

# Microsoft® Windows® 10

## ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



# About This eBook

---

ePUB is an open, industry-standard format for eBooks. However, support of ePUB and its many features varies across reading devices and applications. Use your device or app settings to customize the presentation to your liking. Settings that you can customize often include font, font size, single or double column, landscape or portrait mode, and figures that you can click or tap to enlarge. For additional information about the settings and features on your reading device or app, visit the device manufacturer's Web site.

Many titles include programming code or configuration examples. To optimize the presentation of these elements, view the eBook in single-column, landscape mode and adjust the font size to the smallest setting. In addition to presenting code and configurations in the reflowable text format, we have included images of the code that mimic the presentation found in the print book; therefore, when the reflowable format may compromise the presentation of the code listing, you will see a “Click here to view code image” link. Click the link to view the print-fidelity code image. To return to the previous page viewed, click the Back button on your device or app.

# Windows® 10

---

## Absolute Beginner's Guide

**Alan Wright**



800 East 96th Street,  
Indianapolis, Indiana 46240

# Absolute Beginner's Guide to Windows 10

---

Copyright © 2016 by Que Publishing

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-5456-1

ISBN-10: 0-7897-5456-8

Library of Congress Control Number: 2015932056

Printed in the United States of America

First Printing: September 2015

## **Editor-in-Chief**

Greg Wiegand

## **Executive Editor**

Rick Kughen

## **Development Editor**

William Abner

## **Managing Editor**

Sandra Schroeder

## **Project Editor**

Seth Kerney

## **Copy Editor**

Megan Wade-Taxter

## **Indexer**

Erika Millen

## **Proofreader**

Gill Editorial Services

## **Technical Editor**

Karen Weinstein

## **Publishing Coordinator**

Kristen Watterson

## **Interior Designer**

**Cover Designer**

Matt Coleman

**Compositor**

Bumpy Design

**Trademarks**

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Windows is a registered trademark of Microsoft Corporation.

**Warning and Disclaimer**

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an “as is” basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

**Special Sales**

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at [corpsales@pearsoned.com](mailto:corpsales@pearsoned.com) or (800) 382-3419.

For government sales inquiries, please contact [governmentsales@pearsoned.com](mailto:governmentsales@pearsoned.com).

For questions about sales outside the U.S., please contact [international@pearsoned.com](mailto:international@pearsoned.com).

# 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.*

# Contents at a Glance

---

## [Introduction](#)

### **[Part I Getting Started](#)**

[1 Meet Windows 10](#)

[2 Interacting with Windows](#)

[3 Optimizing the Start Menu](#)

[4 Introducing Windows Apps](#)

[5 Working with Windows Apps](#)

[6 Finding Your Way Around the Windows Desktop](#)

[7 Working with Windows Desktop Applications](#)

### **[Part II Customizing Your Windows 10 Computer](#)**

[8 Tweaking Windows to Reflect Your Personality](#)

[9 Using Search and Cortana](#)

[10 Configuring Input Device Settings](#)

[11 Configuring Display and Sound Settings](#)

[12 Configuring Notifications and Advanced Settings](#)

[13 Connecting to Networks and the Internet](#)

### **[Part III Being Productive](#)**

[14 Browsing the Web](#)

[15 Keeping Up with Your Contacts in the People App](#)

[16 Setting Up the Mail App](#)

[17 Using the Mail App](#)

[18 Managing Your Calendar](#)

[19 Sharing Your Windows Computer with Others](#)

[20 Sharing Files and Printers](#)

[21 File and Folder Basics](#)

[22 Working with OneDrive](#)

### **[Part IV Having Fun](#)**

[23 Working with Photos in Windows](#)

[24 Using Your Microsoft Account for Purchases](#)

---

[25 Having Fun with Movies and TV Shows](#)

[26 Enjoying Music](#)

[27 Having Fun and Playing Games](#)

[Index](#)

## **[Part V Online Bonus Content](#)**

[BC1 These Are a Few of My Favorite Apps](#)

[BC2 Working with Other Windows Apps](#)

[BC3 Advanced File and Folder Management](#)

[BC4 Keeping Your Computer Healthy](#)

[BC5 Resolving Common Problems](#)



# Table of Contents

---

## **Introduction**

- [What Is an Absolute Beginner?](#)
- [How This Book Is Organized](#)
- [Special Bonus Content Online](#)
- [Conventions Used in This Book](#)
  - [Selects and Selecting](#)
  - [Special Elements](#)
- [Let Me Know What You Think](#)

