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Windows® 10 For Seniors

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Learn to:

- **Customize the desktop and set up a simple network**
- **Connect with family and friends online**
- **Work with apps**
- **Protect your data, your computer, and your identity**

Peter Weverka

*Tech guru and coauthor of Windows 8.1
For Seniors For Dummies*

Windows® 10
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by Peter Weverka

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Windows® 10 For Seniors For Dummies®

Visit www.dummies.com/cheatsheet/windows10forseniors to view this book's cheat sheet.

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Introduction

Windows 10 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. The *Get ready to ...* bullets at the beginning of each chapter lead you to practical tasks. 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.



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.

✓ **Bold:** I use bold for figure references and also 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 ebook, 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 lowercase in options and on buttons, 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 I: Getting to Know 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 II: 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 improve your well-being.
- ✓ **Part III: 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 IV: 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. You back up your files to insure against loss and refresh Windows 10 when it gets cranky, all in [Chapter 15](#).

Beyond the Book

A few Windows 10 topics I wanted to cover didn't make it into this book. I just didn't have room for them, so I made room elsewhere. You can find the following content online:

- ✓ **Cheat Sheet:** The Cheat Sheet tells you how to choose the default program for opening different types of files, handle app windows on the screen, open a second desktop on the screen, and change your computer's password. Find the Cheat Sheet at www.dummies.com/cheatsheet/windows10forseniors.
- ✓ **Web Extras:** Go online to www.dummies.com/webextras/windows10forseniors to find articles about handling notifications, uploading and downloading files to OneDrive, and customizing the Quick Access toolbar in File Explorer.

Where to Go from Here

Scan the table of contents or the index for a topic that interests you most. Or just turn the page and start at the beginning. It's your book.

Getting Started with Windows 10



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Getting in Touch with Windows 10

Get ready to . . .

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- ✓ [Start Again on the Lock Screen](#)

With Windows 10, Microsoft created a new version of Windows, its flagship *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.



The easiest way to get Windows 10 is preinstalled on a new computer. If your current computer runs Windows 7, Windows 8, or Windows 8.1, you can upgrade to Windows 10, although an older machine 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.



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

For many years, computers have had a mouse, which is a soapbar-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. 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.



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 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.



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



See the upcoming section “[View the Virtual 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.




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 a 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.



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 do. 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 Virtual Keyboard

Windows 10 can display a virtual keyboard onscreen. This feature is vital for devices that have a touchscreen and no physical keyboard. With a touchscreen, the virtual keyboard appears automatically when the *cursor* (a blinking vertical bar) indicates that you can enter text in a box. I

the virtual 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.

Here are the different types of virtual keyboards:

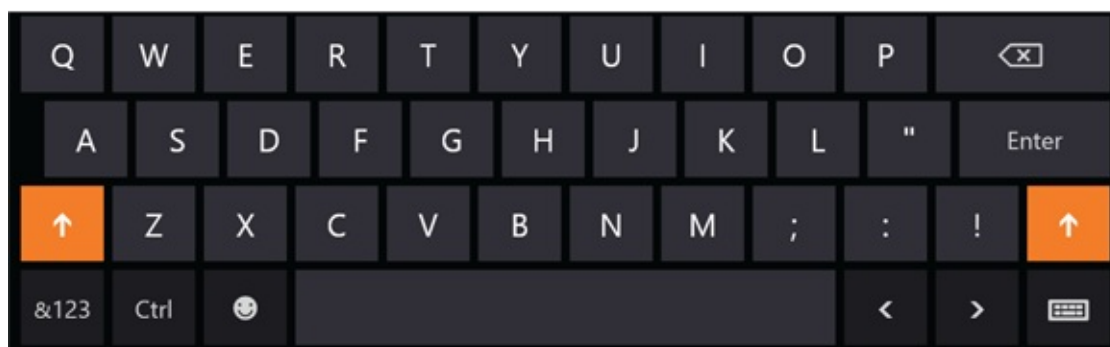
- ✓ The *standard layout* (also called QWERTY) appears automatically (see [Figure 1-1](#)). The Enter key changes depending on the context.
- ✓ The *uppercase layout*, shown in [Figure 1-2](#), appears when you tap the Shift key on the standard layout.
- ✓ The *numbers and symbols layout*, shown in [Figure 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 *smiley 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. (Smileys are also called *emoticons* or *emoji*.)

