

Windows 10

2nd Edition

Andy Rathbone

Table of Contents

Introduction	1
About This Book	1
How to Use This Book	2
Touchscreen Owners Aren't Left Out	3
And What about You?	3
Icons Used in This Book	4
Beyond the Book	4
Where to Go from Here	4
Part One – Windows 10 Stuff Everybody Thinks You Already Know	5
Chapter 1 – What is Windows 10?	7
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?	14
The Different Flavors of Windows 10	14
Review Questions	16
Review Answers	17
Chapter 2 – Starting with the Start Menu	19
Learning Objectives	19
Introduction	19
Being Welcomed to the World of Windows	19
Understanding user accounts	21
Keeping your account private with a password	22
Signing up for a Microsoft account	24
Figuring Out the New Windows 10 Start Menu	25
Toggling between Tablet and Desktop mode	28
Launching a Start menu program or app	29
Finding something on the Start menu	30
Viewing or closing your open apps	31
Getting to know your free apps	32
Adding or removing Start menu items	34
Customizing the Start menu	35
Exiting from Windows	38
Temporarily leaving your computer	38
Leaving your computer for the day	40
Review Questions	42
Review Answers	43
Chapter 3 – The Traditional Desktop	45
Learning Objectives	45
Introduction	45
Finding the Desktop and the Start Menu	45
Working with the Desktop	46
Launching apps with the Start menu	48
Jazzing up the desktop's background	49
Toggling between Tablet mode and the desktop	50
Dumpster diving in the Recycle Bin	51
Bellying Up to the Taskbar	53

Table of Contents

Shrinking windows to the taskbar and retrieving them	54
Switching to different tasks from the taskbar's Jump Lists	55
Clicking the taskbar's sensitive areas	55
Opening the Action Center	57
Customizing the taskbar	59
Setting Up Multiple Desktops	61
Making Programs Easier to Find	63
Review Questions	64
Review Answers	65
Chapter 4 – Basic Desktop Window Mechanics	67
Learning Objectives	67
Introduction	67
Dissecting a Typical Desktop Window	67
Tugging on a desktop window's title bar	69
Navigating folders within a desktop window's Address bar	70
Finding commands on the Ribbon	71
Quick shortcuts with the Navigation Pane	72
Moving inside a window with its scroll bar	74
Boring borders	75
Maneuvering Windows Around the Desktop	75
Moving a window to the top of the pile	75
Moving a window from here to there	76
Making a window fill the whole desktop	76
Closing a window	77
Making a window bigger or smaller	77
Placing two windows side by side	77
Making windows open to the same darn size	78
Review Questions	79
Review Answers	80
Chapter 5 – Storage: Internal, External, and in the Cloud	83
Learning Objectives	83
Introduction	83
Browsing the File Explorer File Cabinets	83
Getting the Lowdown on Folders	87
Peering into Your Drives, Folders, and Other Media	87
Seeing the files on a drive	87
Seeing what's inside a folder	89
Creating a New Folder	91
Renaming a File or Folder	93
Selecting Bunches of Files or Folders	93
Getting Rid of a File or Folder	94
Copying or Moving Files and Folders	95
Seeing More Information about Files and Folders	96
Writing to CDs and DVDs	98
Buying the right kind of blank CDs and DVDs for burning	99
Copying files to or from a CD or DVD	100
Working with Flash Drives and Memory Cards	102
OneDrive: Your Cubbyhole in the Clouds	102
Setting Up OneDrive on a New PC	103
Changing your OneDrive settings	105
Opening and saving files from OneDrive	106
Accessing OneDrive from the Internet	108
Review Questions	110
Review Answers	111

Table of Contents

Part Two – Working With Programs, Apps, and Files	113
Chapter 6 – Playing with Programs, Apps, and Documents.....	115
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 Windows Store	123
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
Chapter 7 – Finding the Lost.....	135
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	144
Finding Lost Photos	146
Finding Other Computers on a Network	146
Review Questions.....	148
Review Answers	149
Chapter 8 – Printing and Scanning Your Work	151
Learning Objectives	151
Introduction.....	151
Printing from a Start Menu App	151
Printing Your Masterpiece from the Desktop	153
Adjusting how your work fits on the page	154
Adjusting your printer's settings.....	156
Canceling a print job	157
Printing a web page	158
Troubleshooting your printer	159
Scanning from the Start menu.....	160
Review Questions.....	163
Review Answers	164
Part Three – Getting Things Done on the Internet	165
Chapter 9 – Cruising the Web	167
Learning Objectives	167
Introduction.....	167
What's an ISP, and Why Do I Need One?	167
Connecting Wirelessly to the Internet.....	169
Browsing the Web with Microsoft Edge	171

