



My Windows® 10

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My Windows® 10

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My Windows® 10

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About the Author

After writing about technology for 30 years, **Katherine Murray** believes there's never been a better time to be a tech enthusiast. She has seen personal computing change from big, slow, cryptic desktop-hogging machines to small, sleek smart devices we can tap our way through easily. She has worked with every version of Microsoft Windows there's been, loving some versions (such as Windows 7) and loathing others (remember Windows Vista or worse, Windows ME?). She was part of the thumbs-up crowd when it came to Windows 8.1 but watched as Microsoft's vision tanked because users weren't quite ready for such a huge change in the way we work with our computers. Now in Windows 10, she believes Microsoft has done a better job building in the supports users need and providing a highly customizable working environment designed to let us work in the way that suits us best.

She started writing about technology 30 years ago and still enjoys it, specializing in Microsoft technologies and the fascinating ways in which we stay in touch with each other. In addition to writing books, she writes regularly for *Windows Secrets* magazine.

Dedication

To all those who have a vision and the daily persistence to pursue it.

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Introduction

Microsoft is hoping for a big win with Windows 10, and some would say the company needs it, after losing a fair number of unhappy users in the wake of Windows 8. As you have likely heard, Windows 8 was an ambitious (and, some would say, misguided and overzealous) attempt at changing the way we work with our computers. I have to give Microsoft credit in that regard—Windows 8 really *was* a game-changer. It was designed for the future of computing—you know, those days when we're speaking into our watches and zooming around in George Jetson-like airmobiles. And many of the features introduced in Windows 8 were focused on people who were using touch devices, such as tablets. However, these users, as Microsoft unhappily discovered, were still the minority of upgrading Windows users.

The problem is that most people weren't quite ready for a space-age computer, and an even smaller number were using tablets as their primary work system. Combine that with the fact that the majority of the world was happy with Windows 7 (arguably the world's most stable operating system to date), most folks didn't see a need to change.

However, Windows 8 did—and Windows 10 does—include a number of good features that are designed to help us make the most of today’s technology. Touch devices, whether we like it or not, are here to stay. You’re tapping your smartphone, syncing your schedules, and swiping and gesturing your way through websites, no doubt.

In Windows 10, Microsoft is eating a little crow, backing up a bit and returning some of the infrastructure features people need in order to feel like they know what they’re doing as they work with their computers—for example, a Start menu, a recognizable desktop, and Close boxes on our program windows. Although the touch features are still there in Windows 10, developers have arranged it so that the operating system knows whether you’re using the mouse and keyboard or a touch device and presents you with the correct tools accordingly.

At the same time, however, Windows 10 is moving us forward into a more universal approach for desktops, tablets, phones, and devices. You’ll discover you have more say about the features you want to use, and hopefully you will feel like you have more control over the software you’re using.

You’ll also learn about Cortana, Microsoft’s answer to the digital assistant, and explore Microsoft’s newest browser, called Microsoft Edge. Along the way you’ll learn how Windows 10 keeps pace with you across devices, on the web, and spanning all types of media and services.

This book walks you through that process. By the time you finish the final chapter, I hope you will have made friends with Windows 10 and feel more comfortable peering into a future of ubiquitous devices. And yes, I suppose, in the next few decades aircars could be a real possibility too.

Versions of Windows 10

Microsoft is offering Windows 10 as a free upgrade, and because of the unified interface—Windows 10 across phone, tablet, and PC—you will soon be seeing it in different versions everywhere. The upgrade will be a “smart” upgrade, meaning that Windows 10 will adjust automatically depending on whether you’re using a touch- or mouse-driven device.

Microsoft has announced that there will be seven editions of Windows 10 available for 32-bit and 64-bit PCs and tablets:

- Windows 10 Home is for consumers and includes features such as Cortana, Microsoft Edge, Continuum tablet mode, Windows Hello face recognition, Xbox One gaming, and a spectrum of universal Windows apps.

- Windows 10 Pro is being touted as the “desktop edition for PCs, tablets, and 2-in-1s,” and includes all the features of Home as well as additional features designed for small businesses. This edition also includes Windows Update for Business, which automates software updates and security patches.
- Windows 10 Mobile is the edition of choice for small touch devices, such as small tablets or smartphones. This edition includes the universal Windows apps, Continuum for phone, and the latest touch version of Office.
- Windows 10 Enterprise includes the features in Windows 10 Pro and adds tools for mid-sized and large organizations.
- Windows 10 Education includes the features in Windows 10 Enterprise and offers a specific tool set designed for schools.
- Windows 10 Mobile Enterprise is designed for corporate users who rely on their smartphones and small tablets to complete business tasks.
- Specialized editions of Windows 10 Enterprise and Windows 10 Mobile Enterprise will be available for industry-specific devices and needs.

>>> *Go Further*

UPGRADING TO WINDOWS 10

Microsoft is hoping that holdout Windows 7 users, as well as Windows 8 and Windows 8.1 users, will want to upgrade to Windows 10. To make this offer a little more attractive, Microsoft is making the upgrade to Windows 10 free if you do it within the first year. What's more, after you upgrade, Microsoft will continue to update the Windows 10 software free of charge.

You'll be able to upgrade to Windows 10 by using Windows Update in Windows 7, Windows 8, or Windows 8.1. You can also get Windows 10 from the Windows Store and download and install it as needed.

Highlights of Windows 10

Many of the features in Windows 10 may be designed to quiet Windows 8 critics, but you'll also find new features that offer improvements to the overall system and the way in which you use it. If you're a Windows 7 user (and were happy with it, thank you very much), you'll be pleased to recognize some of the features and functions in Windows 10. There is also much more flexibility built in to Windows 10 so that you can use the features you like and skip the features you don't. This is a big improvement over the way features were served up in Windows 8. Here's a quick list of some of the major changes and additions you'll discover:

- Now Windows 10 will determine what kind of environment it is running in (desktop, tablet, or phone) and start up with the interface that fits the functionality. On a touch device, for example, the Windows 10 Continuum—the name for tablet mode—appears by default; on a desktop computer, you'll see the Windows 10 desktop along with the return of the Start button.
- The new Start menu is a nod to happy Windows 7 users, but it also brings in the best of the Start screen experience. Now you can work with a menu of your favorite apps and have the benefit of your favorite live tiles right in the Start menu. The Start menu is customizable, too, so you can arrange the menu just the way you like it.
- Cortana is Microsoft's new personal digital assistant, available on your desktop or tablet computer. When you ask Cortana to find something (such as "Locate my report on sustainability"), it searches your computer, your OneDrive account, and finally the web for files that match the description you offered.
- Universal apps. The Windows apps you use now will run on all your devices, meaning you can use the same apps on your PC, tablet, phone, and even your Xbox One.
- Microsoft Edge is Microsoft's new browser, designed to offer a clean browsing and reading experience, with onscreen writing capabilities and seamless sharing with friends.
- Settings improvements streamline the way you make changes to options and preferences that were formerly part of the Control Panel. Settings are easy to find and change, and the Action Center and Notifications window give you the feedback you need to keep your system running smoothly.

