

MICROSOFT

WINDOWS 10 USER GUIDE

THE IDEAL STEP-BY-STEP GUIDE FOR ALL
BEGINNER AND INTERMEDIATE USERS OF
MICROSOFT WINDOWS 10

*Microsoft
windows 10
2021*



JONAH JONES

WINDOWS 10 USER GUIDE

The Ideal Step-By-Step Guide For All Beginners And Intermediate
Users of Microsoft Windows 10

Jonah Jones

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INTRODUCTION

Windows 10 is the engine that powers all of those next-generation devices, as well as the large population of the traditional personal computers (PC), designs that are in use today. On a touchscreen, you swipe and tap to interact with objects on the screen and use an onscreen keyboard to enter and edit text. For devices with detachable keyboards, Windows 10 includes unique features designed to ease the transition between the traditional PC way of working and the new Tablet Mode. In the case of PCs that aren't touch-enabled, Windows 10 offers the familiar keyboard-and-mouse experience, with no compromises. We offer details on how to master the new user experience on traditional PCs and touchscreen-equipped devices in Chapter 3, "Using Windows 10." Our coverage of customization options is in Chapter 4, "Personalizing Windows 10." The new generation of hardware isn't just defined by just peripheral features anymore. Modern devices designed for Windows 10 incorporate new features that enhance the security of the startup process. If you've mastered the ins and outs of BIOS setup on a legacy PC, you need to learn how to configure its replacement, the Unified Extensible Firmware Interface (UEFI). That hardware design, in turn, enables an additional security feature called Secure Boot, which protects your Windows 10 PC from an insidious form of malware called rootkits. We discuss these features in much greater detail in Chapter 7, "Securing Windows 10 devices." In this chapter, we offer a high-level overview of Windows 10, with a special emphasis on features that are new or changed since the initial release.

How you react to Windows 10 is determined in no small way by how you feel about its predecessor.

With the launch of Windows 8 in October 2012, Microsoft removed the familiar touchstones of the Windows user experience—the Start button and Start menu—and replaced them with a radically redesigned Start screen created for use with touch-enabled devices. It also introduced a new class of touch-friendly apps, delivered through a new Windows Store. The innovations in Windows 8 were essential for tablets and other touch-oriented devices. But that new design also inspired some passionate and often blunt feedback from Windows users who weren't pleased with the often confusing changes to an operating system they had spent years mastering. Microsoft reacted to that feedback by reworking the user experience in Windows 10,

bringing back the Start menu from Windows 7, combining it with live tiles and other features that were introduced in Windows 8, and tossing in some impressive all-new capabilities. The result should feel significantly more natural for anyone upgrading from Windows 7. If you skipped Windows 8 and stuck with Windows 7, as it's possible that some people reading this book, might still be trying to transition from the earlier versions of Windows, and if you are moving from a Windows 7 version, then you have some catching up to do. If you're coming to Windows 10 after learning how to use Windows 8 and Windows 8.1, you have a different kind of adjusting to do. Ironically, if you skipped Windows 8, you missed several major iterations of the Windows user experience that some people found difficult to use on conventional PCs with a keyboard and mouse. By contrast, the Windows 10 user experience feels very much like a smooth evolution of Windows 7. The Latest Update adds a few more changes to the overall user experience without altering its fundamental design. On a conventional PC that's equipped with a keyboard and a mouse or trackpad, Windows 10 starts and works perfectly.

PART 1:

WINDOWS 10 STUFF EVERYBODY THINKS YOU ALREADY KNOW.

Chapter 1: What Is Windows 10?

Windows 10 is a series of operating systems developed by Microsoft and released as part of its Windows NT family of operating systems. It is the successor to Windows 8 released nearly 2 years earlier and was released to manufacturing on July 15, 2015, and broadly released for the general public on July 29, 2015. Microsoft decided to name 2015 released windows 10 and ignored Windows 9 due to the operating system is designed to be a new direction for Microsoft. One of the aims of windows 10 is to unify the Windows experience across multiple devices such as desktop computers, tablets, and smartphones.



Why Do You Need Windows 10

Windows 10 does a lot; it brings improvement versions to any features you

like and easy to use. Windows 10 can be achieved with the following features below:

- 1) Makes you connect across devices to bring your favorite apps and files with you.
- 2) It helps you get comprehensive, built-in, and ongoing security protections to help you keep the pc safe.
- 3) It works perfectly as you desire, windows adapt to you whether you have a personal preference or a unique work style
- 4) It makes browser internet faster and safer with Microsoft Edge

What Is New About Windows 10

Windows 10 always improves and gives amazing new features that are always suitable for your PC that will enable you to enjoy and make work very easier when working on your PC. The following amazing new features are listed below with their characters.

- **START MENU**
- **CORTANA**
- **CONTINUUM**
- **MICROSOFT EDGE**
- **ACTION CENTER**
- **TASK VIEW**
- **ONEDRIVE**

What Is Especially About Windows 10?

It always brings some new updates about some new features on your pc. The new features will help you to customize your PC, increase security and get more creative with windows 10. With the updated stuff of windows 10, it will also be easier to get things done on your PC and across other devices.

These are the following updates that can bring on your PC:

1. It helps you choose your favorite color mode
2. To keep tabs on your website
3. To go passwordless with Microsoft accounts on your device
4. Makes the text cursor easier to find
5. Makes you create events quickly
6. Get to the notification setting from the taskbar

Why Does Windows 10 Keep Changing?

Windows 10 is a Microsoft operating system for personal computer, tablet, embedded devices, and internet of things devices will keep changing until nothing needs to be updated on any electronic devices. These changes always occur because windows 10 wants to meet the standard of any operating system.

Microsoft Windows 10 software which services rather than an operating system. Like any other service, it is subject to changes. It is subjected every two to three months to come up with something new, Microsoft changes Windows 10 slightly by implementing new things that will serve as help when working on the pc. Microsoft can change more quickly sometimes. The apps from your pc can start performing some tasks that you have never experienced before, for example, we have different types or models of phones but different functions features inside that each performance. Now let take a look at the iPhone product, it keeps changing every year from its function and operating of the apps which update daily and some update weekly.

Other changes arrive every six months, packed into large groups. You may have heard about the Anniversary Update in mid-2016 and the Creator Update in 2017. Another big update arrived in early 2018, bringing even more changes, the updates have continued and the latest update was that of October 2020 (windows 10 version 20H2).

Microsoft sends these updates automatically to your computer through Windows Update; you don't need to jump through hoops to find and install them. So, when something suddenly changes with Windows 10, don't think it is your fault. Microsoft constantly changes Windows 10, and Windows will keep changing for years to come.

Can My PC Run Windows 10?

Well, your PC can run Windows 10 depending on if the PC meets the specification required from Microsoft. Now, what do you need or how can you run Windows 10 on your PC?

As I said earlier, Microsoft contains some requirements to process or run windows 10 on any PC.

The first thing you need to know or have to pay attention to is this:

If probably, your PC is familiar with or can run windows 8.1, your system can proceed with Windows 10. But if you doubt your PC that can run Windows 8.1, put your mind at rest, why? Because the windows will help you check your system to ensure it can install the preview.

This is the easiest way to make you understand but notwithstanding I will let you know why in a moment. Basically, most people having or running windows 8.1 on their system are free to proceed with windows 10. If not sure your PC can run, the windows installer will run a check to confirm if your PC hardware is compatible or not.

Now, if probably your PC does not run windows 8.1 or how can you know if your hardware is meeting or how to meet the requirement problem of running windows 10? These are the following list below of hardware specification required to meet or run Microsoft Windows 10:

- **Processor:** 1 gigahertz (GHz) or faster
- **RAM:** 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- **Free hard disk space:** 16 GB (32-bit) or 20 GB (64-bit)
- **Graphics card:** Microsoft DirectX 9 graphics device with WDDM driver
- A Microsoft account and Internet access

Now, if basically, you are the type of person who always works encyclopedia of tech trivia, you might see some specification of the same of Windows 7. But there is one thing you need to be aware of, and this becomes apparent if you pull up the specs for windows 8.1 and take a look more closely at the processor specification below:

Processor: 1 gigahertz (GHz) or faster with support for PAE, NX, and SSE2.

So, the simplest way to make your PC in order to be able to run windows 10 or windows 8.1, your PC needs a processor that supports PAE, NX, and SSE2. So without this, your windows 10 will not function.

What are **PAE**, **NX**, and **SSE2** and why does your PC need to run windows 10 or windows 8.1?

- (PAE) it means Physical Address Extension
- (NX) it means processor bit and (SSE2) it means Streaming

SIMD Extensions 2. This refers to the features of the processor.

- PAE enables 32-bit processors to access more than 4 GB of physical memory on capable versions of windows and is a prerequisite for NX.
- NX allows the processor to help guard the PC against attacks by malicious software.
- SSE2 a standard on processors for a long time is an instruction set that is increasingly used by third-party apps and drivers.

Windows 8, for your malware defense features to work reliably, we require that your processor support NX. To give the compatibility enhancement the reliability of the third-party apps and drivers running in windows 8, SSE2 is also required. If the PC doesn't support PAE, NX, and SSE2 your PC will not be able to install windows 8.

Upgrade assistant will provide your PC with an error message if the processor doesn't support PAE and SSE2.

There will be a notice as well if the processor might not support NX or if NX is turned off in the PC BIOS. Windows 8 setup will attempt to turn on NX during installation and if it is not able to run, it will return your PC to the current operating system.

To know if your PC processor supports NX and can turn it on if it is turned off: just check your PC BIOS.

Different Flavors Of Windows 10

There are many versions of Windows 10 that most people don't know. Different versions of Windows 10 which are meant for individual, businesses and even for a group of people.

Microsoft offers more than seven versions of Windows 10 but among all this, you will probably need only one: the aptly titled "home" version, small businesses will choose Windows 10 Pro, and large businesses will want windows 10 enterprise.

The **latest version of Windows 10** for PCs is the November version update known as **Windows 10 version "20H2"**. It was released on October 20, 2020. Microsoft usually releases new versions of major updates every five-to-six months. However, these major updates take some time before it reaches PCs because customarily, Microsoft and PC manufacturers take out time to

do thorough and extensive testing for several factors before they fully roll them out to the end-users. The following are the list of windows 10 version Edition:

- Windows 10 Home
- Windows 10 Pro
- Windows 10 Pro for Workstations
- Windows 10 Pro Education
- Windows 10 Enterprise
- Windows 10 Enterprise LTSC (formerly LTSC)
- Windows 10 Education
- Windows 10 IoT Core
- Windows 10 IoT Enterprise
- Windows 10 S (now an operational mode within Enterprise and Education)

CHAPTER TWO: STARTING WITH THE START MENU

Being Welcomed To The World Of Windows

You would be welcomed or introduced to the world of windows once you start up the windows.

If you are Starting up windows 10 as a novice or first-timer, there is something you need to know before embarking on it to expedite your learning experience:

1. if you have been directed by someone to install windows 10 on your PC, make sure you find out the user ID and password you should use. Also, try to find which among of the account used “local account or Microsoft account”.
2. When signing in to windows 10 as your first time at your place of work or business check from your IT or support organization for your new user ID and password, and if require your domain. Domain lets you understand the part of the corporate network you log in to. If windows 10 have been upgraded to your **PC**, your user ID, password, and domain remain the same.
3. When starting up or upgrading a new personal windows device for the first, an instruction will be given to set up the device and sign in with an existing Microsoft account. **MICROSOFT ACCOUNT** is an email account with a password that Microsoft can access to log in.

Understanding User Accounts

You will need to create an account with Microsoft and in this section, I'll show you all you need to get that done.

Types of accounts you can use with Your windows 10.

There are two different types of users' accounts that are required in windows10, they include a local account or a Microsoft account.

The local account has a username and password to login to the computer. All the details of the account are kept on the computer and internet access is not required. This type of account is common with Windows XP, Vista, and

Windows 7. If you have upgraded from windows 7, your windows 10 account is probably local.

The Microsoft account gives extra features in windows 10 which are not available to people from a local account such as OneDrive online storage, Office web apps, an Outlook email address, apps in the windows store, and synchronized settings across computers.

Keeping Your Account Private And Secure

Keeping your account private and secure requires that you add a password to protect your account

It is very important that you secure your windows account by using a password.

I believe you understand with me that your personnel computer can be shared with other members of your family or people at work. It is very advisable for everyone to have his/ her account to avoid misunderstanding unless the owner of the account gives access to his account to another person to use it.

Adding a password to your PC prevents other members to access your account. It also protects your data if your device is stolen. We have two types of the user account in windows 10. Microsoft would naturally like you to login using your Microsoft account, which allows you to access features such as One drive and outlook email without having to link your account. If you do this, you will have a password set up already. If you won't link your Microsoft account, Windows 10 allows you to use what t calls a local account instead.

