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Contents at a Glance

Chapter 1  Understanding Computer Basics .......................................................... 3
Chapter 2  Performing Basic Operations ............................................................... 21
Chapter 3  Using Your Windows 10 PC—If You’ve Never Used a Computer Before .......................................................... 27
Chapter 4  Using Your Windows 10 PC—If You’ve Used Windows Before .... 41
Chapter 5  Connecting Printers and Other Peripherals ....................................... 57
Chapter 6  Personalizing Windows .......................................................................... 67
Chapter 7  Making Windows Easier to Use ............................................................ 89
Chapter 8  Using Windows 10 on a Touchscreen Device .................................... 101
Chapter 9  Using Software Apps ........................................................................... 107
Chapter 10 Finding and Installing New Apps ...................................................... 131
Chapter 11 Connecting to the Internet—at Home or Away ............................... 139
Chapter 12 Browsing and Searching the Web ...................................................... 151
Chapter 13 Shopping Safely Online ..................................................................... 175
Chapter 14 Discovering Useful Websites ............................................................ 193
Chapter 15 Protecting Yourself Online ................................................................. 211
Chapter 16 Emailing Family and Friends .............................................................. 229
Chapter 17 Video Calling with Skype and Google Hangouts ............................ 247
Chapter 18 Connecting with Facebook and Pinterest ......................................... 257
Chapter 19 Storing and Sharing Your Pictures and Movies ............................... 275
Chapter 20 Watching Movies and TV Shows on Your PC .................................. 305
Chapter 21 Listening to Music on Your PC .......................................................... 321
Chapter 22 Reading Books on Your PC ............................................................... 337
Chapter 23 Using Files and Folders ..................................................................... 351
Chapter 24 Dealing with Common Problems .................................................... 371
Index .................................................................................................................... 395
# Table of Contents

## 1 Understanding Computer Basics

- Examining Key Components
  - Hard Disk Drive
  - Memory
  - Processor
  - Display
  - Keyboard
  - Pointing Device
  - Connectors
- Exploring Different Types of PCs
  - Desktop PCs
  - Notebook PCs
- Which Type of PC Should You Buy?
- Setting Up Your New Computer System
  - Set Up a Notebook PC
  - Set Up a Traditional Desktop PC
  - Set Up an All-in-One Desktop PC

## 2 Performing Basic Operations

- Using Windows with a Mouse or Touchpad
- Mouse and Touchpad Operations
- Using Windows with a Keyboard
- Keyboard Operations

## 3 Using Your Windows 10 PC—If You’ve Never Used a Computer Before

- Powering Up and Powering Down
- Turn On and Configure Your New PC—For the First Time
- Turn On Your System—Normally
- Turn Off Your Computer
## Finding Your Way Around Windows

- Use the Start Menu .......................................................... 36
- Use the Taskbar ................................................................. 37

### Using Your Windows 10 PC—If You’ve Used Windows Before  

- Windows 10 for Windows 8/8.1 Users .......................................................... 41
- Windows 10 for Windows 7 Users ................................................................. 44
- Windows 10 for Windows XP Users ............................................................. 45

#### The 10 Most Important New Features of Windows 10

1. Back to the Desktop (Goodbye, Start Screen) ........................................... 47
2. The Start Menu Returns—Better Than Ever ............................................... 48
3. Things Look a Little Different ................................................................. 49
4. Take Control with the Action Center .......................................................... 50
5. Manage System Settings with the Settings Tool .......................................... 51
6. Universal Apps in Desktop Windows ......................................................... 52
7. Smart Searching—and More—with Cortana ............................................. 53
8. A New Way to Browse the Web .................................................................. 54
9. Improved Task Switching ........................................................................... 54
10. Create Multiple Desktops .......................................................................... 55

### Connecting Printers and Other Peripherals

- Connecting Devices via USB ........................................................................ 57
- Connect a Printer .......................................................................................... 58
- Connect Other Peripherals ............................................................................ 60

#### Connecting Smartphones and Tablets

- Connect an iPhone or iPad ............................................................................ 61
- Connect an Android Phone or Tablet ............................................................ 62

#### Connecting Your PC to Your TV

- Connect via HDMI .......................................................................................... 63
6 Personalizing Windows

Personalizing the Windows Desktop ................................................................. 67
Personalize the Start Menu ................................................................................ 68
Change the Desktop Background ...................................................................... 69
Change the Accent Color ................................................................................ 71
Personalizing the Lock Screen ......................................................................... 72
Change the Lock Screen Background ............................................................... 73
Display a Slideshow on the Lock Screen ......................................................... 74
Add Apps to the Lock Screen ........................................................................... 75
Change Your Account Picture .......................................................................... 76
Configuring Other Windows Settings ............................................................... 78
Configure Settings from the Settings Window ............................................... 78
Configure Settings from the Traditional Control Panel ................................ 79
Working with User Accounts ........................................................................... 80
Create a New User Account ............................................................................. 82
Switch Users ..................................................................................................... 84
Sign Out of Windows ......................................................................................... 85
Sign In with Multiple Users ............................................................................. 86

7 Making Windows Easier to Use

Employing Ease of Access Functions .............................................................. 89
Access Ease of Access Features ....................................................................... 90
Enlarge the Screen .......................................................................................... 91
Improve Onscreen Contrast ............................................................................... 93
Make the Cursor Easier to See ......................................................................... 93
Read Text Aloud with Narrator ........................................................................ 94
Use the On-Screen Keyboard ........................................................................... 95
Using Alternative Input Devices ....................................................................... 96
Replace the Touchpad ....................................................................................... 97
Attach a Different Keyboard .............................................................................. 98
Connecting a Larger Screen ............................................................................. 99
Connect a New Monitor .................................................................................... 99
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Using Windows 10 on a Touchscreen Device</strong></td>
<td>101</td>
</tr>
<tr>
<td>Using Windows in Tablet Mode</td>
<td>101</td>
</tr>
<tr>
<td>Switch to Tablet Mode</td>
<td>102</td>
</tr>
<tr>
<td>Use Windows 10’s Tablet Mode</td>
<td>103</td>
</tr>
<tr>
<td>Using Windows with Touch Gestures</td>
<td>104</td>
</tr>
<tr>
<td>Touchscreen Operations</td>
<td>104</td>
</tr>
<tr>
<td><strong>Using Software Apps</strong></td>
<td>107</td>
</tr>
<tr>
<td>Launching Your Favorite Programs</td>
<td>107</td>
</tr>
<tr>
<td>Pin a Program to the Start Menu</td>
<td>108</td>
</tr>
<tr>
<td>Pin a Program to the Taskbar</td>
<td>108</td>
</tr>
<tr>
<td>Create a Shortcut on the Desktop</td>
<td>109</td>
</tr>
<tr>
<td>Open a Program</td>
<td>110</td>
</tr>
<tr>
<td>Working with Windows on the Desktop</td>
<td>111</td>
</tr>
<tr>
<td>Maximize, Minimize, and Close a Window</td>
<td>111</td>
</tr>
<tr>
<td>Resize a Window</td>
<td>112</td>
</tr>
<tr>
<td>Switch Between Open Windows</td>
<td>112</td>
</tr>
<tr>
<td>Snap a Window</td>
<td>113</td>
</tr>
<tr>
<td>Scroll Through a Window</td>
<td>114</td>
</tr>
<tr>
<td>Working with Software Applications</td>
<td>115</td>
</tr>
<tr>
<td>Use Pull-Down Menus</td>
<td>115</td>
</tr>
<tr>
<td>Use Toolbars</td>
<td>116</td>
</tr>
<tr>
<td>Use Ribbons</td>
<td>116</td>
</tr>
<tr>
<td>Use Universal Apps</td>
<td>117</td>
</tr>
<tr>
<td>Using Windows 10’s Built-in Applications</td>
<td>118</td>
</tr>
<tr>
<td>News</td>
<td>118</td>
</tr>
<tr>
<td>Weather</td>
<td>119</td>
</tr>
<tr>
<td>Sports</td>
<td>120</td>
</tr>
<tr>
<td>Money</td>
<td>121</td>
</tr>
<tr>
<td>Maps</td>
<td>121</td>
</tr>
</tbody>
</table>
Finding and Installing New Apps

