# COSSI Vindous® 10 Second Edition

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#### THE LEAST YOU NEED TO KNOW

Windows 10's improved desktop and Tablet mode provide a great balance of easy access to media and news and robust system management. To discover some of the most useful features included in Windows 10, see the following suggestions.



#### **Cortana Voice-enabled Search**

Cortana searches your system and the Internet to find the information you need and helps you organize your life.



#### Connect Windows 10 with Your Xbox One

Use Windows 10 to enhance your gaming experience with XBox One or Xbox One S: play back your best gaming moments, control your Xbox One/One S from your Windows 10 device, and share achievements with friends and rivals.



#### Settings Puts You in Charge of Windows 10

Use the new and improved Settings dialog boxes to control how Windows 10 works. From desktop to users, from Tablet mode to networking, Settings makes it easy to stay in charge.



#### Software and Media Shopping Has Never Been Easier

The new Store makes it easy to find Universal apps, classic Windows apps, music, movies, and TV shows.



#### File Explorer for All Your Files

Windows 10's File Explorer makes finding your files easier than ever before with quick access to your favorite files and folders and easy-access OneDrive cloud storage, network locations, and HomeGroup members.



Mark Edward Soper



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#### EASY WINDOWS® 10

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Mark Edward Soper has been using Microsoft Windows starting with version 1.0, and since 1992 he has taught thousands of computer troubleshooting and network students across the country how to use Windows as part of their work and everyday lives. Mark is the author of Easy Windows 10, Easy Windows 8.1, Easy Windows 8, Easy Microsoft Windows 7, Teach Yourself Windows 7 in 10 Minutes, and Using Microsoft Windows Live. Mark also has contributed to Que's Special Edition Using series on Windows Me. Windows XP. and Windows Vista. as well as Easy Windows Vista and Windows 7 In Depth. In addition, he has written two books about Windows Vista: Maximum PC Microsoft Windows Vista Exposed and Unleashing Microsoft Windows Vista Media Center.

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#### DEDICATION

To Katie, as you begin a new journey.

#### ACKNOWLEDGMENTS

This book might have my name on the cover, but plenty of people behind the scenes make it possible and provide the encouragement needed to create a useful and enjoyable work. Thank you for reading this book. Here are some of the people who helped make it possible.

My wife, Cheryl, is a modern-day Proverbs 31 woman. Her encouragement has helped me every moment since we first met. We celebrate 40 years of marriage this year, and more than that as a team. She is truly a gift from God.

I first saw Microsoft Windows back when it was a home for a simple paint program and a simple wordprocessing program that needed MS-DOS to work. Windows has come a long way, and here are some of the people who gave me the opportunity to learn about it.

Thanks go to Jim Peck and Mayer Rubin, for whom I taught thousands of students how to troubleshoot systems running Windows 3.1, 95, and 98; magazine editors Edie Rockwood and Ron Kobler, for assigning me to dig deeper into Windows; Ed Bott, who provided my first opportunity to contribute to a major Windows book; Scott Mueller, who asked me to help with *Upgrading and Repairing Windows*; Ivy Tech Corporate College and the University of Southern Indiana, for teaching opportunities; Bob Cowart and Brian Knittel, for helping continue my real-world Windows education. And, of course, the Microsoft family.

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I have worked with Que Publishing and Pearson since 1999, and I'm looking forward to many more years—and books—together!

## WE WANT TO HEAR FROM YOU!

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

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

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### INTRODUCTION WHY THIS BOOK WAS WRITTEN

Que Publishing's Easy series is famous for providing accurate, simple, step-by-step instructions for popular software and operating systems. Windows 10 Anniversary Edition (or AE for short) is the first major update to Windows 10, providing more features, superior management, and better ease of use for users with a keyboard and mouse, a touchscreen, or a convertible 2-in-1 device. To make Windows 10 AE work for you, *Easy Windows 10*, Second Edition is here to help you understand and use it. Whether you're a veteran Windows user or new to Windows and computers, there's a lot to learn, and we're here to help.

Easy Windows 10, Second Edition gives you a painless and enjoyable way to discover the essential features of Windows. We spent months with Windows 10 AE to discover its new and improved features and learn the best ways to show you what it does, and you get the benefit: an easy-to-read visual guide that gets you familiar with the latest Microsoft product in a hurry.

Your time is valuable, so we've concentrated our efforts on features you're likely to use every day. Our objective: to help you use Windows to make your computing life better, more productive, and even more fun.

#### HOW TO READ EASY WINDOWS 10, SECOND EDITION

So, what's the best way to read this book?

You have a few options, based on what you know about computers and Windows. Try one of these:

- Start at Chapter 1, "What's New and Improved in Windows 10 Anniversary Edition," and work your way through.
- Go straight to the chapters that look the most interesting.

• Hit the table of contents or the index and go directly to the sections that tell you stuff you don't know already.

