

Subject Overview (All Topics since update 4/2020)

Internet/Networking

G 506 - Google Chrome: Free Extensions for Better Browsing

I 710 - Internet Addresses: How Do They Work?

I 774 - Internet Problems: Why Isn't It Working?

M 326 - Microsoft Edge: Research Online Using Collections

W 090 - Web Browsing: Private and Ad-Free with Adblock Plus

W 086 - Web Browsing: Keep Your Surfing Private

W 150 - Wi-Fi: Safe Surfing When Travelling

Optimisation

B 452 - Bluetooth: Wirelessly Connect Nearby Devices

C 6 - Configuration: 7 Essential Steps to Optimise Your PC

F 204 - File Explorer: Choose the Best Settings for Easy Use

M 544 - Monitor Trick: Work More Easily with Two Screens

P 818 - Printing: Take Control of Your Print Settings

T 004 - Tablet Computer: A Practical Choice?

R 145 - Registry: Edit Hidden Windows Settings

T 045 - Taskbar Tips, Tricks and Tweaks

T 45 - Tuning: Vital Tools for Super-fast Performance

U 560 - Uninstall Apps and Programs Successfully

V 340 - Vision Trouble? Make Windows Easier to Use

W 320 - Windows Controls: Understand What You're Seeing

Productivity

C 010 - Calendar: Appointments & Reminders in Windows 10

C 536 - Copying and Moving Files on Your PC

D 332 - Display Your Photos as a Screensaver

D 930 - Dropbox: Keep Documents and Photos Online

E 651 - Email: Your Own Personal Address

E 882 - Excel: An Accounts Spreadsheet from Scratch

E 893 - Excel: Copy Spreadsheet Data to Word

E 910 - Excel: Make Your Spreadsheets More Readable

E 915 - Excel: Quick Tips to Improve Your Spreadsheets

F 214 - File Explorer Tips & Tricks

F 216 - File Extensions: What Type of File is This?

I 526 - Internet: 10 Tips for Smarter Web Browsing

K 260 - Keyboard Tips: Make Typing More Comfortable

M 384 - Microsoft Outlook: Tips & Tricks with Email

M 650 - Mouse Tips: Control the Pointer More Comfortably

M 934 - Music Playlists: Make Your Own Mix

M 940 - Music: Record LPs and Tapes to Your PC

M 950 - Music Streaming on Your PC or Phone

O 187 - Office 2019: What's New in the Latest Version?

P 354 - Photo Printing the Quick and Easy Way

P 410 - Pictures: Find Free Images Online

R 416 - Ribbon: Handy Tips to Work More Easily

S 065 - Scan Paper Documents into Your PC

S 103 - Screenshots: Capture Pictures of Your Screen

S 338 - Skype: Free Video Chatting Online

T 43 - Tools: Essential Free Tools for Windows Users

T 986 - Type Foreign Characters & Symbols on Your PC

Subject Overview (All Topics since update 4/2020)

W 21 - Word: Fast Fixes to Common Problems

W 436 - Word: Add Style with Borders, Lines and Text Effects

W 522 - Word: Include Text & Pictures from External Sources

W 524 - Word: Inserting and Formatting Pictures

W 533 - Word: Print Address Labels with Mail Merge

W 549 - Word: Solve Problems with Pictures

W 582 - Word: Using Tab Stops

W 594 - Word: Work Faster with Automatic Helpers

Security

E 503 - Email: Protect Your Account from Spam

I 080 - Identity Theft: How to Keep Yourself Safe

O 160 - Office: Safeguard Your Sensitive Documents

O 436 - Online Privacy: 3 Ways to Beat the Trackers

S 058 - Scam Alert: Top Threats to Avoid

T 980 - Two-Factor Authentication: Protect Your Online Accounts

System Protection

B 8 - Backup: Ultimate Guide to Securing Essential Data

F 256 - File Safety: Back-up Your Personal Files

F 660 - Forgotten Your Windows Password?

O 270 - Old Computer: What Can I Do With It? Troubleshoot

E 904 - Excel: Fix Common Problems Yourself

S 33 - Shutdown Problems Solved in Seconds

S 393 - Slow PC? Get Rid of Startup Programs

Windows 10

F 220 - File History: Easy Backups in Windows 10

R 155 - Reminders in Windows 10 with Microsoft To Do

W 282 - Windows 10: News & Interests on the Taskbar

W 284 - Windows 10: Personalise Your Desktop

W 294 - Windows 10: Top Tips and Hidden

Windows Advisor Index Update 12 2021

A

Aero:

- TroubleshootingV 14/2

Application:

- Priority Setting C 6/5

Audio CDs: Copy Music to Your PC

- Before You Start: Set Up Windows Media PlayerA 740/2 4/20-24

- How to Play the Music Stored on Your Computer A 740/9 4/20-31

- Step by Step: Copying Music Tracks from an Audio CD A 740/4 4/20-26

- Where to Find Your Music on Your PC A 740/8 4/20-30

B

Backup:

- Hard Drive..... B 8/1

Back up: Ultimate Guide to Securing Essential Data: B 8/1

- Clone Your PC's Hard Disk for Quick Restoration B 8/12

- Easily Archive Essential Files to a CD B 8/4

- Essential Hard Disk Areas to Archive B 8/14

- Keep Your PC's Data Protected Against a Serious System Crash B 8/2

- Protect Against Hard Disk Failure B 8/5

Bluetooth: Wirelessly Connect Nearby Devices

- Bluetooth in Action: Connect Devices Wirelessly..... B 452/10 8/21-28

- Find Out Whether Your PC Has Bluetooth B 452/4 8/21-22

- Getting Started: Discoverability and Pairing B 452/6 8/21-24

- What is Bluetooth and Why is it Useful? B 452/2 8/21-20

Broadband:

- Optimisation T 45/9

C

CacheTuning C 6/9

Calendar: Appointments & Reminders in Windows 10

- Busy life? Set Precisely Timed Appointments C010/8 1/21-28

Windows Advisor Index Update 12 2021

- Find Your Way around the Calendar WindowC010/2 1/21-22
- How to Edit or Delete AppointmentsC010/11 1/21-31
- How Windows 10 gives You RemindersC010/14 1/21-34
- Quick Calendar access from the Taskbar's Clock C010/16 1/21-36
- Quick Start: a Simple 'All Day' AppointmentC010/5 1/21-25
- Repeating Events: Birthdays and Anniversaries C010/9 1/21-29

Chrome

- Bookmarks, see Bookmarks & Favourites: Revisit Websites Easily
- Optimisation, see Chrome Browser Optimisation

Clonezilla, see Data Backup with an Exact Copy

Command Prompt: What It Is and How to Use It

- Command Prompt Basics: Commands, Arguments and Switches.....C495/3 11/20-19
- Command Prompt When You Need It, How to Find the.....C495/6 11/20-22
- Essential Commands for Getting Things DoneC495/14 11/20-30
- Introduction to the Command Prompt, A Quick.....C495/2 11/20-18
- Navigating Your Drives and Folders, Getting Around.....C495/8 11/20-24

Configuration: 7 Essential Steps to Optimise Your PC:.....C 6/1

- Configure Your PC for Improved Performance.....C 6/2
- Free-up System Resources.....C 6/14
- Make Windows Startup Faster and Run Less Sluggishly.....C 6/11
- Run Your Most Important Applications at High Priority.....C 6/5
- Save Hard Disk Space by Disabling System RestoreC 6/13
- Save Precious Hard Disk Space.....C 6/12
- Save Valuable System Resource.....C 6/7
- Speed-up Transfers Between Your RAM and Hard Disk.....C 6/9

Copying and Moving Files on Your PC

- Help! I've Made a Mistake!.....C 536/14 4/21-32
- Make a Safety Copy of a File before Editing!.....C 536/13 4/21-31

Windows Advisor Index Update 12 2021

- Method 1: Use Drag-and-Drop.....	C 536/4	4/21-22
- Method 2: Use Cut/Copy and Paste.....	C 536/8	4/21-26
- Method 3: Pick a Target Folder from a List.....	C 536/10	4/21-28
- Why Would I Need to Move or Copy Files Around?	C 536/2	4/21-20
Corrupt Word Documents.....	W 21/1	

D

Diagnostic Startup.....	T 21/11	
Display Your Photos as a Screensaver		
- Find Your Way to the Screensavers in Windows.....	D 332/3	7/20-19
- Photo Slideshow on Demand: Create a Desktop Shortcut.....	D 332/6	7/20-22
- Set the Photos Screensaver To Work as You Like.....	D 332/5	7/20-21
- Who Needs Screensavers These Days?	D 332/2	7/20-18

