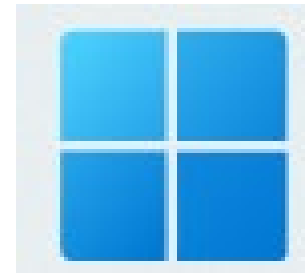


Windows 10 – The Final Inning



The countdown continues!

Microsoft will no longer support Windows 10 after October 14

Introduction

- This material has been presented in various forms at Computer Club events for more than a year, but now we are down to the wire!
- These slides have several links to useful websites, but don't try to write them down
- The slides, with clickable links, will be available on the Computer Club page of Riderwoodlife.com
- Slides with a yellow icon at the top left have speaker notes associated with them. Click on the icon to see the notes:

Windows 10

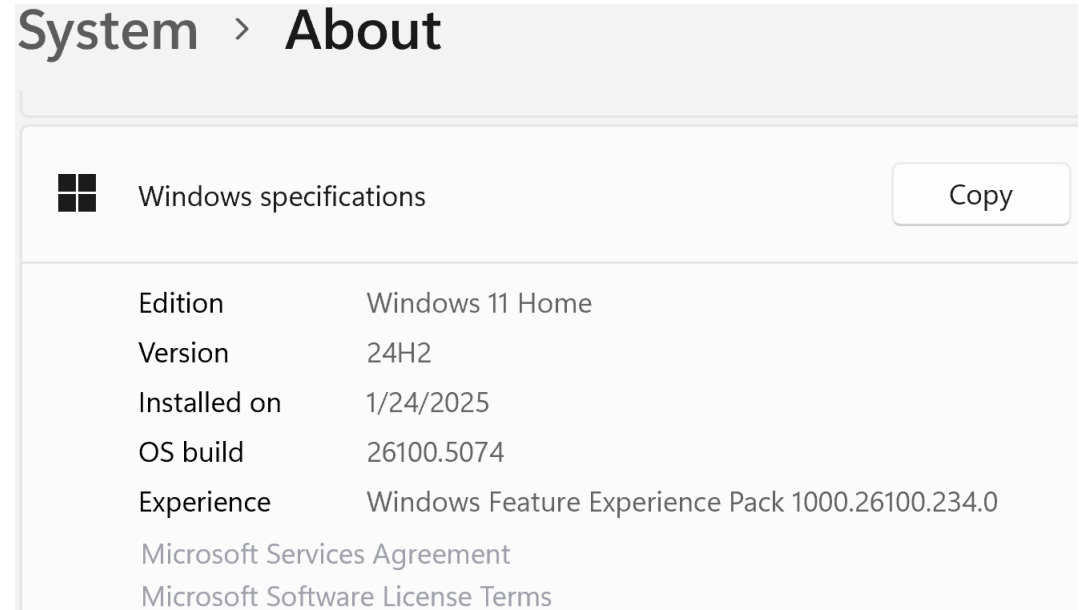


History of Windows

- Windows 95 – August, 1995
- Windows 98 – June, 1998
- Windows NT / Windows 2000 – February, 2000
- Windows XP – October, 2001
- Windows Vista – January, 2007
- Windows 7 – October, 2009
- Windows 8 – October, 2012
- Windows 8.1 – October, 2013
- Windows 10 – July, 2015
- Windows 11 – October, 2021

How to Find Your Windows Edition

- Go to **Settings > System > About**
- Scroll down to the bottom of the screen to see the Windows edition and maintenance level (“version”)
- This information can be important!



The screenshot shows the Windows Settings application, specifically the 'System > About' page. At the top, there is a breadcrumb trail 'System > About'. Below this, there is a section titled 'Windows specifications' with a Windows logo icon on the left and a 'Copy' button on the right. The specifications are listed in a table-like format:

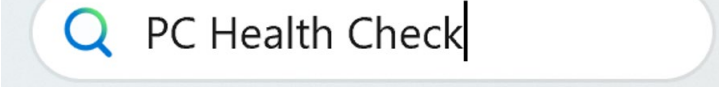
Edition	Windows 11 Home
Version	24H2
Installed on	1/24/2025
OS build	26100.5074
Experience	Windows Feature Experience Pack 1000.26100.234.0


At the bottom of the page, there are two links: 'Microsoft Services Agreement' and 'Microsoft Software License Terms'.

