



TIPS AND TRICKS

TASK MANAGER WINDOWS 10

Right Click on the taskbar and select Task Manager. Then click “More Details” in the bottom left corner. You can view the performance of your system by clicking the Performance Tab.

Task Manager Performance tab showing system resource usage:

Name	Status	93% CPU	31% Memory	20% Disk	0% Network
Microsoft Compatibility Telem...		36.1%	11.6 MB	9.7 MB/s	0 Mbps
wsappx		21.3%	9.5 MB	0 MB/s	0 Mbps
Service Host: Local System		20.1%	41.6 MB	0.1 MB/s	0 Mbps
Microsoft Windows Search Inde...		4.5%	8.4 MB	0 MB/s	0 Mbps
appmodel		4.2%	9.7 MB	0 MB/s	0 Mbps
Service Host: Remote Procedure...		3.4%	5.9 MB	0 MB/s	0 Mbps
Microsoft Software Protection P...		0.8%	3.4 MB	0 MB/s	0 Mbps
System interrupts		0.7%	0 MB	0 MB/s	0 Mbps
Service Host: Local System		0.5%	4.2 MB	0 MB/s	0 Mbps
Antimalware Service Executable		0.5%	191.5 MB	0.1 MB/s	0 Mbps
System		0.3%	0.1 MB	0.1 MB/s	0 Mbps
Services and Controller app		0%	4.3 MB	0.6 MB/s	0 Mbps
Service Host: Local System		0%	8.7 MB	0 MB/s	0 Mbps
Task Manager		0%	19.9 MB	0 MB/s	0 Mbps

Buttons: Fewer details, End task

Task Manager Performance tab showing detailed system information:

- CPU** 11th Gen Intel(R) Core(TM) i5-11400 @ 2.60GHz
29% 2.59 GHz
- Memory** 2.8/8.0 GB (35%)
- Disk 0 (C:)** SSD 63%
- Ethernet** Ethernet0 S: 0 R: 0 Kbps

Graph: % Utilisation (0 to 100%) over 60 seconds.

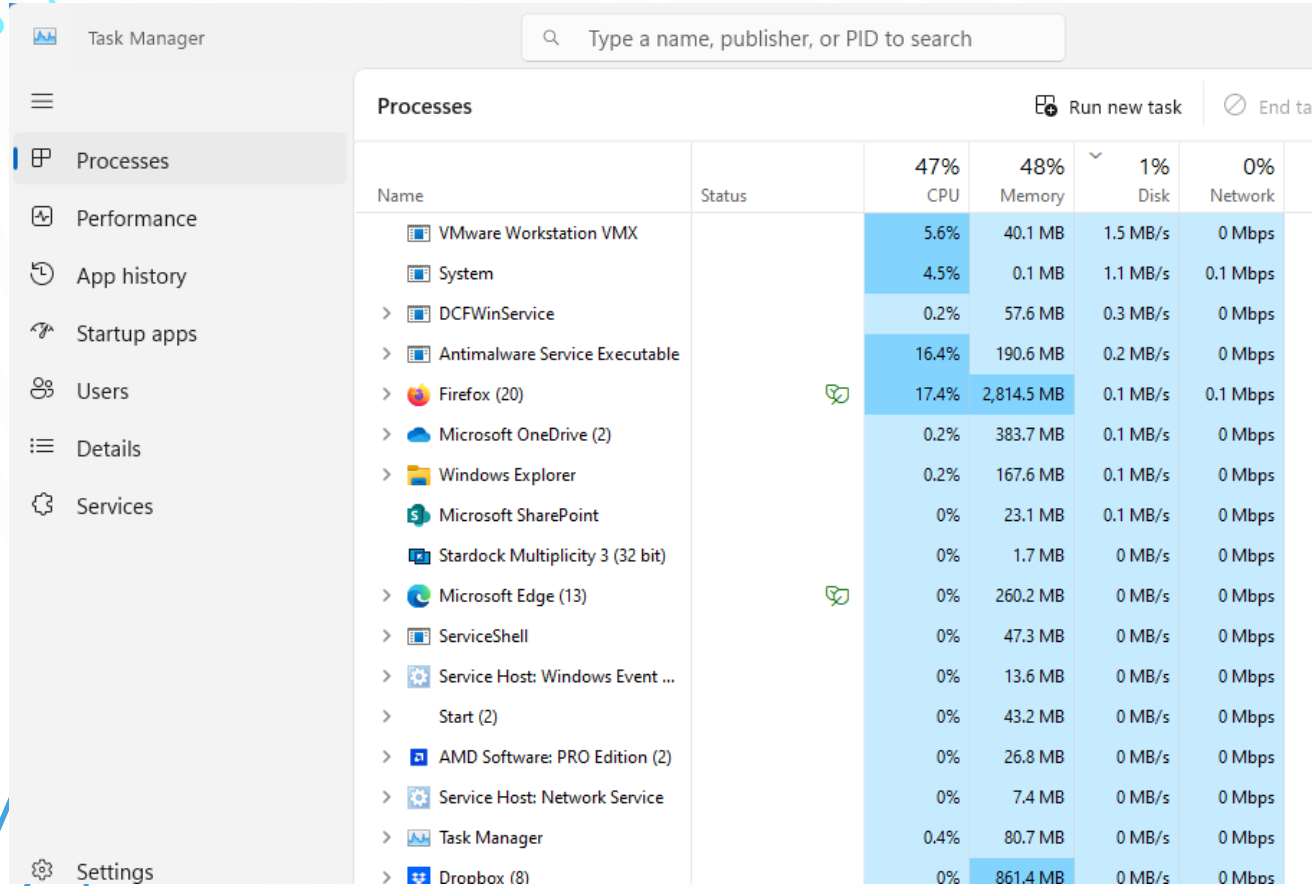
Utilisation	Speed	Base speed:	2.59 GHz
29%	2.59 GHz	Sockets:	2
Processes	Threads	Handles	Virtual processors:
149	1478	60259	2
			Virtual machine:
			Yes
			L1 cache:
			N/A

Up time: 0:00:04:12

Buttons: Fewer details, Open Resource Monitor

TASK MANAGER WINDOWS 11

Right Click on the taskbar and select Task Manager. You can view the performance of your system by clicking the Performance Tab.



