

easy

Computer Basics

Windows® 10 Edition

See it done. Do it yourself.



About This eBook

ePUB is an open, industry-standard format for eBooks. However, support of ePUB and its many features varies across reading devices and applications. Use your device or app settings to customize the presentation to your liking. Settings that you can customize often include font, font size, single or double column, landscape or portrait mode, and figures that you can click or tap to enlarge. For additional information about the settings and features on your reading device or app, visit the device manufacturer's Web site.

Many titles include programming code or configuration examples. To optimize the presentation of these elements, view the eBook in single-column, landscape mode and adjust the font size to the smallest setting. In addition to presenting code and configurations in the reflowable text format, we have included images of the code that mimic the presentation found in the print book; therefore, where the reflowable format may compromise the presentation of the code listing, you will see a “Click here to view code image” link. Click the link to view the print-fidelity code image. To return to the previous page viewed, click the Back button on your device or app.

easy
Computer Basics

Windows® 10 Edition

Michael Miller

que®

**800 East 96th Street
Indianapolis, Indiana 46240**

EASY COMPUTER BASICS, WINDOWS® 10 EDITION

Copyright © 2016 by Pearson Education

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-5452-3

ISBN-10: 0-7897-5452-5

Library of Congress Control Number: 2015945675

Printed in the United States of America

First Printing: September 2015

Associate Publisher

Greg Wiegand

Acquisitions Editor

Michelle Newcomb

Development Editor

Charlotte Kughen

Managing Editor

Kristy Hart

Senior Project Editor

Betsy Gratner

Technical Editor

Vince Averello

Copy Editor

Cheri Clark

Indexer

Lisa Stumpf

Proofreader

Leslie Joseph

Publishing Coordinator

Cindy Teeters

Compositor

Mary Sudul

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an “as is” basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at corpsales@pearsoned.com or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the U.S., please contact international@pearsoned.com.

Table of Contents

[CHAPTER 1 Understanding Personal Computers](#)

[CHAPTER 2 Setting Up Your PC](#)

[CHAPTER 3 Connecting Peripherals and Other Devices](#)

[CHAPTER 4 Setting Up a Wireless Home Network](#)

[CHAPTER 5 Using Microsoft Windows 10](#)

[CHAPTER 6 Personalizing Windows](#)

[CHAPTER 7 Working with Software Applications](#)

[CHAPTER 8 Using Microsoft Word](#)

[CHAPTER 9 Working with Files and Folders](#)

[CHAPTER 10 Using the Internet](#)

[CHAPTER 11 Communicating with Email](#)

[CHAPTER 12 Sharing with Facebook and Other Social Networks](#)

[CHAPTER 13 Watching TV and Movies Online](#)

[CHAPTER 14 Playing Digital Music](#)

[CHAPTER 15 Viewing and Editing Digital Photos](#)

[CHAPTER 16 Protecting Your Computer](#)

[Glossary](#)

[Index](#)

Contents

CHAPTER 1 UNDERSTANDING PERSONAL COMPUTERS

[Types of Computers](#)

[Getting to Know Desktop PCs](#)

[Getting to Know All-in-One PCs](#)

[Getting to Know Notebook PCs](#)

[Getting to Know Tablet PCs](#)

[Connectors](#)

[Hard Disk Drives: Long-Term Storage](#)

[Keyboards](#)

[Touchpads](#)

[Memory Card Readers](#)

[CD and DVD Drives](#)

[Computer Screens](#)

[Printers](#)

CHAPTER 2 SETTING UP YOUR PC

[Desktop Computer System](#)

[Setting Up a Notebook PC](#)

[Setting Up an All-in-One Desktop PC](#)

[Setting Up a Traditional Desktop PC](#)

[Powering On](#)

[Logging On to Windows](#)

[Shutting Down](#)

CHAPTER 3 CONNECTING PERIPHERALS AND OTHER DEVICES

[USB Connector](#)

[Connecting Devices via USB](#)

[Connecting a Printer](#)

[Connecting Your PC to Your TV](#)

CHAPTER 4 SETTING UP A WIRELESS HOME NETWORK

[Understanding How Wireless Networks Work](#)

[Setting Up Your Network's Main PC](#)

[Connecting Additional PCs to Your Wireless Network](#)

[Adding Your Computer to a Homegroup](#)

[Accessing Other Computers in Your Homegroup](#)

[Accessing Other Computers on Your Network](#)

CHAPTER 5 USING MICROSOFT WINDOWS 10

[Exploring the Windows 10 Desktop](#)

[Using the Mouse](#)

[Using the Windows Start Menu](#)

[Opening a Program](#)

[Using the Taskbar](#)

[Scrolling a Window](#)

[Maximizing, Minimizing, and Closing a Window](#)

[Switching Between Open Windows](#)

[Using Windows in Tablet Mode](#)

[Using Windows with a Touchscreen Display](#)

CHAPTER 6 PERSONALIZING WINDOWS

[Settings Window](#)

[Customizing the Start Menu](#)

[Changing the Desktop Background](#)

[Changing the Accent Color](#)

[Customizing the Lock Screen Picture](#)

[Adding Apps to the Lock Screen](#)

[Changing Your Profile Picture](#)

[Setting Up Additional Users](#)

[Switching Between Users](#)

[Configuring Windows Settings](#)

CHAPTER 7 WORKING WITH SOFTWARE APPLICATIONS

[Parts of a Window](#)

[Opening an Application](#)

[Pinning a Program to the Start Menu](#)

[Pinning a Program to the Taskbar](#)

[Creating a Desktop Shortcut](#)

[Searching for Apps](#)

[Using Universal Windows Apps](#)

[Using Context Menus](#)

[Using Pull-Down Menus](#)

[Using Toolbars](#)

[Using Ribbons](#)

[Using Windows 10's Built-In Apps](#)

[Finding New Apps in the Windows Store](#)

CHAPTER 8 USING MICROSOFT WORD

[Comparing Desktop and Web Versions of Word](#)

[Launching Word Online](#)

[Launching the Word Desktop App](#)

[Navigating Word Online](#)

[Entering Text](#)

[Cutting/Copying and Pasting Text](#)

[Formatting Text](#)

[Formatting Paragraphs](#)

[Saving Your Work](#)

[Printing a Document](#)

CHAPTER 9 WORKING WITH FILES AND FOLDERS

[File Explorer](#)

[Launching File Explorer](#)

[Exploring the Ribbon](#)

[Navigating with the Navigation Pane](#)

[Working with Folders](#)

[Changing the Way Files Are Displayed](#)

[Sorting Files and Folders](#)

[Creating a New Folder](#)

[Renaming a File or Folder](#)

[Copying a File or Folder](#)

[Moving a File or Folder](#)

[Searching for a File](#)

[Deleting a File or Folder](#)

[Restoring Deleted Files](#)

[Emptying the Recycle Bin](#)

[Compressing a File](#)

[Extracting Files from a Compressed Folder](#)

[Working with Files on OneDrive](#)

CHAPTER 10 USING THE INTERNET

[Microsoft Edge](#)

[Connecting to an Internet Wi-Fi Hotspot](#)

[Web Browsing with Microsoft Edge](#)

[Saving Favorite Pages](#)

[Returning to a Favorite Page](#)

[Opening Multiple Pages in Tabs](#)

[Searching the Web with Google](#)

[Smart Searching with Cortana](#)

[Shopping Online](#)

[Buying Items on Craigslist](#)

[Selling Items on Craigslist](#)

CHAPTER 11 COMMUNICATING WITH EMAIL

[Windows Mail App](#)

[Viewing Your Inbox and Reading Messages](#)

[Moving a Message to Another Folder](#)

[Replying to an Email Message](#)

[Composing a New Email Message](#)

[Adding Other Accounts to the Mail App](#)

[Managing Your Contacts from the People App](#)

[Reading Web-Based Email with Gmail](#)

[Replying to a Gmail Message](#)

[Composing a New Gmail Message](#)

[Sending a File via Gmail](#)

CHAPTER 12 SHARING WITH FACEBOOK AND OTHER SOCIAL NETWORKS

[Comparing Facebook, Pinterest, and Twitter](#)

[Finding Facebook Friends](#)

[Reading the News Feed](#)

[Posting a Status Update](#)

[Viewing a Friend's Timeline](#)

[Personalizing Your Timeline Page](#)

[Viewing a Friend's Photos](#)

[Sharing Your Photos on Facebook](#)

[Sharing Interesting Images with Pinterest](#)

[Finding People to Follow on Pinterest](#)

[Finding and Repinning Interesting Pins](#)

[Pinning from a Web Page](#)

[Tweeting with Twitter](#)

[Following Other Twitter Users](#)

CHAPTER 13 WATCHING TV AND MOVIES ONLINE

[Playing Movies with the Windows Movies and TV App](#)

[Watching Movies on Netflix](#)

[Watching TV Shows on Hulu](#)

[Watching Videos on YouTube](#)

[Purchasing and Downloading Movies and TV Shows from the iTunes Store](#)

[Watching Videos with iTunes](#)

[Watching Digital Videos with the Movies and TV App](#)

CHAPTER 14 PLAYING DIGITAL MUSIC

[Comparing Streaming Music Services](#)

[Streaming Music Online with Spotify](#)

[Streaming Music Online with Pandora](#)

[Downloading Music from the iTunes Store](#)

[Playing Digital Music with iTunes](#)

[Playing a CD with iTunes](#)

[Purchasing Music from the Groove Music App](#)

[Playing Digital Music with the Groove Music App](#)

CHAPTER 15 VIEWING AND EDITING DIGITAL PHOTOS

[Viewing a Picture with the Photos App](#)

[Transferring Pictures via USB](#)

[Transferring Pictures from a Memory Card](#)

[Viewing Your Photos in Windows](#)

[Editing Your Photos with the Photos App](#)

CHAPTER 16 PROTECTING YOUR COMPUTER

[Windows Action Center](#)

[Using the Windows Action Center](#)

[Defending Against Malware with Windows Defender](#)

[Deleting Unnecessary Files](#)

[Deleting Unused Programs](#)

[Backing Up Your Files](#)

[Restoring Your Computer After a Crash](#)

[GLOSSARY](#)

[INDEX](#)

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 150 best-selling books over the past 25 years. His books for Que include *Easy Facebook*, *My Facebook for Seniors*, *My Social Media for Seniors*, *My Windows 10 Computer for Seniors*, and *Computer Basics: Absolute Beginner's Guide*.

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 Greg Wiegand, Michelle Newcomb, Charlotte Kughen, Cheri Clark, Betsy Gratner, and technical editor Vince Averello.

We Want to Hear from You!

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

As an associate publisher for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book. We do have a User Services group, however, where I will forward specific technical questions related to the book.

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

Email: feedback@quepublishing.com

Mail: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

Reader Services

Visit our website and register this book at informit.com/register for convenient access to any updates, downloads, or errata that might be available for this book.

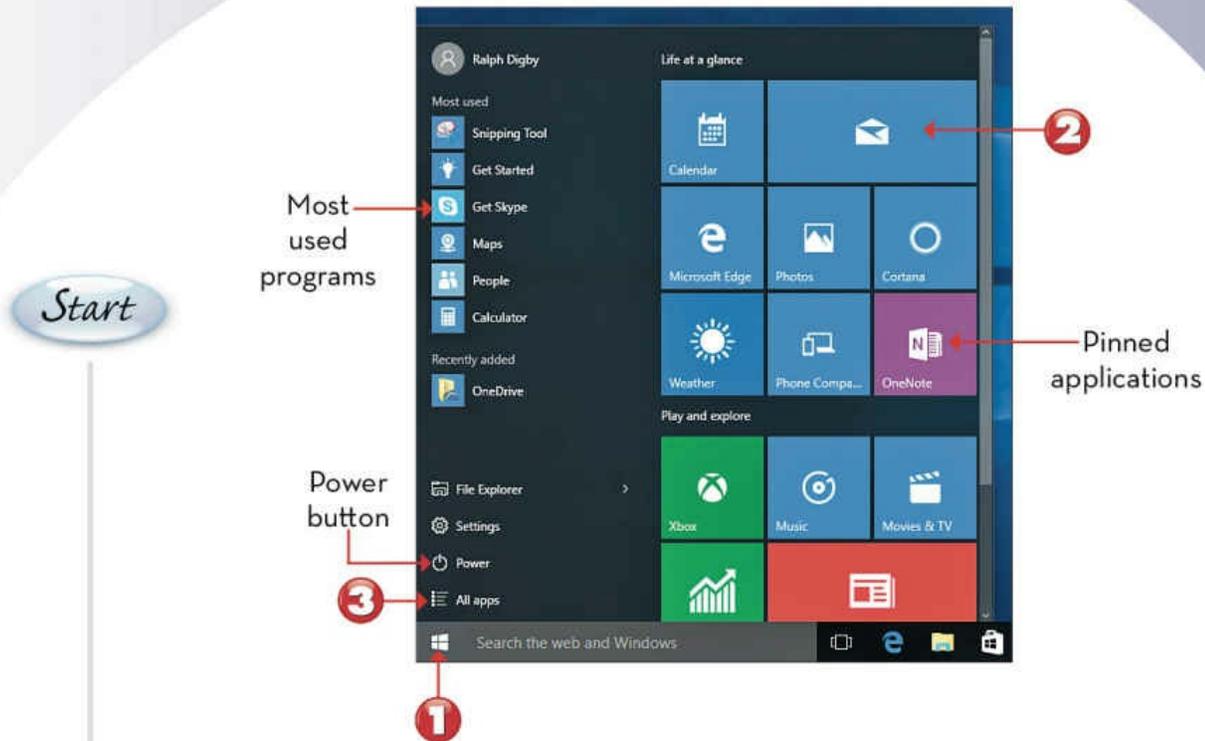
It's as Easy as 1-2-3

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

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

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 1. Understanding Personal Computers



Chances are you're reading this book because you have a new computer. At this point, you might not be totally sure what it is you've gotten yourself into. Just what is this mess of boxes and cables—how does it all go together, and how does it work?

We start by looking at the physical components of your system—the stuff we call computer *hardware*. A lot of different pieces and parts make up a typical computer system, and the pieces and parts differ depending on the type of computer you have.

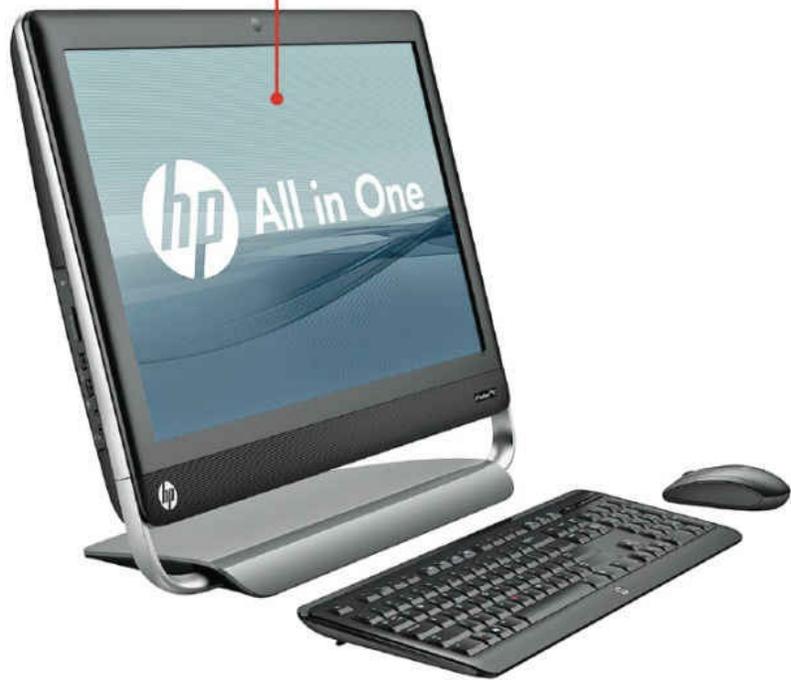
You see, no two computer systems are identical. That's because there are several types of configurations (desktops, notebooks, and such) and because you can always add new components to your system—or disconnect other pieces you don't have any use for.

Types of Computers

Traditional desktop PC



All-in-one desktop PC



Notebook PC



Tablet PC



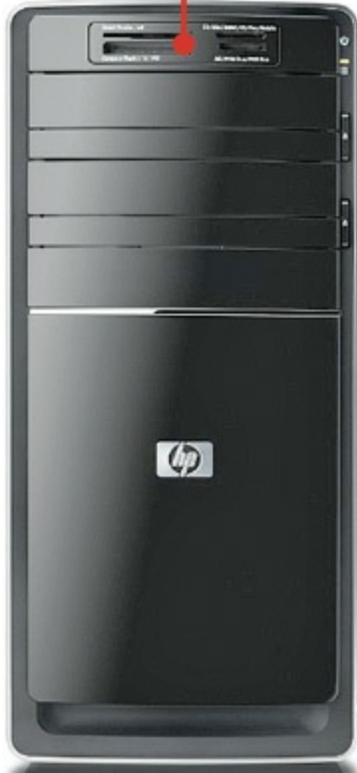
Getting to Know Desktop PCs

A traditional [desktop computer](#) is one with a [monitor](#) designed to sit on your desk, along with a separate [keyboard](#) and mouse and freestanding stereo speakers. The central component of a traditional desktop system is the [system unit](#), which contains the PC's [central processing unit \(CPU\)](#), [memory](#), and [motherboard](#). All the external components connect directly to the system unit.

Start

System unit

Monitor



Keyboard

Mouse

End



Note: Connecting Components

The external components (called *peripherals*) of a desktop PC connect to the system unit via an assortment of connectors. Most peripherals today connect via USB connectors, but some components use other types of connections.



Note: Wired and Wireless Connections

On a desktop PC, most of the primary components connect to ports found on the back (or sometimes the front) of the system unit. However, some peripherals connect wirelessly, usually via Bluetooth.

Getting to Know All-in-One PCs

An [all-in-one computer](#) is a desktop model in which the system unit is built in to the monitor. The monitor/system unit also includes built-in speakers, as well as all the ports you need to connect external peripherals. Many people like the easier setup and smaller space requirements of an all-in-one system.



End



Note: Touchscreens

Some all-in-one PCs feature touchscreen monitors; you can control them by tapping and swiping the monitor screen with your fingers.



Caution: All-in-One Drawbacks

The chief drawbacks to all-in-one systems are the price (usually a bit more than traditional desktop PCs) and the fact that if one internal component goes bad, the whole system is out of commission. It's a lot easier to replace a single component than an entire system!

Getting to Know Notebook PCs

Most new computers today are notebook models—sometimes called [*laptops*](#). A notebook PC differs from a desktop PC in that all the pieces and parts are combined into a single unit that you can take with you almost anywhere. The built-in battery provides power when you're not near a wall outlet. And some notebook PCs include [*touchscreen displays*](#), which let you operate Windows with a swipe of your fingertips.

Start



Note: Types of Notebooks

There are three types of [notebook computers](#). *Traditional notebooks* have screens in the 14-inch to 16-inch range, 500GB or larger hard drives, and, in many cases, built-in CD/DVD drives. *Desktop replacement notebooks* have larger 17-inch screens and more powerful processors, but shorter battery life. *Ultrabooks* have smaller screens in the 10-inch to 14-inch range, no CD/DVD drive, but much longer battery life. Many ultrabooks also use faster solid-state memory rather than hard drives for storage.



Tip: External Peripherals

Even though a notebook PC has the keyboard, mouse, and monitor built in, you can still connect external keyboards, mice, and monitors to the unit. This is convenient if you want to use a bigger keyboard or monitor or a real mouse (instead of the notebook's touchpad).

Getting to Know Tablet PCs

A tablet PC is a self-contained computer you can hold in one hand. Think of a tablet as the real-world equivalent of one of those communication pads you've seen on *Star Trek*. It doesn't have a separate keyboard; instead, you operate it by tapping and swiping the screen with your fingers. If you have a tablet that runs the Windows 10 operating system, you see a special tiled touch-centric interface. Some tablets come with optional keyboards and mice for [office](#) use.

Start



End



Note: Popular Tablets

The most popular tablet PC today is the Apple iPad—which doesn't run Windows. (It runs Apple's own portable operating system, dubbed iOS.) There are numerous Windows-based tablets, however, including Microsoft's Surface tablets.



Note: Convertible PCs

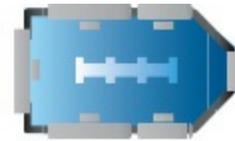
Several manufacturers offer *convertible* or *hybrid PCs*. A convertible PC is a blend of the ultrabook and tablet form factors; think of a convertible PC as an ultrabook that converts into a tablet or as a tablet that converts into an ultrabook. For example, the Asus Transformer Pad looks like an ultrabook but features a screen that detaches from the keyboard—which then functions as a freestanding touchscreen tablet.

Connectors

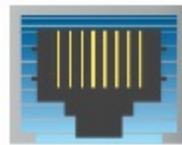
Every external component you plug into your computer has its own connector, and not all connectors are the same. This results in an assortment of jacks—called *ports* in the computer world. The [USB](#) port is probably the most common, used to connect all sorts of external peripherals, including printers, keyboards, mice, and [disk](#) drives.



USB



FireWire
(also known as
IEEE 1394)



Ethernet



VGA



DVI



HDMI



Note: Portable Devices

Most portable devices that you connect to your computer, such as smartphones and digital cameras, connect via USB—as do most larger peripherals.



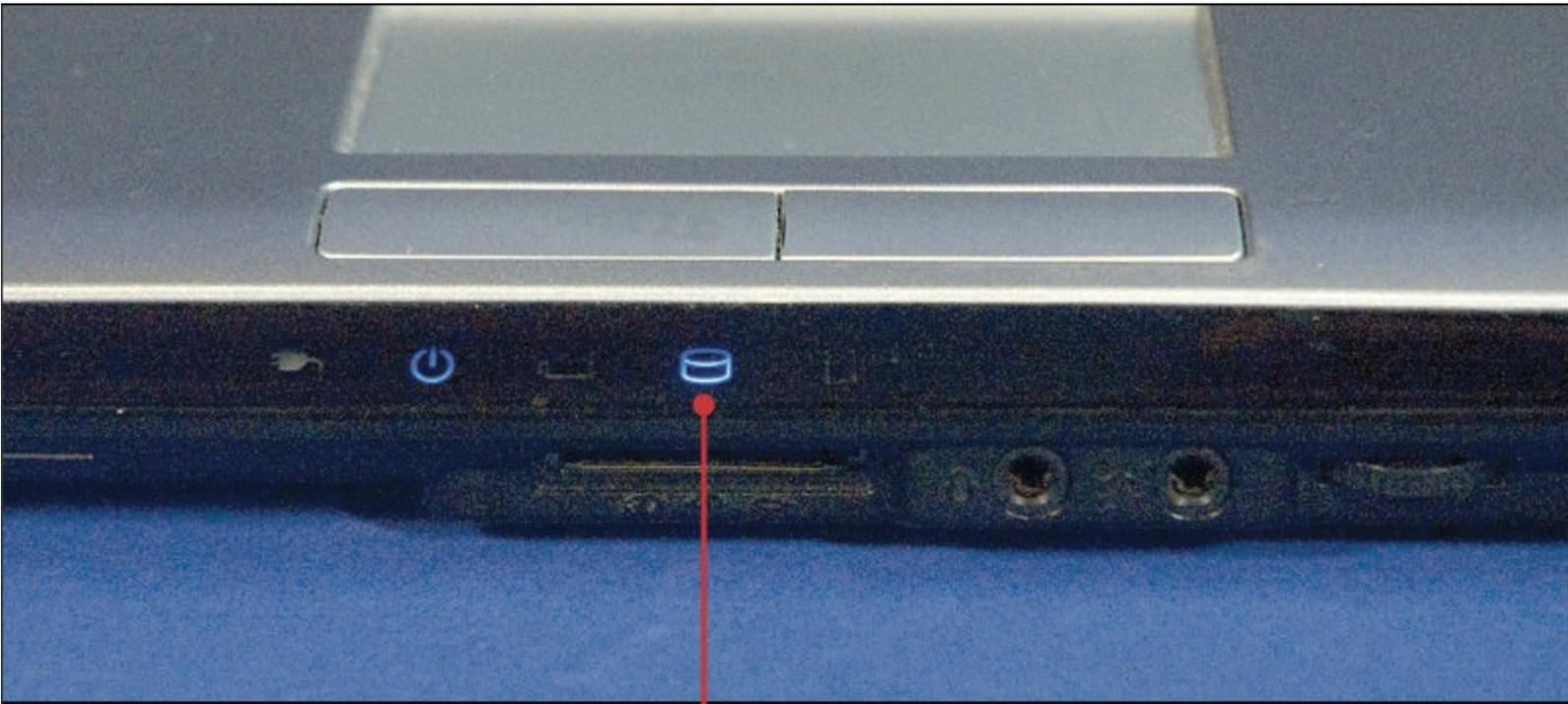
Tip: HDMI

If you want to connect your computer to your TV to watch [Internet](#) videos on the TV screen, look for a computer with an HDMI port. HDMI carries digital audio and high-definition video in a single cable. Most of today's flat-screen TVs have multiple HDMI inputs.

Hard Disk Drives: Long-Term Storage

The hard [disk drive](#) inside your computer stores all your important data—up to 6 [terabytes \(TB\)](#) or more, depending on your computer. A [hard disk](#) consists of metallic platters that store [data](#) magnetically. Special read/write heads realign magnetic particles on the platters, much like a recording head records data onto magnetic recording tape.

Start



Hard disk light

End



Tip: Formatting the Drive

Before you can store data on a hard disk, you must *format* the disk. When you format a hard disk, your computer prepares each track and sector of the disk to accept and store data magnetically. (Most new hard disks, such as the one in your new PC, come preformatted.)



Note: Ultrabook Storage

Many ultrabook PCs use solid-state flash storage rather than hard disks. Solid-state storage is lighter and faster than hard disk storage—but it's more expensive and has a smaller storage capacity.

Keyboards

A computer keyboard looks and functions just like a typewriter keyboard, except that computer keyboards have a few more keys (for navigation and special program functions). When you press a key on your keyboard, it sends an electronic signal to your system unit that tells your machine what you want it to do.

Start

Function keys

Alpha/
numeric keys



Control key

Windows key

Menu
key

Arrow
keys

End



Note: Windows Key

Many essential operations are triggered by use of the special Windows key on the computer keyboard. (For example, you open the Windows [Start menu](#) by pressing the [Windows](#) key.) This key is indicated by the Windows logo.



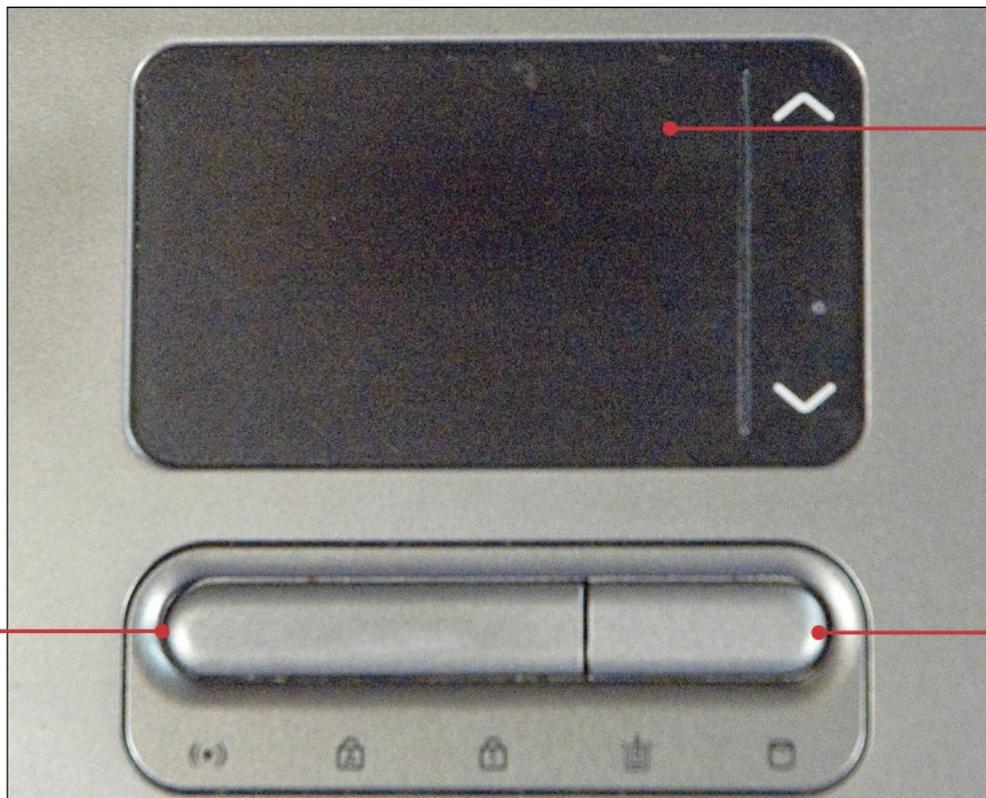
Tip: Wireless Keyboards

If you want to cut the cord, consider a wireless keyboard or mouse. These wireless devices operate via radio frequency signals and let you work several feet away from your computer, with no cables necessary.

Touchpads

On a desktop PC, you control your computer's onscreen pointer (called a *cursor*) with an external device called a *mouse*. On a notebook PC, you use a small *touchpad* instead. Move your finger around the touchpad to move the cursor, and then click the left and right buttons below the touchpad to initiate actions in your program.

Start



Touchpad

Left button

Right button

End



Tip: External Mice

If you'd rather use a mouse than a touchpad, you can connect any external mouse to your notebook PC via the USB port. Some manufacturers sell so-called notebook mice that are smaller and more portable than normal models.



Note: Mouse Options

Most external mice offer more control options than built-in touchpads. For example, some mice include a *scrollwheel* you can use to quickly scroll through a web page or word processing document.

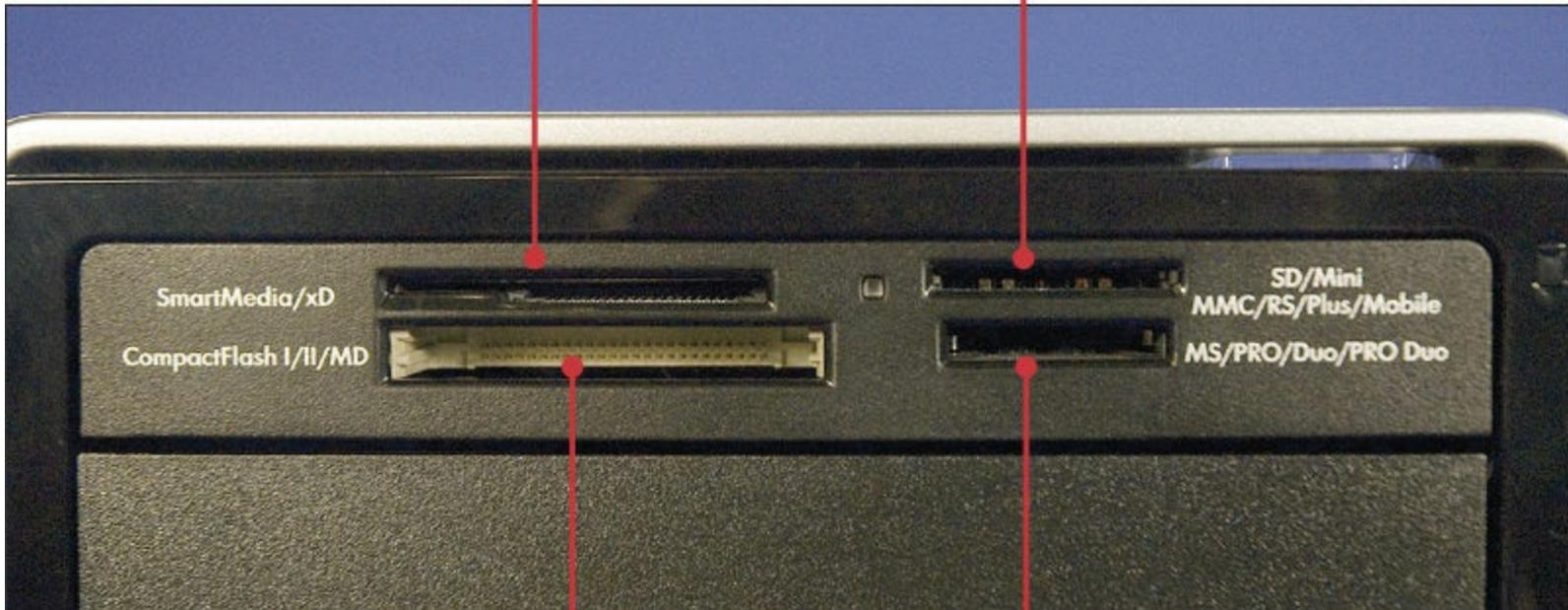
Memory Card Readers

Many computers today include a set of memory [card](#) readers, usually grouped on the front or side of the unit. Memory cards store photos and movies recorded on digital cameras and camcorders. To read the contents of a memory card, simply insert the card into the proper slot of the memory card reader.



SmartMedia/
xD-Picture
Card

SD/SDHC card



CompactFlash

Memory Stick/
PRO Duo

End



Note: Memory Card Formats

Different portable devices use different types of memory cards—which is why your computer has so many memory card slots. The most popular memory cards today are the Secure Digital (SD), Secure Digital High Capacity (SDHC), Secure Digital Extended Capacity (SDXC), and CompactFlash (CF) formats.

CD and DVD Drives

[Computer](#) or data CDs, DVDs, and Blu-ray discs look just like the compact discs and movies you play on your home audio/video system. Data is encoded in microscopic pits below the disc's surface and is read from the disc via a [drive](#) that uses a consumer-grade laser. The laser beam follows the tracks of the disc and reads the pits, translating the data into a form your computer can understand.

Start



Disc tray



Note: CD, DVD, and Blu-ray

Many new PCs come with combination CD/DVD drives that can read and write both CDs and DVDs. Some models include Blu-ray drives for high-definition video. But most ultrabooks and tablets don't come with a CD/DVD drive, helping to decrease weight and increase battery life.



Note: Music and Movies

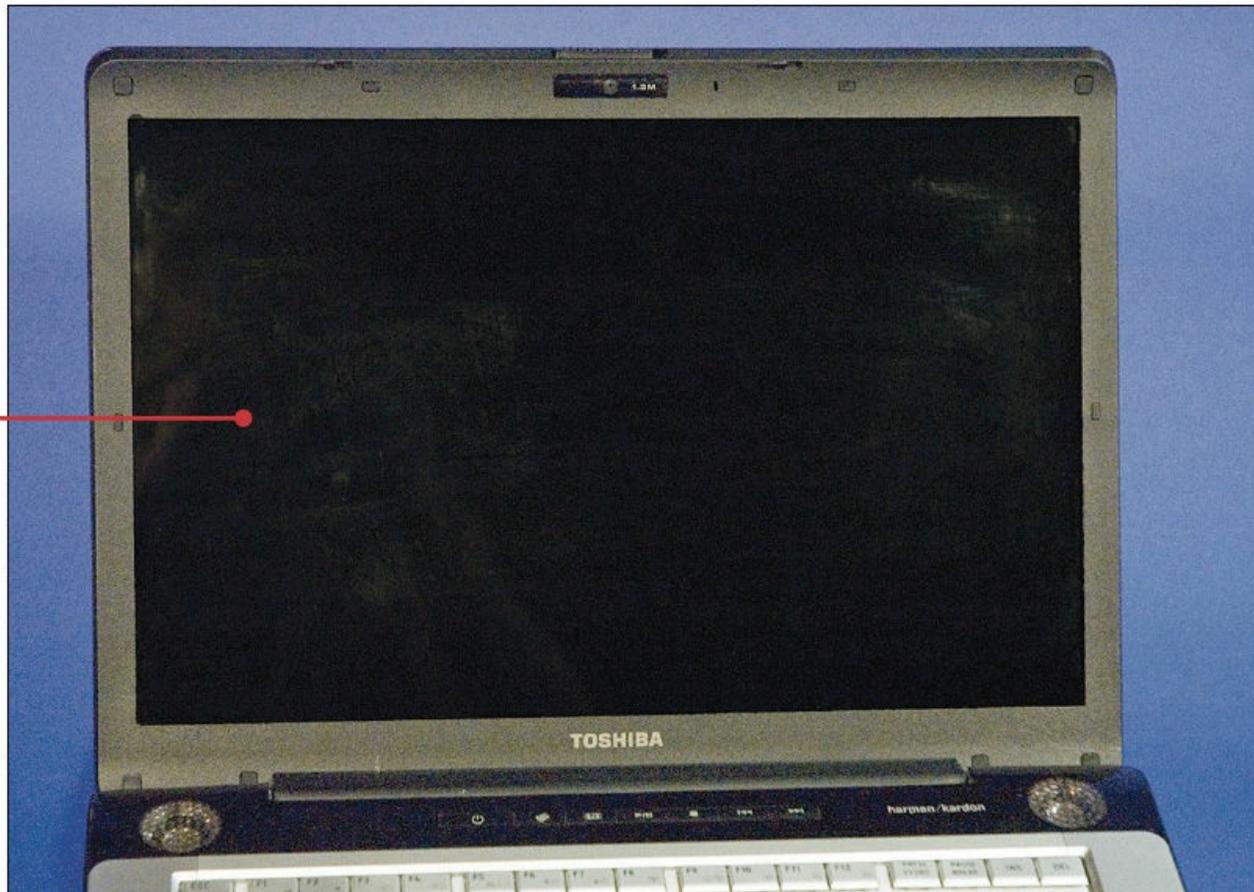
A computer CD drive can play back both data and commercial music CDs. A computer [DVD](#) drive can play back both data and commercial movie DVDs.

Computer Screens

Your computer electronically transmits words and pictures to the computer screen built in to your notebook or to a separate video monitor on a desktop system. These images are created by a *video card* or chip installed inside the computer. Settings in Windows tell the video card or chip how to display the images you see on the screen.

Start

LCD screen



End



Note: Touchscreen Displays

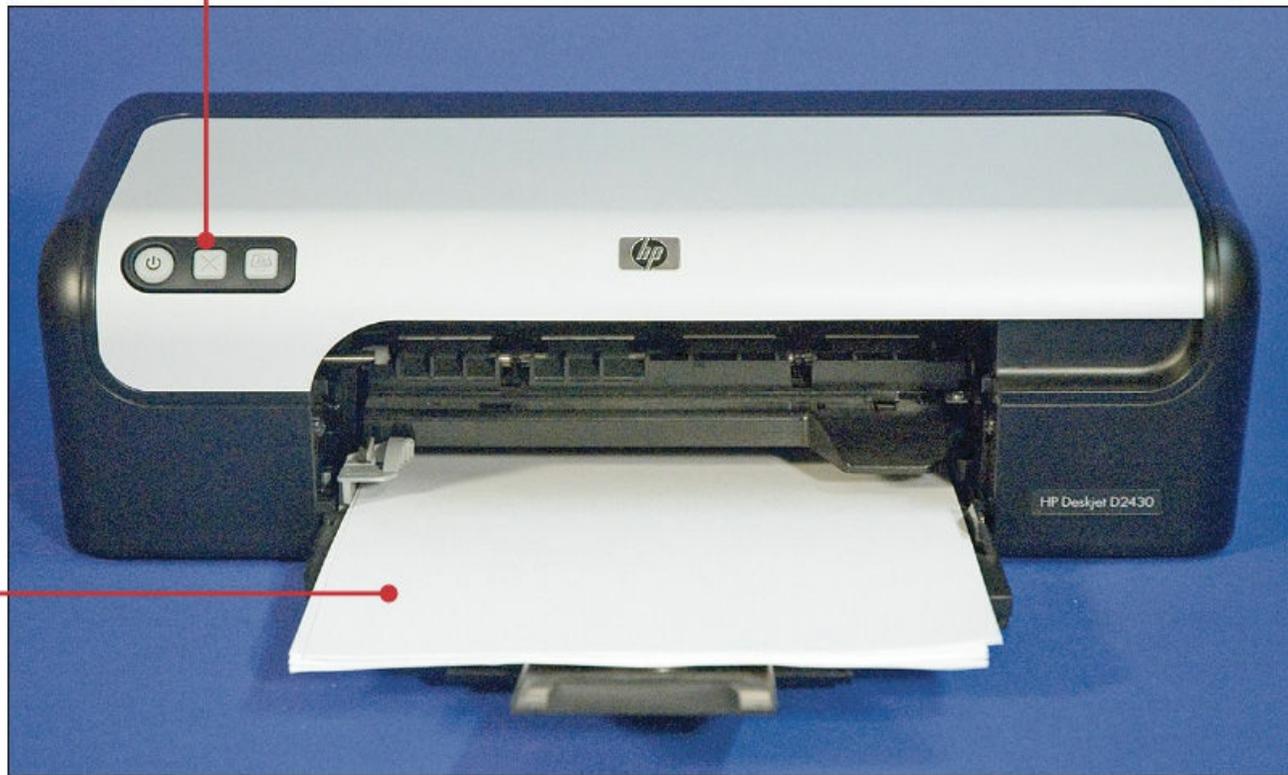
Some notebook PCs and desktop monitors (as well as all tablets) feature touchscreen displays. These displays function just like traditional displays but are also touch sensitive, which means that you can control your system by tapping and swiping the screen with your fingers.

Printers

To create a hard copy of your work, you must add a [printer](#) to your system. The two most common types are *laser* printers and *inkjet* printers. Laser printers work much like copy machines, applying toner (powdered ink) to paper by using a small laser. Inkjet printers shoot jets of ink onto the paper's surface to create the printed image.

Start

Operating buttons



End



Tip: Black and White Versus Color

Black-and-white printers are faster than color printers and better if you're printing memos, letters, and other single-color documents. Color printers are essential if you want to print pictures taken with a digital camera.



Note: Multifunction Printers

So-called multifunction printers offer copy, scan, and fax functionality, in addition to traditional printing.

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

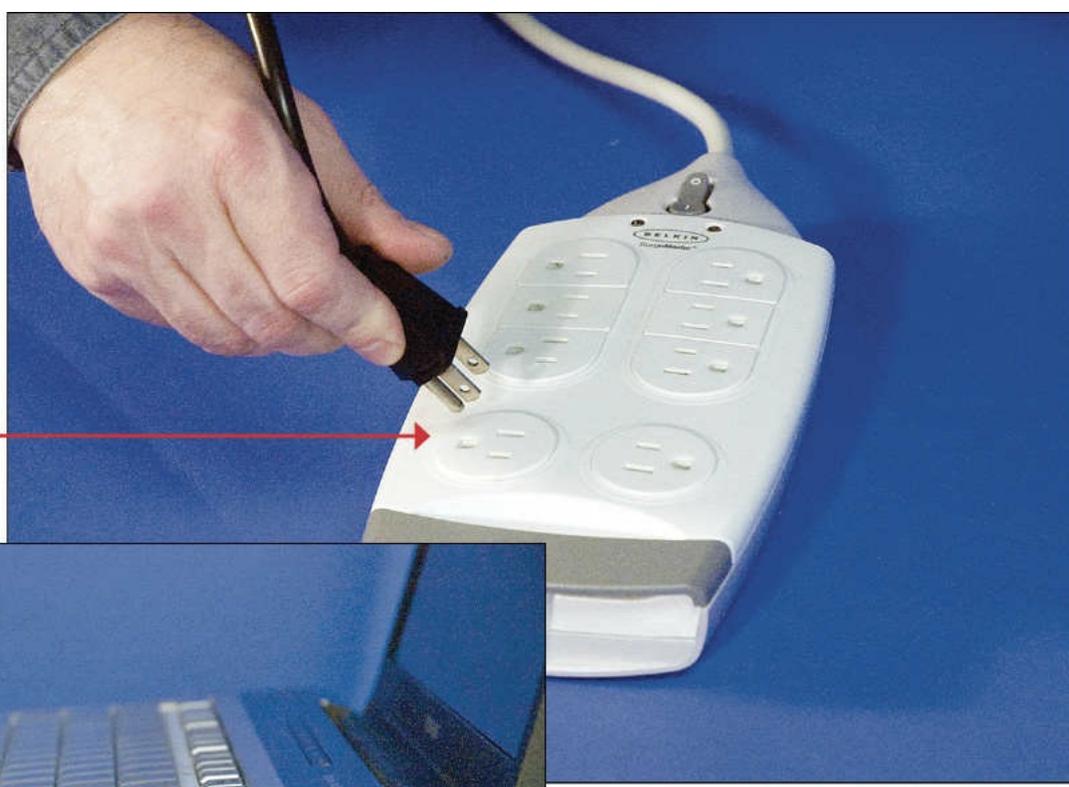


Setting Up a Notebook PC

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.

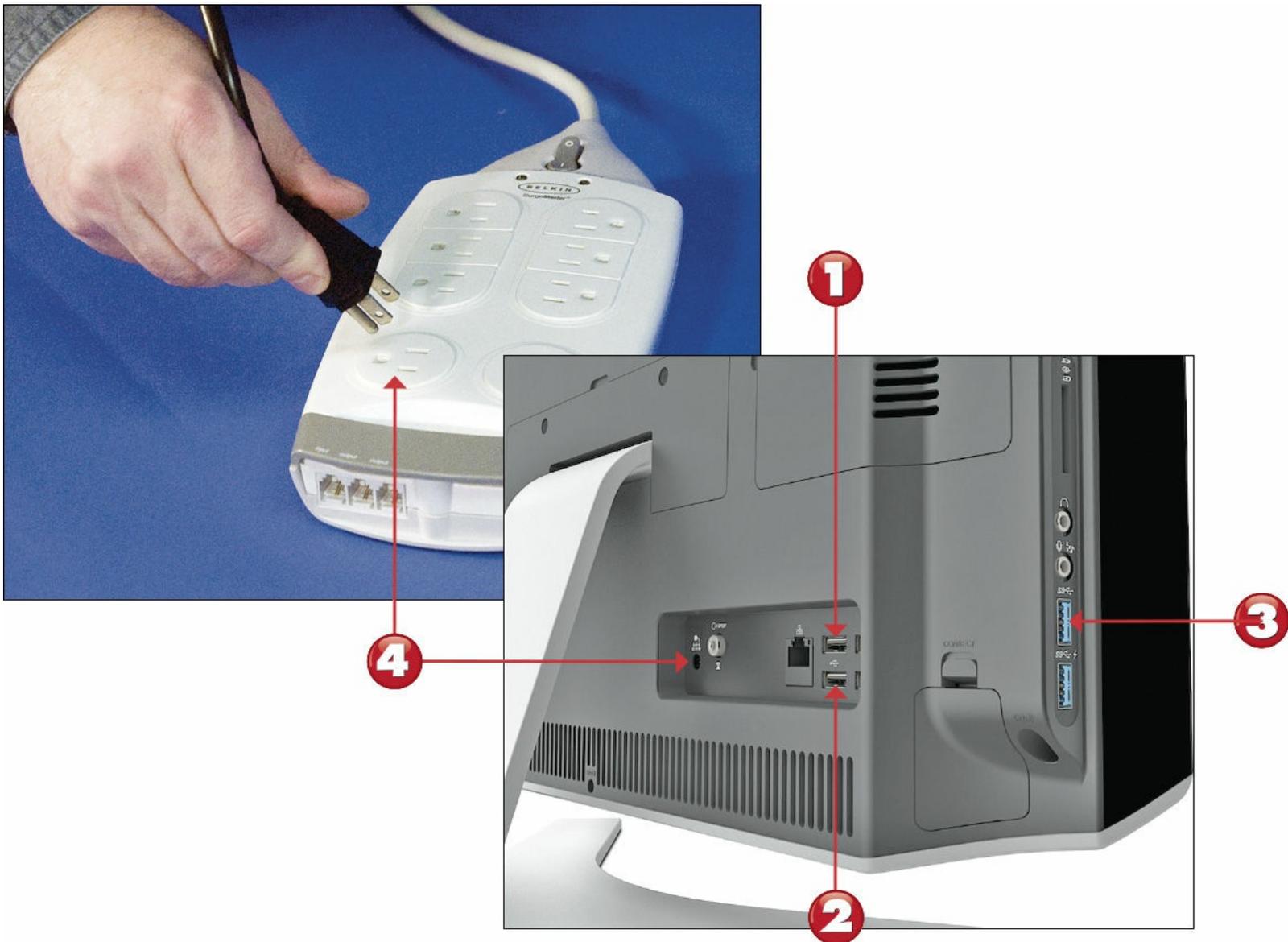
Setting Up an All-in-One Desktop PC

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

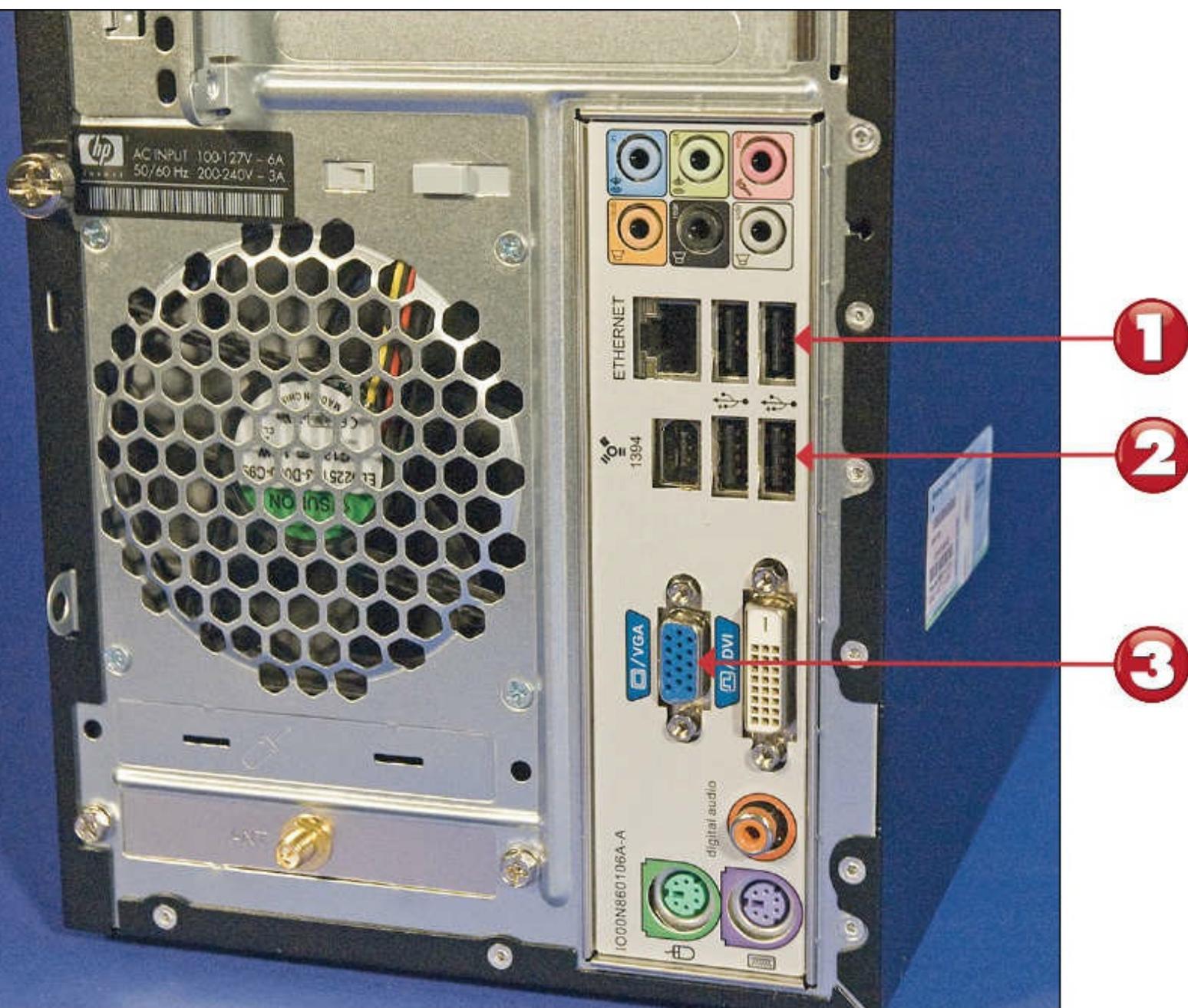
Some all-in-one PCs feature a speaker output you can use to add additional external speakers or perhaps a subwoofer (for better-sounding bass). On other all-in-ones, you can connect external USB speakers to an open USB port, if you like.

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!



- 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.)



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.



Tip: Your Connection May Vary

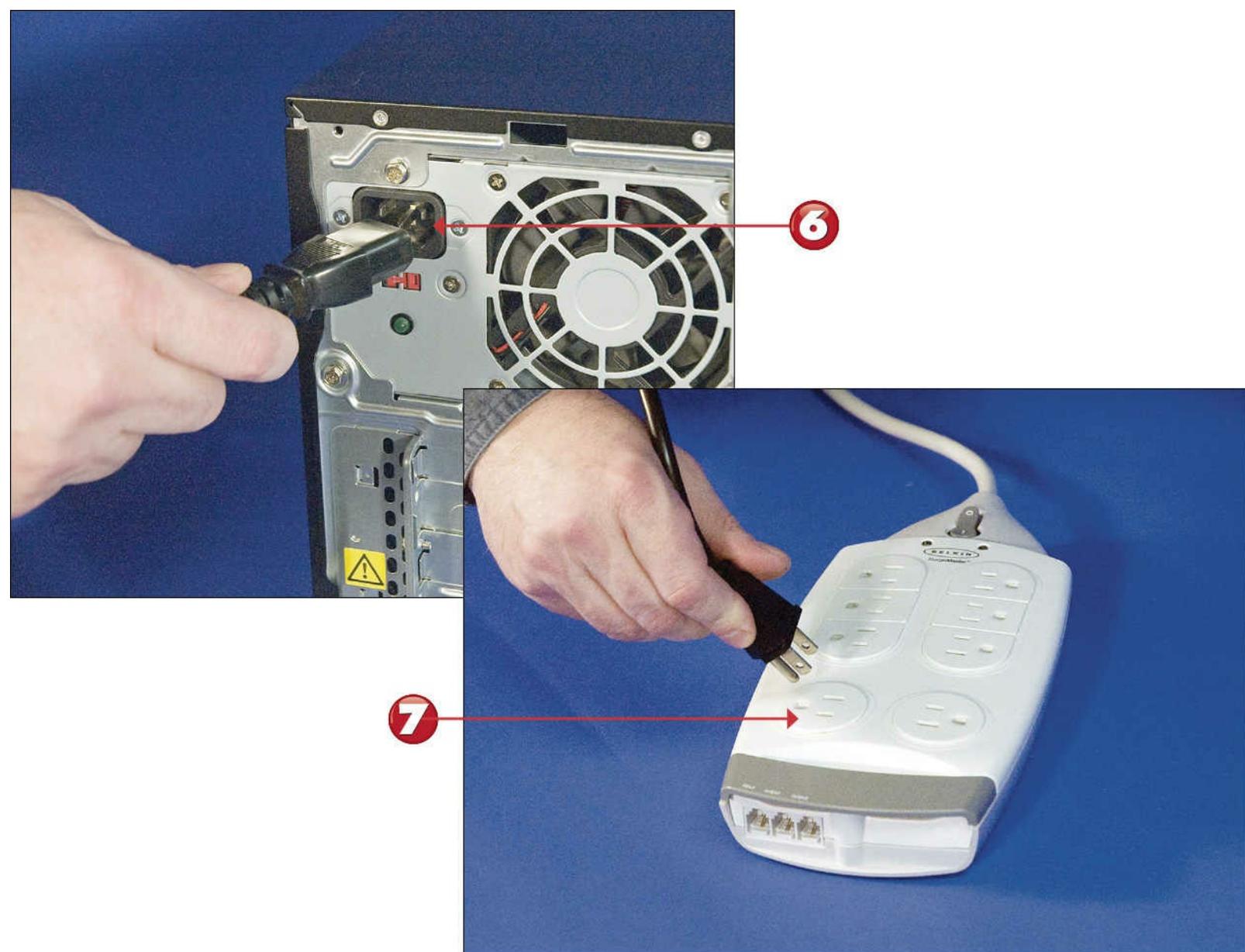
Not all speaker systems connect the same way. For example, some systems run the main cable to one speaker (such as the subwoofer) and then connect that speaker to the other speakers in the systems. Other systems connect via USB. Make sure to read the manufacturer's instructions before you connect your 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!



- 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

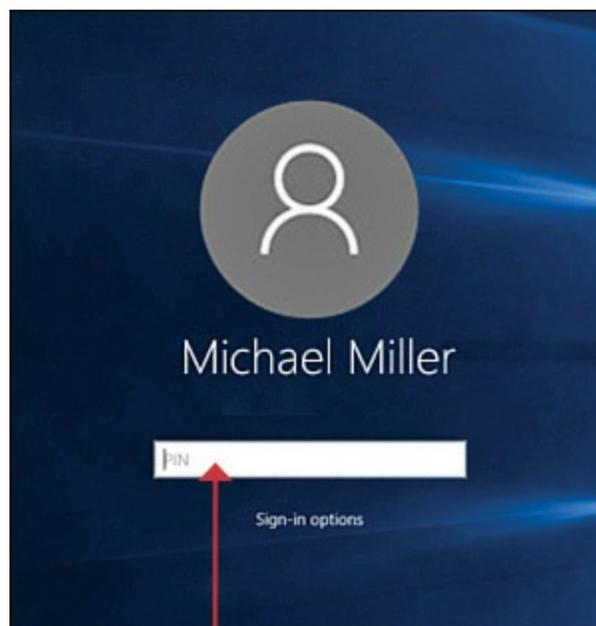
[Windows](#) launches automatically as your computer starts. After you get past the Windows lock screen, you're taken directly to the Windows Start screen, and your system is ready to run.



- 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.





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

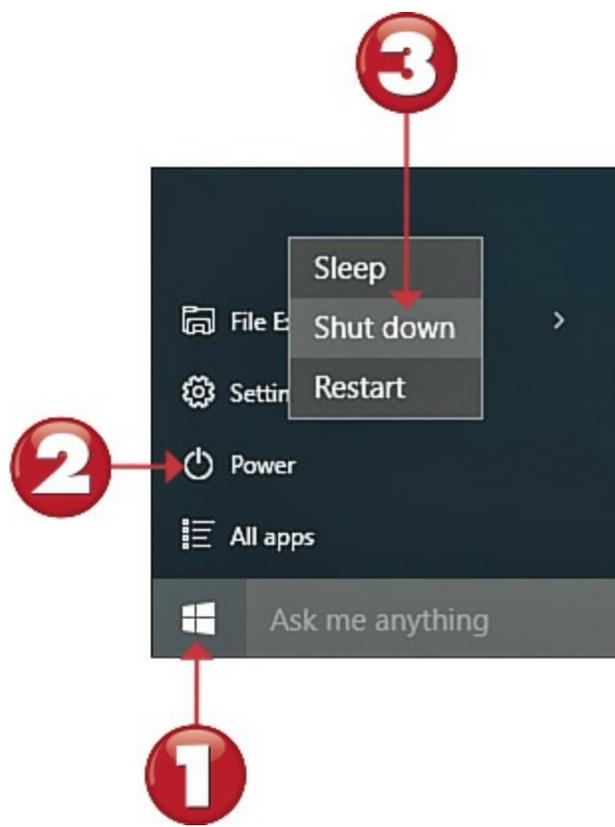
The Windows lock screen displays a photographic background with some useful information on top—including the date and time, power status, and [Wi-Fi](#) (connectivity) status.

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.

Chapter 3. Connecting Peripherals and Other Devices



If you just purchased a brand-new, right-out-of-the-box personal computer, it probably came equipped with all the components you could ever desire—or so you think. At some point in the future, however, you might want to expand your system—by adding a printer, a webcam, a USB hub, or something equally new and exciting.

Everything that's hooked up to your PC is connected via some type of *port*. A port is simply an interface between your PC and another device, either internal (inside your PC's system unit) or external (via a connector on the back of the system unit). Different types of hardware connect via different types of ports.

USB Connector



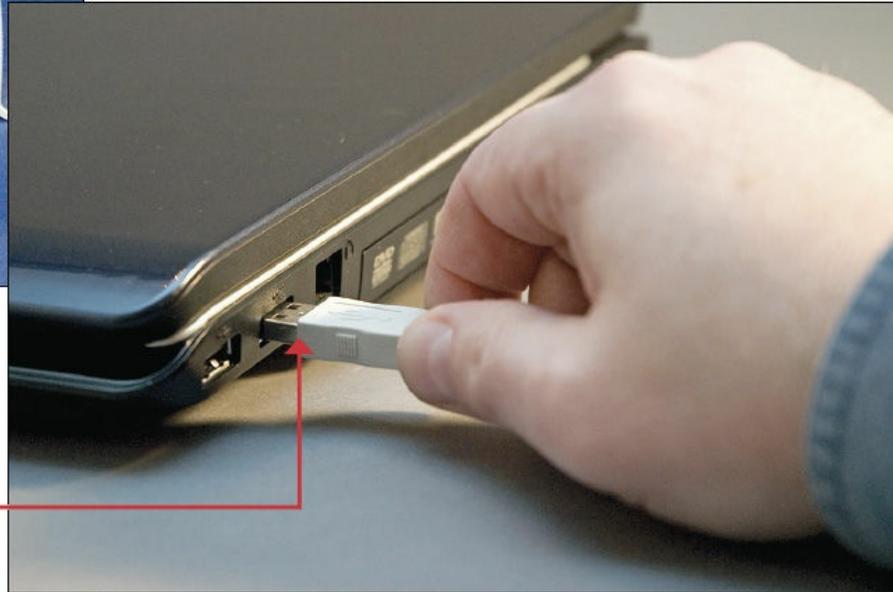
Connecting Devices via USB

Most external devices—including printers and smartphones—connect to your PC via USB. This is a type of connection common on computers and other electronic devices; it carries data and provides power for some connected devices. USB is popular because it's so easy to use. All you have to do is connect a device via USB and your computer should automatically recognize it.



- 1 Connect one end of the USB cable to your new device.

2 Connect the other end of the cable to a free USB port on your PC.



1

2



Note: USB

USB, which stands for *universal serial bus*, is an industry standard developed in the mid-1990s. There have been multiple versions of USB to date. All USB cables use similar connectors, but each successive version transmits data faster than previous versions. The most common version is USB 3.0, although USB 2.0 ports and cables are still common. The latest, USB-C, is just beginning to show up in new hardware.



Tip: USB Hubs

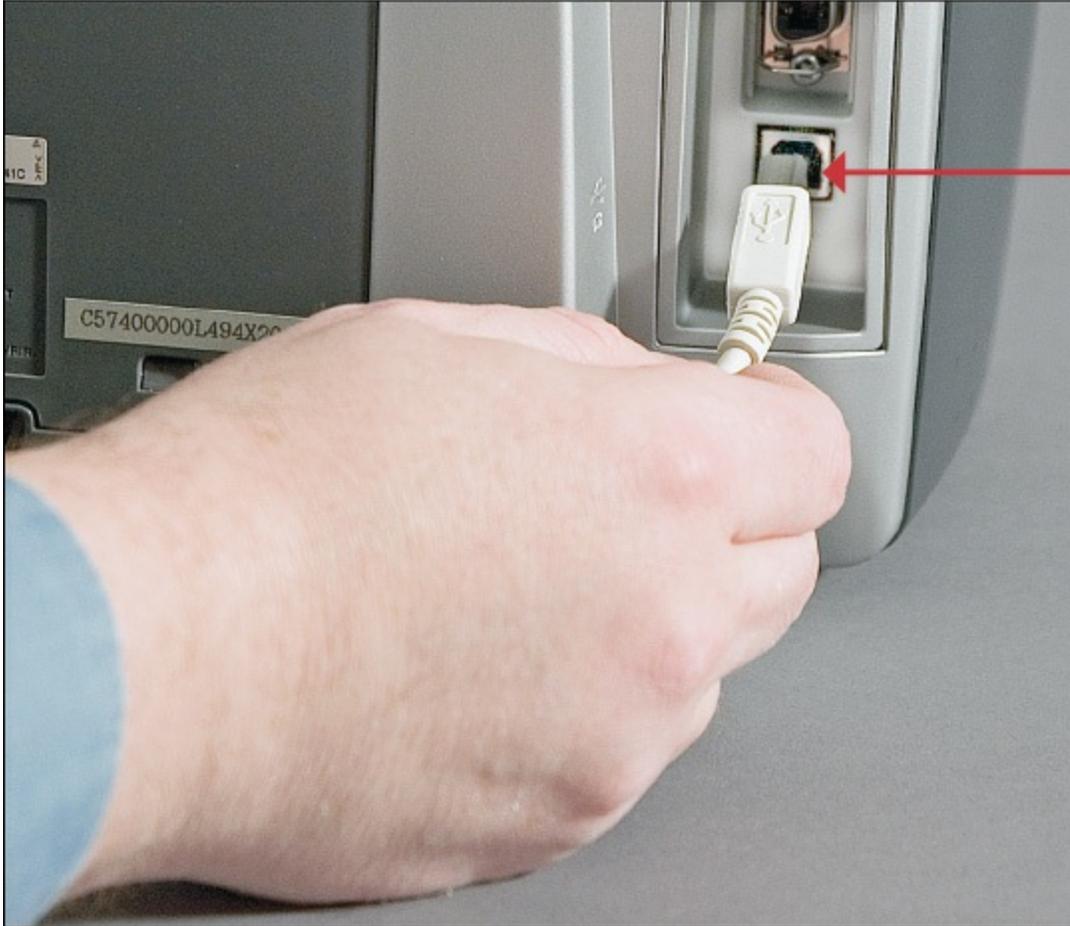
If you connect too many USB devices, you can run out of USB connectors on your PC. If that happens, buy an add-on USB hub, which lets you plug multiple USB peripherals into a single USB port.

Connecting a Printer

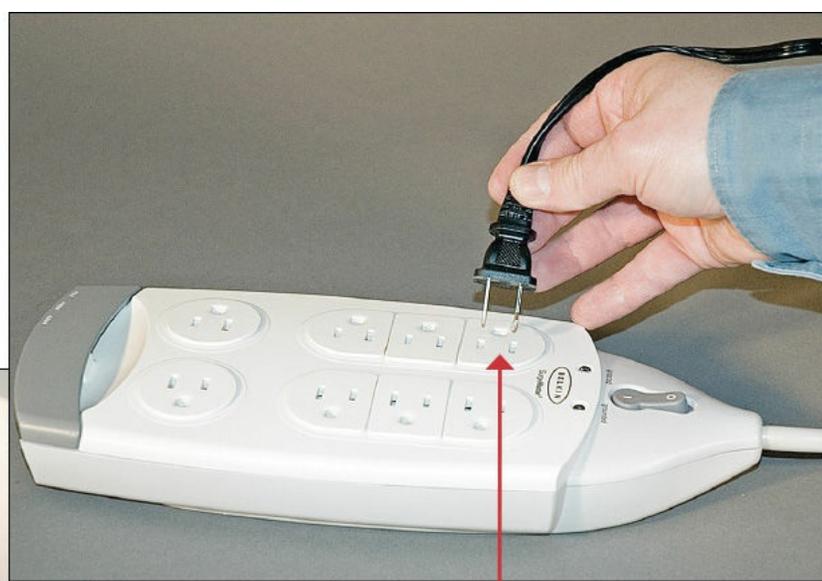
Most printers today connect to your computer via an easy-to-use USB cable. After you've connected the printer, you can then configure it from within Windows.



- 1** Connect one end of a USB cable to the USB port on your printer.



- 2** Connect the other end of the USB cable to a USB port on your system unit.
- 3** Connect the printer's power cable to a power outlet.



2

3



Note: Older Printers

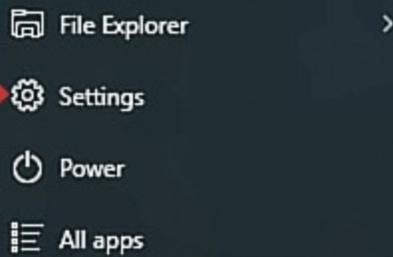
Many older printers used a different type of connection cable, called a *parallel cable*. Newer printers use USB connections because they can be connected without powering down, as was required with parallel connections. (In addition, USB cables are a lot thinner than parallel cables, which saves on space.)



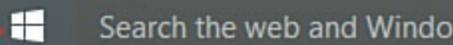
4 You must now install the printer within Windows. Click the **Start** button to display the Start menu.

5 Click **Settings** to display the Settings window.

5

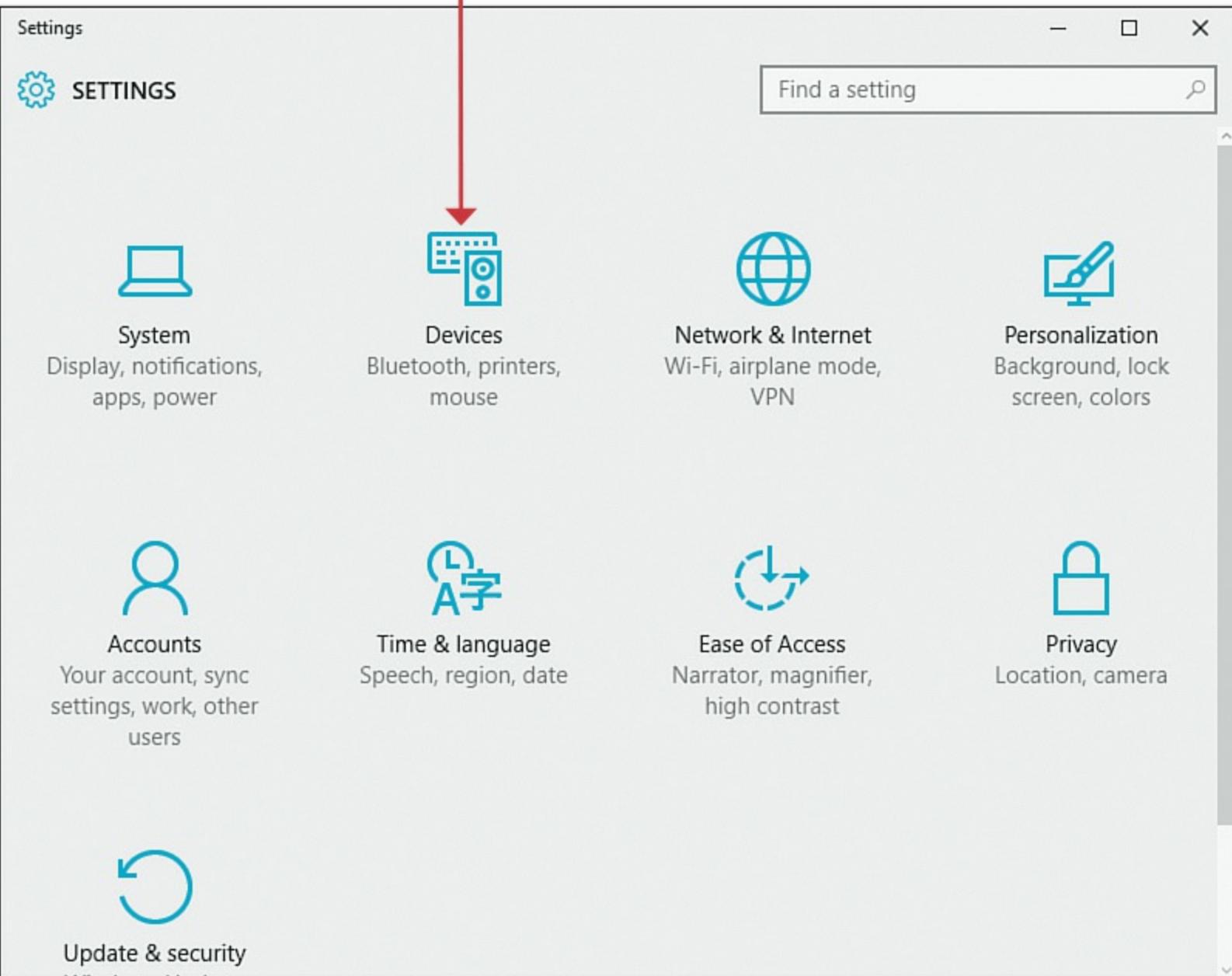


4



6 Click [Devices](#).

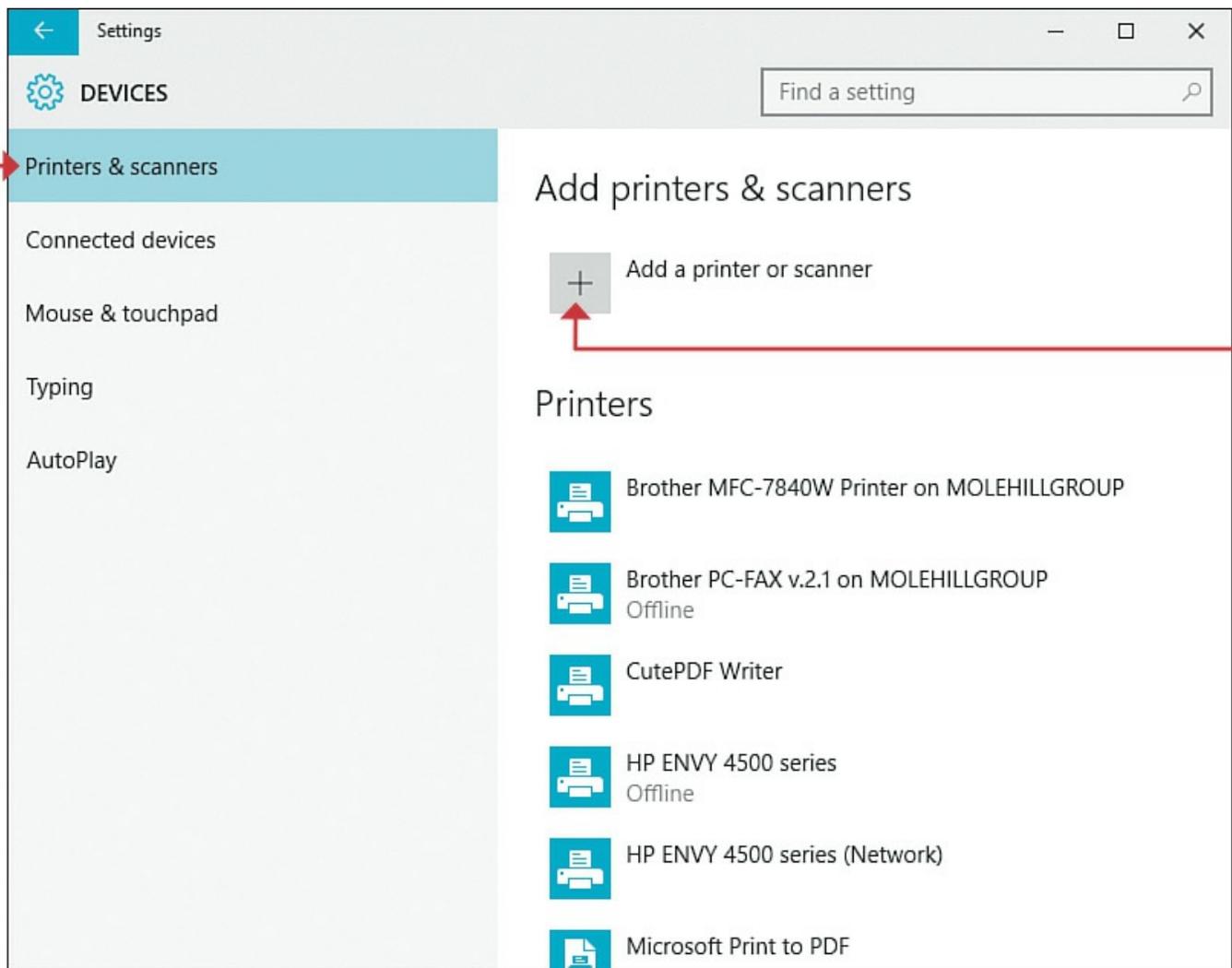
6





7 In the left-hand column, make sure **Printers & Scanners** is selected.

8 Scroll to the Printers section. If your printer is not listed, click the **Add a Printer or Scanner** button and let Windows search for it.



End



Connecting Your PC to Your TV

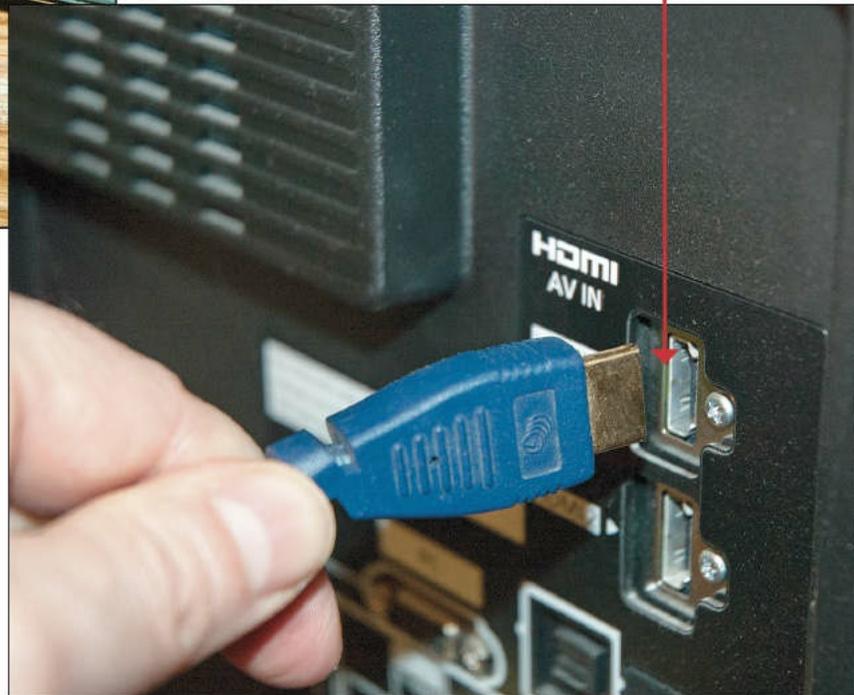
If you want to watch Internet streaming video (from Netflix and other services) on your TV, you can simply connect your TV to your personal computer via HDMI cable. Connected this way, anything you watch on your PC will display on your TV screen.



- 1** Connect one end of an HDMI cable to the HDMI port on your computer.
- 2** Connect the other end of the HDMI cable to an open HDMI connector on your TV.



1



2



Note: HDMI

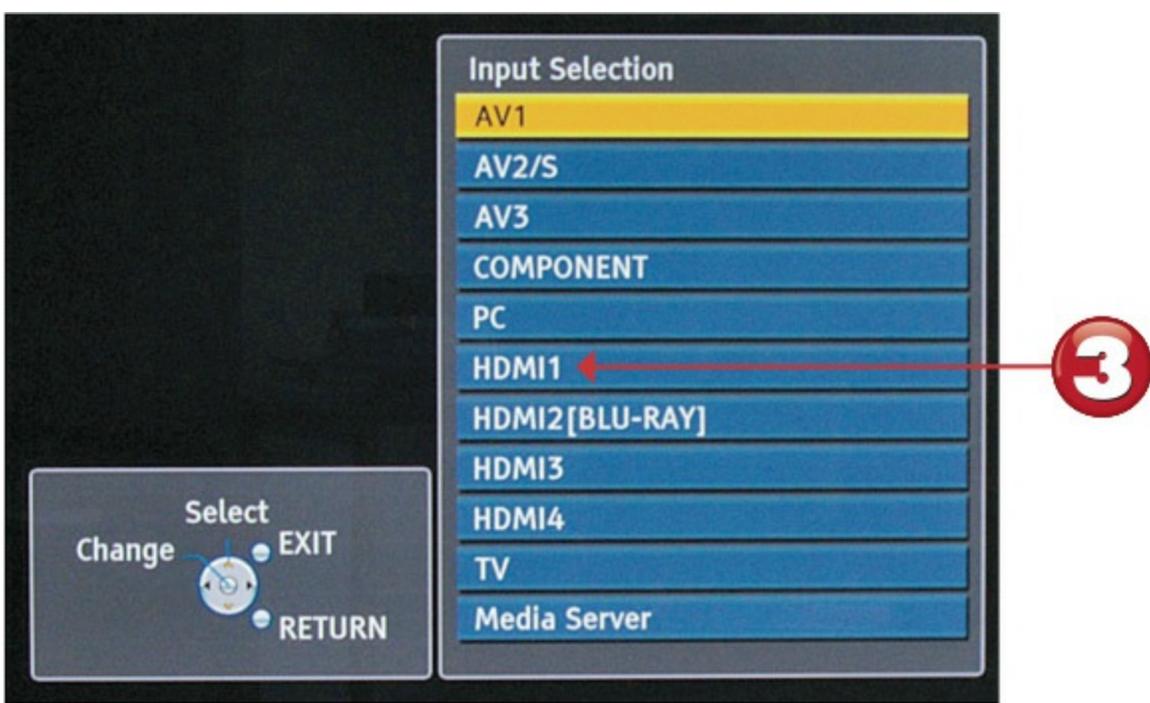
HDMI, which stands for *High-Definition Multimedia Interface*, has become the connection standard for high-definition TVs. Most TV sets today have two or more HDMI inputs, typically used to connect cable boxes, Blu-ray players, and the like. HDMI transmits both audio and video signals.



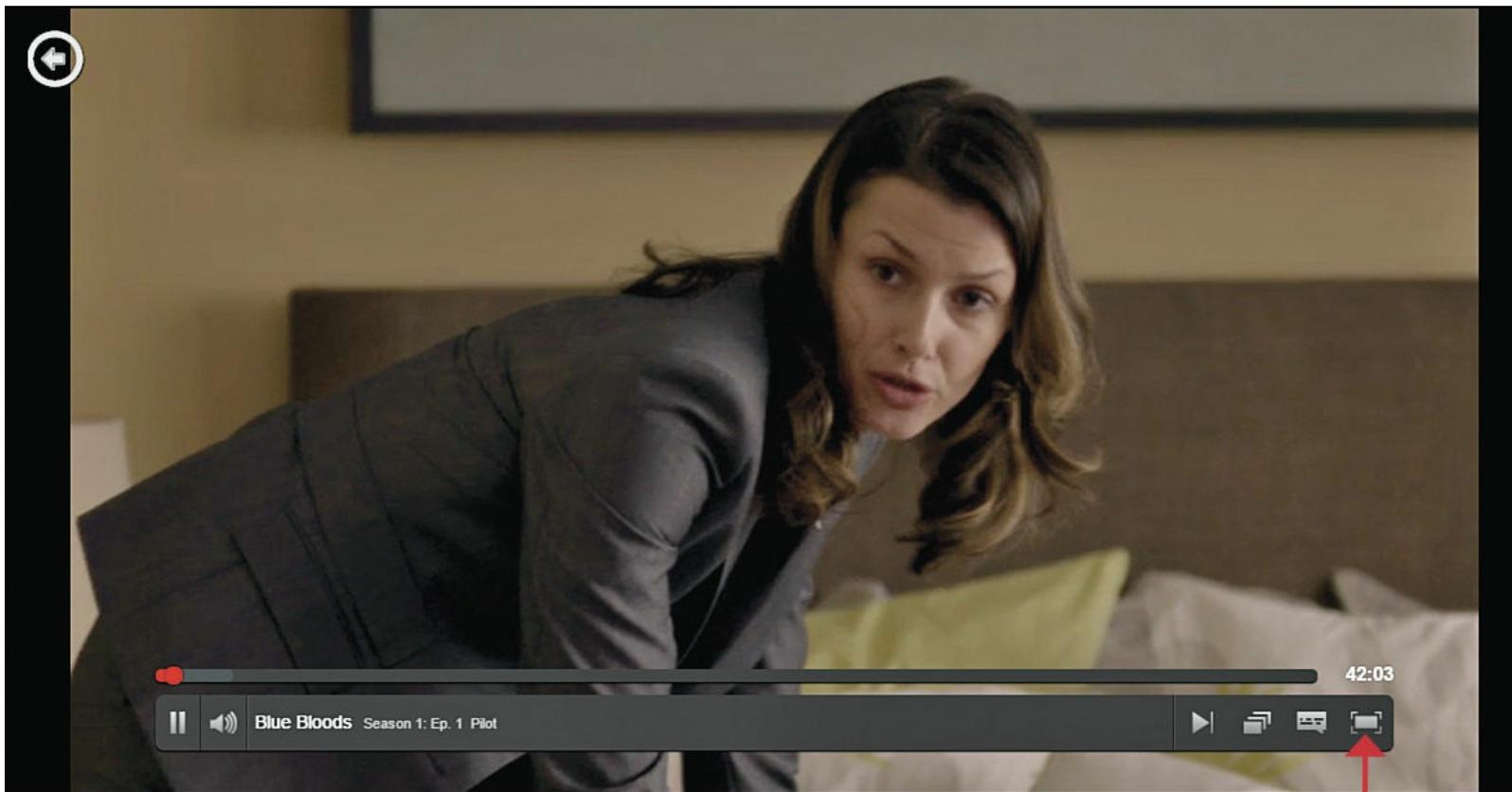
Note: Mini HDMI Connectors

Not all PCs have HDMI ports. Some have mini HDMI connectors, which require the use of a special HDMI cable with a mini plug on one end and a standard plug on the other.

- 3 Switch your TV to the HDMI input you connected to. Your computer screen should now appear on your TV display.



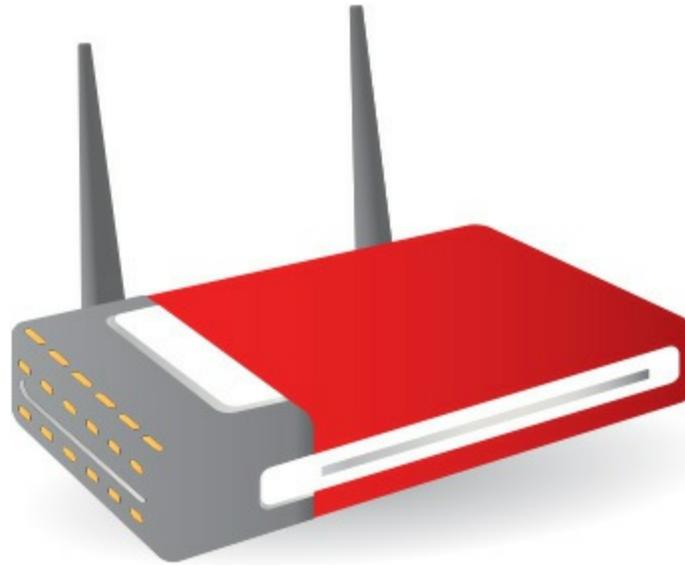
4 To view programming full-screen, click the full-screen button in the app or window you're viewing.



End



Chapter 4. Setting Up a Wireless Home Network

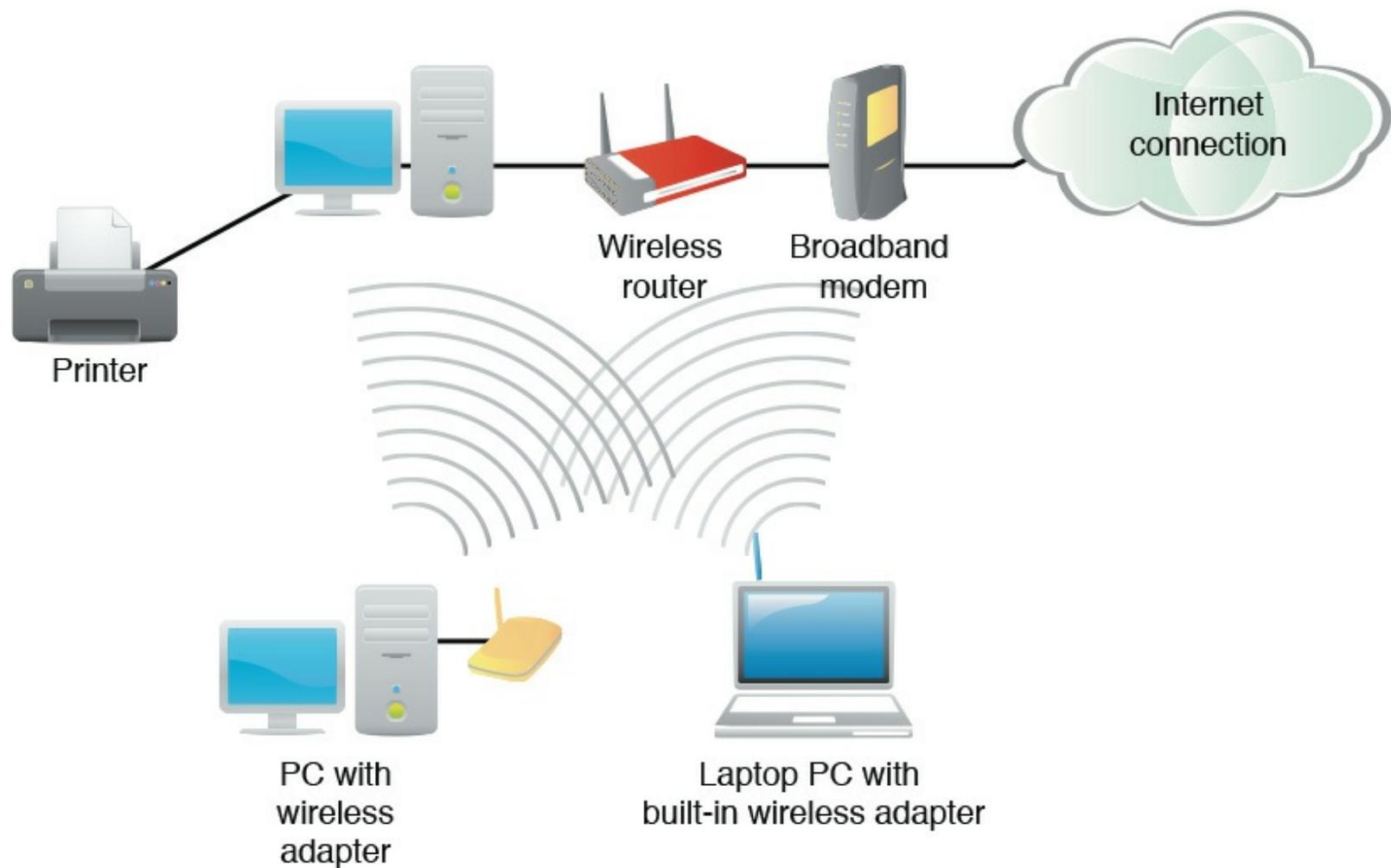


When you want to connect two or more computers in your home, you need to create a computer *network*. A network is all about sharing; you can use your network to share files, peripherals (such as printers), and even a [broadband](#) Internet connection.

There are two ways to connect your network: wired and wireless. A wireless network is more convenient (no wires to run), which makes it the network of choice for most home users. Wireless networks use radio frequency (RF) signals to connect one computer to another. The most popular type of wireless network uses the Wi-Fi standard and can transfer data at 11Mbps (802.11b), 54Mbps (802.11g), 600Mbps (802.11n), or 1Gbps (802.11ac).

Understanding How Wireless Networks Work

PC with Ethernet connection

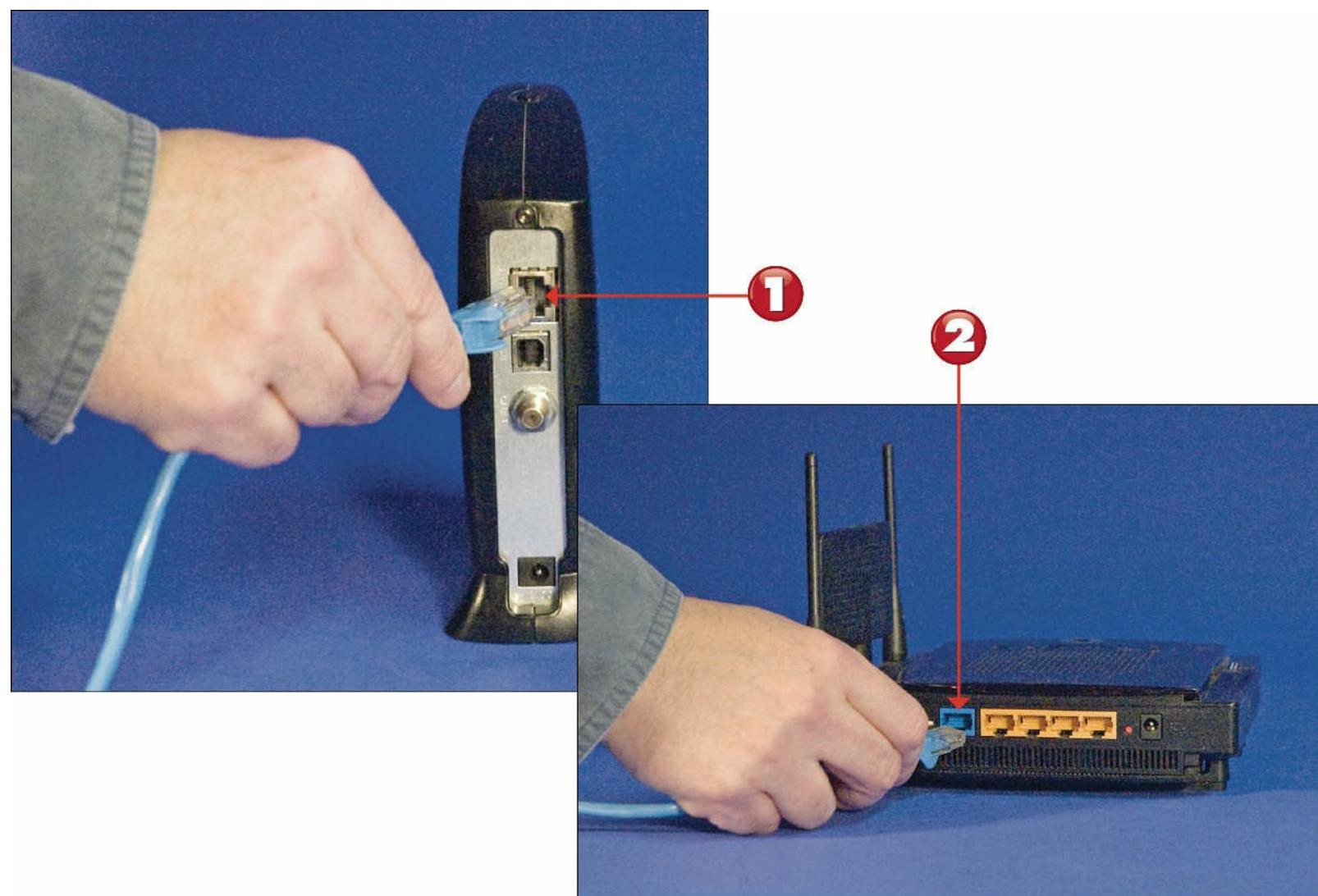


Setting Up Your Network's Main PC

The focal point of your wireless network is the *wireless router*. The wireless PCs on your network must be connected to or contain *wireless adapters*, which function as mini-transmitters/receivers to communicate with the base station.

Start

- 1 Connect one end of an [Ethernet](#) cable to the Ethernet port on your broadband modem.
- 2 Connect the other end of the Ethernet cable to one of the Ethernet ports on your wireless router—preferably the one labeled Internet or WAN.



Tip: Internet Port

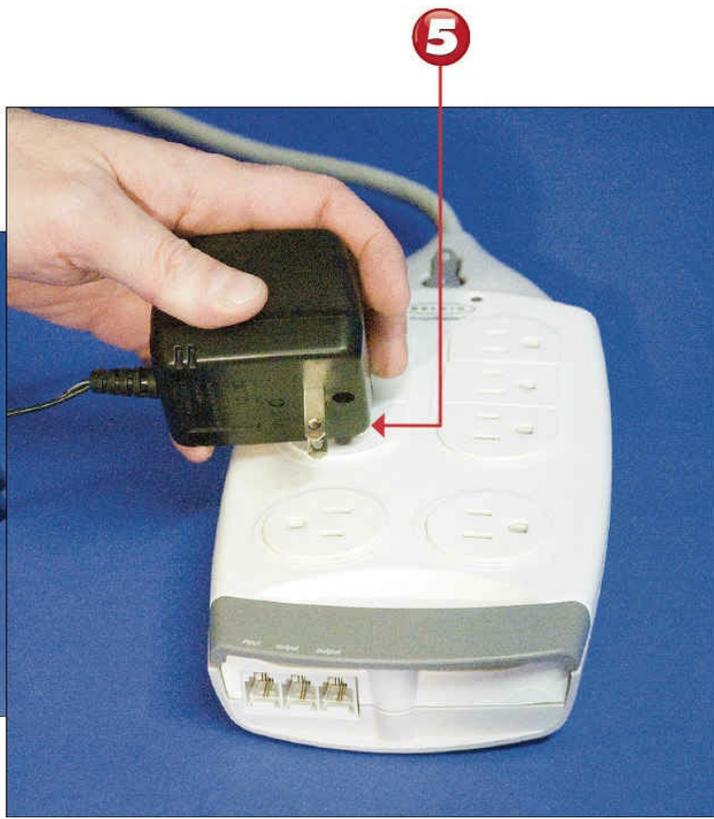
Most routers have a dedicated input for your broadband modem, sometimes labeled Internet—although the [modem](#) can be connected to any open Ethernet input on the [router](#).



Note: Internet Gateway

Some [Internet service providers \(ISPs\)](#) provide broadband modems that include built-in wireless routers, often called an *Internet gateway*. If you have one of these devices, you don't need to buy a separate router.

- 3** Connect one end of an Ethernet cable to another Ethernet port on your wireless router.
- 4** Connect the other end of the Ethernet cable to the Ethernet port on your main PC.
- 5** Connect your wireless router to a power source and, if it has a power switch, turn it on. Your computer should now be connected to the router and your network.



End



Tip: Router Configuration

Some wireless routers require you to connect your main computer via Ethernet for initial configuration, as described here. Other routers will connect wirelessly to your main computer for the entire configuration process. When in doubt, follow the instructions that came with your router.



Tip: Wireless Security

To keep outsiders from tapping into your wireless network, you need to enable wireless security for the network. This adds an [encryption](#) key to your wireless connection; no other computer can access your network without this key.

