

easy

Computer Basics

Windows® 10 Edition

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Michael Miller

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easy Computer Basics

Windows® 10 Edition

Michael Miller

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Indianapolis, Indiana 46240

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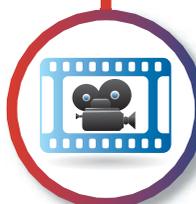
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DEDICATION

To Sherry—life together *is* easier.

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IT'S AS EASY AS 1-2-3

Each part of this book is made up of a series of short, instructional lessons, designed to help you understand basic information.

- 1 Each step is fully illustrated to show you how it looks onscreen.
- 2 Each task includes a series of quick, easy steps designed to guide you through the procedure.
- 3 Items that you select or click in menus, dialog boxes, tabs, and windows are shown in **bold**.

Tips, notes, and cautions give you a heads-up for any extra information you might need while working through the task.

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USING THE WINDOWS START MENU

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

- 1 Click the **Start** button to open the Start menu.
- 2 Favorite programs are "pinned" to the right of the main Start menu in resizable tiles. Click a tile to open the application; scroll down to view more tiles.
- 3 Click **All Apps** to display a list of all installed applications.

Continued

NOTE

Windows 8/8.1 Start In Windows 8 and 8.1, Microsoft removed the Start menu, instead forcing users to use a new Start screen, designed for touchscreen use. In Windows 10 the Start menu is returned and the Start screen is removed. (Although tablet users can display the Start menu in full-screen mode.)

TIP

Shut Down To close Windows and shut down your computer, click the **Power** button on the Start menu and then select **Shut Down**.

INTRODUCTION

Computers don't have to be scary or difficult. Computers can be *easy*—if you know what to do.

That's where this book comes in. *Easy Computer Basics, Windows 10 Edition* is an illustrated, step-by-step guide to setting up and using your new computer. You'll learn how computers work, how to connect all the pieces and parts, and how to start using them. All you have to do is look at the pictures and follow the instructions. Pretty easy.

After you learn the basics, I show you how to do lots of useful stuff with your new PC. You learn how to use Microsoft Windows to copy and delete files; use Google's Gmail and the Windows Mail app to send and receive email messages; use Microsoft Word to write letters and memos; use your web browser and Microsoft's new Cortana virtual assistant to search for information on the Internet; and use Facebook, Pinterest, and Twitter to keep up with what your friends are doing. We even cover some fun stuff, including listening to music, viewing digital photographs, and watching movies and TV shows online.

If you're worried about how to keep your PC up and running, we cover some basic system maintenance too. And, just to be safe, I also show you how to protect your computer when you're online. It's not hard to do.

To help you find the information you need, I've organized *Easy Computer Basics, Windows 10 Edition* into 16 chapters.

Chapter 1, "Understanding Personal Computers," discusses all the types of personal computers out there and describes the pieces and parts of a typical computer system. Read this chapter to find out all about desktops, all-in-ones, notebooks, and tablets—and the things like hard drives, keyboards, mice, and printers that make them tick.

Chapter 2, "Setting Up Your PC," shows you how to connect all the pieces and parts of a typical PC and get your new computer system up and running.

Chapter 3, "Connecting Peripherals and Other Devices," shows you how to connect other things—including your living room TV—to your new computer.

Chapter 4, "Setting Up a Wireless Home Network," helps you connect all the computers in your house to a wireless network and share a broadband Internet connection.

Chapter 5, "Using Microsoft Windows 10," introduces the backbone of your entire system—the Microsoft Windows 10 operating system—and shows you both basic operations and how to get the most out of it.

Chapter 6, "Personalizing Windows," shows you how to customize Windows 10's desktop and lock screen, how to change colors and backgrounds, and how to add new users to your system.

Chapter 7, "Working with Software Applications," walks you through everything you need to know about software applications, including how to find new apps in Microsoft's Windows Store.