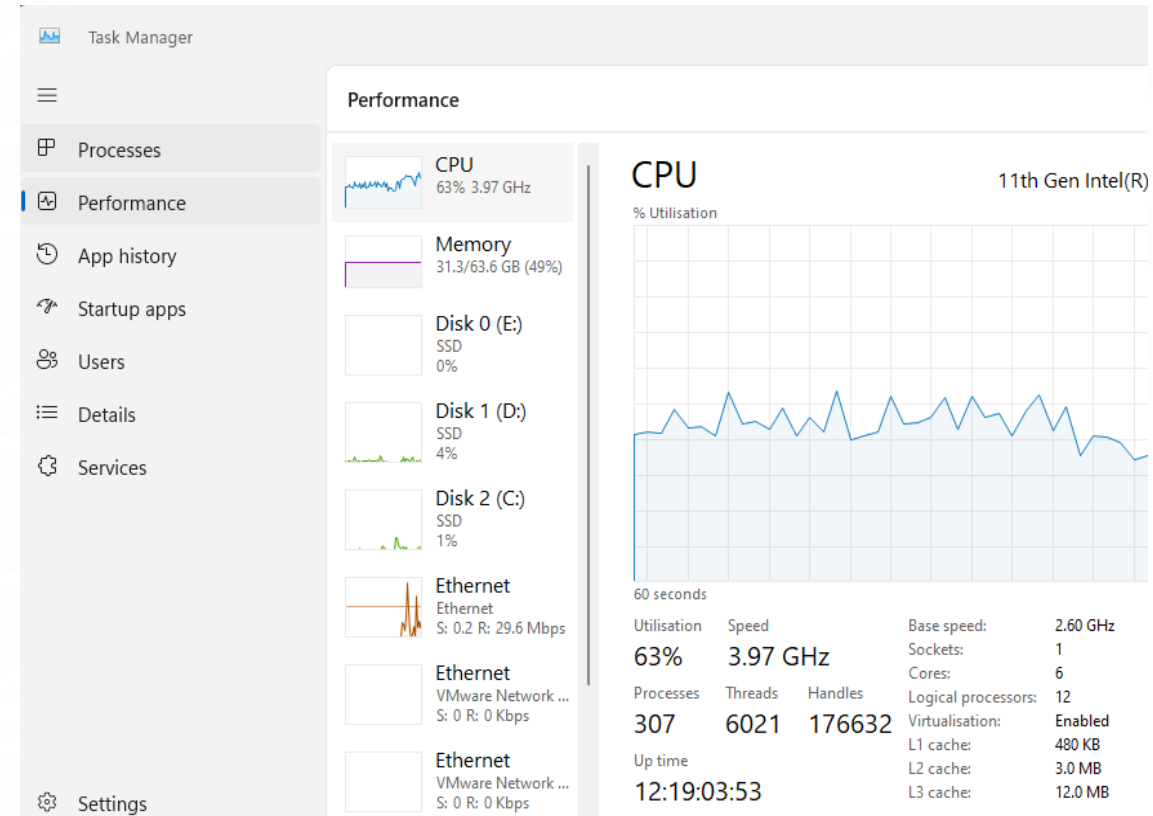
Task Manager

Type a name, publisher, or PID to search

Processes

Name	Status	47% CPU	48% Memory	1% Disk	0% Network
VMware Workstation VMX		5.6%	40.1 MB	1.5 MB/s	0 Mbps
System		4.5%	0.1 MB	1.1 MB/s	0.1 Mbps
> DCFWinService		0.2%	57.6 MB	0.3 MB/s	0 Mbps
> Antimalware Service Executable		16.4%	190.6 MB	0.2 MB/s	0 Mbps
> Firefox (20)		17.4%	2,814.5 MB	0.1 MB/s	0.1 Mbps
> Microsoft OneDrive (2)		0.2%	383.7 MB	0.1 MB/s	0 Mbps
> Windows Explorer		0.2%	167.6 MB	0.1 MB/s	0 Mbps
Microsoft SharePoint		0%	23.1 MB	0.1 MB/s	0 Mbps
Stardock Multiplicity 3 (32 bit)		0%	1.7 MB	0 MB/s	0 Mbps
> Microsoft Edge (13)		0%	260.2 MB	0 MB/s	0 Mbps
> ServiceShell		0%	47.3 MB	0 MB/s	0 Mbps
> Service Host: Windows Event ...		0%	13.6 MB	0 MB/s	0 Mbps
> Start (2)		0%	43.2 MB	0 MB/s	0 Mbps
> AMD Software: PRO Edition (2)		0%	26.8 MB	0 MB/s	0 Mbps
> Service Host: Network Service		0%	7.4 MB	0 MB/s	0 Mbps
Task Manager		0.4%	80.7 MB	0 MB/s	0 Mbps
> Dropbox (8)		0%	861.4 MB	0 MB/s	0 Mbps

Run new task End ta



Task Manager

Performance

CPU 63% 3.97 GHz

11th Gen Intel(R)

