

TABLE OF CONTENTS

| | |
|---|-----------|
| Copyright & License Notes | 3 |
| Introduction | 10 |
| Chapter 1 - Windows Basics | 11 |
| Operating System Basics | 11 |
| Signing in to Windows | 12 |
| A Look at the Desktop | 13 |
| Elements of the Windows 10 Desktop | 15 |
| Using the Mouse | 15 |
| Using the Keyboard | 18 |
| Keyboard Shortcuts | 18 |
| Opening and Closing Windows | 20 |
| Minimizing and Maximizing Windows | 23 |
| Moving a Window | 25 |
| Resizing a Window | 28 |
| Switching Between Windows | 29 |
| Using the Ribbon | 32 |
| Using Shortcut Menus | 34 |
| Navigating the Start Menu | 35 |
| Using Help | 39 |
| Shutting Down Your Computer | 40 |
| Chapter 2 - Working with Folders and Disks | 43 |
| A Look at Windows Disk Organization | 43 |
| Working with Navigation Pane | 45 |
| Using the Folder Tree | 47 |
| Working with the Quick Access Area | 48 |
| Navigating using the Address Bar | 50 |

| | |
|--|-----------|
| Changing Window View | 52 |
| Sorting and Filtering the Contents of a Folder | 54 |
| Grouping the Contents of a Folder | 57 |
| Changing Explorer Layout | 58 |
| Setting Folder Options | 59 |
| Creating a New Folder | 60 |
| Creating a Shortcut to a Folder | 61 |
| Chapter 3 - File and Folder Management | 65 |
| Renaming Files and Folders | 65 |
| Copying Files and Folders | 66 |
| Moving Files and Folders | 68 |
| Copying and Moving Files to OneDrive | 71 |
| Deleting Files and Folders | 72 |
| Restoring a Deleted File | 73 |
| Emptying the Recycle Bin | 75 |
| Changing Recycle Bin Size | 76 |
| Searching for a File or Folder | 77 |
| Selecting Multiple Files and Folders | 80 |
| Working with File Properties | 82 |
| Compressing Files and Folders | 84 |
| Chapter 4 - Working with Applications | 87 |
| Opening Applications from the Start Menu | 87 |
| Installing Apps from the App Store | 89 |
| Installing Apps from a Download | 90 |
| The Bundled Apps | 91 |
| Switching Between Programs | 93 |
| Opening and Closing a Document | 94 |
| Entering and Editing Text in WordPad | 97 |

| | |
|---|------------|
| Selecting Text | 98 |
| To Select Text with Your Mouse: | 99 |
| Cutting, Copying and Pasting Text | 100 |
| Inserting Special Characters | 101 |
| Formatting Text | 102 |
| Aligning Paragraphs | 104 |
| Setting Paragraph Tabs | 105 |
| Saving a Document | 106 |
| Creating Sticky Notes | 107 |
| Performing Calculations with Calculator | 109 |
| Snipping the Screen | 111 |
| Organizing Your Schedule using the Calendar App | 112 |
| Organizing Contacts with the People App | 115 |
| View and Search for Contacts | 119 |
| Forcing an Application to Close | 119 |
| Accessing an App's Menus | 120 |
| Accessing an App's Settings Pane | 121 |
| Working with the Photos App | 122 |
| Chapter 5 - Working with Music and Video | 125 |
| Playing a CD with Windows Media Player | 125 |
| Ripping CD's | 128 |
| Playing Music with Groove Music | 128 |
| Creating a Playlist | 131 |
| Purchasing Music from the Store | 133 |
| Choosing a Default Music Player | 135 |
| Streaming Music | 136 |
| Playing Video | 137 |
| Purchase Movies and TV Shows | 139 |

Chapter 6 - Customizing the Start Screen and Desktop 141

| | |
|---|-----|
| Moving the Taskbar | 141 |
| Working with Taskbar Toolbars | 141 |
| Setting Taskbar Properties | 142 |
| Adding Applications to the Taskbar | 143 |
| Setting Which Items Appear on the Taskbar | 145 |
| Adding Items to the Start Screen | 146 |
| Customizing the Start Screen | 148 |
| Changing the Desktop Background | 151 |
| Changing the Desktop Theme | 153 |
| Changing the Theme Color | 154 |
| Working with Task View | 155 |
| Switching to Tablet Mode | 157 |

Chapter 7 - Adjusting Computer Settings 160

| | |
|---|-----|
| About the Settings App | 160 |
| Modifying Date and Time Properties | 161 |
| Adding a Screen Saver | 163 |
| Setting Power Management Options | 165 |
| Customizing Your Display | 167 |
| Display Settings for Multiple Monitors | 168 |
| Using an External Monitor with a Laptop | 170 |
| Changing Device Settings | 171 |
| Adding a Printer | 173 |
| Adjusting Your Computer's Volume | 175 |
| Setting the Default Speaker | 175 |
| Modifying Notification & Action Options | 176 |
| Setting File Explorer Options | 180 |
| Uninstalling Applications | 181 |

| | |
|--|------------|
| Changing Default Programs | 182 |
| Changing the File Type Associated with a Program | 184 |
| Modifying Account Settings | 185 |
| Chapter 8 - User Accounts and Security | 187 |
| Family Settings | 187 |
| User Accounts | 188 |
| Switching User Accounts | 189 |
| Changing a User Account's Picture | 190 |
| Changing Your Password | 191 |
| Locking your Computer | 193 |
| Setting Security Options | 194 |
| Using Windows Defender | 195 |
| Chapter 9 - Using Internet Tools | 198 |
| Setting up an Internet Connection | 198 |
| Starting Microsoft Edge | 200 |
| Browsing a Web Page | 202 |
| Browsing Using the History List | 203 |
| Creating Favorites | 205 |
| Deleting Favorites | 207 |
| Browsing InPrivate | 208 |
| Using Tabbed Browsing | 209 |
| Microsoft Edge Settings | 210 |
| Searching for Text on a Web Page | 212 |
| Searching the Internet | 213 |
| Downloading Files | 215 |
| Searching using Cortana | 217 |
| Using the Mail App | 221 |

| | |
|-------------------------------------|------------|
| Chapter 10 - PC Maintenance | 225 |
| Disk Defragmenter | 225 |
| Verify Hard Drive Free Space | 227 |
| Cleaning Up Your Drive | 228 |
| Checking your Hard Drive for Errors | 230 |
| Creating a Restore Point | 232 |
| Applying a Restore Point | 233 |
| Resetting Your Computer | 235 |
| Backing Up Your Files | 236 |
| To Restore a File from a Backup | 239 |
| Index | 242 |