Republic of Islamic Afghanistan

The private education office

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Windows 10 Operating System Question and Answer Form Notes

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1. Computer Definition

Definition

1: Computer is taken from two Latin words which is compu and ter.

Compu: means of this word is calculation and calculating.

Ter: The means of this Latin word is machine.

2: **Computer**: is calculation machine, which is the collection of software and hardware.

3: **hardware:** the physical part of computer is called hardware which we can see and touch too, like: keyboard, mouse and other parts of computer.

4: **Software:** software is the logical part of computer which have not any physical form, it is also called Illusion, like: all the program in computer.

5: **there are two kinds of software.**

First: System software: is a software's which are run our machine (computer), like: windows 7, windows 8, windows 8,1, windows 10 and other…

Second: Application software: is a software's which are used for benefits of user, like: Microsoft office, Dictionaries and other.

Note: The application software is cannot run, when the system software is not run in machine (computer).

6: we have one other software which is not system software and not application software and it have a benefits for machine and user both, this software is called **Utility software,** like: antivirus.

2. Information About Windows 10 & installation it by USB.

Windows 10 is system software

Definition: Windows 10 is event (single and double click of mouse) drive system software.

What we must be do for bootable of USB.

1: have USB amount 8 or more than 8 GB.

2: have ISO image of Windows 10, we can find it in internet and download it.

Installation: When we enter the USB in computer must be copy the all files of ISO image of windows 10 in to USB.

After these process we will enter the USB in to other computer and press the f12 button in key board if our computer (DELL, HP, SONY) and if our computer is from other model we press the f9 button in keyboard and after we can see some tables in the screen of computer must be select the USB storage and the installation will be beginning.

3. Windows 10 Registration

We can register our windows 10 by two ways.

1: **Online:** we can register our windows 10 by internet, for one month 30 days and after of 30 days we will be update it, which is called online registration.

2: **offline:** We can register our windows 10 by using of KMSPICO software by offline form, for more time.

1: we must be having a KMSPICO Software and it will be install in our computer.

2: when we have it software in our computer we must be click on this and after it software will be have own office and windows which we want to register it.

3: when this software has windows 10 we will be click by red button in the picture and our windows 10 will be register for every time.

4. Windows 10 Environment

1: We can see the three things after the starting of windows 10.

2: These three things are called:

First: **Explorer:** all of the things which we see in the computer screen these are explorer we can received to this step which is explorer by go to task manager (Ctrl+shift+esc).

3: in task manager at the file ribbon we go to run → new task and write in this search menu (Explorer), and we have received to explorer.

Second: Taskbar: taskbar is a line in computer screen which we can see in normal time in black color, it shows for me the current program.

4: the difference between wallpaper and desktop the desktop is the black color screen in our computer but the wallpaper is the picture which we choose in the desktop.

Third: Icons: icons are given us information about hardware and software of computer which are we can see in the desktop, by symbol form.

5: we have two kinds of icons.

A: System icons: these icons are accord to computer we cannot be have possibility about these like: This PC, Recycle bin, control panel and other.

B: User icons: these icons are accord to user and user can be edit it, finish it and it is accord to user, like: new folder, doc, and other.

5. What is Quick access menu (QAM).

1: after of starting a computer we can see in the bellow part of screen a start meu by left click of mouse can select the start menu and can be see a different program of computer and by the right click we can see the QAM and we can be go to QAM by windows button+ X too.

2: we can use the Quick access menu for different goals.

First: Desktop: we can go to desktop by clicking on desktop in QAM.

Second: Shutdown and sign out (power): by click on this we can shutdown, hibernate, restart, sleep and other terminate for our computer.

3: we can shut down our computer by different way like: press the alt+f4 buttons in keyboard, make a shortcut, used the keyboard shortcut for the icon shutdown shortcut, right click on screen go to power and click on shutdown.

The power menu options:

1: Shutdown: is terminate the computer.

Shutdown shortcut: right click on screen chose the new and go to shortcut in shortcut we be code the (shutdown –s –t 0), we will be having a new icon in screen by which can shut down the computer.

2: Restart: it restarts the computer.

Restart Shortcut: we can be having a shortcut in new by coding of (shutdown –r –t 0).

3: Hibernate: for the fast shutdown and start of machine we must be used the hibernate part in power and we can be see all the program which we are have with self in taskbar after the hibernate.

If we haven't a hibernate part in power must be go to the battery in taskbar and select the power option after we click on (chose what the power buttons do) and now we can see some check marks with their names but they cannot be fair to work on this time we will be click on the (change settings that are currently unavailable) it check marks will be have to work and select it, we can behave in power the hibernate part.