% Utilisation

60 seconds

Utilisation Speed Base speed: 2.60 GHz

63% 3.97 GHz Sockets: 1

Processes Threads Handles Logical processors: 12

307 6021 176632 Virtualisation: Enabled

Up time 12:19:03:53 L1 cache: 480 KB

L2 cache: 3.0 MB

L3 cache: 12.0 MB

Memory 31.3/63.6 GB (49%)

Disk 0 (E:) SSD 0%

Disk 1 (D:) SSD 4%

Disk 2 (C:) SSD 1%

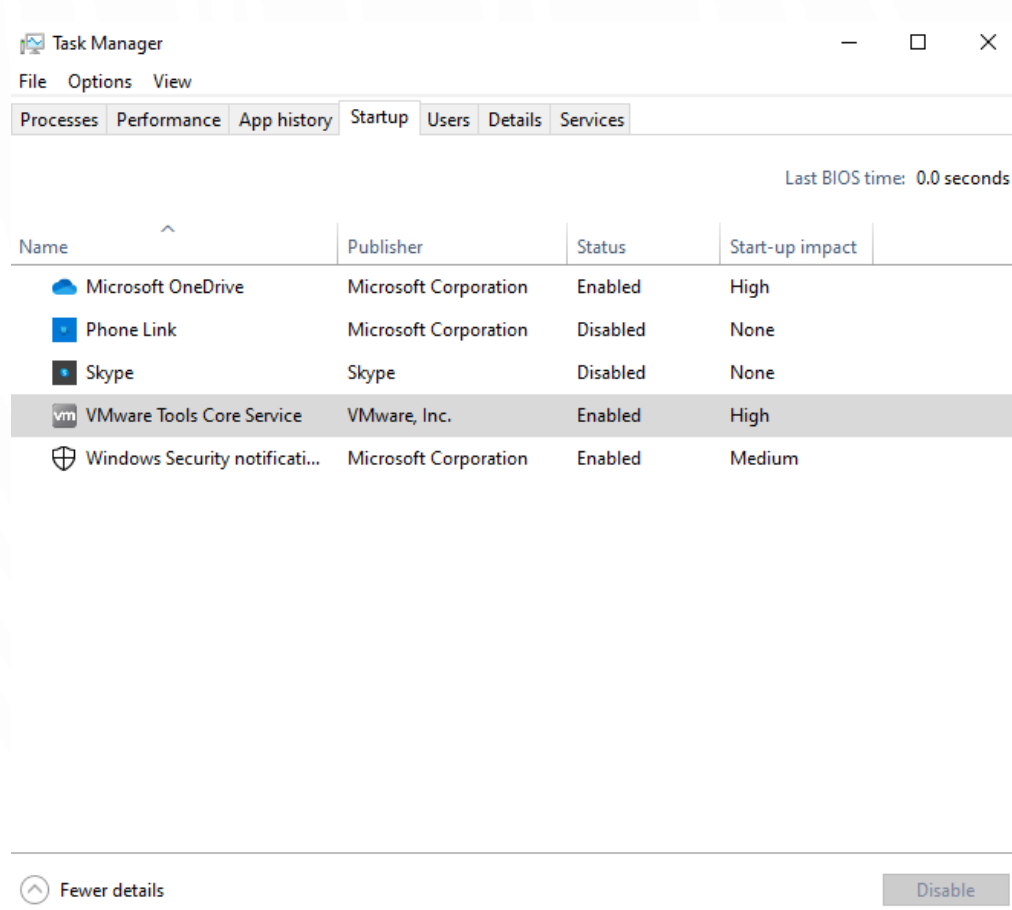
Ethernet Ethernet S: 0.2 R: 29.6 Mbps

Ethernet VMware Network ... S: 0 R: 0 Kbps

Ethernet VMware Network ... S: 0 R: 0 Kbps

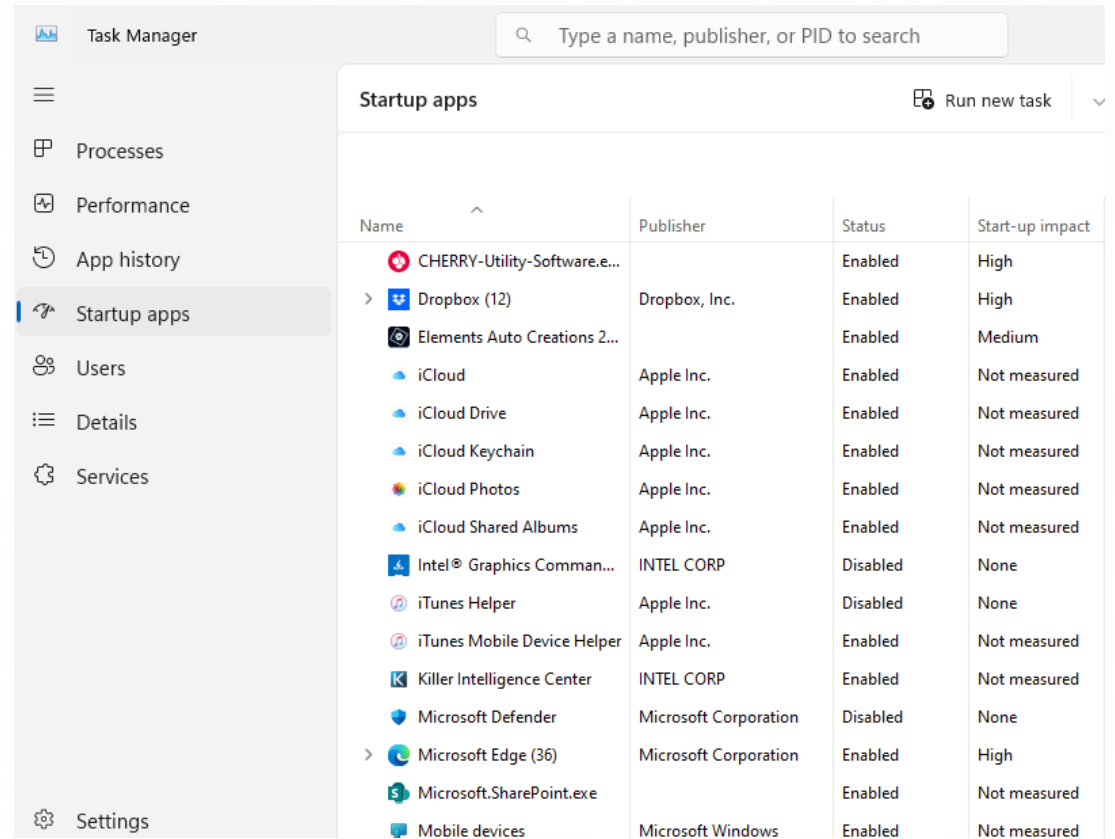
STARTUP APPLICATIONS WINDOWS 10 AND 11

In the task manager click on the Startup tab. From here you can disable apps from running in the Background. You can also right click on an application and disable it.