Shopping the Windows Store ................................................................. 131
Browse for Apps .................................................................................. 132
Download and Install a New App ......................................................... 133
Finding and Installing Traditional Software Programs ......................... 134
Install Software from a Disc ................................................................. 135
Install Programs Online ........................................................................ 136

Connecting to the Internet—at Home or Away

Connecting to the Internet—and Your Home Network ......................... 139
Connect to Your Home Network ......................................................... 140
Connect to a Homegroup ..................................................................... 142
Access Other Computers in Your Homegroup ...................................... 145
Access Non-Homegroup Computers on Your Network ....................... 146
Connecting to the Internet at a Wi-Fi Hotspot ..................................... 147
Connect to a Wi-Fi Hotspot ................................................................. 147

Browsing and Searching the Web

Understanding the Web ......................................................................... 151
Using Microsoft Edge ........................................................................... 153
Open and Browse Web Pages ............................................................... 153
Work with Tabs ..................................................................................... 154
Save Favorite Pages ............................................................................. 155
Return to a Favorite Page ...................................................................... 155
Set Your Start Page .............................................................................. 156
Browse in Private .................................................................................. 157
Contents

Read a Page in Reading View .............................................................. 157
Print a Web Page ........................................................................... 158
Using Google Chrome ........................................................................... 160
  Open and Browse Web Pages .......................................................... 160
  Work with Tabs .............................................................................. 162
  Bookmark Your Favorite Pages .......................................................... 162
  Return to a Bookmarked Page .......................................................... 163
  Set Your Home Page ....................................................................... 164
  Browse Anonymously in Incognito Mode ........................................ 165
  Print a Web Page ........................................................................... 165
Searching the Internet ....................................................................... 166
  Search Google ............................................................................... 167
  Search Bing .................................................................................. 168
Searching—and More—with Cortana ................................................ 169
  Search with Cortana ...................................................................... 170
  View News and Other Information ................................................. 171
  Set a Reminder .............................................................................. 171
  Search Cortana from Within Edge .................................................. 173

13 Shopping Safely Online ................................................................. 175

How to Shop Online Safely ............................................................... 175
  Shop Safely .................................................................................... 176
Purchasing from Online Retailers .................................................... 177
  Discover Online Retailers .............................................................. 178
  Search or Browse for Merchandise ................................................. 179
Examine the Product ......................................................................... 180
  Make a Purchase ........................................................................... 180
Check Out and Pay ........................................................................... 182
Finding Bargains Online .................................................................... 183
  Discover Price Comparison Sites .................................................... 184
Discovering Useful Websites 193

Reading Local and Community News Online 193
- Find Local News 194
- Find Local Weather 195

Exploring Travel Opportunities Online 196
- Research a Destination 196
- Make Reservations 197

Discovering Recipes Online 198
- Find Tasty Recipes 199

Finding Healthcare Information Online 200
- Research Medical Conditions 200
- Find a Doctor 201
- Order Prescription Drugs 203

Obtaining Legal Advice Online 204
- Find Legal Advice and Services 204

Managing Your Finances Online 205
- Do Your Banking and Pay Your Bills 205
- Track Your Investments 207

Discovering Organizations Online 208
- Browse Useful Organizations 208

Protecting Yourself Online 211

Protecting Against Identity Theft and Phishing Schemes 212
- Avoiding Phishing Scams 212
- Keeping Your Private Information Private 214
- Hiding Personal Information on Facebook 216
- Keeping Your Facebook Posts Private 217
## Contents

Protecting Against Online Fraud .................................................. 218
Identifying Online Scams ............................................................. 219
Avoiding Online Fraud ................................................................. 220
Protecting Against Computer Viruses and Other Malware ............. 221
Protecting Against Malware ......................................................... 222
Protecting Against Online Attacks and Intrusions ....................... 225
Employing a Firewall .................................................................... 225

### 16 Emailing Family and Friends ................................................. 229

Using the Windows Mail App ......................................................... 230
Set Up Your Email Account .......................................................... 230
View Incoming Messages ............................................................. 232
Reply to a Message ....................................................................... 234
Send a New Message .................................................................... 235
Move a Message to Another Folder ............................................. 237
Using Gmail ....................................................................................... 238
Receive and Reply to Messages .................................................. 238
Send a New Message ..................................................................... 240
Managing Your Contacts with the People App ......................... 241
View Your Contacts ..................................................................... 242
Add a New Contact ....................................................................... 242

### 17 Video Calling with Skype and Google Hangouts .................... 247

Video Calling with Skype ............................................................ 248
Add a Contact .................................................................................. 248
Make a Video Call .......................................................................... 250
Make a Voice Call ........................................................................... 252
Video Calling with Google Hangouts .......................................... 253
Start a Hangout .............................................................................. 254
18 Connecting with Facebook and Pinterest

- Sharing with Friends and Family on Facebook
- Sign Up for Facebook
- Discover New—and Old—Friends on Facebook
- Post a Status Update
- Find Out What Your Friends Are Up To
- Explore Your Friends’ Timelines

19 Storing and Sharing Your Pictures and Movies

- Using Your Digital Camera or Smartphone with Your Windows PC
- Transfer Photos from a Memory Card
- Transfer Photos from a Smartphone or Tablet
- Viewing Photos and Videos on Your PC
- View Your Photos
- View Your Videos

- Touching Up Your Photos
- Automatically Enhance a Photo
- Rotate a Photo
- Crop a Photo
- Remove Red Eye
- Retouch a Photo
- Apply Filters
- Adjust Brightness and Contrast
- Adjust Color and Tint
- Apply Special Effects
20 Watching Movies and TV Shows on Your PC

Watching TV and Movies on Netflix ................................................................. 306
  Watch a Program on Netflix ................................................................. 306
Watching TV Shows on Hulu ........................................................................... 310
  Watch TV Programs on Hulu ................................................................. 311
Purchasing Videos from the iTunes Store ....................................................... 313
  Purchase a Video ......................................................................................... 314
  View a Video ................................................................................................. 315
Viewing and Sharing Videos on YouTube ...................................................... 316
  View a Video ................................................................................................. 316
  Upload Your Own Video ............................................................................. 318

21 Listening to Music on Your PC

Listening to Streaming Music .......................................................................... 321
  Listen to Pandora ......................................................................................... 322
  Listen to Spotify ......................................................................................... 324
Purchasing and Listening to Music with iTunes .................................................. 326
  Purchase Music from the iTunes Store ...................................................... 327
  Play Digital Music with iTunes ................................................................. 328
  Create and Play Playlists ........................................................................... 330
  Play a CD with iTunes ................................................................................. 331
Purchasing and Listening to Music with the Windows Music App 331
Purchase Music from the Windows Store 332
Listen to Digital Music 334