Hibernate shortcut: we can have with self in machine a shortcut of hibernate in desktop by writing the codes of (rundll32.exe PowrProf.dll, SetSuspendState) in shortcut.

4: Lock: in power we have on other part which is called lock by which we can lock the computer for a few minutes and after of lock the computer, computer is want to me a password.

lock shortcut: in shortcut we be code the (rundll32.exe User32.dll, LockWorkStation), and can be received to lock computer by pressing of windows button in keyboard.

Note: in the shortcut coding we must careful in the capital and small latter's.

6. What is Run command?

1: **Run command:** it is used to open a program very fast, we can be open the run command by (windows button+R) too.

2: **If our run command is disabled:** if it disabled by any purpose we must be go to pup of menu select new and shortcut after we code the (gpedit.msc) and after of click on this icon we will go to any table in this table we be click the (Administrative templates) and after in right side we be select the (start menu and taskbar) after we be double click on (remove run menu from start menu) after of these steps we will be received to one other table in this table we will be click on (not configured) and our run command will be enable.

Run command examples:

1: for opening of calculator we be go to run and write (calc) the after of enter the calculator will be open.

2: for know about your computer information write in run command (Dxdiag) and know about your computer information.

Note: Hewllet packerd mean is HP and it is a computer company.

7. **Below is the difference point between windows 8, and windows 10.**

1: start menu of windows 8 is full screen and start menu of windows 10 is not full screen.

2: if we want to have full screen start menu in windows 10 go to personalize and select the start and on the full screen start check mark.

3: windows 8 haven't task view but the windows 10 have it, we can be received to task view by pressing the alt+tab buttons in one time.

4: the windows 8 have not a multiple desktop but the windows 10 have it, and we can be get other desktop by clicking on the new desktop in the task view.

8. **How to fast work our machine in windows 10?**

1: write in run command (msconfig).

2: click on boot.

3: select advanced options.

4: on the checks of processer numbers and maximum memory.

5: after Ok and restart the machine.

6: the machine will be faster than before time.

9. **How to hide and unhide on folder by run command.**

1: go to run command and write the address of the folder which we want to hide and unhide it.

Note: For example, on folder in **E** drive which name is **live** we want to hide it**.**

2: Go to run command and write (Attrib e:\live +h) will be hide.

if we want to unhide it back.

3: Go to run command and write (Attrib e:\live –h) will be unhide.

10. Search and explorer about information.

1: by search we can find a data which is on our computer, we can have received to search by click in taskbar a search sign, and can be received to it by pressing the windows button+S in keyboard.

2: if we want to have a search option in taskbar in a box form must be go to taskbar-> toolbar and click on (address).

Note: What is Deference between Run command and search?

Answer: in search we can write some latter of on file and search can be find it, but in run we must be write the completely and correctly name of file.

3: file explorer is a part of QAM by which we can available to This PC and can be known about the data which is on our computer.

Note: Difference between shortcut and access key.

1: Shortcut: is a collection of two keys like for opening of explorer we be press in keyboard windows button+ E.

2: Access key: access key is a collection of three keys like for opening of word we be have a shortcut icon in screen must be go to properties and chose a shortcut for word program like: ctrl+shift+W.

11. Control panel

1: if the control panel is disabled in our computer.

First: in run we be write (gpedit.msc).

Second: click on administrative templates.

Third: chose control panel and click on allow online tips.

Fourth: check on the option which is (not configured).

Fifth: after of OK the control panel will be enable.

2: **Applet:** the one part of control panel is called applet.

Be if we want to have a shortcut for applets we must know about their scientific names for know about their scientific names we must be open the {C drive} windows drive and select the windows in windows we will be write in search line (*.cpl) the computer will be give us all scientific names of the applets and we can write it in shortcut and have be a shortcut icon of one applet.

4: how to hide and unhide some applets from control panel?

For hide:

Run → gpedit.msc, click on administrative templates and chose control panel.

After click on (hide these specified control panel items), and enable the check mark after we be click on show button, at the end we will be type the names of applets which we want to hide it, and after of apply and ok we will be restart and refresh the computer.

For unhide:

Run → gpedit.msc, click on administrative templets and chose the control panel, after click on (hide these specified control panel items), and not configured the check mark after our applet will be show in control panel.

12. Device manager

1: device manger is used to manage the all devices of a computer.

2: if we have any problems in our hardware we must be for solve of this problem go to control panel chose device manager after chose the (computer name) and chose the (action menu) and after we must be click on (Scan for hardware changes), our hardware will be installed and active.

