My Windows 10 Computer for Seniors







Michael Miller

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My Windows 10 Computer for Seniors

Michael Miller

Michael Miller



800 East 96th Street, Indianapolis, Indiana 46240 USA



My Windows® 10 Computer for Seniors

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About the Author

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

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

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Dedication

To Sherry. As always.

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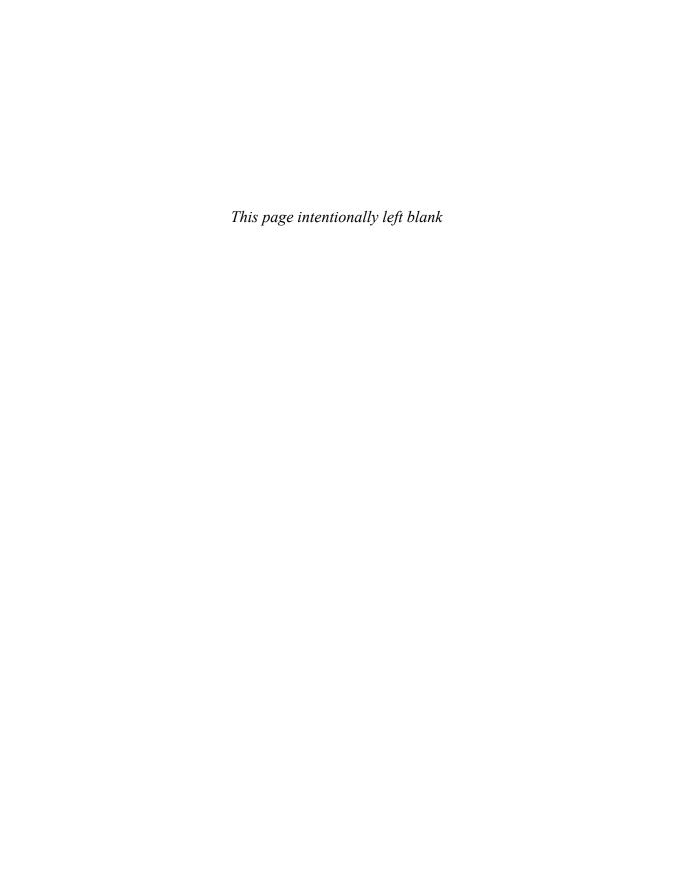
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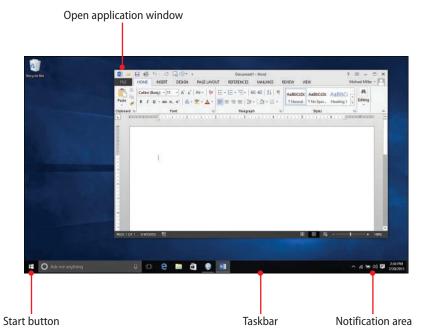
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In this chapter, you find out how to turn on and start using a new Windows 10 computer.

- → Powering Up and Powering Down
- → Finding Your Way Around Windows

3

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

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

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

Powering Up and Powering Down

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

Booting Up

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

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

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



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

Go in Order

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



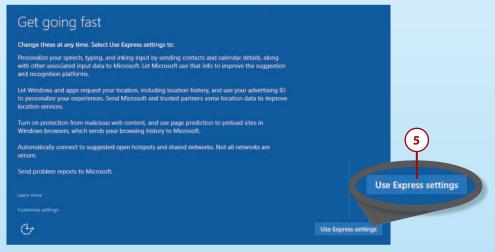
2 If you're using a notebook PC, open the notebook's case so that you can see the screen and access the keyboard.



3 Press the power or "on" button on your computer. Windows starts up and begins displaying a series of Setup windows and screens.



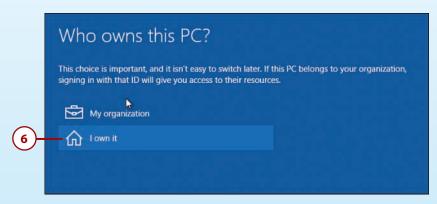
When you see the Here's the Legal Stuff screen, read Microsoft's license terms, and then click Accept to proceed. (If you don't accept the terms, you can't use Windows!)



