

Dacorum U3A



Computer Support Group

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“Windows 10 Housekeeping”

# Windows 10 Housekeeping



Over time, **every Windows installation** builds up excess cruft that just wastes space.

Files and programs that we fail to clean up contribute to the problem. Unless you step in, you will soon encounter a low disk space warning or a **slow computer**.

Many kids these days go through school using iPads, Macs, and Android **tablets**. Sooner or later, though, most people encounter Windows.

Let's take a look at the tools you can utilise to clean up Windows 10. We will go beyond **alternatives to CCleaner!** We'll examine a variety of programs to use in different situations.

# Windows 10 Housekeeping

## Clean Useless Files

When cleaning up temporary files on your PC, you have two main options: the **built-in Windows Disk Cleanup** and **CCleaner**.

Since they have different strengths, however, they can be used in harmony.

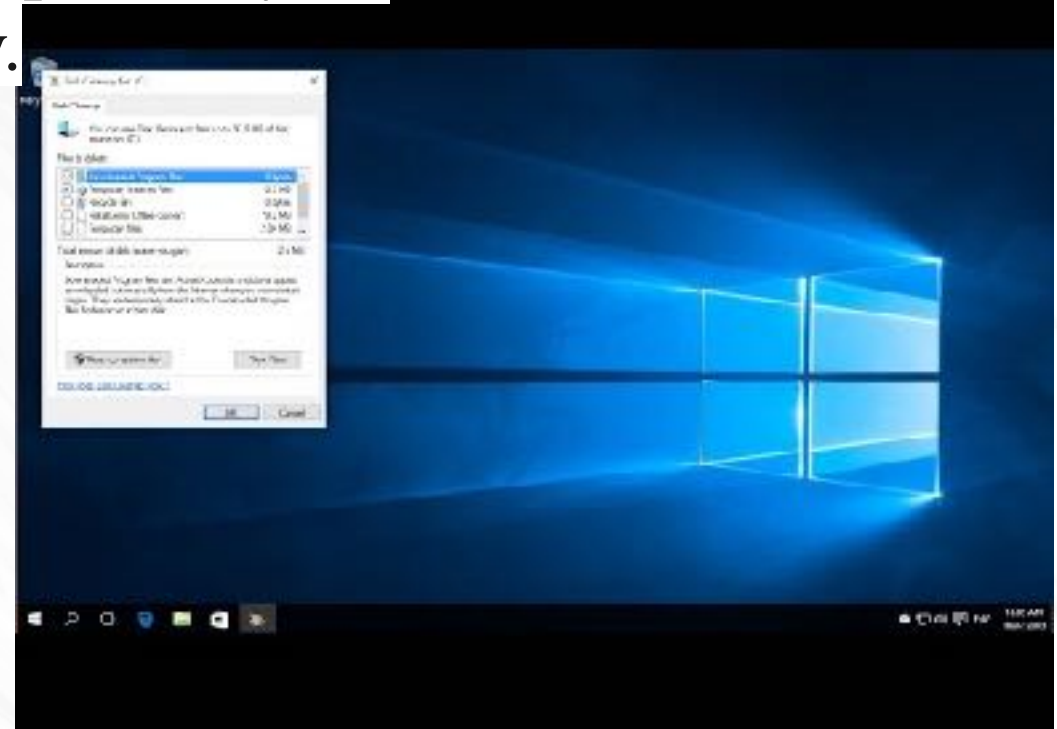
Don't download a fishy third party tool to reclaim valuable disk space! Windows has its own tools for the job and they're easy to use.



# Windows 10 Housekeeping

## Disk Cleanup

The Disk Cleanup utility is part of Windows. You can access it by typing **Disk Cleanup** into the Start Menu. Give it a few minutes to analyse the system and it will present you with a list of items for review.



# Windows 10 Housekeeping

You can remove most of the items without thought. Space wasted to a full recovery partition is a thing of the past. Other than this caveat, you should have no problem removing files using Disk Cleanup.



