

Windows 10 Tips and Tricks

By Dick Evans

WiFi Hotspot

WiFi Guest

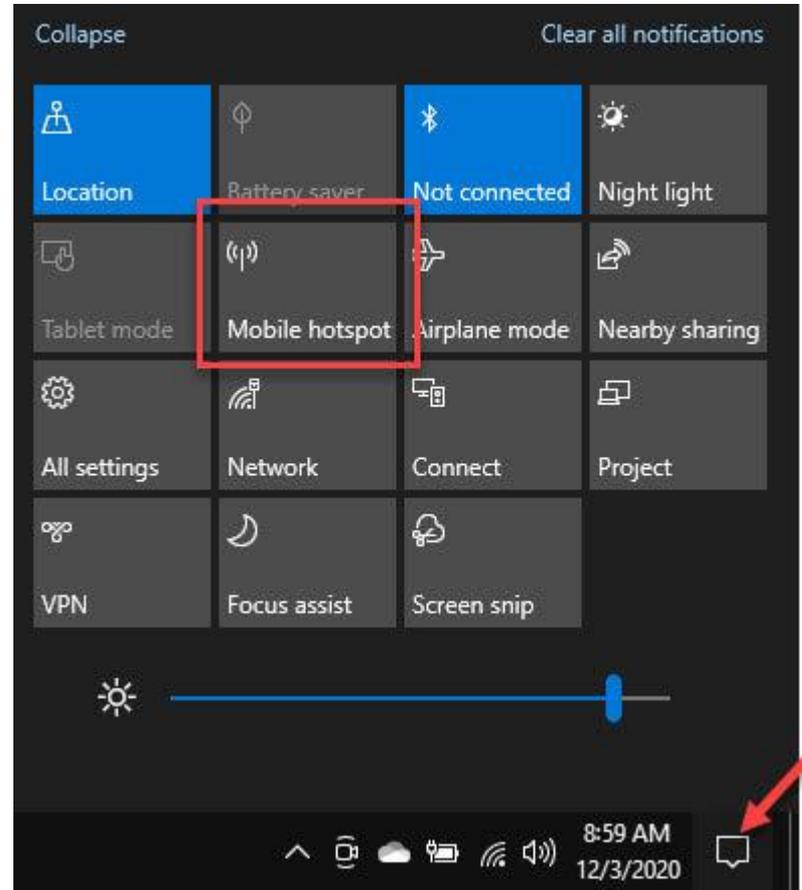
With the widespread use of cell phones today everyone who comes to visit wants access to your WiFi. Not wanting to give out my WiFi key to the world I used to set up a second router in my house and give out its credentials.

Now I use Windows 10.

Mobile Hotspot

In the lower right corner of your desktop, click the Notifications button to open Manage notifications. If the full list (above) does not display, click *Expand* to show it. Then click Mobile hotspot.

Right-click the now blue Mobile hotspot and select *Go to Settings*



Create Account

Click the Wi-Fi radio button to select it and then click *Edit*

Enter a name for your network and give it a password.

As long as I leave my computer running the Guest access is available to any of my visitors.

Edit network info

Change the network name and password that other people use for your shared connection.

Network name

Guest

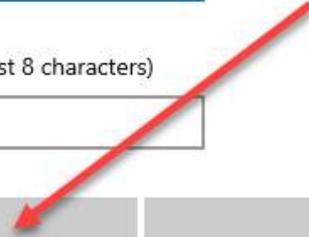


Network password (at least 8 characters)