- You can create multiple desktops in Windows 10 so that you can have one set of apps and features for home and one for the office, or another for school and additional desktops for each of your kids. Sound complicated? It's not—and it may enable your family to share a home computer in peace.
- The new Task view enables you to display open apps on the screen (in much the same way Alt+Tab enables you to cycle through open apps).
- Continuum is the name of the Windows 10 tablet mode, which displays the Start menu not as a menu but as a full screen; it is easy to navigate with touch. Windows 10 changes to Continuum automatically when you undock your tablet, so even for 2-in-1 devices, Windows 10 adjusts to the interface you need.
- You can move files to and from OneDrive easily and choose which folders you want to sync in Windows 10.
- Gaming improvements. Now Microsoft makes it simple for you to bring your Xbox Live account and Xbox One games to your Windows 10 desktop PC, tablet, or mobile device.

What You'll Find in This Book

In this book, you'll discover what you need to know to accomplish all the basic tasks you want to do with Windows 10. We'll focus first on the features you're most likely to want to know up front; then we explore some of the more specialized tasks, such as working with File Explorer, navigating Microsoft Edge, and unboxing all the apps. The chapters unfold like this:

- Chapter 1, "Getting Started with Windows 10," gets you started with the basics of Windows 10 and introduces you to all the key new features of the operating system. You'll learn how to use touch gestures, as well as the mouse and keyboard, to navigate with Windows 10. You'll also find out how to put Windows 10 to sleep, wake it up, and power down your computer.
- Chapter 2, "Windows 10 on Your Desktop and Devices," shows you Windows 10 functions in different domains—desktop, tablet, and phone. You'll discover what Continuum and Windows Mobile are about and see how Windows 10 adjusts automatically depending on the capabilities of your system or device. You'll also find out how to set app notifications,

make sure you have Internet access, learn about managing your PC's power, and find out how to refresh or reset your system.

- Chapter 3, “Getting Comfortable with the Windows 10 Desktop,” introduces you to the new desktop interface in Windows 10. You’ll take a tour of the desktop and learn how to set up Windows 10 to work the way you want it to. You’ll find out about the capabilities of the Start menu and meet Cortana, learning how your personal digital assistant can help you find what you need, from files to apps to articles. You’ll also discover how to work with the taskbar and Quick Launch areas of the Windows 10 desktop.
- Chapter 4, “Working with Windows 10 Continuum,” introduces you to tablet mode in Windows 10. You’ll explore the Start screen and find out how to locate and arrange app tiles, add more apps to the Start screen, and name and work with groups of apps.
- Chapter 5, “Customizing Windows 10,” covers all kinds of personalization features, beginning with customizations for the Lock screen, color schemes, profile picture, badges, notifications, and accessibility features. You’ll also learn how to create multiple desktops in Windows 10 so that you can set up the apps and features for different people or places in your life.
- Chapter 6, “Securing Your Computer—for Yourself and Your Family,” helps you ensure that your computer is as safe as possible by setting a password, customizing your login, creating user accounts, adding a PIN logon, setting location privacy, and telling Windows 10 how—or whether—you want apps to share your information. You’ll also find out about Windows Hello, which uses biometric login features to recognize faces, irises, and thumbprints. Additionally in this chapter, you’ll also learn about setting up and using Family Safety features to safeguard your kids online.
- Chapter 7, “Using the Windows Store and Working with Apps,” introduces you to the redesigned Store and shows you how to find, download, install, and update the apps that interest you. You’ll also learn how to update apps and organize them on your system so that you can easily find the ones you need when you need them.
- Chapter 8, “Organizing Files with File Explorer and OneDrive,” spotlights the tasks you need to know to organize your files and folders in Windows

10. Saving files to the cloud has become a big thing in recent years, and OneDrive is Microsoft's answer to in-the-cloud storage. In Windows 10, you can choose which folders you want to sync to the cloud so you can access the files you need easily, no matter which computer or device you may be using. Along the way, you'll also learn to manage the changes in File Explorer and discover how easily you can copy, move, and share your files with others.

- Chapter 9, "Browsing with Microsoft Edge," showcases Microsoft's new leading-edge browser designed to integrate with Cortana to offer voice control, search capability, and personalized information related to search. With Microsoft Edge, you can also annotate web pages and share them easily with friends in your social media circles. You can use Edge's reading mode to clearly view the content on the pages that interest you (skipping the ads and formatting that distract and annoy).
- Chapter 10, "Keeping in Touch with Windows 10," walks you through the dramatic makeover of the Mail app and helps you set up the People app and learn how to add contact information for friends and family. You'll also learn about the Calendar app and find out how to use Skype to stay in touch with those on your Contacts list.
- Chapter 11, "Entertain Me, Windows 10!" shows you how to use Windows 10 to get access to all your favorite media: video, music, and photos. You'll find out about various editing and cataloging features and find out how to stream media online and rent or purchase it for downloading to your computer or device. You'll also learn how media plugs into your Xbox for a seamless media experience and discover that you can bring your Xbox Live experience (and Xbox One, with supported games) to your desktop, tablet, or phone experience.
- Chapter 12, "Caring for Your Computer and Updating Windows," gives you some basic pointers on how to regularly back up your files, update your copy of Windows, and use Windows 10 system tools to improve your computer's performance and clean up your hard drive.
- Appendix A, "Windows 10 App Gallery," spotlights a collection of new universal apps in the Windows Store. You get a look at some popular apps and find out how to add your own user ratings and reviews to help encourage (or discourage!) other users as they consider downloading apps you've used.