Standard layout



[Figure 1-1](#)

Uppercase layout



[Figure 1-2](#)

Numbers and symbols layout



Figure 1-3

Ctrl keys layout



Figure 1-4

Smiley keys layout

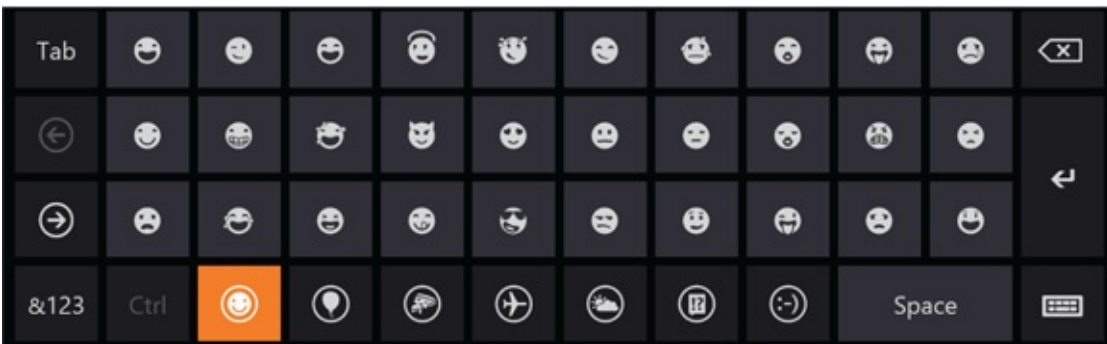
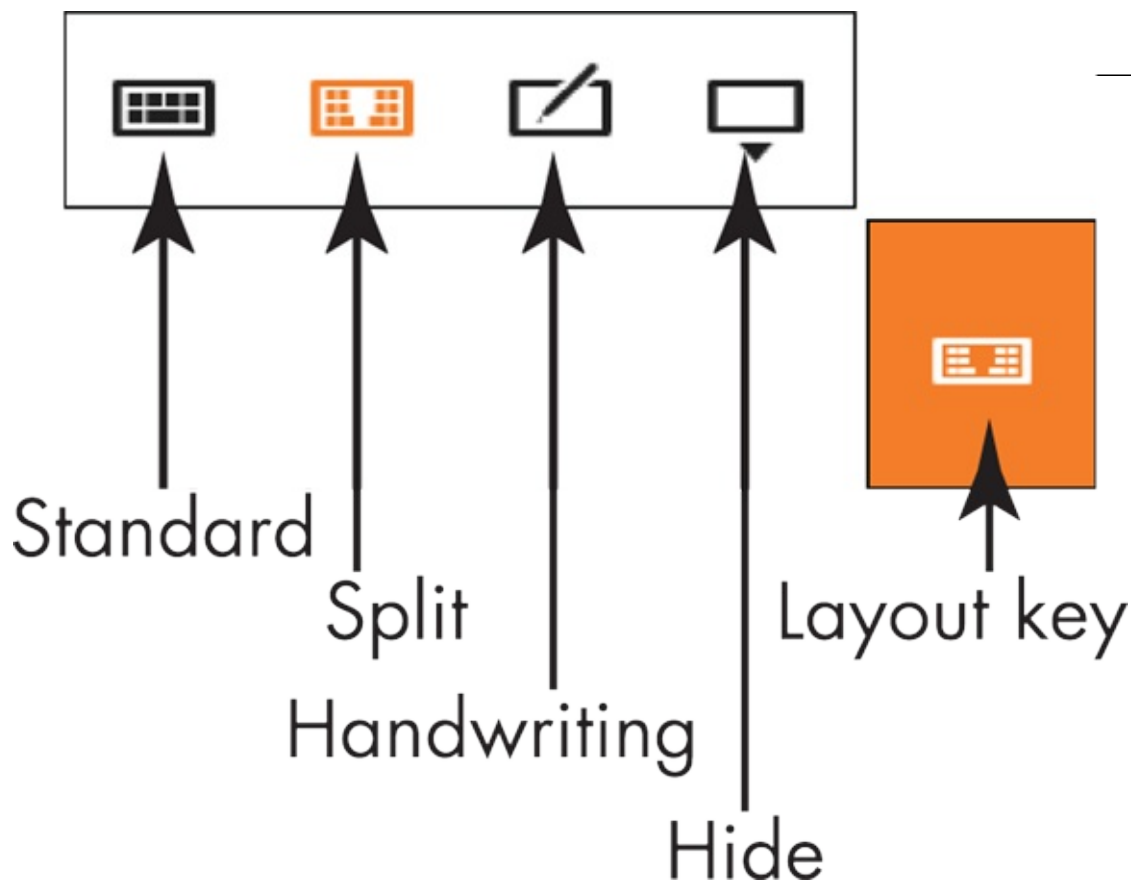