Drivers:

- Troubleshooting.....	T 43/9	
------------------------	--------	--

Dropbox: Keep Documents and Photos Online

- Create an Account and Install the Software.....	D 930/5	1/21-41
- Dropbox Basics: How it Works.....	D 930/2	1/21-38
- Send a Single File to Someone.....	D 930/14	1/21-50
- Share a Whole Folder with Someone	D 930/15	1/21-51
- Use Dropbox to Copy Files between Your PCs.....	D 930/11	1/21-47

Dynamic Link Libraries, see DLLs

E

Edge: see Microsoft Edge

Windows Advisor Index Update 12 2021

Email: Protect Your Account from Spam

- How Do Disposable Email Addresses Work?E 503/5 9/21-21
- Junk Email: Where Does It All Come From?.....E 503/2 9/21-18
- Step by Step: Using a Disposable Email AddressE 503/10 9/21-26
- Steps You Can Take to Avoid SpamE 503/3 9/21-19
- The Different Types of Disposable AddressE 503/8 9/21-24

Email: Your Own Personal Address

- Choose and Register Your Domain Name.....E 651/5 7/21-21
- Domain Name Details: What You Need to Know.....E 651/2 7/21-18
- Quick Tips: Deal with Renewals, Avoid Scams, and MoreE 651/18 7/21-34
- Set Up Forwarding to Your Personal Email AddressE 651/10 7/21-26
- Update Your Email Program to Use Your New AddressE 651/15 7/21-31

Error Correction in Word.....W 21/11

Error Messages, see Dealing with Error Messages on Your PC Errors:

- StartupT 21/1

Excel: An Accounts Spreadsheet from Scratch

- Task 1: Create Your 12 Monthly Worksheets.....E 882/3 9/21-35
- Task 2: Enter the Required Headings and FormulasE 882/4 9/21-36
- Task 3: Carry Forward the Totals from Month to Month.....E 882/13 9/21-45
- Tutorial: A Monthly Accounts SpreadsheetE 882/2 9/21-34
- Using Your Finished Accounts SpreadsheetE 882/15 9/21-47

Excel: Bring Figures to Life with a Chart

- Copy Your Excel Chart to Use ElsewhereE 892/11 4/20-43
- Create Your Chart and Tweak Its AppearanceE 892/5 4/20-37
- How a Chart Makes Your Figures Easier to UnderstandE 892/2 4/20-34

Windows Advisor Index Update 12 2021

- Select the Data to Use in Your ChartE 892/3 4/20-35

- The First Step: Enter Your Figures!E 892/3 4/20-35

Excel: Copy Spreadsheet Data to Word

- Copy a Set of Figures from Excel to WordE 893/3 4/21-35

- Copy an Excel Chart to a Word DocumentE 893/7 4/21-39

- From Excel to Word: The Other OptionsE 893/9 4/21-41

- The Basic Approach: Make It as Easy as Possible!E 893/2 4/21-34

Excel: Fix Common Problems Yourself

- Dealing with Errors and # Signs.....E 904/2 3/21-16

- Excel Just Doesn't Seem to be Behaving Itself.....E 904/13 3/21-27

- How Do I...?E 904/16 3/21-30

- Make Figures and Text Look as They ShouldE 904/5 3/21-19

- Make Sure Excel Will Print What You WantE 904/10 3/21-24

Excel: Make Your Spreadsheets More Readable

- Add a Little Extra Space to Your Cells E 910/8 5/21-24

- Add Helpful Comments to Individual CellsE 910/15 5/21-31

- Ensure Your Spreadsheet Opens to the Right Place! E 910/16 5/21-32

- Give Your Figures the Right Font and Style E 910/2 5/21-18

- Keep Headings in View as You Scroll AroundE 910/6 5/21-22

- Make Sure Your Decimal Points All Line Up!E 910/5 5/21-21

- Name and Colour-code Your TabsE 910/13 5/21-29

- Use 'Zebra Stripes' to Follow Long Rows EasilyE 910/10 5/21-26

Excel: Quick Tips to Improve Your Spreadsheets

- Add Headings to Groups of CellsE 915/4 1/21-56

- Add Quick Notes and Hints to a Cell E 915/11 1/21-63

Windows Advisor Index Update 12 2021

- Adjust the Widths of Columns in a JiffyE 915/13 1/21-65
 - Change Number Formats Quickly from the KeyboardE 915/7 1/21-59
 - Hide or Display Cells Containing Zero ValuesE 915/6 1/21-58
 - Rename and Colour-code Worksheet TabsE 915/2 1/21-54
 - See Important Changes Instantly with Conditional FormattingE 915/15 1/21-67
 - Set Manual Line Breaks for Text in a CellE 915/9 1/21-61
 - Work Faster by Naming Important CellsE 915/17 1/21-69
-

F

File:

- ArchivingB 8/14
- Recovery, see Recover a File You Deleted by Accident

File Dialogs: Opening and Saving Files

- Basics of Opening and Saving FilesF 195/2 4/20-46
- How to Find Your Way to the Right FolderF 195/3 4/20-47
- Quick Tips for Using the 'Open' DialogF 195/12 4/20-56
- Quick Tips for Using the 'Save As' DialogF 195/14 4/20-58
- Tips for Working with Both Types of DialogF 195/9 4/20-53

File Explorer: Choose the Best Settings for Easy Use

- Choose the Best Icon Styles for Different Folders..... F 204/12 11/21-28
- Easy Ways to Reach Your Most-used Folders F 204/15 11/21-31
- Essential Options: See the Ribbon and Navigation Pane..... F 204/3 11/21-19
- Quickly Track Down the Right File with the Preview Pane..... F 204/13 11/21-29
- Tell Explorer to Make Folder Navigation Easier..... F 204/7 11/21-23
- The Basics: What is File Explorer?..... F 204/2 11/21-18

Windows Advisor Index Update 12 2021

File Explorer Tips & Tricks

- Ensure File Explorer is Set Up for Easiest Use F 214/2 6/20-20
- Manage Your Files Faster Using Keyboard ShortcutsF 214/15 6/20-33
- Open Your Personal Folders from the Start MenuF 214/6 6/20-24
- Quick Ways to Rename Multiple Files F 214/12 6/20-30
- Reach Your Most-used Folders Quickly F 214/7 6/20-25
- Select Multiple Files Easily and Safely F 214/10 6/20-28

File Extensions: What Type of File is This?

- An Alphabetical List of Common File Extensions F 216/6 8/21-42
- How to Find a File's Extension F 216/4 8/21-40
- What are File Extensions For? F 216/3 8/21-39
- What is a File Extension? F 216/2 8/21-38

File History: Easy Backups in Windows 10

- A Quick Explanation of How File History Works F 220/3 6/20-37
- Get File History Set Up and WorkingF 220/5 6/20-39
- How to Recover a Lost or Damaged FileF 220/10 6/20-44
- The Importance of Keeping BackupsF 220/2 6/20-36

File Safety: Back-up Your Personal Files

- A Vital Extra: Protect the Document You're Working On!..... F 256/7 12/21-23
- Backups Explained: What Can Go Wrong with Your Files F 256/2 12/21-18
- Decide Where to Store Your Backups.....F 256/10 12/21-26
- Identify the Files You Need to Back-upF 256/9 12/21-25
- Step by Step: How to Back-up Your FilesF 256/13 12/21-29
- Useful Tips: Dealing with Backups.....F 256/17 12/21-33

Firefox Tips & Tricks

Windows Advisor Index Update 12 2021

- 14 Essential Tips & Tricks for Firefox UsersF402/3 10/20-19
 - What is Firefox and Where Do I Get It?.....F402/2 10/20-18

 - Forgotten Your Windows Password?
 - Task 1: Start Your PC with a Windows DVDF 660/3 9/20-19
 - Task 2: Do Some Essential Preparation F 660/4 9/20-20
 - Task 3: Set a New Password for WindowsF 660/7 9/20-23
 - The Basics of Creating a New Password.....F 660/2 9/20-18
-

G

Google Chrome: Free Extensions for Better Browsing

- How to Find, Install and Set Up an Extension..... G 506/4 11/21-38
 - The Benefits of Installing Extensions..... G 506/2 11/21-36
 - Top Picks: The Best Extensions for Google Chrome.....G 506/11 11/21-45
-

H

Hard Drive:

- BackupB 8/1
- Clonezilla, See Data Backup with an Exact Copy
- CloningB 8/12
- DefragmentationT 21/6
-X 15/10
- Partition RecoveryT 43/11
- Restoration from an Image, See Data Backup with an Exact Copy

Hardware:

- Problem SolvingT 21/1

Windows Advisor Index Update 12 2021

- Quickly Fix a Keyboard or Mouse ProblemH 034/14 1-20/38
 - Screen Stays Blank? Check These PointsH 034/2 1-20/26
 - Trouble with a Flash Drive or External Hard Drive? H 034/11 1-20/35
 - What to Do if Your Printer Won't Work H 034/6 1-20/30
- Hibernate:
- DisablingC 6/12
-

I

Identity Theft: How to Keep Yourself Safe

- 8 Precautions to Protect Your Identity OnlineI 080/6 9/20-32
- How the Internet has Changed Identity Theft I 080/3 9/20-29
- The 5 Common Methods Used by Identity ThievesI 080/4 9/20-30
- What is Identity Theft?I 080/2 9/20-28

Internet:

- Broadband OptimisationT 45/9
- Remote AccessT 43/7
- Wireless Router Security, see Wireless Router: 4 Steps for Top Security

Internet: 10 Tips for Smarter Web Browsing

- Tip 1: Choose What You See When Your Browser StartsI 562/2 6/21-18
- Tip 2: Don't Struggle with Tiny Text!I 562/5 6/21-21
- Tip 3: Reach Pages Fast with Bookmarks or FavouritesI 562/5 6/21-21
- Tip 4: Don't Bother Visiting Search EnginesI 562/7 6/21-23
- Tip 5: Fill in Online Forms More QuicklyI 562/8 6/21-24
- Tip 6: Find a Word or Phrase in a Web Page I 562/9 6/21-25
- Tip 7: Use Tabs to Avoid Losing Your Place I 562/10 6/21-26

Windows Advisor Index Update 12 2021

- Tip 8: Keep Your Most-visited Pages Open Permanently I 562/12 6/21-28
- Tip 9: Type Addresses into Your Browser More QuicklyI 562/13 6/21-29
- Tip 10: Surf Faster with Keyboard ShortcutsI 562/14 6/21-30

Internet Addresses: How Do They Work?

- Domain Names: Finding the Right Computer..... I 710/2 10/21-16
- Every File Has Its Own Address..... I 710/2 10/21-16
- How Email Addresses Work..... I 710/10 10/21-24
- IP Addresses: How Domain Names Really Work..... I 710/11 10/21-25
- Slashes, Folders and Files I 710/7 10/21-21
- Subdomains: Where's the 'www'?..... I 710/5 10/21-19

Internet Explorer

- Bookmarks, see Bookmarks & Favourites: Revisit Websites Easily

Internet Problems: Why Isn't It Working?

- Having Trouble Opening a Particular Web Page?I 774/12 8-20/28
- Lost All Internet Access: What's Gone Wrong?I 774/2 8-20/1
- Problems Using the Internet While Travelling? I 774/17 8-20/33
- Unable to Send or Receive Email Messages? I 774/16 8-20/32
- What to Check if Your Connection is Slow or Unreliable I 774/7 8-20/23

K

Keyboard Problems, see Typing Trouble: Solve Common Keyboard Problems

Keyboard Tips: Make Typing More Comfortable

- Filter Keys: Avoid Repeated or Accidental Key Presses K 260/9 5/21-41
- First Step: Open the 'Ease of Access' Settings K 260/3 5/21-35

Windows Advisor Index Update 12 2021

- Not Quite Right? Make Changes at Any Time K 260/10 5/21-42
- Perhaps the Blame Really Lies with Your Keyboard? K 260/2 5/21-34
- Sticky Keys: Only Press One Key at a Time K 260/7 5/21-39
- Toggle Keys: Prevent Accidental Capitals! K 260/5 5/21-37

Keyboard: What Are All Those Keys For?

- Alphabetical List of the Keys on a Standard Keyboard, An K302/3 10/20-35
- Introducing the Standard 105-key Keyboard K302/2 10/20-34
- Keys May Behave Differently in Certain Programs! K302/14 10/20-46

M

Maps Online: Plan the Perfect Day Out

- Best Foot Forward: Find Routes for Walking and Hiking M 085/7 6/20-55
- Geocaching: A High-tech Treasure Hunt! M 085/15 6/20-63
- Getting Around: Find Your Way with Bing Maps..... M 085/2 6/20-50
- Getting from A to B by Public Transport M 085/16 6/20-64
- On Your Bike: Discover the Best Cycling Guides M 085/12 6/20-60
- Travelling by Car? Find a Car Park M 085/18 6/20-66
- Useful Gadgets for Mapping on the Move M 085/14 6/20-62

Memory:

- Error Detection T 21/4
- Performance Boosting Tools T 45/10

Microsoft Edge

- Bookmarks, see Bookmarks & Favourites: Revisit Websites Easily

Microsoft Edge: Research Online Using Collections

- Add Pages, Pictures, Text and Notes to Your CollectionM 326/4 9/20-44

Windows Advisor Index Update 12 2021

- How to Create Your First CollectionM 326/3 9/20-43

- How to Work with Your CollectionsM 326/8 9/20-48

- What's the Point of Collections?M 326/2 9/20-42

Microsoft Outlook: First Steps with Email

- Set Up Your Email Account in OutlookM 380/3 12/20-19

- Small Changes: Make Outlook More FamiliarM 380/14 12/20-30

- Navigate the Outlook Window, How toM 380/10 12/20-26

- Why Use Microsoft Outlook?M 380/2 12/20-18

Microsoft Outlook: Tips & Tricks with Email

- Add Your Own Note to a FolderM 384/14 3/21-46

- Back-up All Your Outlook Messages and ContactsM 384/15 3/21-47

- Delete Attachments from Messages You've Sent or ReceivedM 384/4 3/21-36

- Easily Save All Attachments from a MessageM 384/2 3/21-34

- Edit an Email Message to Add Your Own NotesM 384/7 3/21-39

- Move Messages into a Folder with Just One ClickM 384/12 3/21-44

- Save an Email Message to a Folder On Your PCM 384/9 3/21-41

Monitor Trick: Work More Easily with Two Screens

- Extra Options: How Should Your Taskbar Work?..... M 544/13 11/21-63

- How to Connect Your Second Screen..... M 544/7 11/21-57

- Tell Windows to Use Both Screens at Once..... M 544/8 11/21-58

- Two Monitors with One PC? Why?.....M 544/2 11/21-52

- What Do You Need for a Dual-monitor Setup? M 544/4 11/21-54

Mouse: Make the Most of Right-clicking

- Context Menus: Quick Access to the Most Relevant OptionsM 610/2 12/20-34

- Find Information and Settings with 'Properties'M 610/4 12/20-36

Windows Advisor Index Update 12 2021

- Use the Context Menu to Manage Files and Folders	M 610/6	12/20-38
- How to Work with Icons in the Taskbar's Tray	M 610/9	12/20-41
- Manage Windows by Right-clicking the Taskbar	M 610/11	12/20-43
Mouse Tips: Control the Pointer More Comfortably		
- ClickLock: No Need to Hold Down a Button.....	M 650/12	7/20-33
- Easy Solutions to Common Mouse Annoyances	M 650/14	7/20-35
- Left Handed? Swap the Mouse Buttons Over!	M 650/6	7/20-27
- Mouse Keys: Pointer Control from the Keyboard	M 650/7	7/20-28
- Struggling with the Mouse? Try Something Different	M 650/2	7/20-23
Music: Buy Online & Do More with Your Albums		
- Buy and Download an Album from an Online Store	M 912/3	10/20-49
- Full Circle: Copy an Album to a CD!	M 912/19	10/20-65
- MP3 vs Audio CD: The Clear Winner	M 912/2	10/20-48
- Play Your MP3 Music on Your PC	M 912/9	10/20-55
- Take Your Music Everywhere on Your Phone	M 912/12	10/20-58
- Two Ways to Play Your Music in the Car	M 912/15	10/20-61
Music Playlists: Make Your Own Mix		
- Copy Tracks from a Music CD to Your PC	M 934/2	4/21-44
- Playlists: Put Together Your Own Personal Albums	M 934/4	4/21-46
- Turn a Playlist into a Homemade Audio CD	M 934/7	4/21-49
Music: Record LPs & Tapes to Your PC		
- Step 1: Install the Free Audacity Software	M 940/3	6/21-33
- Step 2: Connect Your Audio Device to Your PC	M 940/4	6/21-34
- Step 3: Tell Windows to Record from Your Line In Socket	M 940/5	6/21-35
- Step 4: Set Up the Recording Levels in Audacity.....	M 940/8	6/21-38

Windows Advisor Index Update 12 2021

- Step 5: Record Your Album.....M 940/11 6/21-41
- Step 6: Save Your Finished Recording.....M 940/13 6/21-43
- The Basics: Recording Music to Your PC.....M 940/2 6/21-32

N

Normal.dot Error Correction.....W 21/8

Notebooks:

- Batteries, see Battery Matters: Get More from Your Notebook
- Problems, see Problem Solving Numeric Keyboard, see Problem Solving

Numeric Keyboard, see Problem Solving

O

Office: Safeguard Your Sensitive Documents

- Encrypt Your Sensitive Documents to Keep Them PrivateO 160/8 4/20-68
- How to Remove Unwanted Details from a DocumentO 160/4 4/20-64
- Revealed: The Hidden Details in Your Office Documents O 160/2 4/20-62

Old Computer: What Can I Do With It?