The chapters are organized so that you can jump in and read about whatever interests you most, or you can choose to go through the book sequentially. Along the way, you'll find tips, notes, and two kinds of sidebars: Go Further, which gives you additional information about getting more from the topic at hand, and It's Not All Good, which lists common pitfalls and trouble spots to watch out for.

Let's Begin

Because Windows 10 is an upgrade, you'll most likely upgrade either by going to the Windows Store and downloading and installing Windows 10 or by using the Update and Security tool in Settings.

Either way, be sure to back up important files on your computer before you install Windows 10. Microsoft also suggests that you make a recovery disk so you can return your computer to normal if a hiccup happens. If you're unsure how to do that, turn to Chapter 12, where we'll walk you through the process.

After the upgrade is complete (it takes just a few minutes), your computer will restart and you'll see the Windows 10 Lock screen. That's where we'll begin exploring Windows 10 together.

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Windows 10 offers a new Start menu on the desktop, which can include your favorite app tiles.



The Start menu appears full-screen by default in Windows 10 if you are using a tablet.

In this chapter, you learn how to get started with Windows 10 and use touch, mouse, and keyboard to perform tasks such as

- Exploring Windows 10
- Getting around with the mouse and keyboard
- Using touch in Windows 10
- Shutting down or putting Windows to sleep
- Finding the help you need

1

Getting Started with Windows 10

Whether you've been using Windows 8 or Windows 8.1 for a while or you dug in your heels as a Windows 7 holdout, chances are good that you feel you have a lot to learn about Windows 10, the latest operating system from Microsoft. Either way, you no doubt know the history: Windows 8 was a huge jump into a new sphere for computer users—one that many weren't quite ready for. The familiar menus and dialog boxes seemed to go missing. Normal things such as Close boxes and option buttons disappeared. Microsoft wanted folks to learn a new touchable way to work with their computers. Some users were eager to jump in with both feet, and many weren't.

Windows 10 is the first major release since Windows 8 (Windows 8.1 was an update, but it didn't introduce many new features), and in this release Microsoft has slowed things down a bit and responded to customer feedback. The new changes in Windows 10 show that Microsoft has been listening, and many of the best new features in Windows 10 enable us to choose the best of both worlds, whether we are more comfortable using touch or the mouse to navigate as we use our computers and devices.

I liked Windows 8 right off the bat, even though many folks resisted it and criticized the sweeping new design. I loved the color and the flexibility of the new release, and after many years of writing about technology, I was ready for something new. But I think Windows 10 is a vast improvement that puts the prominence back on mouse and keyboard users (although tablet users still have what they need). This version gives users the recognizable and controllable features they need in order to work successfully with things such as apps and folders, and it gives us a wide range of choices for personalizing our Windows experience so it works the way we hope. See? The best of both worlds.

This chapter introduces you to Windows 10 and spotlights some of the new key features you'll be working with most often as you use apps, save files and folders, share data, and enjoy media. You'll also find out how to put your computer to sleep (no singing required) and power down the system completely, when you're ready to do that.

Exploring Windows 10

If you've just upgraded to Windows 10, the utility will restart your computer after installation is complete. When your computer restarts, Windows 10 quickly appears on your screen and walks you through a series of Express Setup questions (which help the operating system get you connected to the Internet, set your sharing preferences, and set up some surfing security features in Microsoft Edge). One of those questions asks you how you want to use your OneDrive account, which is the app that stores your files in the cloud. You can follow along with the onscreen prompts to set things up to your liking. After you finish answering all the necessary questions, Windows 10 lets you know that you are ready to begin, and the Start screen appears.

Logging In to Windows 10

As the operating system for your computer, Windows 10 tells your hardware how to interact with the apps you use to communicate with others, work on files, and enjoy media. That means that when you press the Power button to start your computer or device, Windows 10 launches and begins doing its work. The following are the simple steps for starting your computer and logging in:

1. Press the Power button on your PC or device. After the system boots, your Windows 10 Lock screen appears.

2. Click the screen (or swipe up if you have a touch-capable computer) or press any key to display the login page.
3. Enter your password and either press Enter or click the Submit arrow. Windows 10 logs you in.
4. Now you're ready to explore Windows 10.

Additional Sign-in Choices

Windows 10 offers other ways you can sign in if you like, although all you'll see on the login page is the Microsoft Account you used when you first set up Windows 10. You can create a four-digit PIN for logging in; set up a feature called Windows Hello to enable face, fingerprint, or iris recognition; or create a picture password. You'll learn how to set up all these sign-in choices in Chapter 6, "Securing Your Computer—for Yourself and Your Family."

What Is a Microsoft Account?

During installation, Windows 10 asks you to log in to a Microsoft Account, which is an email address and password that enables you to log in to all kinds of Microsoft services—such as OneDrive, Outlook.com, Skype, Xbox, and more—using a single login. When you log in to your Windows 10 computer or device using your Microsoft Account, your preferences, such as screen backgrounds, app tile preferences, and even your browser favorites, are synced across all the devices you access using your Microsoft Account.

Touring the Windows 10 Desktop

The screen you see when you first log in to Windows 10 will depend on the type of computer you're using. If you're using a desktop PC, you'll see the Windows 10 desktop, with a large Recycle Bin in the upper-left corner of the screen and a set of tools (beginning with the Start button on the left) across the bottom of the screen.

The Start button displays the new Start menu, which houses the universal apps (complete with live tiles) and gives you access to all your programs. Just to the right of the Start button, you see a search box that reads Search the Web and Windows. This is also where you'll find Cortana lurking, waiting to act on your voice commands. You'll learn about the Start menu and discover how to set up Cortana in Chapter 3, "Getting Comfortable with the Windows 10 Desktop."

In the middle of the taskbar, you see a few tools “pinned,” which means they always stay visible as icons on the taskbar so you can find and use them easily. On the far right of the taskbar, you see the Notifications tool, which lets you know when there are actions you need to take for Windows 10 or various apps on your system.