The screenshot shows the Windows Task Manager application with the 'Startup' tab selected. The interface includes a menu bar (File, Options, View) and a list of startup applications. The 'VMware Tools Core Service' is highlighted. At the bottom, there is a 'Fewer details' button and a 'Disable' button.

Name	Publisher	Status	Start-up impact
Microsoft OneDrive	Microsoft Corporation	Enabled	High
Phone Link	Microsoft Corporation	Disabled	None
Skype	Skype	Disabled	None
VMware Tools Core Service	VMware, Inc.	Enabled	High
Windows Security notificati...	Microsoft Corporation	Enabled	Medium

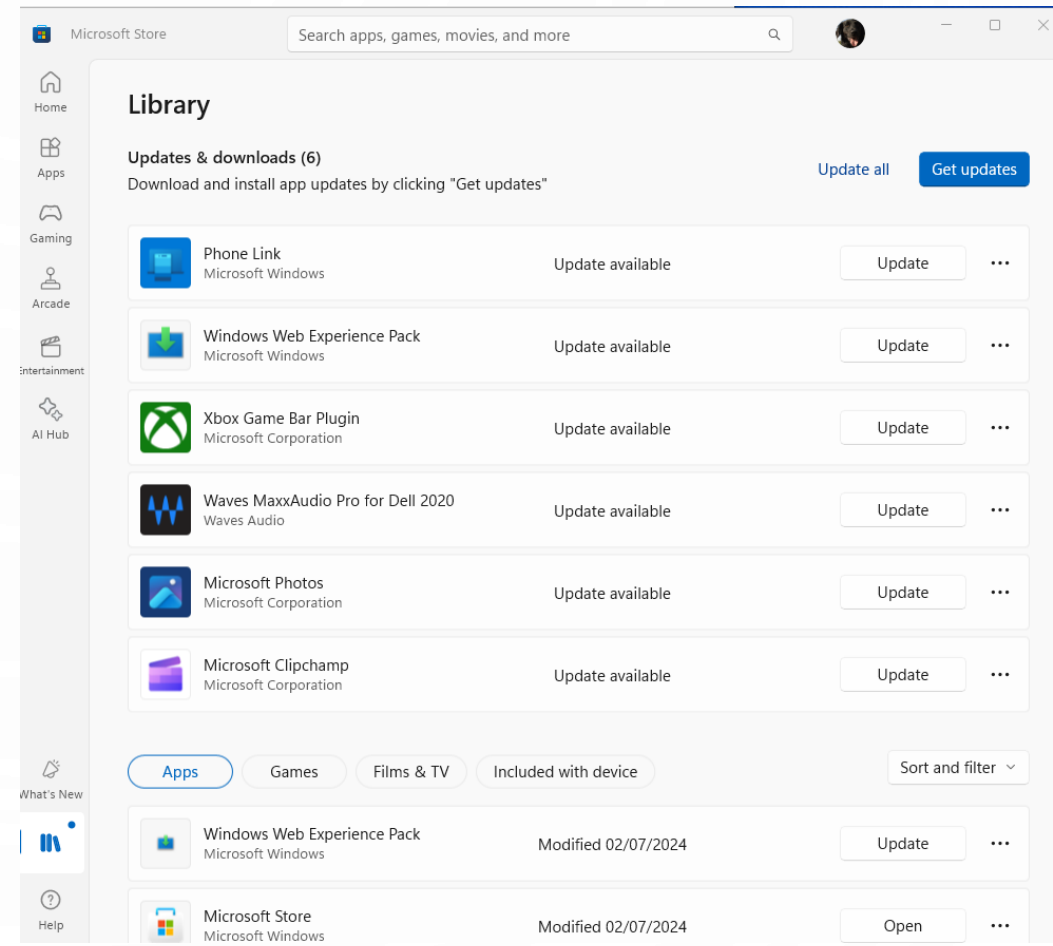
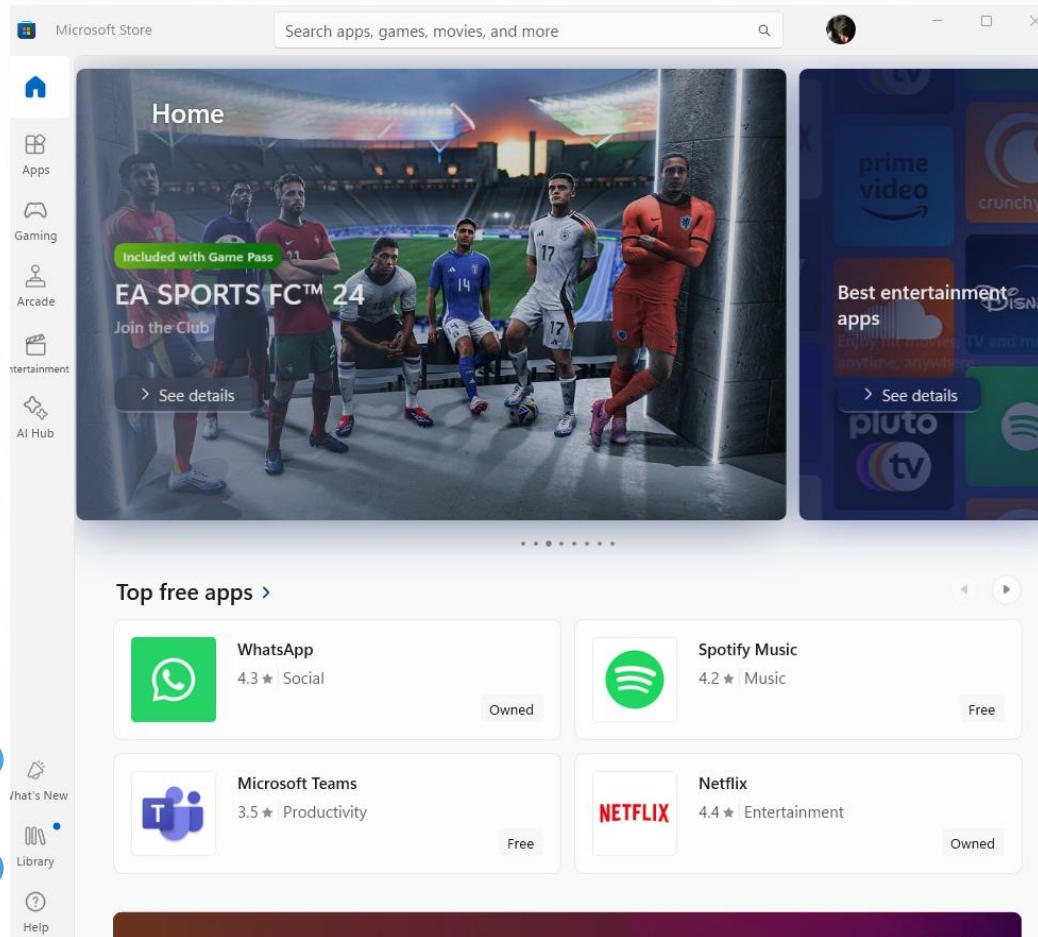