Connecting Additional PCs to Your Wireless Network

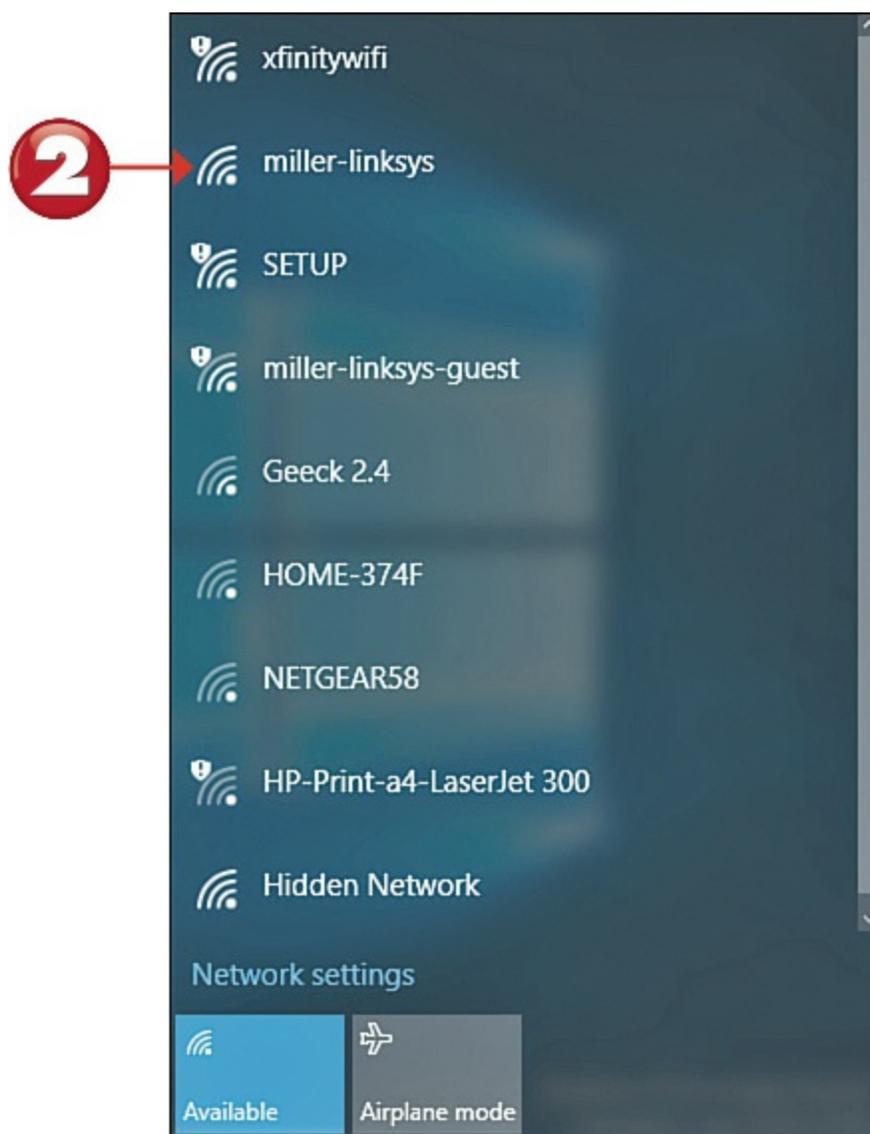
Each additional PC on your network requires its own wireless adapter. Most notebook PCs come with a wireless adapter built in. Some desktop PCs come with built-in wireless adapters; others might require you to connect an external adapter.



- 1** In the notification area of the taskbar, click the **Connections** icon to display the Settings window with the Wi-Fi panel displayed.



- 2** Click your wireless network; this expands the panel for this network.





Note: Connections Icon

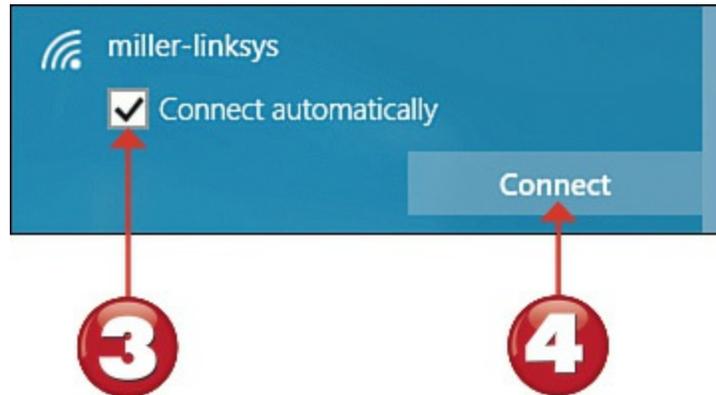
If no network is currently connected, the Connections icon should be labeled Not Connected—Connections Are Available.



Tip: Wireless Adapters

A wireless adapter can be a small external device that connects to the PC via USB, an expansion card that installs inside your system unit, or a PC card that inserts into a laptop PC's card slot.

- 3 To connect automatically to this network in the future, check the **Connect Automatically** box.
- 4 Click **Connect**.



Tip: Connect Automatically

When you're connecting to your home network, it's a good idea to enable the Connect Automatically feature. This lets your computer connect to your network without additional prompting or interaction on your part.

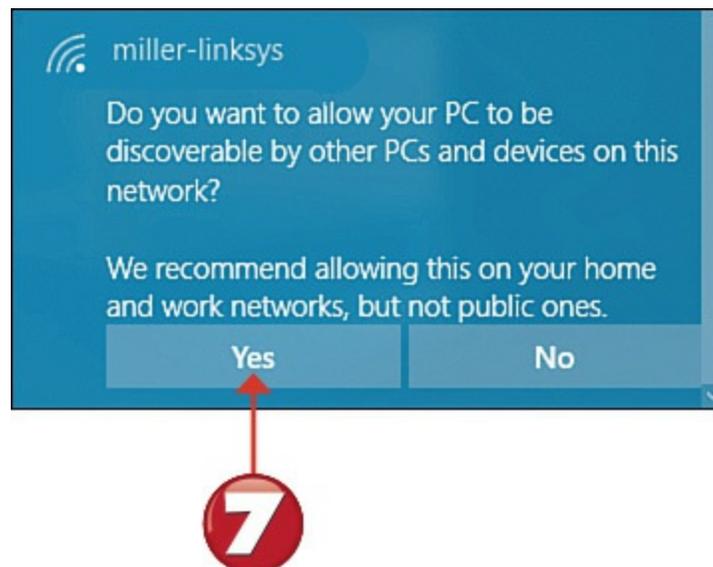


5 When prompted, enter the password (called the *network security key*) for your network.

6 Click **Next**.



7 When the next screen appears, click **Yes** to connect with other PCs and devices on your home network. You're now connected to your wireless router and should have access to the Internet.





Tip: Connecting Securely

If you've enabled wireless security on your wireless router, you will be prompted to enter the passphrase or security key assigned during the router setup, as noted in steps 5 and 6. If you haven't enabled wireless security, you should.



Tip: One-Button Connect

If your router supports "one-button wireless setup" (based on the Wi-Fi Protected Setup technology), you'll be prompted to press the "connect" button on the router to connect. You can connect via this button or by entering the network password as normal.

Adding Your Computer to a Homegroup

The easiest way to connect multiple home computers is to create a homegroup for your network. A [homegroup](#) is kind of a simplified network that lets you automatically share files and printers between connected computers.

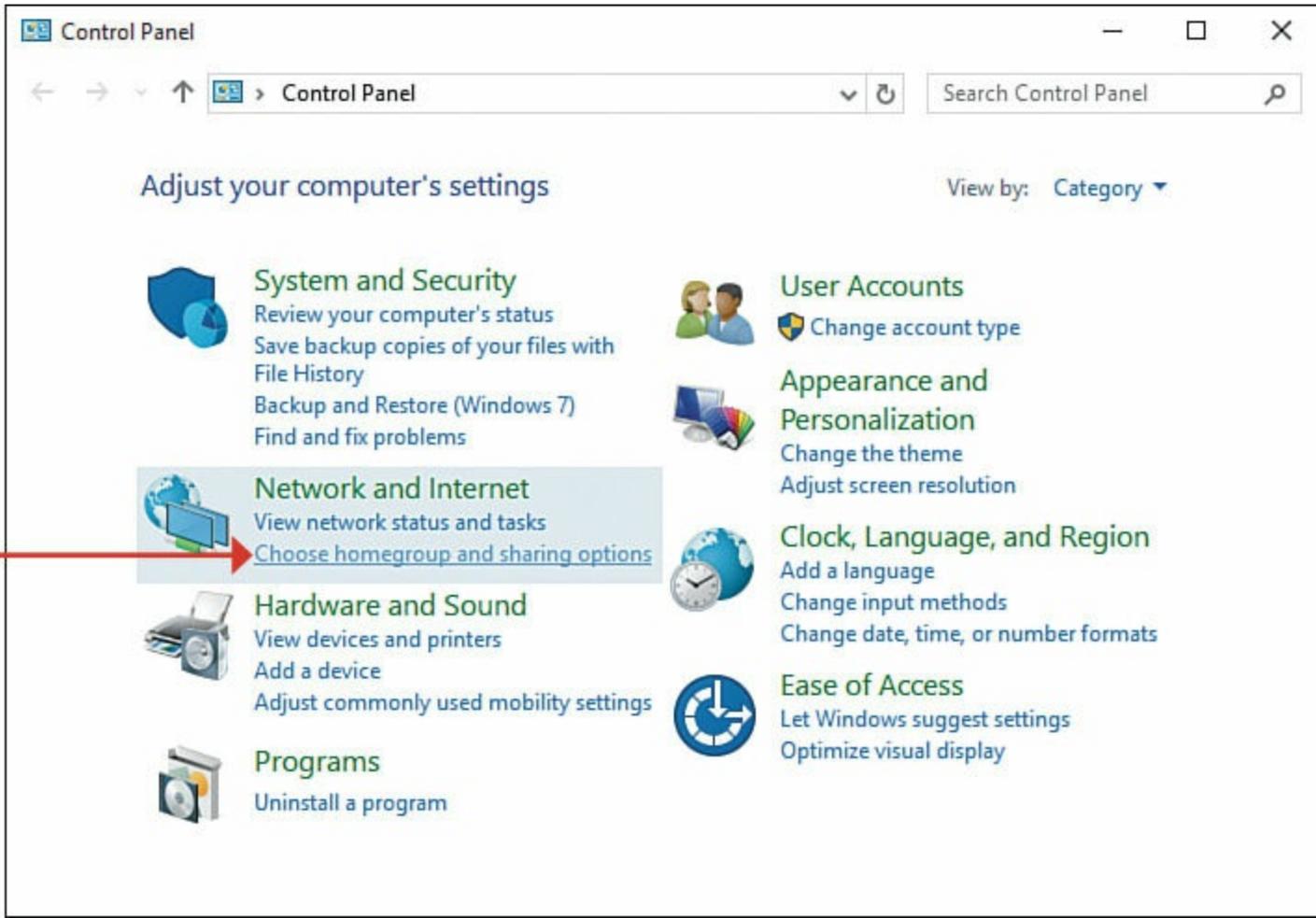


- 1 Right-click the **Start** button to display the quick Access Menu, and then click **Control Panel**.



- 2 In the Network and Internet section, click **Choose Homegroup and Sharing Options** to

display the Share with Other Home Computers page.



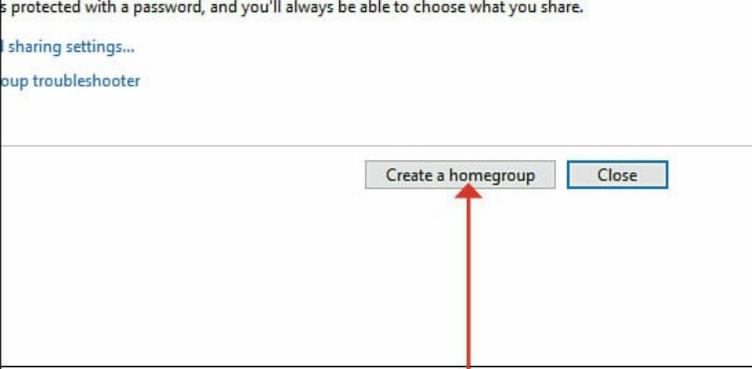
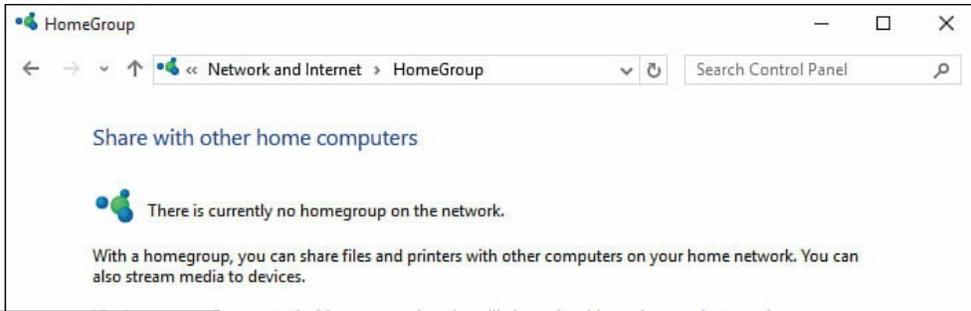
Note: For Newer Windows

Only PCs running Windows 7 or above can be part of a homegroup. PCs running older versions of Windows do not have the homegroup feature and must use the normal Windows networking functions instead.



3 Click the **Create a Homegroup** button to display the Create a Homegroup page.

4 Click **Next** to display the Share with Other Homegroup Members page.



Tip: File/Printer Sharing

When configuring your homegroup, you can choose to share your Documents, Music, Pictures, Videos, or Printers and Devices.

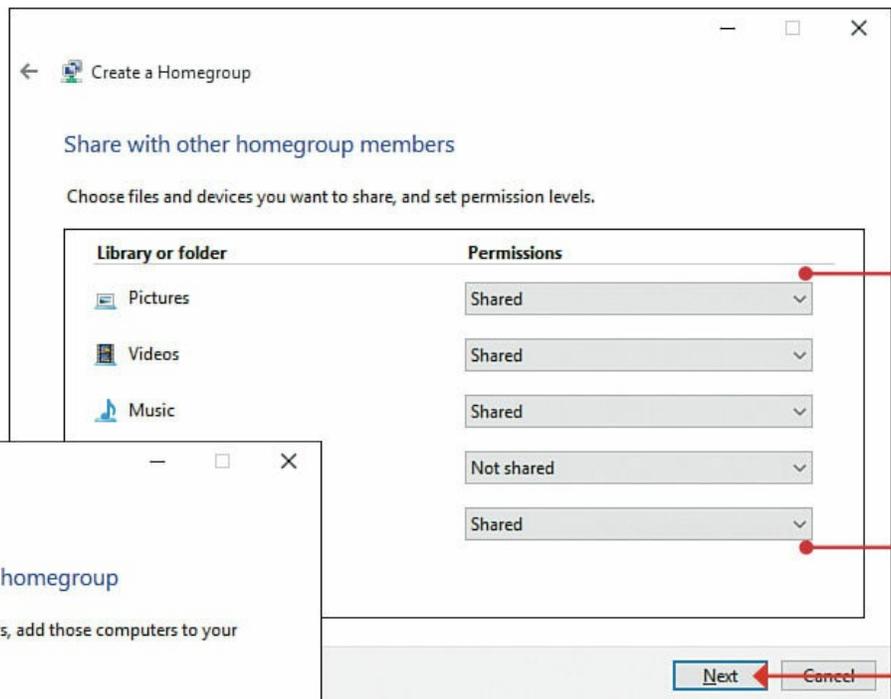


5 By default, Windows will share your pictures, videos, music, and printers and other devices—but not your documents—with other homegroup members. Make a selection in the drop-down

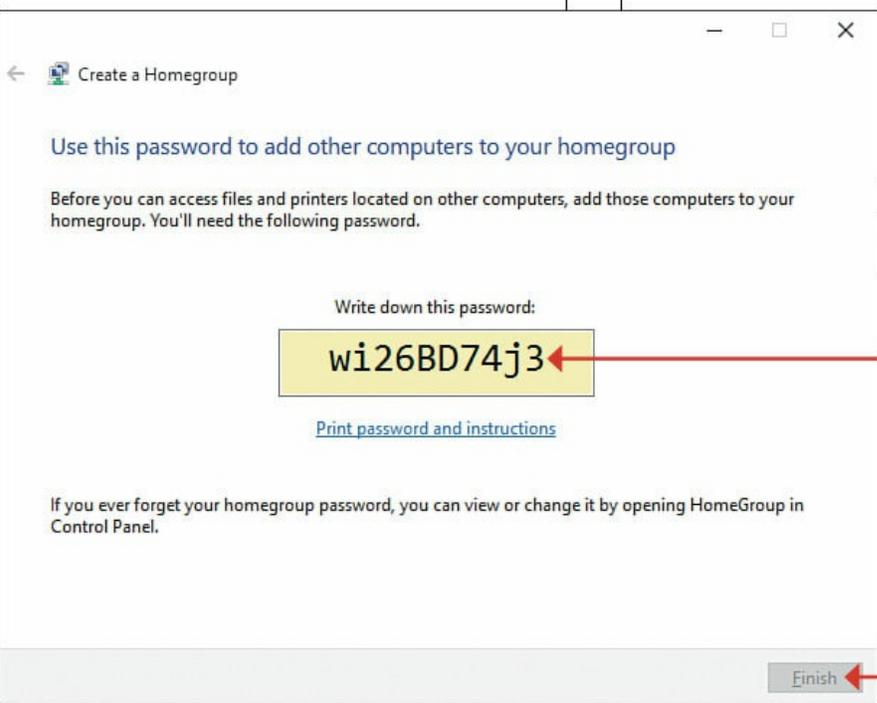
list for each item to change the sharing permissions, then click **Next**.

6 Windows now displays the password for your new homegroup. You'll need to provide this to users of other computers on your network who want to join your homegroup, so write it down and keep it in a safe place.

7 Click the **Finish** button.



5



6

7



Note: Configuring Other PCs

You'll need to configure each computer on your network to join your new homegroup. Enter the original homegroup password as instructed.

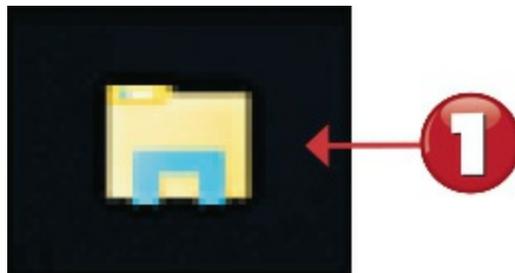


Accessing Other Computers in Your Homegroup

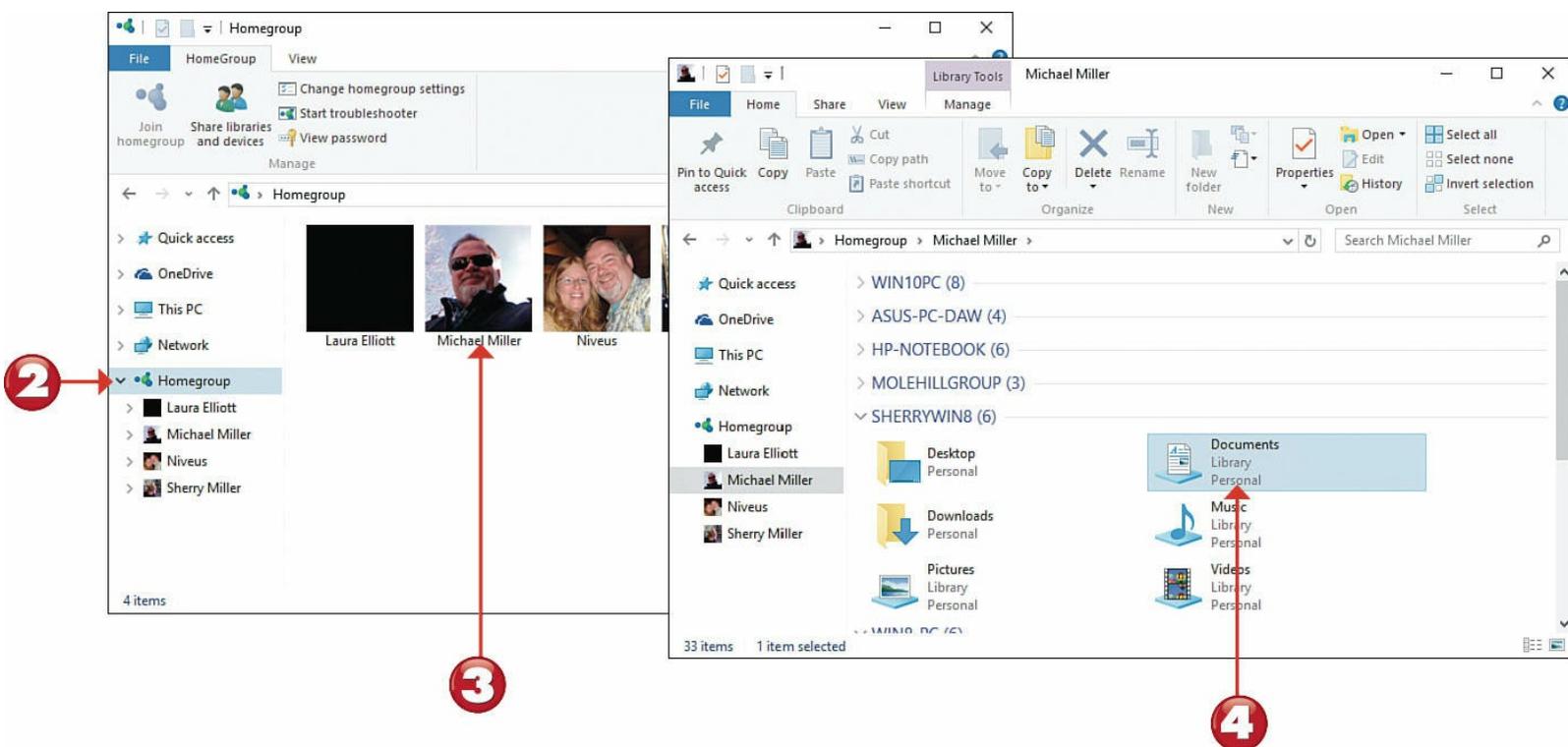
After you have your home network set up, you can access shared content stored on other computers on your network. How you do so depends on whether the other computer is part of your homegroup. We'll look at homegroup access first.



- 1 Click the [File Explorer](#) icon on the Windows taskbar or on the Start menu.



- 2 When File Explorer opens, click **Homegroup** in the navigation pane to display all the users in your homegroup.
- 3 Double-click the user whose files you want to access.
- 4 Windows now displays the folders shared by that user. Double-click a folder to access that particular content.



End



Note: Organized by User

The Homegroup section of File Explorer is organized by user, not by computer. Any given user might have accounts on multiple computers.

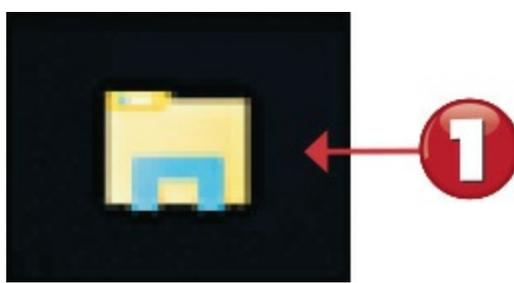


Accessing Other Computers on Your Network

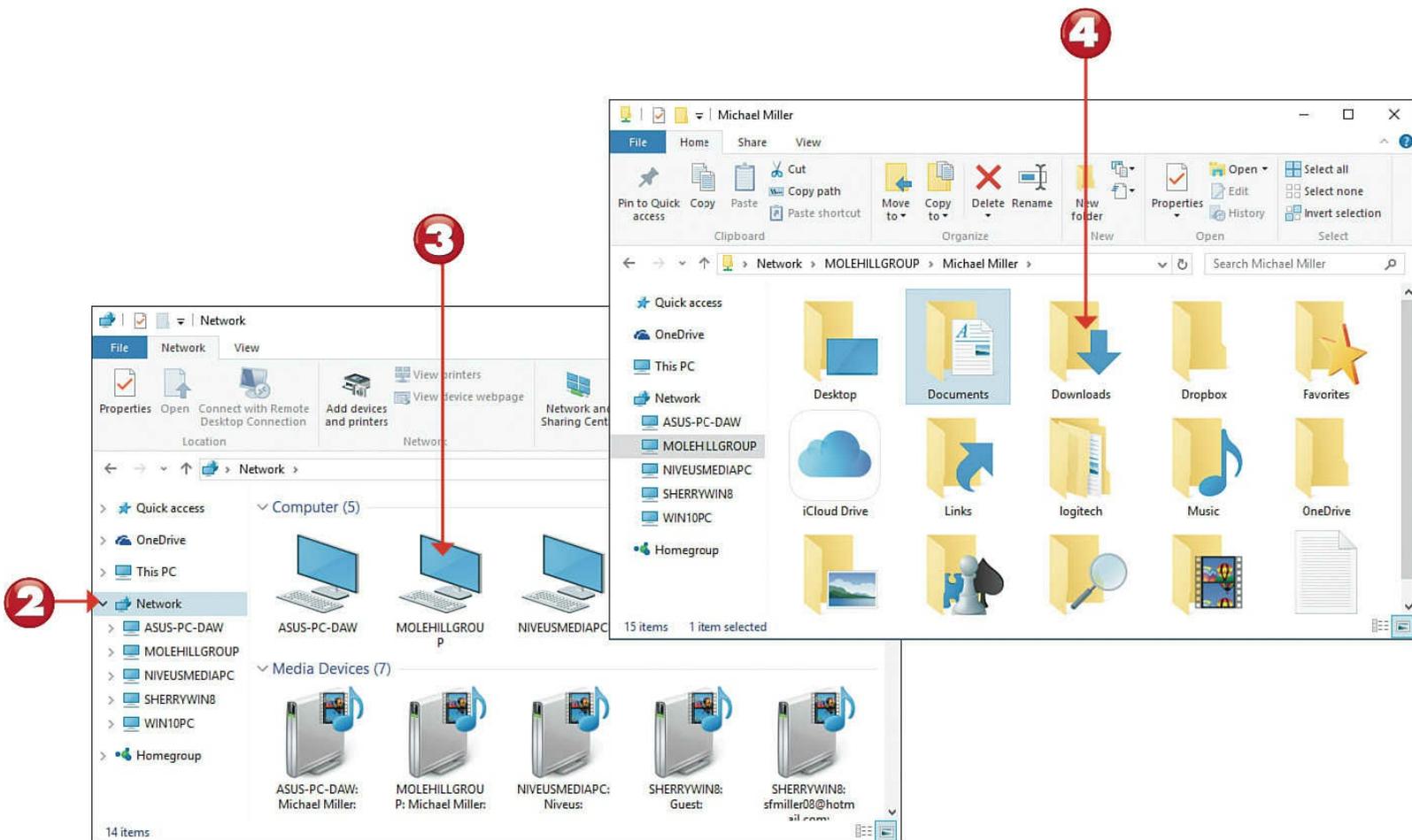
A computer doesn't have to be connected to your homegroup for you to access its content. Windows lets you access any computer connected to your home network—although you can share only content that the computer's owner has configured as sharable.

Start

1 Click the **File Explorer** icon on the Windows taskbar or on the Start menu.



- 2** When File Explorer opens, click **Network** in the navigation pane. This displays all the computers and devices connected to your network.
- 3** Double-click the computer you want to access.
- 4** Windows now displays the shared folders on the selected computer. Double-click a folder to view that folder's content.

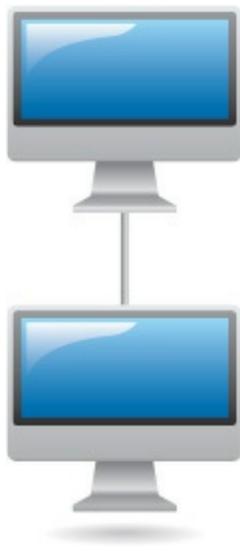


End



Tip: Look for the Public Folder

On most older computers, shared files are stored in the Public folder. Look in this folder first for the files you want.



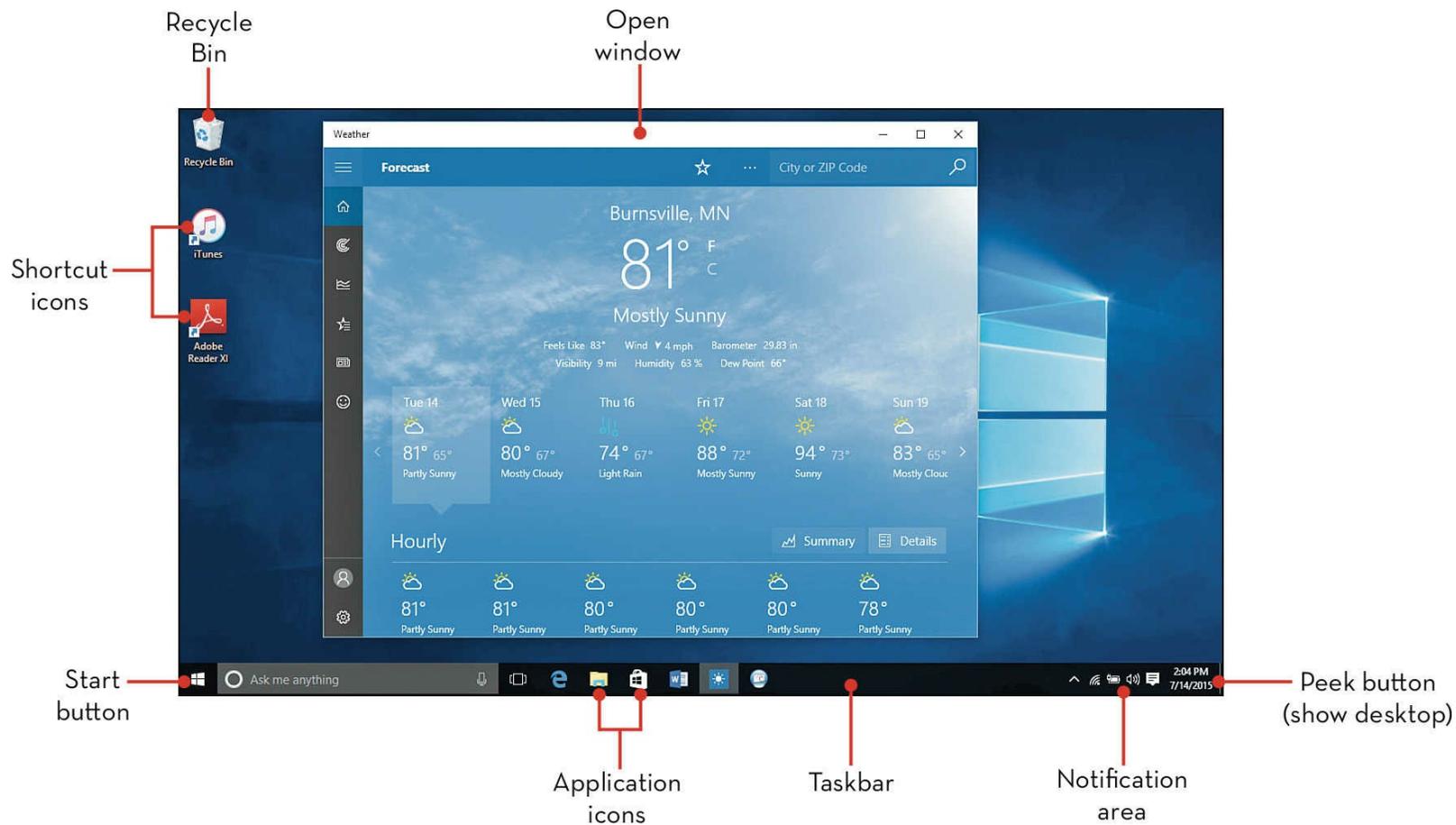
Chapter 5. Using Microsoft Windows 10



Microsoft Windows is a piece of [software](#) called an [operating system](#). An operating system does what its name implies—it operates your computer system, working in the background every time you turn on your PC. The [desktop](#) that fills your screen is part of Windows, as is the taskbar at the bottom of the screen and the big menu that pops up when you click the Start button.

Windows 10 is the latest version of the Microsoft Windows operating system, the successor to Windows 8/8.1. If you used Windows 8 or 8.1, you'll appreciate the return to the traditional desktop and Start menu of the popular Windows 7.

Exploring the Windows 10 Desktop



Using the Mouse

To use Windows efficiently, you must master a few simple operations, all of which you perform with your mouse. Most mouse operations include *pointing* and *clicking*. Normal clicking uses the left mouse button; however, some operations require that you click the right mouse button instead.



- 1 To single-click, position the cursor over the onscreen item and click the left mouse or touchpad button.



- 2 To double-click, position the cursor over the onscreen item and click the left mouse or touchpad button twice in rapid succession.



Tip: Click to Select

Pointing and clicking is an effective way to select icons, menu items, directories, and files.



Tip: Mouse Over

Another common mouse operation is the [*mouse over*](#), in which you hold the cursor over an onscreen item without pressing either of the mouse buttons. For example, when you mouse over an icon or a menu item, Windows displays a *ToolTip* that tells you a little about the selected item.

3 To right-click, position the cursor over the onscreen item and then click the *right* mouse button.



4 To drag and drop an item from one location to another, position the cursor over the item, click and hold the left mouse button, drag the item to a new position, and then release the mouse button.



End



Tip: Pop-Up Menus

Many items in Windows feature a context-sensitive pop-up menu or Jump List. You access this menu or list by right-clicking the item. (When in doubt, right-click the item and see what pops up!)



Tip: Moving Files

You can use dragging and dropping to move files from one folder to another or to delete files by dragging them onto the Recycle Bin icon.

Using the Windows Start Menu

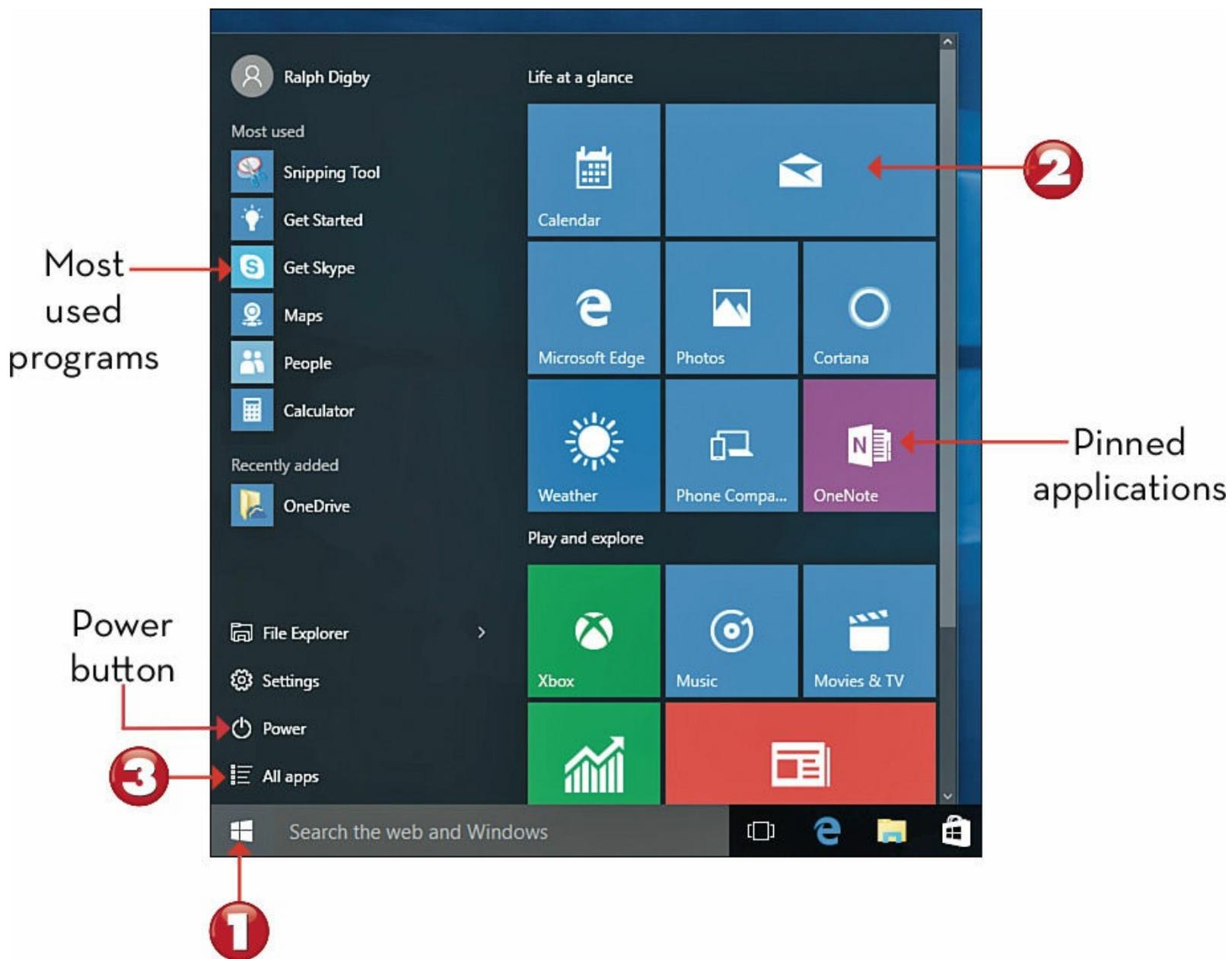
All the software programs and utilities on your computer are accessed via the Windows Start menu. Your most frequently used programs and basic Windows tools are listed on the left side of the Start menu; your favorite programs are “pinned” as tiles to the right side. To open a specific program, just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

Start

- 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.



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**.

- 4 Applications in the All Apps list are listed in alphabetical order, organized by letter; click an app to open it.
- 5 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.



End



Tip: Search for Apps

You can search for apps installed on your computer by entering a program name into the Cortana Search box on the taskbar.



Tip: 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.

Opening a Program

To open a program from the Start menu, all you have to do is click it. You can click an item in the applications list, or a tile on the right side of the menu.



- 1 Click the **Start** button to display the Start menu.
- 2 If the program you want isn't listed by default, click **All Apps** to display the complete list of applications.
- 3 Click the icon or tile for the program you want to launch.



2

1

3

End

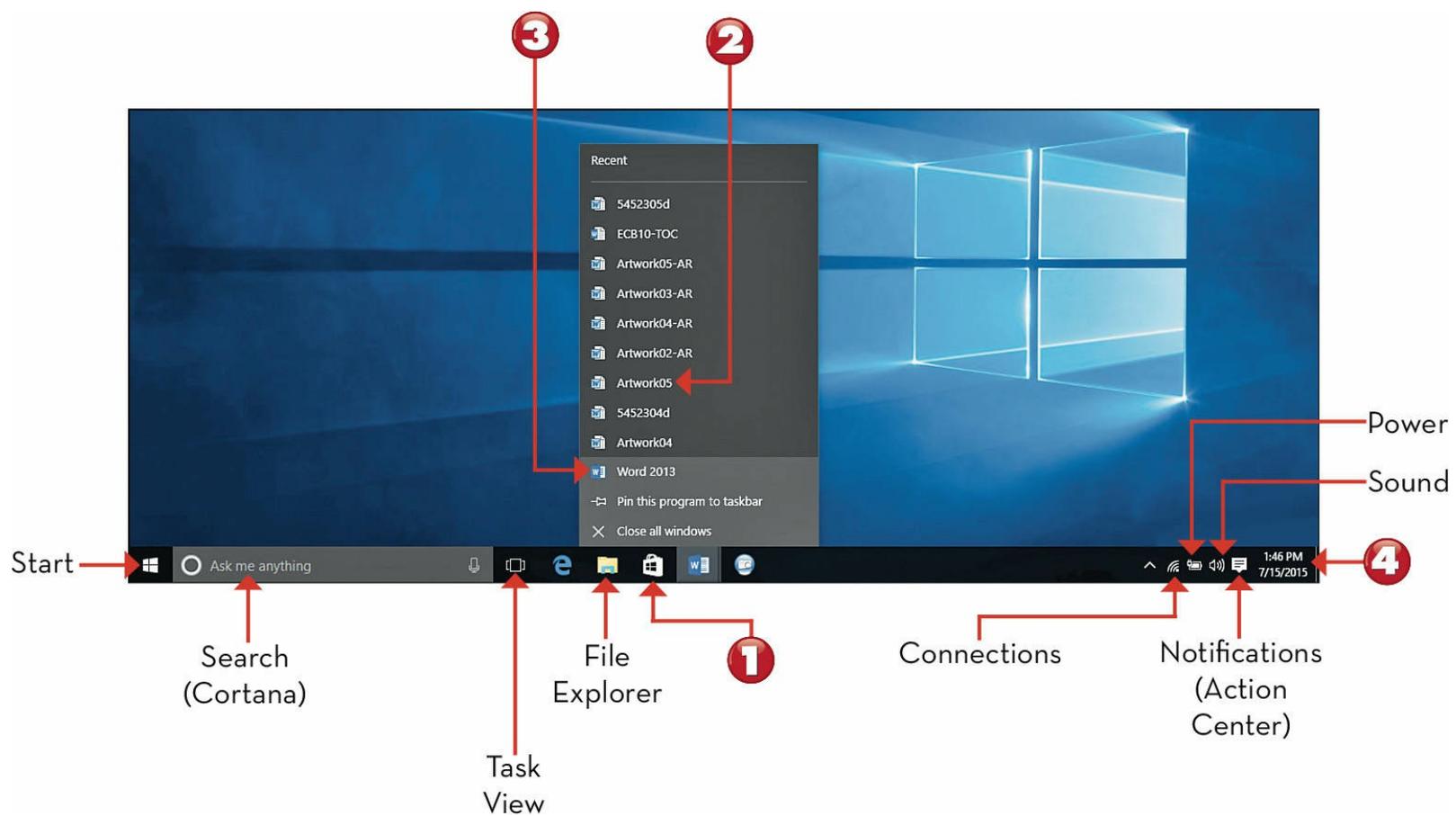


Using the Taskbar

The taskbar is the 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 shortcut icon.
- 2** To view a list of recently opened documents for an application, right-click the application's icon to display a Jump List, and then select an item.
- 3** To open a new blank document for an already-open application, right-click the application's icon to display the Jump List, and then click the application item.
- 4** 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.



Tip: 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 under the icon.



Tip: Other Icons

At the left side of the taskbar is a search box for Cortana, Windows 10’s virtual personal search assistant. (Learn more about Cortana in [Chapter 10](#), “[Using the Internet](#).”) There’s also an icon for Task View, which enables you to create multiple virtual desktops with their own sets of open applications. In the notification area are icons for power (on notebook and tablet PCs), wireless connection status, sound, and notifications (opens the Action Center).

Scrolling a Window

Many windows contain more information than can be displayed in the window at once. When you have a long document or web page, only the first part of the document or page is displayed 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.

Start

- 1 Click the up arrow on the window's scrollbar to scroll up one line at a time.
- 2 Click the down arrow on the window's scrollbar to scroll down one line at a time.

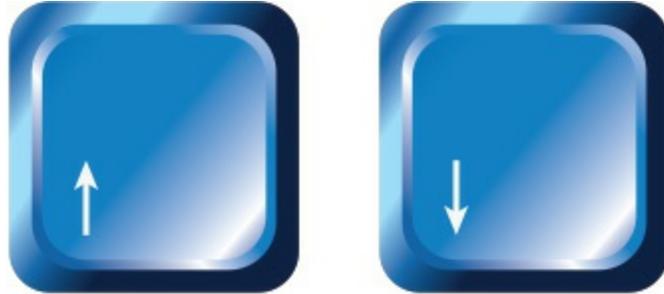


End



Tip: Other Ways to Scroll

To move to a specific place in a long document, use your mouse to grab the scroll box (also called a slider) and drag it to a new position. You can also click the scrollbar between the scroll box and the end arrow, which scrolls you one screen at a time.

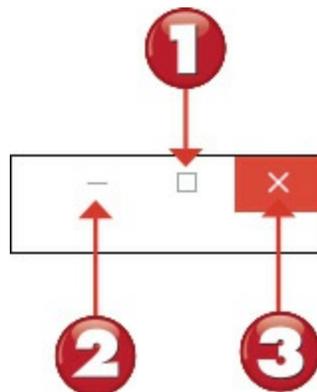


Maximizing, Minimizing, and Closing a Window

After you've opened a window, you can maximize it to display full-screen. You can also minimize it so that it disappears from the desktop and resides as a button on the Windows taskbar, and you can close it completely.

Start

- 1** To maximize the window, click the **Maximize** button.
- 2** To minimize the window, click the **Minimize** button.
- 3** To close the window completely, click the **Close (X)** button.



End



Tip: Restoring a Window

If a 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 (premaximized) dimensions.



Switching Between Open Windows

After you've launched a few programs, you can easily switch between one open program and another. In fact, Windows 10 offers several ways to switch programs.

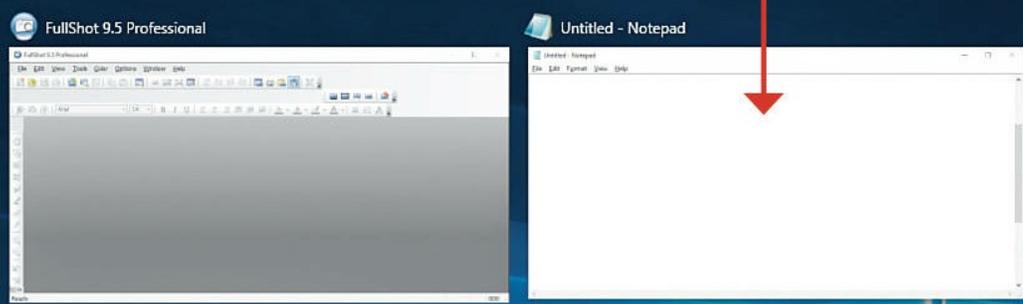


- 1 Press **Alt+Tab** to display thumbnails of all open windows; repeat to cycle through the open apps. Release the keys to switch to the selected window.



- 2 Alternatively, click the **Task View** icon on the taskbar to view all open windows in this desktop.
- 3 Click the window you want to display.

3



+
New desktop

2



Note: Multiple Documents

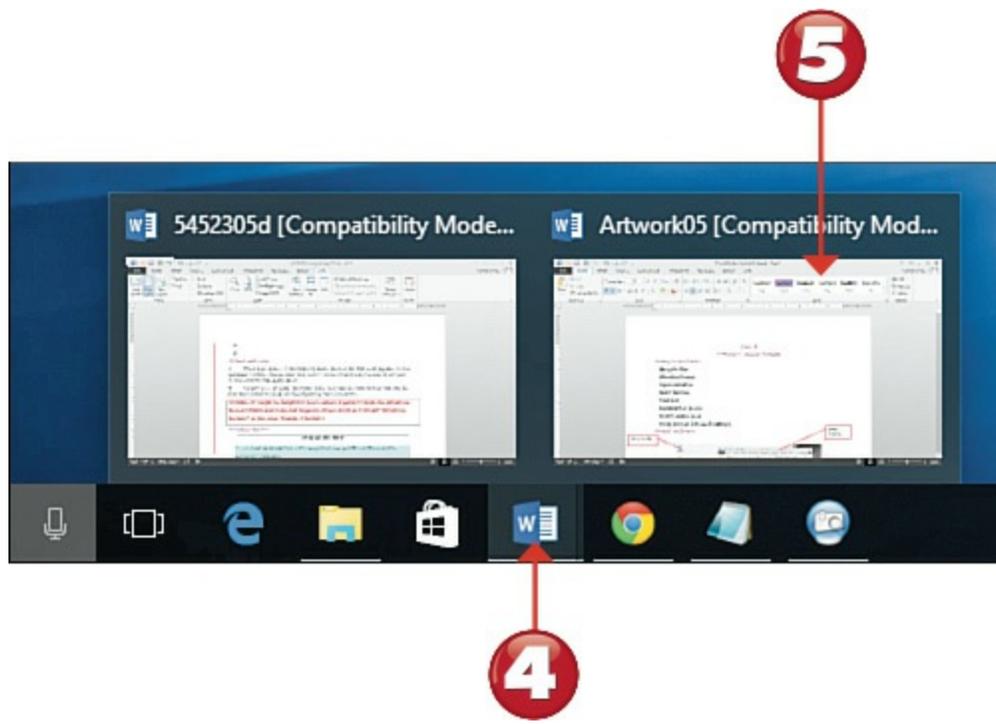
If multiple documents or pages for an application are open, multiple thumbnails will appear when you hover over that application's icon in the taskbar.



4 When a program or document is open, an icon for that item appears in the Windows taskbar. Mouse over that icon to view a thumbnail preview of all open documents for that application.

5 To switch to an open document from the taskbar, mouse over the icon for that item and then

click the thumbnail for that document.



Tip: Help on the Web

If you need technical help with using Windows, see Microsoft's website, www.microsoft.com.

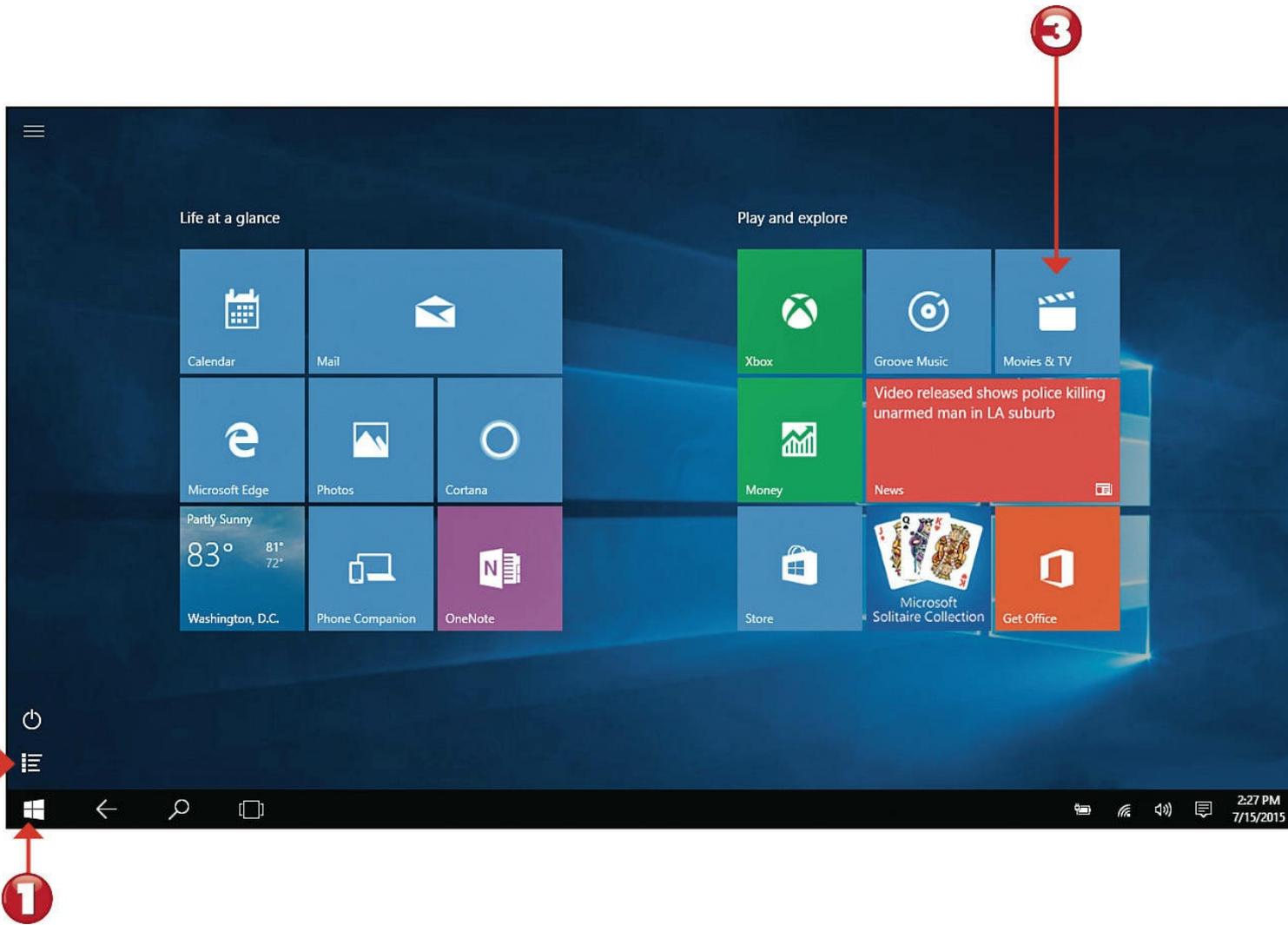


Using Windows in Tablet Mode

If you have a notebook or desktop PC, Windows is displayed in the traditional desktop mode. If you have a [tablet](#) or [hybrid](#) PC, however, Windows can display in Tablet mode, specially designed for devices you operate via touch instead of a keyboard or mouse. Tablet mode is optimized for smaller screen devices, displaying the Start menu and all applications full-screen.

Start

- 1 Tap the **Start** button on the taskbar to display the Start menu full-screen.
- 2 Tap **All Apps** button to display the All Apps list.
- 3 Tap any tile to launch the associated program in full-screen mode.



Tip: Manually Switch to Tablet Mode

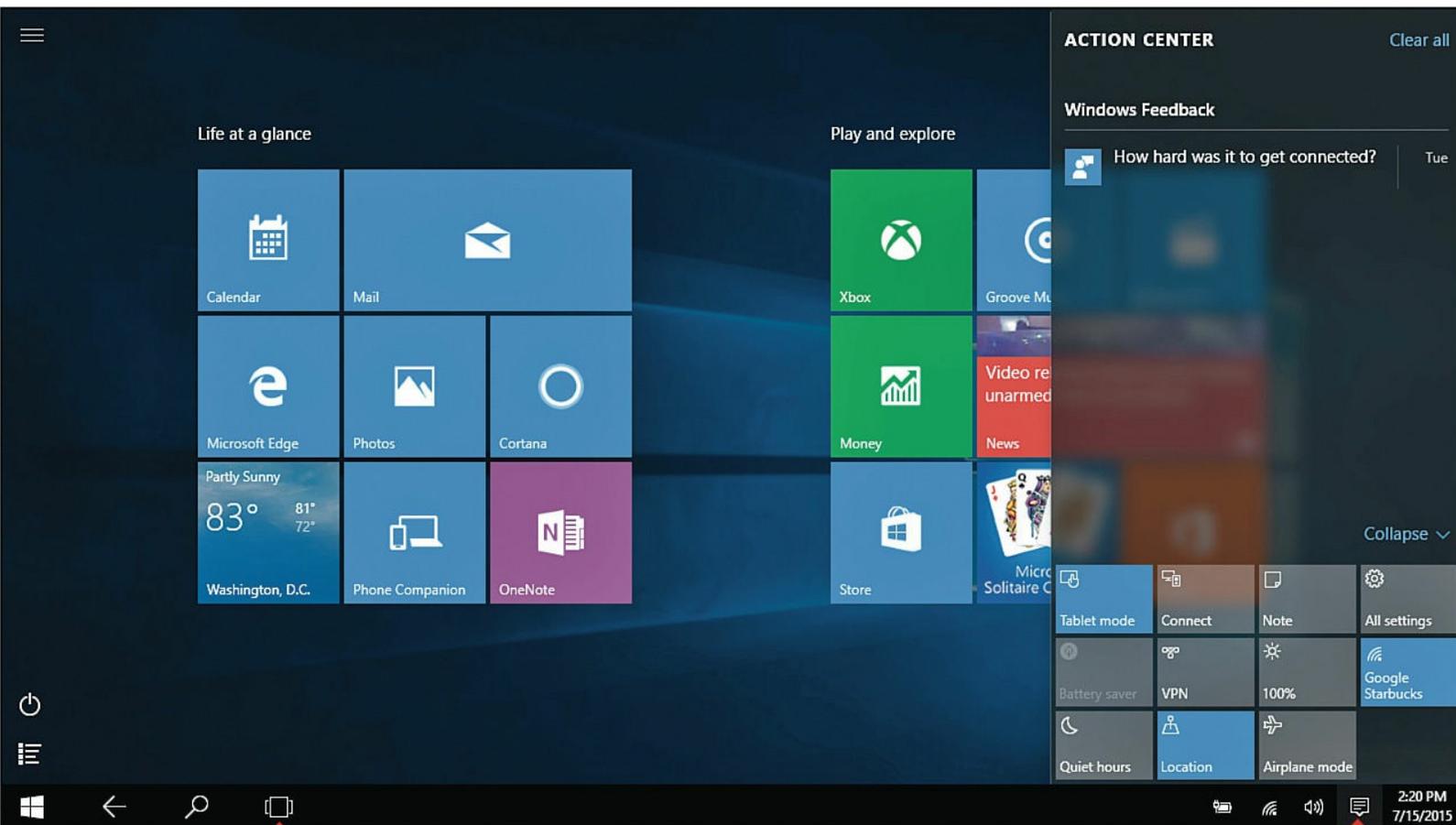
To manually switch to Tablet mode, click the **Notification** button on the taskbar to display the [Action Center](#), and then click the **Tablet Mode** tile.



Tip: Continuum Automatic Switching

The Windows Continuum feature automatically senses your device and displays in the correct mode. If you have a hybrid notebook/tablet device, when you remove the keyboard you will be asked whether you want to switch to tablet mode. When you reattach the keyboard, you'll be asked whether you want to switch to desktop mode.

- 4 To switch to other open apps, tap the Task View button on the taskbar.
- 5 To display the Action Center, swipe in from the right side of the screen or tap the Notifications icon in the taskbar.



End



Using Windows with a Touchscreen Display

If you're using Windows on a computer or tablet with a touchscreen display, you use your fingers instead of a mouse to do what you need to do. So it's important to learn some essential touchscreen operations.



- 1** On a touchscreen display, tapping is the equivalent of clicking with your mouse. Tap an item with the tip of your finger and release.



- 2** To display additional information about any item, press and hold the item with the tip of your finger.



Tip: Right-Click = Press and Hold

Pressing and holding is the touchscreen equivalent of right-clicking an item with your mouse.

- 3** To scroll down a page or perform many edge-centric operations, swipe the screen in the desired direction with your finger.

3 →



End



Tip: Zooming In

To zoom in on a given screen (that is, to make a selection larger), use two fingers to touch two points on the item, and then move your fingers apart.



Tip: Zooming Out

To zoom out of a given screen (that is, to make a selection smaller and see more of the surrounding page), use two fingers—or your thumb and first finger—to touch two points on the item, and then pinch your fingers in toward each other.

Chapter 6. Personalizing Windows

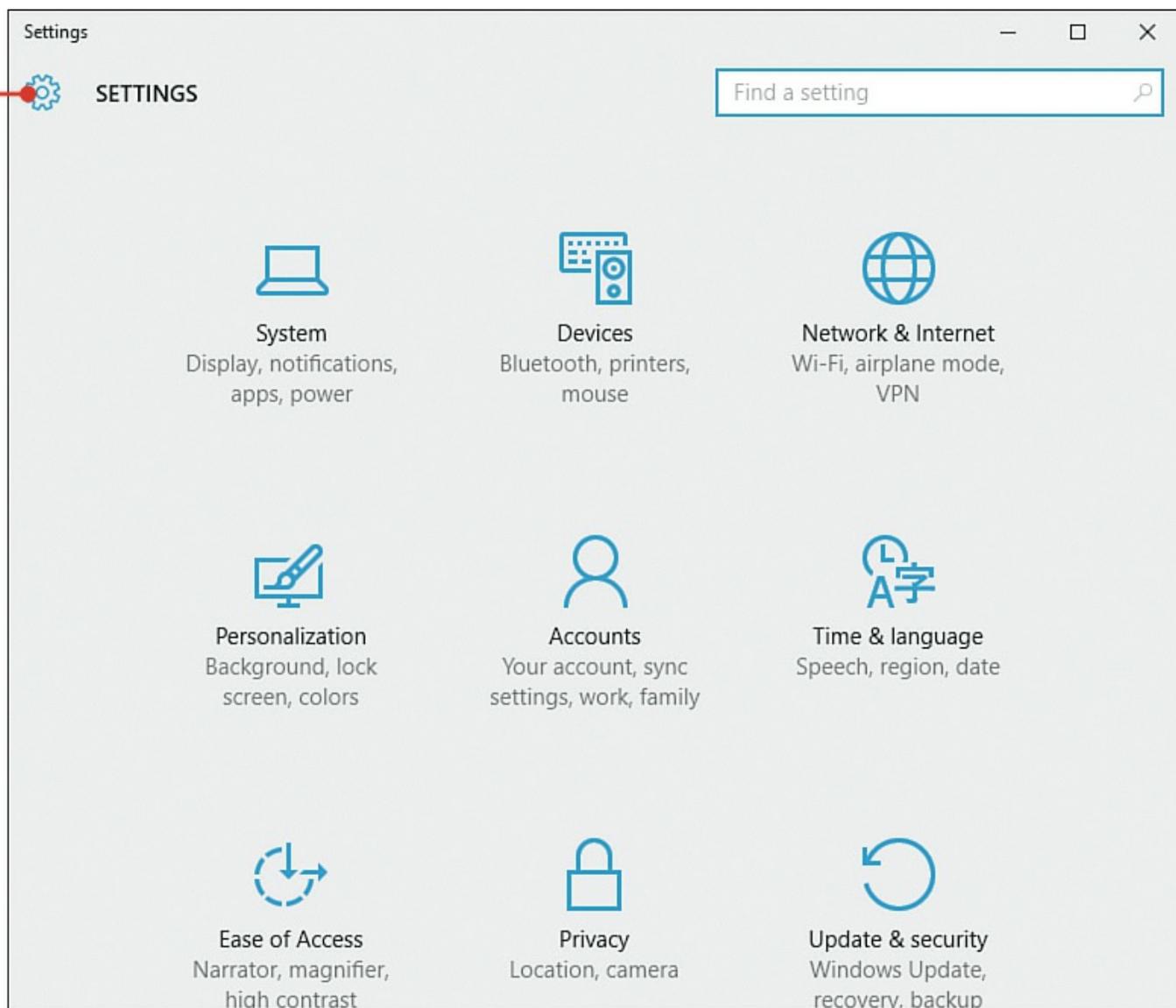


When you first turn on your new computer system, you see the Windows lock screen, and then the Windows desktop, complete with Start menu. If you like the way these items look, great. If not, you can change them.

Windows presents a lot of ways to personalize the look and feel of your system. In fact, one of the great things about Windows is how quickly you can make Windows look like *your* version of Windows, different from anybody else's.

Settings Window

Settings window

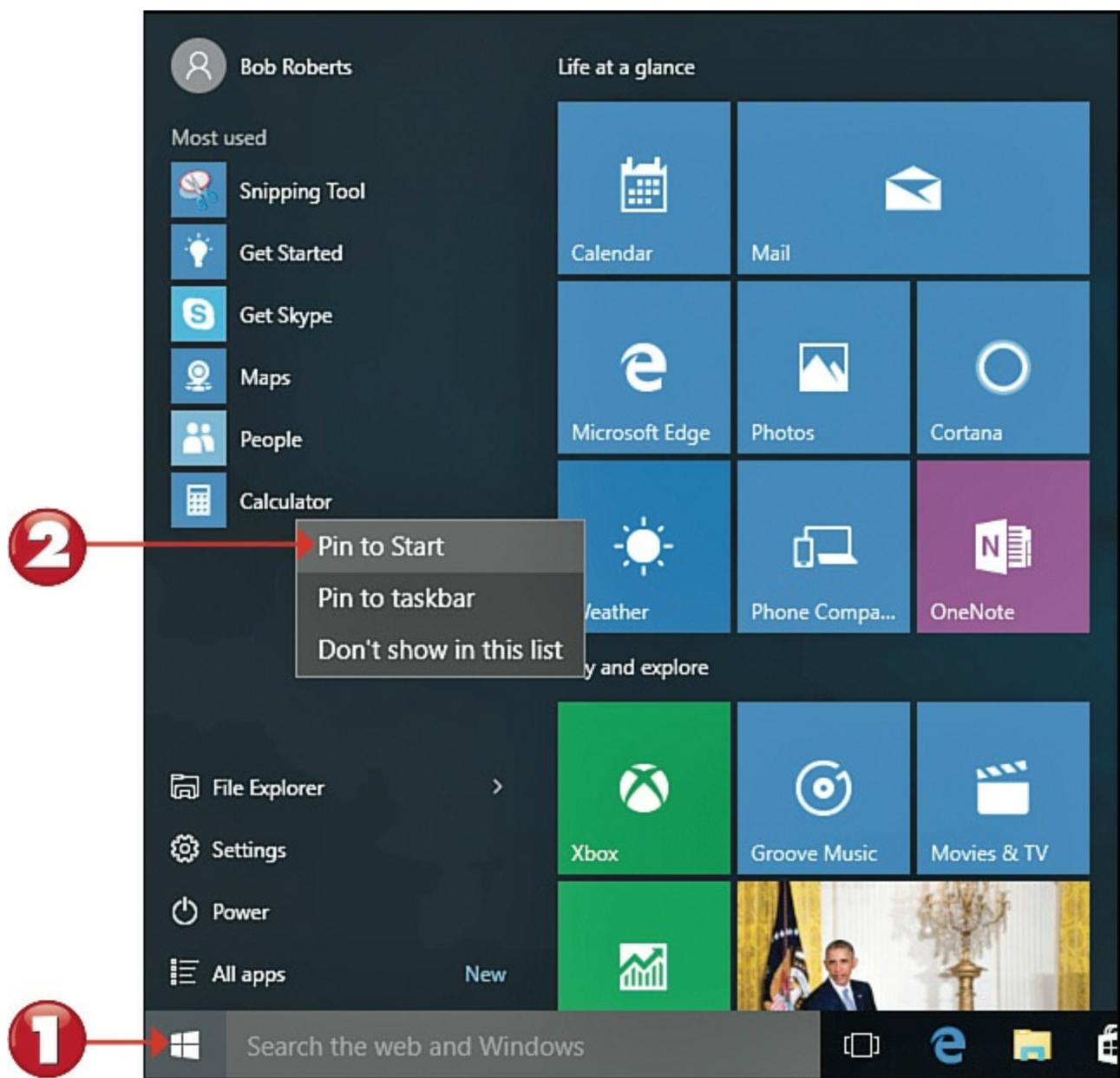


Customizing the Start Menu

The Windows 10 Start menu can be customized to display tiles for your favorite programs. You can also resize the menu to take up more or less space on the desktop.



- 1** Click the **Start** button to open the Start menu. If necessary, click **All Apps** to view a list of all installed applications.
- 2** To “pin” a program to the right side of the Start menu, right-click the name of the app and then select **Pin to Start**.

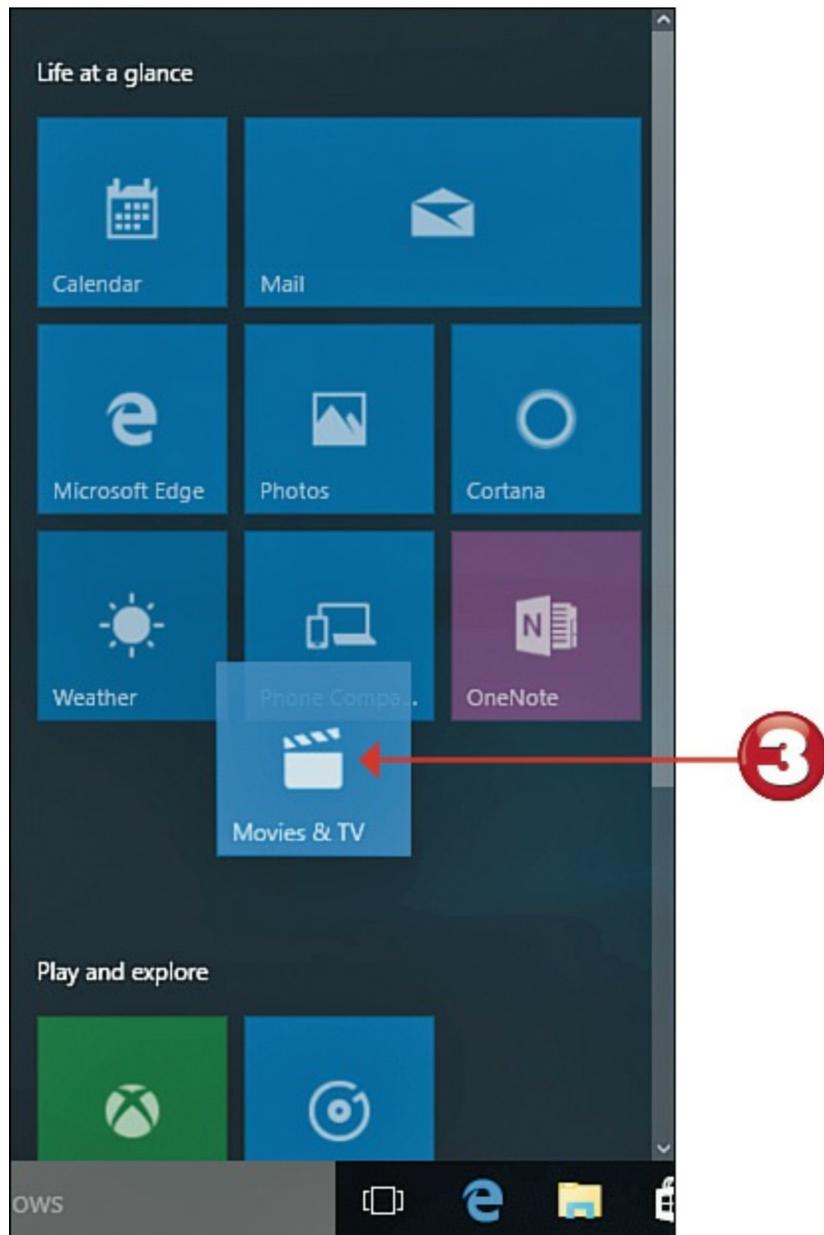


Note: Pinning

“Pinning” an app creates a permanent shortcut to that app. You can pin programs to either the Start menu or the taskbar.

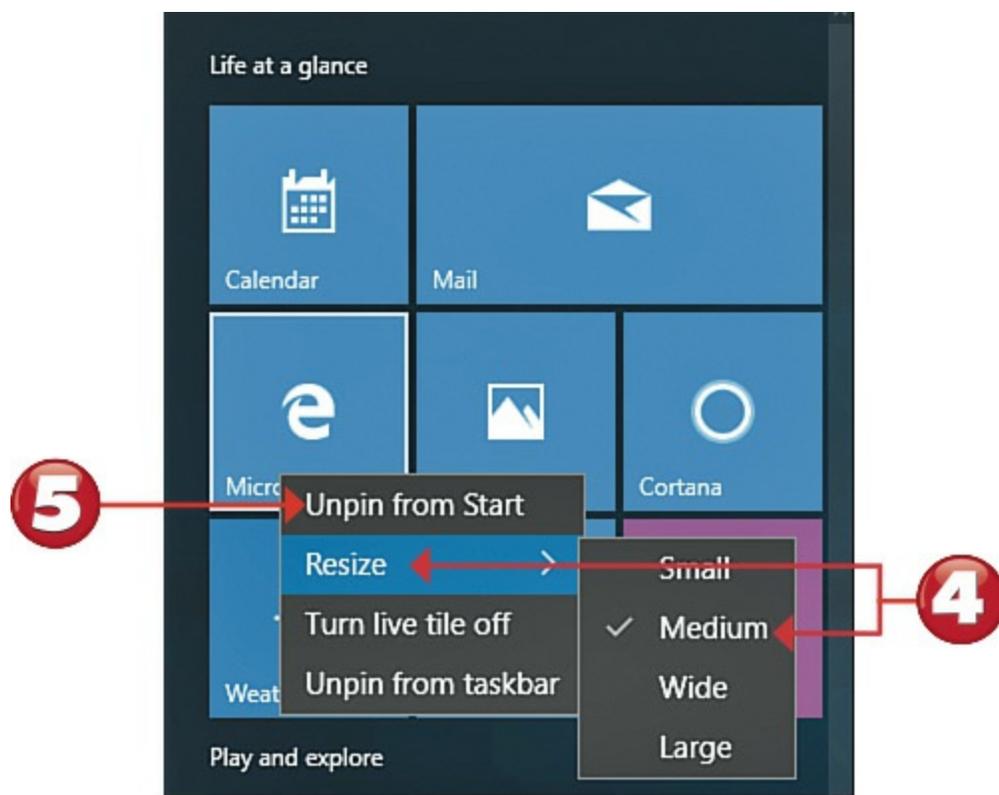


3 To rearrange tiles on the Start menu, click and hold a tile, and then drag it to a new position.



4 To resize a tile, right-click the tile, select **Resize**, and then select the desired size.

5 To remove a tile from the Start menu, right-click the tile and select **Unpin from Start**.



Note: Tile Sizes

Tiles come in four possible sizes: Small, Medium, Wide, and Large.



Note: Live Tiles

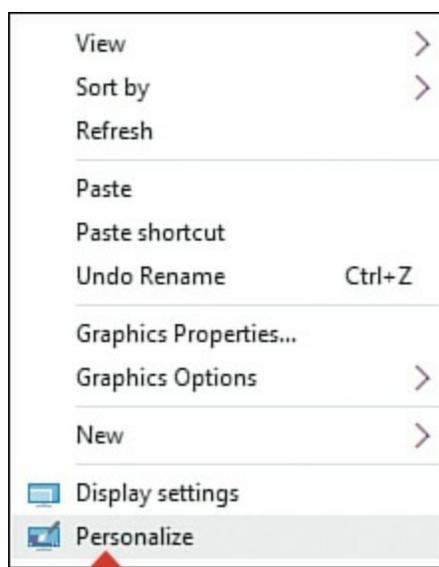
Tiles for some apps display “live” information—that is, current data in real time. For example, the Weather tile displays current weather conditions; the News tile displays current news headlines.

Changing the Desktop Background

One of the most popular ways to personalize the desktop is to use a favorite picture or color as the desktop background.

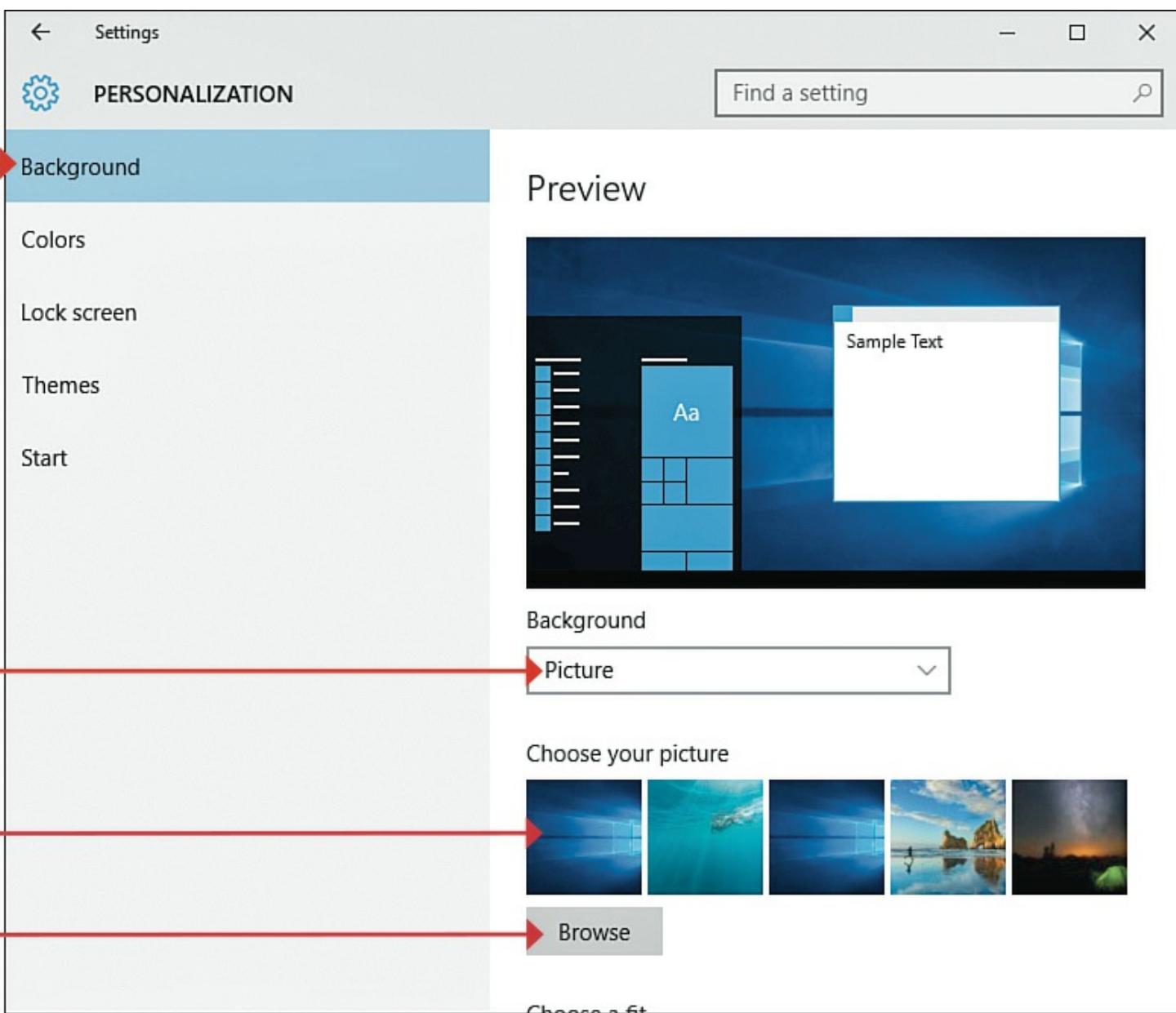


- 1 Right-click any open area of the desktop to display the options menu, and then click **Personalize** to display the Personalization window.



1

- 2 Click to select the **Background** tab.
- 3 To use a picture background, click the **Background** list and select **Picture**.
- 4 Select one of the image thumbnails, or click **Browse** to select another picture stored on your computer.



Tip: Choose a Fit

There are six options in the Choose a Fit list for displaying images that don't fit the entire desktop. **Fill** zooms into the picture to fill the screen. **Fit** fits the image to fill the screen horizontally—but might leave black bars above and below the image. **Stretch** distorts the picture to fill the screen. **Tile** displays multiple instances of a smaller image. **Center** displays a smaller image in the center of the screen, with black space around it. Select **Span** if you're using multiple monitors and want the same image to span the monitors.

5 To select a solid-color background, click the **Background** list and select **Solid Color**.

6 Click the color you want for your desktop background.

Settings

PERSONALIZATION

Find a setting

Background

Colors

Lock screen

Themes

Start

Preview

Background

Solid color

Background colors

5

6

The image shows a screenshot of the Windows Settings application, specifically the 'PERSONALIZATION' section. The left sidebar lists 'Background', 'Colors', 'Lock screen', 'Themes', and 'Start'. The main area is titled 'Preview' and shows a desktop background with a dark sidebar and a white text box containing 'Sample Text'. Below the preview, there is a 'Background' dropdown menu currently set to 'Solid color'. Underneath, a grid of 'Background colors' is displayed, with the orange color selected. Two red callout boxes with the numbers '5' and '6' are positioned on the left. A red arrow from box '5' points to the 'Solid color' dropdown, and a red arrow from box '6' points to the selected orange color in the grid.

End



Tip: Background Slide Show

To display more than one image in a changing desktop slide show, click the **Background** list and select **Slideshow**. You can then click the **Browse** button to select which pictures appear in the slide show. Pull down the **Change Picture Every** list to determine how quickly images change.

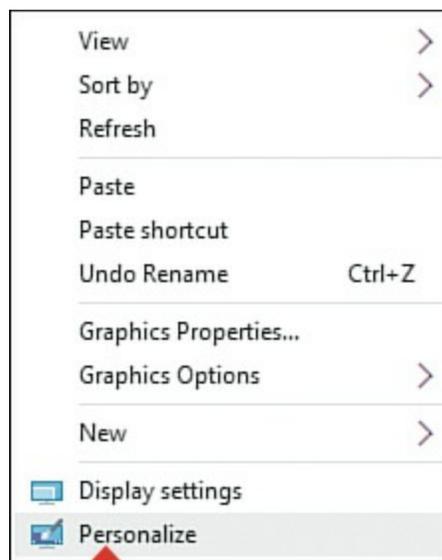


Changing the Accent Color

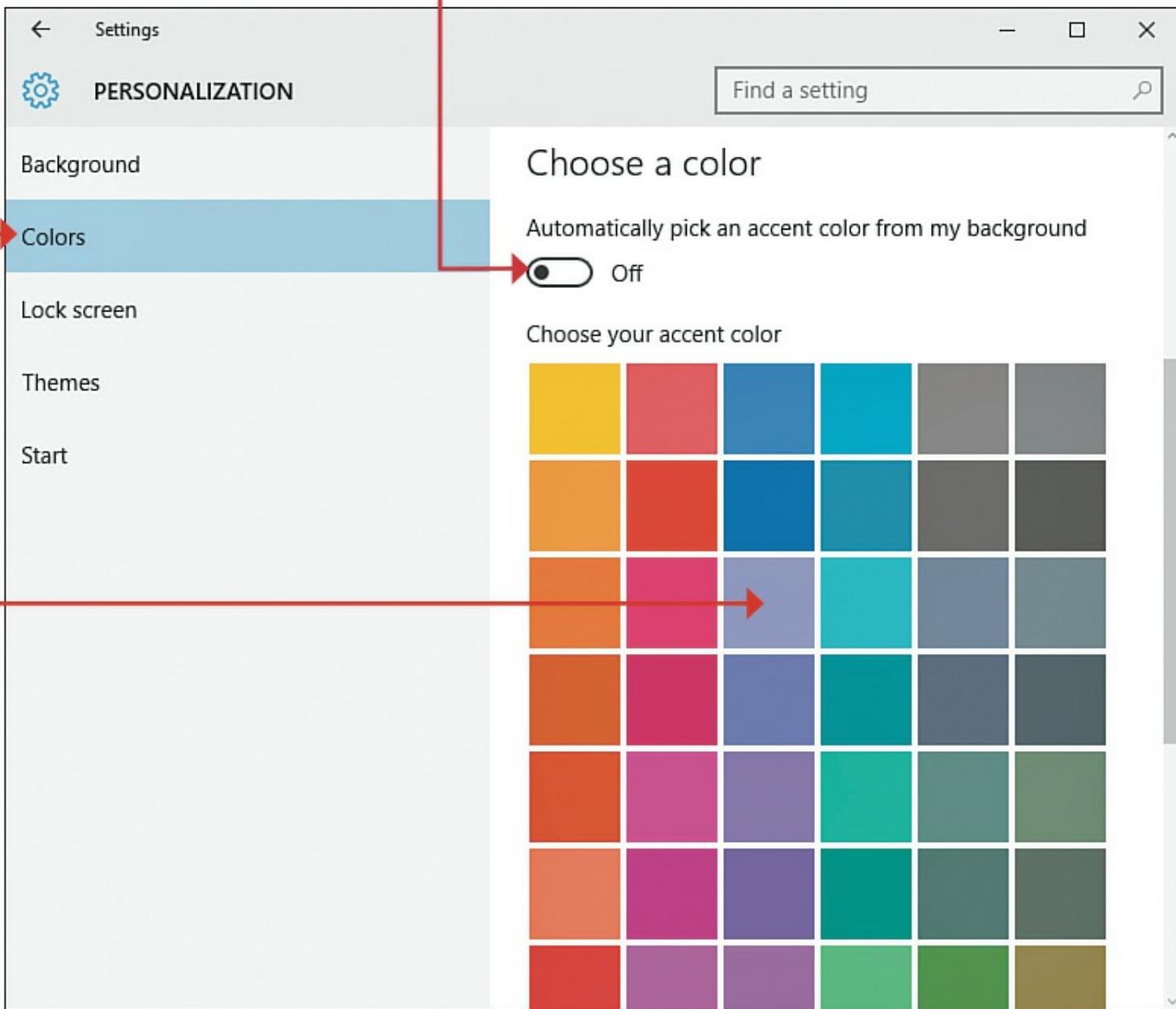
You can select any color for the title bar and frame that surround open windows on the desktop. You can also select a color for the background of the Start menu, taskbar, and Action Center pane.



- 1 Right-click any open area of the desktop to display the options menu, and then click **Personalize** to display the Personalization window.



- 2 Click to select the **Colors** tab.
- 3 To select a specific color, click the **Automatically Pick an Accent Color from My Background** option to the Off position.
- 4 Select the color you want from the color chooser.



- 5** To have Windows automatically suggest a contrast color based on the color of the current background image, set the **Automatically Pick an Accent Color from My Background** option to the On position.

- 6** To have the Start menu, taskbar, and Action Center show the selected contrast color, click the **Show Color on Start, Taskbar, and Action Center** control to the On position. To have these items display in black, click this control to the Off position.
- 7** To apply a transparent effect to the Start menu, taskbar, and Action Center, click the **Make Start, Taskbar, and Action Center Transparent** control to the On position.

The screenshot shows the Windows Settings application in the Personalization section. The left sidebar lists options: Background, Colors (selected), Lock screen, Themes, and Start. The main area is titled 'Preview' and shows a desktop preview with a blue background, a taskbar, and a Start menu. Below the preview is the 'Choose a color' section with three toggle switches:

- Automatically pick an accent color from my background:** On (indicated by a red arrow and a red circle with the number 5).
- Show color on Start, taskbar, and action center:** Off (indicated by a red arrow and a red circle with the number 6).
- Make Start, taskbar, and action center transparent:** On (indicated by a red arrow and a red circle with the number 7).



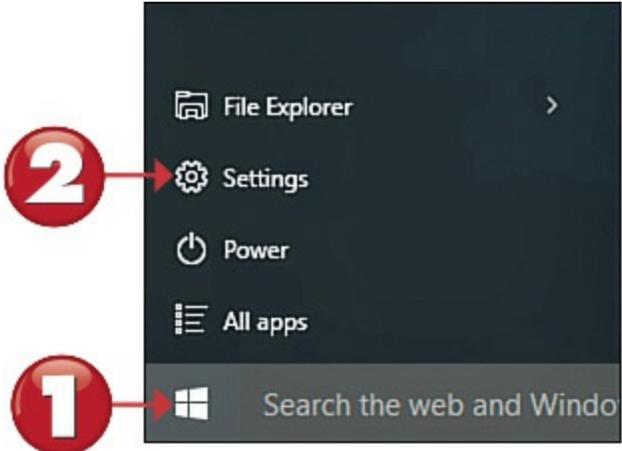


Customizing the Lock Screen Picture

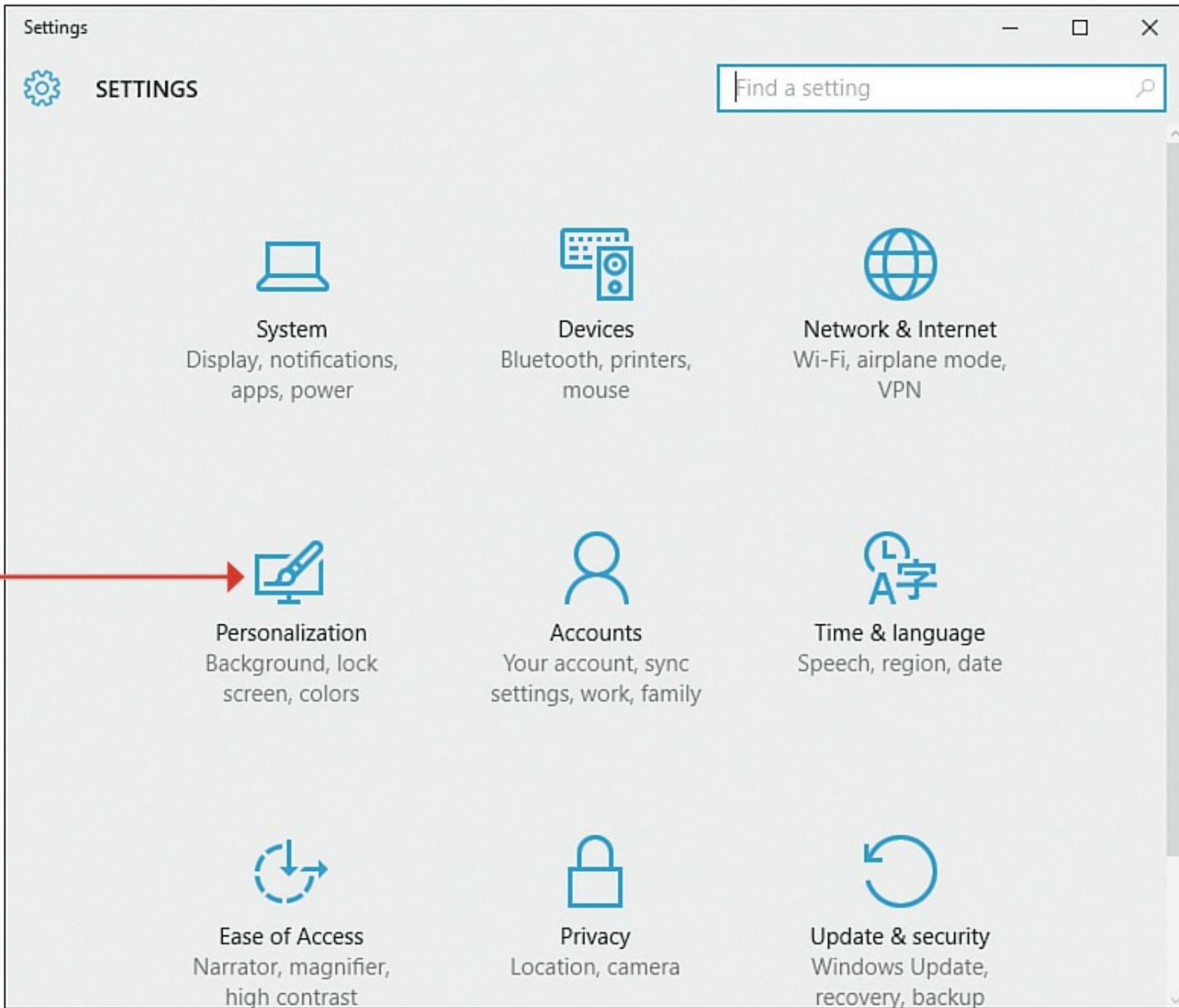
The lock screen is what you see when you first power on your computer or begin to log on to Windows. You can easily change the background picture of the lock screen to something you like better and add information from up to seven apps to the screen.



- 1 Click the **Start** button to display the Start menu.
- 2 Click **Settings** to display the Settings window.



- 3 Click **Personalization** to display the Personalization screen.



Tip: Lock Screen

The lock screen appears when you first power on your PC and any time you log off from your personal account, switch users, or lock your computer. It also appears when you awaken your computer from Sleep mode.



Note: Smartphone Lock Screens

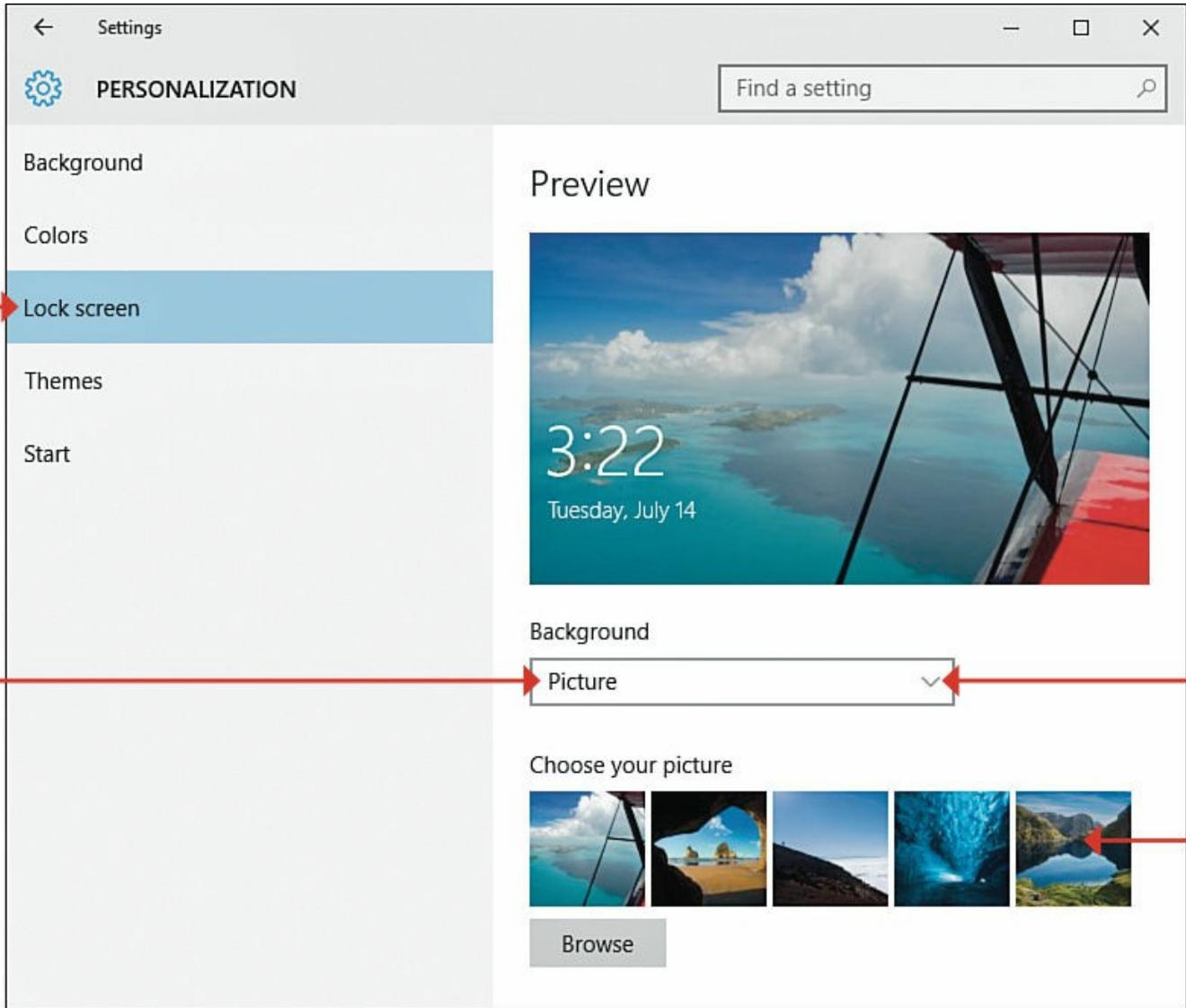
The Windows lock screen is similar to the lock screens you see on various smartphones, such as the Apple iPhone, whenever you “wake up” the phone.

4 Click to select the **Lock Screen** tab.

5 Click the **Background** list and select **Picture**.

6 Click the thumbnail for the picture you want to use.

7 To display a slide show of pictures on your lock screen, click the **Background** list and select **Slideshow**.



End



Tip: Personalize Your Picture

To use another picture as the lock screen background, click the **Browse** button. When the Open dialog box appears, navigate to and click or tap the picture you want to use, and then click the **Choose Picture** button.

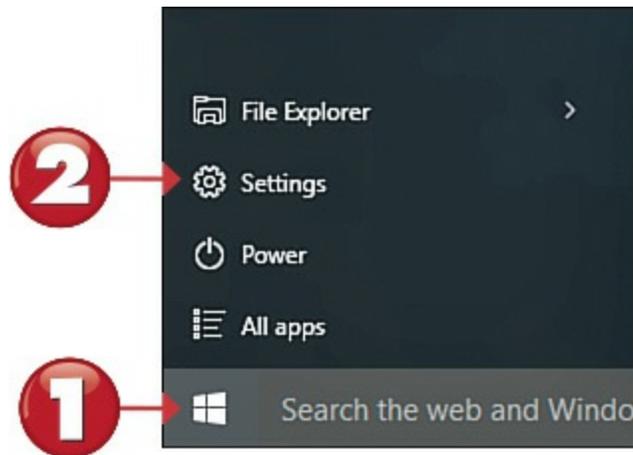


Adding Apps to the Lock Screen

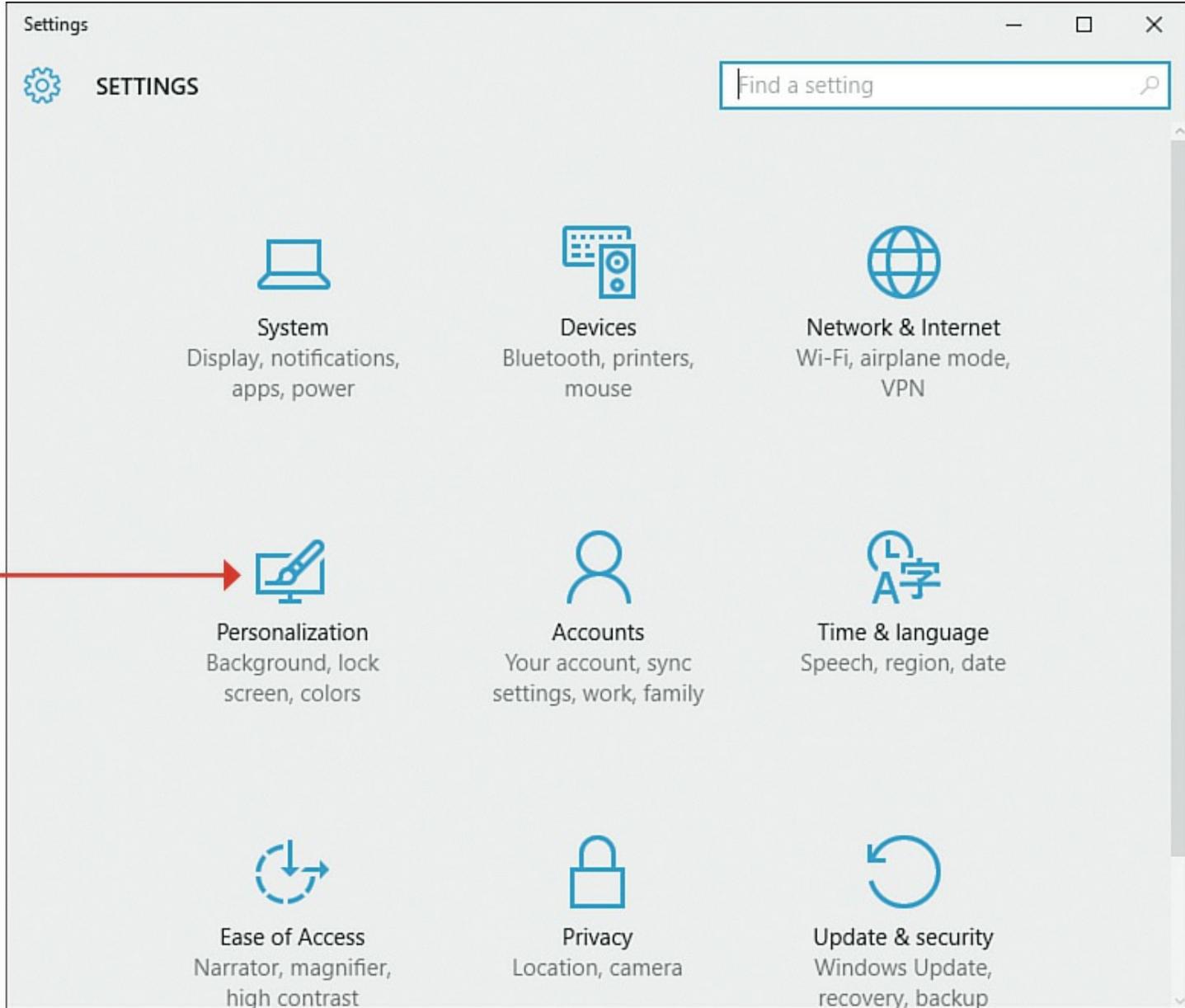
The lock screen can display a number of apps that run in the background and display useful or interesting information, even while your computer is locked. By default, you see the date/time, power status, and connection status, but it's easy to add other apps to the lock screen.