After you blink a few times and get used to the color, you’ll likely want to know what to do with Windows 10. The following screen gives you a few ideas that can help you get started:



Personalizing Your Start Experience

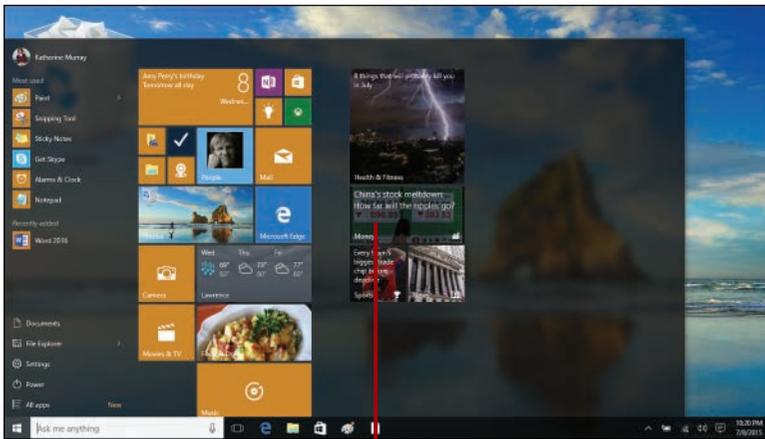
Now Windows 10 enables you to change the Start experience so it works in the way you’re most comfortable with. By default the Start menu appears when you click or tap the Start button in the lower-left corner of the screen. You can customize the options that appear in the lower portion of the menu so that the apps you use most often are within easiest reach. You’ll learn how to personalize your start experience in Chapter 3, “Getting Comfortable with the Windows 10 Desktop.”

First Tasks with Windows 10

As you begin exploring the new operating system, what are some of the first things you’re likely to want to try? Here are some of the big features in Windows

10, which you'll find described in more detail throughout this book (I've provided the chapter locations so you know where to go for more information):

- **Use the Windows 10 Start menu**—The Start menu serves as a central point, giving you lots of information about friends, colleagues, weather, email, and more. You can see at a glance the number of email messages you have, what your day's appointments look like, and what the news headlines are. You can also start your favorite apps, play media, change system settings, and even customize the look of Windows, all from this one screen. You'll find out how to tweak the look of the Start menu in Chapter 5, "Customizing Windows 10."



Live tiles are part of the Start menu in Windows 10.

- **Launch and work with apps**—The colorful tiles on the Windows 10 Start menu represent apps, or programs, you can launch with a simple click or tap. Some apps display "live" information and update on the Start menu, and others don't. You learn how to work with, organize, and get new apps in Chapter 7, "Using the Windows Store and Working with Apps." Also be sure to check out the Apps Gallery in this book's appendix to find out more about the apps included with Windows 10 as well as popular apps in the Windows Store.

Arrange Apps Your Way

You can easily group, name, and work with clusters of apps so that you can find what you need quickly. You learn how to do this in Chapter 4, "Working with Windows 10 Continuum."

- **Browse the Web with Microsoft Edge**—Microsoft Edge (known in prelease as “Project Spartan”) is Microsoft’s new web browser, replacing Internet Explorer 11. Edge integrates easily with the Cortana digital assistant and is able to display personalized search information, as well as support handwritten notes on web pages. Edge also includes a clean reading mode that suppresses the display of formatting and advertisements to make reading web content easier. You find out more about using Microsoft Edge in Chapter 9, “Browsing with Microsoft Edge.”
- **Stay in contact with friends and family**—The People app can pull together all your contacts from a variety of sources and make it easy for you to manage and update contact information on-the-fly.
- **Find new favorites in the Windows Store**—The Windows Store is greatly improved in Windows 10, with a dramatic redesign from the Windows 8 version and thousands of new apps, ready for downloading. In the Windows Store you can find apps of all kinds, free and otherwise. You’ll find out more about browsing and shopping in the Windows Store in Chapter 7. You’ll also get additional information about the Windows Store in the appendix of this book.
- **Use Windows 10 your way**—In Windows 10, you can see all the apps you have installed by scrolling through them in the Start menu. This is similar to the All Programs functionality in the Windows 7 Start menu. Click the Start button to open the Start menu and click All Apps at the bottom of the menu. The left column changes to show in alphabetical order all the apps you have installed on your computer. You can scroll through the list by dragging the scrollbar and then click the app you want to open.

Move to an App Quickly

If you’re scrolling through the All Apps list and want to move quickly to another part of the alphabet, press one of the alphabetical letters to display a grid, and then choose the beginning letter of the apps you want to see. This action takes you directly to that letter in the list—no scrolling required.



All Apps in the Windows 10 Start menu lists your installed apps alphabetically.

These items don't represent all there is to do in Windows 10, certainly, but they give you a quick bird's-eye view of some of the major places we'll be stopping on our way through this book.

Getting Around with the Mouse and Keyboard

If you're using a desktop computer or a docked tablet with a mouse and keyboard, chances are that mouse techniques are old hat and you know your way around a keyboard. What you might *not* know, however, are some of the particularities of Windows 10. That's what this section is all about.

Using the Mouse

The mouse can get you anywhere you want to go in Windows 10, and the mouse has been our trusted navigational companion for decades now. Even tablet users often attach a "real" mouse and keyboard when they sit down to do serious work on their computers.

In Windows 10, you'll use the mouse for all the common tasks you'll perform: start apps, find and open files, choose program settings, work with media,

play games, and so on. Here are some of the common techniques you may already be using:

Click an app name or an app tile to launch the app.



Click to display the Start menu.

Vertical scrollbar

Right-click an app tile to display a context menu.

- Click the Start button to display the Start menu.
- Click All Apps in the Start menu and use the vertical scrollbar to scroll through available apps.
- To display a context menu for an app, right-click the app tile in the Start menu. From there, you can click the option you want to use.
- Click an app name or an app tile to launch the app.

Selecting Multiple Items

In File Explorer, you can use the mouse and keyboard together to select multiple items at once. If you want to choose several files in a folder, for example, you can click the first item and then press and hold the Shift key and click the last item you want to select. All items between the two clicked items are selected.

If you want to select multiple items that aren't next to each other, click the first item and press and hold the Ctrl key; then click all the other items you want to include.