guest123

Save

Cancel

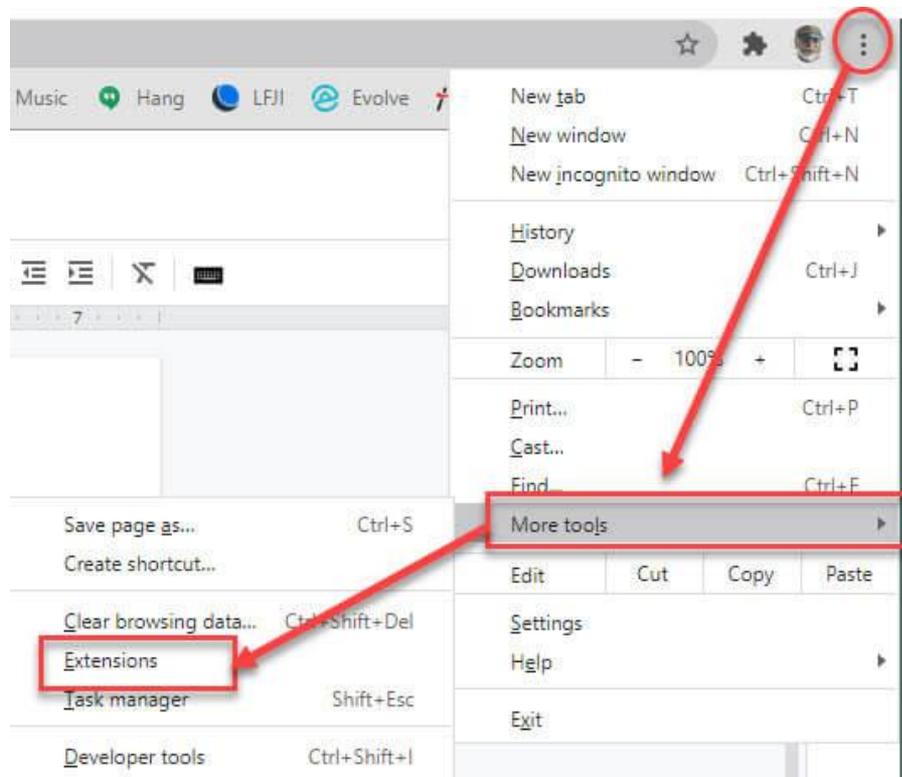


Display Passwords

What Is That Password?

How many times are you looking for a password to login to a website and cannot locate it anywhere?

There are extensions available in Google Chrome to display the hidden passwords



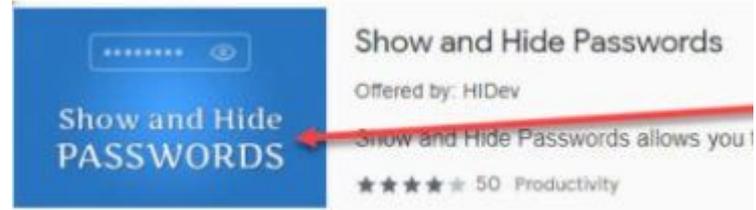
Show Passwords Extension

In the top left of the window click the Extensions menu button

At the bottom left click Open the Chrome Web Store

Search for “show passwords”

Click Show and Hide Passwords



Click Add to Chrome to install it as a browser extension

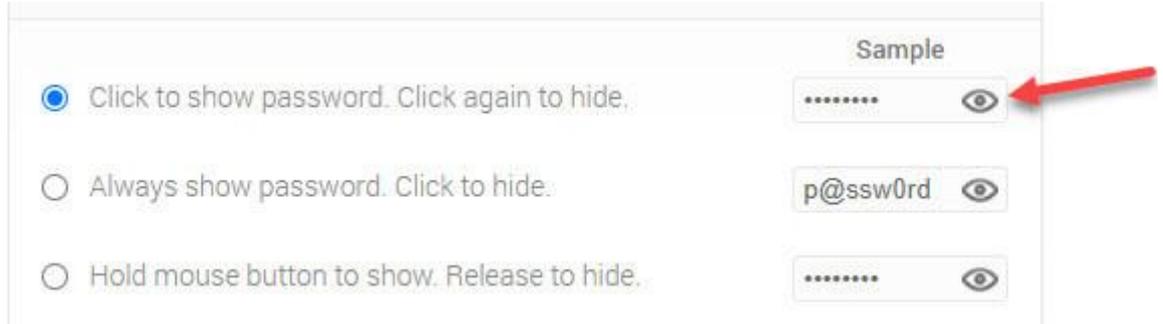
Then at the Welcome screen, click OK

Select An Option

I use the default option,
"Click to show passwords"

They show as dots until I
click the "eye" then the
letters appear until I click
the "eye" again.

