

# Windows 10

---

3<sup>rd</sup> Edition

Andy Rathbone

# Table of Contents

---

<b>Introduction .....</b>	<b>1</b>
About This Book .....	1
How to Use This Book .....	2
Touchscreen Owners Aren't Left Out .....	3
And What about You? .....	3
Beyond the Book .....	3
Where to Go from Here .....	4
<b>Part One – Windows 10 Stuff Everybody Thinks You Already Know .....</b>	<b>5</b>
<b>Chapter 1 – What is Windows 10? .....</b>	<b>7</b>
Learning Objectives .....	7
Introduction .....	7
What Is Windows, and Why Are You Using It? .....	7
What's New in Windows 10? .....	9
Should I Bother Upgrading to Windows 10? .....	11
What's So Different About Windows 10? .....	12
Why Does Windows 10 Keep Changing? .....	13
Can My Current PC Still Run Windows 10? .....	13
The Different Flavors of Windows 10 .....	14
Review Questions .....	15
Review Answers .....	16
<b>Chapter 2 – Starting with the Start Menu .....</b>	<b>17</b>
Learning Objectives .....	17
Introduction .....	17
Being Welcomed to the World of Windows .....	17
Understanding user accounts .....	19
Keeping your account private with a password .....	20
Signing up for a Microsoft account .....	22
Figuring Out the Windows 10 Start Menu .....	23
Toggling between Tablet and Desktop mode .....	26
Launching a Start menu program or app .....	26
Finding something on the Start menu .....	28
Viewing, closing, or returning to apps .....	28
Getting to know your free apps .....	30
Adding or removing Start menu items .....	32
Customizing the Start menu .....	33
Exiting from Windows .....	37
Temporarily leaving your computer .....	37
Leaving your computer for the day .....	38
Review Questions .....	40
Review Answers .....	41
<b>Chapter 3 – The Traditional Desktop .....</b>	<b>43</b>
Learning Objectives .....	43
Introduction .....	43
Finding the Desktop and the Start Menu .....	43
Working with the Desktop .....	45
Launching apps with the Start menu .....	46
Jazzing up the desktop's background .....	47
Toggling between Tablet mode and the desktop .....	48
Dumpster diving in the Recycle Bin .....	49
Bellying Up to the Taskbar .....	51
Shrinking windows to the taskbar and retrieving them .....	52

## Table of Contents

Switching to different tasks from the taskbar's Jump Lists .....	53
Clicking the taskbar's sensitive areas .....	53
Opening the Action Center .....	56
Customizing the taskbar .....	57
Setting Up Multiple Desktops .....	59
Making Programs Easier to Find .....	61
Review Questions .....	62
Review Answers .....	63
<b>Chapter 4 – Basic Desktop Window Mechanics .....</b>	<b>65</b>
Learning Objectives .....	65
Introduction .....	65
Dissecting a Typical Desktop Window .....	65
Tugging on a window's title bar .....	67
Navigating folders with a window's Address bar .....	68
Finding commands on the Ribbon .....	69
Quick shortcuts with the Navigation Pane .....	70
Moving inside a window with its scroll bar .....	72
Boring borders .....	73
Maneuvering Windows Around the Desktop .....	74
Moving a window to the top of the pile .....	74
Moving a window from here to there .....	74
Making a window fill the whole desktop .....	74
Closing a window .....	75
Making a window bigger or smaller .....	75
Placing two windows side by side .....	75
Making windows open to the same darn size .....	76
Review Questions .....	77
Review Answers .....	78
<b>Chapter 5 – Storage: Internal, External, and in the Cloud .....</b>	<b>81</b>
Learning Objectives .....	81
Introduction .....	81
Browsing the File Explorer File Cabinets .....	81
Getting the Lowdown on Folders .....	85
Peering into Your Drives, Folders, and Other Media .....	85
Seeing the files on a drive .....	85
Seeing what's inside a folder .....	87
Creating a New Folder .....	89
Renaming a File or Folder .....	90
Selecting Bunches of Files or Folders .....	90
Getting Rid of a File or Folder .....	91
Copying or Moving Files and Folders .....	92
Seeing More Information about Files and Folders .....	94
Writing to CDs and DVDs .....	96
Buying the right kind of blank CDs and DVDs for burning .....	96
Copying files to or from a CD or DVD .....	97
Working with Flash Drives and Memory Cards .....	99
OneDrive: Your Cubbyhole in the Clouds .....	100
Setting Up OneDrive .....	100
Changing your OneDrive settings .....	103
Opening and saving files from OneDrive .....	104
Customizing OneDrive for different devices with OneDrive Files On Demand .....	105
Accessing OneDrive from the Internet .....	107
Review Questions .....	109
Review Answers .....	110