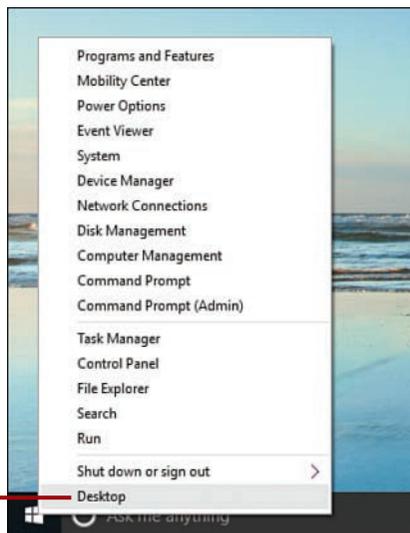
Mouse Shortcuts for Navigating Windows 10

To do this:	Do this:
Unlock your Lock screen.	Click any mouse button.
Scroll through the Start menu.	Click All Apps and drag the vertical scrollbar on the right side of the left column in the menu.
Show “power user menu.”	Right-click the Windows 10 Start button in the lower-left corner of the desktop.
Display app context menu on the Start menu.	Right-click the app tile.
Change or personalize settings for your Windows 10 desktop.	Right-click anywhere on the desktop and click Display Settings or Personalize.
Display Task view.	Click the Task View icon in the Quick Launch area of the desktop taskbar.

Getting to the Menu

If you know what you’re looking for in Windows 10 and want to get right to it, you might enjoy using what some people are calling the “power user menu” that appears when you right-click the Start button in the lower-left corner of the Windows 10 desktop. You can also display it by pressing Windows+X on your computer keyboard or your tablet’s onscreen keyboard. The list of features includes many of those you might have been accustomed to working with in the Windows 7 Control Panel: Programs and Features, Mobility Center, Power Options, Event Viewer, System, Device Manager, Network Connections, Disk Management, Computer Management, Command Prompt, and more. Click the feature you want to use, or, to hide the feature list, tap or click anywhere outside the list.

The power user menu appears when you right-click the Windows Start button on the desktop.



Using the (Real) Keyboard

For some of the things you'll do in Windows 10, you'll want a real, live keyboard. Sure, you can type a quick memo or answer an email message on your tablet using the onscreen keyboard. But when you need to write a 10-page report for a departmental meeting or you have lots of work to do storyboarding the next team presentation, chances are you'll want to use a traditional keyboard with real keys to press.

In addition to using touch and the mouse, you can use your keyboard for navigating in Windows 10. When you use your keyboard to navigate the Start menu, move among apps, and manage windows, you use special keys, shortcut key combinations, and function keys.



- The Windows key, commonly located on the lowest row of your keyboard on the left side between the Ctrl and Alt keys, takes you back to the Start menu no matter where you are in Windows 10.
- You can use the Page Up and Page Down keys as well as the arrow keys to move among apps if you're on the Windows 10 Start screen.
- You use the Tab key to move from option to option.
- You can press key combinations (such as Ctrl and the letter assigned to a specific menu option) to perform operations.

Keyboard Shortcuts for Navigating Windows 10

To do this:

Unlock your Lock screen.

Display the Settings panel.

Open the Search window.

Do this:

Press any key on the keyboard.

Press Windows+I.

Press Windows+Q.

To do this:	Do this:
Display the Start menu.	Press the Windows key.
Lock Windows 10.	Press Windows+L.
Display power user commands.	Press Windows+X.
Display Task view.	Press Windows+Tab.
Cycle through open apps.	Press Alt+Tab.
Create a new desktop in Windows 10.	Press Windows+Ctrl+D.
Switch between desktops in Windows 10.	Press Windows+Ctrl+left arrow (or right arrow).
Close the current desktop.	Press Windows+Ctrl+F4.

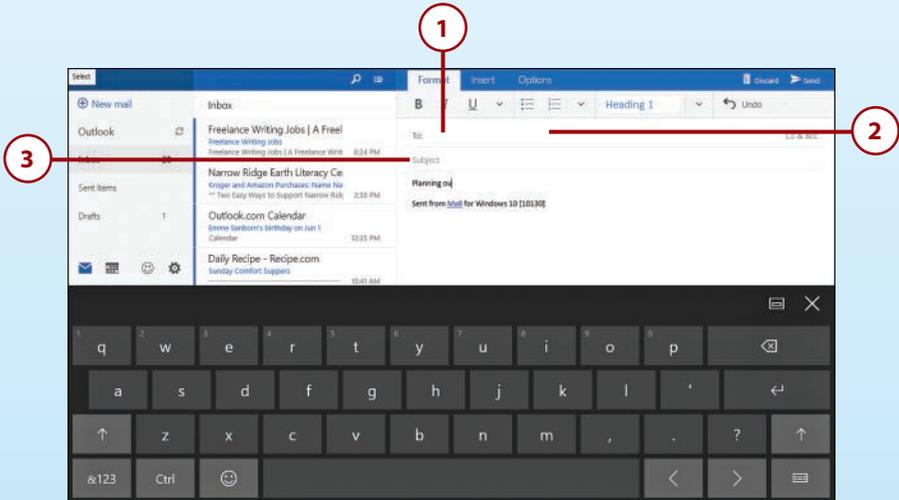
A Keyboard Is a Keyboard Is a Keyboard...Right?

Depending on the type of computer you are using, you might notice some differences in the ways certain keys appear on your keyboard. The keyboard mentioned here is a “basic” keyboard layout. Your keyboard might or might not have a separate numeric keypad, function keys across the top, and a set of cursor-control keys that are separate from the alphanumeric keys. Additionally, you may notice that your Delete key or Backspace key is in a slightly different place than on other keyboards you see. Take the time to learn where to find the common keys on your Windows 10 keyboard; when you know the lay of the land, finding the right key at the right time will be second nature.

Using a Touch Keyboard

If you’re using a touch device, you might not plan to type whole books on your onscreen keyboard, but it’s nice to know you can use it when you need it. Windows 10 helps you with your typing by adding auto-text that offers word suggestions as you type; it also extends the function of the keyboard by including child keys that appear on the keyboard when you press and hold a specific key. This gives you easy access to the keys you need.

Begin by launching an app that will require you to type something on your tablet. For example, you might open the Mail app and start a new message. Then follow these steps to display and work with the Windows 10 touch keyboard:



1. Tap in the To area. The full keyboard appears along the bottom half of your screen.
2. Type the email address of the person to whom you want to send the message.
3. Tap in the subject line and use the keyboard to enter the topic of the message.



4. Press and hold a key to display child keys for some keys—for example, vowels that can have different accents, such as the vowels *a*, *e*, *i*, *o*, and *u*, and punctuation characters such as the period (*.*), apostrophe (*'*), and question mark (*?*).

