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# Windows® 10 For Seniors

4th Edition

by Peter Weverka

**for  
dummies®**  
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## **Windows® 10 For Seniors For Dummies®, 4th Edition**

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# Introduction

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Windows 10, July 2020 release, is the latest generation of Microsoft's operating system, the master program that makes a computer useful and provides support to other programs, including word processors, photo viewers, and web browsers. Much as an education equips you to read a novel or play a game, Windows 10 equips your computer to perform a wide range of activities. You can use Windows 10 and other software (or *apps*) to read or write a novel, play games or music, and stay in touch with friends and family around the world.

As Windows has evolved over the past 30 years, so have computers — the *hardware*. Today, you can buy a computer as small as a paperback book, and even such a little computer is unimaginably more powerful than (and a fraction of the cost of) computers just 10 years ago. The hardware consists of the screen, as well as optional components such as a keyboard and a mouse.

You don't need much time with a computer to conclude that there has to be an easier way to do things. At times, computers seem overly complex and inscrutable. Have you used a cellphone lately? Or a TV remote control? Why are the controls on every microwave oven different? Why does every new tool offer countless options you don't want that obscure the ones you do want? Well, I don't have the answers to those questions, but I do have step-by-step instructions for many tasks you want to perform using Windows 10.

After many years of working with computers, I find that they reward patience, curiosity, and a little methodical exploration. Seniors, in particular, know that learning never really stops and that learning new things keeps

one young, at least figuratively. By the end of this book, you may be a multitasking computerist performing virtual gymnastics with Windows 10. On the other hand, if this book helps you do only one thing — use email, browse the web, or enjoy photos or music — that one useful thing may be all you need.

## ***About This Book***

Age is just a number. This book is intended for anyone getting started with Windows 10 who wants step-by-step instructions without a lot of discussion. Numerous figures with notes show you the computer screen as you progress through the steps. Reading this book is like having an experienced friend stand behind you as you use Windows 10 ... someone who never takes control of the computer away from you.

Windows 10 is a work in progress. Microsoft updates the Windows 10 operating system from time to time to make it more secure and agreeable to the people who use it. ([Chapter 3](#) explains how to check for updates to Windows 10.) Because the operating system is continuously updated, the screen shots you see in this book may not exactly match what you see on your screen.

## ***Conventions Used in This Book***

This book uses certain conventions to highlight important information and help you find your way around:

» Different **methods for performing steps**: In general, you can complete a step in three ways. I list the choices as follows:

- **Mouse**: If you have a mouse, follow these instructions.
- **Touchscreen**: You may be able to touch your screen to perform tasks.
- **Keyboard**: Keyboard shortcuts are often the fastest way to do something.



TIP

When you have a choice between these methods, experiment to determine which is easiest for you.

- » **Tip icons**: Point out helpful suggestions related to tasks in the step lists.
- » **Bold**: I use bold for figure references as well as for when you have to type something onscreen using the keyboard.



TIP

Many figures have notes or other markings to draw your attention to a specific part of the figure. The text tells you what to look for; the figure notes help you find it.

- » **Website addresses**: If you bought an e-book, website addresses are live links. In the text, website addresses look like this: [www.dummies.com](http://www.dummies.com). See [Chapter 6](#) for information on browsing the web.
- » **Options and buttons**: Although Windows 10 often uses lowercase in options and on buttons, I capitalize the text for emphasis. That way, you can find a button

labeled Save Now, even though onscreen it appears as *Save now*.

## ***How to Read This Book***

You can work through this book from beginning to end or simply look at the table of contents or index to find the instructions you need to solve a problem or learn a new skill whenever you need it. The steps in each task get you where you want to go quickly, without a lot of technical explanation. In no time, you'll start picking up the skills you need to become a confident Windows 10 user.

Technology always comes with its own terms and concepts, but you don't need to learn another language to use a computer. You don't need any prior experience with computers or Windows. Step-by-step instructions guide you through specific tasks, such as accessing the news or playing a game. These steps provide just the information you need for the task at hand.

## ***Foolish Assumptions***

I assume that you have a computer and want clear, brief, step-by-step instructions on getting things done with Windows 10. I assume also that you want to know just what you need to know, just when you need to know it. This isn't Computers 101. This is Practical Windows 10. As an old friend of mine said, "I don't want to make a watch; I just want to know what time it is."

# *How This Book Is Organized*

This book is divided into four parts to help you find what you need. You can read from cover to cover or just jump to the page that interests you.

- » **Part 1: Getting Started with Windows 10:** In [Chapter 1](#), you turn on the computer and get comfortable with essential parts of Windows 10, such as the Start screen, as well as how to use a mouse, touchscreen, or keyboard. Explore features of Windows 10 apps in [Chapter 2](#). To customize Windows 10 to work better for you, turn to [Chapter 3](#). In [Chapter 4](#), you create and modify user account settings, such as passwords. Discover the desktop, how to manage windows, and how to customize the desktop in [Chapter 5](#).
- » **Part 2: Windows 10 and the Web:** Use the web to stay current and keep in touch. Turn to [Chapter 6](#) to use Edge to browse the web. Send and receive email in [Chapter 7](#). Turn to [Chapter 8](#) to explore a handful of apps that can help you stay in touch with friends and get to know the outside world better.
- » **Part 3: Having Fun with Windows 10:** If you haven't been having any fun until now, I've failed you. Expand your tools and toys in [Chapter 9](#) by connecting to Microsoft Store to install new apps. In [Chapter 10](#), you enjoy photos on Windows 10 and put your own photos on the computer. If you want to listen to music and watch a video, see [Chapter 11](#).
- » **Part 4: Beyond the Basics:** In [Chapter 12](#), you learn about the care and feeding of Windows 10, which

requires a little maintenance now and then. Find out how to connect a printer and other hardware, such as a mouse and a second screen, in [Chapter 13](#). Do you appreciate the saying “a place for everything and everything in its place”? [Chapter 14](#) is where you organize your documents. And finally, you back up your files to insure against loss and refresh Windows 10 when it gets cranky, in [Chapter 15](#).