22 Reading Books on Your PC 337
Reading eBooks with Amazon’s Kindle App 337
Purchase eBooks from Amazon 338
Read an eBook 340
Change How a Book Is Displayed Onscreen 342
Reading eBooks with Barnes & Noble’s NOOK App 343
Purchase eBooks from Barnes & Noble 344
Read an eBook 345
Change How a Book Is Displayed Onscreen 348

23 Using Files and Folders 351
Using File Explorer 351
Navigate Folders and Libraries 352
Use the Navigation Pane 353
Change the Folder View 354
Sort Files and Folders 356
Working with Folders 357
Create a New Folder 358
Rename a Folder or File 359
Managing Files 360
Copy a File 361
Move a File 362
Delete a File 363
Restore a Deleted File 363
Empty the Recycle Bin 364
Working with Microsoft OneDrive .......................................................... 365
Manage OneDrive Files on the Web ......................................................... 365
Manage OneDrive Files with File Explorer ............................................. 366
Upload a File to OneDrive ....................................................................... 367
Download a File to Your PC .................................................................... 368
Synchronize Folders .................................................................................. 369

24 Dealing with Common Problems ......................................................... 371
Performing Necessary Maintenance ......................................................... 371
Delete Unnecessary Files .......................................................................... 372
Delete Unused Programs ............................................................................ 374
Backing Up Important Files ....................................................................... 375
Activate File History .................................................................................. 377
Fixing Simple Problems ............................................................................ 379
You Can’t Connect to the Internet ............................................................... 379
You Can’t Go to a Specific Web Page ........................................................ 381
You Can’t Print ........................................................................................... 382
Your Computer Is Slow .............................................................................. 383
A Specific Program Freezes ....................................................................... 384
Your Entire Computer Freezes .................................................................. 386
Recovering from Serious Problems .......................................................... 388
Restore Your Computer to a Previous State ............................................. 388
Refresh System Files ................................................................................ 391
Reset Your System .................................................................................... 392

Index ......................................................................................................... 395
About the Author

Michael Miller is a prolific and popular writer of more than 150 nonfiction books, known for his ability to explain complex topics to everyday readers. He writes about a variety of topics, including technology, business, and music. His best-selling books for Que include Absolute Beginner's Guide to Computer Basics, Easy Computer Basics, My Facebook for Seniors, My Social Media for Seniors and My Samsung Galaxy S6 for Seniors. Worldwide, his books have sold more than 1 million copies.

Find out more at the author’s website: www.millerwriter.com

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Dedication

To Sherry. As always.

Acknowledgments

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Start button

Taskbar

Notification area

Open application window
In this chapter, you find out how to turn on and start using a new Windows 10 computer.

➔ Powering Up and Powering Down
➔ Finding Your Way Around Windows

Using Your Windows 10 PC—If You’ve Never Used a Computer Before

Many people our age have used computers before and have probably owned at least one PC over the years—but not everyone is an experienced computer user. If you’ve just purchased your first PC, there’s a lot to learn—especially when it comes to using the Windows operating system.

This chapter, then, is for those of you just starting out with your first PC. If you’re a more experienced user, feel free to skip ahead to Chapter 4, “Using Your Windows 10 PC—If You’ve Used Windows Before”; otherwise, read on to learn how to get started with your new computer and Windows 10.
Powering Up and Powering Down

If you’ve already read Chapter 1, “Understanding Computer Basics,” you’ve learned how to connect all the components of your new computer system. Now that you have everything connected, it’s time to turn everything on.

Booting Up

Technical types call the procedure of starting up a computer **booting** or **booting up** the system. Restarting a system (turning it off and then back on) is called **rebooting**.

Turn On and Configure Your New PC—For the First Time

The first time you power up your new PC, you’re led through an initial setup and configuration process so that you can get Windows ready to use.

1. Turn on your printer, monitor (for a traditional desktop PC), and other powered external peripherals.

Go in Order

Your computer is the last thing you turn on in your system, after all other connected devices. That’s because when it powers on, it has to sense all the other components—which it can do only if the other components are plugged in and turned on.
If you’re using a notebook PC, open the notebook’s case so that you can see the screen and access the keyboard.

Press the power or “on” button on your computer. Windows starts up and begins displaying a series of Setup windows and screens.
When you see the Here’s the Legal Stuff screen, read Microsoft’s license terms, and then click Accept to proceed. (If you don’t accept the terms, you can’t use Windows!)

When you see the Get Going Fast screen, click Use Express Settings. (You can click Customize Settings to configure each setting separately, but the Express Settings work best for most users.)

**Wireless Network**

If any wireless networks are available, the installation process prompts you to select your network from the list; do so and then click Connect. If no network is available, select Connect to a Wireless Network Later. Learn more about connecting wirelessly in Chapter 11, “Connecting to the Internet—at Home or Away.”
6 If prompted as to who owns this PC, click I Own It.

7 You are now prompted to enter the username (email address) and password for your Microsoft account. If you do not yet have a Microsoft account, click Create One! and follow the onscreen instructions.

8 If you already have a Microsoft account (for Outlook.com, Hotmail, OneDrive, or another Microsoft service), enter your email address and password, and then click Sign In.
You may be prompted to use a personal identification number (PIN) to sign in to your PC rather than a traditional password. This is more secure than entering a password, and may be easier for some people. If you want to do this, click PIN Me! and follow the onscreen instructions. Otherwise, click Skip This Step.

If you are prompted to set up Cortana, Windows 10’s virtual personal assistant, click Next and follow the onscreen instructions.

Windows now continues the installation process, sets up your default apps (short for applications), and then displays the desktop.
Turn On Your System—Normally

Each subsequent time you turn on your computer, you go through pretty much the same routine—but without the initial configuration steps.

1 Turn on your printer, monitor (for a traditional desktop PC), and other powered external peripherals.

2 If you’re using a notebook PC, open the notebook’s case so that you can see the screen and access the keyboard.

>>>Go Further

WINDOWS ACCOUNTS

The first time you power up a new PC, you’re asked to perform some basic setup operations, including activating and registering Windows and configuring your system for your personal use. Part of this process involves creating a user account for this computer.

You use your email address to create the new user account. If you don’t have an existing email address (or don’t want to use it, for some reason or another), Microsoft lets you create a new email account at the same time you’re activating Windows.

Learn more about user accounts, passwords, and the like in Chapter 6, “Personalizing Windows.”
3. Press the power or “on” button on your computer. Windows launches automatically and displays the lock screen.

**Lock Screen Information**
The Windows lock screen displays a photographic background along with some useful information—including the date and time, power status, and Wi-Fi (connectivity) status.

4. Press any key or move your mouse to display the sign-in screen.

5. Enter your password (if necessary), and then press the Enter key on your keyboard.
Finding Your Way Around Windows

When it comes to finding your way around Windows 10, it’s all about learning the different parts of the desktop.
Use the Start Menu

All the software programs and utilities on your computer are accessed via the Windows Start menu. Your most frequently used programs and basic Windows tools are listed on the left side of the Start menu; your favorite programs are “pinned” as tiles to the right side. To open a specific program, just click the icon or tile.

1. Click the Start button to open the Start menu.

2. Favorite programs are “pinned” to the right of the main Start menu in resizable tiles. To launch an application, click an item with your mouse, or move to that item using the arrow keys and press Enter on your keyboard.

