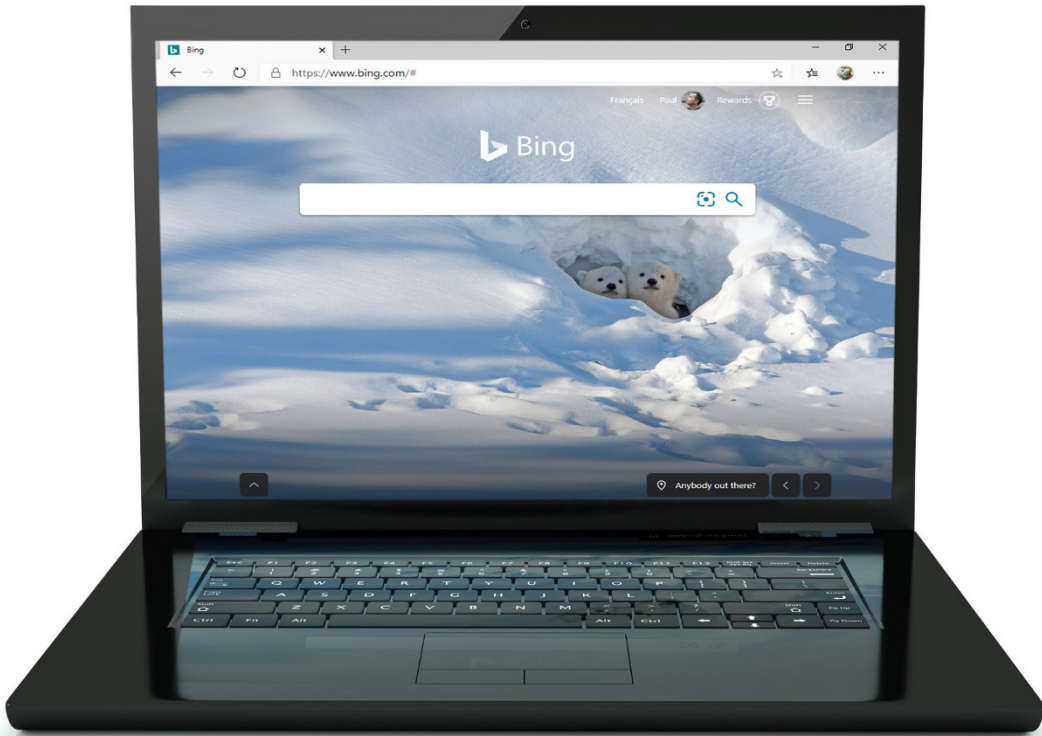


Teach Yourself
VISUALLY™

Windows® 10

The Fast and Easy Way to Learn

Third Edition



Paul McFedries

Visual
A Wiley Brand



Windows[®] 10, 3rd Edition

Paul McFedries

Teach Yourself VISUALLY™ Windows® 10

3rd Edition

Published simultaneously in Canada

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Library of Congress Control Number: 2020935526

ISBN: 978-1-119-69859-3; ISBN: 978-1-119-69857-9 (ebk);

ISBN: 978-1-119-69860-9 (ebk)

Manufactured in the United States of America

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About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991, and he has nearly 100 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY macOS High Sierra*, *Teach Yourself VISUALLY Excel 2016*, *Excel Data Analysis For Dummies*, *Amazon Fire TV For Dummies*, *Alexa For Dummies*, and *Fitbit For Dummies*. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter @paulmcf.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, technical editor Vince Averello, copy editor Kim Cofer, and production editor Barath Kumar Rajasekaran. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Devon Lewis and associate publisher Jim Minatel for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Crop an Image

CHAPTER 7
Working with Images

If you have an image containing elements that you do not want or need to see, you can often cut out those elements. This is called *cropping*, and you can do this with Photos. When you crop a photo, you specify a rectangular area of the photo that you want to keep. Photos discards everything outside the rectangle.

Cropping is a useful skill to have because it can help give focus to the true subject of a photo. Cropping is also useful for removing extraneous elements that appear on or near the edges of a photo.

Crop an Image

- 1 In Photos, display the image you want to crop.
- 2 Click **Get creative with this photo** (3%).
- 3 Click **Edit**.

Photos displays the image editing tools.

- 4 The **Crop & Rotate** tab is selected by default.
- 5 Photos displays a cropping rectangle on the photo.

Click and drag any edge or any corner of the rectangle to define the area you want to keep.

Note: Remember that Photos keeps the area inside the rectangle.

Click this [checkmark] and then click **Save**.
Photos saves your changes.

If you prefer to leave the original as is, you can click **Save a copy**, instead.

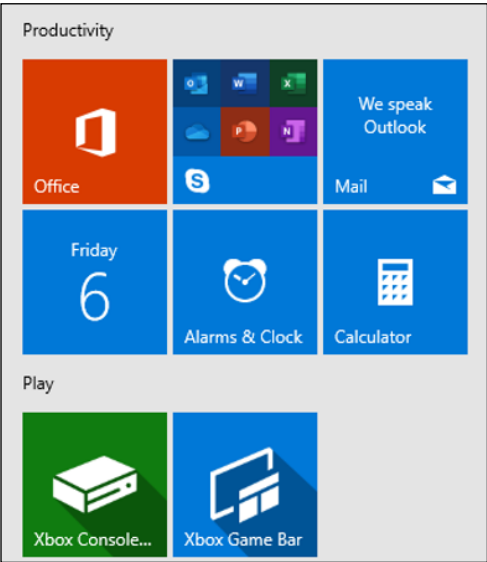
TIP
Is there a quick way to crop a photo to a certain size?
Yes. Photos enables you to choose a specific *aspect ratio*, a ratio of the photo's width to its height. Common aspect ratios include square (same width and height), widescreen (16:9), and 3:2. Repeat steps 1 to 3 to display the cropping rectangle over the image. Click **Aspect ratio**. Click the ratio you want to use, such as **Widescreen**, **3:2**, or **7:5**. Continue with step 5 to save the cropping.

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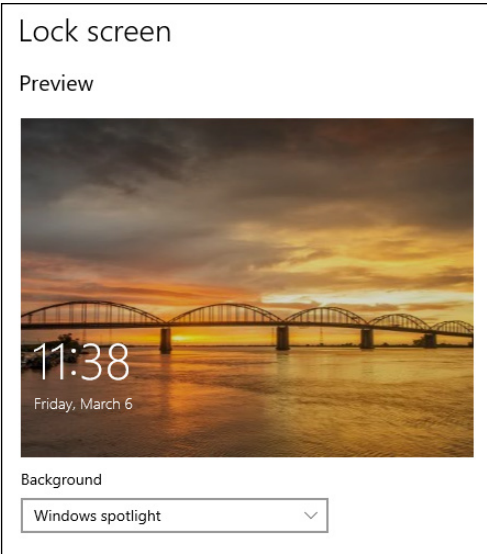
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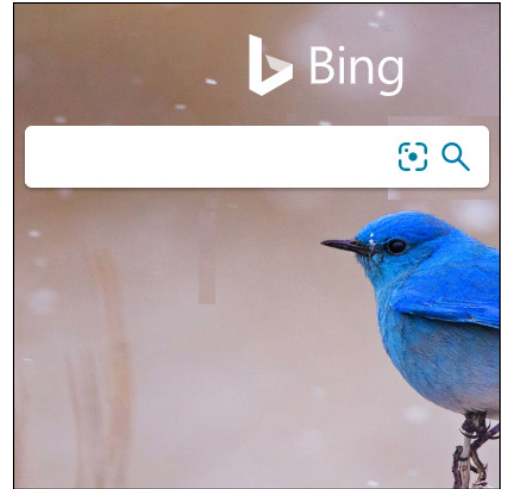
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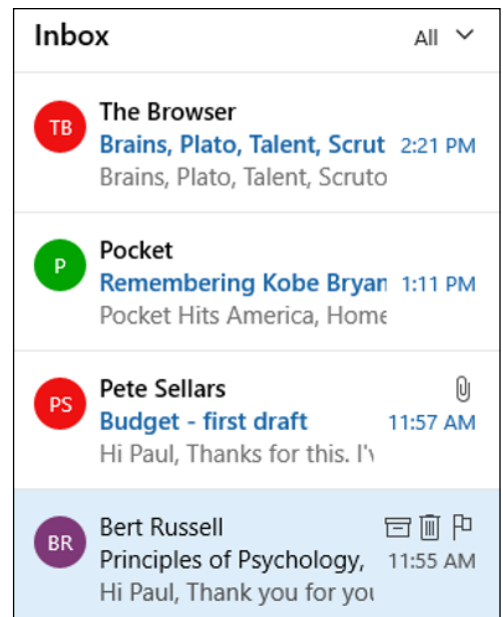
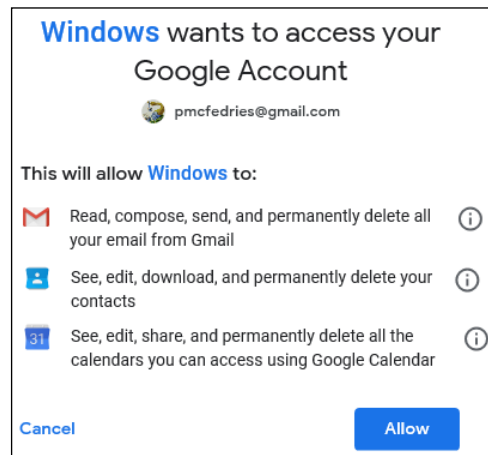