Why Do You Need To Add Password?

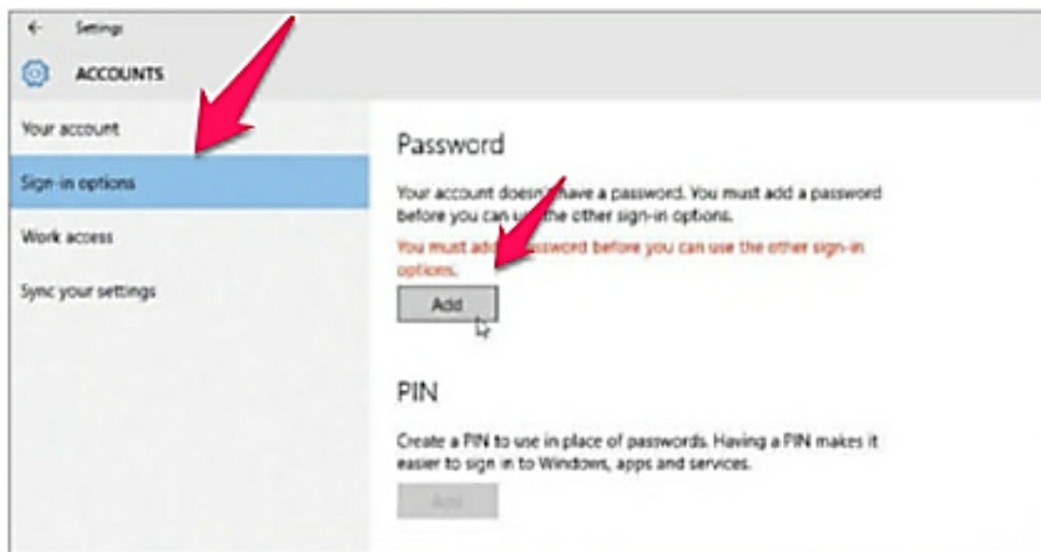
As I said earlier, adding the password to your account may prevent others from login into your account unless you give them your password.

How then can you add or create a password on your Windows 10?

- The first things to do are to access the settings by clicking the start button on the screen or keyboard to open the menu. From there select setting at the left-hand menu from the screen to open the main setting window.

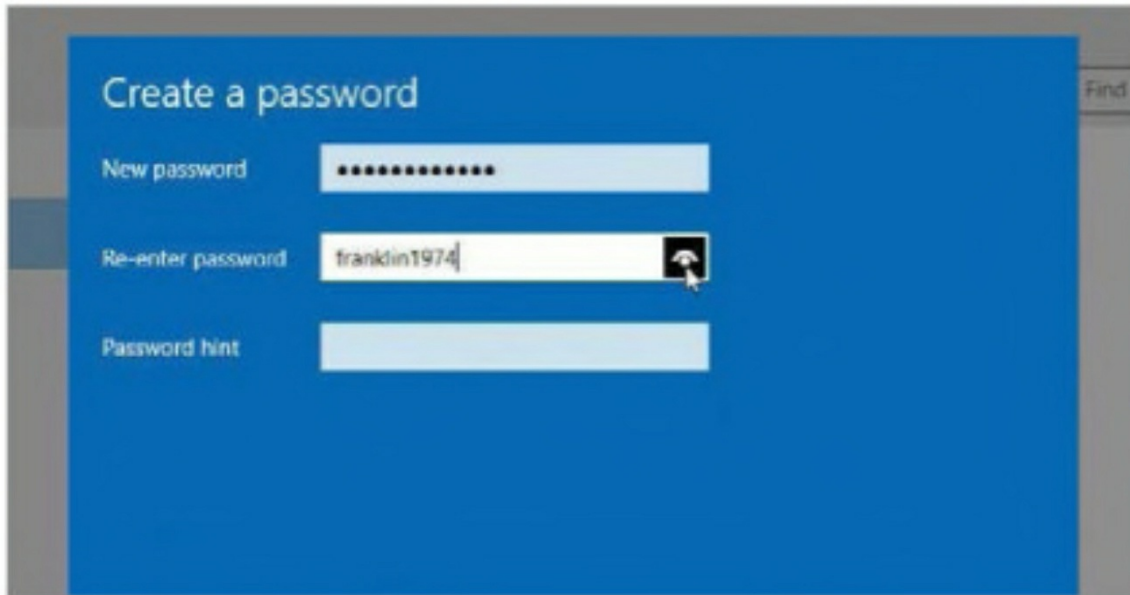


- Secondly, you need to locate the password option then select the accounts option when the main account screen is displayed. Select signing options from the list on the left.



Now you need to choose a password that you won't forget easily, click the add button under the password. Enter your password remember it shouldn't be too difficult or too simple as well but something you remember very easily. Follow the instruction from the


box.



Find

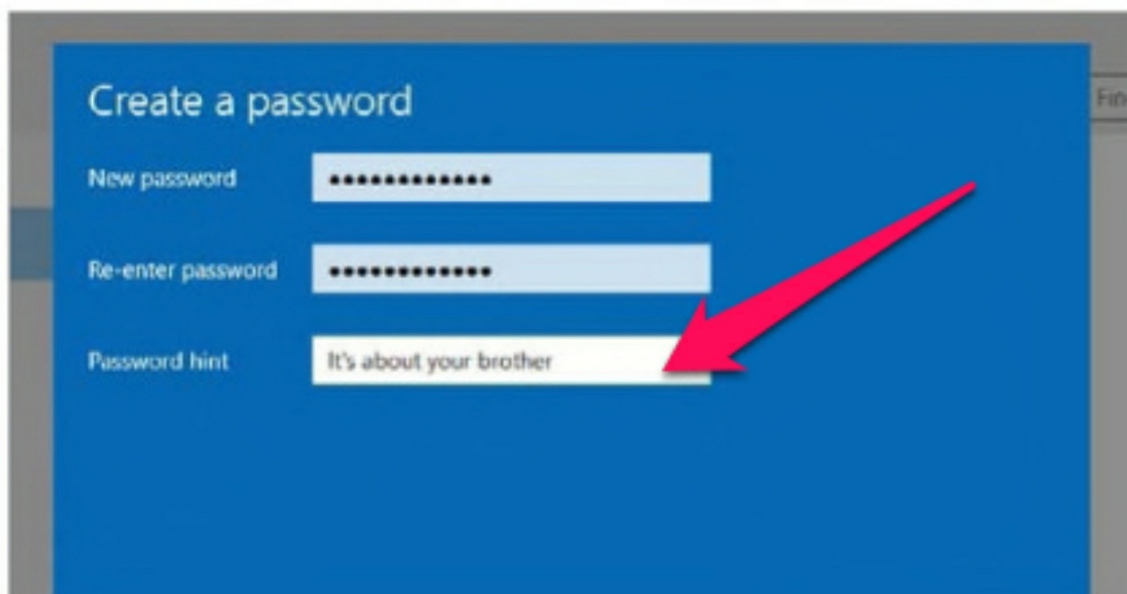
Create a password

New password

Re-enter password 

Password hint

After you have created your password, the next thing is a password hint. From the box type a password hint that will help you to remember whenever you are not sure of your password anymore.



Find

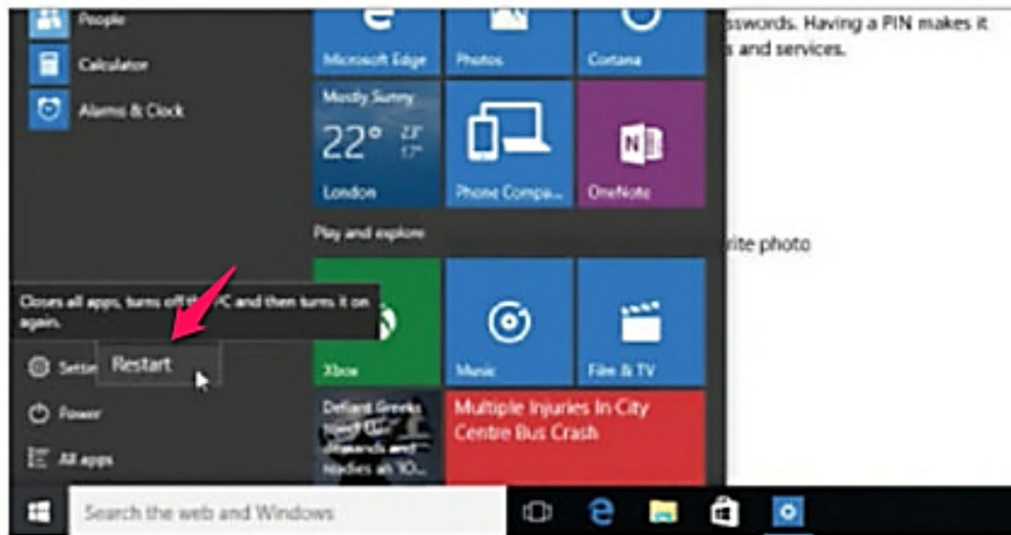
Create a password

New password

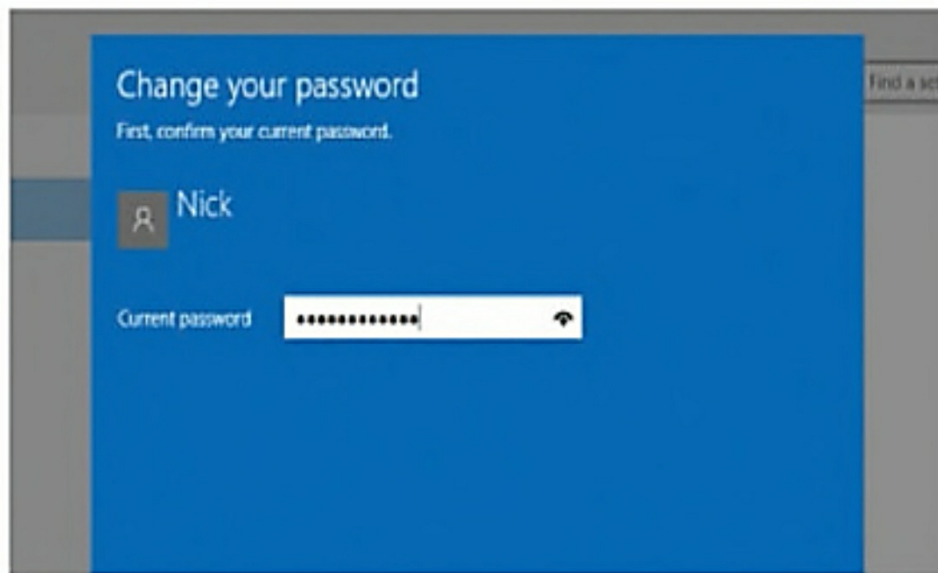
Re-enter password

Password hint

Text whether the password works or not, click the start button, select power, and choose restart. When the login screen is displayed, click your name and input your password then press enter.



When it comes to updating the password, return to the signing options screen and click on change.



How To Improve Your Security

Having windows 10 on your PC is the most secure Windows version and includes many useful efficient features.

Windows 10 offers several useful improvements that greatly refine and improve the user experience.

How Can You Improve Your Pc Security

- 1) Wide-ranging security: keeping your pc secure depends on what you know and how it's been useful. You can see almost all the settings you need from the main setting panel. But what you need to do first is to start building your account secure setup.



- 2) Deal with accounts: from the account section, you will be able to set up a PIN to replace your main account password for accessing some apps. You can then select a picture password if you wish or spend some time exploring the highly secure world of windows.



Various Security Options For Your Pc From Pin To Pictures

- 3) The lock screen: you can choose to display information on the lock screen, but you should be careful not to include apps that show data you don't want others to see. Even though Windows

10 is very secure, smartness needs to apply a long way when using any PC.