Table of Contents

Moving from one web page to another	172
Using Microsoft Edge's icons	174
Making Microsoft Edge open to your favorite site	174
Revisiting favorite places	175
Finding things on the Internet.....	176
Finding More Information with Cortana.....	176
Saving Information from the Internet	178
Saving a web page	178
Saving text.....	178
Saving a picture.....	178
Downloading a program, song, or other type of file.....	179
Review Questions.....	180
Review Answers	181
Chapter 10 – Being Social: Mail, People, and Calendar.....	183
Learning Objectives	183
Introduction.....	183
Adding Your Accounts to Windows.....	183
Understanding the Mail App.....	185
Switching among the Mail app's views, menus, and accounts	185
Composing and sending an email	188
Reading a received email.....	189
Sending and receiving files through email	190
Managing Your Contacts in the People App.....	192
Adding contacts.....	194
Deleting or editing contacts.....	195
Managing Appointments in Calendar.....	196
Review Questions.....	198
Review Answers	199
Chapter 11 – Safe Computing	201
Learning Objectives	201
Introduction.....	201
Understanding Those Annoying Permission Messages	201
Avoiding Viruses with Windows Defender.....	202
Avoiding Phishing Scams.....	204
Setting Up Controls for Children.....	205
Review Questions.....	208
Review Answers	209
Part Four – Customizing and Upgrading Windows 10.....	211
Chapter 12 – Customizing Windows with the Control Panels	213
Learning Objectives	213
Introduction.....	213
Finding the Right Switch	213
Setting the Stage with the Windows Settings App.....	214
Bringing out the Big Guns: The Desktop's Control Panel	216
System and Security.....	217
User Accounts	218
Network and Internet.....	218
Changing the Appearance of Windows (Appearance and Personalization)	218
Changing the desktop background	219
Choosing a screen saver	220
Changing the computer's theme.....	221
Changing the screen resolution.....	222
Adding a second monitor or projector.....	223
Hardware and Sound	225

Table of Contents

Adjusting volume and sounds	225
Installing or setting up speakers	226
Adding a Bluetooth gadget.....	227
Adding a printer	228
Time and Language	229
Adding or Removing Apps or Programs	230
Modifying Windows for the Physically Challenged	232
Review Questions.....	234
Review Answers	235
Chapter 13 – Keeping Windows from Breaking	237
Learning Objectives	237
Introduction.....	237
Tuning Up Windows with Built-In Maintenance Tools.....	238
Backing up Your Computer with File History.....	239
Finding Technical Information about Your Computer	242
Freeing Up Space on Your Hard Drive	243
Empowering Your Power Button	244
Setting Up Devices That Don't Work (Fiddling with Drivers).....	246
Review Questions.....	248
Review Answers	249
Chapter 14 – Sharing One Computer with Several People	251
Learning Objectives	251
Introduction.....	251
Understanding User Accounts.....	251
Changing or Adding User Accounts.....	253
Adding an account for a family member or friend.....	253
Changing existing accounts	256
Switching Quickly between Users	258
Changing a User Account's Picture	259
Setting Up Passwords and Security	261
Signing in with Windows Hello	262
Review Questions.....	264
Review Answers	265
Chapter 15 – Connecting Computers with a Network	267
Learning Objectives	267
Introduction.....	267
Understanding a Network's Parts	267
Setting Up a Small Network	269
Buying parts for a network	269
Setting up a wireless router.....	269
Setting up Windows computers to connect to a network.....	270
Setting Up or Connecting with a Homegroup.....	272
Accessing what others have shared	275
Sharing a printer on the network	277
Review Questions.....	278
Review Answers	279
Part Five – Music, Photos, and Movies.....	281
Chapter 16 – Playing and Copying Music.....	283
Learning Objectives	283
Introduction.....	283
Playing Music with the Groove Music App.....	283
Handing Music-Playing Chores Back to Windows Media Player	286
Stocking the Windows Media Player Library.....	288