## Table of Contents

<b>Part Two – Working With Programs, Apps, and Files</b> .....	<b>113</b>
<b>Chapter 6 – Playing with Programs, Apps, and Documents</b> .....	<b>115</b>
Learning Objectives .....	115
Introduction.....	115
Starting a Program or an App.....	115
Opening a Document.....	117
Saving a Document .....	119
Choosing Which Program Should Open Which File.....	120
Navigating the Microsoft Store .....	122
Adding new apps from the Store app .....	123
Uninstalling apps .....	126
Taking the Lazy Way with a Desktop Shortcut.....	126
Absolutely Essential Guide to Cutting, Copying, and Pasting.....	127
The quick 'n' dirty guide to cut 'n' paste.....	127
Selecting things to cut or copy .....	128
Cutting or copying your selected goods.....	129
Pasting information to another place .....	130
Review Questions.....	132
Review Answers .....	133
<b>Chapter 7 – Finding the Lost</b> .....	<b>135</b>
Learning Objectives .....	135
Introduction.....	135
Finding Currently Running Apps and Programs.....	135
Finding Lost Windows on the Desktop.....	136
Locating a Missing App, Program, Setting, or File .....	137
Searching with Cortana.....	140
Setting up Cortana for the first time.....	141
Turning Off Cortana .....	143
Finding a Missing File inside a Folder .....	143
Finding Lost Photos .....	145
Finding Other Computers on a Network .....	146
Review Questions.....	147
Review Answers .....	148
<b>Chapter 8 – Printing and Scanning Your Work</b> .....	<b>149</b>
Learning Objectives .....	149
Introduction.....	149
Printing from a Start Menu App .....	149
Printing Your Masterpiece from the Desktop .....	151
Adjusting how your work fits on the page .....	152
Adjusting your printer's settings.....	154
Canceling a print job .....	155
Printing a web page .....	156
Troubleshooting your printer .....	157
Scanning from the Start Menu.....	158
Review Questions.....	161
Review Answers .....	162
<b>Part Three – Getting Things Done on the Internet</b> .....	<b>163</b>
<b>Chapter 9 – Cruising the Web</b> .....	<b>165</b>
Learning Objectives .....	165
Introduction.....	165
What's an ISP, and Why Do I Need One? .....	165
Connecting Wirelessly to the Internet.....	166
Browsing the Web with Microsoft Edge .....	168

