

# Day 2: Windows Shortcuts and Security

In today's session, we will explore some powerful tools to make working with Windows easier and more secure. We'll cover essential **keyboard shortcuts**, advanced navigation using **File Explorer**, fundamental **Windows security settings**, and techniques for **backing up data**.

## 1. Common Keyboard Shortcuts

Keyboard shortcuts are combinations of keys that help you perform tasks quickly, without relying on a mouse. Using shortcuts efficiently can greatly enhance your productivity and make your interaction with the computer faster.

### 1.1 Essential Keyboard Shortcuts

Let's begin by exploring some of the most common keyboard shortcuts in Windows, which will save you a lot of time:

Shortcut	Action	Description
Ctrl + C	Copy	Copies the selected text, file, or folder to the clipboard.
Ctrl + V	Paste	Pastes the copied or cut item from the clipboard.
Ctrl + X	Cut	Cuts the selected text, file, or folder and places it on the clipboard.
Ctrl + Z	Undo	Undoes the last action.
Ctrl + Y	Redo	Re-applies the last undone action.
Ctrl + A	Select All	Selects all items in the current window or document.
Ctrl + S	Save	Saves the current document or file.
Alt + Tab	Switch Between Open Apps	Quickly switches between currently open applications.
Alt + F4	Close Window	Closes the current window or application.
Windows + D	Show Desktop	Minimizes all open windows and shows the desktop.
Windows + E	Open File Explorer	Opens File Explorer, allowing you to browse files.
Windows + L	Lock the Screen	Locks your computer screen, requiring a password to unlock it.
Windows + Shift + S	Snipping Tool (Screenshot)	Takes a screenshot of a portion of the screen.
Ctrl + Shift + Esc	Open Task Manager	Opens Task Manager to view and manage running applications and processes.
Windows + P	Project to External Display	Opens display options for using a second screen or projector.
Ctrl + F	Find	Searches for a word or phrase in a document or webpage.
Ctrl + T	Open New Tab (Browser)	Opens a new tab in a web browser.
Windows + I	Open Settings	Opens the Settings app to manage system configurations.
Windows + X	Power User Menu	Opens a quick access menu for advanced system settings like Disk Management.

### 1.2 Customizing Keyboard Shortcuts

In addition to these pre-configured shortcuts, Windows allows you to customize certain keyboard shortcuts for even greater efficiency.

#### Creating Custom Shortcuts for Applications:

1. **Right-click** on the application icon for which you want to create a shortcut.
2. Select **Properties**.
3. In the **Shortcut** tab, click inside the **Shortcut key** field.

4. Press the key combination you want to use (e.g., `Ctrl + Alt + T`).
5. Click **Apply**, then **OK**.

Now, you can use this custom keyboard shortcut to launch the application directly.

### Windows PowerToys for Advanced Shortcuts:

Microsoft's **PowerToys** is a set of utilities designed to help power users enhance their Windows experience. One of its features is **Keyboard Manager**, which allows you to remap keys and create custom keyboard shortcuts for any action.

To use PowerToys:

1. Download **Microsoft PowerToys** from [GitHub](#).
2. Install and open the application.
3. In the **Keyboard Manager** section, click **Remap a key** or **Remap a shortcut** and follow the on-screen instructions.

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## 2. Using File Explorer Effectively

File Explorer is the built-in application in Windows that allows you to browse, organize, and manage your files and folders. It's essential to master this tool to work efficiently with your documents, images, music, and other data.

### 2.1 Key Components of File Explorer

Understanding the different parts of File Explorer will help you navigate it more easily:

- **Navigation Pane:** This is located on the left side of the window and provides access to commonly used folders and locations such as Quick Access, This PC, and Network. You can also navigate to external storage devices here.
- **Address Bar:** Located at the top, the address bar shows the current location of the file or folder you're viewing. You can click on different parts of the path to move to a parent folder quickly.
- **Content Area:** This is the main area where the contents of the selected folder are displayed. You can view your files in different layouts, such as icons, list, or detailed view.
- **Search Bar:** The search bar, located next to the address bar, helps you find files and folders within the selected location.