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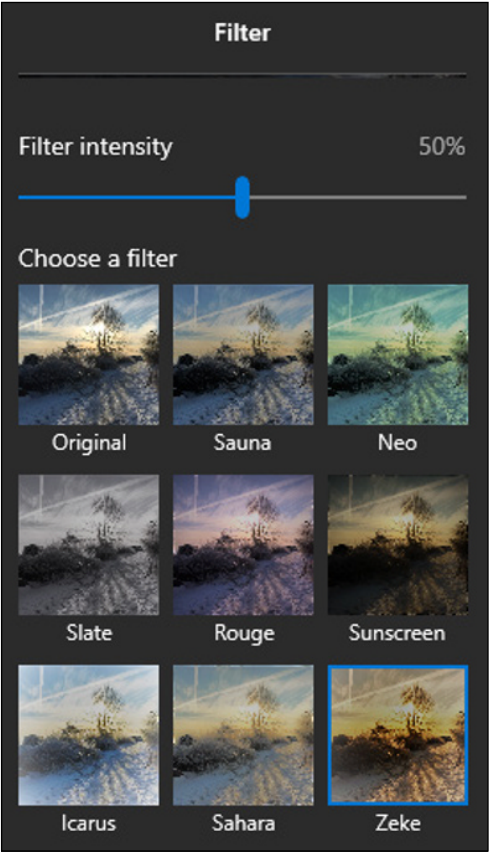
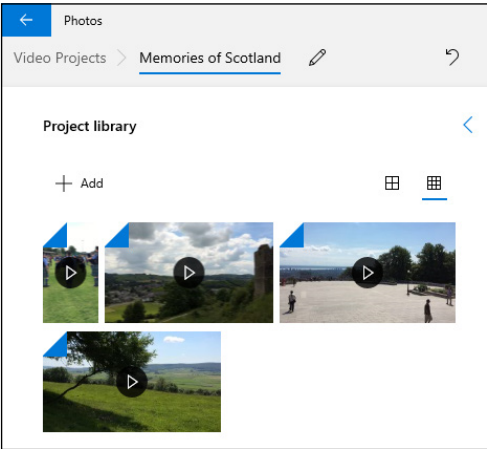
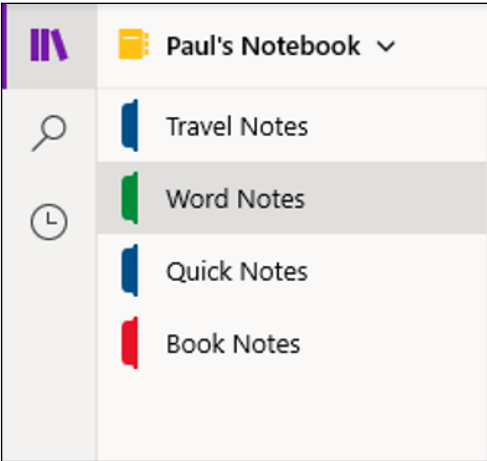


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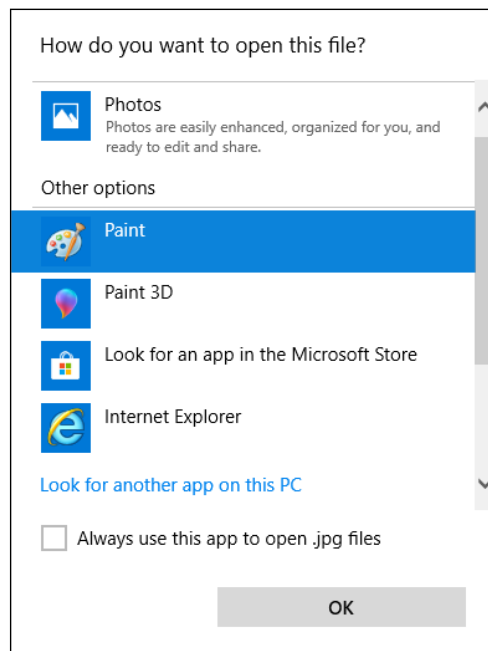


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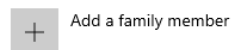
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Family & other users

Your family

Add your family so everybody gets their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.



[Learn more](#)

Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

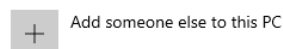


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Touch keyboard

Play key sounds as I type

On

Capitalize the first letter of each sentence

On

Use all uppercase letters when I double-tap Shift

On

Show the touch keyboard when not in tablet mode and there's no keyboard attached

Off

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Sign-in options

Manage how you sign in to your device

Select a sign-in option to add, change, or remove it.

Windows Hello Face
This option is currently unavailable—click to learn more

Windows Hello Fingerprint
Sign in with your fingerprint scanner (Recommended)

Windows Hello PIN
Sign in with a PIN (Recommended)
You can use this PIN to sign in to Windows, apps, and services.
[Learn more](#)

Add

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Backup

Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

Automatically back up my files

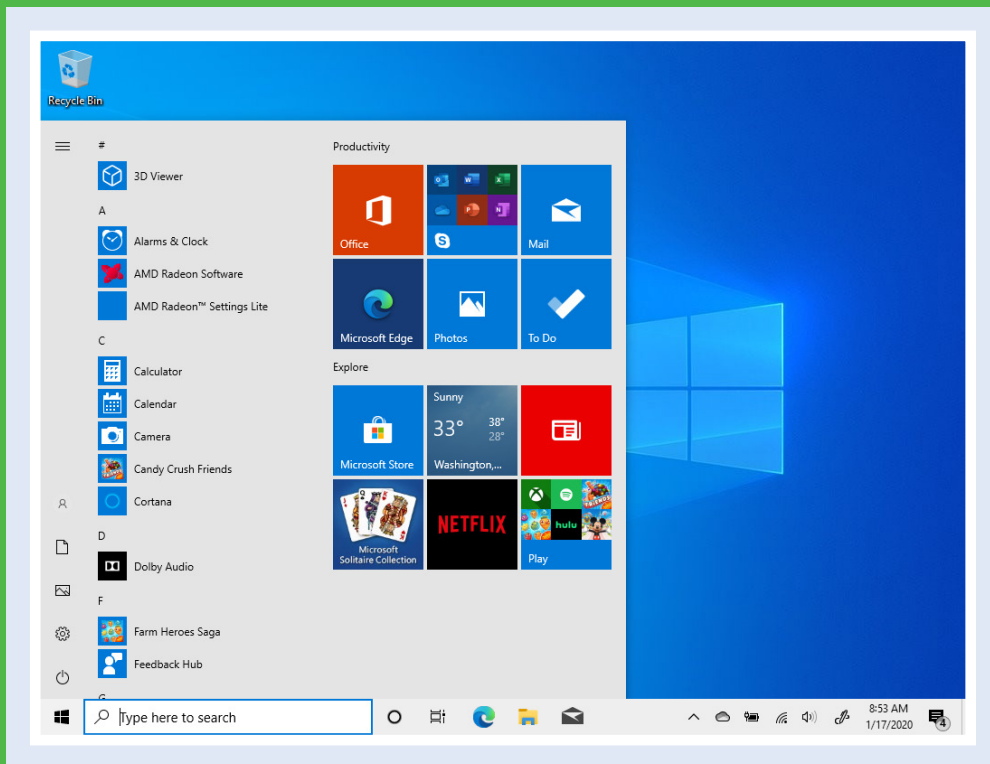


[More options](#)

CHAPTER 1

Getting Started with Windows

To do something useful with your computer and with Windows 10, you need to explore the screen, connect to your network, and learn how to work with apps.



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Explore the PC Screen

Before getting to the specifics of working with Windows 10, take a few seconds to familiarize yourself with the basic elements of the screen. These include the desktop, the Start button, and the taskbar. In most cases, the Start button and the taskbar are always visible. If you do not see them, move the mouse pointer to the bottom of the screen.

This section covers the screen you see on a PC. If you are using a Touch PC or a tablet, see the next section, “Explore the Tablet Screen.”

A Desktop Icon

An icon on the desktop represents a program or Windows feature. A program you install often adds its own icon on the desktop.

B Mouse Pointer

When you move your mouse, this pointer moves along with it.

C Desktop

This is the Windows “work area,” meaning that it is where you work with your programs and documents.

D Start Button

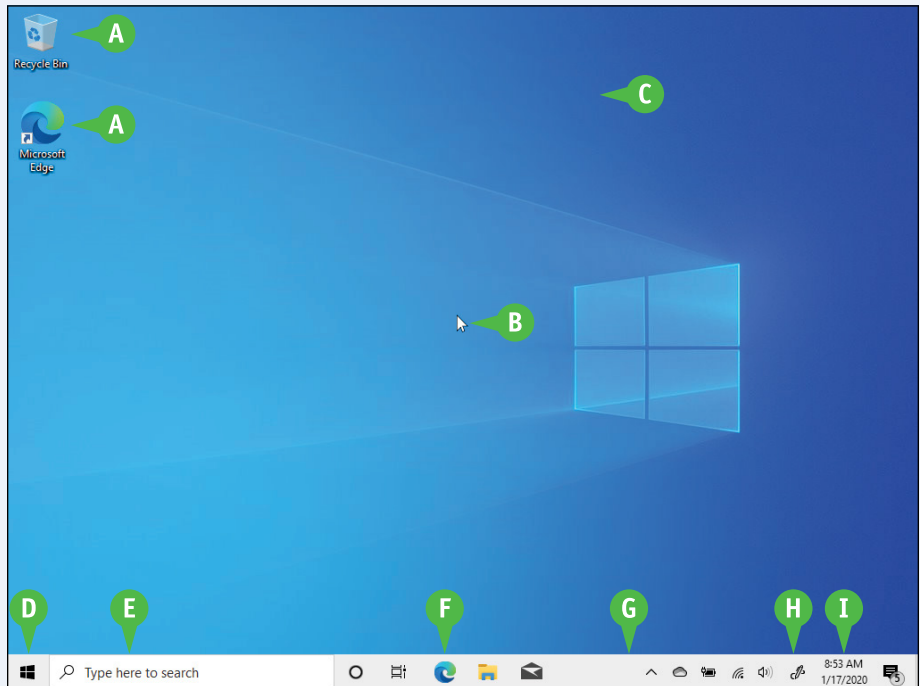
You use this button to start programs and launch many of Windows’ features.