Make sure to click the **Clean system files** button first to view everything that can be removed! Other than this caveat, you should have no problem removing files using Disk Cleanup. Feel free to exclude any category you aren't sure about. Make sure to click the **Clean system files** button first to view everything that can be removed!

# Windows 10 Housekeeping

## CCleaner (FREE Version)

If you want to go further, using CCleaner is your best option. This trusted utility cleans many more applications than the built-in Windows tool. Open it up and use the Cleaner tab on the left to get an overview of everything you can remove.



# Windows 10 Housekeeping

CCleaner ( Free Version) can be downloaded from

<https://www.ccleaner.com/ccleaner>



## CCleaner®

CCleaner is the number-one tool for cleaning your PC.  
It protects your privacy and makes your computer faster and more secure!

[Download Free Version](#)

[Get CCleaner Pro!](#)

# Windows 10 Housekeeping

## CCleaner free download

CCleaner is one of the [best free registry cleaning software](#) for Windows. It is one of the most preferred junk [temporary files](#) cleaner and free registry cleaning software for clearing disk space and removing invalid registry entries from your Windows PC.

The basic version of CCleaner is available for free to download and use and is more than enough for a computer which is being used as a personal machine.

To download **CCleaner Free**, visit its official [product website](#). Apart from the regular Installer version, it also offers a Portable version.





# Windows 10 Housekeeping



CCleaner allows you to **clean up more Windows files** than Disk Cleanup, even down to small bits like the last download location in internet Explorer.

You're also able to clean up files for installed apps, such as Chrome and Firefox, media players, and Office applications.

Cached files can take up a lot of bytes. While dedicated tools can help you free up disk space, they might not clear it all.

We show you how to manually release storage space.

# Windows 10 Housekeeping



It's worth reviewing the checkboxes that CCleaner selects by default before using it. Some options, like removing thumbnails, aren't necessary because Windows will re-create them when you access the files again.

CCleaner also has an option for cleaning the **Registry**.

Use the **Analyse** button to find out how much space each category is taking up.

Choose **Clean** when you're ready to delete those files.

In the **Tools** section, you will see sections that will let you Uninstall programs, Manage Startups of Windows, Browsers, Context Menu as well as Scheduled Tasks. or **Startup** to display which Apps are running.

# Windows 10 Upgrade

## Managing auto-starting programs

If you've noticed that your computer is taking longer than previously to boot up, it could be that you've got too many programs set to launch immediately and automatically on startup.

This can be a real pain, because having a lot of programs start that way means it takes longer for Windows to start and the memory used can slow your PC to a drag.

Not every program has to start automatically. You may decide to let some do so - like messenger programs.

For the others, CCleaner gives you a way to stop them in their tracks.

Windows keeps a list of programs to start automatically in the Registry. You can do one of two things with each item in this list:

- 1 Disable it - the item will still be in the auto-start list, but it won't run.
- 2 Delete it - the item is deleted from the auto-start list.

