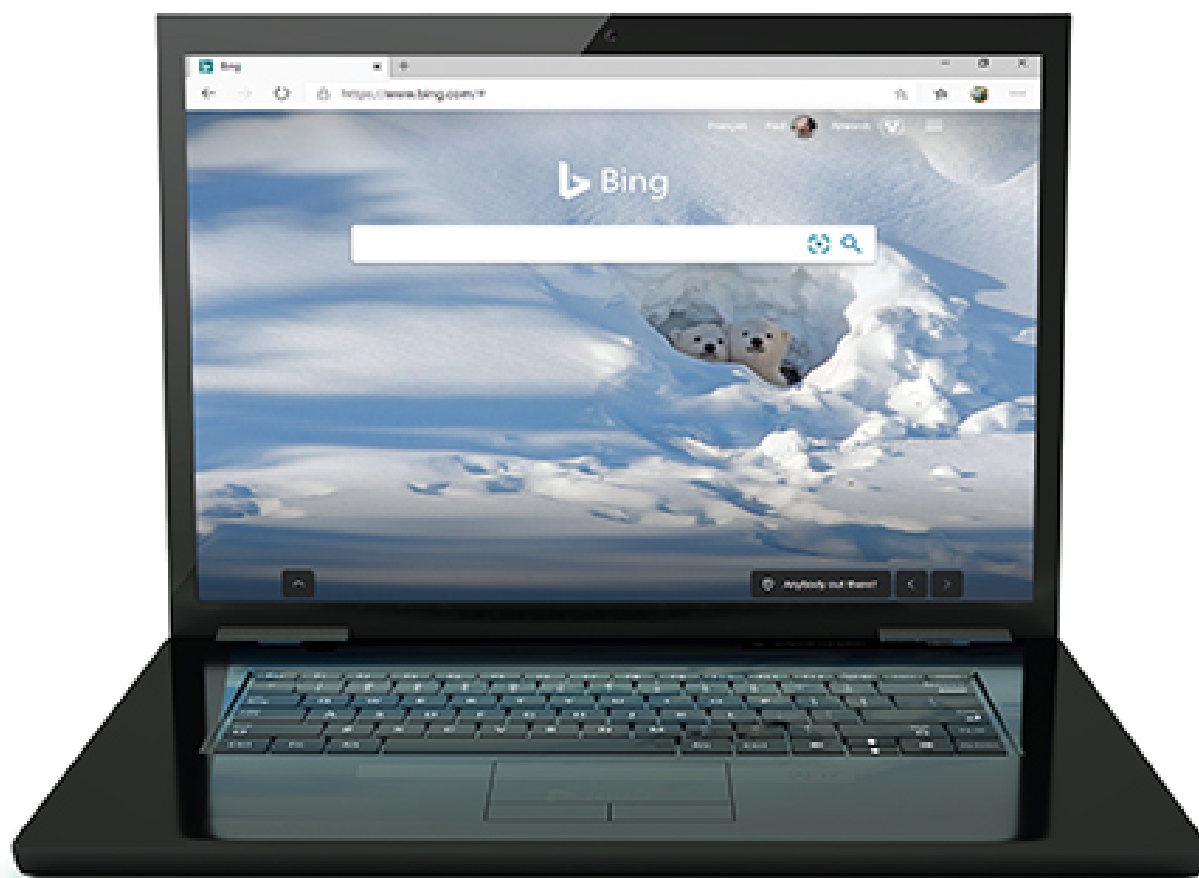


Teach Yourself
VISUALLY™

Windows® 10

The Fast and Easy Way to Learn

Third Edition



Paul McFedries

Visual
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Teach Yourself
VISUALLY

Windows® 10,
3rd Edition

Paul McFedries



Teach Yourself VISUALLY™ Windows® 10

3rd Edition

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About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991, and he has nearly 100 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY macOS High Sierra*, *Teach Yourself VISUALLY Excel 2016*, *Excel Data Analysis For Dummies*, *Amazon Fire TV For Dummies*, *Alexa For Dummies*, and *Fitbit For Dummies*. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter [@paulmcf](https://twitter.com/paulmcf).

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, technical editor Vince Averello, copy editor Kim Cofer, and production editor Barath Kumar Rajasekaran. Thanks to all of you for your exceptional

competence and hard work. Thanks, as well, to acquisitions editor Devon Lewis and associate publisher Jim Minatel for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 **Bold**

Bold type shows command names, options, and text or numbers you must type.

6 *Italics*

Italic type introduces and defines a new term.

Crop an Image

If you have an image containing elements that you do not want or need to see, you can often cut out those elements. This is called cropping, and you can do this with Photos. When you crop a photo, you specify a rectangular area of the photo that you want to keep. Photos discards everything outside the rectangle.

