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STEVEN M. FREUND



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Microsoft WINDOWS[®] 10

INTRODUCTORY

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MICROSOFT WINDOWS 10

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INTRODUCTORY

1 Introduction to Windows 10

Objectives

You will have mastered the material in this module when you can:

- Describe Windows 10
- Explain the following terms: app, operating system, workstation, and server
- Differentiate among the various editions of Windows 10
- Use a touch screen and perform basic mouse operations
- Run Windows 10 and sign in to an account
- Identify the objects on the Windows 10 desktop
- Run an app
- Navigate within an app
- Run the File Explorer
- Switch between apps
- Customize the Start menu
- Search for an app or a file
- Install an app
- Use the search box
- Add reminders
- Sign out of an account and shut down the computer

What Is Windows 10?

An **operating system** is a computer program (set of instructions) that coordinates all the activities of computer hardware, such as memory, storage devices, and printers, and provides the capability for you to communicate with the computer.

Windows 10 is the newest version of Microsoft Windows, which is a popular and widely used operating system. The Windows operating system simplifies the process of working with documents and apps by organizing the manner in which you interact with the computer. Windows is used to run apps. An **app** (short for application) consists of programs that are designed to make users more productive and/or assist them with personal tasks, such as word processing or browsing the web.

Windows commonly is used on desktops, laptops and other mobile devices, and workstations. A **workstation** is a computer connected to a server. A **server** is a computer that controls access to the hardware and software on a network and provides a centralized storage area for programs, data, and information. Figure 1–1 illustrates a simple computer network consisting of a server, three workstations, and a printer connected to the server.

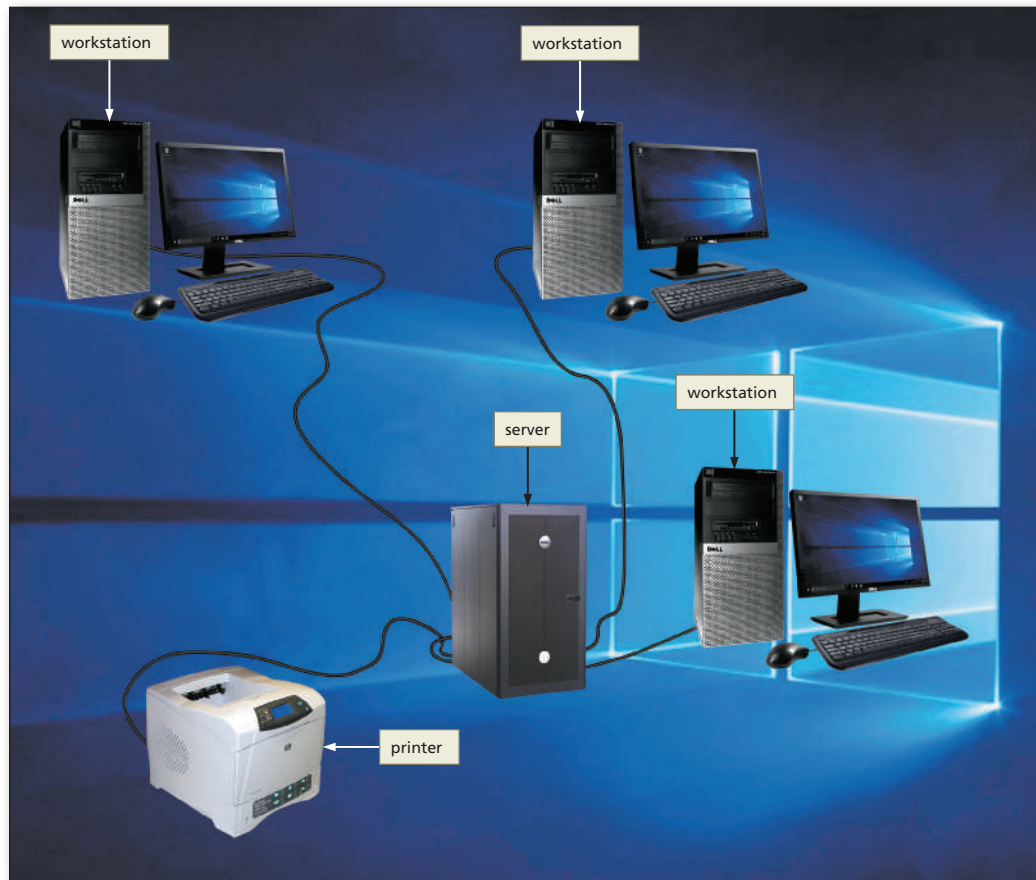


Figure 1-1

Windows is easy to use and can be customized to fit individual needs. The operating system simplifies working with documents and programs, transferring data between documents, interacting with the different components of the computer, and using the computer to access information on the Internet or an intranet. The **Internet** is a worldwide group of connected computer networks that allows public access to information about tens of thousands of subjects and gives users the ability to use this information, send messages, and obtain products and services. An **intranet** is an internal network that uses Internet technologies.

Windows 10 is designed to provide a similar user interface across multiple devices such as desktops, laptops, tablets, and smartphones. The Windows 10 interface combines some of the most successful features of previous versions of Windows such as the Start menu, an optimal interface for touch input, and enhanced search functionality. Several other improvements over previous versions of Windows make Windows 10 a suitable choice for all users.

This book demonstrates how to use Windows 10 to control the computer and communicate with other computers, both on a network and the Internet. In Module 1, you will learn about Windows and how to use some of its basic features.

Multiple Editions of Windows 10

Windows 10 is available in multiple editions. The first, **Windows 10 Home**, is simplified and designed primarily for home and small office users. **Windows 10 Pro**

is designed for businesses and technical professionals. **Windows 10 Enterprise** has the same features as Windows 10 Pro, but is designed for large enterprises where IT professionals need to manage and secure computers and mobile devices easily. **Windows 10 Education** contains many of the same features as Windows 10 Enterprise, but is designed for faculty, staff, and students. **Windows 10 Mobile** and **Windows 10 Mobile Enterprise** are editions optimized for mobile devices, such as smartphones and tablets. Windows 10 Mobile Enterprise includes functionality for large businesses to manage mobile devices.

