

LEARNING MADE EASY



4th Edition

# Windows® 10

ALL-IN-ONE

for  
**dummies**<sup>®</sup>  
A Wiley Brand



**10**  
**Books**  
in one!

**Woody Leonhard**  
**Ciprian Rusen**



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ALL-IN-ONE

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4th Edition

**by Woody Leonhard  
and  
Ciprian Adrian Rusen**

**for  
dummies<sup>®</sup>**  
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## Windows® 10 All-in-One For Dummies®, 4th Edition

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# Introduction

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Windows has a long and glorious history, stretching all the way back to Windows 1.0 in 1985. It was sent to the bit bucket in the sky at the end of 2001. Windows 3.0, starting in 1990, began to fill Microsoft's coffers and 3.1 (1992) is widely held as a landmark achievement in the history of computing. Then came Windows NT — a completely new beast, built to be a server — and the reunification of consumer and server side in Windows 95 (Chicago), Windows 98 (Memphis — the first version to ship with Internet Explorer built-in), 2000, and the much-maligned Windows ME.

With Windows XP (Whistler) in 2001, Microsoft took on the mantle of juggernaut, and blew away everything in its path. Also in 2001, the US Department of Justice sued Microsoft for using its monopoly power to roll over other Internet browsers. Such was the staying power of Windows XP that it was used in a significant number of PCs for many years after its launch.

Windows Vista came along in 2006/2007, but it was upstaged in 2009 by Windows 7 — arguably the most-loved version of Windows. It continues to capture a large share of Windows users and was only recently upstaged by Windows 10.

Then, in 2012, there was Windows 8. Think of Windows 8/8.1 as an extended, bad, no-good, horrible nightmare. Microsoft's woken up now. They fired almost everybody who ran the Windows 8 operation, cleaned out the house, and brought in some truly gifted engineers. Windows 10 is a brand-new day. Whether it's *your* brand-new day is another story.

Windows 10, released in July 2015, looks a little bit like Windows 7 and a little bit like Windows 8.1. It doesn't work like either of them, but for the billion-and-a-half Windows users out there, at least it's recognizable as Windows.

If you haven't yet taken the plunge with Windows 10, I advise you to go slowly. Microsoft is furiously working on extending the product and shoring up problems. The Windows 10 you know today will change in a few months — a new version appears every six months — and you may like the new one better. Before installing Windows 10, I would simply count to ten.

For most Windows 8 and 8.1 users, Windows 10 is a no-brainer. You can kvetch about some problems — the disappearance of Windows Media Center, for example. There are dozens of additional details, but by and large, Windows 10 is what Windows 8.1 should've been.

Windows 7 users did not have as much incentive to move to Windows 10, but there are some good changes. Microsoft effectively ditched Internet Explorer and built a much lighter and more capable browser called Microsoft Edge. Instead of desktop gadgets, which in Windows 7 were held together with baling wire and chewing gum, Windows 10 sports an entire infrastructure for apps (also known as Universal apps). Windows 10 works with all the new hardware, touchscreens, and pens. There's an improved Task Manager, File Explorer, Clipboard, and a dozen other system utilities.

Is that enough to convince Windows 7 users to abandon ship in droves? Probably not. The single biggest allure of Windows 10 for the Windows 7 battle-hardened is that it's clearly the way of the future. Also, since January 2020, Windows 7 no longer receives updates and security patches. That's a major risk for users who want to stay safe on the Internet.

If you want a better Windows, for whatever reason, you'll have to go through Windows 10.

Here's what you should ask yourself before you move from Windows 7 to Windows 10:

- » Are you willing to learn a new operating system, with a number of new features that may or may not appeal to you?
- » Are you willing to let Microsoft snoop on your actions, more than they did with Windows 7? Microsoft has become more transparent about what it being snooped, and it appears to be roughly on par with Google's snooping and arguably less intrusive than Apple's snooping.
- » Are you willing to let Microsoft take control of your machine? The company has already shown that it can take Windows 7 and 8.1 machines to town, with the Get Windows 10 campaign. But in Windows 10, it's considerably more difficult to keep patches at bay.
- » Are you willing to ditch a trusted operating system (Windows 7) that is no longer secure because Microsoft has decided to stop supporting it, and deal with Windows 10's annoyance factors for the sake of security?