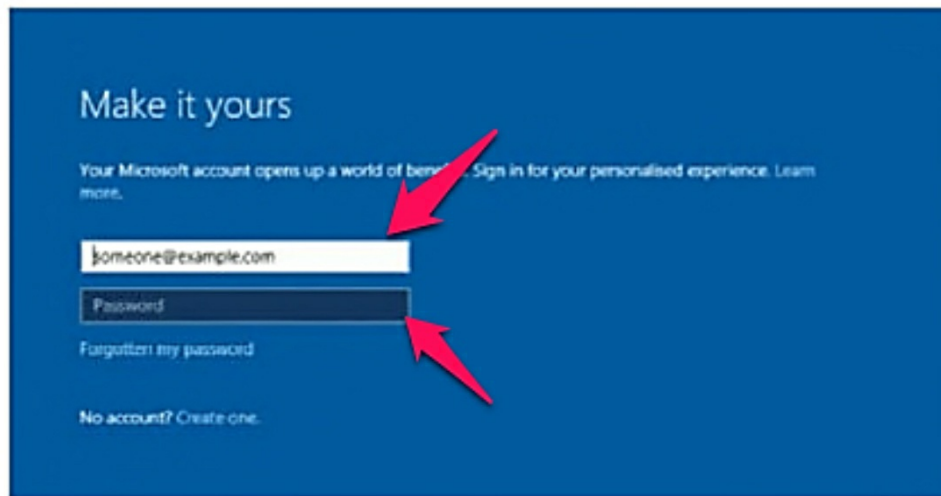
Signing Up For A Microsoft Account

Wondering how you can create an account with Microsoft? You can set up an account for your windows by following these simple steps:

- **Create an account:** if probably you don't have an email account or you need a new one, click this link to create an **outlook.com** email address

Enter your email: create an account from the **outlook.com** website and you can use it in windows 10. Enter your email address in the box displayed

- **Create a Microsoft account:** if you already have a Microsoft account, just fill up the box by entering your email address and password but if you don't have to click the **create one link**.



- **Enter your details:** enter your name and email address, or click get a new email address link. This creates a free Outlook email account.

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox – they're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

First name Surname

Get a new email address

Password

United Kingdom

- **Enter a name:** when you want to create a new **outlook.com** email account, just enter the name you want to use in the box.
- **Add a password:** enter a password you know that you won't forget easily.
- **Give your phone number:** enter your mobile **phone** number, if there is ever a problem with your Microsoft account, it will help to solve any issue that occurs.

Add security info

Your security info helps protect your account. We'll use this to help you recover your password, keep hackers out of your account and get in if you are blocked. We won't use it for spam.

United Kingdom (+44)

Phone number

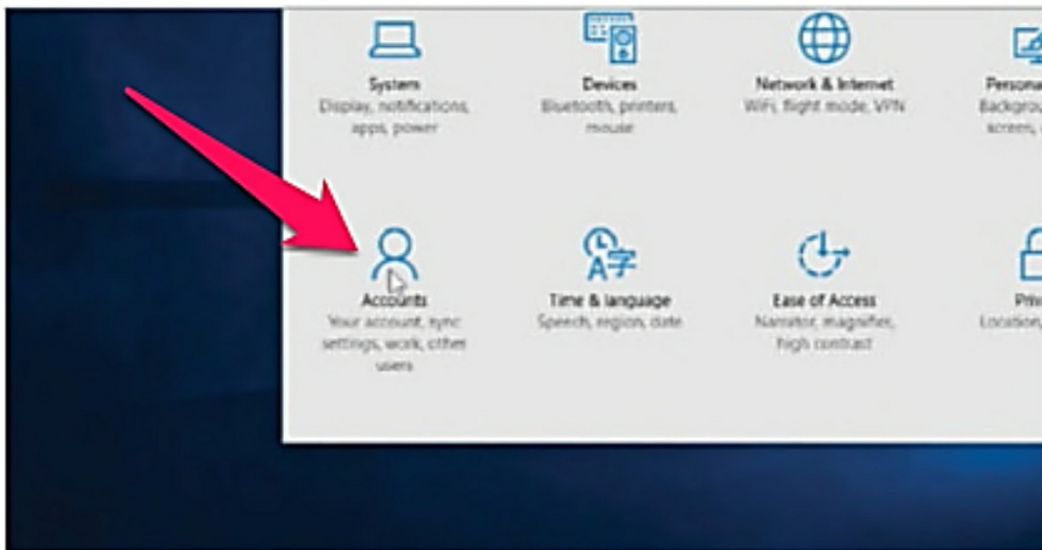
How To Create A User Account

Create a new user account for your partner, your children, or other users of your Windows 10 computer. Any computer that will be used in homes and shared among family members, you can create a separate account for each of your people because windows 10 gives access to it. Several advantages for creating multiple accounts on a computer are allowed. Each person will have their own account contain (Documents, Photos, Videos and music folder, etc).

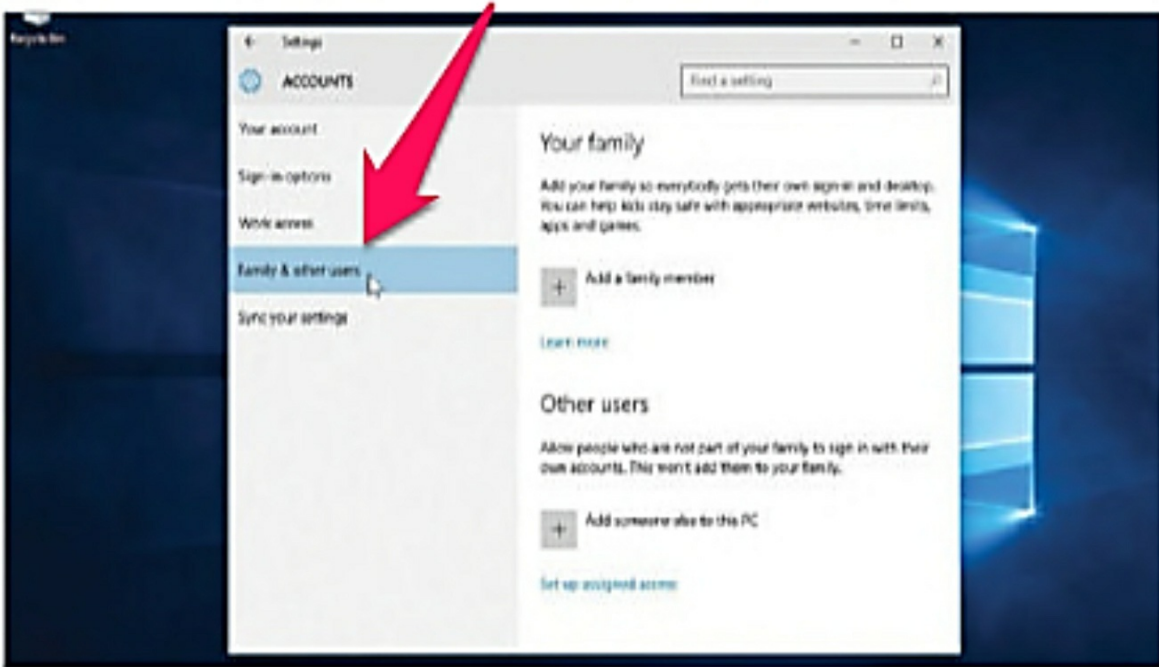
Add a New User

What is needed for a new user?

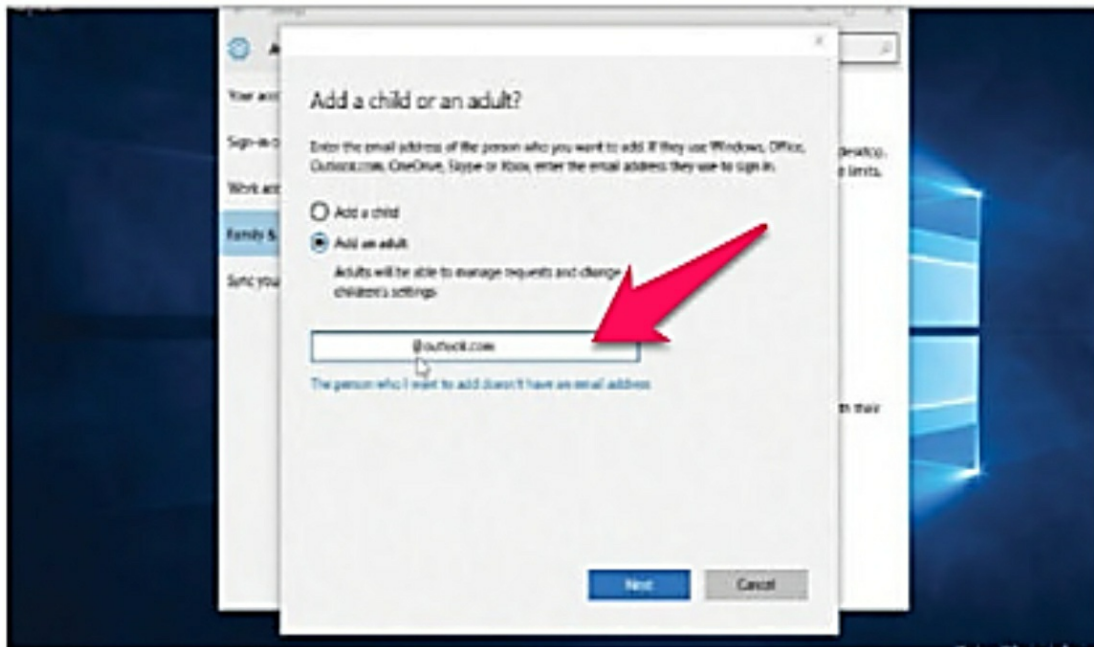
- 1) Go to accounts: click the start menu and click settings, then select account in the settings option window, it will display a user account that can be created.



- 2) Family and others: go straight to family and other users click on it. On the right, you can add a family member or someone else.

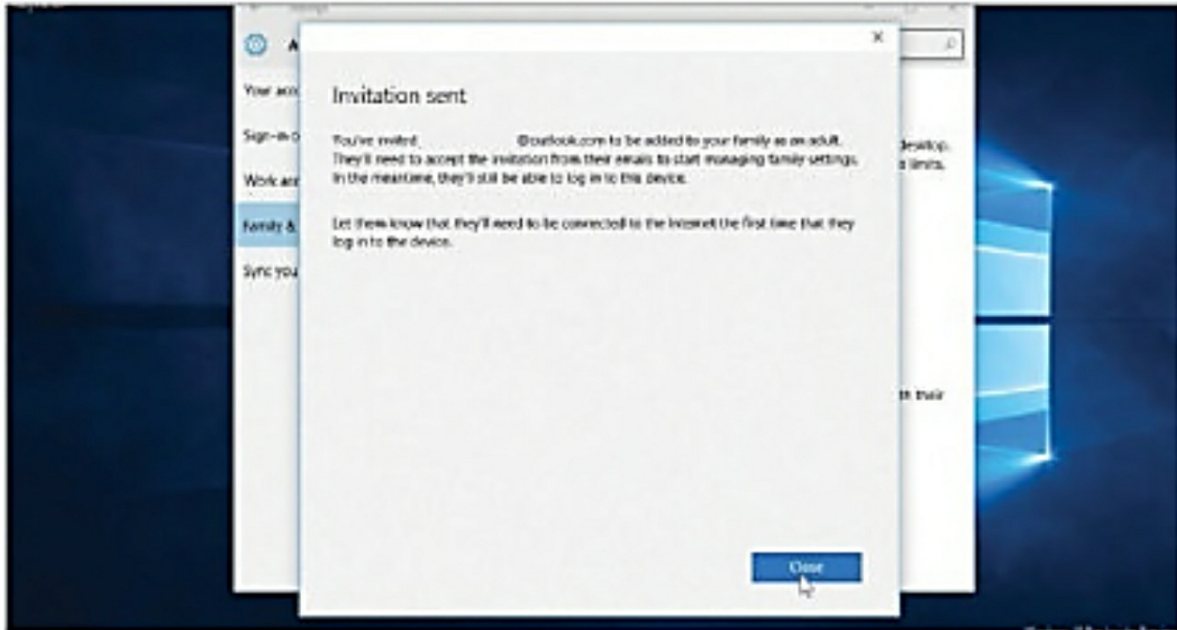


3) Add your family: when creating an account it is identical for family, other users, adults, and children. Enter their email address or click the below.