For a computer, minimum system requirements specify that the processor is 1 GHz or faster, random access memory (RAM) is at least 1 GB (for 32-bit systems) or 2 GB (for 64-bit systems), the hard drive has at least 16 GB available space for a 32-bit system and 20 GB for 64-bit systems, and the video card supports DirectX 9 graphics with WDDM (Windows Display Driver Model) 1.0 or higher driver.

Windows can be customized using a Microsoft account. When you add a Microsoft account, you can sign in to the account and then sync (synchronize) your information with all of your Windows devices. This allows you to set your desktop background and color settings, for example, and then sync those settings with your other devices. When you sign in to your Microsoft account with another Windows device, your settings will appear the same as they do on your other Windows 10 devices.

Navigating Using Touch or a Mouse

Windows 10 provides touch support. With touch, you can use your fingers to control how Windows functions. For example, you can swipe your finger from the right to display the Action Center. (The Action Center is discussed in greater detail later in this book.) Touch also allows Windows 10 to more easily work on touch-enabled devices, such as laptops, tablets, and smartphones.

Using a Touch Screen

Windows users who have computers or devices with touch screen capability can interact with the screen using gestures. A **gesture** is a motion you make on a touch screen with the tip of one or more fingers or your hand. Touch screens are convenient because they do not require a separate device for input. Table 1–1 presents common ways to interact with a touch screen.

Table 1–1 Touch Screen Gestures








Motion	Description	Common Uses	Equivalent Mouse Operation
 Tap	Quickly touch and release one finger one time.	Activate a link (built-in connection). Press a button. Run a program or an app.	Click
 Double-tap	Quickly touch and release one finger two times.	Run a program or an app. Zoom in (show a smaller area on the screen, so that contents appear larger) at the location of the double-tap.	Double-click

Table 1.1 continued

Motion	Description	Common Uses	Equivalent Mouse Operation
	Press and hold one finger to cause an action to occur, or until an action occurs.	Display a shortcut menu (immediate access to allowable actions). Activate a mode enabling you to move an item with one finger to a new location.	Right-click
	Press and hold one finger on an object and then move the finger to the new location.	Move an item around the screen. Scroll.	Drag Scroll
	Press and hold one finger and then move the finger horizontally or vertically on the screen.	Select an object. Swipe from edge to display the Action Center.	Drag
	Move two fingers apart.	Zoom in (show a smaller area on the screen, so that contents appear larger).	None
	Move two fingers together.	Zoom out (show a larger area on the screen, so that contents appear smaller).	None

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Using an On-Screen Keyboard

When using touch, you can access an on-screen keyboard that allows you to enter data using your fingers. To display the on-screen keyboard, click the Touch keyboard button on the taskbar. You tap a key on the keyboard to enter data or manipulate what you see on the screen. Figure 1–2 displays the on-screen keyboard.

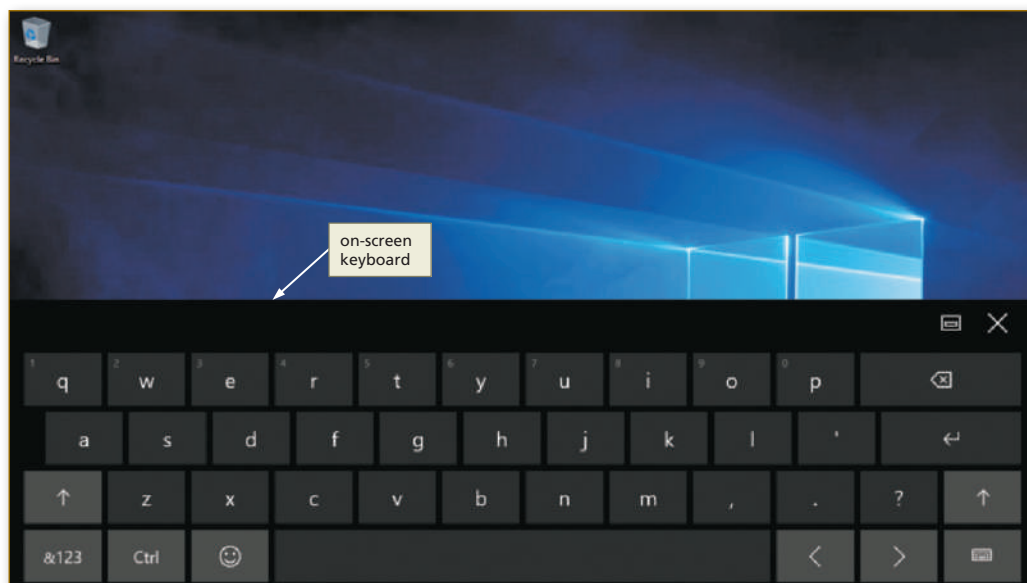


Figure 1–2

Using a Mouse

Windows users who do not have touch screen capabilities typically work with a mouse that has at least two buttons. For a right-handed user, the left button usually is the primary mouse button, and the right mouse button is the secondary mouse button. Left-handed people, however, can reverse the function of these buttons.

Table 1–2 explains how to perform a variety of mouse operations. Some apps also use keys in combination with the mouse to perform certain actions. For example, when you hold down the CTRL key while rolling the mouse wheel, text on the screen may become larger or smaller based on the direction you roll the wheel. The function of the mouse buttons and the wheel varies depending on the app.

