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1

Introducing Windows 10

This chapter explains what Windows is and shows how to get started with the operating system, including the changes in Windows 10 and its interface, keyboard shortcuts, creating a Microsoft Account and signing in.

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What is Windows?

Windows is an operating system for PCs (personal computers), laptops and smartphones. The operating system is the software that organizes and controls all of the components (hardware and software) in your computer so that they integrate and work efficiently together.

The first operating system from Microsoft was known as MS-DOS (Microsoft Disk Operating System). This was a non-graphical, line-oriented, command-driven operating system, able to run only one application at a time.

The original Windows system was an interface manager that ran on top of the MS-DOS system, providing a graphical user interface and using clever processor and memory management to allow it to run more than one application or function at a time.

The basic element of Windows was its 'windowing' capability. A window (with a lower-case w) is a rectangular area used to display information or to run a program. Several windows can be opened at the same time so that you can work with multiple applications. This provided a dramatic increase in productivity, in comparison with the original MS-DOS.

Microsoft released four versions of this interface management Windows, with numerous intermediate versions, including:

- 1985 – Windows 1.0; 1987 – Windows 2.0, 2.1 and 2.11;
- 1990 – Windows 3.0, 3.1, 3.11 (Windows for Workgroups);
- 1995 – Windows 95; 1998 – Windows 98, 98 SE; 2000 – Windows Me (Millennium Edition).

The next version, Windows XP, was a full operating system in its own right. This was eventually followed by Windows Vista and then Windows 7, 8, 8.1 and 10 (there was no Windows 9).

- 2001 – Windows XP (eXPerience) Home and Professional.
- 2007 – Windows Vista Home, Home Premium, Ultimate etc.
- 2009 – Windows 7 Starter, Home Premium, Ultimate etc.
- 2012 – Windows 8 Starter, Pro, Enterprise and RT.
- 2013 – Windows 8.1 Starter, Pro, Enterprise and RT.
- 2015 – Windows 10 Home, Pro, Enterprise and Education.



The New icon pictured above indicates a new or enhanced feature introduced with the Windows 10 Anniversary Update.

About Windows 10

The latest version of Windows was released in August 2016:

- 2016 – Windows 10 Anniversary Update, which can be used to upgrade any existing version of Windows 10.

All major computer operating systems (OS) undergo regular upgrades and new versions. Sometimes these are a significant visual overhaul, while others concentrate more on the behind-the-scenes aspect of the OS. In terms of Microsoft Windows, Windows 8 was one of the most radical updates to the User Interface (UI) and introduced a number of new features, for both desktop and mobile versions of Windows. However, it was not met with universal approval, as it was perceived that it was two separate operating systems (desktop and mobile) bolted together and not satisfying each environment completely.

With Windows 10, a lot of the problems with Windows 8 were addressed: the familiar Start menu was reinstated to return to a similar UI to earlier versions of Windows; there was a greater consolidation between desktop and mobile devices running Windows 10; and the operation of apps was standardized so that it is similar for the new Windows apps and also the more traditional ones. In a sense, this was a case of going back one step in order to go forwards two steps and Windows 10 has succeeded in creating a familiar environment, coupled with a range of innovative and useful features.

Windows 10 Anniversary Update

The intention for Windows 10 has always been to produce incremental updates, rather than waiting a period of time for the next major update. This is the reason why it is unlikely that there will be a Windows 11: instead there will be regular online updates to Windows 10. The Windows 10 Anniversary Update marks the first anniversary of the release of the software. It contains a number of improvements and refinements but, in keeping with the Windows 10 ethos, it is an incremental update rather than a major new operating system. The Anniversary Update is delivered online through the Windows Update function in the Settings app. A registered version of Windows 10 has to be installed in order for the Anniversary Update to be downloaded. Some of the new features in the update include an improved Start menu and improvements to the digital assistant, Cortana.



If you are upgrading to Windows 10 from Windows 7, 8 or 8.1 you will be able to keep all of your settings, files and apps.



The functionality of the Anniversary Update is generally the same as for the original Windows 10 and it will, in general, be referred to as Windows 10 throughout the book.

Windows 10 Interface

Windows 8 was one of the most significant changes to the Windows operating system since Windows 95 helped redefine the way that we look at personal computers. It aimed to bring the desktop and mobile computing environments together, principally with the brightly colored Start screen and Charms bar. However, this proved to be awkward for a lot of users, with Windows 8 not fully meeting the needs of the device being used.