Cropping is a useful skill to have because it can help give focus to the true subject of a photo. Cropping is also useful for removing extraneous elements that appear on or near the edges of a photo.

Crop an Image

- 1 In Photos, display the image you want to crop.
- 2 Click **Get creative with this photo** (3).
- 3 Click **Edit**.

Photos displays the image editing tools.

- 1 The **Crop & Rotate** tab is selected by default.
- 2 Photos displays a cropping rectangle on the photo.

4 Click and drag any edge or any corner of the rectangle to define the area you want to keep.

Note: Remember that Photos keeps the area inside the rectangle.

5 Click this icon and then click **Save**. Photos saves your changes.

6 If you prefer to leave the original as is, you can click **Save a copy**, instead.

TIP

Is there a quick way to crop a photo to a certain size?

Yes. Photos enables you to choose a specific aspect ratio—**6** ratio of the photo's width to its height. Common aspect ratios include square (same width and height), widescreen (16:9), and 3:2. Repeat steps 1 to 3 to display the cropping rectangle over the image. Click **Aspect ratio**. Click the ratio you want to use, such as **Widescreen**, **3:2**, or **Px**. Continue with step 5 to save the cropping.



Teach Yourself VISUALLY Windows® 10

To view this book's Cheat Sheet, simply go to www.dummies.com and search for “Teach Yourself VISUALLY Windows 10 Cheat Sheet” in the Search box.

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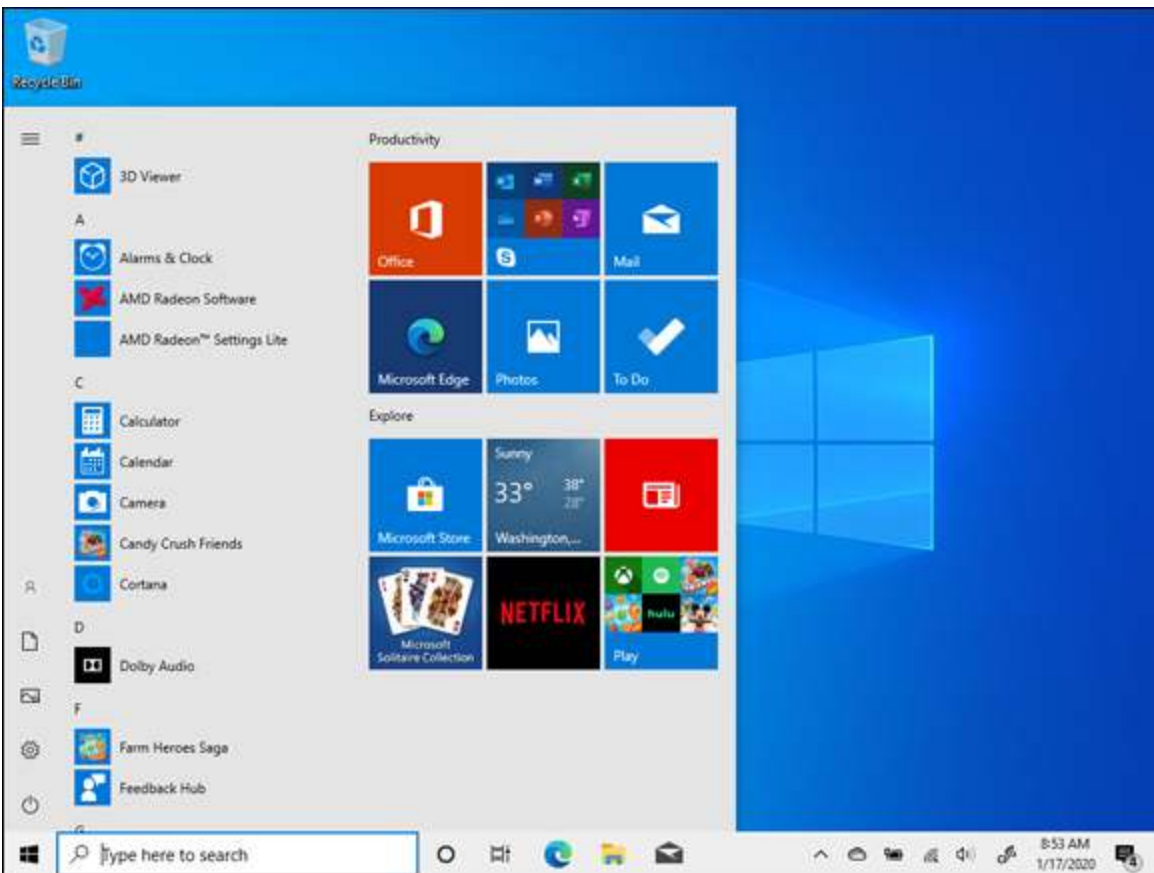
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End User License Agreement

Chapter 1

Getting Started with Windows

To do something useful with your computer and with Windows 10, you need to explore the screen, connect to your network, and learn how to work with apps.



