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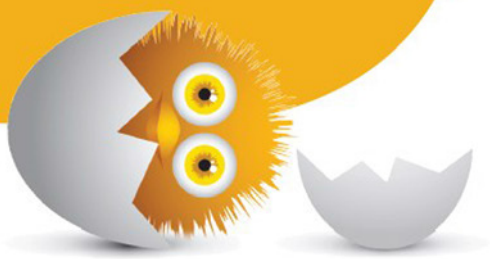

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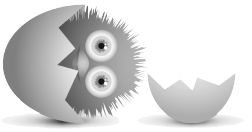

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Windows® 10

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Absolute Beginner's Guide to Windows 10

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About the Author

Alan Wright has worked professionally in and around IT for more than 10 years. He has provided enterprise-level support in the Detroit, Michigan, area and now focuses on developing training materials for computer users while continuing to provide software and hardware support for small business and residential users. He holds several certifications from CompTIA and Microsoft and enjoys working with technology and teaching others how they can make technology work for them as computers and tablets continue to evolve. Alan has been the technical editor on other books from Que Publishing, including *Using Windows 8*, and co-authored *Windows 8.1 Absolute Beginner's Guide*.

Dedication

This book is dedicated to my patient and loving wife Pam, as well as our sons Joshua and Jonathan. They certainly had to share my attention with Windows 10 for several months while this book was in development.

Acknowledgments

I want to acknowledge the hard work of the many Microsoft engineers who have worked miracles to get the initial Windows 10 technical preview to where it is today. The millions of Windows Insiders form another group that has undeniably influenced how Windows looks today, and I hope they continue to shape Windows in the years to come. The growing group of developers of apps for Windows deserve some love. Windows is only as good as the apps that we use each day. It has been exciting to see the changes and improvements that developers are bringing to the Windows ecosystem.

Finally, I would be remiss if I did not thank some of the great editors that have helped bring this book to completion. Bill, Karen, and Megan are just some of the extra hands that have helped shape this book. Their comments and suggestions have helped to create a publication that I am pretty happy with. Rick Kughen has been a great executive editor to work with; he has helped keep things in perspective even when deadlines and changes have created anxiety.

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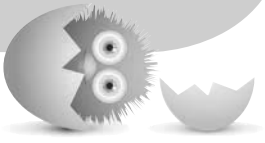
INTRODUCTION

IN THIS INTRODUCTION

- What This Book Covers
- How This Book Is Organized
- Conventions for Menu Commands, Keyboard Shortcuts, and Mouse and Touch Screen Actions Used in This Book
- Special Elements Used to Call Your Attention to Notes, Tips, and Cautions
- How to Send the Author Your Feedback



I am delighted you are reading this introduction, whether you're considering buying this book or because you already own it. I know you'll find value reading it while you wrestle with this beast called Windows 10.

Windows 10 is just a few years removed from the Windows 8 operating system that really shook things up by introducing a modern, touch-oriented interface. Although Windows 8.1 improved on that design by adding features that improved the desktop experience, you will find Windows 10 to be a blend of the best features from its predecessors, including Windows 7.

Windows 10 is unique in that it has been designed and refined during a lengthy testing phase that benefited from feedback from millions of Windows Insiders who installed early versions of Windows 10 on an estimated 1.5 billion desktops, laptops, tablets, as well as virtual computers. This has resulted in new features and enhancements to existing apps and tools as well as improvements to the overall look and feel of the operating system. Microsoft has certainly encouraged and responded to this outsider input to ensure that the final product will be met with the welcome it deserves.

Microsoft has indicated that the reason this latest release of Windows skipped the expected "Windows 9" moniker is to emphasize the differences that set this operating system apart from its predecessors.

Windows 10 will power and unify computers, phones, gaming systems, and even new products such as the Surface Hub and Microsoft HoloLens. The user interface (UI) blends the Microsoft Modern design introduced in Windows 8 that features a minimal, consistent design and menus that are hidden until needed with familiar elements that have been a constant feature of Windows throughout its many iterations, like the start button and title bar.