- 1 Click the **Start** button to display the Start menu.
- 2 Click **Settings** to display the Settings window.



- 3 Click **Personalization** to display the Personalization screen.



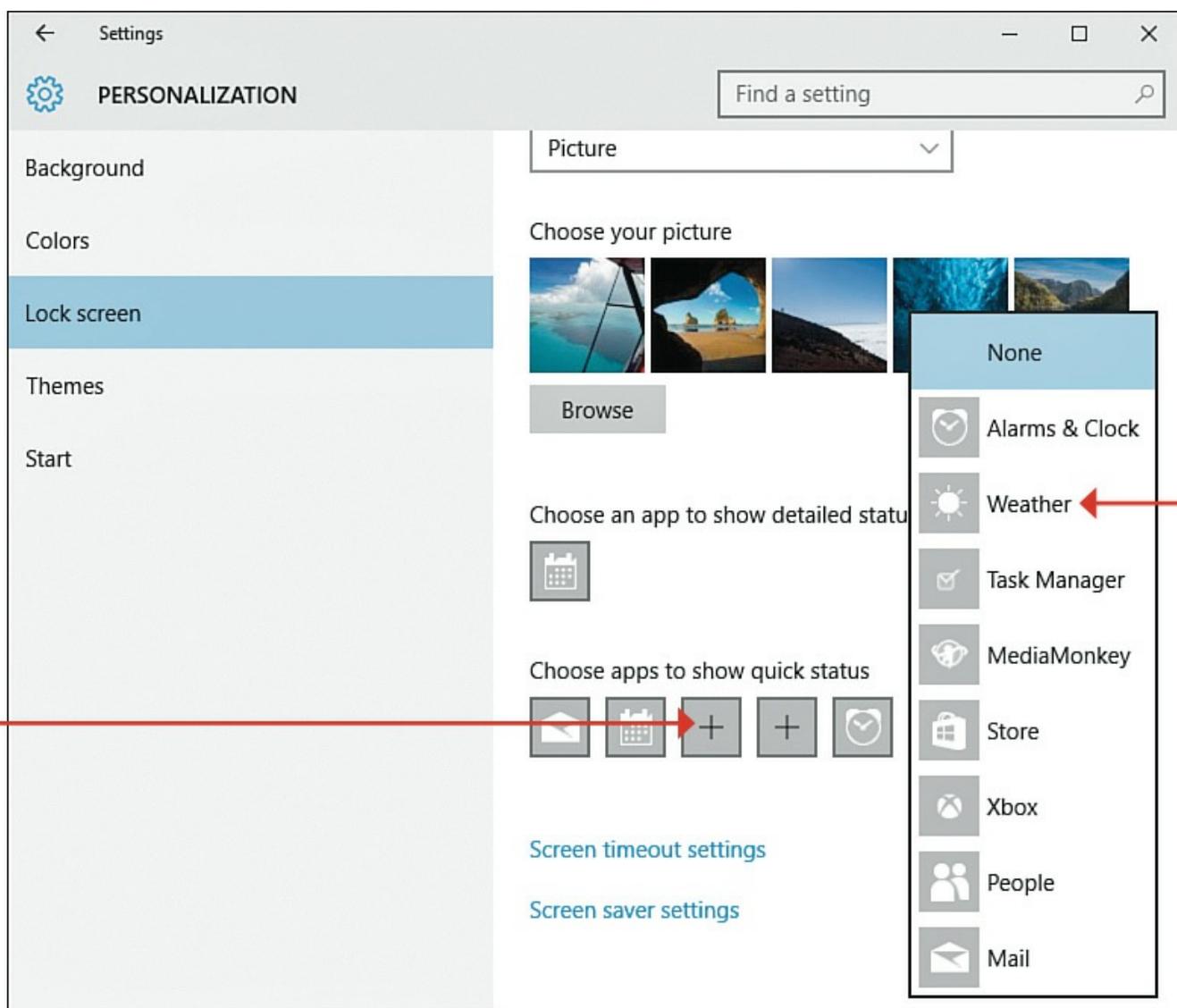
Tip: Real-Time Information

The apps you see on the lock screen display information in real time.



4 Go to the Choose Apps to Show Quick Status section and click a + button to display the list of options.

5 Click or tap the app you want to add.





Tip: Displaying Live Information

You can also opt for one of the lock screen apps to display detailed live information, such as unread messages or current weather conditions. To select which app displays detailed information, click the button for that app in the Choose an App to Show Detailed Status section.

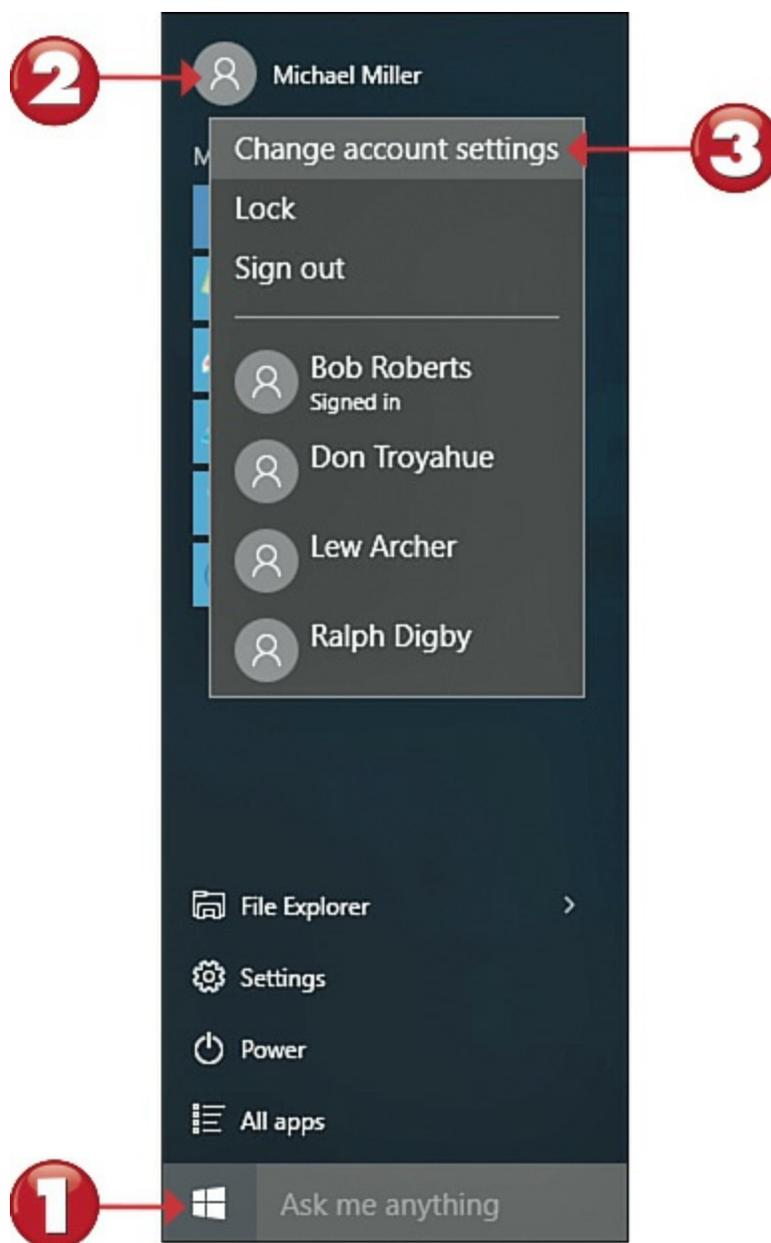


Changing Your Profile Picture

When you first configured Windows, you were prompted to select a default image to use as your profile picture. You can, at any time, change this picture to something more to your liking.

Start

- 1 Click the **Start** button to display the Start menu.
- 2 Click your name or picture at the top of the Start menu to display the options menu.
- 3 Click **Change Account Settings** to display the Settings window with the Accounts page displayed.



- 4 Go to the Your Picture section and click one of the images displayed there, *or...*
- 5 Click the **Browse** button to open the Open window.
- 6 Navigate to and click or tap the picture you want.
- 7 Tap or click the **Choose Picture** button.

The image shows two windows from a Windows operating system. The top window is the 'Settings' application, specifically the 'ACCOUNTS' section. The left sidebar lists 'Your account', 'Sign-in options', 'Work access', 'Family & other users', and 'Sync your settings'. The main area is titled 'Your picture' and contains a large grey circle with a white person icon, a 'Browse' button, 'Create your picture' with a camera icon, and 'Other accounts you use'. A red circle with the number '5' is positioned near the 'Browse' button. The bottom window is a file explorer titled 'Open', showing the 'Pictures > Self Photos' folder. It displays a grid of photo thumbnails with names like 'Mike July 2012', 'mike purple', 'Mike Wisconsin 2009', 'mike01', 'mike2004', 'mikenovember2011', 'miller-2006', and 'miller-2006-400'. A red circle with the number '6' is above the 'mikenovember2011' thumbnail, and a red circle with the number '7' is near the 'Choose picture' button at the bottom. A red circle with the number '4' is near a photo of a man's face in the 'Your picture' section of the Settings window.

End



Tip: Webcam Picture

If your computer has a webcam, you can take a picture with your webcam to use for your account picture. Scroll to the Create Your Picture section, click the **Camera** button, and follow the onscreen directions from there.

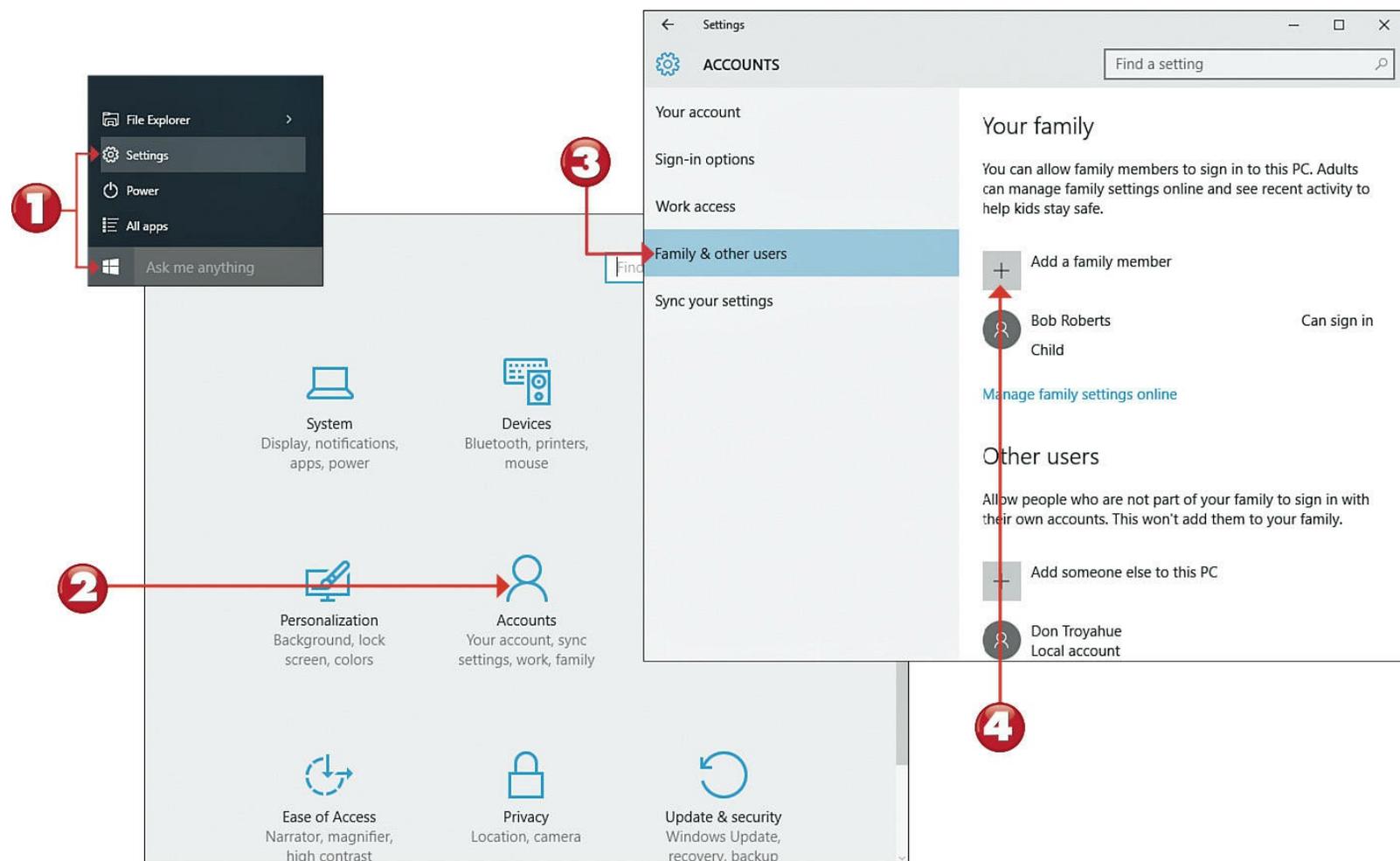


Setting Up Additional Users

Chances are you're not the only person using your computer; it's likely that you'll be sharing your PC with your spouse and kids, at least to some degree. Fortunately, you can configure Windows so that different people in your household can sign on to the computer with their own custom settings—and have access to their own personal files. You do this by assigning each user in your household his own password-protected user account.



- 1 Click the **Start** button to display the Start menu, and then click **Settings** to display the Settings window.
- 2 Click **Accounts** to display the Accounts page.
- 3 Click to select the **Family & Other Users** tab.
- 4 Click **Add a Family Member** to display the Add a Child or an Adult? window.





Tip: Two Types of Accounts

Windows lets you create two types of user accounts: online and local. An *online account* is linked to a new or existing Microsoft account; a *local account* is exclusive to your current computer, and doesn't link to any online services.



Note: Microsoft Account

By default, Windows creates new user accounts using existing or new Microsoft accounts. You need a Microsoft Account login to use many of the interactive features of Windows 10, such as linking your account to Facebook or Microsoft's OneDrive; a Microsoft account is also necessary to access features with live updates, such as the Weather and News apps.

- 5** Select either **Add a Child** or **Add an Adult**.
- 6** If the person has an [email](#) address, enter it and click **Next**.
- 7** If this person doesn't have an email address, click **The Person I Want to Add Doesn't Have an Email Address**.

Add a child or an adult?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

5 Add a child

Kids are safer online when they have their own account

Add an adult

6 Enter their email address

The person I want to add doesn't have an email address **7**

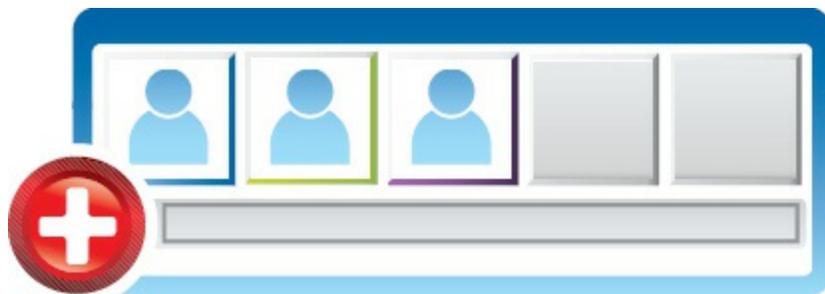
Next

Cancel



Tip: Three Ways to Log On

When you set up an account, you can choose from three ways to log on. You can log on to an account with a traditional password, a PIN code, or a picture password.



8 Enter the person's name into the **First Name** and **Last Name** boxes.

- 9 Enter the desired email username into the **New Email** box. (You might have to try several names to get one that isn't already taken.)
- 10 Enter the desired password into the **Password** box.
- 11 Enter this person's birthdate, and then click **Next** and follow the remaining instructions to create your new account.

The screenshot shows a web form titled "Let's create an account" with a close button (X) in the top right corner. Below the title is a promotional message: "Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when they sign in with their Microsoft account. [Learn more](#)".

The form contains the following fields and controls:

- Two text input boxes for "First name" and "Last name".
- A text input box for "New email" followed by "@outlook.com".
- A blue link: "Use their email address instead".
- A text input box for "Password".
- A dropdown menu for "United States".
- Three dropdown menus for "Birth month", "Day", and "Year".
- Two buttons at the bottom: "Next" (blue) and "Back" (grey).

Red callout boxes with numbers 8, 9, 10, and 11 are placed around the form. Red arrows point from these boxes to the "Last name" field (8), the "New email" field (9), the "Password" field (10), and the "Next" button (11).

End



Tip: Child Accounts

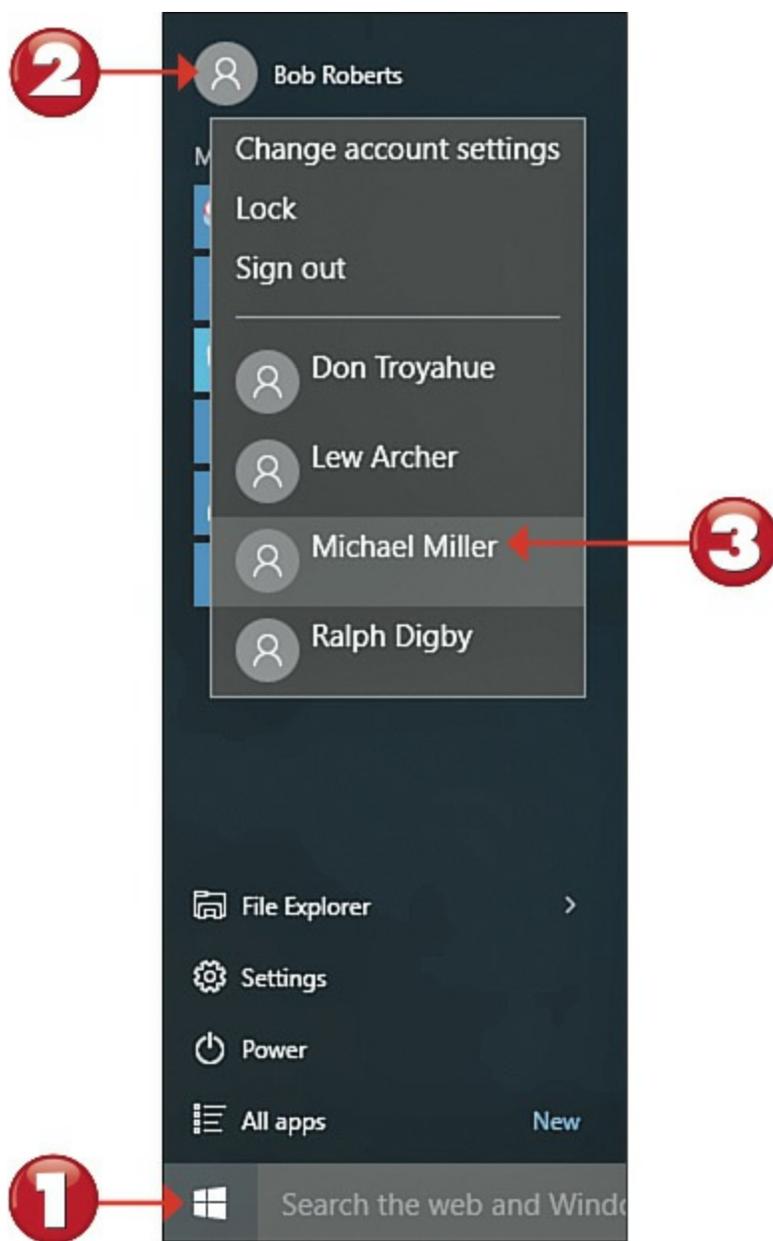
If you're creating a child account, Windows automatically activates Family Safety Monitoring. With Family Safety Monitoring, you can turn on web filtering (to block access to undesirable websites), limit when the kids can use the PC and what websites they can visit, set limits on games and Windows Store app purchases, and monitor the youngsters' PC activity.

Switching Between Users

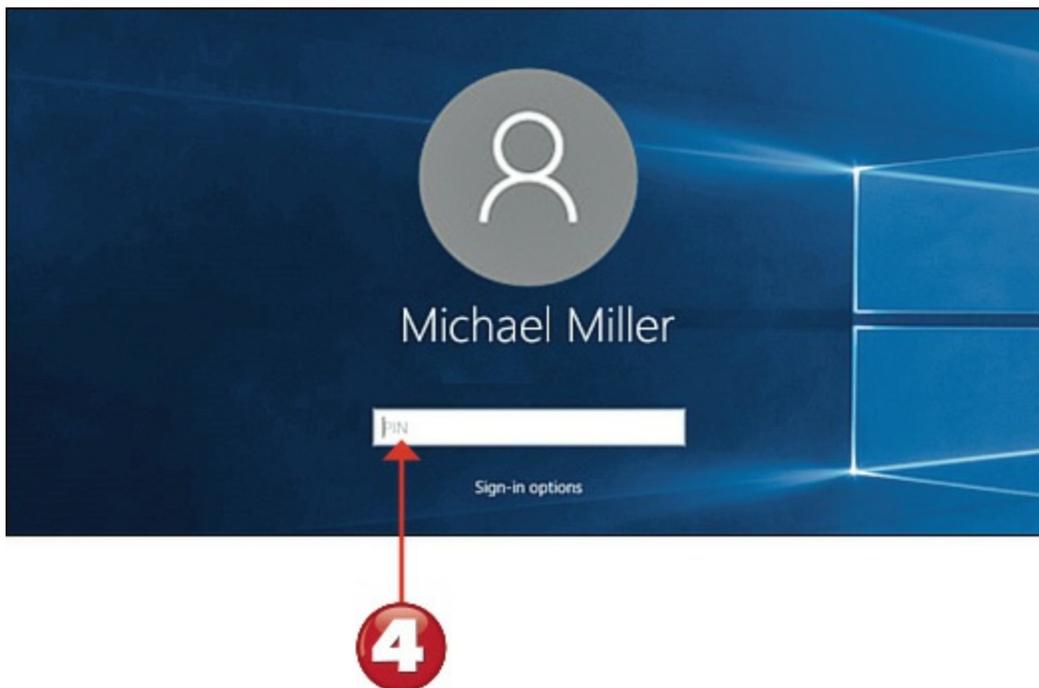
If other people are using your computer, they might want to log on with their own accounts. To do this, you'll need to change users—which you can do without shutting off your PC.



- 1 Click the **Start** button to display the Start menu.
- 2 Click your name or picture at the top of the Start menu.
- 3 Click the desired user's name.



4 When prompted, enter the new user's password, and then press **Enter**.





Tip: Signing Out

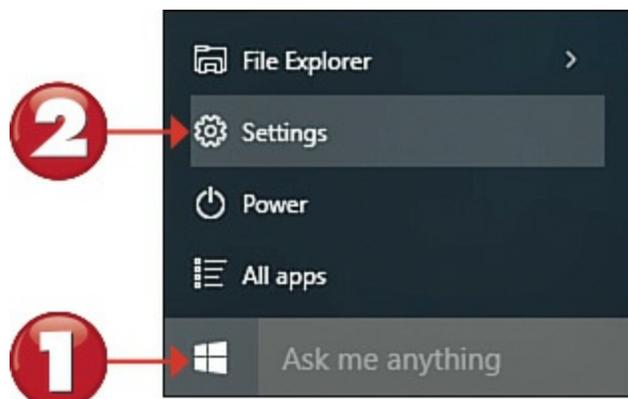
When you switch users, both accounts remain active; the original user account is just suspended in the background. If you would rather log off completely from a given account and return to the Windows lock screen, click your username on the Start menu, and then click **Sign Out**.



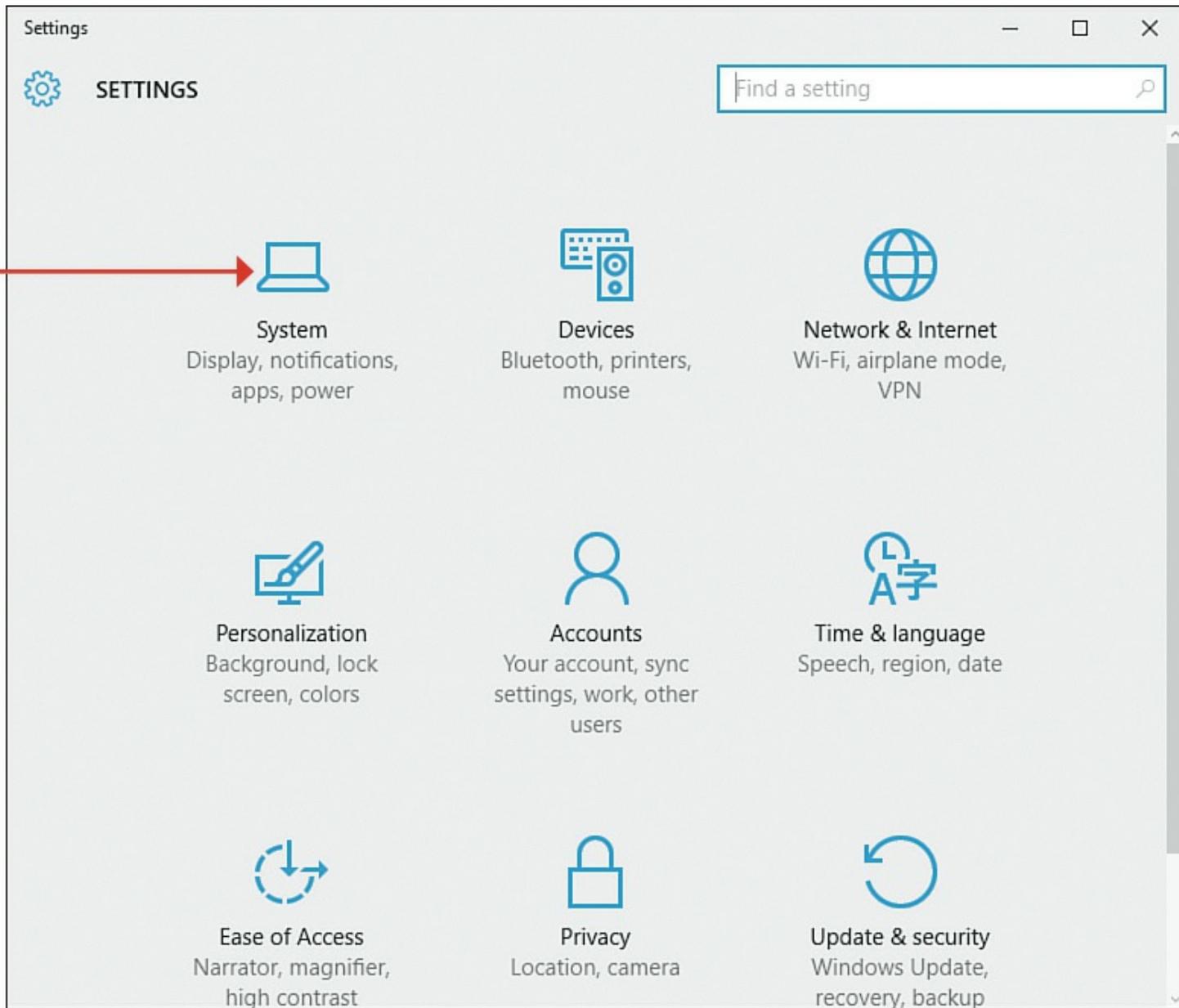
Configuring Windows Settings

You can configure many other Windows system settings if you want. In most cases, the default settings work just fine and you don't need to change a thing. However, you can change these settings if you so desire. You configure most of these settings from the Settings window.

- 1 Click the **Start** button to display the Start menu.
- 2 Select **Settings** to display the Settings window.



3 Select an option to display the associated settings.



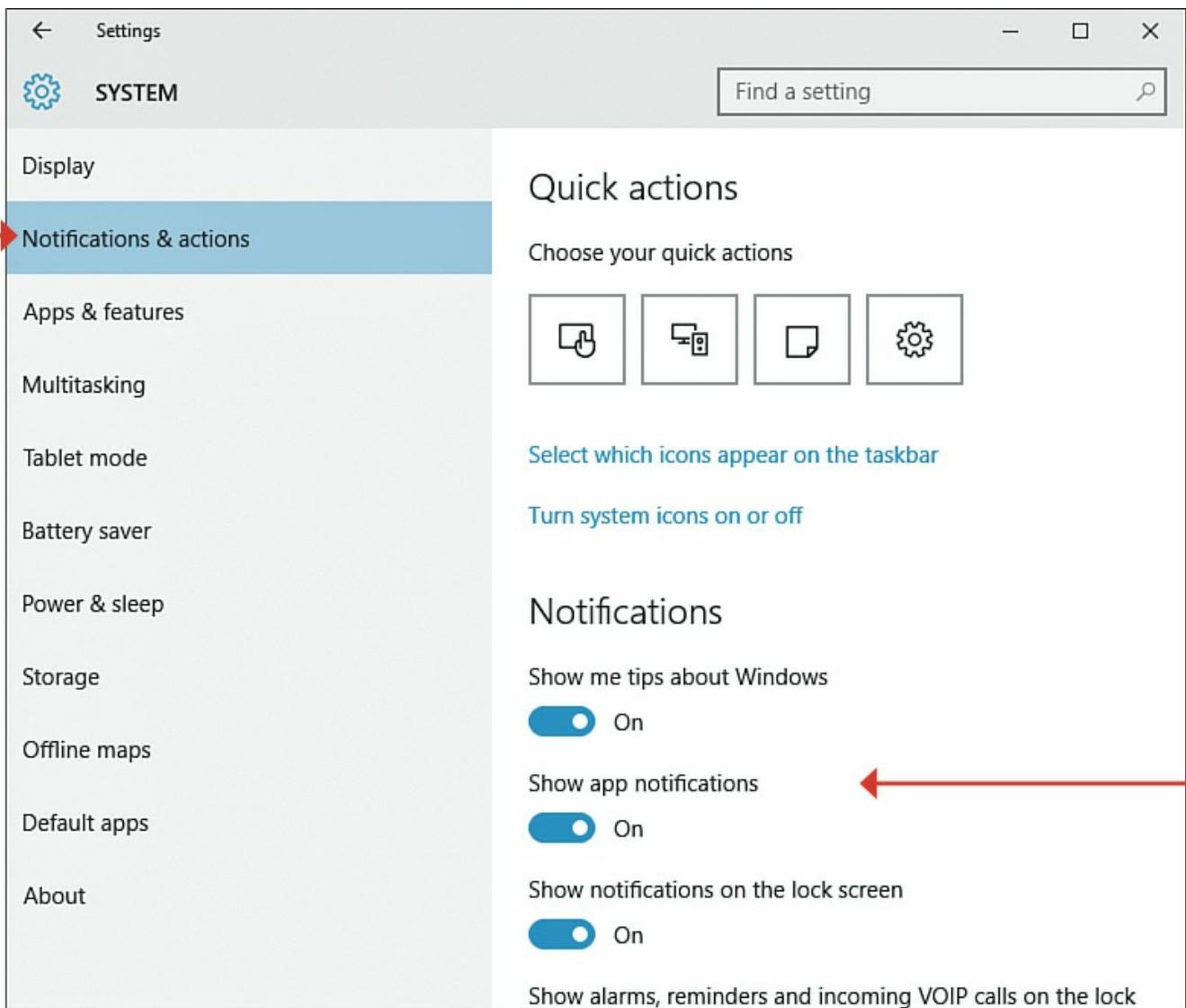
Tip: Settings

The following options are available in the PC Settings window: System, Devices, Network & Internet, Personalization, Accounts, Time & Language, Ease of Access, Privacy, Update & Recovery.



4 Click the setting you want to configure.

5 Configure the necessary options.



End



Tip: Control Panel

You can also configure most system settings from the traditional Windows Control Panel. To open the Control Panel, right-click the lower-left corner of any screen to display the Quick Access menu, and then select **Control Panel**.



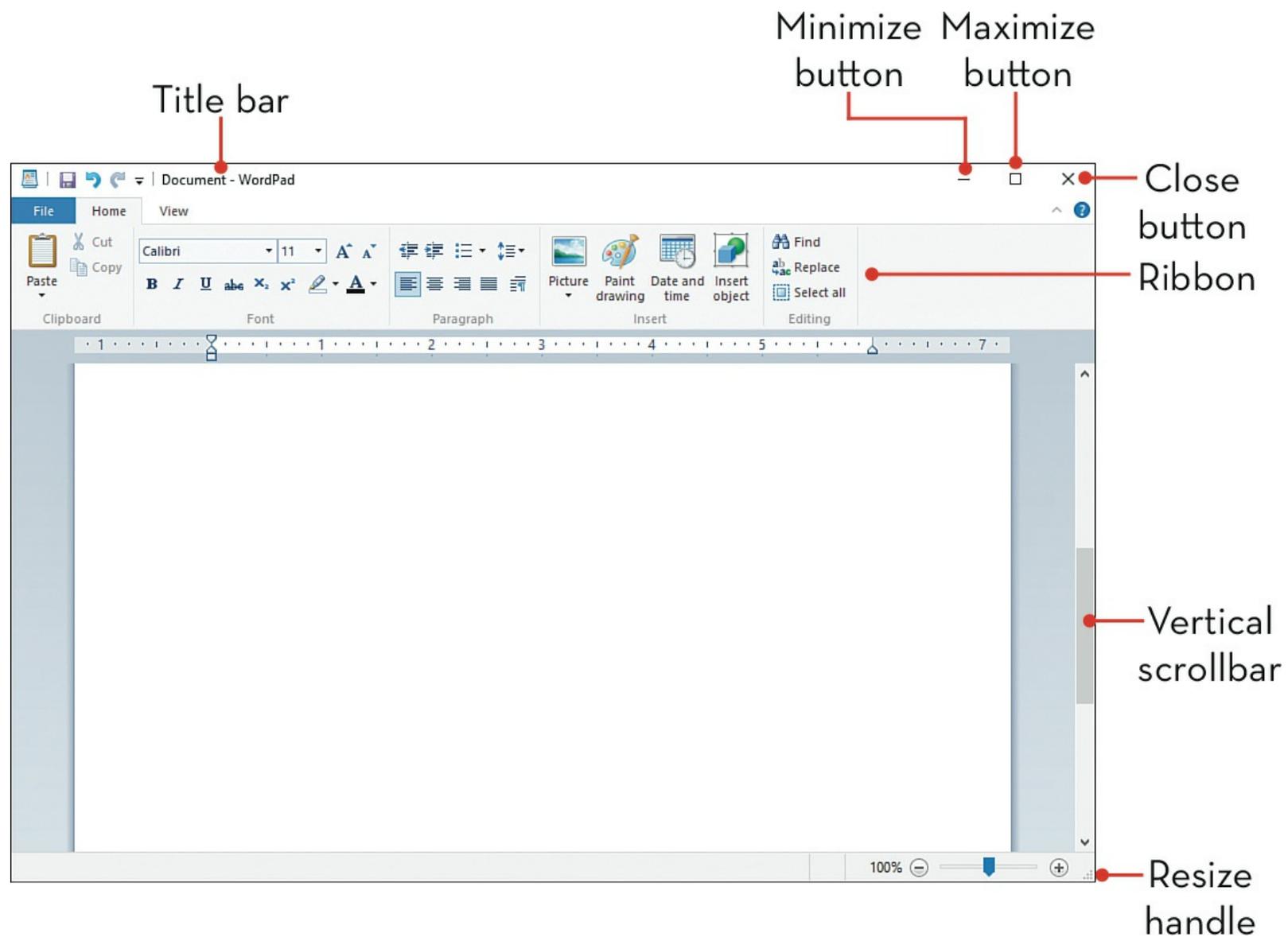
Chapter 7. Working with Software Applications



Most of the productive and fun things you do on your computer are done with *software programs* or *applications*, sometimes called *apps*. Some applications are work related, others provide useful information, and still others are more entertaining in nature. For example, the Weather app lets you check current weather conditions and forecasts; the Mail app lets you send and receive email messages over the Internet.

You open software programs from the Start menu. Each open program sits on the desktop in its own individual window. This enables you to have multiple open apps onscreen at the same time, with the windows stacked on top of or tiled next to each other.

Parts of a Window



Opening an Application

You can open programs from the Start menu, the taskbar, or the desktop.



- 1 From the Start menu, click the name of or tile for the app you want to open.



2 From the taskbar, click the icon for the app you want to open.



3 From the desktop, double-click the shortcut for the app you want to open.



End



Pinning a Program to the Start Menu

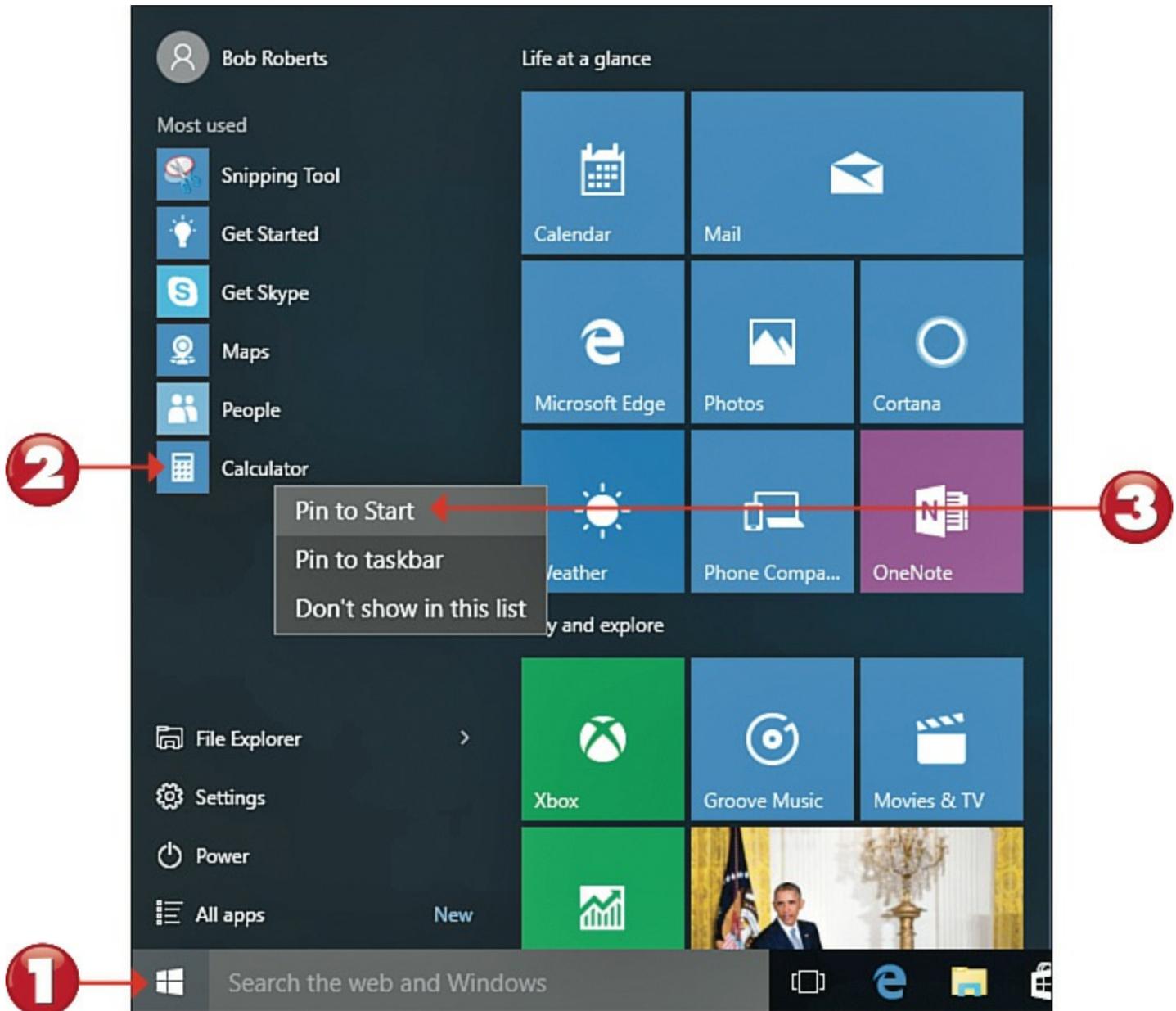
You can “pin” your favorite applications to the Start menu. Programs you pin appear as resizable tiles on the right side of the Start menu.

Start

- 1 Open the Start menu and navigate to the application you want to pin. You might need to click **All Apps** to view all your installed programs.

2 Right-click the name of the application to display the options menu.

3 Click **Pin to Start**. A tile for the app will now appear on the Start menu.



Tip: Moving Tiles

To rearrange tiles on the Start menu, click and drag any tile to a new position.



Tip: Resizing Tiles

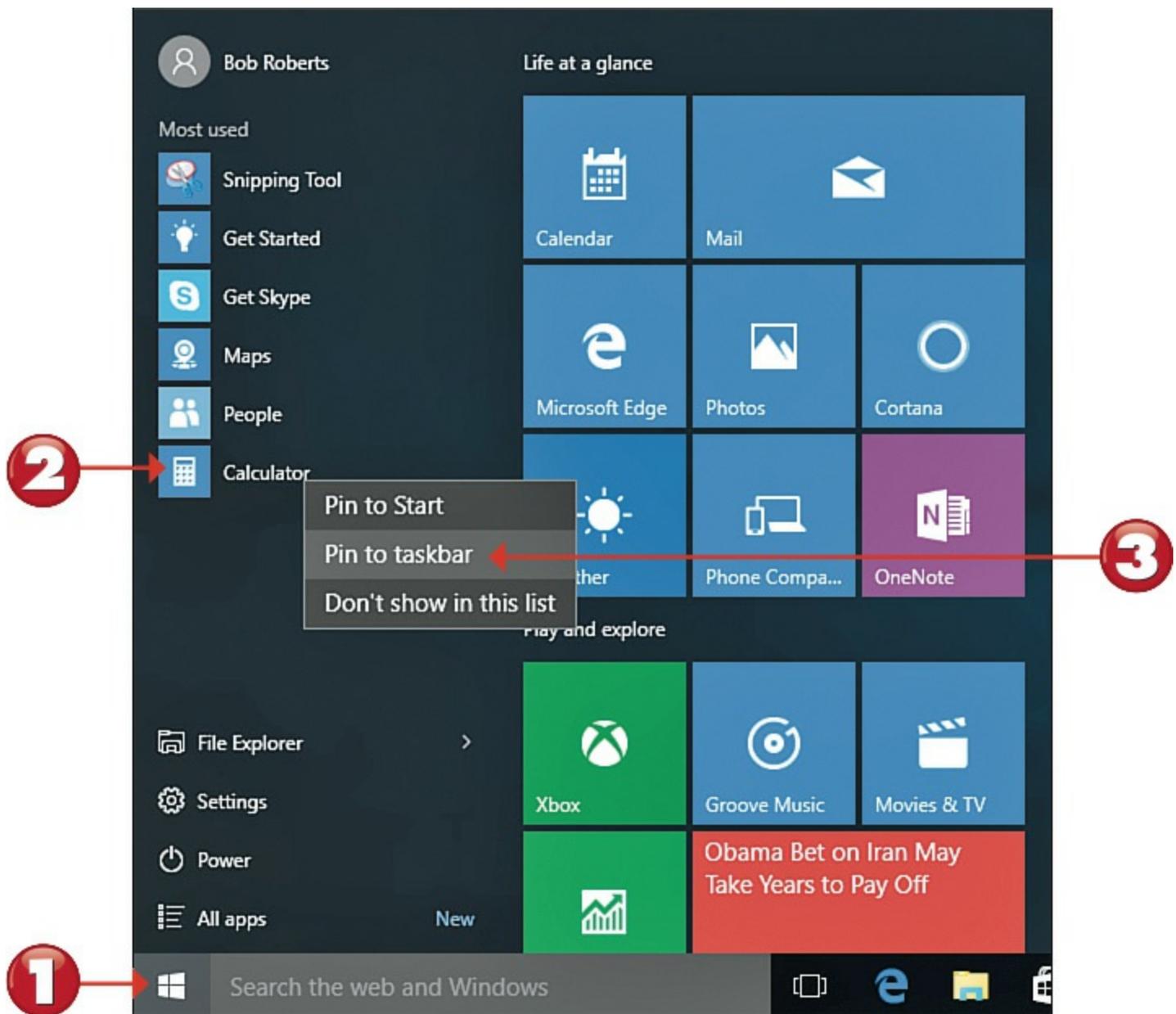
To resize a tile on the Start menu, right-click the tile, select **Resize**, and then select a different size.

Pinning a Program to the Taskbar

Instead of opening the Start menu whenever you want to launch a new program, you can instead “pin” shortcuts to your favorite programs to the desktop taskbar. You can then launch one of these programs by clicking the shortcut on the taskbar.

Start

- 1 Open the Start menu and navigate to the application you want to pin. You might need to click **All Apps** to view all your installed programs.
- 2 Right-click the name of the application to display the options menu.
- 3 Click **Pin to Taskbar**. An icon for the app will now appear on the taskbar.



End



Tip: Rearranging Taskbar Icons

To change the order of the apps you've pinned to the taskbar, use the mouse to click and drag an icon to a new position.



Creating a Desktop Shortcut

You can also add shortcuts to your favorite apps directly to the Windows desktop. These shortcuts appear as small icons on the desktop.

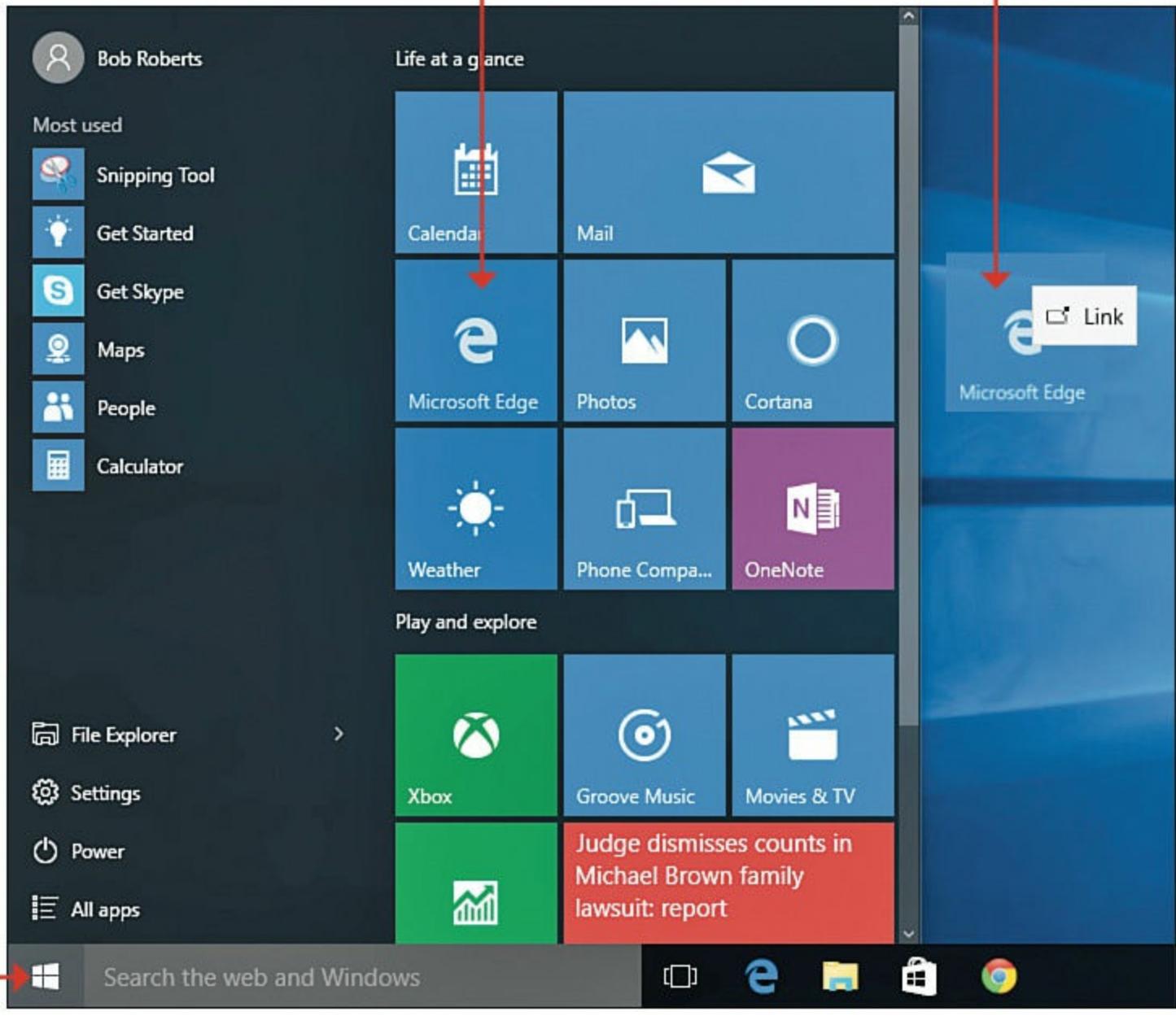


- 1 Click the **Show Desktop** button at the far-right side of the taskbar to minimize all windows on the desktop.



- 2 Open the Start menu and navigate to the application for which you're creating a shortcut. You might need to click **All Apps** to view all your installed programs.
- 3 Click and drag the app from the Start menu onto the desktop. The menu item remains on the Start menu, but a shortcut to that item is placed on the desktop.

3



2

End



Tip: Organizing Desktop Shortcuts

Use your mouse to click and drag shortcut icons to whatever position you want on the desktop.

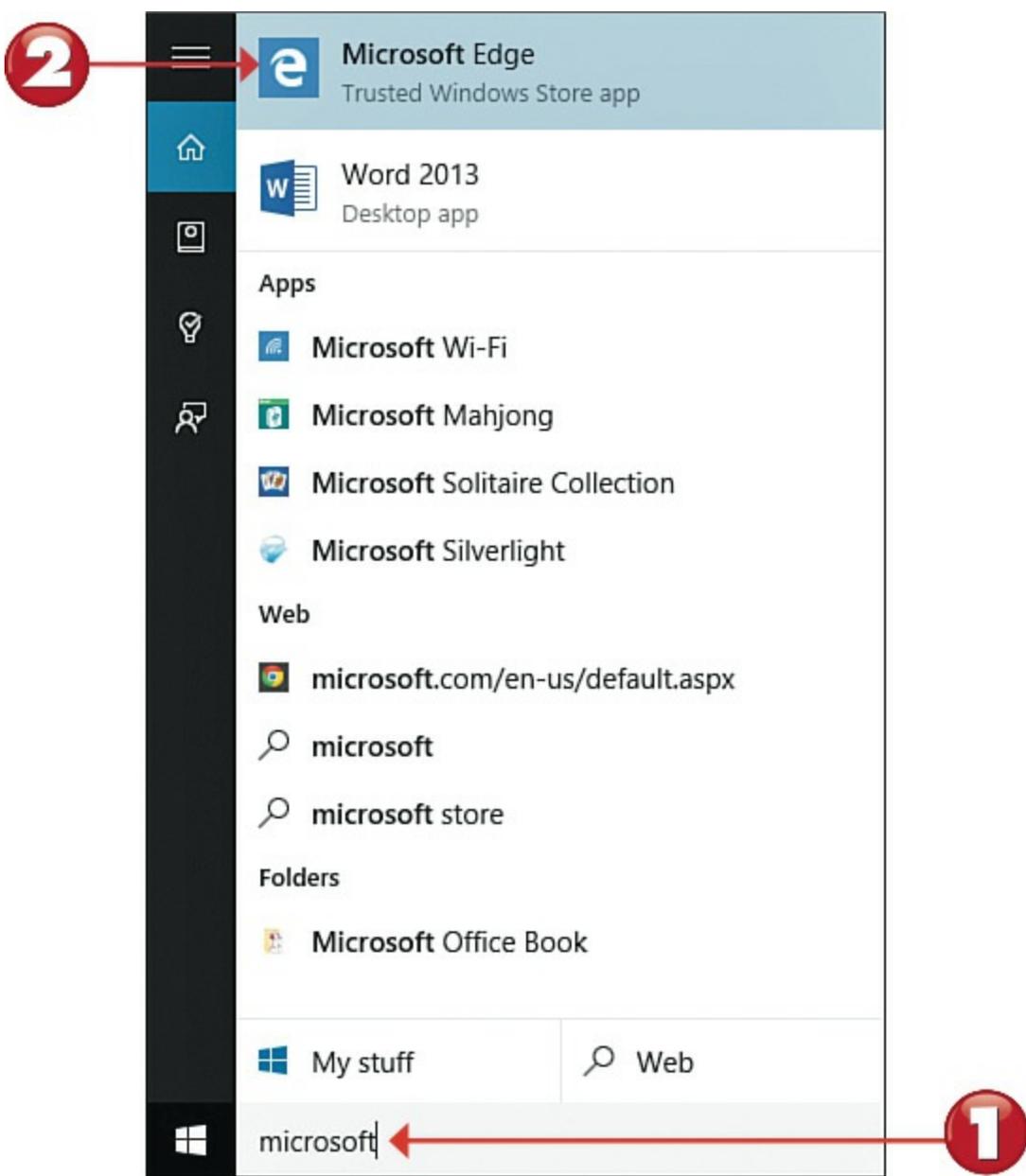


Searching for Apps

If you have a lot of apps installed on your PC, finding the app you want, either on the Start menu or elsewhere, might be difficult. You can instead search for specific apps using Cortana, Windows 10's virtual personal assistant.



- 1** Click within the **Cortana Search** (Ask Me Anything) box on the taskbar and start typing the name of the app you're looking for.
- 2** As you type, Cortana suggests apps that match your query in the Apps section of the Cortana panel. (Other types of matching items are also displayed.) Click the app you want to open.



End



Tip: Complete Your Query

If Windows doesn't suggest the app you want, finish entering your query and then click or tap the magnifying glass button to start the search. You will then see a list of matching apps (and other items); click the app you want to open.



Note: Cortana

When you search for an app, you're using Windows 10's Cortana feature. Cortana is a type of virtual assistant that simplifies searching both within and outside Windows, and offers additional task and time management features. Learn more about Cortana in [Chapter 10](#), "[Using the Internet](#)."

Using Universal Windows Apps

In addition to traditional desktop apps, Microsoft offers what are called Universal Windows apps. These apps are subtly different from traditional software programs, and designed specifically for the Windows 10 experience.



- 1** To review the basic settings of a Universal Windows app, click the **Options** button.
- 2** This opens an Options panel for that app. Click to access any app feature.
- 3** Click the **Settings** icon to configure additional settings.

1

2

3

End



Note: Universal

The apps we call Universal or Windows apps used to be called Metro, Modern, and Windows Store apps. (Microsoft apparently can't make up its collective mind.) The word "universal" refers to the fact that these apps run on various devices, including personal computers, tablets, and smartphones.



Note: Evolving Universal Windows Apps

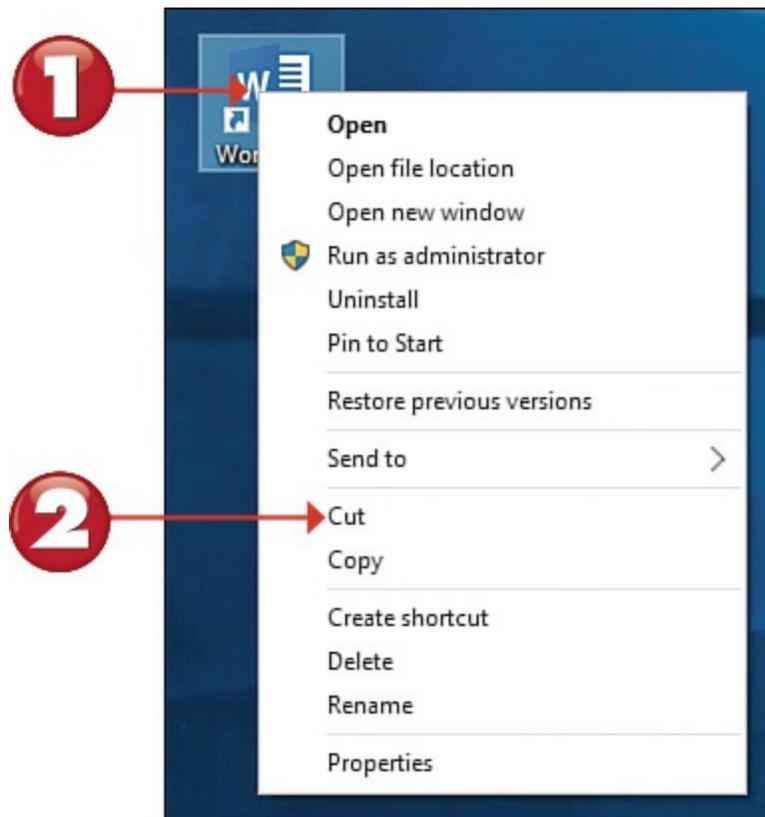
Universal Windows apps, then called Metro apps, were first introduced in Windows 8, designed for touch-first operation on smaller touchscreen devices. In Windows 8 and 8.1, these apps ran full-screen, not on the desktop. With Windows 10, however, Microsoft has enabled these apps to run on the traditional desktop, in normal windows, and without the need for a touchscreen display. That means you can run these apps in their own windows and operate them with your computer's mouse and keyboard.

Using Context Menus

Many onscreen elements have additional options that can be accessed via a “hidden” context-sensitive menu. You open this menu by right-clicking (instead of the normal left-clicking) the item.

Start

- 1 Right-click the item to display the context or options menu.
- 2 Click the action you want.



End



Tip: Keyboard Shortcut

You can also display the context menu for an item by highlighting the item, with either your mouse or the keyboard arrow keys, and then pressing the Menu key on your keyboard.

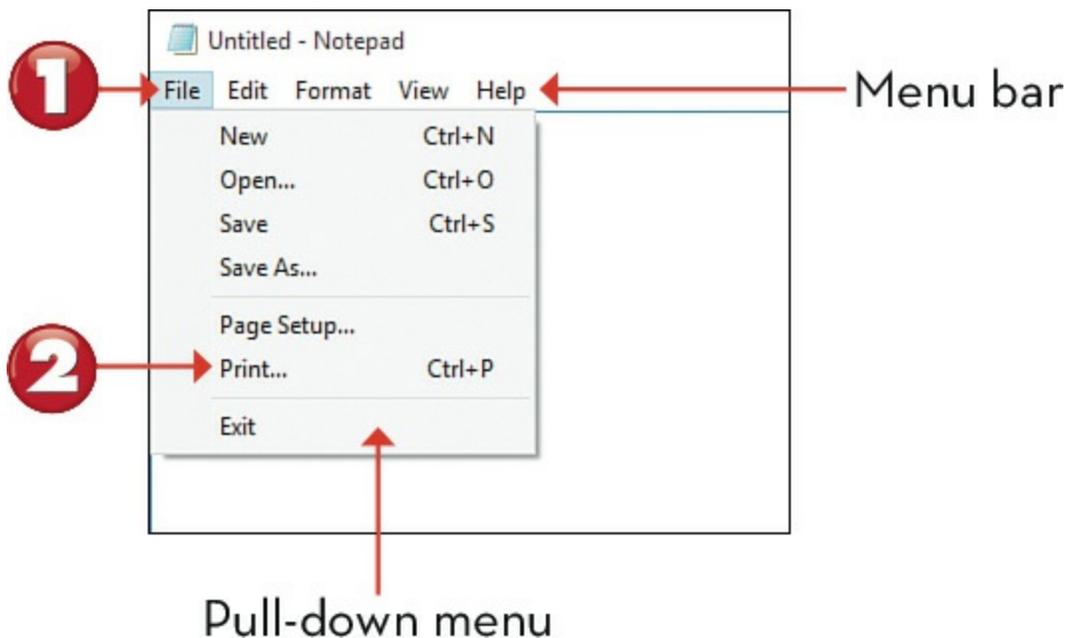


Using Pull-Down Menus

Many software programs use a set of pull-down menus to store all the commands and operations you can perform. The menus are aligned across the top of the window, just below the title bar, in what is called a *menu bar*. You open (or pull down) a menu by clicking the menu's name; you select a menu item by clicking it with your mouse.

Start

- 1 Click the menu's name to pull down the menu.
- 2 Click the menu item to select it.



End



Tip: Not All Items Are Available

If an item in a menu, toolbar, or dialog box is dimmed (or grayed), that means it isn't available for the current task.



Using Toolbars

Some software programs put the most frequently used operations on one or more *toolbars*, usually located just below the menu bar. A toolbar looks like a row of buttons, each with a small picture (called an *icon*) and maybe a bit of text. You activate the associated command or operation by clicking the button with your mouse.



1 Click a button on the toolbar to select that operation.





Tip: Long Toolbars

If the toolbar is too long to display fully on your screen, you'll see a right arrow at the far-right side of the toolbar. Click this arrow to display the buttons that aren't currently visible.

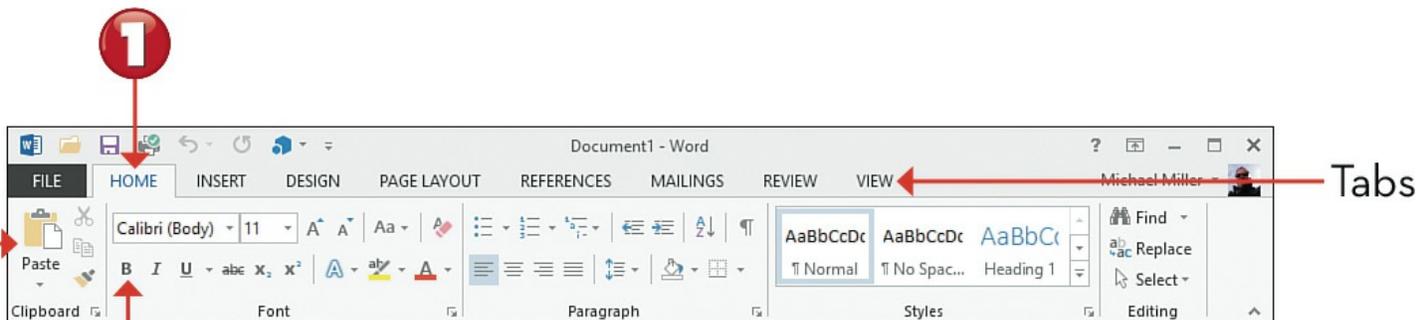


Using Ribbons

Some Windows programs use a *ribbon* interface that contains the most frequently used operations. A ribbon is typically located at the top of the window, under the title bar (and sometimes the menu bar). Ribbons often consist of multiple tabs; select a tab to see buttons and controls for related operations.

Start

- 1 Click a tab to select that particular set of functions.
- 2 Click a button on the ribbon to select that operation.



End



Note: Ribbons Versus Toolbars

The ribbon interface is found in many newer applications. Most older applications use toolbars instead.



Tip: Display or Hide

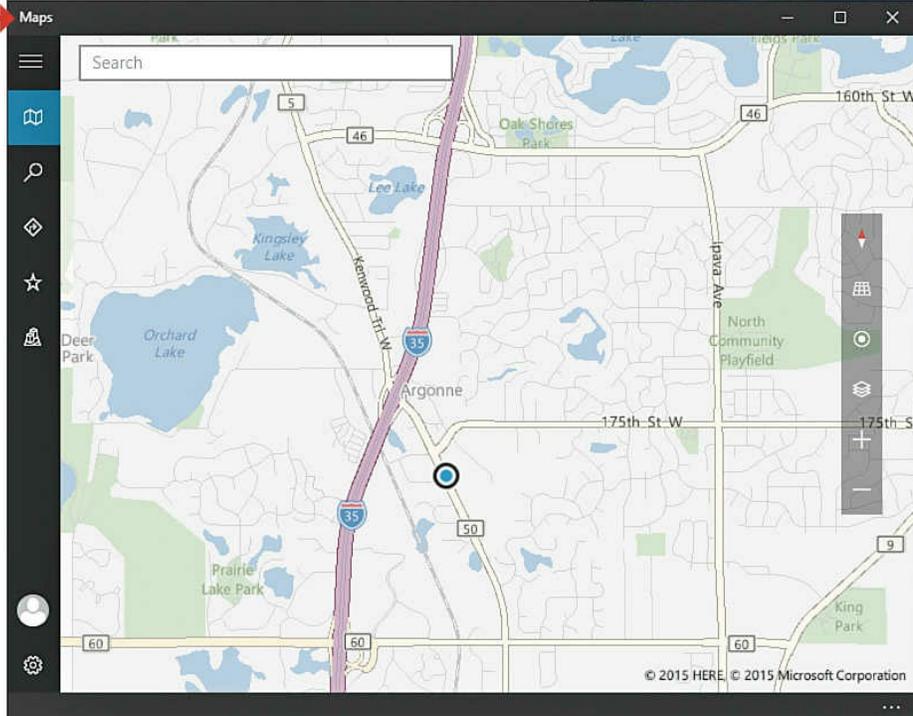
If the ribbon isn't visible, click the down arrow at the far-right side of the tabs. To hide the ribbon and its buttons, click the up arrow at the far-right side of the ribbon.

Using Windows 10's Built-In Apps

Windows 10 ships with a number of useful apps built in to the operating system. Most of these apps are Universal apps that you can launch from the Start menu.



- 1** The Weather app displays current weather conditions as well as a multiday forecast and radar maps.
- 2** The Maps app displays a map of your current location, as well as step-by-step directions to any location you want to visit.

1**2**

Tip: Scroll for More

Scroll down through the Weather app to view additional weather information, including an hourly forecast, various weather maps, and a graph for historical weather in your location. Click any item to view more detail.



Note: Bing Maps

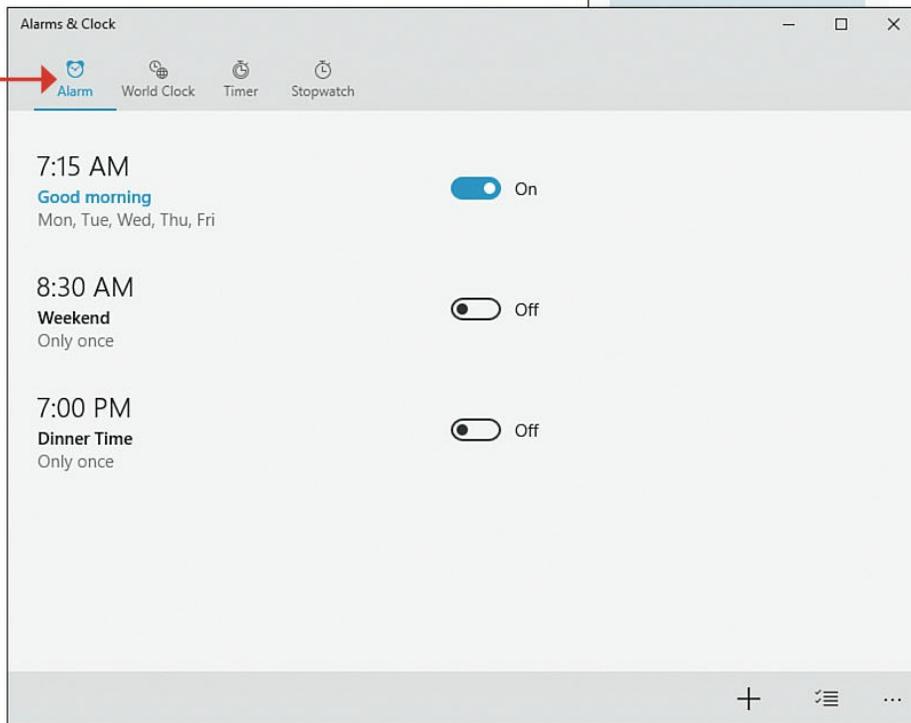
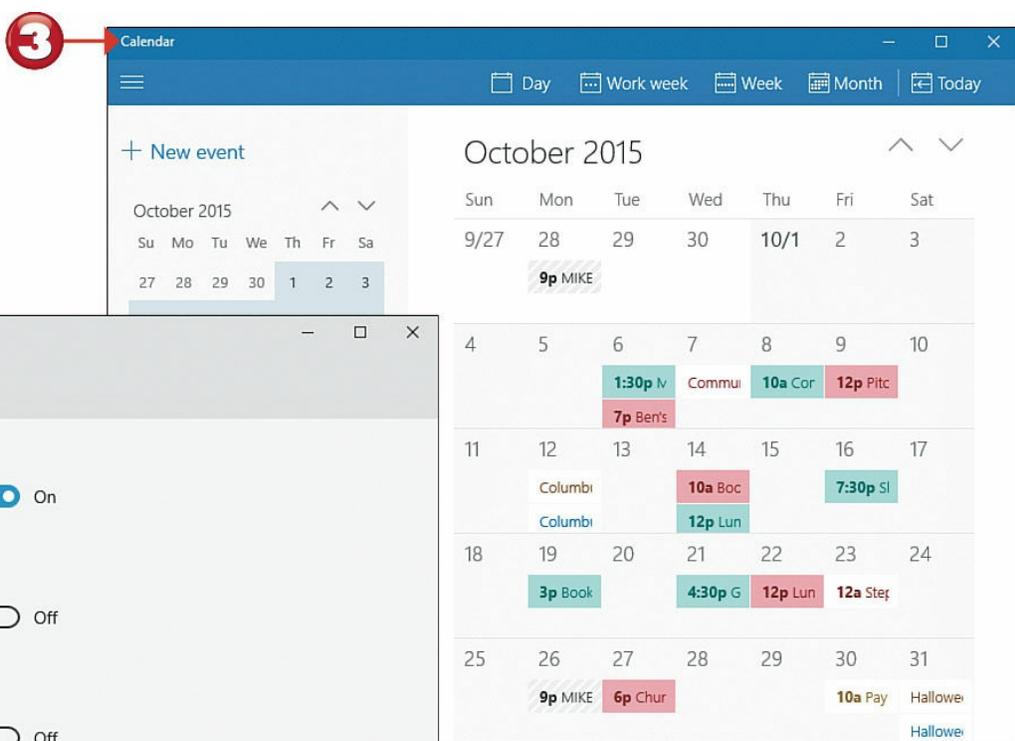
The Maps app is based on Bing Maps, which is Microsoft's web-based mapping service.

3

The Calendar app displays upcoming appointments in daily, weekly, or monthly views.

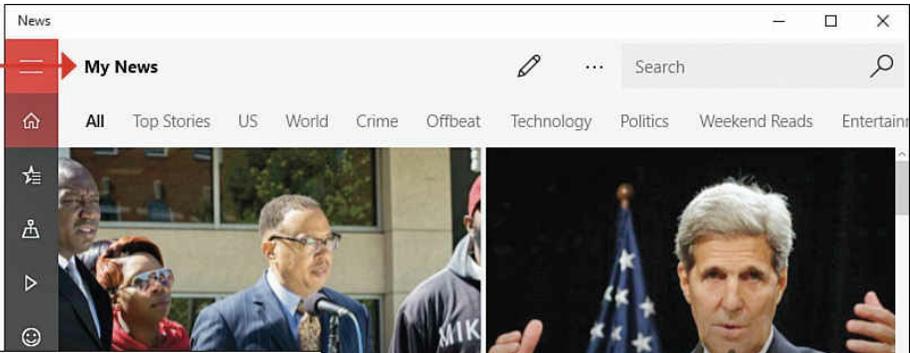
4

The Alarms & Clock app turns your computer into a digital alarm clock, and also includes timer and stopwatch functions.

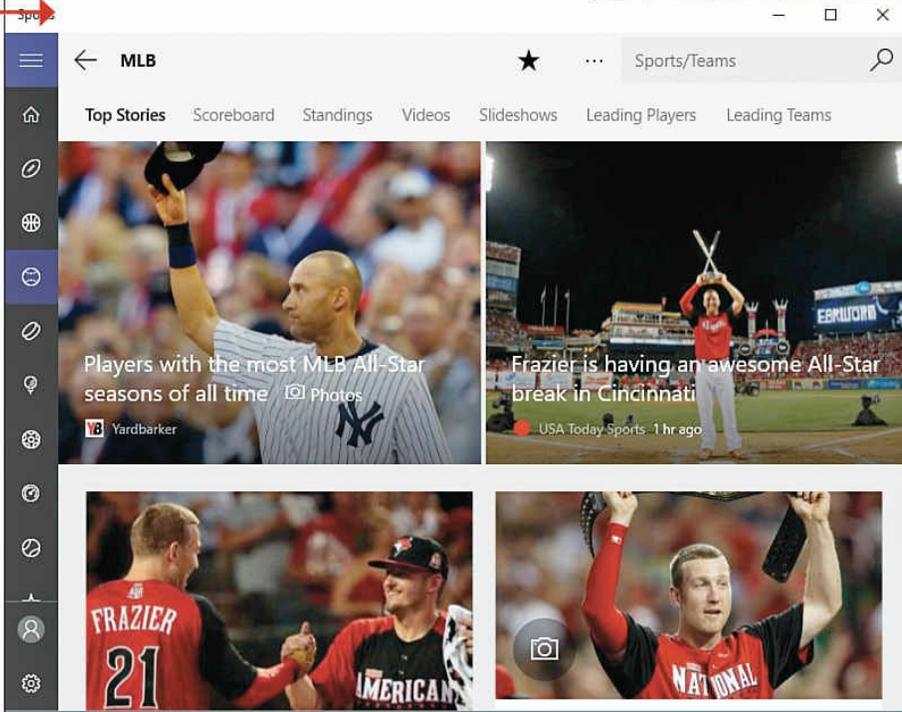


- 5** The News app displays the latest news headlines; click a headline or an image to read the full story.
- 6** The Sports app displays the latest sports headlines, as well as scores from your favorite teams.

5



6

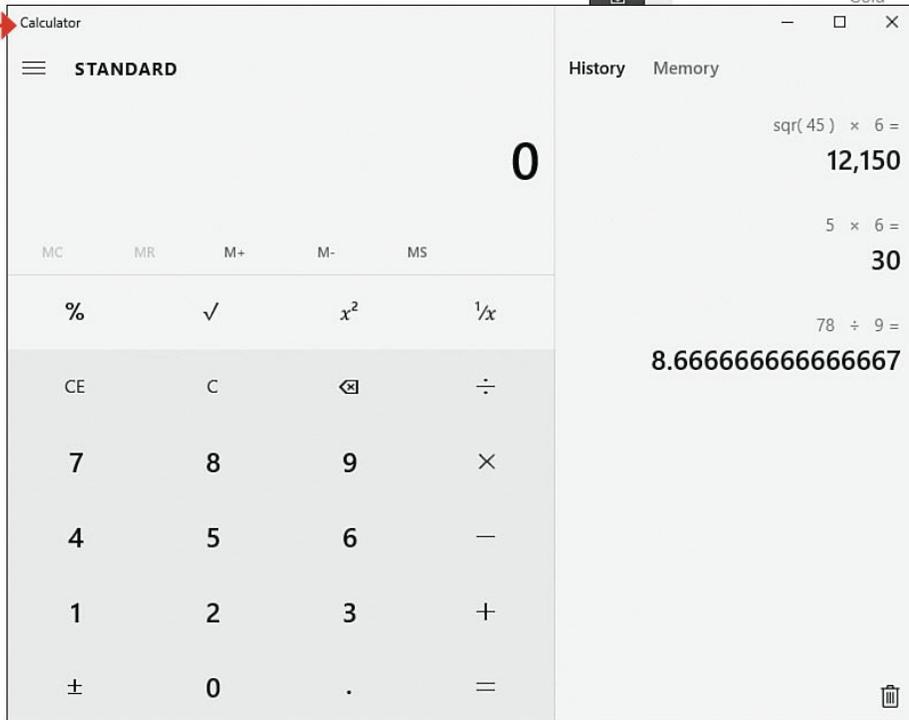
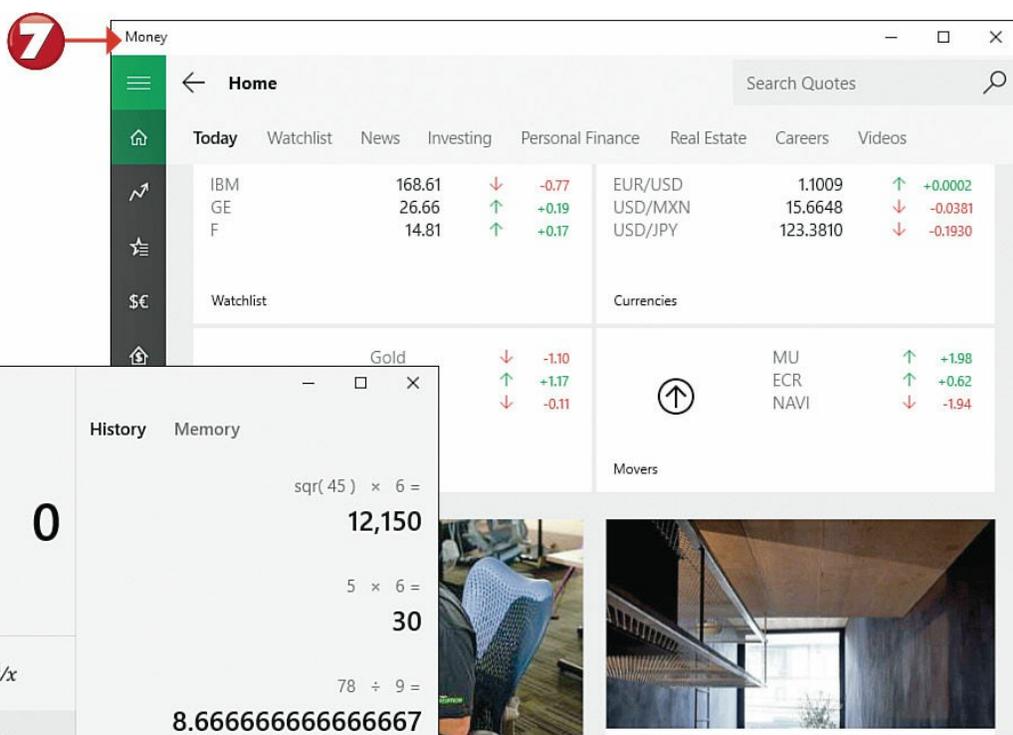


7

The Money app helps you stay up-to-date on the latest financial news and keep track of your personal investments.

8

Use the Calculator app as a standard, scientific, or programmer's calculator.



Tip: Watching Stocks

The Money app lets you create a “watchlist” of stocks you own or want to track. To add a new stock to your watchlist, click the + tile. When the Add to Watchlist panel appears, enter the name or symbol of the stock and then click **Add**.



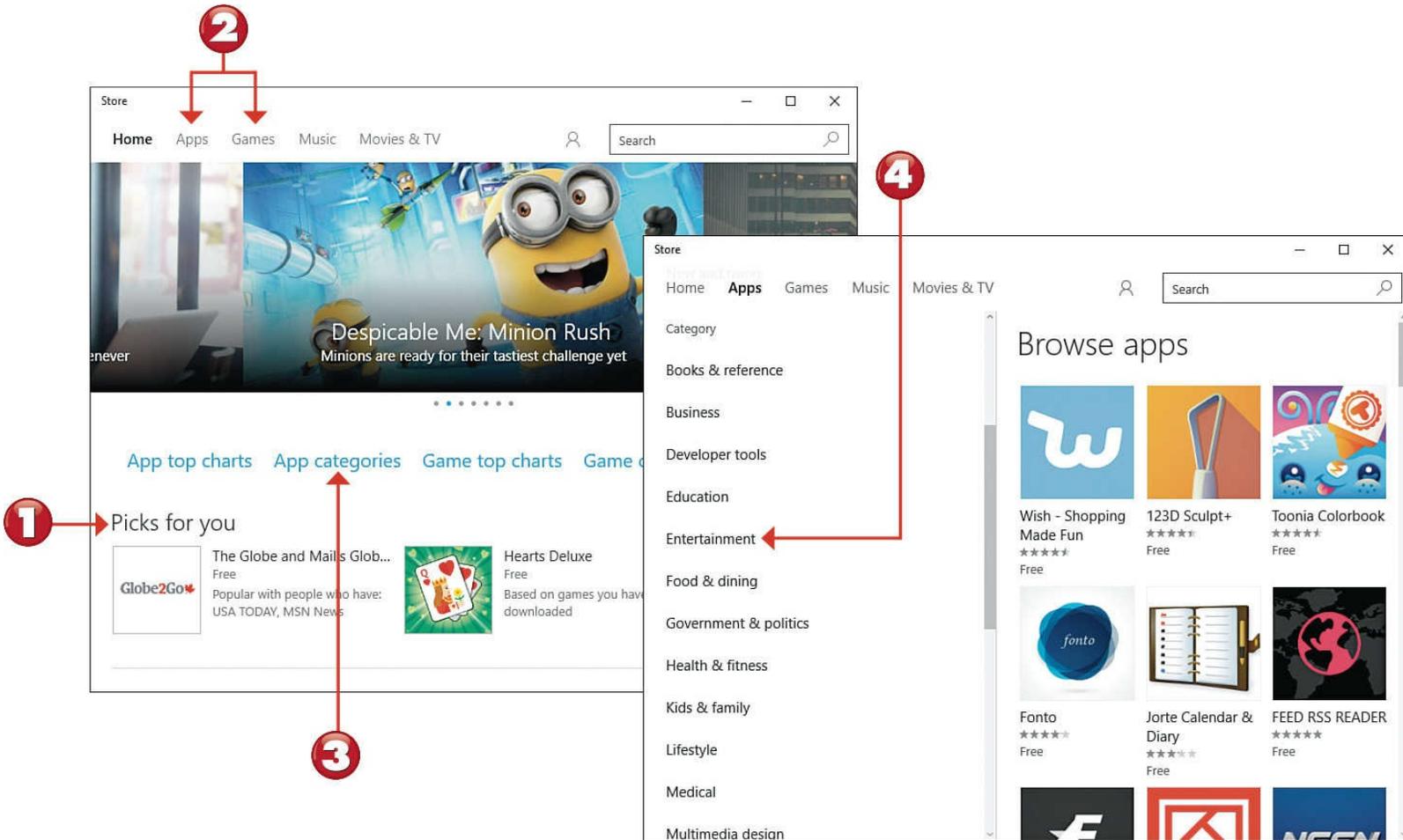
Tip: Conversions

The Calculator app also performs conversions from one measure to another.

Finding New Apps in the Windows Store

When you’re in need of a new app to perform a particular task, the first place to look is in the Microsoft Windows Store. This is an online store for Universal-style apps, both free and paid. You shop the Windows Store by clicking the [Windows Store](#) item on the Start menu or the taskbar.

- 1 The Windows Store launches with featured apps at the top of the home page. Scroll down to view Picks for You, Top Free Apps, Best-Rated Apps, New and Rising Apps, Top Free Games, Top Paid Games, Best-Rated Games, New and Rising Games, and Collections.
- 2 To view just applications, click **Apps** at the top of the window. To view just games, click **Games**.
- 3 Click **App Categories** to view apps by category.
- 4 Click a category to view all apps in that category.



Note: App Store

Microsoft's Windows Store is similar in concept to Apple's App Store for iPhones and iPads, as well as the Google Play store for Android devices.



Tip: Updating Apps

Universal apps you download from the Windows Store do not have to be manually updated. When the publisher improves or [upgrades](#) an app, it is automatically updated on your PC.

- 5** To search for apps, enter an app's name into the Search box at the top-right corner of the screen, and then press **Enter**.



- 6** Click the price button to purchase and install a paid app, or click **Free** to download and install a free app.

Chaos Control
Tarasov Mobile
★★★★★
[Share](#)

Chaos Control is a task manager based on the best principles of GTD (Getting Things Done) methodology
[More](#)

\$9.99 **Free trial**

Screenshots PC

Chaos Control
Projects 12 folders, 41 project
All **Active** Completed

- Business Folders: 3, Projects: 10
- Entertainment Projects: 7
- Family Projects: 6
- Fitness and health Projects: 4
- My blog Projects: 2

Chaos Control
Project development 6 projects
All **Active** Completed

- Create a roadmap of the Chaos Control app evolution on Android, iOS, Windows Phone, Windows 8 and Mac OS platforms Task: 10
- Gather all the info, assets and materials for the major redesign of project website Task: 5
- Get an agreement with design studio regarding UI and UX development for the version 2.0 of our web service Task: 5
- Organize a summer team building for the company staff Task: 7
- Prepare a marketing research of productivity services in US Task: 11

Chaos Control
Prepare new project pre
All **Active** Completed

- Schedule a meeting with the CEO and part [View](#)
- Define the main reason why our company's [View](#)
- Prepare presentation structure and main [View](#)
- Ask designers to prepare a branded template [View](#)
- Prepare an answer for the crucial question [View](#)



Note: Pricing

Whereas a traditional computer software program can cost hundreds of dollars, most apps in the Windows Store cost \$10 or less—and many are available free.



Tip: Try Before You Buy

Most paid apps let you try them before you buy them. Click the **Free Trial** button to install a trial version of that app on your PC.

Chapter 8. Using Microsoft Word



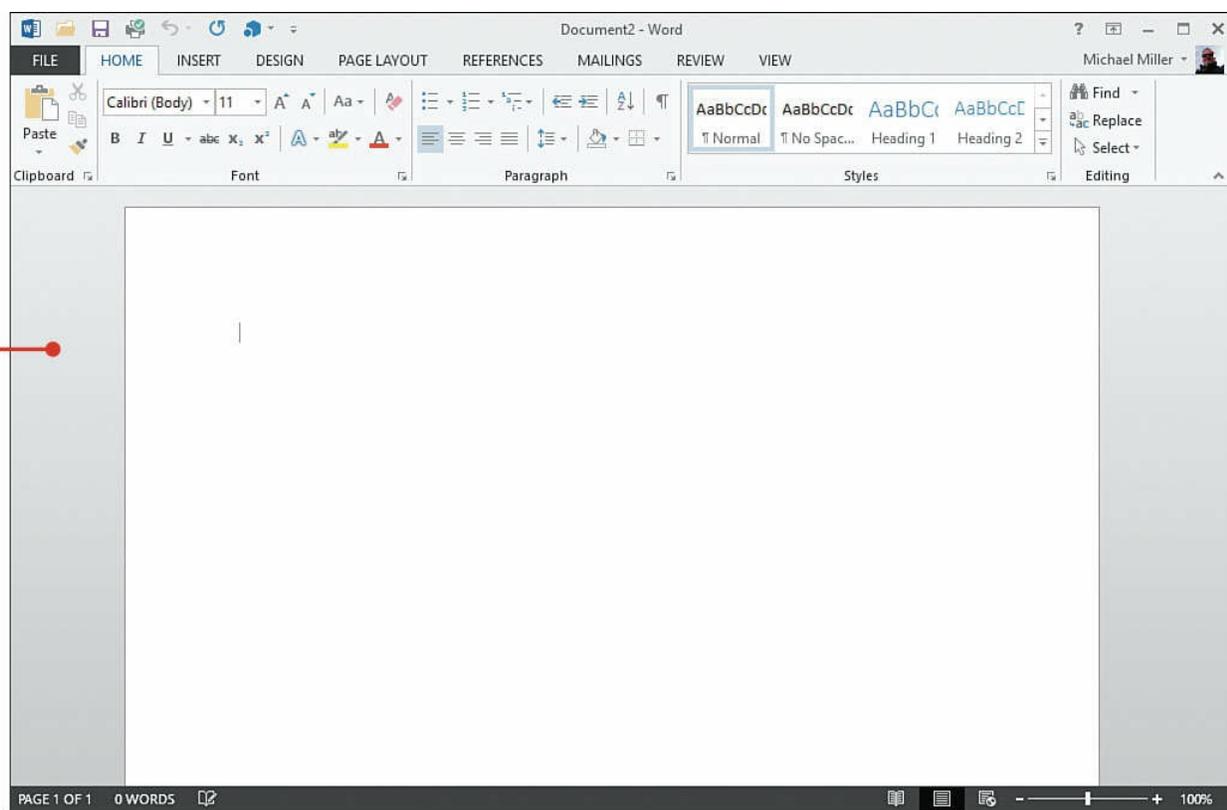
When you want to write a letter, fire off a quick memo, create a fancy report, or publish a newsletter, you use a type of software program called a *word processor*. For most computer users, Microsoft Word is the word processing program of choice. Word is a full-featured word processor, and it's included on many new PCs and as part of the Microsoft Office software suite. You can use Word for all your writing needs—from basic letters to fancy newsletters and everything in between.

Several versions of Word are available. Microsoft Word Online is a free web-based version you access using Internet Explorer or another web [browser](#). Then there's the traditional desktop software version of Word, which you can purchase from any consumer electronics store or download from Microsoft or various Internet retailers. Microsoft also makes a universal Word app, that's optimized for touchscreen tablets and phones running Windows. There are even versions of Word optimized for Apple and Android smartphones and tablets.

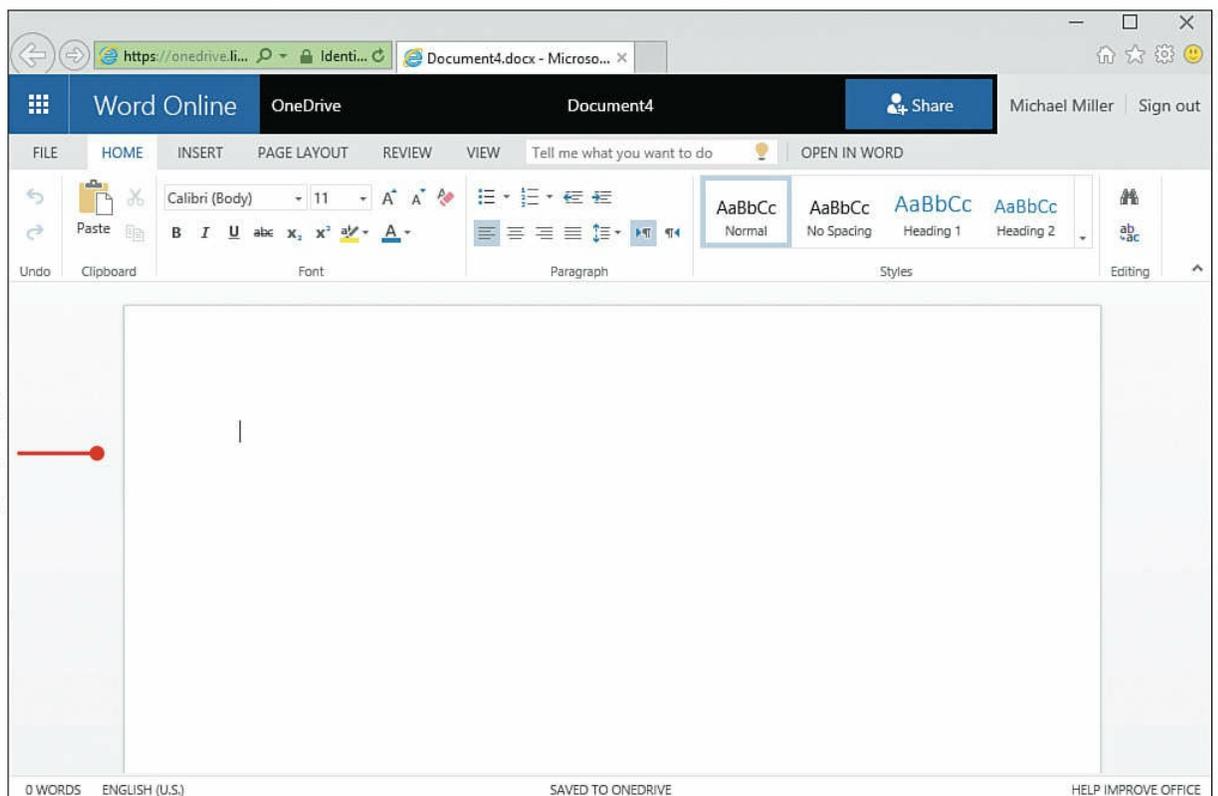
For many users, Word Online is sufficient, even though it lacks some of the advanced formatting and reference features of the more expensive desktop version. If you want to do sophisticated page layouts, mail merges, and similar functions, you'll need to purchase the desktop software version of Word. Otherwise, use the free online version—it's fine for writing memos, letters, and the like.

Comparing Desktop and Web Versions of Word

Microsoft Word 2013 desktop software



Microsoft Word Online



Launching Word Online

If you don't want to go to all the trouble of purchasing and installing an expensive piece of software, you can use the Microsoft Word Online free from your web browser.



- 1 From within Internet Explorer or another web browser, enter www.office.com into the Address box and press **Enter**.



1

- 2 From the Office Online web page, click the **Word Online** tile.

2



Note: OneDrive

You can also open and edit existing Word documents from Microsoft's OneDrive online storage service, located at onedrive.live.com. All the documents you create with Office Online are stored online with OneDrive.



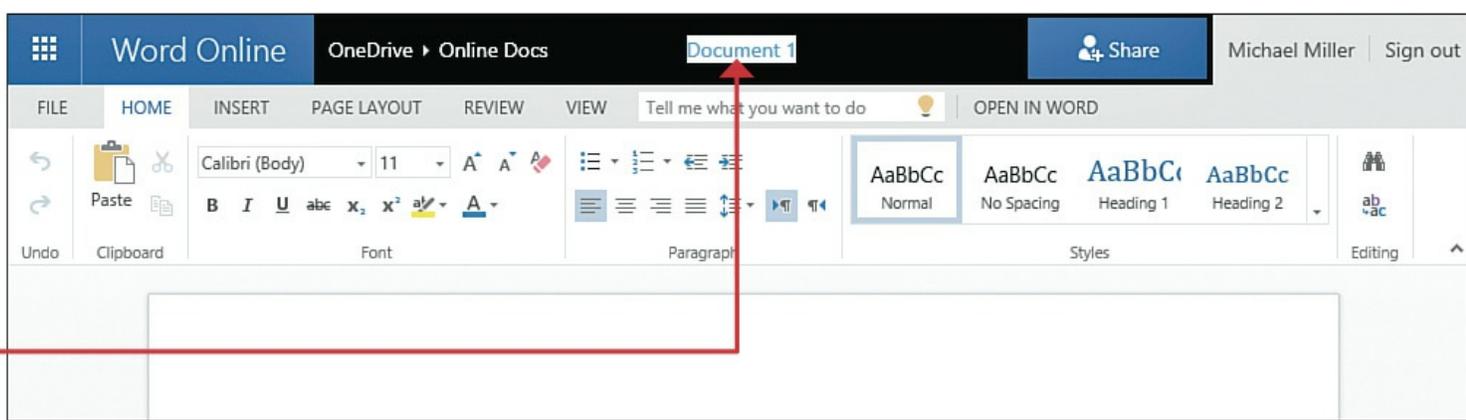
Note: Microsoft Office Online

Microsoft Office Online is a suite of applications that include Word (word processing), Excel ([spreadsheets](#)), PowerPoint (presentations), and OneNote (notes and planning). Learn more about Office Online—and the desktop version of Office—online at products.office.com.

- 3 You now see the home page for Word Online. Files you've recently created are listed in the Recent pane on the left. To open an existing document, double-click it.
- 4 To open a new Word document, click one of the templates shown in the main part of the window *or*...
- 5 Click **New Blank Document** to open a blank document without a template.

The screenshot displays the Microsoft Word Online interface. On the left, a blue sidebar titled 'Recent' lists several documents, including 'Document 1.docx'. A red arrow labeled '3' points to this document. The main area, titled 'New in OneDrive', shows three template cards: 'New blank document', 'General notes', and 'APA style paper'. A red arrow labeled '4' points to the 'General notes' template, and another red arrow labeled '5' points to the 'New blank document' template. The top navigation bar includes 'Word Online', 'Get Word for your device', 'My account', and 'Michael Miller | Sign out'. The bottom footer contains 'Change language', 'Accessibility', 'Privacy and Cookies', 'Legal', 'Trademarks', and '© 2014 Microsoft'.

- 6 The document opens with the filename Document 1 or something similar. To change the name of this document, highlight the existing filename at the top of the workspace and enter a new name.



Note: Templates

A template is a document with preformatted styles and often placeholder text.