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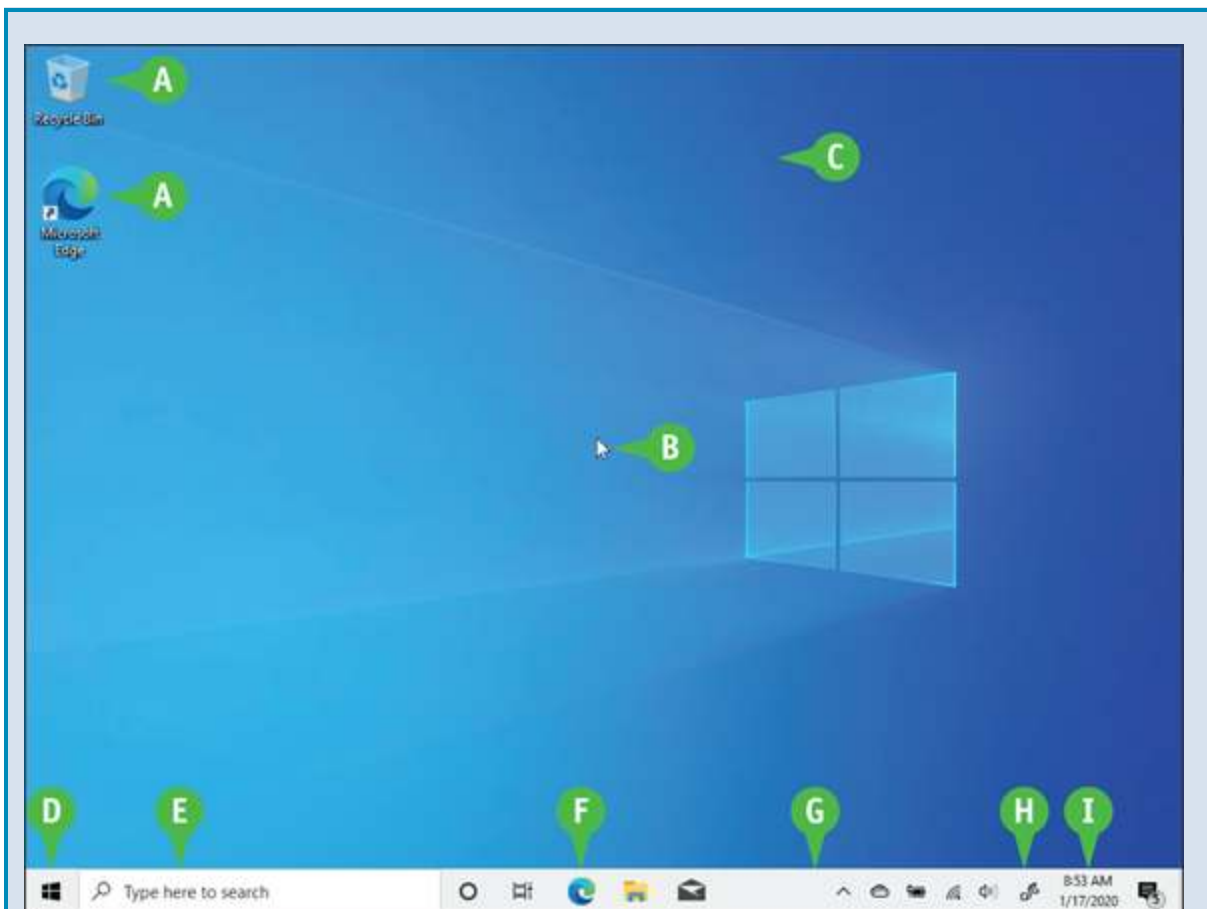
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Explore the PC Screen

Before getting to the specifics of working with Windows 10, take a few seconds to familiarize yourself with the basic elements of the screen. These include the desktop, the Start button, and the taskbar. In most cases, the Start button and the taskbar are always visible. If you do not see them, move the mouse pointer to the bottom of the screen.

This section covers the screen you see on a PC. If you are using a Touch PC or a tablet, see the next section, "[Explore the Tablet Screen](#)."



A Desktop Icon

An icon on the desktop represents a program or Windows feature. A program you install often adds its own icon on

the desktop.

B Mouse Pointer

When you move your mouse, this pointer moves along with it.

C Desktop

This is the Windows “work area,” meaning that it is where you work with your programs and documents.

D Start Button

You use this button to start programs and launch many of Windows’ features.

E Search Box

You use this box to search for items on your PC or on the Internet.

F Taskbar Icons

You use these icons to launch some Windows features with just a mouse click.


G Taskbar

The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.