Standard applications can be installed in Windows 10, or you can install apps made available through the Windows Store that are developed to leverage the Modern UI, making them attractive, engaging, and fast. Speed has been a priority that makes the Windows 10 start-up process much quicker; you might even wonder whether you really clicked Restart or you just imagined doing so.

Yep, for you beginners, that means there's a lot to learn about the new Windows environments. Good thing there's a book out there for the absolute beginner—am I right?

This book is intended to help you—whether you're new to Windows or just new to Windows 10—accomplish whatever it is you need or want to do during your personal or professional day. If you walk into the office and find your computer has been upgraded to Windows 10, you can read how to run (and where to find) your old programs. You can learn how to move around the system and how to work with your old files. You can also learn how to do those seemingly difficult administrative functions, such as setting up a printer or a second monitor.

If you have taken advantage of the opportunity to upgrade to Windows 10 from an older version of Windows or you find Windows 10 is loaded on a new computer you acquire for use at home, you can learn how to connect to all those social media networks, such as Facebook and Twitter. You can discover how to have fun with the photos you take and those that are shared with you. You can read how to buy and enjoy movies, music, and games. And for those times when work follows you home or your personal time is overrun by home business tasks, such as homework or creating a budget, you can learn how to be productive and efficient.

Microsoft has made a big deal about how Windows 10 can run on laptops, workstations, tablets, and many other devices. Allowing for form-factor differences, the user interface is essentially identical on all devices with the exception of how you interact with it: mouse, keyboard, stylus, speech, or touch. This book will focus on the Windows for PCs experience regardless of the computer and tablet hardware you use. Although this book doesn't cover the unique capabilities of certain

models, such as the Lenovo Yoga Tablet 2, you can follow along with the lessons, how-tos, and explanations using whatever hardware you have.

The screenshots shown in this book come from a wide range of devices—some from small laptops, others from gigantic servers, and a few from tablets. Odds are you won't see a difference between them.

What Is an Absolute Beginner?

The book is respectful of your level of expertise. You are probably either new to Windows or, especially, new to Windows 10. You probably can handle a mouse and a keyboard, but the book guides you from the moment your computer or tablet starts through all the most common functions you're likely to demand from it.

How This Book Is Organized

The book follows a logical path, starting with the most basic information and getting into more specific topics in later chapters. Chapter names describe the type of information you will find, which will help you if you need to jump around in the book. For example, Chapter 13, "Connecting to Networks and the Internet," might be useful right away if you have a new device and cannot figure out why things are not connecting to the Internet. Feel free to read chapters and parts in any order you like. You might notice in the table of contents that there are four parts that group chapters according to broad categories:

- Part 1: Getting Started
- Part 2: Customizing Your Windows 10 Computer
- Part 3: Being Productive
- Part 4: Having Fun

If you are brand new to Windows, you will benefit from taking your time with the chapters composing the first part of this book. A detailed index is found in the back will be very useful if you're looking for content related to a specific command or feature.

Each chapter follows a standard format, but diversions from the format occur here and there. The first section in each chapter is a short list describing the things you can learn and do, along with a brief description and why the chapter is important. This short section also alerts you to any techniques you need to know to complete the tasks described in the chapter, as well as where in the book to find that guidance.

Special Bonus Content Online

I am also pleased to let you know that registered owners of this book have access to five additional bonus chapters online, with more than 100 pages of additional information related to recommended apps, consideration of many default applications included with Windows 10, and additional information related to File Explorer, as well as two chapters aimed at keeping your computer healthy and resolving problems that might occur. Be sure to register your book and check out this additional online content!

Conventions Used in This Book

This book is designed to be easy to understand. Even though Windows 10 might seem hard to learn, to help make your task of learning Windows simpler, instructions are formatted or written in a specific way to keep them consistent.

