

Microsoft® Windows® 10

ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



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Windows® 10

Absolute Beginner's Guide

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Indianapolis, Indiana 46240

Absolute Beginner's Guide to Windows 10

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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.

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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*.

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 comprising the first part of this book. A detailed index 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, the 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.

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