Table of Contents

Browsing Windows Media Player's Libraries	291
Playing Music Files in a Playlist.....	293
Controlling Your Now Playing Items	294
Playing CDs.....	295
Playing DVDs	296
Playing Videos and TV Shows	296
Creating, Saving, and Editing Playlists	298
Ripping (Copying) CDs to Your PC	299
Burning (Creating) Music CDs.....	300
Review Questions.....	302
Review Answers	303
Chapter 17 – Fiddling with Photos (and Videos).....	305
Learning Objectives	305
Introduction.....	305
Dumping a Camera's Photos into Your Computer	305
Taking Photos with the Camera App	309
Viewing Photos with the Photos App	310
Viewing your photo collection.....	310
Viewing photo albums.....	312
Viewing a slide show.....	314
Copying digital photos to a CD or DVD.....	315
Review Questions.....	317
Review Answers	318
Part Six – Help!	319
Chapter 18 – The Case of the Broken Window.....	321
Learning Objectives	321
Introduction.....	321
Toggling between Tablet and Desktop Mode.....	321
The Magic Fixes in Windows.....	322
Resetting your computer.....	322
Restoring backups with File History.....	324
Windows Keeps Asking Me for Permission.....	328
I Need to Retrieve Deleted Files.....	329
Fixing Broken Apps.....	329
My Settings Are Messed Up.....	330
I Forgot My Password	331
My Computer Is Frozen Solid.....	332
Review Questions.....	334
Review Answers	335
Chapter 19 – Strange Messages: What You Did Does Not Compute	337
Learning Objectives	337
Introduction.....	337
Add Your Microsoft Account.....	337
Choose What Happens with This Device.....	337
Did You Mean to Switch Apps?	339
Do You Want to Allow This App to Make Changes to This Computer?.....	339
Do You Want to Save Changes?.....	339
Found Some Malware	340
How Do You Want to Open This Type of File?	340
Let This App Use Your Precise Location?	341
Reconnect Your Drive.....	341
There Is No Email Program Associated to Perform the Requested Action	342
You Don't Currently Have Permission to Access This Folder	342
Review Questions.....	344
Review Answers	345

Table of Contents

Chapter 20 – Moving from an Old PC to a New Windows 10 PC	347
Learning Objectives	347
Introduction.....	347
Hiring a Third Party to Make the Move	347
Buying Laplink’s PCmover program	347
Visiting a repair shop	349
Transferring Files Yourself	350
Review Questions.....	354
Review Answers	355
Chapter 21 – Help on the Windows Help System.....	357
Learning Objectives	357
Introduction.....	357
Getting Started with Windows 10	357
Contacting Support.....	358
Microsoft’s paid support options.....	359
Microsoft’s free support options.....	360
Review Questions.....	363
Review Answers	364
Part Seven – The Part of Tens!	365
Chapter 22 – Ten Things You’ll Hate About Windows 10 (And How to Fix Them).....	367
Learning Objectives	367
Introduction.....	367
I Don’t Want Windows 10!	367
I Want to Avoid the Apps!.....	368
Pruning apps from the Start menu and your PC	368
Telling desktop programs, not apps, to open your files	369
I Want to Avoid the Desktop!.....	369
I Don’t Want a Microsoft Account	370
Windows Makes Me Sign In All the Time.....	371
The Taskbar Keeps Disappearing	371
I Can’t Line Up Two Windows on the Screen.....	372
It Won’t Let Me Do Something Unless I’m an Administrator!	372
I Don’t Know What Version of Windows I Have	373
My Print Screen Key Doesn’t Work	373
Review Questions.....	375
Review Answers	376
Chapter 23 – Ten or So Tips for Tablet and Laptop Owners	377
Learning Objectives	377
Introduction.....	377
Turning on Tablet Mode.....	377
Switching to Airplane Mode.....	378
Connecting to a New Wireless Internet Network.....	379
Toggling Your Tablet’s Screen Rotation	380
Choosing What Happens When You Close Your Laptop’s Lid	380
Adjusting to Different Locations.....	381
Backing Up Your Laptop Before Traveling.....	382
Accessing the Mobility Center.....	382
Review Questions.....	384
Review Answers	385
Glossary.....	387
Index	391