over the clock on the taskbar

The clock on the taskbar, which tells you the time where you are, can also tell you the time in up to two other time zones. As you'd expect, it takes account of daylight-saving time in those places automatically, just as it does with our own BST and GMT. Here's how to set up one (or both) of those extra clocks:

1. Right-click the clock on the taskbar and choose **Adjust date/time** from the menu.
2. **Windows 10:** at the right of the page, click the link that reads **Add clocks for different time zones**.
Windows 8.1 or Windows 7: in the dialog that has just opened, switch to the **Additional Clocks** tab.
3. Tick the box beside the upper of the two **Show this clock** checkboxes (1), then find and select the required time zone from the drop-down list (2). Finally, type any name you like for this clock (3), such as 'California' or 'Cousin Mabel'.



4. To track a second time zone, tick the other **Show this clock** box and set that up in the same way.
5. When you've finished, click **OK** to close the dialog. In future, hold the mouse over the clock and you'll see the time in the extra time zone(s) you've set up as well as our own 'Local time'.