The screenshot shows the 'Startup apps' window in Windows Task Manager. It features a search bar at the top and a list of applications with columns for Name, Publisher, Status, and Start-up impact. The 'Startup apps' menu item is highlighted in the left sidebar.

Name	Publisher	Status	Start-up impact
CHERRY-Utility-Software.e...		Enabled	High
Dropbox (12)	Dropbox, Inc.	Enabled	High
Elements Auto Creations 2...		Enabled	Medium
iCloud	Apple Inc.	Enabled	Not measured
iCloud Drive	Apple Inc.	Enabled	Not measured
iCloud Keychain	Apple Inc.	Enabled	Not measured
iCloud Photos	Apple Inc.	Enabled	Not measured
iCloud Shared Albums	Apple Inc.	Enabled	Not measured
Intel® Graphics Comman...	INTEL CORP	Disabled	None
iTunes Helper	Apple Inc.	Disabled	None
iTunes Mobile Device Helper	Apple Inc.	Enabled	Not measured
Killer Intelligence Center	INTEL CORP	Enabled	Not measured
Microsoft Defender	Microsoft Corporation	Disabled	None
Microsoft Edge (36)	Microsoft Corporation	Enabled	High
Microsoft.SharePoint.exe		Enabled	Not measured
Mobile devices	Microsoft Windows	Enabled	Not measured