Note: Word for Windows 10

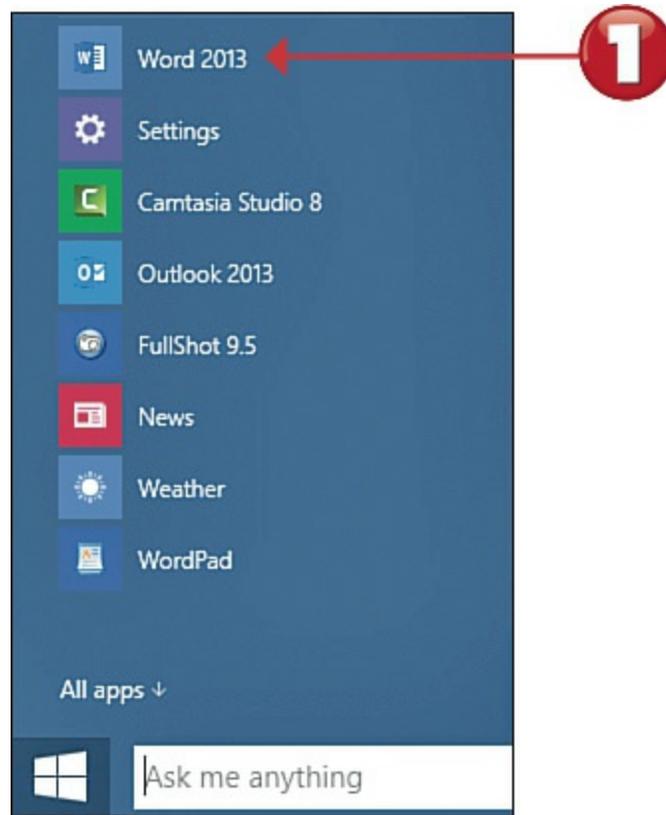
Microsoft offers a [universal app](#) version of Word (and of all Office apps), from the Windows Store. This version of Word really isn't designed for Windows 10 computers; it's optimized for use with Windows tablets, smartphones, and other touchscreen devices. You can, however, run it on your Windows 10 PC.

Launching the Word Desktop App

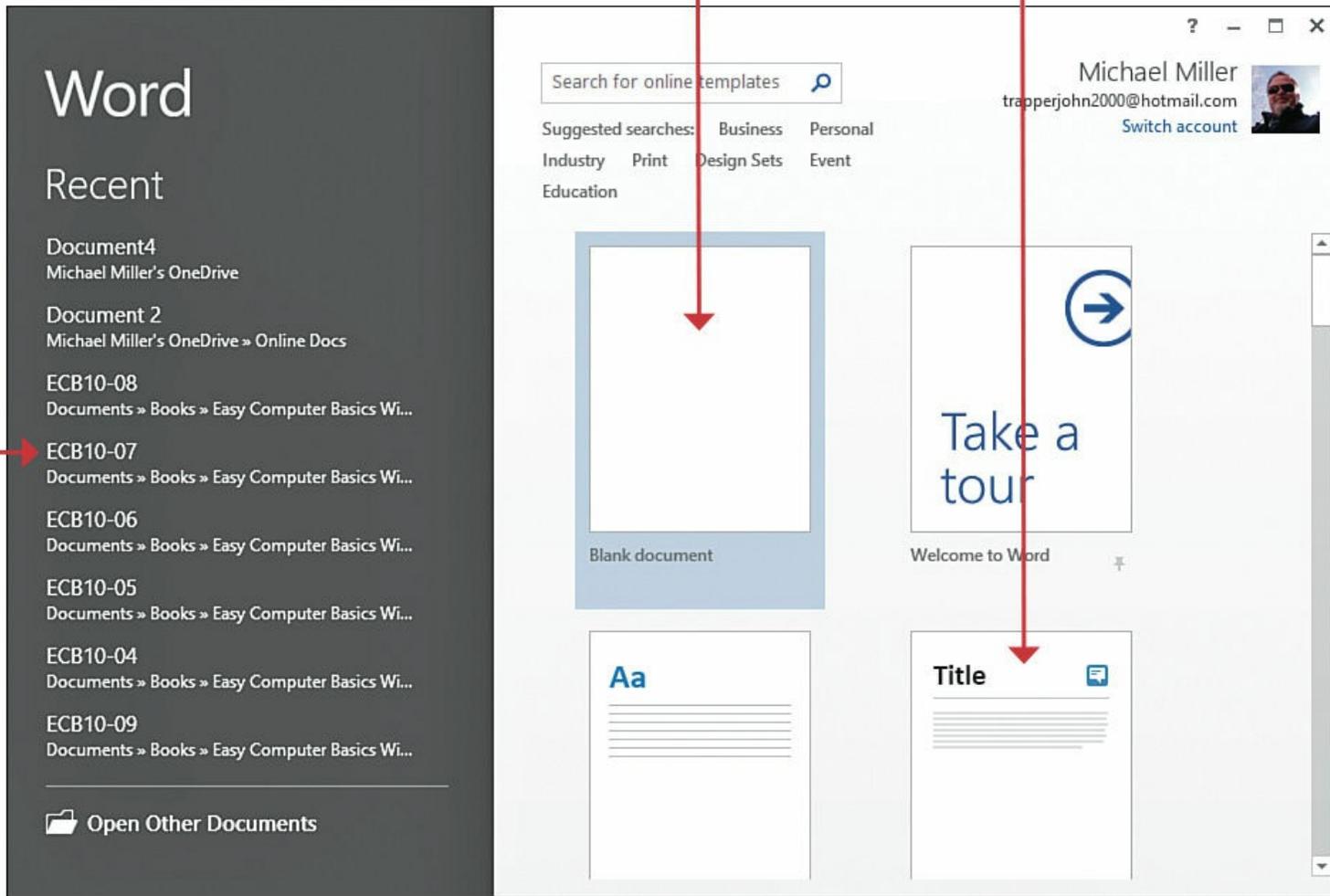
When you need to create more sophisticated documents, use the full-featured desktop version of Microsoft Word. It works similarly to the web version, but with more formatting options.



- 1 Open the Windows Start menu and click the **Word 2013** tile or item.



- 2 Word 2013 launches. Files you've recently created are listed in the Recent pane on the left. To open an existing document, double-click it.
- 3 To open a new Word document, click one of the templates shown in the main part of the window *or...*
- 4 Click **New Blank Document** to open a blank document without a template.



End



Note: Word 2013

The latest version of Microsoft Word is Word 2013. Older versions look somewhat different and operate slightly differently from what is described in this chapter.



Note: Office 365 Home Premium

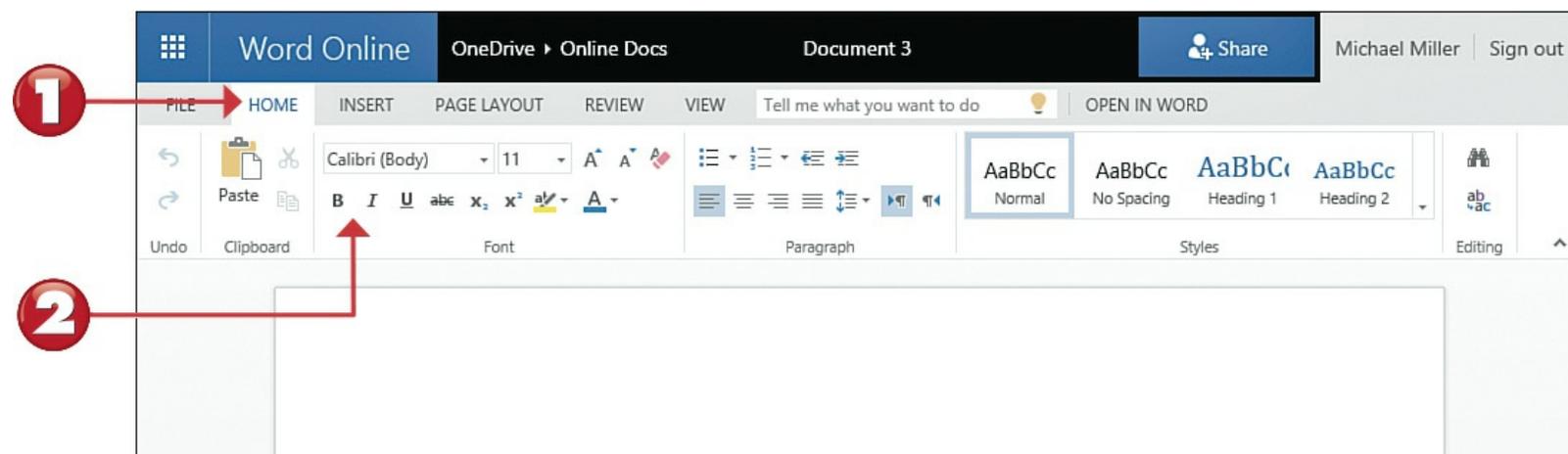
You usually purchase Microsoft Word as part of the Microsoft Office suite of programs. Microsoft offers several editions of Office for purchase, but most home users will find the Home Premium edition the best fit, because it includes the Word, Excel, PowerPoint, Outlook, Publisher, Access, and OneNote apps. You can also get Word (and the rest of Office) on an annual subscription basis; you'll pay \$99.99/year to install what Microsoft calls Office 365 on up to five PCs.

Navigating Word Online

Word Online, like the desktop version of Word, uses a ribbon-based interface with different ribbons for different types of operations. Each ribbon contains buttons and controls for specific operations. For example, the Home ribbon contains controls for formatting fonts, paragraphs, and the like; the Insert ribbon includes controls for inserting tables, pictures, clip art, and such.



- 1 Click any tab to display the related ribbon.
- 2 Click a button or control on the ribbon to perform the given operation.



Tip: Context-Sensitive Ribbons

Some ribbons appear automatically when you perform a specific task. For example, if you insert a picture and then select that picture, a new Format ribbon tab (not otherwise visible) will appear, with controls for formatting the selected picture.



Tip: Different Ribbons

The desktop software version of Microsoft Word contains additional ribbons (such as Design, References, and Mailings) not found in Word Online.

Entering Text

You enter text in a Word document at the *insertion point*, which appears onscreen as a blinking cursor. When you start typing on your keyboard, the new text is added at the insertion point.

Start

- 1 Within your document, click where you want to enter the new text.
- 2 Type the text.

1

2

Enter text at the cursor |

End



Tip: Move the Insertion Point

You move the insertion point with your mouse by clicking a new position in your text. You move the insertion point with your keyboard by using your keyboard's arrow keys.



Note: Working with Documents

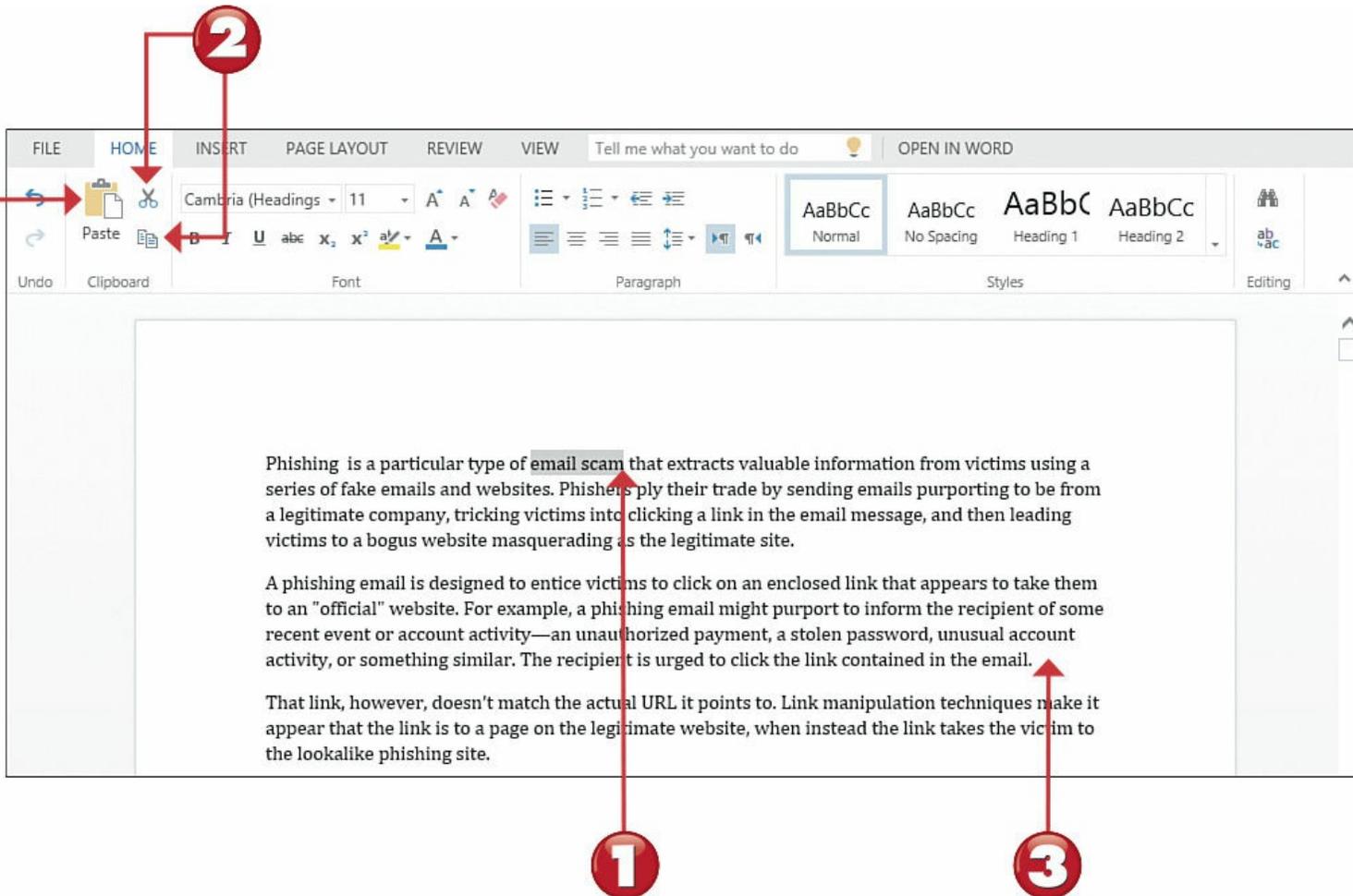
Anything you create with Word—a letter, memo, newsletter, and so on—is called a *document*. A document is nothing more than a computer file that can be copied, moved, deleted, or edited from within Word.

Cutting/Copying and Pasting Text

Word lets you cut, copy, and paste text—or [graphics](#)—to and from anywhere in your document or between documents. Use your mouse to select the text you want to edit, and then select the appropriate command from the Home ribbon.

Start

- 1 Click and drag the cursor to select the text you want to copy or cut.
- 2 From the Home ribbon, click **Copy** to copy the text or **Cut** to cut the text.
- 3 Within the document, click where you want to paste the cut or copied text.
- 4 From the Home ribbon, click **Paste**.



End



Tip: Keyboard Shortcuts

You also can select text using your keyboard; use the Shift key—in combination with other keys—to highlight blocks of text. For example, Shift + left arrow selects one character to the left.



Note: Cut Versus Copy

Cutting text removes the text from the original location, at which point you can paste it into a new location. When you copy and paste text, the text stays in the original location and a copy of it is placed into a new location—essentially duplicating the text.

Formatting Text

After your text is entered and edited, you can use Word's numerous formatting options to add some pizzazz to your document.

Start

- 1 Click and drag the cursor over the text you want to edit.
- 2 Click the desired button in the Font section of the Home ribbon: **Font**, **Font Size**, **Bold**, **Italic**, **Underline**, or **Font Color**.

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The Font section is highlighted, and several options are labeled with red arrows and callouts:

- Font**: Points to the font face dropdown menu (Cambria).
- Font size**: Points to the font size dropdown menu (11).
- Font color**: Points to the font color button (A).
- Bold**: Points to the Bold button (B).
- Italic**: Points to the Italic button (I).
- Underline**: Points to the Underline button (U).
- 1**: A red circle with the number 1 points to the text "Phishers" in the document body, which is highlighted.
- 2**: A red circle with the number 2 points to the Bold button (B) in the ribbon.

The document body contains the following text: "Phishing is a particular type of email scam that extracts valuable information from victims using a series of fake emails and websites. **Phishers** ply their trade by sending emails purporting to be from a legitimate company, tricking victims into clicking a link in the email message, and then leading victims to a bogus website masquerading as the legitimate site."

End



Formatting Paragraphs

When you're creating a more complex document, you need to format more than just a few words here and there. To format complete paragraphs, use Word's Paragraph formatting options on the Home ribbon.



- 1 Click anywhere within the paragraph you want to format.
- 2 Click the desired button in the Paragraph section of the Home ribbon—including **Bullets**, **Numbering**, **Decrease Indent**, **Increase Indent**, **Line Spacing**, or any of the **Align Text** options.

Align Text Left

Align Text Center

Align Text Right

Bullets

Numbering

Justify

Left-to-Right Text Direction

Right-to-Left Text Direction

Decrease Indent

Increase Indent

1

2

Phishing is a particular type of email scam that extracts valuable information from victims using a series of fake emails and websites. Phishers ply their trade by sending emails purporting to be from a legitimate company, tricking victims into clicking a link in the email message, and then leading victims to a bogus website masquerading as the legitimate site.

End



Tip: Spell Checking

If you misspell a word, it appears onscreen with a squiggly red underline. Right-click the misspelled word and select the correct spelling from the list.



Saving Your Work

If you're working on a file in the Word desktop app, you need to save your edits periodically. This is an easy process.

Start

1 Select the **File** ribbon to display the Info panel.



1

2 Click **Save**.



Tip: Saving Your Work Online

If you're using Word Online, you don't have to manually save your work. The online app automatically saves any changes you make—so you can ignore the instructions on this page!



Printing a Document

When you've finished editing your document, you can instruct Word to send a copy to your printer.



1 Click the **File** ribbon.



2 Click **Print** to display the Print pane.

3 Click the **Print** button to display the **Print** panel.

4 Configure any necessary options, and then click the **Print** button to print the document.

The screenshot shows the Windows Print dialog box. A blue sidebar on the left contains the following options: Info, New, Open, Save As, **Print** (highlighted with a red arrow and callout 2), and Share. The main area of the dialog is titled "Print" and contains a printer icon with the text "Print" and "Print this document." below it, with a red arrow and callout 3 pointing to it. At the bottom of the dialog, there are radio buttons for "Portrait" and "Landscape", a "Page Setup..." button, and a "Print" button with a red arrow and callout 4 pointing to it. The "Print" button is located at the bottom right of the dialog, next to a "Cancel" button. The dialog also shows the printer name as "\\MOLEHILLGROUP\Brother MFC-7840W Printer", the number of copies as 1, and the option to "Print in grayscale (black and white)". The "Pages to Print" section is set to "All". The "Comments & Forms" section is set to "Document and Markups". The document size is shown as 8.5 x 11.0in. The document content is visible in a preview window on the right, showing text about phishing attacks and a section titled "DIFFERENT TYPES OF PHISHING ATTACKS". The page number "Page 1 of 12" is displayed at the bottom of the preview window.

End



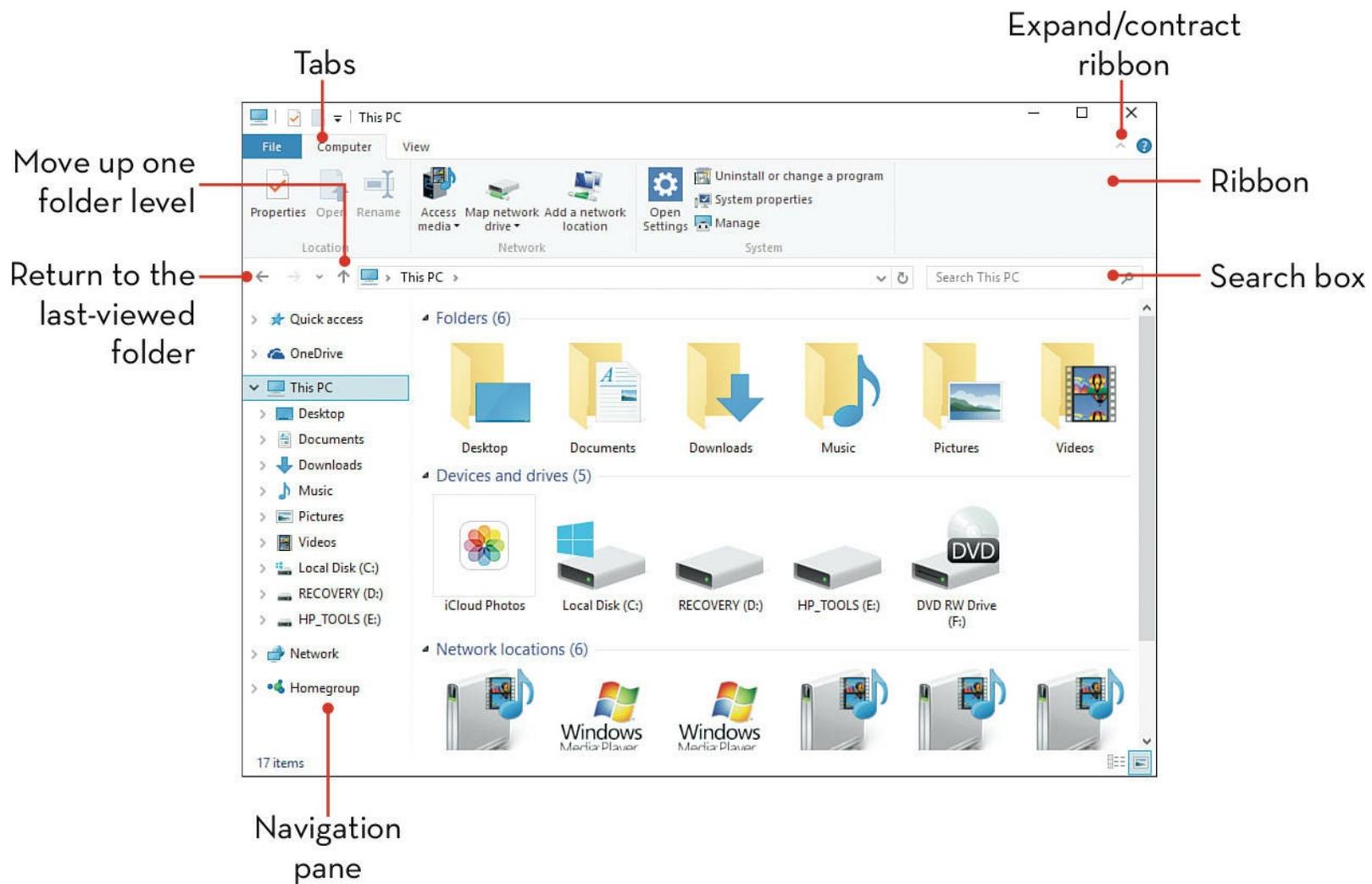
Chapter 9. Working with Files and Folders



All the data for documents and programs on your computer is stored in electronic files. These files are then arranged into a series of folders and subfolders—just as you’d arrange paper files in a series of file folders in a filing cabinet.

In Windows 10, you use File Explorer to view and manage your folders and files. You can navigate to folders and files on your computer and connected devices, or to those on other computers on your network.

File Explorer

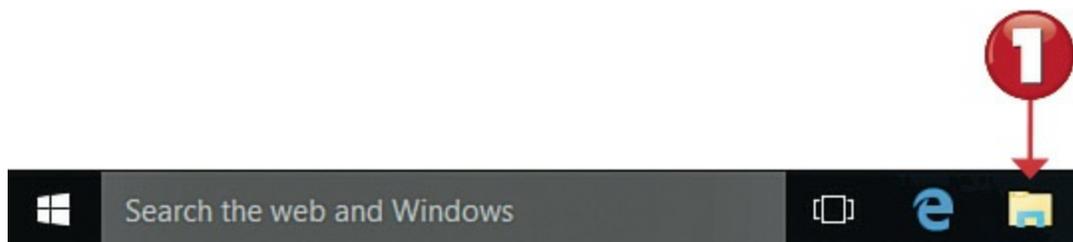


Launching File Explorer

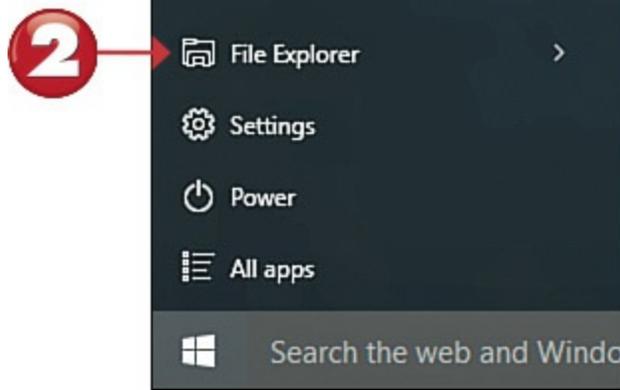
There are three ways to open File Explorer in Windows 10.



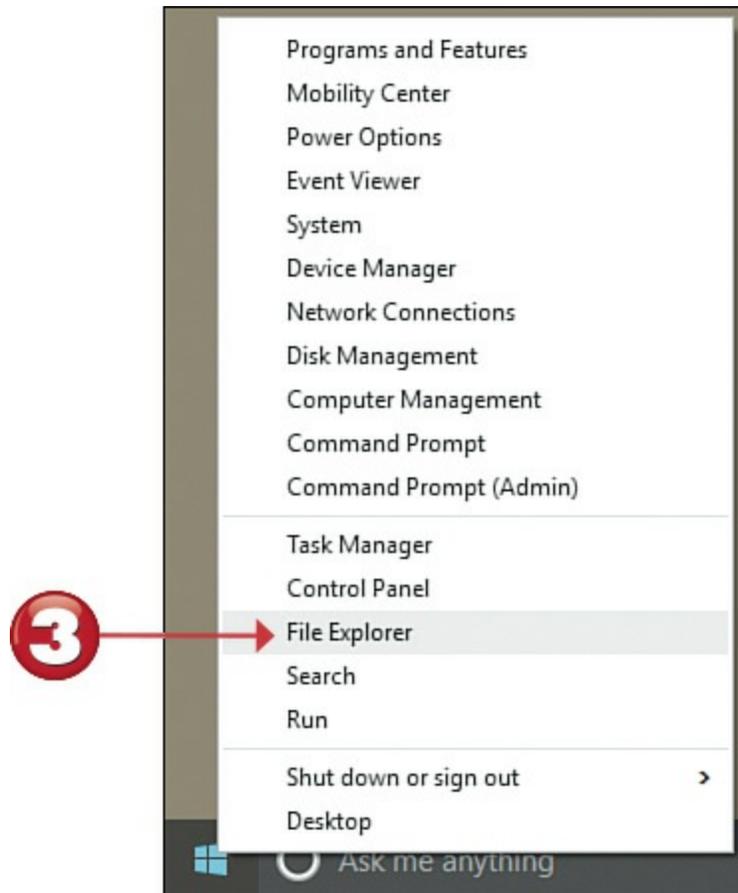
1 Click the **File Explorer** icon on the taskbar.



2 Click the **Start** button to open the Start menu, then click **File Explorer**.



3 Right-click the Start menu to display the Quick Access menu, and then click **File Explorer**.



Note: Windows Explorer

In some previous versions of Windows, File Explorer was known as [Windows Explorer](#)—or, more colloquially, as either the My Computer or My Documents folder.

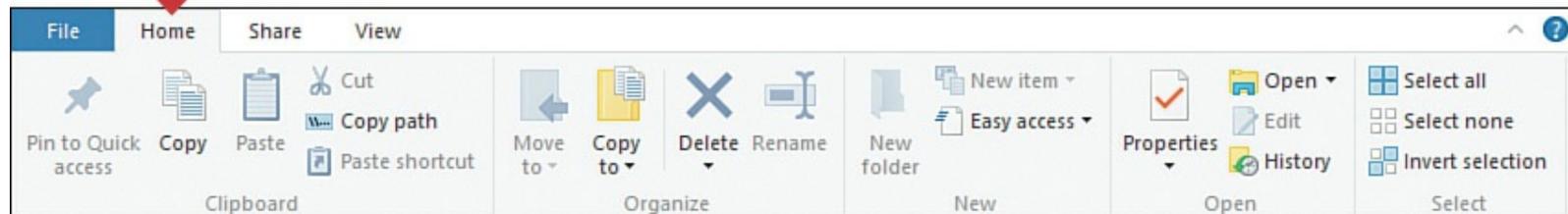


Exploring the Ribbon

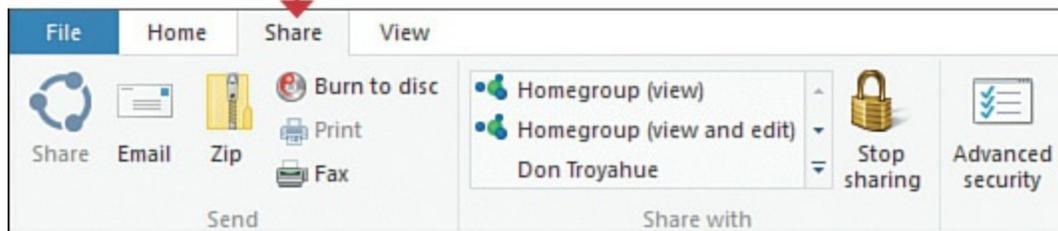
Most file-related operations are located on the ribbon at the top of the File Explorer window. The File Explorer ribbon consists of three tabs and the File drop-down menu.



- 1 Select the **Home** tab to access the most common file-related commands—Cut, Copy, Paste, Move, New Folder, and so forth.

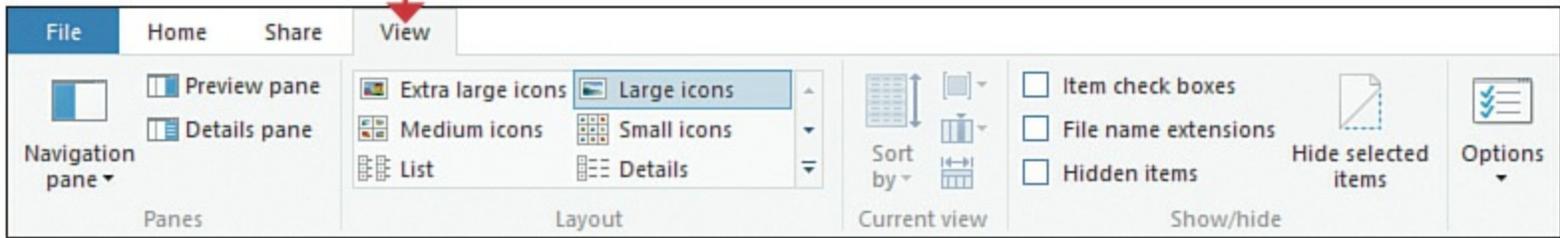


- 2 Select the **Share** tab to share or email a folder or file, burn files to a removable disc, print a file, or “zip” files into a compressed folder.



- 3 Select the **View** tab to change the way files and folders appear in File Explorer, as well as sort and group items.

3



End



Note: File Menu

Click the File menu to open a new window, the DOS command prompt (used on older operating systems), or the Windows PowerShell (a more advanced version of the command prompt). You can also use the File menu to delete recent history, open the Help system, or close the File Explorer window.

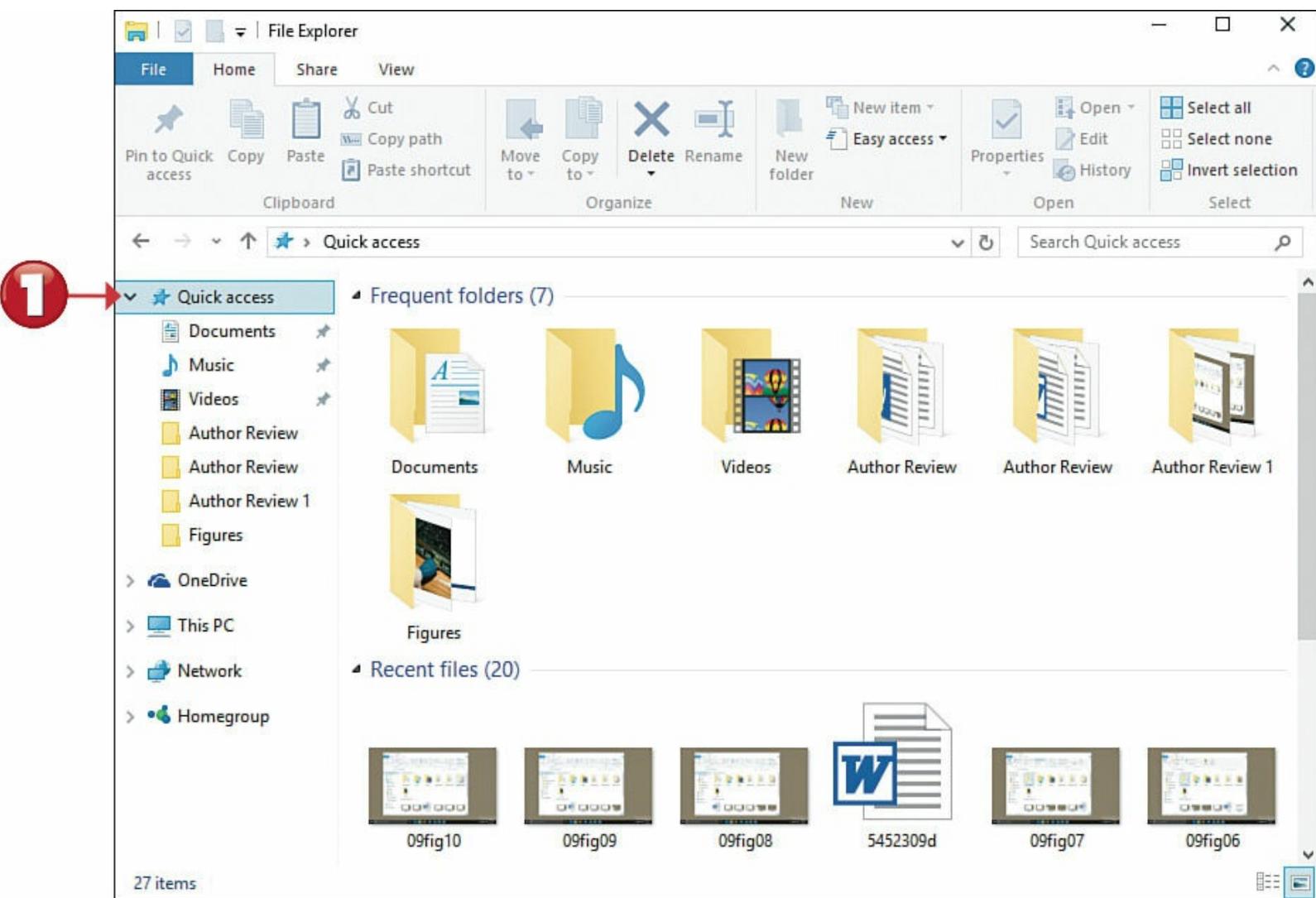


Navigating with the Navigation Pane

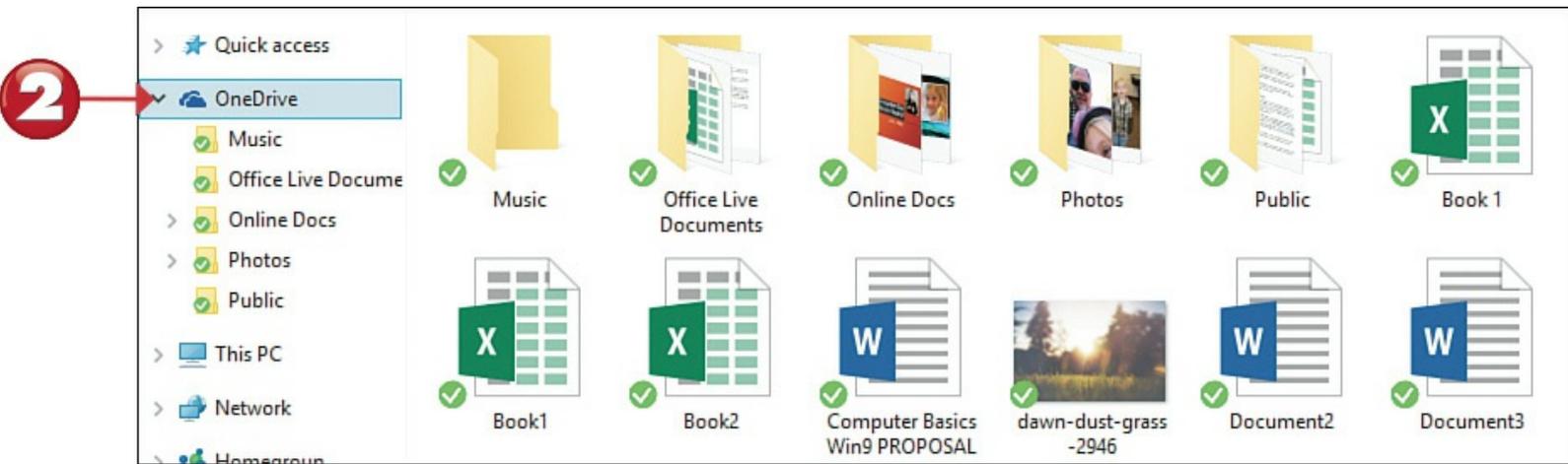
The Navigation pane on the left side of the File Explorer window displays both favorite links and hierarchical folder trees for your computer, network, and OneDrive online storage. Click the arrow icon next to any folder to display all the subfolders it contains. Click a folder to display its contents in the main File Explorer window.

Start

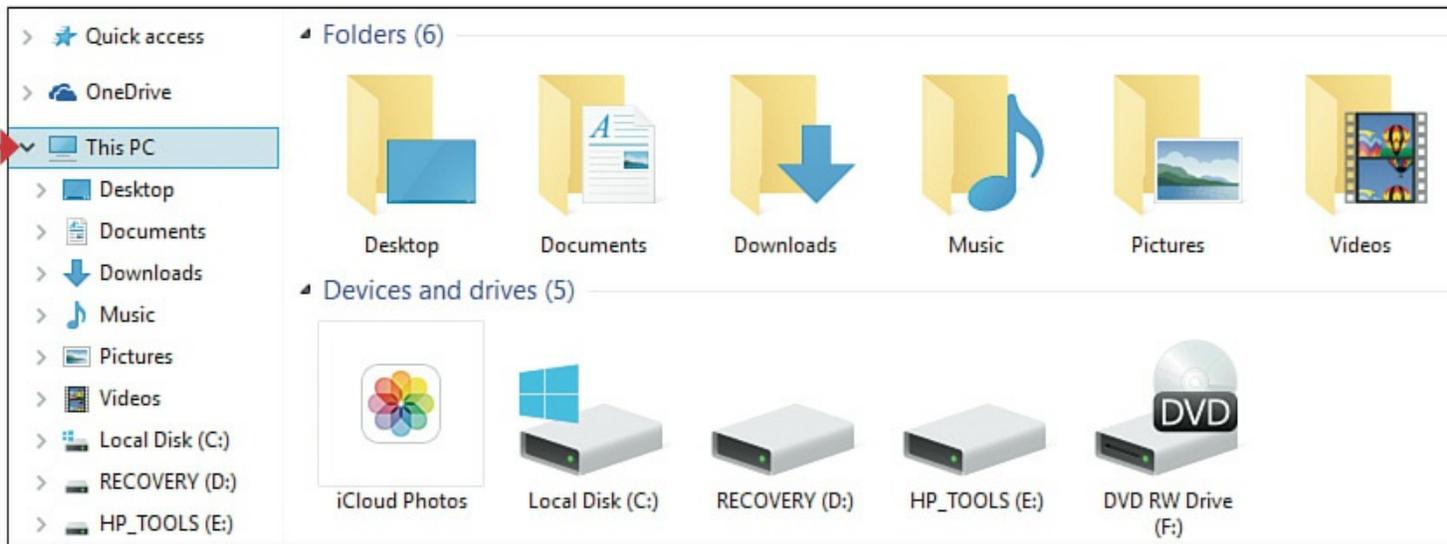
1 Select **Quick Access** to view frequently accessed folders and recent files.



2 Select [OneDrive](#) to view files and folders stored online on Microsoft's OneDrive cloud storage service.



- 3** Select **This PC** to view your default folders (Desktop, Documents, Downloads, Music, Pictures, and Videos), as well as all drives and devices connected to your PC.



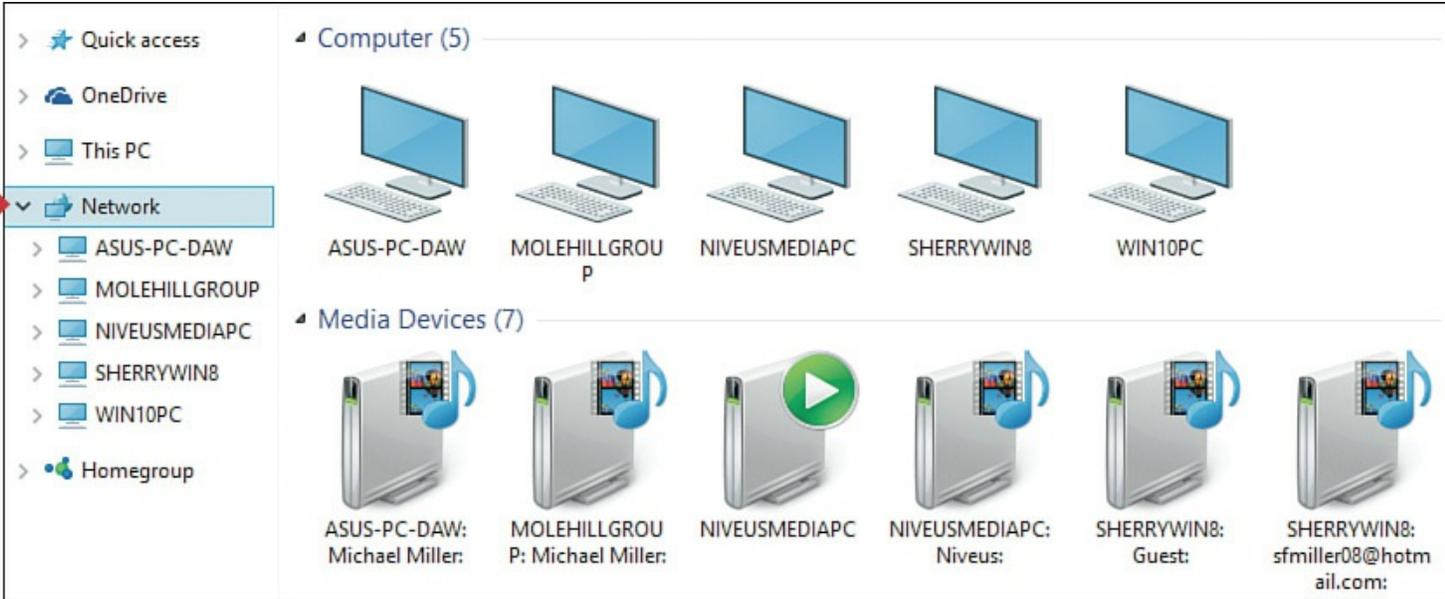
Note: Major Folders

The Documents, Music, Pictures, and other folders displayed when you click **This PC** are not the only folders on your PC, but they are the ones most likely to contain data files. Other folders, which can be displayed if you click the **Local Disk** icon, are more likely to contain programs and apps rather than documents and data.



- 4** Select **Network** to view all computers connected to your network.

4



5

Select **Homegroup** to view all users and computers connected to your network homegroup.

5



End

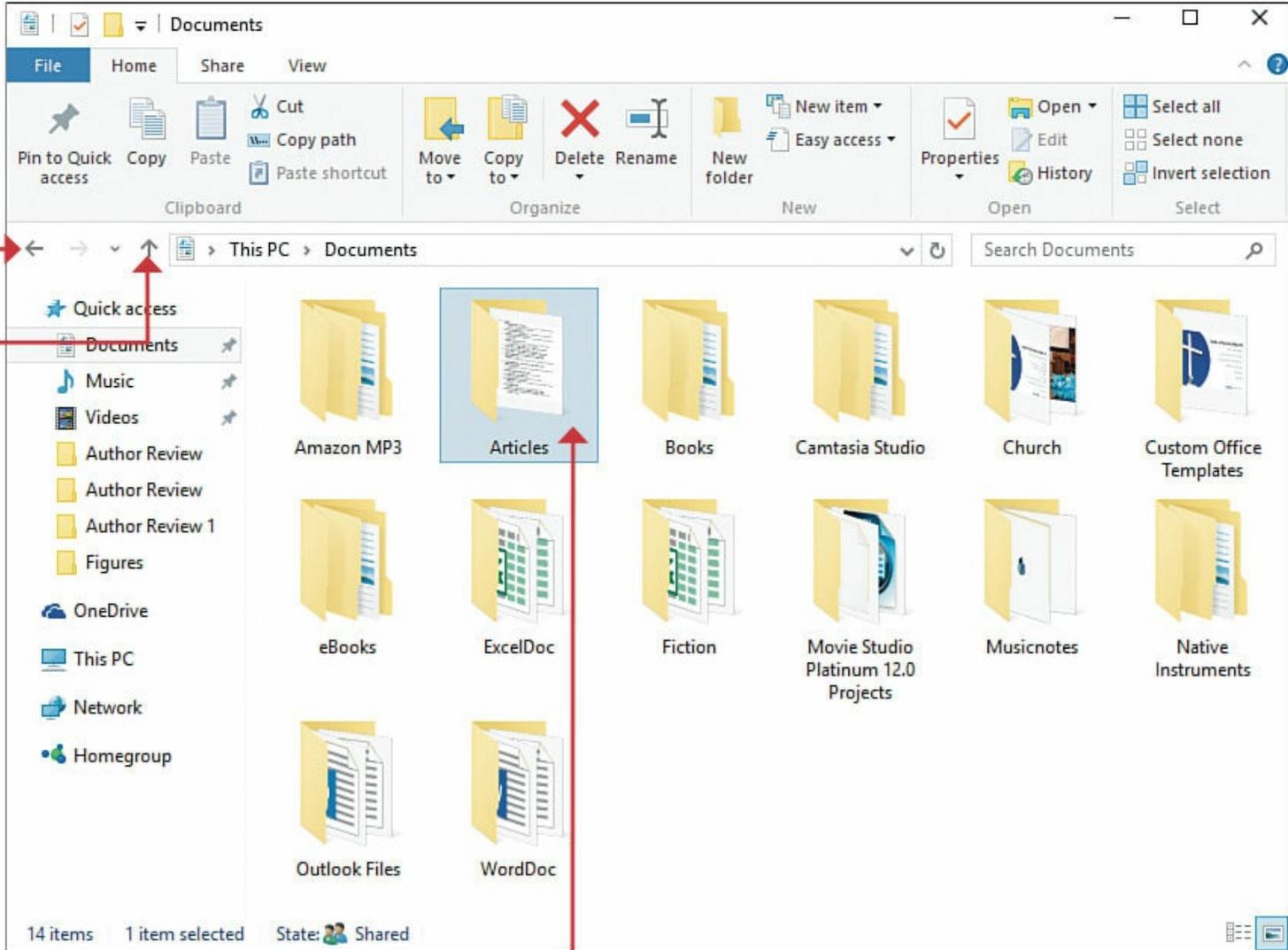


Working with Folders

You can navigate through the folders and subfolders in File Explorer in several ways.

Start

- 1 A given folder might contain multiple subfolders. Double-click any item to view its contents.
- 2 To move back to the disk or folder previously selected, click the **Back** button on the toolbar.
- 3 To move up the hierarchy of folders and subfolders to the next highest item, click the **up arrow** button on the toolbar.



End



Tip: Breadcrumbs

The list of folders and subfolders in File Explorer's Address box presents a "breadcrumb" approach to navigation. You can view additional items by clicking the **separator arrow** next to the folder icon in the Address box; this displays a pull-down menu of the contents of the item to the left of the arrow.



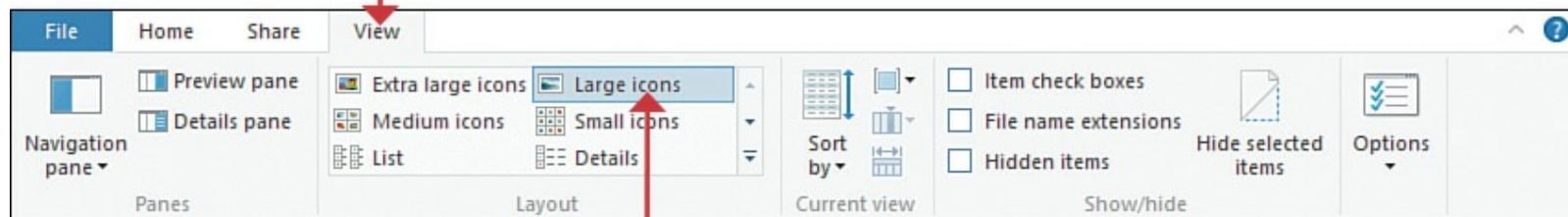
Changing the Way Files Are Displayed

You can choose to view the contents of a folder in various ways. The icon views are nice in that they show a small thumbnail preview of any selected file.

Start

- 1 Click the **View** tab on the ribbon.
- 2 Go to the Layout section and click one of the following view options: **Content**, **Tiles**, **Details**, **List**, **Small Icons**, **Medium Icons**, **Large Icons**, or **Extra Large Icons**.

1



2

End



Tip: Which View Is Best?

Any of the larger icon views is best for working with graphics files. Details view is best if you're looking for files by date or size.



Sorting Files and Folders

When viewing files in File Explorer, you can sort your files and folders in a number of ways. To view your files in alphabetic order, choose to sort by **Name**. To see all similar files grouped together, choose to sort by **Type**. To sort your files by the date and time they were last edited, select **Date Modified**.



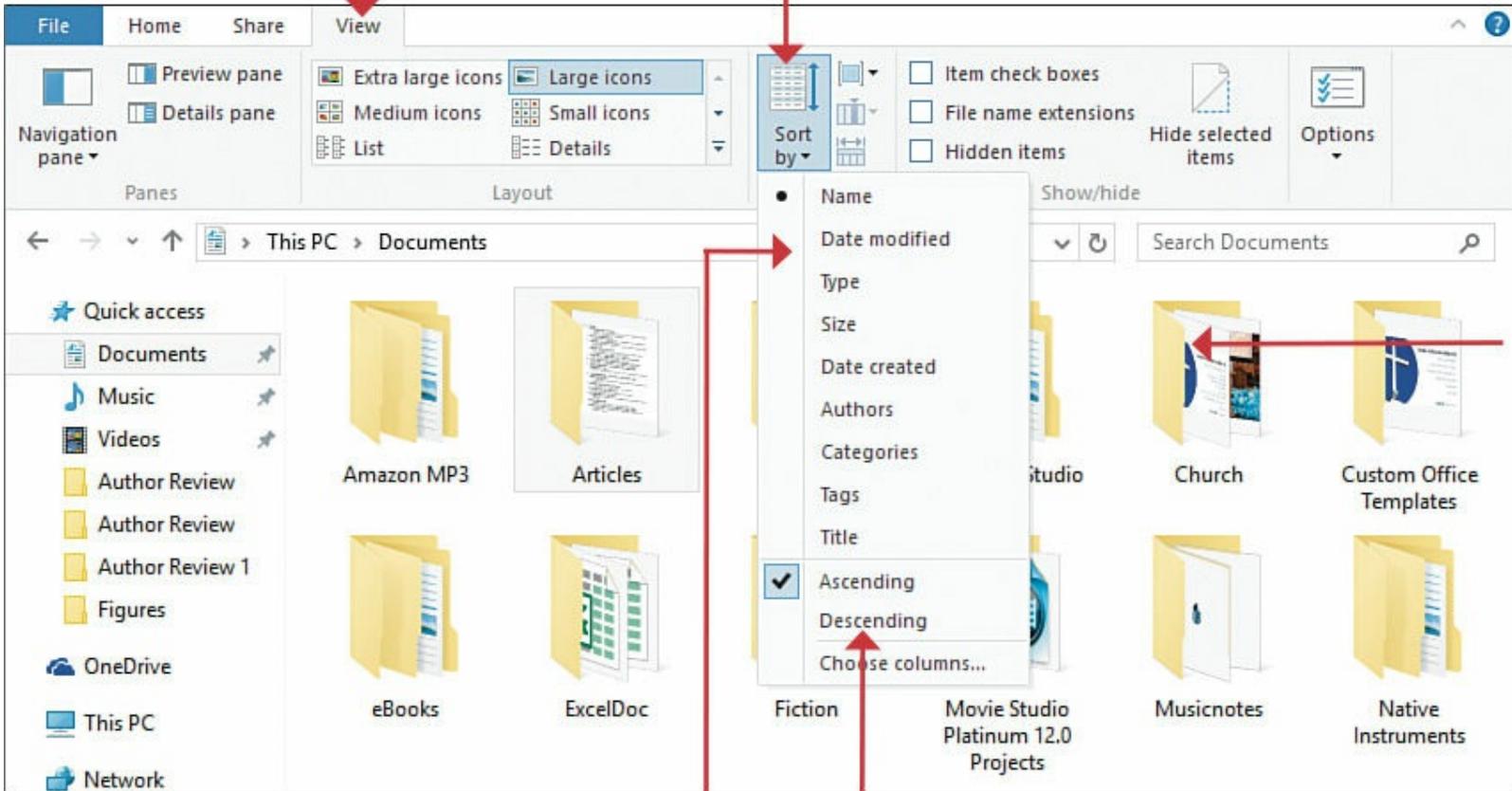
- 1** Click the **View** tab on the ribbon.
- 2** Click the **Sort By** button.
- 3** Choose to sort by **Name**, **Date Modified**, **Type**, **Size**, **Date Created**, **Authors**, **Categories**, **Tags**, or **Title**.
- 4** By default, Windows sorts items in ascending order. To change the sort order, click **Descending**.

1

2

3

4



End



Tip: Different Sorting Options

Different types of files have different sorting options. For example, if you're viewing music files, you can sort by **Album**, **Artists**, **Bit Rate**, **Composers**, **Genre**, and the like.



Creating a New Folder

The more files you create, the harder it is to organize and find things on your hard disk. When the number of files you have becomes unmanageable, you need to create more folders—and subfolders—to better categorize your files.

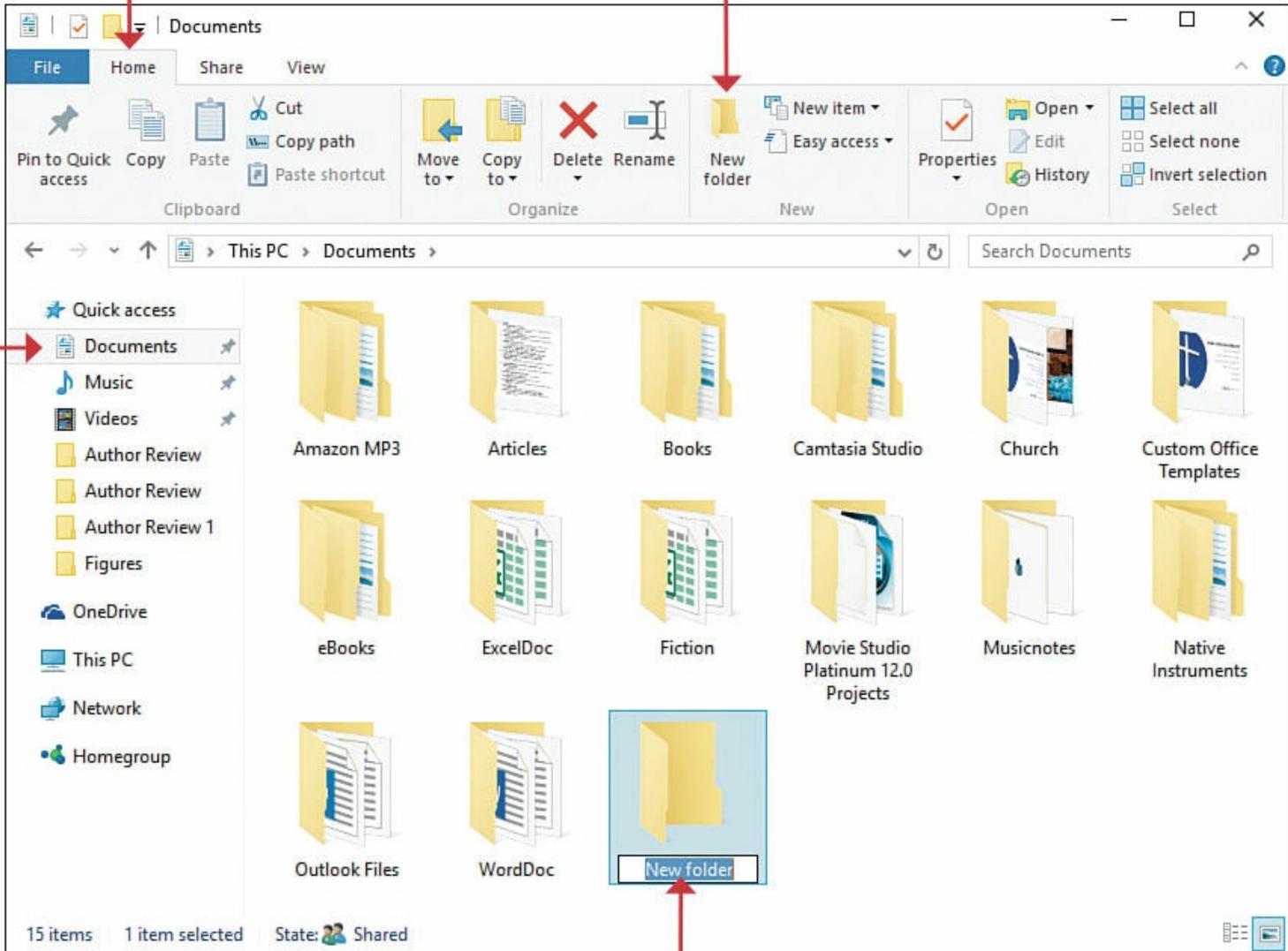


- 1 Navigate to the drive or folder where you want to place the new folder.
- 2 Click the **Home** tab on the ribbon.
- 3 Click the **New Folder** button.
- 4 A new, empty folder now appears with the filename New Folder highlighted. Type a name for your folder and press **Enter**.

2

3

1



4



Caution: Illegal Characters

Folder names and filenames can include up to 255 characters—including many special characters. You *can't*, however, use the following “illegal” characters: \ / : * ? “ < > |.

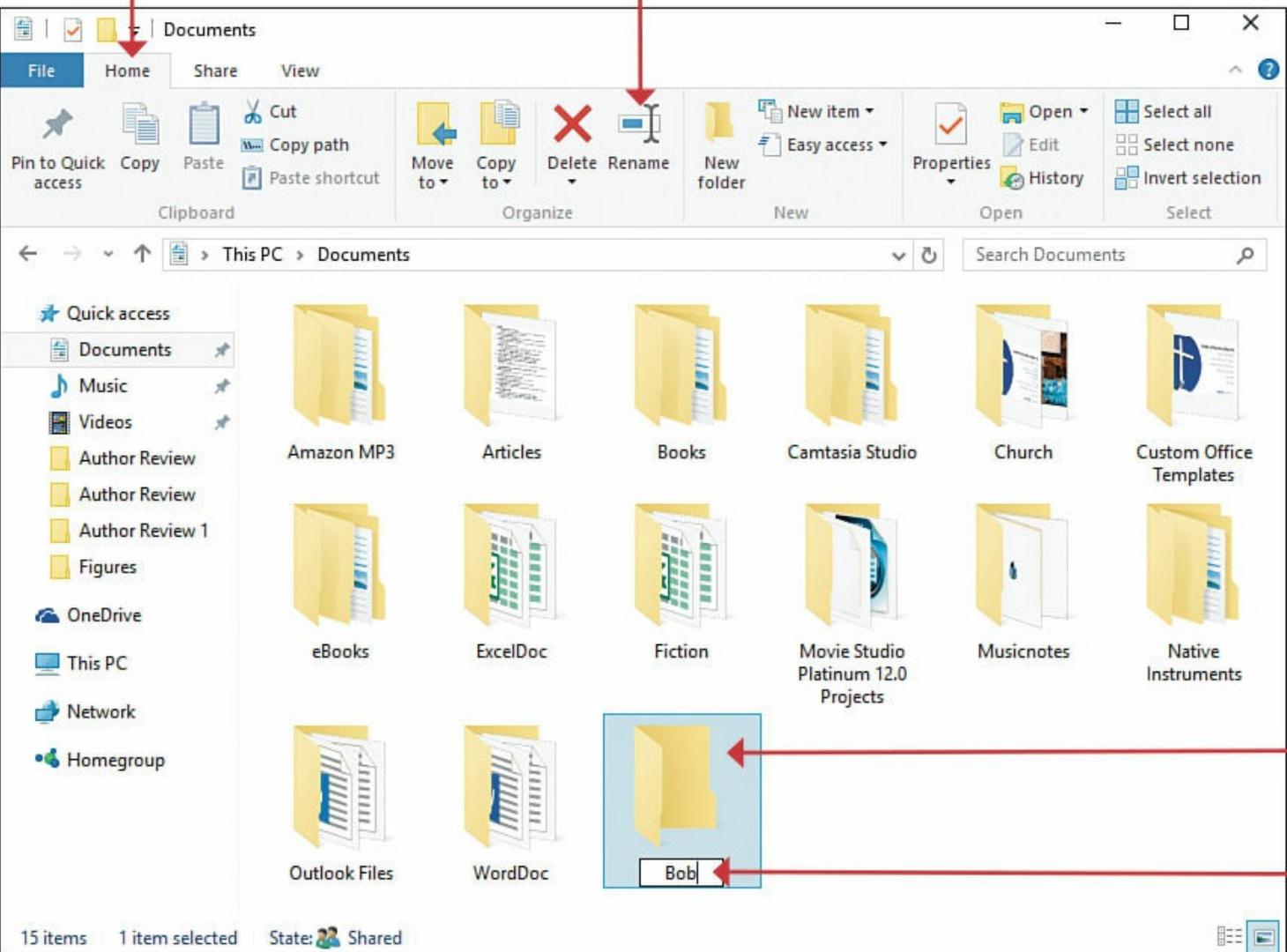


Renaming a File or Folder

When you create a new file or folder, it helps to give it a name that describes its contents. Sometimes, however, you might need to change a file's name. Fortunately, Windows makes renaming an item relatively easy.



- 1 Click the file or folder you want to rename.
- 2 Click the **Home** tab on the ribbon.
- 3 Click the **Rename** button; this highlights the filename.
- 4 Type a new name for your folder (which overwrites the current name), and press **Enter**.

2**3****1****4***End*

Caution: Don't Change the Extension

The one part of the filename you should never change is the extension—the part that comes after the final “dot” if you choose to show file extensions. Try to change the extension, and Windows will warn you that you’re doing something wrong.



Tip: Keyboard Shortcut

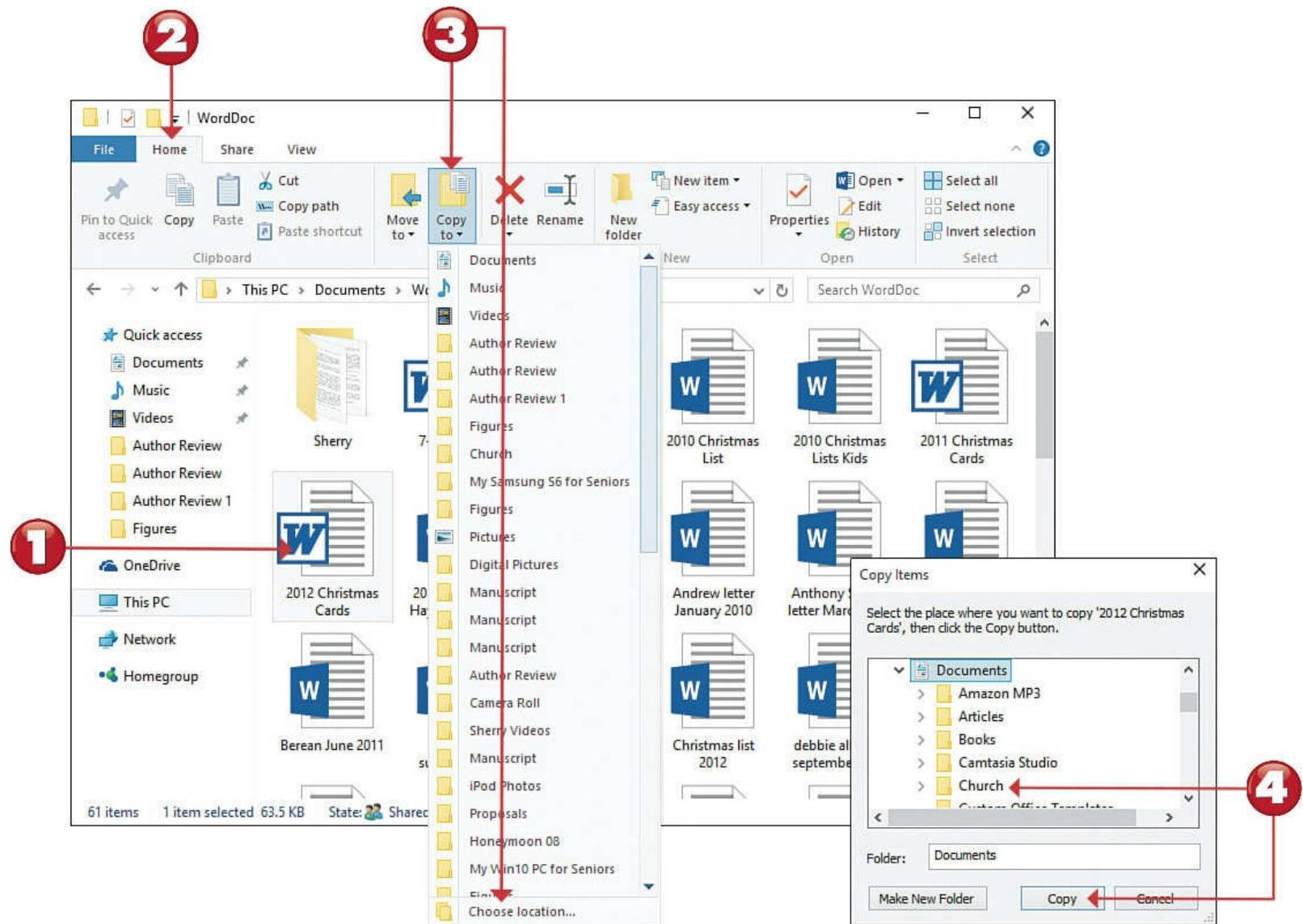
You can also rename a file by selecting the file and pressing **F2** on your computer keyboard. This highlights the filename and readies it for editing.

Copying a File or Folder

There are many ways to copy a file in Windows. The easiest method is to use the **Copy To** button on the Home ribbon.

Start

- 1 Click the item you want to copy.
- 2 Click the **Home** tab on the ribbon.
- 3 Click the **Copy To** button and select one of the suggested locations or select **Choose Location** to copy the file elsewhere.
- 4 When the Copy Items dialog box appears, navigate to the new location for the item and then click the **Copy** button.



End

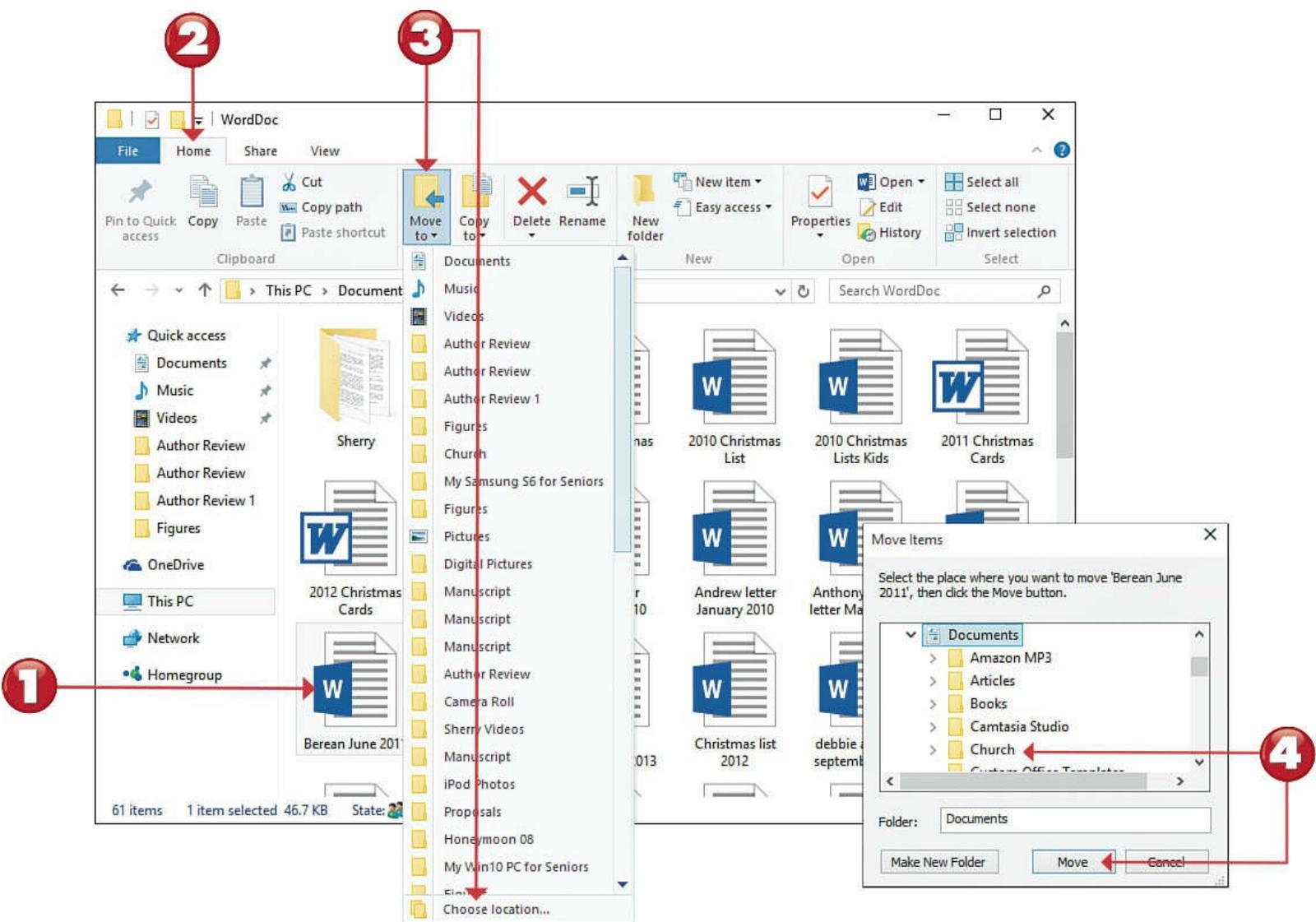


Moving a File or Folder

Moving a file or folder is different from copying it. Moving cuts the item from its previous location and pastes it into a new location. Copying leaves the original item where it was *and* creates a copy of the item elsewhere.



- 1** Click the item you want to move.
- 2** Click the **Home** tab on the ribbon.
- 3** Click the **Move To** button and select one of the suggested locations or click **Choose Location** to move the file to another location.
- 4** When the Move Items dialog box appears, navigate to the new location for the item, and then click the **Move** button.



End



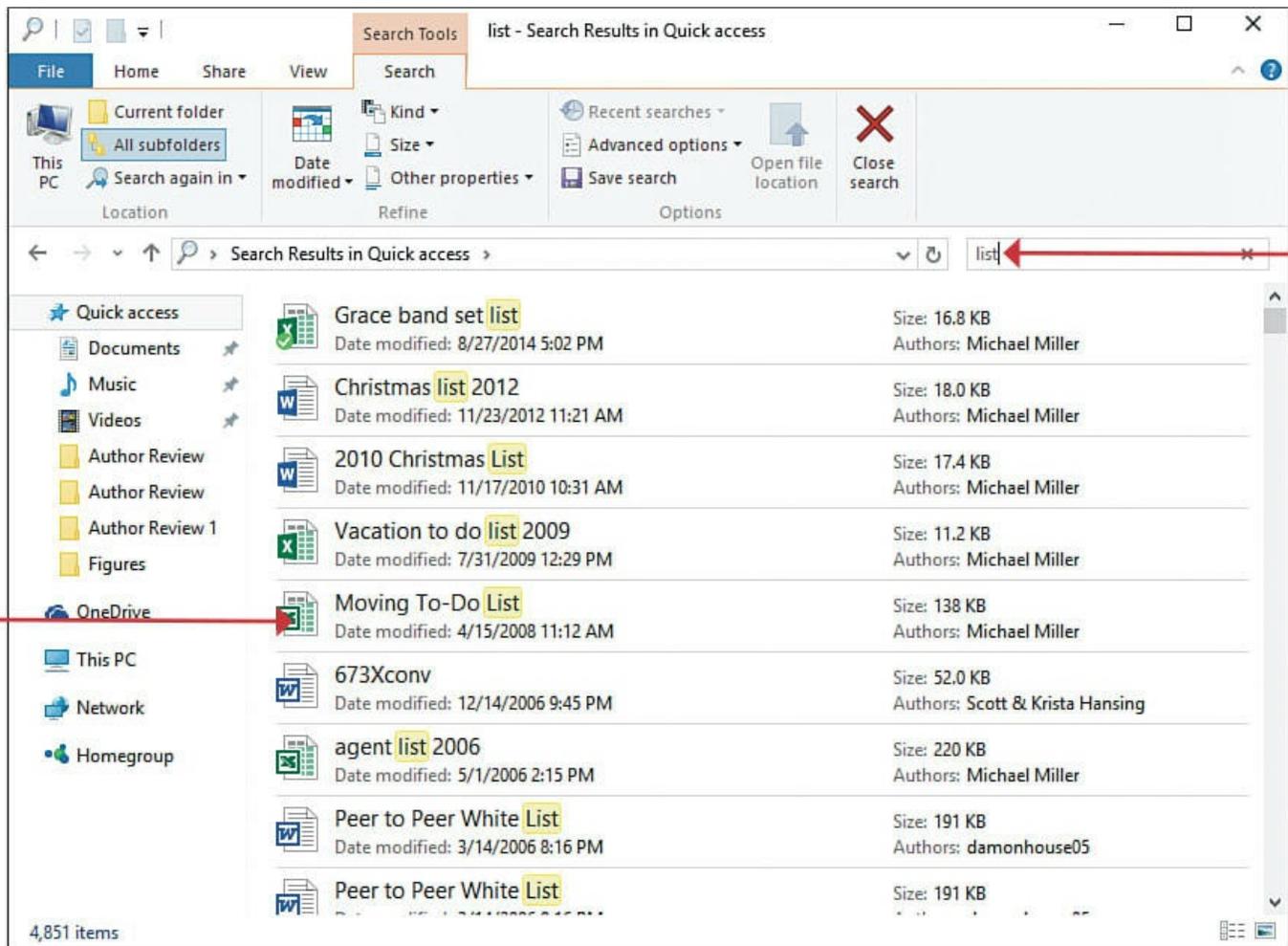
Searching for a File

As organized as you might be, you might not always be able to find the specific files you want. Fortunately, Windows offers an easy way to locate difficult-to-find files, via the Instant Search function. Instant Search lets you find files by extension, filename, or keywords within the file.

Start

1 From within File Explorer, enter one or more keywords into the Search box and press **Enter**.

2 Windows now displays a list of files that match your search criteria. Double-click any item to open that file.



End



Tip: Search Index

Instant Search indexes all the files stored on your hard disk (including email messages) by type, title, and contents.

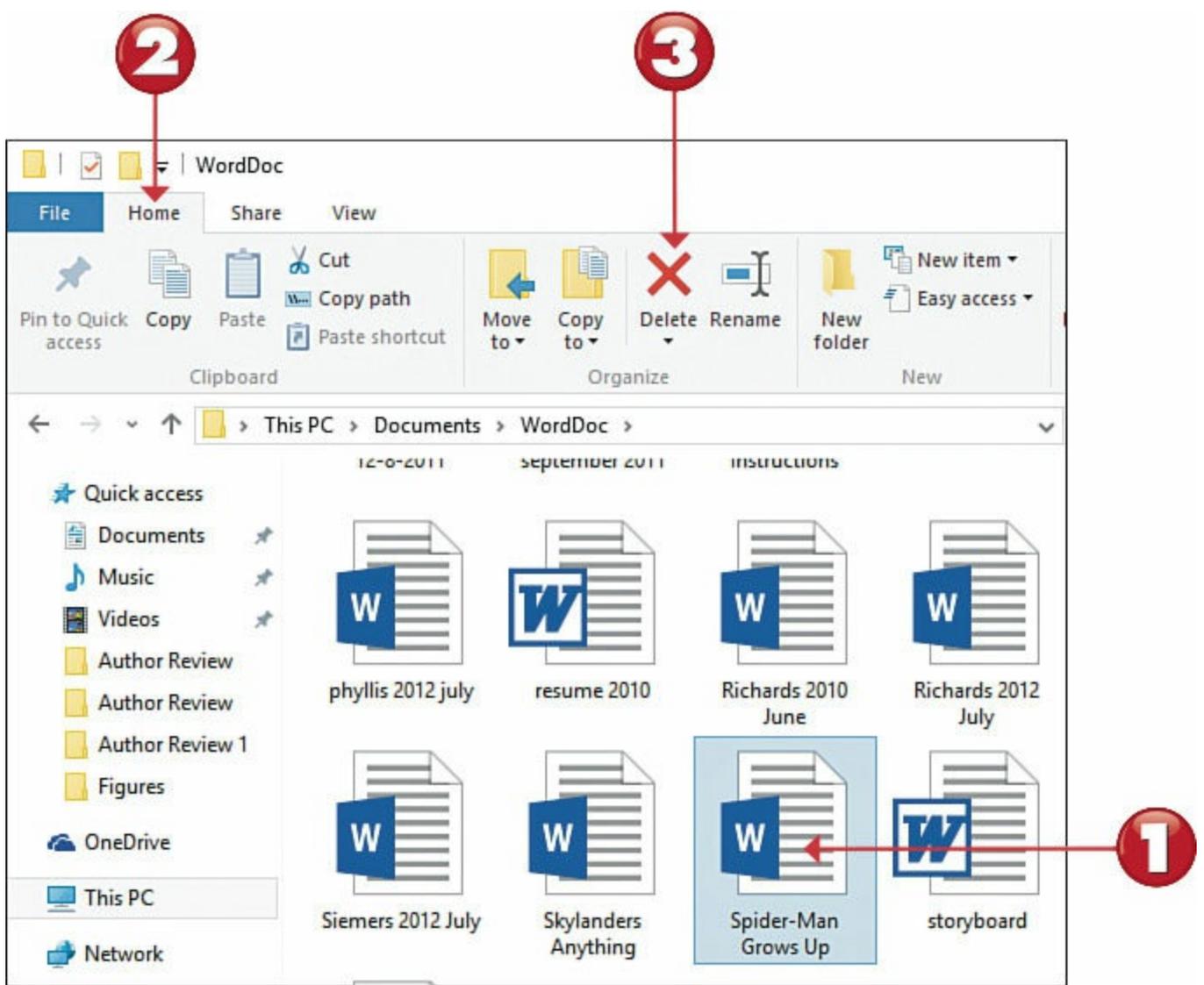


Deleting a File or Folder

Keeping too many files eats up too much hard disk space—which is a bad thing. Because you don't want to waste disk space, you should periodically delete those files (and folders) you no longer need. When you delete a file, you send it to the Windows Recycle Bin, which is kind of a trash can for deleted files.



- 1 Click the file you want to delete.
- 2 Click the **Home** tab on the ribbon bar.
- 3 Click the **Delete** button.



End



Tip: Other Ways to Delete

You can also delete a file by dragging it from the folder window onto the Recycle Bin icon on the desktop or by highlighting it and pressing the **Delete** key on your computer keyboard.

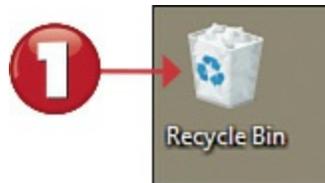


Restoring Deleted Files

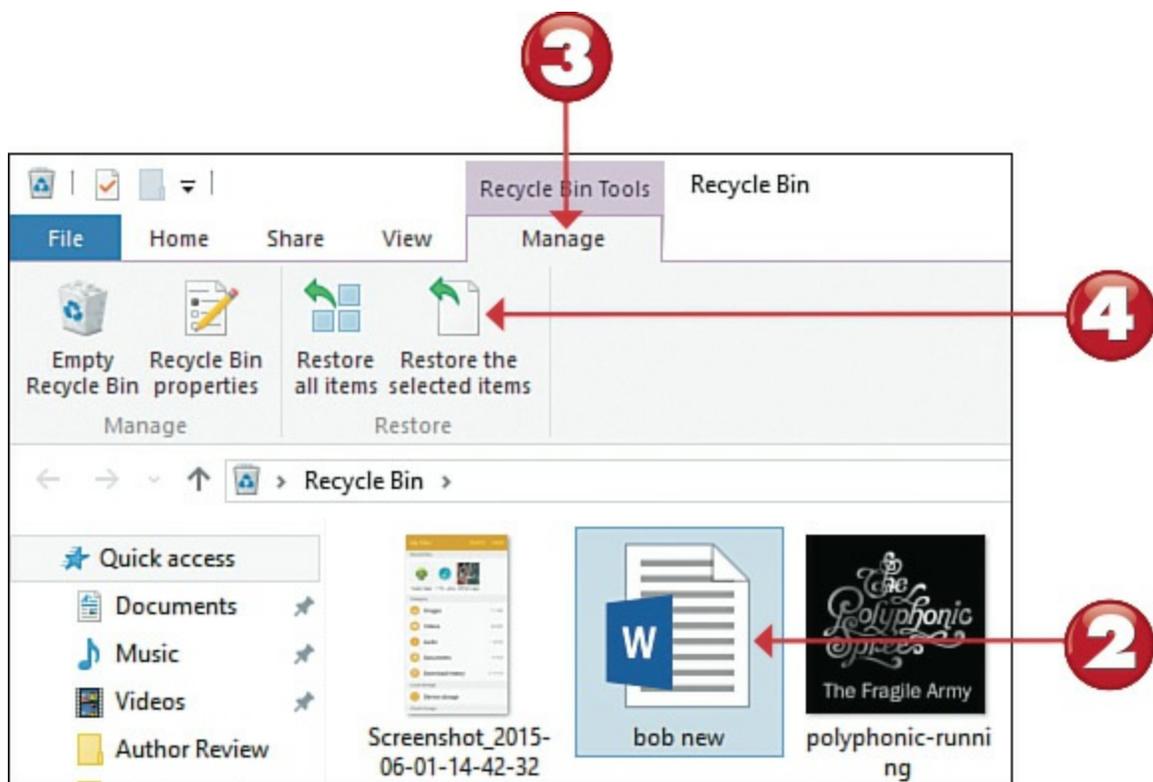
Have you ever accidentally deleted the wrong file? If so, you're in luck. Windows stores the files you delete in the Recycle Bin, which is actually a special folder on your hard disk. For a short time (in most instances, several days), you can "undelete" files from the Recycle Bin back to their original locations.

Start

- 1 From the Windows desktop, double-click the **Recycle Bin** icon to open the Recycle Bin folder.



- 2 Click the file you want to restore.
- 3 Click the **Manage** tab on the ribbon bar.
- 4 Click the **Restore the Selected Items** button.



End

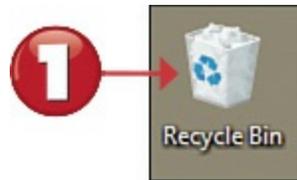


Emptying the Recycle Bin

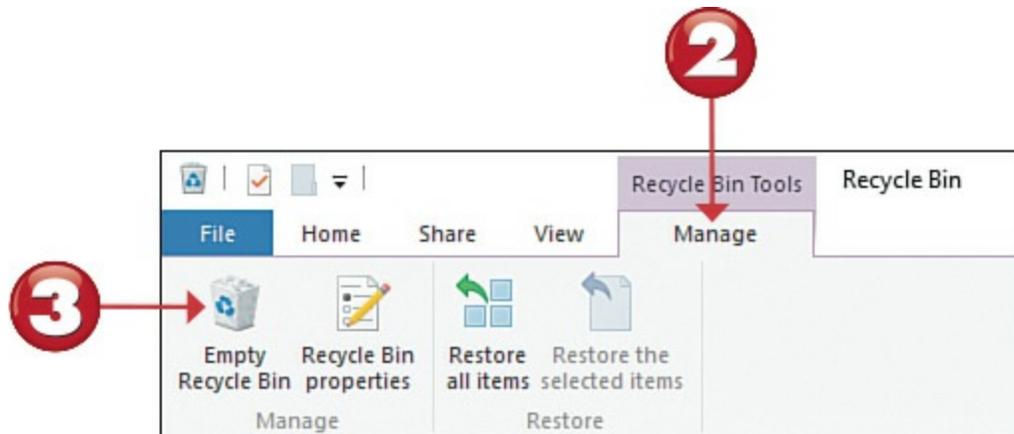
By default, the deleted files in the Recycle Bin can occupy 4GB plus 5% of your hard disk space. When you've deleted enough files to exceed this limit, the oldest files in the Recycle Bin are automatically and permanently deleted from your hard disk. You can also manually empty the Recycle Bin and thus free up some hard disk space.



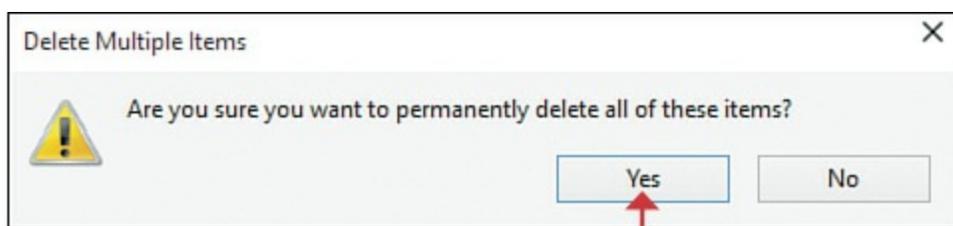
- 1 From the Windows desktop, double-click the **Recycle Bin** icon to open the Recycle Bin folder.



- 2 Click the **Manage** tab on the ribbon bar.
- 3 Click the **Empty the Recycle Bin** button.



- 4 When the Delete Multiple Items dialog box appears, click **Yes** to completely erase the files.



End



Tip: Fast Empty

You can also empty the Recycle Bin by right-clicking its icon on the Windows desktop and selecting **Empty Recycle Bin** from the pop-up menu.

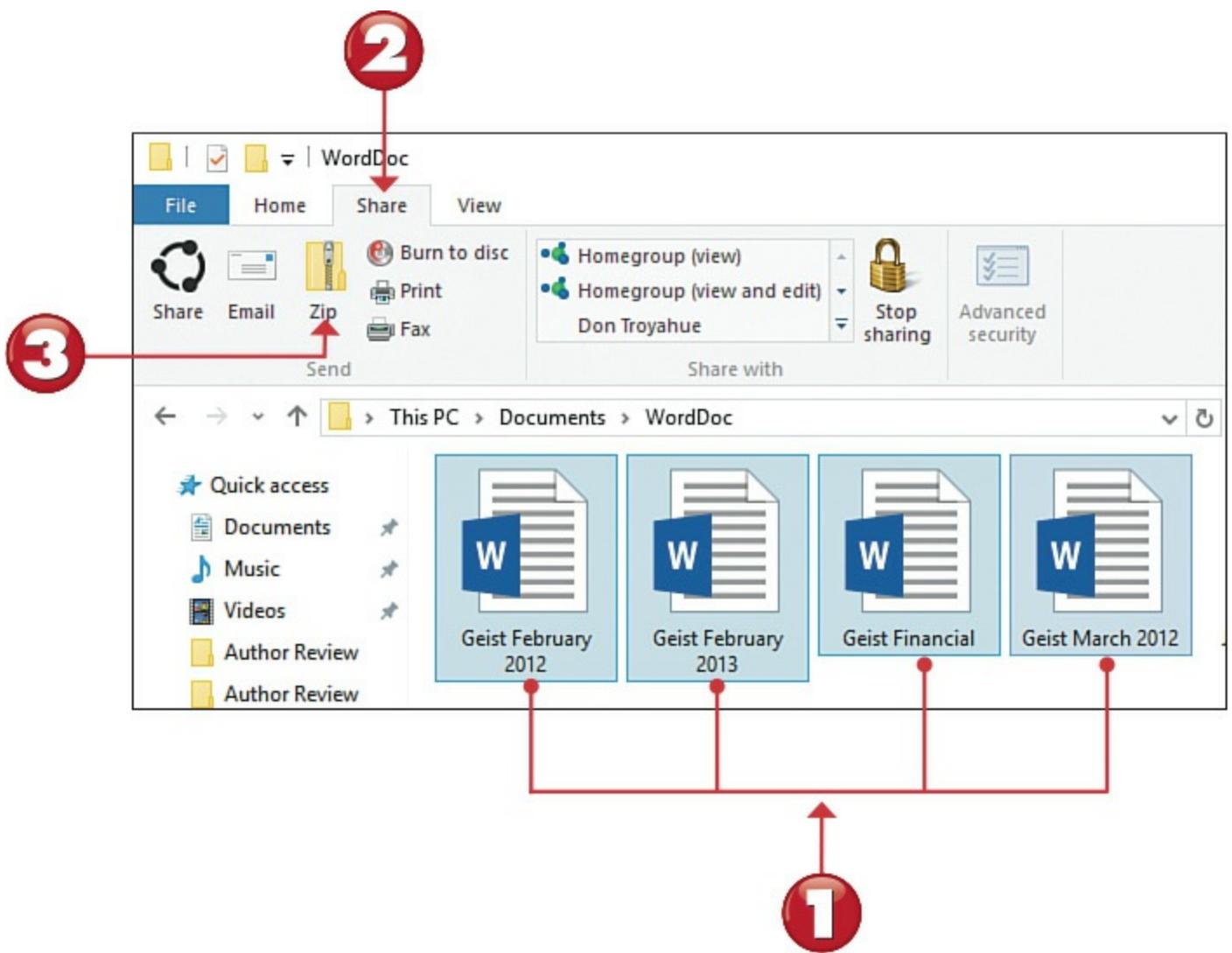


Compressing a File

Really big files can be difficult to copy or share. Fortunately, Windows lets you create *compressed* folders, which take big files and compress them in size (called a “zipped” file). After the file has been transferred, you can then uncompress the file to its original state.

Start

- 1** Click the files you want to compress. (To select more than one file, hold down the **Ctrl** key while clicking.)
- 2** Click the **Share** tab on the ribbon bar.
- 3** Click the **Zip** button. Windows now creates a new folder that contains compressed versions of the files you selected.



End



Note: Zip Files

The compressed folder is actually a file with a .zip extension, so it can be used with other compression/decompression programs.

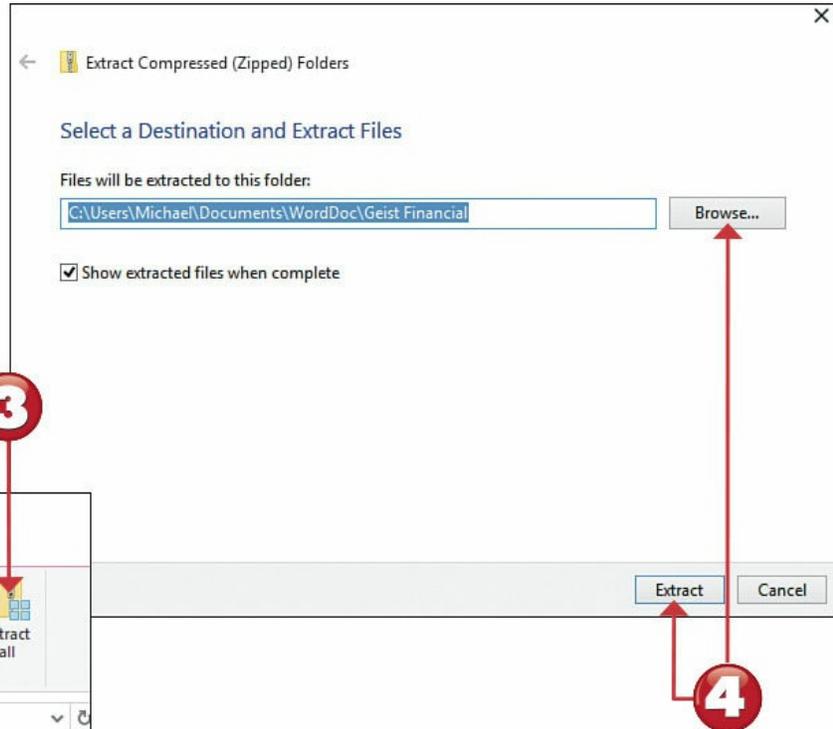


Extracting Files from a Compressed Folder

The process of decompressing a file is actually an *extraction* process. That's because you extract the original files from the compressed folder to the desired location on your computer's hard drive.

Start

- 1 Select the compressed folder.
- 2 Click the **Extract** tab on the ribbon bar.
- 3 Click the **Extract All** button.
- 4 When the Extract Compressed (Zipped) Folders dialog box appears, click the **Browse** button to select a location for the extracted files, and then click the **Extract** button.



2

3

4

1

End



Tip: Extracted Folder

By default, compressed files are extracted to a new folder with the same name. You can change this, however, to extract to any folder you like.



Tip: Zipper Icon

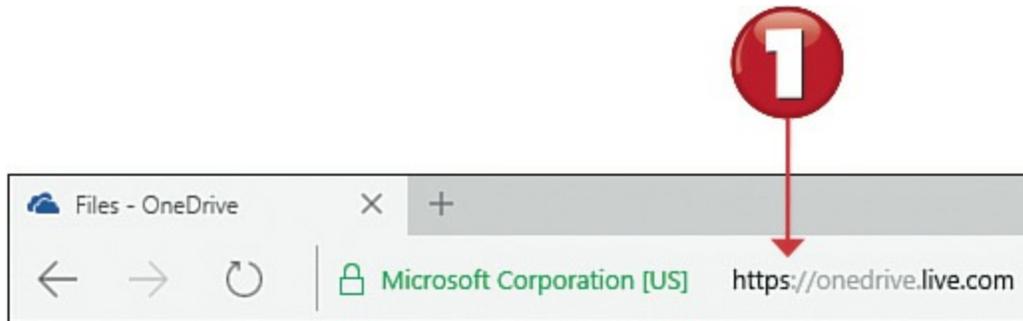
Compressed folders are distinguished by the little zipper on the folder icon.

Working with Files on OneDrive

Microsoft offers online storage for all your documents and data, via its OneDrive service. When you store your files on OneDrive, you can access them via any computer or mobile device connected to the Internet. You manage all your online files from the OneDrive website, using your web browser.



- 1 From within your web browser, enter onedrive.live.com into the Address box and press **Enter**.



- 2 Your OneDrive files are stored in folders. Click a folder to view its contents.

The screenshot shows the OneDrive web interface. The top navigation bar includes 'OneDrive', 'Create', and 'Upload' buttons. The user's name 'Michael Miller' is visible in the top right. The main area displays a grid of folders and files. The folders shown are: Documents (0), Internet of Things (3), Office Live Documents (8), Online Docs (14), Photos (14), Pictures (1), Public (11), and Shared Project (2). Below the folders, there are four preview cards for files: 'Another New Document', 'Book2', 'Computer Basics Absolute Beginner's Guide, Windows 9 Edition', and 'Document1'. A red circle with the number '2' is positioned on the right side, with an arrow pointing to the 'Online Docs' folder.



Tip: Syncing Folders

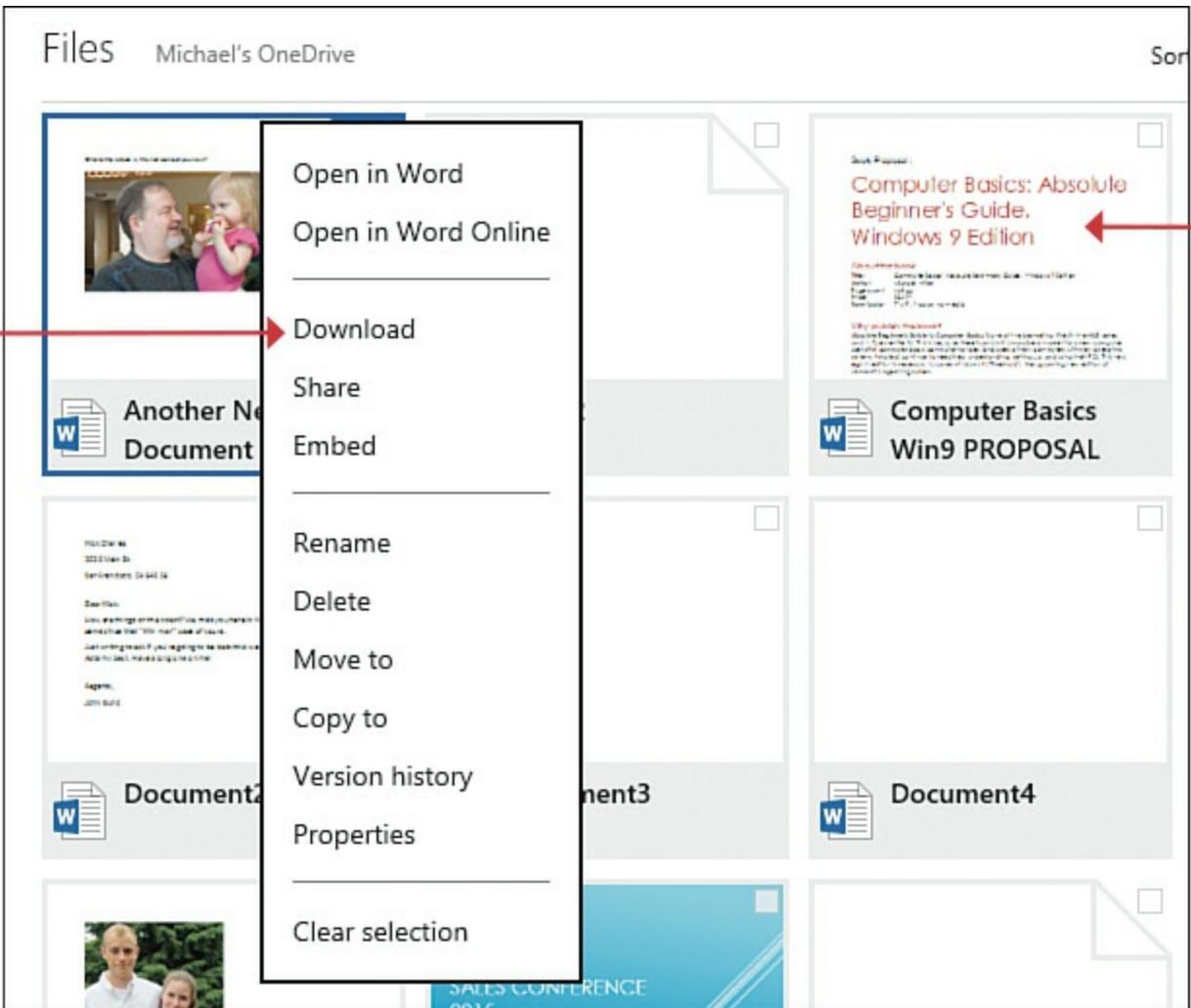
You can synchronize folders between your computer and the OneDrive service. From within File Explorer, move a given folder into the OneDrive folder. That folder now appears on the OneDrive website and on your PC. Make changes in one location and those changes are automatically applied to the other. Click OneDrive in File Explorer's Navigation pane to view your synced folders.