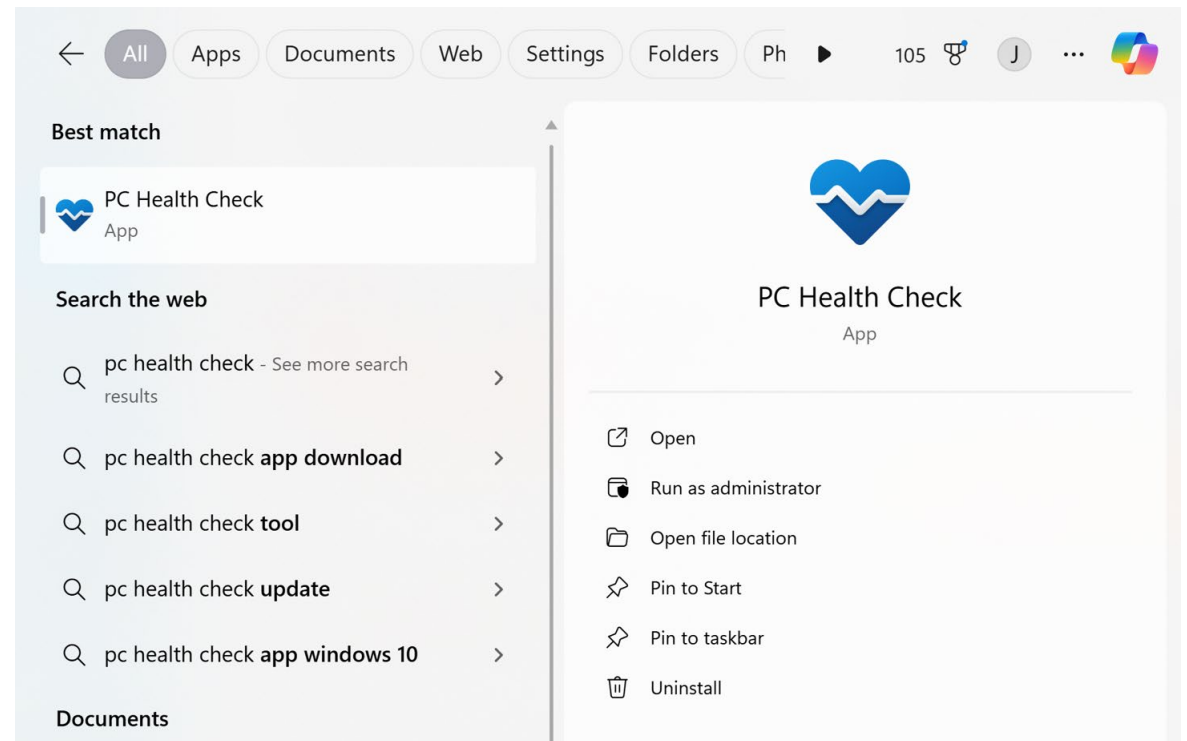
If You are on an Earlier Edition...

- If you are on Windows 10 or an earlier edition, you should decide what to do next
- The first thing to do is run the “PC Health Check” to determine if your computer has the hardware features required by Windows 11

“PC Health Check”

- Type  in the **Search** area at the bottom left of your taskbar

- A window should open to give you the opportunity to run the app 



PC Health Check - Continued

- If you do not see this screen on your PC, go to the Microsoft website to download it: <https://aka.ms/GetPCHealthCheckApp>
- The app will examine your computer and see if it has the hardware features required to run Windows 11

Windows 11 Features

- Focus is on enterprise customers
- OneDrive is inescapable
- Copilot is everywhere (but it can be turned off)
- Of course, any new features or enhancements to Microsoft products will only be made to Windows 11 and Microsoft 365

Windows 11 Products

- Home
 - \$139 per year
 - This the only one to consider seriously
 - Go to <https://www.microsoft.com/en-us/d/windows-11-home/dg7gmgf0krt0> to download
- Pro
 - \$199 per year
 - Many more features, but intended for “IT Professionals and Businesses”

But Wait... There's More!

- Upgrading to Windows 11 is only part of the process
- Office 2016, 2019,... are no longer supported
- They are replaced by **Microsoft 365**
- You will need to decide which Microsoft 365 plan you want ***before*** you start installing Windows 11 (selecting it is part of the installation process)
- **Office Home 2024** (\$149.99 one-time charge) is another option, but it will never be updated during its 24-month life cycle

Details about Microsoft 365

- See <https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b>

Feature	Microsoft 365 Basic	Microsoft 365 Home	Microsoft 365 Family
Cost (annual subscription, renews automatically)	\$19.99/year	\$99.99/year	\$129.99/year
Number of users	One	One	One to six
Amount of cloud storage included (OneDrive)	100 gigabytes	One terabyte	Six terabytes (one TB per user)
Applications included	Outlook only	Outlook, Word, Excel, PowerPoint, Copilot	Outlook, Word, Excel, PowerPoint, Copilot
Security features	Only on Outlook and OneDrive	Microsoft Defender system-wide	Microsoft Defender system-wide
“Ongoing support”	Yes	Yes	Yes



