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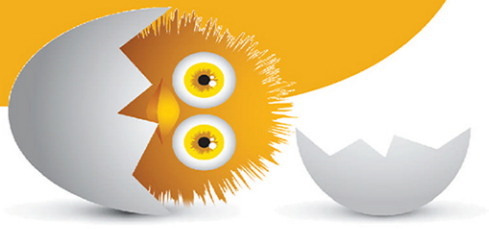

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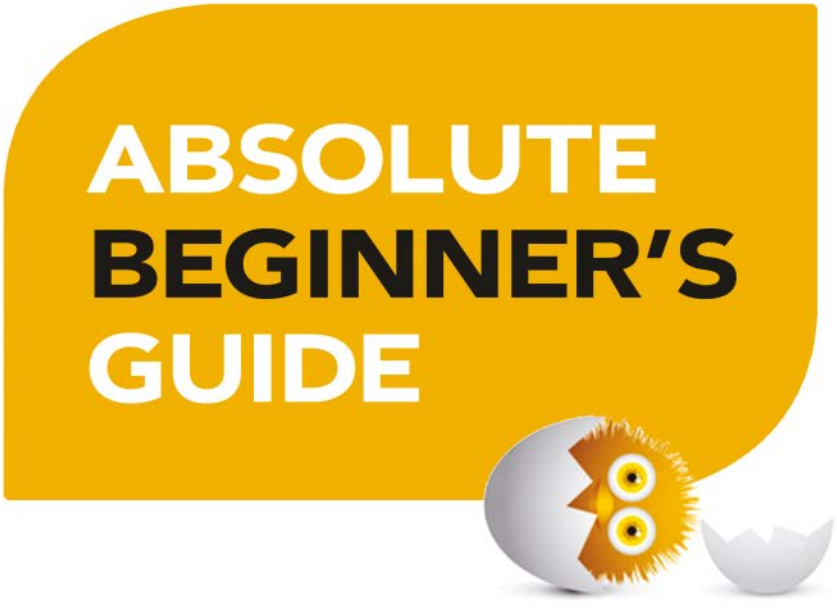

Michael Miller

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Computer Basics Absolute Beginner's Guide, Windows® 10 Edition

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ISBN-13: 978-0-13-649881-0
ISBN-10: 0-13-649881-7

Library of Congress Control Number: On file

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Contents at a Glance

Introduction **1**

Part I Understanding Computers

1 How Personal Computers Work 7
2 Setting Up and Using Different Types of Computers 31

Part II Using Windows

3 Getting to Know Windows 10 45
4 Working with Files, Folders, and Online Storage 65
5 Personalizing Windows 83

Part III Setting Up the Rest of Your System

6 Connecting Other Devices to Your PC—and Your PC to Other Devices 101
7 Adding Storage and Backup 115
8 Setting Up a Home Network 121

Part IV Using the Internet

9 Connecting to the Internet—at Home or Away 129
10 Browsing and Searching the Web 135
11 Shopping and Selling Online 151

Part V Using the Internet

12 Sending and Receiving Email 167
13 Texting and Video Calling with Friends and Family 179
14 Social Networking with Facebook, Twitter, and Other Social Media 189

Part VI Getting Productive

15 Installing and Using Desktop Applications 211
16 Doing Office Work 223
17 Editing and Sharing Digital Photos 247

Part VII Exploring Online Entertainment

18 Watching Movies and TV Shows Online 263
19 Listening to Music Online 277

Part VIII Keeping Your System Up and Running

20 Protecting Your PC from Computer Attacks, Malware, Spam, and More 287
21 Performing Preventive Maintenance and Dealing with Common Problems 299

Index **315**

Table of Contents

Introduction 1

How This Book Is Organized 3

Which Version of Windows? 4

Conventions Used in This Book 4
- Menu Commands 4
- Shortcut Key Combinations 5
- Web Page Addresses 5
- Special Elements 5

There's More Online 6

I Understanding Computers

1 How Personal Computers Work 7

What Your Computer Can Do 8
- Good for Getting Online 8
- Good for Social Networking 8
- Good for Communicating 8
- Good for Sharing Photos and Home Movies 9
- Good for Keeping in Touch 9
- Good for Entertainment 9
- Good for Keeping Informed 10
- Good for Work 10
- Good for Play 10

Inside a Personal Computer 11
- The Motherboard: Home to Almost Everything 11
- Microprocessors: The Main Engine 12
- Computer Memory: Temporary Storage 13
- Hard Disk Drives: Long-Term Storage 14
- Solid-State Drives: Faster Long-Term Storage 14
- CD/DVD Drives: Storage on a Disc 15
- Keyboards: Fingertip Input 15
- Mice and Touchpads: Point-and-Click Input Devices 16
- Network Connections: Getting Connected 17
- Sound Cards and Speakers: Making Noise 18
- Video Cards and Monitors: Getting the Picture 18

Other Parts of Your Computer System 19
- Providing Additional Functionality with Peripherals 19
- Doing What You Need to Do with Software and Apps 20
- Making Everything Work—with Windows 21

Different Types of Computers ... 22
Traditional Desktop PCs ... 22
All-in-One Desktops ... 23
Laptop PCs ... 24
Tablet PCs ... 25
2-in-1 PCs ... 26
Which Type of PC Should You Choose? ... 27

Don't Worry, You Can't Screw It Up—Much ... 28

2 Setting Up and Using Different Types of Computers ... 31

Before You Get Started ... 32

Setting Up a Notebook or Hybrid PC ... 32
Understanding the Elements of a Notebook PC ... 33
Getting Connected ... 35

Setting Up an All-in-One Desktop PC ... 36
Understanding the Parts of an All-in-One System ... 36
Getting Connected ... 37

Setting Up a Traditional Desktop Computer System ... 37
Understanding the Components of a Desktop System ... 37
Getting Connected ... 40

Turning it On—for the First Time ... 41
Getting the Right Order ... 41
Powering On ... 42

II Using Windows

3 Getting to Know Windows 10 ... 45

Say Hello to Windows ... 46
Starting and Logging In to Windows ... 46
Exploring the Windows Desktop ... 47

Learning Basic Operations ... 49
Pointing and Clicking ... 49
Double-Clicking ... 49
Right-Clicking ... 49
Dragging and Dropping ... 50
Mouse Over ... 50
Moving and Resizing Windows ... 50
Maximizing, Minimizing, and Closing Windows ... 51
Scrolling Through a Window ... 51
Peeking at the Desktop ... 53

Using the Start Menu 53
Navigating the Start Menu 53
Launching a Program 55

Using the Taskbar 55
Deciphering Taskbar Icons 55
Opening Applications and Switching Between Windows 56
Using Jump Lists 56
Managing Taskbar Buttons 57
Switching Between Programs 57
Using the Action Center 58

Learning Important Windows Shortcuts 59

Using Windows with a Touchscreen Display 60
Using Tablet Mode 60
Finding Additional Apps in the All Apps List 61
Important Touchscreen Operations 62

Shutting Down Windows—and Your Computer 62

4 Working with Files, Folders, and Online Storage 65

Understanding Files and Folders 66

Using File Explorer 66
Launching File Explorer 66
Exploring the File Explorer Window 67
Working with Ribbons and Tabs 68

Navigating the Folders on Your PC 68

Viewing Files and Folders 69
Changing the Way Files Display 69
Sorting Files and Folders 70
Grouping Files and Folders 70
Searching for Files 70

Performing Basic File and Folder Operations 71
Creating New Folders 71
Renaming Files and Folders 72
Copying Files 72
Moving Files 73
Deleting Files 73

Working with the Recycle Bin 74
Restoring Deleted Files 74
Managing the Recycle Bin 75

Working with Compressed Folders ... 75
Compressing a File ... 75
Extracting Files from a Compressed Folder ... 76

Copying Files to Another Computer ... 76
Copying Files over a Network ... 76
Copying Files with a Portable Drive ... 76
Copying Files via Email ... 77

Working with Cloud-Based Storage ... 77
Accessing OneDrive from File Explorer ... 78
Using Microsoft OneDrive ... 79
Syncing Files on Your PC to OneDrive ... 80

5 Personalizing Windows ... 83

Personalizing the Windows Desktop ... 84
Changing the Desktop Background ... 84
Changing to Light or Dark Mode ... 85
Changing the Accent Color ... 85
Choosing a Windows Theme ... 86
Customizing the Taskbar ... 87
Customizing the Start Menu ... 88

Personalizing the Lock Screen ... 88
Changing the Lock Screen Background ... 89
Displaying a Slideshow on the Lock Screen ... 90
Adding Apps to the Lock Screen ... 90

Changing Your Account Picture ... 91

Setting Up Additional User Accounts ... 92
Create a New User Account ... 92
Switching Users ... 93
Signing Out ... 94
Signing In with Multiple Users ... 94

Configuring Other Windows Settings ... 94
Opening the Settings Window ... 94
Discovering Windows Settings ... 95

III Setting Up the Rest of Your System

6 Connecting Other Devices to Your PC—and Your PC to Other Devices ... 101

Getting to Know the Most Popular Peripherals ... 102

Adding New Hardware to Your System ... 103

Connecting and Using a Printer 105
Understanding Different Types of Printers 106
Connecting a Printer to Your Computer 108
Sharing a Network Printer 108
Printing to Your System's Printer 109

Connecting Portable Devices to Your PC 110

Connecting Your PC to Your Living Room TV 111

7 Adding Storage and Backup 115

Understanding External Storage 116

Connecting an External Hard Drive 116

Backing Up Your Important Files 117
Backing Up to an External Hard Drive 117
Using Windows' File History Utility 117
Restoring Backed Up Files 118
Backing Up Online 119

8 Setting Up a Home Network 121

How Networks Work 122
Wired Networks 122
Wireless Networks 122

Setting Up a Wireless Network in Your Home 123
How It Works 123
What You Need 124
Making the Connections 125

Connecting Your Computer to Your New Network 125
Connecting via Ethernet 126
Connecting Wirelessly 126

Accessing Computers on Your Network 127

IV Using the Internet

9 Connecting to the Internet—at Home and Away 129

Different Types of Home Internet 130
The Need for Speed 130
Understanding Internet Hardware 131