E Search Box

You use this box to search for items on your PC or on the Internet.

F Taskbar Icons

You use these icons to launch some Windows features with just a mouse click.



G Taskbar

The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.

H Notification Area

This area displays small icons that notify you about things that are happening on your computer. For

example, you see notifications if your printer runs out of paper or if an update to Windows is available over the Internet.

I Time and Date

This is the current time and date on your computer. To see the full date, position the mouse pointer (🖱️) over the time. To change the date or time, click the time.

Explore the Tablet Screen

If you are using a touch-based PC or a tablet device, Windows 10 will automatically reconfigure the screen into *tablet mode*, which is designed to make it easier for you to navigate and launch items using touches and other gestures. However, you might find that using this new interface is not easier at first. To get more out of this interface and to learn how to operate your Touch PC or tablet, you need to familiarize yourself with Windows 10's tablet mode.

Explore the Tablet Screen

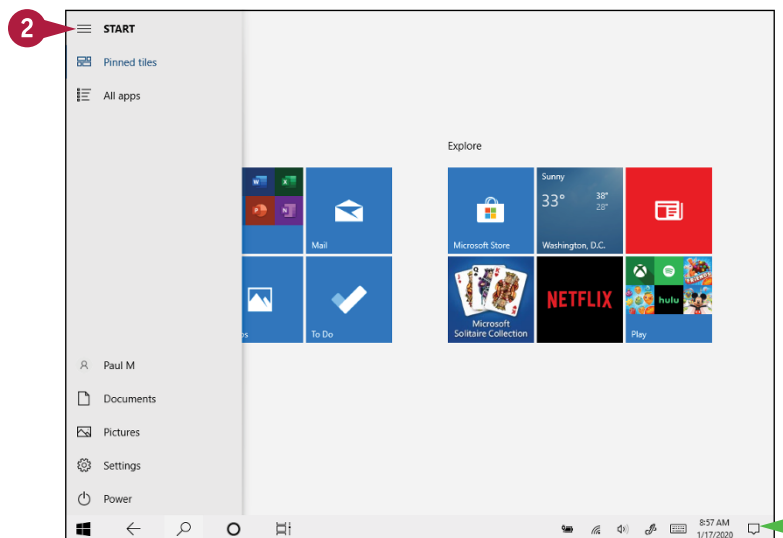
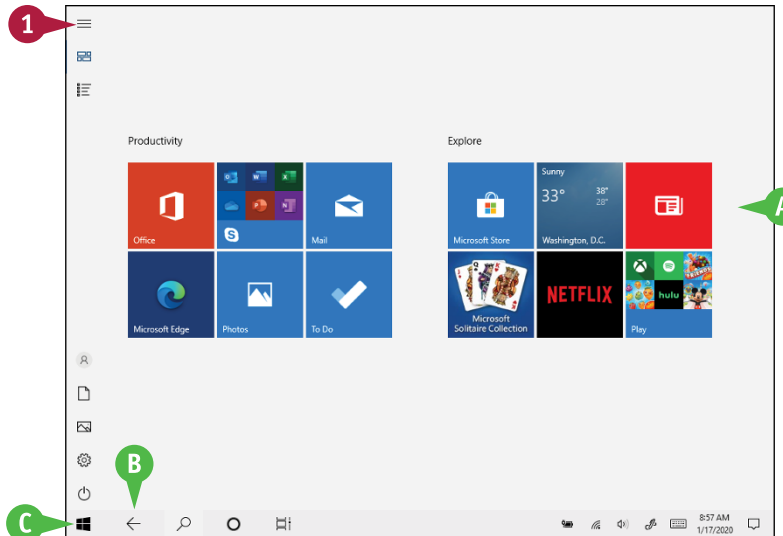
- A** Tablet mode displays the Start screen, which consists of *tiles* for several common apps.

Note: The tiles you see will likely be different from the ones shown here.

- B** In an app, you can tap **Back** (←) to return to either the previous app screen or to the Start screen.
- C** To return directly to the Start screen, you can tap **Start** (■).
- 1** To see more commands, tap **Menu** (≡).

Windows displays a menu of commands.

- 2** To hide the commands, tap **Menu** (≡) again.
- D** To toggle tablet mode on and off, you can tap **Action Center** (□) and then tap **Tablet Mode**.



Start and Close an App

To perform tasks of any kind in Windows, you can use one of the apps installed on your computer. The application you use depends on the task you want to perform. For example, to surf the World Wide Web, you use a web browser application, such as the Microsoft Edge app that comes with Windows. To use an app, you select the one you want to run from the Start menu.

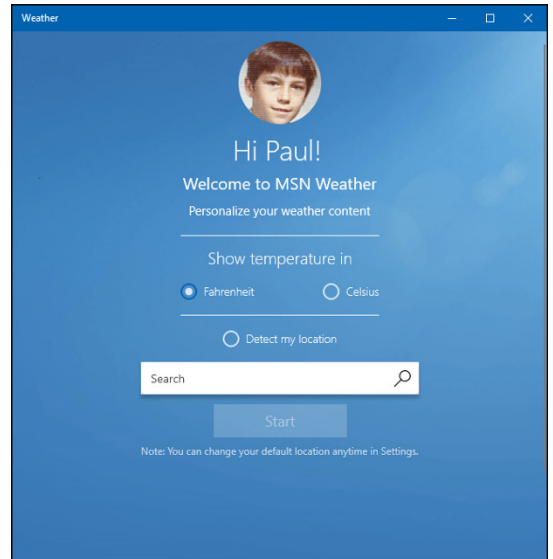
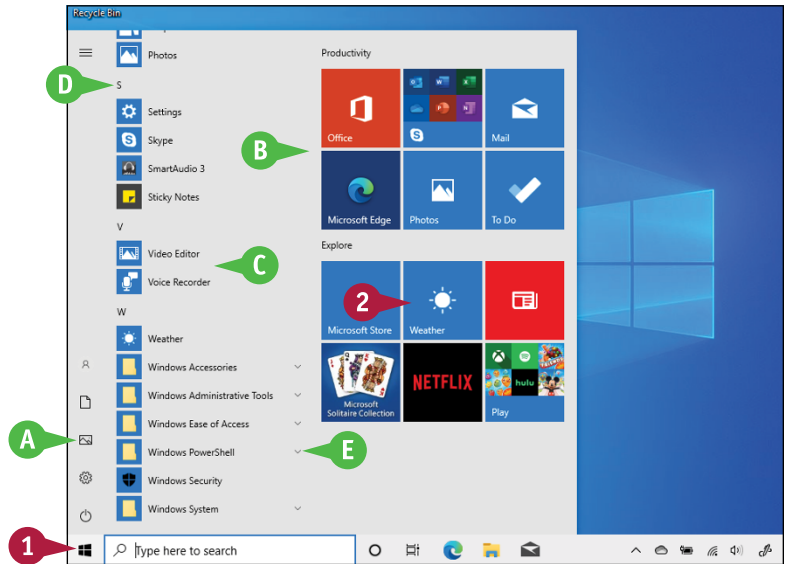
When you are done with an app, you should close it to reduce resources and keep the desktop uncluttered.

Start and Close an App

Start an App

- 1 Click **Start** (🪟).
- The Start menu appears.
- A Common Windows features appear here.
- B The right side of the Start menu displays tiles for commonly used apps.
- C The rest of your installed apps appear here.
- 2 Click the app you want.
- D To quickly navigate apps alphabetically, you can click any letter and then click the letter that contains the app you want.
- E If the app is in a submenu, you can click the submenu and then click the app icon.

The app runs.

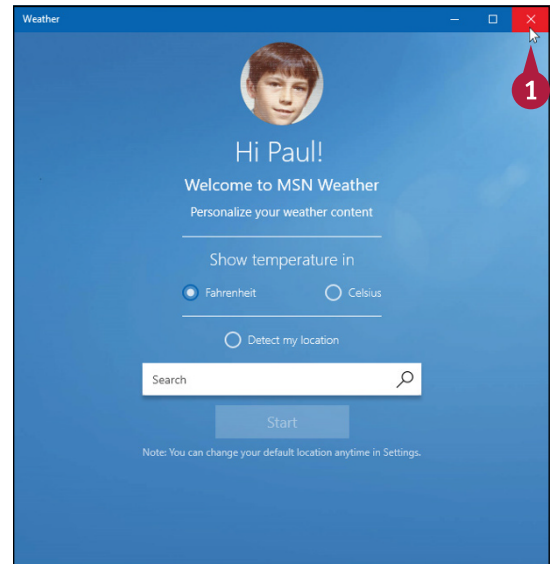


Close an App in Desktop Mode

- 1 Click **Close** (X) or press **Alt + F4**.

Note: If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.