3: like: CD rom deactivate, USB not be entering to machine and other problems.

13. File explorer option& Folder option General part.

1: if the Folder option is disable in our computer.

2: solve: run → gpedit.msc → administrative templates-> windows components, and double click on file explorer after chose (don't allow folder options…), at the end check mark the (not configured).

3: after opening of folder option if want to open the file explorer the computer will be show for us this pc& quick access what is nice to us we will be select it, and will be show after the opening of explorer.

4: if we want to open the files and folder in same windows we must be on the check mark of (open each file in the same window), and if we want to open the files and folders in the own and one by one windows must be on the check mark of (open each file in its own windows).

5: the double and single click is too accord to folder option and (General) part.

6: in folder option the (navigation pane) is accord to the part of explorer which is in the left side of explorer and we can be see the address of the file on which we stand and can be go back in to the folder on which we were stand, and can be show on this left side of explorer (libraries).

7: in folder option/ general part in the privacy we can be check mark on and cannot be see the files and folders in quick access which we were use it, and can be see the files and folders in quick access which we use it.

8: by clear in folder option/general/ privacy we can clean the all data which we use it, for other user knows to I use it.

9: if one user makes changes in our computer from folder option we can become the normal situation in our computer by click on (restore default).

14. Folder option & file explorer option/ view part.

1: apply to folder: by which we can large the flies and folder in the different drives, but first we must be choosing a quality of the folder with us (like: large, small, medium.)

2: Reset folder: by which we can go to back situation of the quality of folders and files.

3: always show icons, never thumbnails: it is used to show and hide the data which is in the folder, but it is the time when we not click on folder, and we can see the all folders by form of empty & we can use it for the photos which we can see by form of a table of photo but cannot see the photo before click.

4: always show menu: it is used for when we open the control panel we cannot see the menus in the up side of page, and if we check mark this, we can see it without pressing the alt button.

5: Display icon file icon on thumbnail: by check marking of this we cannot see the icon of player kinds of videos in the right side of table of videos, and we can see it in form of a photos, not videos.

6: display file size information in folder tips: if we stand the cursor on one folder we can see the information about this folder and after of check mark of this we cannot see it, without date.

7: Display the full path in the title bar: if we go to one folder and file we can see the path of coming of this file and folder (address bar) Bellow of title bar front of in to victors and if it checks mark is on we can see it coming path of folder and file in the above part of title bar on the scientific form.

8: don't show hidden files…: by it we can hide the folder and files and other by properties.

9: show hidden files…: by it we can show the hide data of computer and can be see it some weak and can be strong it by properties check mark on.

10: hide empty drives: it is used for hiding of an empty drive like: if we on this check mark and enter the empty SD card to computer we cannot see the drive of this empty SD card.

11: hide extensions for known file types: extensions are show for us the kind of files like: winword.doc, photo.jpg, video.mp4, sound.mp3, virus.exe and other…

It is used to don't show and show the extension of one file.

15. folder option & file explorer option view 2 part.

1: hide folder marge conflicts: it is used to if we enter the same data twice in to one extra drive (SD card, USB…) don't show and show the massage for us.

2: hide protected operating system files (recommended): it is use to show the files which is accord to operating system in C drive and if we edit or delete some and one of this our windows will be inoperable.

3: launch folder windows in a separate process: it is used to on which folder we stand by check mark of this option we can go to back on the folder on which we stand.

4: restore previous folder windows at logon: it Is used to same goal like launch folder windows in a separate process.

5: show drive latter: it is used to show the name of computer drives like: C, E and other.

6: show encrypted or compresses NTFS files in a color: it is used to show the different color of the secure data name.

7: show pop up description for folder and desktop items: it is used to don't show and show the enter information of one folder, before click.

8: show preview handlers in preview pane: it is used to we have some space in the right part of desktop in explorer which is used to show the all data which is on our folder, after one click.

9: show states bar: it is used to show and don't show the states bar in the down part of screen, which is use to we can small, medium, large, know the count of items, and other information.

10: use check boxes to select items: it is used to if we select the different folders and items we can see in the above part of this, picture, video, doc and other items to select it by on the check mark.

11: use sharing wizard (recommended): it is used to if we have two connecting computers for sharing the data very easy by it option.

16. User account (UAC)

1: use account is a user session which is used to secure of computer.

2: we two kinds of accounts: **firs:** live

account (internet connection).

Second: local account (without internet connection).

3: these is three kinds of local account.

1: Administrative account: it can do system wide change.