3. To display a list of all applications installed on your PC, click All Apps.

Different Looks

Your Start screen probably looks a little different from the ones shown in this chapter—in particular the tiles you see. That’s because every person’s system is different, depending on the particular programs and apps you have installed on your PC.
Applications in the All Apps list are listed in alphabetical order, organized by letter; click an app to open it.

Some apps are organized in folders by publisher or type of application; click a folder to view its contents.

Click Back to return to the main Start menu.

**Quick Access Menu**
Right-click the Start button to display the Quick Access menu. This is a menu of advanced options, including direct links to File Explorer and Control Panel.

---

**Use the Taskbar**

The taskbar is that area at the bottom of the Windows desktop. Icons on the taskbar can represent frequently used programs, open programs, or open documents.

1. To open an application from the taskbar, click the application's icon.
2. To search your computer for files and apps, or the Web for additional information, click within the Cortana search box (“Ask me anything”) and type your query.
3. To view all open applications in thumbnail form, click the Task View button.
4. To open File Explorer (to manage the files on your computer), click the File Explorer icon.
The far right side of the taskbar is called the notification area, and it displays icons for essential Windows operations. To view more details about any item displayed in this area, click that item’s icon.

To open the Windows Action Center, which includes system notifications and key actions, click the Notifications icon.

**Taskbar Icons**
A taskbar icon with a plain background represents an unopened application. A taskbar icon with a line underneath represents a running application. A taskbar icon with a shaded background represents the highlighted or topmost window on your desktop. An application with multiple documents open is represented by “stacked” lines underneath the icon.
This page intentionally left blank
A

AARP, 208
About.com, 196
accent color, changing, 71-72
accepting license terms, 30
accessibility. See also Ease of Access features
accessing
  Ease of Access features, 90
  Help system, 25
  homegroups, 145
  medical records, 202
  medical records online, 202
  non-homegroup computers, 146
  Start menu with keyboard, 25
account picture
  changing, 76-77
  taking with webcam, 78
AccuWeather, 196
Action Center, 43, 50
activating File History, 377-378

adding
  apps to lock screen, 75
  contacts with People app, 242, 244
  people to Google Hangouts video calls, 255
additional PCs, connecting to home networks, 141
add-on USB hubs, 60
Airplane mode, 149
Alarms & Clock app, 125-126
All Apps list, 37
all-in-one PCs, 11
  setting up, 18-19
Amazon, 337
  eBooks
    reading, 338-339
American Medical Association, 202
Android phones
  connecting, 62
anti-malware software, 224
Apple account, creating, 313-327
Apple Safari, 160
applications, 107. See also apps

built-in applications, 118
- Alarms & Clock, 125-126
- Calculator, 127-128
- Calendar, 123-124
- Maps, 121-122
- Money, 121
- News, 118
- Sports, 120
- Weather, 119

creating shortcuts to, 109

Help systems, accessing, 25

installing
- from disk, 135

launching, 107

opening, 36, 110

pinning
- to Start menu, 108
- to taskbar, 108

pinning to Start menu, 68

pull-down menus, 115

ribbons, 116-117

switching between, 112-113

toolbars, 116

unresponsive applications, troubleshooting, 384-385

web browsers
- Google Chrome, 160-161
- Microsoft Edge, 43, 153-156
- Mozilla Firefox, 160

applying
- filters to photos, 286
- special effects to photos, 289

apps
- adding to lock screen, 75
- cost of, 133
- installing, 131
- from the Internet, 136-137

iTunes
- CDs, playing, 331
- playing music, 328-329
- playlists, creating, 330

iTunes app, 315

Kindle app
- changing how eBook is displayed, 342-343
- reading eBooks, 337, 340-341

Mail app, 230
- email account, setting up, 230-232
- file attachments, opening, 233
- file attachments, sending, 236-237
- incoming messages, viewing, 232-233
- messages, moving to other folders, 237-238
- messages, replying to, 234
- messages, sending, 235-236

Modern apps, 52

Netflix app, 306
- downloading, 306
- TV shows, watching, 308

NOOK app, 343
- changing how eBook is displayed, 348
- reading eBooks, 345-347

People app
- managing contacts with, 241
- new contacts, adding, 242-244
- viewing contacts with, 242

searching for
- in retail stores, 134
- in Windows Store, 132-134

Universal apps, 52
- settings, configuring, 117

Universal Windows app, 306

Windows Music app
- playing music, 331-334

attacks, protecting against zombie computers, 225

B

background
- accent color, changing, 71-72
- for lock screen, changing, 73
- of desktop, personalizing, 69
- slideshows, displaying, 71
- transparent elements, creating, 72

backing up files, 375-376

banking services, accessing online, 205-206

Barnes & Noble eBooks, purchasing, 344-345

BigKeys LX keyboard, 98
Bing
  searching the Internet
  with, 168-169
BitTorrent, 223
bookmarking favorite pages
  with Google Chrome,
  162-163
bookmarking favorite web
  pages, 155
booting up your computer,
  28
botnets, 225
breadcrumbs, 353
brightness, adjusting on
  photos, 287
broadband modems, 140
browsing web pages, 153
  with Google Chrome,
  160-161
  with Microsoft Edge
  InPrivate Browsing
  mode, 157
browsing for apps in
  Windows Store, 132-134
built-in applications, 118
  Alarms & Clock, 125-126
  Calculator, 127-128
  Calendar, 123-124
  Maps, 121-122
  Money, 121
  News, 118
  Sports, 120
  Weather, 119
built-in apps
  Mail app, 230
    email account, setting
    up, 230-232
    file attachments, 233
  file attachments, sending, 236-237
  incoming messages, viewing, 232-233
  messages, moving to other folders, 237-238
  messages, replying to, 234
  messages, sending, 235-236
businesses, searching for, 122
buttons
  Task View, 54
  Task View button, 37
bytes, 4