You will find numbered steps that you can follow to accomplish specific tasks. Useful illustrations and screenshots are carefully selected to help you recognize features or confirm that you are following steps correctly.

Selects and Selecting

Windows asks you to do lots of things. You're asked to click here, choose that, press this, and enter those. Given that you might use a touch-driven tablet or a mouse and keyboard, some of the instructions in the book are streamlined to reduce confusion by settling, as often as possible, on using the word *select*. When you see *select*, you complete the most natural action for the thing you are asked to select, whether that's a click of the mouse or a finger tap of the screen.

Many references are made throughout the book to specific keyboard, mouse, or touch techniques that would be used to accomplish the same task. This is done to expose you to the various methods that are built in to Windows 10 and to make you aware of these alternative techniques that you might need if you are suddenly faced with a different device than you are used to. Touchscreen users can find countless sets of specific instructions to interact with Windows via touch whenever the gesture for doing so with a touchscreen device is not obvious or is notably different from doing so with a mouse.

Finally, although you can accomplish most tasks in Windows with a mouse or via touch, you can still do a lot with a keyboard that enables you to work faster than with a mouse or touch. With that in mind, I try to present keyboard shortcuts here and there throughout the book to expose you to time-saving techniques that can make you look like a computer guru with your friends.

Special Elements

A few special tools employed in this book series emphasize certain points and concepts that might not be directly related to the topic discussed but are important enough to mention. These elements come in the form of Tips, Cautions, Notes, and Sidebars.

NOTE A Note is a useful piece of information that is not quite part of the core topic of the chapter or the section of the chapter where the note appears.

TIP A Tip is a useful piece of information that should help you get your work done a bit faster or a bit better in Windows 10.

CAUTION A Caution appears if there is a particular pitfall you must avoid or if there's a chance of losing your data executing one of the procedures in the book.

SIDEBAR

Sidebars will point out additional information that might be slightly off-topic. It can be additional background information or other details that are good to know.

Let Me Know What You Think

It is always nice to hear from readers, and I invite you to email me at alanlwright@outlook.com. I can't promise to respond to each email; however, I do promise to read each one. Your feedback and comments are welcome.

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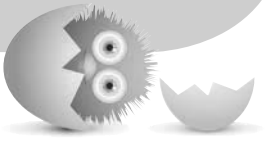
IN THIS CHAPTER

- Working with Tiles
- Resizing Tiles
- Using Groups in the Start Menu
- Customizing the Navigation Menu

3



OPTIMIZING THE START MENU

Because the Start menu serves as your dashboard to access the many features and applications contained within Windows 10, you should spend some time organizing and customizing how it looks. There are endless possibilities of tile arrangements using different tile sizes. You can also name organized groups of tiles, or applications, using logical labels.

Organizing All Those Tiles

In Chapter 1, "Meet Windows 10," you had a quick introduction to the Start menu and became familiar with some basic features. By now you have no doubt begun to pin applications to your Start menu, and you might notice that it can become a free-for-all very quickly, as shown in Figure 3.1.

In this section you will find out how to change the look and feel of the Start menu while maintaining some order. The key to the Start menu is to make things easy to find without pinning so many applications that you are frustrated when hunting for an application.

FIGURE 3.1

The Start menu can begin to look like a random mess.

NOTE Refer to Chapter 1 for steps on how to pin applications to the Start menu.

Accessing the Context Menu of a Tile

Before you change any tile's appearance or function, you need to open the context menu for that tile. This is different from selecting the tile and opening the application.

The context menu will vary a bit between Desktop applications and Windows apps such as the one shown in Figure 3.2. To open the context menu, do one of the following based on the device you use:

- Touch and hold a tile for a second or two until an ellipsis appears in the lower-right corner of the tile. Select the ellipsis to reveal the touch-friendly context menu.
- Use your left- and right- or up- and down-arrow keys to move across the Start menu. As you do so, a checkered border appears around tiles as you pass over them. Press the menu key when you have moved to the tile you want to select.
- Right-click the tile.

