

- » Controlling your computer with the mouse, keyboard, and touchscreen
- » Turning the computer on and off
- » Exploring the Start screen
- » Handling the Lock screen

Chapter **1**

Getting Acquainted with Windows 10

Windows 10 is an *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.



TIP

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



TIP

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

A *mouse* is a soap-bar-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. (Similar to a mouse, a *trackball* is a ball in a socket that you can rotate to move the mouse pointer.) 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.



TIP

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 gentle 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.



TIP

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



TIP

See the upcoming section “View the Touch 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.



TIP

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 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.



TIP

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 does. 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 Touch Keyboard

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



TIP

Here are the different types of touch 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 *emoji 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. (Emojis are also called *emoticons* or *smileys*.)

Tap (or press Esc) to close the touch keyboard

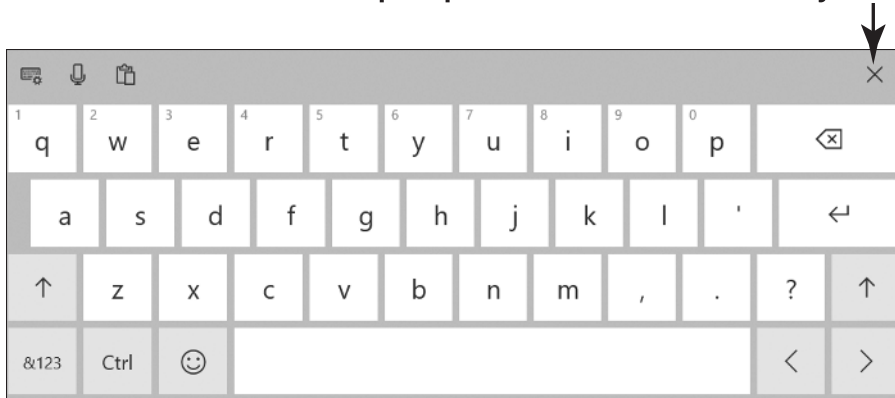


FIGURE 1-1

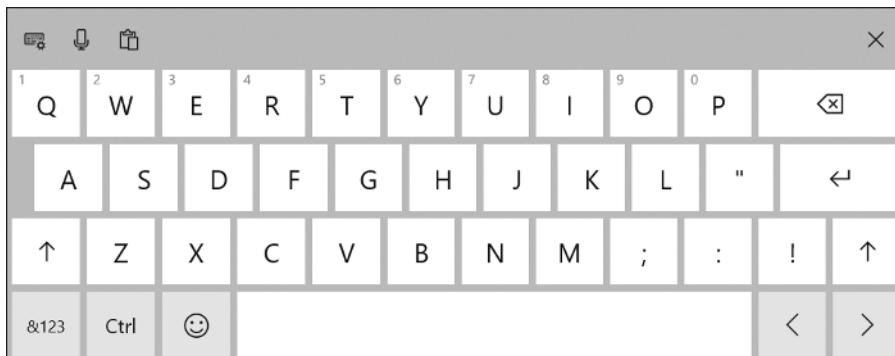


FIGURE 1-2

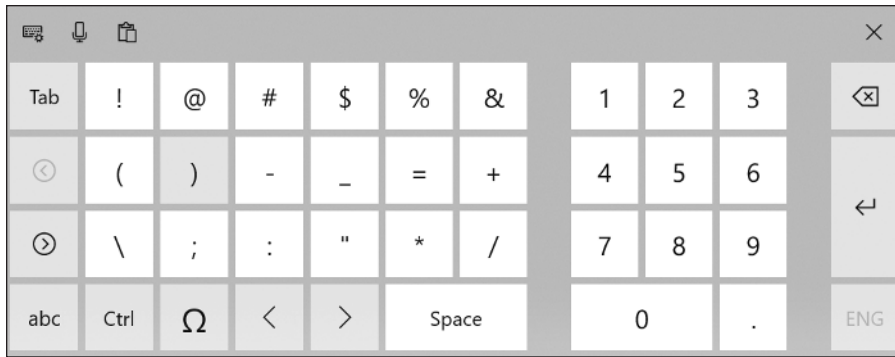


FIGURE 1-3

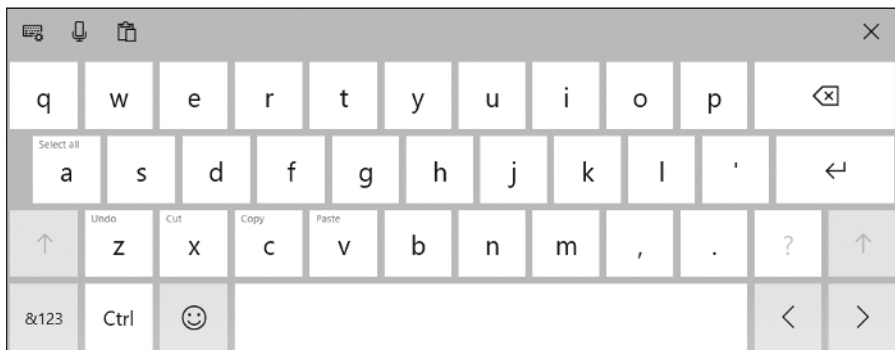