Choosing a Keyboard

Windows 10 gives several types of touch keyboards to use, and you can easily change the keyboard as you're using it. The standard keyboard offers all the basic keys you need and gives you the option of switching to show numbers and punctuation; the thumbs keyboard groups the keyboard on both sides of the screen so you can type with your thumbs on a tablet or other touch device. The extended keyboard displays all alphanumeric keys, as well as punctuation keys, Alt, Ctrl, and more.



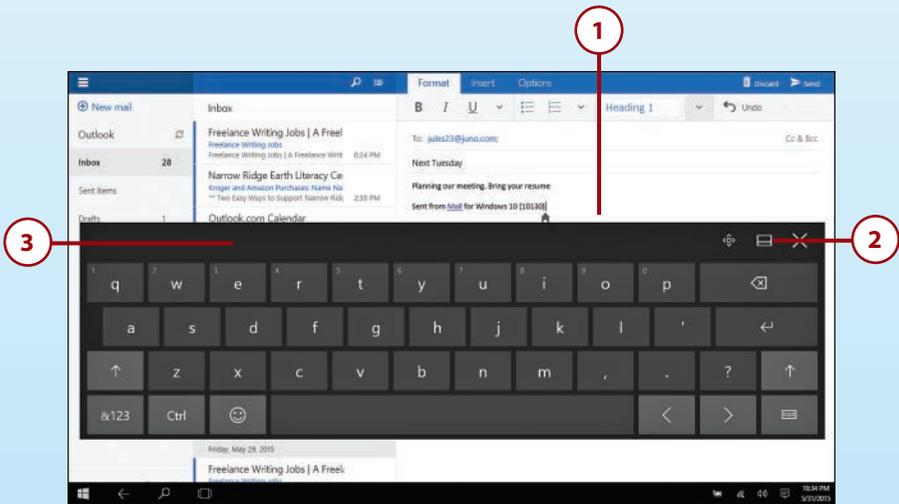
Child Keys Aren't Available on the Extended Keyboard

If you want to use child keys on your onscreen keyboard, choose the standard or thumbs keyboard, because child keys don't appear when you're using the extended keyboard.

1. If you want to change the type of keyboard displayed, tap the keyboard button in the lower-right corner of the keyboard.
2. A set of four choices appears. You can choose from the onscreen touch keyboard, a thumbs keyboard, a drawing tablet, or the standard keyboard.
3. The keyboard appears in the style you selected. Now you can type or draw your message.

Repositioning the Keyboard

We all have our preferences for the way we like to type. Some prefer larger keys that click; others have gotten used to texting on smartphones and spell at lightning speed on the smallest of keys. Windows 10 gives you a new option for tweaking your touch keyboard; now you can reposition the keyboard and move it to any point onscreen that makes sense to you. You might want to move the keyboard, for example, when you're adding data to a worksheet with information you want to show at the bottom of your display; or perhaps you're trying to keep a chart and a table in view while you add a note about the chart's contents.



1. Display the touch keyboard by tapping in your document or email message.
2. Tap the tool to the left of the Close X in the top-right corner of the keyboard.
3. The keyboard “undocks” from the edges of the screen, and you can drag it to any point onscreen where you want to position it. To return the keyboard to the docked position, tap the tool a second time.

Resizing the Thumbs Keyboard

Windows 10 lets you change the size of the thumbs keyboard so that typing is as easy as possible when you're using your tablet on the fly. To display your sizing choices, tap the three vertical dots to the right of the keyboard segment on the left side of the screen. Large is selected by default, but you can tap Small or Medium to change the size of the keyboard.

>>>Go Further

SAY WHAT?!

Windows 10 includes the Narrator accessibility feature, which reads the screen so people with visual challenges can interact successfully with Windows 10. Narrator has been around for several incarnations of Windows and offers natural-sounding voices (you can choose from three PC voices—two female voices and one male voice). You can also control the speed at which Windows narrates your experience, which can be helpful if you're just learning how to use voice to navigate the operating system.

You can turn on Narrator as soon as you open the Lock screen, before you even log in to your computer. Simply tap the Ease of Use button in the lower-right corner of the login screen to begin the narration. You can also turn on Narrator by pressing and holding the Windows key and tapping the Volume Up button on your keyboard.

Microsoft Edge includes Narrator support as well, so users can listen to web content, understand links, and make choices about commands on web pages.

Using Touch in Windows 10

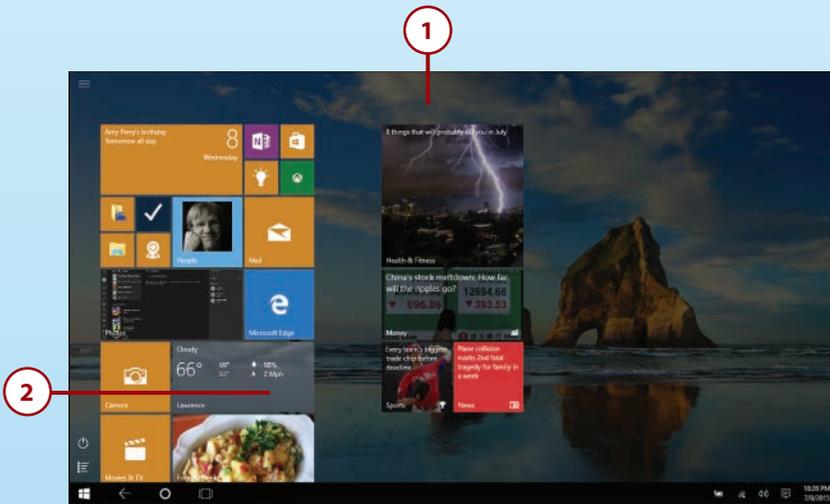
When Windows 8 first appeared, the buzz was that it was all about the touch. The new operating system was designed for those who would be using the increasingly popular tablets of the day, but it also left some of the traditional mouse-and-keyboard users in the dust. Windows 10 knows whether you're using it on a tablet or with a traditional mouse and keyboard and adjusts itself accordingly. For example, instead of the Start Menu, Windows 10 tablets automatically default to the Windows 8 style Start screen, which is more touch friendly.

If you have a smartphone, you already know about touch. You tap the surface of your phone to dial a friend's number, you swipe through photos, you pinch a web page to make the print larger (so you can read it on that small screen). Windows even includes a "hands-free mode" for apps that support it.

If you use Windows 10 on a tablet or touch-enabled screen, you'll notice you can interact with Windows in ways similar to how you're using your smartphone. However, for good measure (and for those readers who don't go for the smartphones), we'll go through the gestures you're likely to use most often in Windows 10 and take a look at the new gestures added into this release.