Note: Cloud Storage

Online file storage, such as that offered by OneDrive, Apple's iCloud, and Google Drive, is called *cloud storage*. The main advantage of cloud storage is that files can be accessed from any computer (work, home, or other) at any location. You're not limited to using a given file on a single computer only.

- 3 Click a file to view it or, in the case of an Office document, open it in its host application.
- 4 To copy, move, or rename a file, right-click the file to display the options menu, and then select the action you want to perform.





Tip: Download a File

To download a file from OneDrive to your local hard disk, right-click the file to display the options menu, and then click [Download](#).



Note: Storage Plans

Microsoft gives you 15GB of storage in your free OneDrive account, which is more than enough to store most users' documents, digital photos, and the like. If you need more storage, you can purchase 100GB of storage for \$1.99/month, 200GB storage for \$3.99/month, or 1TB storage for \$6.99/month.

Chapter 10. Using the Internet



It used to be that most people bought personal computers primarily to do work with productivity software—word processing, spreadsheets, [databases](#), that sort of thing. But today, many people also buy PCs to access the Internet—to send and receive email, surf the Web, and keep in touch with Facebook and other social media.

If you're using your notebook or tablet PC on the road, accessing the Internet is as easy as finding a public Wi-Fi hotspot, like the kind offered at Starbucks, McDonald's, and other businesses. Of course, if you're at home, you access the Internet from your home wireless network. You connect your computer to the hotspot or wireless network, which then connects you to the Internet. Easy.

However you go online, you use a *web browser*, such as Microsoft [Edge](#) or Google Chrome, to browse that part of the Internet called the [World Wide Web](#). (Or just Web, for short.) Information on the Web is presented in [web pages](#), each of which contains text, graphics, and links to other web pages. A web page resides at a [website](#), which is nothing more than a collection of web pages. The main page of a website is called the [home page](#), which serves as an opening screen that provides a brief overview and a sort of menu of everything you can find at that site.



Connecting to an Internet Wi-Fi Hotspot

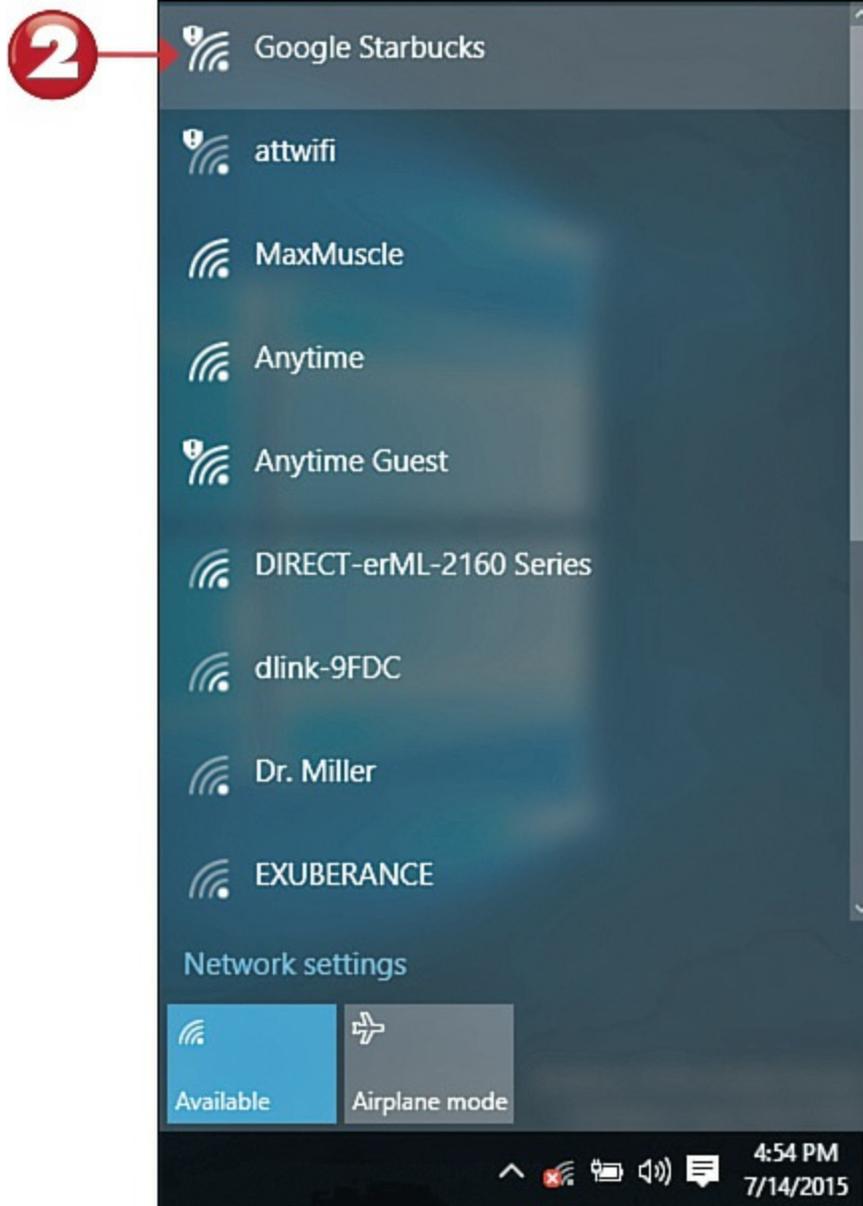
If you have a notebook PC, you have the option to connect to the Internet when you're out and about. Many coffeehouses, libraries, hotels, and public spaces offer wireless Wi-Fi Internet service, either free or for an hourly or daily fee.



- 1 On the taskbar, click the **Connections** button to display the Connections pane.



- 2 You see a list of available wireless networks. Click the network to which you want to connect.



Note: Wireless Hotspots

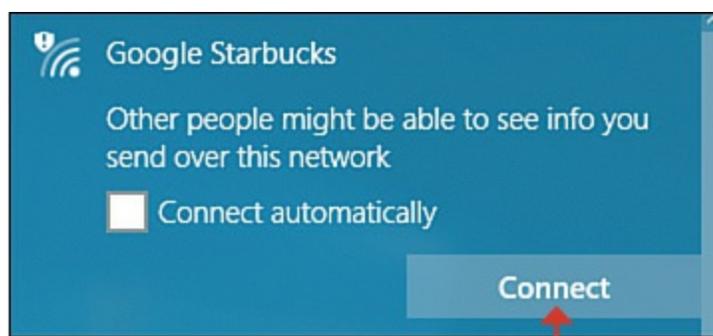
A *hotspot* is a public place that offers wireless access to the Internet using Wi-Fi technology. Some hotspots are free for all to access; others require some sort of payment.



Note: Finding the Wi-Fi Signal

When you're near a Wi-Fi hotspot, your PC should automatically pick up the Wi-Fi signal. Just make sure that the Wi-Fi adapter in your computer is turned on (some notebooks have a switch for this, either on the front or on the side of the unit), and then follow these directions to find and connect to the nearest hotspot.

3 This expands the panel; click **Connect** to connect to the selected hotspot.



3

- 4 If the hotspot has free public access, you can now open your web browser and surf normally. If the hotspot requires a password, payment, or some other logon procedure, Windows should automatically open your web browser and display the hotspot's logon page. Enter the appropriate information to begin surfing.



4

End



Tip: Airplane Mode

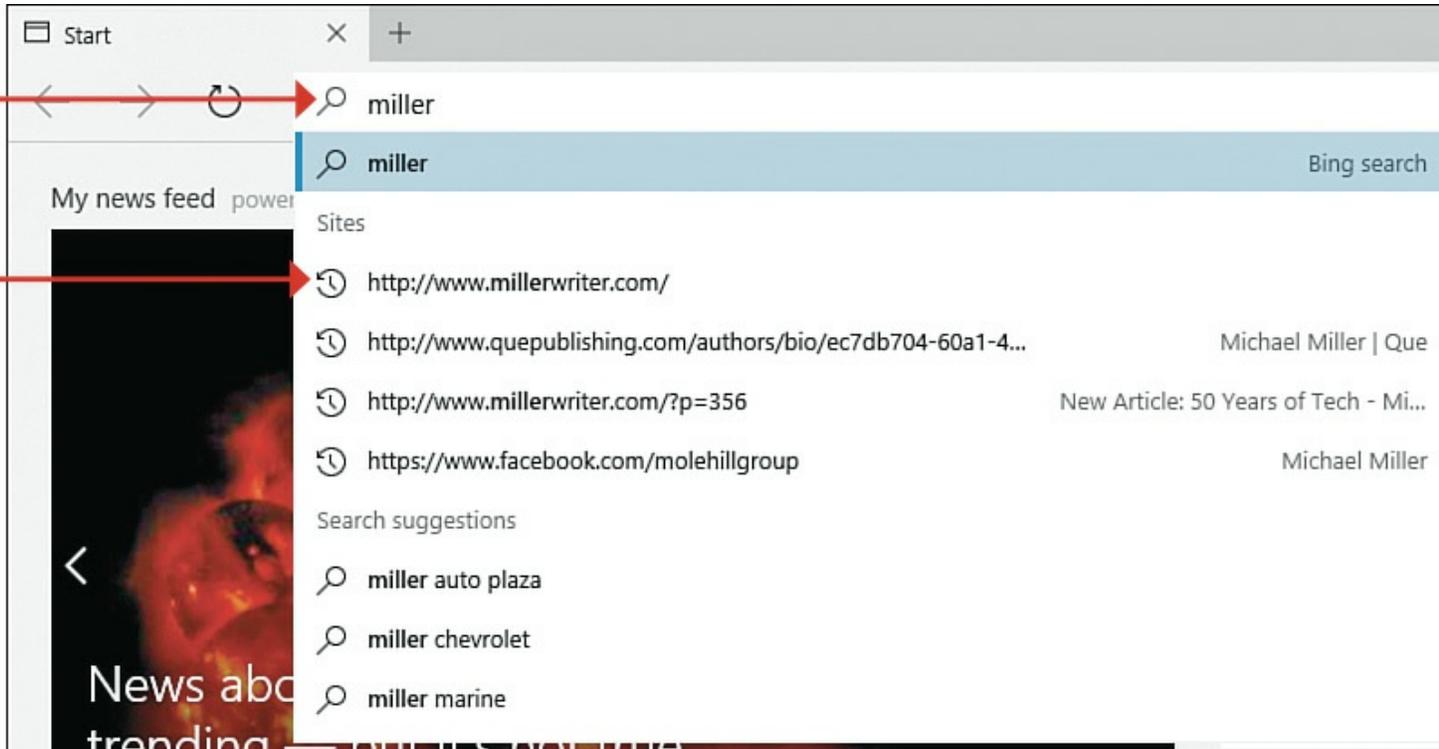
If you're using your notebook or tablet on an airplane and don't want to use the plane's wireless Internet service (if available), you can switch to Airplane mode so that you can use your computer while in the air. To switch into Airplane mode, click the **Connections** button on the taskbar to open the Connections pane, and then click the **Airplane Mode** tile. You can switch off Airplane mode when your plane lands.

Web Browsing with Microsoft Edge

You can use any web browser to visit websites online. Windows 10 comes with a new web browser called Microsoft Edge. You can also use browsers from other companies, including Google Chrome and Mozilla Firefox. They all work in similar ways, but this chapter's examples use Microsoft Edge.

Start

- 1 Open Microsoft Edge and enter a web page address into the **Address** box. (You may need to click near the top of the browser to display the Address box.)
- 2 As you type, Edge displays a list of suggested pages. Click one of these pages or finish entering the web page address and press **Enter**.





Tip: Downloading Other Web Browsers

Most other web browsers are free and can be easily downloaded over the Internet (using Microsoft Edge or another web browser). To download Google Chrome, go to www.google.com/chrome/. To download Mozilla Firefox, go to www.mozilla.org/firefox/.



Tip: Start Page

Microsoft Edge lets you set a *start page* that automatically opens whenever you launch the browser. (Edge's default Start page displays a list of your Top Sites and a Bing search box.) To set a new start page, click the **More Actions** (three-dot) button and click **Settings**. When the Settings pane appears, go to the Open With section and select **A Specific Page or Pages**. Click the page list, select **Custom**, and then enter the URL of the page you want into the **Enter a Web Address** box.

- 3** To return to the previous web page, click the **Back** (left arrow) button beside the Address box.
- 4** To reload or refresh the current page, click the **Refresh** button.
- 5** Pages on the Web are linked via clickable [hyperlinks](#). Click a link to display the linked-to page.

4

3

The screenshot shows a web browser window with the address bar containing 'millerwriter.com/?p=356'. The page title is 'New Article: 50 Years of Tech'. Below the title, it says 'Saved in: Article | by Michael Miller | with 0 Comments'. The main text of the article begins with 'In 1965, Americans were still recovering from the assassination of President Kennedy...'. A blue link 'Read it here' is present. Below the article text, there are social media share icons and a 'Comments (0)' section. Red arrows with numbers 3, 4, and 5 point to the back button, the address bar, and the 'Read it here' link respectively.

5



Note: Internet Explorer

Microsoft Edge replaces the Internet Explorer web browser, which was the default browser included with previous versions of Windows. Edge is a faster and more modern browser, compatible with more of today's state-of-the-art websites.



Tip: Revisit History

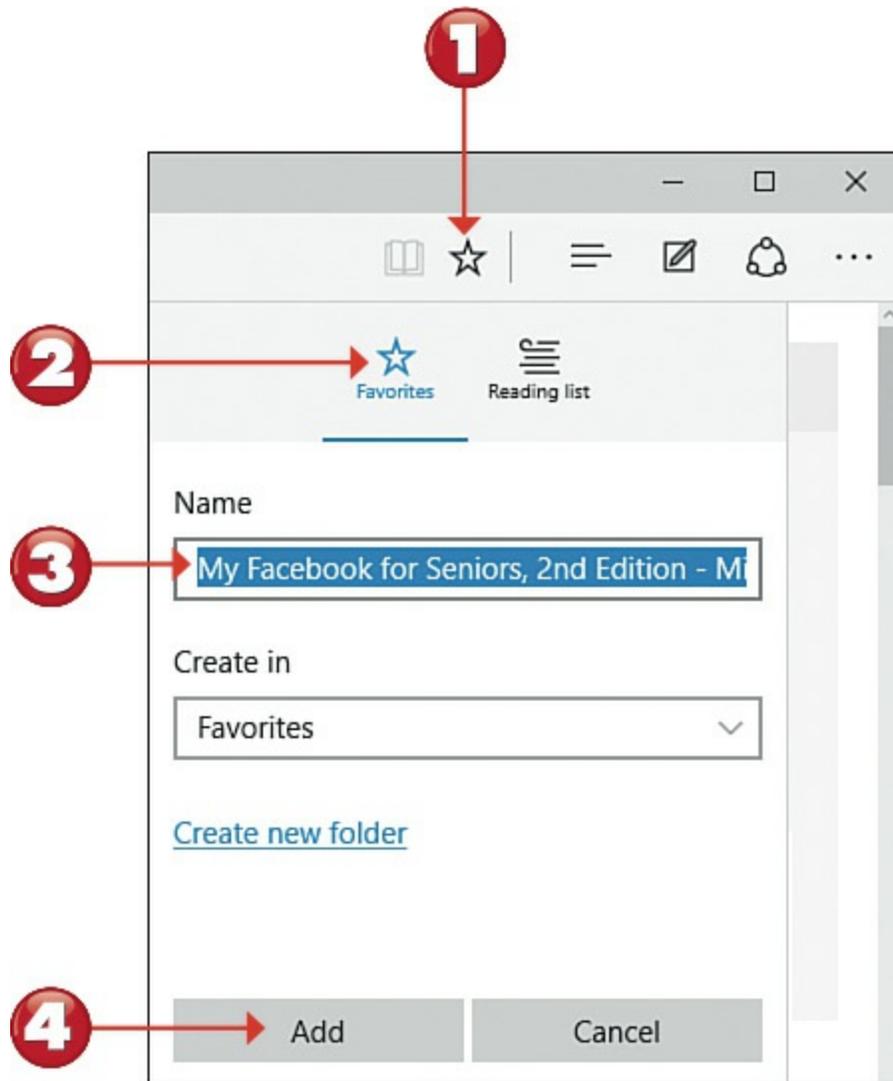
To view a list of pages you've recently visited, click the **Hub** (three-line) button and select the **History** (timer) tab. Click the page you want to revisit.

Saving Favorite Pages

All web browsers let you save or bookmark your favorite web pages. In Microsoft Edge, you do this by adding pages to the Favorites list.

Start

- 1** Navigate to the web page you want to add to your Favorites list, and then click the **Favorites** (star) icon in the Address box.
- 2** Click to select the **Favorites** tab.
- 3** Confirm or enter a name for this page.
- 4** Click the **Add** button.



End



Tip: Favorites Folders

You can organize your favorite pages into separate folders in the Favorites list. After you click the Favorites icon, select a folder from the Create In list or click **Create New Folder** to create a new folder.



Tip: Reading View

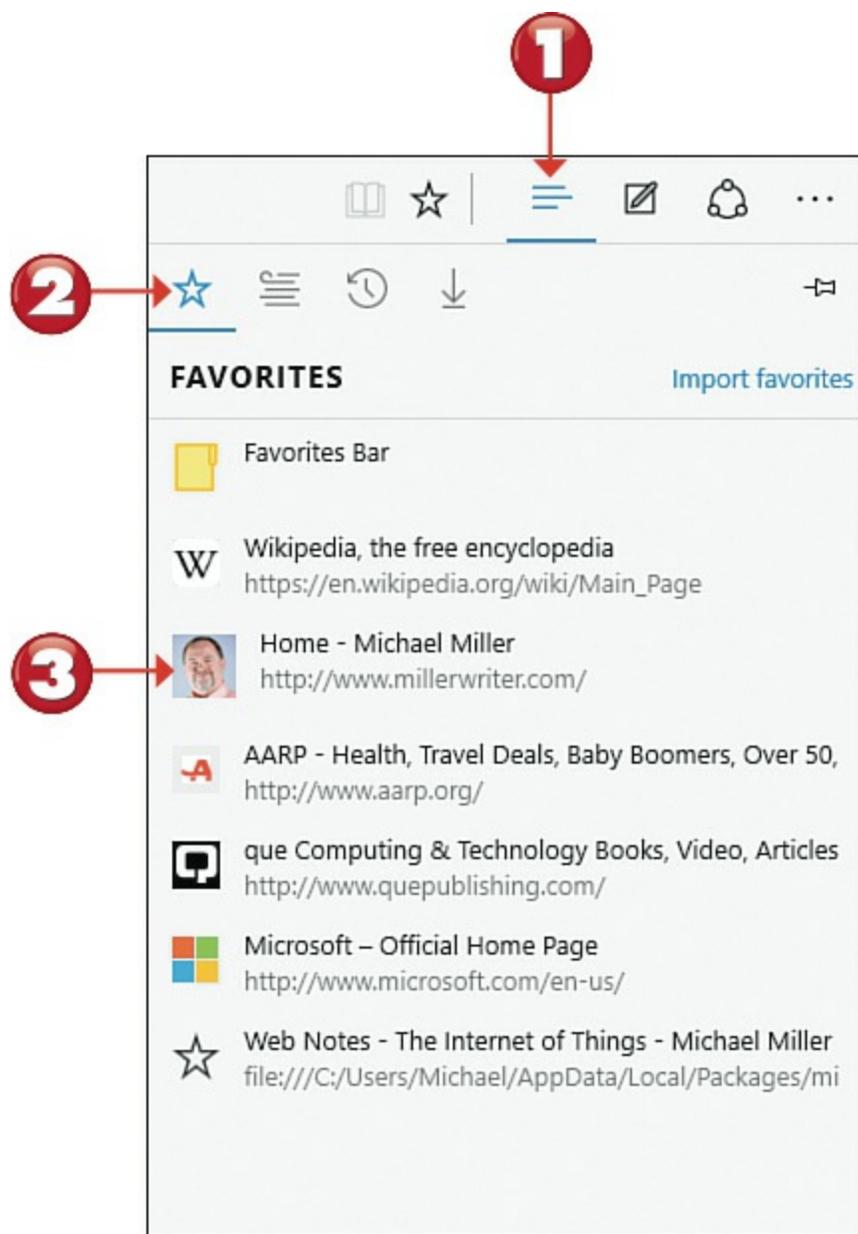
Some web pages are overly cluttered with advertisements and other distracting elements. To display a web article with just text and accompanying pictures, click the **Reading View** button on the Edge toolbar. This removes the unnecessary elements and makes reading easier.

Returning to a Favorite Page

To return to a page you've saved as a favorite, open the Favorites list and make a selection.



- 1 Click the **Hub** button to display the Hub panel.
- 2 Click the **Favorite** (star) tab to display your Favorites list.
- 3 Click the page you want to revisit.



End



Tip: Favorites Bar

For even faster access to your favorite pages, display the Favorites bar at the top of the browser window, under the Address bar. Click the **More Actions** button and select **Settings** to display the Settings page, and then set the **Show the Favorites Bar** control to the On position.



Tip: Web Notes

If you're doing research on the Web, you might want to mark up a given web page with notes, highlights, and such. You can do this with Edge's Web Notes tool. Click the **Make a Web Note** button to display the Web Notes toolbar; use the appropriate markup tool to make your notes.

Opening Multiple Pages in Tabs

Most web browsers, including Microsoft Edge, let you display multiple web pages as separate tabs, and thus easily switch between web pages. This is useful when you want to reference different pages or want to run web-based applications in the background.

Start

- 1 To open a new tab, click the + next to the last open tab.
- 2 To switch tabs, click the tab you want to view.
- 3 Click the X on the current tab to close it.



End



Tip: Anonymous Browsing

If you want to browse anonymously, without any traces of your history recorded, activate Edge's InPrivate Browsing mode in a new browser window. Click the **More Actions** button and then select **New InPrivate Window**.

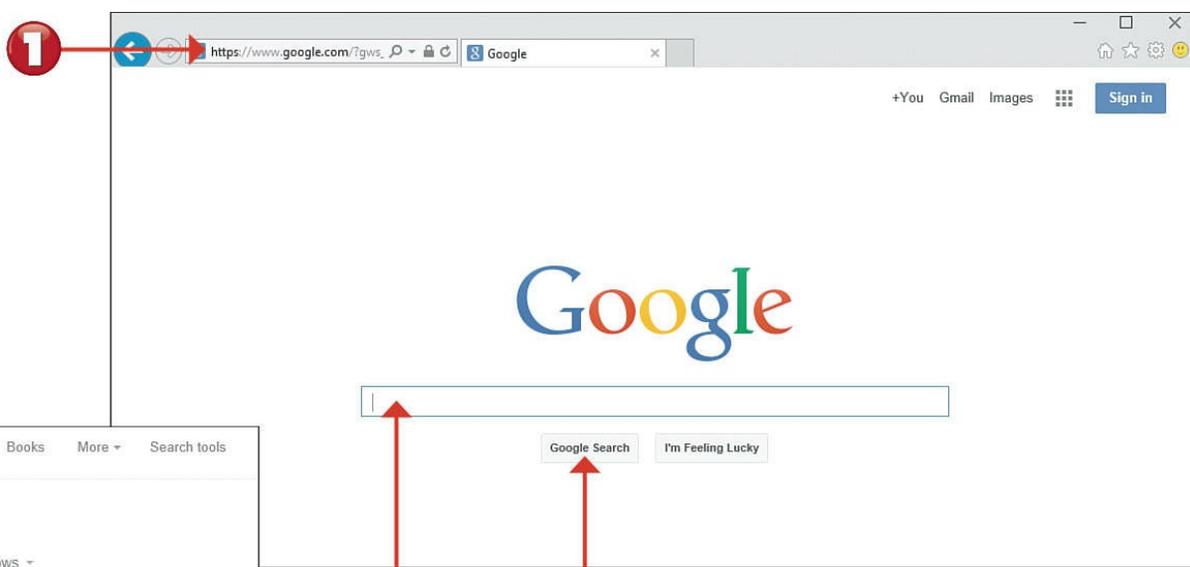


Searching the Web with Google

You can find just about anything you want online by using a web *search engine*. The most popular search engine today is Google (www.google.com), which indexes billions of individual web pages. Google is very easy to use and returns extremely accurate results.



- 1 Go to www.google.com.
- 2 Enter one or more keywords into the **Search** box.
- 3 Press **Enter** or click the **Google Search** button.
- 4 When the results are displayed, click any page link to view that page.

A red circle with the number "4" is positioned to the left of the search results, with a red arrow pointing to the first result.

Web News Shopping Images Books More Search tools

About 700,000,000 results (0.39 seconds)

Windows - Microsoft Windows
windows.microsoft.com/ - Microsoft Windows -
The official website for the **Microsoft Windows** operating system. Explore Windows information, get downloads, and find the latest PCs for Windows.
Downloads - Internet Explorer - Macbook Air vs. Windows - Windows 7

Microsoft - Official Home Page
www.microsoft.com/ - Microsoft Corporation -
At Microsoft our mission and values are to help people and businesses throughout the world realize their full potential.
Download Center - Support - Downloads - Security

Microsoft Windows Update
windowsupdate.microsoft.com/ - Microsoft Corporation -
Latest bug fixes for **Microsoft Windows**, including fixes for some possible DoS attacks.

Microsoft Windows - Wikipedia, the free encyclopedia
en.wikipedia.org/wiki/Microsoft_Windows - Wikipedia -
Microsoft Windows or Windows is a metafamily of graphical operating systems developed, marketed, and sold by Microsoft. It consists of several families of ...
Latest release: 6.3.9600 (October 17, 2... Platforms: ARM, IA-32, Itanium, x86-64



Tip: Fine-Tune Search Results

You can fine-tune your results by using the search tools located at the top of the search results page. Click **Search Tools** and select to filter by time, location, and other criteria.



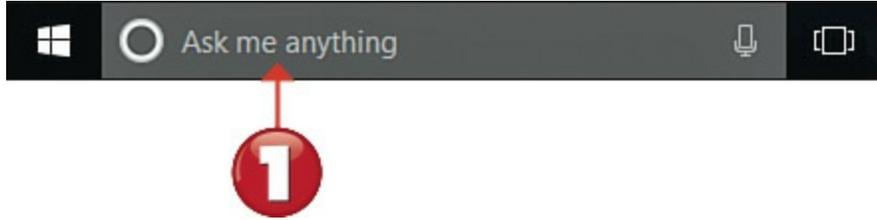
Tip: Microsoft Bing

Microsoft offers its own competing search engine, dubbed Bing. You can search Bing at www.bing.com. Bing also powers the search within the Cortana virtual assistant, which is discussed in the next section.

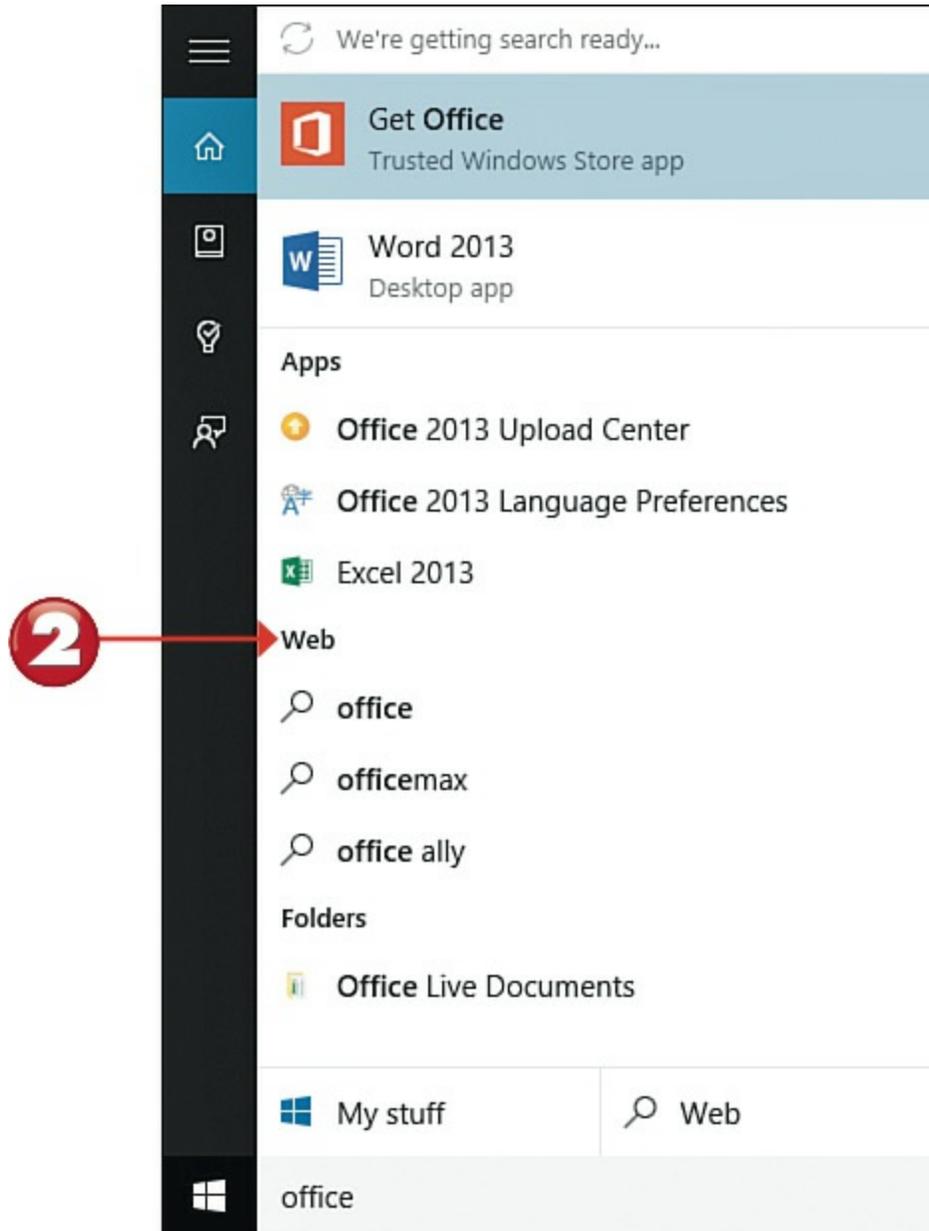
Smart Searching with Cortana

Windows 10 includes a virtual personal assistant, called *Cortana*, that can help you search for files on your computer and information on the Web. You can query Cortana by typing into the search box on the taskbar, or with voice commands by speaking into your computer's microphone.

1 Click within the **Ask Me Anything** search box in the taskbar and begin typing your query.



2 As you type, Cortana displays items that match your query in the results pane. This might include apps and files on your computer, as well as results from the Web. Click an item to display or open it.



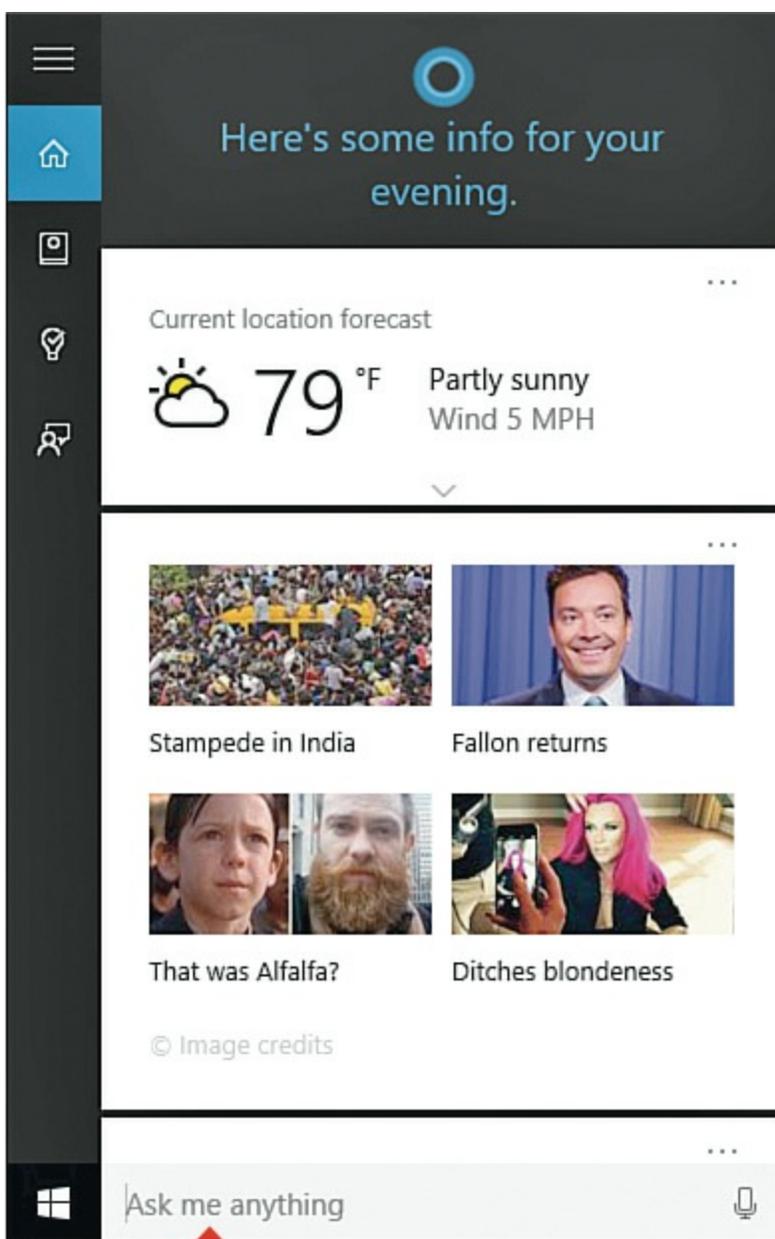


Tip: Voice Commands

If your computer has a built-in microphone, or if you have a microphone connected to your computer, you can control Cortana with voice commands. Click the microphone within the Cortana search box or speak, “Hey, Cortana,” into your computer’s microphone, followed by whatever it is you’re asking.

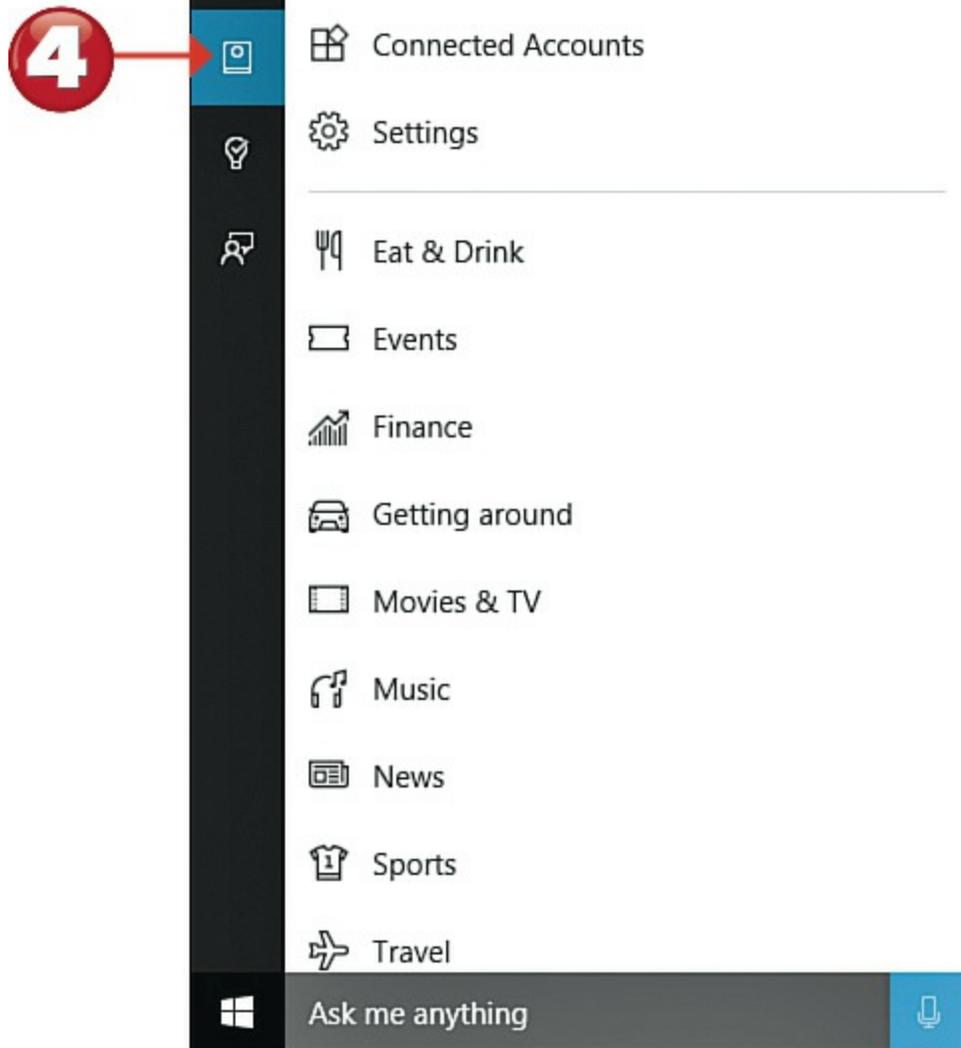


- 3** To display news items, stock prices, weather conditions, and other items personal to you, click within the search box to display the Cortana pane.



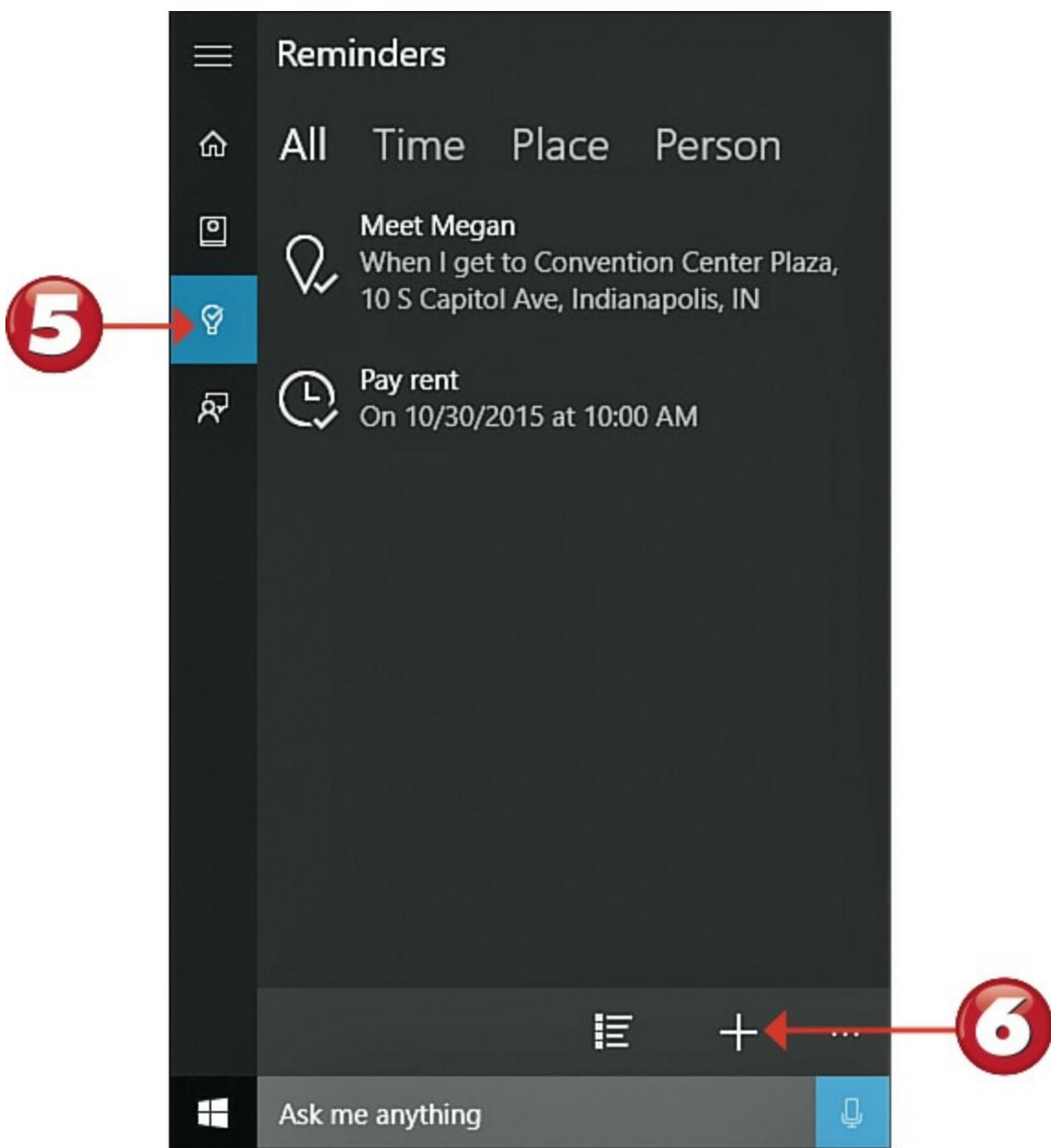
3

- 4 To personalize which content Cortana displays, click the **Notebook** icon and then click the content you want to customize.



5 To see reminders, click the **Reminders** tab.

6 Click the + to set a new reminder.



End



Tip: Virtual Assistant

The more you use Cortana, the more it will learn about you and display information you find useful. You can use Cortana to track weather conditions, traffic conditions, stock prices, airline flights, and more.



Tip: Cortana in Edge

You can also use Cortana to display more information about a given topic from within the Edge browser. Highlight a word or phrase on a web page, right-click, and select **Ask Cortana**. You now see a Cortana pane within Edge displaying additional information.

Shopping Online

The Internet is a great place to buy things, from books to clothing to household items to cars. Online shopping is safe and convenient—all you need is your computer and a credit card.

Start

- 1 Find an online store that sells the item you're shopping for.
- 2 Search or browse for the product you like.

The image shows a screenshot of the Amazon.com homepage. At the top left, the Amazon logo is visible with the text 'amazon Try Prime'. To its right are links for 'Your Amazon.com', 'Today's Deals', 'Gift Cards', 'Sell', and 'Help'. Further right is the 'Tax Central' logo, sponsored by TurboTax. Below these are links for 'Hello. Sign in Your Account', 'Try Prime', 'Cart', and 'Wish List'. A search bar is located in the center, with a 'Go' button to its right. To the left of the search bar is a 'Shop by Department' dropdown menu. The main banner features 'Amazon Fashion' and 'stylish gifts for her' with images of jewelry and watches. Below the banner is a section for 'Movies Included with Prime Membership at No Additional Cost' with a 'See more' link and several movie covers. To the right is an 'audible an amazon company' advertisement for 'Download two free audiobooks' with a 'Start here' button and book covers.



Tip: Traditional Retailers Online

Most brick-and-mortar retailers have equivalent online stores. For example, you can shop at Target online at www.target.com, or Macy's online at www.macys.com. Most catalog merchants also have their own websites where you can order online.



Tip: Online-Only Retailers

Many big online-only retailers sell a variety of merchandise. The most popular of these include Amazon.com (www.amazon.com) and Overstock.com (www.overstock.com).

3 Examine the product by viewing the photos and information on the product listing page.

4 Order the product by clicking a **Buy It Now** or **Add to Cart** button on the product listing page.

This puts the item in your online shopping cart.

< Back to search results for "red coat"

Share

Qty: 1

Yes, I want FREE Two-Day Shipping with Amazon Prime

Add to Cart

Turn on 1-Click ordering

Add to Wish List

Ellen Tracy
Ellen Tracy Outerwear Women's Slubby Wool Funnel Neck Coat
★★★★☆ 3 customer reviews

List Price: \$300.00
Price: \$220.27 & FREE Shipping. FREE Returns. Details
You Save: \$79.73 (27%)

Size: 6 Size Chart

Color: Red

Only 3 left in stock.
Ships from and sold by Amazon.com. Gift-wrap available.

5 Check out by entering your shipping and payment (credit card) information.

Add a Payment Method

Credit or Debit Cards

Amazon accepts all major credit and debit cards:

▶ Add a Card

Enter your card information:

Name on card	Card number	Expiration date		
<input type="text"/>	<input type="text"/>	01	2015	



Tip: In-Stock Items

The better online retailers tell you either on the product description page or during the checkout process whether an item is in stock. Look for this information to help you decide how to group your items for shipment.



Tip: Shop Safely

The safest way to shop online is to pay via credit card, because your credit card company offers various consumer protections. (Smaller merchants might accept credit cards via PayPal or a similar online payment service; this is also acceptable.) Also make sure that the retailer you buy from has an acceptable returns policy, just in case.

Buying Items on Craigslist

When you're looking to buy something locally, you can often find great bargains on Craigslist (www.craigslist.org), an online classified advertising site. Browse the ads until you find what you want, and then arrange with the seller to make the purchase.

Start

- 1 Go to www.craigslist.org.
- 2 Click the name of your city or state.
- 3 Go to the **For Sale** section and click the category you're looking for.

The screenshot shows the Craigslist website interface. Step 1 points to the URL <http://www.craigslist.org/about/sites> in the browser address bar. Step 2 points to the 'indianapolis' link in the 'US' section. Step 3 points to the 'for sale' section in the 'indianapolis' sub-page.

US

- Alabama: auburn, birmingham, dothan, florence / muscle shoals, gadsden-anniston, huntsville / decatur, mobile, montgomery, tuscaloosa
- Alaska: anchorage / mat-su, fairbanks, kenai peninsula, southeast alaska
- Arizona: flagstaff / sedona, mohave county, phoenix, prescott, show low, sierra vista, tucson, yuma
- Illinois: bloomington-normal, champaign urbana, chicago, decatur, la salle co, mattoon-charleston, peoria, rockford, southern illinois, springfield, western IL
- Indiana: bloomington, evansville, fort wayne, indianapolis, kokomo, lafayette / west lafayette, muncie / anderson, richmond, south bend / michiana, terre haute
- Iowa: iowa
- Montana: billings, bozeman, butte, great falls, helena, kalispell, missoula, eastern montana
- Nebraska: grand island, lincoln, north platte, omaha / council bluff, scottsbuff / panhandle
- Nevada: elko, las vegas, reno / tahoe
- New Hampshire: new hampshire
- Rhode Island: rhode island
- South Carolina: charleston, columbia

indianapolis^w

community	housing	jobs
activities	apts / housing	accounting+finance
artists	housing swap	admin / office
childcare	housing wanted	arch / engineering
classes	office / commercial	art / media / design
events	parking / storage	biotech / science
general	real estate for sale	business / mgmt
groups	rooms / shared	customer service
	rooms wanted	education
	sublets / temporary	food / bev / hosp
	vacation rentals	general labor
		government
		human resources
		internet engineers
		legal / paralegal
		manufacturing
		marketing / pr / ad
		medical / health
		nonprofit sector
		real estate
		retail / wholesale
		sales / biz dev
		salon / spa / fitness
		security
		skilled trade / craft
		software / qa / dba
		systems / network
		technical support
		transport
		tv / film / video
		web / info design
		writing / editing

for sale

- antiques
- appliances
- arts+crafts
- atv/utv/sno
- auto parts
- baby+kid
- barter
- beauty+hilth
- bikes
- boats
- books
- business
- cars+trucks
- cds/dvd/vhs
- cell phones
- clothes+acc
- collectibles
- computers
- electronics
- farm+garden
- free
- furniture
- garage sale
- general
- heavy equip
- household
- jewelry
- materials
- motorcycles
- music instr
- photo+video
- rvs+camp
- sporting
- tickets
- tools
- toys+games
- video gaming
- wanted



Note: Classified Ads

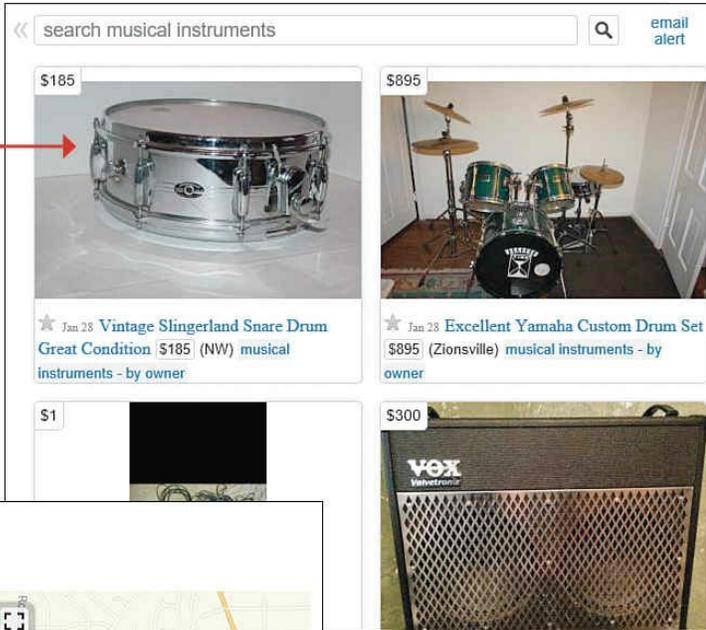
Listings on Craigslist are just like traditional newspaper classified ads. All transactions are between you and the seller; Craigslist is just the “middleman.”



Tip: Contacting the Seller

When you contact the seller via email, let him know you’re interested in the item and would like to see it in person. The seller should reply with a suggested time and place to view and possibly purchase the item.

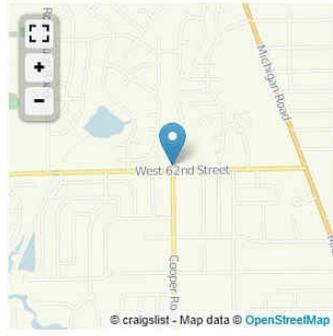
- 4** Click the link or picture for the item you’re interested in.
- 5** Read the item details, and then click the **Reply** button to email the seller and express your interest.



5

reply prohibited Posted: 4 days ago [prev](#) [next](#)

★ Vintage Slingerland Snare Drum Great Condition - \$185 (NW)



[safety tips](#)
[prohibited items](#)
[product recalls](#)
[avoiding scams](#)

Slingerland Snare Drum this is a well made vintage Snare Drum, Slingerland Quality the Snare has a great Sound New Head. \$185

End



Tip: Pay in Cash

When you purchase an item from a Craigslist seller, expect to pick up the item in person and pay in cash.



Caution: Buyer Beware

Just as with traditional classified ads, Craigslist offers no buyer protections. Make sure you inspect the item before purchasing!

Selling Items on Craigslist

The Craigslist site is also a great place to sell items you want to get rid of. Just place an ad and wait for potential buyers to contact you!

Start

- 1 From the Craigslist site, click the **Post to Classifieds** link.
- 2 Click the type of ad you want to place—typically **For Sale by Owner**.
- 3 Click the category that best fits what you're selling. (If necessary, click through to an appropriate subcategory.)

The screenshot shows the Craigslist 'Post to Classifieds' form. A box labeled 'craigslist' contains a link 'post to classifieds my account' with a red callout '1' pointing to it. Below this is a section titled 'what type of posting is this: (see [prohibited](#) list before posting.)' with radio buttons for 'job offered', 'gig offered (I'm hiring for a short-term, small or odd job)', 'resume / job wanted', 'housing offered', and 'housing wanted'. A red callout '2' points to the 'for sale by owner' radio button. Below this is a section titled 'please choose a category: (see [prohibited](#) list and [recall information](#) before posting.)' with a list of categories. A red callout '3' points to the 'bicycles - by owner' category.

1 → post to classifieds my account

what type of posting is this: (see [prohibited](#) list before posting.)

- job offered
- gig offered (I'm hiring for a short-term, small or odd job)
- resume / job wanted
- housing offered
- housing wanted

2 → for sale by owner

- for sale by dealer
- wanted by owner
- wanted by dealer

3 → bicycles - by owner

please choose a category: (see [prohibited](#) list and [recall information](#) before posting.)

- antiques - by owner
- appliances - by owner
- arts & crafts - by owner
- atvs, utvs, snowmobiles - by owner
- auto parts - by owner
- baby & kid stuff - by owner (no illegal sales of [recall items](#), e.g. drop-side cribs, [recalled strollers](#))
- barter
- bicycle parts - by owner
- bicycles - by owner
- boat parts - by owner
- boats - by owner
- books & magazines - by owner
- business/commercial - by owner
- cars & trucks - by owner



Note: Location

Depending on where you live, you might be prompted to select a more exact location than just the larger metropolitan area.



Note: Contact Email

For your protection, Craigslist displays an anonymized email address in your item listing. Buyers email this anonymous address and the emails are forwarded to your real email address.

- 4 Enter the necessary details about what you're selling, including the listing title, asking price, and description, and then click **Continue**.

contact info

email

Your email address

Type email address again

CL mail relay (recommended) [?]

no replies to this email

users can also contact me:

by phone by text

phone number

contact name

posting title

price \$

specific location

postal code

posting body please enter phone numbers as contact info above, not in posting body below.

posting details

condition

include "more ads by this user" link

size / dimensions

length x width x height

- 5 You are now prompted to add pictures of your item. (Items sell better if buyers can see what's for sale, although such photos are optional.) Click the **Add Images** button to select digital photos of your item.

- 6 Click the **Done with Images** button.

- this posting has 0 images, of a maximum 24
- upload best image first — it will be featured.

Add Images

You can also drop image files here to upload them

[Use classic image uploader](#)

done with images

7 Confirm the listing details, and then click the **Publish** button to finalize the listing.

7

this is an unpublished draft.

publish

edit text edit map edit images

CL indianapolis > for sale > books & magazines - by owner

reply Posted: seconds ago

Collection of Computer Books - \$10 (Carmel)

Collection of 15 computer books on a variety of topics. All read once and stored on a bookshelf, excellent condition.

condition: like new

End



Caution: Safety First

Make sure someone else is with you before you invite potential buyers into your home to look at the item you have for sale—or arrange to meet buyers at a safe neutral location.



Tip: Other Services

The Craigslist site isn't just for buying and selling merchandise. You can also use Craigslist to look for or offer services, jobs, and housing.

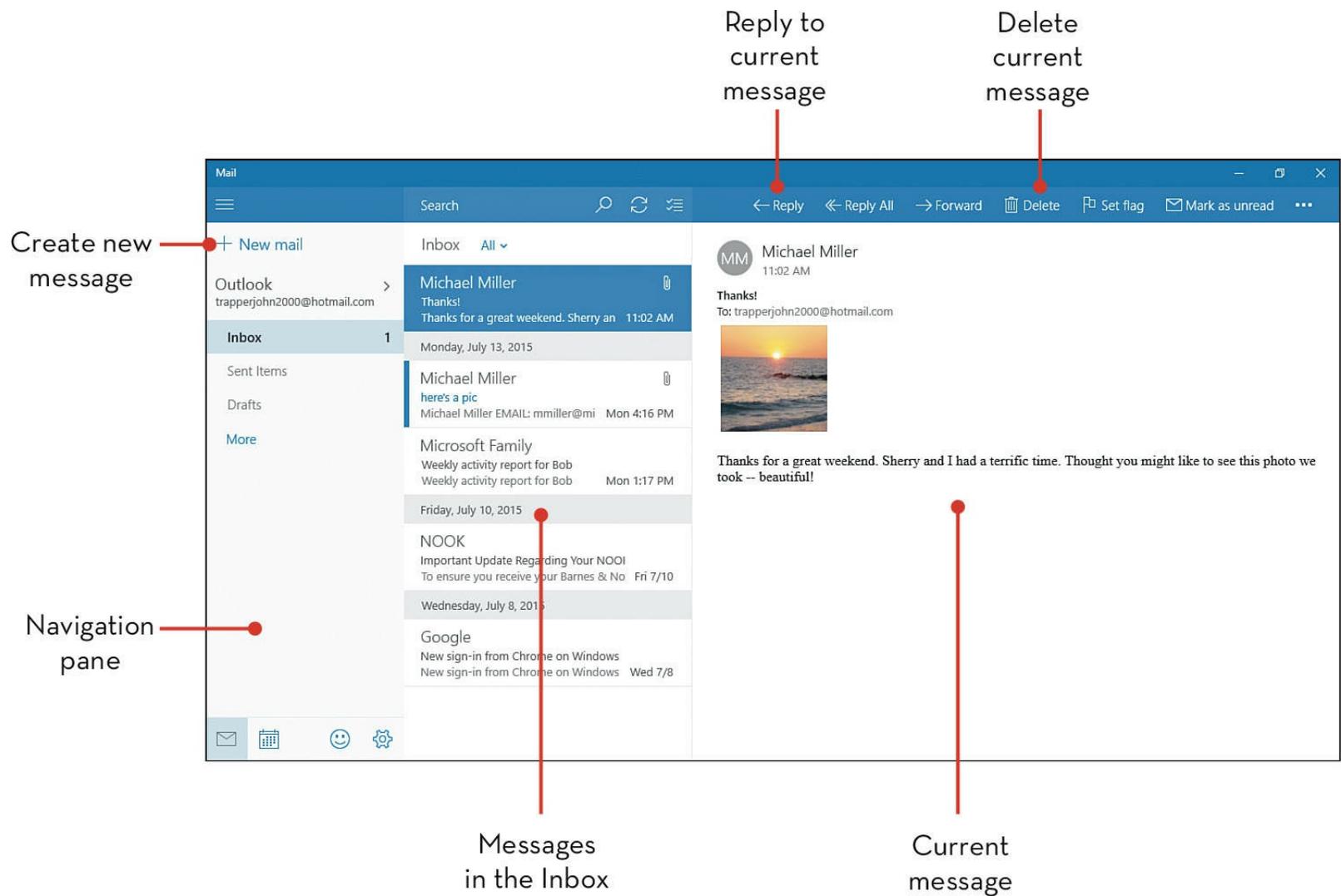
Chapter 11. Communicating with Email



An email message is like a regular letter, except that it's composed electronically and delivered almost immediately via the Internet. You can use email to send both text messages and computer files (such as digital photos) to pretty much anyone who's online.

You can use a dedicated email program, such as the Windows Mail app, to send and receive email from your personal computer. Or you can use a web mail service such as Gmail or Yahoo! Mail to manage all your email from any web browser on any computer. Either approach is good and lets you create, send, and read email messages from all your friends, family, and colleagues.

Windows Mail App

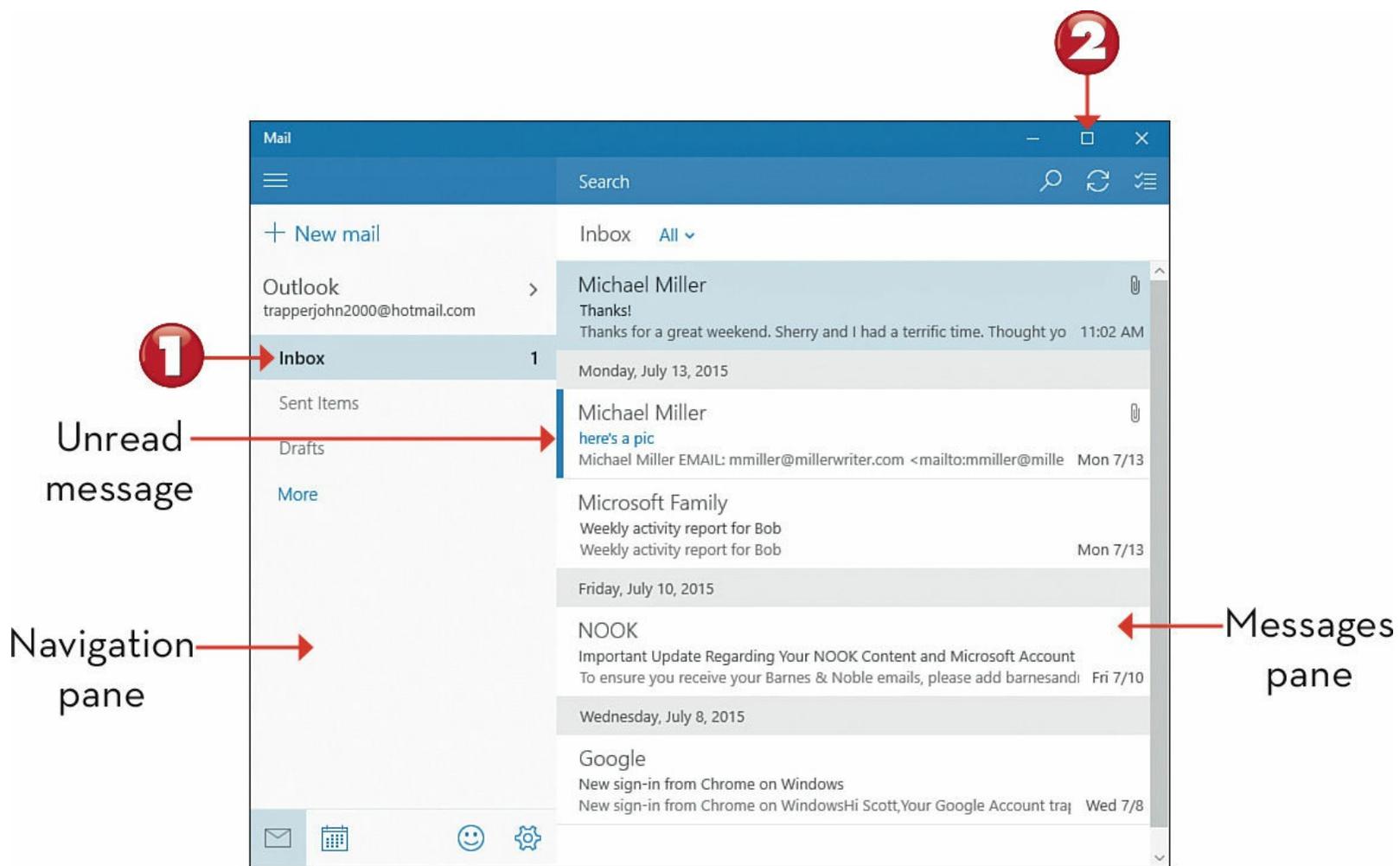


Viewing Your Inbox and Reading Messages

Windows 10 includes a built-in Mail app for sending and receiving email messages. By default, the Mail app manages email from the Outlook.com or Hotmail account linked to your Microsoft Account. This means you'll see Outlook and Hotmail messages in your Mail Inbox and be able to easily send emails from your Outlook or Hotmail account. Launch the Mail app from the Start menu.



- 1 When the Mail app launches, you see two panes within the window. The pane on the left is the navigation pane. Select **Inbox** from the navigation pane on the left to display a list of all your current messages in the Messages pane.
- 2 Click the **Maximize** button to maximize the Mail window and display a third pane on the right.



Note: Read and Unread

The headers for unread messages are displayed with a blue line on the left. Messages you've read display normally.



Tip: Tile Info

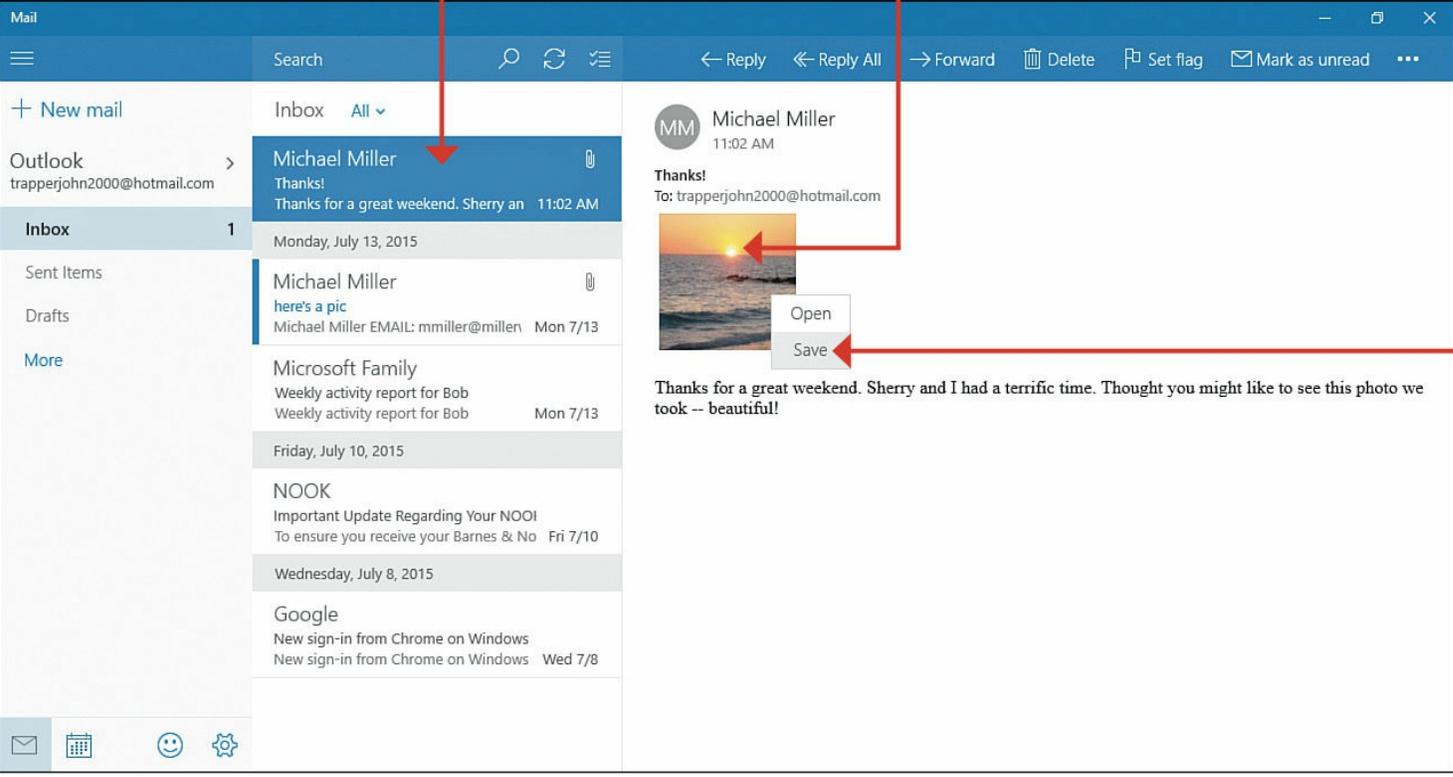
If you pin the Mail app to the Start menu, it becomes a "live" tile. Your most recent unread messages scroll across the face of the tile, and the number at the bottom left indicates how many unread messages you have.

- 3 Click a message to view it in the content pane on the right. (If you haven't maximized the Mail window, the content of the selected message replaces the messages list.)
- 4 If a message includes a photograph, that photo's thumbnail image displays beneath the message text. (You might have to click the placeholder thumbnail to view the image.)
- 5 If the message has a photo or another file attached, right-click the item and click **Save** to download the file to your computer.

3

4

5

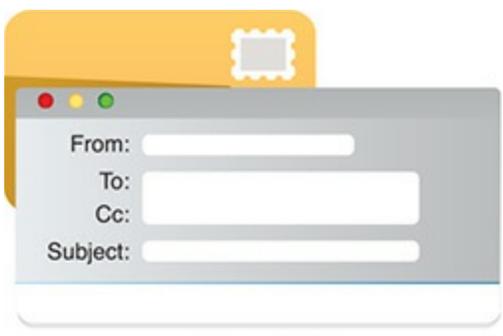


End



Caution: Beware Attached Viruses

Beware of receiving unexpected email messages with file attachments. Opening the attachment could infect your computer with a [virus](#) or [spyware](#)! You should *never* open email attachments that you weren't expecting—or from senders you don't know.

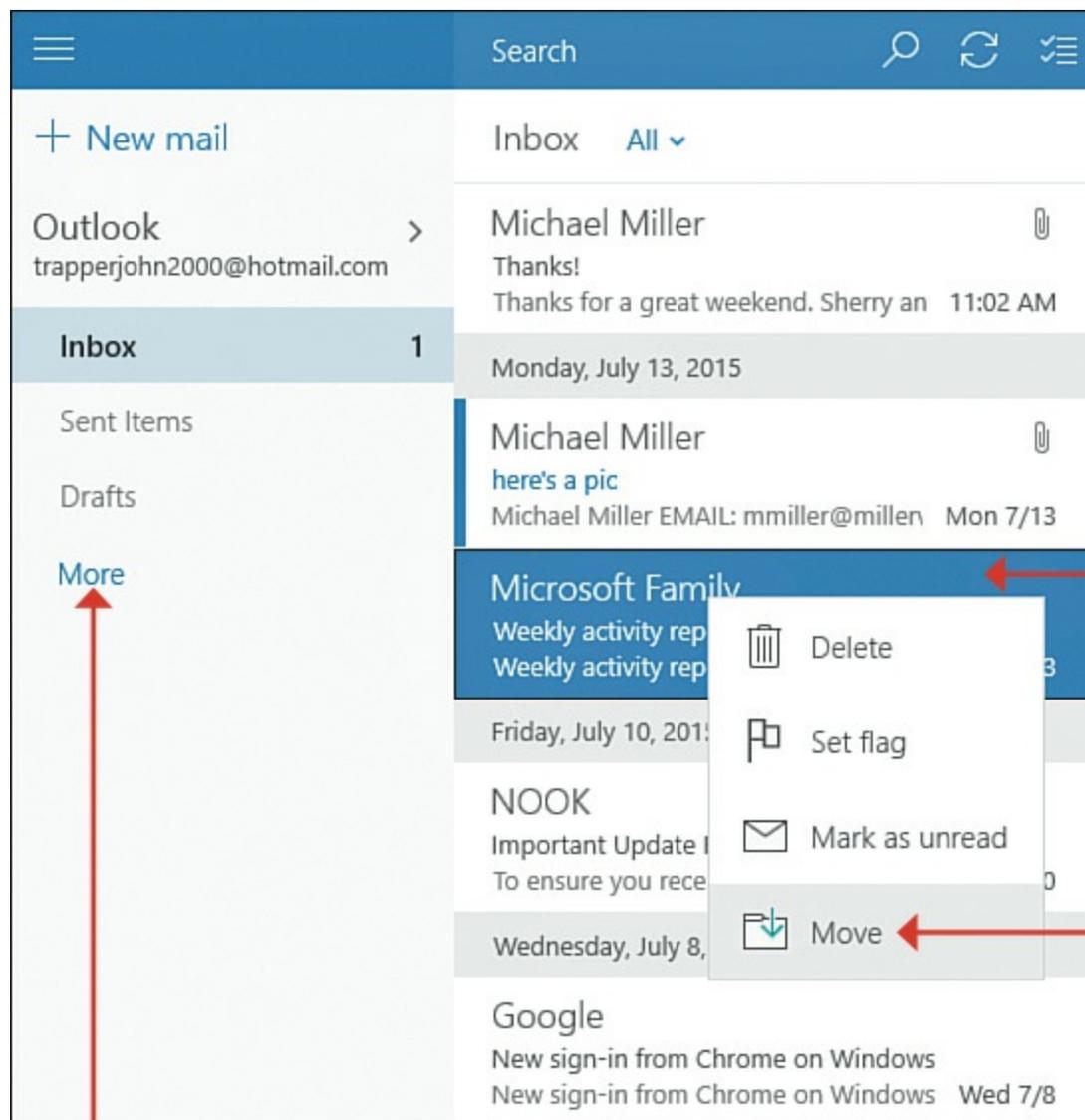


Moving a Message to Another Folder

New messages are stored in the Mail app's Inbox, which is actually a folder. Mail uses other folders too; there are folders for Drafts, Sent Items, Outbox (messages waiting to be sent), Junk ([spam](#)), Deleted Messages, and Stored Messages. For better organization, you can easily move messages from one folder to another.



- 1** To view a list of folders, click **More**.
- 2** Right-click the message you want to move and click **Move**. This displays the Move To pane.



1

- 3** Click the destination folder.



Note: Drafts and Flags

A *draft* message is one you've started but not yet sent. You *flag* a message (by clicking the Flag button in the options bar) when you want it to have increased importance.



Replying to an Email Message

Replying to an email message is as easy as clicking a button and typing your reply. The bottom of your reply “quotes” the text of the original message.



1 From an open message, click **Reply** at the top of the screen.

← Reply ← Reply All → Forward

1

2 Enter your reply at the top of the message; the bottom of the message “quotes” the original message.

3 Click the **Send** button when you’re ready to send the message.

3

Format Insert Options Discard Send

B *I* U ▾ ≡ Heading 1 ▾ ↶ Undo ▾

From: trapperjohn2000@hotmail.com

To: Michael Miller; Cc & Bcc

RE: Thanks!

Sent from [Mail](#) for Windows 10

From: Michael Miller
Sent: Wednesday, July 15, 2015 11:02 AM
To: trapperjohn2000@hotmail.com
Subject: Thanks!

Thanks for a great weekend. Sherry and I had a terrific time. Thought you might like to see this photo we took -- beautiful!

2

End

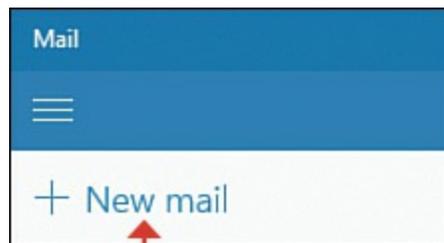


Composing a New Email Message

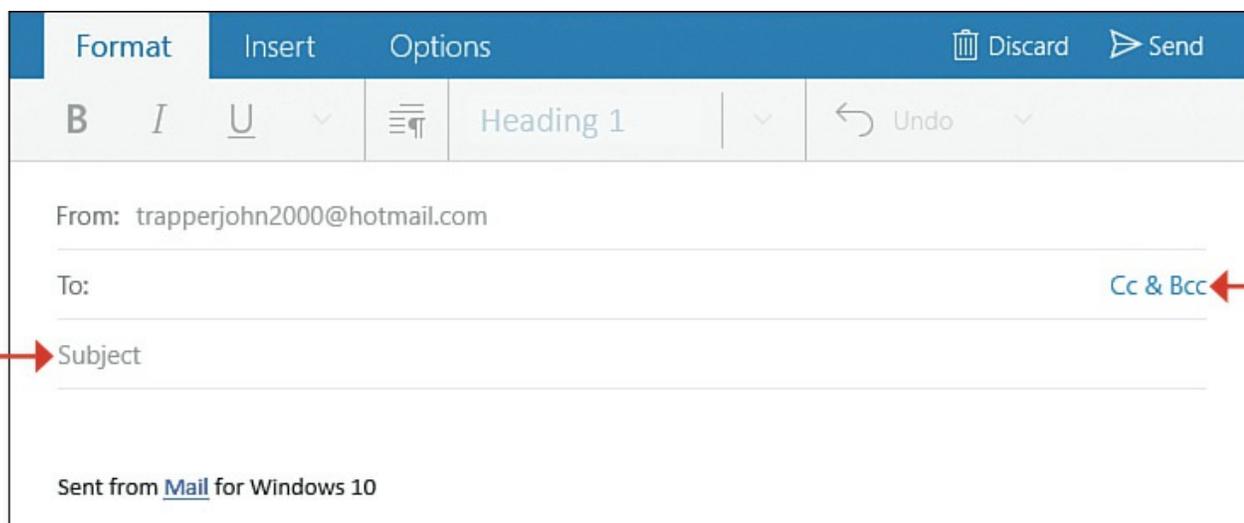
Composing a new message is similar to replying to a message. The big difference is that you have to manually enter the recipient's email address.



- 1 Click + **New Mail** at the top of the navigation pane to display the new message screen.

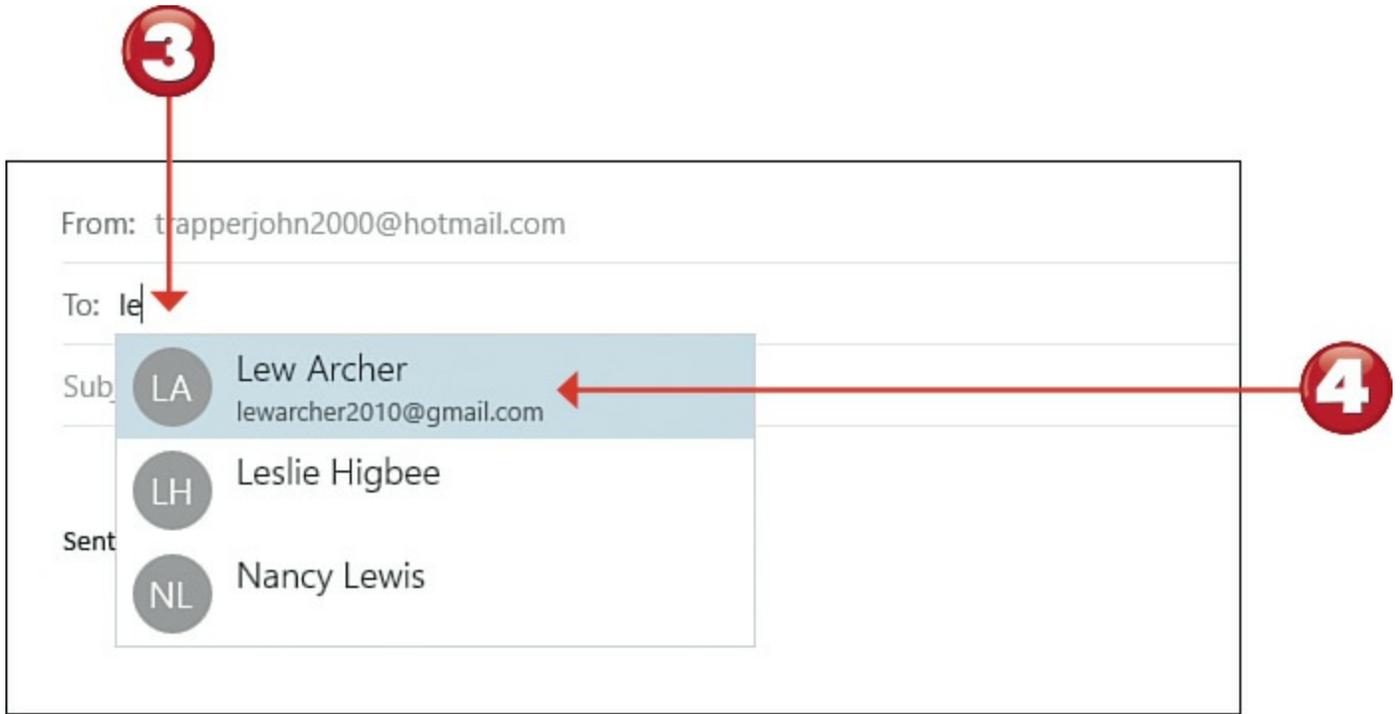


- 2 Click within the **Subject** area and type a subject for this message.



- 3 Click within the **To** box and begin entering the name or email address of the message's recipient.

- 4** Mail displays a list of matching names from your contact list; select the person you want to email.



Tip: Formatting Your Message

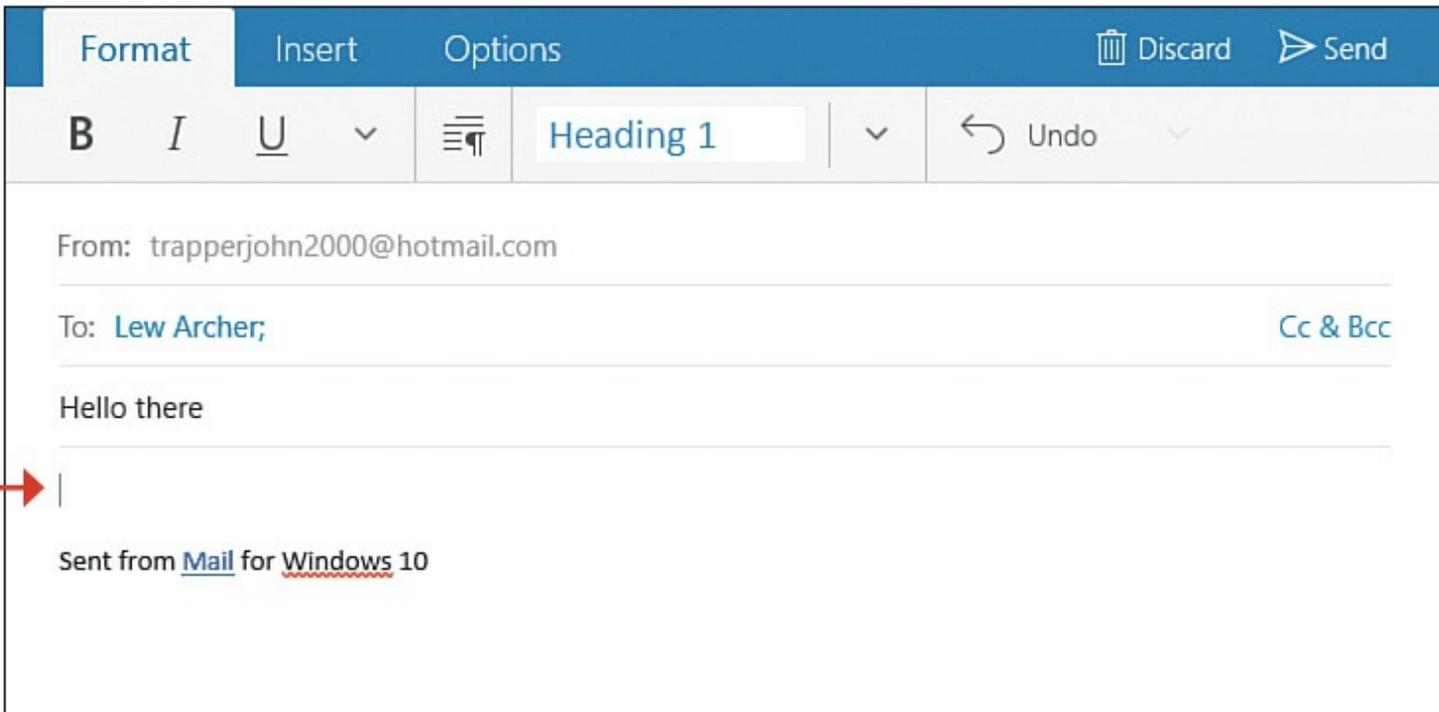
When you're composing a message and you want to apply formatting to your text, click to select the Format tab. You can then use the Bold, Italic, Underline, and other buttons to format your message.



Tip: Copying Other Recipients

You can also send carbon copies (Cc) to additional recipients. (With a blind carbon copy, recipients cannot see the names of the Bcc recipients.) Click the **Cc & Bcc** link to display the Cc and Bcc boxes, and enter recipient names accordingly.

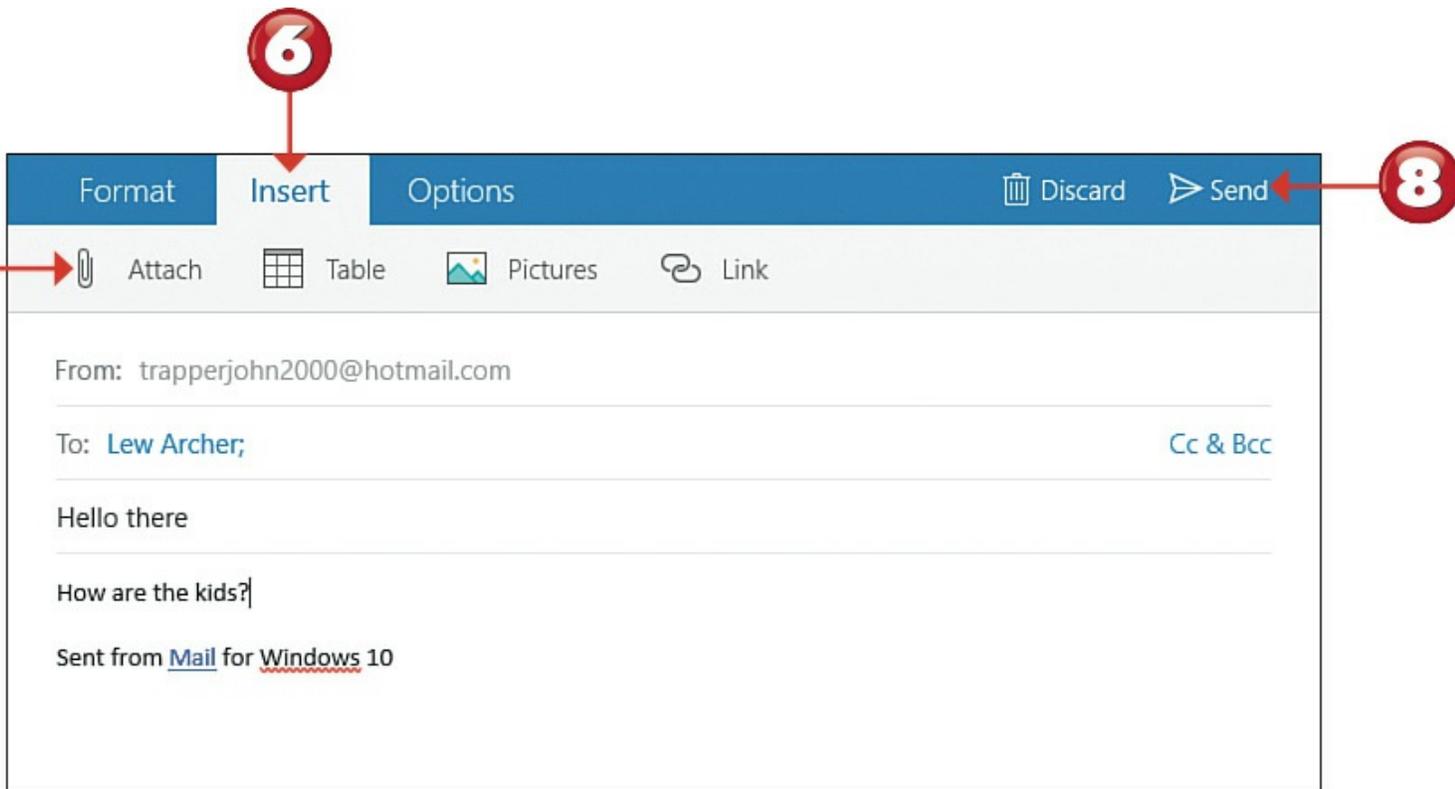
- 5** Click within the main body of the message area and type your message.



6 To attach a picture or another file to this message, click to select the **Insert** tab.

7 Click the **Attach** button to select the file you want to attach.

8 When you're ready to send the email, click the **Send** button at the top of the message.



End



Tip: Attaching Files

One of the easiest ways to share a digital photo or another file with another user is via email, as an *attachment* to a standard email message. When the message is sent, the file travels along with it; when the message is received, the file is right there, waiting to be opened.



Caution: Large Files

Be wary of sending extra-large files (2MB or more) over the Internet. They can take a long time to upload—and just as long for the recipient to download when received.

Adding Other Accounts to the Mail App

By default, the Mail app sends and receives messages from the email account associated with your Microsoft account. You can, however, configure Mail to work with other email accounts, if you have them.



- 1 From within the Mail app, click the **Settings** button (at the bottom of the navigation pane) to display the Settings pane.



- 2 Click **Accounts** to display the Accounts pane.

2

Settings

Accounts

Background Picture

Reading

Options

Help

Trust Center

Feedback

About

3 Click + **Add Account** to display the Choose an Account window.

< Accounts

Select an account to edit settings.



Outlook
trapperjohn2000@hotmail.com



Gmail
molehillgroup@gmail.com

3

+ Add account

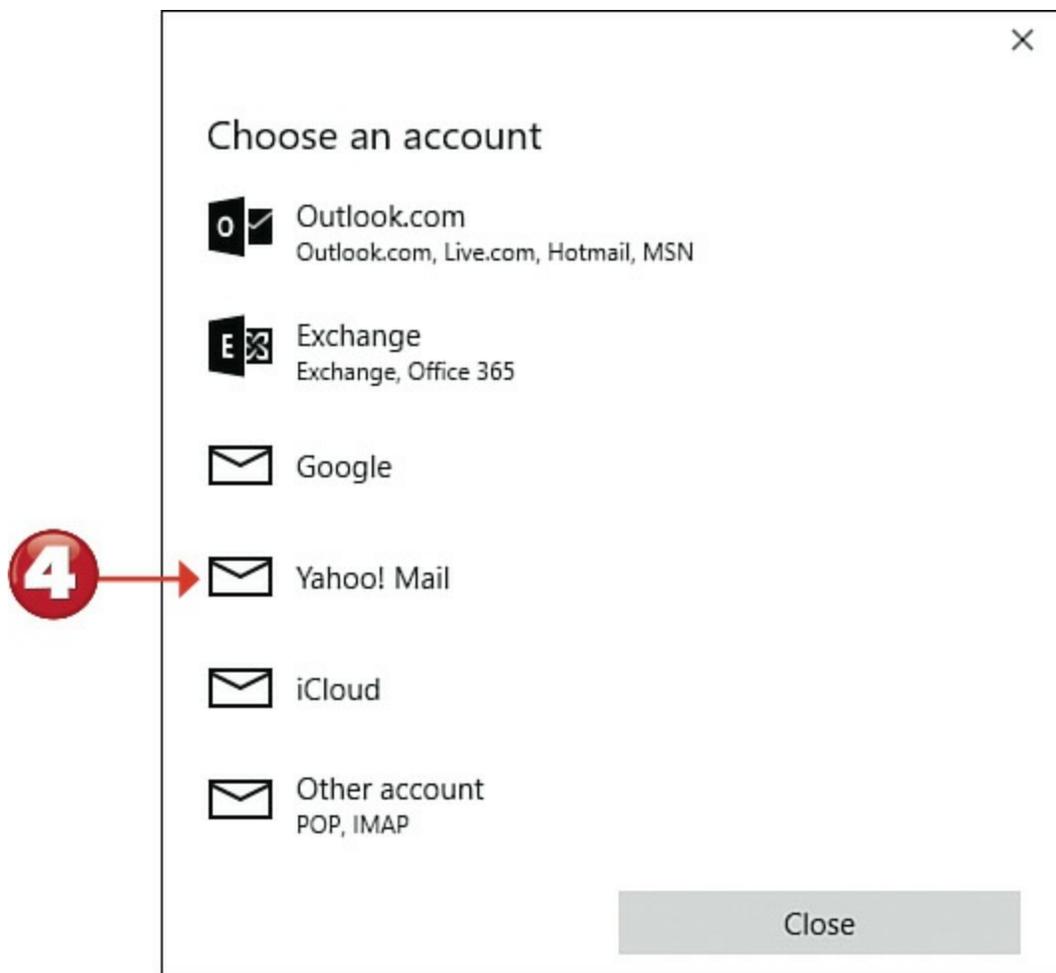


Tip: Switching Accounts

To view the Inbox of another email account in the Mail app, click the right arrow next to the current account in the navigation pane and then select the other account.



4 Click the type of account you want to add.



5 When the next screen appears, enter your email address and password.

6 Click the **Sign-In** button when done.

5

Yahoo! Mail

Email address

bob@yahoo.com

Password

.....

We'll save this information, so you don't have to sign in every time.

Cancel Sign-in

6

End



Tip: Account Types

The Mail app lets you add Outlook.com, Exchange, Google (Gmail), Yahoo! Mail, iCloud, and other POP/IMAP email accounts.

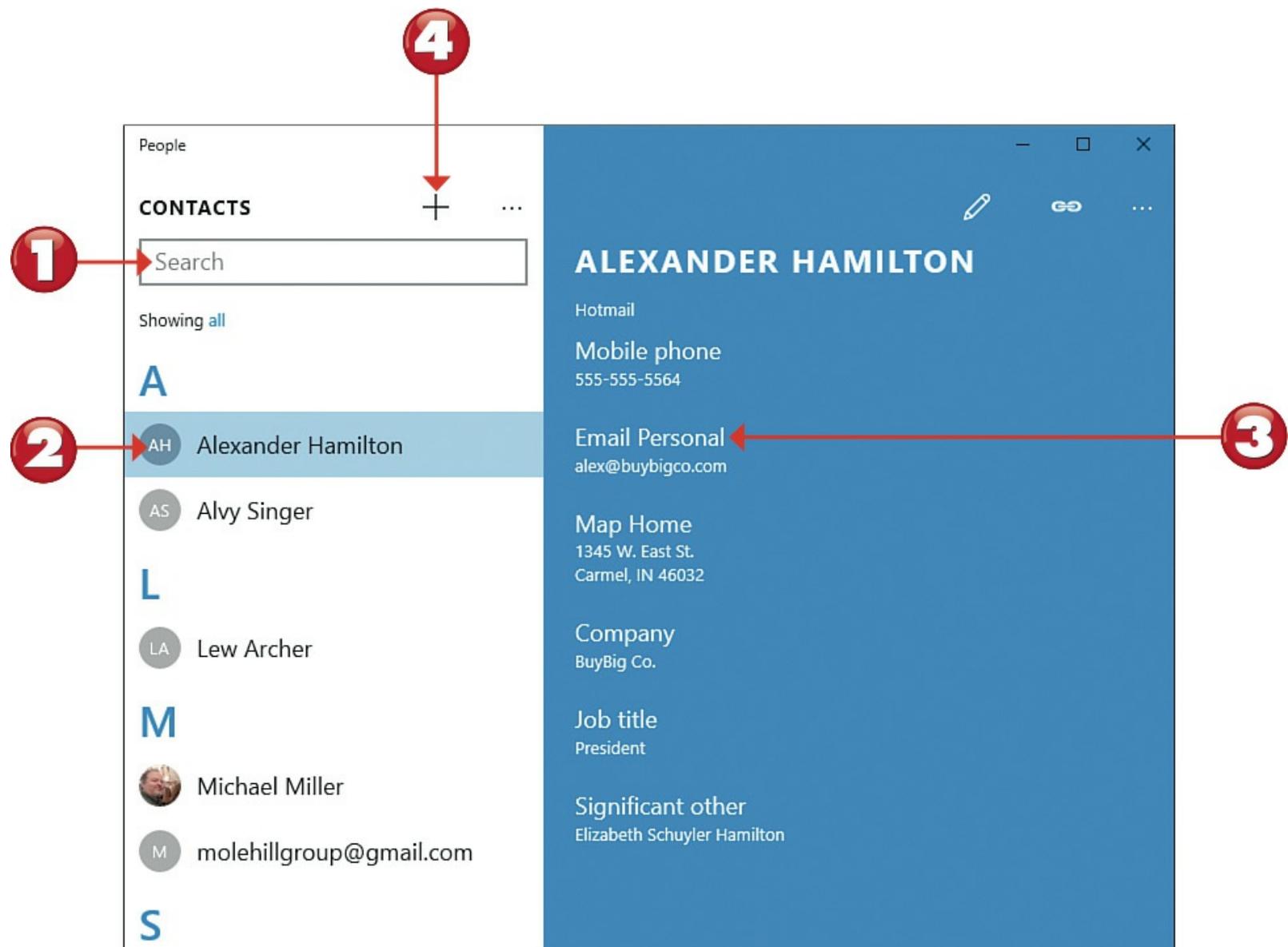


Managing Your Contacts from the People App

The people you email regularly are known as *contacts*. When someone is in your contacts list, it's easy to send her an email; all you have to do is pick her name from the list instead of entering her email address manually. All your Windows contacts are managed from the People app; this app connects to the Microsoft account you used to create your Windows account, so all the contacts from your main email account are automatically added. Launch the People app from the Start menu.



- 1** To search for a specific contact, enter that person's name into the **Search** box then press **Enter**.
- 2** Click or tap a person's name to view that person's contact information.
- 3** Click the person's email address to send this person an email in the Windows Mail app.
- 4** To add a new contact, click the + to display the New Contact screen.





Note: Social Contacts

The People app centralizes all your contacts in one place, so you'll find not only email contacts but also Facebook friends and the people you follow on Twitter. So if a given person is a Facebook friend and is also in your email contact list, his Facebook information and his email address appear in the People app.



Note: First-Time Use

The first time you launch the People app, you're prompted to add your Microsoft Account to the app. Do so, by entering your email address and password. You can later add other email accounts to the app.

- 5** Enter the person's full name into the **Name** box.
- 6** Optionally, enter the person's mobile phone number into the **Mobile Phone** box.
- 7** Optionally, enter the person's email address into the **Personal Email** box.
- 8** Click **Save** when done.

People

NEW OUTLOOK CONTACT

Add photo

Save to
Outlook

Name

5

People

NEW OUTLOOK CONTACT

Mobile phone

6

+ Phone

Personal email

7

+ Email

+ Address

+ Other

8

End



Note: More Info

To include additional email addresses, phone numbers, street addresses, or other information for this person, click + **Email**, + **Phone**, + **Address**, or + **Other** and enter the necessary information.