C
  Calculator app, 127-128
  Calendar app, 123-124
calls. See also video calling,
  250
canceling
  keyboard operations, 24
  carbon copies (Cc), sending, 236
CDs, playing with iTunes,
  331
changing
  accent color, 71-72
  account picture, 76-77
  background
    for lock screen, 73
  user accounts, 84
characteristics of scam messages, 219-220
Charms bar (Windows 8), 52
checkout process for online purchases, 182-183
Chester Creek VisionBoard2, 98
clean installs, 46
closing
  windows, 111
cloud storage, 365
CNN Money, 207
color
  accent color, changing,
  71-72
  setting for background, 70
color, adjusting on photos, 288
colors
  inverting with Magnifier tool, 91
community news,
  discovering online, 193-194
  newspaper subscriptions, 194
  weather reports, 195-196
computers
  all-in-one PCs, setting up,
  18-19
  connectors, 9-10
  desktop PCs, 11-12
    setting up, 16-18
  display, 6
  hard disk drives, 4
  lettered drives, 4
  hybrid PCs, 14
  keyboard, 7-8
  memory, 5
  notebook PCs, 13-14
    setting up, 15-16
pointing devices, 8-9
processors, 5
purchasing, 14-15
system unit, 5
computer viruses, 221-222
configuring
privacy settings on
Facebook, 217
system settings
from Control Panel,
79-80
from Settings window,
78-79
Universal app settings,
117
wireless networking, 30
confirmation screens, 183
connecting
additional PCs to home
networks, 141
iPads, 61
iPhones, 61-62
smartphones
Android phones, 62
to homegroup, 142-144
to home network, 140
to Internet, 139
from Wi-Fi hotspots,
147-148
to wireless network,
140-141
to your TV, 63-64, 313
connections
DVI, 17
HDMI, 17
Connections icon, 140
connectivity issues,
troubleshooting, 379-381
connectors, 9-10
DVI, 10
HDMI, 10
connecting to your TV,
313
mini HDMI connectors,
64
USB, 10, 57
add-on hubs, 60
peripherals, connecting,
60
printers, connecting,
58-59
mini USB connectors, 62
VGA, 10
contacting sellers on
Craigslist, 189
contacts
adding to Skype, 248-249
managing with People
app, 241
new contacts, adding with
People app, 242-244
viewing with People app,
242
context-sensitive pop-up
menus, displaying, 24
Continuum feature, 102
contrast
adjusting on photos, 287
improving with High
Contrast option, 93
Control Panel
system settings,
configuring, 79-80
copying
files, 361
Cortana, 32, 53, 169-170
personalizing content, 171
reminders, setting,
171-172
using with Microsoft Edge,
173
voice commands, 170
cost
of apps, 133
of Internet service, 139
of Pandora, 322
of Skype, 248
of Spotify, 324
CPU (central processing
unit), 5
Craigslist, 186
contacting the seller, 189
listings, 186
selling items on, 189-191
creating
Facebook account, 258
shortcuts
to applications, 109
user accounts, 81-83
child accounts, 84
credit cards, making online
purchases with, 177
cropping photos, 283
CSA (Canadian Snowbird
Association), 208
cursor, enlarging, 93
customizing. See
personalizing
deleted files, restoring, 363
deleting
files, 363
folders, 363
unnecessary files, 372-374
unused programs, 374-375
desktop
background
accent color, changing, 71-72
personalizing, 69
slideshow, displaying, 71
transparent elements, creating, 72
personalizing, 67
running multiple desktops, 55
Start menu, 36-37
live tiles, 69
personalizing, 68-69
pinning programs to, 68
removing tiles, 69
taskbar, 37
icons, 38
notification area, 38
Task View button, 38
windows
moving, 114
scrolling, 114-115
snapping, 113
switching between, 112-113
desktop PCs, 11-12
monitor screens, 12
setting up, 16-18
devices
connecting
via USB, 57-59
digital cameras
memory card, transferring photos from, 276-277
discovering online resources
financial management
online banking, 205-206
tracking your investments, 207
healthcare
accessing medical records online, 202
finding a doctor, 201
ordering prescription drugs, 203
researching medical conditions, 200
legal advice, 204
local and community news, 193-194
newspaper subscriptions, 194
weather reports, 195-196
recipes, 198-200
senior-oriented organizations, 208-209
teaching opportunities, 196
making reservations, 197-198
researching destinations, 196
Disk Cleanup tool, 372
displaying
context-sensitive pop-up menus, 24
live information on lock screen, 76
Quick Access menu, 37
sign-in screen, 34
slide show
on lock screen, 74
slideshows in background, 71
Start menu, 23
traffic conditions, 122
doctors, finding online, 201
downloading
file attachments (email), 233
files to your PC, 368
Netflix app, 306
Skype, 248
downloading online software, 136-137
dragging-and-dropping, 22
DVI connections, 17
DVI (digital visual interface) connectors, 10
Ease of Access features, 89, 96
accessing, 90
enlarging the cursor, 93
High Contrast option, 93
Magnifier tool, 91
Narrator utility, 94
On-Screen keyboard, 95
eBooks
ePub format, 343
PDF files, 343
purchasing from Amazon, 338-339
purchasing from Barnes & Noble, 344-345
reading
with Kindle app, 337-341
with NOOK app, 345-347
email
attachments
photos, saving, 293
contacts
managing with People app, 241
new contacts, adding with People app, 242-244
viewing with People app, 242
Gmail, 238
sending new messages, 240-241
signing up for, 238
Mail app, 230
Cc (carbon copies), 236
email account, setting up, 230-232
file attachments, 233
file attachments, sending, 236-237
incoming messages, viewing, 232-233
messages, moving to other folders, 237-238
messages, replying to, 234
messages, sending, 235-236
moving messages, 237
email addresses, 153
emptying Recycle Bin, 364
enhancing photos, 282
enlarging the cursor, 93
enlarging the screen with Magnifier tool, 91
ePub file format, 343
exiting hangouts, 255
Expedia, 197
Express Scripts, 203
Express Settings, 30
external input on notebook PCs, 8
Facebook, 258
configuring privacy settings, 217
finding friends, 259-262
hiding personal information, 216
home page, 265-266
lightbox, 302
photos
tagging, 297
uploading to existing photo album, 297
uploading to new photo album, 294
viewing, 301
posting status updates, 262-263
security issues, 214
signing up for, 258
timelines, 267
videos
uploading, 298-300
viewing, 301
Family Safe Monitoring, 84
favorite pages, bookmarking with Google Chrome, 162-163
favorite web pages, bookmarking, 155
file attachments (email), 233
file attachments, sending with email messages, 236-237
File Explorer
breadcrumbs, 353
files
copying, 361
deleting, 363
moving, 362
folders, organizing, 360
Folder view, changing, 354
new folders, creating, 358
OneDrive files, managing, 366
sorting files and folders, 356
File History
activating, 377-378
files, 351
backing up, 375-376
copying, 361
deleting, 363
moving, 362
renaming, 25, 359
restoring deleted files, 363
sorting, 356
system files, refreshing, 391-392
filters, applying to photos, 286
financial services, accessing online
online banking, 205-206
tracking your investments, 207
finding doctors online, 201
firewalls, 225
folders, 351
creating, 358
creating in File Explorer, 358
deleting, 363
moving, 362
navigating, 352-353
Navigation pane, 353
organizing, 360
Public, 146
Recycle Bin, emptying, 364
Recycle Bin, restoring files from, 363
renaming, 359
sorting, 356
sorting in File Explorer, 356
synchronizing, 369
following people on Pinterest, 272-273
fraud. See online scams, protecting against
friends, finding on Facebook, 259-262
function keys, 7

G

gestures, 104-105
getting help for computer issues, 394
gigabytes, 4
Gmail, 238
    new account, signing up for, 238
    sending new messages, 240-241
Google, searching the Internet with, 167
Google Chrome, 160
    browsing web pages, 160-161
    favorite pages, bookmarking, 162-163
    home page, setting, 164
    Incognito mode, 165
    links, opening in new web page, 162
    printing web pages, 165
tabs, 162
zoom control, accessing, 92
zooming in text, 161
Google Hangouts
    video calling, 253-255
Google Shopping, 185