Click *Save* to finish.



The screenshot shows a user interface for password management. On the left, there are three radio button options for password visibility:

- Click to show password. Click again to hide.
- Always show password. Click to hide.
- Hold mouse button to show. Release to hide.

On the right, under the heading "Sample", there are three password input fields, each with an eye icon to its right:

- The first field contains seven dots (password hidden) and its eye icon is highlighted with a red arrow.
- The second field contains the text "p@ssw0rd" (password visible) and its eye icon is also visible.
- The third field contains seven dots (password hidden) and its eye icon is visible.

About My PC

Ever Wonder?

How much memory do I have?

How much disk space?

What speed is my processor?

What is the version of the Operating System?



Settings

Win+I to open Settings

Then click System



System

Display, sound, notifications,
power

Details

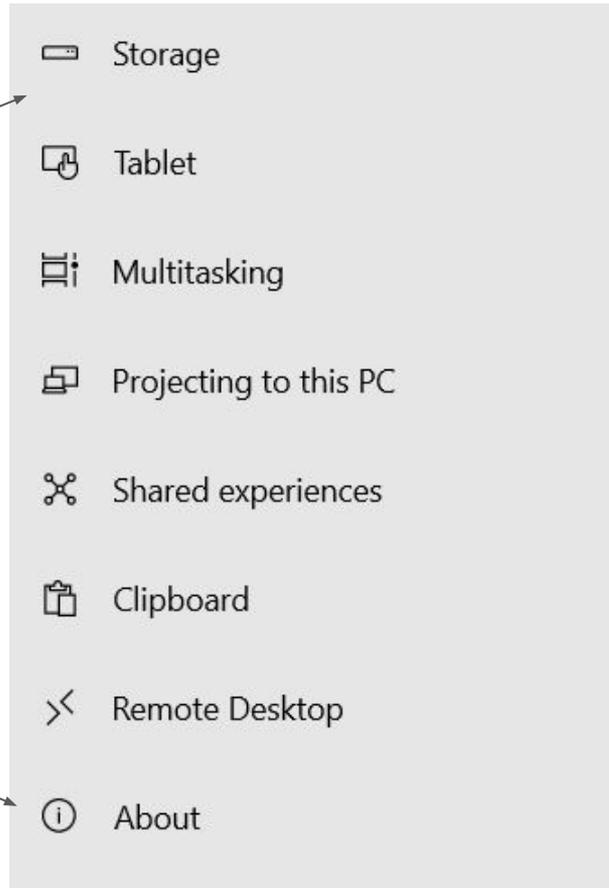
Storage will show the capacity of your hard disk and how much you are currently using

Windows (C:) - 931 GB



This is how your storage is used and how you can free up space.

About will give details about the operating system, amount of RAM, speed of the processor and more...



Free Microsoft Office

Office.com

This is a trimmed-down version of all the applications. 99% of anything I need to do with Word, Excel, or PowerPoint can be accomplished using these free apps.

If you are not signed on to your Microsoft Account, you will be prompted to do so.

All your files are saved in OneDrive which synchronizes with your OneDrive folder on your C: drive.