- Giving It to Someone Else? Clear It Out First! O 270/11 6/21-61
- Option 1: Keep It and Use It O 270/2 6/21-52
- Option 2: Give It to Someone Else O 270/7 6/21-57
- Option 3: Junk It O 270/9 6/21-59

Online Privacy: 3 Ways to Beat the Trackers

- Option 1: Switch to Firefox and DuckDuckGo..... O 436/4 12/21-38
- Option 2: Defeat Web Tracking with Tor Browser..... O 436/7 12/21-41
- Option 3: Use the Internet Anonymously with a VPN..... O 436/11 12/21-45

Windows Advisor Index Update 12 2021

- Who is Tracking Me and How?	O 436/2	12/21-36
Optimisation:	C 6/1	
- Performance Bottleneck	W 2/11	
- Registry.....	R 19/4	
.....	T 45/13	
- Software	T 45/1	
- Startup	C 6/11	
- Windows Shutdown.....	S 33/8	

P

Personalisation, see Customisation

Photo Printing the Quick and Easy Way

- Choose the Photo You Want to Print	P 354/2	1/21-72
- Print a Single Photo at a Time	P 354/5	1/21-75
- Print Multiple Photos in One Go	P 354/9	1/21-79

Photography, see Digital Photography

Photoshop Express: Easy Free Photo Editing

- Basic Editing: Fix Flaws in Your Photos	P 377/8	5/20-28
- Finding Your Way Around the Window	P 377/5	5/20-25
- Get Creative with 'Looks' and 'Borders'	P 377/11	5/20-31
- How to Install Adobe Photoshop Express	P 377/2	5/20-22
- Starting Photoshop Express for the First Time	P 377/4	5/20-24

Pictures: Find Free Images Online

- 3 Sites to Find Hand-drawn Clip Art.....	P 410/8	10/21- 34
- Free Images from Microsoft's Online Gallery	P 410/12	10/21-38

Windows Advisor Index Update 12 2021

- How to Save Pictures from a Website..... P 410/2 10/21-28
- Important: The Difference Between 'Free' and 'Royalty Free'!..... P 410/2 10/21-28
- Search Through Billions of Pictures at Google..... P 410/10 10/21-36
- The Top 6 Websites for Free Photos..... P 410/5 10/21-31

PowerPoint: Design Your Own Presentations

- A Touch of Style: Add Slide TransitionsP 574/11 6/20-77
- Build Your Presentation: Add Slides and Content P 574/7 6/20-73
- Finished! You're Ready to Give Your PresentationP 574/13 6/20-79
- Get Started: Choose Your Favourite DesignP 574/4 6/20-70
- PowerPoint Basics: A Quick IntroductionP 574/2 6/20-68

Printing Problems Found and Fixed

- Can't Print? Check the Basics?P 765/2 5/20-34
- Fix Problems with Poor Printing QualityP 765/9 5/20-41
- Is Your Printer Currently 'Offline'?P 765/5 5/20-37
- Make Windows Remember Your Preferred Print SettingsP 765/14 5/20-46
- No Luck? Try the Printer TroubleshooterP 765/12 5/20-44
- Prevent Windows 10 Changing Your Default Printer P 765/15 5/20-47
- Print Spooler Error or Missing Printers P 765/6 5/20-38
- Problem Solved? Check What's Going to Print! P 765/13 5/20-45

Printing: Take Control of Your Print Settings

- Make Your Printer Use Your Preferred Settings Every Time P 818/9 8/21-63
- Take Control: Choose Your Printing Preferences..... P 818/4 8/21-58
- The Difference Between Quick Printing and Controlled Printing P 818/2 8/21-56
- Why Won't My Printer Remember My Settings? P 818/7 8/21-61

Privacy: Hide Your Secret Files & Folders

Windows Advisor Index Update 12 2021

- Option 1: The Simplest Method of HidingP 893/3 11/20-37
- Option 2: A More Secure Way to HideP 893/6 11/20-40
- Option 3: Hide Files and Folders in Plain SightP 893/10 11/20-44
- Option 4: Protect Files from Other Users of Your PCP 893/11 11/20-45
- Option 5: Put Secret Files in an Encrypted ArchiveP 893/14 11/20-48
- Option 6: Move Private Files Off Your PCP 893/19 11/20-53
- Why Do You Want to Hide Your Files?.....P 893/2 11/20-36

Problem Solving

- Router Security, see Wireless Router Security, see Wireless Router: 4 Steps for Top Security

Process:

- Hang Resolution.....R 19/7
..... T 45/15

Q

Questions & Answers

- Arrow Keys Have Stopped Working in Excel! Q&A/10 9/21-16
- Can Google Chrome Read Web Pages Aloud?..... Q&A/2 3/21-8
- Can I Make Windows Sound Effects Quieter?.....Q&A/8 4/20-14
- Can I Start a Screensaver Manually?Q&A/8 8/21-14
- Caution: Confidential Data in a PDF File isn't Secure!Q&A/2 9/21-8
- Character Map: Find Symbols FasterQ&A/6 12/20-12
- Change Your Mind When Using Drag and DropQ&A/8 3/21-14
- Context Menu, What Does the Bold Text Mean on aQ&A/6 11/20-12
- Document? Can I Type a Fraction into a.....Q&A/8 12/21-14
- Downloading Files: Should I Choose 'Run' or 'Save'?Q&A/2 1/21-8

Windows Advisor Index Update 12 2021

- Duplicate Files from My PC? Can I Safely RemoveQ&A/8 12/20-14
- Email Address? Changing Broadband Provider: Will I Lose My.....Q&A/9 11/21-15
- Email Messages? Why is My Friend Sending Me Strange Q&A/3 10/21-9
- Error: '.NET Framework' is Missing. What should I Do?Q&A/5 1/21-11
- Error: Print Spooler Service Not Running.....Q&A/3 11/21-9
- Euro Currency Symbol? How Can I Type aQ&A/10 12/21-16
- Excel: Automatically Fill a Sequence of CellsQ&A/5 4/21-11
- Excel? Can I Quickly Insert Today's Date intoQ&A/5 11/21-11
- Excel: Can I Total-up Hours and Minutes?Q&A/3 10/20-9
- Excel Doesn't Print the Correct Area of My SpreadsheetQ&A/4 11/20-10
- Excel Formula Not Working? Why is My Q&A/6 10/21-12
- Excel Has Stopped Updating My Totals! Q&A/4 9/20-10
- Explorer No Longer Shows Previews of My PicturesQ&A/2 11/20-8
- File Explorer has Stopped Showing Previews of My Pictures Q&A/6 12/21-12
- Firefox Keeps Asking to Store Website PasswordsQ&A/3 8/19-9
- Firefox Says It's Already Running When I Start It!Q&A/8 11/20-14
- Google Chrome: Switch to New Tabs AutomaticallyQ&A/5 6/21-11
- How Can I Add Background Music to a PowerPoint Presentation?Q&A/2 7/20-8
- How Can I Check a File's Extension?Q&A/7 2/21-13
- How Can I Delete a File and Be Sure It's Gone?Q&A/7 6/21-13
- How Can I Disable Adblock Plus for a Favourite Website?Q&A/4 5/20-10
- How Can I Install a New Font in Windows?Q&A/6 3/21-12
- How Can I Print a Long Document in Reverse Order?Q&A/2 4/21-8
- How Can I Stop My Screen Switching Itself Off?Q&A/4 6/20-10
- How Can I Sign and Return an Emailed Form?Q&A/7 5/21-13