## Table of Contents

Moving from one web page to another .....	170
Making Microsoft Edge open to your favorite site .....	171
Revisiting favorite places .....	173
Finding things on the Internet.....	174
Finding More Information with Cortana.....	174
Saving Information from the Internet .....	176
Saving a web page .....	176
Saving text.....	176
Saving a picture.....	176
Downloading a program, song, or other type of file.....	177
Review Questions.....	178
Review Answers .....	179
<b>Chapter 10 – Being Social: Mail, People, and Calendar.....</b>	<b>181</b>
Learning Objectives .....	181
Introduction.....	181
Adding Your Accounts to Windows.....	181
Understanding the Mail App.....	183
Switching among the Mail app’s views, menus, and accounts .....	183
Composing and sending an email .....	185
Reading a received email.....	187
Sending and receiving files through email .....	188
Managing Your Contacts in the People App.....	190
Adding contacts .....	192
Deleting or editing contacts.....	193
Managing Appointments in Calendar.....	193
Review Questions.....	196
Review Answers .....	197
<b>Chapter 11 – Safe Computing .....</b>	<b>199</b>
Learning Objectives .....	199
Introduction.....	199
Understanding Those Annoying Permission Messages .....	199
Staying Safe with the New Windows Defender Security Center .....	200
Avoiding and removing viruses.....	201
Avoiding Phishing Scams.....	203
Setting Up Controls for Children.....	205
Review Questions.....	207
Review Answers .....	208
<b>Part Four – Customizing and Upgrading Windows 10.....</b>	<b>209</b>
<b>Chapter 12 – Customizing Settings in Windows .....</b>	<b>211</b>
Learning Objectives .....	211
Introduction.....	211
Finding the Right Switch .....	211
Flipping Switches with the Windows Settings App .....	212
System .....	212
Devices (Adjusting mice, keyboards, scanners, and other gadgets).....	217
Phone (Android, iPhone, and Windows).....	221
Network & Internet .....	221
Personalization (Changing your PC’s look and feel) .....	221
Apps.....	225
Accounts.....	227
Time and Language.....	227
Gaming.....	227
Ease of Access .....	227
Cortana .....	228

## Table of Contents

Privacy .....	229
Update & Security .....	229
Review Questions .....	230
Review Answers .....	231
<b>Chapter 13 – Keeping Windows from Breaking .....</b>	<b>233</b>
Learning Objectives .....	233
Introduction .....	233
Backing up Your Computer with File History .....	234
Finding Technical Information about Your Computer .....	237
Freeing Up Space on Your Hard Drive .....	238
Setting Up Devices That Don't Work (Fiddling with Drivers) .....	239
Review Questions .....	241
Review Answers .....	242
<b>Chapter 14 – Sharing One Computer with Several People .....</b>	<b>243</b>
Learning Objectives .....	243
Introduction .....	243
Understanding User Accounts .....	243
Changing or Adding User Accounts .....	245
Adding an account for a family member or friend .....	245
Changing existing accounts .....	248
Switching Quickly between Users .....	249
Changing a User Account's Picture .....	250
Setting Up Passwords and Security .....	252
Signing in with Windows Hello .....	253
Review Questions .....	256
Review Answers .....	257
<b>Chapter 15 – Connecting Computers with a Network .....</b>	<b>259</b>
Learning Objectives .....	259
Introduction .....	259
Understanding a Network's Parts .....	259
Setting Up a Small Network .....	261
Buying parts for a network .....	261
Setting up a wireless router .....	261
Setting up Windows computers to connect to a network .....	262
Sharing Files with Your Networked Computers .....	264
Setting your home network to private .....	264
Sharing files and folders on your private network .....	267
Accessing what others have shared .....	268
Sharing a printer on the network .....	269
Sharing with Nearby Sharing .....	270
Turning on Nearby Sharing .....	270
Sharing files with Nearby Sharing .....	271
Review Questions .....	273
Review Answers .....	274
<b>Part Five – Music, Photos, and Movies .....</b>	<b>275</b>
<b>Chapter 16 – Playing and Copying Music .....</b>	<b>277</b>
Learning Objectives .....	277
Introduction .....	277
Playing Music with the Groove Music App .....	277
Handing Music-Playing Chores Back to Windows Media Player .....	280
Stocking the Windows Media Player Library .....	282
Browsing Windows Media Player's Libraries .....	284
Playing Music Files in a Playlist .....	286