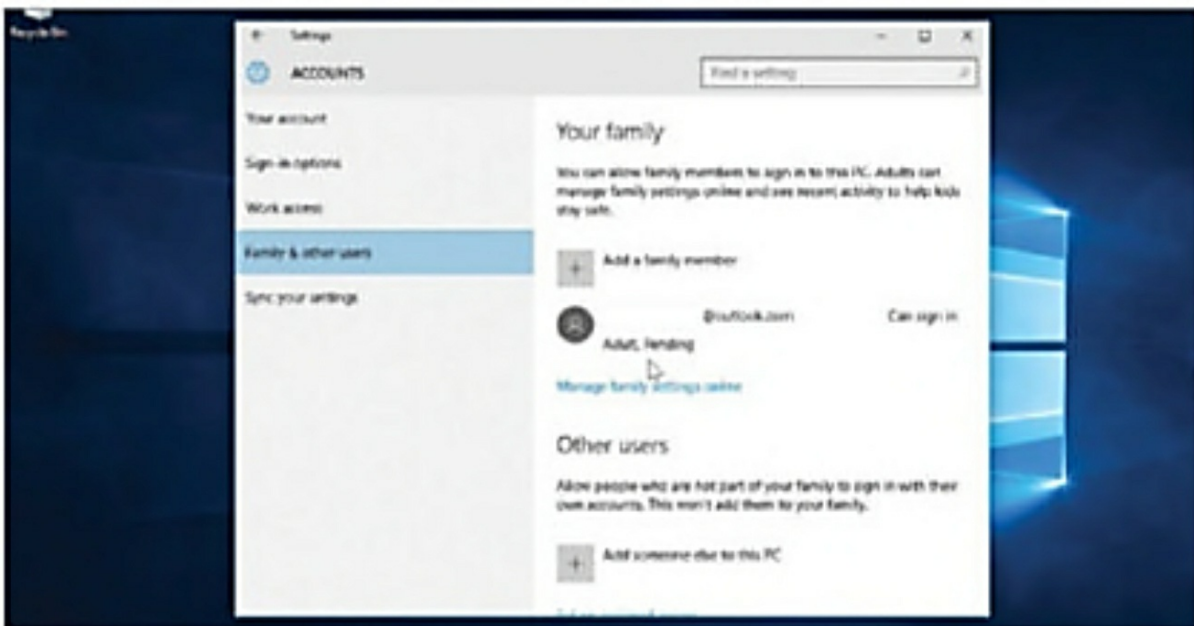


4) They are invited: if the user does not have an email address, you must

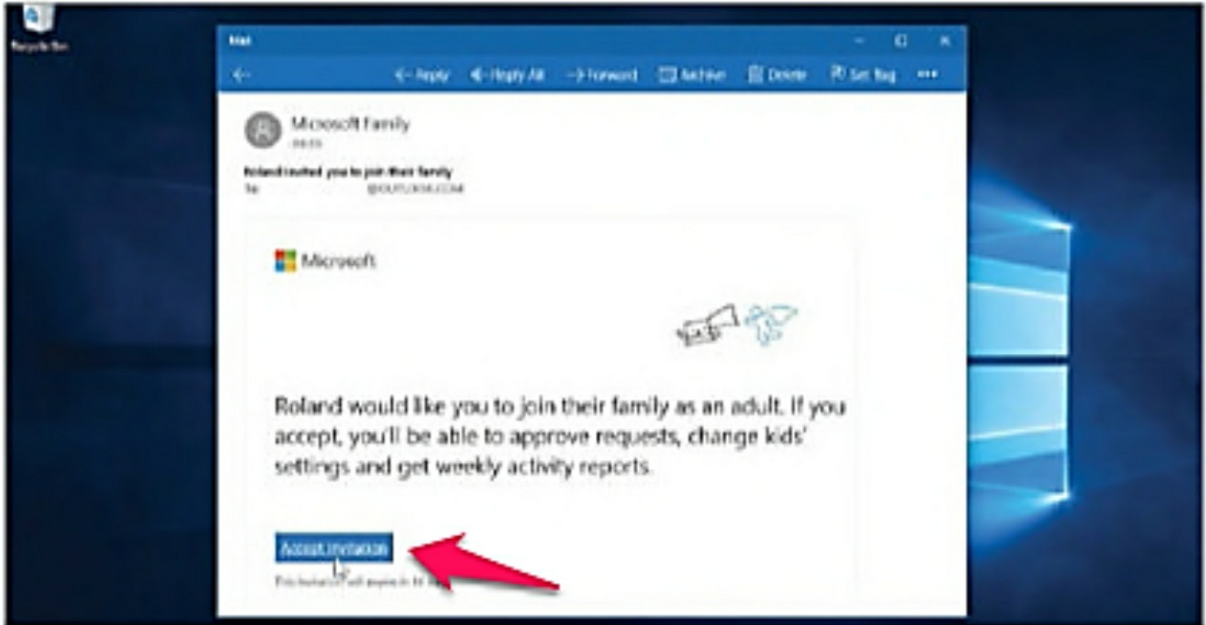
create one once the email is entered the person will be sent an invitation



5) Pending invitation: back at the main screen you can see that the new user is an adult, pending: they are not yet fully accepted as a user.



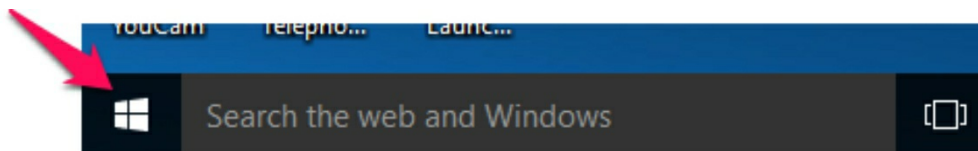
- 6) Accept the invitation: the new user must log in to their account on the PC, open the mail apps, check their inbox and click the accept invitation link.



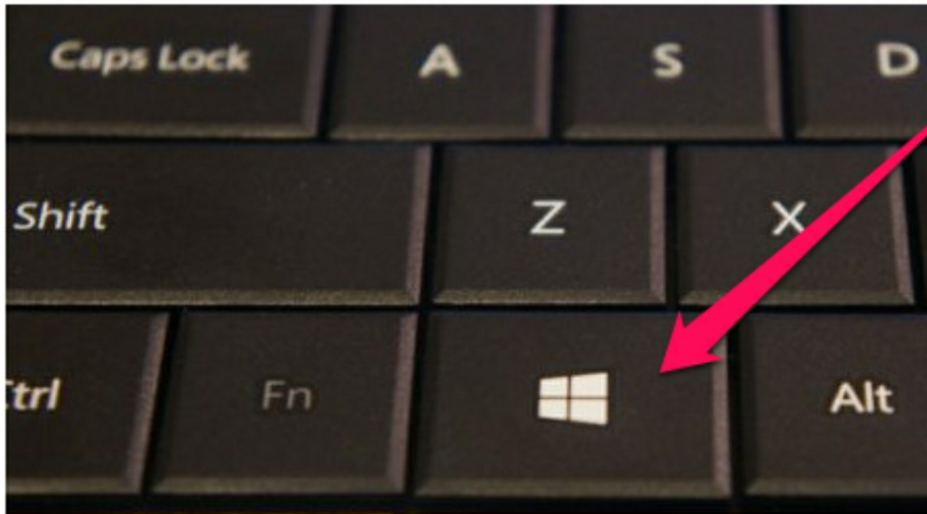
Figuring out windows 10 start menu

The start menu serves as a directive, is the main access point of any application. There two ways or methods involved in the opening of the start menu.

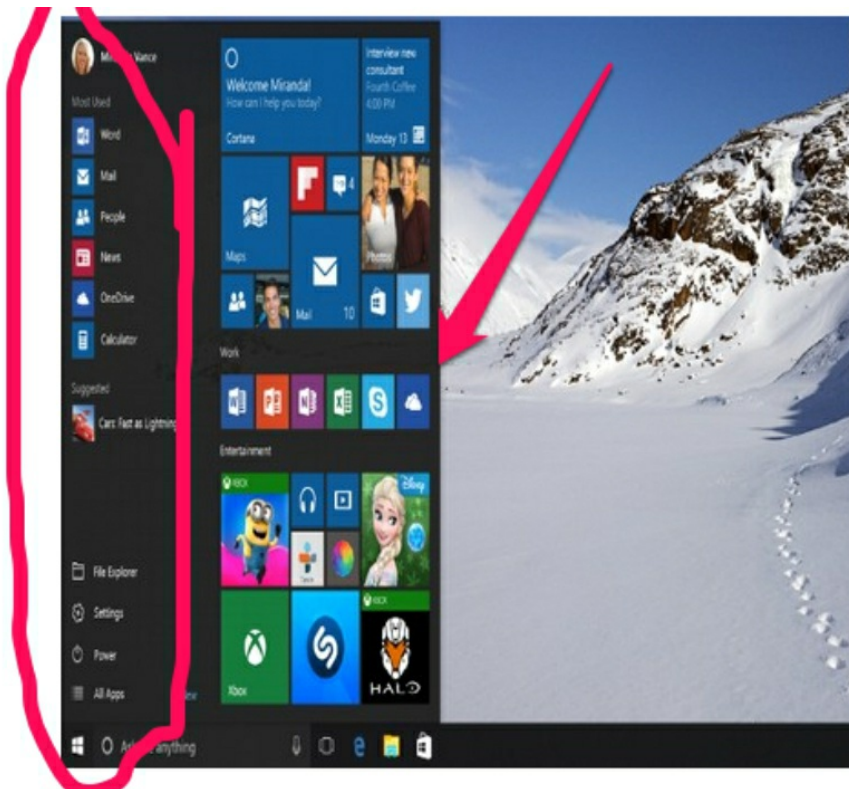
- The first step is that you can use your mouse to click the windows icon at the lower-left corner of the taskbar



- The second step: you can also press the Windows key on your keyboard



On the screen of your PC, the windows 10 start menu will display or you will see two panes features after clicking on the icon or keyboard, one on the left side and right side.



Circle one is the left pane features while the one with arrow direction is the right features pane.

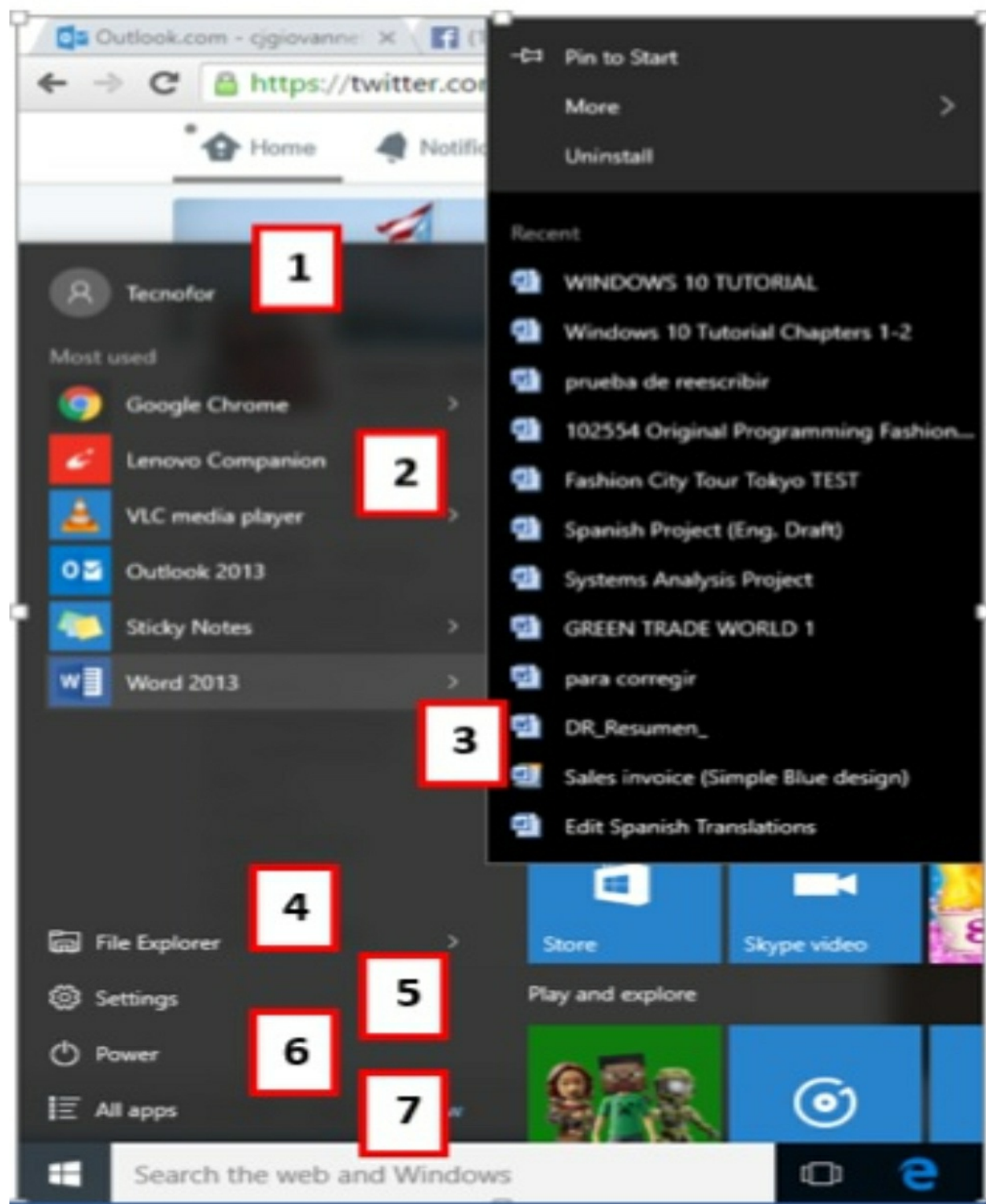
Toggling Between Tablet and Desktop Mode

There are several things that you can do from here and you can switch between a desktop mode or tablet mode to do them. Let us explore what you can do among the left features panel:

1. You can click on the username at the top of the menu to change account setting or log in with another user



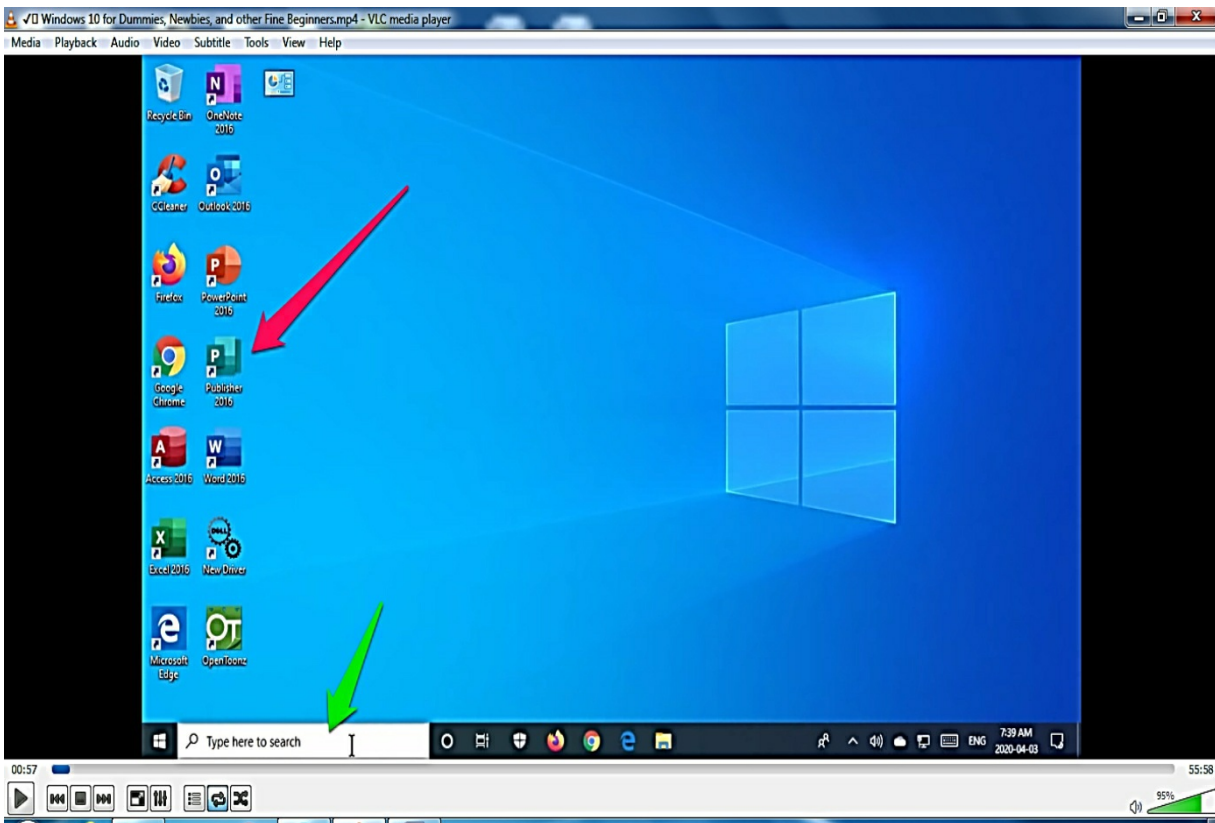
2. you can access the applications that you used more frequently
3. You can use a small arrow next to an application; will open a sub-menu with a list of recent documents opened with the application.
4. You can open File Explorer to navigate your folders and files.
5. You can also change the setting of your PC such as internet connection and change your background.
6. You can shut down your PC with different options
7. You can check all list of the applications installed in your PC.



CHAPTER THREE: THE TRADITIONAL DESKTOP MODE

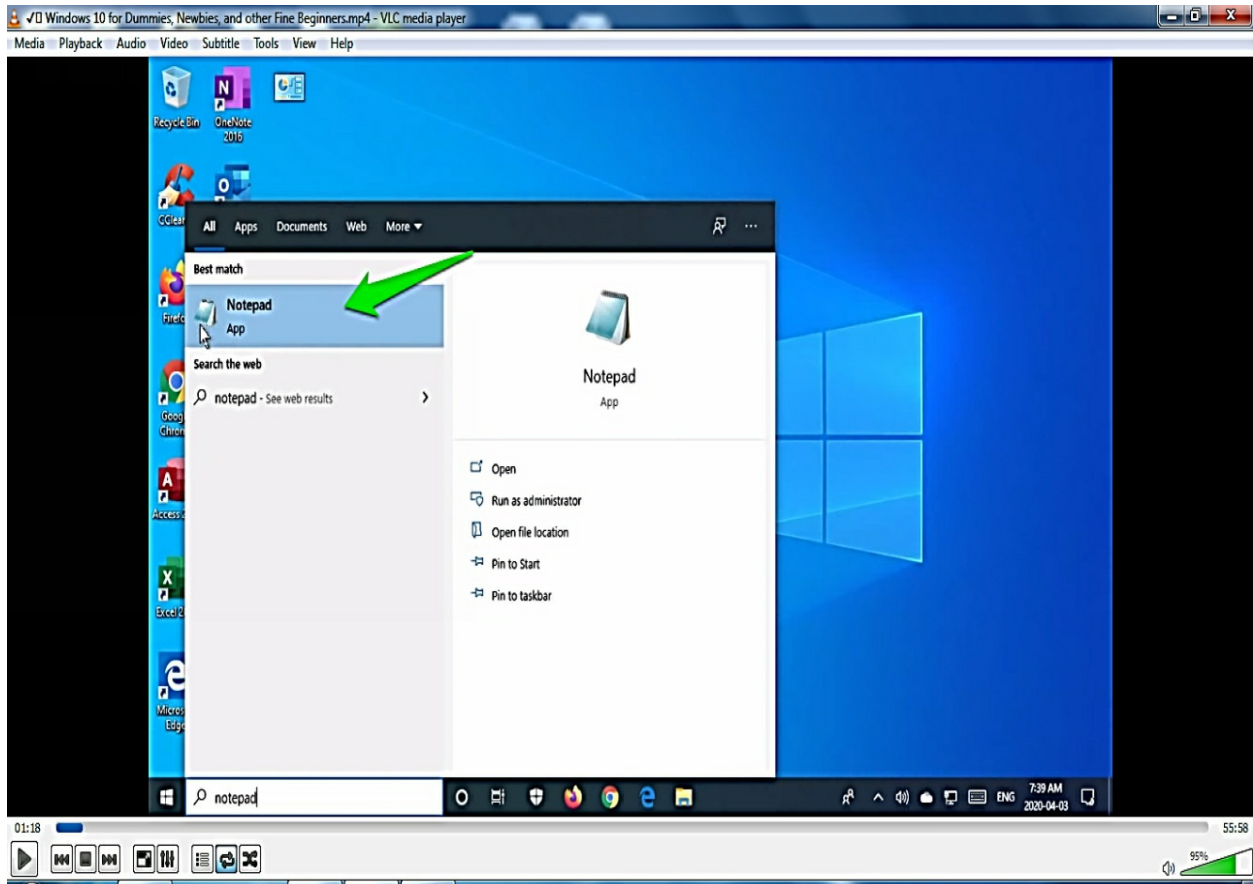
Finding The Desktop And The Start Menu

The desktop is known as a place where all apps are being stored either downloaded through any of the websites or copy through a flash drive or software disc. The apps are also known as icons. The desktop is a working area of a computer screen regarded as a representation of a notional desktop and containing icons representing items such as files, recycle bin, Mozilla firefox, google chromic, games, and any apps or icons you desire to have on the computer screen. Different apps have stored with a different function, each app has its function which helps an individual to get whatever they are looking for. On the screen below at the left side are apps been stored on the desktop.



Also where the green arrow is being signified, you will see “ type here to search” it means that you can type any name of apps or icons you want to work on or you are in need of the system. For example when you type notepad, check the image below that is what it will display, then click on the notepad.

The notepad serves as a small writing exercise book where things can be written down and save for later use.

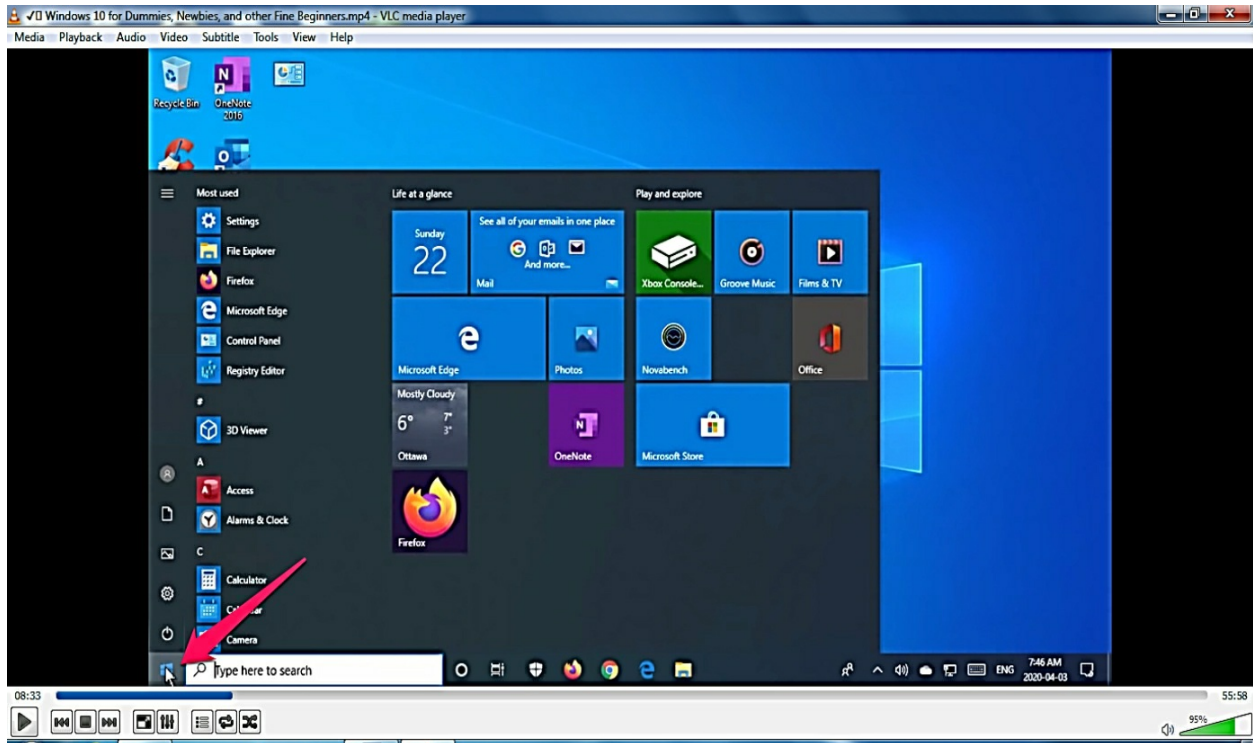


Finding Something on the Start Menu

If you are just getting started where to begin is the start menu. The start button is known as a source of anything you want to access from a computer. When clicking on the start button from the left-hand side, it will direct you straight to some list such as power, settings, pictures, document, and lastly on the top is the owner of the system.