Chapter 8, "Using Microsoft Word," shows you how to use both desktop and online versions of Microsoft's popular word processor to create letters and other documents.

Chapter 9, "Working with Files and Folders," shows you how to use File Explorer and Microsoft's OneDrive to manage all the computer files you create—by moving, copying, renaming, and deleting them.

Chapter 10, "Using the Internet," is all about how to get online and what to do when you're there—including how to use the new Edge web browser to surf the Web, search for information, and shop for items online. You'll also learn how to use Cortana, Microsoft's virtual assistant, to search both the Internet and your own computer.

Chapter 11, "Communicating with Email," is all about using email to communicate with friends, family, and co-workers. The focus is on Windows 10's Mail app, as well as Google's Gmail service.

Chapter 12, "Sharing with Facebook and Other Social Networks," introduces you to the fascinating

world of social networking—and shows you how to share with friends on Facebook, Pinterest, and Twitter.

Chapter 13, “Watching TV and Movies Online,” shows you how to use your computer to watch television programming, movies, and other videos from Netflix, Hulu, and YouTube.

Chapter 14, “Playing Digital Music,” shows you how to stream your favorite music online from Spotify and Pandora, as well as how to purchase and download music from Apple’s iTunes Store—and listen to CDs on your computer with the Windows Media Player app.

Chapter 15, “Viewing and Editing Digital Photos,” helps you connect a digital camera to your PC, transfer your photos to your PC, touch up problem pictures, and view them on your computer screen.

Chapter 16, “Protecting Your Computer,” is all about defending against online menaces, keeping your PC running smoothly, backing up your important files, and recovering from serious crashes.

And that’s not all. At the back of the book, you’ll find a glossary of common computer terms—so you can understand what all the techie types are talking about!

(By the way, if something looks a little different on your computer screen than it does in your book, don’t dismay. Microsoft is constantly doing little updates and fixes to Windows, so it’s possible the looks of some things might have changed a bit between my writing this book and your reading it. Nothing to worry about.)

So, is using a computer really this easy? You bet—just follow the simple step-by-step instructions, and you’ll be computing like a pro!

Chapter 2



SETTING UP YOUR PC

When you first get a new PC, you have to get everything set up, connected, and ready to run. If you're using a traditional desktop PC, setup involves plugging in all the external devices—your monitor, speakers, keyboard, and such. If you're using an all-in-one desktop, the task is a bit easier because the system unit, monitor, and speakers are all in a single unit; all you have to connect are the keyboard and mouse.

Setup is even easier if you have a notebook PC, because all the major components are built in to the computer itself. Same thing with a tablet; there's really nothing to connect.

If you're connecting a desktop PC, or even a notebook with external peripherals, start by positioning it so that you easily can access all the connections on the unit. You'll need to carefully run the cables from each of the external peripherals to the main unit, without stretching the cables or pulling anything out of place. And remember, when you plug in a cable, make sure that it's *firmly* connected—both to the computer and to the specific piece of hardware. Loose cables can cause all sorts of weird problems, so be sure they're plugged in really well.