MICROSOFT STORE UPDATES

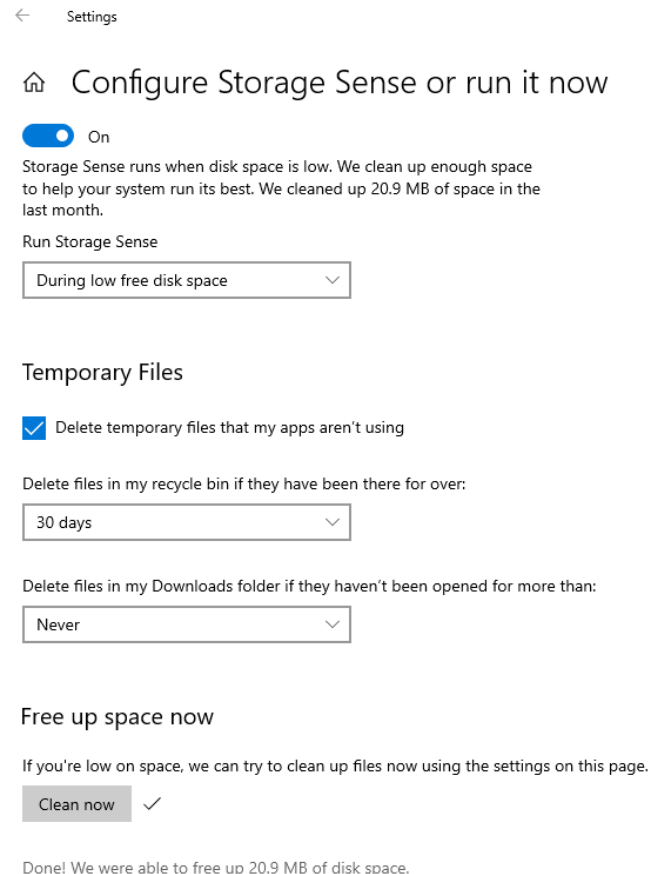
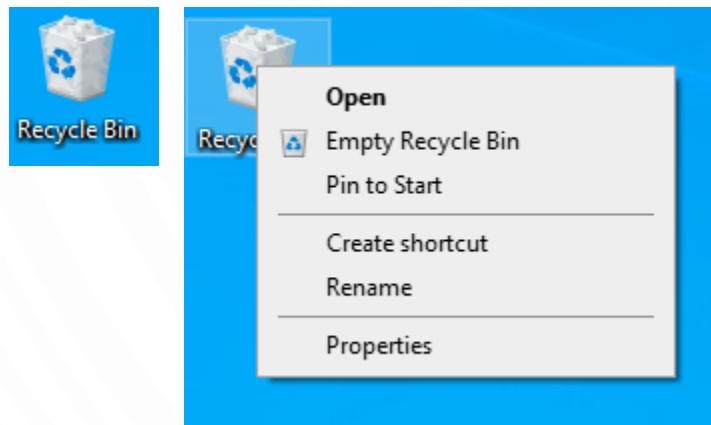
Open the Microsoft Store, click your library in the bottom left will show your “Owned” apps. Click on the Update All To update your apps.



STORAGE SENSE – WINDOWS 10

You can free up disk space by emptying the Recycle Bin. To empty the Recycle bin right click on the trash bin icon and select Empty Recycle Bin. You can open the Recycle bin to view its contents and recover back any deleted items.

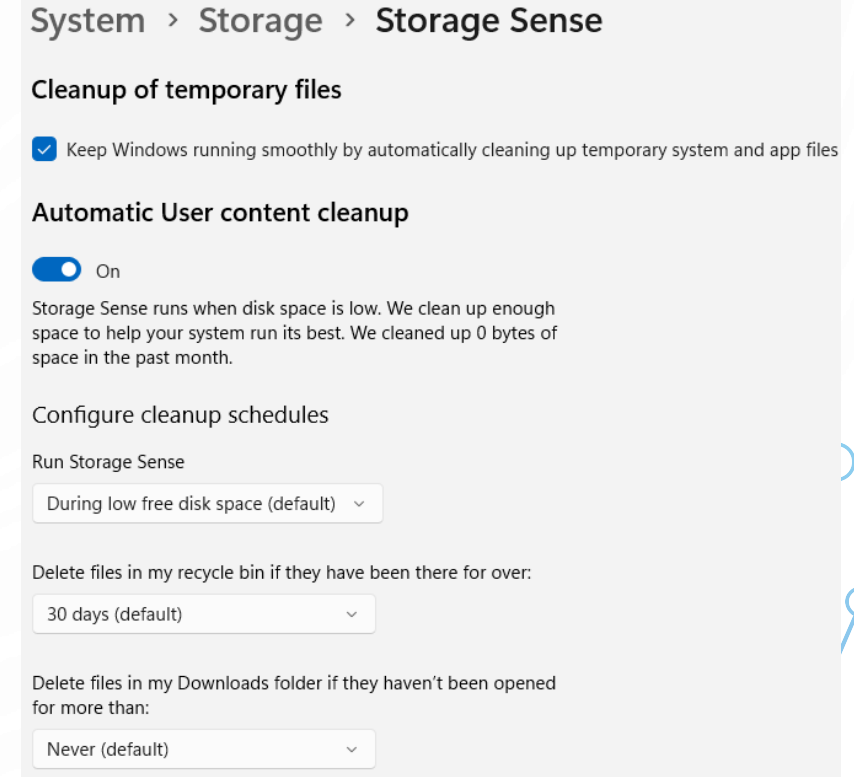
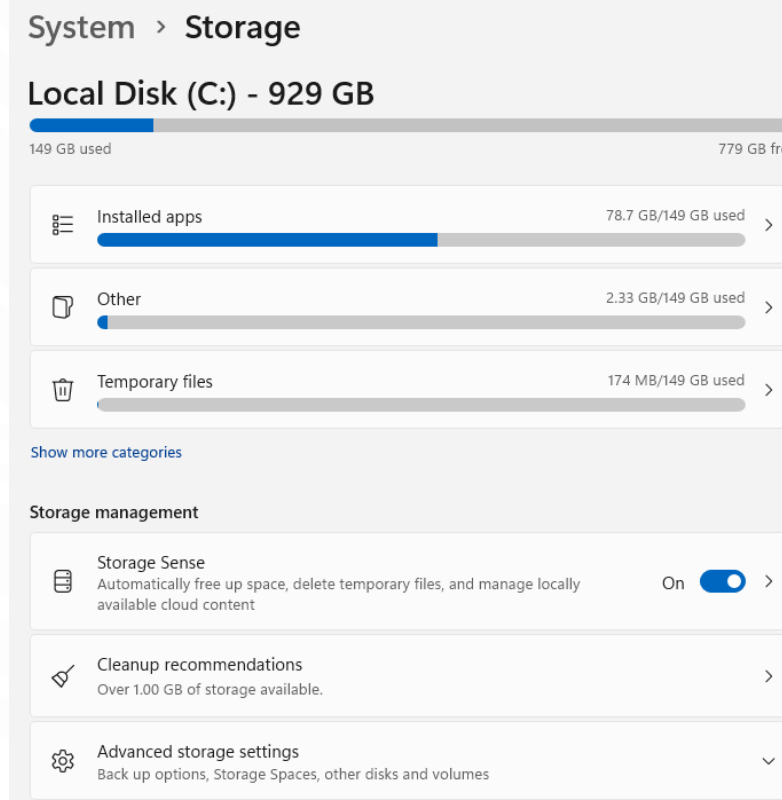
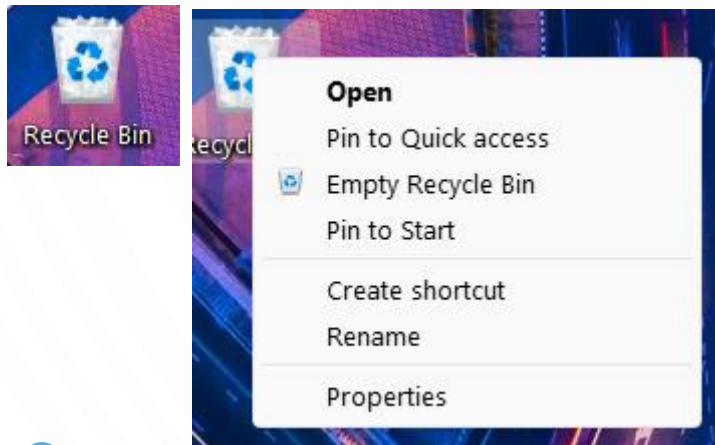
You can set the Trash to be automatically emptied by opening Settings and then navigate to Storage / Configure Storage Sense or run it now



