

LEARNING MADE EASY



4th Edition

Windows[®] 10

FOR SENIORS

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Peter Weverka

Bestselling author of *Office 365
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Windows[®] 10 For Seniors

4th Edition

by Peter Weverka

for
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Introduction

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.



TIP

- » **Bold:** I use bold for figure references as well as for when you have to type something onscreen using the keyboard.
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. See Chapter 6 for information on browsing the web.
- » **Options and buttons:** Although Windows 10 often uses lower-case 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 and search for “Windows 10 For Seniors For Dummies Cheat Sheet” by using the Search box.

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.

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

Chapter **1**

Getting Acquainted with Windows 10

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 object, such as an onscreen playing card, by dragging it.
- » **Swipe:** Touch and move your finger more quickly than with drag. You can swipe your finger across the screen from any of the four sides of the screen to display options and commands. You swipe pages to move forward or back. You may see the word *flick* instead of *swipe*. Some people insist that a flick is faster or shorter than a swipe, but let's not get caught up in that.
- » **Pinch and unpinch:** Touch a finger and thumb or two fingers on the screen. Move your fingers closer to each other to *pinch* and away from each other to *unpinch*. Generally, a pinch reduces the size of something on the screen or shows more content on the screen. An unpinch (an ugly word) *zooms in*, increasing the size of something onscreen to show more detail.



TIP

Watch for the words *tap*, *swipe*, or *pinch* to indicate using your finger. Touch actions are often called *gestures*.



TIP

See the upcoming section “View the Touch Keyboard” if your computer doesn't have a physical keyboard, as is often the case with a touchscreen.

Use a Keyboard

A typewriter-like keyboard is a traditional device for controlling a computer and is especially useful when you must enter a lot of text. Special key combinations, called *shortcut keys*, are often the quickest way to do anything (though they require some memorization).

The following keys are particularly noteworthy. No offense intended to fans of keys not noted here. Although you won't use all these keys immediately, you'll find it helpful to locate each one on your keyboard.



TIP

Press indicates that you use the keyboard (physical or virtual) for the specified key or sequence of keys (just as *click* indicates a mouse action and *tap* indicates touch). Combinations of keys are not pressed simultaneously. Instead, press and hold the first key in the specified sequence, press the second key, and then release both. (I explain exceptions to this method as necessary.)

» **Windows key**: Called the Windows key, this key is usually located on either side of the spacebar, which is the largest key.  works by itself, as you'll soon see, and also in combination with many other keys. Throughout the book, I specify these combinations where you might use them. There will be a quiz later. (Kidding! No quizzes.)

» **Tab**: Press the Tab key to highlight an item. Press Tab repeatedly to skip items you don't intend to select.



TIP

The keyboard can be used to select objects but is less direct than using touch or a mouse.

» **Arrow keys**: Press the arrow keys to move the cursor or selection of an object in the direction the keys point (left, right, up, or down). In some contexts, Tab and the right arrow do the same thing. Sorry to be vague, but context matters at times.

» **Enter**: In most cases, the Enter key on the keyboard chooses a selection, much as clicking or tapping does. However, you may need to use the Tab key or an arrow key to select an item before pressing the Enter key.

» **Ctrl, Alt, and Shift keys**: These keys are used with other keys for commands. For example, press Ctrl+C to copy selected text or an object. (That is, while pressing and holding down the Ctrl key, press the C key — no need to press Shift for an uppercase C. Then release both keys.) The Shift key is used with another key for uppercase.

- » **Backspace:** As you enter text, each press of Backspace erases the character to the left of the cursor.
- » **Delete:** As you enter text, each press of the Delete key erases the character to the right of the cursor. On some keyboards, this key is labeled Del.
- » **Function keys:** All keys function, but Function keys are labeled F1 through F12. You don't use these much in this book, but you should locate them. Laptops often have a separate Function Lock key to turn these keys on or off.
- » **Page keys:** Locate the Home, End, Page Up, and Page Down keys for future reference. Use these to move the screen, a page, or the cursor. (On some keyboards, the Home, End, Page Up, and Page Down keys work as numbers when the Num Lock key is activated.)

View the Touch Keyboard

Windows 10 can display a touch keyboard onscreen. This feature is vital for devices that have a touchscreen and no physical keyboard. With a touchscreen, the touch keyboard appears automatically when the *cursor* (a blinking vertical bar) indicates that you can enter text in a box. If the touch keyboard doesn't appear automatically, you may also see a separate box floating above or below the text box. Tap that floating box to display the keyboard. To type using the keyboard, simply tap or click a letter, number, or symbol key.



TIP

Here are the different types of touch keyboards:

- » The *standard layout* (also called QWERTY) appears automatically (see **Figure 1-1**). The Enter key changes depending on the context.
- » The *uppercase layout*, shown in **Figure 1-2**, appears when you tap the Shift key on the standard layout.