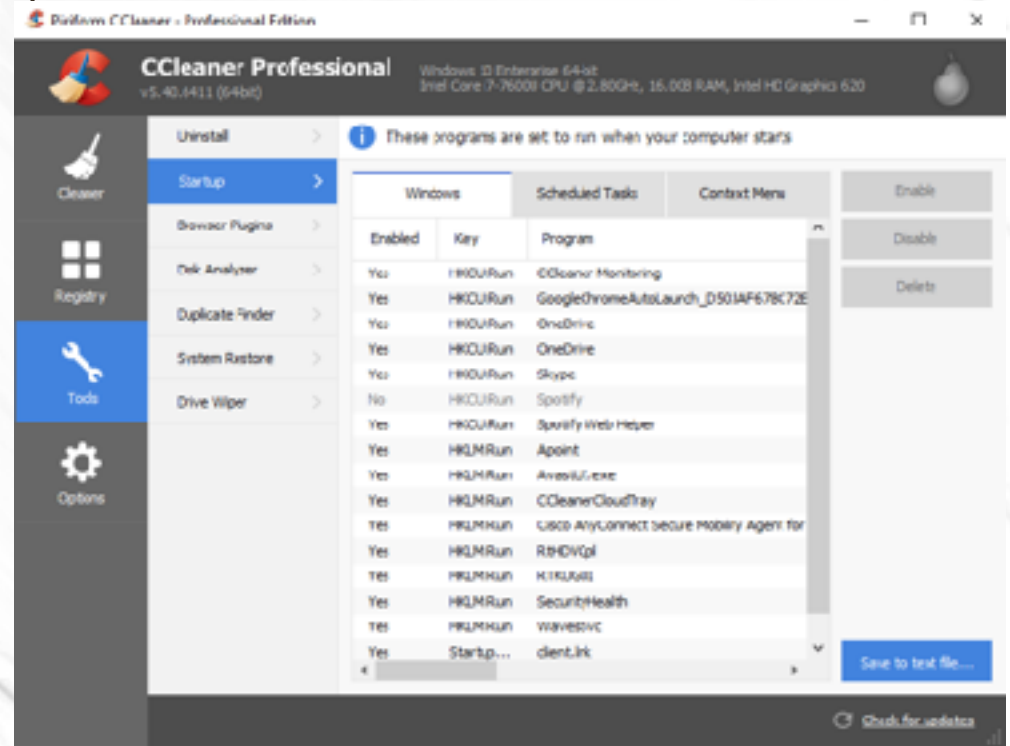


# Windows 10 Housekeeping



To control which programs start with Windows:

- 1 In CCleaner, click the Tools icon at left, then click the **Startup** button.
- 2 In the Startup screen, you'll see a list of all items that have been set to start automatically with Windows. Those that have been disabled will be grayed out and will state "No" in the **Enabled** column.
- 3 Do one of the following:
  - To prevent a program from starting with Windows, select the program entry and click **Disable**.
  - To prevent a program from starting with Windows and to remove it from the auto-start list, select the program entry and click **Delete**.



# Windows 10 Housekeeping

## Clean Large Files

Once you've removed junk system files, the next step is to analyse installed apps and programs. CCleaner now also includes a **Disk Analyzer Tool** that lets you see the files which are occupying your disk-space.

The screenshot shows the 'Perform CCleaner' window with the 'Disk Analyzer' tool active. The interface displays a summary of file sizes and a list of files. A pie chart on the right shows the distribution of file sizes. The file list includes system files like 'pagefile.sys' and 'hiberfil.sys', as well as user files like 'TOOL.WIZTIMEFREEZE.cache' and various ISO and OST files.

All Categories	171,358	37.75%	100,191.50 MB
Pictures	16,747	1.07%	2,824.22 MB
Music	292	0.02%	49.35 MB
Documents	529	0.04%	114.50 MB
Video	233	1.00%	2,061.09 MB
Compressed	101	0.52%	1,314.26 MB
Email	6	1.50%	3,877.23 MB
Other Files	153,810	35.50%	89,051.94 MB

Name	Path	Type	Size
pagefile.sys	C:\	sys	16,777,216 KB
hiberfil.sys	C:\	sys	13,338,484 KB
TOOL.WIZTIMEFREEZE.cache	C:\(TOOL.WIZTIMEFREEZE)\	cache	5,242,868 KB
en_windows_technical_or...	C:\Users\AOC\Downloads\	iso	4,004,352 KB
{7f70a61c-0af5-12e6-e27...	C:\System Volume Informa...		3,811,102 KB
huopvandy@hotmail.com...	C:\Users\AOC\AppData\lo...	ost	2,573,640 KB
{93c71a5-840c-12e4-82...	C:\System Volume Informa...		1,343,488 KB
msandhorse@hotmail.co...	C:\Users\AOC\AppData\lo...	ost	1,172,872 KB

# Windows 10 Housekeeping

## Clean Bloatware

We've cleaned up temporary files and got rid of user data we don't need. The next step is to remove pre-installed bloatware. Whether **“recommended” Windows 10 Modern apps** or manufacturer-installed junk, removing this is a great step anytime you install Windows or take a big cleaning run.