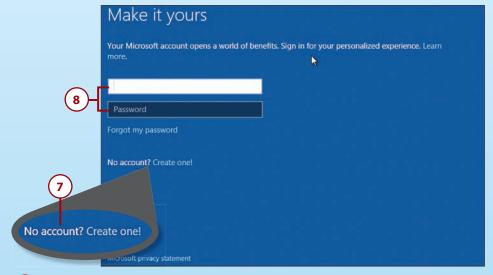
When you see the Get Going Fast screen, click Use Express Settings. (You can click Customize Settings to configure each setting separately, but the Express Settings work best for most users.)

Wireless Network

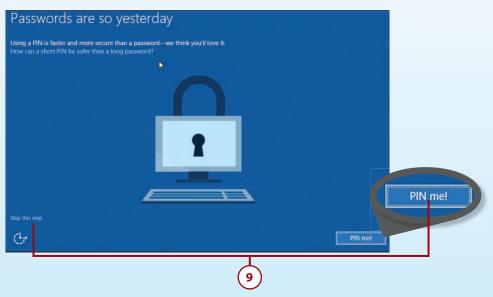
If any wireless networks are available, the installation process prompts you to select your network from the list; do so and then click Connect. If no network is available, select Connect to a Wireless Network Later. Learn more about connecting wirelessly in Chapter 11, "Connecting to the Internet—at Home or Away."



(6) If prompted as to who owns this PC, click I Own It.



- 7 You are now prompted to enter the username (email address) and password for your Microsoft account. If you do not yet have a Microsoft account, click Create One! and follow the onscreen instructions.
- (8) If you already have a Microsoft account (for Outlook.com, Hotmail, OneDrive, or another Microsoft service), enter your email address and password, and then click Sign In.



9 You may be prompted to use a personal identification number (PIN) to sign in to your PC rather than a traditional password. This is more secure than entering a password, and may be easier for some people. If you want to do this, click PIN Me! and follow the onscreen instructions. Otherwise, click Skip This Step.



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

Windows now continues the installation process, sets up your default *apps* (short for *applications*), and then displays the desktop.

>>>**Go Further**windows accounts

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

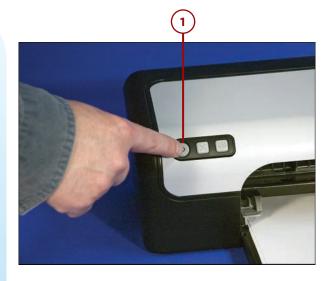
You use your email address to create the new user account. If you don't have an existing email address (or don't want to use it, for some reason or another), Microsoft lets you create a new email account at the same time you're activating Windows.

Learn more about user accounts, passwords, and the like in Chapter 6, "Personalizing Windows."

Turn On Your System— Normally

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

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





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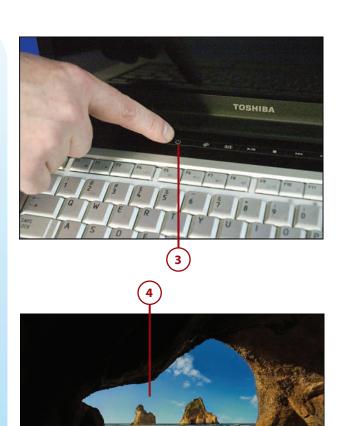
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3 Press the power or "on" button on your computer. Windows launches automatically and displays the lock screen.

Lock Screen Information

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

- 4 Press any key or move your mouse to display the sign-in screen.
- 5 Enter your password (if necessary), and then press the Enter key on your keyboard.





Turn Off Your Computer

How you turn off your PC depends on what type of computer you have. If you have a notebook or tablet model, you can press the unit's power (on/off) button—although that typically will put your PC into Sleep mode, not turn it all the way off. The better approach is to shut down your system through Windows.

- 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 Click Shut Down.

Sleep Mode

If you're using a notebook PC, Windows includes a special Sleep mode that keeps your computer running in a low-power state, ready to start up quickly when you open the lid or turn it on again. You can enter Sleep mode from the Power Options menu—or, with many notebook PCs, by pressing the unit's power button.