FIGURE 1-4



FIGURE 1-5

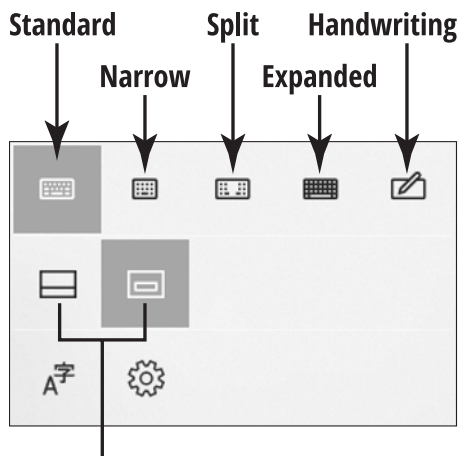


TIP

To quickly enter an emoji without opening the touch keyboard, press **Windows**+period (.). The emoji panel appears. Click or tap an emoji to enter it onscreen.

But wait! There's more. Tap the keyboard key, which is in the upper-left corner of any layout, to display the five options shown in **Figure 1-6**.

- » Tap the Standard button (refer to **Figure 1-6**) to return to the standard layout from one of the other layouts.
- » Tap the Narrow button to see a narrow keyboard suitable for thumb typing.
- » 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 Expanded button to view a keyboard with keys such as Tab, Caps Lock, and Shift that appear on a conventional keyboard.
- » 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). Windows converts your scribbles to block text (if it can make sense of your scribbles).



Widen or narrow the keyboard

FIGURE 1-6



FIGURE 1-7

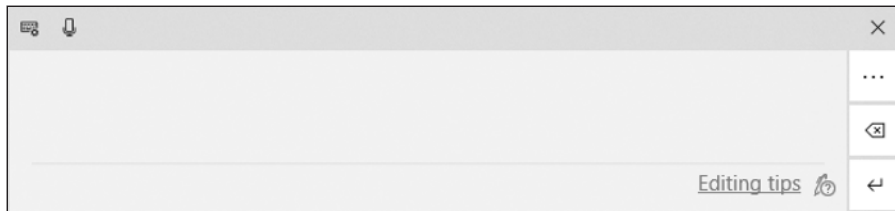


FIGURE 1-8



TIP

The keyboard pop-up menu also offers buttons for widening or narrowing the keyboard on the bottom of the screen (refer to Figure 1-6).

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

3. Enter your password and press Enter (or select the Submit button, the button on the right side of the password textbox). Soon the Windows 10 desktop screen appears, as shown in **Figure 1-9**.



FIGURE 1-9



TIP

If you don't see the Password text box, jiggle the mouse or press a key on the keyboard to wake up Windows 10.



TIP

The first time you turn on a new computer, a series of Windows Setup screens appears. Accept the defaults or change them appropriately and then select the button labeled Next.