Windows Advisor Index Update 12 2021

- How Can I Switch Off a Desktop Slideshow?Q&A/8 9/21-14
- How Can I Tell the Difference Between USB 2.0 and USB 3.0 Sockets?Q&A/10 4/20-16
- How Can I Type a Copyright Symbol?Q&A/4 1/21-108
- How Many Programs Can I Have Open at Once?Q&A/8 4/21-14
- Internet Security: Should I Log Out Before Closing My Browser?.....Q&A/8 6/21-14
- Junk Mail Recommending a Company's Shares? Why Do I GetQ&A/7 10/20-13
- Labels in Word: No Outlines Around the Table CellsQ&A/6 2/21-12
- Lock Your PC to Protect Your WorkQ&A/7 10/21-13
- Microsoft Excel: Can I Change the Default Font?Q&A/9 12/20-15
- Money in Excel: Display the Pennies ProperlyQ&A/9 6/20-15
- Move Icons to Anywhere on the DesktopQ&A/10 7/21-16
- Music Files: Add the Missing Details to Unnamed TracksQ&A/2 6-21/8
- My Taskbar Has Moved to the Side of the Screen!Q&A/6 6/20-12
- Notepad Problem: I Get a Single Long Line of Text!Q&A/10 8/20-16
- Open the CD/DVD Drive Without Using the ButtonQ&A/4 8/21-10
- 'Paste' and 'Paste Shortcut' – What's the Difference?Q&A/8 7/20-14
- Recycle Bin Icon? How Can I Recover theQ&A/2 11/21-8
- 'Restore' This Window to a Smaller Size? Why Can't IQ&A/7 11/21-13
- 'Rich Text Format'? How Can I Save a Document inQ&A/5 12/20-11
- See More Websites on the Favourites Bar in Microsoft EdgeQ&A/2 2/21-8
- Should I Install an Automatic Driver Updater?Q&A/6 8/21-12
- Should I Tell Windows to Show Hidden Files?Q&A/7 9/20-13
- Shut Down Windows Using the PC's On/Off Switch? How Can IQ&A/8 10/20-14
- The Arrow Keys Have Stopped Working in Excel!Q&A/10 7/20-16
- 'Thumbs'? Why Am I Warned about Deleting a File NamedQ&A/8 10/20-16

Windows Advisor Index Update 12 2021

- USB Hard Drive? Should I Disconnect My Q&A/2 10/21-8
- Web Browsing: Continue from Where You Left Off.....Q&A/12 4/20-18
- What Can I Do About My PC's Noisy Fan?Q&A/2 4/20-8
- What Difference Does 'High Priority' Make to an Email Message?Q&A/9 5/20-15
- What Does the 'Apply' Button Do?Q&A/5 5/20-11
- What is a 'TinyURL'?Q&A/10 8/21-16
- What Does 'Sign Out' Do in Windows? Q&A/8 7/21-14
- What is the 'Root' of a Drive?Q&A/12 6/20-18
- What's the Difference Between 'Paste' and 'Paste Shortcut'?Q&A/5 2/21-11
- Why Am I Behind with Windows 10 Updates?Q&A/2 5/20-8
- Why are Certain Buttons Disabled in Word and Excel?Q&A/5 7/21-11
- Why Can't I Move Desktop Icons?Q&A/2 7/20-8
- Why Do I Receive Junk Mail Addressed to Someone Else?Q&A/10 9/20-16
- Why Do My Windows Disappear?Q&A/8 8/20-14
- Why Do the Sizes of My Digital Photo Files Vary?Q&A/15 4/20-21
- Why Does Control Panel show Icons, not Headings?Q&A/14 1/21-20
- Why Does My PC Keep Switching Itself Off?Q&A/6 7/21-12
- Why Does Windows Security Tell Me It's Found No Threats?Q&A/11 4/21-17
- Why Does Word Show Two Pages Side by Side?Q&A/4 3/21-10
- Why Don't the Function Keys Work on My Notebook PC?Q&A/5 9/20-11
- Why Has the Desktop Stopped Showing New Files?Q&A/3 5/21-9
- Why Has Windows Divided Up My Files Under Headings?Q&A/2 9/20-8
- Why is Cortana Suddenly 'Not Available'?Q&A/2 5/21-8
- Why Was This Email Treated as Spam? Q&A/2 8/20-8
- Why Won't Links Work in My Excel Spreadsheet?Q&A/11 5/20-17

Windows Advisor Index Update 12 2021

- Why Won't Word Let Me Resize a Picture Correctly?	Q&A/11	1/21-17
- Windows 8.1: Change the Colour of the Start Screen	Q&A/6	4/20-12
- Windows 8.1: How Can I Close an App if No Close Button Appears?	Q&A/7	5/20-13
- Windows 10: How Can I Tidy Up the Start Menu?	Q&A/5	4/20-11
- Windows 10 Keeps Resizing a Window When I Move It!	Q&A/2	6/20-8
- Windows 10: My PC is Stuck in Tablet Mode!	Q&A/2	7/21-8
- Windows 10 Problem: Why Can't I Drag Files?	Q&A/10	6/21-16
- Windows 10: Remove 'Sent from Mail' in Email Messages	Q&A/6	9/21-12
- Windows 10: Why is My PC Stuck in Tablet Mode?	Q&A/2	10/20-8
- Windows Media Player Error: Media Library is Corrupted	Q&A/3	8/20-9
- Word: A New Line Without Starting a New Paragraph	Q&A/5	10/21-11
- Word: Can I Remove a Misspelling from the Dictionary?	Q&A/2	12/20-8
- Word: How Can I Delete a Table?	Q&A/5	5/21-11
- Word: Insert a Blank Line Above a Table	Q&A/5	9/21-11
- Word: Split a Long Table into Two	Q&A/6	8/20-12
- Word: Why is My Typing Suddenly Red and Underlined?	Q&A/2	8/21-8
- WordPad! My Word Documents Are Suddenly Opening in	Q&A/2	12/21-8
- Would Outlook Start Faster Without this Blue Box?	Q&A/10	2/21-16

R

Random Access Memory (RAM), see Memory Recovery Console	T	21/13
Recovery Drive: Repair Your Windows 10 PC		
- No Luck? Fix Windows 10 with Your Recovery Drive	R 125/2	5/20-59
- Recovery Drive Explained: Why You Need One	R 125/2	5/20-50
- Step by Step: Creating Your Windows 10 Recovery Drive	R 125/2	5/20-52

Windows Advisor Index Update 12 2021

- Windows Won't Start? Always Try This FirstR 125/2 5/20-56

Registry:

- CleaningT 43/10

- EditingR 19/2

- Optimisation ToolsT 45/13

- Performance TweaksR 19/4

Registry: Edit Hidden Windows Settings

- Examples: Windows Registry Tweaks to Try YourselfR 145/15 8/20-49

- Getting Started with the RegistryR 145/2 8/20-36

- Keys: The Folders Containing InformationR 145/6 8/20-40

- Root Keys: The Five Sections of the RegistryR 145/4 8/20-38

- Values: The Settings Stored Inside Keys R 145/11 8/20-45

Registry: Secret Tweaks for Ultra-fast PerformanceR 19/1

- Add Secret New Features to Windows via the RegistryR 19/8

- Boost Your System's Performance with these Hidden SettingsR 19/4

- Edit Your System's Registry in Complete SafetyR 19/2

- Fix Process Hangs in ExplorerR 19/7

- Speed-up the Windows InterfaceR 19/6

Reminders in Windows 10 with Microsoft To Do

- Download and Install the Microsoft To Do AppR 155/3 5/21-45

- How to Edit or Delete Reminders You've SetR 155/9 5/21-51

- How Windows Notifies You of a ReminderR 155/7 5/21-49

- Set Your First Reminder with Microsoft To DoR 155/4 5/21-46

- What is Microsoft To Do?R 155/2 5/21-44

Ribbon: Handy Tips to Work More Easily

Windows Advisor Index Update 12 2021

- The Basic Ribbon Layout: Tabs and Groups	R 416/2	8/20-56
- Can't See What You Want? Click the Widget!	R 416/7	8/20-61
- Gain More Space by Minimising the Ribbon	R 416/8	8/20-62
- Work Faster: Add Buttons to the Quick Access Toolbar	R 416/8	8/20-62
- Select Tabs and Buttons from the Keyboard	R 416/12	8/20-66

S

SafePad: Encrypt Your Private Information

- Downloaded and Ready to Use, Get SafePad	S022/3	12/20-47
- Encrypted Document, Create and Save an	S022/7	12/20-51
- Encrypted Files, How to Open and Read Your	S022/9	12/20-53
- Extra Features: Password Generator and More	S022/11	12/20-55
- SafePad Essentials: How It Works	S022/2	12/20-46

Scan Paper Documents into Your PC

- Easy Scanning in Windows 7	S 065/9	8/20-74
- Easy Scanning in Windows 10 and 8.1.....	S 065/4	8/20-69
- From Paper to PC: What You Need for Scanning	S 065/2	8/20-67
- Scan Settings: Choose the Ideal Resolution	S 065/13	8/20-78