Table 1–2 Mouse Operations

Operation	Mouse Action	Example*	Equivalent Touch Gesture
Point	Move the mouse until the pointer on the desktop is positioned on the item of choice.	Position the pointer on the screen.	None
Click	Press and release the primary mouse button, which usually is the left mouse button.	Select or deselect items on the screen or run an app or app feature.	Tap
Right-click	Press and release the secondary mouse button, which usually is the right mouse button.	Display a shortcut menu.	Press and hold
Double-click	Quickly press and release the primary mouse button twice without moving the mouse.	Run an app or app feature.	Double-tap
Triple-click	Quickly press and release the primary mouse button three times without moving the mouse.	Select a paragraph.	Triple-tap
Drag	Point to an item, hold down the primary mouse button, move the item to the desired location on the screen, and then release the mouse button.	Move an object from one location to another or draw pictures.	Drag or slide
Right-drag	Point to an item, hold down the right mouse button, move the item to the desired location on the screen, and then release the right mouse button.	Display a shortcut menu after moving an object from one location to another.	Press and hold, then drag
Rotate wheel	Roll the wheel forward or backward.	Scroll vertically (up and down).	Swipe
Free-spin wheel	Whirl the wheel forward or backward so that it spins freely on its own.	Scroll through many pages in seconds.	Swipe
Press wheel	Press the wheel button while moving the mouse.	Scroll continuously.	None
Tilt wheel	Press the wheel toward the right or left.	Scroll horizontally (left and right).	None
Press thumb button	Press the button on the side of the mouse with your thumb.	Move forward or backward through webpages and/or control media, games, etc.	None

*Note: The examples presented in this column are discussed as they are demonstrated in this chapter.

Scrolling

A **scroll bar** is a horizontal or vertical bar that appears when the contents of an area may not be visible completely on the screen (Figure 1–3). A scroll bar contains **scroll arrows** and a **scroll box** that enable you to view areas that currently cannot be seen on the screen. Clicking the up and down scroll arrows moves the screen content up or down one line. You also can click above or below the scroll box to move up or down a section, or drag the scroll box up or down to move to a specific location.

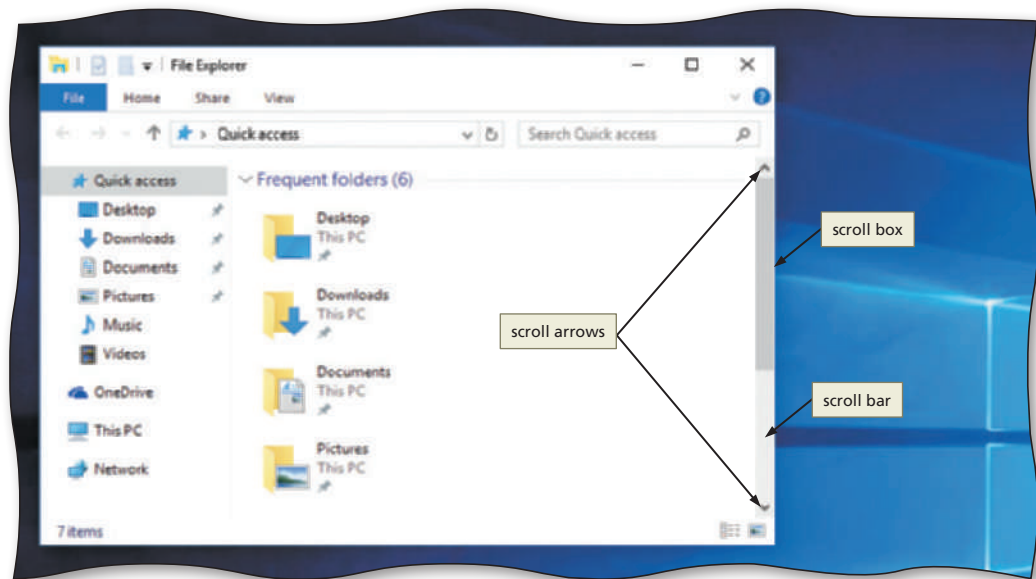


Figure 1-3

Using Keyboard Shortcuts

In many cases, you can use the keyboard instead of the mouse to accomplish a task. To perform tasks using the keyboard, you press one or more keys on the keyboard, sometimes identified as a **keyboard shortcut**. Some keyboard shortcuts consist of a single key, such as the F3 key. For example, to display the Start menu, you can press the F3 key while viewing the desktop. Other keyboard shortcuts consist of multiple keys, in which case a plus sign separates the key names, such as CTRL+ESC. This notation means to press and hold down the first key listed, press one or more additional keys, and then release all keys. For example, another way to display the Start menu is by pressing CTRL+ESC; that is, hold down the CTRL key, press the ESC key, and then release both keys.

BTW

Microsoft Accounts

If you sign in to Windows using a Microsoft account, the email address associated with your Microsoft account will be displayed instead of a user name. The password you use to sign in to your Microsoft account will be the same password you will use to sign in to Windows.

BTW

PINs

In addition to passwords and picture passwords, you also can sign in to Windows using a PIN (personal identification number). While it is easy to enter a PIN if you are using a touch screen, they are less secure than a traditional password.

Starting Windows 10

It is not unusual for multiple people to use the same computer in a work, educational, recreational, or home setting. Windows enables each user to establish a **user account**, which identifies to Windows the resources, such as apps and storage locations, a user can access when working with the computer.

Each user account has a user name and may have a password and an icon, as well. A **user name** is a unique combination of letters or numbers that identifies a specific user to Windows. A **password** is a private combination of letters, numbers, and special characters associated with the user name that allows access to a user's account resources. A **picture password** also can be used to control access to a user's account resources. A picture password requires that the user perform mouse or touch gestures on specific areas of the picture to sign in to Windows. An icon is a small image that represents an object; thus, a **user icon** is a picture associated with a user name.

When you turn on a computer, Windows starts and displays a **lock screen** (shown in Figure 1-5) consisting of the time and date. After tapping, sliding, or clicking anywhere on the lock screen, depending on your computer's settings, Windows may or may not display a sign-in screen that shows the user names and user

icons for users who have accounts on the computer (Figure 1–4). This **sign-in screen** enables you to sign in to your user account and makes the computer available for use. Clicking the user icon begins the process of signing in to, also called logging on to, your user account.