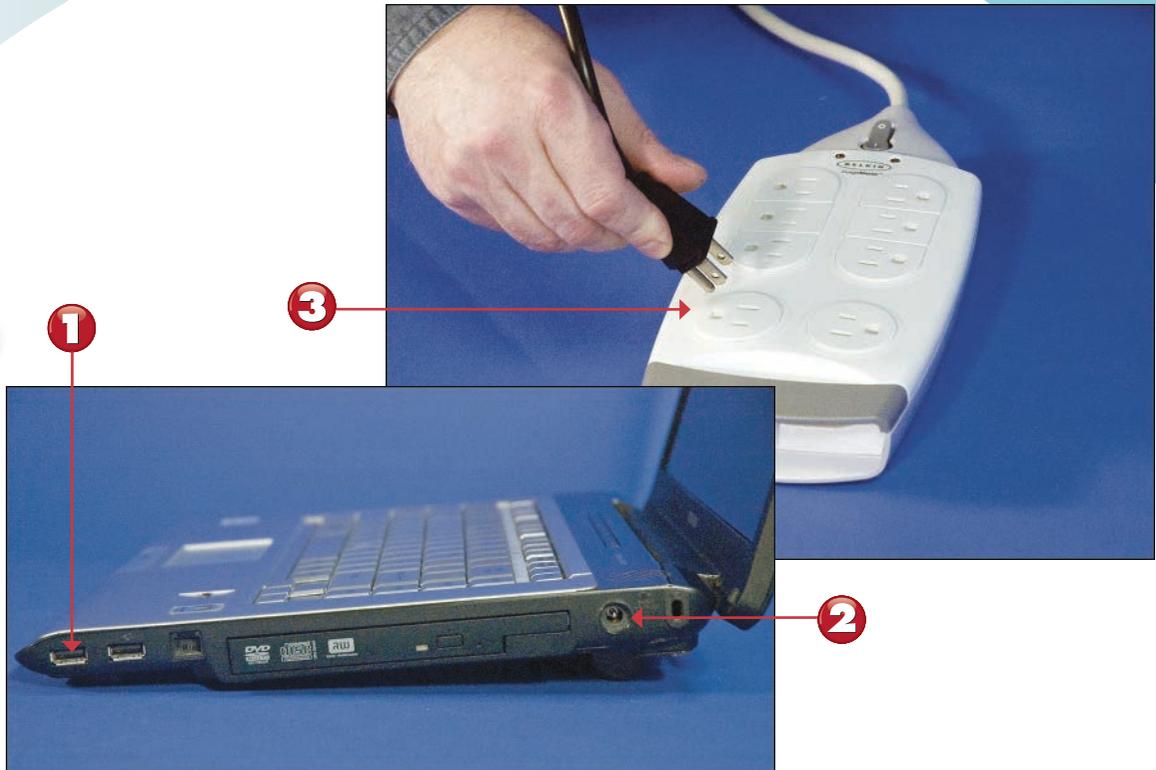
DESKTOP COMPUTER SYSTEM



SETTING UP A NOTEBOOK PC

Setting up a notebook PC is much simpler than setting up a desktop model. That's because almost everything is built in to the notebook—except external peripherals, such as a printer. Just connect the printer, plug your notebook into a power outlet, and you're ready to go.

Start



- 1** If you have a printer, connect one end of your printer's USB cable to a USB port on your notebook; connect the other end of the cable to your printer.
- 2** Connect one end of your computer's power cable to the power connector on the side or back of your notebook; connect the other end of the power cable to a power source.
- 3** Connect your printer and other powered external peripherals to an appropriate power source.

End



TIP

External Peripherals If you're using an external mouse or keyboard, connect it to a USB port on your notebook. If you're using an external monitor, connect it to your notebook's external video port. ■

SETTING UP AN ALL-IN-ONE DESKTOP PC

In an all-in-one desktop PC, the speakers and system unit are built in to the monitor, so you have fewer things to connect—just the mouse, keyboard, and any external peripherals, such as a printer. This makes for a quicker and easier setup than with a traditional desktop PC.

Start



- 1** Connect the mouse cable to a USB port on the back of the monitor.
- 2** Connect the keyboard cable to a USB port on the back of the monitor.
- 3** Connect one end of your printer's USB cable to a USB port on the back or side of your system unit; connect the other end of the cable to your printer.
- 4** Connect one end of your computer's power cable to the power connector on the back of your system unit; connect the other end of the power cable to a power source. Connect any powered peripherals to a power source.