- 1) Power
- 2) Setting
- 3) Pictures
- 4) Document
- 5) Owner

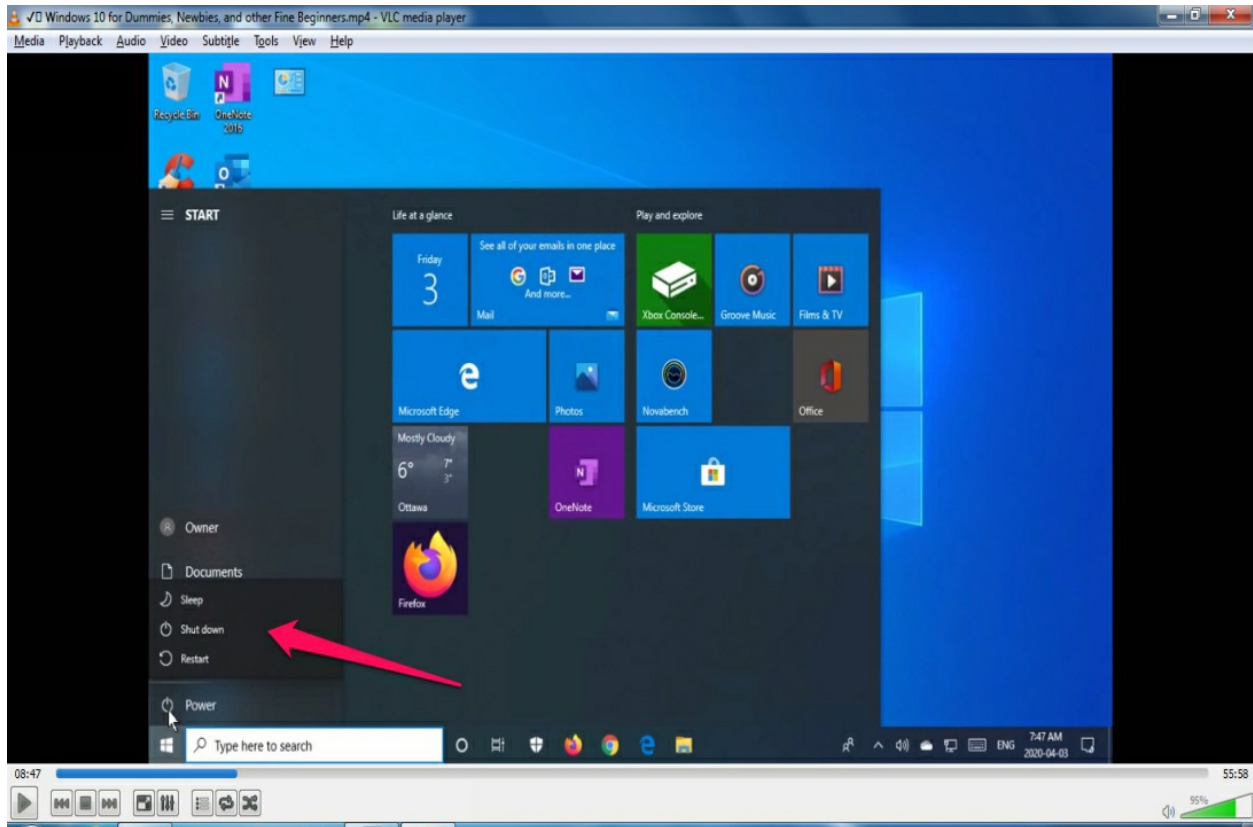
This is the list it will display after you have clicked on the start button. The arrow in pink color showed you where the start button is been located.



The power button is a button that is meant to SHUT DOWN and RESTART or put it as SLEEP MODE whenever you are done with the work on the system. This power button has different functions, when you click on the button it will display three options SHUT DOWN, RESTART and SLEEP MODE as I mentioned earlier.

- Clicking on SHUT DOWN the system will be **OFF** automatically or
- Clicking on RESTART the system will get **OFF** and restart automatically
- Clicking on SLEEP the system will still be **ON** (i.e) it will be working but not displaying anything on the screen. The screen will be dark as the system is being shut down.

The arrow in pink color on the image below directs you to the three options I mentioned above after you have clicked on the power button.

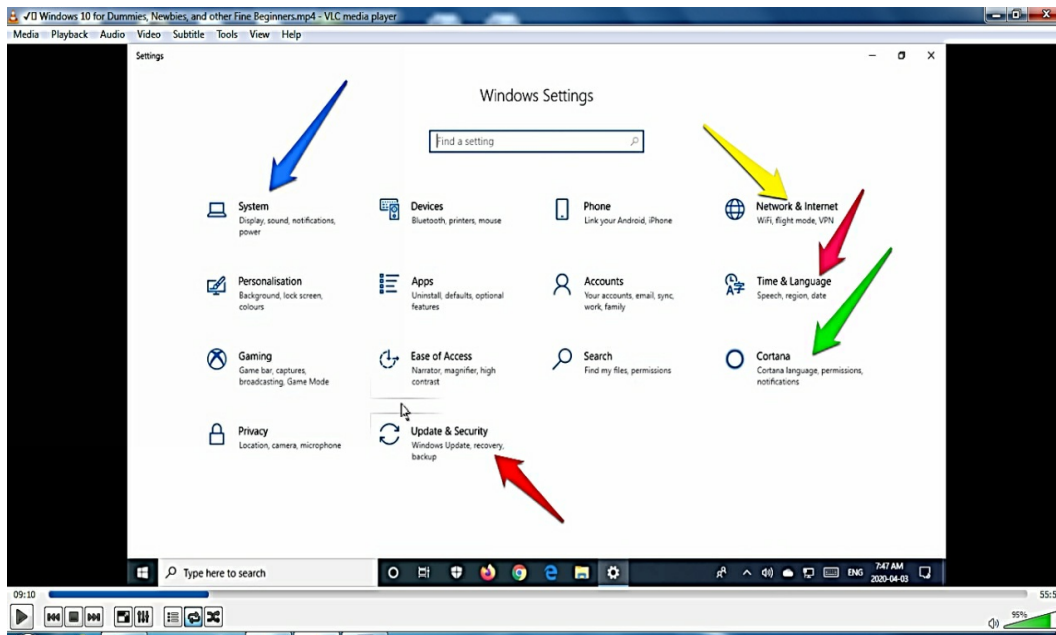


The setting is the act of making anything right or placing something in the right position it should be and make everything work perfectly. The setting is meant to adjust or correct anything that you feel like correcting on the system.

When clicking on the setting, it will display many options such as:

1. System: under the system you'd see have display, sound, notification, and power
2. Personalization: under it, you'd see a background, lock screen, and colors
3. Gaming: under it, game bar, captures, broadcasting, and game mode
4. Privacy: under this, you'd see the location, camera, and microphone
5. Devices: under it are, Bluetooth, printers, and a mouse
6. Phone: under it, you'd see "link your android phone"
7. Network and internet: wifi, flight mode
8. Apps: uninstall defaults, optional features

9. Accounts: your account, email, sync, work, family
- 10) Time and language: speech, region, date
- 11) Ease of access: narrator, magnifier, high contrast
- 12) Update and security: windows update, recovery backup
- 13) Search: find my files, permissions
- 14) Cortana : cortana language permissions, notifications



When clicking on the first option where the blue arrow is located “**setting**” or any of the options on the image above. It will take you to what exactly you want to do on the system. For setting now, it will direct you to where the sound, display, and other things of the system. For example, after clicking, this is what you will see on the screen below with a different option again. Clicking on sound, makes you to adjust the volume of the system either you want to increase the volume or not, likewise others option they are all meant to adjust.

When clicking where the yellow arrow is “ **network and internet**” in that place, it is all about how to set up your system connection to work perfectly either connecting your modem or using a wifi connection with your system.

When clicking on the next option where the pink color arrow is located in

the image above “**time and language**” they are meant to set up the time, date and any language on the system, you are familiar with, read and you’d understand.

When clicking on the next option where the green color arrow is located in the image above “Cortana “it will direct you to where to set your task for Cortana.

What is Cortana?

It is a Microsoft personal productivity assistant that helps to save time and makes an individual focus on what matters most.

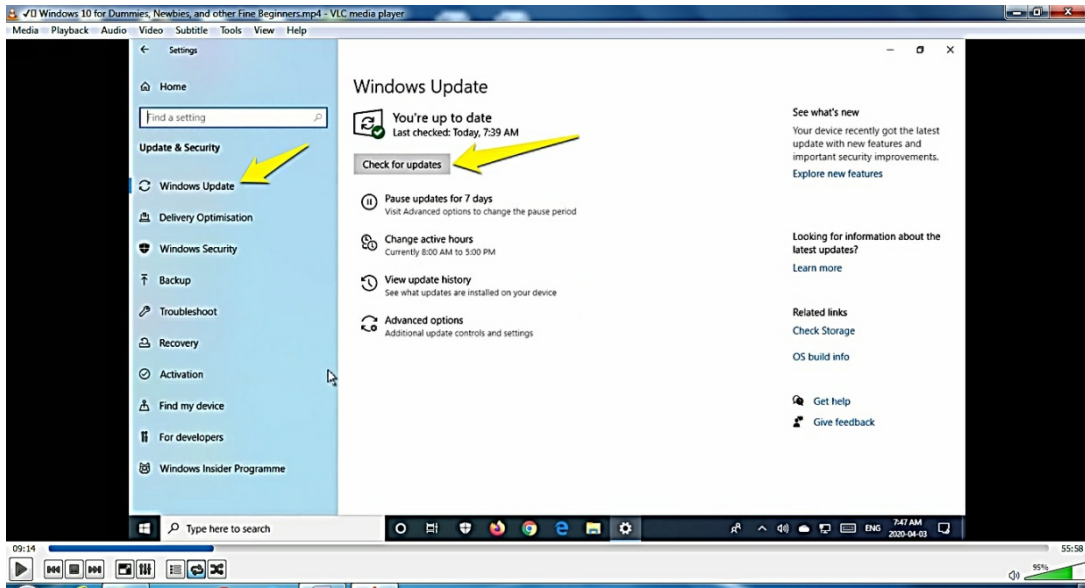
Cortana can be started by selecting the Cortana icon on the taskbar. There are several things Cortana does, these are the following things Cortana can do after is being activated

1. It helps you to manage your calendar and keep your schedule up to date.
2. It helps you to join a meeting in Microsoft teams or find out who is your next meeting is with
3. It creates and manages the list
4. It helps to set reminder and alarms
5. It helps to find facts, definitions, and info
6. It helps to open apps on your computer

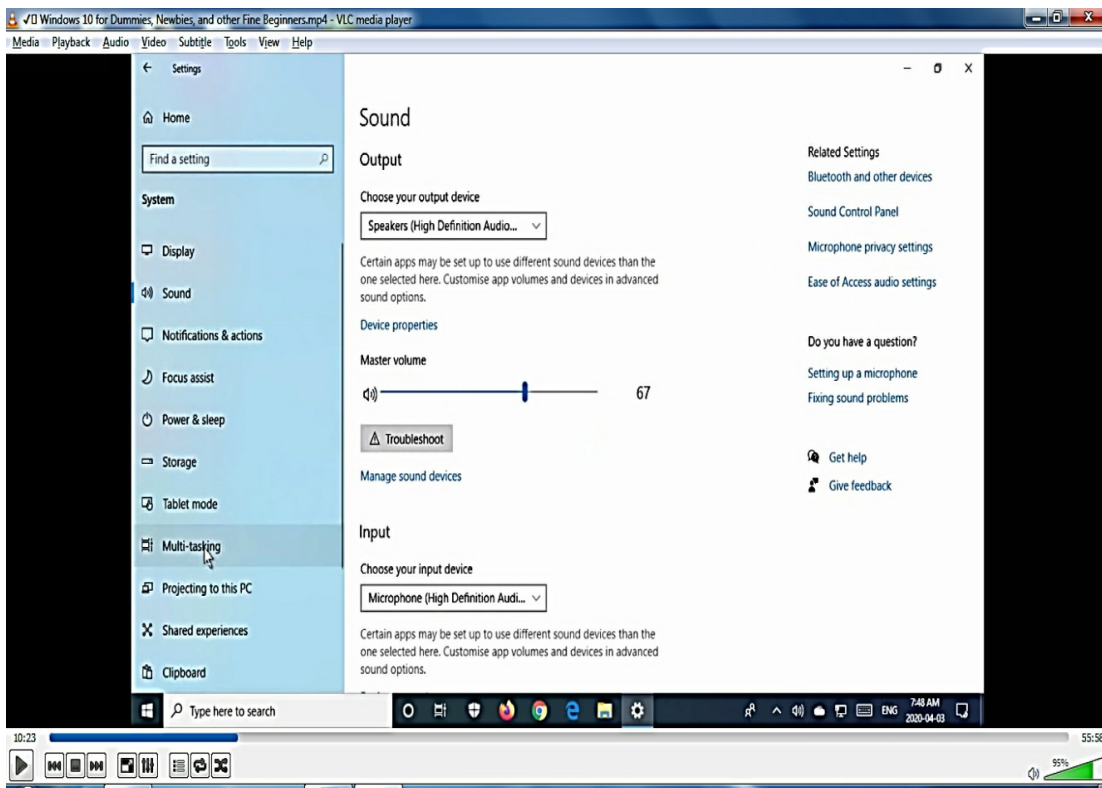
How to activate Cortana?

- Firstly click on Cortana, select the setting, then talk to Cortana.
- Secondly, under **hey Cortana**, switch the toggle to **ON**

Another example when you click on the red arrow option “ **update and security** “ this place is meant to update your windows and set up your private security of the system.



This image below is for the first option in blue arrow “ setting “



How To Create Multiple desktops

What are “multiple desktops”?

They are apps that are meant for keeping unrelated, ongoing projects organized or for quickly switching desktops before a meeting.

These “**multiple desktops**” can be created by the following intrusions:

Firstly, on the taskbar’s click on it, select task view and then click the words Add a desktop will appear above the taskbar. Then a tiny desktop thumbnail will immediately appear along the screen bottom edge.

Secondly, open the apps you want to use on that desktop. Click the thumbnail of the new desktop, and your second desktop fills the screen.