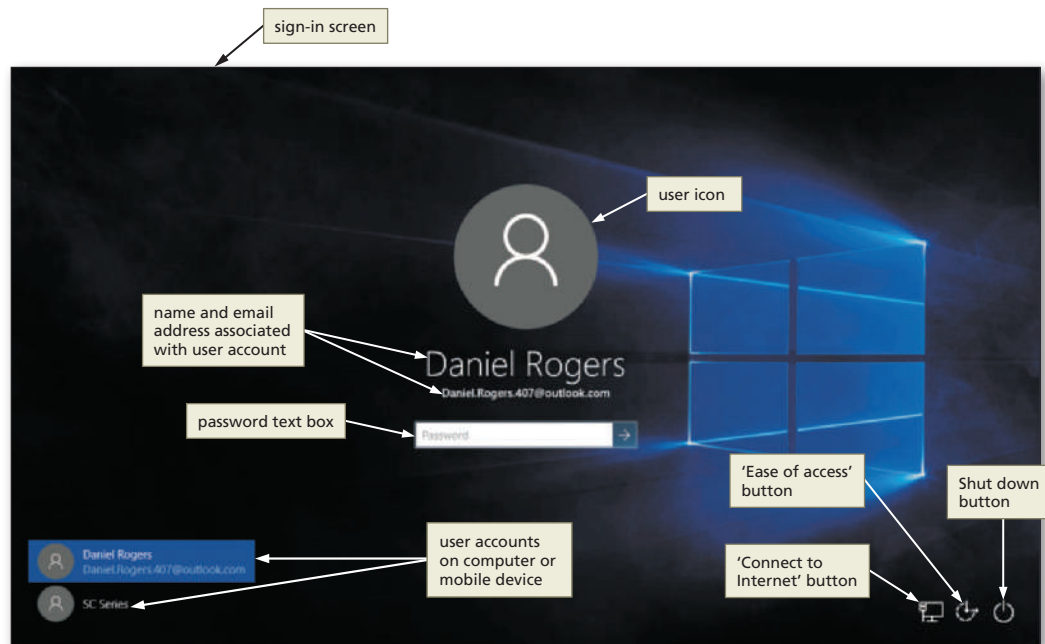


Figure 1–4

At the bottom of the sign-in screen are the ‘Connect to Internet’ button, the ‘Ease of access’ button, and a Shut down button. The ‘Connect to Internet’ button shows the current status of the network connection. Your ‘Connect to Internet’ button may look different, depending on the type of network connection you are using (wired or wireless). Clicking the ‘Ease of access’ button displays the Ease of access menu, which provides tools to optimize a computer to accommodate the needs of users with mobility, hearing, and vision impairments.

Clicking the Shut down button displays a menu containing commands related to restarting the computer, putting it in a low-power state, and shutting down the computer. The commands available on your computer may differ.

- The **Sleep command** saves your work, turns off the computer fans and hard drive, and places the computer in a lower-power state. To wake the computer from sleep mode, press the power button or lift a laptop’s cover, and sign in to the computer.
- The **Shut down command** exits currently running apps, shuts down Windows, and then turns off the computer.
- The **Restart command** exits currently running apps, shuts down Windows, restarts the computer, and then restarts Windows.

To Sign In to an Account

The following steps, which use the user account for Daniel Rogers, sign in to an account based on a typical Windows installation. *Why? After starting Windows, you might be required to sign in to access the computer’s resources.* You may need to ask your instructor how to sign in to your account.

BTW

Strong Passwords

You should consider using a strong password with your Windows user account. A strong password is more secure because it is more difficult to guess. Strong passwords have at least eight characters and contain a combination of uppercase and lowercase letters, numbers, and special characters.

BTW

Shut Down Options

If you are walking away from your computer for only a brief period, you should put the computer in Sleep mode instead of turning it off completely. Keeping the computer in Sleep mode for this short period often uses less power than powering on the computer.

1

- Click the lock screen (Figure 1–5) to display a sign-in screen.

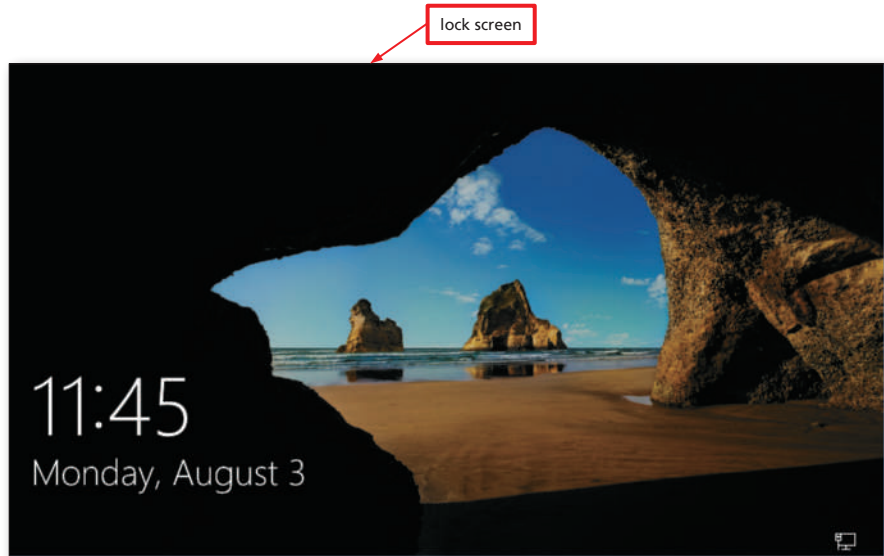


Figure 1–5

2

- If necessary, click the desired user icon on the sign-in screen, which, depending on settings, either will display a second sign-in screen that contains a password text box (Figure 1–6) or will display the Windows desktop.

Q&A Why do I not see a user icon?

Your computer may require you to type a user name instead of clicking an icon.

How can I get past the lock screen if I do not have a mouse?

Swipe up on the lock screen to display the sign-in screen.

What is a text box?

A text box is a rectangular box in which you type text.

Why does my screen not show a password text box?

Your account does not require a password.