Any of these methods will work—and to help you get a better feel for what's inside, here's a closer look at what's in each chapter.

#### BEYOND THE TABLE OF CONTENTS—WHAT'S INSIDE

Chapter 1, "What's New and Improved in Windows 10 Anniversary Edition," provides a quick overview of the most important new and improved features in Windows 10 AE, including Tablet mode, voice-enabled searches and reminders with Cortana, more powerful settings options, and more. If you're reading this book mainly to brush up on what's new and different, start here and follow the references to the chapters with more information.

Chapter 2, "Upgrading to Windows 10 AE," is designed for users of Windows 7 or Windows 8.1 who are upgrading to Windows 10 AE. This chapter covers the updating process and helps you make the best choices along the way.

Chapter 3, "Logging In, Starting Up, and Shutting Down Windows 10 Anniversary Edition with a Touchscreen," shows you how to log in to Windows 10 AE, how to use Tablet mode, how to find and launch programs from the Start or All Apps menu, how to use the touch keyboard or handwriting interface, how to use shortcut keys, how to lock and unlock your computer, and how to shut it down or put it into sleep mode.

Chapter 4, "Logging In to Windows 10 Anniversary Edition and Customizing the Start Menu," helps you understand how to use the Start menu, customize it, use keyboard shortcuts, lock and unlock your system from the keyboard, and shut it down or put it into sleep mode. Chapter 5, "Using Cortana Search," provides step-bystep instructions on how to use Cortana in Desktop or Tablet modes, enable and use voice search, create and edit voice reminders, start apps by voice, add Cortana to iOS or Android mobile devices, and turn off Cortana.

Chapter 6, "Running Apps," shows you how to search for, run, switch between, change window size, and close desktop and Modern UI apps. You also learn how to snap windows and use jump lists.

Chapter 7, "Web Browsing with Microsoft Edge," helps you use powerful features such as Web Notes, Cortana integration, and new browser extensions that enable Edge to translate foreign-language pages and much more.

Chapter 8, "Playing and Creating Music and Audio," shows you how to manage and add to your digital music collection and create audio recordings using Groove Music and Voice Recorder.

Chapter 9, "Enjoying Videos," shows you how to manage and add to your digital video, TV, and movie collection using Video.

Chapter 10, "Viewing and Taking Photos with Camera," is your guide to the Camera and Photos apps. Whether you use your tablet's built-in webcam and backward-facing camera or a digital camera, you'll learn how to view and edit your pictures, change camera settings, and record video.

Chapter 11, "Connecting with Friends," shows you how to use the People, Facebook, Mail, Calendar, Skype Preview, and Notifications apps in Windows 10 AE to stay in touch with friends and family.

Chapter 12, "News, Weather, Sports, and Money," introduces you to key features in the new and improved News, Weather, Sports, and Money apps.

Chapter 13, "Using Windows Ink," introduces you to the new Windows Ink Workspace and its pen-enabled apps. Create notes, reminders, and simple drawings you can store and share. Chapter 14, "Storing and Finding Your Files," helps you manage files, folders, and drives, burn data discs, copy/move files safely, and use OneDrive cloud storage.

Chapter 15, "Discovering and Using Windows 10 AE's Tools and Accessories," helps you use built-in apps such as Alarms & Clock, Calculator, Character Map, and Notepad.

Chapter 16, "Using the Windows Store," takes you on a tour of the preferred way to get free and commercial apps and media content for your device. Learn how to search for apps, download free apps, buy new apps, and uninstall apps.

Chapter 17, "Gaming," shows you how to build a gaming library from the Windows Store, connect to your Xbox One or Xbox One S, and connect to other users so you can stream games to your Windows device, record your best gaming moments, and compare achievements with friends.

Chapter 18, "Printing and Scanning," shows you how to use your printer, scanner, or multifunction device to print documents and photos on plain or photo paper, and how to scan documents and photos, too.

Chapter 19, "Managing Windows 10 AE," helps you master Windows 10 AE's improved Settings so you can add an additional display, manage devices, configure privacy settings, and much more.

Chapter 20, "Networking Your Home with Home-Group," shows you how to connect to wireless networks and use the HomeGroup feature to set up and manage a network with Windows 7, Windows 8/8.1, and Windows 10 AE computers.

Chapter 21, "Customizing Windows," helps you make Windows look the way you want by tweaking the Start menu, desktop background, screen saver, time zone, and taskbar. Chapter 22, "Adding and Managing Users," introduces you to different ways to set up a Windows login for users, how to add additional users, and how to create Child accounts for use with Microsoft Family parental controls.

Chapter 23, "Protecting Your System," shows you how to keep Windows 10 AE updated, protect your files with File History backups, use Notifications, and check for spyware and viruses with Windows Defender.

Chapter 24, "System Maintenance and Performance," helps you improve system speed and battery life, check disk capacity, solve disk errors, learn more about what Windows is doing by using Task Manager, and learn to use Reset and Troubleshooters to solve problems that can prevent your system from running properly.