Figure 1-5

But wait! There's more. Tap the keyboard key, which is in the lower-right corner of any layout, to display the four options shown in [Figure 1-6](#).



[Figure 1-6](#)

- ✓ Tap the standard button (shown in [Figure 1-6](#)) to return to the standard layout from the split or handwriting layout. (More on those two layouts next.)
- ✓ 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 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). Printing usually works better than script.

Split layout



[Figure 1-7](#)



[Figure 1-8](#)



If your touchscreen doesn't come with a stylus, you can buy one and use it instead of your finger for improved precision.

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 first Windows 10 screen.
2. Turn on any separate hardware (such as a monitor, speakers, or a printer).



The remaining steps in this section occur only when your computer is set up for the first time.

3. The first time you turn on your computer, a series of Windows Setup screens appears. Accept the defaults or change them appropriately and then select the button labeled Next.
4. Select Install Now. (Note the option to Repair Your Computer, used if something goes wrong in the future.) The screen displays *Setup is starting*.
5. If you see a message asking you for a *product key* (a mix of 25 letters and numbers found on the back or bottom of your computer or on related paperwork), type those characters (hyphens are inserted automatically) and then select Next.



If your computer doesn't have a keyboard, as is the case with many tablet computers, see the preceding section, "[View the Virtual Keyboard](#)," for information on how to type onscreen.

6. On the License Terms screen, select the check box next to I Accept the License Terms. Feel free to be the first person ever to read the terms before agreeing to them. (If you refuse to accept the terms, you can't use Windows 10.) Then select the Next button. You may see an indication of the Windows 10 installation progress. Your computer may restart during this process, as well.
7. On the Personalize screen, select a background color for the most common screens. When you make a selection, the screen background changes to reflect your choice. Preview as many choices as you like.
8. In the box under PC Name, type a short, simple name for your computer, but don't use spaces. The name can be based on location (such as *office*) or computer brand (such as *Dell*) or something more creative (*Firefly*, perhaps). This name is visible on a network, if you have one. Select Next.



You can return to a previous screen (perhaps to confirm or change a selection) by selecting the Back button (an arrow in a circle, near the top-left corner of the screen). The Next button will move you forward again.

9. If a wireless Internet connection is available, you are prompted to select a connection and then enter the network password. For now, select Connect to a Wireless Network Later. See [Chapter 4](#) for information on connecting to a network.
10. On the Settings screen, select the Use Express Settings button for the easiest setup. If you choose the Customize button instead, you'll have to work through several screens of options.



If this is the first time that Windows 10 has started on your computer, you must create a user account, even if no one else will use the machine. See [Chapter 4](#) for details on creating and changing user accounts.

11. If you have an Internet connection, you see the Sign In to Your PC screen. (If you don't have a Internet connection, skip this step.) If you see the Sign in Without a Microsoft Account option, select it. You see a screen summarizing the differences between a Microsoft account and a local account. Select the Local Account button. (You use a Microsoft account in [Chapter 4](#).)
12. In the User Name box, type a short and simple name. Your user name appears throughout the system, from the login screen to the Start screen to the location containing all your documents. Use a simple, clear name. Your first name is just fine.
13. In the Password box, type a password. A password is an optional security measure. If you enter a password when you create your user account, that password is required each time you start the computer. If someone other than you tries to start your computer, he or she will have to know (or guess) the password to get into your files. (Don't put your password on a note stuck to the computer or nearby.)



For home computers, passwords may be unnecessary unless you need to keep someone else in the house out of your business. Laptop users should always create a password, however, because it is easy to lose a laptop — don't make it easy for a thief to use your computer.