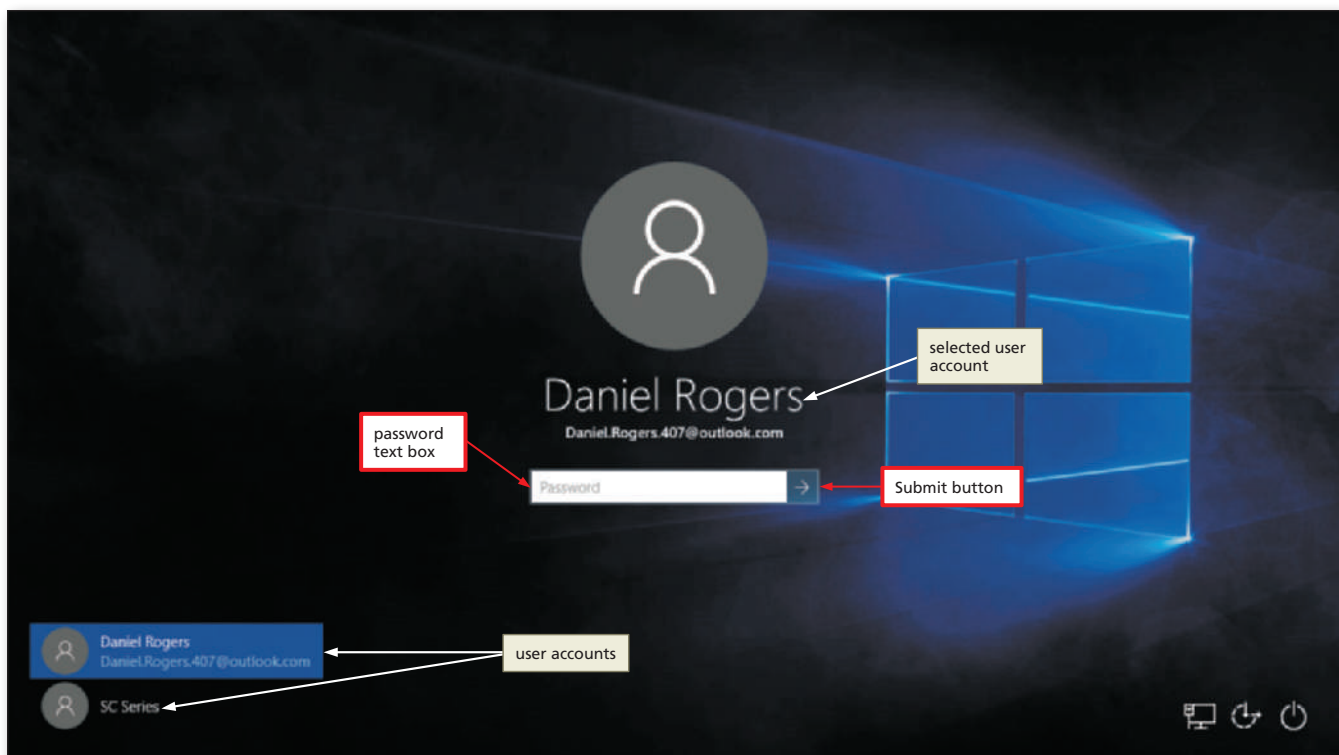


Figure 1–6

3

- If Windows 10 displays a password text box, type your password in the text box and then click the Submit button to sign in to your account and display the Windows desktop (Figure 1–7).

Q&A Why does my desktop look different from the one shown in Figure 1–7?

The Windows 10 desktop is customizable, and your school or employer may have modified the screen to meet its needs. Also, your screen resolution, which affects the size of the elements on the screen, may differ from the screen resolution used in this book.