How to switch between desktop

What you need to do, just click on the **task view bottom**, your miniature virtual desktop windows will appear or display, then click on the one you desire.

To check or see virtual desktops currently open windows:

Just click the task view button and a miniature desktop will appear along the screen bottom edge. The screen will change to display thumbnails of the desktop open windows.

To recheck a window on any desktop, what you need to do, just click the windows thumbnail.

How to close unwanted or desktop open

Click the task view button and the next thing is to click the **X** in the thumbnail of the desktop.

Setting up virtual desktops

Click the task view button, and then a screen that has been showing will appears. Click the plus sign icon + from the screen bottom right corner.

Keyboard shortcuts

Ways to make your keyboard keys combinations allow you unlock faster access among Windows 10’s notable new features.



This image above and below will teach you how to access the keyboard conveniently. For example when pressing on your keyboard directed from the image above. It will immediately display whatever you desire to see base on what you pressed.

Pressing “**blue button + ctrl in red button + D** “the three buttons are meant to open or spawn a new Virtual Desktop and be switched to it.

Pressing “**blue button + A** “Is meant to open windows 10 notifications due to “**A**” Action Center

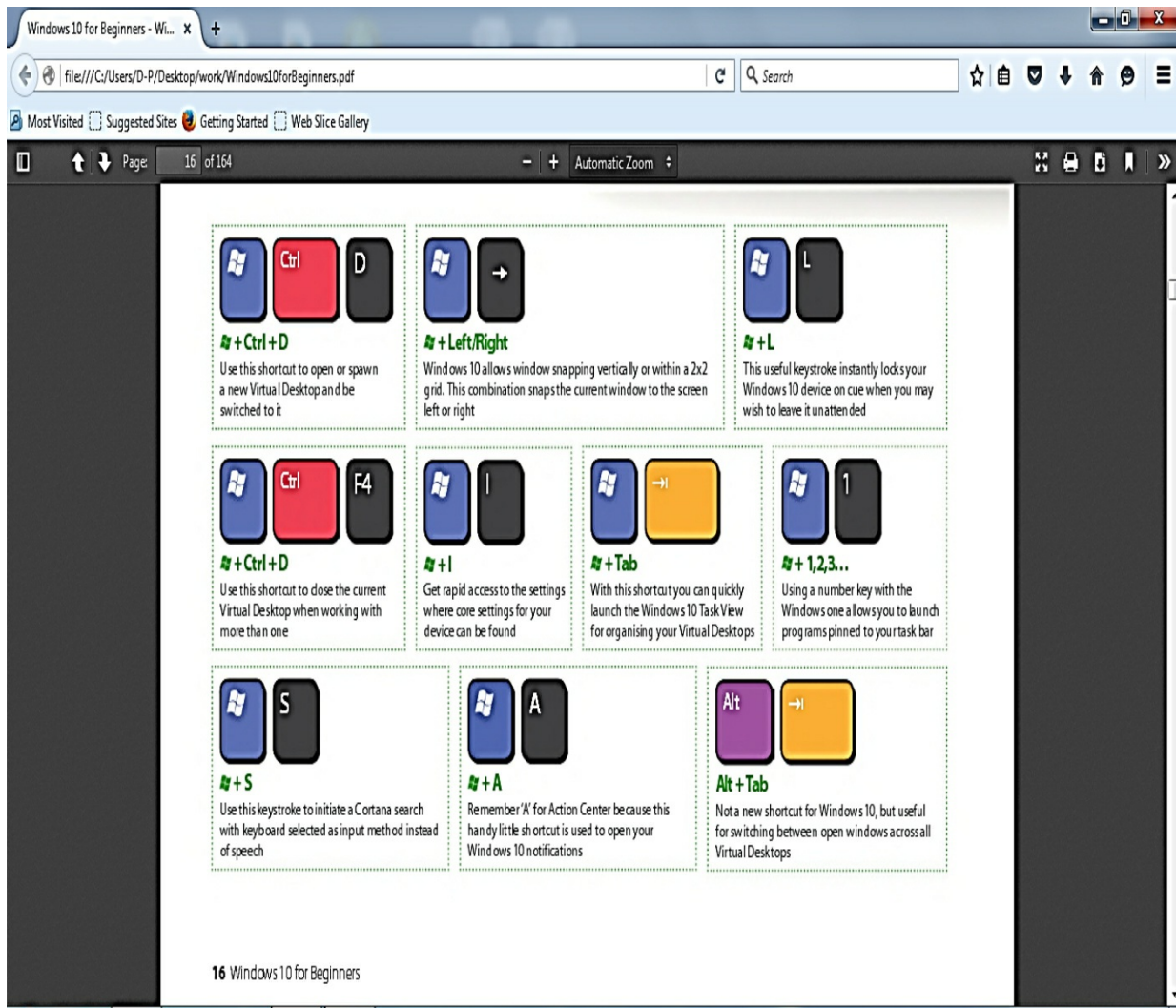
Pressing “**blue button + ctrl the red button + F4** “The shortcuts are meant to close the current virtual desktop when working or open more than one desktop.

Pressing “**blue button + tab the orange button** “the shortcut is meant to launch the windows 10 Task view for organizing your virtual desktops.

Pressing “**purple button + tab the orange button** “ it meant for switching between open windows across all virtual desktop.

Pressing “**blue button + S** “**this** shortcut keyboard is used to initiate a Cortana search as an input method instead of speech.

The image below gives a better illustration of how those keyboard is being accessed for faster operation on the system.













Windows 10 for Beginners - Wi... x +

file:///C:/Users/D-P/Desktop/work/Windows10forBeginners.pdf

Most Visited Suggested Sites Getting Started Web Slice Gallery

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 Alt + F4 When on your Windows 10 desktop, this keystroke opens the Power dialogue to shut down, restart, sleep or switch user	 Win + Ctrl + Left/Right While working with multiple Virtual Desktops, alternate arrow keys switch between the previous or next desktop	 Ctrl + A Windows 10 now has shortcuts for the Command Prompt, enabled via Properties. This combo selects current line text or all text	
 Win + E Use from the desktop to open Windows Explorer and browse your system files rapidly	 Alt + Spacebar Still working in Windows 10, this old shortcut allows you to minimise, maximise or close the current active window	 Win + D This shortcut minimises all windows within the current desktop space	 Win + Q Use this combination instead to initiate a Cortana search with speech input
 Win + Up/Down This combination will snap the current window to the screen top or bottom	 Ctrl + C, Ctrl + Insert This pair of shortcuts copies the selected text to the system clipboard	 Ctrl + V, Shift + Insert Use this pair of Command Prompt shortcuts to paste the copied text from the clipboard to the cursor	

Windows 10 for Beginners 17

PART 2

CUSTOMIZING AND UPGRADING WINDOWS 10

Chapter Four: How To Customize Settings In Windows

If you want to use windows 10 on your PC's, one of the first things you'd need to do to maximize the functionality of the windows and enjoy seamless operation is to upgrade to the latest version of the windows

1. Connect to Wi-Fi
2. Open an account with Microsoft
3. Add a password to protect your account
4. Improve your security
5. Change your desktop image
6. Personalize the start menu
7. Customize your pc setting to suit your desire
8. Use the control panel to manage the system setting
9. Set up the windows firewall
10. Set up the windows defender

How Windows 10 can be upgraded

There are several ways to install windows 10, windows 10 can be obtained through clicking on update and it will automatically download the version on the pc and then install it.

It can also be installed through the use of a disc that is you insert your disc through the DVD Rom drive that contains the softcopy of windows 10.

Note: before the installation, ensure you backup your pc, because of those important files needed on your pc such as videos, pictures, music, etc.

Before starting any of the Upgrade From Windows 7 or 8, Make sure you're up to date with the latest version.

Windows 10 Upgrade Options

There are several ways to upgrade to Windows 10 on your PC whether you just purchased a Windows 10 PC, or you are upgrading from any of the

previous versions of Microsoft Windows (Windows 7 or 8) you can do that through any of the following methods:

- Direct download
- USB Disk Installation

Upgrading To Windows 10 Via Direct Download

1. Type this website on any of your browser:
<https://www.microsoft.com/en-us/software-download/windows10>
2. Click the "Download Tool now" button

Get Windows 10

Looking to upgrade this PC?

Qualified Windows 7 or Windows 8.1 devices can upgrade for free.

Click the Upgrade now button to begin the upgrade. Click [here](#) for information on qualified editions.

[Upgrade now](#)

Privacy

Need to create a USB, DVD or ISO?

If you need to install or reinstall Windows 10 using a USB or DVD, you can use the media creation tool below to create your own installation media with either a USB flash drive or a DVD. The tool provides file formats optimized for download speed and can be used to create ISO files.

If you're on an **Enterprise edition**, the media creation tool and the Upgrade now button above won't work for an upgrade. Please see the [Volume Licensing Service Center](#) for more information.

[+](#) Before you begin

Important

- To upgrade for free, select the **Upgrade now** option at the top of this page.
- We recommend using the media creation tool on a PC running Windows 7 or Windows 8.1. If you run this tool on a PC running Windows 10, it can overwrite temporary files that are needed if you ever want to go back to your previous operating system.

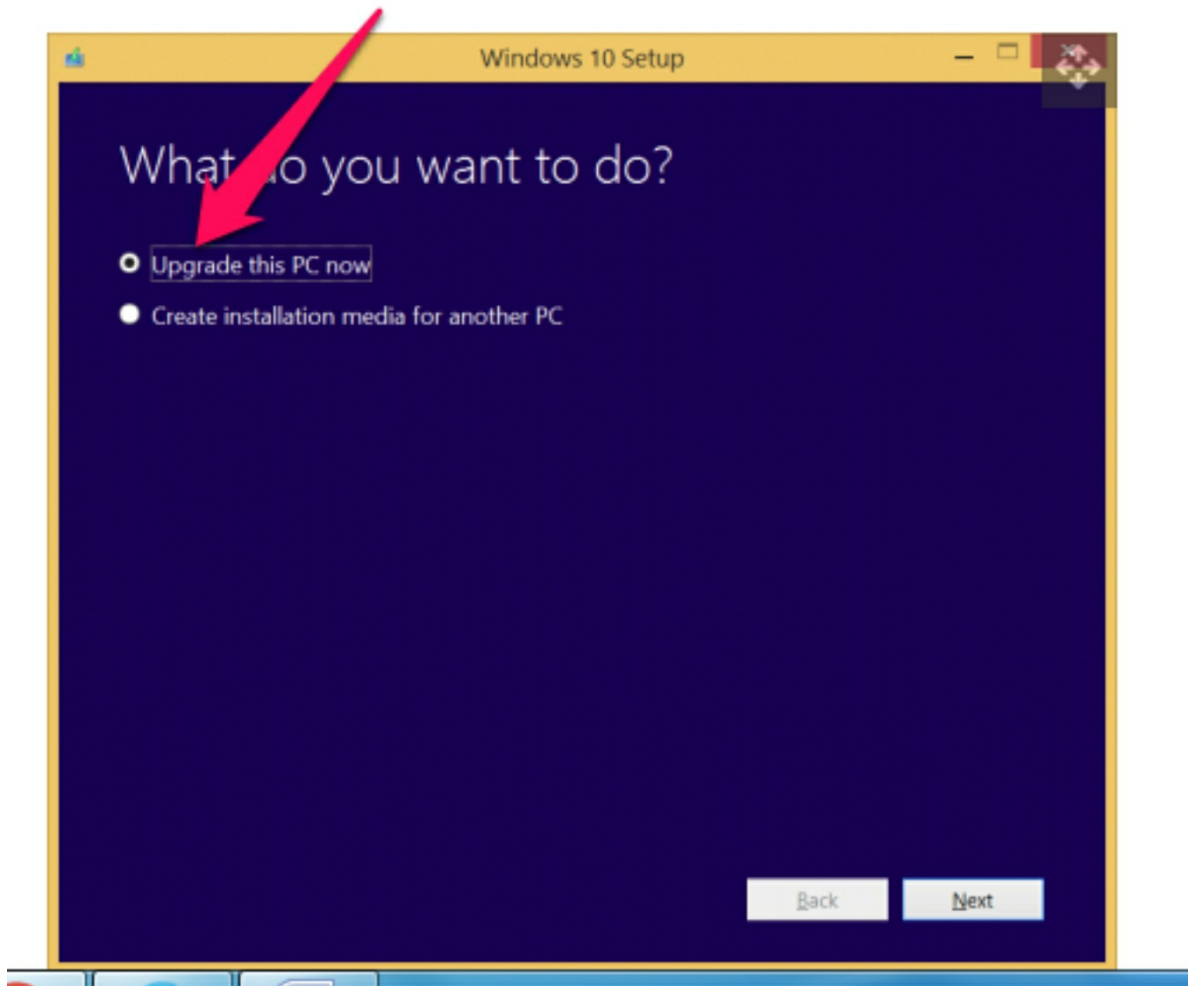
[Download tool now](#)

Privacy

3. Launch the Download Tool

4. Click **Select Upgrade this PC Now** if this is your first time you are just installing on this computer and want to do it right now. However, if you want

to create your own USB or DVD media, see the section below on "How to Create Windows 8 Install Media." Though it requires a few extra steps and a blank Flash drive or disc, creating your own install media allows you to not only install on multiple computers but also reinstall on your current computer if something goes wrong.