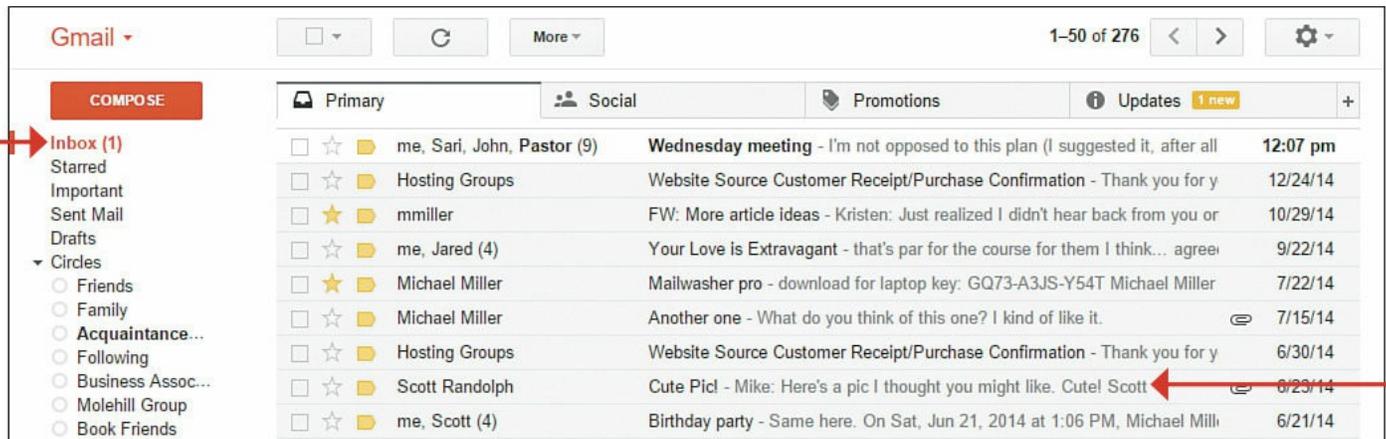


Reading Web-Based Email with Gmail

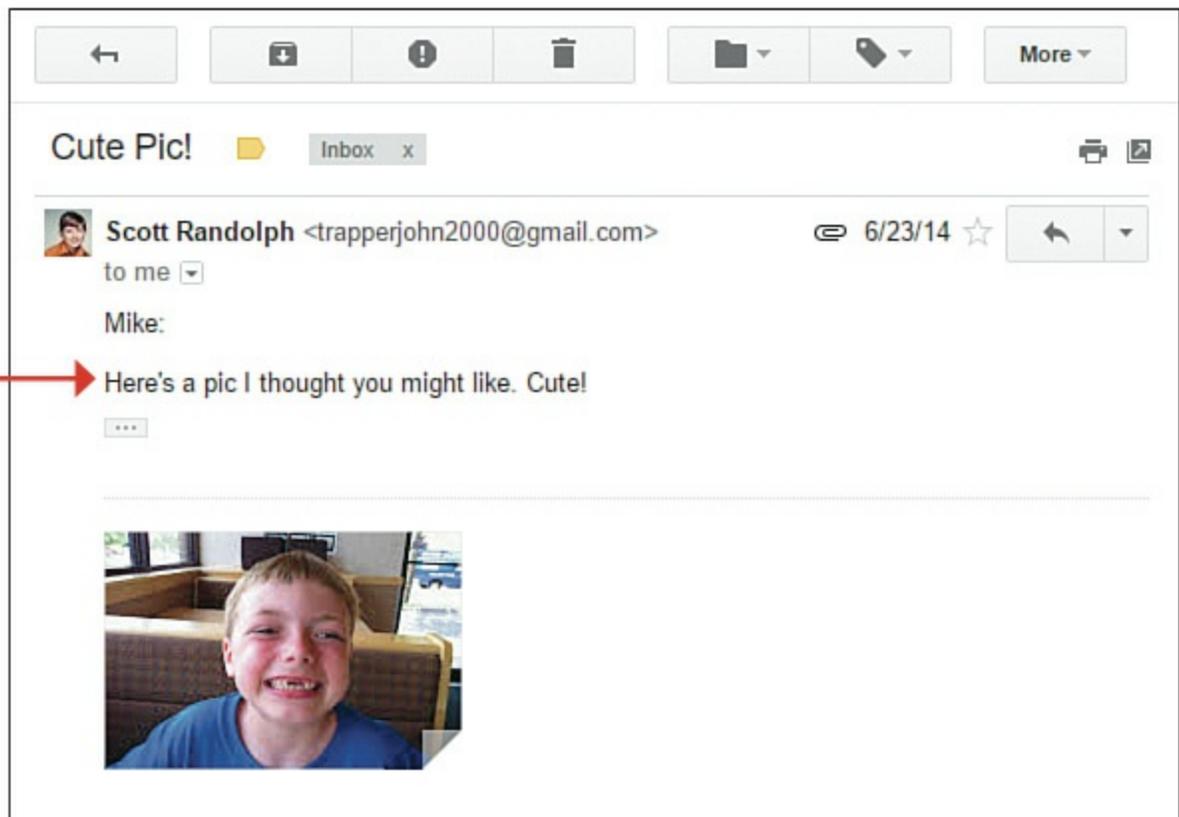
Google's Gmail is one of the most popular free web-based email services. Anyone can sign up for a free Gmail account and then use any web browser to access his email from any computer with an Internet connection. Create a new Gmail account and access Gmail from mail.google.com.



- 1 On Gmail's main page, click the **Inbox** link.
- 2 Click the header for the message you want to view.



- 3 The selected message now appears; scroll down to read the entire text, if necessary.





Note: Other Web-Based Email

Other popular web-based email services include Microsoft's Outlook.com (www.outlook.com) and Yahoo! Mail (mail.yahoo.com).



Note: POP/IMAP Versus Web-Based Email

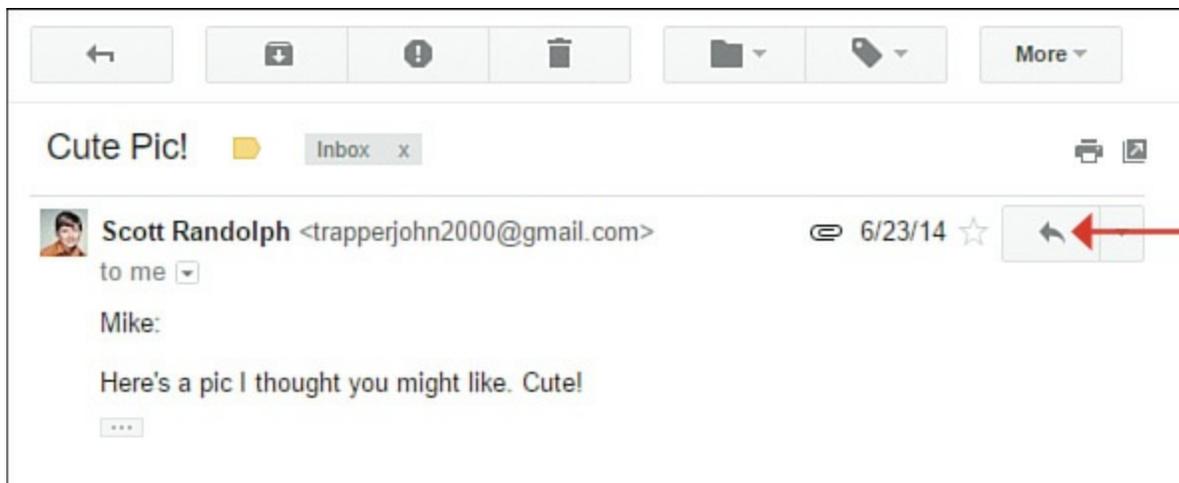
Most Internet service providers assign you an email account using the POP or IMAP protocols, which require the use of a separate email program, such as Microsoft Outlook. Web-based email doesn't require any new software programs, and you can use a web browser to access it from any computer or mobile device.

Replying to a Gmail Message

It's easy to reply to any message you receive. Just click **Reply** and then enter your new message!



- 1 From the open message, click **Reply**.

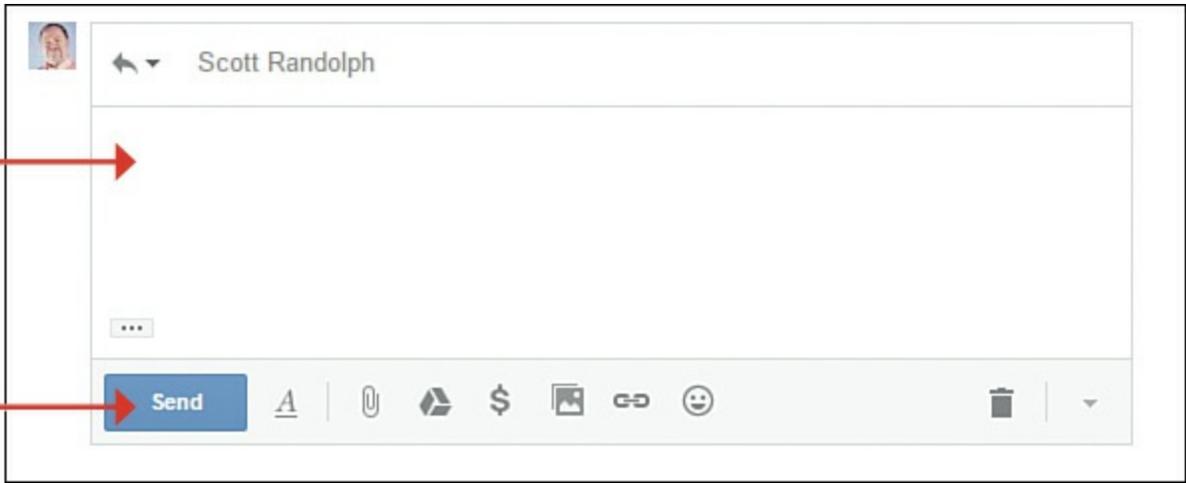


- 2 Enter your reply text in the message window.
- 3 Click the **Send** button to send your reply to the original sender.

2



3



End



Note: Quoted Text

The text of the original message is automatically “quoted” at the bottom of the reply message.



Composing a New Gmail Message

Composing a new message is similar to replying to a message, but you do it in a separate new message pane. The big difference is that you have to manually enter the recipient’s email address.

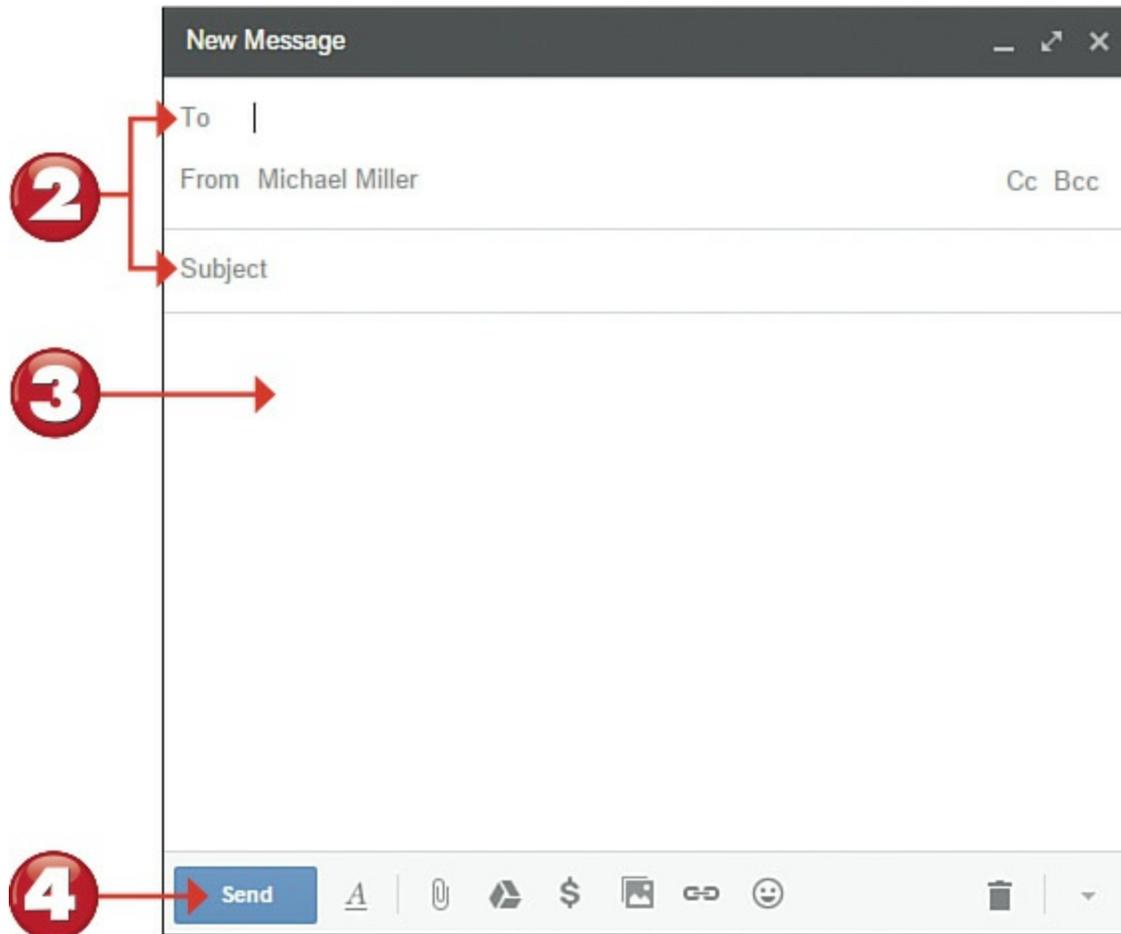
Start

1 Click the **Compose** button from any Gmail page to display the new message pane.



1

- 2 Enter the email address of the recipient(s) in the **To** box and then enter a subject in the **Subject** box.
- 3 Move your cursor to the main message area and type your message.
- 4 When your message is complete, send it to the recipient(s) by clicking the **Send** button.



End



Tip: Send to Multiple Recipients

You can enter multiple addresses in the **To** box, as long as you separate the addresses with a semicolon, like this: books@molehillgroup.com; gjetson@sprockets.com.



Tip: Cc: and Bcc:

Gmail also lets you send carbon copies (Cc:) and blind carbon copies (Bcc:) to additional recipients. (With a blind carbon copy, recipients of the email cannot see the names of the Bcc recipients.) Just click the **Cc** or **Bcc** links to add these addresses.

Sending a File via Gmail

Like all other email programs and services, Gmail lets you attach photos and other types of files to your outgoing email messages.

Start

- 1 Start with a new message and then click **Attach Files**.
- 2 Navigate to and select the file you want to send.
- 3 Click **Open**.
- 4 Complete the message as normal and then send it by clicking the **Send** button.

The image shows a Gmail 'New Message' window on the left and a Windows 'Open' dialog box on the right. The 'New Message' window has fields for 'To', 'From' (Michael Miller), 'Cc', 'Bcc', and 'Subject'. At the bottom, there is a 'Send' button and an 'Attach Files' icon. The 'Open' dialog box shows the 'Documents' folder selected, with a list of files including 'Budget 2016'. The 'File name' field contains 'Budget 2016' and the file type is set to 'All Files'. The 'Open' button is highlighted.

Numbered callouts indicate the steps:

- 1: Points to the 'Attach Files' icon in the Gmail window.
- 2: Points to the 'Budget 2016' file in the 'Open' dialog box.
- 3: Points to the 'Open' button in the 'Open' dialog box.
- 4: Points to the 'Send' button in the Gmail window.

End



Chapter 12. Sharing with Facebook and Other Social Networks



Social networking enables people to share experiences and opinions with each other via community-based websites. It's a great way to keep up-to-date on what your friends and family are doing.

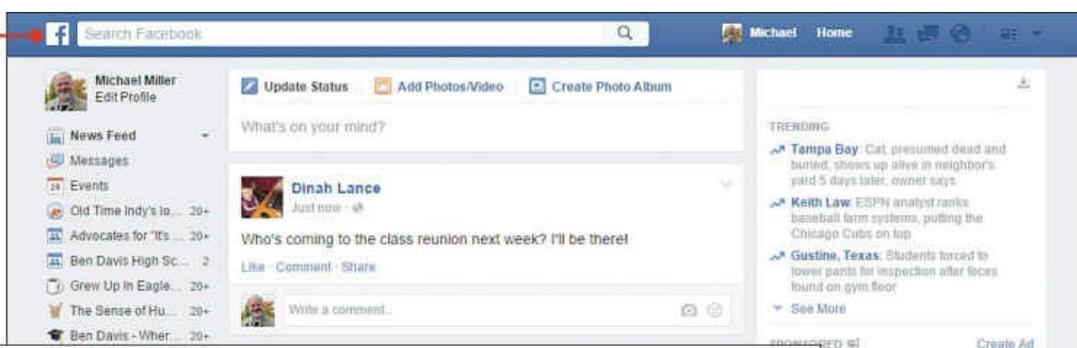
In practice, a social network is just a large website that aims to create a community of users. Each user of the community posts his or her own personal profile on the site. You use the information in these profiles to connect with other people you know on the network or with those who share your interests.

The goal is to create a network of these online “friends,” and then share your activities with them via a series of posts or status updates. All your online friends read your posts, as well as posts from other friends, in a continuously updated *News Feed*. The News Feed is the one place where you can read updates from all your online friends and family; it's where you find out what's really happening.

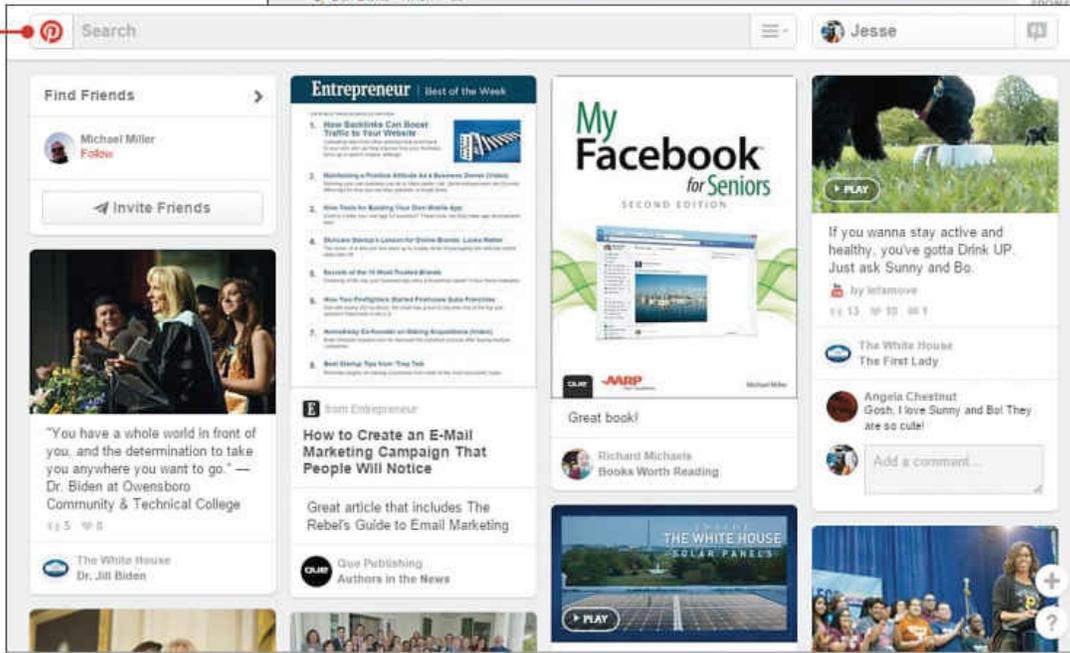
The biggest social network today is a site called Facebook; chances are all your friends are already using it. Other popular social networks include Pinterest and Twitter, both of which have their own unique characteristics.

Comparing Facebook, Pinterest, and Twitter

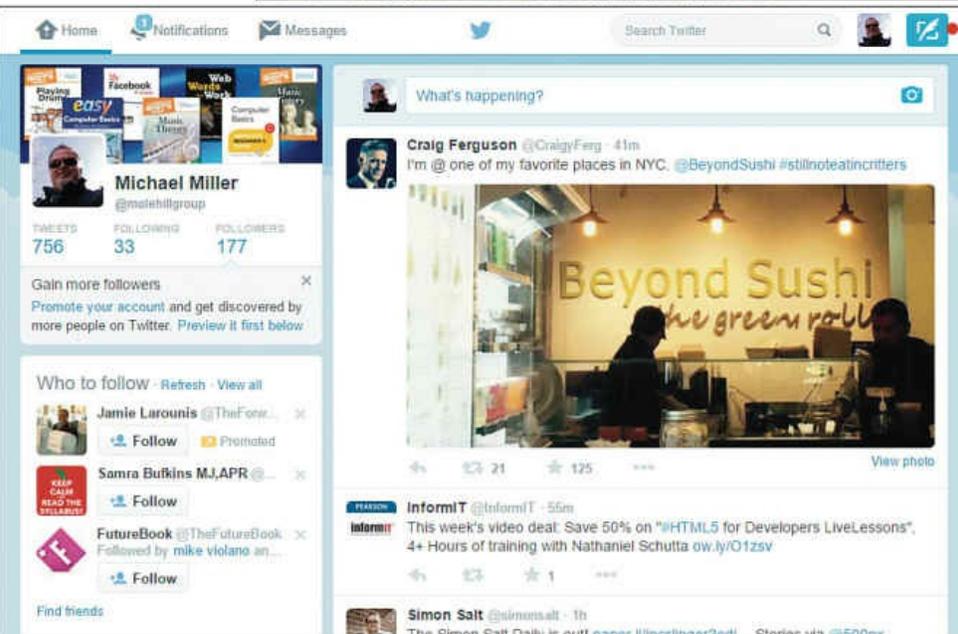
Facebook



Pinterest



Twitter

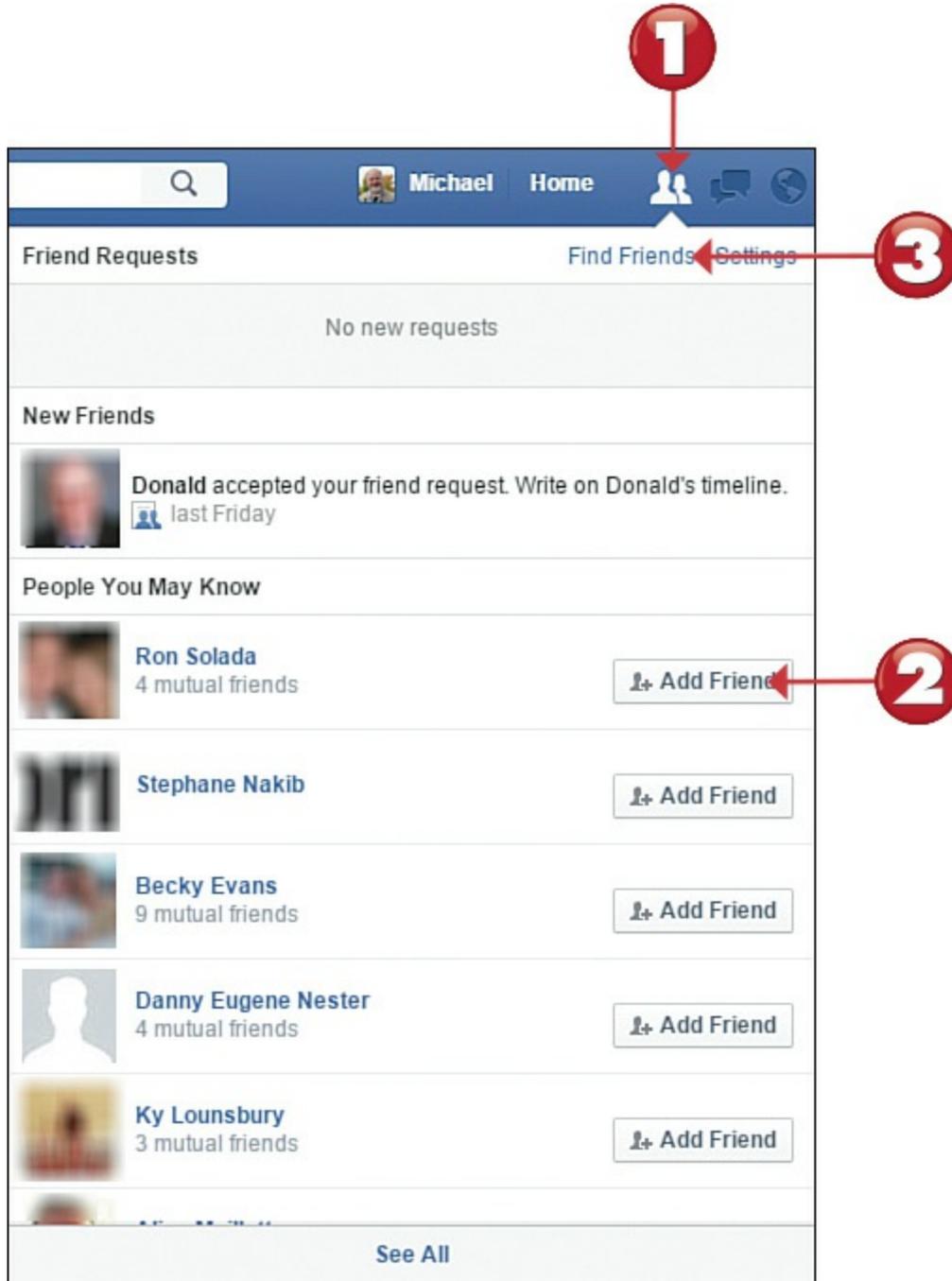


Finding Facebook Friends

Facebook (www.facebook.com) is the number one social network today, with more than 1 billion active users worldwide. After you've signed up, you can use Facebook to track down and keep in touch with all your friends and family—including old schoolmates and co-workers. You can then invite any of these people to be your Facebook friend; if they accept, they're added to your Facebook friends list.



- 1** Click the **Friend Requests** button on the Facebook toolbar to display the drop-down menu, which lists any friend requests you've received and offers a number of friend suggestions from Facebook in the People You May Know section.
- 2** Click the **Add Friend** button next to a person's name to add that person to your friends list.
- 3** To search for more friends, click **Find Friends** at the top of the menu to display your Friends page.



Note: Signing Up

A Facebook account is free. Sign up at www.facebook.com.



Note: Suggested Friends

Facebook automatically suggests friends based on your personal history (where you've lived, worked, or gone to school), people you might know (friends of people you're already friends with), and Facebook users who are in your email contacts lists.

- 4 Scroll down the page to view other suggested friends from Facebook in the People You May Know section.
- 5 Filter the friend suggestions by making selections in the Hometown, Current City, High School, College or University, Employer, and Graduate School sections.
- 6 In the Add Personal Contacts section, click **Find Friends** to find people in your email contacts lists who are also on Facebook.
- 7 Click the **Add Friend** button for any person that you'd like to have on your friends list.

The screenshot shows the Facebook interface with several sections. A red circle with the number 4 points to the 'People You May Know' section, which lists four suggested friends: Ron Solada (Indiana University), Stephane Nakib, Becky Evans (Bosma Enterprises), and Danny Eugene Nester. A red circle with the number 7 points to the 'Add Friend' button for Danny Eugene Nester. On the right side, the 'Add Personal Contacts' section is visible, featuring a 'Find Friends' button with a red circle and number 6 pointing to it. Below that, the 'Search for Friends' section has a red circle and number 5 pointing to the 'Hometown' filter options, specifically 'Indianapolis, Indiana'.



Note: Invitations

Facebook doesn't automatically add a person to your friends list. Instead, that person receives an invitation to be your friend and can accept or reject the invitation.



Tip: Accepting a Friend Request

To accept or reject any friend requests you've received, click the **Friend Requests** button on the Facebook toolbar.

Reading the News Feed

Facebook's News Feed, found on your Facebook home page, is where you keep abreast of what all your friends are up to. When a person posts a *status update* to Facebook, it appears in your personal News Feed.

Start

- 1 From the sidebar menu, click the **News Feed** icon to open your home page with the News Feed displayed.
- 2 To "like" a status update, click **Like** under the post.
- 3 To comment on a status update, type your comment into the Write a Comment Box.

The screenshot shows the Facebook News Feed interface for a user named Michael Miller. The sidebar on the left contains a menu with 'News Feed' selected, indicated by a red circle with the number '1' and an arrow pointing to the 'News Feed' icon. The main content area shows a post by Dinah Lance with the text 'Who's coming to the class reunion next week? I'll be there!'. Below the post are buttons for 'Like', 'Comment', and 'Share'. A red circle with the number '2' and an arrow points to the 'Like' button. Below the post is a comment box with the text 'Write a comment...'. A red circle with the number '3' and an arrow points to this comment box. Another post by Renee Wilmeth is visible below, with a similar comment box. At the top of the main content area, there are buttons for 'Update Status', 'Add Photos/Video', and 'Create Photo Album'. The text 'What's on your mind?' is visible below these buttons.



Tip: Top Stories

By default, Facebook sorts the posts in your News Feed by importance—what Facebook calls your Top Stories. The problem is that Facebook’s idea of what’s important might not be what you find most important. To display *all* posts instead, click the **down arrow** next to News Feed in the sidebar menu and click **Most Recent**.



- 4 If a status update includes a link to a web page, click that link to open that page.
- 5 If a status update includes one or more photos, click a photo to view it in its own *lightbox*—a special window displayed on top of the News Feed.
- 6 If a status update includes a video, it might begin playback automatically. If not, click the **Play** arrow to play the video.

Dinah Lance
Just now · 🌐

Learn more about Windows here.



Microsoft – Official Home Page ← **4**

At Microsoft our mission and values are to help people and businesses throughout the world realize their full potential.

MICROSOFT.COM

Dinah Lance
Just now · 🌐

What do you all think of this?



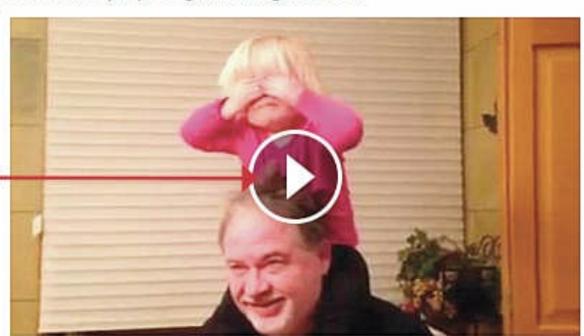
5 →

Like · Comment · Share

Write a comment...

Michael Miller shared Sherry 'French Elliott' Miller's video.
6 hrs · 🌐

I am but a prop for granddaughter Lael.



6 →

Sherry 'French Elliott' Miller
Dinner entertainment by Lael

Like · Comment · Share

Write a comment...

End



Tip: Sidebar Menu

Use the sidebar menu on the left side of the home page to jump to different parts of the Facebook site.



Tip: Share an Update

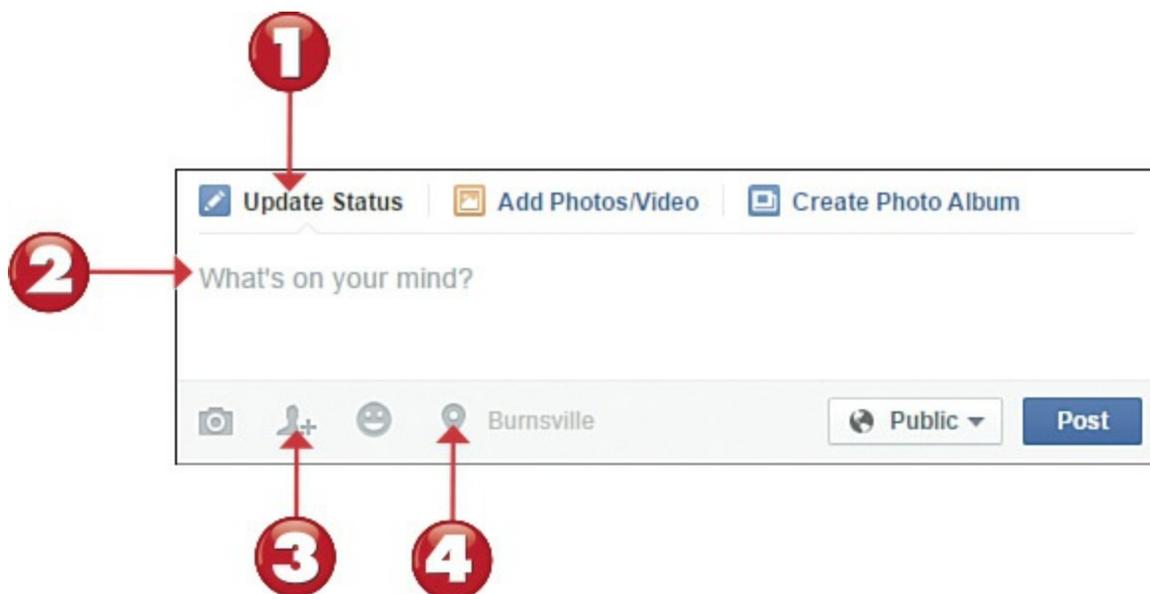
If you'd like to share a friend's post with your own friends, click **Share** under the post and then click **Share** in the pop-up menu to display the Share This Status dialog box. Click the **Share** button and select **On Your Own Timeline**, enter any comments you might have on this post into the Write Something box, and then click the **Share Status** button.

Posting a Status Update

The easiest way to let people know what's what is to post what Facebook calls a *status update*. Every status update you make is broadcast to everyone on your friends list, displayed in the News Feed on their home pages. A basic status update is text only, but you can also include photos, videos, and links to other web pages in your posts.

Start

- 1 On the Facebook home page, go to the Publisher box (labeled What's On Your Mind?) at the top of the page and click **Update Status**. (It's probably selected by default.)
- 2 Type your message into the What's on Your Mind box. As you do this, the box expands slightly.
- 3 If you're with someone else and want to mention that person in the post, click the **Tag People in Your Post** button and enter that person's name.
- 4 If you want to include your current location in your post, click the **Add a Location to Post** button and enter the city or place where you're located.





Caution: Social Networking Safety

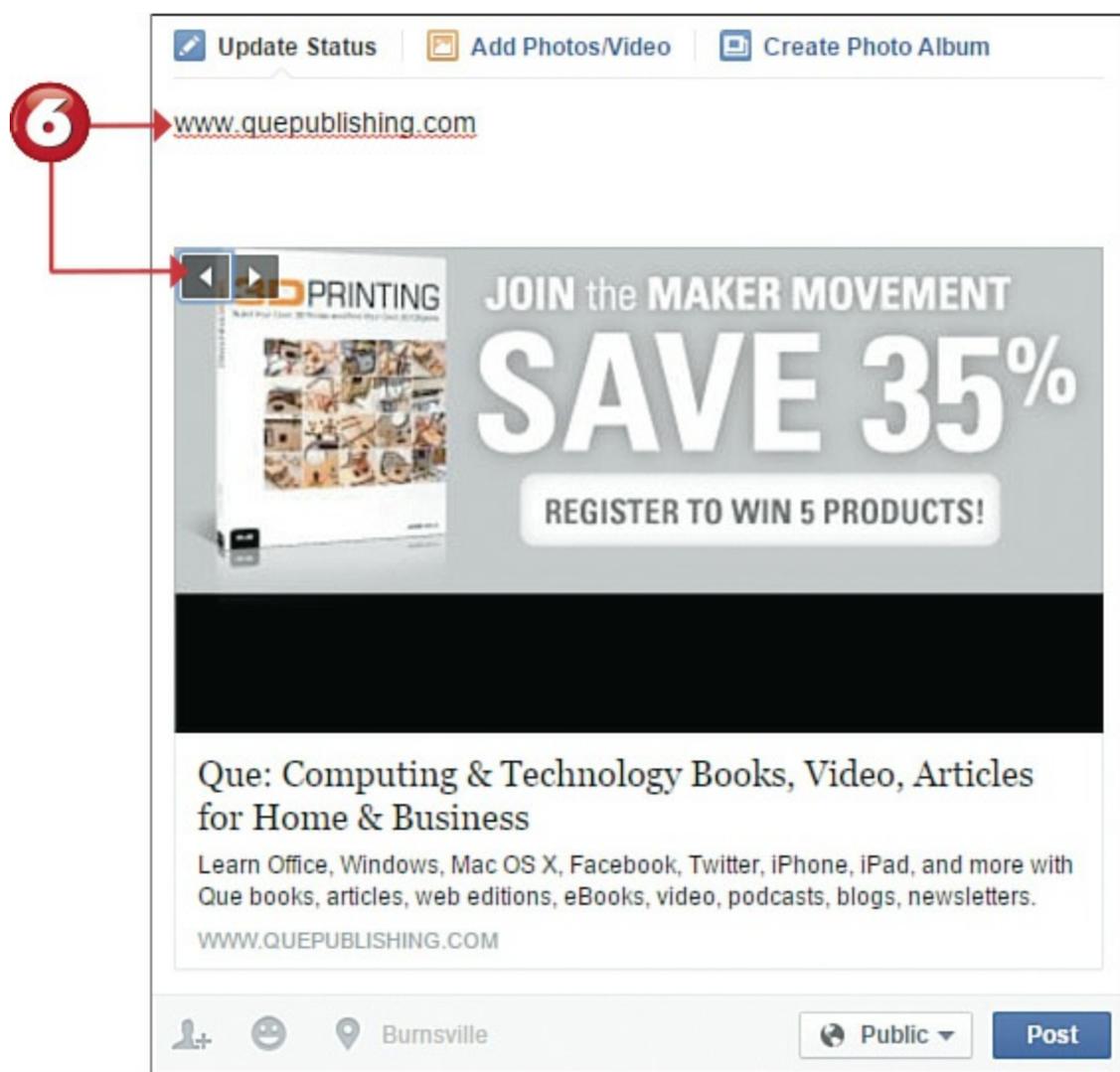
Make sure that you and your kids don't post overly personal information or incriminating photographs on Facebook or other social networks; you could attract online stalkers. Similarly, don't broadcast your every move on your profile page—and don't automatically accept friend requests from people you don't know.

- 5 To include a picture or video with your post, click the **Add Photos to Your Post** (camera) button, and then select the photos or video you want.



5

- 6 To include a link to another web page, simply enter that page's URL in your status update. Facebook should recognize the link and display an image from the web page. If there is more than one image, click the right or left arrow buttons to select the one you want.



7 To determine who can read this post, click privacy button and make a selection.

8 When you're ready to post your update, click the **Post** button.



End



Tip: Delete the URL

If you don't want to display the web page's URL in the body of your status update, you can delete the address after the Link panel appears. The link and accompanying image still display under your status update even after you delete the web page URL from your text.



Tip: Who Sees Your Posts?

You can opt to make any post Public (anyone who's subscribed to your posts can read it), visible only to your Friends, visible only to yourself (Only Me), or Custom (you select individuals who can and can't view it). Alternatively, you can select which friends list can view the update.

Viewing a Friend's Timeline

You can easily check up on what a friend is up to by visiting that person's Timeline page. A Timeline page is that friend's personal profile on Facebook; it contains all of that person's personal information, uploaded photos and videos, and a "timeline" of that person's posts and major life events.



- 1 Click a person's name anywhere on the Facebook site to display his or her profile or Timeline page.



- 2 View this person's full personal profile by clicking **About**.
- 3 View a list of this person's friends by clicking **Friends**.
- 4 View a person's status updates in reverse chronological order (newest first) on the Timeline.

2**3**

Michael Miller

Friends Following Message

Timeline About Friends 6 Mutual Photos More

FRIENDS · 270 (6 Mutual)

Jesse Stone Rodney Zaks Dave Dushimer

Roland Elgey Amadou M. Sall Jake Ludington

JESUS

Post Photo / Video

Write something...

Sherry 'French Elliott' Miller
20 hrs · iOS ·

Mike with some grandkids — with Michael Miller.

4*End*

Tip: Read the Book

Learn more about Facebook in my book *My Facebook for Seniors*, 2nd Edition (Que, 2014).



Tip: Posting on a Friend's Page

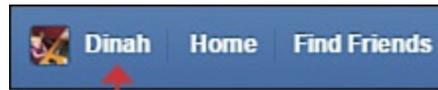
You can post a message on your friend's profile page by entering your text into the Write Something box near the top of the Timeline.

Personalizing Your Timeline Page

You can personalize your own profile page in a number of ways. You can change your profile picture, edit your personal information, and add and delete items to and from your Timeline.

Start

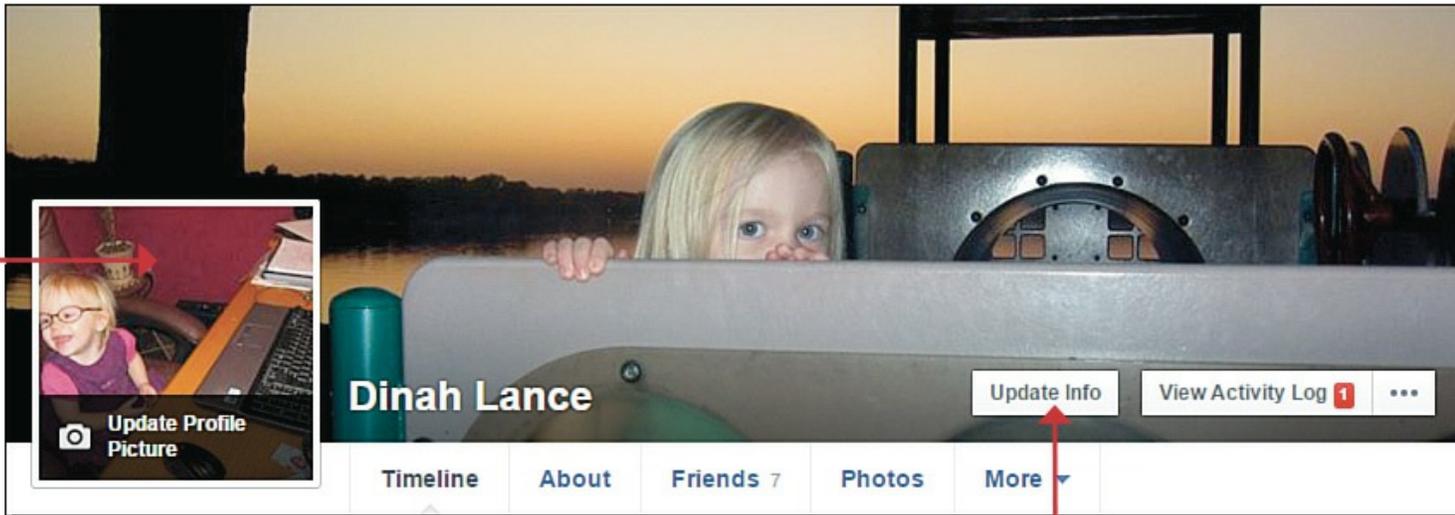
- 1 Click your name in the Facebook toolbar or your picture in the sidebar menu to display your Timeline page.



1

- 2 To change your profile picture, click the picture and select **Update Profile Picture**.

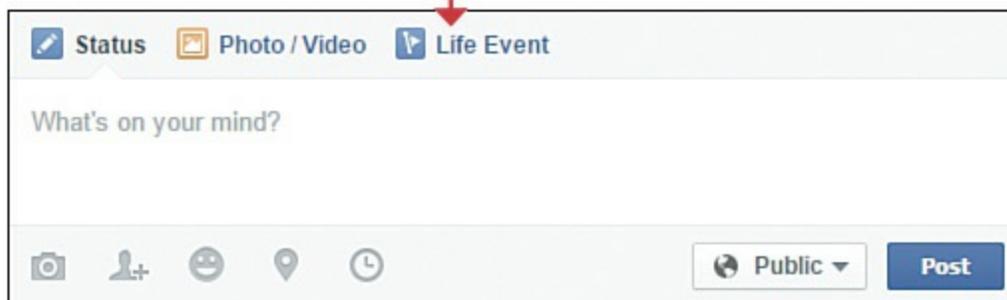
- 3 To change your personal information, click the **Update Info** button.



3

- 4 To add a “life event” (something major in your life, such as getting a new job or getting married), go to the Publisher box, click **Life Event**, and choose the kind of life event you’re adding.

4



End



Tip: Cover Image

To add a cover image (banner) to the top of your Timeline page, mouse over the image area and click the **Add a Cover** button. To change an existing cover image, click the **Update Cover Photo** button.



Tip: Hide a Status Update

If you've posted a status update that you'd rather not have visible, click the **down arrow** at the top-right corner of that item. Click **Hide from Timeline** to hide (but not delete) the status update. Click **Delete** to permanently remove the update from Facebook.

Viewing a Friend's Photos

Facebook is a social network, and one of the ways we connect socially is through pictures. Facebook lets any user upload and store photos in virtual photo albums. It's easy, then, to view a friend's photos on the Facebook site.



- 1 Go to your friend's Timeline page and click **Photos** to display his Photos page.



- 2 Click **Albums** to display all of your friend's photo albums.

- 3 Click to open the desired photo album.

2



3



Note: Other Photos

You can also select, from the top of the Photos page, to view Photos of This Person (all photos in which this person appears) or This Person's Photos (all the photos this person has uploaded, not organized into albums).



- 4 Click the thumbnail of the picture you want to view.
- 5 Go to the next picture by mousing over the current picture to display the navigational arrows,

and then clicking the **right arrow**.

6 Click the **X** to close the photo viewer.

The screenshot shows a Facebook photo viewer for a photo titled "Mobile Uploads" updated about 2 weeks ago. The photo shows a young girl sitting on a bed with several stuffed animals. Callout 4 points to the photo. Callout 5 points to the right arrow navigation control. Callout 6 points to the close button (X) in the top right corner of the photo viewer. To the right of the photo viewer is the post's interaction area, including the user's name "Michael Miller", the date "January 15", the text "My pal Lael and all her 'friends' in our bed.", and a comment box with the placeholder "Write a comment...". Below the post is a sponsored advertisement for "Natural Way To Slim Down In The New Year".

End



Tip: Commenting and Liking

To comment on the current picture, enter your message into the comments box. To like a photo, click **Like**.



Tip: Downloading a Picture

To download the current picture to your own computer, mouse over the photo, click **Options**, and then click **Download** from the pop-up menu.

Sharing Your Photos on Facebook

Facebook is a great place to share your personal photos with family and friends. You can upload new photos to an existing photo album or create a new album for newly uploaded photos.

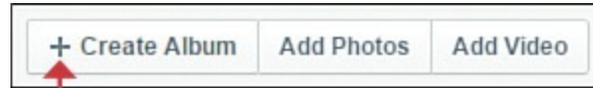
Start

1 Open your Timeline page and click **Photos** to display your Photos page.



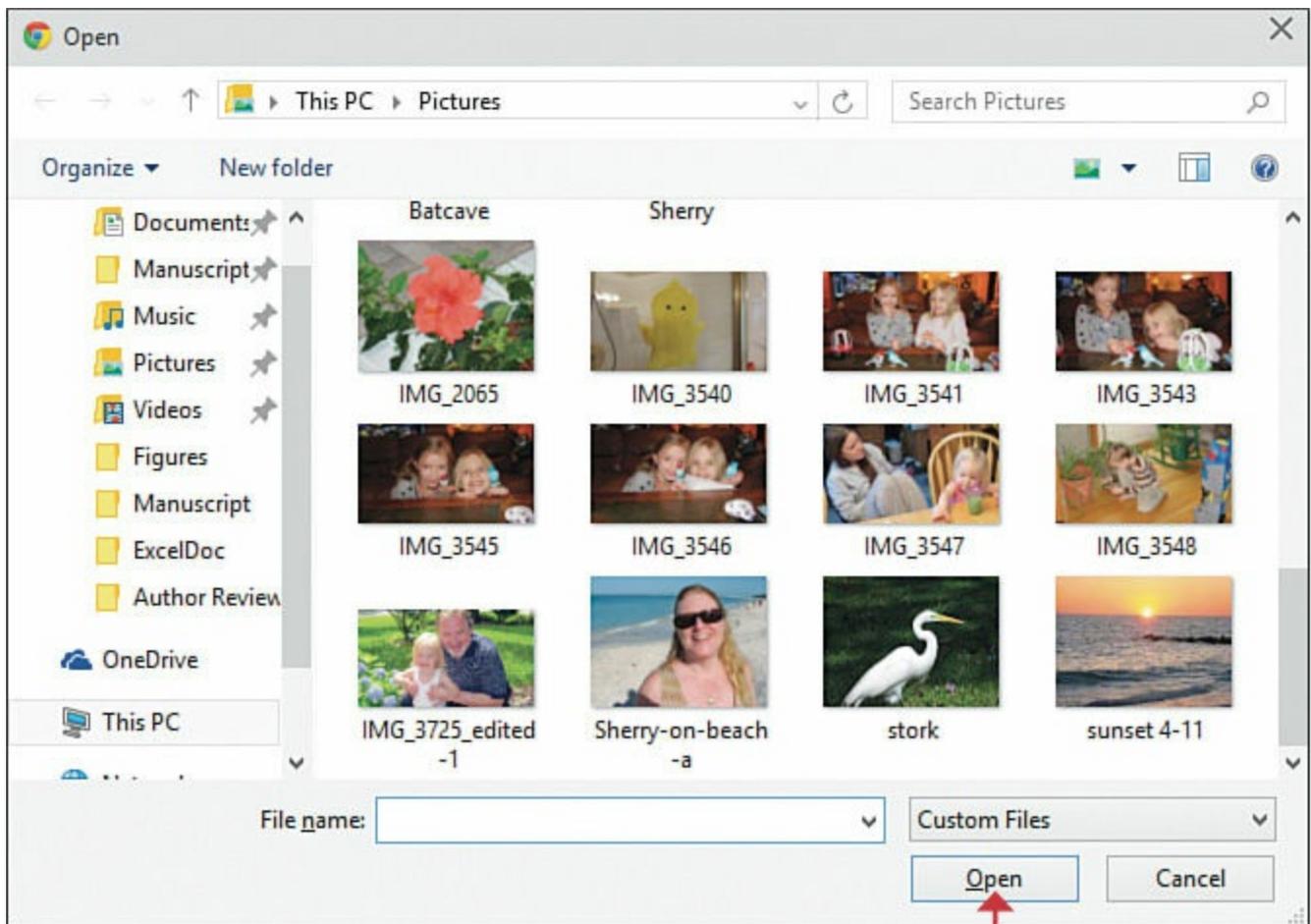
1

2 Click the **Create Album** button to display the Select File(s) to Upload or the Open dialog box.



2

3 Select the photos you want to upload, and then click the **Open** button to see the Untitled Album page.



3



Note: Photo Requirements

Facebook accepts photos in all popular file types, including JPG, PNG, GIF, TIFF, and BMP. Your picture files have to be no larger than 15MB in size and can't contain any adult or offensive content. You're also limited to uploading your own photos—that is, you can't copy and then upload photos from another person's website.



Tip: Uploading to an Existing Photo Album

You can also upload photos to an existing photo album. From your Photos page, click **Albums** to display your existing photo albums, and then click to open the desired album. Click the **Add Photos** button to select new photos to upload to this album.

- 4** Enter information about this new album into the **Untitled Album**, **Say Something About This Album**, **Where Were These Taken**, and other boxes.
- 5** Enter information about each new photo beneath each photo.
- 6** If there are people in the photo you've uploaded, Facebook displays the album page with boxes around the faces. To “tag” that person in Facebook, click a face and then enter that person's name.
- 7** Click the **Post** button when ready.

6

4

Create Album + Add More Photos Order by Date Taken

Untitled Album
Say something about this album...

Where were these taken?

Tagged in This Album
Click anywhere on photos to tag friends

Options
 High Quality

Change Date
Use date from photos Pick a date

Public **Post**

5

7

End



Tip: High-Quality Photos

To upload photos at their original [resolution](#), check the **High Quality** option. This enables your friends to download your pictures at an acceptable resolution for printing.



Tip: Photo Privacy

To determine who can view the photos in this album, click the **Privacy** button and make a selection—Public, Friends, Only Me, or Custom.

Sharing Interesting Images with Pinterest

Pinterest (www.pinterest.com) is a social network with particular appeal to women and people who like do-it-yourself projects. Unlike Facebook, which lets you post text-based status updates, Pinterest is all about images. The site consists of a collection of virtual online “pinboards” that people use to share pictures they find interesting. Users “pin” photos and other images to their personal message boards, and then share their pins with online friends.

Start

- 1 Click the Pinterest logo to return to the home page.
- 2 Click the button with your name to view recent activity regarding your pins—typically, people who’ve repinned or liked your pins.
- 3 Click a pin to view it in more detail.

The screenshot shows the Pinterest homepage for a user named Jesse. The interface includes a search bar, a navigation menu, and a grid of pins. Annotations with red arrows and numbers 1, 2, and 3 point to specific elements:

- 1** Points to the Pinterest logo in the top left corner.
- 2** Points to the user profile picture and name 'Jesse' in the top right corner.
- 3** Points to a pin on the left side of the grid.

Other annotations include:

- 'Pinned image' pointing to a pin titled 'My Facebook for Seniors'.
- 'User who pinned the image' pointing to the user profile picture of 'Richard Michaels' who pinned the 'My Facebook for Seniors' pin.
- 'Board where image was pinned' pointing to the board name 'THE WHITE HOUSE SOLAR PANELS' at the bottom of the 'My Facebook for Seniors' pin.

End



Note: What's in a Name?

Pinterest is all about pinning items of interest—hence the name, a combination of *pin* and *interest*.



Note: Pinterest Is Popular

Pinterest boasts more than 70 million users. The average Pinterest user is a rural female, age 30 to 49, with a college degree and household income in the \$50,000 to \$75,000 range.

Finding People to Follow on Pinterest

When you find someone who posts a lot of things you're interested in, you can follow that person on Pinterest. Following a person means that all that person's new pins will display on your Pinterest home page.



- 1 When you find a pin you like, click the name of the user who pinned it.
- 2 You now see that user's personal page. Click the **Follow** button to follow this user.
- 3 To follow a single board, instead of all of a user's pins, click the **Follow** button for that board.

My Facebook for Seniors

SECOND EDITION



QUE AARP Michael Miller

My Facebook for Seniors, 2nd Edition, by Michael Miller. Published by Que Publishing, December 2014. Endorsed by the AARP.

2

Michael Miller My Books

2

Follow

Michael Miller

30 Boards

21726 Pins

107 Likes

2765 Followers

406 Following

My Pinterest: The Book



Follow

My Books



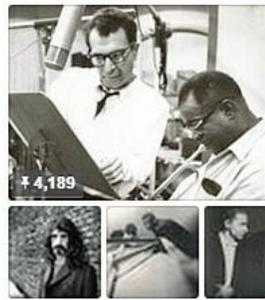
Follow

My Articles



Follow

Musicians



Follow

1

3

End



Tip: Popular Categories

The most popular categories on Pinterest are Home, Arts and Crafts, Style and Fashion, and Food. Of these, Food is the category most likely to be repinned.



Finding and Repinning Interesting Pins

Some people say that Pinterest is a little like a refrigerator covered with magnets holding up tons of photos and drawings. You can find lots of interesting items pinned from other users—and then “repin” them to your own personal pinboards.

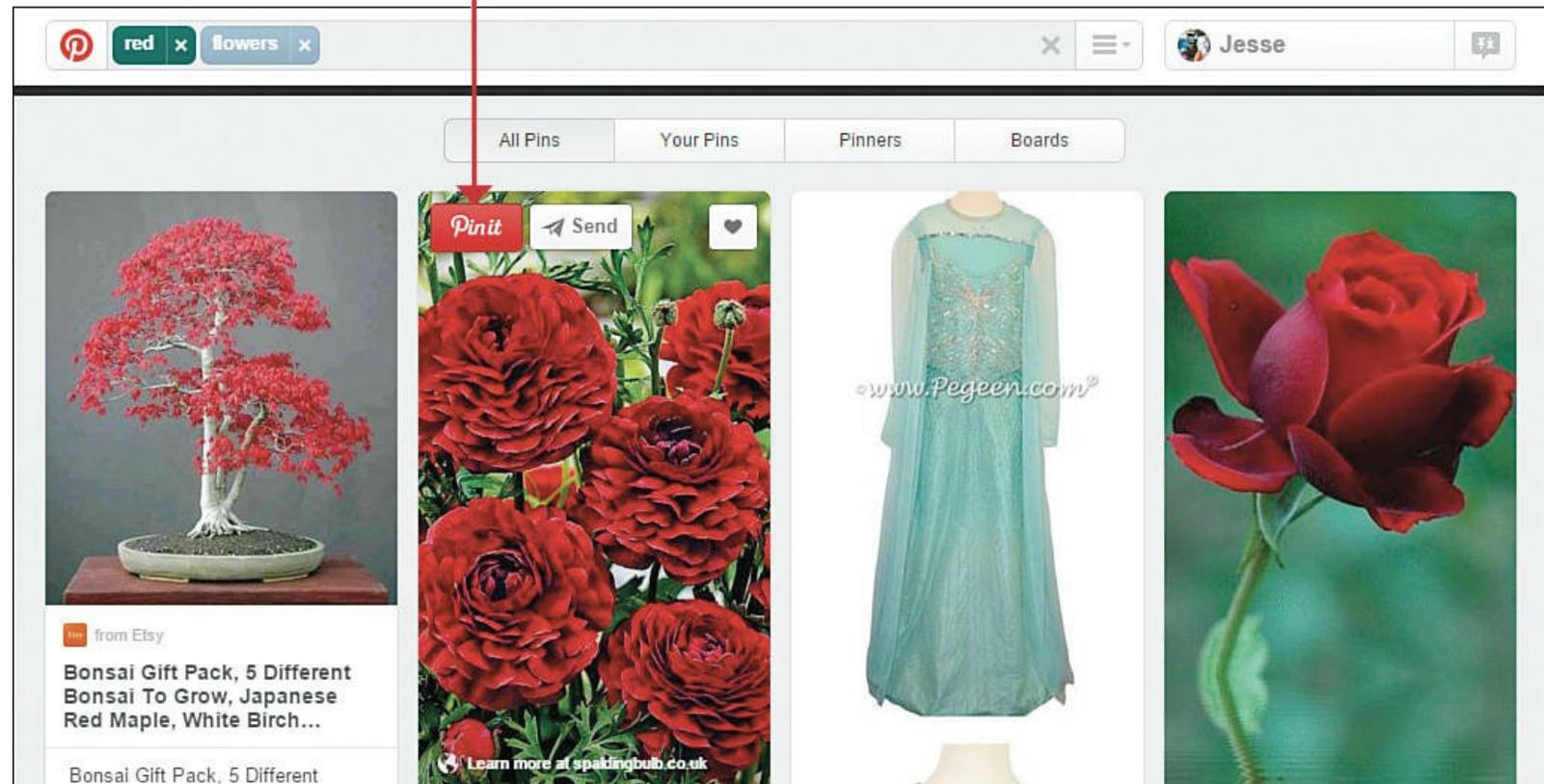
Start

- 1 Enter the name of something you’re interested in into the Search box at the top of any Pinterest page, and then press **Enter**.



- 2 Pinterest now displays pins that match your query. Mouse over the item you want to repin and click the **Pin It** button.

2



Note: Repins

About 80% of the pins on Pinterest are actually repins.



Tip: Searching for Boards and People

To search for boards instead of pins, click **Boards** at the top of the search results page. To display Pinterest users who match your query, click **Pinner**s.

- 3 When the Pick a Board panel appears, accept the previous user's description or add your own to the Description box.
- 4 Scroll through the board list and select which board you want to pin this item to. The item is now pinned to that board.

3

4

End



Tip: Keep or Replace

You can keep the original pinner's description or replace it with a new description of your own. If you want to truly personalize your pins, it's best to use your own descriptions, even when you repin.

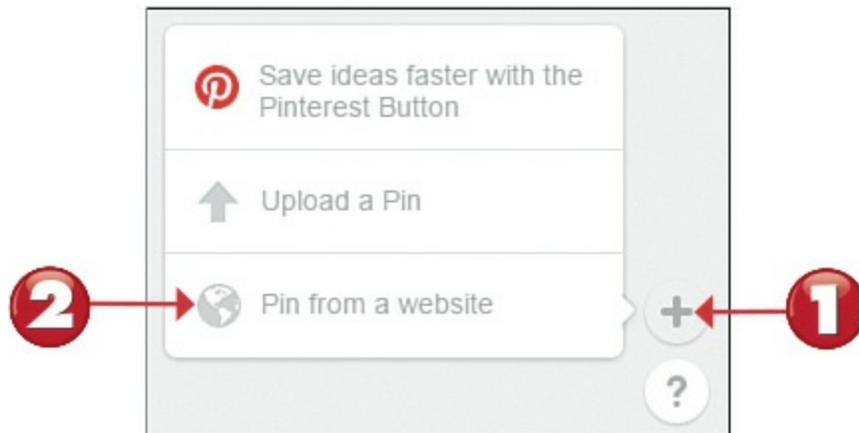


Pinning from a Web Page

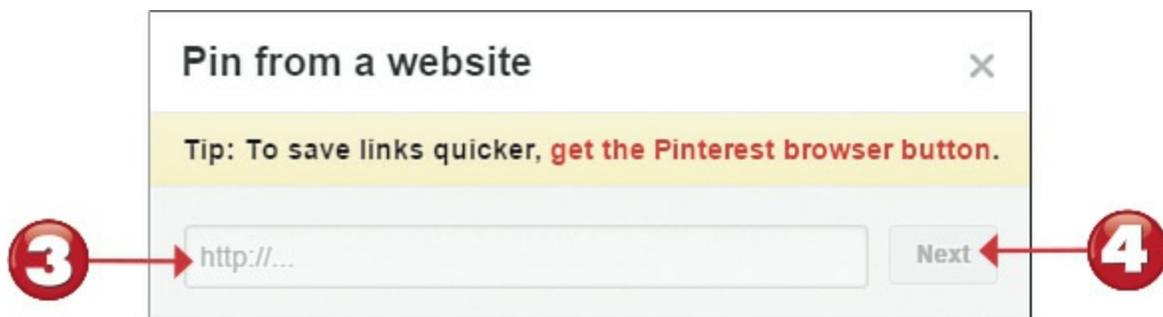
You can also pin images you find on nearly any web page. It's as easy as copying and pasting the page's web address.



- 1 Click the + button at the bottom right of any Pinterest page to display the menu of options.
- 2 Click **Pin from a Website** to display the Pin from a Website panel.



- 3 Enter the web address ([URL](#)) of the page you want to pin into the text box.
- 4 Click the **Next** button.





Tip: Pinnable Images

When you're looking for items to pin, consider the image on a web page. Look for images that look good at thumbnail size and will be appealing to other users.



Tip: Easier Pinning

Make pinning easier by installing a Pinterest button in your web browser. Learn more at about.pinterest.com/goodies/#browser.

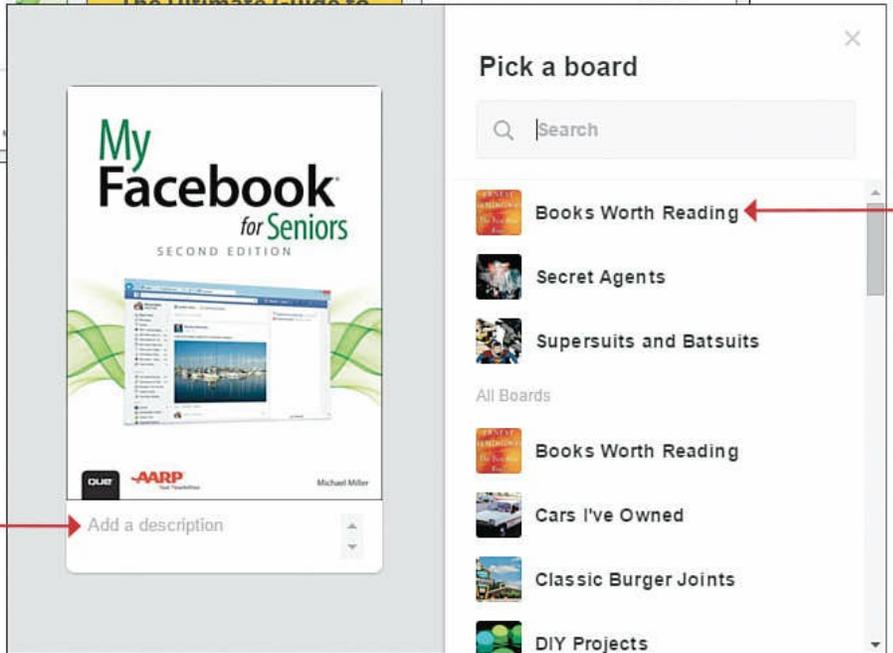
- 5** Pinterest now displays a page containing all the images found on the selected web page. Click the **Pin It** button for the image you want to pin.
- 6** When the Pick a Board panel appears, enter a short (500 characters or fewer) text description of or comment on this image into the **Description** box.
- 7** Scroll down the board list and select the board to which you want to pin this image. The image is now pinned to this board.

Choose an image to create a Pin



5

6



7

End



Tip: Description

Although a text description is optional, it's always a good idea to describe or comment on the item you're pinning. If you don't enter a description, people won't be able to find your pin by searching.



Tip: Read the Book

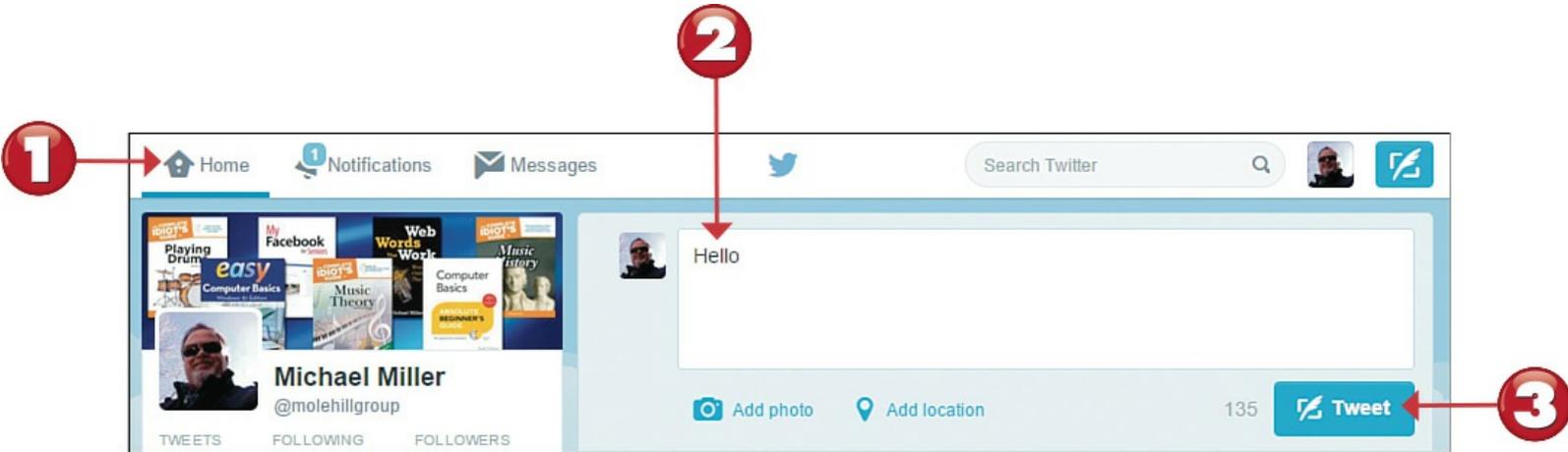
Learn more about Pinterest in my book *My Pinterest* (Que, 2012).

Tweeting with Twitter

Twitter is a *microblogging* service that lets you create short (up to 140 characters in length) text posts that keep your friends and family informed of your latest activities. Anyone subscribing to your posts receives updates via the Twitter site.

Start

- 1 Go to Twitter's home page (www.twitter.com) and click the **Home** icon in the toolbar.
- 2 Enter up to 140 characters into the **What's Happening** box.
- 3 Click the **Tweet** button.



End



Note: Microblogging

A *blog* (short for *web log*) is a means of sharing personal observations over the Internet, kind of like a web-based diary. Whereas a normal blog post can be of any length, a *microblog* is limited to very short messages—like the text message you send via mobile phone.



Following Other Twitter Users

Twitter lets you “follow” what other users are doing on Twitter. After you’ve registered and signed in, the Twitter home page displays “tweets” from users you’ve decided to follow.

Start

- 1 From Twitter's Home page, go to the Who to Follow section and click **View All**.
- 2 Twitter suggests people and accounts to follow. To follow a given person, click the **Follow** button.
- 3 To search for specific people on Twitter, enter that person's full name or Twitter username into the search box and then click **Search Twitter**.
- 4 Twitter displays users who match your query. Click **View All** to view more people; click the **Follow** button to follow a user.

The image illustrates the process of following a user on Twitter through two different paths. The top section shows the 'Who to follow' area, where a red arrow labeled '1' points to the 'View all' link. Below this, a search bar is shown with a red arrow labeled '3' pointing to it, and another red arrow labeled '2' points to the 'Follow' button of a suggested user, Patrick Kanouse. The bottom section shows search results for 'anderson cooper'. A red arrow labeled '4' points to the 'Follow' button of the 'Anderson Cooper 360°' account. A 'View all' link is also visible above the search results.

End

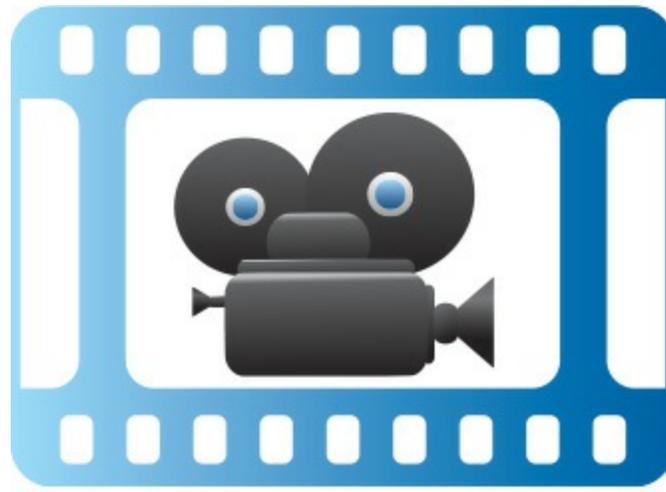


Note: Find Friends

To find any of your email contacts who are on Twitter, go to the **Who to Follow** section of the Home page, click **Find Friends**, and then click the **Search Contacts** button for a given email address book.



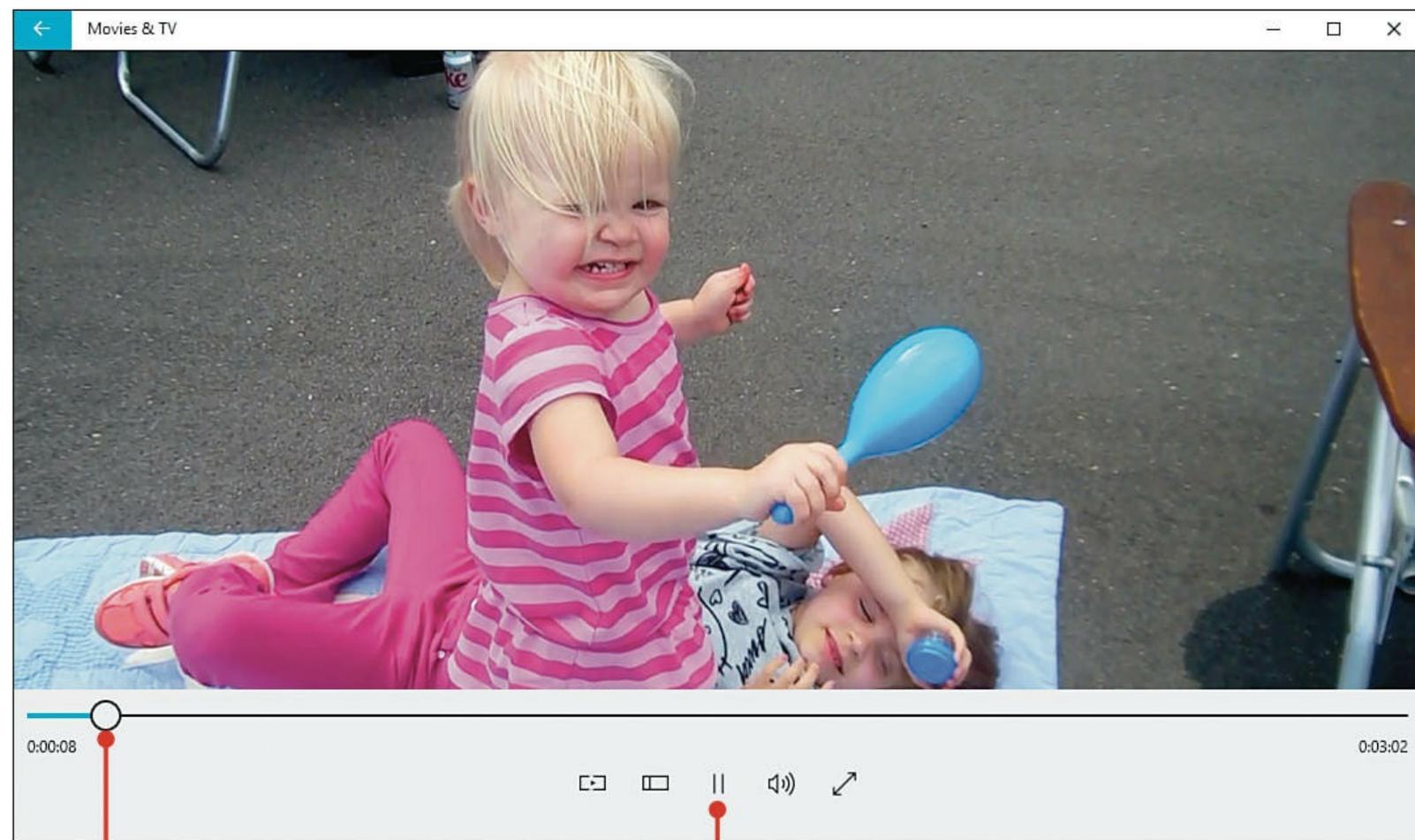
Chapter 13. Watching TV and Movies Online



Want to rewatch last night's episode of *The Voice*? Or the entire season of *Big Bang Theory*? How about a classic music video from your favorite band? Or that latest "viral video" you've been hearing about?

Here's the latest hot thing on the Web: watching your favorite television shows, movies, and videos online, via your web browser. If you have a fast enough Internet connection, you can find tens of thousands of free and paid videos to watch at dozens of websites, including YouTube, Hulu, and Netflix. You can even purchase and download videos to your PC—and watch them anytime, at your convenience.

Playing Movies with the Windows Movies and TV App



Scrub
control

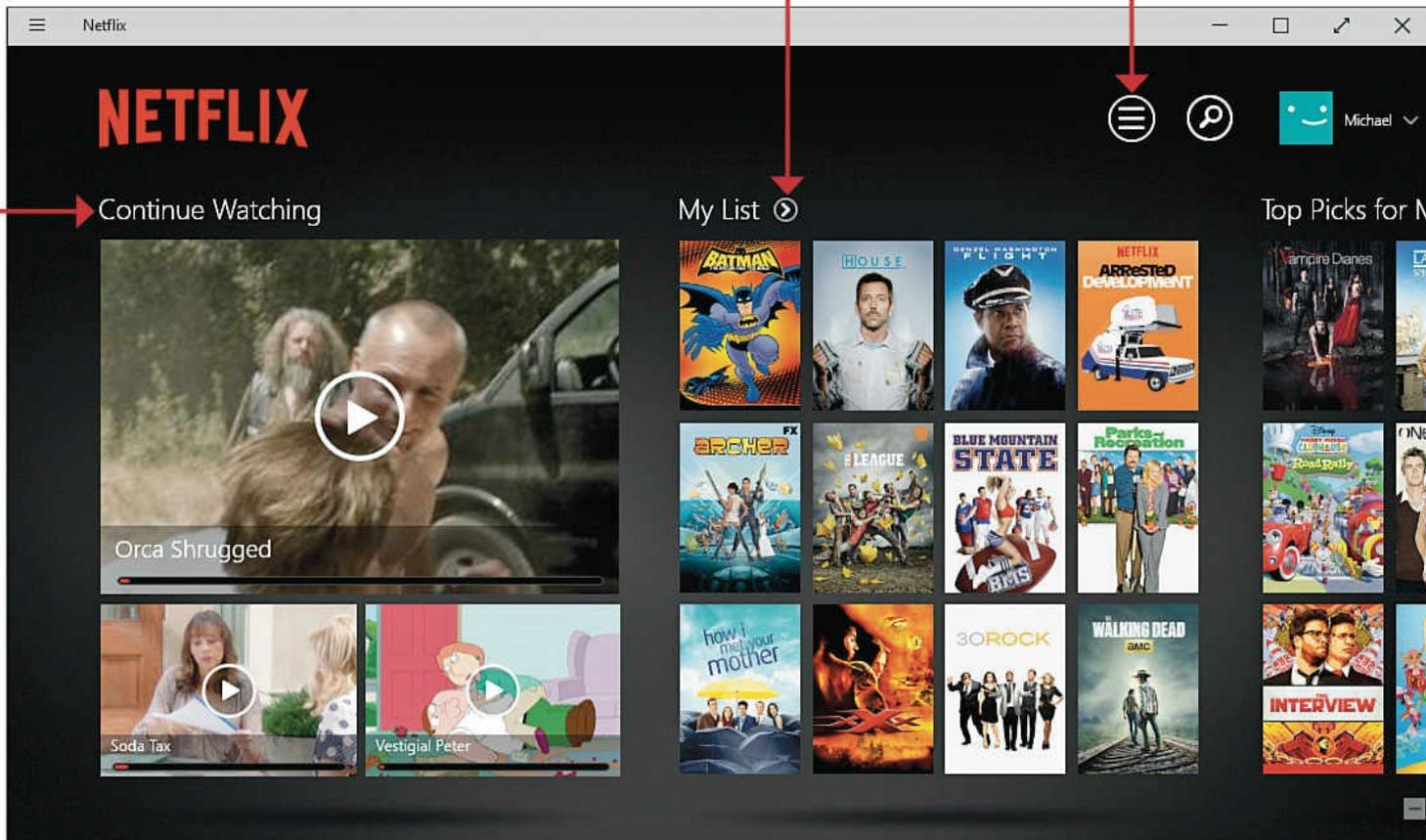
Pause/Play
control

Watching Movies on Netflix

Arguably the most popular site for streaming movies is Netflix (www.netflix.com), which offers a mix of both classic and newer movies, classic television shows, and original programming. You can watch Netflix in your web browser or via the Netflix app for Windows.



- 1** Launch the Netflix app from the Start menu. The first section you see displays videos you haven't yet finished watching (Continue Watching). Scroll right to view other sections.
- 2** Click the title of any section to view more options of that type.
- 3** Click the **Options** button to view the available genres.



Note: Netflix App

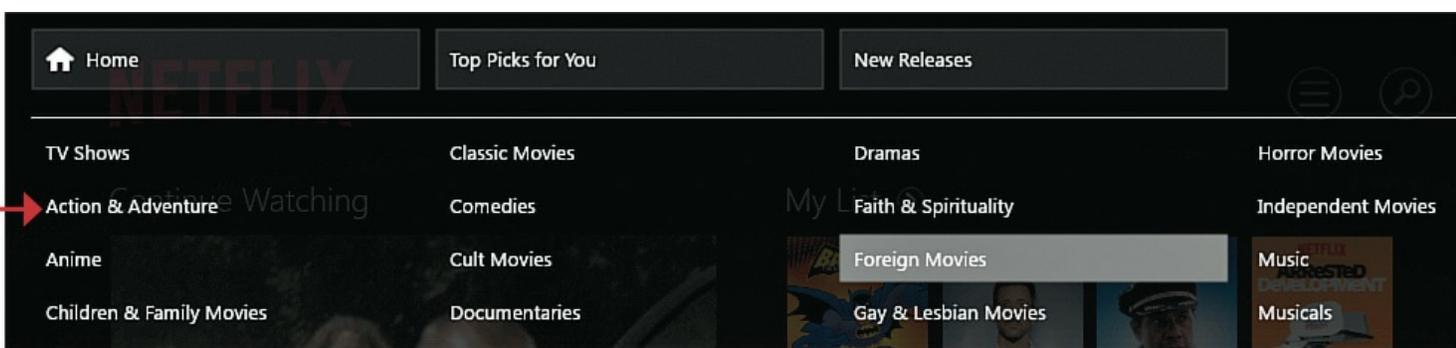
Download the (free) Netflix app from the Windows Store. After it's installed, you can create a new Netflix account or log in with an email address and password from an existing account.



Tip: User Profiles

The Netflix website lets you create separate user profiles for up to five viewers in your household; each profile includes recommendations specific to that viewer. To change viewers from within the Netflix app, click the user profile at the top-right corner and make a different selection.

4 Click a genre to view movies of that type.



Tip: Subscription Fees

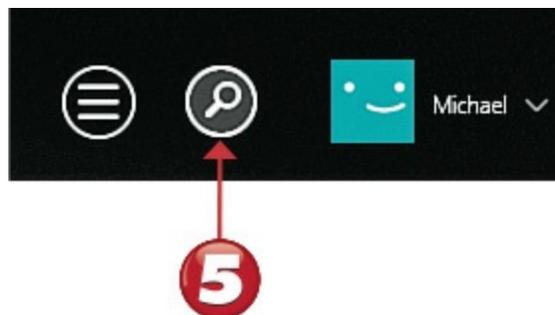
Netflix isn't free. You pay \$8.99/month for unlimited streaming video online.



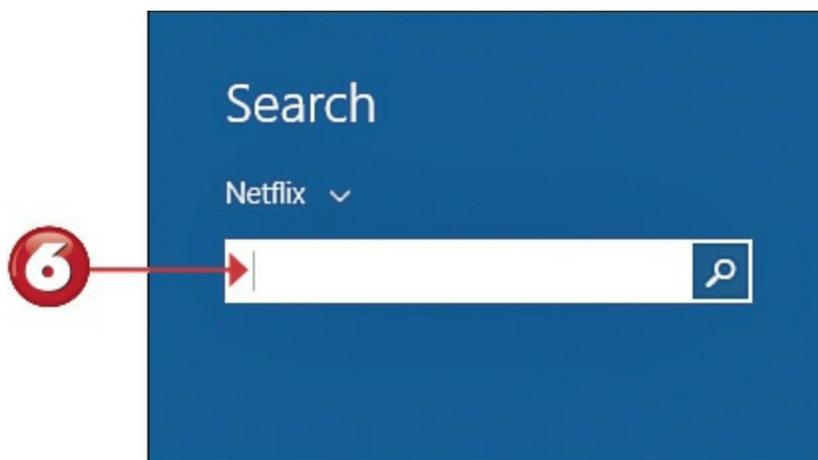
Tip: Netflix on the Web

You can also access Netflix directly from any web browser. Just go to www.netflix.com and sign up or sign on.

- 5** To search for a specific movie or show, click the **Search** (magnifying glass) icon to display the search pane.



- 6** Enter the name of the movie or show into the Search box and then press **Enter**.



- 7** When you find a movie or show you want to watch, click it. The detail page for that movie or show displays.

Star Trek Into Darkness

2013 PG-13 132min SUPERHD 5.1



The "Star Trek" reboot continues with this action sequel that finds Kirk and Spock fighting a terrorist threat to Starfleet aided by an unlikely ally.

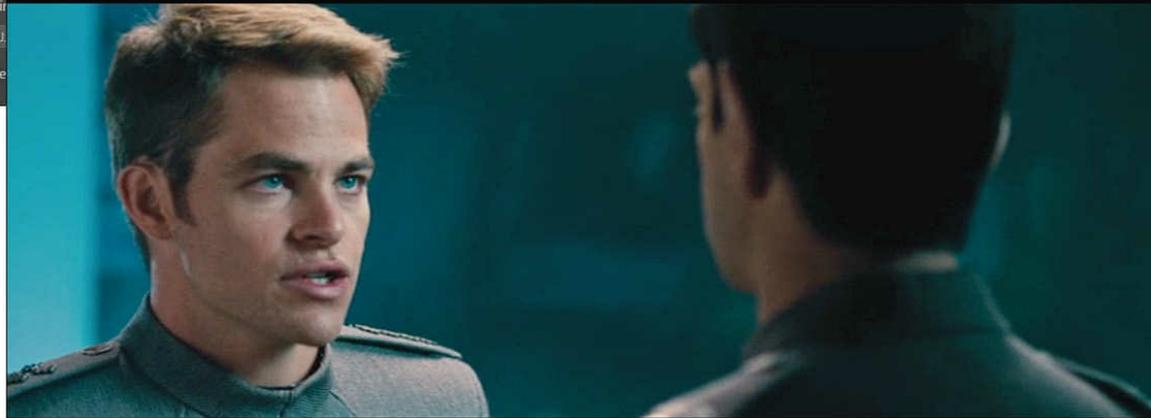


+ Add to My List

Starring

Chris Pine, Zachary Quinto, Zoe Ljajic, Karl Lumbly

Star Trek Into Darkness



1:49:21

78 Languages

End



Tip: TV Shows

If you choose to watch a TV show, you can usually choose from different episodes in different seasons. Select a season to see all episodes from that season and then click the episode you want to watch.



Watching TV Shows on Hulu

If Netflix is the best website for movies, Hulu is the best site for television programming. Hulu offers episodes from major-network TV shows, as well as new and classic feature films, for online viewing. The standard free membership offers access to a limited number of videos; a full membership is \$7.99/month for a larger selection of newer shows.

Start

- 1 From your web browser, go to www.hulu.com. Hulu's home page displays a series of featured programs. Scroll down to view recommended programming by type.
- 2 To view television programs by genre, click **TV** at the top of the page.

The screenshot shows the Hulu website interface. A red circle with the number '1' points to the 'hulu' logo in the top left navigation bar. Another red circle with the number '2' points to the 'TV' link in the same navigation bar. The main content area features a large banner for 'The Nightly Show With Larry Wilmore' with a photo of the host. Below the banner, there are social media sharing options and a 'POPULAR SHOWS' section displaying thumbnails for 'Parks and Recreation: The Farewell Season', 'THE FLASH', and 'SOUTH PARK'.



Note: Hulu App

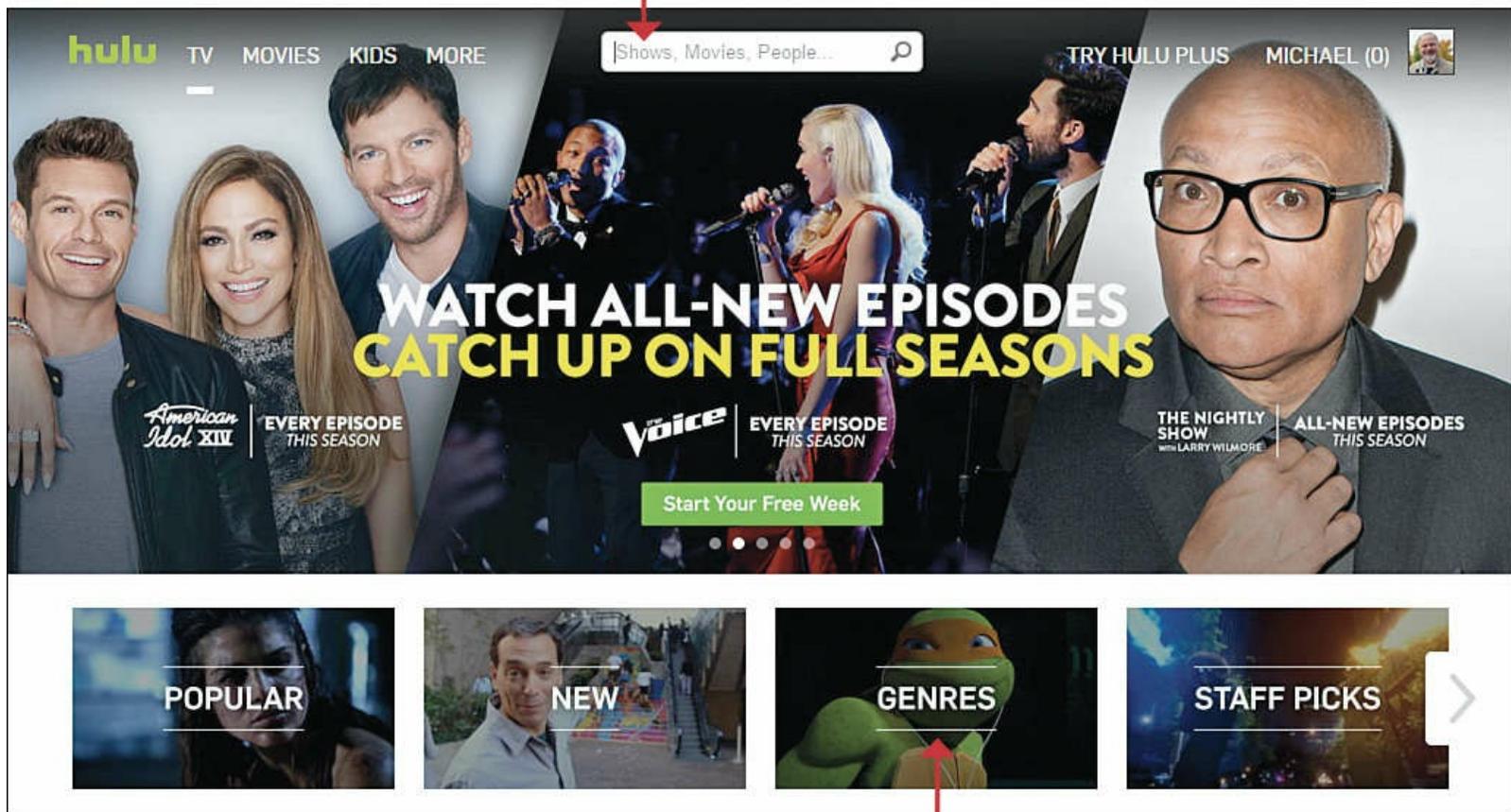
There is also a Hulu app available (free) from the Windows Store. Unfortunately, this Universal app works only with a full Hulu subscription (\$7.99/month). When you use the Hulu website, you can access both the free and the subscription service.



3 To view programs by genre, click the **Genres** tile.

4 To search for a specific show, enter the name of the show into the top-of-page Search box and then press **Enter**.

4



3



Tip: Movies

Hulu also offers a variety of movies for online viewing. The standard free membership has a very limited selection of movie programming, typically documentaries and movie trailers. The \$7.99 Hulu Plus membership offers a much larger selection of movies.



Tip: Network Websites

Most major broadcast and cable TV networks offer their shows for viewing from their websites. These include ABC (abc.go.com), CBS (www.cbs.com), Comedy Central (www.comedycentral.com), CW (www.cwtv.com), Fox (www.fox.com), NBC (www.nbc.com), Nick (www.nick.com), Showtime (www.sho.com), TNT (www.tntdrama.com), and USA Network (www.usanetwork.com).

- 5 Click the tile for the show you want to watch.
- 6 When the detailed program page appears, scroll down to view available episodes, clips, and extras.
- 7 To view seasons by episode, click **Available Seasons** and then click the season you want.
- 8 Click the tile for the episode you want to watch.



Parks and Recreation



Comedy | NBC

Subscribe to watch on computer.

Watch Next Episode



+ favorite

facebook

tweet

Like 10k

Leslie Knope takes on the system in Pawnee, IN. [more](#)

Comedy | CC: English

AVAILABLE EPISODES:

5

hulu

133

huluPLUS

FREE TRIAL

Connect a TV Provider

- We are able to post the last five episodes of Parks and Recreation to air on TV. The episodes posted may vary based on NBC's on-air schedule.
- Subscribe to Hulu Plus to watch the current season in HD on your TV, mobile and computer.
- New episodes are available through participating TV providers on your computer the day after air. [Learn more](#)

6

EPISODES >

Free

Available Seasons (133 Episodes)

Air Date



8



- 9 Hulu begins playing the program you selected. Move your mouse over the screen to display the playback controls.
- 10 Click the **Pause** button to pause playback; the Pause button changes to a Play button. Click the **Play** button to resume playback.
- 11 Click and drag the scrub (slider) control to move directly to another part of the program.
- 12 Click the **Full-screen** button to view the program full-screen on your computer display.



End



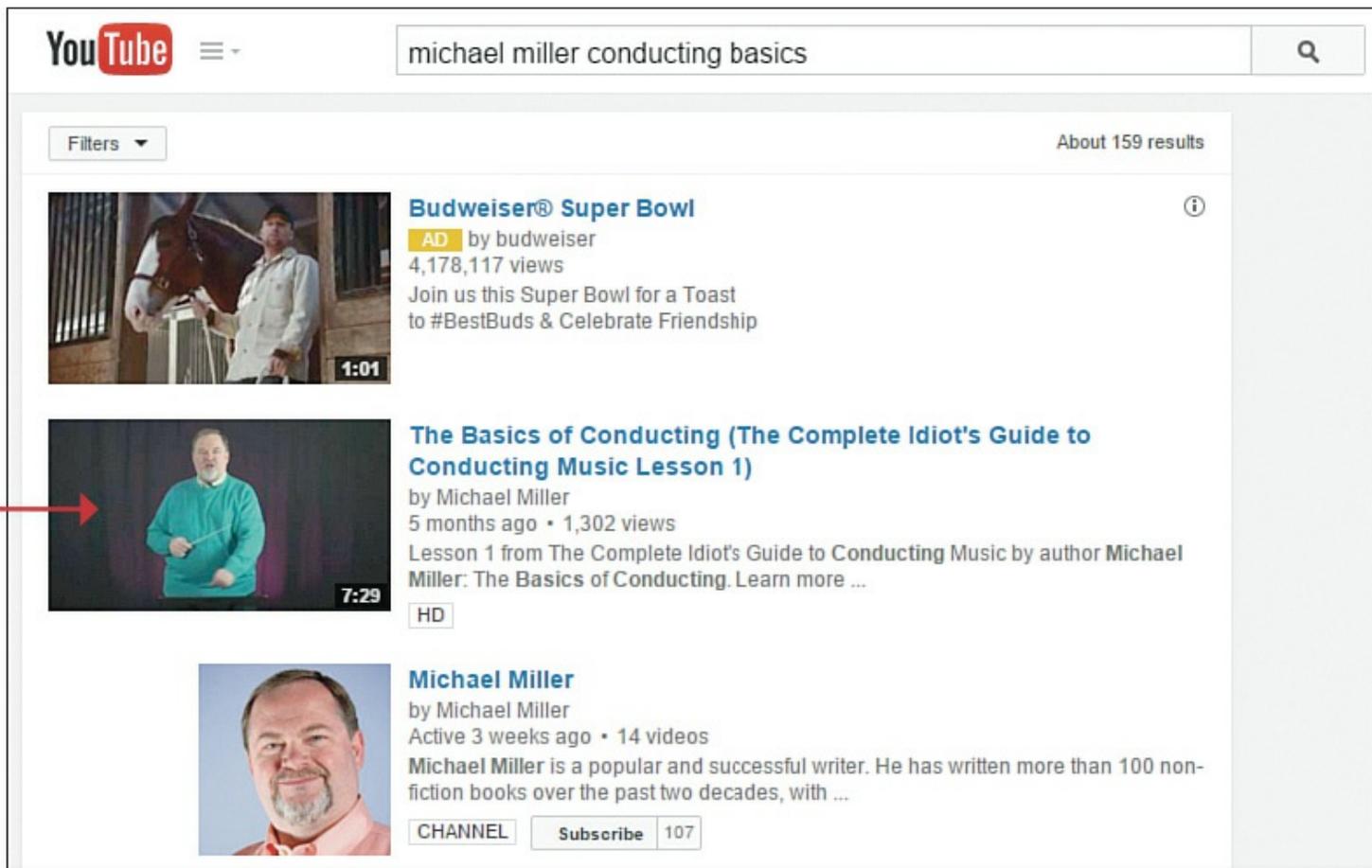
Watching Videos on YouTube

The most popular video site on the Web is YouTube. This site is a video-sharing community; users can upload their own videos and watch videos uploaded by other members. YouTube also offers a variety of commercial movies, TV shows, and music videos.

- 1 From your web browser, enter www.youtube.com into the Address bar, and then press **Enter**.
You now see YouTube's home page.
- 2 To search for a video, enter one or more keywords that describe the type of video you're looking for into the Search box, and then press **Enter** or click the **Search** (magnifying glass) button.



- 3 When the list of matching videos appears, click the video you want to watch.



Tip: Movies

In addition to its user-uploaded videos, YouTube offers commercial movies. Some movies are free; others can be rented on a 48-hour pass for as low as \$1.99.



Tip: Playlists

To add a video to a playlist, click the **Add To** button under the video player, and then click a playlist. You can view your playlists by clicking the **Menu** button next to the YouTube logo (at the top of the page); click a playlist to begin playback.

- 4 When the video page appears, the video begins playing automatically.
- 5 Click the **Pause** button to pause playback; click the button again to resume playback.
- 6 Click the **Full-screen** button to view the video on your entire computer screen.
- 7 Click the **thumbs-up** button to “like” the video.

The image shows a YouTube video player interface. The video frame displays a man with a goatee wearing a teal sweater. The player controls at the bottom include a pause button (labeled 5), a progress bar showing 0:38 / 7:28, a volume icon, a play/pause button, a settings gear, a full-screen button (labeled 6), and a share icon. Below the video frame, the title "The Basics of Conducting (The Complete Idiot's Guide to Conducting Music Lesson 1)" is visible, along with the channel name "Michael Miller" and a "Subscribe" button with a count of 107. The video has 1,305 views. At the bottom right, there are like and dislike buttons, with the like button showing a count of 2 (labeled 7) and the dislike button showing 0. A "More" button is also present.

End



Tip: Sharing Videos

Find a video you think a friend would like? Click the **Share** button under the video player. You can then opt to email a link to the video, share the video on Facebook, or tweet a link to the video on Twitter.