Connecting to a Public Wi-Fi Hotspot 132

10 Browsing and Searching the Web 135

Understanding the Web 136

Using Microsoft Edge 136
- Browsing the Web with Edge 137
- Revisiting History 137
- Opening Multiple Pages in Tabs 139
- Saving Your Favorite Pages 139
- Returning to a Favorite Page 140
- Displaying the Favorites Bar 141
- Displaying a Page in Reading View 142
- Browsing in Private 142
- Setting a Different Start Page 143

Using Google Chrome 143

Searching the Web with Google 145
- Using Google Search 145
- Constructing a Query 146
- Fine-Tuning Your Search Results 147

Searching—and More—with Cortana 147
- Search Cortana from the Taskbar 147
- Search Cortana by Voice 148
- Set a Reminder 148

11 Shopping and Selling Online 151

How to Shop Online 152
- Step 1: Find an Online Store 152
- Step 2: Find a Product 152
- Step 3: Examine the Product (Virtually) 153
- Step 4: Order the Product 153
- Step 5: Check Out 154
- Step 6: Confirm the Order 155

How to Shop Safely 155

Buying and Selling on eBay 156
- How Does an eBay Auction Work? 157
- Buying Fixed-Price Items 158
- Protecting Yourself Against Fraudulent Sellers 159
- Selling on eBay 159

Buying and Selling on Craigslist 161
- Understanding Online Classifieds 161
- Browsing the Listings 161

Buying on Craigslist 162
Listing an Item for Sale 163
Making the Sale 165

V Using the Internet

12 Sending and Receiving Email 167

How Email Works 168
POP/IMAP Email 168
Web-Based Email 169

Using the Windows 10 Mail App 169
Navigating the Mail App 170
Adding Another Email Account 171
Reading and Replying to Messages 171
Viewing Attachments 172
Sending a New Message 173
Attaching a File 174

Using Web-Based Email 174
Using Outlook Online 174
Using Gmail 175

13 Texting and Video Calling with Friends and Family 179

Text Messaging with Your Phone 180
Configuring the Your Phone App 180
Sending and Receiving Texts 181
Creating a New Text Message 182

Video Calling with Skype 183
Adding Contacts 184
Making a Video Call 185

14 Social Networking with Facebook, Twitter, and Other Social Media 189

Using Facebook 190
Signing Up with and Signing In to Facebook 190
Getting to Know Facebook 190
Finding Friends 191
Searching for Friends 193
Viewing a Friend's Profile Page 193
Posting Status Updates 194
Determine Who Can—or Can't—See a Status Update 195
Viewing Friends' Updates in Your News Feed 196
Managing Your Privacy on Facebook 197

Using Twitter 198
Joining Twitter 198
Navigating Twitter 199
Tweeting with Twitter 200
Following Other Users 200
Customizing Your Profile 201

Using Pinterest 201
What Pinterest Is and What It Does 201
Navigating the Pinterest Site 202
Viewing Boards and Pins 202
Following Other Users 203
Repinning Existing Items 203
Pinning Items from the Web 204
Creating New Boards 205

Using LinkedIn 206
Personalizing Your Profile 207
Finding New Connections 208
Contacting Other LinkedIn Members 208

Using Social Networks—Smartly and Safely 208
Protecting Your Children 209
Protecting Yourself 209

VI Getting Productive

15 Installing and Using Desktop Applications 211

Finding and Installing New Apps 212
Downloading Apps from the Microsoft Store 212
Purchasing Apps from Your Local Retailer 215
Finding and Installing Apps Online 215
Understanding Web-Based Apps 216

Managing Your Apps 216
Finding Your Installed Apps 217
Pinning Apps to the Start Menu 218
Pinning Apps to the Taskbar 219
Adding App Shortcuts to the Desktop 219

Working with Applications 219
Using Menus 219
Using Toolbars and Ribbons 220
Closing an Open App 221

16 Doing Office Work **223**

Getting to Know Microsoft Office 224
Using Office on the Desktop 224
Using Office Online 225
Which Version of Office Should You Use? 227

Word Processing with Microsoft Word Online 228
Exploring the Word Workspace 228
Working with Documents 229
Entering Text 229
Editing Text 230
Formatting Text 230
Checking Spelling and Grammar 231
Printing Your Document 231

Number Crunching with Microsoft Excel 231
Exploring the Excel Workspace 231
Entering Data 232
Inserting and Deleting Rows and Columns 233
Adjusting Column Width 233
Calculating with Formulas 234
Including Other Cells in a Formula 234
Quick Addition with AutoSum 235
Using Functions 236
Formatting Your Spreadsheet 236
Creating a Chart 237

Giving Presentations with Microsoft PowerPoint 238
Exploring the PowerPoint Workspace 238
Applying a Theme 239
Inserting New Slides 239
Adding and Formatting Text 240
Start the Show! 240

Exploring Google Docs 240
Using Google Docs Word Processor 242
Using Google Sheets Spreadsheet 242
Using Google Slides Presentations 243

Using the Windows Calendar App 244
Displaying Different Views 244
Creating a New Event 245

17 Viewing and Sharing Digital Photos 247

Transferring Pictures from Your Camera, Smartphone, or Tablet 248
Downloading from the Internet 248
Transferring Photos from a Smartphone or Tablet via USB 248
Transferring Pictures from a Digital Camera via USB 249
Transferring Pictures from a Memory Card 249
Scanning a Picture 249

Viewing Your Photos with the Windows 10 Photos App 250

Editing Your Photos with the Photos App 252
Opening Editing Mode 252
Cropping or Rotating a Photo 252
Applying Filters 253
Adjusting Brightness 254
Adjusting Color 255
Removing Red-Eye 256
Retouching a Photo 257
Applying Other Effects 257

Printing and Sharing Your Photos 258
Choosing the Right Printer and Paper 258
Making the Print 259
Printing Photos Professionally 260
Sharing Your Photos 260

VII Exploring Online Entertainment

18 Watching Movies and TV Shows Online 263

Watching Streaming Video Services 264
Watching Amazon Prime Video 264
Watching Hulu 266
Watching Netflix 267
Watching Other Streaming Video Services 268

Watching Live TV Online 269

Buying and Renting Movies Online 270
Shopping at Amazon Prime Video 271
Shopping at FandangoNOW 272
Shopping at Google Play 272

Watching Videos on YouTube 273

Watching Online Videos on Your Living Room TV 274

19 Listening to Music Online 277

Listening to Streaming Music Online 278
Listening to Pandora 278
Listening to Spotify 280
Listening to Other Streaming Music Services 280
Listening to Traditional Radio Stations Online 281

Purchasing and Downloading Digital Music 282
Examining Online Music Stores 283
Playing Downloaded Music on Your PC 283

VIII Keeping Your System Up and Running

20 Protecting Your PC from Computer Attacks, Malware, Spam, and More 287

Safeguarding Your System from Computer Viruses 288
Watching for Signs of Infection 288
Catching a Virus 288
Practicing Safe Computing 289
Disinfecting Your System with Antivirus Software 290

Hunting Down Spyware 292

Defending Against Computer Attacks with a Firewall 293

Fighting Email Spam 293
Protecting Your Email Address 294
Blocking Spammers in Your Email Programs 294

Resisting Phishing Scams 295

Shielding Your Children from Inappropriate Content 296
Using Content-Filtering Software 296
Encouraging Safe Computing 296

21 Performing Preventive Maintenance and Dealing with Common Problems 299

Maintaining Your Computer 300
Cleaning Up Unused Files 300
Removing Unused Programs 301
Performing a Hard Disk Checkup with ScanDisk 302
Updating Windows 303

Keeping Your Hardware in Tip-Top Condition 304
System Unit 304
Keyboard 304
Display 305
Printer 305

Maintaining a Laptop PC 306
Using the Windows Mobility Center 306
Conserving Battery Life 307
Securing Your Laptop 307

Troubleshooting Computer Problems 308

Troubleshooting in Safe Mode 309

Reacting When Windows Freezes or Crashes 310
What Causes Windows to Freeze? 310
Dealing with Frozen Windows 310
Dealing with a Frozen Program 311
Dealing with a Major Crash 312

Refreshing or Resetting Your System 312
Refreshing System Files 312
Resetting Your System to Its Original Condition 313

Index **315**

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.

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INTRODUCTION

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!

IN THIS CHAPTER

- Say Hello to Windows
- Learning Basic Operations
- Using the Start Menu
- Using the Taskbar
- Learning Important Windows Shortcuts
- Using Windows with a Touchscreen Display
- Shutting Down Windows—and Your Computer

3

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

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.

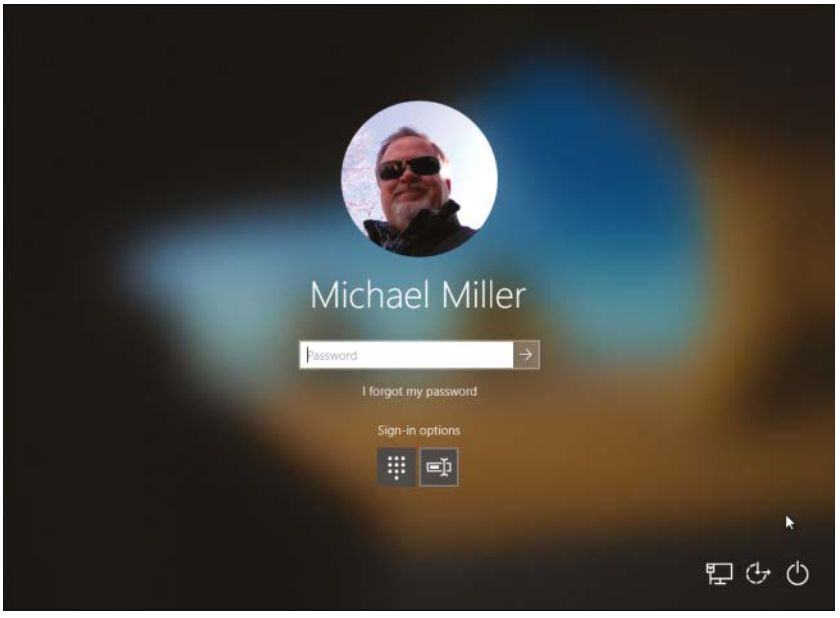


FIGURE 3.2

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:

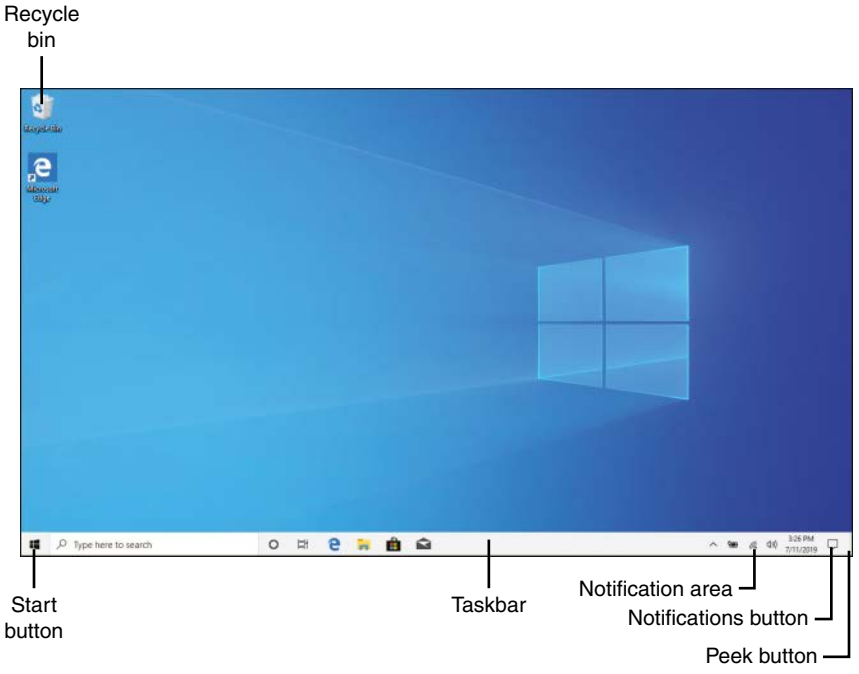


FIGURE 3.3

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.

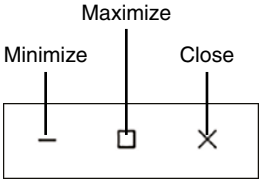


FIGURE 3.4

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).

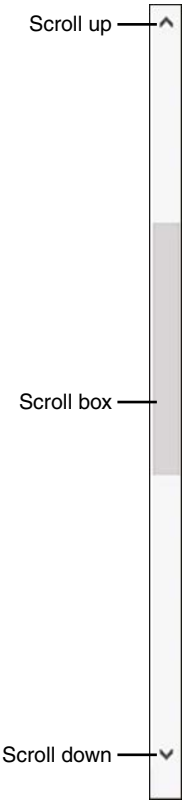


FIGURE 3.5

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.

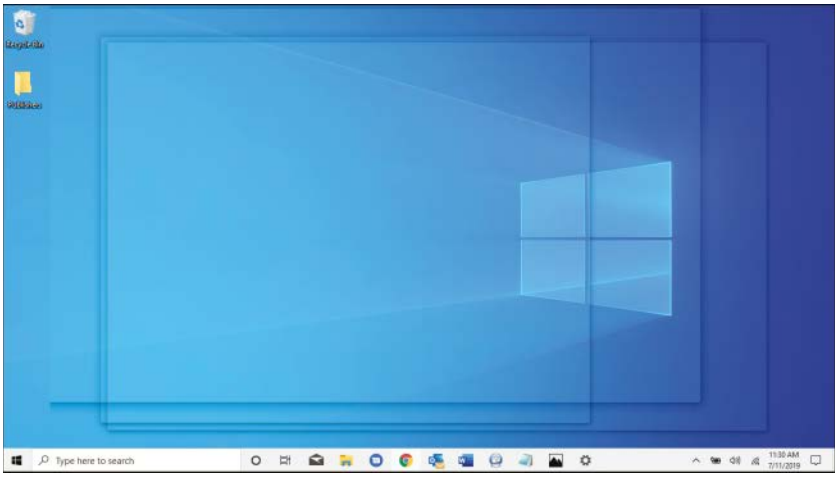


FIGURE 3.6

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.

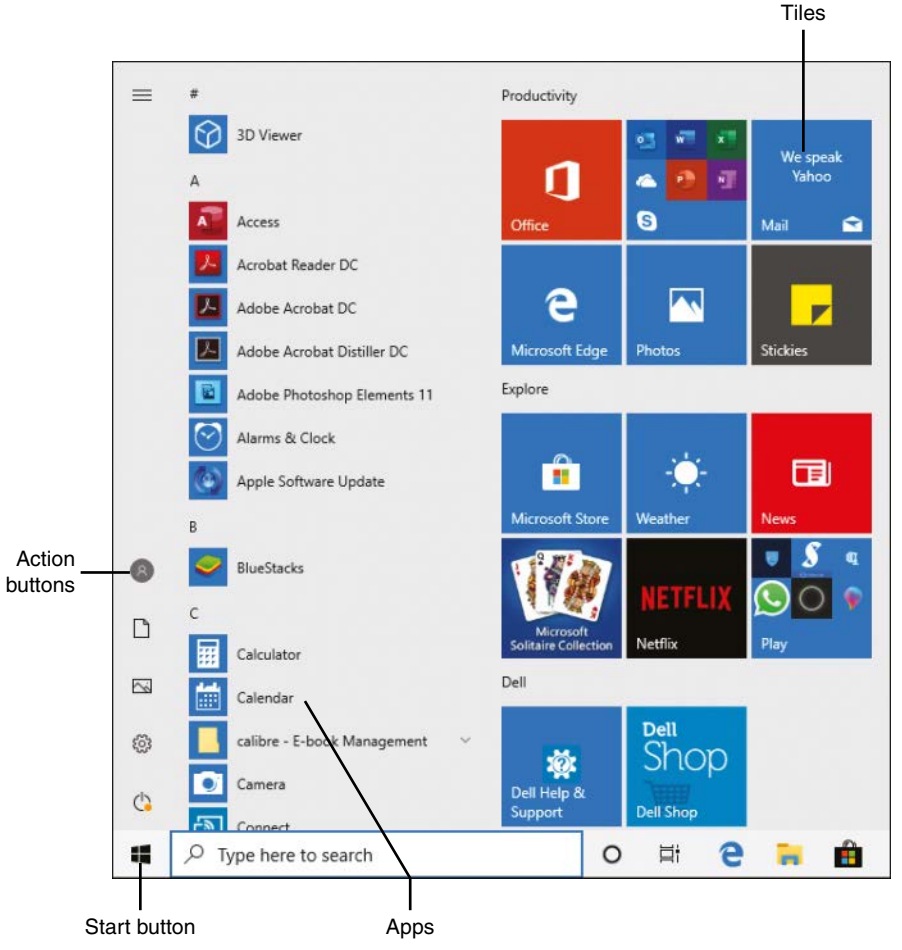


FIGURE 3.7

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.

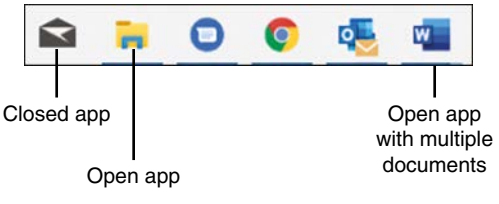


FIGURE 3.8

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.

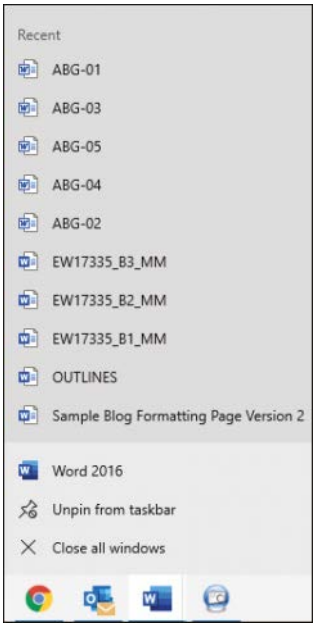


FIGURE 3.9

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.

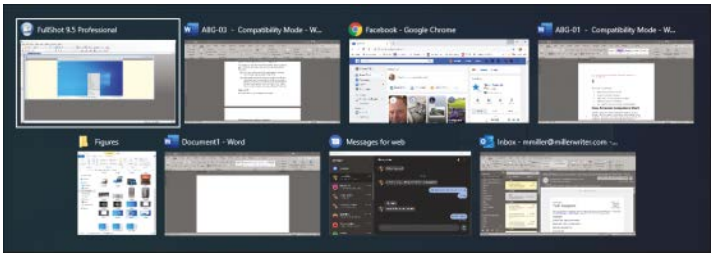


FIGURE 3.10

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.

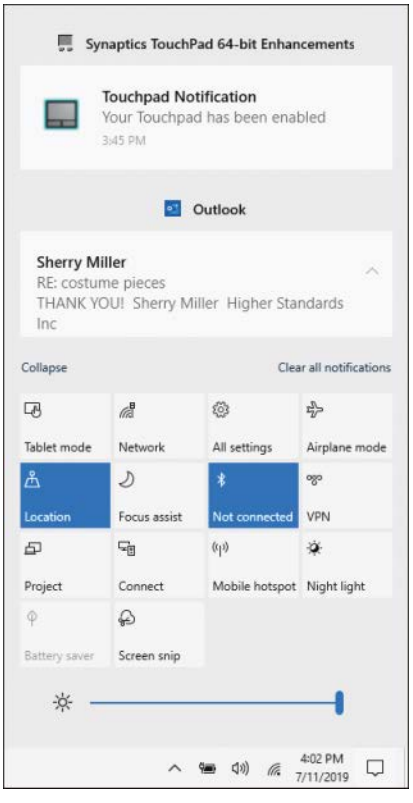


FIGURE 3.11

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 3.1 Essential Windows 10 Operations

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

Operation	Keyboard	Mouse
Scroll up	Pg Up or up arrow	Click and drag the scrollbar or click the scroll arrows; use the mouse scroll wheel.
Search your computer	Windows+S	Click within the Search box on the taskbar.
Shut down Windows	Alt+F4	Click the Start button, click Power, and then click Shut Down.
View or switch to other open apps	Alt+Tab	N/A
View or switch to other virtual desktops	Windows+Tab	Click Task View button on taskbar.