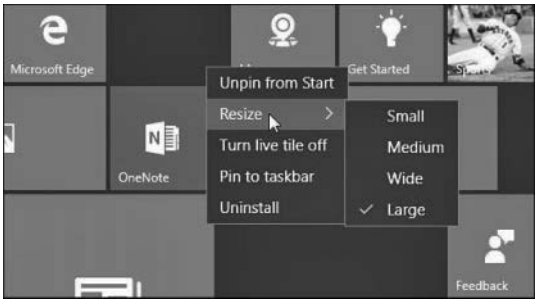


FIGURE 3.2

The context menu provides a few tools for organizing your tiles.

Making a Tile Bigger or Smaller

With the context menu you can select the size for any tile. There are four sizes for Windows apps: large, wide, medium, and small (refer to Figure 3.2). Desktop applications that are pinned to the Start menu will offer only two size choices: small and medium. You might prefer smaller tiles to fit more tiles on the screen. Other tiles that have live tile capabilities will work better when a larger size is used. You also can use size to indicate priority or importance to your routine. For example, apps you use often, such as Calendar and Mail, might be represented by large tiles, and apps you use to pass the time, such as a social media app, could be represented with small tiles. The size of the tiles can be changed to suit your individual preference—there is no right or wrong tile size.

To change a tile's size, follow these steps:

1. Open the context menu for the tile using the methods outlined in the previous section.
2. Select **Resize**. Choose from the size options indicated.
3. As you make changes to tile sizes, the surrounding tiles will move to accommodate the new size. Figure 3.3 shows a mosaic composed of four different sizes.

FIGURE 3.3

Use different tile sizes to make certain tiles more prominent.

Controlling Live Tiles

Many Windows apps are designed to provide updates, images, and information through the use of Live tiles. This can be distracting in some cases, and you can even feel that your Start menu has become too busy with so many tiles morphing and changing constantly.

Live tiles can be disabled very easily by following these steps:

1. Open the context menu for the tile using the methods outlined earlier in this chapter.
2. Select **Turn Live Tile Off** (refer to Figure 3.2).

Live tiles are generally designed to display more content with larger sizes and usually will not function when set to the smallest size. Some Windows apps also include Live tile options within the app that can provide settings for transparency, images, or which information from the app will appear in the Live tile.

Moving a Tile

You can reorganize the tiles on the Start menu as you like. No rules dictate where certain tiles should appear, so you can move a tile to whatever position you like.

To move a tile, do one of the following based on the device you use:

- Touch and hold on the tile to be moved, and immediately drag it to its new location.
- Click and drag the tile to its new location. Notice when you click and hold the tile that the other tiles dim and shrink slightly. Also notice how the other tiles on the Start menu seem to move out of the way and open an empty spot as you drag a tile across the screen (see Figure 3.4).

FIGURE 3.4

Moving a tile.

Show More Tiles

One result of pinning more tiles to your Start menu is that your screen can only display so many tiles at a time before you need to scroll down to see additional tiles you have pinned. This is especially noticeable on devices with smaller screens. For this reason, devices like tablets running in Tablet mode will display the Start menu full screen, and the navigation menu will be reduced to a hamburger menu icon.

Having larger screens, desktop and laptop computers will run in Desktop mode by default with a Start menu that takes up just a portion of the screen and an expanded navigation menu. You actually can manually change the size of the Start menu or make it full screen.

To show more tiles, follow these steps:

1. From the Start menu, hover your mouse cursor over one of the two edges of the Start menu. The cursor will turn into a two-sided adjustment arrow. Select the edge and drag it to reposition the size of the Start menu. The horizontal adjustment will depend on your screen resolution. Release the edge when it is in the correct position.
2. From the Start menu, select **Settings** to open the Settings app.
3. Select **Personalization** and then **Start** from the navigation pane.
4. Under Start, slide the switch to On for **Use Start Full Screen**, as shown in Figure 3.5. The Start menu will now be full screen with a condensed navigation menu similar to Tablet mode.