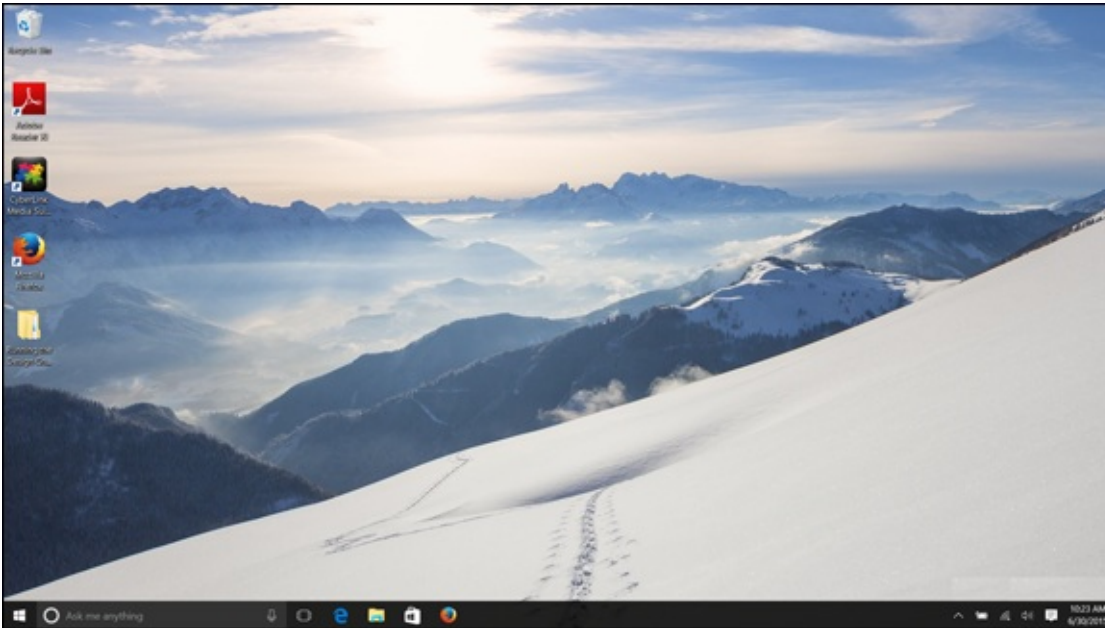
14. In the Reenter Password box, type the same password again.
15. In the Password Hint box, type a hint to remind yourself — and no one else — what your password is. Do not type the password itself here, or a hint such as *my first name*.



I use my phone number as the hint. That way, if my computer is lost, someone might see my phone number and contact me. (I'm an optimist.)


16. Select the Finish button. The screen may briefly display *Finalizing your settings*. An animation demonstrates that you can move your mouse to any corner or, if you have a touchscreen, swipe from any edge. That's just the tip of the iceberg. The color of the screen and the text onscreen

change a few times to keep you mesmerized as setup finishes. Your PC will be ready in just a moment. Prepare to be awed. Behold, the Windows 10 desktop screen, shown in [Figure 1-9](#). (Your screen may look different from the one in this figure and those throughout the book.)



[Figure 1-9](#)

Check Out the Start Screen

1. Start your computer — if it isn't started already — and sign in to your user account. You'll see the Windows desktop screen.
2. Open the Start screen, as shown in [Figure 1-10](#). Use one of these methods to open the Start screen:
 - **Mouse:** Click the Start button (you'll find it in the lower-left corner of the screen).
 - **Touchscreen:** Tap the Start button.
 - **Keyboard:** Press the  key.
3. Examine the Start screen and note the colorful rectangular icons called *tiles*. These tiles represent available *apps* (short for application programs, an older term for programs or software). By clicking or tapping an app tile, you can open an app. After you start to use the app tiles, they may display changing information, such as the current weather. (See [Chapter 2](#) for information on using individual apps.)
4. Select All Apps in the lower-left corner of the Start screen. You see an alphabetical list of all the apps that are installed on your computer. By clicking or tapping an app in this list, you can open an app. Select All Apps when you want to open an application but can't find its tile on the Start screen.



Under “Most Used,” the Start screen lists apps you recently opened. You can click or tap an app name on the Most Used list to open an app.