## ***Beyond the Book***

In addition to what you’re reading right now, this book comes with a free, access-anywhere Cheat Sheet that helps you minimize all windows but the one you’re actively using, schedule an event without opening the Calendar app, view file extensions in File Explorer, and take a screenshot. To get this Cheat Sheet, simply go to [www.dummies.com](http://www.dummies.com) and search for “Windows 10 For Seniors For Dummies Cheat Sheet” by using the Search box.



## **Part 1**

# **Getting Started with Windows 10**

## **IN THIS PART ...**

Master the basics.

Discover how to handle apps.

Customize Windows 10.

Manage user accounts and passwords.

Personalize the Windows desktop.

# Chapter 1

## Getting Acquainted with Windows 10

---

### IN THIS CHAPTER

- » Controlling your computer with the mouse, keyboard, and touchscreen
  - » Turning the computer on and off
  - » Exploring the Start screen
  - » Handling the Lock screen
- 

Windows 10 is an *operating system* (the master program for any computer). You can use Windows 10 on a wide range of devices, from a smartphone to a big-screen TV/entertainment system: One size fits most. You can not only use the same programs with a range of hardware but also access the documents you create (such as photos and email — files and data, to nerds) from any Windows-based computer, giving you extraordinary freedom of choice and mobility.

Although countless companies create programs you may use, Microsoft attempts to make similar functions consistent across different programs. For example, opening a document or emailing a photo to a friend involves the same steps regardless of the programs you use. You don't have to learn a different way of doing common tasks in each program. This consistency will serve you well when using Windows 10 and other new programs.

In this chapter, you start your computer and work with the *Start screen*, the dashboard for Windows 10. You explore options for using the Start screen with your *hardware* (the computer and related devices). Then you exit Windows 10 and go right back in for more.



TIP

The easiest way to get Windows 10 is preinstalled on a new computer. If your current computer runs an older version of (Windows 7, Windows 8, or Windows 8.1), you can upgrade to Windows 10, although older machines may lack newer functions, such as a touchscreen.

## ***Tell Your Computer What to Do***

How do you get Windows 10 to do what you want it to do? You can command a computer in many ways, depending on your equipment (hardware). For example, a desktop computer has different options from a handheld phone. You may have any or all of these choices:

- » Mouse
- » Touchscreen
- » Keyboard

Another device for controlling Windows is a touchpad, which is commonly found on a laptop keyboard. You move your finger on the touchpad to move the pointer on the screen.

If you have a computer with more than one of these devices, you might use one device exclusively or, more likely, vary your choice according to the task. Use whichever technique is easiest for you, but don't be afraid to experiment. In the next few sections, you discover the ins and outs of using all these methods of controlling Windows 10. Then you're ready to turn on your computer and use these methods.



TIP

In the steps throughout this book, *choose* or *select* refers to using a mouse, the touchscreen, or a physical keyboard. *Drag* refers to using a mouse or a finger.

## ***Move the Mouse***

A *mouse* is a soap-bar-sized device that you move across a desk with your hand. Move the mouse and note how the arrow called a *mouse pointer* moves across the computer screen. (Similar to a mouse, a *trackball* is a ball in a socket that you can rotate to move the mouse pointer.) A mouse has two or more buttons; some also have a scroll wheel between the buttons.

The following terms describe methods for using a mouse with Windows 10. In each, move the mouse first to position the pointer over a specified item before proceeding:

- » **Click:** Move the onscreen arrow-shaped mouse pointer over a specified item and press and release the left mouse button: That's a click (sometimes called a left-click to distinguish it from a right-click).

- » **Right-click:** Press and release the right mouse button to display available functions. Note that the word *click* by itself means use the left mouse button.
- » **Drag:** Press and hold down the left mouse button, and then move the mouse pointer across the screen. When you want to move an object, you drag it. Release the mouse button to release the object.



TIP

Watch for the word *click* to indicate using a mouse button and *roll* to indicate using the mouse wheel.

## *Touch the Screen*

A *touchscreen*, as the name says, enables you to touch the screen to tell your computer what to do. You typically use one finger or two, although touchscreens may allow you to use all ten digits. In some cases, you can also use a special pen called a *stylus* instead of your finger. Tablet computers and some smartphones have touchscreens. Touchscreens are less common on desktop or laptop computers, but that situation is changing. Not sure what type of screen you have? When you have Windows 10 running, give the screen a gentle poke with your index finger to see what happens.

The following terms refer to ways you interact with a touchscreen:

- » **Tap:** Briefly touch the screen. You *select* an object, such as a button, by tapping it.
- » **Drag:** Touch and hold your finger on the screen, then move your finger across the screen. You *move* an