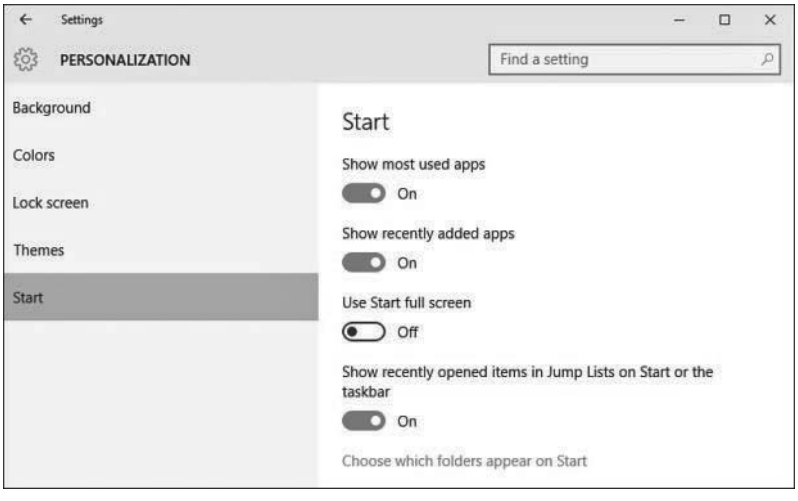


FIGURE 3.5

You can use a full-screen Start menu while in Desktop mode if that is what you want.

Personalizing Tile Groups

Your collection of tiles is bound to grow as you install new programs and apps. You also can pin documents and web pages to the Start menu, so it's likely you will add many, many tiles to the Start menu in a short period of time. To help keep track of tiles and easily locate them, you can organize tiles into groups of your own design.

For example, you might create a group of tiles of all your photo-related applications. The groups are organized into columns on the Start menu. A wider margin separates one group from another. You can move your tile groups when you like, and you can place a name above each group. An example of a number of tile groups appears in Figure 3.6.

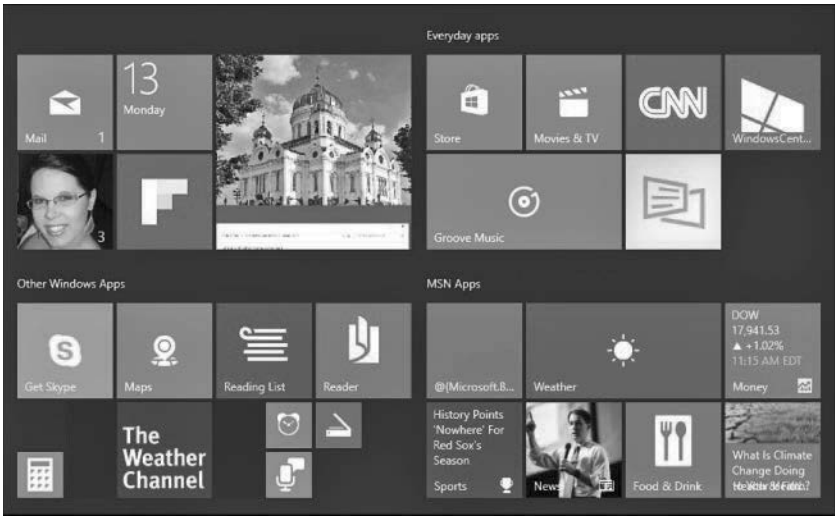


FIGURE 3.6

You can organize the tiles on the Start menu into groups.

Creating a Tile Group

Tile groups, as the name implies, are tiles grouped into a collection where there isn't any separation by margins or blank space. Within these groups you can adjust tile size and where they appear within the group. Sometimes it is easier to break out particular tiles into a separate group so they are easier to find or to where they make more sense from an organizational standpoint. Windows puts its default tiles into somewhat logical groups, but they might not appeal to you.