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.

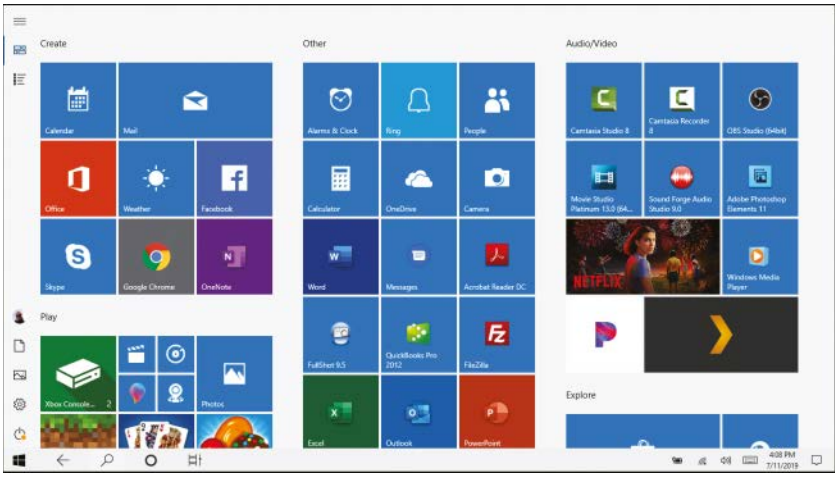


FIGURE 3.12

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

Operation	Does This
Tap	Functions as a mouse click.
Press and hold	Functions as a right-click with a mouse.
Swipe	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.
Pan	Touch and drag a long page to scroll through a series of screens.
Zoom	Pinch two fingers together to zoom out of a page. Spread two fingers apart to zoom into a section.
Rotate	Use two fingers to touch two points on the screen and then turn your fingers to rotate clockwise or counter-clockwise.

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.)

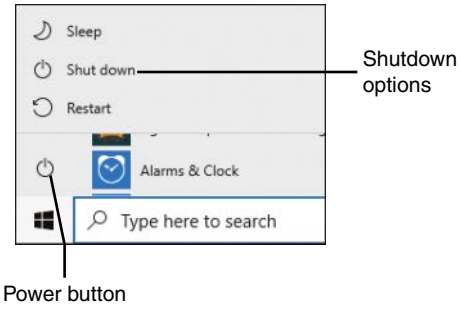


FIGURE 3.13

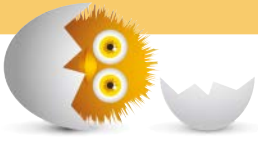
Shutting down Windows from the Start menu.

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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Index

SYMBOLS

(hashtags), 200

@ (mentions), 200

2-in-1 PCs, 26–27
  components, 33
  connections, 35
  setting up, 32–35

A

accent colors, personalizing, 85–86

accepting
  friend requests (Facebook), 192
  payments, 165

accessing
  OneDrive, 78
  PCs on home networks, 127–128

accounts
  email, adding to Mail app, 171
  Facebook
    creating, 190
    logging in, 190
  LinkedIn, creating, 207
  Twitter
    creating, 198–199
    logging in, 198–199
  Windows. *See* user accounts (Windows)

Accounts settings (Windows), 97

Acorn TV, 268

Action Center, 58–59

adding
  apps
    to desktop, 219
    to Lock screen, 90
  contacts to Skype, 184–185
  email accounts to Mail app, 171
  new taskbar icons, 57
  peripherals, 103–105

addresses
  email, 168
    protecting from spam, 294
  web pages, 136

All Apps list (Windows), 61

all-in-one desktops, 23
  components, 36
  connections, 37
  setting up, 36–37

Amazon Digital Music Store, 283

Amazon Music Unlimited, 281

Amazon Prime Video, 264–265, 271

Android, 25

antivirus software, 290–292

Apple iCloud, 80

Apple iTunes Store, 283

Apple Music, 281

applications. *See* apps

apps, 20, 211. *See also names of specific apps*
  adding
    to desktop, 219
    to Lock screen, 90
  All Apps list (Windows), 61
  buying from retail store, 215
  closing, 221
  downloading
    from Microsoft Store, 212–214
    online, 215–216
  finding on PC, 217–218
  freezes/crashes, 311–312
  live information on, 90
  navigating
    with menus, 219–220
    with toolbars/ribbons, 220–221
  office suites, 223
    Google Docs, 240–243
    Microsoft Office, 224–227
  pinning
    to Start menu, 218
    to taskbar, 57, 219
  presentation programs
    Google Slides, 243
    Microsoft PowerPoint, 238–240
  spreadsheets
    Google Sheets, 242–243
    Microsoft Excel, 231–238
  starting
    in Start menu, 55
    with taskbar, 56
  switching, 56–58
  uninstalling, 301–302
  unpinning from taskbar, 57
  web-based, 216
  word processors
    Google Docs, 242
    Microsoft Word, 228–231

Apps settings (Windows), 97

aspect ratio, 253

AT&T TV Now, 270

AT&T Watch TV, 270

attachments
  copying files via, 77
  creating, 174
  reducing virus risk, 289–290

security, 173
viewing, 172
attacks. *See* malware
auctions (online), 156–158
audio. *See* music
AutoSum, 235

B

background photos, personalizing
on desktop, 84–85
on Lock screen, 89, 251
backups, 117–119
to external hard drives, 117
File History, 117–118
online services, 119
restoring, 118–119
battery life, 307
blocking email spam, 294
boards (Pinterest)
creating, 205–206
viewing, 202–203
bookmarks (Google Chrome), 144
booting, 46
botnets, 288
Box, 80
brightness of photos, 254–255
BritBox, 268
broadband access, 130
BroadwayHD, 268
browsing. *See* web browsing
buttons. *See* icons on taskbar (Windows)
buying. *See also* shopping online
apps from retail store, 215
movies, 270–273
Amazon Prime Video, 271
FandangoNOW, 272
Google Play, 272–273
music, 282–283
bytes, 13

C

Calendar app, 244–245
calendar views, 244–245
creating events, 245
calendar views, choosing, 244–245
calling. *See* video calling
cameras, transferring photos to PCs, 249
cases, removing, 40
CBS All Access, 268
CD/DVD drives, 15, 102
CDs (music), listening to, 284
cells (Excel), 232
AutoSum, 235
entering data, 232–233
formulas, 234–235
functions, 236
referencing consecutive, 236
central processing units (CPUs), 12–13
charts (Excel), 237–238
checking out when shopping online, 154–155
children, security, 296–297
content-filtering software, 296
safe computing guidelines, 296–297
on social networking, 209
choosing
calendar views, 244–245
keywords for Google searches, 146
Microsoft Office versions, 227
PC type, 27–28
printers for printing photos, 258
text in Word, 230
themes, 86–87
Chrome (Google), 143–147
Chrome OS, 21
classified ads, shopping online, 161
closing
apps, 221
windows, 51
cloud-based apps, 216
cloud-based storage, 77–80
accessing from File Explorer, 78
backups to, 119
cost of, 80
file management in OneDrive, 79
syncing files, 80
transferring photos to PCs, 248
types of, 80
color levels of photos, 255–256
colors, personalizing
accent colors, 85–86
on desktop background, 84–85
on Lock screen, 89
columns (Excel), 232
inserting/deleting, 233
resizing, 233–234
communication, 8–9
compressed folders, 75–76
compressing files, 75–76
extracting files, 76
compressing files, 75–76
computer viruses. *See* viruses
computers. *See* PCs (personal computers)
configuring Your Phone app, 180
confirming shopping orders, 155
connections. *See also* Internet access; network connections
2-in-1 PCs, 35
all-in-one desktops, 37
desktop PCs, 40–41
external storage, 116
home networks, 125–127
laptops, 35
LinkedIn
finding, 208
sending messages, 208

peripherals, 103–105
portable devices, 110–111
printers, 108
public Wi-Fi hotspots, 132–133
TVs, 111–112, 274
consecutive cells (Excel), referencing, 236
contacts, adding to Skype, 184–185
content-filtering software, 296
copying files, 72, 76–77
over networks, 76
with portable drives, 76–77
via email, 77
cores, 13
Cortana (Windows), 147–149
reminders, setting, 148–149
searches
from taskbar, 147–148
voice searches, 148
settings, 98
cost
Amazon Prime Video, 265, 271
broadband Internet access, 130
eBay sales, 160
FandangoNOW, 272
Google Play videos, 273
Hulu, 266
Microsoft Office, 225
Netflix, 267
OneDrive, 80
Pandora, 279
Spotify, 280
streaming music services, 280–281
streaming video services, 268
CPUs (central processing units), 12–13
Crackle Plus, 268
Craigslist
selling, 163–165
accepting payment, 165
listing items, 163–165
shopping, 161–163
browsing listings, 161–162
buying items, 162–163
online classifieds, 161
crashes, troubleshooting, 310–312
causes of, 310
forced shutdown, 310–311
major crashes, 312
refreshing system files, 312–313
resetting system, 313–314
Task Manager, 311–312
crawlers, 145
credit cards, security of, 156
Criterion Channel, 268
cropping photos, 252–253
cursors, 16, 49
customizing. *See* personalizing

D

Dark mode
changing to, 85
in Microsoft Edge, 139
data, entering in Excel, 232–233
date and time (Windows), 48
DC Universe, 268
deleted files, restoring, 74
deleting. *See also* removing
browsing history, 138
files, 73
rows/columns (Excel), 233
desktop (Windows)
apps, adding to, 219
components, 47–49
peeking at, 53
personalizing, 84–88
accent colors, 85–86
background photo/color, 84–85
Light/Dark mode, 85
Start menu, 88
taskbar, 87–88
themes, 86–87
desktop PCs, 22
components, 37–40
connections, 40–41
setting up, 37–41
desktop versions of Microsoft Office, 224–227
desktop-replacement laptops, 24–25
device drivers, 105
devices. *See* peripherals
Devices settings (Windows), 96
digital music. *See* music
digital photos. *See* photos
Disk Cleanup, 300–301
displaying. *See* viewing
displays. *See* monitors
documents (Google Docs), 241
documents (Word)
creating/opening/saving, 229
printing, 231
text
editing, 230
entering, 229–230
formatting, 230
spell-checking/grammar-checking, 231
documents, saving, 51
double-clicking, 49
downloading
apps
from Microsoft Store, 212–214
online, 215–216
music, 282–283
photos, 248
dragging and dropping, 50
Dropbox, 80
DVD movies, watching, 273