H Notification Area

This area displays small icons that notify you about things that are happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows is available over the Internet.

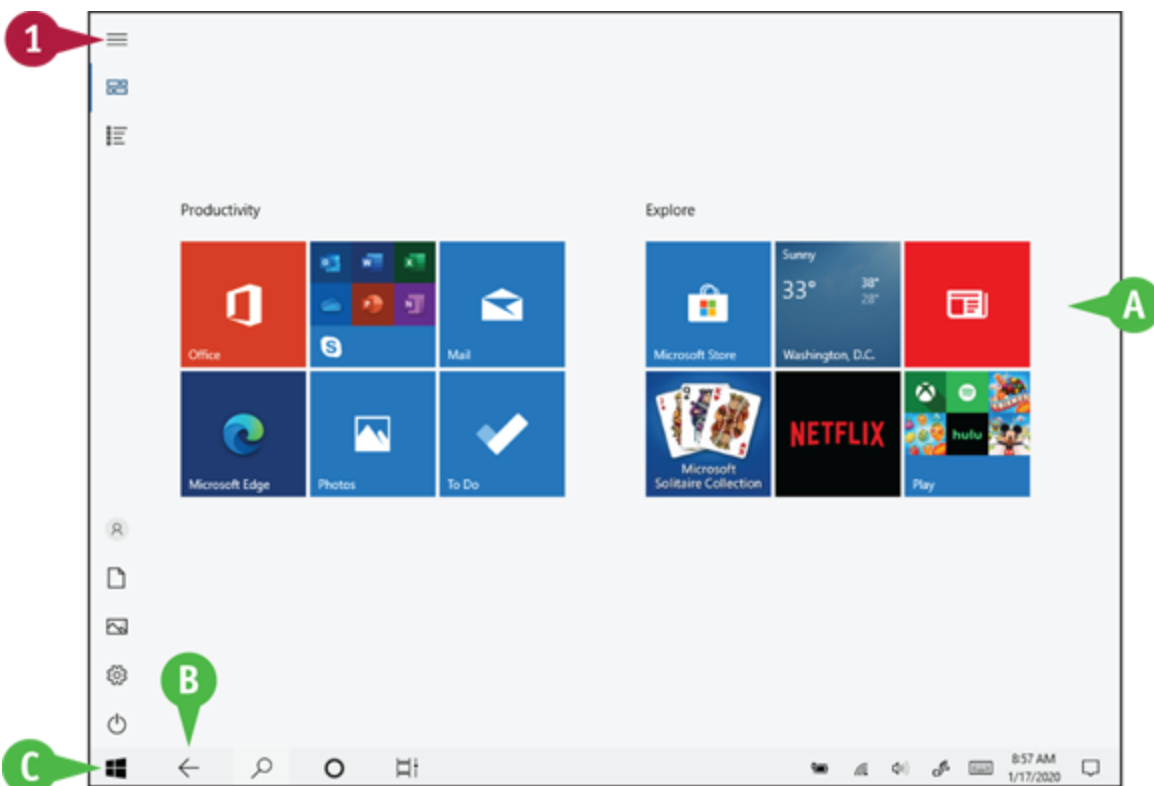
I Time and Date

This is the current time and date on your computer. To see the full date, position the mouse pointer () over the time. To change the date or time, click the time.

Explore the Tablet Screen

If you are using a touch-based PC or a tablet device, Windows 10 will automatically reconfigure the screen into *tablet mode*, which is designed to make it easier for you to navigate and launch items using touches and other gestures. However, you might find that using this new interface is not easier at first. To get more out of this interface and to learn how to operate your Touch PC or tablet, you need to familiarize yourself with Windows 10's tablet mode.