Close an App in Tablet Mode

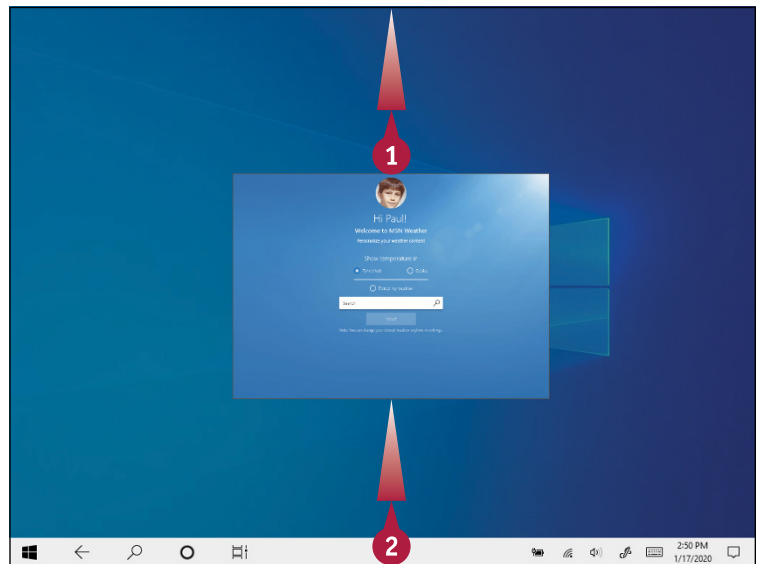
- 1 Swipe down from the top edge of the screen.

The app switches from full-screen to a small window.

- 2 Drag the app window all the way to the bottom of the screen.

Note: If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.



TIPS

Is there an easier way to locate an app?

Yes, you can perform a search to locate it. Click inside the taskbar's Search box and then begin typing the name of the app. As you type, Windows displays a list of apps and other items that match the characters. When you see the app you want, click it to run the program.

What are tiles?

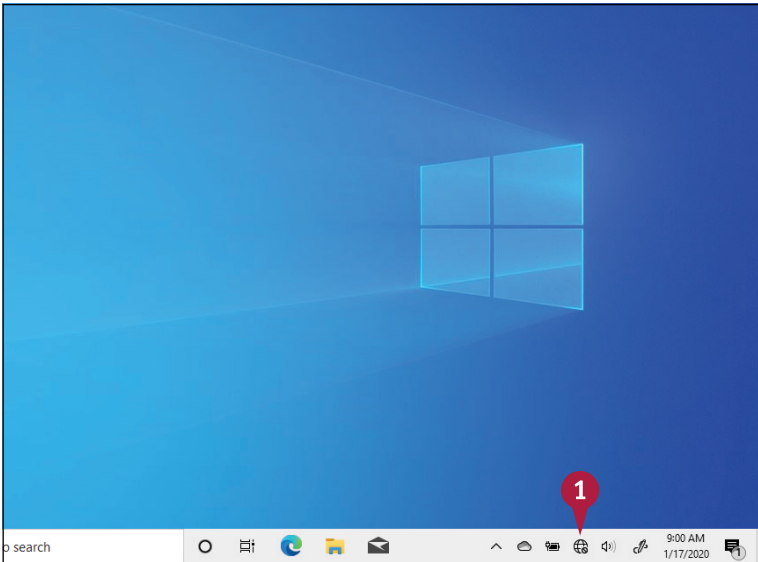
A tile is a method for displaying a shortcut that launches an app. Many tiles are *live*, which means that a tile's text changes to display the app's most recent information, such as the latest news or your most recently received email messages. See the section "Pin an App to the Start Menu" in Chapter 2 to learn how to add your own Start menu tiles.

Connect to Your Wireless Network

If you have a wireless access point and your computer supports wireless networking, you can connect to the device to access your network. If the access point is also a router that is connected to the Internet, then connecting to the wireless network gives your computer Internet access, as well. Most wireless networks are protected with a security key, which is a kind of password. To connect, you need to provide Windows with the key. However, after you connect to the network once, Windows remembers the key and connects again automatically whenever your computer is within range of the network.

Connect to Your Wireless Network

1 Click **Network** (🌐).

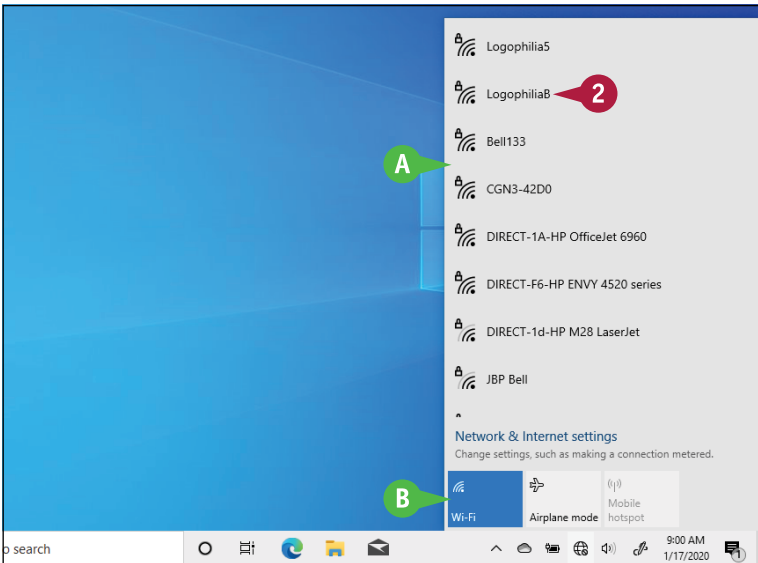


A Windows displays a list of wireless networks in your area.

2 Click your network.

B If you do not see the list of wireless networks, you can click **Wi-Fi** to turn on your computer's wireless capability.

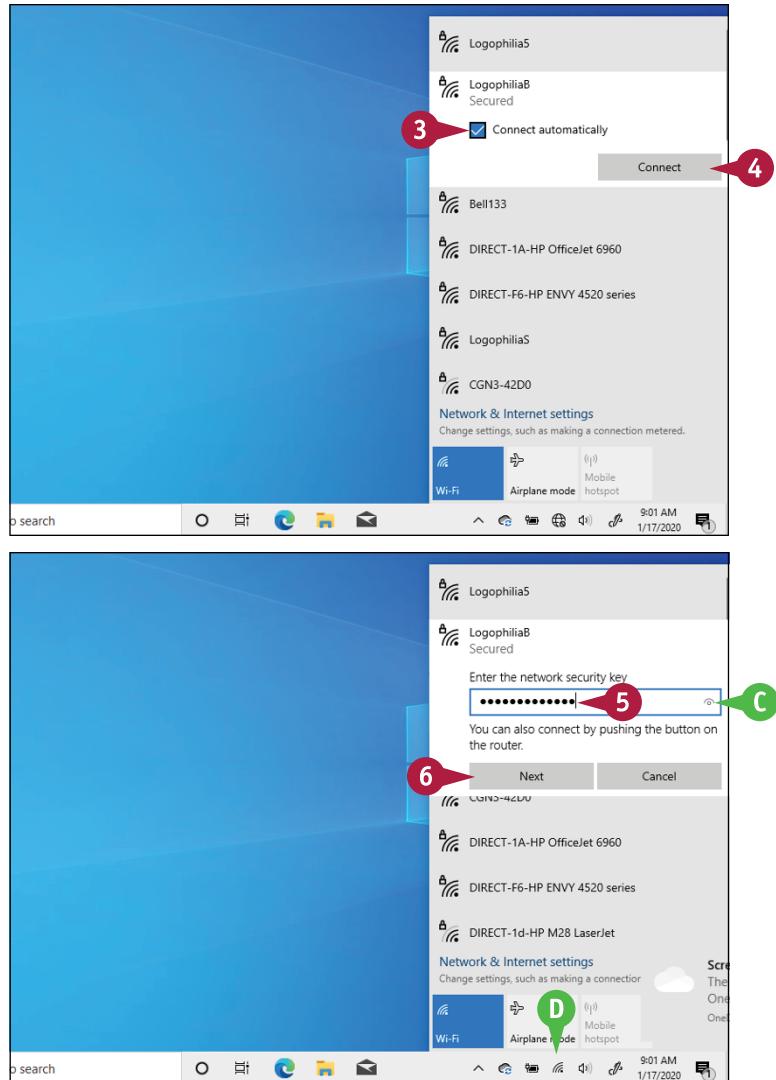
Note: For home use, the terms *wireless* and *Wi-Fi* are synonymous.



- 3 To have Windows connect to your network automatically in the future, click **Connect automatically** (☐ changes to ☒.
- 4 Click **Connect**.

If the network is protected by a security key, Windows prompts you to enter it.

- 5 Type the security key.
 - C If you want to be certain that you typed the security key correctly, you can temporarily click and hold **Display Password Characters** (👁).
 - 6 Click **Next**.
- Windows connects to the network.
- D The network icon changes from **Disconnected** (🌐) to **Connected** (📶) to indicate that you now have a wireless network connection.

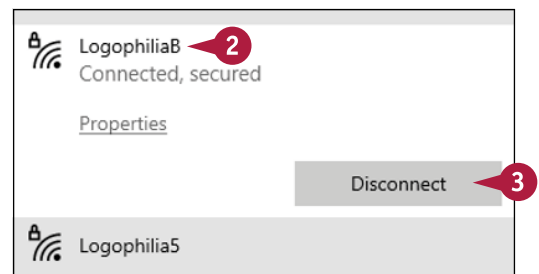


TIP

How do I disconnect from my wireless network?

To disconnect from the network, follow these steps:

- 1 Click **Network** (📶).
- 2 Click your network.
- 3 Click **Disconnect**. Windows disconnects from the wireless network.