E

Ease of Access settings (Windows), 98
eBay
  selling, 159–160
  shopping, 156–159
    fixed-price items, 158–159
    online auctions, 157–158
    safety, 159
Edge (Microsoft), 136–143
  basic operations, 137
  browsing history, 137–138
  Favorites bar, 141
  web pages
    InPrivate Browsing, 142–143
    Light/Dark mode, 139
    opening Favorites, 140–141
    opening in multiple tabs, 139
    reading view, 142
    saving as Favorites, 139–140
    setting Start page, 143
editing
  photos, 252–258
    brightness, 254–255
    canceling changes, 255
    color levels, 255–256
    cropping/rotating, 252–253
    filters, 253–254
    opening editing mode, 252
    removing red-eye, 256–257
    retouching, 257
    vignettes, 257–258
  text in Word, 230
email, 8–9
  addresses, 168
    protecting from spam, 294
  copying files via, 77
  Mail app, 169–174
    adding email accounts, 171
    creating attachments, 174
    navigating, 170
    reading/replying to messages, 171–172
    sending messages, 173–174
    viewing attachments, 172
  phishing scams, 295
  POP/IMAP, 168
  spam, 293–295
    blocking, 294
    protecting email address, 294
  web-based, 169, 174–176
    Gmail, 175–176
    Outlook Online, 174–175
emptying, Recycle Bin, 75
entering
  data in Excel, 232–233
  formulas in Excel, 234–235
  text
    in PowerPoint, 240
    in Word, 229–230
Ethernet, 122, 126
events, creating, 245
Excel. *See* Microsoft Excel
extensions, 66
  changing, 72
  viewing, 66
external storage, 20, 116
  backups to, 117
  connections, 116
extracting files, 76

F

Facebook, 190–198
  accounts
    creating, 190
    logging in, 190
  friends
    accepting/rejecting friend requests, 192
    finding, 191–193
    viewing profile page, 193
    viewing status updates, 196–197
  navigating, 190–191
  privacy settings, 197–198
  status updates
    posting, 194–195
    privacy settings, 195–196
    viewing News Feed, 196–197
FandangoNOW, 272
Favorites bar (Microsoft Edge), viewing, 141
Favorites list (Microsoft Edge)
  opening pages, 140–141
  saving to, 139–140
fear of PCs, 28
File Explorer, 66–73
  file view, changing, 69
  files
    copying, 72
    deleting, 73
    grouping, 70
    moving, 73
    renaming, 72
    searching for, 70
    sorting, 70
  folders
    creating, 71
    grouping, 70
    navigating, 68
    renaming, 72
    sorting, 70
  Home tab, 71
  navigating, 67
  OneDrive, accessing, 78
  Pictures folder, 250
  Ribbon and tabs, 68
  starting, 66–67
File History, 117–118
filenames, 66
  illegal characters, 71
files, 66
  attaching to email messages, 174
  backups, 117–119
    to external hard drives, 117

File History, 117–118
online services, 119
restoring, 118–119
compressing, 75–76
copying, 72, 76–77
over networks, 76
with portable drives, 76–77
via email, 77
deleting, 73
extensions
changing, 72
viewing, 66
extracting, 76
grouping, 70
managing in OneDrive, 79
moving, 73
reducing virus risk, 289–290
refreshing system files, 312–313
removing unused, 300–301
renaming, 72
restoring deleted, 74
searching for, 70
sorting, 70
syncing, 80
viewing, changing view, 69
FilmRise, 268
filters for photos, 253–254
final value fees (eBay), 160
finding. *See also* searching
apps on PC, 217–218
connections (LinkedIn), 208
friends (Facebook), 191–193
fine-tuning Google searches, 147
firewalls, 293
first-time startup, 41–42
fixed-price items on eBay, 158–159
folders, 66
compressed, 75–76
compressing files, 75–76
extracting files, 76
creating, 71
grouping, 70
navigating, 68
nesting, 68
renaming, 72
sorting, 70
following
on Pinterest, 203
on Twitter, 200–201
forced shutdown, 310–311
formatting
hard disk drives, 14
spreadsheets in Excel, 236–237
text
in PowerPoint, 240
in Word, 230
formulas (Excel), 234–235
freezes, troubleshooting, 310–312
causes of, 310
forced shutdown, 310–311
major crashes, 312
refreshing system files, 312–313
resetting system, 313–314
Task Manager, 311–312
friends (Facebook)
accepting/rejecting friend requests, 192
finding, 191–193
profile page, viewing, 193
status updates, viewing, 196–197
fuboTV, 270
functions (Excel), 236

G

gamepads, 20, 102
games, 10
Gaming settings (Windows), 97
gateways, 124
GB (gigabytes), 13
GBps (gigabytes per second), 123
GHz (gigahertz), 13
gigabyte Internet, 130
Gmail, 175–176
Google Chrome, 143–147
Google Docs, 240–243
Google Sheets, 242–243
Google Slides, 243
navigating, 240–241
as word processor, 242
Google Drive, 80, 241
Google Play, 272–273
Google Play Music, 281, 283
Google searches, 145–146
choosing keywords, 146
fine-tuning results, 147
Google Sheets, 242–243
Google Slides, 243
grammar-checking text in Word, 231
graphic links, 136
grouping files/folders, 70

H

hard disk drives, 14, 102
backups to external, 117
connecting external, 116
fixing with ScanDisk, 302–303
hardware, 11–19. *See also* peripherals
CD/DVD drives, 15
defined, 11
hard disk drives, 14, 102
backups to external, 117
connecting external, 116
fixing with ScanDisk, 302–303
Internet access, 131–132
keyboards, 15–16, 102
maintenance, 304–305
Windows shortcuts, 59–60
maintenance
keyboards, 304–305
monitors, 305
printers, 305–306
system units, 304
mice and touchpads, 16–17, 102

operations with, 49–53
Windows shortcuts, 59–60
microprocessors, 12–13
motherboard, 11–12
network connections, 17
RAM, 13–14
solid-state drives (SSD), 14–15
sound cards and speakers, 18
video cards and monitors, 18–19
wireless network requirements, 124
hashtags (#), 200
HDMI ports, 104
TV connections, 111–112, 274
heads, 14
hiding
taskbar, 88
windows, 51
history in Microsoft Edge, 137–138
home networks. *See* network connections
home pages, 136
Home tab (File Explorer), 71
hot swappable, 105
hotspots, 132–133
hovering, 50
Hulu, 266
Hulu with Live TV, 270
hybrid PCs. *See* 2-in-1 PCs
hyperlinks, 136
hypertext links, 136

I

iCloud, 80
icons on taskbar (Windows), 55, 57
iHeartRadio, 281
IMAP (Internet Message Access Protocol), 168
Incognito mode (Google Chrome), 144
indexes, 145
inkjet printers, 106
InPrivate Browsing (Microsoft Edge), 142–143
input devices
keyboards, 15–16
mice and touchpads, 16–17
inserting
rows/columns (Excel), 233
slides (PowerPoint), 239–240
insertion fees (eBay), 160
insertion point, 229
installing
apps
from Microsoft Store, 212–214
from online downloads, 215–216
from retail store, 215
Your Phone app, 180
Instant Search, 70
internal storage capacity, 115
Internet access, 8. *See also* web browsing
hardware, 131–132
ISPs (Internet service providers), 130
connection speed, 130–131
public Wi-Fi hotspots, 132–133
Internet Message Access Protocol (IMAP), 168
iOS, 25
iPads, 25
ISPs (Internet service providers), 130
connection speed, 130–131
iTunes Stores, 283

J

joysticks, 20
Jump Lists, 56–57

K

Kaspersky Anti-Virus, 292
KB (kilobytes), 13
keyboards, 15–16, 102
maintenance, 304–305
Windows shortcuts, 59–60
keywords for Google searches, choosing, 146
kilobytes (KB), 13

L

laptops, 23–25
components, 33–35
connections, 35
maintenance, 306–308
battery life, 307
security, 307–308
Windows Mobility Center, 306
setting up, 32–35
laser printers, 107
launching. *See* starting
LCD displays, 18–19
Light mode
changing to, 85
in Microsoft Edge, 139
LinkedIn, 206–208
accounts, creating, 207
customizing profile page, 207–208
finding connections, 208
navigating, 207
sending messages, 208
links, 136
Linux, 21
listening to music, 9
on CDs, 284
downloaded music, 283–284

online radio stations, 281–282
streaming music, 278–281
listing on Craigslist, 163–165
live information on apps, 90
live TV shows, watching, 269–270
LiveXLive, 281
Lock screen (Windows), personalizing, 88–90
adding apps, 90
background photo/color, 89, 251
slide shows, 90
logging in
to Facebook, 190
to Twitter, 198–199
to Windows, 46–47
methods of, 92
with multiple user accounts, 94
logging out of user accounts (Windows), 94

