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About the Author

Michael Miller is a successful and prolific author with a reputation for practical advice, technical accuracy, and an unerring empathy for the needs of his readers.

Mr. Miller has written more than 200 best-selling books over the past three decades, which collectively have sold more than 1.5 million copies. His books for Que include My Windows 10 Computer for Seniors, My Facebook for Seniors, My Google Chromebook, My Social Media for Seniors, and My TV for Seniors.

He is known for his casual, easy-to-read writing style and his practical, real-world advice—as well as his ability to explain a variety of complex topics to an everyday audience.

Learn more about Mr. Miller at his website, www.millerwriter.com. Follow him on Twitter @molehillgroup.

Dedication

To Sherry—life together is easier.

Acknowledgments

Thanks to the usual suspects at Que, including but not limited to Laura Norman, Chhavi Vig, Charlotte Kughen, and technical editor Vince Averello.
We Want to Hear from You!

As the reader of this book, you are our most important critic and commentator. We value your opinion and want to know what we’re doing right, what we could do better, what areas you’d like to see us publish in, and any other words of wisdom you’re willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn’t like about this book—as well as what we can do to make our books better.

Please note that we cannot help you with technical problems related to the topic of this book.

When you write, please be sure to include this book’s title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: community@informit.com
This page intentionally left blank
Because this book is titled *Computer Basics: Absolute Beginner’s Guide*, let’s start at the absolute beginning, which is this:

Computers aren’t supposed to be scary. Intimidating? Sometimes. Difficult to use? Perhaps. Inherently unreliable? Most definitely. (Although they’re much better than they used to be.)

But scary? Definitely not.

Computers aren’t scary because there’s nothing they can do to hurt you (unless you drop one on your foot, that is). And there’s not much you can do to hurt them either. It’s kind of a wary coexistence between man and machine, but the relationship has the potential to be beneficial—to you, anyway.

Many people think that they’re scared of computers because they’re unfamiliar with them. But that isn’t really true.

You see, even if you’ve never actually used a computer before, you’ve been exposed to computers and all they can do for the past three decades or so. Whenever you make a deposit at your bank, you work with computers. Whenever you make a purchase at a retail store, you work with computers. Whenever you watch a television show, read a newspaper article, or look at a picture in a magazine, you work with computers.
That’s because computers are used in all those applications. Somebody, somewhere, works behind the scenes with a computer to manage your bank account and monitor your credit card purchases.

In fact, it’s difficult to imagine, here in the 21st century, how we ever got by without all those keyboards, mice, and monitors (or, for that matter, the Internet and social networking).

However, just because computers have been around for a while doesn’t mean that everyone knows how to use them. It’s not unusual to feel a little trepidation the first time you sit down in front of that intimidating display and keyboard. Which keys should you press? What do people mean by double-clicking the mouse? And what are all those little pictures onscreen?

As foreign as all this might seem at first, computers really aren’t that hard to understand—or use. You have to learn a few basic concepts, of course (all the pressing and clicking and whatnot), and it helps to understand exactly what part of the system does what. But when you get the hang of things, computers are easy to use.

Which, of course, is where this book comes in.

*Computer Basics: Absolute Beginner’s Guide*, 9th Edition, can help you figure out how to use your new computer system. You learn how computers work, how to connect all the pieces and parts (if your computer has pieces and parts, that is; not all do), and how to start using them. You learn about computer hardware and software, about Microsoft’s Windows 10 operating system, and about the Internet. And when you’re comfortable with the basic concepts (which won’t take too long, trust me), you learn how to actually do stuff.

You learn how to do useful stuff, such as writing letters and editing photos; fun stuff, such as listening to music and watching movies and TV shows; online stuff, such as searching for information, sending and receiving email, and keeping up with friends and family via Facebook and other social networks; and essential stuff, such as copying files, troubleshooting problems, and protecting against malware and computer attacks.

All you have to do is sit yourself down in front of your computer, try not to be scared (there’s nothing to be scared of, really), and work your way through the chapters and activities in this book. And remember that computers aren’t difficult to use, they don’t break easily, and they let you do all sorts of fun and useful things after you get the hang of them. Really!
How This Book Is Organized

This book is organized into eight main parts, as follows:

- **Part I, “Understanding Computers,”** discusses all the different types of computers available today; describes all the pieces and parts of desktop, all-in-one, and notebook PCs; and talks about how to connect everything to get your new system up and running.