H

hangouts, starting, 254
hard disk drives, 4
    lettered drives, 4
hardware, 15
HDMI (high definition multimedia interface)
    connecting to your TV, 63, 313
    connectors, 10
    HDMI connections, 17
    mini HDMI connectors, 64
healthcare
    accessing medical records online, 202
    finding doctors online, 201
    ordering prescription drugs, 203
    researching medical conditions, 200-201
help, ToolTips, 23
Help system, accessing, 25
    hiding personal information on Facebook, 216
    ribbon, 117
High Contrast option, improving contrast with, 93
History tab (Microsoft Edge), 155
homegroups
    accessing, 145
    adding computers to, 144
    connecting to, 142-144
home network, additional PCs, connecting, 141
    connecting to, 140-141
home page (Facebook), 265-266
home pages, 152
home page, setting with Google Chrome, 164
hotel reservations, booking, 198
hotspots, 147-148
hovering, 23
Hulu
    movies, watching, 312
    TV shows, watching, 310-311
hybrid PCs, 14
hyperlinks, 152
icons, 116
    Connections icon, 140
    in taskbar, 38
    Notification icon, 50
identity theft, protecting against, 212
Facebook
    configuring privacy settings, 217
    hiding personal information, 216
phishing scams, 212-215
iHeartRadio, 323
improving contrast with High Contrast option, 93
Incognito mode (Google Chrome), 165
incoming email messages, viewing, 232-233
InPrivate Browsing mode (Microsoft Edge), 157
input devices
touchpad, replacing, 97
trackball controllers, 97
installing
apps, 131
from disk, 135
from the Internet, 136-137
clean installs, 46
installing Windows 10
license terms, accepting, 30
wireless networks, configuring, 30
in-stock notifications, 181
interface for Windows 10, 49-50
Internet
connecting to, 139
from Wi-Fi hotspots, 147-148
connectivity issues, troubleshooting, 379-381
downloading software, 136-137
searching
with Bing, 167-169
with Google, 167
inverting colors with Magnifier tool, 91
iPads, connecting, 61
iPhones, connecting, 61-62
ISP (Internet service provider), 139
iTunes
app, 315
CDs, playing, 331
playing music, 328-329
playlists, creating, 330
purchasing music from, 327
purchasing videos from, 313-314
J
Javelin Strategy and Research, 212
joining Pinterest, 268
Justice in Aging, 204
K
keyboard, 7-8
canceling operations, 24
context-sensitive pop-up menus, displaying, 24
Help systems, accessing, 25
On-Screen keyboard, 95
PageUp/PageDown keys, 114
replacing, 98
scrolling, 24
Start menu, accessing, 25
keyboards
BigKeys LX keyboard, 98
VisionBoard2, 98
kilobytes, 4
Kindle app, eBooks
changing how eBook is displayed, 342-343
reading, 337-341
L
laptop computers. See notebook PCs, 13
launching applications, 36, 107
built-in applications, 118
LawHelp.org, 204
LCD (liquid crystal display) screens, 6
LegalAdvice.com, 204
legal advice, obtaining online, 204
lettered drives, 4
libraries, navigating, 352
license terms, accepting, 30
lightbox, 302
Lightning port, 61
Lightning ports, 61-62
links, 152
listening to music, 321
on-demand services, 322
Pandora, 322
cost of, 322
stations, creating, 322
Spotify, 324
cost of, 324
listings (Craigslist), 186
live information, displaying on lock screen, 76
live tiles, 69
local and community news, discovering online, 193-194
day and community news, discovering online, 193-194
newspaper subscriptions, 194
weather reports, 195-196
locations, searching for, 122
lock screen, 34
apps, adding, 75
background, changing, 73
live information, displaying, 76
personalizing, 72
slide show, displaying, 74
Lock Screen, 34
long toolbars, 116

M
Magnifier tool, 91
Mail app, 230
email account, setting up, 230-232
file attachments, 233
sending, 236-237
incoming messages, viewing, 232-233
messages
moving to other folders, 237-238
replying to, 234
sending, 235-236
maintenance, performing on your PC, 371
backing up files, 375-376
Disk Cleanup tool, 372
unnecessary files, deleting, 372-374
unused programs, deleting, 374-375
malware, 137, 221
anti-malware software, 224
as updates, 226
protecting against, 222
managing
OneDrive files, 365-366
Maps app, 121-122
maximizing windows, 111
medical conditions, researching, 200
medical records, accessing online, 202
MedicineNet.com, 201
megabytes, 4
memory, 5
hard disk drives, 4
solid state memory, 4
memory card, transferring photos from, 276-277
menu bar, 115
messages, email
carbon copies (Cc), 236
replying to, 234
sending, 235-236
file attachments, 236-237
moving to other folders, 237-238
Metro apps, 52
MHz (megahertz), 5
Microsoft Edge, 43, 54
favorite web pages, bookmarking, 155
InPrivate Browsing mode, 157
Reading view, 92, 158
searching with Cortana, 173
start page, setting, 156
tabs, 154
History tab, 155
Web Notes tool, 159
zooming in text, 154
mini HDMI connectors, 64
minimizing windows, 111
mini USB connectors, 62
Mint, 205
modems, 140
Modern apps, 52
Money app, 121
monitors
replacing, 99
screens, 12
mouse, 8. See also input devices
dragging-and-dropping, 22
hovering, 23
right-clicking, 22
scrolling, 23
scroll wheel, 23
Sculpt Ergonomic Mouse, 97
single-clicking, 22
Start menu, displaying, 23
mouse over operation, 23
movies. See also videos
purchasing or renting on iTunes, 314
watching on iTunes, 315
watching on Netflix, 306-309
watching on YouTube, 316
watching with Hulu, 312
moving
email messages, 237-238
files, 362
folders, 362
windows, 114
Mozilla Firefox, 160
music, listening to
on your PC, 321
online music stores, 326
iTunes, 327-331
streaming services, 326
Windows Music app, 331-334

naming
files, 359
folders, 359
Narrator utility, 94
navigating
applications
pull-down menus, 115
ribbons, 116-117
toolbars, 116
folders, 352-353
Navigation pane, 353
Netflix
Universal Windows app, 306
downloading, 306
TV shows, watching, 306-309
network security key, 141
networks (wireless home networks)
additional PCs, connecting, 141
homegroups, adding computers to, 144
new contacts, adding with People app, 242-244
new features of Windows 10, 46-47
Action Center, 50
Cortana, 53
Microsoft Edge, 54
redesigned interface, 49-50
Settings tool, 51
Start menu, 48
Tablet mode, 48
task switching, 54
Task View, 55
Universal apps, 52
News app, 118
news services, discovering online, 193
local news, 194
newspaper subscriptions, 194
weather reports, 195-196
NexTag, 185
non-homegroup computers, accessing, 146
NOOK app, 343
eBooks
changing how eBook is displayed, 348
reading, 345-347
notebook PCs, 13-14
desktop replacement models, 14
external input, 8
hybrid PCs, 14
setting up, 15-16
sleep mode, 35
touchpads, 6
ultrabooks, 14
notification area, 38
Notification icon, 50