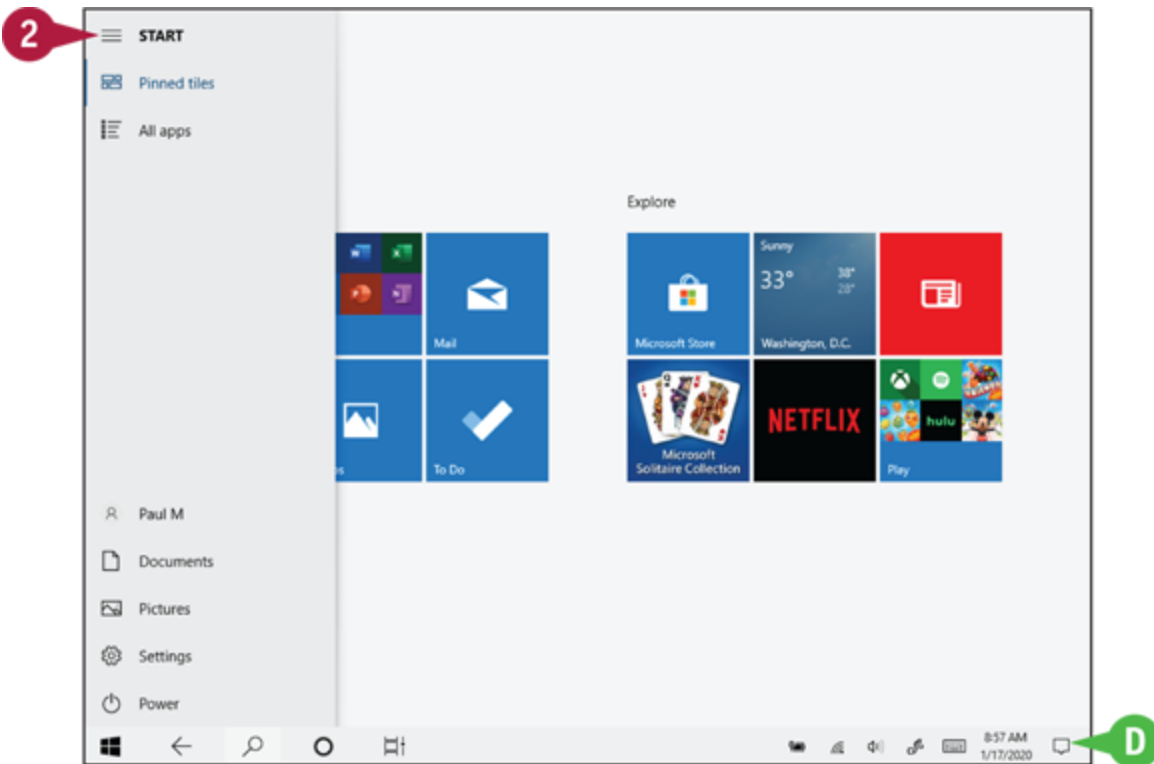
Explore the Tablet Screen



A Tablet mode displays the Start screen, which consists of *tiles* for several common apps.

Note: The tiles you see will likely be different from the ones shown here.

- B** In an app, you can tap **Back** (←) to return to either the previous app screen or to the Start screen.
- C** To return directly to the Start screen, you can tap **Start** (☐).
- 1** To see more commands, tap **Menu** (≡).



Windows displays a menu of commands.

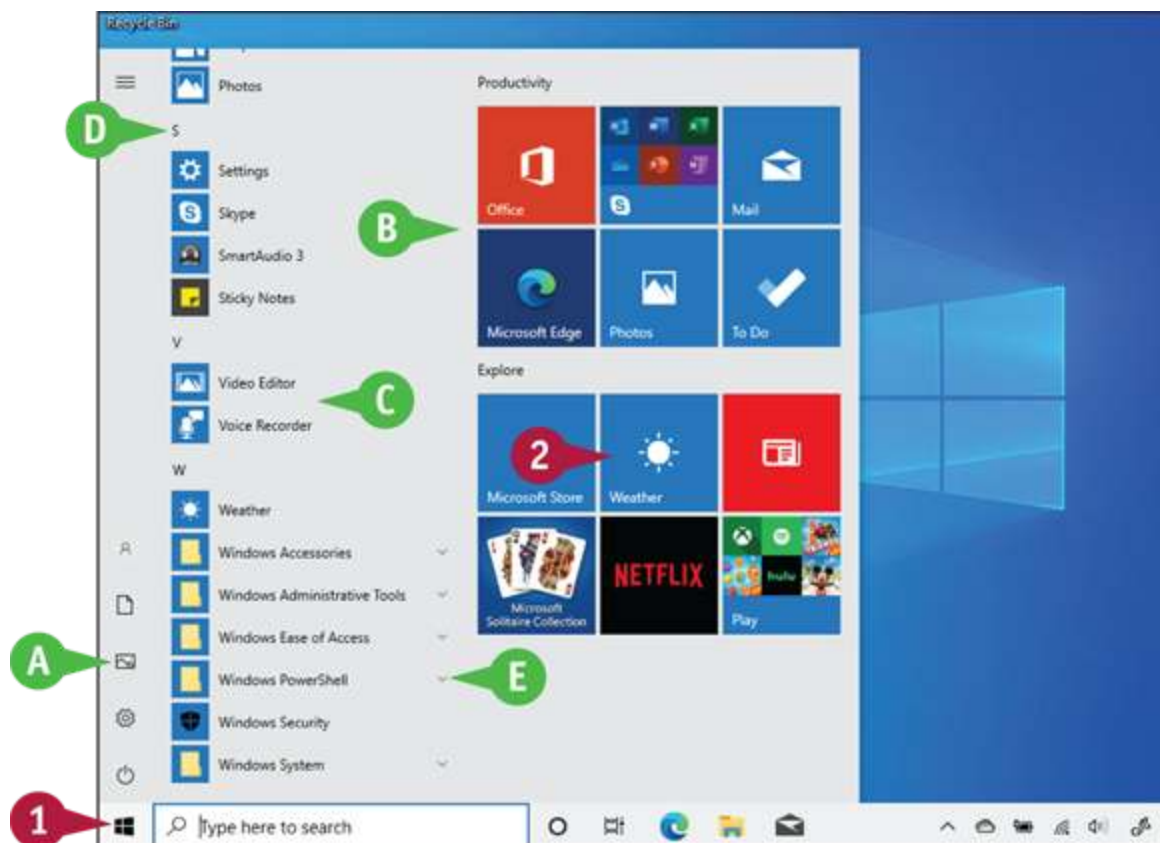
- 2** To hide the commands, tap **Menu** (≡) again.
- D** To toggle tablet mode on and off, you can tap **Action Center** (☑) and then tap **Tablet Mode**.