The original Windows 10 interface was redesigned so that it looked as similar as possible, regardless of whether it is being used on a desktop computer with a mouse and keyboard, or on a mobile or touchscreen device (and most of the underlying functionality is still the same). The Windows 10 Anniversary Update keeps the same interface, while adding some visual updates, such as an improved Start menu, and some internal improvements to ensure that Windows 10 runs more efficiently.

As with the original Windows 10, the Anniversary Update looks more familiar to users of pre-Windows 8 versions of Windows. It opens at the Desktop, where shortcuts to items can be placed, and the Taskbar is at the bottom of the screen. The Start screen format and the Charms bar have also been replaced with more traditional elements of the Windows operating system, including the enhanced Start menu.



The main recommended specifications for PCs and laptops running Windows 10 are: 1GHz processor; 1GB RAM (32-bit Windows) or 2GB RAM (64-bit Windows); and 16GB of free disk space for installation.



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Start menu

The Start menu was reinstated in the original version of Windows 10, although it has been redesigned so that it also includes a range of colored tiles, which can be pinned to the Start menu and are used to access the most commonly used or favorite apps. The left-hand side of the Start menu contains links to some of your most frequently used functions (such as the Power button), Recently Added apps, Most used apps and the All Apps list. The Windows 10 Anniversary Update version refines the Start menu so that all apps are displayed directly on the menu, rather than having to be accessed from the All Apps button that appeared on the original version of Windows 10.



The Settings app can be used to customize the Start menu (**Settings** > **Personalization** > **Start**).

Windows 10 for touchscreen

The Windows 10 version that is optimized for touchscreen use is designed for using with a tablet (such as the Microsoft Surface Pro 4), where all of the screen navigation can be done by



tapping, swiping and pinching on the screen. These features can also be used on touchscreen desktops and laptops that have this functionality (see page 15 for details).

The Demise of the Charms Bar

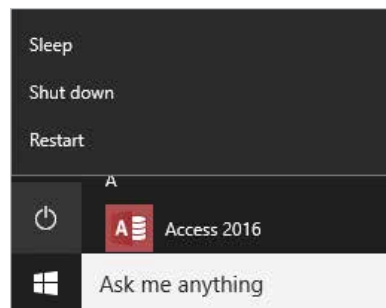
One of the features in Windows 8 and 8.1 that did not meet with universal approval was the Charms bar. This was a bar of icons that appeared at the right-hand side of the screen when the cursor was moved to certain positions. The Charms bar consisted of: a Settings Charm, which was used for quick settings, including the Power button and the full PC Settings; a Device Charm for adding external devices; a Sharing Charm; and a Search Charm.

In the Windows 10 Anniversary Update, the Charms bar remains removed and its functionality has been incorporated into other features:

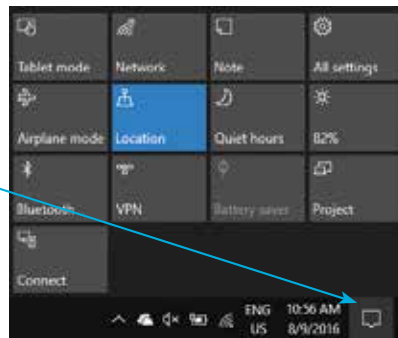


In Windows 8 and 8.1 the PC Settings were accessed from the Charms bar. The Settings in Windows 10 can be accessed from a range of locations, including the Start menu and the Notifications panel. See page 44 for details.

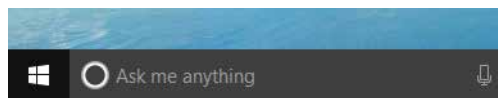
- **Power button.** This is available on the Start menu, which is accessed from the Start button in the bottom left-hand corner of the screen.



- **Notifications and Quick access settings.** These are available from the Notifications button at the right-hand side of the Taskbar, at the bottom of the Desktop. (This is also known as the Action Center.)



- **Search.** This is incorporated into the Taskbar, to the right of the Start button. It also includes the Cortana search function which is accessed from the microphone icon.



- **Device and Sharing options.** These are now incorporated into the menu within some of the modern Windows 10 apps. Click on the menu to access the options.

Obtaining Windows 10

Windows 10 is a slight departure by Microsoft in that it is promoted as an online service, rather than just a standalone operating system. This means that, by default, Windows 10 is obtained and downloaded online, with subsequent updates and upgrades provided on a regular basis.