M

macOS, 21
magnetic data storage, 14
Mail app, 169–174
accounts, adding, 171
messages
creating attachments, 174
reading/replying to, 171–172
sending, 173–174
viewing attachments, 172
navigating, 170
maintenance
on laptops, 306–308
battery life, 307
security, 307–308
Windows Mobility Center, 306
on PCs, 300–306
Disk Cleanup, 300–301
keyboards, 304–305
monitors, 305
printers, 305–306
ScanDisk, 302–303
system units, 304
Uninstall or Change a Program, 301–302
updating Windows, 303
malware, 287
email spam, 293–295
blocking, 294
protecting email address, 294
phishing scams, 295
preventing with firewalls, 293
spyware, 292
viruses, 288–292
antivirus software, 290–292
reducing risk of, 289–290
signs of infection, 288
sources of, 288–289
maximizing windows, 51
MB (megabytes), 13
Mbps (megabits per second), 122
memory, 13–14
memory card readers, 102
transferring photos to PCs, 249
mentions (@), 200
menu bars, 219
menus in apps, 219–220
messages (email)
attachments
creating, 174
security, 173
viewing, 172
reading/replying to, 171–172
sending, 173–174
messages (LinkedIn), sending, 208
messages (text), 9, 180–183
creating, 182–183
sending/receiving, 181–182
Your Phone app installation/configuration, 180
mice, 16–17, 102
operations with, 49–53
double-clicking, 49
dragging and dropping, 50
maximizing/minimizing/closing windows, 51
mouse over, 50
moving and resizing windows, 50–51
peeking at desktop, 53
point and clicking, 49
right-clicking, 49
scrolling windows, 51–52
Windows shortcuts, 59–60
microblogging, 198
microprocessors, 12–13
Microsoft Edge, 136–143
basic operations, 137
browsing history, 137–138
Favorites bar, 141
web pages
InPrivate Browsing, 142–143
Light/Dark mode, 139
opening Favorites, 140–141
opening in multiple tabs, 139
reading view, 142
saving as Favorites, 139–140
setting Start page, 143
Microsoft Excel, 231–238
cells
AutoSum, 235
entering data, 232–233
formulas, 234–235
functions, 236
referencing consecutive, 236
charts, 237–238
formatting, 236–237
navigating, 231–232
rows/columns
inserting/deleting, 233
resizing, 233–234
Microsoft Office, 224–227
Excel, 231–238
AutoSum, 235

creating charts, 237–238
entering data, 232–233
formatting, 236–237
formulas, 234–235
functions, 236
inserting/deleting rows/columns, 233
navigating, 231–232
referencing consecutive cells, 236
resizing columns, 233–234
PowerPoint, 238–240
adding/formatting text, 240
inserting slides, 239–240
navigating, 238–239
running slide shows, 240
themes, 239
transitions, 240
versions
choosing, 227
desktop versions, 224–227
online versions, 225–227
Word, 228–231
creating/opening/saving documents, 229
editing text, 230
entering text, 229–230
formatting text, 230
navigating, 228–229
printing documents, 231
spell-checking/grammar-checking, 231
Microsoft OneDrive
accessing from File Explorer, 78
cost of, 80
file management, 79
syncing files, 80
Microsoft PowerPoint, 238–240
navigating, 238–239
slide shows
adding/formatting text, 240
inserting slides, 239–240
running, 240
themes, 239
transitions, 240
Microsoft Store, 212–214
Microsoft Windows. *See* Windows
Microsoft Word, 228–231
documents
creating/opening/saving, 229
editing text, 230
entering text, 229–230
formatting text, 230
printing, 231
spell-checking/grammar-checking, 231
navigating, 228–229
minimizing windows, 51
mini-towers, 37
modems, 131
monitors, 18–19, 102
maintenance, 305
motherboard, 11–12
mouse over, 50
movies. *See also* streaming video
buying/renting, 270–273
Amazon Prime Video, 271
FandangoNOW, 272
Google Play, 272–273
watching, 9
DVD movies, 273
on TVs, 274
moving
files, 73
taskbar, 87
taskbar icons, 57
windows, 50–51
multiple tabs, opening web pages, 139
music
buying/downloading, 282–283
listening to, 9
on CDs, 284
downloaded music, 283–284
online radio stations, 281–282
streaming music, 278–281

N

names of files. *See* filenames
Napster, 281
navigating
apps
with menus, 219–220
with toolbars/ribbons, 220–221
Facebook, 190–191
File Explorer, 67
folders, 68
Google Docs, 240–241
LinkedIn, 207
Mail app, 170
Microsoft Excel, 231–232
Microsoft PowerPoint, 238–239
Microsoft Word, 228–229
Pinterest, 202
Start menu (Windows), 53–54
Twitter, 199
nesting folders, 68
Netflix, 267
Network & Internet settings (Windows), 96
network connections, 17
copying files over, 76
PCs
accessing, 127–128
connections, 125–127
printer sharing, 108–109
types of, 122–123
wired networks, 122
wireless networks, 122–123
network routers, 122
News Feed (Facebook), viewing, 196–197
notebooks. *See* laptops
notification area (Windows), 48
notifications (Windows), 48, 58–59

O

Office 365 Home, 224
Office 365 Personal, 224
Office Home and Business 2019, 225
Office Home and Student 2019, 225
office suites, 223
  Google Docs, 240–243
    Google Sheets, 242–243
    Google Slides, 243
    navigating, 240–241
    as word processor, 242
  Microsoft Office, 224–227
    choosing versions, 227
    desktop versions, 224–225
    Excel, 231–238
    online versions, 225–227
    PowerPoint, 238–240
    Word, 228–231
office work, 10
on-demand services, 278
OneDrive
  accessing from File Explorer, 78
  cost of, 80
  file management, 79
  syncing files, 80
online access. *See* Internet access
online auctions, 156–158
online backup services, 119
online classifieds, 161
online downloads of apps, 215–216
online music. *See* streaming music
online radio stations, 281–282
online selling
  on Craigslist, 163–165
    accepting payment, 165
    listing items, 163–165
  on eBay, 159–160
online shopping, 152–156
  on Craigslist, 161–163
    browsing listings, 161–162
    buying items, 162–163
    online classifieds, 161
  on eBay, 156–159
    fixed-price items, 158–159
    online auctions, 157–158
    safety, 159
  safety, 155–156
  steps in, 152
    checking out, 154–155
    confirming order, 155
    finding products, 152–153
    finding stores, 152
    ordering products, 153–154
    product information, 153
online versions of Microsoft Office, 225–227
opening. *See also* starting
  documents (Word), 229
  editing mode (Photos app), 252
  Settings window (Windows), 94–95
  web pages
    Favorites, 140–141
    InPrivate Browsing, 142–143
    in multiple tabs, 139
    in reading view, 142
operating systems, 21, 45
operators (Excel), 234
ordering products, 153–154
Outlook Online, 174–175

P

pages. *See* web pages
Pandora, 278–279
paper for printing photos, 258
parental controls, 296–297
paths, 66
payments, accepting, 165
PCs (personal computers)
  apps
    adding shortcuts to desktop, 219
    finding, 217–218
    pinning to Start menu, 218
    pinning to taskbar, 219
  choosing, 27–28
  copying files between, 76–77
    over networks, 76
    with portable drives, 76–77
    via email, 77
  fear of, 28
  hardware, 11–19
    CD/DVD drives, 15
    hard disk drives, 14
    keyboards, 15–16
    mice and touchpads, 16–17
    microprocessors, 12–13
    motherboard, 11–12
    network connections, 17
    RAM, 13–14
    solid-state drives (SSD), 14–15
    sound cards and speakers, 18
    video cards and monitors, 18–19
  maintenance, 300–306
    Disk Cleanup, 300–301
    keyboards, 304–305
    monitors, 305
    printers, 305–306
    ScanDisk, 302–303
    system units, 304
    Uninstall or Change a Program, 301–302
    updating Windows, 303
  network connections
    accessing, 127–128
    connecting, 125–127
  operating systems, 21
  peripherals
    connections, 103–105

printers, 105–110
types of, 19–20, 102–103
portable devices, connections, 110–111
setting up
2-in-1 PCs, 32–35
all-in-one desktops, 36–37
desktop PCs, 37–41
laptops, 32–35
space considerations, 32
turning on first time, 41–42
software, 20–21
storage
external, 116
internal capacity, 115
syncing files, 80
transferring photos to, 248–250
from camera, 249
from cloud-based storage, 248
from memory card, 249
by scanning, 249–250
from smartphone/tablet, 248
troubleshooting, 308–314
freezes/crashes, 310–312
refreshing system files, 312–313
resetting system, 313–314
Safe mode, 309
steps in, 308–309
turning off, 62–63
TVs, connections, 111–112, 274
types of, 22–27
2-in-1 PCs, 26–27
all-in-one desktops, 23
desktop PCs, 22
laptops, 23–25
tablets, 25–26
uses for, 8–10
communication, 8–9
entertainment, 9
games, 10
information, 10
Internet access, 8
photo sharing, 9
social networking, 8
work, 10
Peek button (Windows), 49, 53 57
peeking at desktop (Windows), 53
peripherals
connections, 103–105
printers, 105–110
connections, 108
maintenance, 305–306
printing to, 109–110
sharing, 108–109
types of, 106–107
types of, 19–20, 102–103
personal checks, as payment, 165
personal computers. *See* PCs (personal computers)
Personalization settings (Windows), 97
personalizing
desktop (Windows), 84–88
accent colors, 85–86
background photo/color, 84–85
Light/Dark mode, 85
Start menu, 88
taskbar, 87–88
themes, 86–87
Lock screen (Windows), 88–90
adding apps, 90
background photo/color, 89, 251
slide shows, 90
profile pages (LinkedIn), 207–208
profile pages (Twitter), 201
with Settings window (Windows)
Accounts settings, 97
Apps settings, 97
Cortana settings, 98
Devices settings, 96
Ease of Access settings, 98
Gaming settings, 97
Network & Internet settings, 96
opening settings, 94–95
Personalization settings, 97
Phone settings, 96
Privacy settings, 98
Search settings, 98
System settings, 95
Time & Language settings, 97
Update & Security settings, 99
phishing scams, 295
Phone settings (Windows), 96
photo-editing software, 20
photos
on desktop background, personalizing, 84–85
editing, 252–258
brightness, 254–255
canceling changes, 255
color levels, 255–256
cropping/rotating, 252–253
filters, 253–254
opening editing mode, 252
removing red-eye, 256–257
retouching, 257
vignettes, 257–258
on Lock screen, personalizing, 89–90, 251
printing, 258–260
choosing printers/paper, 258
in Photo app, 259
professionally, 260
profile picture, changing, 91–92
sharing, 9, 260
transferring to PCs, 248–250
from camera, 249
from cloud-based storage, 248
from memory card, 249
by scanning, 249–250
from smartphone/tablet, 248