End



TIP

Back and Side Connections Most all-in-one PCs have USB ports on both the back and the side of the unit. It doesn't matter which of these ports you use, although connecting to the back ports is usually a little cleaner looking—it does a better job of hiding the cables from view. ■



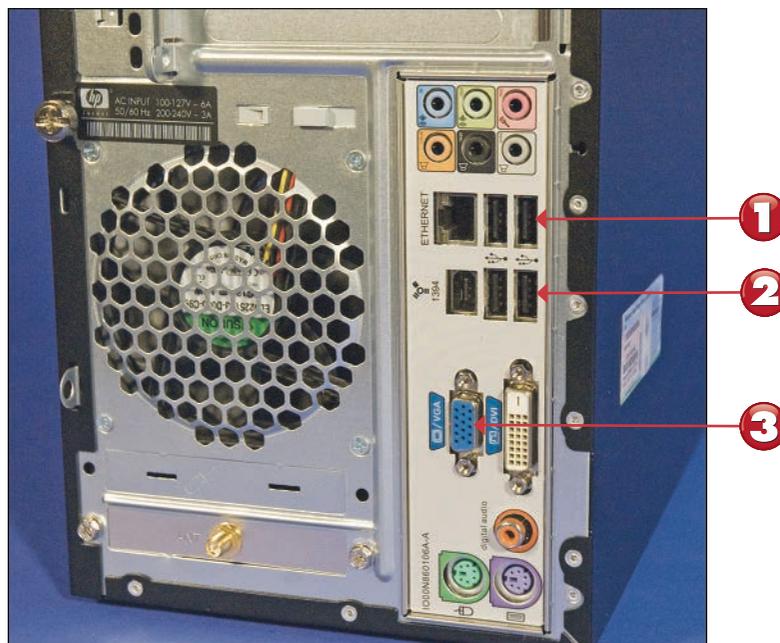
NOTE

External Speakers Some all-in-one PCs feature a speaker output you can use to add additional external speakers or perhaps a subwoofer (for better-sounding bass). On other all-in-ones, you can connect external USB speakers to an open USB port, if you like. ■

SETTING UP A TRADITIONAL DESKTOP PC

If you have a traditional desktop computer, you need to connect all the pieces and parts to your computer's system unit before powering it on. After connecting all your peripherals, you can then connect your system unit to a power source. Just make sure the power source is turned off before you connect!

Start



- 1** Connect the mouse cable to a USB port on your system unit.
- 2** Connect the keyboard cable to a USB port on your system unit.
- 3** Connect the blue monitor cable to the blue monitor port on your system unit; make sure the other end is connected to your video monitor. (If your monitor has a DVI or HDMI connection, use that instead.)

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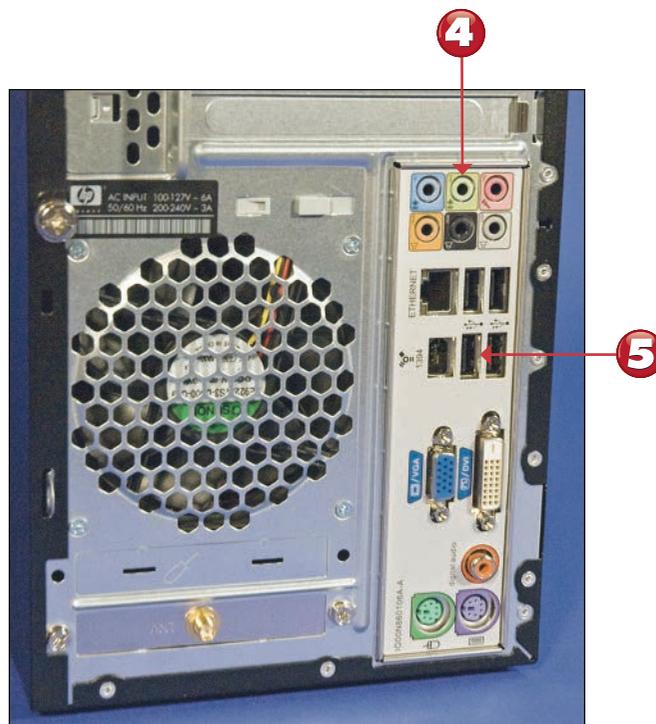
NOTE