Using Single Tap

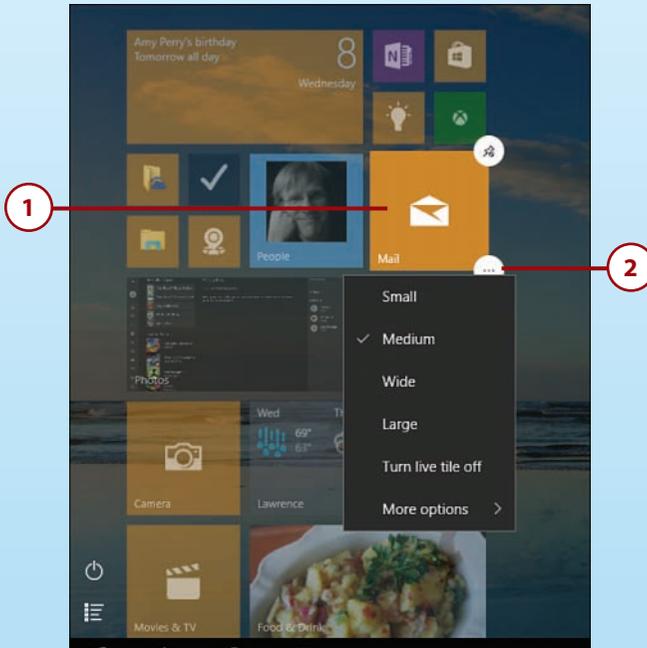
You tap the screen to launch an app on the Windows 10 Start screen, select a setting, or choose an item to display.



1. Launch Windows 10 on your tablet and the Start screen appears.
2. Tap the display once quickly in the center of the tile or icon. If you tapped an application on the Start screen, the program opens; if you tapped a setting or an option, the item is selected or displays additional choices, if applicable.

Tap and Hold

In a mouse world, you can display a context menu of options for different objects (files, folders, and apps) by right-clicking them. In the touch world, the equivalent of that right-click is a tap-and-hold gesture:



1. Tap and hold an app tile. Two circles appear in the upper- and lower-right corners of the tile.
2. Tap the lower circle displaying the three dots. This displays the context menu. Tap the option you want to apply.

Swiping Right

The swipe-right gesture enables you to swipe open apps in from the left edge of the screen and display them in Task view. If you don't have any additional apps open, there will be no app to swipe in. You can also use the swipe-left gesture when you're using Microsoft Edge to browse the web.



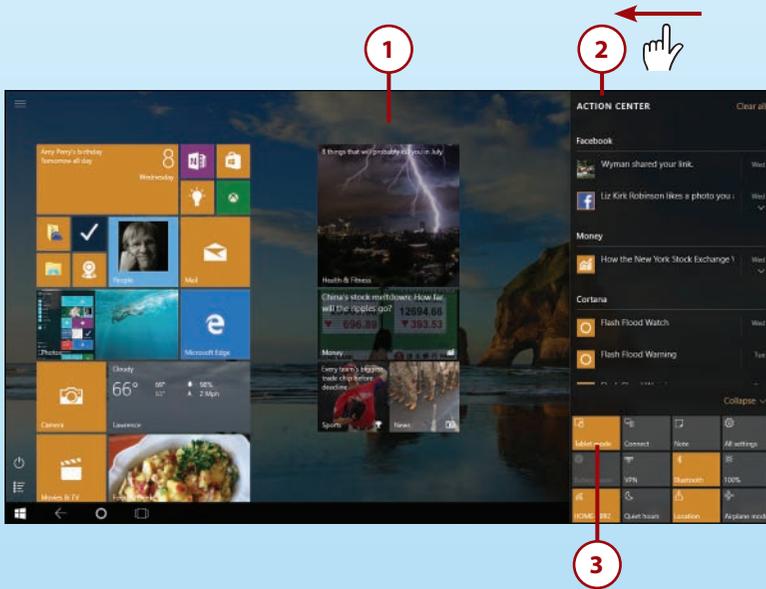
1. Display the Windows 10 Start screen on your tablet.
2. Touch a point toward the left side of the Start screen and drag to the right. Your open apps appear as thumbnails in the center of the display.

More About Task View

You'll learn more about working with apps in Task view in Chapter 3, "Getting Comfortable with the Windows 10 Desktop."

Swiping Left

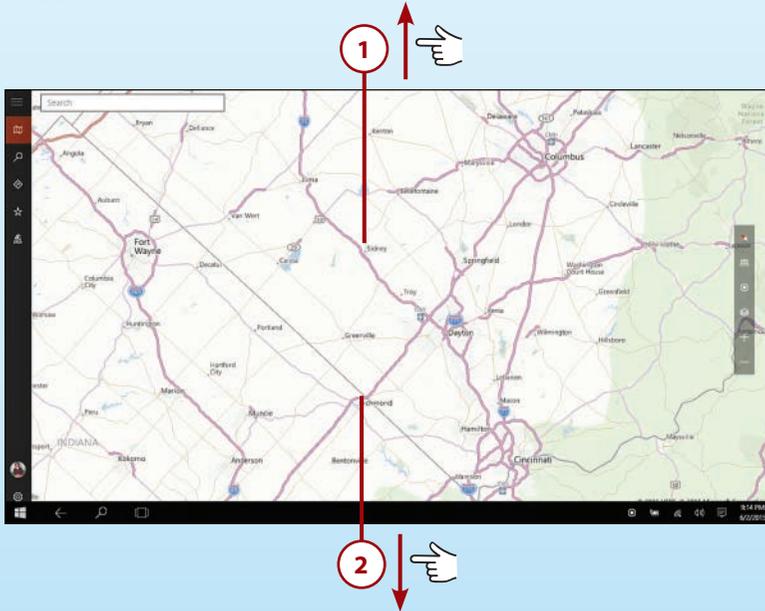
You use the swipe-left gesture to display the Notifications panel in Windows 10.



1. Display the Windows Start screen on your tablet.
2. Touch the screen close to the right edge and drag in to the left. The Notifications panel scrolls in from the right.
3. Click or tap the notification or setting you want to work with.

Swiping Up and Down

You'll use the swiping up and down gesture when you want to work with different apps. You may also swipe up and down when you are scrolling through apps on the Windows 10 Start screen.