## Table of Contents

Controlling Your Now Playing Items .....	287
Playing CDs.....	289
Playing DVDs .....	289
Playing Videos and TV Shows .....	289
Creating, Saving, and Editing Playlists .....	290
Ripping (Copying) CDs to Your PC .....	292
Burning (Creating) Music CDs.....	293
Review Questions.....	295
Review Answers .....	296
<b>Chapter 17 – Fiddling with Photos (And Videos) .....</b>	<b>299</b>
Learning Objectives .....	299
Introduction.....	299
Dumping a Camera’s Photos into Your Computer .....	299
Taking Photos with the Camera App .....	302
Viewing Photos with the Photos App .....	303
Viewing your photo collection.....	304
Viewing photo albums.....	306
Viewing a slideshow.....	308
Copying digital photos to a CD or DVD.....	309
Review Questions.....	310
Review Answers .....	311
<b>Part Six – Help! .....</b>	<b>313</b>
<b>Chapter 18 – The Case of the Broken Window.....</b>	<b>315</b>
Learning Objectives .....	315
Introduction.....	315
Toggling between Tablet and Desktop Mode.....	315
The Magic Fixes in Windows.....	316
Resetting your computer .....	316
Restoring backups with File History.....	319
Windows Keeps Asking Me for Permission.....	322
I Need to Retrieve Deleted Files.....	323
Fixing Broken Apps.....	324
My Settings Are Messed Up.....	324
I Forgot My Password .....	325
My Computer Is Frozen Solid.....	326
Review Questions.....	328
Review Answers .....	329
<b>Chapter 19 – Strange Messages: What You Did Does Not Compute .....</b>	<b>331</b>
Learning Objectives .....	331
Introduction.....	331
Add Your Microsoft Account.....	331
Choose What Happens with This Device.....	332
Did You Mean to Switch Apps? .....	332
Do You Want to Allow This App to Make Changes to This Computer? .....	333
Do You Want to Save Changes?.....	333
Threats Found .....	333
How Do You Want to Open This? .....	334
We’re Not Allowed to Find You.....	334
Reconnect Your Drive.....	335
There Is No Email Program Associated to Perform the Requested Action.....	335
You Don’t Currently Have Permission to Access This Folder.....	336
Review Questions.....	337
Review Answers .....	338

## Table of Contents

<b>Chapter 20 – Moving from an Old PC to a New Windows 10 PC .....</b>	<b>339</b>
Learning Objectives .....	339
Introduction.....	339
Hiring a Third Party to Make the Move .....	339
Buying Laplink’s PCmover program .....	339
Visiting a repair shop .....	341
Transferring Files Yourself .....	342
Review Questions.....	345
Review Answers .....	346
<b>Chapter 21 – Help on the Windows Help System.....</b>	<b>347</b>
Learning Objectives .....	347
Introduction.....	347
Getting Started with Windows 10 .....	347
Contacting Support.....	348
Microsoft’s paid support options.....	349
Microsoft’s free support options.....	349
Review Questions.....	352
Review Answers .....	353
<b>Part Seven – The Part of Tens.....</b>	<b>355</b>
<b>Chapter 22 – Ten Things You’ll Hate about Windows 10 (And How to Fix Them) .....</b>	<b>357</b>
Learning Objectives .....	357
Introduction.....	357
I Don’t Want Windows 10! .....	357
Windows 10 Keeps Changing! .....	357
I Want to Avoid the Apps!.....	358
Pruning apps from the Start menu and your PC .....	358
Telling desktop programs, not apps, to open your files .....	359
I Want to Avoid the Desktop!.....	360
I Don’t Want a Microsoft Account .....	360
Windows Makes Me Sign In All the Time.....	361
The Taskbar Keeps Disappearing .....	361
I Can’t Line Up Two Windows on the Screen.....	362
It Won’t Let Me Do Something Unless I’m an Administrator! .....	362
I Don’t Know What Version of Windows I Have .....	363
My Print Screen Key Doesn’t Work .....	363
Review Questions.....	365
Review Answers .....	366
<b>Chapter 23 – Ten or So Tips for Tablet and Laptop Owners .....</b>	<b>367</b>
Learning Objectives .....	367
Introduction.....	367
Turning on Tablet Mode.....	367
Switching to Airplane Mode.....	368
Connecting to a New Wireless Internet Network.....	369
Toggling Your Tablet’s Screen Rotation .....	370
Adjusting to Different Locations.....	370
Backing Up Your Laptop Before Traveling.....	371
Accessing the Mobility Center.....	371
Turning the Calculator into a Road Warrior Tool.....	372
Review Questions.....	374
Review Answers .....	375
<b>Glossary.....</b>	<b>376</b>
<b>Index .....</b>	<b>379</b>