Mice and Keyboards Most newer mice and keyboards connect via USB. Some older models, however, connect to dedicated mouse and keyboard ports on your system unit. You should use whatever connection is appropriate. ■



TIP

Digital Connections Some newer computer monitors use a Digital Video Interface (DVI) or HDMI (High-Definition Multimedia Interface) connection instead of the older Video Graphics Array (VGA) type of connection. If you have a choice, a DVI or HDMI connection delivers a crisper picture than the older analog connection. HDMI is preferred if you're connecting to a flat-screen TV or home theater system because it transmits both video and audio. ■



- 4** Connect the green phono cable from your main external speaker to the audio-out or sound-out connector on your system unit; connect the other end of the cable to the speaker.
- 5** Connect one end of your printer's USB cable to a USB port on the back of your system unit; connect the other end of the cable to your printer.

Continued



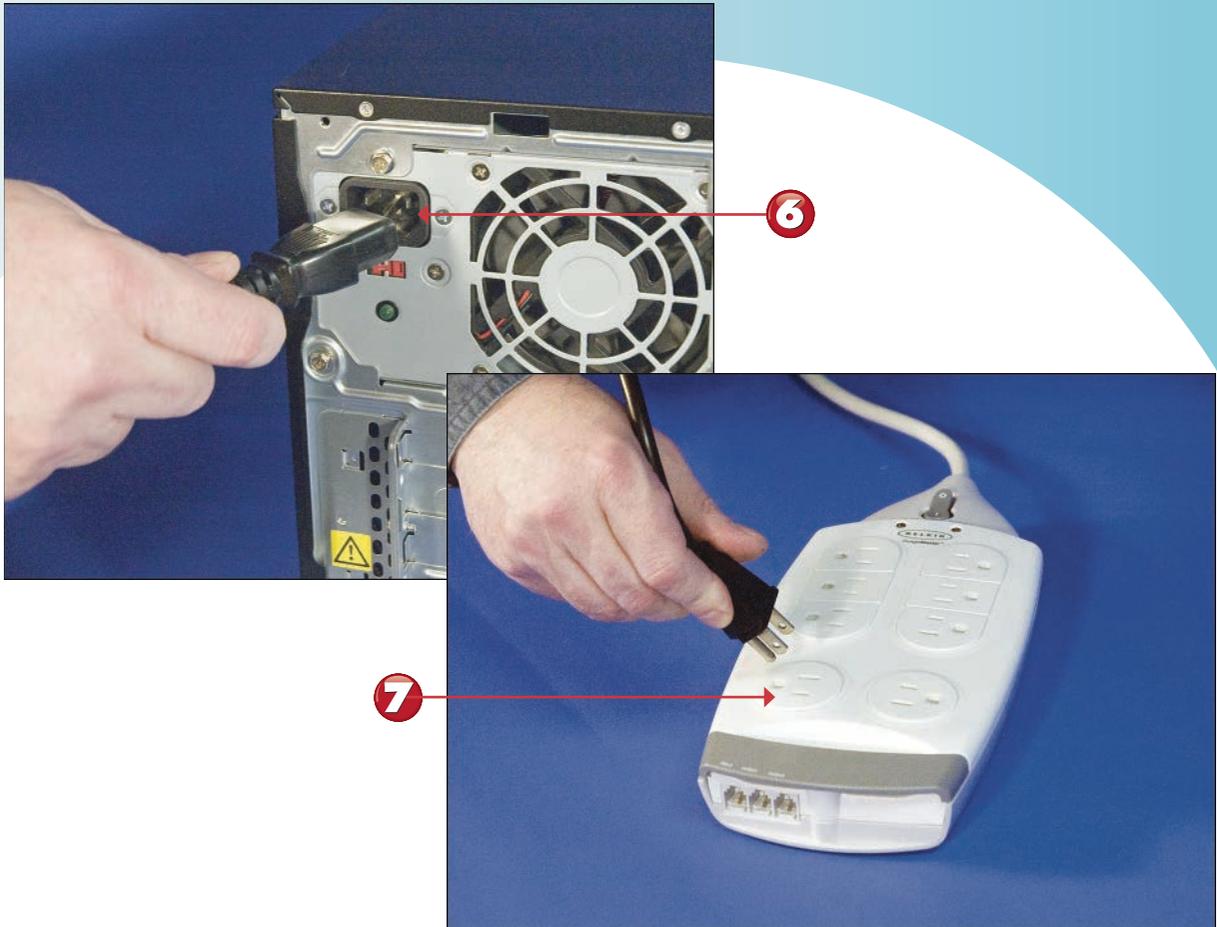
TIP

Your Connection May Vary Not all speaker systems connect the same way. For example, some systems run the main cable to one speaker (such as the sub-woofer) and then connect that speaker to the other speakers in the systems. Other systems connect via USB. Make sure to read the manufacturer's instructions before you connect your speaker system. ■



NOTE

Connect by Color Most PC manufacturers color-code the cables and connectors to make connecting things even easier. Just plug the blue cable into the blue connector and so on. ■



- 6** Connect one end of your computer's power cable to the power connector on the back of your system unit; connect the other end of the power cable to a power source.
- 7** Connect your printer, speakers, and other powered external peripherals to an appropriate power source.

End



TIP