The original version of Windows 10 was a free upgrade if it was downloaded and installed by July 2016. However, this offer has now finished and Windows 10 can be bought from the Microsoft website, or through software retailers. A registered version of Windows 10 has to be installed before the free Anniversary Update can be downloaded.

The three main options for obtaining Windows 10 are:

- **Upgrade** – Replace an older version of Windows, retaining the installed applications and settings. This can only be done with Windows 7 and later: for earlier versions you will need to install a new, full copy of Windows 10.
- **Clean Install** – This has to be done if you have Windows XP or Windows Vista and you want to upgrade to Windows 10.
- **Pre-install** – Buy a new PC or laptop with Windows 10 already installed, then install the required apps.

For users of Windows 7, 8 or 8.1, Windows 10 has to be installed before the Anniversary Update can be downloaded and installed from the Microsoft website. Ensure Windows Update is turned on within Settings to ensure you are informed about the update. Once it has been installed, you will receive upgrades and updates as they become available.

Some of the steps that the installation will go through are:

- **Personalize.** These are settings that will be applied to your version of Windows 10. These settings can also be selected within the Settings app once Windows 10 has been installed.
- **Settings.** You can choose to have express settings applied, or customize them.
- **Microsoft Account.** You can set up a Microsoft Account during installation, or once you have started Windows 10.



The cost for Windows 10, with a DVD, is US\$119 (£99) for the Home edition.

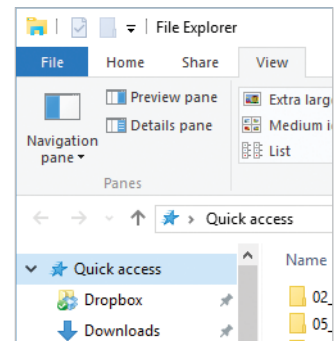
Keyboard Shortcuts

As you become more confident using Windows 10 you may want to access certain items more quickly. There is a range of keyboard shortcuts that can be used to access some of the items you use most frequently.

The majority of the shortcuts are accessed together with the WinKey. To use the keyboard shortcuts press:



- **WinKey** to access the Start menu at any time
- **WinKey + L** to lock the computer and display the Lock screen
- **WinKey + I** to access the Settings app
- **WinKey + K** to connect new devices
- **WinKey + H** to access the Sharing options for the current items or app
- **WinKey + Q** to access the Personal Digital Assistant voice function, Cortana
- **WinKey + D** to access the Desktop
- **WinKey + M** to access the Desktop with the active window minimized
- **WinKey + E** to access File Explorer, displaying the Quick access section
- **WinKey + T** to display the thumbnails on the Desktop Taskbar
- **WinKey + U** to access the Ease of Access Center
- **WinKey + X** to access administration tools and quick access to items including the Desktop and the Control Panel
- **Alt + F4** to close a Windows 10 app
- **Ctrl + Shift + Esc** to access the Task Manager



Windows 10 for Touch

One of the aims of Windows 10 is to make the operating system more familiar again to users with a keyboard and mouse. This has been done by reverting back to a more traditional look and feel than that of Windows 8 and 8.1. For touchscreen devices such as tablets, laptops with precision touchpads and phones, the same overall operation of Windows 10 has been maintained so that users can feel comfortable with the operating system regardless of the device on which they are using it.

Continuum

Continuum refers to the function of Windows 10 where you can start something on one Windows 10 device and then continue working on it on another. For instance, you could start a letter in Word on a desktop computer, save it, and then pick up where you left off on the Microsoft tablet, Surface. Continuum works between desktop computers, laptops, tablets and Windows phones.

Using touch

Touchscreen devices and those with precision touchpads can be used with Windows 10 to navigate through a number of gestures, swipes and taps on the screen or touchpad. The range of these gestures has been consolidated from Windows 8 and 8.1, since these included a number of options for accessing the Charms that are no longer available with Windows 10. Some of the gestures that can be used with touchscreen or touchpad devices using Windows 10 are:

- Swipe inwards from the right-hand edge to access the Action Center (Notification Center).
- Swipe inwards from the left-hand edge to access the Task View for currently open apps.
- In an open Windows 10 app, swipe downwards from the top of the screen to access the app's toolbar.
- In an open Windows 10 app, use a long swipe downwards from the top of the screen to close the app.
- Swipe upwards from the bottom of the screen to access the Taskbar (when an app is at full screen).
- Tap with three fingers on a touchpad to bring up the Personal Digital Assistant, Cortana.