STORAGE SENSE – WINDOWS 11

You can free up disk space by emptying the Recycle Bin. To empty the Recycle bin right click on the trash bin icon and select Empty Recycle Bin. You can open the Recycle bin to view its contents and recover back any deleted items.

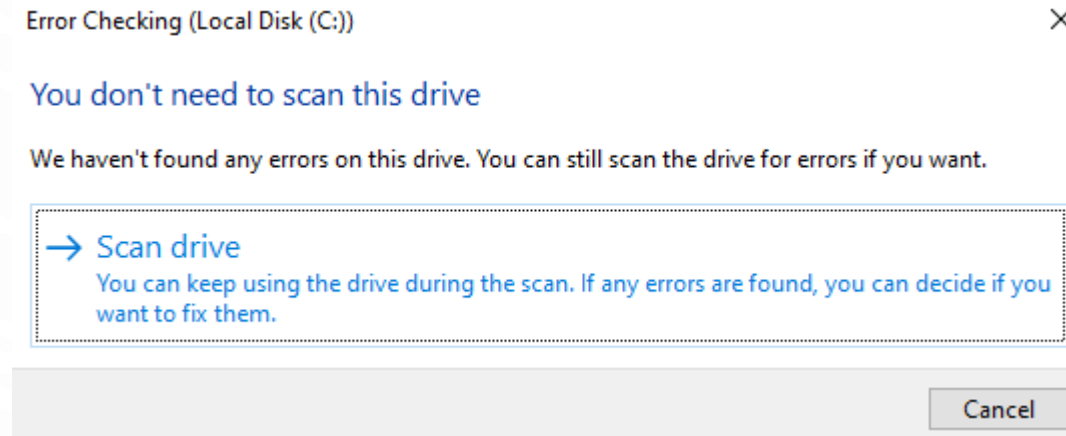
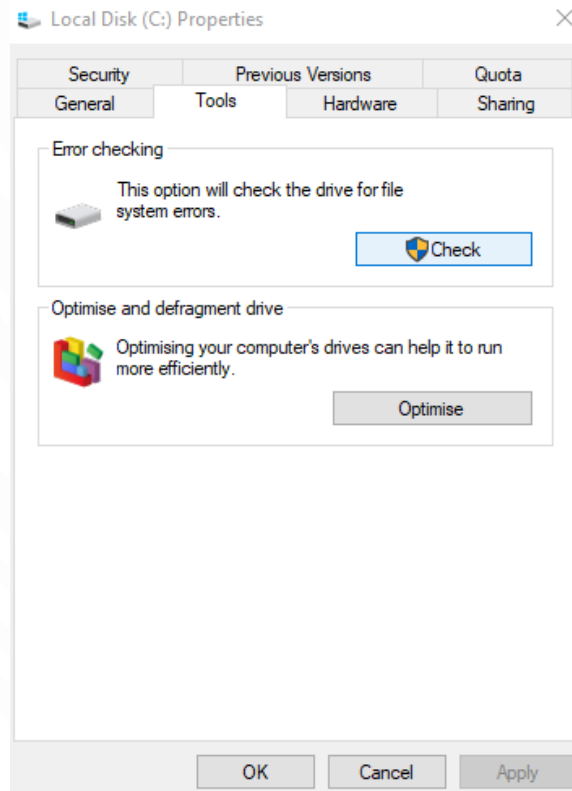
You can set the Trash to be automatically emptied by opening Settings and then navigate to System / Storage. Then click the arrow to the right of Storage Sense under Storage Management



CHECKING FOR DISK ERRORS

Since Windows 10 was released Windows now actively monitors and status of your disk(s) so it should not be necessary to manually scan your disks. If you are seeing file corruption or applications crashing it is worth manually checking the status of your drive. Follow these steps

Open File Explorer and right click on your Local Disk (C:) and select properties. Click on the **Tools** Tab and click on **Check** under **Error checking**. Windows will report the status of the disk and give you the options to the Scan Drive or Cancel if no error have been found. The scan will only take a few minutes.