- **Part II, “Using Windows,”** introduces the backbone of your entire system, the Microsoft Windows operating system, now in its tenth version. You learn how Windows 10 works, how to navigate your way around the desktop and the Start menu, and how to personalize it. You’ll also learn how to use Windows to perform basic tasks, such as copying and deleting files and folders.

- **Part III, “Setting Up the Rest of Your System,”** talks about all those things you connect to your computer—printers, external hard drives, USB drives, and the like. You also learn how to connect your new PC to other computers and devices in a home network.

- **Part IV, “Using the Internet,”** is all about going online. You discover how to connect to the Internet and surf the Web. You also learn how to search for information, do research, shop, and even sell things online. This is one of the most fun parts of the book.

- **Part V, “Communicating Online,”** is all about keeping in touch. You find out how to send and receive email, of course, but also how to text and make video calls, as well as how to get started with social networking, on Facebook, Twitter, and other social networks. It’s how everyone keeps in touch these days.

- **Part VI, “Getting Productive,”** tells you everything you need to know about using software programs (what some people call “apps”). You learn how software programs work and where to find new ones. You’ll also learn how to do office work with Microsoft Office software, and how to edit and share digital photos.

- **Part VII, “Exploring Online Entertainment,”** is all about streaming audio and video over the Internet. You’ll learn how to listen to streaming music online and how to stream your favorite TV shows, movies, and other videos.

- **Part VIII, “Keeping Your System Up and Running,”** contains all the boring (but necessary) information you need to know to keep your new PC in tip-top shape. You learn how to protect against Internet threats (including viruses, spyware, and spam), as well as how to perform routine computer maintenance. You even learn how to troubleshoot problems and, if necessary, restore, refresh, or reset your entire system.
Taken together, the 21 chapters in this book can help you progress from absolute beginner to experienced computer user. Just read what you need, and before long you’ll be using your computer like a pro!

**Which Version of Windows?**

This ninth edition of the *Absolute Beginner’s Guide to Computer Basics* is written for computers running the latest version of Microsoft’s operating system, dubbed Windows 10. In particular, we focus on the latest update to Windows 10, version 1903—what some people call the May 2019 update—which was released in May of 2019.

What if you’re running an older version of Windows? In that case, you’ll be better off with one of the previous editions of this book. There are editions out there for Windows 8.1, Windows 8, Windows 7, Windows Vista, even Windows XP. If you can’t find a particular edition at your local bookstore, look for it online.

**Conventions Used in This Book**

I hope that this book is easy enough to figure out on its own, without requiring its own instruction manual. As you read through the pages, however, it helps to know precisely how I’ve presented specific types of information.

**Menu Commands**

Most computer programs operate via a series of pull-down menus. You use your mouse to pull down a menu and then select an option from that menu. This sort of operation is indicated like this throughout the book:

Select File, Save.

or

Right-click the file and select Properties from the pop-up menu.

All you have to do is follow the instructions in order, using your mouse to click each item in turn. When submenus are tacked onto the main menu, just keep clicking the selections until you come to the last one—which should open the program or activate the command you want!
Shortcut Key Combinations

When you use your computer keyboard, sometimes you have to press two keys at the same time. These two-key combinations are called shortcut keys and are shown as the key names joined with a plus sign (+).

For example, Ctrl+W indicates that you should press the W key while holding down the Ctrl key. It’s no more complex than that.

Web Page Addresses

This book contains a lot of web page addresses. (That’s because you’ll probably be spending a lot of time on the Internet.)

Technically, a web page address is supposed to start with http:// (as in http://www.millerwriter.com). Because web browsers automatically insert this piece of the address, however, you don’t have to type it—and I haven’t included it in any of the addresses in this book.

Special Elements

This book also includes a few special elements that provide additional information not included in the basic text. These elements are designed to supplement the text to make your learning faster, easier, and more efficient.

**TIP**  A tip is a piece of advice—a little trick, actually—that helps you use your computer more effectively or maneuver around problems or limitations.

**NOTE**  A note is designed to provide information that is generally useful but not specifically necessary for what you’re doing at the moment. Some are like extended tips—interesting, but not essential.