The Windows 10 Anniversary Update has enhanced Windows Ink, which enables users of a touchscreen device to jot down notes, make sketches and launch some apps, using a compatible pen.



Aside from the gestures used on a touchscreen device, much of the operation of Windows 10 has been consolidated between computers with a mouse and keyboard, and mobile devices.



Without a Microsoft Account you will not be able to access the full functionality of the apps listed here.

Using a Microsoft Account

We live in a world of ever-increasing computer connectivity, where users expect to be able to access their content wherever they are and share it with their friends and family in a variety of ways, whether it is by email, messaging or photo sharing. This is known as Cloud computing, with content being stored on online servers, from where it can be accessed by authorized users.

In Windows 10, this type of connectivity is achieved with a Microsoft Account. This is a registration system (which can be set up with most email addresses and a password) that provides access to a number of services via the Windows 10 apps. These include:

- **Mail.** This is the Windows 10 email app that can be used to access and manage your different email accounts.
- **Skype.** This is the text messaging and video chatting app.
- **People.** This is the address book app.
- **Calendar.** This is the calendar and organizer app.
- **Windows Store.** This is the online store for previewing and downloading additional apps.
- **OneDrive.** This is the online backup and sharing service.

Creating a Microsoft Account

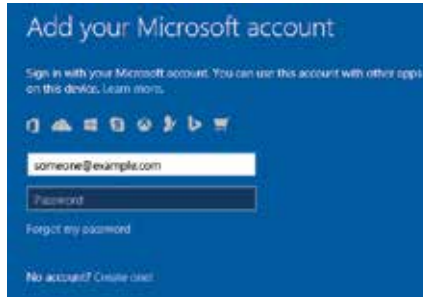
It is free to create a Microsoft Account and can be done with an email address and, together with a password, this provides a unique identifier for logging into your Microsoft Account and the related apps. There are several ways in which you can create and set up a Microsoft Account:

- During the initial setup process when you install Windows 10. You will be asked if you want to create a Microsoft Account at this point. If you do not, you can always do so at a later time.
- When you first open an app that requires access to a Microsoft Account. When you do this you will be prompted to create a new account.
- From the **Accounts** section of the **Settings** app (for more information about the Settings app see pages 44-55).

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Whichever way you use to create a Microsoft Account, the process is similar:

1 When you are first prompted to sign in with a Microsoft Account you can enter your account details, if you have one, or



The screenshot shows a blue background with the title "Add your Microsoft account". Below the title, it says "Sign in with your Microsoft account. You can use this account with other apps on this device. Learn more." There are icons for various services like Office, OneDrive, and Xbox. Below these is a text input field containing "someone@example.com" and a password field labeled "Password". There is a link "Forgot my password" and a button "No account? Create one!" at the bottom.

2 Click on the **No account? Create one!** link

No account? Create one!



3 Enter your name, an email address and a password for your Microsoft Account



The screenshot shows a white background with the title "Let's create your account". Below the title, it says "Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account! Learn more." There are input fields for "Nick" (containing "nick") and "Surname" (containing "vandome"). Below these is a note: "After you sign up, we'll send you an email with a link to verify this user name." There is an email input field containing "nickvandome2@gmail.com", a "Not a real email address" error message, a password field with "*****", a "Choose State" dropdown menu, and "Birth month", "Day", and "Year" dropdown menus. There are "Back" and "Next" buttons at the bottom.

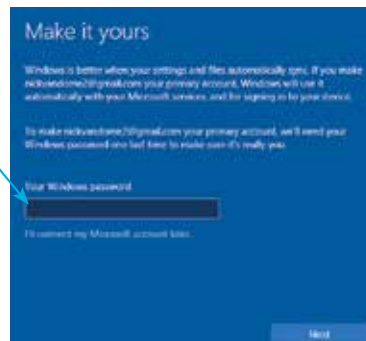
Microsoft Account details can also be used as your sign-in for Windows 10 (see pages 18-19).

4 Click on the **Next** button to move through the registration process

Next

5 Enter your password again to confirm your account

6 Click on the **Finish** button in the final window to complete setting up your Microsoft Account



The screenshot shows a blue background with the title "Make it yours". Below the title, it says "Windows is better when your settings and files automatically sync. If you make nickvandome2@gmail.com your primary account, Windows will use it automatically with your Microsoft services, and for signing in to your device." There is a note: "To make nickvandome2@gmail.com your primary account, we'll send you Windows password one last time to make sure it's really you." There is a text input field labeled "Your Windows password" and a "Next" button at the bottom.