This isn't the manual Microsoft forgot. This is the manual Microsoft wouldn't dare print. I won't feed you the Microsoft party line or make excuses for pieces



of Windows 10 that just don't work: Some of it is junk, some of it is evolving, and some of it is devolving. My job is to take you through the most important parts of Windows 10, give you tips that may or may not involve Microsoft products, point out the rough spots, and guide you around the disasters. Frankly, there are some biggies.

I also look at using non-Microsoft products in a Windows way: iPhones, Androids, Kindles, Gmail and Google apps, Facebook, Twitter, Dropbox, Firefox, Google Chrome, iCloud, and many more. Even though Microsoft competes with just about every one of those products, each has a place in your computing arsenal and ties into Windows 10 in important ways.

I'll save you more than enough money to pay for the book several times over, keep you from pulling out a whole shock of hair, lead you to dozens if not hundreds of "Aha!" moments, and keep you awake in the process. Guaranteed.

## About This Book

*Windows 10 All-in-One For Dummies*, 4th Edition, takes you through the Land of the Dummies — with introductory material and stuff your grandmother can (and should!) understand — and then continues the journey into more advanced areas, where you can truly put Windows to work every day.

I start with the Windows 10 Start menu, and for many of you, that's the only Start you'll ever need. The Start menu coverage here is the best you'll find anywhere because I don't assume that you know Windows 10 and I step you through everything you need to know both with a touchscreen and a mouse.

Then I dig in to the desktop and take you through all the important pieces.

I don't dwell on technical mumbo jumbo, and I keep the baffling jargon to a minimum. At the same time, though, I tackle the tough problems you're likely to encounter, show you the major road signs, and give you lots of help where you need it the most.

Whether you want to get two or more email accounts set up to work simultaneously, turn your tiles a lighter shade of pale, or share photos of your Boykin Spaniel in OneDrive, this is your book. Er, I should say ten books. I've broken out the topics into ten minibooks, so you'll find it easy to hop around to a topic — and a level of coverage — that feels comfortable.

I didn't design this book to be read from front to back. It's a reference. Each chapter and each of its sections are meant to focus on solving a particular problem or describing a specific technique.

*Windows 10 All-in-One For Dummies*, 4th Edition, should be your reference of first resort, even before you consult Windows Help and Support. There's a big reason why: Windows Help was written by hundreds of people over the course of many years. Some of the material was written ages ago, and it's confusing as all get-out, but it's still in Windows Help for folks who are tackling tough legacy problems. Some of the Help file terminology is inconsistent and downright misleading, largely because the technology has changed so much since some of the articles were written. Finding help in Help frequently boggles my mind: If I don't already know the answer to a question, it's hard to figure out how to coax Help to help. Besides, if you're looking for help on connecting your smartphone to your PC or downloading pictures from your Samsung Galaxy smartphone, Microsoft would rather sell you something different. The proverbial bottom line: I don't duplicate the material in Windows 10 Help and Support, but I point to it if I figure it can help you.



WARNING

A word about Windows 10 versions: Microsoft is trying to sell the world on the idea that Windows 10 runs on everything — desktops, laptops, tablets, assisted reality headsets, huge banks of servers, giant conference room displays, refrigerators, and toasters. While that's literally true — Microsoft can call anything Windows 10 if it wants — for those of us who work on desktops, laptops, and tablets, Windows 10 is Windows 10.

## Foolish Assumptions

I don't make many assumptions about you, dear reader, except to acknowledge that you're obviously intelligent, well-informed, discerning, and of impeccable taste. That's why you chose this book, eh?