on-demand services, 322
OneDrive
files
managing, 365-366
uploading, 367
folders, synchronizing, 369
online resources
financial management
online banking, 205-206
tracking your investments, 207
healthcare
accessing medical records online, 202
finding a doctor, 201
ordering prescription drugs, 203
researching medical conditions, 200
legal advice, 204
local and community news, 193-194
newspaper subscriptions, 194
weather reports, 195-196
recipes, 198-200
senior-oriented organizations, 208-209
travel opportunities, 196
making reservations, 197-198
researching destinations, 196
online scams, protecting against, 218-220
characteristics of scam messages, 219
reporting scams, 221
tech support scams, 220
online shopping, 175-177
browsing product categories, 179
checkout process, 182-183
confirmation screen, 183
Craigslist, 186
contacting the seller, 189
listings, 186
selling items on, 189-191
examining the product, 180
in-stock notifications, 181
making a purchase, 180
online price comparison sites, 184
purchasing eBooks from
Amazon, 338-339
purchasing eBooks from
Barnes & Noble, 344-345
shopping carts, 181
online user accounts, 80-81
creating, 81-83
On-Screen keyboard, 95
opening
applications, 36, 107-110
file attachments (email), 233
Windows Action Center, 38
Orbitz, 198
ordering prescription drugs
online, 203
organizing folders, 360
performing maintenance, 371
backing up files, 375-376
Disk Cleanup tool, 372
unnecessary files, deleting, 372-374
unused programs, deleting, 374-375
peripherals, 9
connecting via USB, 60
personalizing
content displayed in
Cortana, 171
lock screen, 72-73
apps, adding, 75
live information, displaying, 76
slide show, displaying, 74
the desktop, 67
background, 69
Start menu, 68-69
phishing scams, protecting
against, 212-215
phone calls, 250. See also
video calling
photos
applying filters, 286
as email attachment, saving, 293
attaching in Windows Mail, 291-293
brightness, adjusting, 287
color, adjusting, 288
contrast, adjusting, 287
cropping, 283
enhancing, 282
removing red eye, 284
retouching, 285
rotating, 282
special effects, applying, 289
tagging, 297
tint, adjusting, 288
transferring to your computer
from memory card, 276-277
from smartphone, 278-279
from tablet, 278-279
uploading
to existing Facebook album, 297
to new Facebook album, 294
viewing, 280-281
on Facebook, 301
Photoshop Elements, 290
picture passwords, 80
pictures
icons, 116
profile picture
taking with webcam, 78
changing, 76-77
slideshows, displaying in background, 71
using as background image, 70
PIN, entering, 32
pinboards, creating on Pinterest, 268
Pin It button, 271
pinning
applications to Start menu, 108
applications to taskbar, 108
programs to Start menu, 68
PIN (personal identification number), 80
Pinterest, 268
following people, 272-273
joining, 268
pinboards, creating, 268
Pin It button, 271
repinning items, 270-271
placing orders online, 183
playing music
CDs, playing, 331
playlists, creating, 330
with iTunes, 328-329
with Windows Music app, 331-334
playlists, creating with iTunes, 330
pointing devices, 8-9
ports, 9
Lightning ports, 61-62
powering down your computer, 28
powering up your computer, 35
prescription drugs, ordering online, 203
price comparison sites, 184
PriceGrabber, 184
pricing for apps, 133
printers, connecting via USB, 58-59
printing issues,
troubleshooting, 382
printing web pages, 158-159
privacy settings, configuring on Facebook, 217
processors, 5
profile picture
changing, 76-77
taking with webcam, 78
programs switching between, 112-113
Public folder, 146
pull-down menus, 115
purchasing
apps
from retail stores, 134
from Windows Store, 132-134
checkout process, 182-183
cconfirmation screen, 183
eBooks from Amazon, 338-339
eBooks from Barnes & Noble, 344-345
from online retailers, 180
in-stock notifications, 181
PCs, 14-15
shopping carts, 181
videos from iTunes Store, 313-314
quad-core CPUs, 5
Que Publishing website, 349
Quick Access menu
displaying, 37
reading eBooks
changing how eBook is displayed, 342-343, 348
with Kindle app, 337-341
with NOOK app, 345-347
Reading view (Microsoft Edge), 157-158
rearranging tiles, 68
rebooting, 28
recipes, discovering online, 198-200
Recycle Bin
emptying, 364
restoring files from, 363
red eye, removing from photos, 284
refreshing system files, 391-392
reminders, setting in Cortana, 171-172
removing red eye from photos, 284
tiles from Start menu, 69
renaming files, 25, 359
folders, 359
repinning items on Pinterest, 270-271
replacing keyboard, 98
monitors, 99
touchpad, 97
replying to email messages, 234
reporting online scams, 221
researching medical conditions, 200
travel destinations, 196
reservations, booking, 197-198
Reset PC Utility, 392
resetting your computer, 392
resizing tiles, 69
windows, 112
restoring files, 363
restoring backup files, 378
restoring your computer to previous state, 388-391
retail stores, searching for apps, 134
retouching photos, 285
revisions to Windows operating system, 41
ribbon, 116-117
hiding, 117
right-clicking, 22
rotating photos, 282
routers, 140
RXdirect, 203
saving attached photos in email, 293
scams. See online scams, protecting against
scrolling windows, 114-115
with keyboard, 24
scroll wheel (mouse), 23
Sculpt Ergonomic Mouse, 97
search engines Bing, 168-169
Google, 167
searching for apps
in retail stores, 134
in Windows store, 132-134
for businesses, 122
for locations, 122
with Cortana, 53, 169-170
voice commands, 170
security. See also online scams, protecting against
firewalls, 225
network security key, 141
picture passwords, 80
PIN, entering, 32
updates, 226
selecting computers, 14-15
selling items on Craigslist, 189-191
sending email messages, 235-236
file attachments, 236-237
with Gmail, 240-241
Senior Corps, 209
SeniorHealth website, 201
Senior Job Bank, 209
senior-oriented organizations, 208-209
setting home page with Google Chrome, 164
reminders in Cortana, 171-172
start page in Microsoft Edge, 156
settings for Universal apps, configuring, 117
Settings tool, 51
Settings window
  system settings, configuring, 78-79
setting up
  all-in-one PCs, 18-19
  desktop PCs, 16-18
  notebook PCs, 15-16
  printers, 58-59
sharing videos on YouTube, 318
shopping carts, 181
Shopping.com, 184
shopping online, 175-177
  browsing product categories, 179
  checkout process, 182-183
    confirmation screen, 183
  Craigslist, 186
    contacting the seller, 189
    listings, 186
    selling items on, 189-191
credit card protections, 177
examining the product, 180
in-stock notifications, 181
making a purchasing, 180
online-only retailers, 178
online video stores, 316
price comparison sites, 184
purchasing eBooks from Amazon, 338-339
purchasing eBooks from Barnes & Noble, 344-345
safety precautions, 176-177
shopping carts, 181
shortcuts, creating to applications, 109
shutting down your computer, 35
signing in, 80
  online accounts, 81
  switching user accounts, 84
  with multiple users, 86
signing out of Windows, 85
signing up for Facebook, 258
signing up for Gmail account, 238
sign-in screen, displaying, 34
single-clicking, 22
Skype, 248
  adding contacts, 248-249
  cost of, 248
  downloading, 248
  initiating calls, 250
  video calling, 248
  voice calling, 252
sleep mode, 35
slideshow
  displaying in background, 71
  displaying on lock screen, 74
smartphones
  Android phones, connecting, 62
  iPhones, connecting, 61-62
  transferring photos from, 278, 279
  uploading videos to YouTube, 318
snapping windows, 113
social networking, 257
  Facebook, 258
    configuring privacy information, 217
    finding friends, 259-262
  home page, 265-266
lightbox, 302
photos, tagging, 297
photos, uploading to existing album, 297
photos, uploading to new album, 294
photos, viewing, 301
posting status updates, 262-263
signing up for, 258
timelines, 267
videos, uploading, 298-300
videos, viewing, 301
Pinterest, 268
  following people, 272-273
  joining, 268
  pinboards, creating, 268
  Pin It button, 271
  repinning items, 270-271
software, 15
  computer viruses, 221-222
  downloading from Internet, 136-137
  malware, 137
  malware, protecting against, 222-224
solid state memory, 4
sorting
  files, 356
  folders, 356
sorting files in File Explorer, 356
special effects, applying to photos, 289
Sports app, 120
Spotify, 322
Spotify, listening to, 324
  cost of, 324
spyware, 221
  protecting against, 222
starting up your computer, 28
Start menu, 36-37
  accessing with keyboard, 25
  displaying, 23
  personalizing, 68-69
  pinning applications to, 108
  pinning programs to, 68
  tiles, 69
start page, setting in
  Microsoft Edge, 156
Start screen (Windows 8), 42
stations (Pandora), creating, 322
status updates, posting on
  Facebook, 262-263
storage
  bytes, 4
  gigabytes, 4
  kilobytes, 4
  megabytes, 4
  terabytes, 4
streaming music
  on-demand services, 322
  online music stores, 326
    iTunes, 327-331
Pandora, 322
  cost of, 322
  stations, creating, 322
Spotify, 324
  cost of, 324
streaming video on your TV, 63-64, 313
switching
  between windows, 112-113
  to Tablet mode, 102-103
us user accounts, 84
switching between tasks, 54
synchronizing folders, 369
system files, refreshing, 391-392
System Restore utility, 388
system settings, configuring
  from Control Panel, 79-80
  from Settings window, 78-79
system unit, 5
Tablet mode, 48, 101-103
  returning to normal mode, 102
tables, transferring photos from, 278-279
tabs
  Google Chrome, 162
  Microsoft Edge, 154
tagging photos, 297
taskbar, 37
  icons, 38
  notification area, 38
  pinning applications to, 108
  Task View button, 37
task switching, 54
Task View, 54-55
tech support scams, 220
terabytes, 4
text-to-speech utilities
  Narrator utility, 94
The Motley Fool, 207
The Weather Channel, 195
tiles, 68-69
  live tiles, 69
  rearranging, 68
  removing from Start menu, 69
  resizing, 69
timelines (Facebook), 267
tint, adjusting on photos, 288
toolbars, 116
  long toolbars, 116
Tooltip, 23
touchpad, 6, 9
  replacing, 97
  right-clicking, 22
  scrolling, 23
  single-clicking, 22
  virtual buttons, 9
touchscreen devices, 104
  gestures, 104-105
  Tablet mode, 48
  using Windows 10 on, 101
  Tablet mode, 101-103
  zooming in, 104
  zooming out, 104
trackball controllers, 97
tracking your investments
  online, 207
traffic conditions, displaying, 122
transferring photos
  from memory card, 276-277
  from smartphone, 278-279
  from tablets, 278-279
transparent elements, creating on desktop, 72
Travelocity, 198
tavel opportunities, discovering online, 196
making reservations, 197-198
researching destinations, 196
TripAdvisor, 197
troubleshooting
getting help, 394
Internet connectivity, 379-381
printing issues, 382
resetting your computer, 392
restoring your computer to previous state, 388-391
slow computer, 383-384
unresponsive applications, 384-385
unresponsive computer, 386-387
unused programs, deleting, 374-375
updates, 226
upgrading to Windows 10
from Windows 7, 45
from Windows 8, 43
uploading
files to OneDrive, 367
photos to existing Facebook album, 297
photos to new Facebook album, 294
videos to Facebook, 298-300
videos on YouTube, 318-319
URLs, 152
USB (universal serial bus), 10, 57
add-on hubs, 60
mini USB connectors, 62
peripherals, connecting, 60
printers, connecting, 58-59
user accounts
Apple account, creating, 313, 327
child accounts, creating, 84
online accounts, 80-81
creating, 81-83
signing out of Windows, 85
switching, 84
VGA (video graphics array) connectors, 10
video calling
Google Hangouts, 253-255
Skype, 248
adding contacts, 248-249
cost of, 248
initiating calls, 250
videos
attaching in Windows Mail, 291-293
online video stores, 316
purchasing from iTunes Store, 313-314
sharing on YouTube, 318
streaming on your TV, 63-64
uploading to Facebook, 298-300
uploading to Facebook, 318-319
viewing, 281
on Facebook, 301
watching on YouTube, 316
viewing
contacts with People app, 242
incoming email messages, 232-233
photos, 280-281
on Facebook, 301
videos, 281
  on Facebook, 301
virtual buttons, 9
virtual keyboard, On-Screen keyboard, 95
viruses. See computer viruses
voice calling with Skype, 252
voice commands (Cortana), 170