Start and Close an App

To perform tasks of any kind in Windows, you can use one of the apps installed on your computer. The application you use depends on the task you want to perform. For example, to surf the World Wide Web, you use a web browser application, such as the Microsoft Edge app that comes with Windows. To use an app, you select the one you want to run from the Start menu.

When you are done with an app, you should close it to reduce resources and keep the desktop uncluttered.

Start and Close an App

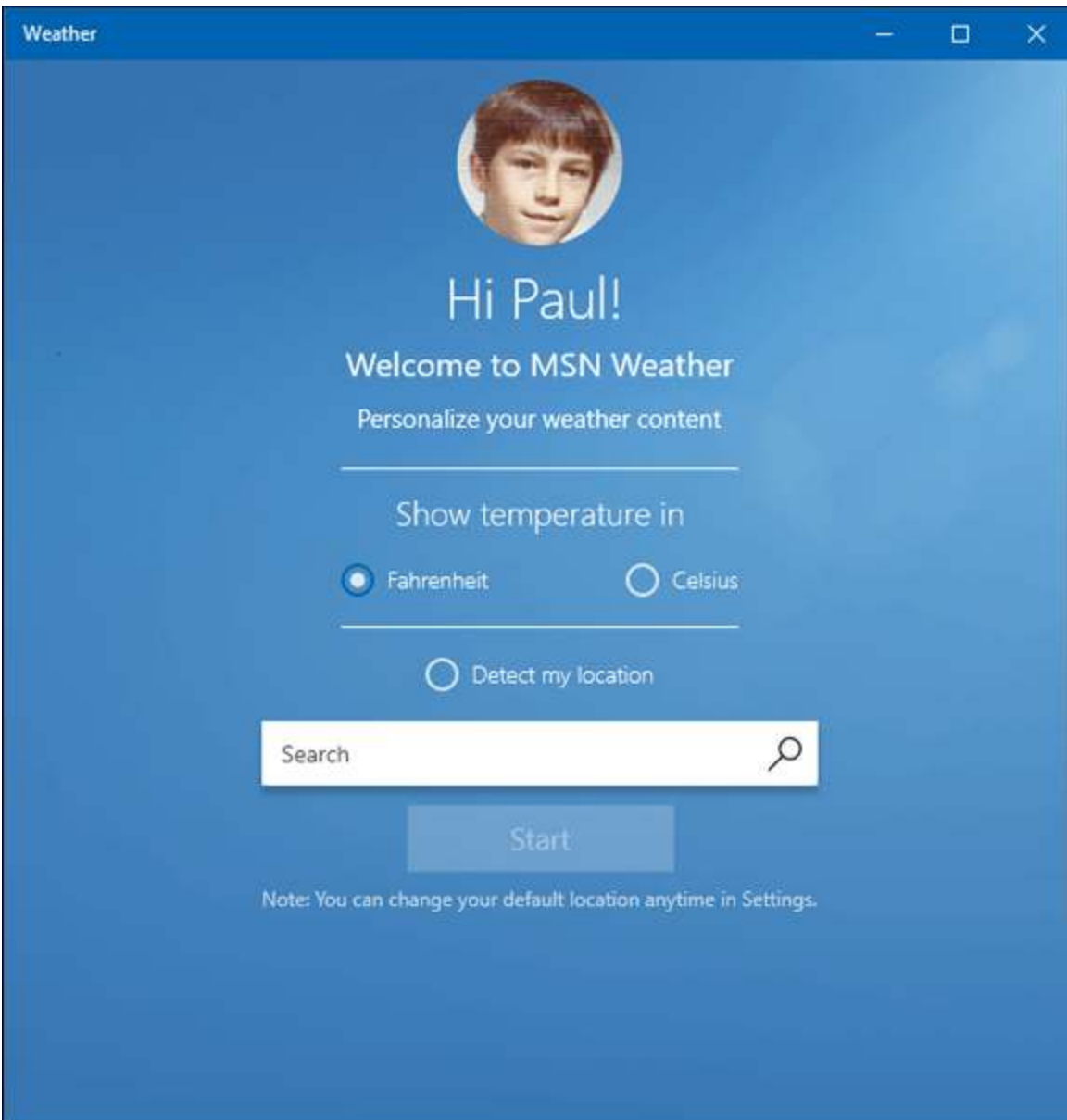