**CAUTION**  A caution tells you to beware of a potentially dangerous act or situation. In some cases, ignoring a caution could cause you significant problems—so pay attention to them!
There’s More Online

If you want to learn more about me and any new books I have in the works, check out my website at www.millerwriter.com. Who knows, you might find some other books there that you would like to read. You can also follow me on Twitter (@molehillgroup), and leave messages to me on my website. I love hearing from readers!
GETTING TO KNOW WINDOWS 10

As you learned in Chapter 1, “How Personal Computers Work,” Windows 10 is the operating system that makes your hardware work. An operating system does what its name implies—operates your computer system, working in the background every time you turn on your PC.
To use your new computer, you need to learn the ins and outs of operating Windows. Fortunately, it’s easy to learn.

**Say Hello to Windows**

The Windows 10 desktop is what you see when you first turn on your computer, after everything turns on and boots up. Windows is your gateway to every program and app you run on your computer and to all the documents and files you view and edit.

**Starting and Logging In to Windows**

Starting your computer and logging in to Windows is a simple affair that starts when you push the power button on your PC.

*NOTE* 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*.

After a few seconds (during which your system unit beeps and whirs a little bit), the Windows Lock screen appears. As you can see in Figure 3.1, the Lock screen provides some basic information—today’s date and the current time, Internet connection status, and power status—against a pretty photographic background while Windows waits for you to log on.

![Figure 3.1](image)

*FIGURE 3.1*

*The first thing you see in Windows 10—the Lock screen.*
To log on to your Windows account, all you have to do is press any key on your keyboard or click the mouse. This displays the login screen, shown in Figure 3.2. Enter your password and then press the Enter key. After you’re past the login screen, you’re taken directly to the Windows desktop, and your system is ready to use.

**FIGURE 3.2**
Select your username and enter your password to proceed.

**NOTE** It’s easy to configure Windows 10 for multiple users, each with their own account and settings; I discuss that in Chapter 5, “Personalizing Windows.” If you have only a single user on the machine, only one name appears from the Lock screen.

**Exploring the Windows Desktop**

The desktop is your home base in Windows. It’s what you see when you start your computer and Windows launches; it’s where all your programs and documents reside.

As you can see in Figure 3.3, the Windows 10 desktop includes a number of key elements. Get to know this desktop; you’re going to be seeing a lot of it from now on. Note the following elements:
FIGURE 3.3
The Windows 10 desktop.

- **Taskbar**—Displays icons for your favorite applications and documents, as well as for any open application. Right-click an icon to see a “jump list” of recent open documents and other operations for that application.

- **Start button**—Click the Start button to display the Start menu. Right-click the Start button to display an Options menu with links to other important tools and utilities.

- **Search box**—Type within the Search box to search for files and documents on your computer, or topics on the Web.

- **Notification area**—This far-right section of the taskbar displays icons for a handful of key system functions, power (on notebook PCs), networking/Internet, and audio (volume).

- **Date and time**—This displays—you guessed it—the current date and time. Click to display a larger calendar and appointment panel.

- **Notifications**—Click to display the Action Center.
• **Peek button**—Hover over this little rectangle at the far edge of the taskbar and all open windows go transparent so that you can see what’s on the desktop below. Click the Peek button to immediately minimize all open windows.

• **Shortcut icons**—These are links to software programs you can place on your desktop; a “clean” desktop includes just one icon—the one for the Windows Recycle Bin.

• **Recycle Bin**—This is where you dump any files you want to delete.

### Learning Basic Operations

To use Windows efficiently, you need to master a few simple operations with your mouse or touchpad, such as pointing and clicking, dragging and dropping, and right-clicking. When you use your mouse or touchpad in this fashion, you move the onscreen cursor—that pointer thing that looks like a little arrow.

#### Pointing and Clicking

The most common mouse operation is *pointing and clicking*. Simply move your computer’s mouse or, on a notebook PC, drag your finger across the touchpad so that the cursor points to the object you want to select, and then click the left mouse button once. Pointing and clicking is an effective way to select menu and toolbar items, icons, and the like.

#### Double-Clicking

In some instances, single-clicking doesn’t launch or open an item; it merely selects it. In these instances, you need to **double-click** an item to activate an operation. This involves pointing at something onscreen with the cursor and then clicking the left mouse button twice in rapid succession.