viewing, 183, 250–251
Photos app, 250–260
editing photos, 252–258
brightness, 254–255
canceling changes, 255
color levels, 255–256
cropping/rotating, 252–253
filters, 253–254
opening editing mode, 252
removing red-eye, 256–257
retouching, 257
vignettes, 257–258
printing photos, 258–260
sharing photos, 260
viewing photos, 250–251
pictures. *See* photos
Pictures folder (Windows), 250
pinning apps
to Start menu, 218
to taskbar, 57, 219
pins (Pinterest)
pinning from websites, 204–205
repinning, 203–204
viewing, 202–203
Pinterest, 201–206
boards
creating, 205–206
pinning from websites, 204–205
repinning pins, 203–204
viewing, 202–203
following people, 203
navigating, 202
pixels, 19
PlayStation Vue, 270
point and clicking, 49
POP (Post Office Protocol), 168
Popcornflix, 268
portable devices, connections, 110–111
portable drives, copying files with, 76–77
ports, 20, 103
HDMI, 104
TV connections, 111–112, 274
USB, 104–105
portable device connections, 110–111
transferring photos to PCs, 248–249
Post Office Protocol (POP), 168
posting status updates (Facebook), 194–195
PowerPoint. *See* Microsoft PowerPoint
presentation programs, 223
Google Slides, 243
Microsoft PowerPoint, 238–240
adding/formatting text, 240
inserting slides, 239–240
navigating, 238–239
running slide shows, 240
themes, 239
transitions, 240
preventive maintenance. *See* maintenance
printers, 19, 102, 105–110
choosing for printing photos, 258
connections, 108
maintenance, 305–306
printing to, 109–110
sharing, 108–109
types of, 106–107
printing
documents (Word), 231
photos, 258–260
choosing printers/paper, 258
in Photo app, 259
professionally, 260
to printers, 109–110
privacy settings
Facebook, 195–198
Windows, 98
private browsing in Microsoft Edge, 142–143
problem-solving. *See* troubleshooting
products
ordering, 153–154
reviews, 153
searching for, 152–153
viewing information, 153
professionally printed photos, 260
profile pages
Facebook, viewing, 193
LinkedIn, customizing, 207–208
Twitter, customizing, 201
profile picture, changing, 91–92
programs. *See* apps
public Wi-Fi hotspots, 132–133
purchasing. *See* buying; shopping online

R

radio stations, 281–282
Radio.com, 281
RAM (random access memory), 13–14
reading
email messages, 171–172
text messages, 181–182
reading view (Microsoft Edge), 142
rebooting, 46
receiving text messages, 181–182
Recycle Bin (Windows), 49, 74–75
emptying, 75
restoring deleted files, 74
red-eye, removing in photos, 256–257
referencing consecutive cells (Excel), 236
Refresh PC, 312–313

refreshing system files, 312–313
rejecting friend requests (Facebook), 192
reminders, setting with Cortana, 148–149
removing. *See also* deleting
  apps, 301–302
  cases, 40
  red-eye in photos, 256–257
  taskbar icons, 57
  unused files, 300–301
renaming files/folders, 72
renting movies, 270–273
  Amazon Prime Video, 271
  FandangoNOW, 272
  Google Play, 272–273
repinning pins (Pinterest), 203–204
replying
  to email messages, 171–172
  to text messages, 181–182
Reset PC, 313–314
resetting system, 313–314
resizing
  columns (Excel), 233–234
  windows, 50–51
resolution, 19
restoring
  backups, 118–119
  deleted files, 74
retail stores, buying apps, 215
retouching photos, 257
reviews of products, 153
ribbons
  apps, 220–221
  File Explorer, 68
  Microsoft Word, 228–229
right-clicking, 49
rotating photos, 252–253
rows (Excel), 232
  inserting/deleting, 233
running slide shows (PowerPoint), 240

S

safe computing guidelines, 296–297
Safe mode, 309
safety. *See* security
saving
  documents, 51, 229
  web pages as Favorites, 139–140
ScanDisk, 302–303
scanners, 19, 102, 249–250
screens. *See* monitors
ScreenTips, 229
scrolling windows, 51–52
Search box (Windows), 48
search engines, 145–146
Search settings (Windows), 98
searching. *See also* finding
  for apps in Microsoft Store, 212–214
  for connections (LinkedIn), 208
  with Cortana
    from taskbar, 147–148
    voice searches, 148
  on Craigslist, 161–162
  for files, 70
  for friends (Facebook), 191–193
  for products, 152–153
  for stores, 152
  for web pages, 145–147
    choosing keywords, 146
    fine-tuning results, 147
    with Google, 145–146
security
  attachments, 173
  for children, 296–297
    content-filtering software, 296
    safe computing guidelines, 296–297
    on social networking, 209
  Craigslist sales, 165
  on eBay, 159
  email spam, 293–295
    blocking, 294
    protecting email address, 294
  firewalls, 293
  for laptops, 307–308
  online shopping, 155–156
  phishing scams, 295
  on social networking
    for adults, 209
    for children, 209
  spyware, 292
  viruses, 288–292
    antivirus software, 290–292
    reducing risk of, 289–290
    signs of infection, 288
    sources of, 288–289
selecting. *See* choosing
selling online
  on Craigslist, 163–165
    accepting payment, 165
    listing items, 163–165
  on eBay, 159–160
sending
  email messages, 173–174
  LinkedIn messages, 208
  text messages, 181–182
  tweets, 200
setting up PCs
  2-in-1 PCs, 32–35
  all-in-one desktops, 36–37
  desktop PCs, 37–41
  laptops, 32–35
  space considerations, 32
  turning on first time, 41–42
setting up wireless networks, 123–125
  connections, 125–127
  hardware requirements, 124
Settings window (Windows)
  Accounts settings, 97
  Apps settings, 97
  Cortana settings, 98
  Devices settings, 96
  Ease of Access settings, 98
  Gaming settings, 97
  Network & Internet settings, 96

opening, 94–95
Personalization settings, 97
Phone settings, 96
Privacy settings, 98
Search settings, 98
System settings, 95
Time & Language settings, 97
Update & Security settings, 99
sharing
photos, 9, 260
printers, 108–109
shopping carts, 154
shopping online, 152–156
on Craigslist, 161–163
browsing listings, 161–162
buying items, 162–163
online classifieds, 161
on eBay, 156–159
fixed-price items, 158–159
online auctions, 157–158
safety, 159
safety, 155–156
steps in, 152
checking out, 154–155
confirming order, 155
finding products, 152–153
finding stores, 152
ordering products, 153–154
product information, 153
shortcut icons (Windows), 49
shortcuts
for apps, adding to desktop, 219
in Windows, 59–60
Shout Factory TV, 268
shutting down Windows, 62–63
forced shutdown, 310–311
signing in/out. *See* logging in; logging out
Sirius/XM Radio, 282
Skype, 183–186
contacts, adding, 184–185
video calling, 185–186
slide shows
in Google Slides, 243
on Lock screen, 90
in PowerPoint
adding/formatting text, 240
inserting slides, 239–240
running, 240
themes, 239
transitions, 240
Sling TV, 270
smartphones, transferring photos to PCs, 248
SMTP servers, 168
snapping windows, 50
social networking, 8–9
Facebook, 190–198
accepting/rejecting friend requests, 192
creating accounts, 190
finding friends, 191–193
logging in, 190
navigating, 190–191
posting status updates, 194–195
privacy settings, 195–198
viewing News Feed, 196–197
viewing profile page, 193
LinkedIn, 206–208
creating accounts, 207
customizing profile page, 207–208
finding connections, 208
navigating, 207
sending messages, 208
Pinterest, 201–206
creating boards, 205–206
following people, 203
navigating, 202
pinning from websites, 204–205
repinning pins, 203–204
viewing boards/pins, 202–203
security
for adults, 209
for children, 209
Twitter, 198–201
creating accounts, 198–199
customizing profile page, 201
following people, 200–201
logging in, 198–199
navigating, 199
sending tweets, 200
software, 11, 20–21. *See also* apps
solid-state drives (SSD), 14–15, 102–103
sorting files/folders, 70
sound cards, 18, 103
spam, 293–295
blocking, 294
protecting email address, 294
speakers, 18, 103
speed of Internet access, 130–131
spell-checking text in Word, 231
spiders, 145
Spotify, 280
spreadsheets, 20, 223
Google Sheets, 242–243
Microsoft Excel, 231–238
AutoSum, 235
creating charts, 237–238
entering data, 232–233
formatting, 236–237
formulas, 234–235
functions, 236
inserting/deleting rows/columns, 233
navigating, 231–232
referencing consecutive cells, 236
resizing columns, 233–234
spyware, 292
SSD (solid-state drives), 14–15, 102–103

Start button (Windows), 48
Start menu (Windows), 53–55
  All Apps list, 61
  navigating, 53–54
  personalizing, 88
  pinning apps, 218
  starting apps, 55
  in tablet mode, 60–61
Start page (Microsoft Edge), setting, 143
starting
  apps
    in Start menu, 55
    with taskbar, 56
  File Explorer, 66–67
  Windows, 46–47
    in Safe mode, 309
status updates (Facebook)
  posting, 194–195
  privacy settings, 195–196
  viewing News Feed, 196–197
storage
  CD/DVD drives, 15
  cloud-based, 77–80
    accessing from File Explorer, 78
    backups to, 119
    cost of, 80
    file management in OneDrive, 79
    syncing files, 80
    types of, 80
  external, 20, 116
    backups to, 117
    connections, 116
  hard disk drives, 14
  internal capacity, 115
  RAM, 13–14
  solid-state drives (SSD), 14–15
stores, searching for, 152
streaming music, listening to, 278–281
  list of services, 280–281
  Pandora, 278–279
  Spotify, 280
streaming video, watching, 264–270
  Amazon Prime Video, 264–265
  Hulu, 266
  list of services, 268
  live TV shows, 269–270
  Netflix, 267
  on TVs, 274
subfolders, 68
submenus, 220
Surface Pro, 26
surge suppressors, 32
switching
  apps, 56–58
  user accounts (Windows), 93–94
  windows, 56
syncing files, 80
system files, refreshing, 312–313
System settings (Windows), 95
system units, 37–40
  maintenance, 304