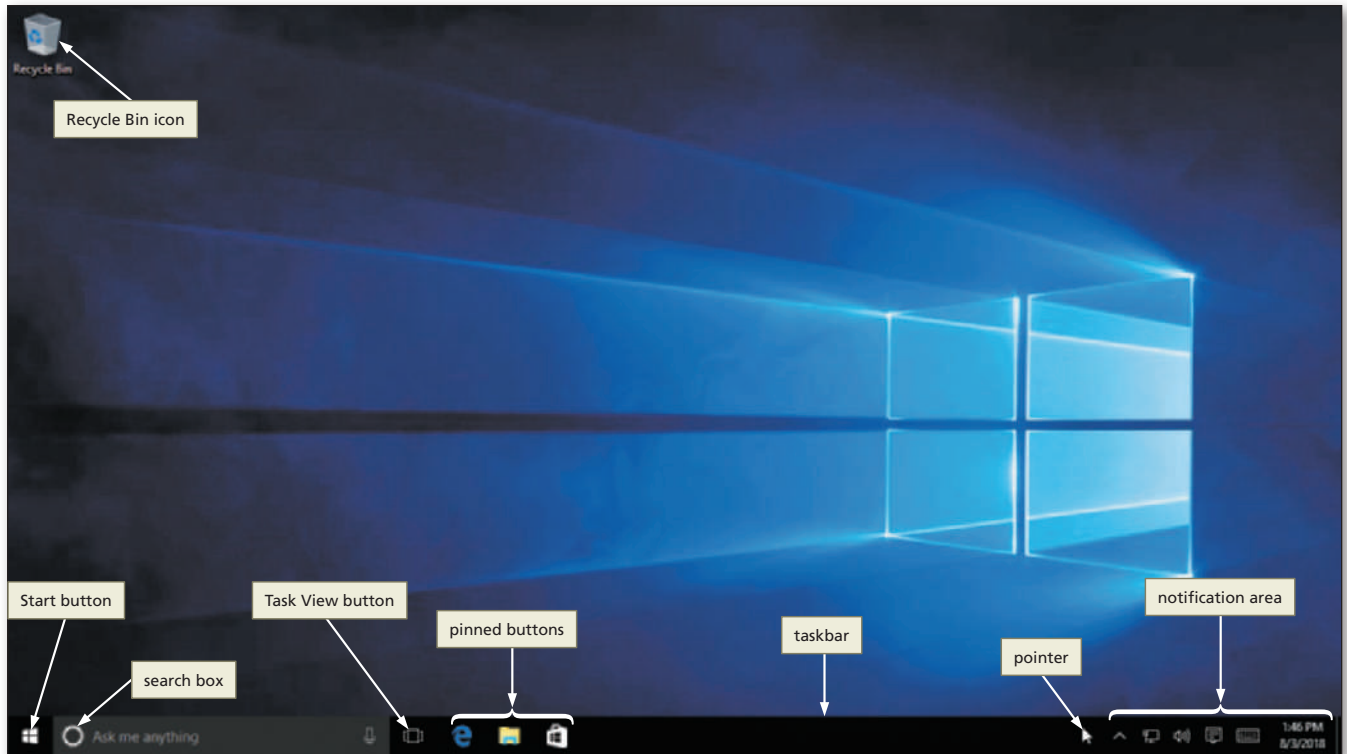


Figure 1-7

The Windows 10 Desktop

Think of the Windows desktop as an electronic version of the top of your desk. You can perform tasks such as placing objects on the desktop, moving the objects around the desktop, and removing items from the desktop.

When you run an app in Windows, it appears on the desktop. Some icons also may be displayed on the desktop. For instance, the icon for the **Recycle Bin**, the location of files that have been deleted, appears on the desktop by default. You can customize your desktop so that icons representing apps and files you use often appear on your desktop. When you run an app, that app's button appears on the taskbar. By default, the **taskbar** appears at the bottom of the Windows desktop and displays the Task View button, the Microsoft Edge app button, the File Explorer button, the Store app button, and app buttons representing apps that currently are running. The Microsoft Edge, File Explorer, and Store app buttons are pinned to the taskbar. Pinned app buttons always are displayed on the taskbar, regardless of whether the app is running or not. The right side of the taskbar contains the notification area, and

BTW

Pinned Buttons

If you use an app frequently, you should consider pinning that app button to the taskbar so that you can access it easily. Pinning and unpinning app buttons is discussed later in this module.

time. The **notification area** contains icons designed to provide information about the current state of the computer. For example, the notification area can tell you if your virus protection is out of date, how much battery life you have remaining (if you are using a mobile device), and whether you are connected to a network. The taskbar also displays the **search box** to the left of the app buttons, which allows you to search help, files and folders, and information on the Internet.

Working with Apps

Apps in Windows 10 run on the desktop and work smoothly with touch and other input devices. Windows 10 apps use the **Split View menu** as the primary command interface for the app (Figure 1–8).

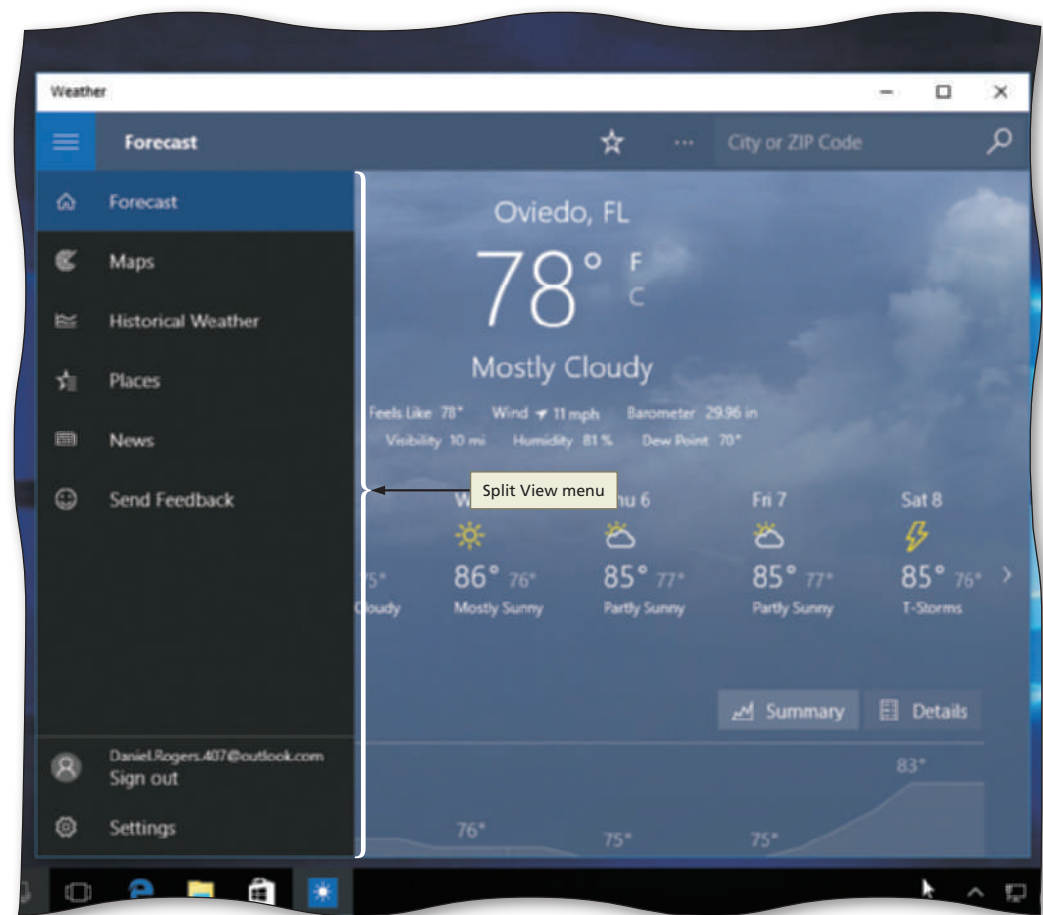


Figure 1–8

One way to run an app is by using the Start menu. The **Start menu** provides commands to display a list of apps, run apps, sign out of a user account, switch to a different user account, display computer or mobile device settings, put the computer in a low power state, restart the computer or mobile device, and shut down the computer or mobile device. The Start menu also may contain one or more tiles. A **tile** is a square or rectangular graphical element on the Start menu that you can click to run an app (Figure 1–9).