To create a tile group, follow these steps:

1. From the Start menu, select a tile and drag it to an area below a group or between two groups. Tiles will move and shift to allow you to add the tile to an existing group; however, you will drop it into a new group when you see a horizontal title bar appear for the new group name, as shown in Figure 3.7. Release the tile to create the group.
2. Drag additional tiles to the group.

Figure 3.8 shows that you have created a new group with several tiles separated by margins on either side.

FIGURE 3.7

Dragging a tile to create a new group.

FIGURE 3.8

A newly created group.

Moving Tile Groups

You might want to change the order of your groups so that frequently accessed tiles require less scrolling or if you have changed your organizational structure.

To move a tile group, follow these steps:

1. From the Start menu, locate a tile group you would like to move.
2. Select the title bar, which currently might be an empty space above the group, and drag it to a new location in the Start menu. The group will condense to just the title bar for the group.
3. As shown in Figure 3.9, groups will shift to make space for the group and a space holder will appear to indicate possible locations for the group. Release the group when you are satisfied.

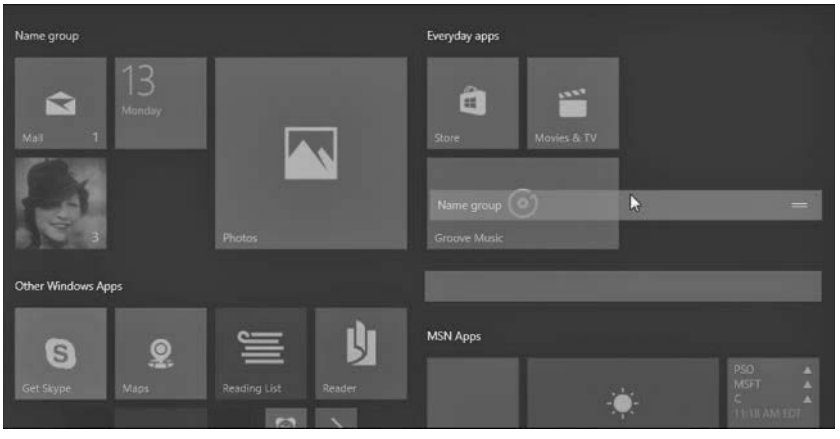


FIGURE 3.9

By dragging the title bar of a group, you can easily rearrange tile groups.

Naming a Tile Group

It might make sense for you to name your groups so you can easily locate your tiles, rather than trying to remember into which group you put a tile.

To label a tile group, follow these directions based on the device you use:

- Select the title bar for a group you want to name. Your cursor will appear in a text field with the current name. If no name has yet been provided, it will simply say Name Group. Type the name of the group in the box that appears, as shown in Figure 3.10.

- Tap and hold the title bar for a group you want to name. Your cursor will appear in a text field with the current name. If no name has yet been provided, it will simply say Name Group. Just like the step for using a mouse, type the name of the group in the box that appears, as shown in Figure 3.10.

You can repeat these steps for another group or click or tap anywhere on the screen to return to the normal Start menu.

FIGURE 3.10

You enter the name of the tile group in the text box that appears when you select the title bar for the group.

Organizing the Navigation Menu of the Start Menu

The Start menu includes a customizable navigation menu that features your most frequently used apps by default. In turn, jump lists will appear for many apps in this list showing recent files or web pages accessed by the application. Some will appreciate the ability to remove items that appear in these lists. To remove an application from the Most Used list or from a jump list, simply right-click the item you want to remove and select **Remove from This List**, as shown in Figure 3.11. Notice that you can pin an item to a jump list as well.