Scam Alert: Top Threats to Avoid

- Advance Fee Scams	S 058/11	2/21-27
- Affected By a Scam? Here's What to Do	S 058/2	2/21-18
- Dating and Lonely Hearts Scams	S 058/9	2/21-25
- Imposter Scams	S 058/7	2/21-23
- Investment Scams	S 058/14	2/21-30
- Phishing and Fake Website Scams	S 058/4	2/21-20

Windows Advisor Index Update 12 2021

Screenshots: Capture Pictures of Your Screen

- Microsoft Word: Add a Screenshot to a DocumentS 103/5 9/20-55
- Print Screen: Take a Screenshot from the KeyboardS 103/3 9/20-53
- Snipping Tool: The Built-in Screenshot ProgramS 103/9 9/20-59
- Why Would You Need to Take a Screenshot?S 103/2 9/20-52

Security:

- Rootkit RemovalT 43/3

Services:

- DisablingT 21/8
- C 6/7

Skype: Free Video Chatting Online

- Add Family and Friends as Skype ContactsS 338/8 9/20-74
- Get Skype Installed and Sign In to Your AccountS 338/4 9/20-70
- Start Chatting! Make and Receive Skype CallsS 338/10 9/20-76
- What You Need to Use SkypeS 338/2 9/20-68

Slow PC? Get Rid of Startup Programs

- Should I Disable this Program or Not?S 393/10 7/21-46
- Switch Off Startup Programs in Windows 7S 393/7 7/21-43
- Switch Off Startup Programs in Windows 10 and 8.1S 393/5 7/21-41
- What are 'Startup Programs'?S 393/2 7/21-38

Software:

- Active SMARTT 21/7
- Advanced Disk CleanerT 45/4
- Advanced SystemCare FreeT 43/12
- AM-DeadLinkT 43/13

Windows Advisor Index Update 12 2021

- Cobian Backup.....	B 8/6
- CyberTweak	T 45/10
- Fast Defrag Freeware.....	T 45/11
- Instant Memory Cleaner	T 45/10
- KLite Codec Pack	T 43/6
- Little Registry Cleaner	T 45/13
- Multipass	D 23/8
- nCleaner	W 72/9
- OpenOffice	T 43/13
- Outlook Backup	B 8/14
- Prio (32-bit version)	C 6/6
- Prio (64-bit version)	C 6/6
- PureRa	T 45/6
- Quicksys Reg Defrag	T 45/14
- RegistryReplacer	B 8/14
- Service Controller XP	C 6/7
- ServiWin	T 43/9
- SetFSB	T 43/8
- SevenVG Icon Pack	W 72/4
- SevenVG RC Theme	W 72/3
- Spybot – Search & Destroy	T 21/7
- Startup Inspector for Windows.....	C 6/11
- TeamViewer	T 43/7
- TrashReg	T 43/10
- ViGlance	W 72/6

Windows Advisor Index Update 12 2021

- VistaGlazz	W 72/2	
- VSO Image Resizer	T 43/13	
- WinRar	W 72/3	
- WinSplit Revolution	W 72/7	
Software Installation: Risks & Tips		
- After Installing: What Happens Next?	S470/12	12/20-68
- Before You Download: Vital Points to Check	S470/4	12/20-60
- During Installation: Avoid Unwanted Extras	S470/7	12/20-63
- Installing Programs: What Are the Risks?.....	S470/2	12/20-58
Startup:		
- Optimisation	C 6/11	
.....	X 15/9	
- Problems in Windows	T 21/1	
- Troubleshooting	T 21/1	
Startup Problem Solving (Word)	W 21/3	
Swap Memory, see Virtual Memory		
System Restore.....	C 6/13	

T

Tablet Computer: A Practical Choice?		
- How to Access the Internet with a Tablet	T 004/8	6/21-78
- Summary of Practical Tablet Use	T 004/10	6/21-80
- The Main Uses for a Tablet Computer	T 004/2	6/21-72
Taskbar Tips, Tricks and Tweaks		
- Taskbar Basics: Starting and Switching Programs.....	T 045/2	2/21-34

Windows Advisor Index Update 12 2021

- Pin Your Favourite Programs for Fast Access	T 045/7	2/21-39
- Windows 10: Regain Wasted Space on Your Taskbar	T 045/10	2/21-42
- Taskbar Tweaks: Quick Changes and Improvements	T 045/11	2/21-43
- Two Tips for a Clearer Taskbar	T 045/15	2/21-47
Tips & News		
- A New Desktop Daily with Bing Wallpaper	T&N/1	5/21-3
- Amazon Prime Scam! Don't Fall for the	T&N/1	11/20-3
- Beware of the Typosquatters!	T&N/1	7/20-3
- Capitals, Avoid Accidentally Typing in.....	T&N/1	12/21-3
- Convert and View Unrecognised Files Without Extra Software	T&N/1	3/21-3
- Delete All Files from a Flash Drive Quickly	T&N/4	5/20-6
- Digital Photos Vary in Size? Why Do	T&N/2	11/21-4
- Download Stylish Free Fonts from Google	T&N/2	4/21-4
- Drives to Remind You What's On Them, Name Your	T&N/2	10/21-4
- Easily Copy or Move Files Elsewhere	T&N/1	2/21-3
- Easy Currency Conversion with Windows 10's Calculator	T&N/2	9/21-4
- Easy Ways to Select All But a Few Files from a Large Folder	T&N/4	5/21-6
- Edge: Take a Screenshot of a Web Page	T&N/1	4/21-3
- Eject CDs and DVDs, An Easier Way to	T&N/4	12/20-6
- Explore 360° Videos in Windows 10	T&N/4	8/20-6
- FedEx Scam: A Cautionary Tale, The	T&N/1	12/20-3
- Find Old Versions of Favourite Programs	T&N/2	2/21-4
- Google: Be Helpful, Leave a Review	T&N/4	8/21-6
- How Old Do I Look?	T&N/4	7/20-6
- How Secure are Your Passwords?	T&N/2	6/21-4

Windows Advisor Index Update 12 2021

- How Secure is Your Wi-Fi Router's Password?	T&N/1	8/20-3
- Install Chrome Extensions in the New Microsoft Edge	T&N/1	5/20-3
- Keep an Eye on the Time in another Time Zone	T&N/3	1/21-5
- Listen To The Radio Online – Free!	T&N/5	6/20-6
- Malware Concern? Get a Second Opinion	T&N/3	7/21-5
- Microsoft Edge: Pin Web Pages to Your Taskbar for Instant Access	T&N/1	6/21-3
- Microsoft Edge: Read Online Articles More Comfortably	T&N/2	7/20-4
- Microsoft Edge, Two Handy New Features	T&N/1	7/21-3
- Microsoft Word, Easily Type Accented Letters in.....	T&N/2	12/21-4
- Microsoft Word's 'Mini Toolbar', Get Rid of	T&N/4	11/20-6
- New Scam: Parking Tickets by Email	T&N/3	4/21-5
- New Website Helps to Counter Ransomware	T&N/3	5/21-5
- Picture Styles Missing from Word's Ribbon?.....	T&N/3	8/20-5
- Pin Websites to Your Browser for Instant Access	T&N/2	6/20-3
- Print Documents Quickly from File Explorer	T&N/2	8/21-4
- Quickly Add Today's Date to a Word Document	T&N/2	1/21-4
- Quickly Total-Up Figures in Excel	T&N/3	6/20-4
- Rename Multiple Files More Quickly	T&N/4	6/21-6
- Royal Mail Scam: Beware of Parcel Delivery Messages	T&N/1	9/21-3
- Save a WordArt Creation as a Picture	T&N/3	4/20-5
- Sharing Photos: What Do They Reveal About You?	T&N/2	9/20-4
- Sign into Windows Automatically	T&N/3	4/20-6
- Simple Email Aliases for Outlook.com and Gmail	T&N/3	2/21-5
- Spice Up Your Desktop Shortcuts with Different Icons	T&N/3	7/20-5
- Squeeze a Word Document onto Fewer Pages	T&N/1	9/20-3