Finding Your Way Around Windows

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

Use the Start Menu

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

- 1 Click the Start button to open the Start menu.
- 2 Favorite programs are "pinned" to the right of the main Start menu in resizable tiles. To launch an application, click an item with your mouse, or move to that item using the arrow keys and press Enter on your keyboard.
- To display a list of all applications installed on your PC, click All Apps.

Different Looks

Your Start screen probably looks a little different from the ones shown in this chapter—in particular the tiles you see. That's because every person's system is different, depending on the particular programs and apps you have installed on your PC.



- 4 Applications in the All Apps list are listed in alphabetical order, organized by letter; click an app to open it.
- Some apps are organized in folders by publisher or type of application; click a folder to view its contents.
- 6 Click Back to return to the main Start menu.

Quick Access Menu

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



Use the Taskbar

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



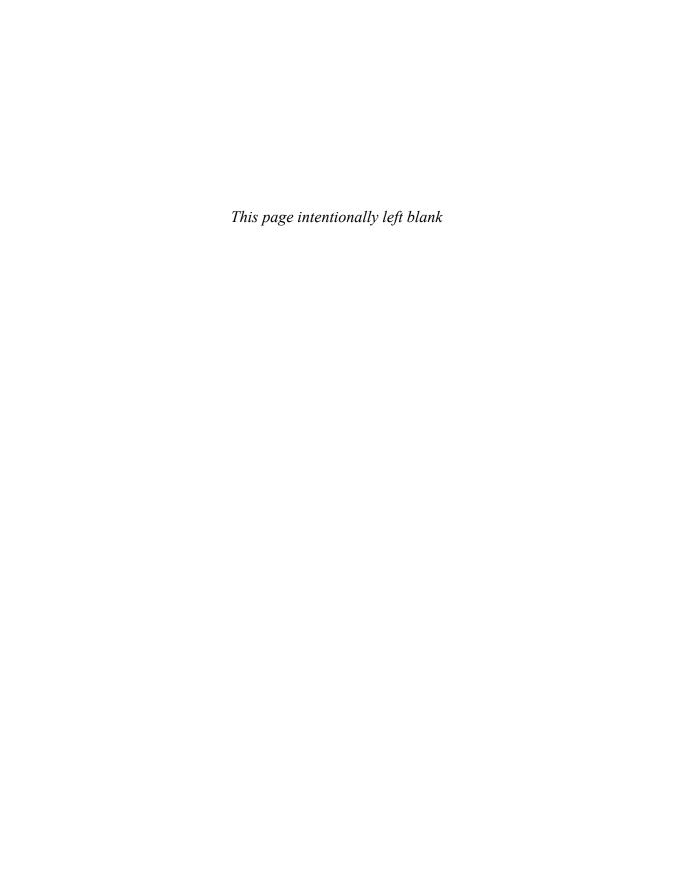
- (1) To open an application from the taskbar, click the application's icon.
- 2 To search your computer for files and apps, or the Web for additional information, click within the Cortana search box ("Ask me anything") and type your query.
- (3) To view all open applications in thumbnail form, click the Task View button.
- 4 To open File Explorer (to manage the files on your computer), click the File Explorer icon.



- 5 The far right side of the taskbar is called the notification area, and it displays icons for essential Windows operations. To view more details about any item displayed in this area, click that item's icon.
- 6 To open the Windows Action Center, which includes system notifications and key actions, click the Notifications icon.

Taskbar Icons

A taskbar icon with a plain background represents an unopened application. A taskbar icon with a line underneath represents a running application. A taskbar icon with a shaded background represents the highlighted or topmost window on your desktop. An application with multiple documents open is represented by "stacked" lines underneath the icon.



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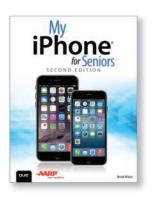
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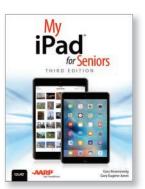


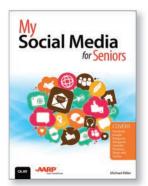
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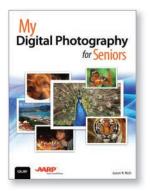
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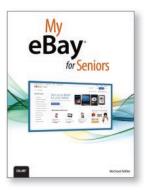












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