You shouldn't have to put up with advertising in your operating system. **Windows 10** features a few ads and promotions.



# Windows 10 Housekeeping



3D Builder  
Alarms  
Calculator  
Camera  
Food  
Get Office  
Get Skype  
Get Started  
Health  
Mail and Calendar  
Maps  
Messaging  
Skype  
Microsoft Wi-Fi  
Money  
Movies and TV  
Music  
News  
OneNote  
People  
Phone  
Phone Companion  
Photos  
Reader  
Reading List  
Scan  
Solitaire  
Sports  
Store  
Sway  
Travel  
Voice Recorder  
Weather  
Xbox

**10AppsManager** easily **uninstalls** and reinstalls the default, built-in, preinstalled Windows Store apps in Windows 10 providing an easier removal process than manually doing it yourself; best of all it works with a single click.

It's very simple, just right click on 10AppsManager.exe and Run it as an Administrator then select the apps you want to uninstall and click uninstall.

This useful tool will allow you to uninstall preinstalled Store apps:

Once that side is done, use **The PC Decrapifier** to uninstall manufacturer crapware. This includes premium antivirus trials or branded software that duplicates Windows functionality.

# Windows 10 Housekeeping

## Clean Your Desktop

Even with a clean computer, a messy desktop can lead to confusion. If you're storing all your important files on your desktop, **take some time to clean up your desktop once and for all** — you'll be amazed at the difference it makes. Clutter is more detrimental than you realise. A tidy Windows desktop makes things easier to find, is more pleasing to look at, and reduces stress. The simplest way to clean your desktop is to move all files to another location. Next, **create shortcuts** to the files you really need on your desktop.





# Windows 10 Upgrade

## Deduplicate Your Data

A really quick way of filling up your hard or **solid state drive** is with duplicate data. You probably have a lot of repeated data on your system without realising it. These could be multiple backups of the same thing, repeated downloads, or misplaced files. Whatever the cause, it's time to clean up. Handily, there's many free tools available online that can help you quickly identify and remove duplicate data.

One of the best is **dupeGuru** because it uses a fuzzy matching algorithm. This means that even if the file name isn't exactly the same, it'll look for those that are similarly named. There's also separate music and picture versions that will scan cross-formats.



Filename	Folder	Size (KB)	Match %
<input type="checkbox"/> AC 3 Filter.exe	G:\media\Shows\House\Season 4	296	100
<input checked="" type="checkbox"/> AlbumArt_(1307526...)	G:\media\Music\Weather Report\Sportin' Life	14	100
<input type="checkbox"/> Folder.jpg	G:\media\Music\Weather Report\Sportin' Life	14	100
<input checked="" type="checkbox"/> AlbumArt_(6048964...)	G:\media\Music\Weather Report\Heavy Weather	13	100
<input type="checkbox"/> Folder.jpg	G:\media\Music\Weather Report\Heavy Weather	13	100
<input checked="" type="checkbox"/> Folder.jpg	G:\media\Music\They Might Be Giants\John Henry	12	100
<input type="checkbox"/> AlbumArt_(F5BACE...)	G:\media\Music\They Might Be Giants\John Henry	12	100
<input checked="" type="checkbox"/> AlbumArt_(5793EAE...)	G:\media\Music\They Might Be Giants\Flood	11	100

# Windows 10 Upgrade

## Squeaky Clean

These tools, while different, all work together to give you a clean Windows system. You might not need all of them right now, but they're great to keep in your toolkit for when things get a bit messy.

Now that you know all about cleaning up Windows 10, take a few minutes to **perform spring cleaning** and clean up your hardware, too! Your computer needs a regular checkup, just like your car or your garden. The hardware can collect dirt, while the software can bloat and slow down your system.