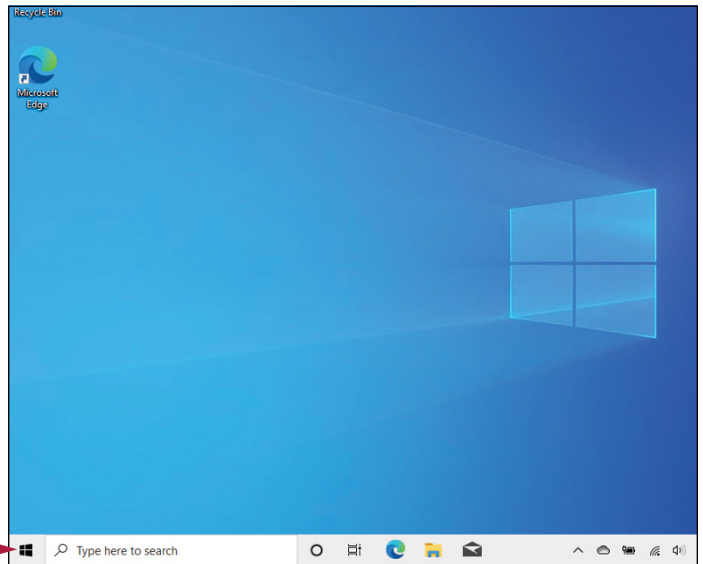
Put Windows to Sleep

You can make your computer more energy efficient by putting Windows into sleep mode when you are not using the computer. *Sleep mode* means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in, and it saves battery power when your computer is unplugged.

In sleep mode, Windows keeps your apps open. This is handy because it means that when you return from sleep mode, after you sign in to Windows again, you can immediately get back to what you were doing.

Put Windows to Sleep

1 Click **Start** (■).



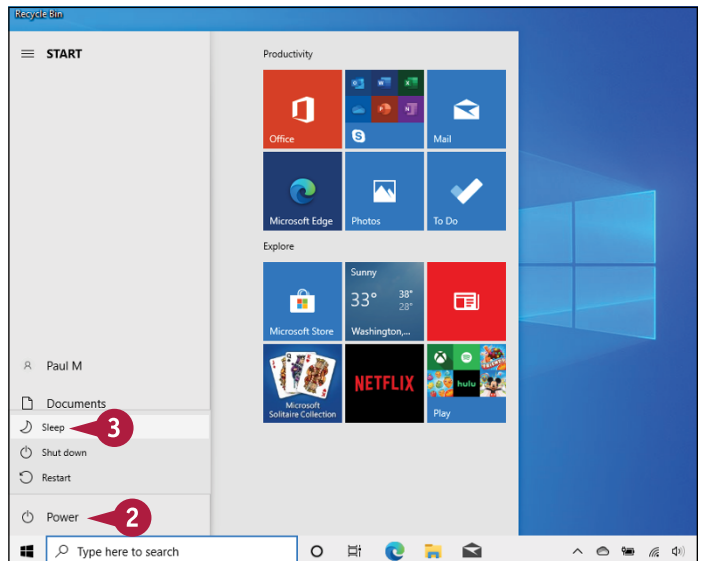
The Start menu appears.

2 Click **Power** (⏻).

3 Click **Sleep**.

Windows activates sleep mode.

Note: To return from sleep mode, press your computer's Power button.



Restart or Shut Down Windows

You can restart Windows, which means that it shuts down and starts up again immediately. This is useful if your computer is running slowly or acting funny. Sometimes a restart solves the problem.

Alternatively, when you complete your work, you could shut down Windows. However, do not just shut off your computer's power because doing so can cause problems: If you have documents with unsaved changes, you may lose those changes; you also could damage one or more Windows system files, which could make your system unstable. Therefore, you should always follow the proper steps when shutting down your PC.

Restart or Shut Down Windows

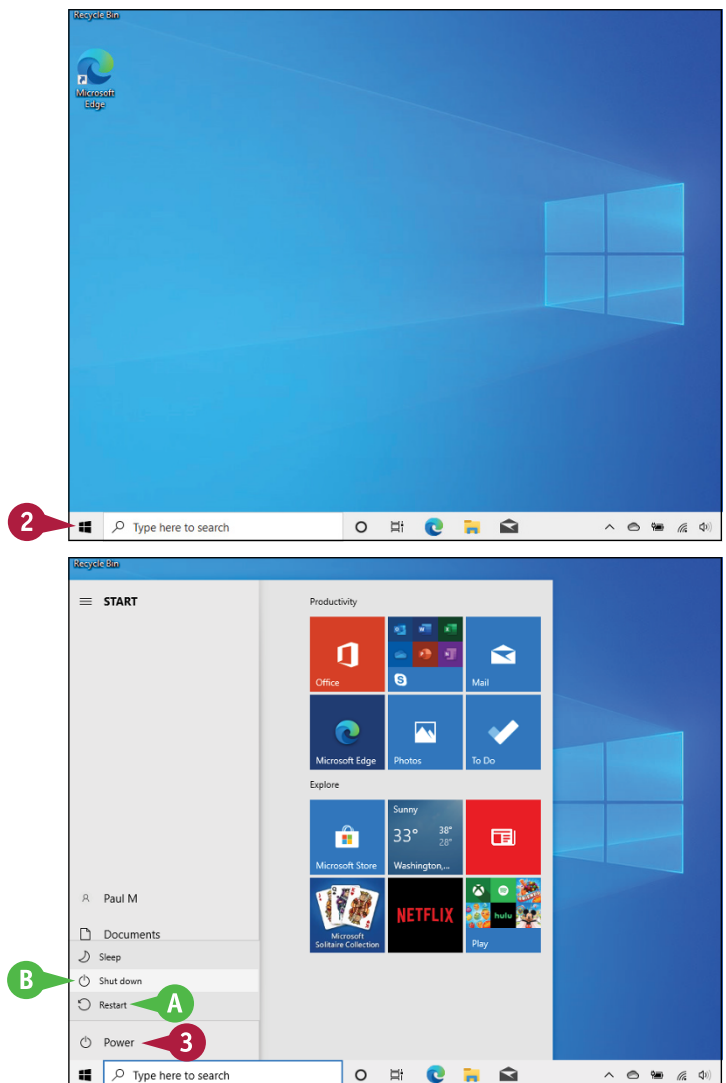
- 1 Shut down all your running programs.

Note: Be sure to save your work as you close your programs.

- 2 Click **Start** (■).

The Start menu appears.

- 3 Click **Power** (⏻).
- 4 Click a command:
 - A You can click **Restart** to shut down and then start your computer.
 - B You can click **Shut Down** to turn off your computer.

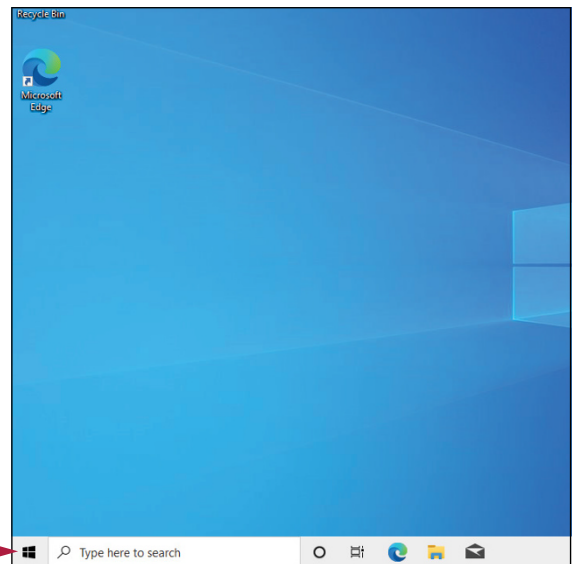


Switch to a Microsoft Account

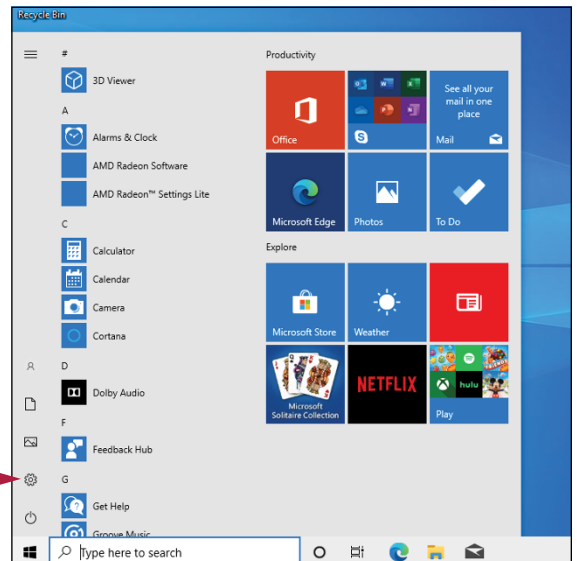
You can get much more out of Windows by using a Microsoft account. When you connect a Microsoft account to your Windows user account, many previously inaccessible Windows features become immediately available. For example, you can use the Mail app to access your email and the OneDrive app to store documents online. You can also download apps from the Microsoft Store, access your photos and documents anywhere online, and even sync your settings with other PCs for which you use the same account.