Tip: Uploading Videos to YouTube

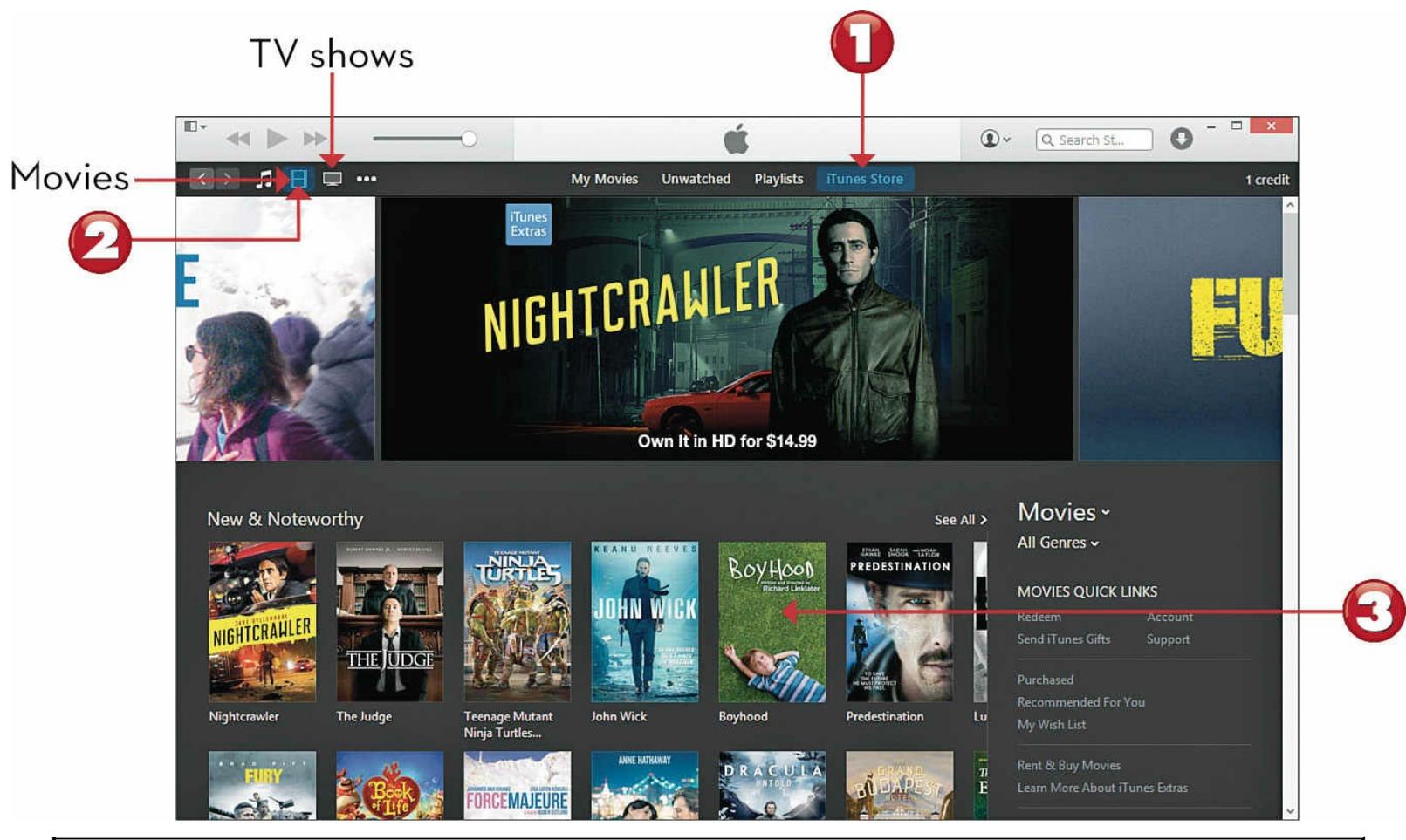
To upload your own home movies to YouTube, click **Upload** at the top of any page. On the next screen, click **Select Files from Your Computer**, and then navigate to and select the video you want to upload. After the video is uploaded, you can add a title and description and choose a thumbnail image for the video.

Purchasing and Downloading Movies and TV Shows from the iTunes Store

One downside to Netflix, Hulu, and other streaming video services is that they don't offer more current theatrical movies. When you want to watch a movie fresh out of the theaters, you have to purchase or rent it, instead—which you can do online via Apple's iTunes Store.

Start

- 1** Launch the iTunes app from the Start menu, and then click **iTunes Store** at the top of the window.
- 2** From within the Store, click either the **Movies** or **TV Shows** icon in the top-left corner.
- 3** Navigate to and click the movie or show you want to purchase.



Note: Install the iTunes App

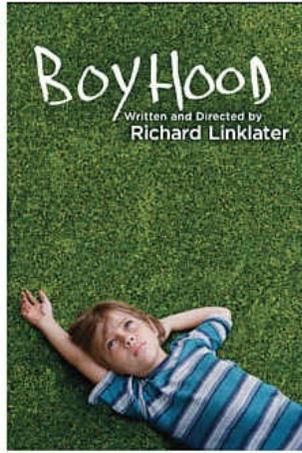
To access the iTunes Store, you first need to install the iTunes software on your computer. You can do this, free, from www.apple.com/itunes/.



Tip: Other Online Video Stores

You can purchase movies and TV shows from several other sites online. These include Amazon Instant Video (www.amazon.com/primeinstantvideo), CinemaNow (www.cinemanow.com), and Vudu (www.vudu.com).

- 4** If a program is available for purchase, you see a Buy button with the price listed. Click **Buy** to purchase and download the item to your PC.
- 5** If a program is available for rental, you see a Rent button with the price listed. Click **Rent** to download the movie for limited-time viewing.



Boyhood **HD**

R **CC**

Boyhood



Details Ratings and Reviews Related

iTunes Editors' Notes

Writer/director Richard Linklater blew us away with this achingly honest, brilliantly executed coming-of-age saga—filmed with the same actors over 12 years. *Boyhood* starts in 2002, when Mason (Ellar Coltrane) is a six-year-old boy living in Texas with his older sister Samantha (Lorelei Linklater, the director's daughter) and their single mom Olivia (Patricia Arquette). Free of title cards or flashy editing to tell us when time has passed, the film gracefully chronicles Mason's life until he's 18, with little aside from the actors' gradually changing appearances to signify the passage of time. Coltrane is a marvel, while Arquette and Ethan Hawke (as Mason's... more

Plot Summary

Filmed over 12 years with the same cast, Richard Linklater's *BOYHOOD* is a groundbreaking story of growing up as seen through the eyes of a child named Mason (a breakthrough performance by Ellar Coltrane), who literally grows up on screen before our eyes. Starring Ethan Hawke and Patricia Arquette as Mason's parents and newcomer Lorelei... more



4

\$14.99 Buy HD

\$5.99 Rent HD

HD SD

5

End



Tip: Apple Account

Before you can purchase items from the iTunes Store, you have to create an Apple account and enter your credit card information. You might be prompted to do this the first time you click to purchase, or you can create your account manually, at any time, by clicking the **Sign In** button at the top right of the iTunes window and, when prompted, clicking the **Create New Account** button.



Note: Purchase Versus Rent

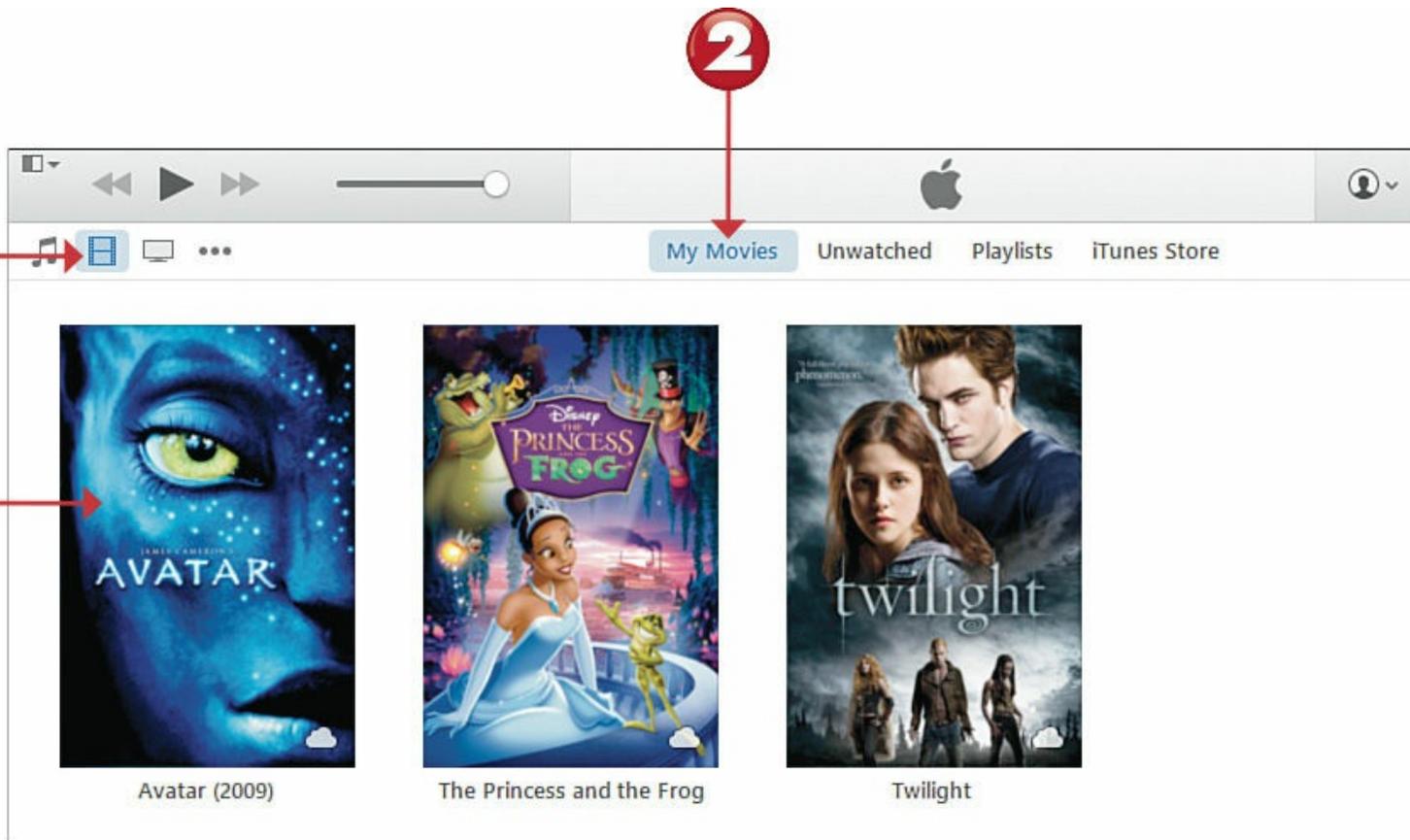
When you purchase a movie or TV show, it downloads to your computer and you're free to watch it as often and as long as you like; it's yours, you bought it. When you rent a program, however, it's available to you only for a limited time. With most rentals, you have 30 days to start watching the program, and then must finish watching it within 24 hours of first clicking the Play button.

Watching Videos with iTunes

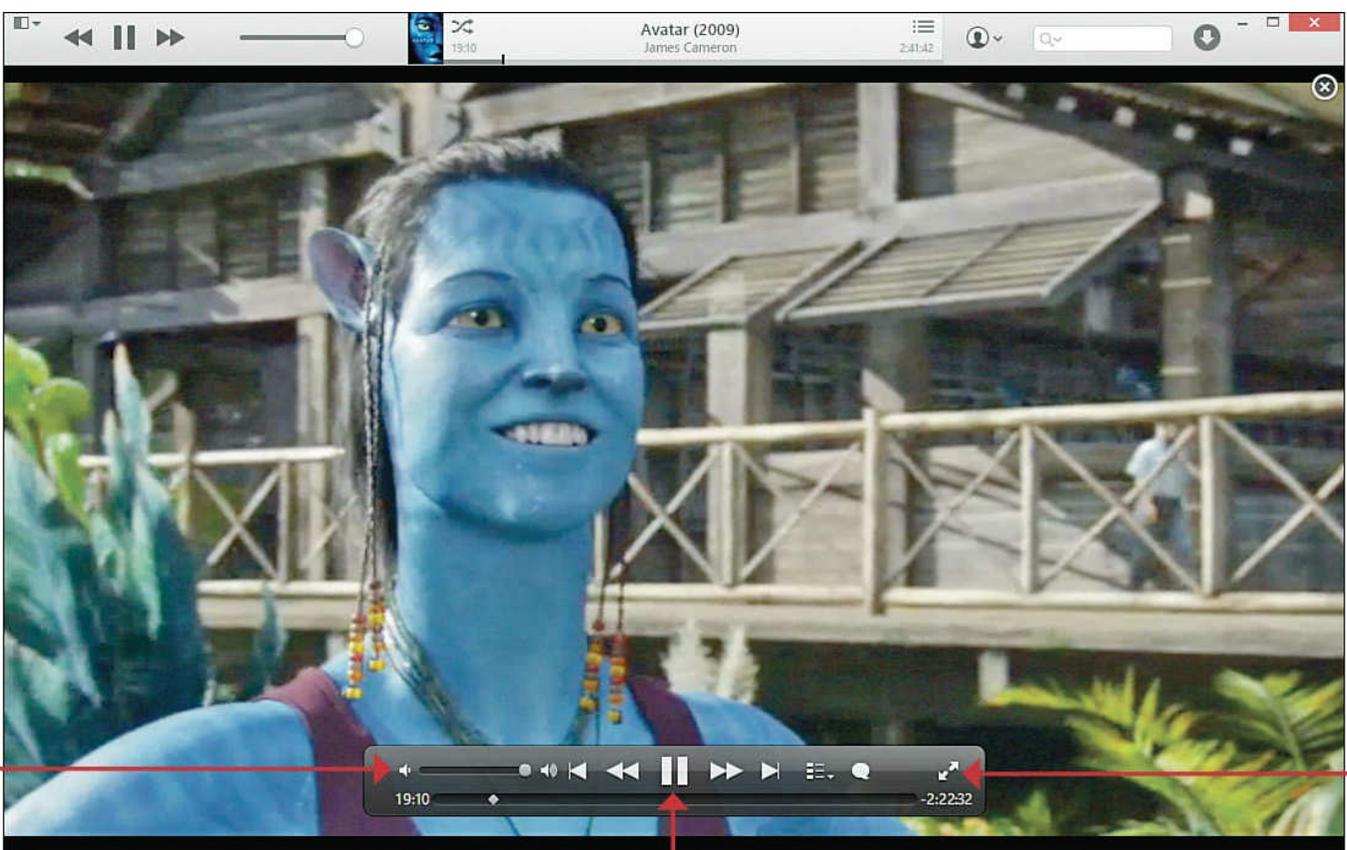
The iTunes app isn't just for browsing Apple's iTunes Store. You also use iTunes to watch all the movies and TV shows you download.

Start

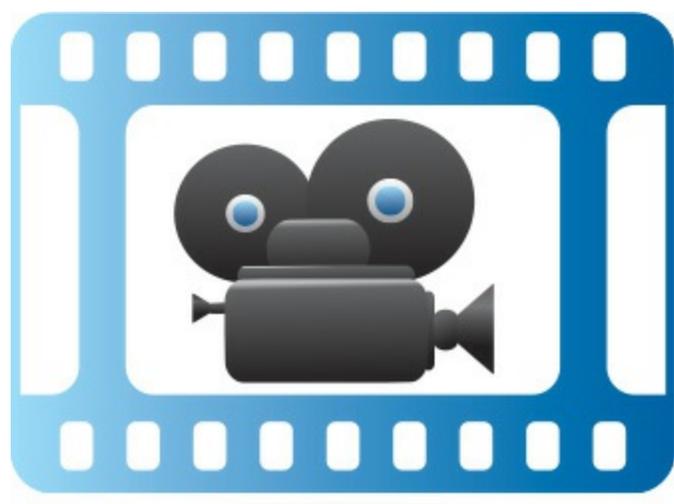
- 1 Launch the iTunes app from the Start menu, open the iTunes Store, and then select either **Movies** or **TV Shows**.
- 2 Click **My Movies** or **My TV Shows** at the top of the window.
- 3 Double-click the program you want to watch.



- 4 When the video begins to play, move your mouse to display the playback controls.
- 5 Click the **Pause** button to pause playback; click the button again to resume playback.
- 6 Click the **Full-screen** button to view the video on your entire computer screen. Press **Esc** to return to the normal iTunes window.



End

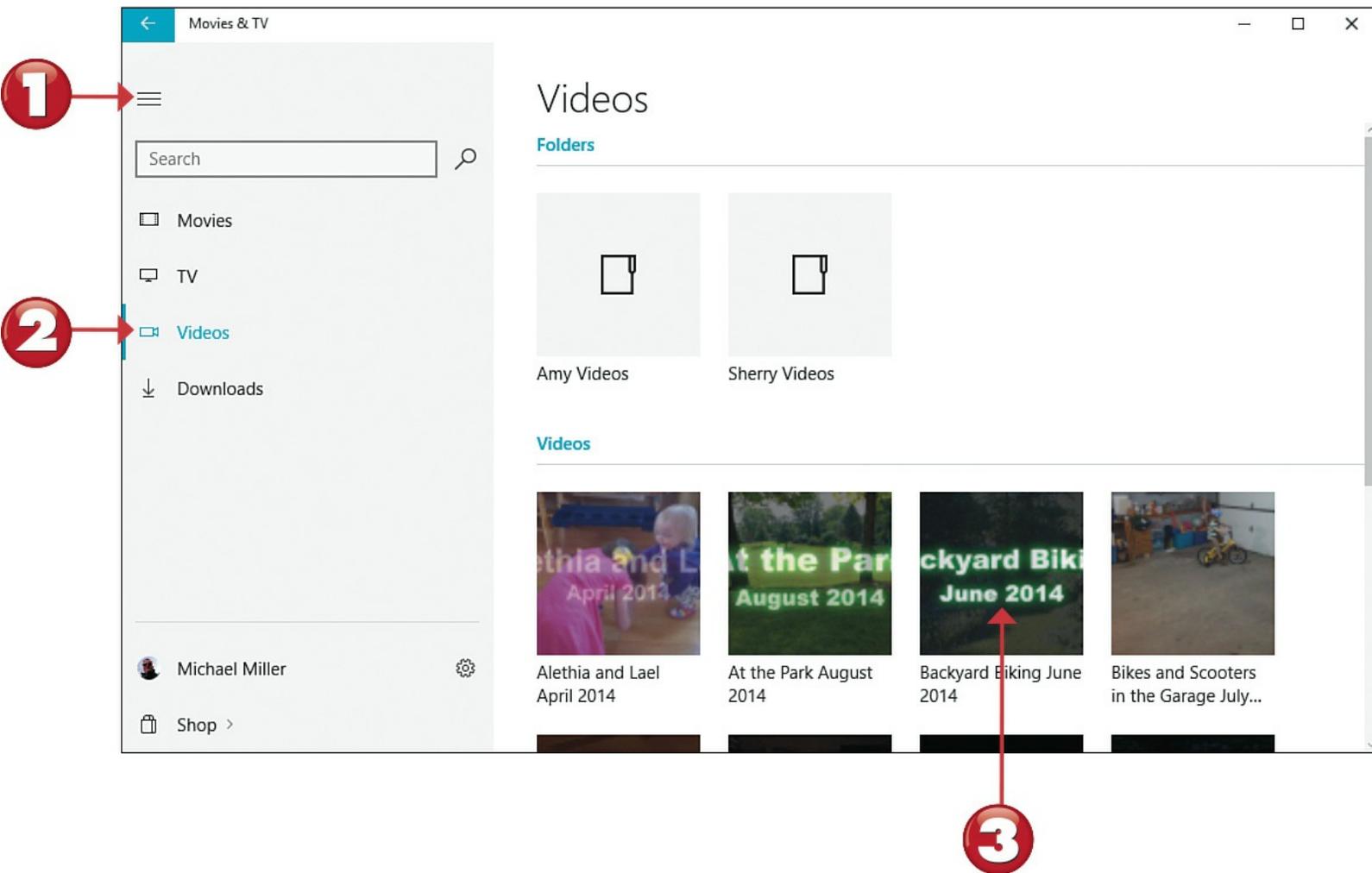


Watching Digital Videos with the Movies and TV App

Windows comes with its own app for viewing digital videos stored on your PC. You can use the Movies and TV app for viewing home movies you've created or videos you've downloaded from elsewhere.

Start

- 1** Launch the Movies and TV app from the Start menu, and then click the **Menu** button to expand the navigation sidebar. (You might also want to expand the window to make it larger on your desktop.)
- 2** Click **Videos** in the navigation sidebar to view those videos stored on your PC.
- 3** Click the video you want to watch.

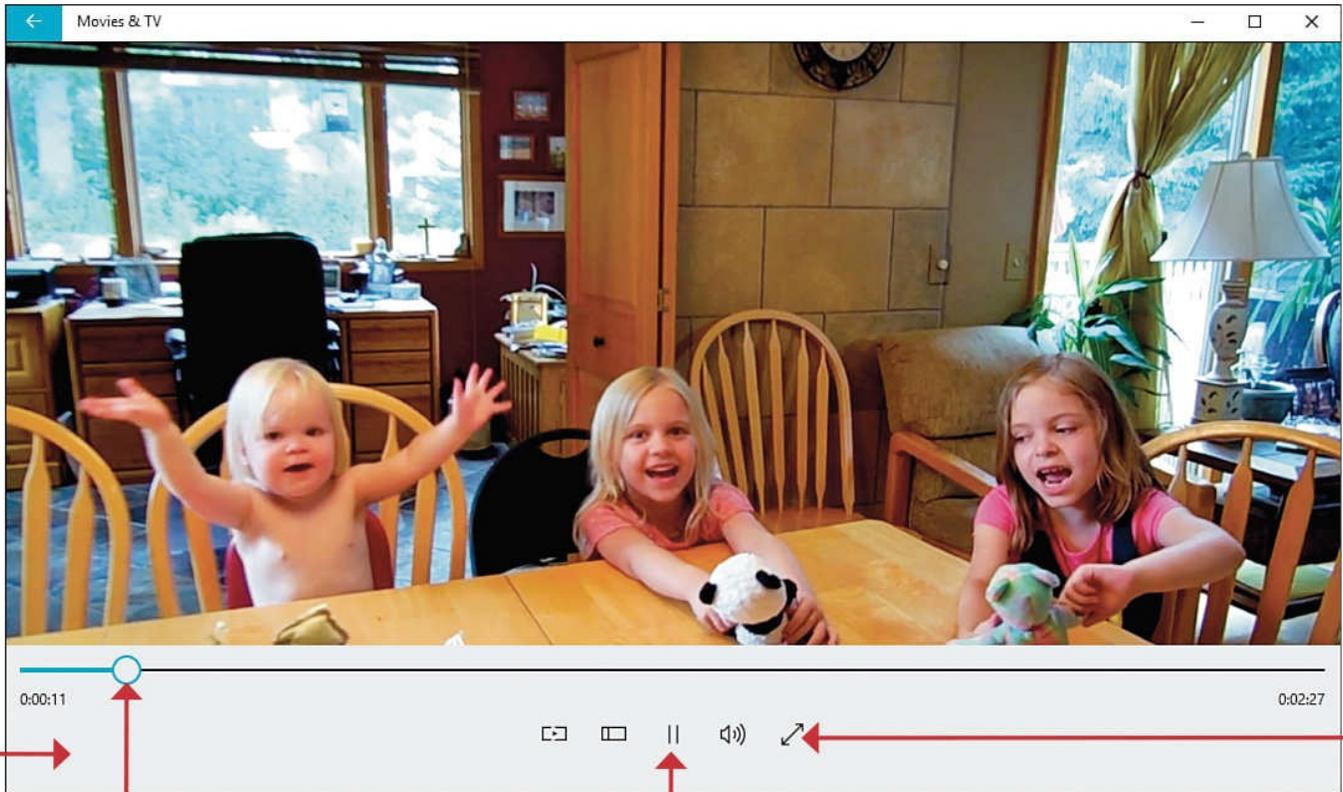


Note: Movies and TV Stores

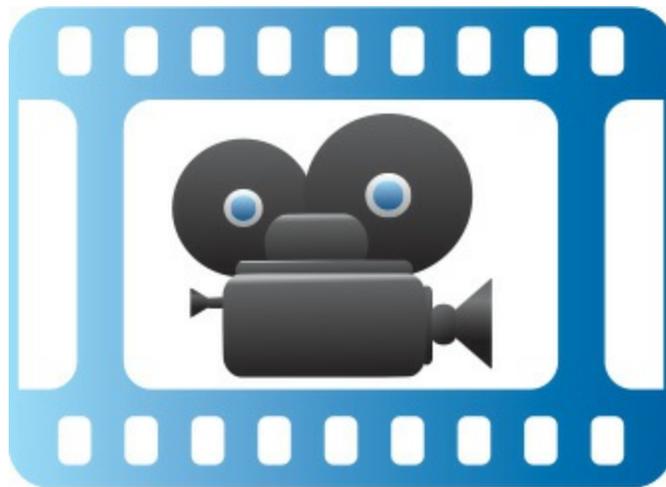
Microsoft offers its own Movies Store and TV Store for purchasing and renting movies and TV shows online. You access these stores from the Movies and TV app; just click **Shop** in the navigation sidebar.



- 4 Mouse over the video to display the playback controls.
- 5 Click the **Pause** button to pause playback; click the button again to resume playback.
- 6 Click and drag the scrub (slider) control to move to a specific point within the video.
- 7 Click the **Full-screen** button to display the video full-screen.



End



Chapter 14. Playing Digital Music

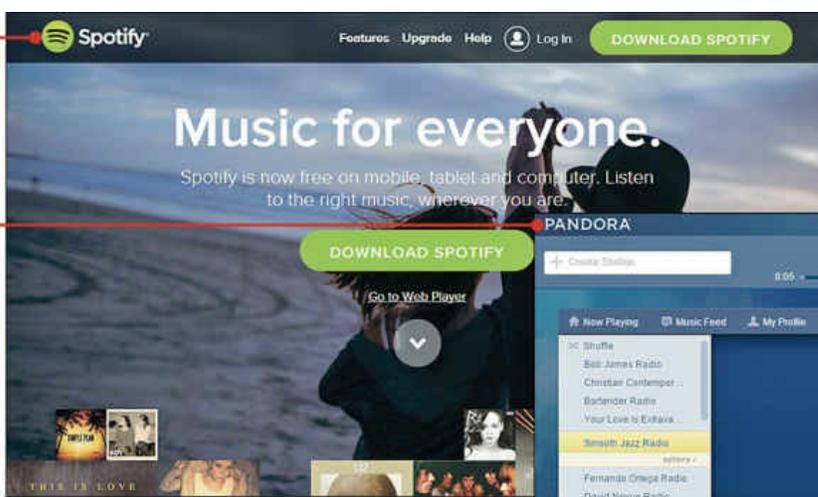


Your personal computer can do more than just compute. It can also serve as a fully functional music player!

You can use your PC to listen to music played from Spotify, Pandora, and other streaming music services. You can download and play music you purchase from the iTunes Store and other online music stores. You can even use your PC to listen to music the old-fashioned way, from compact disc!

Comparing Streaming Music Services

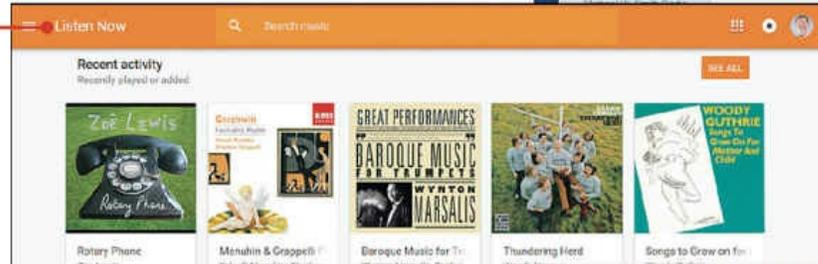
Spotify



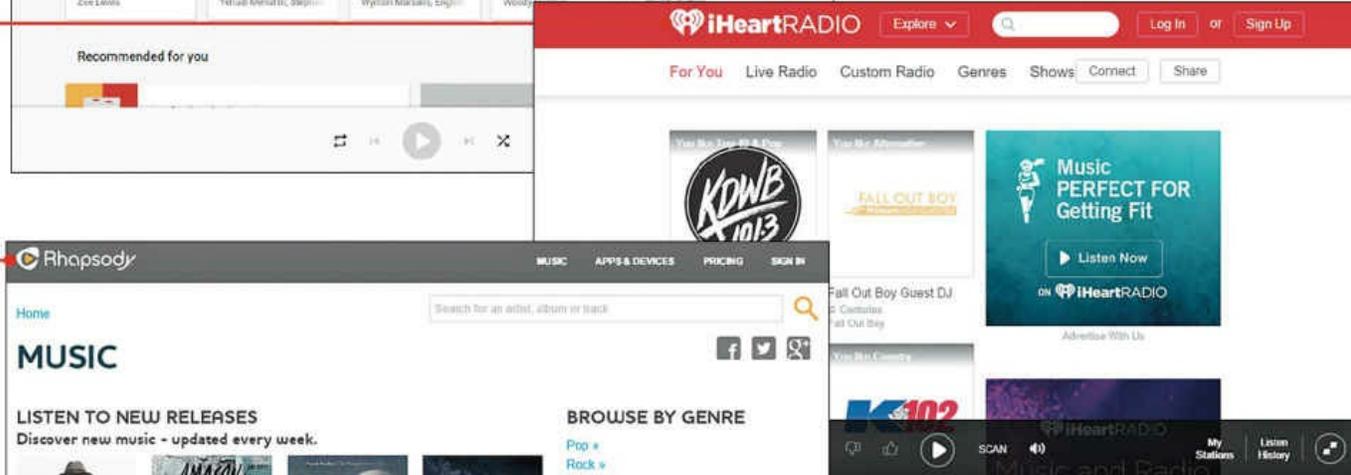
Pandora



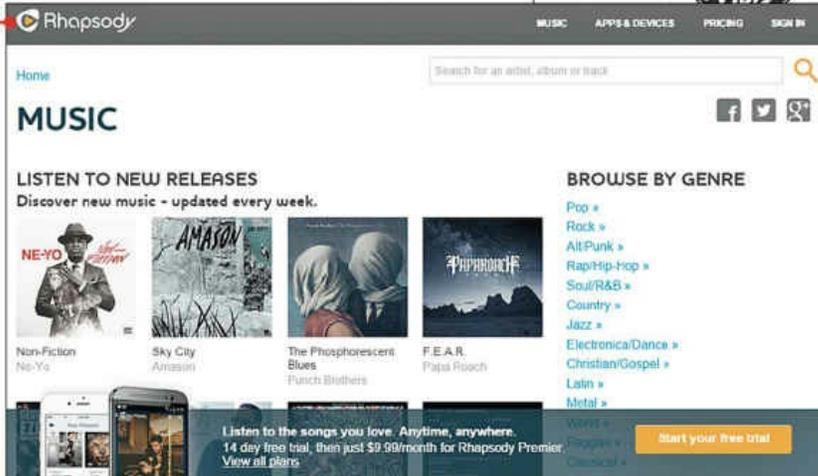
Google Play Music All Access



iHeart Radio



Rhapsody Premier



Streaming Music Online with Spotify

If you're a music lover, you can listen to pretty much any song you like online, from one of a number of *streaming music services*. These services don't download music files to your computer; instead, music is streamed to you in real time, over the Internet. One of the most popular of these music services is Spotify (www.spotify.com), which offers both free and paid plans.



- 1 Launch the Spotify app from the Windows Start menu, and then create a new account or sign into your existing account. (You can also log in with your Facebook account, if you have one.)

2 To browse by genre, click **Genres & Moods**.

3 Click a genre tile to view music of that type.

4 To search for a specific song, album, or artist, enter your query into the top-of-page Search box and then press **Enter**.

The image shows a screenshot of the Spotify web interface. A search bar at the top left contains the text "Search". The main navigation bar includes "OVERVIEW", "TOP LISTS", "GENRES & MOODS", and "MORE". The "GENRES & MOODS" section displays a grid of genre tiles: Chill, Party, Pop, Workout, EDM/Dance, Mood, Hip Hop, Focus, Country, Rock, Folk & Americana, and Indie/Alternative. A search modal is open on the right side, showing the Spotify logo, a "Log in with Facebook" button, a text input field, a "Password" field, a "Remember me" checkbox, and a "LOG IN" button. A play button is visible at the bottom left of the interface.



Note: Download the Spotify App

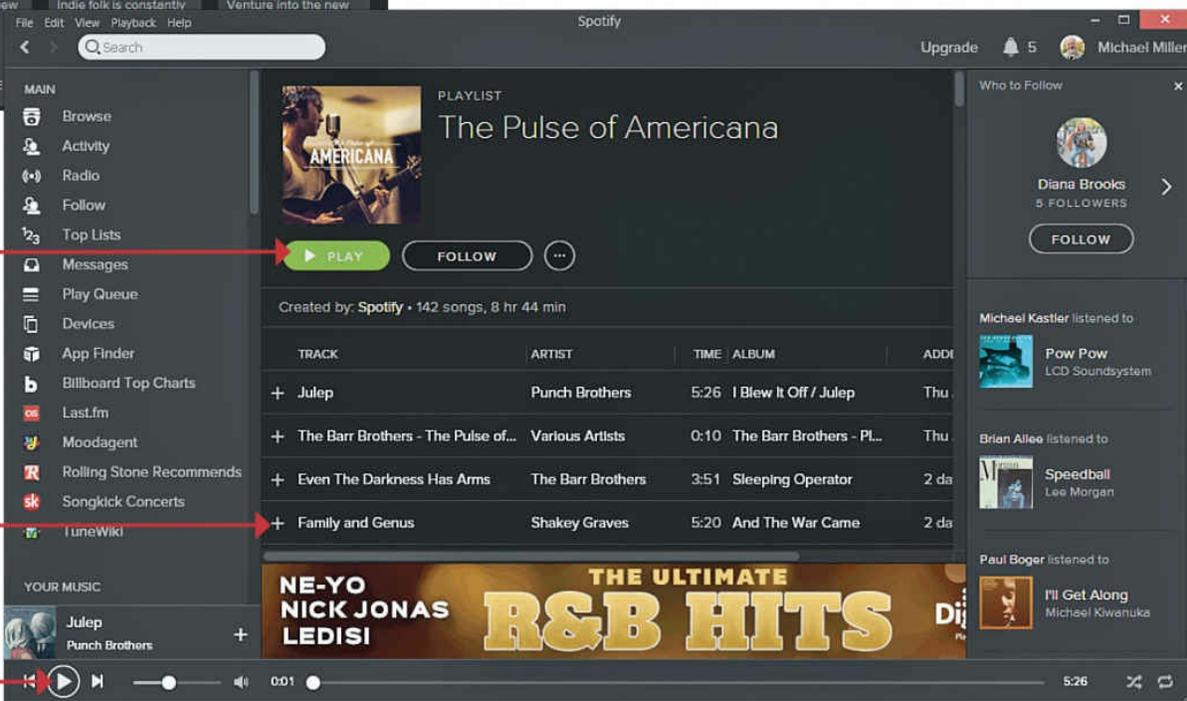
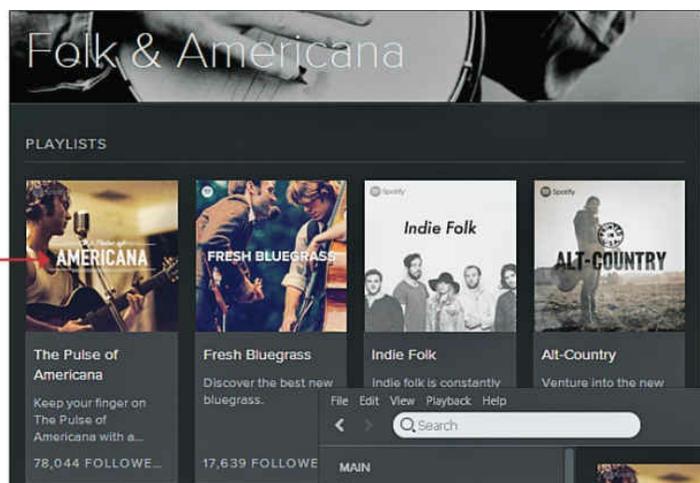
Spotify offers a web-based version you can access via your web browser, or a standalone Spotify app that offers enhanced functionality. Access both at www.spotify.com.



Note: Free Versus Paid

Spotify's basic membership is free, but you're subjected to commercials every few songs. If you want to get rid of the commercials (and get on-demand music on your mobile devices too), you need to pay for a \$9.99/month subscription.

- 5 Click a playlist, an album, or an artist to view all included songs.
- 6 Click the green **Play** button to play all the songs in the playlist or album, or by that artist.
- 7 Double-click a song title to play that particular track.
- 8 Use the playback controls at the bottom left to pause, rewind, or fast-forward playback, or to raise or lower the volume.



End



Note: On-Demand Versus Personalized Services

There are two primary types of delivery services for streaming audio over the Internet. The first model, typified by Spotify, lets you specify which songs you want to listen to; we call these *on-demand services*. The second model, typified by Pandora, is more like traditional radio in that you can't dial up specific tunes; you have to listen to whatever the service beams out, but in the form of personalized playlists or virtual radio stations.



Note: Other On-Demand Streaming Music Services

In addition to Spotify, other on-demand streaming music services include Apple Music (www.apple.com/music/), Google Play Music All Access (play.google.com/about/music/), Rdio (www.rdio.com), Rhapsody Premier (www.rhapsody.com), and Slacker Premium (www.slacker.com). Most subscriptions run \$9.99/month.

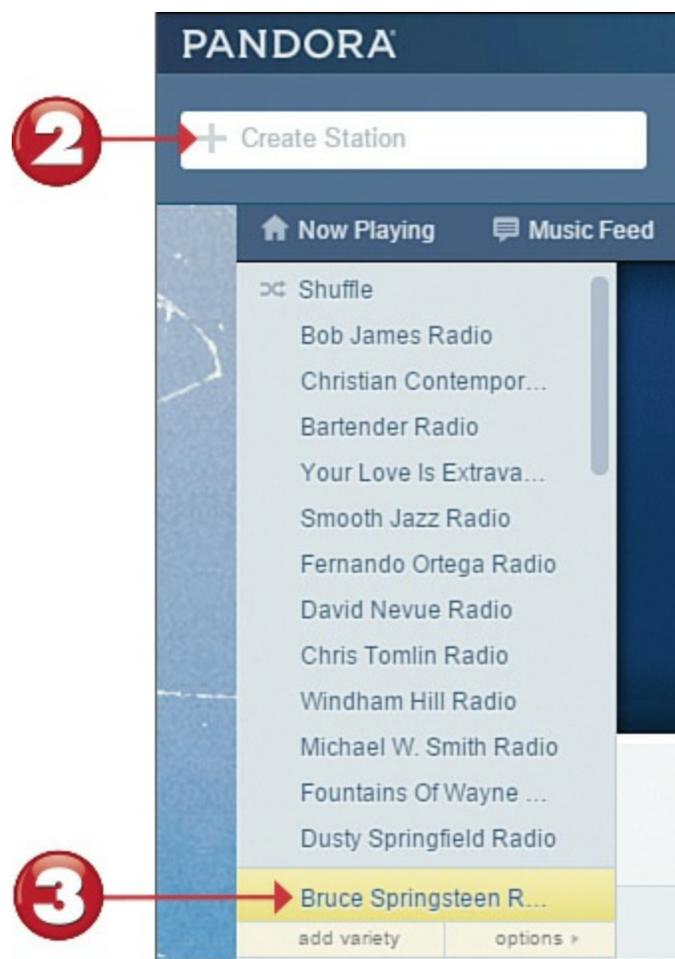
Streaming Music Online with Pandora

Pandora differs from Spotify in that you can't pick specific tracks to play. It's more like a traditional radio station, in that you listen to the songs Pandora selects for you, along with accompanying commercials. You create your own personalized stations, however, by choosing a song or an artist and then letting Pandora select other songs like the one you picked. You access Pandora from your web browser, at www.pandora.com.

Start

- 1 From the Pandora website (www.pandora.com) create a new account or log in to your existing account.

- 2 To create a new station, enter the name of a song, a genre, an artist, or a composer into the **Create Station** box at the top-left corner, and then press **Enter**.
- 3 The new station is added to your station list on the left side of the page. Click a station to begin playback; information about this track and artist is now displayed.



Note: Free Versus Paid

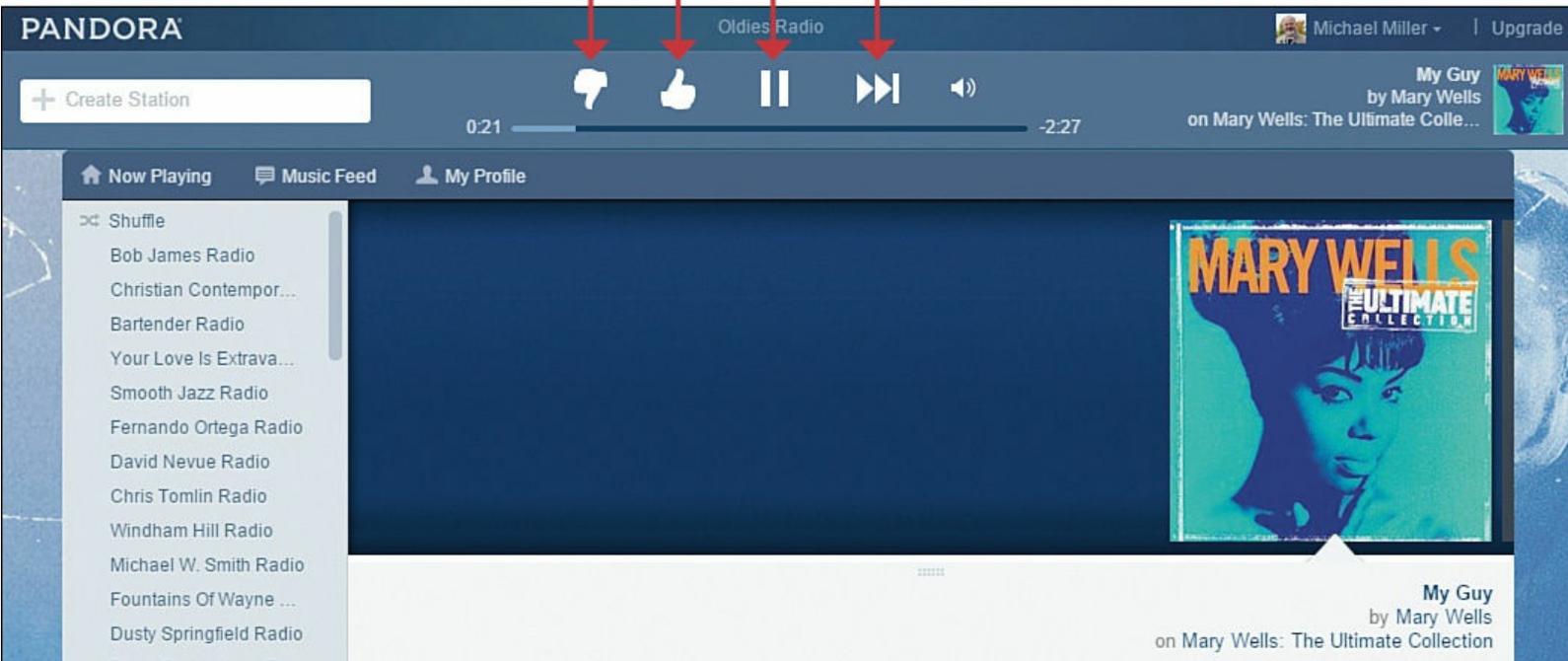
Pandora's basic membership is free, but ad-supported. (You have to suffer through commercials.) To get rid of the commercials, pay for the \$4.99/month Pandora One subscription.



- 4** To pause playback, click the **Pause** button at the top of the page. Click **Play** to resume playback.
- 5** To like the current song, click the **thumbs up** button. Pandora will now play more songs like

this one.

- 6 If you don't like the current song, click the **thumbs down** button. Pandora will now skip to the next song, not play the current song again, and play fewer songs like it.
- 7 To skip to the next song without disliking it, click the **next track** button.



Note: Other Personalized Radio Streaming Music Services

In addition to Pandora, other personalized radio streaming music services include Apple's iTunes Radio (www.apple.com/itunes/itunes-radio/), Rhapsody unRadio (www.rhapsody.com), and Slacker Radio (www.slacker.com). Most offer both free (ad-supported) and paid services.



Note: Local Radio Stations Online

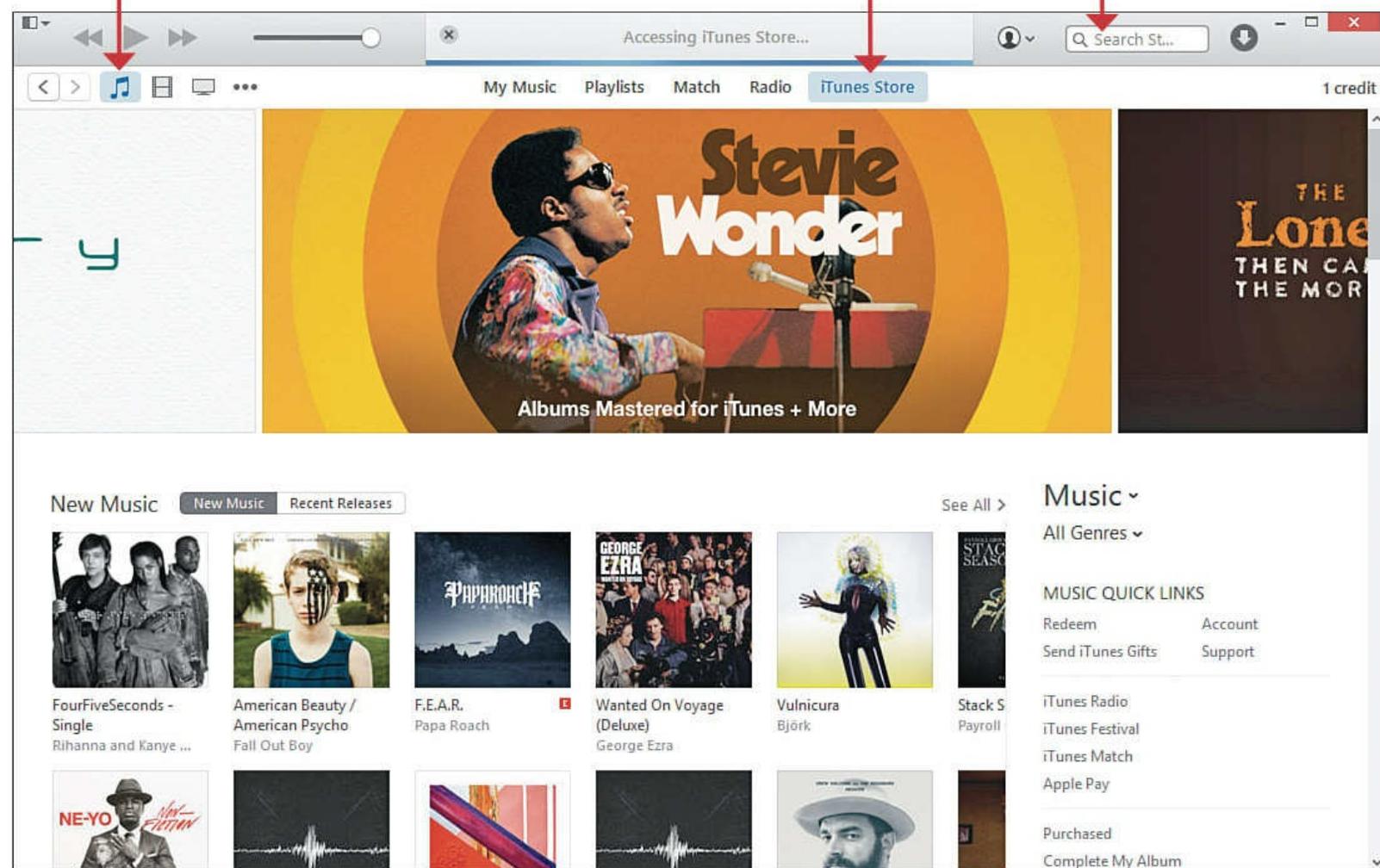
If you'd rather just listen to your local AM or FM radio station—or to a radio station located in another city—you can do so over the Internet. Both iHeartRadio (www.iheart.com) and TuneIn (www.tunein.com) offer free access to local radio stations around the world.

Downloading Music from the iTunes Store

If you use an iPhone or iPad, chances are you download your music from Apple's iTunes Store, which has more than 37 million tracks available for downloading at prices ranging from 69¢ to \$1.29 each. You play music purchased at the iTunes Store with Apple's iTunes music player application—which you also need in order to access the iTunes Store.



- 1** Launch the iTunes app from the Start menu, and then click **iTunes Store** at the top of the window. This connects you to the Internet and displays the Store's home page.
- 2** To view only music items, click the **Music** icon in the iTunes toolbar.
- 3** To search for something specific, enter the song title, album title, or artist name into the Search box at the top of the window and press **Enter**.





Note: iTunes

You use the iTunes app to shop the iTunes Store, play the music you purchase, and manage the content of your iPhone, iPad, or iPod. Download the iTunes app free at www.apple.com/itunes/.



Tip: More in the Store

The iTunes Store offers more than just music for download. iTunes also sells movies, TV shows, music videos, podcasts, audiobooks, and eBooks (in the ePub format).

- 4 To browse music by category, click **All Genres** on the right and select a category.
- 5 To view all the tracks in an album, click the album cover.

The screenshot shows the iTunes Store interface. At the top, there are navigation tabs: My Music, Playlists, Match, Radio, and iTunes Store. Below the navigation is a large banner image featuring Paul McCartney, Rihanna, and Kanye West. A dropdown menu is open on the right side, listing various music genres. A red arrow labeled '4' points to the 'Hip-Hop/Rap' option, and another red arrow labeled '5' points to the 'All Genres' option. Below the banner, there is a 'New Music' section with tabs for 'New Music' and 'Recent Releases'. Several album covers are displayed, including 'FourFiveSeconds - Single' by Rihanna and Kanye West, 'American Beauty / American Psycho' by Fall Out Boy, 'F.E.A.R.' by Papa Roach, 'Wanted On Voyage (Deluxe)' by George Ezra, 'Vulnicura' by Björk, and 'Stack S Payroll' by Stack S. A red arrow labeled '6' points to the 'Buy' button on the 'Wanted On Voyage (Deluxe)' album cover.

- 6 To purchase an individual track, click the **Buy** (price) button for that track.
- 7 To purchase an entire album, click the **Buy** button for that album.



Wanted On Voyage (Deluxe)

George Ezra >

Songs Ratings and Reviews Related

	NAME	ARTIST	TIME	POPULARITY	PRICE
1.	Blame It on Me	George Ezra	3:15		\$1.29
2.	Budapest	George Ezra	3:20		\$1.29
3.	Cassy O'	George Ezra	3:04		\$1.29
4.	Barcelona	George Ezra	3:08		\$1.29
5.	Listen to the Man	George Ezra	3:03		\$1.29
6.	Leaving It Up to You	George Ezra	3:36		\$1.29
7.	Did You Hear the Rain?	George Ezra	4:20		\$1.29
8.	Drawing Board	George Ezra	3:46		\$1.29

\$9.99 Buy

★★★★★ (139)

Released Jan 27, 2015

© 2014 Sony Music Entertainment UK Limited

End



Tip: Apple Account

Before you can purchase items from the iTunes Store, you have to create an Apple account and enter your credit card information. You might be prompted to do this the first time you click to purchase, or you can create your account manually, at any time, by clicking the **Sign In** button at the top right of the iTunes window and, when prompted, clicking the **Create New Account** button.



Tip: Other Online Music Stores

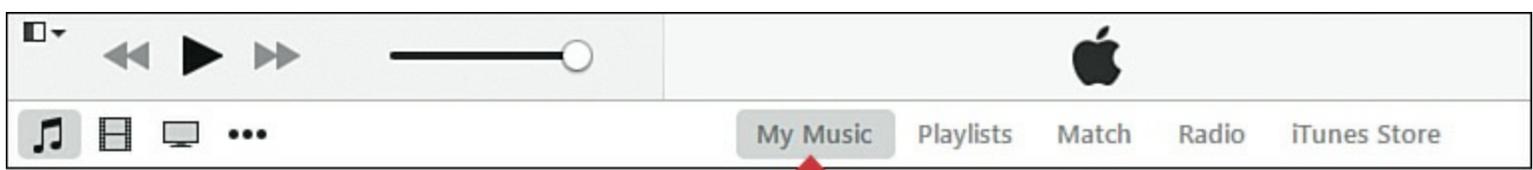
The iTunes Store is the store of choice if you have an Apple iPhone, iPod, or iPad; it fits in seamlessly with the Apple infrastructure and offers music in the AAC file format. If you prefer to get your digital music in the more universal MP3 file format, check out the Amazon Digital Music Store (www.amazon.com/mp3/) and Google Play Music store (play.google.com/store/music).

Playing Digital Music with iTunes

You use the iTunes app to play all digital music that you've downloaded from the iTunes Store or that is otherwise stored on your computer.

Start

1 Launch the iTunes app from the Start menu, and then click **My Music** at the top of the window.



1

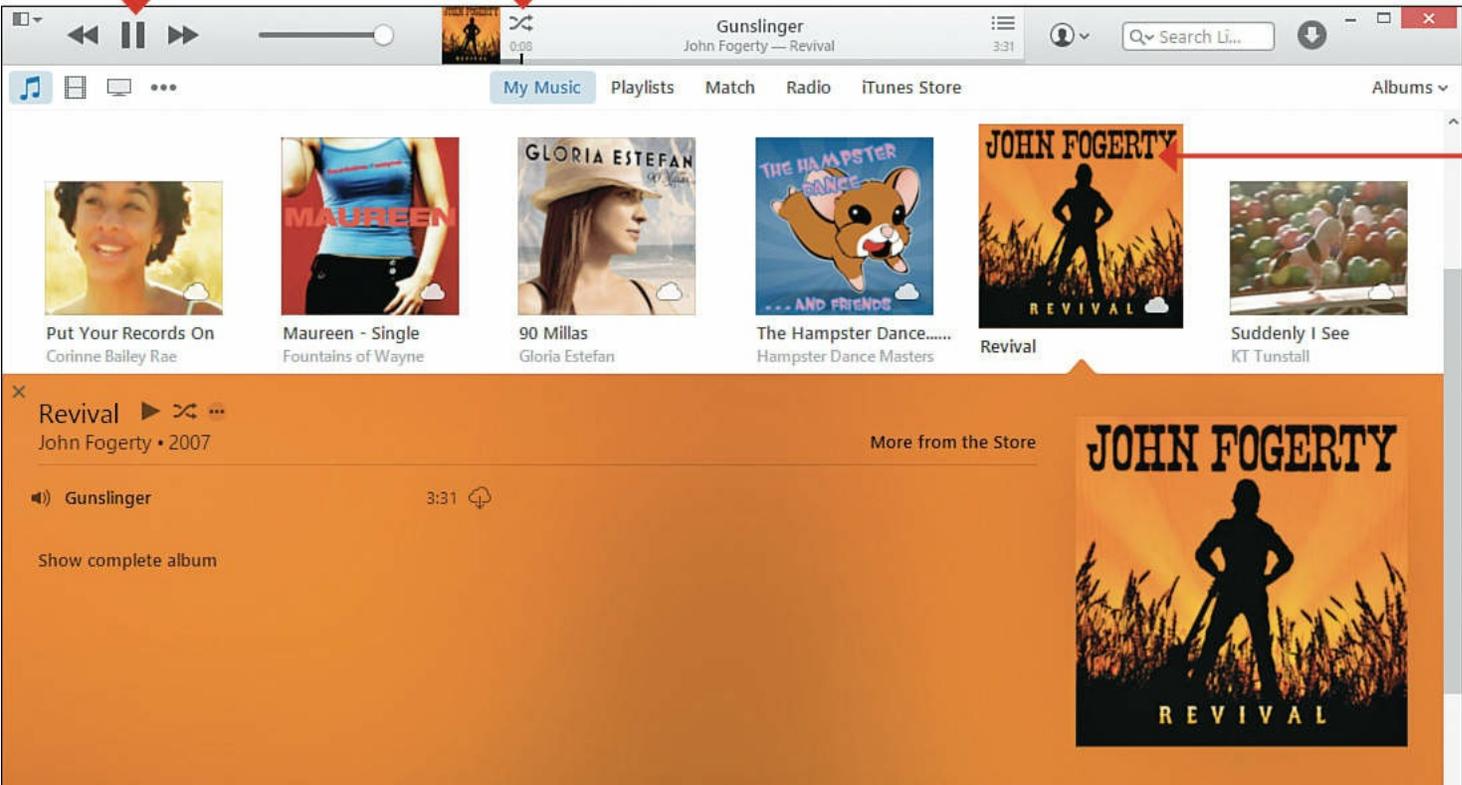
- 2 To view all the tracks in your library, click the **down arrow** at the top-right corner and click **Songs**. To view your music organized by original album, click **Albums**. To view your music organized by artist, click **Artists**. To view your music organized by genre, click **Genres**.



- 3 Navigate to the track, album, artist, or genre you want to play, and then double-click that item.
- 4 Click the **Pause** button to pause playback; click the **Play** button to resume playback.

4

Shuffle playback

3*End*

Tip: Playlists

You can put multiple songs together into a single *playlist* for future playback. To view and play back your playlists, click **Playlists** at the top of the iTunes window; a new Playlists pane opens on the left. To create a new playlist, click the + button at the bottom of the Playlists pane and then click **New Playlist**. To add songs to a playlist, drag individual tracks from the Content pane into the Playlists pane.



Tip: Shuffle Playback

To play an album or a playlist in random order, click the **Shuffle** icon in the mini-player at the top of the iTunes window.

Playing a CD with iTunes

If your computer includes a CD or CD/DVD drive, you can use it to play music CDs. The iTunes app doubles as a music player for your CDs.

Start

- 1 Launch the iTunes app, and then insert the music CD into your PC's CD/DVD drive. The CD should automatically appear in the iTunes window, with all the tracks listed.
- 2 Click the **Play** button to begin playback; click **Pause** to pause playback.
- 3 Click the **Forward arrow** to skip to the next track on the CD. Click the **Back arrow** to skip to the previous track.
- 4 Double-click a specific track to jump to that track.

The screenshot shows the iTunes application window for the album "The Sound Of Silence" by Simon & Garfunkel. The window title is "The Sound Of Silence" and the subtitle is "Simon & Garfunkel — Sounds Of Silence". The album cover is visible in the top left corner. The track list is as follows:

	Name	Time	Artist	Album	Genre
1	The Sound Of Silence	3:09	Simon & Garfunkel	Sounds Of Silence	Pop
2	Leaves That Are Green	2:25	Simon & Garfunkel	Sounds Of Silence	Pop
3	Blessed	3:18	Simon & Garfunkel	Sounds Of Silence	Pop
4	Kathy's Song	3:21	Simon & Garfunkel	Sounds Of Silence	Pop
5	Somewhere They Can't Find Me	2:38	Simon & Garfunkel	Sounds Of Silence	Pop
6	Anji	2:19	Simon & Garfunkel	Sounds Of Silence	Pop
7	Richard Cory	2:59	Simon & Garfunkel	Sounds Of Silence	Pop
8	A Most Peculiar Man	2:34	Simon & Garfunkel	Sounds Of Silence	Pop
9	April Come She Will	1:53	Simon & Garfunkel	Sounds Of Silence	Pop
10	We've Got A Groovy Thing Goin'	2:01	Simon & Garfunkel	Sounds Of Silence	Pop
11	I Am A Rock	2:59	Simon & Garfunkel	Sounds Of Silence	Pop
12	Blues Run The Game	2:55	Simon & Garfunkel	Sounds Of Silence	Pop
13	Barbriallen [Demo]	4:06	Simon & Garfunkel	Sounds Of Silence	Pop
14	Rose Of Aberdeen [Demo]	2:03	Simon & Garfunkel	Sounds Of Silence	Pop
15	Roving Gambler [Demo]	3:04	Simon & Garfunkel	Sounds Of Silence	Pop

End



Tip: Ripping CDs

The iTunes app can also import or “rip” CDs to digital files, stored on your computer. Just insert the CD and then click **Import CD** in the iTunes app.

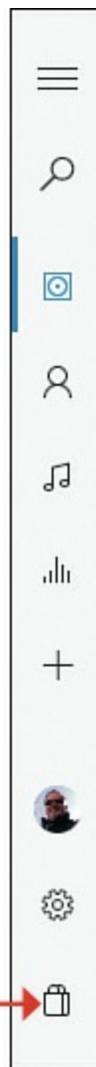


Purchasing Music from the Groove Music App

Windows 10 includes the Groove Music app for both playing digital music and purchasing music online from the Windows Store.



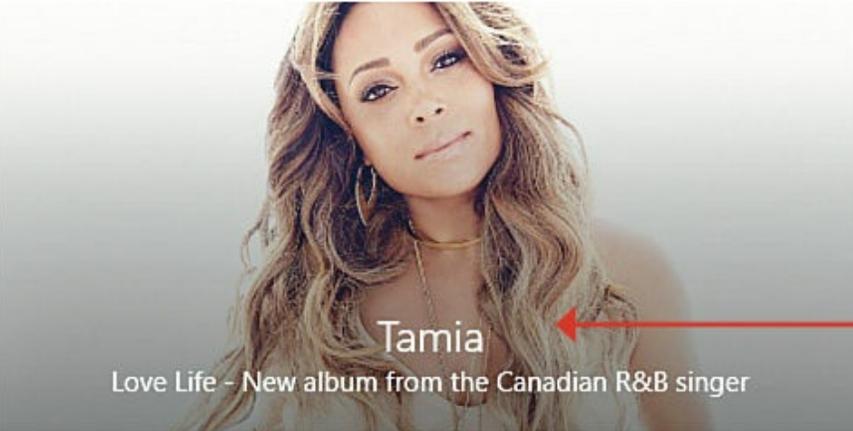
- 1** Launch the Groove Music app from the Windows Start menu, and then click the **Shop for Music** icon to open the Windows Store app.



- 2** Scroll down to browse new albums, top-selling songs, top albums, top artists, and genres.
- 3** Click an item to view and purchase.



ten



Tamia

Love Life - New album from the Canadian R&B singer

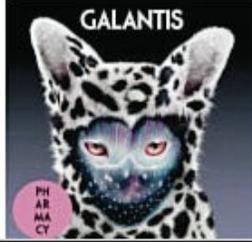
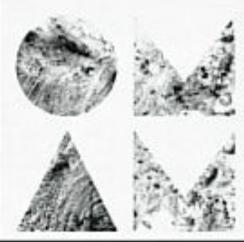


2

Top songs Genres Your music library

New albums

Show all



3

End



Playing Digital Music with the Groove Music App

You can also use the Groove Music app to play digital music stored on your computer.

Start

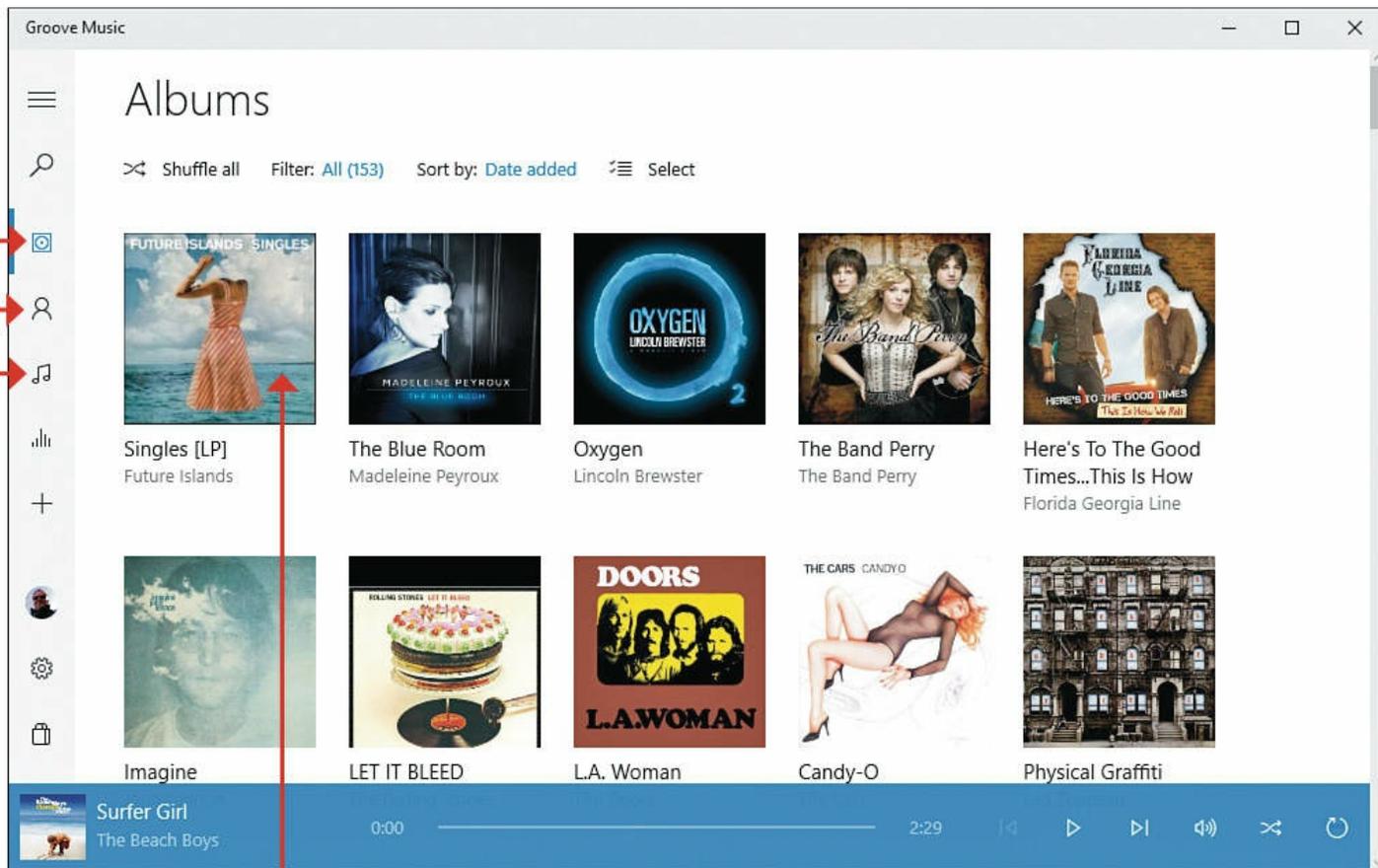
1 Launch the Groove Music app from the Windows Start menu. To display all the albums in your

collection, click **Albums**.

2 To display music organized by artist, click **Artists**.

3 To display individual tracks, click **Songs**.

4 Double-click an artist or album to view all tracks within.



4



5 Click the **Play** button to play all tracks within that artist or album.

6 Double-click a specific track to play only that track.

7 Click the **Pause** button to pause playback; click **Play** again to resume playback.

8 Click the **Turn Shuffle On** button to play tracks in a random order.

Groove Music

Singles [LP]
Future Islands • 2014 • Alternative

Play + Add to Explore artist ... More

			Select
1	Seasons (Waiting on You)	Future Islands	3:46
2	Spirit	Future Islands	4:21
3	Sun in the Morning	Future Islands	3:48
4	Doves	Future Islands	3:28

A Dream of You and Me
Future Islands 0:00 3:59

5 6 7 8

End



Tip: Search for Music

To search for specific tunes or artists in your collection, click the **Search** button in the Navigation pane and enter the name of the song or artist you're looking for.



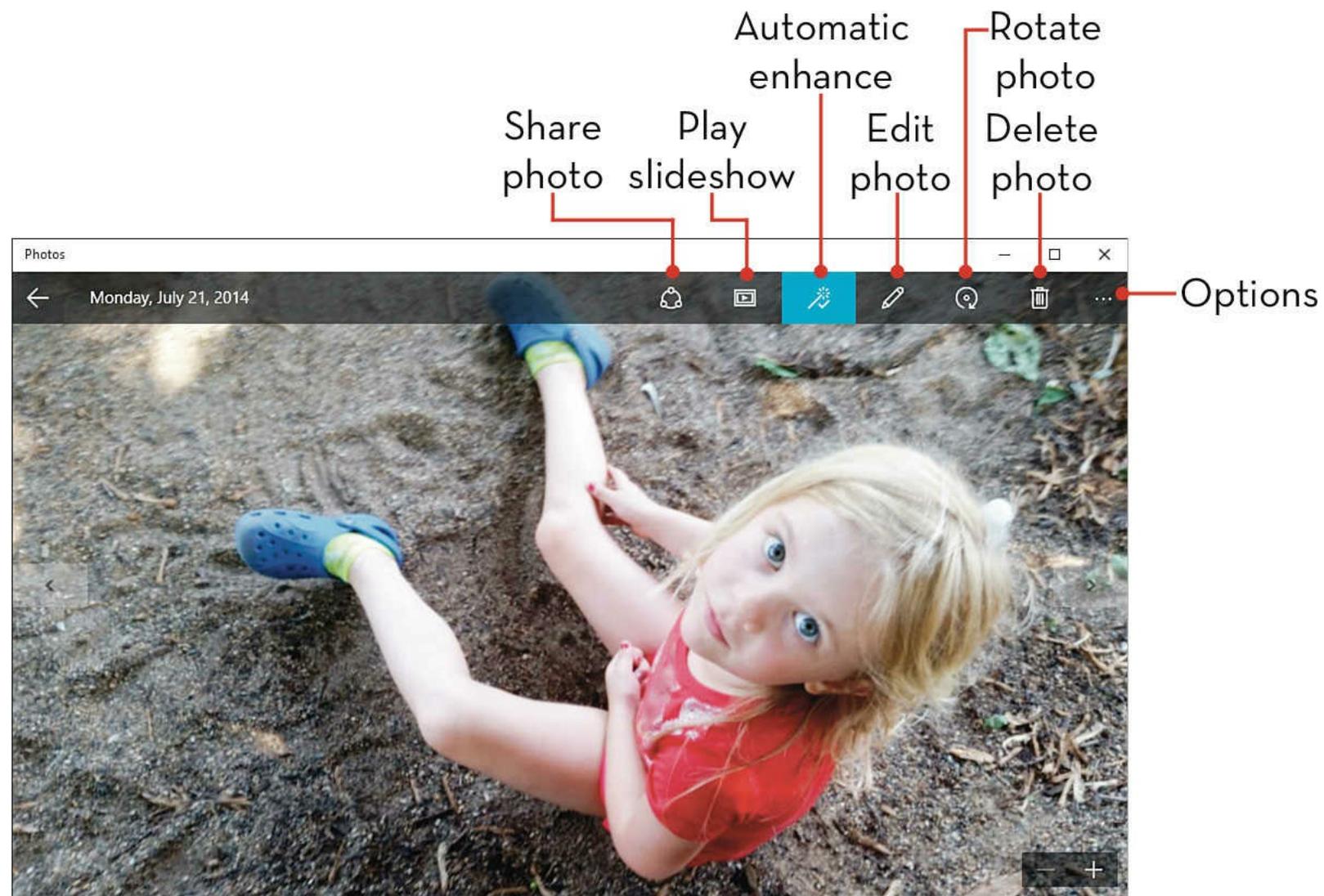
Chapter 15. Viewing and Editing Digital Photos



The traditional film camera is a thing of the past. These days, everybody uses a digital camera or smartphone camera—which you can easily connect to your PC. After it's connected, you can transfer all the photos you take to your computer's hard disk, view them on your computer monitor, share them with friends and family via Facebook and other social media, and even edit your pictures to make them look better.

The Photos app included with Windows 10 helps you find and view all the photos stored on your PC. It even lets you touch up your photos with easy-to-use editing functions.

Viewing a Picture with the Photos App



Transferring Pictures via USB

Whether you have a digital camera or a smartphone, you can easily transfer photos from that device to your PC, simply by connecting the two with the USB cable that came with your device. After they're connected, Windows sees your camera or smartphone as another drive on your system; it's then a simple matter to copy files from your device to your PC.



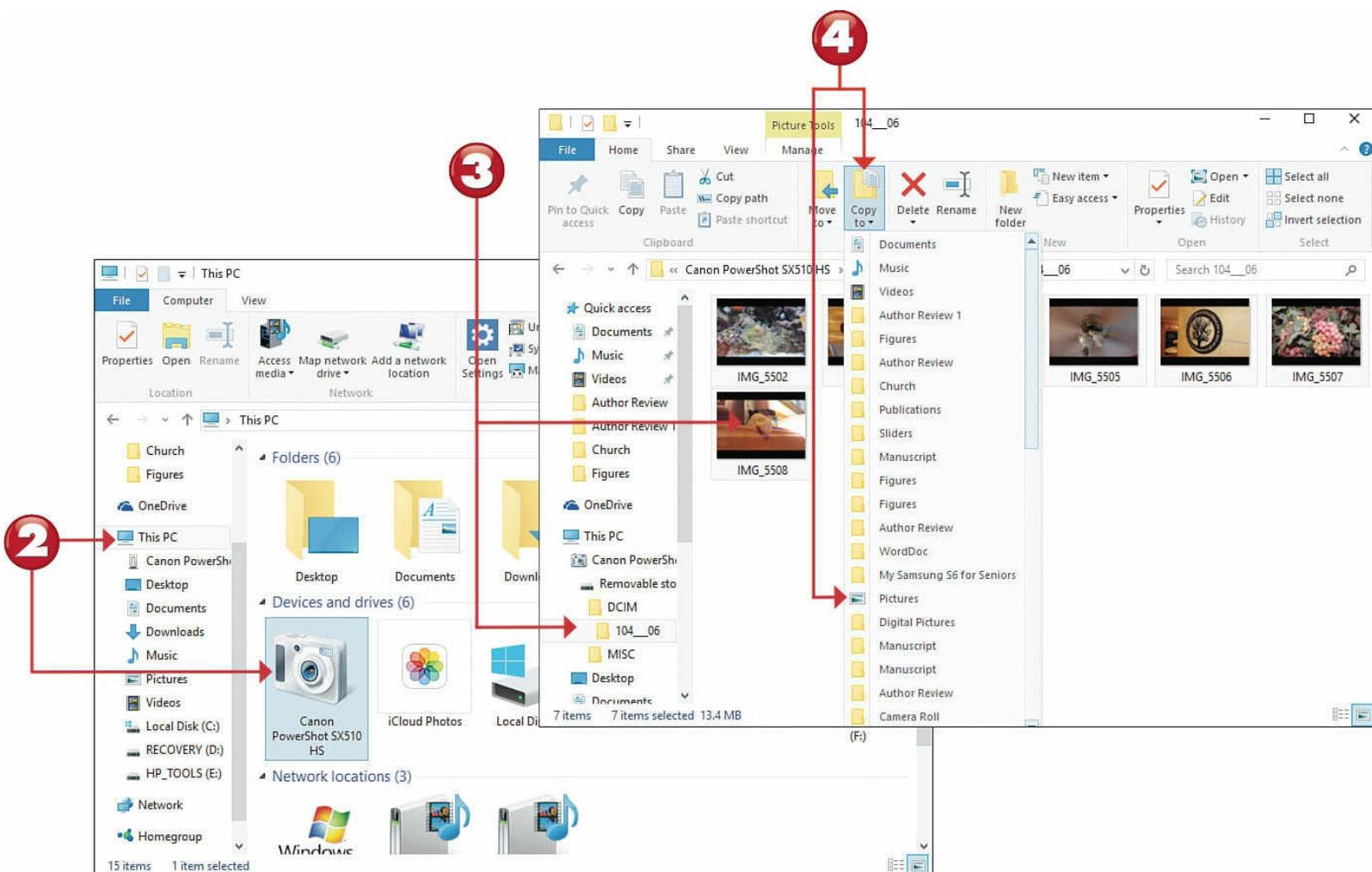
- 1 With your camera or smartphone connected to your PC, click **File Explorer** on the taskbar to open File Explorer.



- 2 Click **This PC** in the Navigation pane, and then double-click the icon for your camera or smartphone.

3 Navigate to and open the folder where the photos reside (usually labeled DCIM), and then hold down the **Ctrl** key and click each photo you want to transfer.

4 Select the **Home** ribbon and click **Copy To**, and then select **Pictures**.



End



Tip: Automatic Action

Windows might recognize when you connect your camera or smartphone and ask what you want to do. You can ignore this prompt and proceed manually, or click it and tell Windows to copy the photo files.



Tip: Different Folder Names

Some cameras and smartphones might use a name other than DCIM for the main folder.

Transferring Pictures from a Memory Card

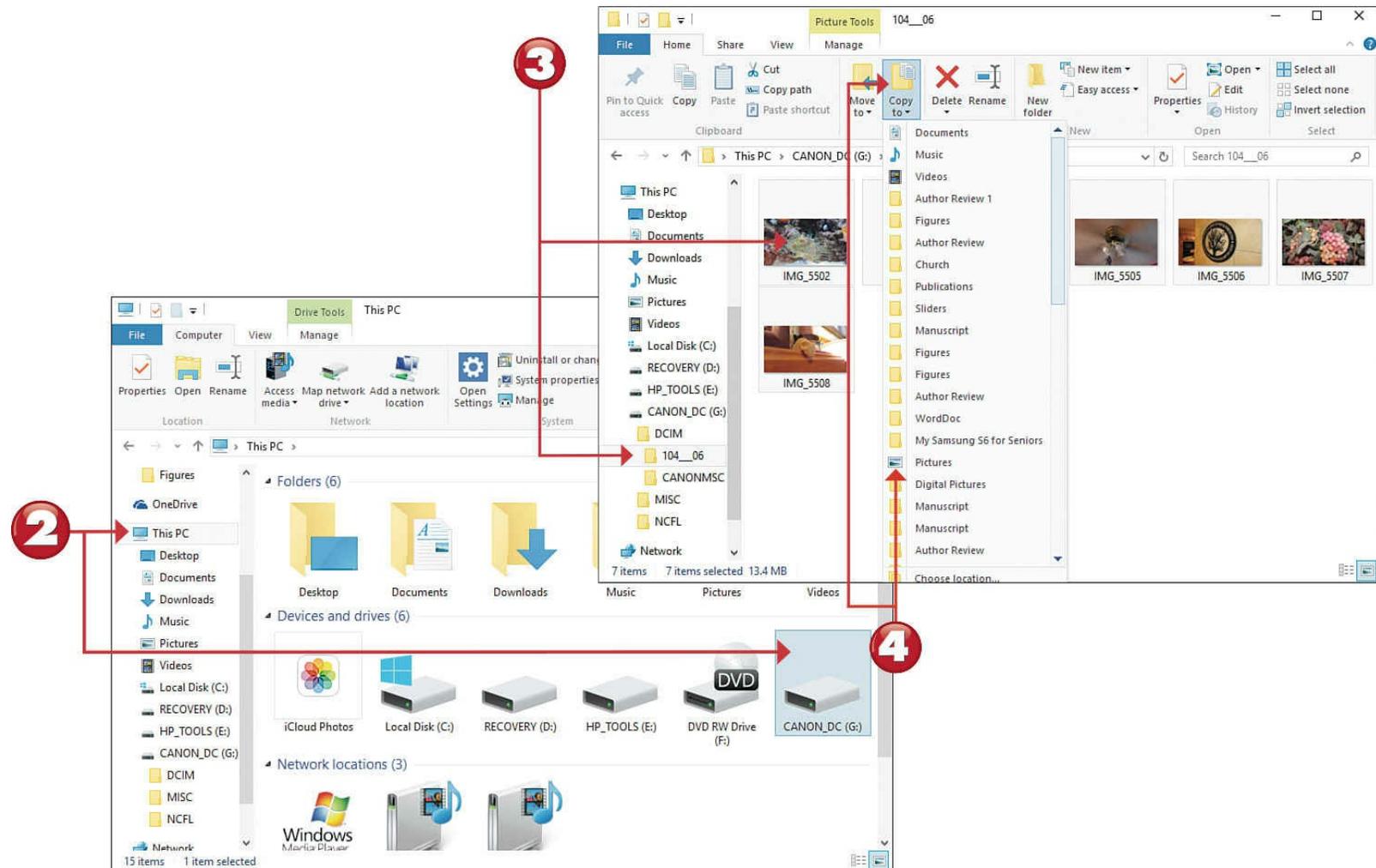
If you have a digital camera, you can also copy photos to your computer from the camera's removable flash memory card. Just insert the memory card into your PC's memory card reader and proceed from there.



- 1 Insert your camera's flash memory card into your PC's memory card reader and click **File Explorer** in the taskbar to open File Explorer.



- 2 Click **This PC** in the navigation pane and then double-click the drive for your memory card reader.
- 3 Navigate to and open the folder where the photos reside (usually labeled DCIM) and then hold down the **Ctrl** key and click each photo you want to transfer.
- 4 Select the **Home** ribbon and click **Copy To**, and then select **Pictures**.



End



Note: Copying Automatically

Windows might recognize that your memory card contains digital photos and start to download those photos automatically—no manual interaction necessary.



Caution: Other Opening Apps

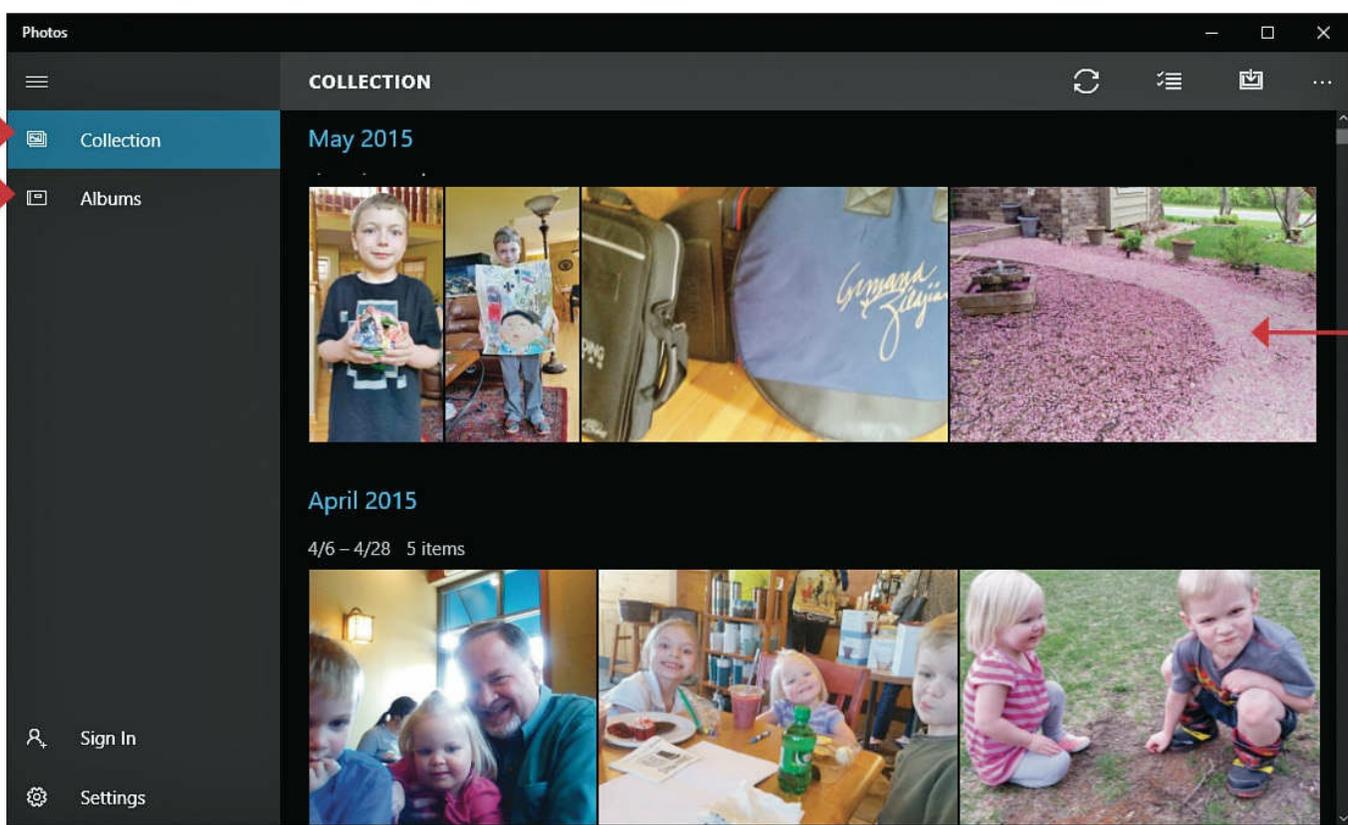
Depending on what apps you have installed on your system, you might get multiple prompts to download photos when you connect your camera. If this happens, pick the program you prefer to work with and close the other dialog boxes.

Viewing Your Photos in Windows

When you want to view the photos stored on your PC, you can use the Photos app included with Windows 10. The Photos app organizes your photos, lets you view them one at a time or in a slideshow, and even lets you edit them. You open the Photos app from the Windows Start menu.

Start

- 1 Open the Photos app from the Windows Start screen. By default, the Collection view is selected, and you see photos organized by date taken, wherever they happen to be stored.
- 2 To view photos by album, click **Albums**, and then click an album to view its contents.
- 3 Click through the folders and subfolders until you find a photo you want to view, and then click that photo to view it full-screen.



Note: OneDrive

The Photos app automatically organizes and displays photos stored on your computer (and on all connected drives and devices), as well as those stored online in your OneDrive account.

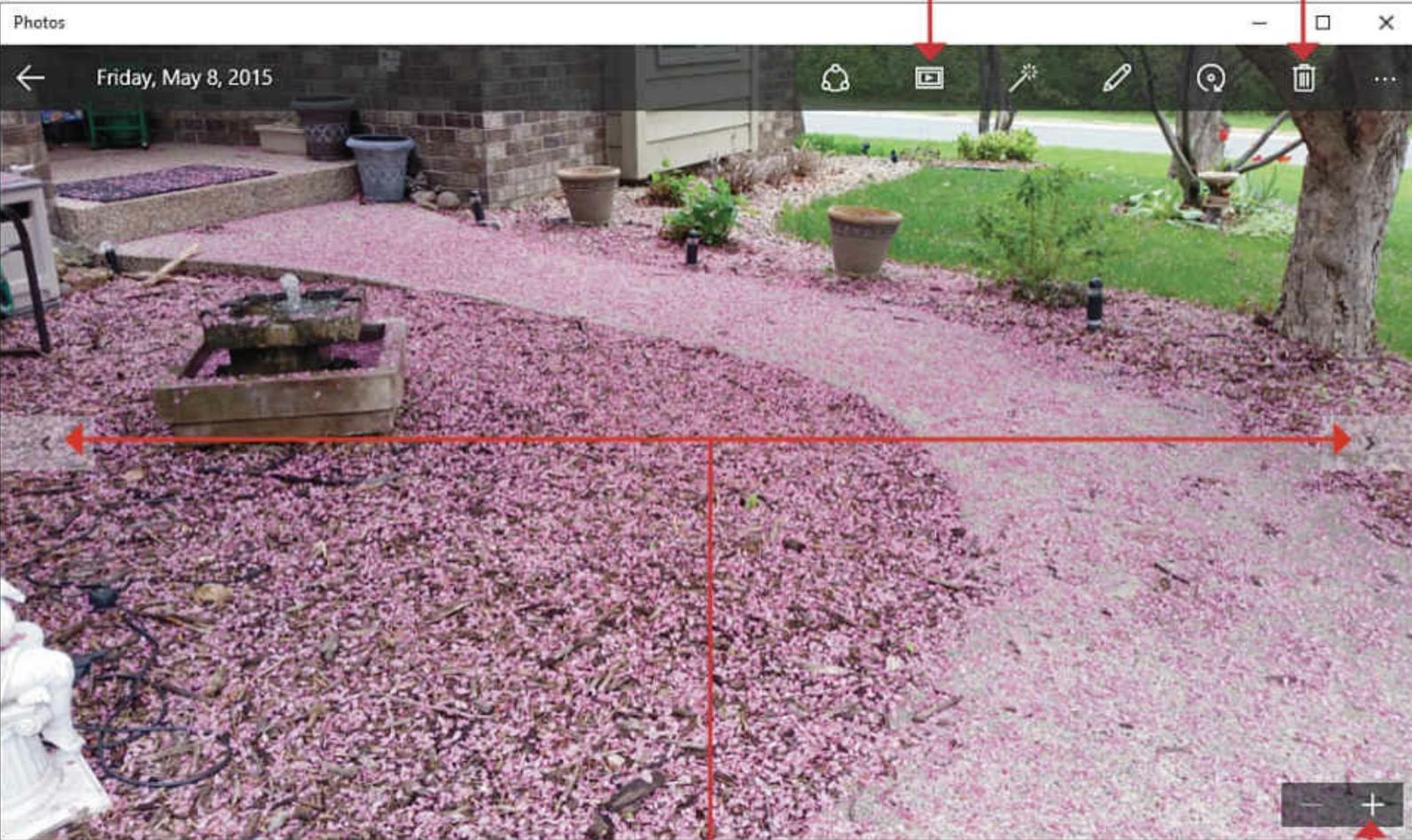


- 4** To enlarge the picture, click the + button at the lower-right corner of the screen. To make a picture smaller, click the – button.
- 5** To move to the next picture in the collection, album, or folder, click the **right arrow** onscreen or press the **right arrow** key on your keyboard. To return to the previous picture, click the **left arrow** onscreen or press the **left arrow** key on your keyboard.
- 6** To view a slide show of the pictures in this folder, click the picture to display the menu bar at the top of the screen, and then click the **Slide Show** (play) button.

7 To delete the current picture, display the menu bar and click **Delete**.

6

7



5

4

End



Tip: Lock Screen Picture

To use the current picture as the image on the Windows lock screen, open the photo, click to display the menu bar, click **Options** (three dots), and then click **Set as Lock Screen**.



Tip: Sharing Pictures

To share the current picture with your friends, click to display the menu bar, click the **Share** icon, and then select to share via either Facebook or Mail.

Editing Your Photos with the Photos App

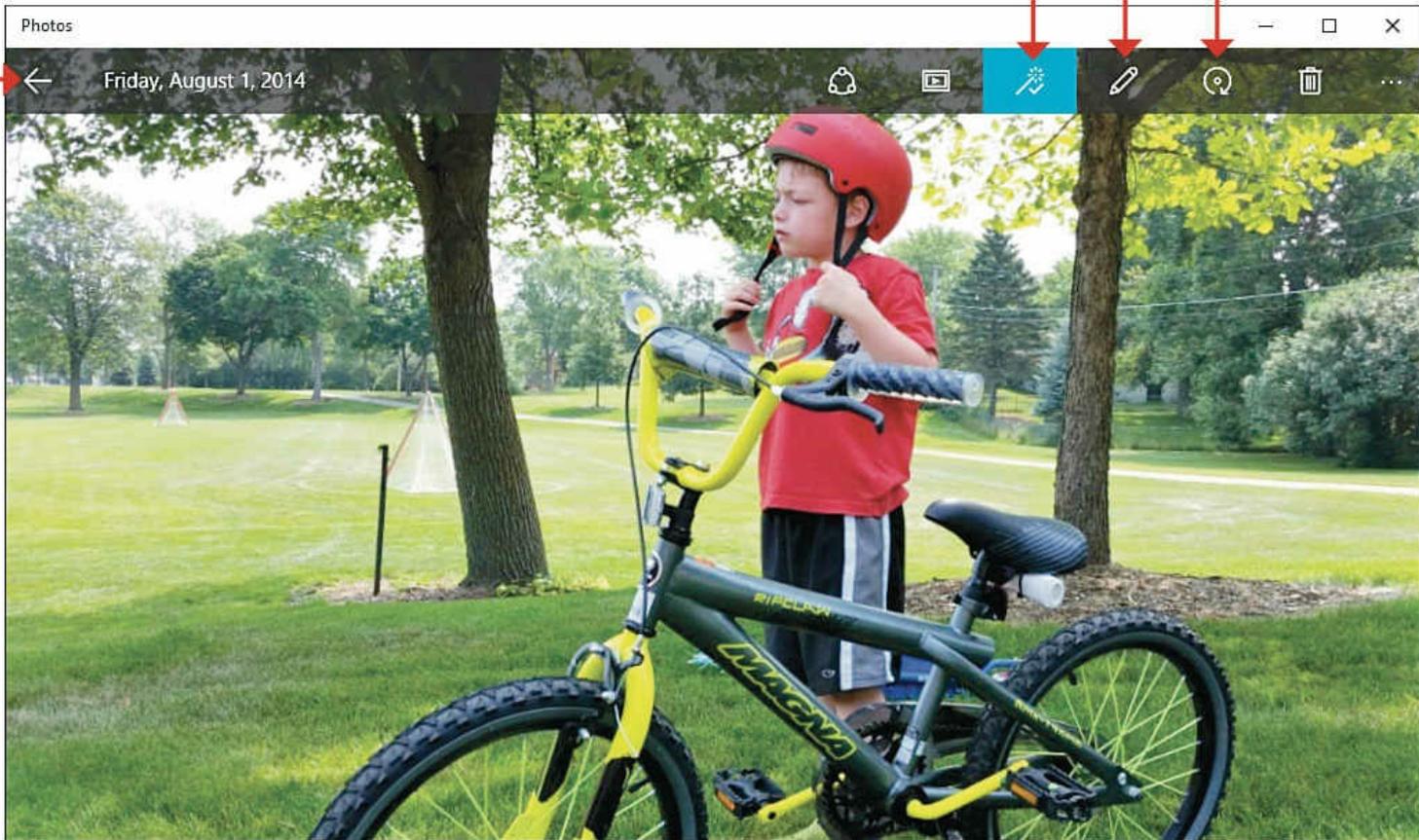
Not all your pictures turn out perfectly. Maybe you need to crop a picture to highlight the important area. Maybe you need to brighten a dark picture, or darken a bright one. Or maybe you need to adjust the tint or color saturation. Fortunately, you're in luck—you can do all these basic touch-ups within the Windows Photos app.



- 1** From within the Photos app, open the picture you want to edit, and then click it to display the options bar at the top of the screen.
- 2** The Photos app might try to automatically enhance the picture; if so, you see the Enhance tool selected. If you don't like the results, click **Enhance** to deselect this tool. (Click **Enhance** again to automatically enhance the original picture.)
- 3** To rotate the picture clockwise 90 degrees, click **Rotate**.
- 4** To further edit the picture, click **Edit**.

2 4 3

1



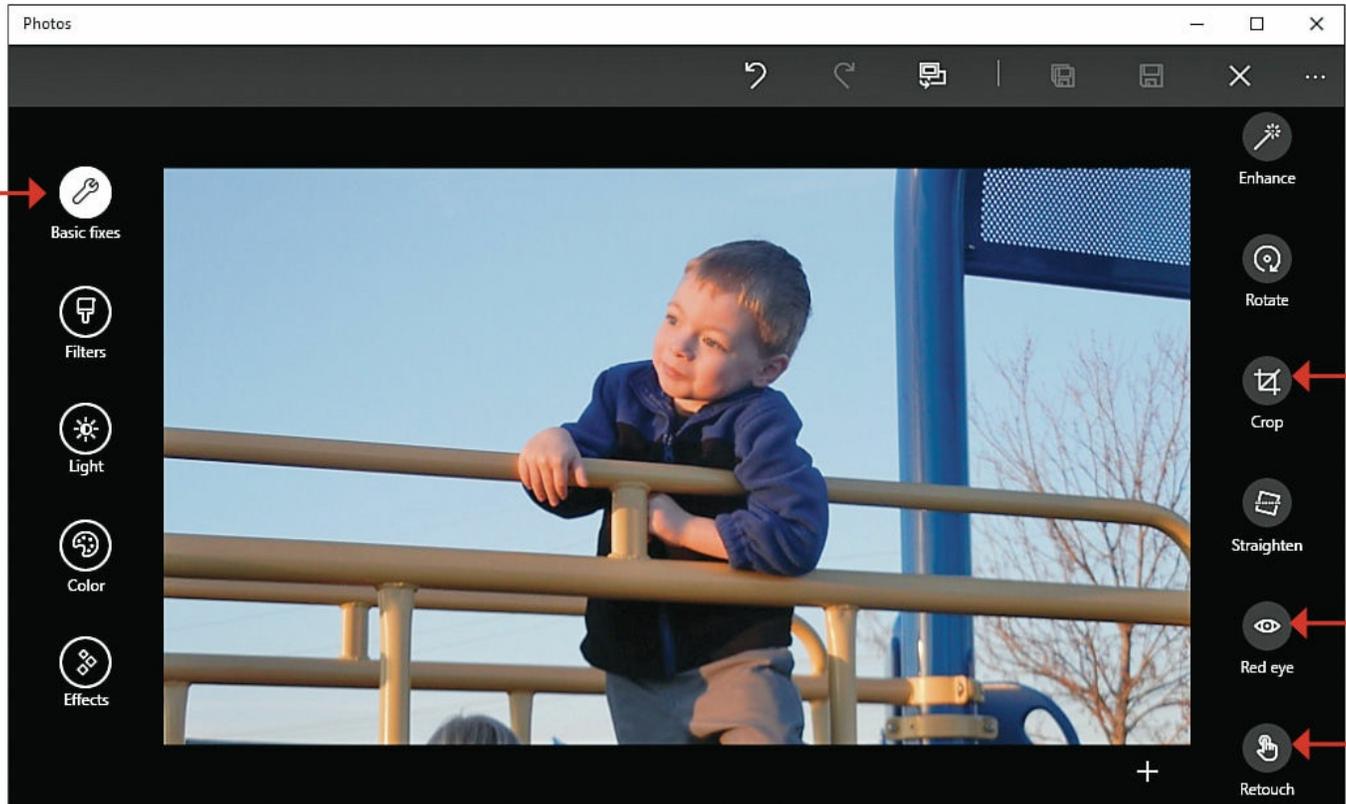
Note: Non-Destructive Editing

Any changes you make are applied to a copy of the photo. The original unedited version of the photo is retained on your computer in case you ever want to revert to it.