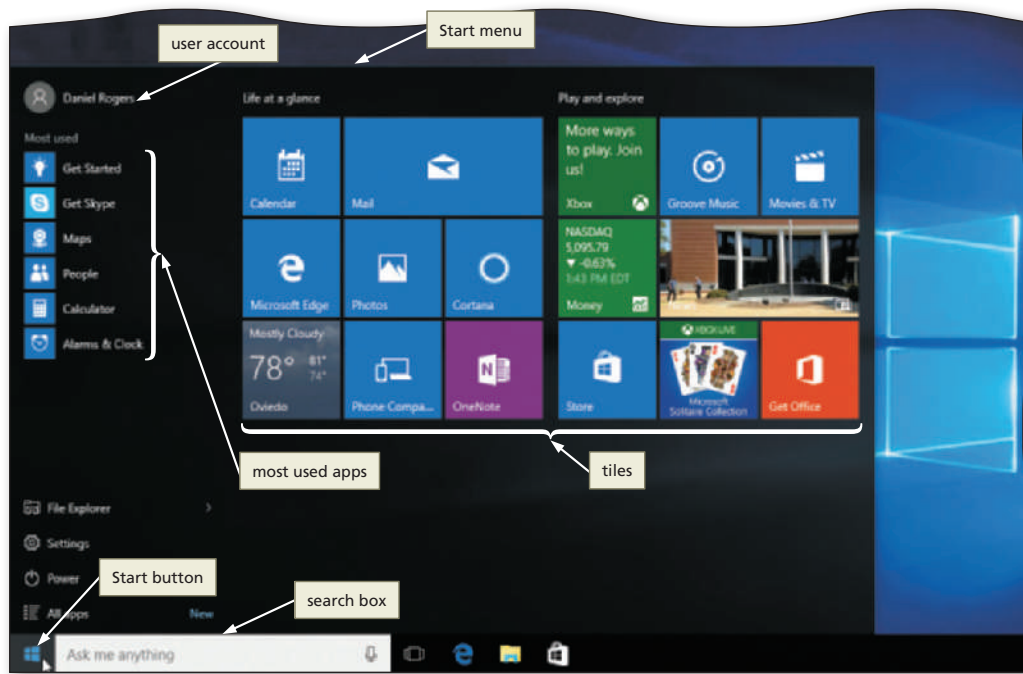


Figure 1-9

To Run an App Using the Start Menu

Why? When you install an app, one or more commands or tiles are added to the Start menu so that you easily can run the app. The following steps, which assume Windows is running, use the Start menu to run the Weather app based on a typical installation. Although the steps illustrate running the Weather app, the steps to run any app are similar.

1

- Click the Start button to display the Start menu (Figure 1-10).

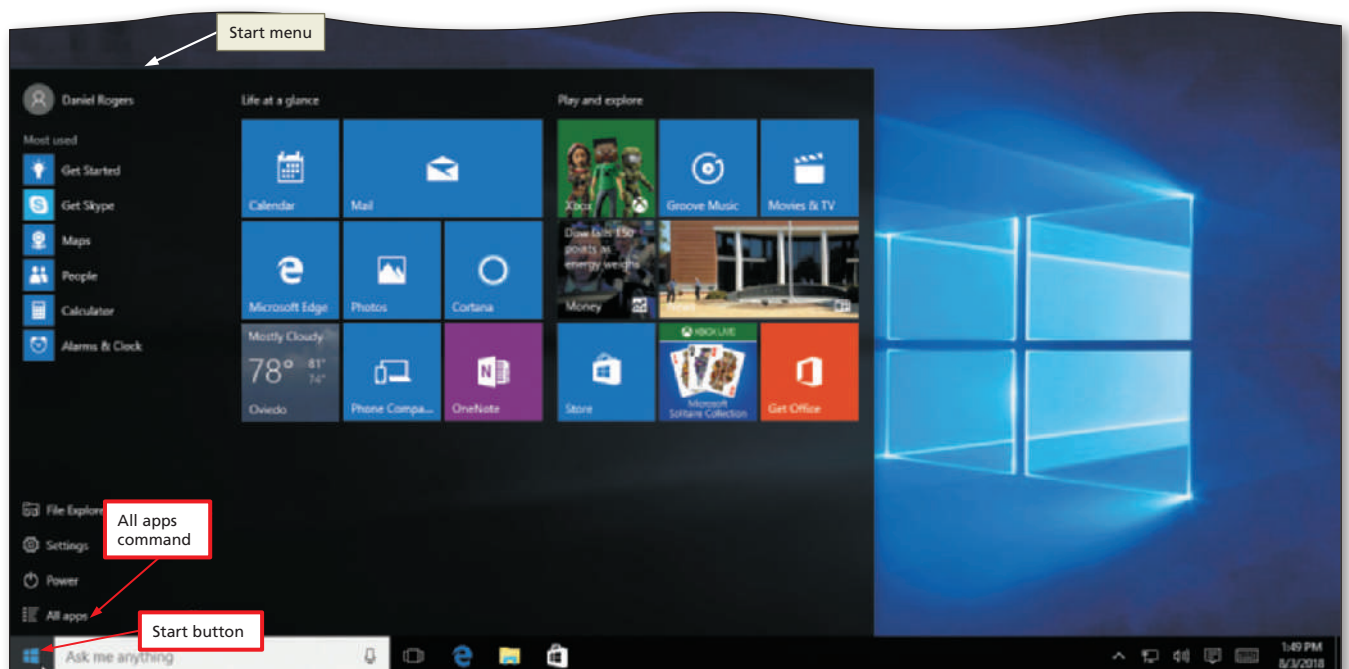


Figure 1-10

2

- Click All apps (shown in Figure 1–10) to display a list of all apps installed on the computer or mobile device (Figure 1–11).