Note: administrative account is divided in to two kinds.

First: user administrative account: it is managing by user.

Second: built in administrative account: it is make and manage by company, it is always hide and we can show it.

How to show the built in administrative account?

Answer: run → control userpassword2 → click on advance-> user folder → click on administrative account-> off the check mark.

2: standard account.

3: child's account.

17. How to protect or secure the folder and drive.

1: right click on the folder or drive which we want to secure than go to properties, after we click on the security, then we chose Edit Button and, click on add button after we can write in the space place the name of user and at the end we on the check of deny the folder and drive will be secure and protect.

2: if we want to add or remove the authority of the administrative account in computer we will be go to run-> secpol.msc-> select the local administrative-> user right assignments-> know select the possibility-> remove for remove the authority & add user or group for add the authority.

18. What is Bit Locker Drive Encryption?

1: it is used to have a password for one internal and external drive, but the nice way is the don't lock an external drive which is more than 500GB and can be have a bit locker password for drive which external drives are 16, 32 and other small GB.

2: control panel-> bit locker drive encryption->chose the drive C, E, H… -> turn on bit locker-> than check on the **use the password to unlock the drive->** enter the password which will not less than 8 letters -> next-> for have a password if we not have it in our main computer give us a key for it situation -> encryption -> save changing-> the drive will be have a password.

3: for removing of bit locker password we must be go to control panel than chose the bit locker drive encryption, and click on the turn off bit locker, the bit locker password of chosen drive will be remove.

19. How to hack any password?

1: for hacking of one password we must be have a few things.

First: USB and Empty CD- Disk.

Second: Spotmau software (install in machine).

Solution:

1: we click on <u>Burning succeed</u> -> select the drive of our USB and then will be start the booting of a USB for Spotmau.

2: than for hack a password of one computer plug this USB in the other computer and enter the (Dell, HP, SONY) company computers F12, and for other companies press the F9 button, from computer.

3: select USB storage device-> select boot from live boot-> click on password and key finder-> admin password reseter->select the user name-> select the reset button.

4: than computer give us a massage and we OK the massage, at the end go to start menu and click on reboot, the password will be remove.

20. Power option console notes.

1: if we want to press the power button in computer but it not be having any result we must be have a bellow steps.

First: go to *power option* from control panel and other ways.

Second: click *chose what the power buttons do.*

Third: click on *when I press the power button.* I this time we have two situations first *on battery* second *plug in* we must be chose on both the ***do nothing*** and after the power button after press cannot be do any things.

2: if we want to close the screen of computer on this time too, we have a two situations, on battery and plug in and we have a bellow steps.

First: we chose the options of our chose accord like: hibernate, shutdown, do nothing and other, which is in front of to, ***when I close the lid.***

3: after of sleep If we want to the computer have a password from user we must be on the check of *require a password,* and if we want to a computer is wake of from sleep the computer haven't password from user we must be on the check of ***don't require a password.***

21. Advanced Power options.

1: right click on desktop than chose new and at the new select on shortcut.

2: write a code → powercfg.cpl 3,3,3.

3: critical battery level: for example, 20%.

4: critical battery action: Hibernate.

22. Program and feature

1: it is always use for uninstall a software from our computer if it software we install by windows offline system and if we install it by internet online system we can uninstall it.

23. Task bar

1: if we haven't at computer a battery, language, internet and other options in taskbar we must be go to control panel and taskbar and navigation and after we chose the *Turn system icons on or off* and then we must be choosing the option and on the check of this.

24. How to protect and secure the computer from Spotmau hacking?

1: we go to run and then write a *Syskey.*

2: click on *update* button.

3: click on *password startup* option.

4: then give your password. *(******).*

5: at the end we must be *restart* the computer and our computer will be Start key password.

25. If we want to have key password (USB) for computer.

1: we must be entering USB to computer and change the item name of this USB to A, like if the USB item name is I, H, G and other we must be change it to *A*.

2: how to change the item name of USB = Right click on *This PC* and click on *Manage.*

Be than right click in the *USB drive* and chose the *change drive latter and paths…* then select *Change* and after chose the *A* in the table and Apply and Ok our USB item name will be renaming to A.

4: go to *Run* and Write the code of *Syskey* after chose *update* button and then on the check mark of *system generated password* and on the check mark of *store startup key on floppy disk require a floppy disk to be inserted during system start,* and then Thriple *Ok.*

5: at the end restart the computer and our computer will be start be entering of USB and if the USB is not entering to our computer our computer will be not start, and computer will be having a form of car like start by key.