## **I Getting Started**

### **1 Meet Windows 10**

- [What's New in Windows 10](#)
- [Starting Up Windows](#)
  - [Signing In with an Existing Microsoft or Local Account](#)
  - [Signing In to a New Windows 10 Device](#)
- [Introducing the Start Menu](#)
  - [Displaying All Apps](#)
  - [Pinning an Application to the Start Menu](#)
  - [Seeing Tiles That Are Offscreen](#)
- [Using the Getting Started App](#)
- [Exiting Windows](#)
  - [Signing Out of Windows 10](#)
  - [Locking Windows 10](#)
  - [Putting Windows 10 to Sleep](#)
  - [Shutting Down Your Windows 10 Computer](#)

### **2 Interacting with Windows**

- [Getting to Know the Windows 10 Interfaces](#)
  - [Working with Continuum and Tablet Mode](#)
  - [Using the Mouse in Windows 10](#)
  - [Using the Keyboard in Windows 10](#)
  - [Using Touch in Windows 10](#)
  - [Using the Touch Keyboard](#)
- [Using Controls](#)
  - [Window](#)
  - [Button](#)
  - [Text Box](#)

[Check Box](#)

[Switch](#)

[Drop-Down List](#)

[Combo Drop-Down List](#)

[Hamburger Menus](#)

### **3 Optimizing the Start Menu**

[Organizing All Those Tiles](#)

[Accessing the Context Menu of a Tile](#)

[Making a Tile Bigger or Smaller](#)

[Controlling Live Tiles](#)

[Moving a Tile](#)

[Show More Tiles](#)

[Personalizing Tile Groups](#)

[Creating a Tile Group](#)

[Moving Tile Groups](#)

[Naming a Tile Group](#)

[Organizing the Navigation Menu of the Start Menu](#)

### **4 Introducing Windows Apps**

[Learning About Windows Apps](#)

[Shopping at the Windows Store](#)

[Purchasing an App](#)

[Managing Your Windows Store Purchases](#)

[Uninstalling Apps](#)

### **5 Working with Windows Apps**

[Running Windows Store Apps](#)

[Starting a Windows Store App](#)

[Stopping a Windows 10 App](#)

[Using Common Windows App Menu Tools](#)

[Managing Windows Apps](#)

[Choosing Default Apps](#)

[Managing Storage Options for Windows Apps](#)

### **6 Finding Your Way Around the Windows Desktop**

[Introducing the Desktop](#)

[Using the Desktop in Desktop Mode](#)

[Using the Desktop in Tablet Mode](#)

[Using Task View](#)

[Working with the Taskbar](#)

[Using the Action Center](#)

[Customizing the Taskbar](#)

[Working with Applications from the Taskbar](#)

[Keeping the Desktop Organized](#)

[Arranging the Desktop](#)

## **7 Working with Windows Desktop Applications**

[Introducing Desktop Applications](#)

[Working with Desktop Applications](#)

[Starting Desktop Applications](#)

[Using Run as Administrator](#)

[Pinning Desktop Applications to the Taskbar](#)

[Saving Shortcuts for Desktop Applications to the Desktop](#)

[Exiting Desktop Programs](#)

[Working with Windows](#)

[Installing and Removing Programs](#)

[Installing Programs](#)

[Removing Windows Programs](#)

## **II Customizing Your Windows 10 Computer**

### **8 Tweaking Windows to Reflect Your Personality**

[Personalize Windows](#)

[Personalizing the Desktop Background](#)

[Changing the Color Scheme](#)

[Customizing the Lock Screen](#)

[Modifying the Theme](#)

[Personalizing Your Account Picture](#)

[Syncing Your Account Settings](#)

### **9 Using Search and Cortana**

[Using Windows Search](#)

[Configuring Search](#)

[Getting to Know Cortana](#)

[Setting Up Cortana](#)

[Using Cortana](#)

[Managing Cortana](#)

### **10 Configuring Input Device Settings**

[The Control Panel or PC Settings?](#)

[Setting Up Your Mouse or Touchpad](#)

[Mouse Settings](#)

[Touchpad Settings](#)

---

[Setting Up Your Keyboard](#)

[Changing Keyboard Settings](#)

[Personalize Language, Keyboard, and Date Formats](#)

## **[11 Configuring Display and Sound Settings](#)**

[Setting Up Your Display](#)

[Understanding Resolution](#)

[Setting Up Multiple Monitors](#)

[Make Things Bigger on Your Display](#)

[Adjusting Brightness](#)

[Setting Up Sound](#)

[Setting Up Your Speakers](#)

[Managing Sound for Windows Events](#)

## **[12 Configuring Notifications and Advanced Settings](#)**

[Managing Notifications You Receive](#)

[Ease of Access](#)

[Managing Power Options](#)

[A Simple Approach to Using Power Plans](#)

