



The Windows Advisor

Alphabetical Keyword Index
Updated: September 2021

The Windows Advisor
Software Directory
– from p103

The Windows Advisor contains practical and comprehensive solutions for every subject you need help with!

Your tasks and problems are very important to us! That is why the Alphabetical Keyword Index contains keywords for all articles featured in the current Basic Handbook of *The Windows Advisor* as well as from all update issues since 1/2020.

The Alphabetical Keyword Index and Subject Overview are sent to you with every third update. Each time a new Index arrives, replace your old Keyword Index with the new one to always keep up to date. However, we do recommend that you keep the last Index from each year, so that if you cannot find what you are looking for in the new Keyword Index, you can refer back to an older Keyword Index.

Tip: you will also find the Keyword Index in the Articles section of our website. Go to www.windowsadvisor.co.uk and then click on **Articles** and you can download the Keyword Index by clicking the link at the top of the page.

Total control – how to find practical solutions in your *Windows Advisor*:

It's really easy to look for articles in *The Windows Advisor*. The Subject Overview on page 85 gives you a complete overview of all of the articles in the Basic Handbook as well as from all update issues since 1/2020. You will quickly and easily be able to find the exact article you are looking for thanks to the simple structure of the Subject Overview.

The Alphabetical Keyword Index from page 87 lists the most important keywords that are covered in each article. For example, if you would like to find more information concerning your hard drive, you will find multiple references under B 8, and these article numbers refer to the article where you can find the information in *The Windows Advisor* manual.

Tip: you should also keep the updated Subject Highlights sheets, as these provide you with additional help in finding the best articles in your *Windows Advisor*.

Here's just a glimpse of some of the articles that make *The Windows Advisor* an invaluable tool for you:

Highlights from the Windows Advisor

Highlights for Windows 10

- **R 155 – Reminders in Windows 10 with Microsoft To Do:** Have you been in the habit of setting yourself reminders using Cortana in Windows 10? If so, as you may have discovered, you've just lost that ability. With the arrival of the October 2020 Update, Cortana no longer offers a reminders feature. Instead, you have to use a separate app named Microsoft To Do. Find out how to get that app, and how to use it to set and manage your reminders.
- **W 294 – Windows 10: Top Tips and Hidden Features:** There's a lot more to Windows 10 than meets the eye! Whether you've been using this version of Windows for a few months or several years, there are sure to be all sorts of useful things you haven't yet discovered. Indeed, some are so well hidden you might wonder if you're not supposed to discover them! In this article, I'll run through the most useful of these lesser-known tips.
- **W 310 – Windows 10: Take Control of Updates.** In Windows 10, unlike previous versions, updates are regarded as so essential that they can't be switched off. Like it or not, updates are going to arrive, perhaps several times a month, and when they do, Windows Update is often going to want to restart your PC. That interruption is always annoying, but you do have some control over when it happens. In this article, I'll explain how to use Windows Update, and I'll show you a few tricks you can use to make its behaviour less frustrating.

Highlights for All Windows Users

- **C 536 – Copying and Moving Files on Your PC.** No matter how careful you are in using your PC, your files won't always be where you want them. You may be diligent in keeping them organised, but there will always be files that end up in the wrong place, and times when files need organising differently to make everything easier to find. In essence, that means you'll sometimes need to move or copy files from one place to another. In this article, I'll show you the various methods you can use to do that, and explain what to do if something goes wrong along the way.
- **E 915 – Excel: Quick Tips to Improve Your Spreadsheets:** As I'm sure you've discovered, Microsoft Excel doesn't have to be complicated. It's just a matter of entering your figures and adding simple formulas to perform calculations on them. But no matter what your level of experience with Excel, there are sure to be options

Highlights from the Windows Advisor

and methods you haven't come across that make things easier, and in this article you'll find our pick of all the most useful.

- **F402 – Firefox Tips & Tricks:** Web browsers may be very much alike, but the devil's in the detail and Mozilla Firefox has a wealth of useful features to make browsing a pleasure. Discover the best of them in this article. Firefox is fast, friendly and reliable, and it's easily the most privacy- and security-focused browser around.
- **I 526 – Internet: 10 Tips for Smarter Web Browsing:** One of the top reasons for owning a computer these days is to use the Internet – or more specifically, to visit websites. You may use the Web for entertainment, or for research and reference, to read the news, or just to see where it takes you, but you use it! In this article, I'll show you how to use it more effectively – in other words, to do things faster and more easily, and with fewer annoyances.
- **M380 – Microsoft Outlook: First Steps with Email:** In years gone by, Microsoft gave us some high-quality, very capable email programs for free. Either they came built into Windows or they were available to download at no charge. For anyone who preferred to keep their email on their own PC rather than manage it on a website, the options were there. Today, though, there are just half-baked Mail apps included with Windows 10 and 8.1. But perhaps you've got the ideal program sitting unused on your PC in the form of Microsoft Outlook? If so, this article will show you how to set it up and start using it to manage your email.
- **O 270 - Old Computer: What Can I Do With It?** The time has come: you've decided to take the plunge and buy yourself a shiny new computer. But what are you going to do with your old one? Well, there are three options to choose between: you could keep it and find a use for it; you could give it away; or you could simply junk it. In this article I'll explore each of those options to help you make up your mind. Most importantly, if you decide you're not going to keep it, I'll explain what you should do to make sure you're not giving away any private information stored on it.
- **P893 – Privacy: Hide Your Secret Files & Folders:** Have you ever wished you could hide files on your PC to prevent anyone else finding and reading them? There are various ways of doing that, and you can pick the one that suits you best in this article. We provide six privacy options for you to choose from.

Highlights from the Windows Advisor

- **S 058 - Scam Alert: Top Threats to Avoid** - All over the world, scammers are after your money. That's been the case for centuries, of course, but the Internet has made it vastly easier for them. They can pitch the same story to thousands of people every day, then sit back and wait for a bite. To avoid becoming a victim yourself, it's important to know how scammers operate and the latest tricks they use. Read this article to learn about the five most common types of scam and how you can protect yourself from them.
- **T 004 - Tablet Computer: A Practical Choice?** Opinions of tablet computers vary enormously. Some regard them as little more than toys, complaining that their size makes them impractical for real computing. To others, however, the tablet is the only practical mobile computer and they wouldn't be without it. Much depends on what you think a computer should be: tablets certainly have practical uses, but are they what you're really looking for? In this article, I'll explain all the primary uses of a tablet PC, and explain the traps, pitfalls and hidden costs involved in making a tablet truly mobile.
- **T 045 - Taskbar Tips, Tricks and Tweaks:** It's been a fundamental part of Windows for 25 years, but not everyone gets on with the taskbar. Some do their best to ignore it, trying to muddle through without it, and a surprising number of users don't understand it at all. It's actually quite straightforward, though, and in this article I'll show you how to use it and make the most of it. And - in case you really don't like it the way it is - we suggest some ways you can change it.
- **T 986 - Type Foreign Characters & Symbols on Your PC.** It may seem that the modern computer keyboard has more than enough keys to get things done. Then you realise you want to discuss the rôle someone played, or you can't avoid using a cliché, or you need to explain that something is 2½ miles from Tromsø or Düsseldorf, or you want to claim your work as © Tara Masalata 2020. Suddenly that keyboard seems to be lacking a few keys! How do you produce those characters? Well, there are various ways - including a nifty new method that's recently arrived in Windows 10 - and you can use whichever you prefer.

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