Windows Advisor Index Update 12 2021

- Squeeze More Battery Life from Your Tablet or Notebook	T&N/3	3/21-5
- Start Programs Quickly by Typing Their Names	T&N/31	9/21-5
- Taskbar with a Quick Key Combination, Open Programs on Your	T&N/4	10/20-6
- Text, Easily Select a Large Quantity of	T&N/4	11/21-6
- Turning Off Your Router? It's Killing Your Broadband Speed!	T&N/1	8/21-3
- User Manual Lost? Find It Online	T&N/3	10/21-5
- Web Page at Google, Find a Missing	T&N/1	10/20-3
- What's Going on with Windows 10 Updates?	T&N/1	1/21-3
- Windows 10: Fix An App That's Not Working Properly	T&N/3	6/20-4
- Windows 10: Protect Your PC with System Restore	T&N/2	11/20-4
- Windows 10: Try a Simpler File Explorer!	T&N/3	12/21-5
- Windows 10: What's New in the Spring Update?	T&N/1	4/20-3
- Windows 11 for free? Can I upgrade to.....	T&N/1	11/21-3
- Windows Goes Up to 11	T&N/1	10/21-3
- Word: On the Tip of Your Tongue? Find a Synonym Fast	T&N/4	7/21-6
- Word: Reach Your Most-used Ribbon Commands More Quickly	T&N/2	10/20-4
- Word: Squeeze Large Text into a Narrower Space	T&N/2	12/20-4
- Word: Type Poster-Size Text in a Document	T&N/3	6/21-5
- Word: View and Edit Two Parts of a Document at Once	T&N/2	4/20-4
Tools: Essential Free Tools for Windows Users	T 43/1	
- Access Your PC From Anywhere	T 43/7	
- Boost Productivity with These 5 Crucial Free Tools	T 43/13	
- Boost Your PC's Functionality	T 43/2	
- Cure Hardware Driver Problems	T 43/9	
- Fix Missing Hard Drives	T 43/11	

Windows Advisor Index Update 12 2021

- Give Your PC a Full ServiceT 43/12
- Keep Your PC Protected Against the Latest Rootkit ThreatsT 43/3
- Protect Your PC Against System Failure with TrashRegT 43/10
- Solve Problems Playing Back Little-known Video FormatsT 43/5
- Tweak Your PC's Hidden FSB Settings for a Free BoostT 43/8

Troubleshooting:

- Driver ProblemsT 43/9
- Video PlaybackT 43/5
- WordW 21/1

Tuning: Vital Tools for Super-fast PerformanceT 45/1

- Boost the Performance of Your System's RAMT 45/10
- Free-Up Hard Disk Space for a Faster, More Stable SystemT 45/3
- Give Windows a Major Speed Boost by Optimising the RegistryT 45/13
- Optimise Windows Secret SettingsT 45/2
- Prevent Runaway Processes from Clogging Up Your PCT 45/15
- Speed-up Your Broadband Connection without Spending a PennyT 45/9

Two-Factor Authentication: Protect Your Online Accounts

- Find Out What to Do for Your Other Accounts T 980/14 3/21-62
- Get Set Up at Popular Websites and Services T 980/5 3/21-53
- Two-Factor Authentication: What's It All About? T 980/2 3/21-50

Type Foreign Characters & Symbols on Your PC

- Character Map: Choose from Thousands of Characters T 986/3 7/20-41
- Easily Find Special Characters in Microsoft Office T 986/8 7/20-46
- Font Facts: Every Letter is Really a Number! T 986/2 7/20-40
- Two Handy Tricks for Microsoft Word Users T 986/13 7/20-51

Windows Advisor Index Update 12 2021

- Type Special Characters Using Numeric Codes T 986/10 7/20-48
- Windows 10: A New Way to Insert Special Characters T 986/16 7/20-54

U

Uninstall Apps and Programs Successfully

- Deal with Questions and Errors When Uninstalling..... U 560/13 12/21-61
- Installing and Uninstalling: What's It All About?..... U 560/2 12/21-50
- Windows 7: Uninstalling Programs U 560/12 12/21-60
- Windows 8.1: Uninstalling Programs and Apps..... U 560/9 12/21-57
- Windows 10: Uninstalling Programs and Apps..... U 560/5 12/21-53

V

Video Card, see Graphics Cards Video:

- Playback TroubleshootingT 43/5

Vision Trouble? Make Windows Easier to Use

- Essential Tips for Every Computer User V 340/2 12/21-66
- Make Everything on Your Screen 25% Larger..... V 340/10 12/21-74
- Make Text More Readable Using Zoom Features V 340/8 12/21-72
- See the Mouse Pointer and Text Cursor More Easily..... V 340/4 12/21-68
- See Your Screen in Close-up with Magnifier V 340/13 12/21-77
- Use a High Contrast Theme to See Things More Clearly..... V 340/15 12/21-79

W

Wallpaper Slideshow: Liven Up Your Desktop!

- How a Wallpaper Slideshow Works W030/2 11/20-56

Windows Advisor Index Update 12 2021

- Step 1: Create a Folder for Your Wallpaper CollectionW030/3 11/20-57
- Step 2: Add Favourite Pictures from Your PCW030/5 11/20-59
- Step 3: Download Free Wallpapers from WebsitesW030/8 11/20-62
- Step 4: Set Up Your Automatic Wallpaper Slideshow W030/11 11/20-65

Web Browser, see Browser

Web Browsing: Private and Ad-Free with Adblock Plus

- How Adblock Plus Makes Your Web Browsing Better W 090/2 4/21-52
- Install Adblock Plus in Microsoft Edge W 090/4 4/21-524
- Install Adblock Plus in Google Chrome W 090/5 4/21-55
- Install Adblock Plus in Mozilla Firefox W 090/6 4/21-56
- Install Adblock Plus in Internet Explorer W 090/8 4/21-58
- Override Adblock Plus on Sites that Don't Allow It W 090/13 4/21-63
- Still Too Many Ads? Get Rid of Those as Well! W 090/9 4/21-59

Web Browsing: Keep Your Surfing Private

- Google Chrome: Open an Incognito Window..... W 086/9 10/21-49
- Internet Explorer: Open an InPrivate Window..... W 086/7 10/21-47
- Private Web Browsing: The BasicsW 086/2 10/21-42
- Microsoft Edge: Open an InPrivate Window..... W 086/11 10/21-51
- Mozilla Firefox: Open a Private Window..... W 086/8 10/21-48
- When and Why You Might Use Private Browsing..... W 086/3 10/21-43

Website Hacks: How to Protect Yourself

- Easy Prey: Why Hackers Target Websites W 130/2 4/20-72
- Have Your Own Details Been Stolen Already? W 130/2 4/20-79
- Prevent a Website Hack Becoming a Personal DisasterW 130/2 4/20-74
- What to Do if a Website You Use is HackedW 130/2 4/20-75

Windows Advisor Index Update 12 2021

Wi-Fi, see WLAN

Wi-Fi: Safe Surfing When Travelling

- Hotspot Login: Connect to a Wi-Fi HotspotW 150/10 5/21-62
- Network Login: Connect to a Public WLAN W 150/4 5/21-56
- Stay Safe: Avoid Risks with Public Wi-Fi W 150/12 5/21-64
- The Two Ways of Connecting to Public Wi-Fi..... W 150/3 5/21-55
- Update Your PC Before You Travel! W 150/2 5/21-54

Windows:

- Add-onsT 43/2

Windows 7:

- FeaturesW 72/1

Windows 7: Features for Free on Vista and XPW 72/1

- Add Windows 7 Tweaks to Your DesktopW 72/7
- Get Free Windows 7 Tools on Vista and XPW 72/11
- Get the Windows 7 LookW 72/2
- Manage Your Wireless Networks the Windows 7 WayW 72/10
- Optimise Your StartupW 72/9
- Turn Off Annoying User Account Control Messages in VistaW 72/8

Windows 10:

- October Update, see October Update: What's New in Windows 10?