Use a Surge Suppressor For extra protection, connect the power cable on your system unit to a surge suppressor rather than directly into an electrical outlet. This protects your PC from power-line surges that can damage its delicate internal parts. ■



CAUTION

Power Surges A power surge, whether from a lightning strike or due to an issue with your electric company, can do significant damage to a computer system. Too much power, even for just a second, can destroy your computer's microprocessor, memory chips, and other delicate components. In many instances, recovery from a power surge is either costly or impossible. ■

POWERING ON

Now that you have everything connected, sit back and rest for a minute. Next up is the big step: turning it all on!

Start



- 1** Turn on your printer, monitor (for a traditional desktop PC), and other powered external peripherals.
- 2** If you're using a notebook PC, open the notebook's case so that you can see the screen and access the keyboard.
- 3** Press the power or "on" button on your computer.

End



NOTE

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



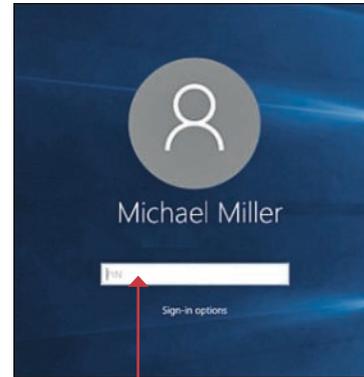
CAUTION

Go in Order Your computer is the *last* thing you turn on in your system. That's because when it powers on it has to sense all the other components—which it can do only if the other components are plugged in and turned on. ■

LOGGING ON TO WINDOWS

Windows launches automatically as your computer starts. After you get past the Windows lock screen, you're taken directly to the Windows Start screen, and your system is ready to run.

Start



- 1** When you start your PC, you see the Windows lock screen; press any key to display your logon information.
- 2** Enter your password (if necessary) and press **Enter** on your keyboard.

End



TIP

Starting for the First Time The first time you start your new PC, you're asked to perform some basic setup operations, including activating and registering Windows and configuring your system for your personal use. ■