26. If we want to remove the USB key password from computer.

1: enter the USB in to computer.

2: run → Syskey →update.

3: on the check mark of *store startup key locally.*

4: after of restart the computer will be not need to we enter the USB in to computer for starting.

27. How to can remove the shortcut viruses from our computer any drives.

1: we must be having a remove virus coding in notepad program.

2: for making of remove viruses file we have bellow steps.

 Run → notepad → Attrib drive name (*I*):*.* -r –s –a –h /s /d

Del drive name (*I*):*.lnk (extension name of shortcut)

Del drive name (*I*):*.exe (extension name of shortcut files)

3: we save it from save on desktop, document and other addresses but the main point is it when we save it after of this file we must be have BAT, like if we have a name of file khan we must be have at the end of this bat (khan.bat).

4: after we will be go to run again and then write *gpedit.msc* then click on *windows setting* then chose the *scripts startup and shutdown* must be double click on *shutdown* and then select the file which we make in notepad for removing of a viruses file (khan.bat) and then write in parameters *one (1)*, and for see our

formula is enable for it work we must be go to run → gpupdate at the end after *shutdown* the computer and then automatically the viruses will be deleted.

28. How to can protect and secure our data from external USB sending.

1: Run → gpedit.msc → administrative templates → system → Removable storage access → Deny all access (all removable storage access) → enable → ok.

2: and after If we want to unsecure a computer it is basic like 1 rules but replace the *enable* to *not configured* our computer will be having USB.

2: our computer will be secure from entering of USB and sending the data and coping the data from USB to computer our computer.

29. How we can make a drives of our computer to not have access not edit, delete, format and other for it and how to can active of these?

1: Run → gpedit.msc → administrative templates → windows components → file explorer → double click on prevent access to drives from my computer → enable (for not access) not configured (for access back).

30. If a task manager is disabled by viruses how can enable it?

1: run → gpedit.msc → administrative templates → system → ctrl+ alt + del options → remove task manager → enable and not configured → ok.

2: the task manager will be enable and disabled by it ways.

31. How to create backup and making ISO file from Disk (CD) windows 10.

1: at the start we must be have windows 10 CD, and ultra ISO & power ISO software (Register).

2: if this software not register we must be register it from *Petch*.

3: Enter the Disk (CD) of windows 10 in to computer.

4: open the ultra and power ISO software.

5: then go to *Tools* ribbon and select the *make CD/DVD image (f8).*

6: then select the CD Drive name, and bellow of selection CD drive we can save it image in any address like: desktop, E, I drive and other addresses.

7: then rename it in time of saving like: windows 10 ISO image, and other.

8: then on the check mark of *Standard ISO.*

9: and click on *make,* after of these process the making of windows 10 ISO image will be start and we have wait for it 100% then Ok.

10: after we can open this folder and send all files which are on this folder (windows 10 ISO image) to any USB and we can install the windows 10 by it USB.

32. One other applet of control panel Mouse.

1: mouse (courser) is the controller of computer screen.

2: control panel → mouse.

Button:

3: switch primary and secondary button: it is used to when we work by right button change it to left.

4: double click speed: when we push this victor to high the double cannot be active on our computer.

5: turn on click lock: it is used to not moving the icons of screen to other place and the curser not be having ability to push these icons to other place.

Pointer:

1: in this part of mouse, we can change the symbol of curser on computer. **2:**

Browse: we can choose the other pointer for our curser in computer.

3: use default: it is used to come computer for their normal situation after click by this.

4: enable pointer shadow: it is used to our curser will be have shadow.

pointer option:

1: Motion: is used for speed up and speed down of curser.

2: enhance pointer precision: it is used to control the speed up curser buy on of this check mark.

3: automatically move pointer to the default in a dialog box: if we on this check mark our curser must be received always to the OK button if they at any other place in computer.

4: display pointer trials: it is used to our curser must be have trial in computer.

5: hide pointer while typing: if we write any things in our computer the curser cannot be we find by on of this check mark.

6: show location of pointer: when I press the ctrl button: it is used if the curser we cannot find by pressing of ctrl button we can have in computer a circle and we can find the curser by on of this check mark.

wheel:

1: wheel is a part main part of mouse and we can use it for view of data above and below, and if we have a number of our chose on this table the wheel button pressing will be view the pages which are we chose in table.

we have two kinds of mouse.

First: HID (human interface device): it is mouse which we enter to computer by any line and Bluetooth and can use it with any distance, it is also named USB mouse.

Second: PS/2 Mouse: (Post Script) mouse: it is mouse which is install in our computer by operating system which is named Curser.

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