1.Google Chrome

It's been a leading browser since its debut in 2008, especially when it comes to speed and minimalism. Chrome still ranks high as a browser to keep in your arsenal. Especially if you're a devotee to Google products—and it's built right into the ChromeOS on Chromebooks so much that it practically is the OS. However, it's probably not the browser you want if you're a privacy advocate.

2.CCleaner Free

The first C is for Crap! CCleaner is practically essential for keeping a system going, especially Windows. What CCleaner does is simple: it cleans up extraneous files that gunk up the OS and browsers. Get it and run it, regularly. It'll even delete some apps you didn't think you could get rid of—like those provided in Windows 10, whether you wanted them or not.

3.Foxit Reader

Foxit Reader is free for not just reading, but also creating PDFs and collaboration on the files (at least you can with the Windows version; Mac and Linux are more limited). Foxit's MobilePDF apps are on iOS and Android. What's more, they support a tech called ConnectedPDF so you can send PDF files and even update them after you send them (thanks be to the cloud).

4. 7-Zip

Eventually in this life, you're going to run into an archive file—a single file with multiple files stored (and compressed) inside it. They have different extensions, from RAR to ZIP to 7z and many more, and sometimes the program to open them costs you. Not 7-Zip. It opens all of those and more, and allows creation of new archives. It'll even encrypt the contents for safety. It's entirely open source.