[Common Options Related to Power](#)

[The Manual Method to Manage Power Options](#)

## **[13 Connecting to Networks and the Internet](#)**

[Reviewing Important Internet Connection Basics](#)

[Learning About Internet Service Providers](#)

[Checking the Hardware Required to Connect](#)

[Learning the Internet Connection Services Typically Available](#)

[Understanding Routers for Internet Connection Sharing](#)

[Understanding the Network Adapter](#)

[Connecting to the Internet](#)

[Connecting to a Wireless Network](#)

[Connecting Where Free Wi-Fi Is Advertised](#)

[Connecting to Pay-as-You-Go Wi-Fi](#)

[Connecting to a LAN/Wired Network](#)

[Connecting After Upgrading to Windows 10](#)

[Connecting After You Restart Your Device](#)

## **[III Being Productive](#)**

### **[14 Browsing the Web](#)**

[Introducing Microsoft Edge](#)

[Surfing the Web with Cortana](#)

---

[Using Reading View](#)

[Making Web Notes](#)

[Using the New Tab](#)

[Browsing the Web with Microsoft Edge](#)

[Entering the URL of a Site You Want to Visit](#)

[Searching the Web](#)

[Following a Hyperlink](#)

[Working with Favorites](#)

[Using the Hub Pane](#)

[Working with Tabs](#)

[Enhancing Your Browsing Experience](#)

[Getting to Know Microsoft Edge Settings](#)

[Using Internet Explorer](#)

[Creating Shortcuts to Websites](#)

[Opening All Links in the Desktop Browser](#)

## **[15 Keeping Up with Your Contacts in the People App](#)**

[Introducing the People App](#)

[Adding Contacts to the People App](#)

[Managing Your Contacts](#)

[Locating Your Contacts](#)

[Modifying or Sharing a Contact](#)

[Filtering Contacts](#)

## **[16 Setting Up the Mail App](#)**

[Exploring the Mail App](#)

[Setting Up Your Email Accounts](#)

[Setting Up Your Outlook.com, Google, Yahoo!, iCloud, POP, or IMAP Account](#)

[Setting Up Your Exchange or Office 365 Account](#)

[Manually Setting Up an Email Account Using Exchange, EAS, POP, or IMAP](#)

[Managing Your Email Accounts](#)

[Managing Account Settings](#)

[Managing Account Options](#)

## **[17 Using the Mail App](#)**

[Reading Your Email](#)

[Replying to a Message](#)

[Filing a Message in a Folder](#)

[Deleting a Message](#)

[Forwarding a Message](#)

[Marking a Message as Unread](#)

---

[Writing an Email Message](#)

[Addressing Your Message](#)

[Formatting Your Email Message](#)

[Attaching a Photo, File, Table, or Hyperlink to Your Message](#)

[Checking Spelling in Your Message](#)

[Managing Your Inbox](#)

[Pinning Accounts to the Start Menu](#)

[Flagging Messages](#)

[Printing Emails](#)

[Future Improvements](#)

## **[18 Managing Your Calendar](#)**

[Starting the Calendar App](#)

[Controlling the Calendar View](#)

[Setting Calendar Colors](#)

[Synchronizing with Other Calendars](#)

[Adding Events to Your Calendar](#)

[Customizing the Calendar View](#)

## **[19 Sharing Your Windows Computer with Others](#)**

[Windows 10 Users and Account Basics](#)

[Adding a New User](#)

[Adding a New User with a Local Account](#)

[Adding a New User with a Microsoft Account](#)

[Creating a PIN or Picture Password](#)

[Adding a PIN to Your Account](#)

[Adding a Picture Password to Your Account](#)

[Making Changes to User Accounts](#)

[Changing a User's Type](#)

[Removing a User Account](#)

[Maintaining Security](#)

[Windows Hello](#)

[Using the Screensaver to Add Security](#)

[Two-Step Verification](#)

## **[20 Sharing Files and Printers](#)**

[Networking with Homegroup](#)

[Using the Windows Homegroup](#)

[Creating a Homegroup](#)

---

[Joining a Homegroup](#)

[Leaving a Homegroup](#)

[Troubleshooting Homegroup Connections](#)

[Setting Up Sharing](#)

[Disabling Sharing for Specific Files or Folders](#)

[Sharing Files and Folders Only with Specific Users](#)

[Sharing Your Printer](#)

[Seeing Stuff Shared by Others](#)

## **[21 File and Folder Basics](#)**

[Files and Folder Basics](#)

[Understanding Files](#)

[Understanding Folders](#)

[Exploring with File Explorer](#)

[Working with Quick Access](#)

[Working with Libraries](#)