#### Right-Clicking

Here’s one of the secret keys to efficient Windows operation. When you select an item and then click the right mouse button, you often see a pop-up menu. This menu, when available, contains commands that directly relate to the selected object. So, for example, if you right-click a file icon, you see commands related to that file—copy, move, delete, and so forth.

Refer to your individual programs to see whether and how they use the right mouse button.
Dragging and Dropping

Dragging is a variation of clicking. To drag an object, point at it with the cursor and then press and hold down the left mouse button. Move the mouse without releasing the mouse button and drag the object to a new location. When you finish moving the object, release the mouse button to drop it onto the new location.

You can use dragging and dropping to move files from one location to another.

Mouse Over

When you position the cursor over an item without clicking your mouse, you mouse over that item. (This is sometimes called hovering.) Many operations require you to mouse over an item to display additional options or information.

Moving and Resizing Windows

When you have multiple windows open, your desktop can quickly become cluttered. Fortunately, there are ways to deal with this sort of multiple-window desktop clutter.

One approach is to move a window to a new position. You do this by positioning your cursor over a blank area at the top of the window frame and then clicking and holding down the left button on your mouse. As long as this button is depressed, you can use your mouse to drag the window around the screen. When you release the mouse button, the window stays where you put it.

TIP The cursor changes shape—to a double-ended arrow—when it’s positioned over the edge of a window.

With Windows 10, you can quickly “snap” a window to the left or right side of the desktop. Just drag the window to the left side of the screen to dock it there, and resize it to the left half of the desktop; drag the window to the right side of the screen to dock it on that side. To display a window full-screen, drag it to the top of the desktop.

You also can change the size of most windows. You do this by positioning the cursor over the edge of the window—any edge. If you position the cursor on either side of the window, you can resize the width. If you position the cursor on the top or bottom edge, you can resize the height.

TIP You can also “snap” a window full screen by using your mouse to drag the window to the top of the desktop. This automatically maximizes the window.
After the cursor is positioned over the window's edge, press and hold down the left mouse button; then drag the window border to its new size. Release the mouse button to lock in the newly sized window.

Maximizing, Minimizing, and Closing Windows

Another way to manage a window on the Windows desktop is to make it display full screen. You do this by maximizing the window. All you have to do is click the Maximize button in the upper-right corner of the window, as shown in Figure 3.4.

![Maximize, Minimize, and Close buttons](image)

**FIGURE 3.4**
*Use the Minimize, Maximize, and Close buttons to manage your desktop windows.*

If the window is already maximized, the Maximize button changes to a Restore Down button. When you click the Restore Down button, the window resumes its previous (pre-maximized) dimensions.

If you would rather hide the window so that it doesn’t clutter your desktop, click the Minimize button. This shoves the window off the desktop, onto the taskbar. The program in the window is still running, however—it’s just not on the desktop. To restore a minimized window, all you have to do is click the window’s icon on the Windows taskbar (at the bottom of the screen).

If what you really want to do is close the window (and close any program running within the window), just click the window’s Close button.

**CAUTION** If you try to close a window that contains a document you haven’t saved, you’re prompted to save the changes to the document. Because you probably don’t want to lose any of your work, click Yes to save the document, and then close the program.

Scrolling Through a Window

Many windows, whether full screen or otherwise, contain more information than can be displayed onscreen. When you have a long document or web page, only the first part of the document or page displays in the window. To view the rest of the document or page, you have to scroll down through the window using the various parts of the scrollbar (shown in Figure 3.5).
FIGURE 3.5
Use the scrollbar to scroll through long pages.

There are several ways to scroll through a window. To scroll up or down a line at a
time, click the up or down arrow on the window’s scrollbar. To move to a specific
place in a long document, use your mouse to grab the scroll box (between the up
and down arrows) and drag it to a new position. You can also click the scrollbar
between the scroll box and the end arrow so that you scroll one screen at a time.

If your mouse has a scroll wheel, you can use it to scroll through a long document.
Just roll the wheel backward or forward to scroll down or up through a window.
Likewise, some notebook touchpads let you drag your finger up or down to scroll
through a window. And, if your PC has a touchscreen display, you can simply swipe
your finger downward in the document to scroll down or swipe upward to scroll up.