Switch to a Microsoft Account

1 Click **Start** (🪟).



2 Click **Settings** (⚙️).



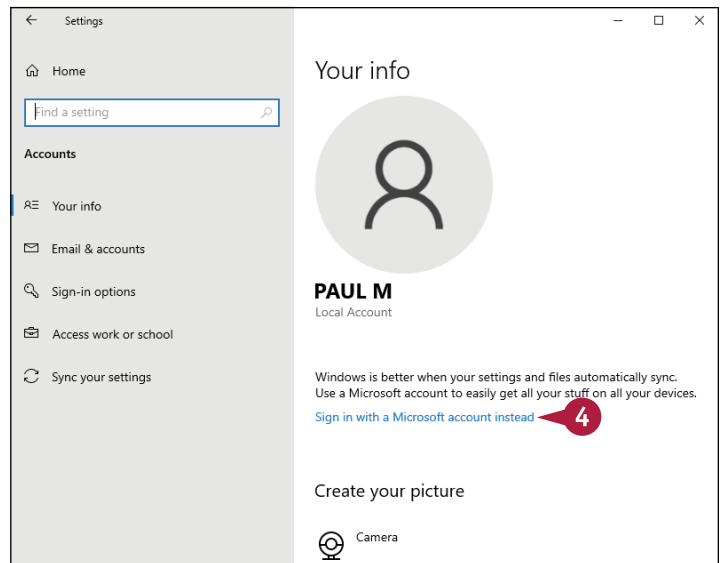
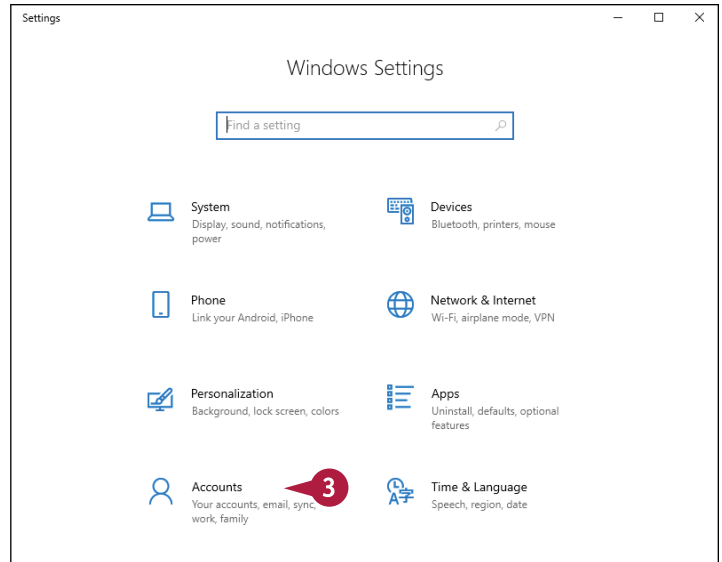
Getting Started with Windows

Windows opens the Settings app.

3 Click **Accounts**.

The Accounts window appears.

4 Click **Sign in with a Microsoft account** instead.



TIPS

Can I create a Microsoft account if I do not already have one?

Yes. When you get to the Sign In screen (shown later in this section), click **Create one** to open the Create Account window, type your email address, click **Next**, type a password, click **Next**, follow the prompts to complete the account, and then continue with step 9 on the next page.

Can I use a new email address for my new Microsoft account?

Yes, you can. In the Create Account window, click **Get a new email address** and then type the username you want to use with Outlook.com. Your new address will be *username@outlook.com*.

continued ▶

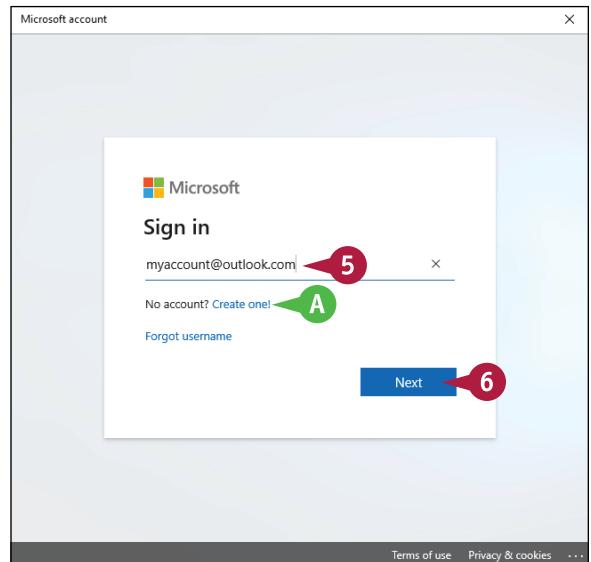
Switch to a Microsoft Account (continued)

You do not need to use a Microsoft account to use Windows. Instead, you can use a *local account*, which allows you to log in to your PC, personalize settings, and use most Windows features. With a local account, you cannot install programs from the Microsoft Store if you are using Windows 10 Home. If you are using Windows 10 Pro, you can install only free programs from the Microsoft Store. To install any program from the Microsoft Store, and to synchronize your settings across other Windows devices, you need to switch to a Microsoft account.

Switch to a Microsoft Account (continued)

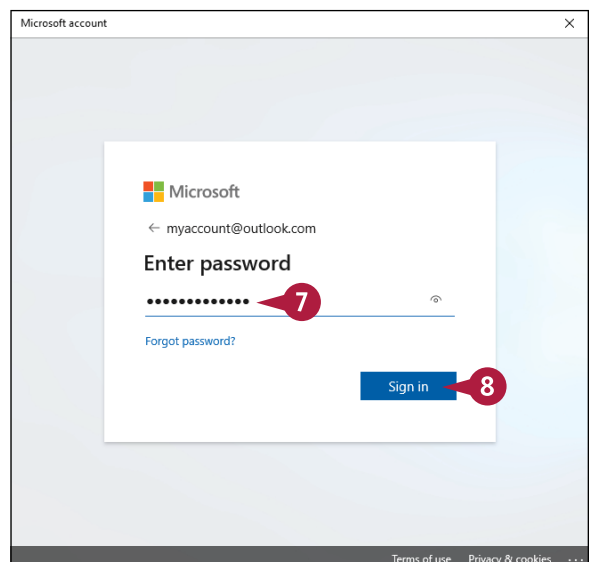
The Sign In window appears.

- A To create a new Microsoft account, you can click **Create one** and then follow the instructions in the first tip earlier in this section.
- 5 Type your email address.
- 6 Click **Next**.



The Enter Password window appears.

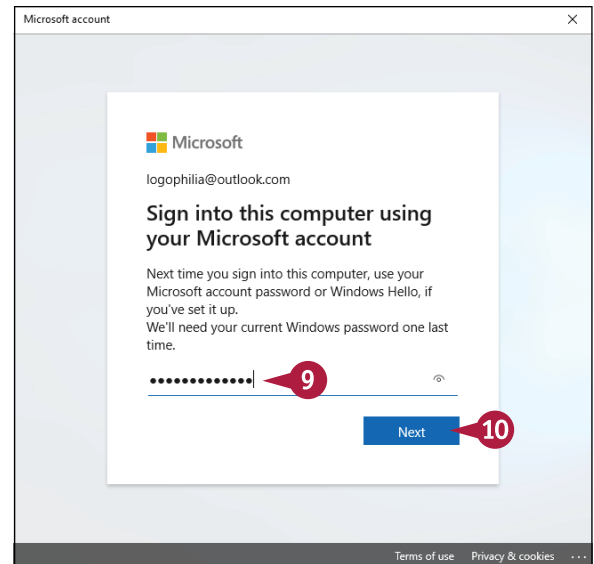
- 7 Type your password.
- 8 Click **Sign in**.



Windows asks you to verify your current account password.

9 Type your password.

10 Click **Next**.



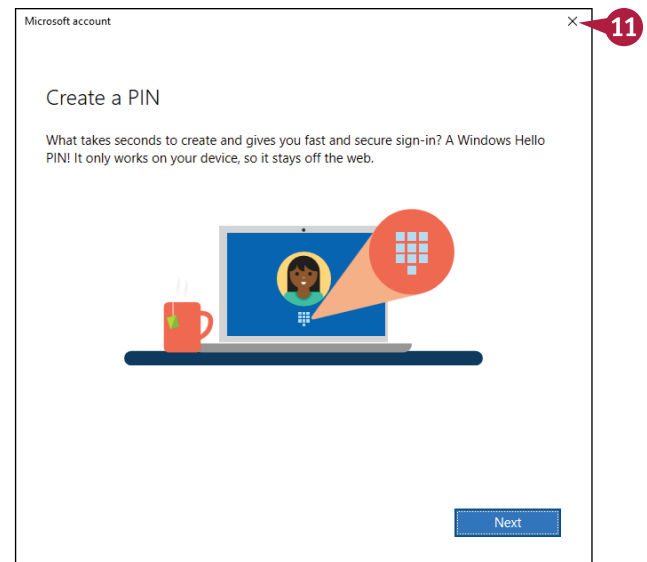
Windows asks if you want to use a PIN with your account.

11 Click **Close** (X).

Note: See the section “Sign In with a PIN” in Chapter 13 to learn how to add a PIN to your account.

Windows connects the Microsoft account to your user account.

The next time you start Windows, you can use your Microsoft account email address and password to sign in.



TIP

If I no longer want to use a Microsoft account with Windows, can I remove it?

Yes, but you will no longer see any personal data on the Start screen, you will not be able to access your files online, and your settings will no longer sync between PCs. To remove the Microsoft account, click **Start** (■), click your user name in the upper-left corner, and then click **Change account settings**. In the Accounts window, click **Sign in with a local account instead**.

[Manage my Microsoft account](#)

[Sign in with a local account instead](#)

Install an App

If Windows does not come with an app that you need, you can obtain the app and then install it on your computer. How you start the installation process depends on whether you obtained the app from the Microsoft Store that comes with Windows or you downloaded the app from the Internet. If you purchased the app from a retail store and received a physical copy of the software, you install the app using the CD or DVD disc that comes in the package.