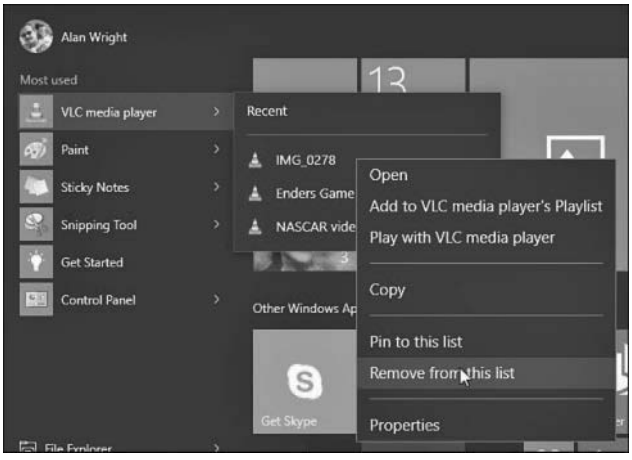


FIGURE 3.11

You can remove items from lists that appear in the Start menu.

Some important settings are available that you can use to customize the navigation menu of the Start menu. They will influence what appears here.

To customize the navigation menu, follow these steps:

1. From the Start menu, select **Settings** to open the Settings app.
2. Select **Personalization** and then **Start** from the vertical navigation menu of the Settings app (refer to Figure 3.5).
3. Under Start there are three switches that determine what can appear in the navigation menu:
   - **Show Most Used Apps**—This switch enables the Most Used list. Apps will appear and disappear from this list based on your usage. Turn this switch to **Off** to prevent this.
   - **Show Recently Added Apps**—This list will appear occasionally when you have installed new applications on your device.
   - **Show Recently Opened Items in Jump Lists on Start or the Taskbar**—This allows Windows to use jump lists that will list the most recently files that have been opened by an application. (Figure 3.11 shows an example of a Jump List for the VLC Media Player application.) If you want to disable the jump list feature for some reason, slide the switch Store and Display Recently Opened Items in Start and the Taskbar to **Off**. Notice that this will also prevent jump lists from working on the taskbar for pinned applications such as File Explorer.

4. Select the text **Choose Which Folders Appear on Start** to see a list of additional features that can be added to the navigation menu. The Settings app will shift its focus to the list shown in Figure 3.12. Permanently add shortcuts to the navigation menu immediately above the Start button using switches. Switch anything that you would like to see when opening the Start menu to **On**. (In Tablet mode you will still need to expand the hamburger menu, so you might prefer to pin these to the Start menu as a tile instead.) To see these changes take effect, you may need to sign out and then sign back in to your device.

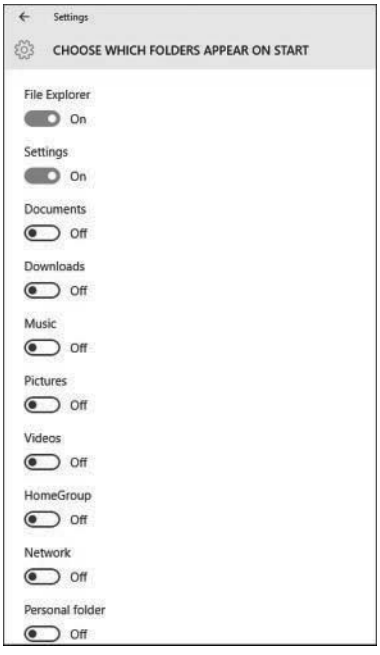
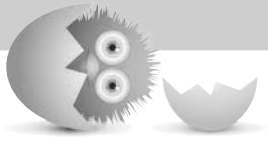


FIGURE 3.12

You can permanently add key shortcuts to the Start menu from the Settings app.

THE ABSOLUTE MINIMUM

- You can customize the appearance of the tiles on the Start menu by changing their sizes and moving them around.
- Leverage the ability to pin apps so that applications are easy to locate on your Start menu.
- Change the size of your Start menu when in Desktop mode to show more apps and prevent the need to scroll when hunting for a tile.
- You can create new groups for tiles, add names to groups, or rearrange groups of tiles.
- Pin documents or websites within jump lists to keep them handy.
- Customize the navigation menu by adding folders that you often access.



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