[Navigating the Folder Tree](#)

[Customizing the Content Pane](#)

[Exploring the Preview and Details Pane](#)

[Folder Options](#)

## **[22 Working with OneDrive](#)**

[Introducing OneDrive](#)

[Setting Up OneDrive](#)

[Adding Files to Your OneDrive](#)

[Managing Your OneDrive Files](#)

[Sharing a File on Your OneDrive](#)

[Viewing OneDrive Status](#)

[Configuring OneDrive Preferences](#)

[Sync Settings with OneDrive](#)

[Using OneDrive in the Photo App](#)

[Using OneDrive with the Music App](#)

[Managing Metered Connections Considerations](#)

[Troubleshooting OneDrive Issues](#)

## **[IV Having Fun](#)**

### **[23 Working with Photos in Windows](#)**

[Using the Photos App](#)

[Viewing Your Collection](#)

[Using Albums](#)

---

[Tweaking the Photos App with Settings](#)

[Editing Your Photos](#)

[Using the Camera App](#)

[Controlling Camera Security](#)

[Organizing the Pictures Library](#)

[Renaming Your Pictures](#)

## **[24 Using Your Microsoft Account for Purchases](#)**

[What Are Xbox Services?](#)

[Purchasing with Your Microsoft Account](#)

[Managing Your Microsoft Account](#)

## **[25 Having Fun with Movies and TV Shows](#)**

[Getting Started with the Movies & TV App](#)

[Navigating the Movies & TV App](#)

[Adding Your Videos to the Videos Library](#)

[Playing Videos in the Movies & TV App](#)

[Shopping for Videos](#)

[Making a Purchase](#)

[Renting a Selection](#)

## **[26 Enjoying Music](#)**

[Getting Started with the Groove Music App](#)

[Learning What's Where in the Groove Music App](#)

[Adding Music to the Groove Music App](#)

[How to Link Your Music](#)

[How to Move Your Music](#)

[Using Album View](#)

[Creating Playlists](#)

[Purchasing Music](#)

[Using Groove Music Pass](#)

[Purchasing Music in the Windows Store](#)

[Importing Music and Creating Music CDs](#)

[Importing Music from a CD](#)

[Creating a Music CD](#)

## **[27 Having Fun and Playing Games](#)**

[Gaming with Windows 10](#)

[Understanding Xbox Live Services](#)

[Using the Xbox App](#)



[V Online Bonus Content](#)

[BC1 These Are a Few of My Favorite Apps](#)

[BC2 Working with Other Windows Apps](#)

[BC3 Advanced File and Folder Management](#)

[BC4 Keeping Your Computer Healthy](#)

[BC5 Resolving Common Problems](#)

## 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.

## We Want to Hear from You!

---

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

*Please note that we cannot help you with technical problems related to the topic of this book.*

When you write, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

Email: [feedback@quepublishing.com](mailto:feedback@quepublishing.com)

Mail: Que Publishing

ATTN: Reader Feedback

800 East 96th Street

Indianapolis, IN 46240 USA

## Reader Services

---

Visit our website and register this book at [quepublishing.com/register](http://quepublishing.com/register) for convenient access to any updates, downloads, or errata that might be available for this book.

# 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.

---



- [click A Year with C. S. Lewis here](#)
- [download Dead Wake: The Last Crossing of the Lusitania here](#)
- [Spanish-English Bilingual Visual Dictionary pdf](#)
- [FM 3-22.40 Tactical Employment of Nonlethal Weapons pdf, azw \(kindle\), epub, doc, mobi](#)
- [read Information: A Very Short Introduction \(Very Short Introductions\) online](#)
- [click Bedroom Secrets of the Master Chefs pdf](#)
  
- <http://cavalldecartro.highlandagency.es/library/A-Year-with-C--S--Lewis.pdf>
- <http://www.celebritychat.in/?ebooks/Cancer-Is-a-Bitch--Or--I-d-Rather-Be-Having-a-Midlife-Crisis.pdf>
- <http://ramazotti.ru/library/Spanish-English-Bilingual-Visual-Dictionary.pdf>
- <http://xn--d1aboelcb1f.xn--p1ai/lib/Death-in-the-Haymarket--A-Story-of-Chicago--the-First-Labor-Movement-and-the-Bombing-that-Divided-Gilded-Age-Americ>
- <http://xn--d1aboelcb1f.xn--p1ai/lib/The-Taming-of-the-Threw--The-Complete-Shakespeare-Translated-by-Liang-Shiqiu--Book-11---Bilingual-Edition-.pdf>
- <http://www.1973vision.com/?library/Bedroom-Secrets-of-the-Master-Chefs.pdf>