### 2.2 Searching for Files Effectively

Sometimes finding a specific file or document can be like searching for a needle in a haystack. Here are some tips to make searching easier:

1. **Using the Search Bar:** At the top-right corner of File Explorer, you'll find the search bar. Type the name (or part of the name) of the file you're looking for.
  - Example: If you're looking for a file named "report", typing "report" will show all files with "report" in their name.
2. **Using Filters in Search:** You can also filter search results by file type, size, and date modified.
  - Example: If you want to search for only Word documents, after typing your search query, click the **Search Tools** tab and select **Kind > Document**.
3. **Searching Within File Contents:** Windows also lets you search for keywords **inside** documents. To do this:
  - Go to **Folder Options** in File Explorer, click the **Search** tab, and select **Always search file names and contents**.

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## 3. Basic Windows Security Settings

In today's digital age, protecting your computer from malware, viruses, and unauthorized access is vital. Windows provides several built-in tools and features to help you secure your system.

### 3.1 Importance of Cybersecurity

Cybersecurity involves protecting your system, data, and networks from cyber-attacks such as hacking, phishing, and malware. If your computer is compromised, you may lose important files, and your personal information could be at risk.

### 3.2 Windows Security Features

#### Windows Defender Antivirus:

Windows Defender is an antivirus program built into Windows that provides real-time protection against malware and viruses.

- **Checking Windows Defender Status:**
  1. Open the **Start Menu** and search for **Windows Security**.
  2. In the **Windows Security** window, click on **Virus & threat protection**.
  3. Here, you can see the current status of virus scans and perform a quick scan.

#### Firewall Protection:

The Windows Firewall is another essential feature that helps block unauthorized access to your computer.

- **Turning on the Firewall:**

1. Open **Control Panel**, go to **System and Security**.
2. Click on **Windows Defender Firewall** and ensure it's enabled for all networks.

## User Account Control (UAC)

User Account Control prevents unauthorized changes to your computer by prompting you to give permission when a program tries to make changes.

- **Configuring UAC:**
    1. In **Windows Security**, click on **App & browser control**.
    2. Under **Reputation-based protection**, adjust the settings to ensure only trusted apps can make changes.
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## 4. Backup Methods

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Creating backups is essential to prevent data loss. If your system crashes or you accidentally delete an important file, having a backup will allow you to restore your data easily.

### 4.1 Local vs. Cloud Backup

There are two primary types of backup: local and cloud.

#### Local Backup:

This involves saving a copy of your files on a physical storage device, such as an external hard drive or USB drive.

- **Creating a Local Backup:**
  1. Plug in your external hard drive or USB drive.
  2. Open **File Explorer**, right-click the files or folders you want to back up, and select **Copy**.
  3. Navigate to the external drive in **File Explorer** and paste the files there.

#### Cloud Backup:

Cloud backup stores your files on the internet, so they're accessible from any device with an internet connection.

- **Backing up with OneDrive:**
  1. If you have a Microsoft account, you can use **OneDrive** for cloud backup.
  2. Open **OneDrive** from the taskbar, sign in, and select which files or folders to sync.
  3. OneDrive will automatically upload these files to the cloud, ensuring they are backed up.

### 4.2 Creating Restore Points

A **Restore Point** is a snapshot of your system settings and files at a particular moment in time. If something goes wrong, you can revert your system to a previous state using a restore point.

- **How to Create a Restore Point:**
  1. Open **Control Panel**, go to **System** and click on **System Protection**.
  2. Under the **System Protection** tab, click **Create**.
  3. Enter a name for the restore point and click **Create** again.

### 4.3 System Backups with Windows Backup:

Windows also offers a built-in backup tool called **Windows Backup**.

- **Setting Up Windows Backup:**
    1. Open **Control Panel** and go to **System and Security**.
    2. Click **Backup and Restore (Windows 7)**.
    3. Choose a backup location and select the files or system settings you want to back up.
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## Conclusion

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In this session, we explored some powerful tools that enhance your productivity and security. By learning essential keyboard shortcuts, effectively using File Explorer, understanding basic security settings, and setting up reliable backup methods, you will not only improve your day-to-day interactions with Windows but also protect your system from potential risks.