

# Sort I.T. Computer Services Newsletter

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## Welcome

A belated Happy New Year to you all, I hope that you are able to enjoy the hot summer we are having. I know that in our house we are planning on cleaning the fire and getting prepared for the cooler months of Autumn that are approaching quickly.

A warm welcome any new subscribers to this newsletter and don't forget to advise any friends and family to also sign up so that the information and education about computing grows.

## Windows 10

Windows 10 has now been available for free since July 2015. After a shaky start it has now been installed on a large amount of users laptops and PC's. With a faster response time, improved Start menu and Cortana (the replacement for Internet Explorer) there are many positives for Windows 10. However, looking at it on behalf of many local residents of Central Otago, it may not be right for us yet.

If you are using old software that you can either not afford to update or is now unavailable, it may not work on Windows 10. Files and documents are still there, but are now in a slightly different location, and the free Mail program that comes with Windows 10, is not the same as Outlook Express, Windows Mail or Windows Live Mail.

Windows 10 is a great upgrade for your computer, Microsoft have stated that it is their last version of Windows, so considering it's free there is a good excuse to upgrade to it. Anyone who does take up the upgrade has 1 month to reverse the process back to the previous version if they find that it is too difficult to use Windows 10. So, if you are still unsure if you should go for the upgrade, you can give it a go with the knowledge that it can be reversed if you are not happy with it.

One last thing for Windows 8 users, the free games that came with your Windows software has returned with the Microsoft *Solitaire* Collection. A whole suite of the games that many of you enjoyed, easy to find and without having to navigate the complex Games store to play.

## Backing up your computer

We are currently seeing more hard drive failures which leads to loss of data and information. With that in mind it is more important than ever to ensure that you have a backup of your computer which is easily achieved using Windows built in back up program. Plug-in USB external drives are now priced very cheaply and are the perfect way to easily back up your computer on a regular bases. Windows 7, 8 and 10 all have an automated backup program that will save your data and create an image of computer that will allow you to recover everything on it in case of a hard drive failure.

A guide on how to configure your computer for regular backups using:

[Windows 7](#)

[Windows 8/8.1](#)

[Windows 10](#)

## Sort I.T. Tip - Basic PC shortcut keys

Below is a list of some of the most commonly used basic shortcut keys that work with almost all computers and software programs.

Tip: Besides the special character shortcuts listed here, some special characters are also located on the number keys (below the F1 - F12 keys). You can enter these special characters by pressing the Shift key and the number key that has the special character listed on it.

<b>Shortcut Keys</b>	<b>Description</b>
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
Alt + Tab	Switch between open programs
F1	Universal Help in almost every Windows program.
F2	Rename a selected file
F5	Refresh the current program window
Ctrl + N	Create a new, blank document in some software programs
Ctrl + O	<a href="#">Open</a> a file in current software program
Ctrl + A	Select all text.
Ctrl + B	Change selected text to be Bold
Ctrl + I	Change selected text to be in Italics
Ctrl + U	Change selected text to be Underlined
Ctrl + F	Open find window for current document or window.
Ctrl + S	<a href="#">Save</a> current document file.
Ctrl + X	<a href="#">Cut</a> selected item.
Shift + Del	Cut selected item.

Ctrl + C	<a href="#">Copy</a> selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	<a href="#">Paste</a>
Shift + Ins	Paste
Ctrl + K	Insert hyperlink for selected text
Ctrl + P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.
Ctrl + Esc	Opens the START menu
Ctrl + Shift + Esc	Opens Windows Task Manager
Alt + F4	Close the currently active program
Alt + Enter	Open the Properties for the selected item (file, folder, shortcut, etc.)

If you would like additional information or have any other questions, please contact us at [contact@sortitcomputers.com](mailto:contact@sortitcomputers.com).