What if you don't want to upgrade? An option is the “ESU”

- Microsoft is offering **Extended Security Updates** to users of Windows 10 Home at a cost of \$30 for one year or 1,000 Microsoft Rewards points
- The ESU will cover up to 10 devices if you have a Microsoft account
- Your computer must be at Windows 10 version 22H2
- See <https://learn.microsoft.com/en-us/windows/whats-new/extended-security-updates> for details
- Subscribers will receive “critical security updates” but no new features
- Enroll at <https://learn.microsoft.com/en-us/windows/whats-new/enable-extended-security-updates>

“The ESU program enables PCs to continue to receive critical and important security updates through an annual subscription service after support ends.”



Comparison of Windows 10 and 11


- They are really not all that different (Remember the fuss about Windows 8 in 2012?)
- Many new user interface “features” can be changed
 - Don’t like the taskbar in the center of the screen? Move it back to the left!
 - Don’t like Copilot between you and Microsoft Word, Excel, or PowerPoint? Disable it in the **Options** settings!
 - Don’t like OneDrive? Don’t use it! (Although this is getting more difficult.)
- Microsoft has a few more details at [File Explorer in Windows - Microsoft Support](#)



Installing Windows 11

- Any *new* Windows computer that you buy today will have the software all ready to go – you just need to create your sign-in credentials and select the Microsoft products you want
- If you are upgrading from Windows 10 to 11 on your *existing* computer, the process is a little complicated but there is help
- Many “tutorials” online are outdated (Windows 11 has been around since 2021, with many tweaks)
- Microsoft’s “Windows 11 Installation Assistant” is current:
<https://www.microsoft.com/en-us/software-download/windows11>

A Word About OneDrive

- An unavoidable, and misunderstood, “feature” of Windows 11
- OneDrive is a specific area of storage on Microsoft’s servers that is unique to you and related to your version of Microsoft 365
- It’s an alternative  to your computer’s hard drive (c:) as a place to store your files
- It’s been around in one form or another since Windows 7 (originally called “SkyDrive”), but now it’s front and center
- It’s the default location to store all your files, unless you change it
- It has benefits and drawbacks, staunch defenders and fierce opponents




Benefits of OneDrive

- Files on OneDrive can be shared across devices and made available to multiple users
- Files are saved to OneDrive in real time, not just when they are closed. This means your data will be saved even if your PC crashes
- Earlier versions of files can be retrieved and restored if necessary
- If you used OneDrive with Windows 10, your files can be “migrated” to your new PC as part of Windows 11 installation
- Microsoft’s OneDrive is really just a website, so your files can be accessed from anywhere with the correct username and password



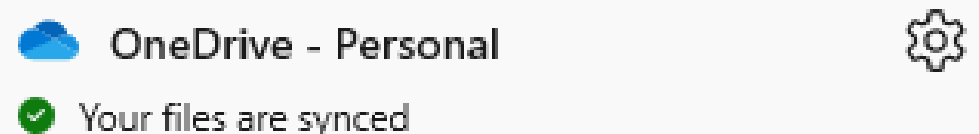

Drawbacks of OneDrive

- In Windows 11, it is the default location to save your files. This can be changed, but many users do not realize this or know how to do it
- If you lose access to the internet on your computer, you lose access to your files
- Sometimes you may see this error message:


 **UPLOAD PENDING** Your changes were saved but could not be uploaded because the server is too busy. Save

- If you share your files on OneDrive, the other users will only be able to edit them using the variant of Microsoft Office that is provided online (but Dropbox and Google Drive have their limitations also)

Still More About OneDrive

- Only files in .docx, .xlsx, pptx, can be “autosaved” to OneDrive. Older file formats (.doc, .xls, .ppt) are not supported
- When you open a file on OneDrive, it is “synced” to a copy on C:/Users/yourname_/OneDrive/
- “Backup” and “Sync” can be confusing
- You can control the behavior of your OneDrive  through its Settings  :  

Additional Resources

- Microsoft 365 training from the source:
<https://support.microsoft.com/en-us/training>
- D.C. Public Library, NYPL have courses but many are outdated
- Microsoft's Copilot  is a good resource for answers to specific questions about Windows and Office

In Conclusion...

- No more excuses! You must take action now – even if it's only staying with Windows 10 and signing up for the ESU program
- This might be a good time to review (and organize!) your directory structure in File Explorer and start thinking about OneDrive