Okay, okay. The least I can do is butter you up a bit. Here's the straight scoop: If you've never used Windows, bribe your neighbor (or, better, your neighbor's kids) to teach you how to do four things:

- » Play a game with your fingers (if you have a touchscreen) or with a mouse (if you're finger-challenged). Any of the games that ship with Windows 10, or free games in the Microsoft Store, will do. If your neighbor's kids don't have a different recommendation, try the new Microsoft Solitaire Collection.
- » Start File Explorer.

- » Get on the web.
- » Turn Windows 10 off. (Click or tap the Start icon in the lower left of the screen, click the universal on/off button thingy, and then click Shut down.)

That covers it. If you can play a game, you know how to turn on your computer, log in if need be, touch and drag, and tap and hold down. If you run File Explorer, you know how to click a taskbar icon. After you're on the web, well, it's a great starting point for almost anything. And if you know that you need to use the Start menu, you're well on your way to achieving Windows 10 enlightenment.

And that begins with Book 1, Chapter 1.

## Icons Used in This Book

Some of the points in *Windows 10 All-in-One For Dummies*, 4th Edition, merit your special attention. I set off those points with icons.



When I'm jumping up and down on one foot with an idea so absolutely cool that I can't stand it anymore, I stick a tip icon in the margin. You can browse any chapter and hit its highest points by jumping from tip to tip.



When you see this icon, you get the real story about Windows 10 — not the stuff that the Microsoft marketing droids want you to hear — and my take on the best way to get Windows 10 to work for you. You find the same take on Microsoft, Windows, and more at my eponymous website, [www.AskWoody.com](http://www.AskWoody.com).



You don't need to memorize the information marked with this icon, but you should try to remember that something special is lurking.



Achtung! Cuidado! Thar be tygers here! Anywhere that you see a warning icon, you can be sure that I've been burnt — badly. Mind your fingers. These are really, really mean suckers.



Okay, so I'm a geek. I admit it. Sure, I love to poke fun at geeks. But I'm a modern, New Age, sensitive guy, in touch with my inner geekiness. Sometimes, I just can't help but let it out, ya know? That's where the technical stuff icon comes in. If you get all tied up in knots about techie-type stuff, pass these paragraphs by. (For the record, I managed to write this entire book without telling you that an IPv4 address consists of a unique 32-bit combination of network ID and host ID, expressed as a set of four decimal numbers with each octet separated by periods. See? I can restrain myself sometimes.)

# Beyond the Book

When I wrote the 4th edition of this book, I covered the Windows 10 May 2020 update, version 2004. Microsoft promises to keep Windows 10 updated twice a year. For details about significant updates or changes that occur between editions of this book, go to [www.dummies.com](http://www.dummies.com), search for *Windows 10 All-in-One For Dummies*, and open the Download tab on this book's dedicated page.

In addition, the cheat sheet for this book has handy Windows shortcuts and tips on other cool features worth checking out. To get to the cheat sheet, go to [www.dummies.com](http://www.dummies.com), and then type *Windows 10 All-in-One For Dummies Cheat Sheet* in the search box.

## Where to Go from Here

That's about it. It's time for you to crack this book open and have at it.

If you haven't yet told Windows 10 to show you filename extensions, flip to Book 3, Chapter 1. If you haven't yet set up the File History feature, go to Book 8, Chapter 1. If you're worried about Microsoft keeping a list of all the searches that you conduct *on your own computer*, check out Book 2, Chapter 5.



Don't forget to bookmark two websites: [www.AskWoody.com](http://www.AskWoody.com) and [www.digitalcitizen.life](http://www.digitalcitizen.life). They will keep you up-to-date on all the Windows 10 stuff you need to know — including notes about this book, the latest Windows bugs and gaffes, patches that are worse than the problems they're supposed to fix, useful tutorials, and much more — and you can submit your most pressing questions for free consultation from The Woodmeister and his merry gang.

See ya! Shoot me mail at [woody@AskWoody.com](mailto:woody@AskWoody.com).

Sometimes, it's worth reading the Intro, eh?

# 1

## **Starting Windows 10**

# Contents at a Glance

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