And if you have a touchscreen display, use your finger to drag or “flick” the screen
up or down to scroll.
Peeking at the Desktop

Want to quickly see what’s beneath all the open windows on the desktop? Have a gadget you want to look at? Then you’ll appreciate the Peek feature. With Peek you can, well, peek at the desktop beneath all that window clutter.

You activate Peek from the little transparent rectangular button at the far right of the Windows taskbar. Hover the cursor over the Peek button and every open window becomes transparent, as shown in Figure 3.6. This lets you see everything that’s on the desktop below.

![Figure 3.6](image)

**FIGURE 3.6**
*Windows Peek in action—a great way to view gadgets, shortcut icons, and your Windows desktop wallpaper.*

Using the Start Menu

All the software programs and utilities on your computer are accessed via the Start menu. You display the Start menu by using your mouse to click the Start button, located in the lower-left corner of your screen.

Navigating the Start Menu

As you can see in Figure 3.7, the Windows 10 Start menu consists of three parts:

- The far left section consists of five icons for your account, Documents, Pictures, Settings, and Power.
The middle portion consists of icons for your most used and recently used apps, as well as all your apps listed alphabetically.

The larger right side displays tiles for applications you’ve “pinned” to the Start menu.

FIGURE 3.7
Access all the programs on your system from the Start menu.

To open a specific program or folder, just click the name of or tile for the item.
Launching a Program

Now that you know how to work the Start menu, it’s easy to start any particular software program. All you have to do is follow these steps:

1. Click the Start button to display the Start menu.
2. Click the program’s name or tile.

Another way to find a program to launch is to use the Search box on the Start menu. Just start entering the program’s name into the Search box, and a list of matching programs appears on the Start menu. When the program you want appears, click it to launch it.

Using the Taskbar

That little strip of real estate at the bottom of the Windows desktop is called the taskbar. The Windows taskbar lets you open your favorite applications and documents, as well as switch between open windows. You can even add icons for your favorite programs to the taskbar, for quicker and easier launching. Click an icon to launch an app or switch to an open window; taskbar icons exist for both.

Deciphering Taskbar Icons

Because of the multiple functions of the icons on the taskbar, it’s difficult to look at an icon on the taskbar and determine whether it represents an open or closed application or document. Difficult, yes, but not impossible. Here’s the key.

As you can see in Figure 3.8, an icon for a not-yet-open application or document—essentially a shortcut to that app or doc—appears on the taskbar with no border. An icon for an open window has an underline, while still appearing translucent. An icon for the currently selected open window also has an underline but also shows a lighter icon background. And if there is more than one document open for a given application (or more than one tab open in a web browser), the icon button for that app appears “stacked” to represent multiple instances.

FIGURE 3.8
The Windows taskbar with icons for a (closed) application, open application, and open application with multiple documents.
Opening Applications and Switching Between Windows

Using the taskbar is simplicity itself. Click a shortcut icon to open the associated application or document. Click an open window icon to display that window front and center.

If you click a multiple-window icon, however, something interesting happens: Windows displays thumbnails for each of that application’s open windows. (The same thing happens if you mouse over the cursor for any open-window icon, actually.) Move the cursor over a thumbnail, and that window temporarily displays on top of the stack on your desktop, regardless of its actual position. Click a thumbnail to switch to that window, or click the red X on the thumbnail to close the window.

Using Jump Lists

The Windows taskbar becomes even more useful with the addition of Jump Lists—kind of context-sensitive pop-up menus for each icon on the taskbar. To display an icon’s Jump List, shown in Figure 3.9, right-click the icon.

![A Windows taskbar Jump List.](image)

**FIGURE 3.9**
A Windows taskbar Jump List.
What you see in a Jump List depends to some degree on the application associated with the icon. Most Jump Lists contain the following items:

- The most recent documents opened in this application
- A link to open a new instance of this application
- An option to unpin this item from the taskbar (for shortcut icons)
- An option to close the current window (for open-window icons)

In short, Jump Lists are a lot like traditional right-click pop-up menus, but with more useful options. They make the new taskbar icons more useful than they would have been otherwise.

Managing Taskbar Buttons

Now that you know what the taskbar does, let’s look at how to manage it.