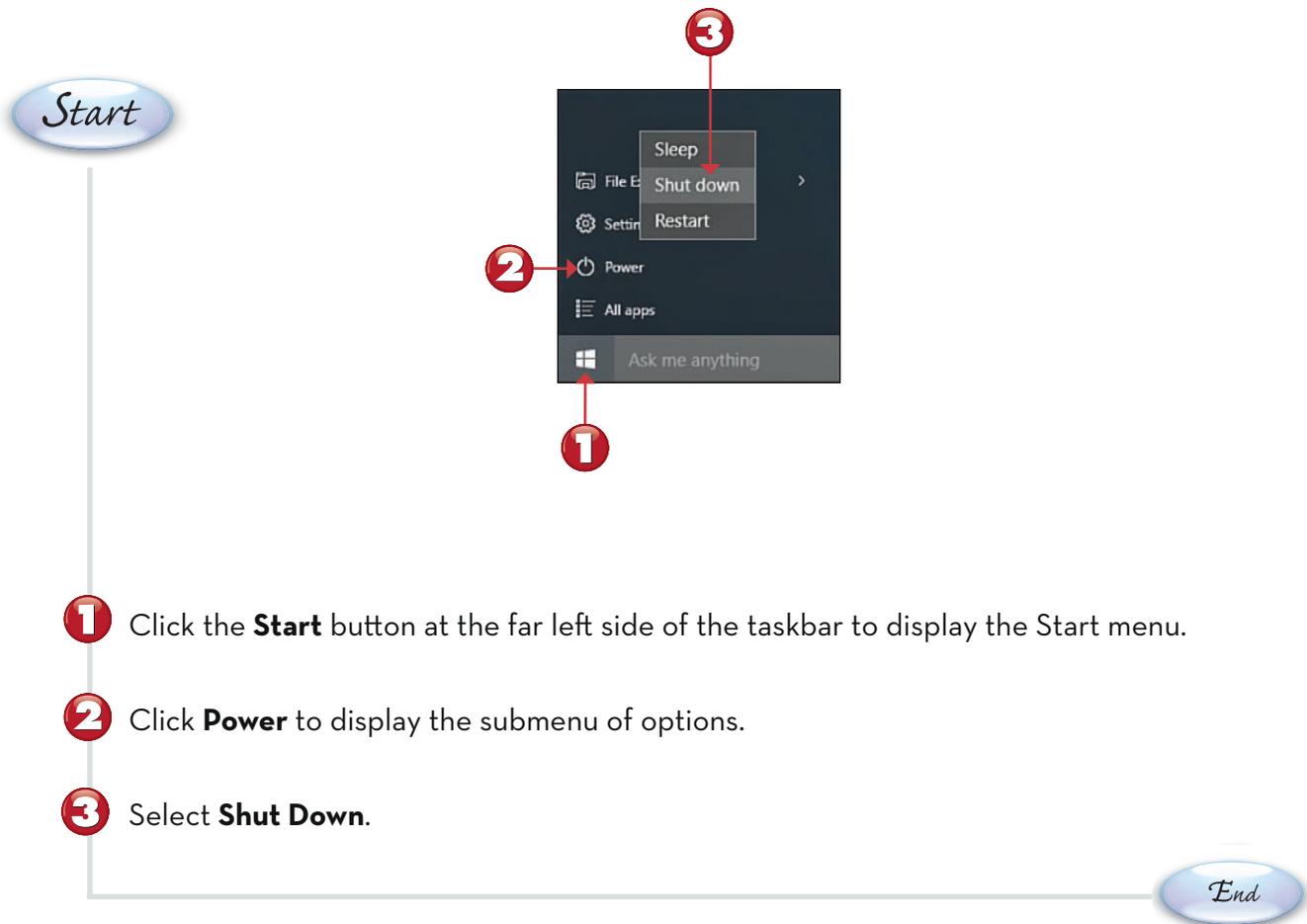


NOTE

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

SHUTTING DOWN

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 things off through the official Windows procedure.



- 1 Click the **Start** button at the far left side of the taskbar to display the Start menu.
- 2 Click **Power** to display the submenu of options.
- 3 Select **Shut Down**.



TIP

Sleep Mode If you're using a notebook or tablet PC, Windows includes a special Sleep mode that keeps your computer running in a low-power state, ready to start quickly when you open the lid or turn it on again. In most instances, you enter Sleep mode by closing the tablet cover or the lid of your notebook. ■

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