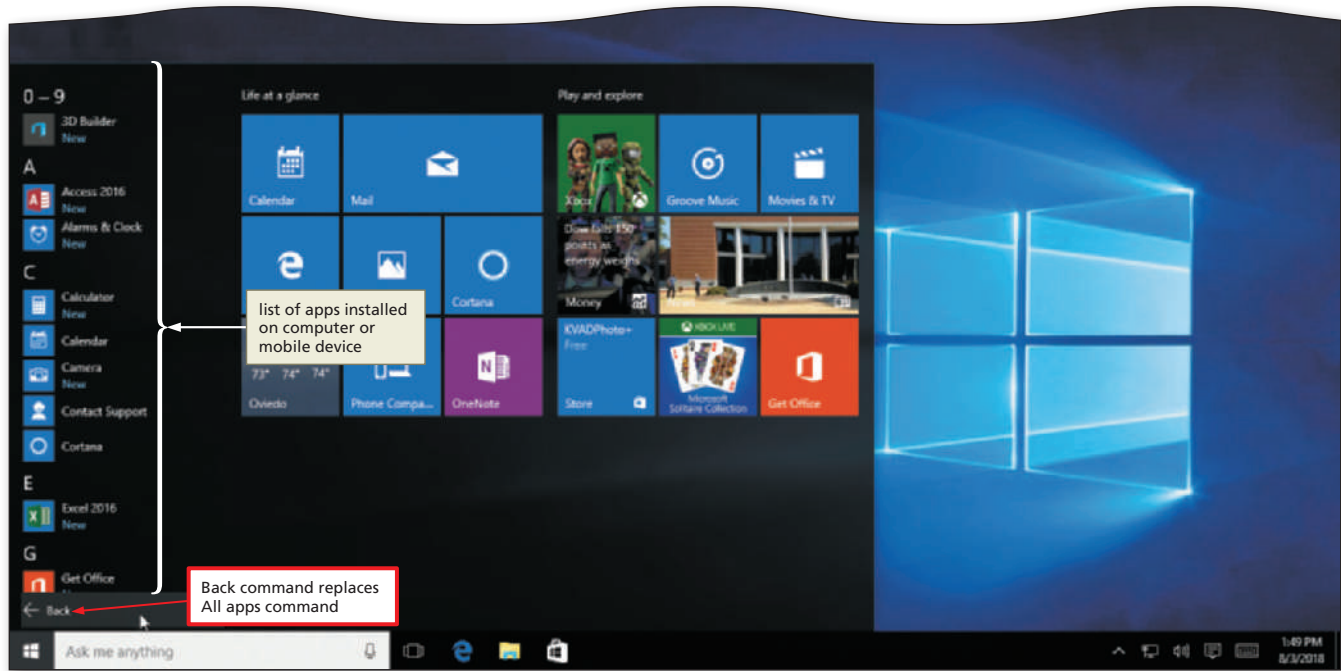


Figure 1–11

3

- Scroll to display the Weather app (Figure 1–12).

Q&A What do the folders and arrows indicate?

Folders on the Start menu contain additional commands. To view the commands, click the folder name.

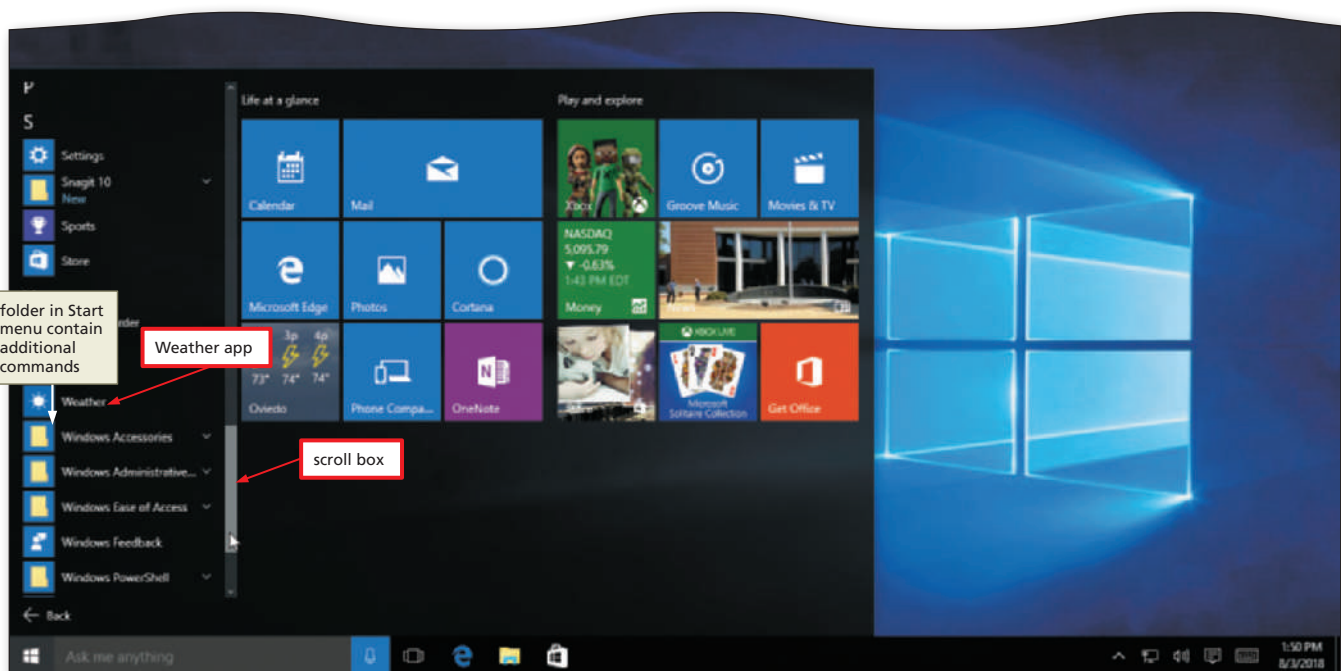


Figure 1–12