Install an App

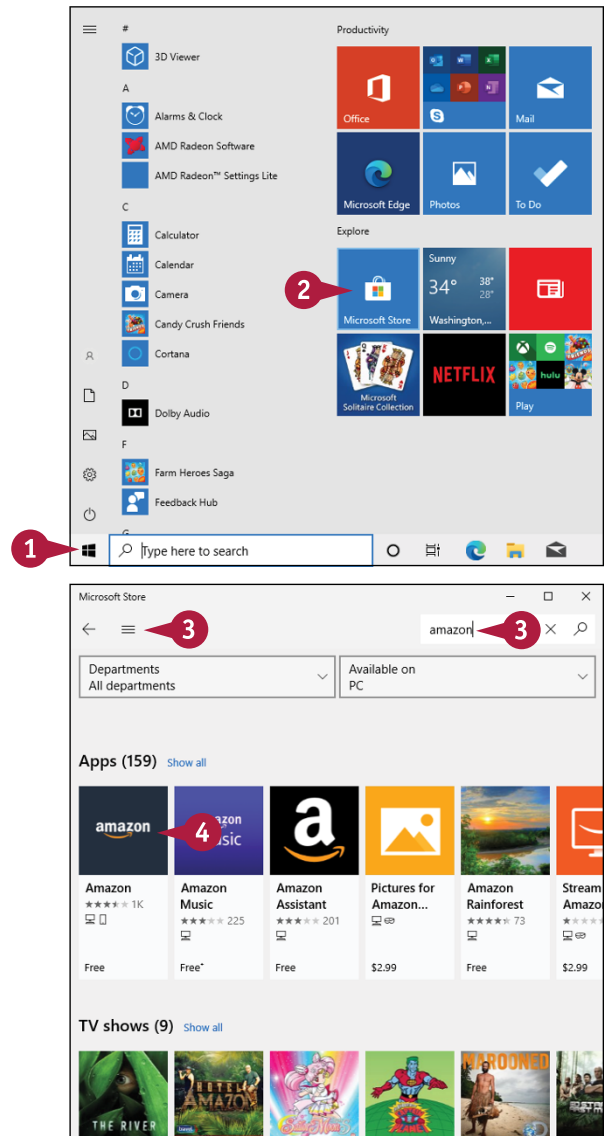
Install from the Microsoft Store

- 1 Click **Start** (■).
- 2 Click **Microsoft Store**.

Note: You need a Microsoft account to install from the Microsoft Store, as described in the previous section, “Switch to a Microsoft Account.”

The Windows Store appears.

- 3 Click **Navigation** (≡) to browse apps by category, or use the Search box to locate the app you want to install.
- 4 Click the app from the results that appear.



5 Click **Get**.

Alternatively, for a free app, you instead have to click the **Try for Free** button. If the app is not free, click the **Buy** button, type your Microsoft account password, click **Sign in**, and then follow the prompts to complete the purchase.

Windows installs the app.

Install a File Downloaded from the Internet**1** Click **File Explorer** ().**2** Open your **Downloads** folder.

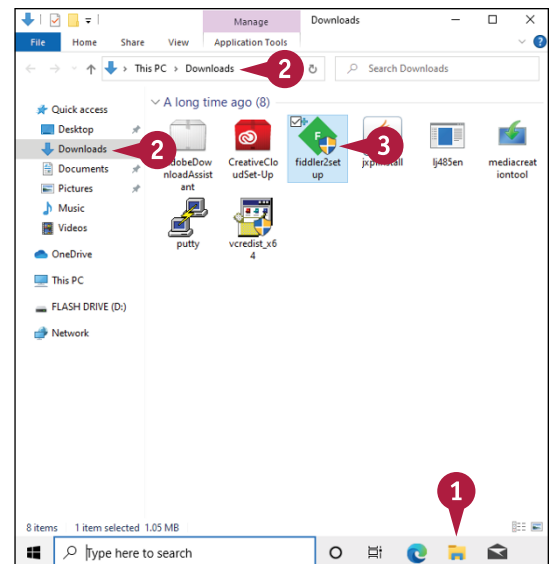
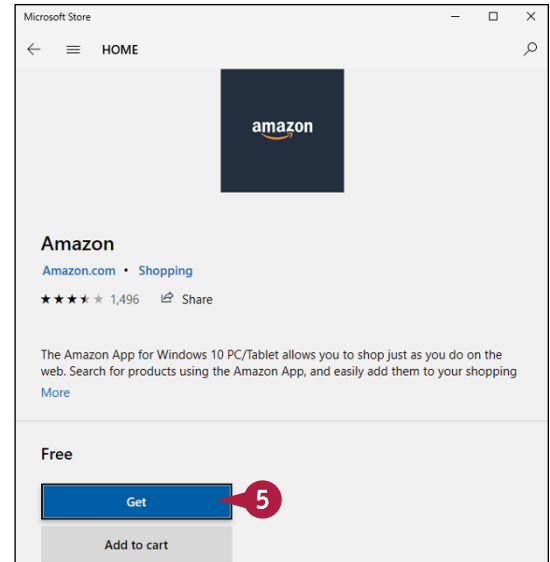
Note: If you saved the downloaded file in a folder other than Downloads, use File Explorer to find the downloaded file. To view a file with File Explorer, see Chapter 10.

The Downloads folder appears.

3 Double-click the file.

The software's installation app begins.

Note: For compressed files, extract the files and then double-click the setup file. See Chapter 10 for more information.

4 Follow the installation instructions the app provides.**TIPS****How do I install software from a CD or DVD?**

Insert the disc and, when the AutoPlay dialog box appears, click **Run file**, where *file* is the name of the installation app (usually SETUP.EXE). Then follow the installation instructions the app provides (these installation steps vary from app to app).

How do I find my software's product key or serial number?

Look for a sticker attached to the back or inside of the CD case. Also look on the registration card, on the CD, or on the back of the box. If you downloaded the app, the number should appear on the download screen and on the email receipt you receive.

Switch Between Running Apps

If you plan on running multiple apps at the same time, you need to know how to easily switch from one application to another. In Windows, after you start one application, you do not need to close that application before you open another one. Windows supports a feature called *multitasking*, which means running two or more applications simultaneously. You can switch from one program to another using the taskbar, the keyboard, or the Task View feature. You can also use Task View's timeline feature to launch a recent activity, such as a file or song.

Switch Between Running Apps

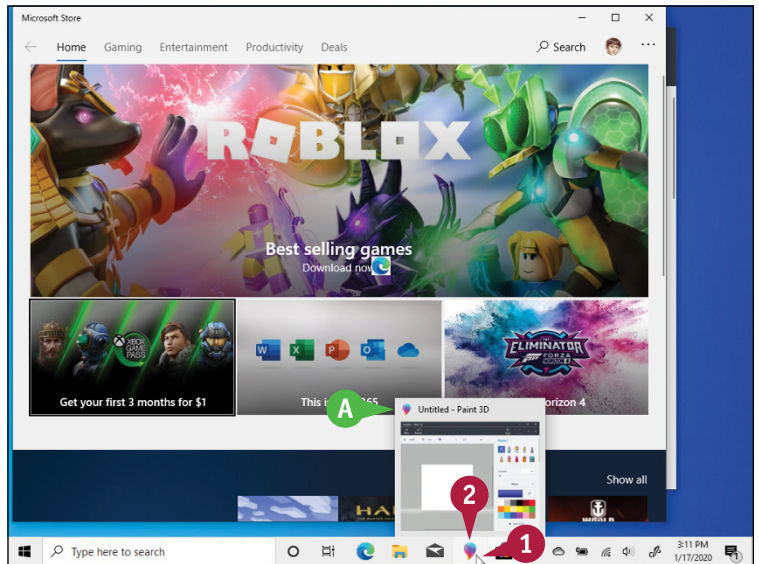
Switch Apps Using the Taskbar

1 Position the mouse pointer (☞) over the taskbar button of the program you want to switch to.

A Windows displays a thumbnail version of the app window.

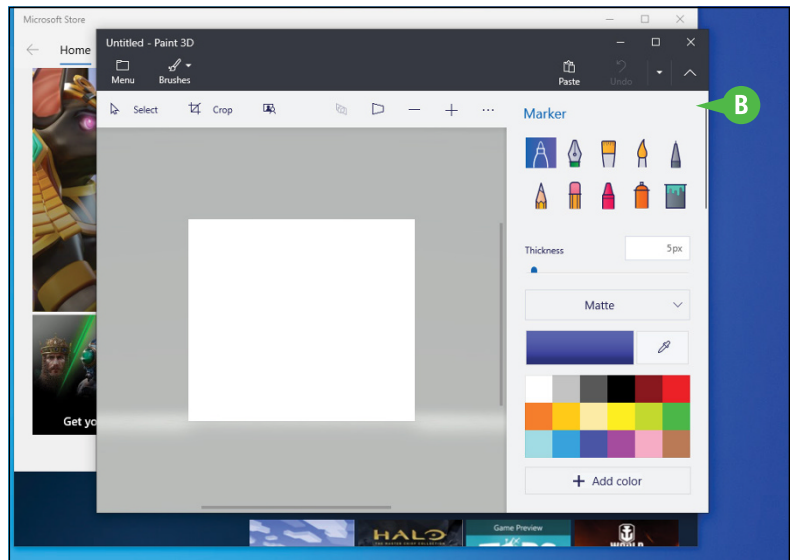
2 Click the app's taskbar button.

Note: A program does not have to be minimized to the taskbar for you to use the program's taskbar button.



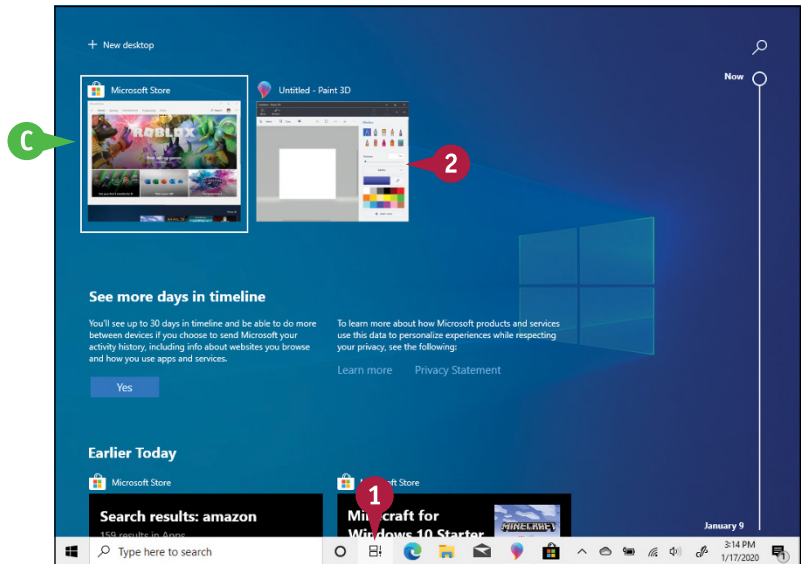
B Windows brings the program's window to the foreground.