While the Start screen is open, you can type the name of an app to open it. For example to open the Weather app, type **weather**. A panel opens with the names of apps that include the word *weather* (you also see apps from the Microsoft store and web pages with the word *weather*). Select the Weather app listing in the panel to open the Weather app.


5. Scroll through the All Apps list to Windows Administrative Tools, and then click or tap the down-arrow to the right of the name *Windows Administrative Tools*. As shown in [Figure 1-11](#), list of apps appears under the Windows Administrative Tools heading.

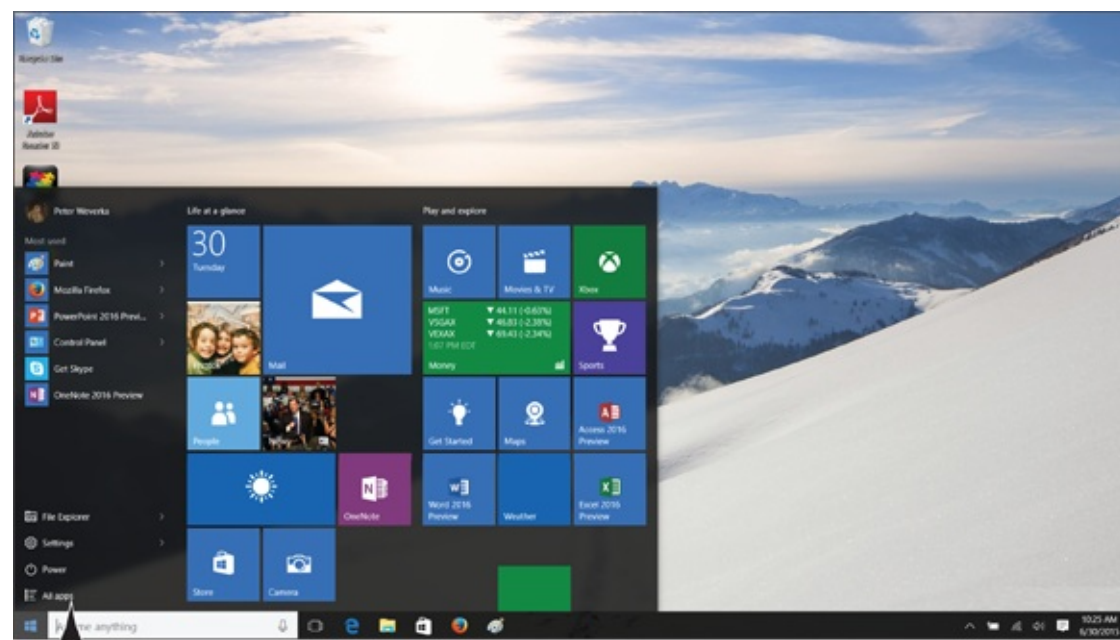


In the All Apps list, some names are really headings, not apps. The down arrows tell you where the headings are. Click or tap a down arrow to see the list of apps under a heading.



Rather than scroll through All Apps list to find an app, you can select a letter in the list and then select a letter in the pop-up list of letters that appears (refer to [Figure 1-11](#)). For example, to quickly get to the Weather app, select any letter and then select the W on the pop-up list.

6. Click the Back button to close the All Apps list.
7. Click or tap your name in the upper-left corner of the Start screen. As shown in [Figure 1-12](#), you see a drop-down menu with commands for changing account settings (see [Chapter 3](#)), locking your screen (see “[Start Again on the Lock Screen](#),” later in this chapter), and signing out in a favor of another person who shares your computer (see [Chapter 4](#)). Who would think that clicking your name would open a drop-down menu?
8. Click or tap the Power on the Start menu. As shown in [Figure 1-13](#), you see a pop-up menu with commands for putting your computer to sleep, shutting down your computer, and restarting your computer. Later in this chapter, “[Shut Down Your Computer](#)” looks into the options on this pop-up menu.
9. Click or tap the Start button, or press the  key. Doing any of these actions when the Start screen is open closes the Start screen. You can also close the Start screen by clicking anywhere on the desktop when the Start screen is open.



View apps in alphabetical order
Figure 1-10

Click or tap to see apps



Close the All Apps list



Click a letter to scroll

Figure 1-11

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