TIP

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



TIP

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.

4. Scroll down the names of apps on the left side of the Start screen. You see an alphabetical list of all the apps that are installed on your computer, as shown in **Figure 1-11, left**. By clicking or tapping an app in this list, you can open an app. Scroll on the Start screen when you want to open an application but can't find its tile.



TIP

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.



TIP

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 alphabetical 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, middle**, a list of apps appears under the Windows Administrative Tools heading.

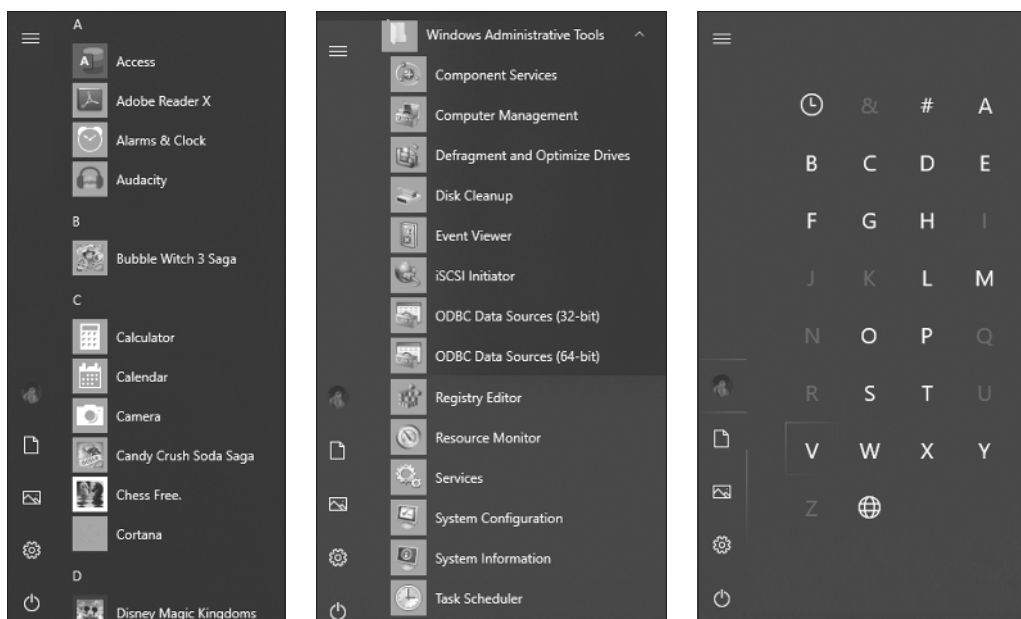


FIGURE 1-11



TIP

In the alphabetical 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.



TIP

Rather than scroll through the alphabetical 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, right**). For example, to quickly get to the Weather app, select any letter and then select the W on the pop-up list.

6. Notice the buttons in the lower-left corner of the Start screen. From top to bottom, these buttons are your image, Documents, Pictures, Settings, and Power, as shown in **Figure 1-12**.



TIP

Rather than buttons, you can see button names on the Start screen (see **Figure 1-12**) by selecting the menu button in the upper-left corner of the Start screen.

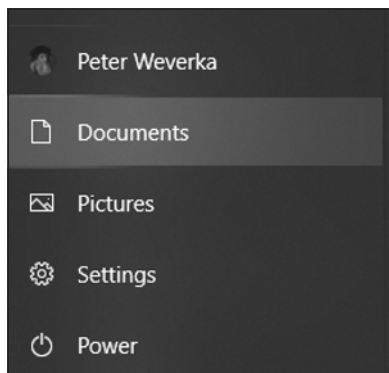


FIGURE 1-12

7. Click or tap your image (or image and name) on the Start screen. As shown in **Figure 1-13**, you see a pop-up 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 pop-up menu?