First, know that you have total control over the order of icons on the taskbar. Just drag a taskbar icon from one position to another, and there it stays.

To add an application or document shortcut to the taskbar, just navigate to that item using the Start menu or File Explorer, right-click the item’s icon, and select More, Pin to Taskbar. Alternatively, you can drag an icon from any folder to the taskbar. Either approach is quick and easy.

To remove an item from the taskbar, right-click it and select Unpin from Taskbar.

Switching Between Programs

The taskbar is one way to switch between open programs, but it’s not the only way. You can also do either of the following:

- Click any visible part of the application’s window, which brings that window to the front.
- Hold down the Alt key and then press the Tab key repeatedly until the application window you want is selected. This lets you cycle through thumbnails of all open windows, as shown in Figure 3.10. When you’re at the window you want, release the Alt key.
Press Alt+Tab to cycle through open apps.

Using the Action Center

If you have any waiting notifications, the Notifications button on the taskbar shows in color with a number, indicating how many notifications there are. Click the Notifications button to display the Action Center, shown in Figure 3.11.

![Windows 10 Action Center](image)

**FIGURE 3.11**

*The Windows 10 Action Center.*
The Action Center is a pane on the right side of the screen that displays system messages and (if you’re using the right email client) new messages in your email inbox. It also displays tiles for quickly accessing key system tools, including Tablet mode, Airplane mode, network settings, and the main settings for Windows. (That last one is the All Settings tile.) To see all available settings tiles, click Expand, or click Contract to just display the main ones.

**Learning Important Windows Shortcuts**

Now that you know how to use your mouse to get around Windows, it’s time to learn some shortcuts you can use to speed up important Windows operations. Most of these actions can be initiated with either a mouse or a keyboard, as detailed in Table 3.1.

<table>
<thead>
<tr>
<th>Operation</th>
<th>Keyboard</th>
<th>Mouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close currently running app or window</td>
<td>Alt+F4</td>
<td>Click the X button in top-right corner of window.</td>
</tr>
<tr>
<td>Display context-sensitive options menu</td>
<td>Application (menu) key</td>
<td>Right-click.</td>
</tr>
<tr>
<td>Display Notifications panel</td>
<td>Windows+A</td>
<td>Click the Notifications icon on the taskbar.</td>
</tr>
<tr>
<td>Display Start menu</td>
<td>Windows key</td>
<td>Click the Start button.</td>
</tr>
<tr>
<td>Lock computer</td>
<td>Windows+L</td>
<td>Click the Start button, click your username, and then click Lock.</td>
</tr>
<tr>
<td>Move an item to a new location</td>
<td>N/A</td>
<td>Click and drag, and then release.</td>
</tr>
<tr>
<td>Open a program or document</td>
<td>Enter</td>
<td>Click (sometimes double-click).</td>
</tr>
<tr>
<td>Open Windows Help</td>
<td>Windows+F1</td>
<td>N/A</td>
</tr>
<tr>
<td>Scroll down</td>
<td>Pg Dn or down arrow</td>
<td>Click and drag the scrollbar or click the scroll arrows; use the mouse scroll wheel.</td>
</tr>
<tr>
<td>Scroll left</td>
<td>Pg Up or left arrow</td>
<td>Click and drag the scrollbar or click the scroll arrows; use the mouse scroll wheel.</td>
</tr>
<tr>
<td>Scroll right</td>
<td>Pg Dn or right arrow</td>
<td>Click and drag the scrollbar or click the scroll arrows; use the mouse scroll wheel.</td>
</tr>
</tbody>
</table>
Using Windows with a Touchscreen Display

If you have a computer with a touchscreen display, or if you use a tablet or hybrid PC, you can use Windows 10’s touchscreen mode. This version of Windows 10 hides the traditional desktop and instead displays the Start menu and all apps full-screen.

Windows 10’s Continuum technology automatically senses what type of device you use and displays either the desktop or the touch-based tablet mode screen accordingly. You don’t have to do anything; Windows figures it out for you and provides the optimal interface for your device.

TIP You can manually switch to the tablet mode. Just click the Notifications icon on the taskbar to display the Action Center, then click Tablet Mode. To switch back to traditional desktop mode, repeat these steps but deselect the Tablet Mode tile.