- 5 Click **Basic Fixes** to access basic fixes.
- 6 Click **Crop** to crop the edges of the picture. When the crop screen appears, use your mouse to drag the corners of the white border until the picture appears as you like, and then click **Apply**.
- 7 Click **Red Eye** to remove the red-eye effect from the picture. The cursor changes to a blue circle. Move the circle to the eye(s) you want to fix, and then click the mouse button to remove red-eye.

- 8** Click **Retouch** to smooth out or remove blemishes from the photo. The cursor changes to a blue circle. Move the circle to the area you want to repair, and then click the mouse button to do so.



Tip: Aspect Ratio

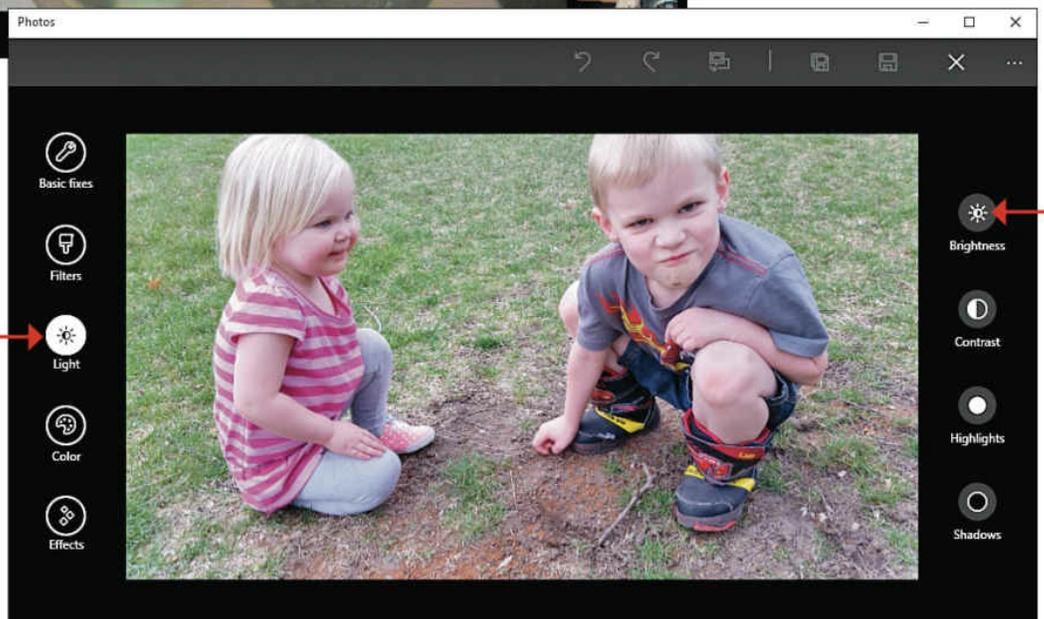
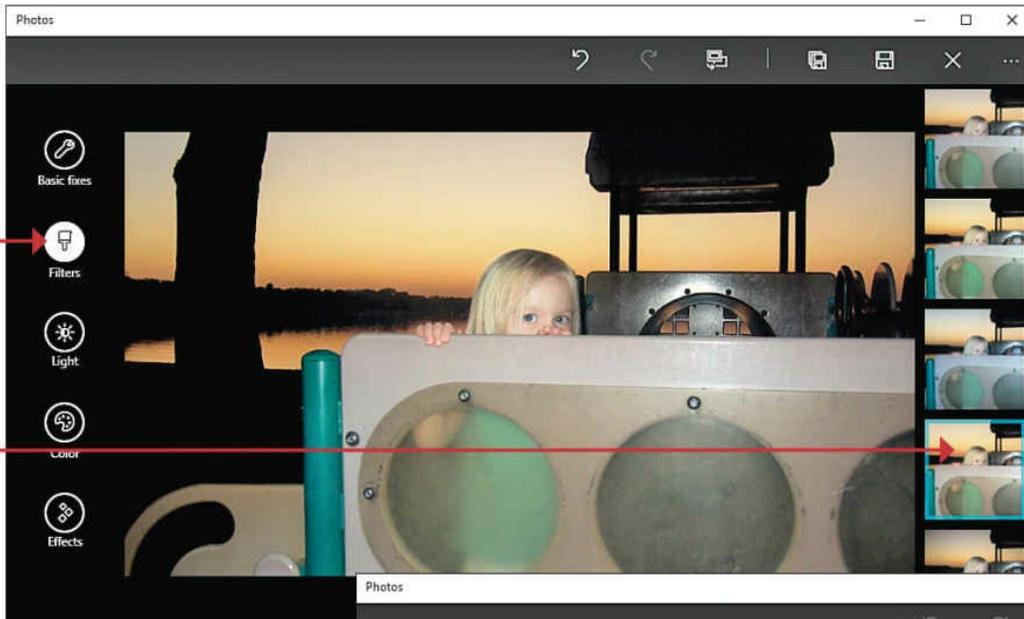
By default, Windows maintains the original aspect ratio when you crop a photo. To crop to a different aspect ratio, click the **Aspect Ratio** button and make a new selection.



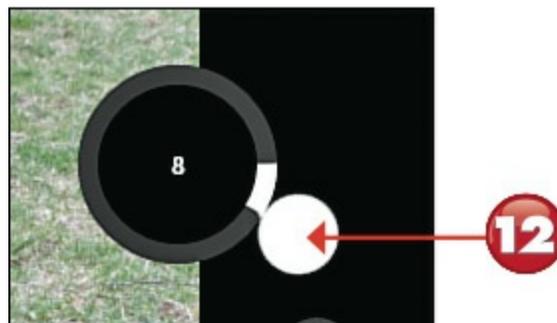
Note: Red-Eye

Red-eye is caused when a camera's flash causes the subject's eyes to appear a devilish red. Removing the red-eye effect involves changing the red color to black in the edited photo.

- 9** Click **Filters** to apply special photo filters to the picture. Click the desired filter on the right side of the window.
- 10** Click **Light** to edit the brightness and contrast of the photo.
- 11** Click the control you want to adjust—**Brightness**, **Contrast**, **Highlights**, or **Shadows**.



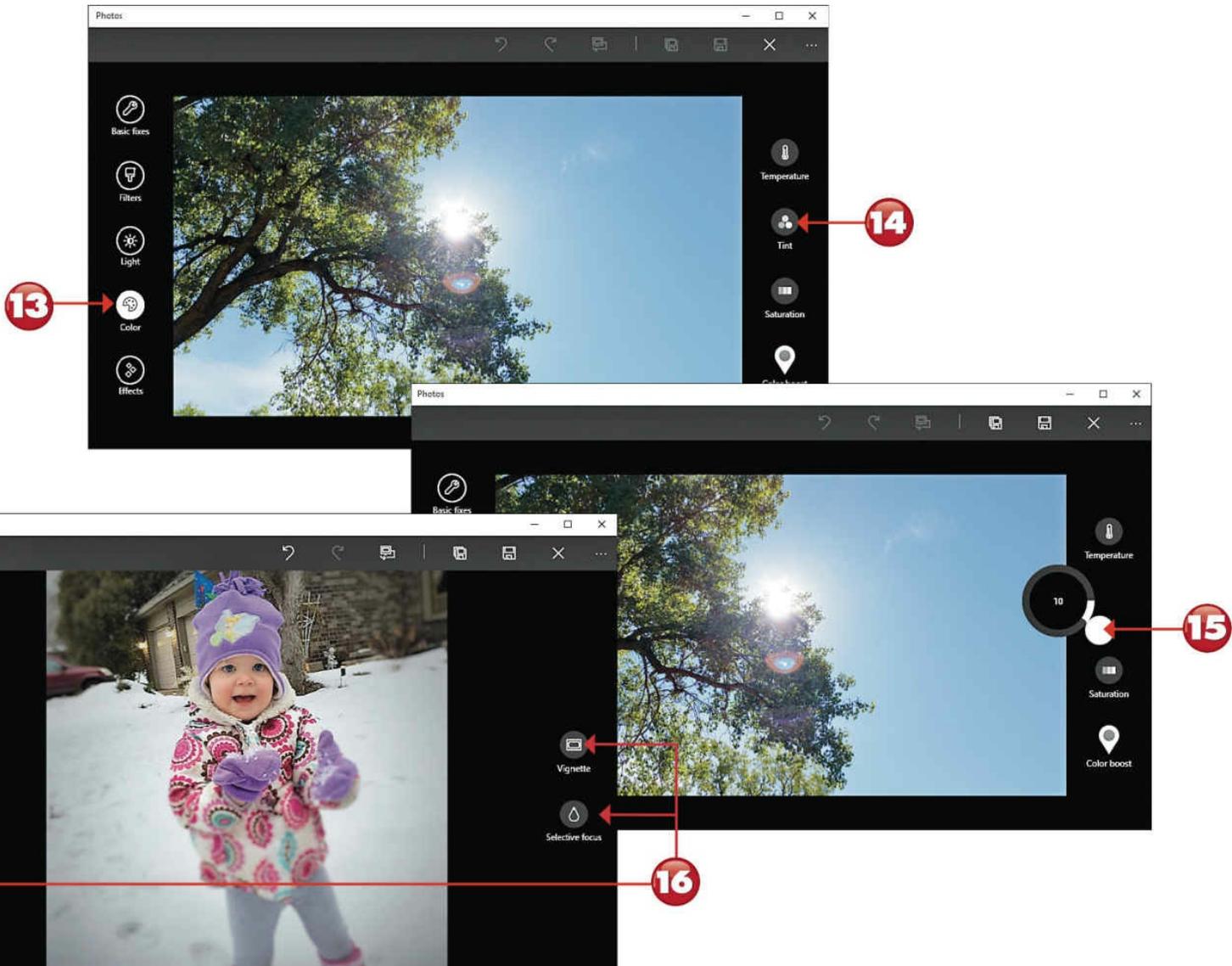
- 12** The selected control changes to a circular control. Click and drag the control clockwise to increase the effect, or counterclockwise to decrease the effect.



Note: Lighting Controls

The Brightness control makes the picture lighter or darker. The Contrast control increases or decreases the difference between the photo's darkest and lightest areas. Use the Highlights control to bring out or hide detail in too-bright highlights; use the Shadows control to do the same in too-dark shadows.

- 13** Click **Color** to edit the tint and saturation of the photo.
- 14** Click the control you want to adjust—**Temperature**, **Tint**, **Saturation**, or **Color Boost**.
- 15** The selected control changes to a circular control. Click and drag the control clockwise to increase the effect, or counterclockwise to decrease the effect.
- 16** To apply vignette and selective focus effects to your picture, click **Effects** in the left sidebar and then click the effect you want to apply.



End



Note: Color Controls

The Temperature control affects the color characteristics of lighting; you can adjust a photo so that it looks warmer (reddish) or cooler (bluish). The Tint control affects the shade of the color. The Saturation control affects the amount of color in the photo; completely desaturating a photo makes it black and white. And the Color Enhance control lets you click an area of the photo to increase or decrease color saturation.

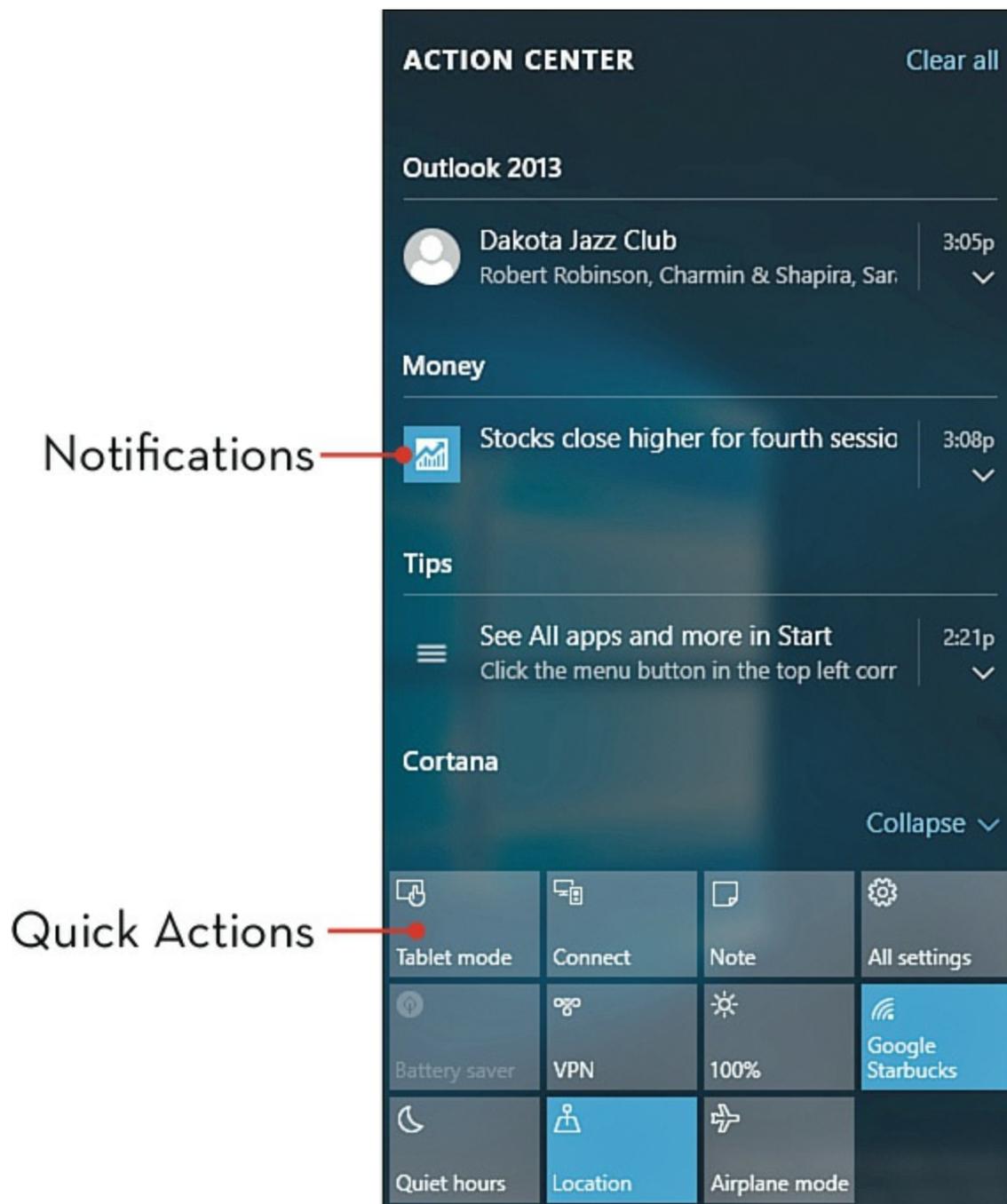
Chapter 16. Protecting Your Computer



“An ounce of prevention is worth a pound of cure” is a bit of a cliché, but it’s also true—especially when it comes to your computer system. Spending a few minutes a week on preventive maintenance can save you from costly computer problems in the future.

To ease the task of protecting and maintaining your system, Windows includes several utilities to help you keep your computer running smoothly—and recover your data in case of some sort of malfunction.

Windows Action Center



Using the Windows Action Center

The Windows 10 Action Center is the quick way to find out what's happening on your computer system and take immediate actions of various sorts. You can use the Action Center to turn on or off your PC's wireless functionality, access various configuration options, and switch to Tablet mode.



- 1 Click the **Notifications** icon on the taskbar to display the Action Center.
- 2 The top section of the Action Center displays new system notifications, new email messages, and similar notices.
- 3 The bottom section displays Quick Actions; click a tile to initiate a given action.

4 Click **All Settings** to display the Settings window.

The image shows a Windows Action Center notification panel. It is divided into several sections: Outlook 2013, Money, Tips, and Cortana. The Cortana section is expanded to show a grid of settings tiles. Red callout boxes with numbers 1 through 4 point to specific elements: 1 points to the notification icon in the system tray, 2 points to the profile picture in the Outlook notification, 3 points to the Tablet mode tile, and 4 points to the All settings tile.

2

3

4

4

1

End



Note: Control Panel

Another useful utility is the Windows Control Panel, which runs on the desktop and offers control of many system settings. To open the Control Panel, right-click the **Start** button and scroll until you can click **Control Panel**.

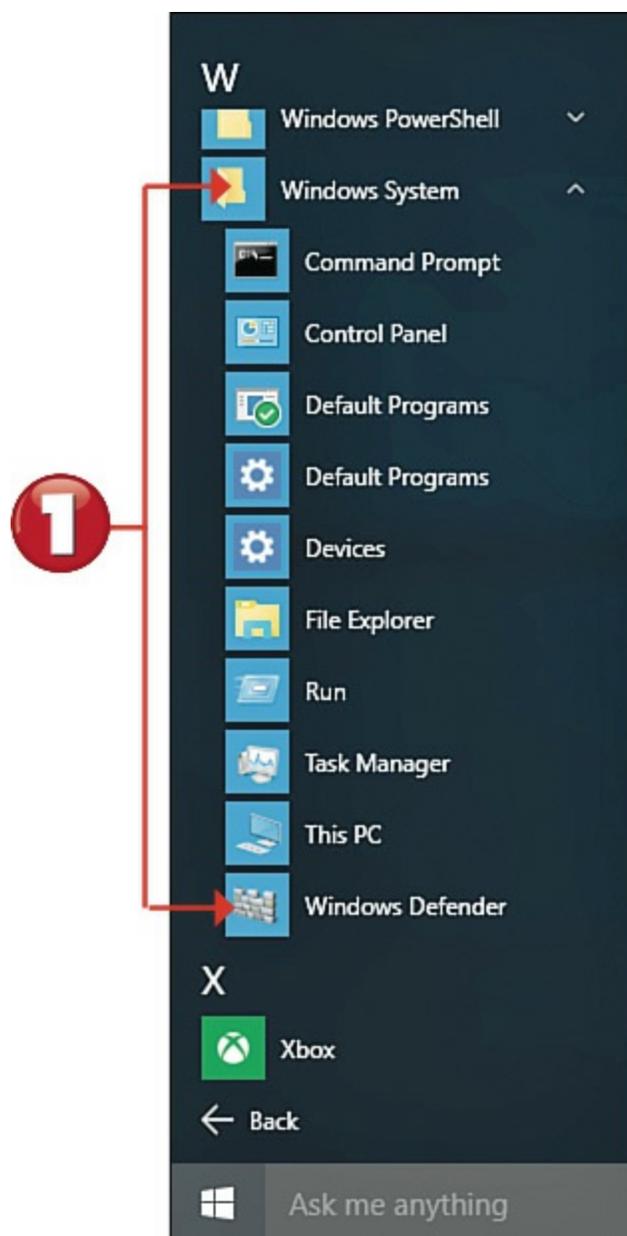


Defending Against Malware with Windows Defender

Computer viruses and spyware (collectively known as malicious software, or *malware*) install themselves on your computer, typically without your knowledge, and then either damage critical system files or surreptitiously send personal information to some devious third party. You can protect your system from viruses and spyware by using an anti-malware program, such as Windows Defender, which is built into Windows 10.



- 1 Windows Defender runs in the background, monitoring your computer against malware threats. To open Windows Defender, click the **Start** button to open the Start menu, click **All Apps**, scroll to and click to open the **Windows System** folder, and then click **Windows Defender**.



2 Defender automatically scans your system on its own schedule, but you can perform a manual scan at any time by clicking the **Scan Now** button.

PC status: Protected

Home

Update

History

Settings

Help ▾



Your PC is being monitored and protected.

- Real-time protection: On
- Virus and spyware definitions: Up to date

Scan options:

- Quick
- Full
- Custom

Scan now



Scan details

Last scan: 7/11/2015 at 6:19 PM (Quick scan)

2

End



Tip: Other Anti-malware Utilities

Your computer manufacturer might substitute or supplement Windows Defender with other antivirus utilities, such as AVG AntiVirus (www.avg.com), Kaspersky Anti-Virus (www.kaspersky.com), McAfee AntiVirus Plus (www.mcafee.com), and Norton AntiVirus (www.symantec.com). Other anti-spyware utilities include Ad-Aware (www.lavasoftusa.com) and Spybot Search & Destroy (www.safer-networking.org).



Caution: How to Catch a Virus

Computer viruses and spyware are most commonly transmitted via infected computer files. You can receive virus-infected files via email or instant messaging, by downloading files from unsecure websites, or by clicking links in Facebook or Twitter that link to malware-infested sites.

Deleting Unnecessary Files

Even with today's humongous hard disks, you can still end up with too many useless files taking up too much hard disk space. Fortunately, Windows includes a utility that identifies and deletes unused files. The Disk Cleanup tool is what you should use when you need to free up extra hard disk space for more frequently used files.



- 1** Click **File Explorer** on the taskbar to open File Explorer, navigate to the **This PC** section, right-click the drive you want to clean up (usually the C: drive), and click **Properties**.
- 2** When the Properties dialog box opens, select the **General** tab (displayed by default), and click the **Disk Cleanup** button.
- 3** Disk Cleanup automatically analyzes the contents of your hard disk drive. When it's finished analyzing, it presents its results in the Disk Cleanup dialog box. Select which types of files you want to delete.
- 4** Click **OK** to begin deleting the selected files.

1

2

3

4

End



Tip: Which Files to Delete?

You can safely choose to delete all these files *except* the setup log files and hibernation files, which are needed by the Windows operating system.

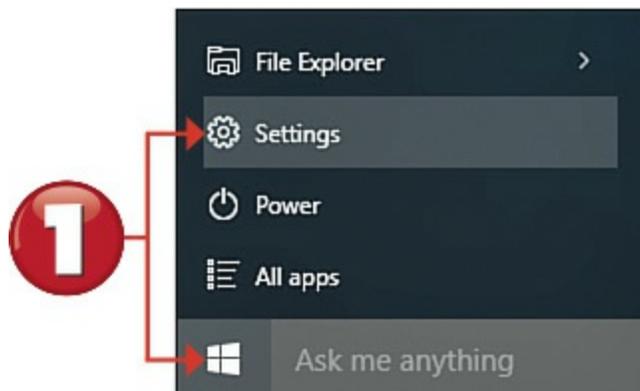


Deleting Unused Programs

Another way to free up valuable hard disk space is to delete those programs you never use. This is accomplished from the Settings tool.



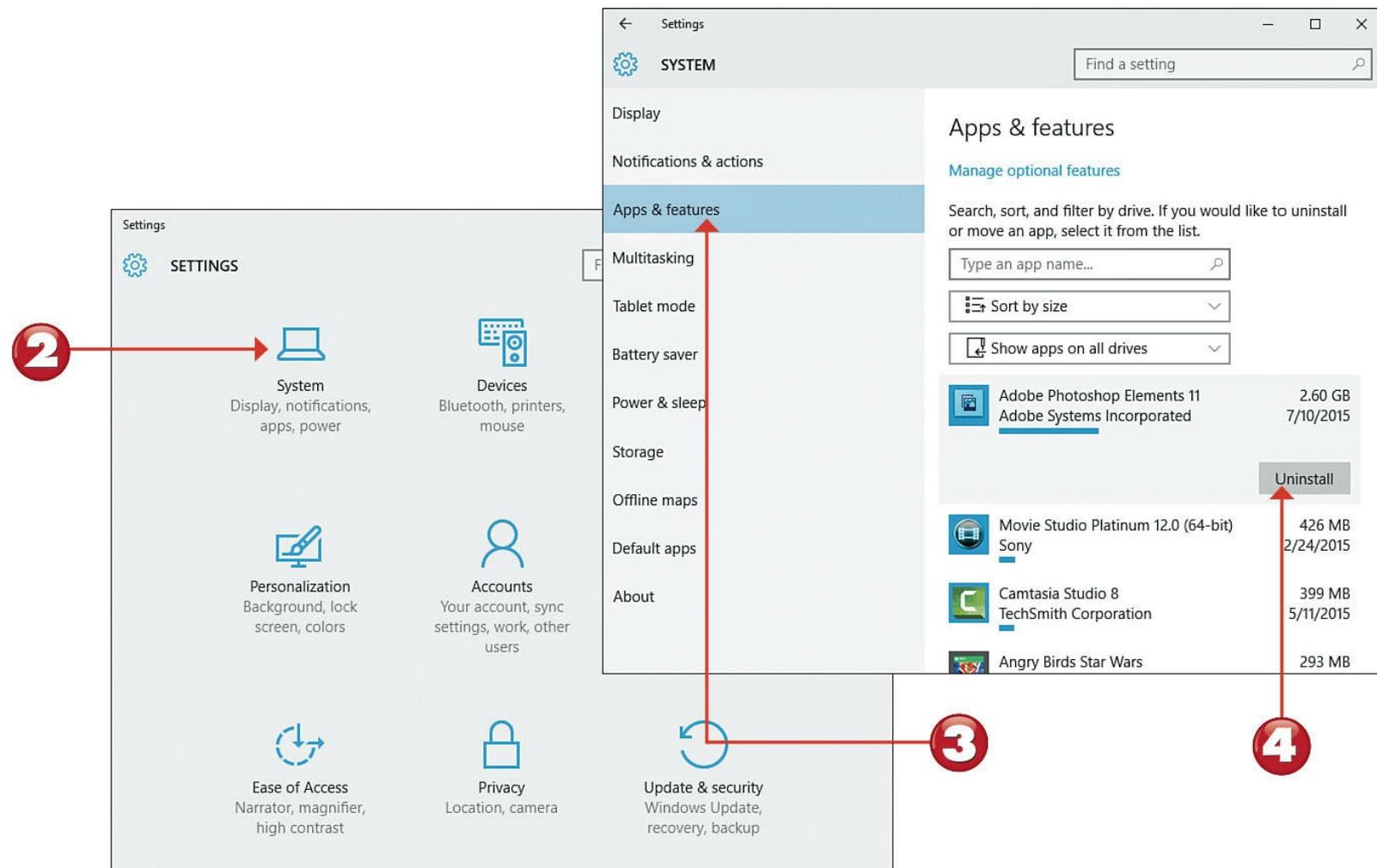
- 1 Click the **Start** button and then click **Settings** to open the Settings window.



- 2 Click **System** to open the System page.

- 3 Click to select the **Apps & Features** tab.

- 4 Click the program you want to delete and then click **Uninstall**.



End



Tip: New PC Bloatware

Most brand-new PCs come with unwanted programs and trial versions installed at the factory. Many users choose to delete these “bloatware” programs when they first run their PCs.

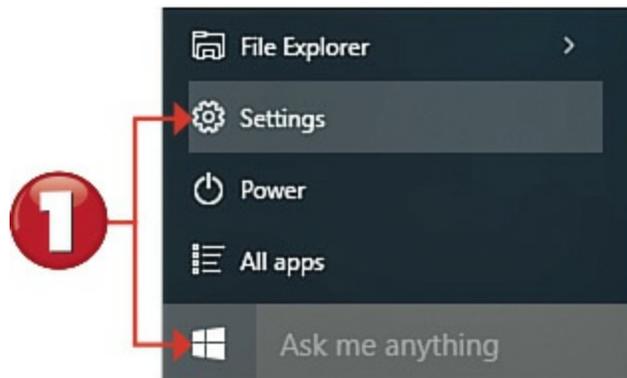


Backing Up Your Files

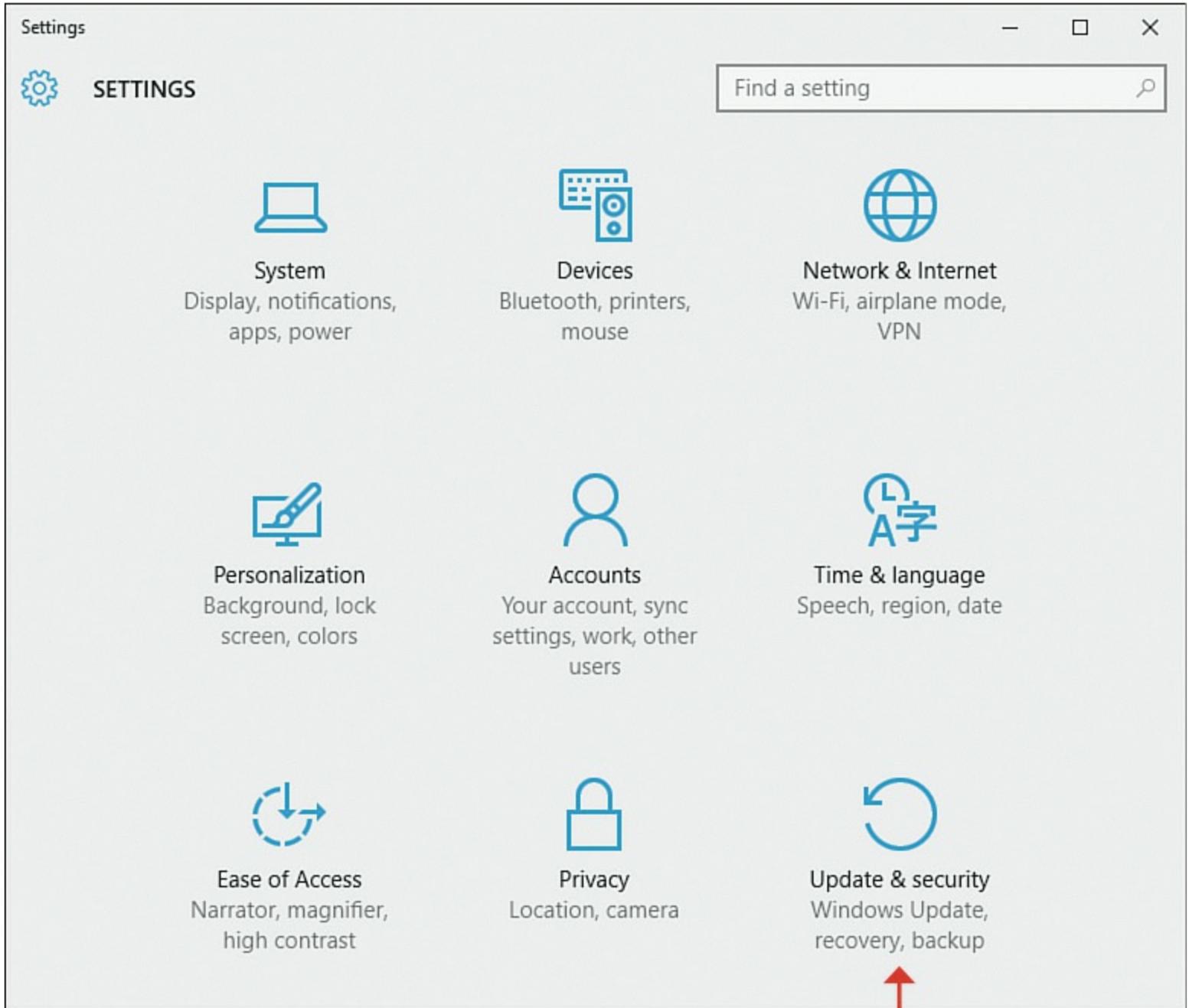
The data stored on your computer’s hard disk is valuable, and perhaps irreplaceable. That’s why you want to keep a backup copy of all these valuable files, either on an external hard disk connected to your PC or online to your OneDrive account.

Start

1 Click the **Start** button and then click **Settings** to open the Settings window.



2 Click **Update & Security** to open the Update & Security page.



Tip: External Hard Drives

To create a local backup, purchase and install an external hard disk drive. These drives provide lots of storage space for a relatively low cost, and they connect to your PC via USB.



- 3** Click to select the **Backup** tab.
- 4** Click + **Add a Drive** to select the drive or device where you want to store your backup copies.
- 5** File History is automatically activated. To turn off this automatic backup, click the **Automatically Back Up My Files** option to the Off position.
- 6** To select which folders are backed up, and how often, click **More Options**.

The screenshot shows the Windows Settings application, specifically the 'UPDATE & SECURITY' section. The 'Backup' option is selected in the left-hand navigation pane. The main content area displays 'Back up using File History' with a description: 'Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.' Below this, there is a '+ Add a drive' button and a 'More options' link. At the bottom of the page, there is a section titled 'Automatically back up my files' with a toggle switch set to 'On' and another 'More options' link.

3 points to the 'Backup' option in the left navigation pane.

4 points to the '+ Add a drive' button.

5 points to the 'Automatically back up my files' toggle switch.

6 points to the 'More options' link at the bottom of the page.

End

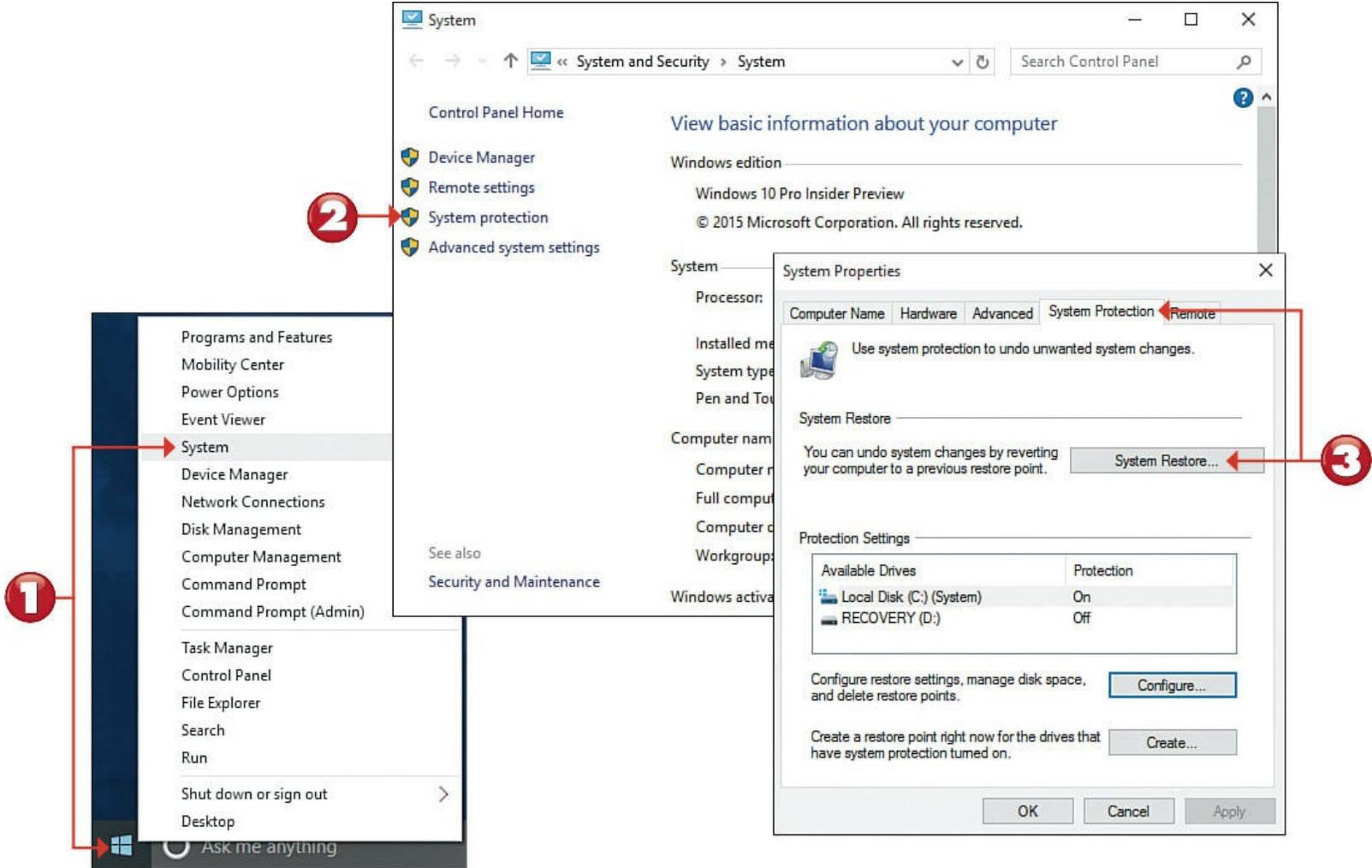


Restoring Your Computer After a Crash

If your computer system ever crashes or freezes, your best course of action is to run the System Restore utility. This utility can automatically restore your system to the state it was in before the crash occurred—and save you the trouble of reinstalling any damaged software programs. It's a great safety net for when things go wrong!



- ➊ Right-click the **Start** button and click **System** to display the System window.
- ➋ Click **System Protection** in the navigation pane to display the System Properties dialog box.
- ➌ Make sure that the **System Protection** tab is selected, and then click the **System Restore** button.



Tip: Restoring Your System

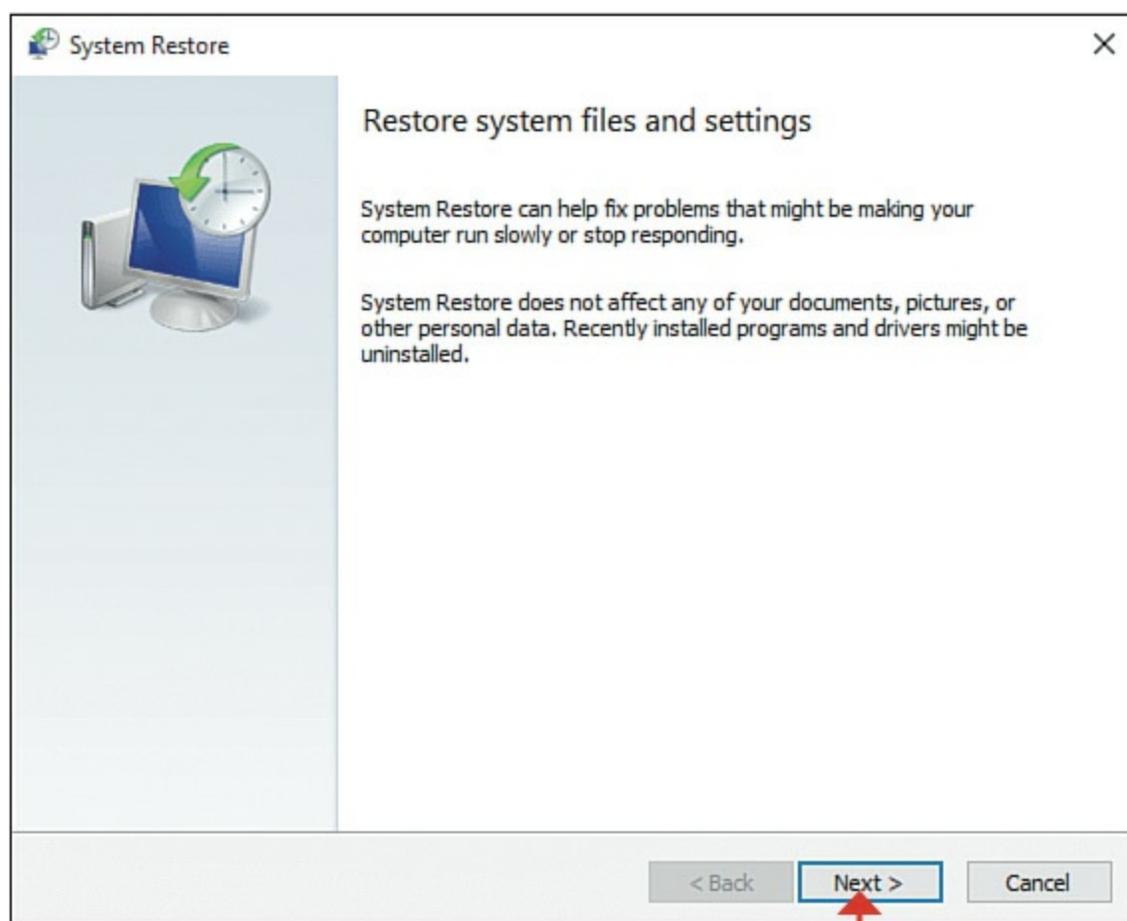
Be sure to close all programs before you use System Restore because Windows will need to be restarted when it's done. The full process might take half an hour or more.



Caution: System Files Only—No Documents

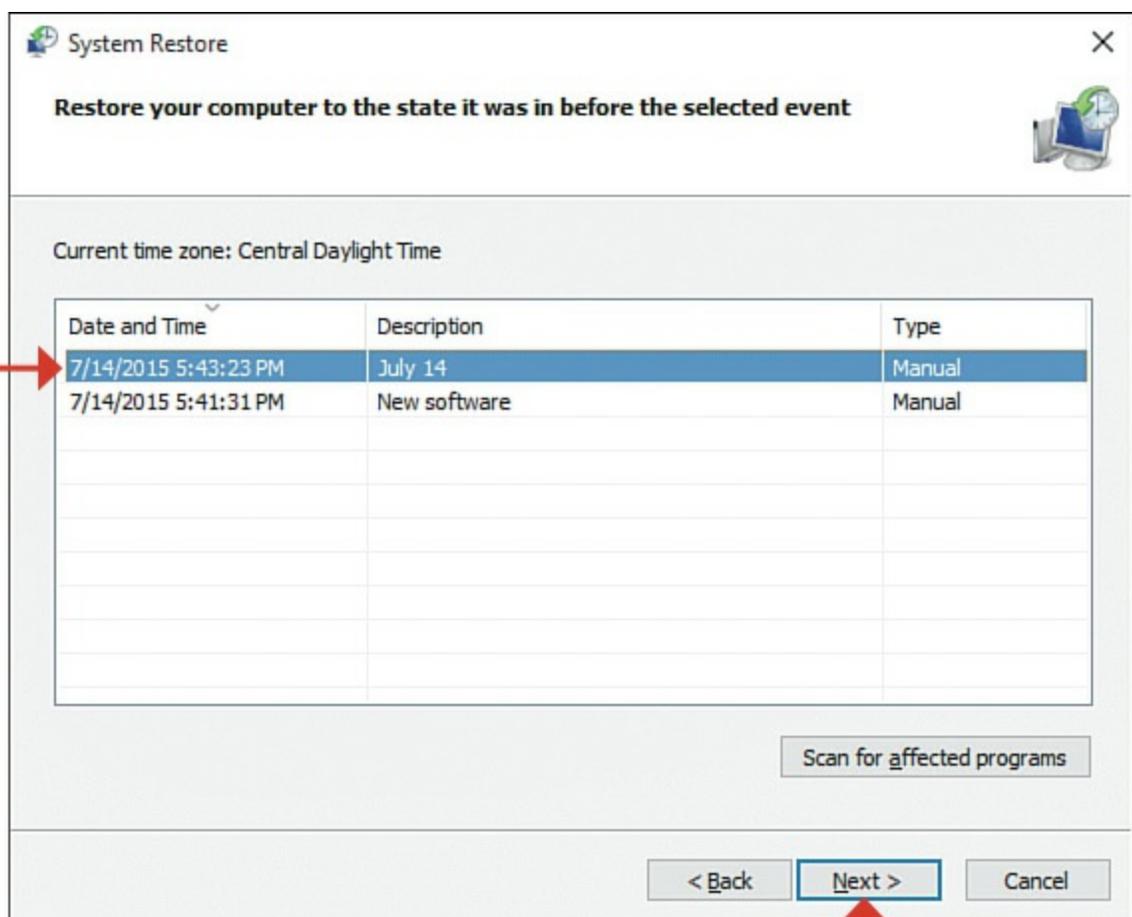
System Restore will help you recover any damaged programs and system files, but it won't help you recover any documents or data files. This is why you need to use the File History utility to back up all your data on a regular basis—and restore that backed-up data in the case of an emergency.

4 When the System Restore window appears, click **Next**.

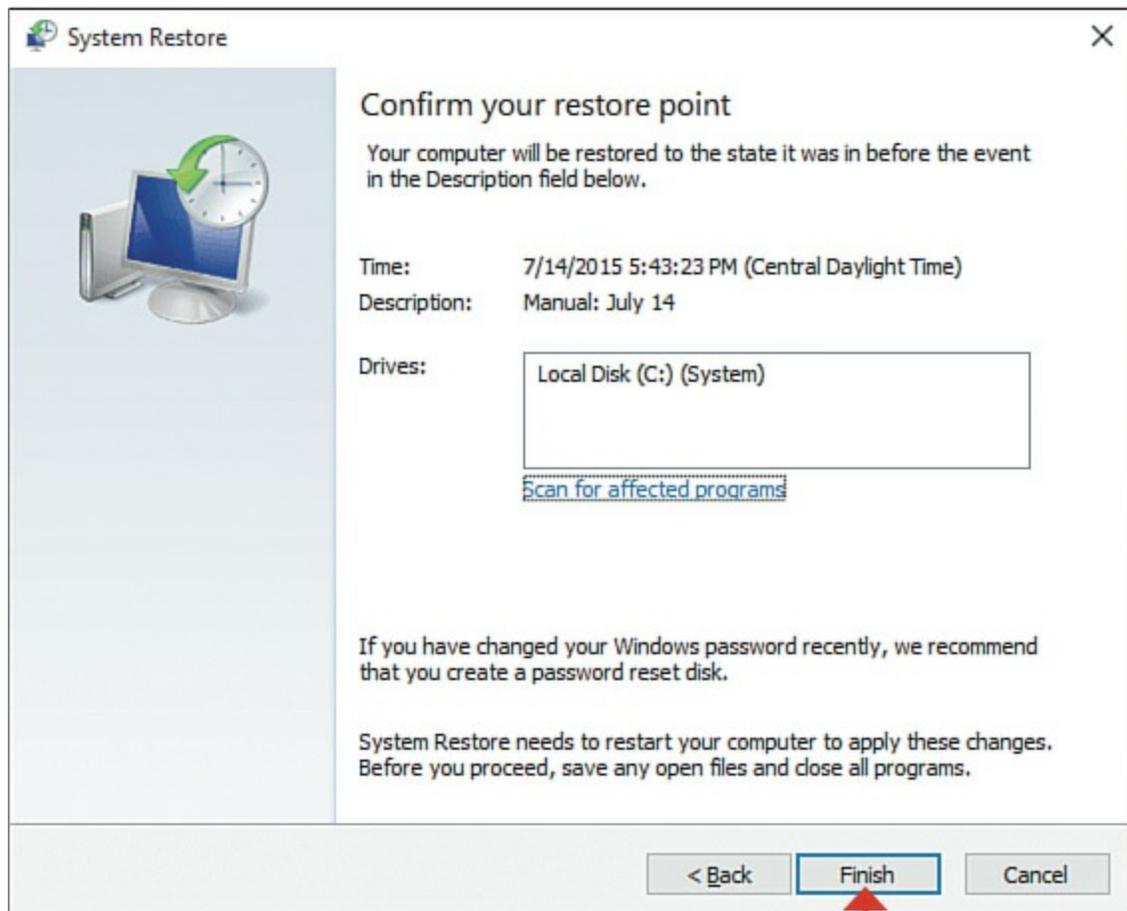


4

- 5 Select a restore point from the list.
- 6 Click **Next**.



7 Click the **Finish** button to begin the restore process.



Tip: Refreshing System Files

Windows 10 lets you “refresh” your system with the current versions of important system files, in case those files become damaged or deleted. Click **Update & Security** from the Settings window. On the next screen, select the **Recovery** tab, go to the Reset This PC section, and click **Get Started**. When prompted, click the **Keep My Files** option.



Tip: Resetting Your System

In the event of a catastrophic system problem, you can reset your system to its factory-fresh condition by wiping clean the hard disk and reinstalling Windows from scratch. Click **Update & Security** from the Settings window. On the next screen, select the **Recovery** tab, go to the Reset This PC section, and click **Get Started**. When prompted, select the **Remove Everything** option. Note, however, that this option deletes all the programs and files on your computer—use it only in the case of an emergency.

Glossary

A

Action Center The pop-up pane that appears when you click Notifications in the Windows taskbar; it displays system messages and quick links to key Windows functions.

add-in board A device that plugs into a desktop computer's system unit and provides auxiliary functions. (Also called a *card*.)

address The location of an Internet host. An email address might take the form johndoe@xyz.com; a web address might look like www.xyztech.com. See also [URL](#).

all-in-one computer A desktop computer in which the system unit, monitor, and speakers are housed in a single unit. Often the monitor of such a system has a touchscreen display.

app See [application](#).

application A computer program designed for a specific task or use, such as word processing, accounting, or missile guidance.

attachment A file, such as a Word document or graphics image, attached to an email message.

B

backup A copy of important data files.

boot The process of turning on your computer system.

broadband A high-speed Internet connection; it's faster than the older dial-up connection.

browser A program, such as Internet Explorer or Google Chrome, that translates the Hypertext Markup Language (HTML) of the Web into viewable web pages.

bug An error in a software program or the hardware.

C

cable modem A high-speed, broadband Internet connection via digital cable TV lines.

card Also called an *add-in board*, this is a device that plugs into a desktop computer's system unit and provides auxiliary functions.

CD-ROM (compact disc read-only memory) A CD that can be used to store computer data. A CD-ROM, similar to an audio CD, stores data in a form readable by a laser, resulting in a storage device of great capacity and quick accessibility.

computer A programmable device that can store, retrieve, and process data.

Cortana The virtual assistant built into Windows 10, designed to provide personalized information and search capabilities.

CPU (central processing unit) The group of circuits that direct the entire computer system by (1) interpreting and executing program instruction and (2) coordinating the interaction of input, output, and storage devices.

cursor The pointer that tracks with the movement of your mouse or arrow keys onscreen.

D

data Information—on a computer, in digital format.

database A program for arranging facts in the computer and retrieving them—the computer equivalent of a filing system.

desktop The graphical user interface within Windows on which running apps appear.

desktop computer A personal computer designed for use on a typical office desktop. A traditional desktop computer system consists of a system unit, monitor, keyboard, mouse, and speakers.

device A computer file that represents some object—physical or nonphysical—installed on your system.

disk A device that stores data in magnetic or optical format.

disk drive A mechanism for retrieving information stored on a magnetic disk. The drive rotates the disk at high speed and reads the data with a magnetic head similar to those used in tape recorders.

domain The identifying portion of an Internet address. In email addresses, the domain name follows the @ sign; in website addresses, the domain name follows the www.

download A way to transfer files, graphics, or other information from the Internet to your computer.

driver A support file that tells a program how to interact with a specific hardware device, such as a hard disk controller or video display card.

DSL (digital subscriber line) A high-speed Internet connection that uses the ultra-high-frequency portion of ordinary telephone lines, allowing users to send and receive voice and data on the same line at the same time.

DVD An optical disc, similar to a CD, that can hold a minimum of 4.7GB, enough for a full-length movie.

E

Edge The new web browser included with Windows 10.

email Electronic mail; a means of corresponding with other computer users over the Internet through digital messages.

encryption A method of encoding files so that only the recipient can read the information.

Ethernet A popular computer networking technology; Ethernet is used to network, or hook together, computers so that they can share information.

executable file A program you run on your computer system.

F

favorite A bookmarked site in a web browser.

file Any group of data treated as a single entity by the computer, such as a word processor document, a program, or a database.

File Explorer The utility used to navigate and display files and folders on your computer system. Previously known as Windows Explorer.

FiOS A type of broadband Internet service delivered over fiber-optic cable.

firewall Computer hardware or software with special security features to safeguard a computer connected to a network or to the Internet.

FireWire A high-speed bus used to connect digital devices, such as digital cameras and video cameras, to a computer system. Also known as *i.LINK* and *IEEE-1394*.

folder A way to group files on a disk; each folder can contain multiple files or other folders (called *subfolders*). Folders are sometimes called *directories*.

freeware Free software available over the Internet. This is in contrast with *shareware*, which is available freely but usually asks the user to send payment for using the software.

G

gigabyte (GB) One billion bytes.

graphics Pictures, photographs, and clip art.

H

hard disk A sealed cartridge containing a magnetic storage disk(s) designed for long-term mass storage of computer data.

hardware The physical equipment, as opposed to the programs and procedures, used in computing.

home page The first or main page of a website.

homegroup A small network of computers all running Windows.

hover See [*mouse over*](#).

hybrid computer A portable computer that combines the functionality of a touchscreen tablet and a traditional notebook PC.

hyperlink A connection between two tagged elements in a web page, or separate sites, that makes it possible to click from one to the other.

I–J

icon A graphic symbol on the display screen that represents a file, a peripheral, or some other object or function.

Internet The global network of networks that connects millions of computers and other devices around the world.

Internet service provider (ISP) A company that provides end-user access to the Internet via its central computers and local access lines.

K–L

keyboard The typewriter-like device used to type instructions to a personal computer.

kilobyte (KB) A unit of measure for data storage or transmission equivalent to 1024 bytes; often rounded to 1000.

LAN (local-area network) A system that enables users to connect PCs to one another or to minicomputers or mainframes.

laptop A portable computer small enough to operate on one's lap. Also known as a *notebook* computer.

LCD (liquid crystal display) A flat-screen display in which images are created by light transmitted through a layer of liquid crystals.

M–N

megabyte (MB) One million bytes.

megahertz (MHz) A measure of microprocessing speed; 1MHz equals one million electrical cycles per second.

memory Temporary electronic storage for data and instructions, via electronic impulses on a chip.

microprocessor A complete central processing unit assembled on a single silicon chip.

modem (modulator demodulator) A device capable of converting a digital signal into an analog signal, typically used to connect to the Internet.

monitor The display device on a computer, similar to a television screen.

motherboard Typically the largest printed circuit board in a computer, housing the CPU chip and controlling circuitry.

mouse A small handheld input device connected to a computer and featuring one or more button-style switches. When moved around on a flat surface, the mouse causes a symbol on the computer screen to make corresponding movements.

mouse over The act of selecting an item by placing your cursor over an icon without clicking. Also known as *hovering*.

network An interconnected group of computers.

notebook computer A portable computer with all components (including keyboard, screen, and touchpad) contained in a single unit. Notebook PCs can typically be operated via either battery or wall power.

O–P

Office Microsoft's suite of productivity applications—Word, Excel, PowerPoint, and more.

OneDrive Microsoft's cloud-based storage service.

operating system A sequence of programming codes that instructs a computer about its various parts and peripherals and how to operate them. Operating systems, such as Windows, deal only with the workings of the hardware and are separate from software programs.

path The collection of folders and subfolders (listed in order of hierarchy) that hold a particular file.

peripheral A device connected to the computer that provides communication or auxiliary functions.

phishing The act of trying to “fish” for personal information via means of a deliberately deceptive email or website.

pixel The individual picture elements that combine to create a video image.

port An interface on a computer to which you can connect a device, either internally or externally.

printer The piece of computer hardware that creates hard copy printouts of documents.

Q–R

RAM (random access memory) A temporary storage space in which data can be held on a chip rather than being stored on disk or tape. The contents of RAM can be accessed or altered at any time during a session but will be lost when the computer is turned off.

resolution The degree of clarity an image displays, typically expressed by the number of horizontal and vertical pixels or the number of dots per inch (dpi).

ribbon A toolbarlike collection of action buttons, used in many Windows programs.

ROM (read-only memory) A type of chip memory, the contents of which have been permanently recorded in a computer by the manufacturer and cannot be altered by the user.

root The main directory or folder on a disk.

router A piece of hardware or software that handles the connection between your home network and the Internet.

S

scanner A device that converts paper documents or photos into a format that can be viewed on a computer and manipulated by the user.

screensaver A display of moving designs on your computer screen when you haven't typed or moved the mouse for a while.

server The central computer in a network, providing a service or data access to client computers on the network.

shareware A software program distributed on the honor system; providers make their programs freely accessible over the Internet, with the understanding that those who use them will send payment to the provider after using them. See also [freeware](#).

software The programs and procedures, as opposed to the physical equipment, used in computing.

spam Junk email. As a verb, it means to send thousands of copies of a junk email message.

spreadsheet A program that performs mathematical operations on numbers arranged in large arrays; used mainly for accounting and other record keeping.

spyware Software used to surreptitiously monitor computer use (that is, spy on other users).

Start menu The pop-up menu, activated by clicking the Start button, that lists all installed programs on a computer. Microsoft removed the Start menu in Windows 8/8.1 but returned it—in an enhanced fashion—in Windows 10. Microsoft sometimes refers to the Windows 10 Start menu as the Start Experience.

system unit The part of a desktop computer system that looks like a big beige or black box. The system unit typically contains the microprocessor, system memory, hard disk drive, floppy disk drives, and various cards.

T–U–V

tablet computer A small, handheld computer with no keyboard or mouse, operated solely via its touchscreen display.

terabyte (TB) One trillion bytes.

touchscreen display A computer display that is touch sensitive and can be operated with a touch of the finger.

trackpad The pointing device used on most notebook PCs, in lieu of an external mouse.

ultrabook A type of small and thin notebook computer with no built-in CD/DVD drive and a smaller display.

Universal app A type of application designed to run on a variety of Microsoft operating systems on different types of devices—PCs, tablets, and smartphones.

upgrade To add a new or improved peripheral or part to your system hardware. Also to install a newer version of an existing piece of software.

upload The act of copying a file from a personal computer to a website or an Internet server. The opposite of *download*.

URL (uniform resource locator) The address that identifies a web page to a browser. Also known as a *web address*.

USB (universal serial bus) The most common type of port for connecting peripherals to personal computers.

virus A computer program segment or string of code that can attach itself to another program or file, reproduce itself, and spread from one computer to another. Viruses can destroy or change data and in other ways sabotage computer systems.

W-X-Y-Z

web page An HTML file, containing text, graphics, and/or mini-applications, viewed with a web browser.

website An organized, linked collection of web pages stored on an Internet server and read using a web browser. The opening page of a site is called a *home page*.

Wi-Fi The radio frequency (RF)-based technology used for home and small-business wireless networks and for most public wireless Internet connections. It operates at 11Mbps (802.11b), 54Mbps (802.11g), 600Mbps (802.11n), or 1Gbps (with 802.11ac). Short for “wireless fidelity.”

window A portion of the screen display used to view simultaneously a different part of the file in use or a part of a different file than the one in use.

Windows The generic name for all versions of Microsoft’s graphical operating system.

Windows Explorer See [File Explorer](#).

Windows Store Microsoft’s online store that offers Universal apps for sale and download.

World Wide Web (WWW) A vast network of information, particularly business, commercial, and government resources, that uses a hypertext system for quickly transmitting graphics, sound, and video over the Internet.

Zip file A file that has been compressed for easier transmission.



Index

A

accent colors, customizing, [68-69](#)

accessing

computers on your network, [45](#)

other computers in homegroups, [44](#)

wireless network computers, [45](#)

accounts

adding

to Mail app, [160-161](#)

to your computer, [76](#)

Apple accounts, creating, [203](#), [215](#)

child accounts, [78](#)

logging out, [79](#)

Action Center, [233-234](#)

adapters, wireless, [36-38](#)

Ad-Aware, [235](#)

adding

accounts

to Mail app, [160-161](#)

to your computer, [76](#)

additional users, [76-78](#)

apps to lock screen, [72-73](#)

computers to homegroups, [41-43](#)

additional PCs, connecting to home networks, [38-40](#)

Airplane mode, [137](#)

Alarms & Clock app, [95](#)

all-in-one PCs, [3-5](#)

connecting, [19](#)

Amazon.com, [146](#)

Amazon Digital Music Store, [215](#)

anonymous browsing, [142](#)

anti-malware software, [235](#)

Apple accounts, [215](#)

creating, [203](#), [215](#)

Apple iPad, [7](#)

applications. *See* [apps](#)

apps, [82](#)

adding to lock screen, [72-73](#)

Alarms & Clock app, [95](#)

built-in apps, [94-97](#)

Calculator app, [97](#)

Calendar app, [95](#)

Finance, [97](#)

finding in Windows Store, [98-99](#)

free trials, [99](#)

on lock screen, adding, [73](#)

Mail app. *See* [Mail app](#)

Maps app, [94](#)

Money app, [97](#)

News app, [96](#)

opening, [84](#)

People app, managing contacts, [162-163](#)

Photos app. *See* [Photos app](#)

pinning, [64](#)

pricing, [99](#)

searching for, [51](#), [88](#)

Sports app, [96](#)

Universal Windows apps, [89](#)

updating, [98](#)

Weather app, [94](#)

aspect ratio, [229](#)

Asus Transformer Pad, [7](#)

attachments (email)

in Mail app, [159](#)

sending in Gmail, [167](#)

audio systems, connecting, [21](#)

AVG Anti-Virus, [235](#)

B

backgrounds, desktop backgrounds, customizing, [66-67](#)

backing up files, [238-239](#)

Bing Finance app, [97](#)

Bing Maps, [94](#)

black-and-white printers, [15](#)

bloatware, [237](#)

blogs, [188](#)

Blu-ray drives, [13](#)

booting up computers, [23-24](#)

breadcrumbs, folders (File Explorer), [119](#)

broadband routers, [36](#)

browsers

Google Chrome, [138](#)

Internet Explorer. *See* [Microsoft Edge](#)

Mozilla Firefox, [138](#)

browsing Web

anonymous browsing, [142](#)

with Microsoft Edge, [138-139](#)

opening multiple pages, [142](#)

private browsing, [142](#)

saving favorite pages, [140](#)

searching Web, [143](#)

shopping online, [146-147](#)

built-in apps, [94-97](#)

buying

from Craigslist, [148-149](#)

music from iTunes Store, [214](#)

C

cables

color-coded, [21](#)

system power cables, connecting, [20](#)

Calculator app, [97](#)

Calendar app, [95](#)

cards, video cards, [14](#)

CD drives, [13](#)

CD/DVD drives, [13](#)

CDs, [13](#)

music CDs, [13](#)

playing with iTunes, [218](#)

changing

accent colors, [68-69](#)

desktop backgrounds, [66-67](#)

desktop color scheme, [68](#)

profile pictures, [74-75](#)

child accounts, [78](#)

Chrome, [138](#)

clicking mouse, [48](#)

dragging and dropping, [49](#)

- closing windows, [55](#)
- cloud storage, [132](#)
- color controls, [231](#)
- color printers, [15](#)
- color scheme on desktop, changing, [68](#)
- comparing
 - Microsoft Word, desktop versus web versions, [101](#)
 - streaming music services, [209](#)
- composing
 - email messages, [158-159](#), [166](#)
 - in Gmail, [166](#)
 - in Mail app, [158-159](#)
- compressed folders, extracting files from, [131](#)
- compressing files, [130](#)
- computer crashes, restoring computers after, [240-241](#)
- computers
 - adding to homegroups, [41-43](#)
 - booting up, [23](#)
 - powering on, [23](#)
 - setting up
 - all-in-one desktop PCs, [19](#)
 - desktop computers, [20-22](#)
 - notebook PCs, [18](#)
 - shutting down, [25](#)
 - types of, [3](#)
- computer screens, [14](#)
- computer systems
 - all-in-one PCs, [5](#)
 - CD and DVD drives, [13](#)
 - connectors, [8](#)
 - desktop PCs, [4](#)
 - hard disk drives, formatting, [9](#)
 - hybrid PCs, [7](#)
 - keyboards, [10](#)
 - memory card readers, [12](#)
 - monitors, [14](#)
 - mouse, [11](#)
 - notebook PCs, [3](#), [6](#)
 - printers, [15](#)
 - restoring after crashes, [240-241](#)

solid-state storage, [9](#)

tablet PCs, [7](#)

touchpad, [11](#)

USB, [28](#)

video cards, [14](#)

computer system setup, [16](#)

all-in-one PCs, [19](#)

audio systems, [21](#)

desktop PCs, [20-22](#)

logging on to Windows, [24](#)

monitors, [20](#)

mouse and keyboard, [20](#)

notebook PCs, [18](#)

powering on, [23-24](#)

system power cables, [20](#)

USB printers, [29](#)

configuring Windows system settings, [80-81](#)

Connect Automatically feature, [39](#)

connecting

additional PCs to home networks, [38-40](#)

devices via USB, [28](#)

PCs

to TVs, [32-33](#)

to wireless networks, [38-40](#)

printers, [29-31](#)

to Wi-Fi hotspots, [136-137](#)

connecting computers, [16](#)

all-in-one PCs, [19](#)

audio systems, [21](#)

desktop PCs, [20-22](#)

logging on to Windows, [24](#)

monitors, [20](#)

mouse and keyboard, [20](#)

notebook PCs, [18](#)

powering on, [23-24](#)

system power cables, [20](#)

USB printers, [29](#)

connecting new devices to computer systems, [26](#)

USB, [28](#)

Connections icon, [38](#)

connectors, [4](#), [8](#)

HDMI, [8](#), [32](#)

mini-HDMI connectors, [32](#)

portable devices, [8](#)

USB type A connectors, [27](#)

USB type B connectors, [27](#)

contacts, managing from People app, [162-163](#)

context menus, [90](#)

Continuum feature, [58](#)

Control Panel, [81](#), [233](#)

convertible PCs, [7](#)

Copy command (Word Edit menu), [107](#)

copying

files, [124](#)

folders, [124](#)

text, [107](#)

Cortana feature, [88](#)

searching with, [144-145](#)

cost of apps, [99](#)

cover images, adding to Timeline page (Facebook), [177](#)

Craigslist

buying items, [148-149](#)

selling items, [150-151](#)

crashes, restoring computers after, [240-241](#)

customizing. *See also* [personalizing](#)

accent colors, [68-69](#)

desktop backgrounds, [66-67](#)

lock screen pictures, [70-71](#)

Start menu, [64-65](#)

Cut command (Word Edit menu), [107](#)

cutting text, [107](#)

D

defending against malware, [235](#)

deleted files, restoring, [128](#)

deleting

files, [127](#)

folders, [127](#)

unnecessary files, [236](#)

unused programs, [237](#)

desktop

personalizing

changing background, [66](#)

changing color scheme, [68](#)

Windows 10, [47](#)

desktop backgrounds, customizing, [66-67](#)

desktop computers, setting up, [20-22](#)

desktop PCs, [3-4](#)

connecting, [20-22](#)

desktop replacement notebooks, [6](#)

desktop shortcuts, creating, [87](#)

Details view, File Explorer, [120](#)

devices

adding to computer systems, [26](#)

connecting via USB, [28](#)

digital music. *See also* [music](#)

downloading from iTunes Store, [214-215](#)

playing, [208](#)

with Groove Music app, [220-221](#)

with iTunes, [216-217](#)

purchasing from Groove Music app, [219](#)

streaming

with Pandora, [212-213](#)

with Spotify, [210-211](#)

digital photos. *See* [photos](#)

Digital Video Interface (DVI), [20](#)

Disk Cleanup tool, [236](#)

displaying files, [120](#)

displays. *See* [monitors](#)

documents (Word)

creating, [106](#)

definition of, [106](#)

keyboard shortcuts, [107](#)

paragraph formatting, [109](#)

printing, [111](#)

saving, [110](#)

text editing, [107](#)

text entry, [106](#)

text formatting, [108](#)

downloading

iTunes, [214](#)

movies/TV shows, iTunes Store, [202-203](#)

music from iTunes Store, [214](#)

pictures from Facebook, [179](#)

web browsers, [138](#)

draft messages, [156](#)

dragging and dropping, [49](#)

drives

CD and DVD drives, [13](#)

hard disk drives, formatting, [9](#)

DVD drives, [13](#)

DVI (Digital Video Interface), [20](#)

E

editing

photos, Photos app, [228-231](#)

Word documents, [107](#)

Edit menu commands (Word), [107](#)

email, [152](#)

adding other accounts to, [160-161](#)

attaching files to, [167](#)

composing, [158-159](#), [166](#)

contacts, managing from People app, [162-163](#)

Gmail, attachments, [167](#)

moving messages to other folders, [156](#)

reading

messages, [154-155](#)

web-based email with Gmail, [164](#)

replying to, [156](#), [165](#)

sending, [166](#)

viewing inbox, [154-155](#)

Windows 10 Mail app, [153](#)

adding accounts, [160-161](#)

composing messages, [158-159](#)

draft messages, [156](#)

email attachments, [159](#)

moving messages, [156](#)

reading messages, [155](#)

replying to messages, [157](#)

viewing inbox, [155](#)

- emptying Recycle Bin, [129](#)
- entering text in Word documents, [106](#)
- extensions, files, [123](#)
- external hard drives, backing up files, [238](#)
- external mice, [11](#)
- external peripherals, notebook PCs, [6](#), [18](#)
- external speakers, all-in-one PCs, [19](#)
- extracting files from compressed folders, [131](#)

F

- Facebook, [168-169](#)
 - compared to Pinterest and Twitter, [169](#)
 - cover images, adding to Timeline page, [177](#)
 - finding friends, [170-171](#)
 - friend requests, [171](#)
 - invitations, [171](#)
 - News Feed, reading, [172-173](#)
 - pictures
 - downloading, [179](#)
 - sharing, [180-181](#)
 - posting
 - to a friend's page, [176](#)
 - status updates, [174-175](#)
 - privacy, [175](#)
 - pictures, [181](#)
 - sharing, [173](#)
 - status updates
 - hiding, [177](#)
 - posting, [174-175](#)
 - Suggested Friends, [170](#)
 - Timeline page, personalizing, [177](#)
 - timelines, [176](#)
 - Top Stories, [172](#)
 - uploading photos, [180-181](#)
 - viewing friends' photos, [178-179](#)
- Family Safety Monitoring, [78](#)
- favorite pages, Microsoft Edge, [140-141](#)
- Favorites Bar, [141](#)
- favorite Web pages, saving, [140](#)
- File Explorer, [112-113](#)

changing the way files are displayed, [120](#)

compressing files, [130](#)

copying files/folders, [124](#)

deleting files/folders, [127](#)

Details view, [120](#)

extracting files from compressed folders, [131](#)

File menu, [115](#)

folders, [119](#)

 creating new, [122](#)

launching, [114](#)

moving files/folders, [125](#)

navigating, Navigation pane, [116-118](#)

Recycle Bin, emptying, [129](#)

renaming files/folders, [123](#)

restoring deleted files, [128](#)

ribbon, [115](#)

searching for files, [126](#)

sorting files/folders, [121](#)

file extensions, [123](#)

File menu, File Explorer, [115](#)

files, [112](#)

 backing up, [238-239](#)

 changing how they are displayed, File Explorer, [120](#)

 compressing, [130](#)

 copying, [124](#)

 deleted files, restoring, [128](#)

 deleting, [127](#)

 displaying, [120](#)

 extensions, [123](#)

 extracting from compressed folders, [131](#)

 File Explorer, [113](#)

 moving, [125](#)

 with mouse, [49](#)

 naming, [122](#)

 renaming, [123](#)

 restoring deleted files, [128](#)

 searching for, [126](#)

 sending via email, [167](#)

 sorting, [121](#)

 unnecessary files, deleting, [236](#)

.zip files, [130](#)

Finance app, [97](#)

finding

apps in Windows Store, [99](#)

friends, Facebook, [170-171](#)

people to follow, Pinterest, [183](#)

pins on Pinterest, [184-185](#)

Wi-Fi signals, [136](#)

Firefox, [138](#)

folders, [112](#)

compressed folders, extracting files from, [131](#)

copying, [124](#)

creating, [122](#)

deleting, [127](#)

displaying files, [120](#)

File Explorer, [113](#)

moving, [125](#)

naming, [122](#)

navigating, [119](#)

Navigation Pane, [116](#)

Public, [45](#)

Recycle Bin

emptying, [129](#)

restoring files from, [128](#)

renaming, [123](#)

sorting, [121](#)

syncing, OneDrive, [132](#)

following

people on Twitter, [189](#)

Pinterest boards, [183](#)

Twitter users, [189](#)

formatting

hard disks, [9](#)

Word documents, [108-109](#)

free trials, apps, [99](#)

friend requests, Facebook, [171](#)

friends, finding on Facebook, [170-171](#)

G

Gmail

messages, composing, [166](#)

reading, [164](#)

replying to messages, [165](#)

sending attachments, [167](#)

Google, [143](#)

Google Chrome, [138](#)

Groove Music app

playing music, [220-221](#)

purchasing music, [219](#)

H

hard disks, formatting, [9](#)

hardware

adding to computer systems, [26](#)

all-in-one PCs, [5](#)

CD and DVD drives, [13](#)

connectors, [8](#)

desktop PCs, [4](#)

hard disk drives, formatting, [9](#)

hybrid PCs, [7](#)

keyboards, [10](#)

memory card readers, [12](#)

monitors, [14](#)

mouse, [11](#)

notebook PCs, [3](#), [6](#)

printers, [15](#)

solid-state storage, [9](#)

tablet PCs, [7](#)

touchpad, [11](#)

video cards, [14](#)

HDMI (High-Definition Multimedia Interface), [8](#), [20](#), [32](#)

Connecting PCs to TVs, [32](#)

HDMI ports, [8](#)

hiding status updates, Facebook, [177](#)

High-Definition Multimedia Interface (HDMI), [8](#), [20](#), [32](#)

homegroups, [41](#)

accessing other computers in, [44](#)

adding computers, [41-43](#)

home networks (wireless), [34](#)

accessing computers in, [45](#)

additional PCs, connecting, [38-40](#)

broadband routers, [36](#)

Homegroups, adding computers to, [43](#)

main PC, setting up, [36-37](#)

security, [37](#), [40](#)

wireless adapters, [36-38](#)

wireless routers, [36](#)

home pages, [134](#)

hotspots (Wi-Fi), [136-137](#)

Hulu, watching TV shows, [196-199](#)

Hulu app, [196](#)

hybrid PCs, [7](#)

I

icons, [92](#)

taskbar icons, [53](#)

rearranging, [86](#)

iHeartRadio, [213](#)

illegal characters, [122](#)

images

icons, [92](#)

photos. *See* [photos](#)

pinnable images, [186](#)

sharing with Pinterest, [182](#)

finding and repinning interesting pins, [184](#)

finding people to follow, [183](#)

pinning from web pages, [186](#)

inbox, viewing (Windows Mail app), [154-155](#)

inkjet printers, [15](#)

InPrivate Browsing mode, [142](#)

insertion point, [106](#)

Instant Search, [126](#)

Internet

browsing with Microsoft Edge, [138-139](#)

connecting to Wi-Fi hotspots, [136-137](#)

Craigslist

buying items, [148-149](#)

selling items, [150-151](#)

searching with Cortana, [144-145](#)

searching with Google, [143](#)

shopping online, [146-147](#)

Internet Explorer. *See* [Microsoft Edge](#)

Internet gateway, [36](#)

Internet port, [36](#)

Internet Wi-Fi hotspots

connecting to, [136-137](#)

definition of, [136](#)

invitations, Facebook, [171](#)

iTunes

downloading, [214](#)

playing

CDs, [218](#)

music, [216-217](#)

purchasing music from, [214](#)

watching videos, [204-205](#)

iTunes Store

movies/TV shows, purchasing/downloading, [202-203](#)

music, downloading, [214-215](#)

J-K

Kaspersky Anti-Virus, [235](#)

keyboards, [10](#)

connecting, [20](#)

wireless keyboards, [10](#)

keyboard shortcuts

Microsoft Word, [107](#)

renaming files, [123](#)

L

laptops. *See* [notebook PCs](#)

laser printers, [15](#)

launching

File Explorer, [114](#)

Microsoft Word desktop app, [104](#)

Microsoft Word Online, [102-103](#)

lighting controls, [230](#)

live information, displaying on lock screens, [73](#)

live tiles, [65](#)

local accounts, [76](#)

lock screens, [24](#), [63](#)

adding apps, [72-73](#)

customizing with pictures, [70-71](#)

setting pictures for, [227](#)

logging in to accounts, [77](#)

logging on to Windows, [24](#)

logging out of user accounts, [79](#)

M

Mail app, [153](#)

adding accounts, [160-161](#)

composing messages, [158-159](#)

draft messages, [156](#)

email attachments, [159](#)

moving messages to other folders, [156](#)

reading messages, [155](#)

replying to messages, [157](#)

viewing inbox, [155](#)

maintenance

computer systems, restoring after crashes, [240-241](#)

deleting unnecessary files, [236](#)

malware, [235](#)

managing contacts from People app, [162-163](#)

Maps app, [94](#)

maximizing windows, [55](#)

McAfee VirusScan AntiVirus Plus, [235](#)

memberships

Pandora, [212](#)

Spotify, [210](#)

memory card readers, [12](#)

memory cards, [12](#)

transferring photos from, [225](#)

menu bars, [91](#)

menus, [91](#)

context menus, [90](#)

File menu, [115](#)

pop-up menus, [49](#)

pull-down menus, [91](#)

Quick Access menu, [51](#)

messages (email)

attaching files to, [167](#)

composing, [166](#)

in Mail app, [158-159](#)

in Gmail, [166](#)

drafts, [156](#)

email attachments in Mail app, [159](#)

moving, [156](#)

reading, [154-155](#)

replying to, [156](#)

in Mail app, [157](#)

in Gmail, [165](#)

sending, [166](#)

microblogging, [188](#)

Microsoft accounts, [76](#)

Microsoft Bing, [143](#)

Microsoft Edge, [135](#)

browsing with, [138-139](#)

Cortana, [145](#)

InPrivate Browsing mode, [142](#)

returning to favorite pages, [141](#)

saving favorite pages, [140](#)

start page, [138](#)

Web browsing

InPrivate Browsing, [142](#)

opening multiple pages, [142](#)

saving favorite pages, [140](#)

searching Web, [143](#)

shopping online, [146-147](#)

Microsoft Office 365 Home Premium, [104](#)

Microsoft Office Online, [102](#)

Microsoft Office Suite, editions, [104](#)

Microsoft OneDrive, [102](#), [132-133](#)

Microsoft Windows 10. *See* [Windows 10](#)

Microsoft Word, [100](#)

comparing desktop versus web versions, [101](#)

documents

creating, [106](#)

printing, [111](#)

saving, [110](#)

formatting paragraphs, [109](#)

insertion point, [106](#)

keyboard shortcuts, [107](#)

paragraph formatting, [109](#)

saving documents, [110](#)

spell checking, [109](#)

text, cutting/copying and pasting, [107](#)

text editing, [107](#)

text entry, [106](#)

text formatting, [108](#)

versions of, [101](#)

Web App, navigating, [105](#)

Microsoft Word 2013, [104](#)

Microsoft Word desktop app, launching, [104](#)

Microsoft Word for Windows 10, [103](#)

Microsoft Word Online, [100](#)

launching, [102-103](#)

navigating, [105](#)

saving work, [110](#)

templates, [103](#)

mini-HDMI connectors, [32](#)

minimizing windows, [55](#)

Money app, [97](#)

monitors, [14](#)

connecting, [20](#)

mouse, [11](#)

connecting, [20](#)

dragging and dropping, [49](#)

pointing and clicking, [48](#)

mouse operations, Windows 10, [48-49](#)

mouse over, [48](#)

movies

iTunes Store, purchasing/downloading, [202-203](#)

watching

on Hulu, [196](#)

on Netflix, [192](#)

with Video app, [191](#)

Movies and TV app, [206-207](#)

moving

email messages to other folders, [156](#)

files, [125](#)

with mouse, [49](#)

folders, [125](#)

insertion point, [106](#)

Mozilla Firefox, [138](#)

MP3 files, [215](#)

multifunction printers, [15](#)

multiple web pages, opening, [142](#)

music, [208](#)

digital music, playing, [208](#)

downloading from iTunes Store, [214-215](#)

Music app, navigating, [209](#)

playing

with Groove Music app, [220-221](#)

with iTunes, [216-217](#)

purchasing

from Groove Music app, [219](#)

from iTunes Store, [214](#)

streaming

with Pandora, [212-213](#)

with Spotify, [210-211](#)

Music app, [209](#)

music CDs, [13](#)

My Computer folder. *See* [File Explorer](#)

My Documents folder. *See* [File Explorer](#)

N

naming

files, [123](#)

folders, [123](#)

illegal characters, [122](#)

navigating

File Explorer, Navigation pane, [116-118](#)

folders, [119](#)

Navigation Pane, [116](#)

Microsoft Word Online, [105](#)

Music app, [209](#)

Photos app, [223](#)

Word Web App, [105](#)

Navigation pane, [116](#)

navigating File Explorer, [116-118](#)

netbooks, [6](#)

Netflix

subscription fees, [193](#)

TV shows, [195](#)

user profiles, [192](#)

watching movies, [192-195](#)

network security keys, [40](#)

networks (wireless home networks), [34](#)

accessing computers in, [45](#)

additional PCs, connecting, [38-40](#)

broadband routers, [36](#)

Homegroups, adding computers to, [43](#)

main PC, setting up, [36-37](#)

security, [37](#), [40](#)

wireless adapters, [36-38](#)

wireless routers, [36](#)

News app, [96](#)

News Feed, Facebook, [172-173](#)

Norton AntiVirus, [235](#)

notebook mouse, [11](#)

notebook PCs, [3](#), [6](#)

connecting, [18](#)

external peripherals, [6](#)

setting up computers, [18](#)

ultrabooks, [6](#)

O

Office 365 Home Premium, [104](#)

Office Web Apps, [102](#)

on-demand services, [211](#)

one-button connect, [40](#)

OneDrive, [102](#), [132-133](#)

online accounts, [76](#)

online shopping, [146-147](#)

opening

apps, [84](#)

multiple web pages, [142](#)

programs, [52](#)

web pages in tabs, [142](#)

operating systems, [46](#). *See also* [Windows 10](#)

Outlook Express, email messages

attaching files to, [167](#)

composing, [166](#)

replying to, [165](#)

sending, [166](#)

Overstock.com, [146](#)

P

Pandora, streaming music, [212-213](#)

Paragraph dialog box (Word), [109](#)

paragraphs, formatting in Word documents, [109](#)

parallel cables, [29](#)

parental controls, Family Safety Monitoring, [78](#)

Paste command (Word Edit menu), [107](#)

pasting text (Word), [107](#)

PCs

connecting

to TVs, [32-33](#)

to wireless networks, [38-40](#)

setting up networks, [36-37](#)

people

finding on Pinterest, [183](#)

following on Twitter, [189](#)

People app, managing contacts, [162-163](#)

peripherals, [4](#)

external peripherals, notebook PCs, [6](#), [18](#)

personalized services, [211](#)

personalizing

desktop

changing background, [66](#)

changing color scheme, [68](#)

Lock Screen, adding apps, [73](#)

profile pictures, changing, [75](#)

Timeline page, Facebook, [177](#)

user accounts, logging out, [79](#)

photos, [222](#)

editing in Photos app, [228-231](#)

Facebook photos, uploading, [180-181](#)

viewing friends' photos, [178-179](#)

Photos app, navigating, [223](#)

red eye, [229](#)

setting for Lock screen, [227](#)

transferring

from memory cards, [225](#)

via USB, [224](#)

viewing in Windows, [226-227](#)

Photos app, [222](#)

editing photos, [228-231](#)

navigating, [223](#)

viewing photos, [226-227](#)

pictures. *See also* [photos](#)

downloading from Facebook, [179](#)

privacy, Facebook, [181](#)

profile pictures, changing, [75](#)

sharing on Facebook, [180-181](#)

pinned applications, [50](#)

pinning

apps, [64](#)

programs

to Start menu, [85](#)

to taskbar, [86](#)

from web pages, Pinterest, [186-187](#)

pins (Pinterest)

finding and repinning, [184-185](#)

pinning from web pages, [186](#)

Pinterest, [182](#)

compared to Facebook and Twitter, [169](#)

finding and repinning pins, [184-185](#)

finding people to follow, [183](#)

pinning from web pages, [186-187](#)

sharing images, [182](#)

playing

CDs with iTunes, [218](#)

digital music, [208](#)

music

with Groove Music app, [220-221](#)

with iTunes, [216-217](#)

video

on Hulu, [196](#)

on Netflix, [192](#)

with Video app, [191](#)

on YouTube, [200-201](#)

- playlists, [217](#)
- playlists (YouTube), [200](#)
- pointing and clicking mouse, [48](#)
- POP/IMAP, [164](#)
- pop-up menus, [49](#)
- portable devices, [8](#)
- ports, [4](#), [8](#), [26](#)
- posting
 - Facebook status updates, [174-175](#)
 - to a friend's page, Facebook, [176](#)
 - status updates, Facebook, [174-175](#)
- power cables, connecting, [20](#)
- powering on, [23-24](#)
- power surges, [22](#)
- preventive maintenance
 - computer systems, restoring after crashes, [240-241](#)
 - deleting unnecessary files, [236](#)
- pricing apps, [99](#)
- printers, [15](#)
 - connecting, [29-31](#)
 - multifunction printers, [15](#)
 - USB printers, [29](#)
- printing Word documents, [111](#)
- privacy, Facebook, [175](#)
 - pictures, [181](#)
- private web browsing, [142](#)
- profile pictures, changing, [75](#)
- programs
 - opening, [52](#)
 - pinning
 - to Start menu, [85](#)
 - to taskbar, [86](#)
 - switching between, [56](#)
 - unused programs, deleting, [237](#)
- protecting against malware, [235](#)
- protecting computers
 - Control Panel, [233](#)
 - preventive maintenance, deleting unnecessary files, [236](#)
 - System Restore, [240-241](#)
 - Windows Defender, [235](#)

Public folder, [45](#)

pull-down menus, [91](#)

purchasing

movies/TV shows, iTunes Store, [202-203](#)

music

from Groove Music app, [219](#)

from iTunes Store, [214](#)

Q-R

Quick Access menu, [51](#)

radio stations, [213](#)

reading

email

messages, [154-155](#)

web-based email with Gmail, [164](#)

Gmail, [164](#)

News Feed, Facebook, [172-173](#)

rearranging

taskbar icons, [86](#)

tiles, [85](#)

rebooting, [23](#)

Recycle Bin, [127](#)

emptying, [129](#)

restoring files from, [128](#)

red eye, [229](#)

refreshing system files, [241](#)

renaming files/folders, [123](#)

repinning pins on Pinterest, [184-185](#)

replying to email

in Gmail, [165](#)

in Mail app, [156-157](#)

resetting systems, [241](#)

restoring

computers after a crash, [240-241](#)

deleted files, [128](#)

files, [128](#)

system, [240-241](#)

windows, [55](#)

your computer after a crash, [240-241](#)

returning to favorite pages (Microsoft Edge), [141](#)

ribbons, [93](#), [105](#). *See also* [toolbars](#)

File Explorer, [115](#)

Microsoft Word Web App, [105](#)

router configurations, [37](#)

routers

broadband, [36](#)

one-button connect, [40](#)

wireless, [36](#)

S

safety in social networking, [174](#)

saving

documents (Word), [110](#)

favorite pages (Microsoft Edge), [140](#)

work (Microsoft Word Online), [110](#)

screens, notebook PCs, [6](#)

scrolling windows, [54](#)

scrollwheels, [11](#)

searching

for apps, [51](#), [88](#)

for files, [126](#)

Web, [143](#)

with Cortana, [144-145](#)

with Google, [143](#)

security

Control Panel, [233](#)

online shopping, [147](#)

preventive maintenance, deleting unnecessary files, [236](#)

System Restore, [240-241](#)

Windows Defender, [235](#)

wireless home networks, [37](#), [40](#)

wireless networks, [37](#)

selling on Craigslist, [150-151](#)

sending

attachments, Gmail, [167](#)

email, [166](#)

setting up computers, [16](#)

all-in-one PCs, [19](#)

audio systems, [21](#)

desktop computers, [20-22](#)

desktop PCs, [20-22](#)

logging on to Windows, [24](#)

monitors, [20](#)

mouse and keyboard, [20](#)

notebook PCs, [18](#)

powering on, [23-24](#)

system power cables, [20](#)

USB printers, [29](#)

sharing

images, Pinterest, [182](#)

on Facebook, [173](#)

photos, Facebook, [180-181](#)

YouTube videos, [201](#)

shopping online, [146-147](#)

Shuffle icon, [217](#)

shutting down, [25](#)

computers, [25](#)

Windows 10, [50](#)

sizes, tiles, [65](#)

sizing

tiles, [85](#)

windows, [55](#)

Sleep mode, [25](#)

smartphones, customizing lock screens, [70](#)

social media

comparison of, [169](#)

Facebook

posting status updates, [174-175](#)

Timelines, [176](#)

uploading photos, [180-181](#)

viewing friends' photos, [178-179](#)

Pinterest, [182](#)

finding and repinning interesting pins, [184](#)

finding people to follow, [183](#)

pinning from web pages, [186](#)

Twitter, [188](#)

following users, [189](#)

social networking, [168](#)

Facebook. *See* [Facebook](#)

Pinterest. *See* [Pinterest](#)

safety, [174](#)

Twitter. *See* [Twitter](#)

solid state storage, [9](#)

sorting files/folders, [121](#)

sound systems, connecting, [21](#)

speakers, [21](#)

connecting, [21](#)

external speakers, [19](#)

special characters in filenames, [122](#)

spell checking in Microsoft Word, [109](#)

Sports app, [96](#)

Spotify, streaming music, [210-211](#)

Spybot Search & Destroy, [235](#)

spyware, [155](#)

Start menu

customizing, [64-65](#)

pinning programs to, [85](#)

Windows 10, [50-51](#)

Start menu commands, [50](#)

start page, Microsoft Edge, [138](#)

status updates, Facebook

hiding, [177](#)

posting, [174-175](#)

storage, [9](#)

storage plans, OneDrive, [133](#)

streaming

music

with Pandora, [212-213](#)

with Spotify, [210-211](#)

video, [194](#)

streaming music services, comparing, [209](#)

subscription fees, Netflix, [193](#)

Suggested Friends, Facebook, [170](#)

surge suppressors, [22](#)

swiping touchscreen, [61](#)

switching

between open windows, [56-57](#)

between programs, [56](#)

between users, [79](#)

syncing folders, OneDrive, [132](#)

system files, refreshing, [241](#)

system power cables, connecting, [20](#)

System Restore, [240-241](#)

systems, resetting, [241](#)

System Tools, System Restore, [240](#)

system unit, [4](#)

T

Tablet mode, [58-59](#)

tablet PCs, [3](#), [7](#)

tablets, Apple iPad, [7](#)

tabs, opening multiple web pages, [142](#)

tapping touchscreen, [60](#)

Target, [146](#)

taskbar

- pinning programs to, [86](#)

- Windows 10, [53](#)

taskbar icons, [53](#)

- rearranging, [86](#)

templates, Microsoft Word Online, [103](#)

text (Word)

- cutting/copying and pasting, [107](#)

- editing, [107](#)

- entering, [106](#)

- formatting, [108](#)

tiles

- live tiles, [65](#)

- rearranging, [85](#)

- sizes, [65](#)

- sizing, [85](#)

Timeline page, personalizing (Facebook), [177](#)

timelines (Facebook), [176](#)

toolbars, [92](#)

tools

- Disk Cleanup tool, [236](#)

- System Restore, [240](#)

Top Stories, Facebook, [172](#)

touchpads, [11](#)

touchscreen displays, [14](#), [61](#)

- swiping, [61](#)

tapping, [60](#)

zooming in, [61](#)

zooming out, [61](#)

touchscreen monitors, [5](#)

transferring photos from memory cards, [225](#)

via USB, [224](#)

trials for apps, [99](#)

TuneIn, [213](#)

turning on computer systems, [23-24](#)

TVs, connecting to PCs, [32-33](#)

TV shows

iTunes Store, purchasing/downloading, [202-203](#)

Netflix, [195](#)

watching on Hulu, [196-199](#)

tweeting, Twitter, [188](#)

Twitter, [169](#), [188](#)

compared to Facebook and Pinterest, [169](#)

following other users, [189](#)

tweeting, [188](#)

types of computers, [3](#)

U

ultrabook PCs, storage, [9](#)

ultrabooks, [6](#)

Universal Windows apps, [89](#)

unnecessary files, deleting, [236](#)

unused programs, deleting, [237](#)

updating apps, [98](#)

uploading

photos to Facebook, [180-181](#)

video to YouTube, [201](#)

USB, [28](#)

connecting

devices, [28](#)

printers, [29-31](#)

transferring photos, [224](#)

USB hubs, [28](#)

USB ports, [8](#)

USB printers, connecting, [29](#)

USB type A connectors, [27](#)

- USB type B connectors, [27](#)
- USB (universal serial bus), [28](#)
- user accounts, logging out, [79](#)
- user profiles, Netflix, [192](#)
- users
 - adding additional users, [76-78](#)
 - switching, [79](#)

V

- VGA (Video Graphics Array), [20](#)

- video
 - streaming, [194](#)
 - uploading to YouTube, [201](#)
 - watching
 - on Hulu, [196](#)
 - with iTunes, [204-205](#)
 - with Movies and TV app, [206-207](#)
 - on Netflix, [192](#)
 - on YouTube, [200-201](#)
 - with Video app, [191](#)

- Video app, watching video, [191](#)

- video cards, [14](#)

- Video Graphics Array (VGA), [20](#)

- viewing
 - Facebook Timelines, [176](#)
 - friends' Facebook photos, [178-179](#)
 - friend's photos, Facebook, [178-179](#)
 - inbox, Windows Mail app, [154-155](#)
 - photos, [226-227](#)
 - timelines, Facebook, [176](#)

- views, [120](#)

- viruses, [235](#)

- voice commands, Cortana, [144](#)

W

- watching
 - movies
 - on Hulu, [197](#)
 - on Netflix, [192-195](#)
 - TV shows on Hulu, [196-199](#)
- video

- on Hulu, [196](#)
- with iTunes, [204-205](#)
- with Movies and TV app, [206-207](#)
- on Netflix, [192](#)
- on YouTube, [200-201](#)
- with Video app, [191](#)

Weather app, [94](#)

Web App (Microsoft Word), navigating, [105](#)

web blogs, [188](#)

web browsers

- downloading, [138](#)

- Google Chrome, [138](#)

- Internet Explorer, [134](#)

- Microsoft Edge, [135](#)

- Mozilla Firefox, [138](#)

webcams, profile pictures with, [75](#)

Web Notes, [141](#)

web pages, [134](#)

- opening in tabs, [142](#)

- pinning from Pinterest, [186-187](#)

websites, [134](#). *See also specific websites*

Web surfing

- opening multiple pages, [142](#)

- private browsing, [142](#)

- saving favorite pages, [140](#)

- searching Web, [143](#)

- shopping online, [146-147](#)

Wi-Fi hotspots

- connecting to, [136-137](#)

- definition of, [136](#)

windows

- closing, [55](#)

- maximizing, [55](#)

- minimizing, [55](#)

- parts of, [83](#)

- restoring, [55](#)

- scrolling, [54](#)

- sizing, [55](#)

- switching between open windows, [56](#)

Windows 10, [46](#)

built-in apps, [94-97](#)

desktop, [47](#)

dragging and dropping, [49](#)

File Explorer, [113](#)

logging on to, [24](#)

menus, [91](#)

mouse operations, [48-49](#)

Navigation pane, [116](#)

opening programs, [52](#)

pointing and clicking, [48](#)

programs, switching between, [56](#)

Recycle Bin, emptying, [129](#)

Recycle Bin, restoring files from, [128](#)

System Restore, [240](#)

toolbars, [92](#)

user accounts, logging out, [79](#)

Windows Action Center, [233-234](#)

Windows Control Panel, [233](#)

Windows Defender, [235](#)

Windows Explorer. *See* [File Explorer](#)

Windows key, [10](#)

Windows Mail app, [153](#)

adding accounts, [160-161](#)

composing messages, [158-159](#)

draft messages, [156](#)

email attachments, [159](#)

moving messages, [156](#)

reading email, [154-155](#)

replying to messages, [157](#)

viewing inbox, [154-155](#)

Windows Recycle Bin, [127](#)

Windows Store, finding apps, [98-99](#)

Windows system settings, configuring, [80-81](#)

wireless adapters, [36, 38](#)

wireless home networks, [34](#)

accessing computers in, [45](#)

additional PCs, connecting, [38-40](#)

Homegroups, adding computers to, [43](#)

main PC, setting up, [36-37](#)

security, [37, 40](#)

wireless routers, [36](#)

wireless keyboards, [10](#)

wireless networks, [34](#)

connecting PCs to, [38-40](#)

security, [37](#)

wireless routers, [36](#)

Word (Microsoft), [100](#), [103](#)

comparing desktop versus web versions, [101](#)

documents

creating, [106](#)

printing, [111](#)

saving, [110](#)

formatting paragraphs, [109](#)

insertion point, [106](#)

keyboard shortcuts, [107](#)

paragraph formatting, [109](#)

saving documents, [110](#)

spell checking, [109](#)

text, cutting/copying and pasting, [107](#)

text editing, [107](#)

text entry, [106](#)

text formatting, [108](#)

versions of, [101](#)

Web App, navigating, [105](#)

Word Online. *See* [Microsoft Word Online](#)

word processor program. *See* [Word \(Microsoft\)](#)

word processors, [100](#)

writing email messages, [166](#)

X-Y

YouTube

uploading video to, [201](#)

watching TV shows/videos, [200-201](#)

Z

zip files, [130](#)

zipper icon, [131](#)

zooming in, [61](#)

zooming out, [61](#)

Best-Selling **My** Books!



Learning to use your smartphone, tablet, camera, game, or software has never been easier with the full-color My Series. You'll find simple, step-by-step instructions from our team of experienced authors. The organized, task-based format allows you to quickly and easily find exactly what you want to achieve.

Visit quepublishing.com/mybooks to learn more.



REGISTER THIS PRODUCT

SAVE 35%*

ON YOUR NEXT PURCHASE!

How to Register Your Product

- Go to quepublishing.com/register
- Sign in or create an account
- Enter the 10- or 13-digit ISBN that appears on the back cover of your product

Benefits of Registering

- Ability to download product updates
- Access to bonus chapters and workshop files
- A 35% coupon to be used on your next purchase – valid for 30 days
To obtain your coupon, click on “Manage Codes” in the right column of your Account page
- Receive special offers on new editions and related Que products

Please note that the benefits for registering may vary by product. Benefits will be listed on your Account page under Registered Products.

We value and respect your privacy. Your email address will not be sold to any third party company.

** 35% discount code presented after product registration is valid on most print books, eBooks, and full-course videos sold on QuePublishing.com. Discount may not be combined with any other offer and is not redeemable for cash. Discount code expires after 30 days from the time of product registration. Offer subject to change.*