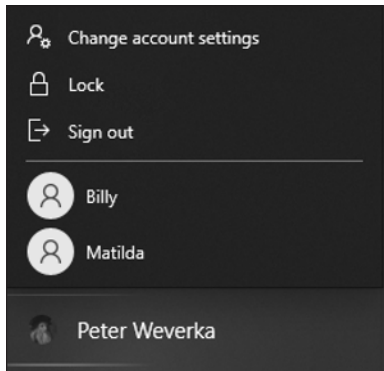



FIGURE 1-13

8. Click or tap Power on the Start menu. As shown in **Figure 1-14**, 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.

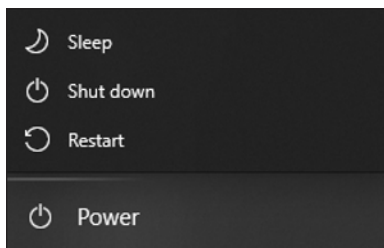



FIGURE 1-14

Shut Down Your Computer

1. When you have finished using your computer for a while, you may want to shut down Windows 10. Begin by displaying the Start screen:
 - **Mouse:** Click the Start button (located in the lower-left corner of the screen).

- **Touchscreen:** Tap the Start button.
 - **Keyboard:** Press the  key.
2. Click or tap Power on the Start menu (refer to **Figure 1-14**).
 3. Available options appear in a pop-up box. Some or all of the following options appear:
 - **Sleep:** This option reduces the computer's power consumption without exiting Windows 10 or closing apps (some computers don't offer this option). As a result, when you wake the computer by moving the mouse or touching the screen or the keyboard, everything is exactly as you left it: Apps and documents are open, if they were open before Sleep.
 - **Shut Down:** This option exits Windows 10 and saves power by turning the computer off. In exiting Windows 10, Shut Down closes any apps that are currently running.
 - **Hibernate:** This option combines Sleep and Shut Down. Hibernate records which apps are running but also completely shuts down the computer. When you start the computer, Windows 10 opens all programs you were using, just as Sleep does.



TIP

Hibernate and Shut Down are equally green options — they save the same amount of power. Sleep is a little less green but saves time if you are returning to the middle of a task.

- **Restart:** Temporarily shuts down Windows 10 and turns it on again. Use Restart when Windows 10 asks you to or when Windows 10 is misbehaving.



TIP

You can also shut down your computer by using the Start button. Move the pointer over the Start button and right-click. A pop-up menu appears. Select Shut Down or Sign Out on the pop-up menu, and then select an option (Sleep, Shut Down, Hibernate, or Restart).

4. Choose Shut Down to turn off the computer.



TIP

On most computers, pressing the power switch also shuts down the computer. On a laptop, closing the lid may shut down the laptop or put it in sleep or hibernation mode.



For a desktop computer, consider using a power strip to plug in the computer, the monitor, and the printer. After you shut down or hibernate the computer, turn off the power strip to save power.

Start Again on the Lock Screen

1. Turn on your computer. Every time you turn on your computer, the Lock screen appears. As shown in **Figure 1-15**, the Lock screen displays the time, day, and date along with a photo. (You discover how to change this photo in Chapter 3.)



FIGURE 1-15

2. Dismiss the Lock screen with one of these methods:
 - **Mouse:** Click anywhere, roll the wheel toward you, or drag the entire screen up.
 - **Touchscreen:** Drag the entire screen up.
 - **Keyboard:** Press any key.

3. If you don't use a password, wait briefly for the Start screen to appear. If you use a password, enter it with a physical or touch keyboard. Then press Enter or select the arrow next to the password box to display the Windows desktop screen.
4. Take a break before reading Chapter 2.



TIP

When you take a long break from your PC, it automatically goes to sleep. Windows 10 puts your computer to sleep to save battery life. To decide for yourself how much time passes before your computer goes to sleep, select the Settings button and choose Personalization on the Windows Settings screen. Then, on the Personalization screen, choose Lock Screen. Scroll down the screen to the Screen Timeout Settings link and select this link. You come to the Power & Sleep screen. Choose a setting from the Sleep menu. For example, choose 15 minutes to put your computer to sleep after 15 minutes of inactivity.