Using Tablet Mode

When you use Windows 10 in tablet mode, a few things change. First, all apps display full-screen, not in individual windows. You can still switch from app to app, but you can’t display apps in separate windows—although you can display two apps side-by-side. (Also, there’s no desktop per se.)

In addition, when you click the Start button, the Start menu displays full-screen, as shown in Figure 3.12. There is no scrolling list of recent apps, as with the desktop Start menu. If you want to display this list, click or tap the Options (three-line) button at the top-left corner of the screen.
CHAPTER 3  GETTING TO KNOW WINDOWS 10

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FIGURE 3.12
The Start menu in tablet mode.

NOTE Your Start menu probably looks a little different from the one in Figure 3.12, in particular the tiles you see. That’s because every person’s system is different, depending on the particular programs and apps they have installed on their PC.

As you can see, the tiles on the tablet mode Start menu are big and colorful, ideal for viewing on a tablet or smaller touchscreen computer. Tiles vary in size, with some spanning one-half a column and some spanning two columns; there’s no difference between a large tile and a small tile, other than the size.

The taskbar runs across the bottom of the screen, although it’s somewhat simplified over the traditional desktop taskbar. New to the tablet mode taskbar is a back button, which you can click or tap to return to the previously used app or window.

Finding Additional Apps in the All Apps List

The Start menu is where you find those apps and utilities that you’ve specifically “pinned” there. When you install a new app, it doesn’t automatically appear on the Start menu; you have to manually add the app to it.

If you want to view all the apps and utilities installed on your PC, you need to display the All Apps list. To do this, click or tap the All Apps icon at the top-left corner of the Start menu. Click or tap an app to launch it from this list.
Important Touchscreen Operations

If you use Windows on a computer or tablet with a touchscreen display, you can use your fingers instead of a mouse to do what you need to do. To that end, it’s important to learn some essential touchscreen operations, as detailed in Table 3.2.

**TABLE 3.2 Essential Touch Operations**

<table>
<thead>
<tr>
<th>Operation</th>
<th>Does This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap</td>
<td>Functions as a mouse click.</td>
</tr>
<tr>
<td>Press and hold</td>
<td>Functions as a right-click with a mouse.</td>
</tr>
<tr>
<td>Swipe</td>
<td>Performs various functions, depending. For example, swiping in from the right side of the screen opens the Action center. Swiping in from the left side of the screen displays tiles for all open apps.</td>
</tr>
<tr>
<td>Pan</td>
<td>Touch and drag a long page to scroll through a series of screens.</td>
</tr>
<tr>
<td>Zoom</td>
<td>Pinch two fingers together to zoom out of a page. Spread two fingers apart to zoom into a section.</td>
</tr>
<tr>
<td>Rotate</td>
<td>Use two fingers to touch two points on the screen and then turn your fingers to rotate clockwise or counter-clockwise.</td>
</tr>
</tbody>
</table>

Shutting Down Windows—and Your Computer

You’ve probably already noticed that Windows starts automatically every time you turn on your computer, then displays the Windows desktop.

When you want to turn off your computer, you do it through Windows. In fact, you don’t want to turn off your computer any other way—you always want to turn off things through the official Windows procedure.

To shut down Windows and turn off your PC, follow these steps:

1. Click the Start button to display the Start menu.
2. Click Power to display the pop-up menu of options, as shown in Figure 3.13.
3. Click Shut Down to shut down your computer. You also have the option of putting your computer into Sleep mode (this mode pauses all operations but still consumes some power) or restarting your PC. (This option shuts down the PC and then powers it back up.)
That's it. If you have a desktop PC, you then need to manually turn off your monitor, printer, and other peripherals.

**THE ABSOLUTE MINIMUM**

This chapter gave you a lot of background about Windows 10—your new PC’s operating system. Here are the key points to remember:

- You use Windows to manage your computer system and run apps and programs.
- When you start your computer, you see the Windows Lock screen; click this screen to log in to your account and enter Windows.
- Click or tap the Start button to display the Start menu, where all your installed programs are listed.
- The taskbar hosts icons for all open programs, as well as any programs you’ve “pinned” there for future use.
- To exit Windows and turn off your computer, click or tap the Start button, click the Power button, and select Shut Down.
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