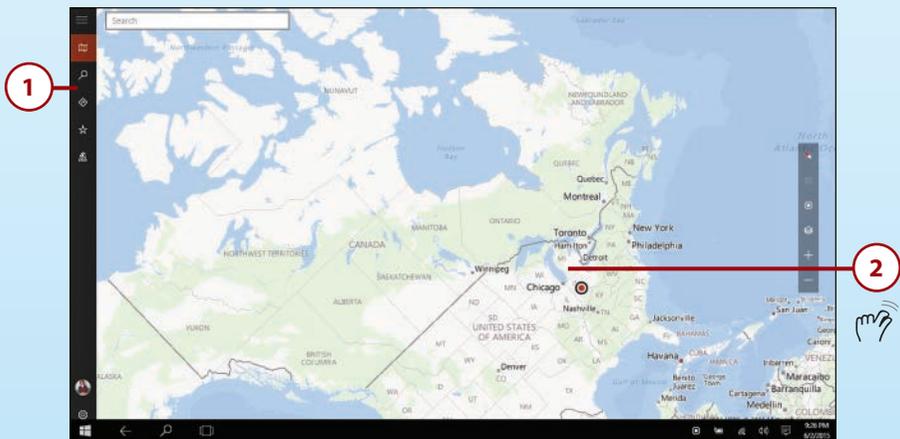
1. To swipe up on the screen, press and hold and drag the display upward.
2. To swipe down, touch the screen and swipe down toward the bottom of the screen.

Swipe Down to Close

One of the big criticisms of the early release of Windows 8 was that initially Windows developers didn't provide a way to close apps because Windows 8 actually suspended apps not in use (which means that technically you didn't need to close them). In Windows 10, developers added a Close box in the expected place (the upper-right corner of the app window) so that when you want to close the app, you can tap or click the Close box. To display the title bar (which includes the Close box), swipe down from the top of the screen.

Using Pinch Zoom

The pinch-zoom gesture enables you to enlarge and reduce the size of the content on the screen. When you pinch your fingers together, the content reduces in size. When you want to enlarge an area of the screen, you use your fingers to expand the area, and the screen magnifies along with your gesture.



1. Display the app you want to use.
2. Reduce the size of the content displayed by placing your thumb and forefinger on the screen and “pinching” the area together.
3. Enlarge an area of the screen by placing your thumb and forefinger together on the screen and expanding the distance between them.

Semantic Zoom

You might see this feature referred to as *semantic zoom*, so named because it enables you to magnify a specific region of the display without disturbing other parts of the screen. If the app you’re using was designed for Windows 10, chances are that it supports the pinch-zoom gesture. That means you can use two fingers to change the size of the content displayed on the screen.

>>> *Go Further*

NEW GESTURES IN WINDOWS 10

Early on in the development of Windows 10, Joe Belfiore demonstrated at TechEd Europe 2014 several new gestures that enable Windows 10 users to take better advantage of trackpad capabilities. The Mac OS has had similar gestures for some time, but Microsoft has come up with simplified versions. Note that not all trackpads will have the capacity to allow these gestures, but if your system does, you might find these handy:

- Three-finger swipe down—You can hide open windows and display the Windows desktop by swiping down with three fingers on the trackpad.
- Three-finger swipe up—If you have recently hidden your windows (as described in the previous gesture), you can return your windows to the screen by using three fingers to swipe up on the trackpad. If you have not previously hidden your windows, swiping up in this way will display Task view.
- Three-finger swipe right and left—You can page through open apps (similar to using Alt+Tab to move through open apps) by swiping in from the right or left using three fingers on your trackpad.

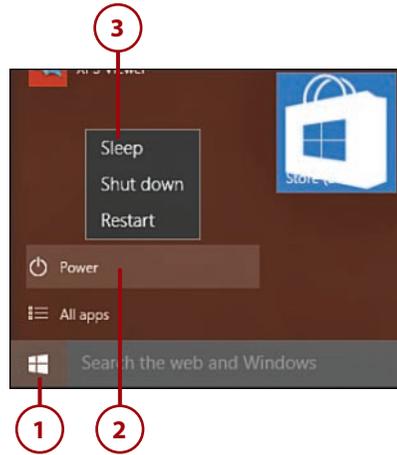
Shutting Down or Putting Windows 10 to Sleep

Another common task you'll need to do regularly with Windows 10 is turn off your computer. In previous versions of Windows, Microsoft hid the Shut Down tool from view, but in Windows 10 it has been returned to a prominent place. If you use a full screen Start menu, it appears to the right of your Microsoft Account information on the Start screen. Desktop users will see it on the bottom left of the Start menu.

Goodnight, Windows 10

When you're going to be away from your computer for a period of time but you aren't ready to turn everything off for the day, you can put your computer in Sleep mode to conserve energy and protect your files and programs while you're away.

1. Click or tap the Start button to display the Start menu.
2. Tap or click the Power tool toward the bottom of the menu. A list of options appears: Sleep, Shut Down, Restart.
3. Tap or click Sleep.



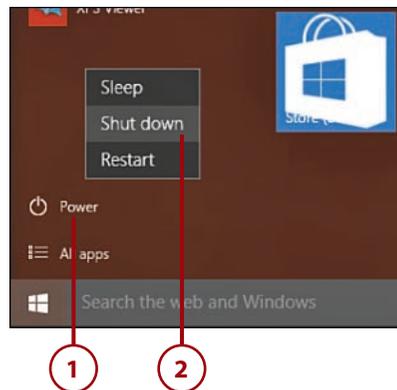
Wake Up, Little Fella

One of the great things about Sleep mode is that it is designed to help your computer spring back to life quickly as soon as you're ready. So even though it's a little distressing to see everything fade to black so quickly after you tap Sleep, you'll be pleased to know a simple tap of the Power button on your PC brings everything back to full wakefulness almost instantly.

Shutting Down Windows 10

When you're ready to power down your computer, just tap or click Shut Down instead.

1. On the Start menu, click or tap Power.
2. Tap or click Shut Down. If you have any open, unsaved files, Windows 10 prompts you to save them before shutting down.



Starting Over

You have one more option when you tap or click the Settings charm and select Power. If you want to restart your computer, you can tap Restart; Windows 10 will power down and then reboot. You might be asked to restart your computer after you install an app or make a system setting change.

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