Windows 10: Get PC Help with Quick Assist

- Help a Friend to Fix a Problem, In Reverse: W279/10 10/20-76
- Quick Assist Feature Works, How the W279/2 10/20-68
- Quick Assist: How to Get Help from a Friend, UsingW279/5 10/20-71
- Safety First: Are You Sure You Trust Your 'Helper'?W279/4 10/20-70

Windows Advisor Index Update 12 2021

Windows 10: Fix Common Annoyances

- Avoid Having to Sign into Windows..... W 297/6 10/21-58
- Get Rid of Unwanted Ads and Suggestions..... W 297/2 10/21-54
- Give Yourself a Quick Way to the Control Panel..... W 297/10 10/21-62
- Make Windows 10 Look a Little Less Drab! W 297/7 10/21-59
- Make Windows Stop Hiding Tray Icons..... W 297/11 10/21-63
- Prevent a Window Jumping to One Edge of the Screen W 297/13 10/21-65
- Prevent Interruptions from Unnecessary Notifications..... W 297/5 10/21-57
- Recover the Wasted Space on Your Taskbar W 297/8 10/21-60
- Tell Windows Not to Change Your Default Printer..... W 297/15 10/21-67

Windows 10: Make Your PC Easier to Use

- Handy Ways to Make Typing EasierW 300/4 2/21-52
- Increase the Size of Everything on the ScreenW 300/2 2/21-50
- Simplify Your Use of the MouseW 300/10 2/21-58
- Tell Word or Edge to Read Out Loud W 300/14 2/21-62

Windows 10: News & Interests on the Taskbar

- A Quick Introduction to News & InterestsW 282/2 9/21-50
- Choose the Topics You Want to Read AboutW 282/7 9/21-55
- Fine-tune News & Interests – or Turn it Off!W 282/9 9/21-57
- Working with the Cards in Your News FeedW 282/4 9/21-52

Windows 10: Personalise Your Desktop

- Change Your Account PictureW 284/13 7/21-63
- Choose a ‘Colour Mode’ and ‘Accent Colour’W 284/2 7/21-52
- Give Windows a New Look with ThemesW 284/15 7/21-65
- Select a Background Picture – Or a Slideshow!W 284/5 7/21-55

Windows Advisor Index Update 12 2021

- Set Up Your ScreensaverW 284/10 7/21-60

- Tweak the Look of Your Lock ScreenW 284/9 7/21-59

Windows 10: Take Control of Updates

- Alternative Manual Method: Use a 'Metered Connection'W 310/9 7/20-65

- No Surprises: Receive Notifications Before Restarts!W 310/3 7/20-59

- Prevent Interruptions by Setting Your 'Active Hours'W 310/5 7/20-61

- Pro Edition: Prevent Restarts with a Group PolicyW 310/11 7/20-67

- The Basics: Windows Update in Daily UseW 310/2 7/20-58

- The Manual Method to Avoid Restarts: Pause UpdatesW 310/7 7/20-63

Windows 10: Top Tips and Hidden Features

- Avoid Eye Strain with 'Dark Mode' W 294/15 5/21-79

- Choose Which Programs You Prefer to UseW 294/12 5/21-76

- Create a PDF from Any Document or Web PageW 294/5 5/21-69

- Make Copy & Paste Easier with Clipboard HistoryW 294/9 5/21-73

- Prevent Windows from Changing Your Default PrinterW 294/7 5/21-71

- Prevent Windows from Hiding Your Tray IconsW 294/14 5/21-78

- Put Handy Extra Icons on Your DesktopW 294/2 5/21-66

- Sign into Windows Faster with a PIN NumberW 294/3 5/21-67

Windows 10: Video Creation from Your Photos

- Edit Your Video to Fine Tune the DetailsW 316/2 3/21-69

- Play, Edit and Share Your Completed VideoW 316/2 3/21-79

- Quick Start: Create a Video Automatically!W 316/2 3/21-66

Windows BackupB 8/1

Windows Controls: Understand What You're Seeing

- Common Controls Used in Dialog BoxesW 320/17 9/21-75

Windows Advisor Index Update 12 2021

- New Elements of Windows 10 and 8.1 AppsW 320/15 9/21-73
- The Elements of the Windows DesktopW 320/2 9/21-60
- The Various Parts of Program WindowsW 320/6 9/21-64

Windows Explorer, see Explorer

Windows Vista, see Vista

Windows XP, see XP

Wireless, see WLAN

WLAN:

- Network ManagementW 72/10
- Wireless Router Security, see Wireless Router: 4 Steps for Top Security

Word: Add Style with Borders, Lines and Text Effects

- A Quick Suggestion: Use a Blank Document to ExperimentW 436/2 7/21-68
- Add Stylish Icons Using Symbol FontsW 436/12 7/21-78
- Create Striking Headings with Text EffectsW 436/9 7/21-75
- Decorate a Document with Stylish Page BordersW 436/5 7/21-71
- Quickly Insert Separator Lines Between ParagraphsW 436/3 7/21-69
- Start a Paragraph with a Fancy 'Drop Cap'W 436/8 7/21-74
- Transform Text into Artwork with 'WordArt'W 436/11 7/21-77

Word: Create Leaflets and Brochures

- Correct Format for Multi-page LeafletsW494/2 12/19-70
- Step 1: Set the Right Page LayoutW494/4 12/19-72
- Step 2: Design the Leaflet's ContentW494/7 12/19-75
- Step 3: Print Your Double-sided LeafletW494/10 12/19-78

Word: Create Your Own Table Place Cards

- Before You Start: Table Card BasicsW498/2 11/20-70

Windows Advisor Index Update 12 2021

- Create Small Place Cards for Seating ArrangementsW498/9 11/20-77
- Decorate Table Cards with Pictures or LogosW498/12 11/20-80
- Design Name Cards as Folded A4 PagesW498/3 11/20-71

Word: Include Text & Pictures from External Sources

- Beware: Copyright and Usage Rights!..... W 522/12 10/21-80
- Copy a Paragraph from a Web Page..... W 522/2 10/21-70
- Copy Figures from an Excel Spreadsheet W 522/9 10/21-77
- Copy Maps into Word Documents W 522/6 10/21-74
- Copy Text from a PDF Document W 522/10 10/21-78
- Copy Text from Other Word Documents..... W 522/8 10/21-76
- Copy the Entire Text of a Web Page..... W 522/3 10/21-71
- Use Pictures from a Web Page..... W 522/5 10/21-73

Word: Inserting and Formatting Pictures

- A Clever Trick to Create Exotic Picture ShapesW 524/14 2/21-78
- Add a Touch of Class with a WatermarkW 524/13 2/21-77
- How to Place a Picture Behind Your TextW 524/11 2/21-75
- No More Square Edges: Mould Text Around Your PictureW 524/7 2/21-71
- Professional Results Instantly with Picture Styles and EffectsW 524/9 2/21-73
- The Basics: Add a Picture to a Word DocumentW 524/2 2/21-66

Word: Print Address Labels with Mail Merge

- How Mail Merge Saves You Time and TypingW 533/2 4/21-66
- Step 1: Create a Contacts Database in ExcelW 533/5 4/21-69
- Step 2: Set Up Your Mail Merge Labels in WordW 533/8 4/21-72
- Step 3: Print Out Your Finished LabelsW 533/15 4/21-79

Word: Print Envelopes Easily

Windows Advisor Index Update 12 2021

- How Does it Look? Try a Test PrintW 532/9 5/20-75
- Save Your Envelope to Reuse in FutureW 532/12 5/20-78
- Step by Step: Setting Up Your EnvelopeW 532/3 5/20-69
- Quickly Print an Envelope When NeededW 532/13 5/20-79
- Two Things to Check Before You StartW 532/2 5/20-68

Word: Print Your Own Gift Labels

- Adjust the Layout and Add TextW535/5 12/20-73
- Final Step: Copy Your Label to Fill the SheetW535/11 12/20-79
- Quick Start: Prepare Your Sheet of LabelsW535/3 12/20-71
- The Festive Touch: Include Pictures!W535/8 12/20-76
- What You'll Need for Printing Gift LabelsW535/2 12/20-70

Word: Solve Problems with Pictures

- Problem 1: Positioning the Picture Anywhere on the Page..... W 549/2 11/21-68
- Problem 2: The Picture Suddenly Disappears..... W 549/4 11/21-70
- Problem 3: An Empty Box Appears in Place of the Picture W 549/5 11/21-71
- Problem 4: The Pictures Aren't Printed..... W 549/6 11/21-72
- Problem 5: Only a Narrow Strip of the Picture is Visible..... W 549/7 11/21-73
- Problem 6: Placing a Picture Behind Text as a Watermark..... W 549/8 11/21-74
- Problem 7: Photos Make the Word File Very Large..... W 549/10 11/21-76
- Problem 8: Aligning Pictures Precisely on the Page..... W 549/13 11/21-79

Word: Using Tab Stops

- Adjust Your Tab Settings in the Tabs Dialog W 582/9 7/20-77
- Align Columns Differently Using Other Types of Tab StopW 582/7 7/20-75
- Set Up Your Own Tab Spacing Using the Ruler W 582/5 7/20-73
- Two Vital Points to Remember when Working with Tabs! W 582/12 7/20-80

Windows Advisor Index Update 12 2021

- Using Default Tab Stops for Regular Spacing	W 582/3	7/20-71
- What are Tab Stops?	W 582/2	7/20-70
Word: Work Faster with Automatic Helpers		
- AutoCorrect: Set Word to Fix Your Typing Mistakes	W 594/7	8/21-71
- AutoFormat: Choose How Word Formats Your Text	W 594/5	8/21-69
- Automatically Set Your Favourite Font and Text Size	W 594/3	8/21-67
- AutoText: Insert Text Automatically	W 594/14	8/21-78
- Before You Start: Be Ready to Save Your 'Normal' Template	W 594/2	8/21-66