W
Weather app, 119
weather reports, finding online, 195-196
web browsers, 151
  addresses, entering, 152
  Apple Safari, 160
  filters, 214
  Google Chrome, 160
    browsing web pages, 160-161
    favorite pages, bookmarking, 162-163
    home page, setting, 164
    Incognito mode, 165
    links, opening in new web page, 162
tabs, 162
web pages
  browsing, 153
  links, 152
  printing, 158-159
  URLs, 152
websites, 152. See also online resources
  AARP, 208
  online retailers, 178
  price comparison sites, 184
  Que Publishing, 349
  travel destinations, researching, 196
Wi-Fi hotspots, 147-148
windows
  closing, 111
  maximizing, 111
  minimizing, 111
  moving, 114
  resizing, 112
  scrolling, 23, 114-115
  snapping, 113
  switching between, 112-113

Windows 7
  changes in Windows 8.1, 45
  upgrading to Windows 10, 45
Windows 8
  Charms bar, 52
  Start screen, 42
  upgrading to Windows 10, 43
Windows 8.1, 42
  changes from Windows 7/Vista/XP, 45
Windows 8 Lock Screen, 34
Windows 8 Mail app, moving messages, 237
Windows 10
  for Windows 7 users, 44-45
  for Windows 8/8.1 users, 41-43
  for Windows XP users, 45-46
  new features, 46-47
    Action Center, 50
    Cortana, 53
    Microsoft Edge, 54
    redesigned interface, 49-50
    Settings tool, 51
  Start menu, 48
  Tablet mode, 48
  task switching, 54
  Task View, 55
  Universal apps, 52
  using on touchscreen devices, 101
  gestures, 104-105
  Tablet mode, 101-103

Windows Action Center, opening, 38
Windows Explorer, 352
Windows Mail
photos, attaching, 291-293
videos, attaching, 291-293
Windows Music app, playing music, 331-334
Windows operating system, revisions, 41
Windows Store
browsing for apps, 132-134
purchasing music from, 332
Windows Vista, changes in Windows 8.1, 45
Windows XP, 45-46
changes in Windows 8.1, 45
Recycle Bin, emptying, 364
Recycle Bin, restoring files from, 363
windows, closing, 111
windows, maximizing and minimizing, 111
wireless gateway, 140
wireless network
connecting to, 140
homegroup, connecting to, 142-144
home network, connecting to, 140-141
wireless networks
additional PCs, connecting, 141
broadband modem, 140
configuring, 30
homegroups, accessing, 145
network security key, 141
non-homegroup computers, accessing, 146
wireless routers, 140
World Wide Web, 151
home pages, 152
web pages
links, 152
printing, 158-159
websites, 152

Y
Yahoo! Finance, 207
YouTube videos
sharing, 318
uploading, 318-319
watching, 316

Z
zombie computers, 225
zooming in
Maps app, 121
Microsoft Edge, Reading view, 92
using Microsoft Edge, 154
with Google Chrome, 161
with Magnifier tool, 91
with touchscreen display, 104
zooming out with touchscreen display, 104
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