Baffled by PC and Windows terminology? Check out the Glossary!

Also be sure to check out additional tasks available online at www.quepublishing.com/register.

Enjoy!

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Chapter 3



#### LOGGING IN, STARTING UP, AND SHUTTING DOWN WINDOWS 10 ANNIVERSARY EDITION WITH A TOUCHSCREEN

Whether you're upgrading from Windows 7, switching to a new PC after running older versions of Windows, or upgrading from Windows 8/8.1, Windows 10 Anniversary Edition is designed to work the way you're accustomed to working. In this chapter, you find out how to use a touchscreen (such as those found on tablets, convertible 2-in-1 devices, or some all-in-one desktops) to log in to Windows, move around the Windows menus, and lock, sleep, or shut down your system. If you use a mouse and keyboard instead of a touchscreen, skip ahead to Chapter 4, "Logging In to Windows 10 Anniversary Edition and Customizing the Start Menu."



#### LOGGING IN WITH A TOUCHSCREEN

To log in to Windows 10 Anniversary Edition, you must know the username and password (if any) set up for your account. If you installed Windows 10 AE yourself, be sure to make note of this information when you are prompted to provide it during the installation process. You also log in to Windows 10 AE when you are waking up the computer from sleep, unlocking it, or restarting it.



Tap each letter in your password.

**(** - **)** 

Tap to switch to the symbols and numbers keyboard.



Continued



Tap symbols and numbers in your password.

To see your password as you enter it, hold down the eye symbol (visible after you enter at least one character of your password).

Tap twice to start Windows.



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#### THE START AND ALL APPS MENUS IN TABLET MODE

Devices that do not have a physical keyboard (or have the keyboard detached or folded away) typically start Windows 10 Anniversary Edition in Tablet Mode. In this lesson, you learn the major features of Tablet Mode.





- Tap to open the All apps menu.
  Recently added apps.
  Most-used apps.
  Tap to install a suggested app.
  Scroll down to see apps in alphanumeric order.
- Click or tap to return to the previous view.

End

As you have seen in the previous lessons, Tablet Mode is designed to be touch-friendly. If you use a convertible or two-in-one (tablet plus laptop) device, Tablet Mode might not be configured to start automatically. If Tablet Mode did not start automatically when you started Windows, you can start it from the Notifications menu. Here's how.



#### STARTING AND CLOSING A UNIVERSAL OR MODERN UI APP

Modern UI apps and Universal apps (which work on any Windows device, including Windows 10 Mobile) are optimized for touchscreens. Although they are started the same way in either regular or Tablet Mode, Tablet Mode uses a different way to close them. In this example, I start and close Calculator from the All Apps menu.



Tap a Modern UI or Universal app to start it.

When you are finished using the app, press and hold the top edge of the screen.

Drag the app downward.

Continue to drag the app window down until it disappears. The Tablet Mode Start menu appears immediately afterward.



**Pinning Files and Apps** To learn more about pinning files and apps to the Start menu or the taskbar, see Chapter 6, "Running Apps."

End

If you have a password on your account, you can lock your PC when you leave it and unlock it when you return. On laptop and desktop computers, you typically lock your system with the Windows key+L combination. However, you can also lock it with a touchscreen. Here's how.



#### **CHOOSING SLEEP, SHUT DOWN, OR RESTART**

When it's time to put away the computer, Windows 10 Anniversary Edition makes it easy. Want to go back to work (or play) right where you left off? Choose Sleep. Want to "put away" your PC and start fresh next time? Choose Shut Down. In this lesson, you learn how to perform these tasks using the Start menu's Power button. These same tasks can also be performed from the login screen shown earlier in this chapter.



- Tap **Shut down** to shut down the device.
- Tap **Restart** to close Windows AE and restart it.

End

#### CAUTION

**Power Options from the Login Screen** The Power button is also available from the login screen and works the same way as from the Start menu. However, if you select **Shut down** or **Restart** when you or other users are logged in to the system, you are warned that shutting down or restarting can cause data loss. Be sure that any logged-in users have saved their work and closed their apps before you shut down or restart Windows AE.

On tablets and laptops with touchscreens, the touch keyboard can also be used for text input using handwriting recognition. And if you have a touchpad with a stylus, you can also use this feature. Here's how to switch to and use handwriting recognition from the touch keyboard, using WordPad (found in the Windows Accessory folder in All Apps) as the app in this example.







- Print the text you want to insert with your finger or stylus.
  - If your printing is misrecognized, tap the correct word from the list (if present).
- 6 The text is automatically inserted into your text input area as it is recognized.
  - Tap the backspace button to remove any erroneous printing.
- 🔁 Tap the spacebar button to add a space.
  - Tap the Enter (Return) button to start a new paragraph.
  - Tap to close the keyboard.

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