- » The *numbers and symbols layout*, shown in **Figure 1-3**, appears when you tap the &123 key on the standard layout. Tap the &123 key again to return to the standard layout.
- » The control keys overlay (see **Figure 1-4**) appears on five keys on the standard layout when you tap the Ctrl key. The Ctrl keys are used in common tasks, such as copying (Ctrl+C) or moving (Ctrl+X) selected text. The overlay disappears automatically after you tap one of the control keys (A, Z, X, C, or V).
- » The *emoji layout*, shown in **Figure 1-5**, appears when you tap the Smiley Face key. Tap the Smiley Face key again to return to the standard layout. (Emojis are also called *emoticons* or *smileys*.)

Tap (or press Esc) to close the touch keyboard

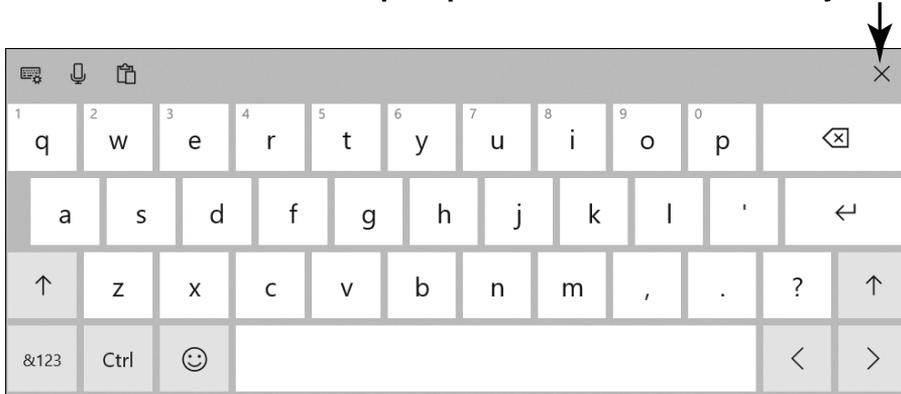


FIGURE 1-1

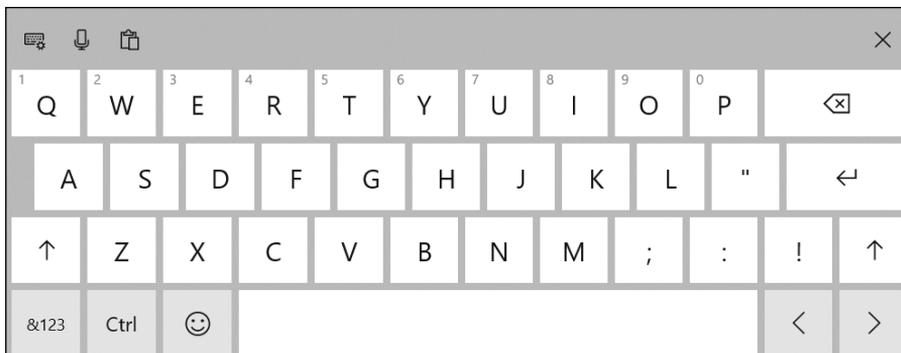


FIGURE 1-2

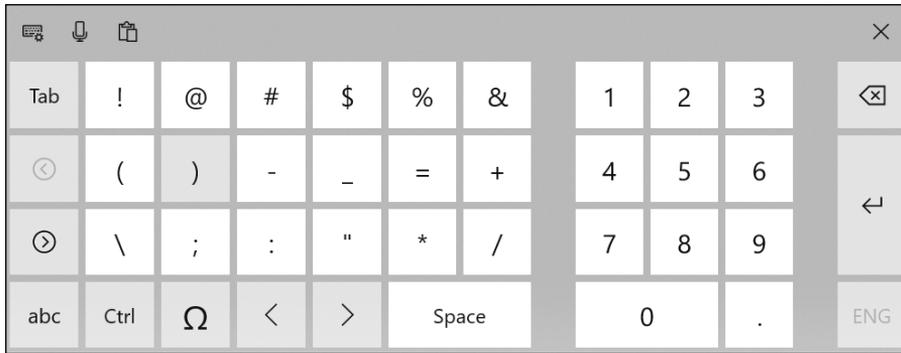


FIGURE 1-3

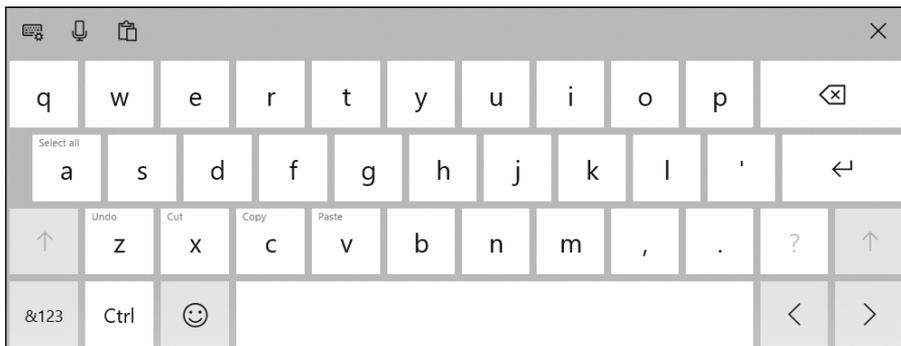


FIGURE 1-4

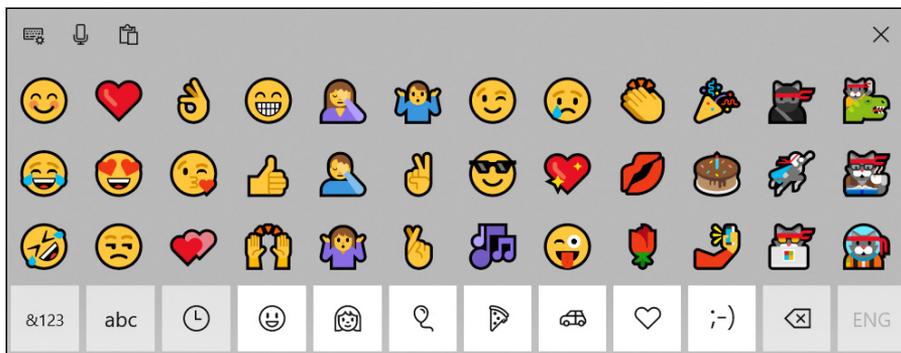


FIGURE 1-5

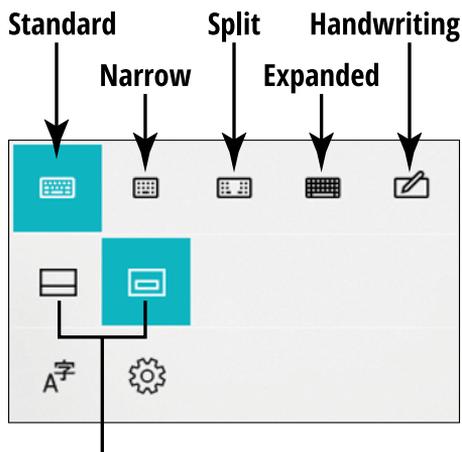


TIP

To quickly enter an emoji without opening the touch keyboard, press **Windows**+period (.). The emoji panel appears. Click or tap an emoji to enter it onscreen.

But wait! There's more. Tap the keyboard key, which is in the upper-left corner of any layout, to display the five options shown in **Figure 1-6**.

- » Tap the Standard button (refer to **Figure 1-6**) to return to the standard layout from one of the other layouts.