Office OnLine



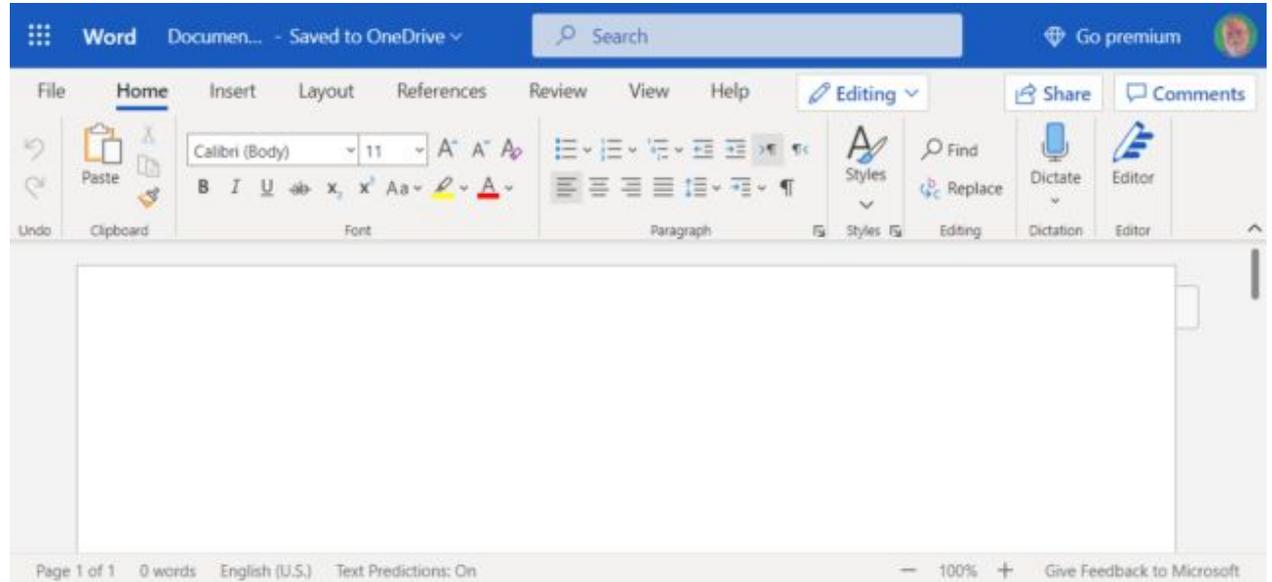
On the left panel, click the Word icon to open the online version.

Note: If you already have Office installed, clicking the new Office icon on the taskbar will open the following screen but when you open Word it will open your installed version and not the online version. Use the link to office.com instead.

Familiar Word Layout

Let's create a new document.

The familiar workspace opens but with a much smaller ribbon.

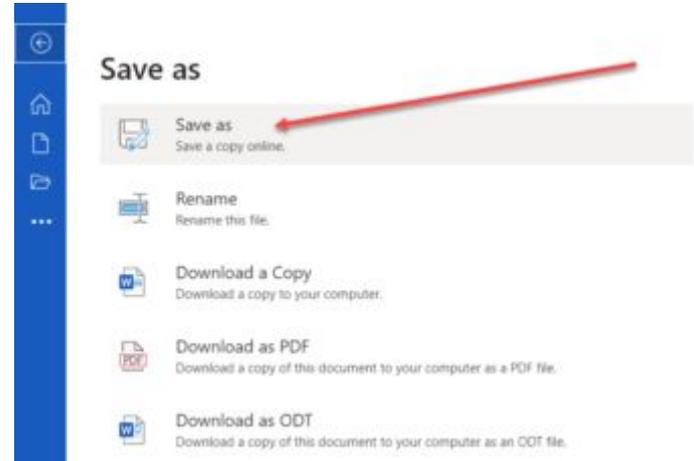


Save as

Your work is saved as you type on OneDrive

File > *Save as* will save a copy of what you are working on with a new name. You can also Download a Copy, a PDF, and even an ODT file for use in LibreOffice.

You cannot open a document on your computer to work on it online. The document will have to be stored in the cloud and on your computer as well. The updates you make online will synchronize with your computer in the OneDrive folder.



End

For access to Dick's Class Blog: dickevans.blogspot.com

And to his personal site: www.rwevans.com