For details about personalizing the Lock screen see pages 42-43.



You can lock your PC at any point by pressing **WinKey + L**.



You will get an error message if you enter the wrong password or if you simply mis-key and cause an incorrect character to be added.

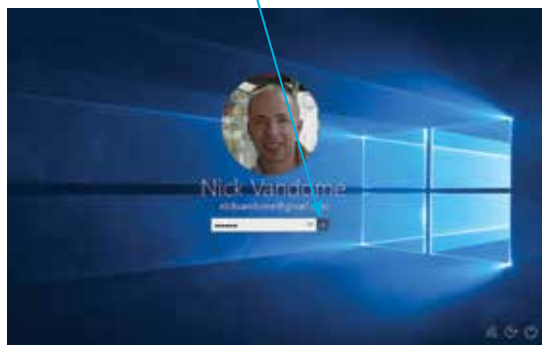
Sign-in Options

Each time you start up your computer you will need to sign in. This is a security feature so that no-one can gain unauthorized access to your account on your PC. The sign-in process starts with the Lock screen and then you have to enter your sign-in password.

- 1 When you start your PC the Lock screen will be showing. This is linked to the sign-in screen



- 2 Click on the **Lock screen**, or press any key to move to the sign-in screen. Enter your password and press **Enter** or click on this arrow



- 3 On the sign-in screen, click on this button to select Ease of Access options



- 4 On the sign-in screen, click on this button to select Power off options including Shut down and Restart



...cont'd

- 5 If there are other users with an account on the same PC, their names will be displayed here



You can sign in with a Local account or a Microsoft Account. If you sign in with the latter, you will have access to the related services, such as Mail and People. Also, you will be able to sync your settings and use them on another computer when you log in with your Account.

- 6 Click on another user to access their own sign-in screen

Sign-in settings

Settings for how you sign in can be accessed from the Accounts section in the Settings app:

- 1 Access the **Settings** app and click on the **Accounts** button



- 2 Under **Sign-in options**, select options to change your password, create a picture password or create a PIN instead of a password



- 3 If you want to create a picture password you must have a touchscreen device. Select a picture and draw a pattern to use as your sign-in



For details about using the Settings app see pages 44-55.



Windows Hello is a function that uses biometric authentication for signing in to Windows 10. This is either done by scanning your face or with a fingerprint reader. However, specialist hardware is required and this is not available on many devices at present.

32-Bit versus 64-Bit

As well as choosing your Windows 10 edition, you also need to decide between the 32-bit and the 64-bit versions of the operating system. This choice is available for all editions of Windows 10, including installation DVDs for each mode.

The 32-bit or 64-bit nomenclature refers to the memory address length which the processor can reference. This dictates the maximum amount of memory, which is 4GB for 32-bit mode (or more accurately 3.4GB, since some memory needs to be allocated for other purposes). For 64-bit mode, the maximum may be much higher, though the Windows 10 editions do not make full use of the potential. As well as more memory, 64-bit mode will also be faster; typically about 10%.

However, you need applications that are specifically optimized for 64-bit processing to take advantage of the speed improvements and memory increase. Many games, for example, include the necessary enhancements.

Remember that choosing a 64-bit system means that you can no longer run 16-bit applications. This is only a problem if you use very old software (from the Windows 3.1 days).

More importantly, existing 32-bit drivers for your devices will not operate in 64-bit mode, so you will have to locate 64-bit versions of the drivers. You may have problems with some devices, particularly the older ones.

You may also find that running 32-bit applications in a 64-bit operating system might actually be slower, due to the additional overheads imposed by conversion between the address systems.

In summary, if you have a 64-bit capable computer but use older hardware or 32-bit applications, you might do better to stay with the 32-bit version of Windows 10. With the latest hardware and drivers, and applications that are 64-bit optimized, for especially demanding applications such as video editing or image packages, the switch to 64-bit and higher memory would offer significant improvements.

It will not be long before 64-bit computing becomes the standard, and 32-bit operation becomes an optional extra, but for the present there are still large numbers of 32-bit applications.



To check whether your version of Windows 10 is 32-bit or 64-bit, right-click on the Start button and click on the **System** link. The bit version is displayed under the **System > System type** section.