- » Tap the Narrow button to see a narrow keyboard suitable for thumb typing.
- » Tap the Split button to view the *split keyboard layout*, shown in **Figure 1-7**. This layout is handy for typing with your thumbs while holding two sides of a tablet.
- » Tap the Expanded button to view a keyboard with keys such as Tab, Caps Lock, and Shift that appear on a conventional keyboard.
- » Tap the Handwriting button to view the *handwriting layout*, shown in **Figure 1-8**. This layout enables you to write with a finger or a stylus (a special pen). Windows converts your scribbles to block text (if it can make sense of your scribbles).



Widen or narrow the keyboard

FIGURE 1-6



FIGURE 1-7

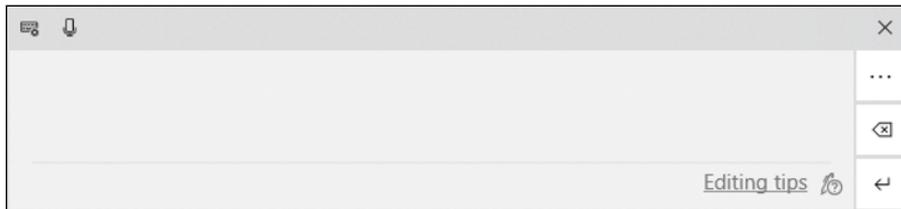


FIGURE 1-8



TIP

The keyboard pop-up menu also offers buttons for widening or narrowing the keyboard on the bottom of the screen (refer to Figure 1-6).

Turn On Your Computer

1. Push the power button briefly and release it. Every computer has a power button. (When we can no longer turn them off, the machines win.) If you have a desktop computer tower, the power button is probably on the front of the tower. Otherwise, you might have to feel around the front and sides of the screen or near the hinges of a laptop. Typically, your computer will beep, some buttons will light, and the screen may flash a logo or a message that disappears before you can read it. (Just let that go.) Soon, you will see the Windows 10 Lock screen.
2. Turn on any separate hardware (such as a monitor, speakers, or a printer), if necessary.