OPTIMISING DRIVES

As you use your computer files are added, deleted and modified and over time the files can become fragmented on the drive. Prior to windows 7 it was necessary to Defragment your drives at regular intervals. With the advent of newer operating systems this is taken care of automatically.

If you want to check the status of the fragmentation or manually defragment your drives follow these steps Open File Explorer and right click on your Local Disk (C:) and select properties. Click on the **Tools** Tab and click on **Optimise** under **Optimize and defragment drive**. Windows will report that status of your disks and give you the options to Optimize your drives.

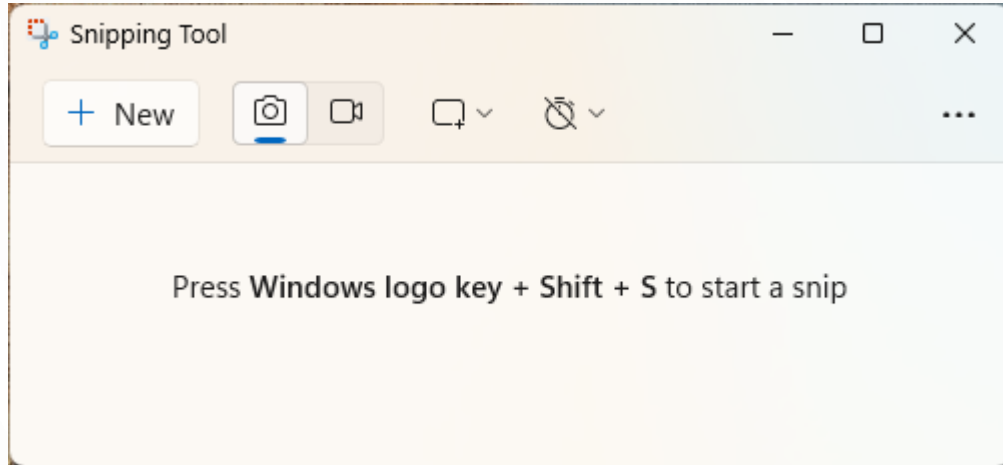
The image shows two overlapping windows from Windows. The background window is 'Local Disk (C:) Properties' with the 'Tools' tab selected. It features two main sections: 'Error checking' with a 'Check' button, and 'Optimize and defragment drive' with an 'Optimize' button. The foreground window is 'Optimise Drives', which displays a table of drive status and options to 'Analyse' or 'Optimise'.

Drive	Media type	Last analysed or o...	Current status
(C:)	Solid state drive	03/07/2024 11:30	OK (6 days since last retrim)
Data (D:)	Solid state drive	03/07/2024 11:30	OK (6 days since last retrim)
Media (E:)	Solid state drive	03/07/2024 11:30	OK (6 days since last retrim)
\\?\Volume{850416...	Unknown	Never run	Optimisation not available (CD-ROM volu...

SNIPPING TOOL

The Snipping tool allows you to highlight a section of your computer screen and copy that section so you can place it in a document such as word.

Search for “Snipping tool” in the start menu search box and launch the application.



Then either click New or use the Windows Logo Key + Shift + S to start snipping. Click on the top left corner of the section of screen you want to snip and then, with the mouse button held down, move the mouse pointer to the bottom right Corner of the section to snip. The Screen will go dark when you start snipping. There are a few features included:

- You can also snip video by clicking the video icon.
- You can snip Rectangle, Windows, Full Screen and Freeform
- You can delay when the snipping starts, useful for screen shots.
- You can save a snip for later use.

With Windows 11 there is another tool called Snip and Sketch

WINDOWS CUSTOMISING

Background : You can change your background wallpaper to a picture, a solid colour or a slide show. Right click on your desktop and select Personalise. Then under the Background option you can select either Picture, Solid Colour or Slideshow.

Mouse Pointer : Sometimes it is difficult to see the mouse pointer on the screen. You can change the size and colour of the mouse pointer by searching for “Mouse Pointer” in the windows start menu. Then you can use the slider to increase the mouse point size and select a different pointer colour.

System Font Size : As our eyesight changes it can be difficult to read the text on the screen. You can increase the font size by searching for “Font Size” in the windows start menu. Then you can use the slider to increase the font size and the click apply.

Pin Application to Task Bar : You can pin a frequently used application to the task. Find the application in the start menu and right click on the icon then select either “Pin to Taskbar” or “More” and then “Pin to Taskbar”.

You can remove “pinned” items by right clicking on the icon on the taskbar and select “unpin from taskbar”.

Uninstall bloatware apps : When you get a new computer it will come with a lot of third-party applications which you may never use or want. If you open the start menu and then right-click on the unwanted application and select “Uninstall” it will be removed from your computer. This can help with performance issues.

PRIVACY

When you first boot your computer, or when a new release is installed, you will be asked a number of privacy related questions.

You can update your responses by searching for “Privacy” in the windows start menu. You will then be given the following options (Windows 10, Windows 11)

General

Change privacy options

Let apps use advertising ID to make ads more interesting to you based on your app activity (turning this off will reset your ID.)

Off

Allow websites to provide locally relevant content by accessing my language list

On

Allow Windows to track app launches to improve Start and search results

On

Show me suggested content in the Settings app

On

Privacy & security > General

Let apps show me personalised ads by using my advertising ID

Off

Let websites show me locally relevant content by accessing my language list

On

Let Windows improve Start and search results by tracking app launches

On

Show me suggested content in the Settings app

On

Show me notifications in the Settings app
When off, required notifications are still shown

On