Start an App

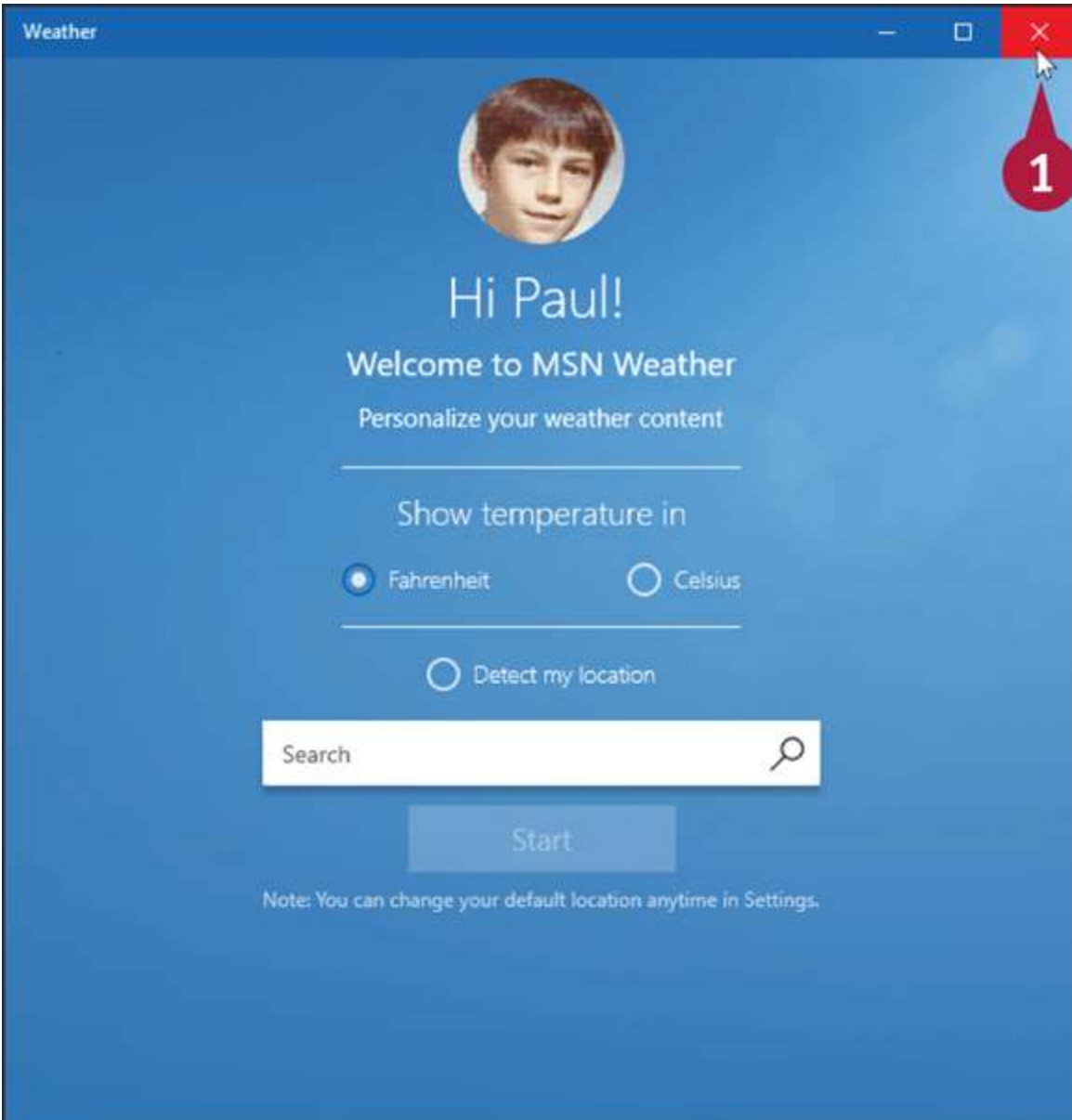
- 1 Click **Start** (Windows logo).

The Start menu appears.

- A** Common Windows features appear here.
 - B** The right side of the Start menu displays tiles for commonly used apps.
 - C** The rest of your installed apps appear here.
- 2** Click the app you want.



- D** To quickly navigate apps alphabetically, you can click any letter and then click the letter that contains the app you want.
 - E** If the app is in a submenu, you can click the submenu and then click the app icon.
- The app runs.