T

tablet mode (Windows), 60–61
tablets, 25–26
  transferring photos to PCs, 248
tabs
  in File Explorer, 68
  opening web pages, 139
Task Manager, 311–312
taskbar (Windows), 48, 55–59
  Action Center, 58–59
  Cortana searches, 147–148
  icons, 55, 57
  Jump Lists, 56–57
  personalizing, 87–88
  pinning apps, 219
  starting apps, 56
  switching windows, 56
TB (terabytes), 14, 115
technical support. *See* troubleshooting
televisions. *See* TVs (televisions)
text
  editing in Word, 230
  entering
    in PowerPoint, 240
    in Word, 229–230
  formatting
    in PowerPoint, 240
    in Word, 230
  spell-checking/grammar-checking in Word, 231
text messages, 9, 180–183
  creating, 182–183
  sending/receiving, 181–182
  Your Phone app installation/configuration, 180
themes
  choosing, 86–87
  of slides (PowerPoint), 239
Tidal, 281
Time & Language settings (Windows), 97
title slides (PowerPoint), 239–240
toolbars in apps, 220–221
ToolTips, 221
touchpads, 16–17
  operations with, 49–53
    double-clicking, 49
    dragging and dropping, 50
    maximizing/minimizing/closing windows, 51
    mouse over, 50
    moving and resizing windows, 50–51
    peeking at desktop, 53
    point and clicking, 49
    right-clicking, 49
    scrolling windows, 51–52
touchscreens, 17
  Windows with, 60–62
    All Apps list, 61
    operations with, 62
    tablet mode, 60–61

towers, 37
transferring photos to PCs, 248–250
  from camera, 249
  from cloud-based storage, 248
  from memory card, 249
  by scanning, 249–250
  from smartphone/tablet, 248
transitions (PowerPoint), 240
troubleshooting, 308–314
  freezes/crashes, 310–312
    causes of, 310
    forced shutdown, 310–311
    major crashes, 312
    refreshing system files, 312–313
    resetting system, 313–314
    Task Manager, 311–312
  Safe mode, 309
  steps in, 308–309
Tubi, 268
TuneIn Radio, 281
turning off PCs, 62–63
turning on PCs
  first time, 41–42
  logging in to Windows, 46–47
TVs (televisions). *See also* streaming video
  connections, 111–112, 274
  live TV shows, watching, 269–270
  watching, 9
tweets, 198
  hashtags, 200
  mentions, 200
  sending, 200
Twitter, 198–201
  accounts
    creating, 198–199
    logging in, 198–199
  customizing profile page, 201
  following people, 200–201
  navigating, 199
  tweets, 198
    hashtags, 200
    mentions, 200
    sending, 200
  tweets, sending, 200

U

ultrabooks, 25
uniform resource locators (URLs), 136
Uninstall or Change a Program, 301–302
uninstalling apps, 301–302
unpinning apps from taskbar, 57
unused apps, removing, 301–302
unused files, removing, 300–301
Update & Security settings (Windows), 99
updating Windows, 303
URLs (uniform resource locators), 136
USB cables, 20
USB drives, 103
  copying files with, 76–77
USB ports, 104–105
  portable device connections, 110–111
  transferring photos to PCs, 248–249
user accounts (Windows)
  creating, 92–93
  logging in with multiple, 94
  logging out, 94
  profile picture, changing, 91–92
  switching, 93–94

V

ventilation, 32
versions
  of Microsoft Office
    choosing, 227
    desktop versions, 224–227
    online versions, 225–227
  of Windows, 21
video calling, 9, 183–186
  contacts, adding to Skype, 184–185
  with Skype, 185–186
video cards, 18–19, 103
videos, watching. *See also* streaming video
  on TVs, 274
  YouTube, 273–274
viewing
  attachments, 172
  boards/pins (Pinterest), 202–203
  calendar views, 244–245
  email messages, 171–172
  extensions, 66
  Favorites bar (Microsoft Edge), 141
  files, changing view, 69
  News Feed (Facebook), 196–197
  photos, 183, 250–251
  product information, 153
  profile pages (Facebook), 193
  text messages, 181–182
vignettes for photos, 257–258
viruses, 288–292
  antivirus software, 290–292
  reducing risk of, 289–290
  signs of infection, 288
  sources of, 288–289
voice commands, Cortana searches, 148

W

watching
  movies, 9
    DVD movies, 273
    on TVs, 274
  streaming video, 264–270

Amazon Prime Video, 264–265
Hulu, 266
list of services, 268
live TV shows, 269–270
Netflix, 267
on TVs, 274
TV, 9
YouTube videos, 273–274
Web, 136
web browsing, 8, 10, 20. *See also* Internet access
with Google Chrome, 143–147
searches, 145–147
with Microsoft Edge, 136–143
basic operations, 137
browsing history, 137–138
Favorites bar, 141
InPrivate Browsing, 142–143
Light/Dark mode, 139
opening favorite pages, 140–141
opening multiple tabs, 139
reading view, 142
saving favorite pages, 139–140
setting Start page, 143
phishing scams, 295
web pages, 136
addresses of, 136
links, 136
opening
Favorites, 140–141
InPrivate Browsing, 142–143
in multiple tabs, 139
in reading view, 142
pinning to Pinterest, 204–205
saving as Favorites, 139–140
searching for, 145–147
choosing keywords, 146
fine-tuning results, 147
with Google, 145–146
setting Start page, 143
web-based apps, 216
web-based email, 169, 174–176
Gmail, 175–176
Outlook Online, 174–175
webcams, 20, 103
websites, 136
Wi-Fi (wireless fidelity), 123
public hotspots, 132–133
Windows, 21
Calendar app, 244–245
calendar views, 244–245
creating events, 245
cloud-based storage, 77–80
accessing from File Explorer, 78
cost of, 80
file management in OneDrive, 79
syncing files, 80
compressed folders, 75–76
compressing files, 75–76
extracting files, 76
copying files between PCs, 76–77
over networks, 76
with portable drives, 76–77
via email, 77
Cortana, 147–149
searches from taskbar, 147–148
setting reminders, 148–149
voice searches, 148
desktop
components, 47–49
personalizing, 84–88
Disk Cleanup, 300–301
File Explorer, 66–73
accessing OneDrive, 78
changing file view, 69
copying files, 72
creating folders, 71
deleting files, 73
folder navigation, 68
grouping files/folders, 70
Home tab, 71
moving files, 73
navigating, 67
Pictures folder, 250
renaming files/folders, 72
Ribbon and tabs, 68
searching for files, 70
sorting files/folders, 70
starting, 66–67
File History, 117–118
first-time startup, 42
freezes/crashes
causes of, 310
forced shutdown, 310–311
major crashes, 312
refreshing system files, 312–313
resetting system, 313–314
Task Manager, 311–312
Lock screen, personalizing, 88–90
Mail app, 169–174
adding email accounts, 171
creating attachments, 174
navigating, 170
reading/replying to messages, 171–172
sending messages, 173–174
viewing attachments, 172
mouse/touchpad operations, 49–53
double-clicking, 49
dragging and dropping, 50
maximizing/minimizing/closing windows, 51
mouse over, 50
moving and resizing windows, 50–51
peeking at desktop, 53
point and clicking, 49
right-clicking, 49
scrolling windows, 51–52
Photos app, 250–260
editing photos, 252–258
printing photos, 258–260
sharing photos, 260
viewing photos, 250–251
Recycle Bin, 74–75

emptying, 75
restoring deleted files, 74
ScanDisk, 302–303
Settings window
Accounts settings, 97
Apps settings, 97
Cortana settings, 98
Devices settings, 96
Ease of Access settings, 98
Gaming settings, 97
Network & Internet settings, 96
opening, 94–95
Personalization settings, 97
Phone settings, 96
Privacy settings, 98
Search settings, 98
System settings, 95
Time & Language settings, 97
Update & Security settings, 99
shortcuts, 59–60
shutting down, 62–63
forced shutdown, 310–311
Start menu, 53–55
navigating, 53–54
starting apps, 55
starting and logging in, 46–47
methods of, 92
with multiple user accounts, 94
Safe mode, 309
tablets, 25–26
taskbar, 55–59
Action Center, 58–59
icons, 55, 57
Jump Lists, 56–57
starting apps, 56
switching windows, 56
with touchscreens, 60–62
All Apps list, 61
operations with, 62
tablet mode, 60–61
Uninstall or Change a Program, 301–302
updating, 303
user accounts
changing profile picture, 91–92
creating, 92–93
logging in with multiple, 94
logging out, 94
switching, 93–94
versions, 21
Your Phone app, 180–183
creating text messages, 182–183
installing and configuring, 180
sending/receiving text messages, 181–182
windows
maximizing/minimizing/closing, 51
moving and resizing, 50–51
scrolling, 51–52
switching, 56
Windows 7, 21
Windows 8, 21
Windows 8.1, 21
Windows 10, 21
Windows key (Winkey), 16
Windows Media Player (WMP) app, 284
Windows Mobility Center, 306
Windows Security
firewalls, 293
spyware protection, 292
virus protection, 290–291
Windows Spotlight, 89
Windows Update, 303
Windows Vista, 21
Windows XP, 21
Winkey (Windows key), 16
wired networks, 122
wireless fidelity (Wi-Fi), 123
wireless keyboards, 15
wireless network adapters, 103
wireless networks, 17, 122–123
setting up, 123–125
connections, 125–127
hardware requirements, 124
wireless routers, 103, 123
WMP (Windows Media Player) app, 284
Word. *See* Microsoft Word
word processing, 20
word processors, 223
Google Docs, 242
Microsoft Word, 228–231
creating/opening/saving documents, 229
editing text, 230
entering text, 229–230
formatting text, 230
navigating, 228–229
printing documents, 231
spell-checking/grammar-checking, 231

Y

Your Phone app, 180–183
installing and configuring, 180
text messages
creating, 182–183
sending/receiving, 181–182
YouTube, 273–274
YouTube Music, 281
YouTube TV, 270

Z

zip files. *See* compressed folders
zombie computers, 288