Note: You can also switch to another window by clicking the window, even if it is in the background.



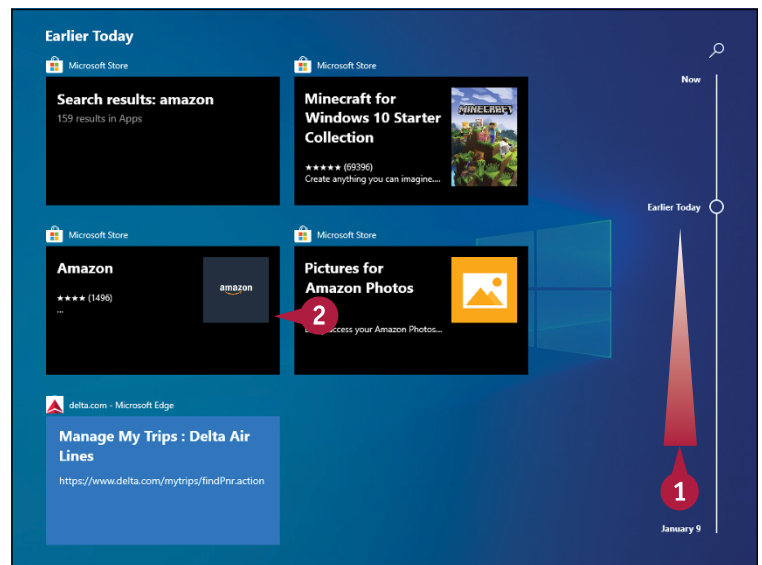
Switch Apps Using Task View

- 1 In the taskbar, click **Task View** (🗑️) or press **Win + Tab**.
- 2 Windows displays thumbnails for each running program.
- 2 Click the thumbnail of the program you want to switch to.
Windows switches to the program.



Switch Apps Using Your Activity Timeline

- 1 In the Task View, scroll the timeline down until you see the activity you want to switch to.
 - 2 Click the activity.
- Windows launches the activity's app, if it is not open already, and then switches to the activity.



TIPS

Is there an easy way to arrange windows so they do not overlap?

Yes, you can *snap* windows into place. To snap a window to the left half of the screen, drag the top of the window until the mouse pointer (🖱️) hits the left edge of the screen, and then release. Similarly, drag a window to the right edge to snap it to the right. To snap a window to a quarter of the screen, drag the window to any corner.

How can I switch between apps using the keyboard?

Press and hold **Alt** and then press **Tab** to see thumbnail versions of the open windows. Press **Tab** until the window you want to work in is selected and then release **Alt**.

Uninstall an App

If you have an app that you no longer use, you can free up some hard drive space and reduce clutter on the Start screen by uninstalling that app. When you install an app, the program stores its files on your computer's hard drive, and although most programs are quite small, many require hundreds of megabytes of hard drive space. Uninstalling an app you do not need frees up the hard drive space it uses and removes its tile (or tiles) from the Start screen (if it has any there) and the Apps screen.

Uninstall an App

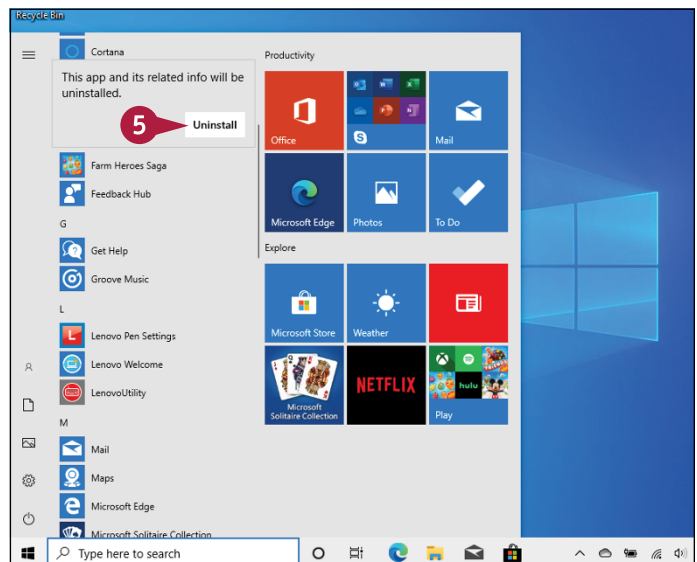
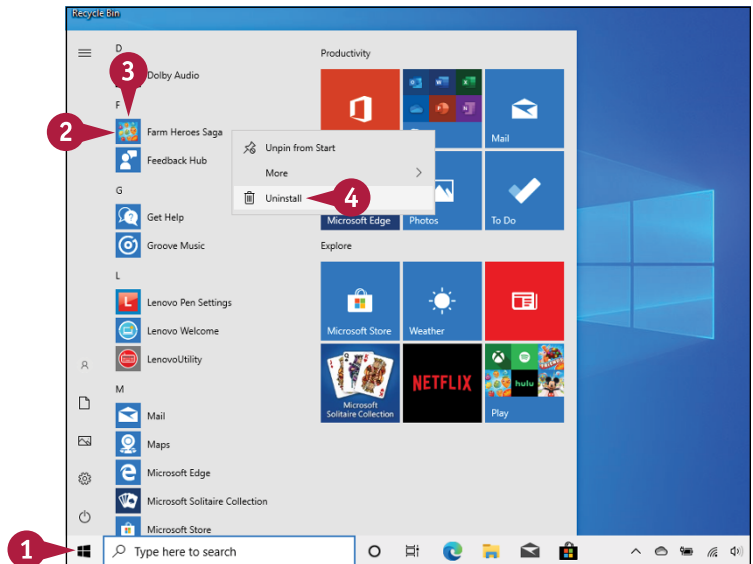
Uninstall via the Start Menu

- 1 Click **Start** (■).
- 2 Use the Start menu or the All Apps list to locate the app you want to uninstall.
- 3 Right-click the app.
- 4 Click **Uninstall**.

Windows asks you to confirm.

- 5 Click **Uninstall**.

Windows removes the app.



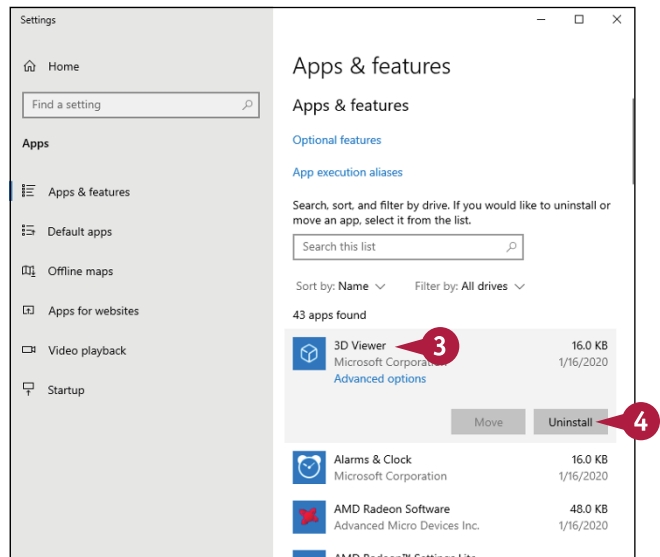
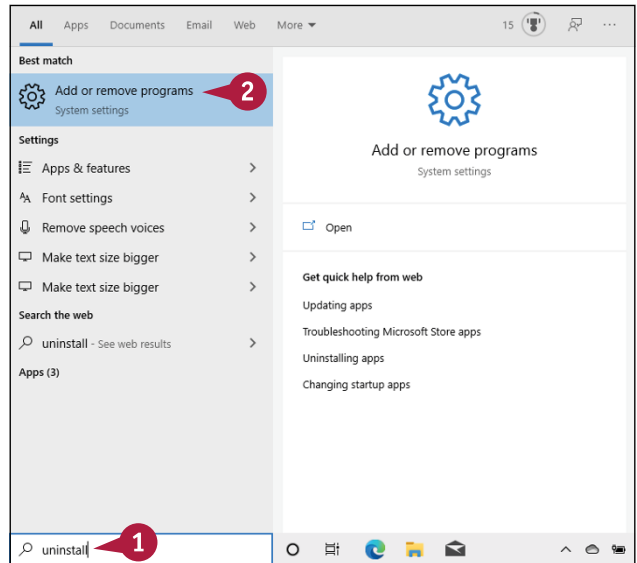
Uninstall via Settings

- 1 Type **uninstall** in the taskbar's Search box.
- 2 Click **Add or remove programs**.

The Apps & Features window appears.

- 3 Click the app you want to uninstall.
- 4 Click **Uninstall**.

Windows removes the app.



TIP

How can I uninstall the app that is taking up the most space?

- 1 Click **Start** (Windows icon).
- 2 Click **Settings** (gear icon) to open the Settings app.
- 3 Click **Apps**.
- 4 Click **Apps & features**.
- 5 In the **Sort by** list, click **Size**.
- 6 Click the app you want to remove.
- 7 Click **Uninstall**.
- 8 Click **Uninstall** when Windows asks you to confirm.

Windows sorts the apps from largest to smallest.

CHAPTER 2

Customizing Windows

Windows comes with a number of features that enable you to personalize your computer. Not only can you change the appearance of Windows to suit your taste, but you can also change the way Windows works to make it easier to use and more efficient.