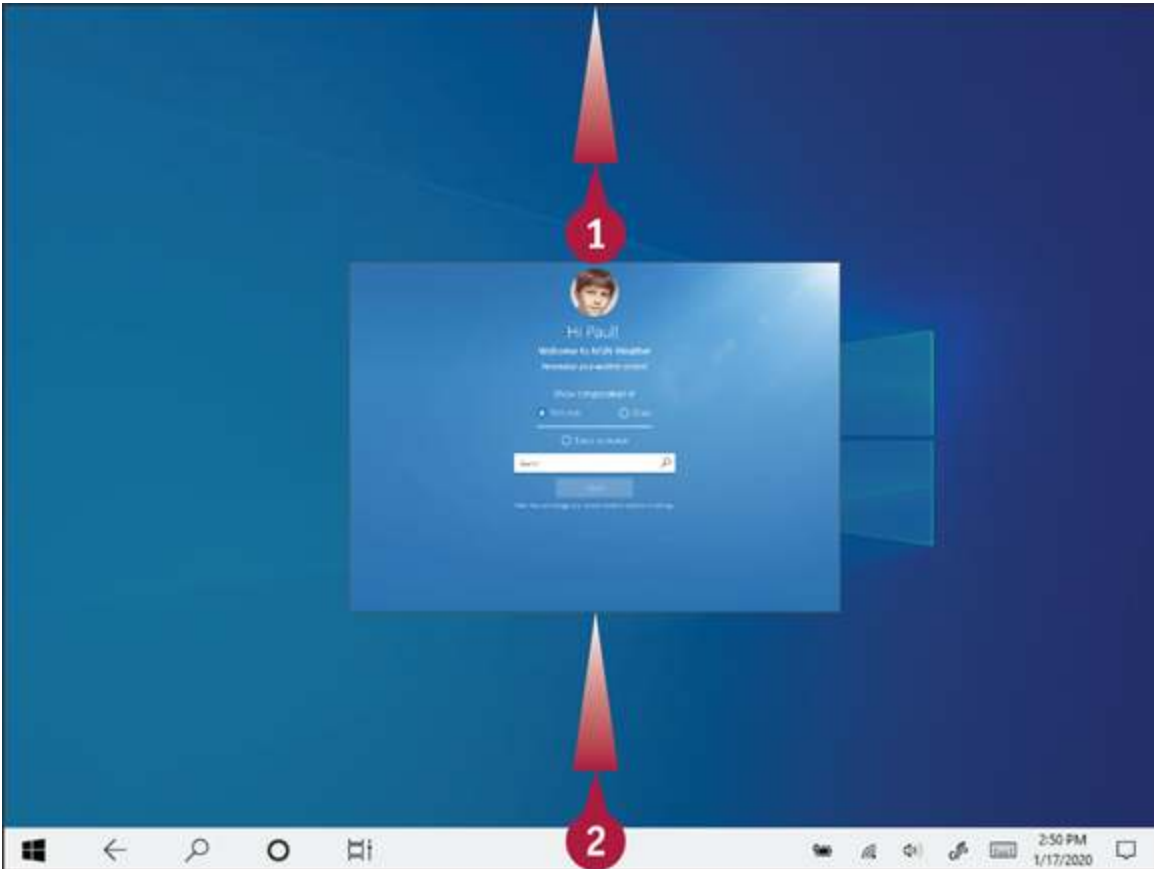


Close an App in Desktop Mode

- 1** Click **Close** (X) or press **Alt** + **F4**.

Note: If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.



Close an App in Tablet Mode

- 1 Swipe down from the top edge of the screen.
The app switches from full-screen to a small window.
- 2 Drag the app window all the way to the bottom of the screen.

Note: If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.

TIPS

Is there an easier way to locate an app?

Yes, you can perform a search to locate it. Click inside the taskbar's Search box and then begin typing the name of the app. As you type, Windows displays a list of apps and other items that match the characters. When you see the app you want, click it to run the program.

What are tiles?

A tile is a method for displaying a shortcut that launches an app. Many tiles are *live*, which means that a tile's text changes to display the app's most recent information, such as the latest news or your most recently received email messages. See the section "[Pin an App to the Start Menu](#)" in [Chapter 2](#) to learn how to add your own Start menu tiles.

Connect to Your Wireless Network

If you have a wireless access point and your computer supports wireless networking, you can connect to the device to access your network. If the access point is also a router that is connected to the Internet, then connecting to the wireless network gives your computer Internet access, as well.

Most wireless networks are protected with a security key, which is a kind of password. To connect, you need to provide Windows with the key. However, after you connect to the network once, Windows remembers the key and connects again automatically whenever your computer is within range of the network.

Connect to Your Wireless Network