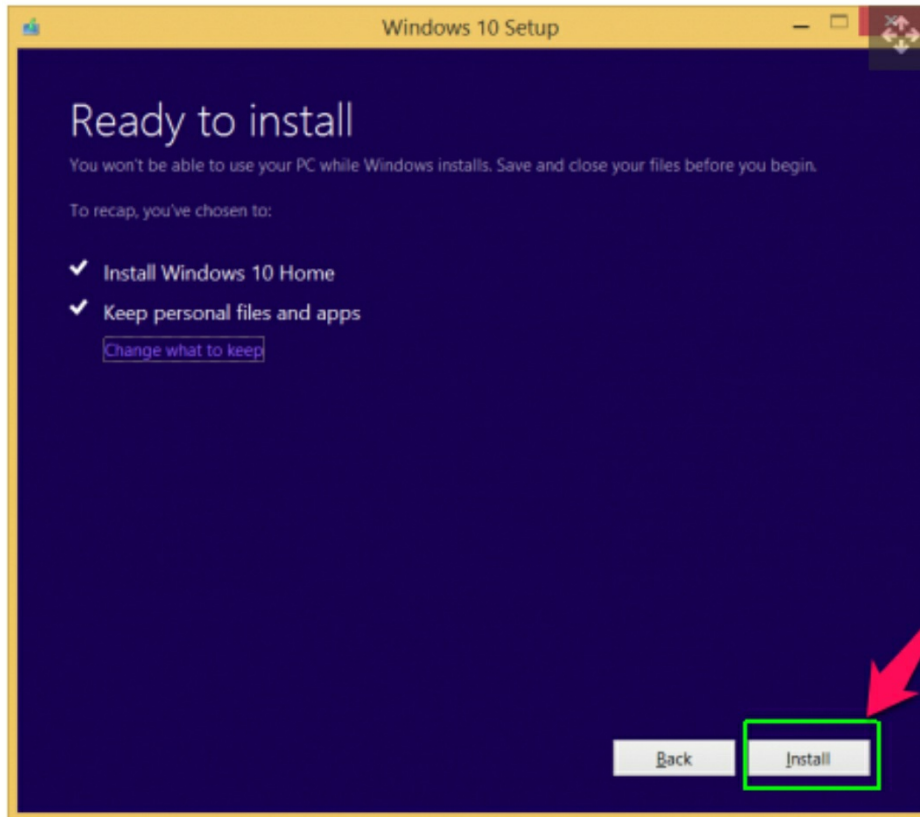
Then press next to proceed with the downloading.

This tool will take a while when downloading the software, especially if when you have a slow Internet connection you should be patient enough to allow the downloading to complete. After it downloads, the software also goes through a preparation process and downloads some more files, all of which takes time, it may take as long as an hour even on a high-speed connection.

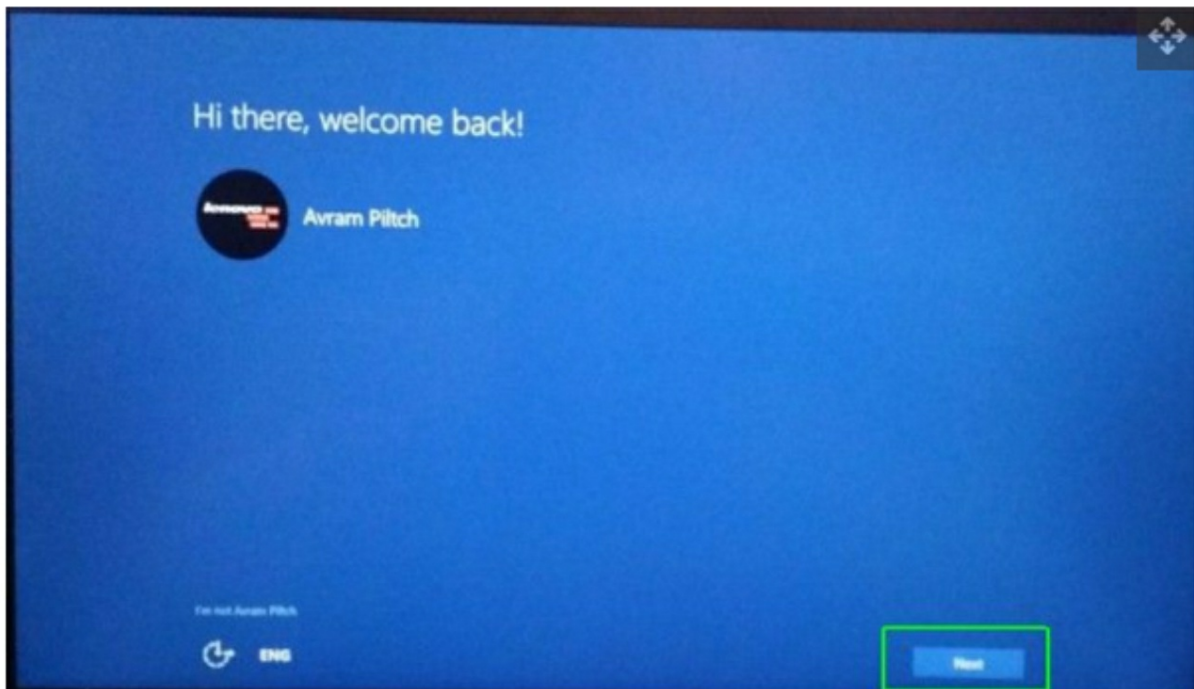
5. **Click Accept** on the license terms screen. Wait again as the software checks for updates. You may want to walk away, as this also takes several minutes.



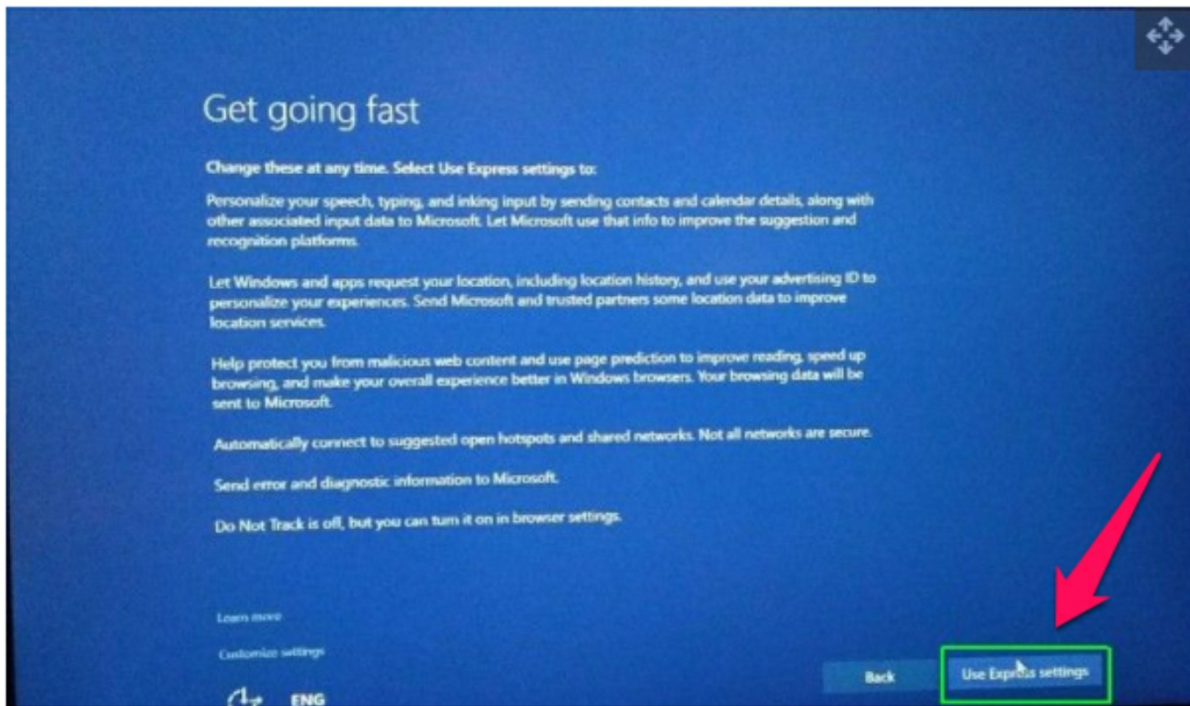
6. If you are upgrading from Windows 7 make sure to select **Keep personal files and apps** or the upgrade won't work. Then **click the Install button**. Wait till 20 to 30 minutes for the computer to copy files. The system will reboot several times.



7. **Click Next** at the login screen.
It will direct you to this image below



8. **Click Use Express settings.** You can always change some settings later



9. **Click Next** on the "New apps for the new Windows" screen. The computer will ask to finalize your settings, and then it will direct you to the Windows 10 lock screen.

When installing from a DVD disc, there is an option to upgrade an old version of Windows, but Windows must be running to use it



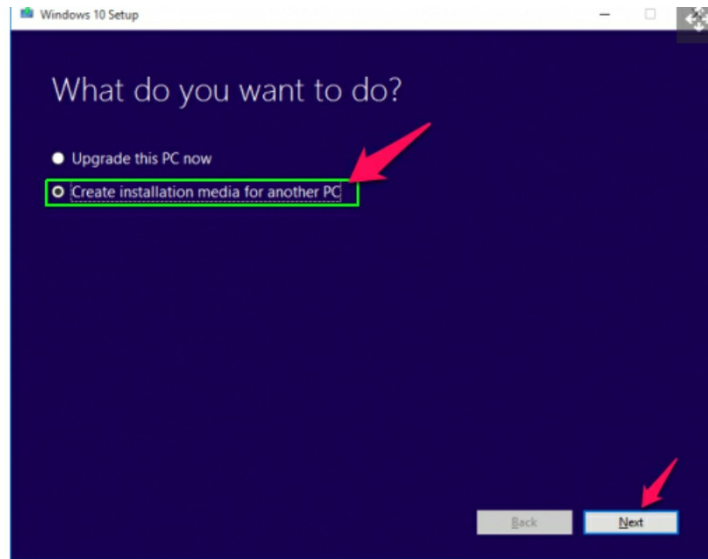
10. **Log in to your computer.** Windows 10 will take another couple of minutes to do an initial setup and then it will take you to the Windows desktop.

How to Create Windows 10 via USB Install Disk.

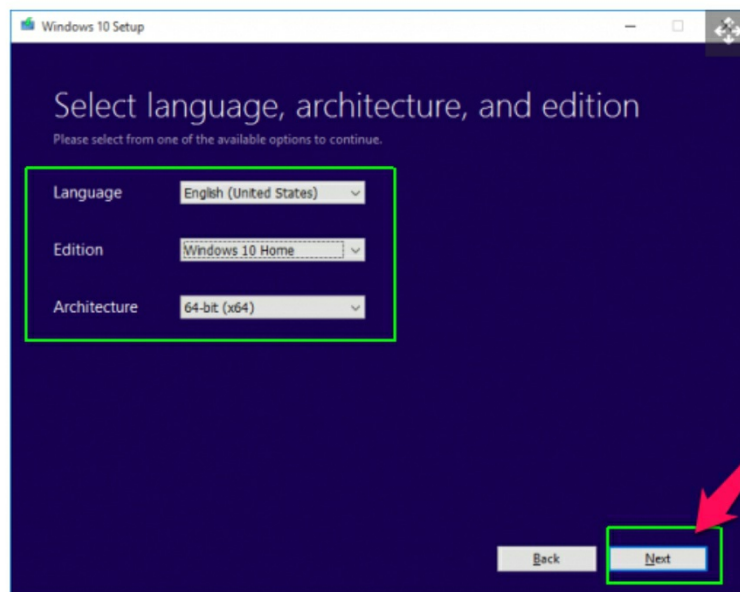
If you have a 4GB or larger USB flash drive or a blank DVD handy (and you still use an optical drive), you can create your own Windows 10 install disk. Having your own disk allows you to run the upgrade on multiple computers without waiting an hour for a fresh download. You also have the option of doing a clean install or running the upgrade a second time if you run into problems later. Here is how to create a Windows 10 install disk.

Before you begin, make sure to insert your flash drive into one of your USB ports. Be aware that all data on the drive will be erased.

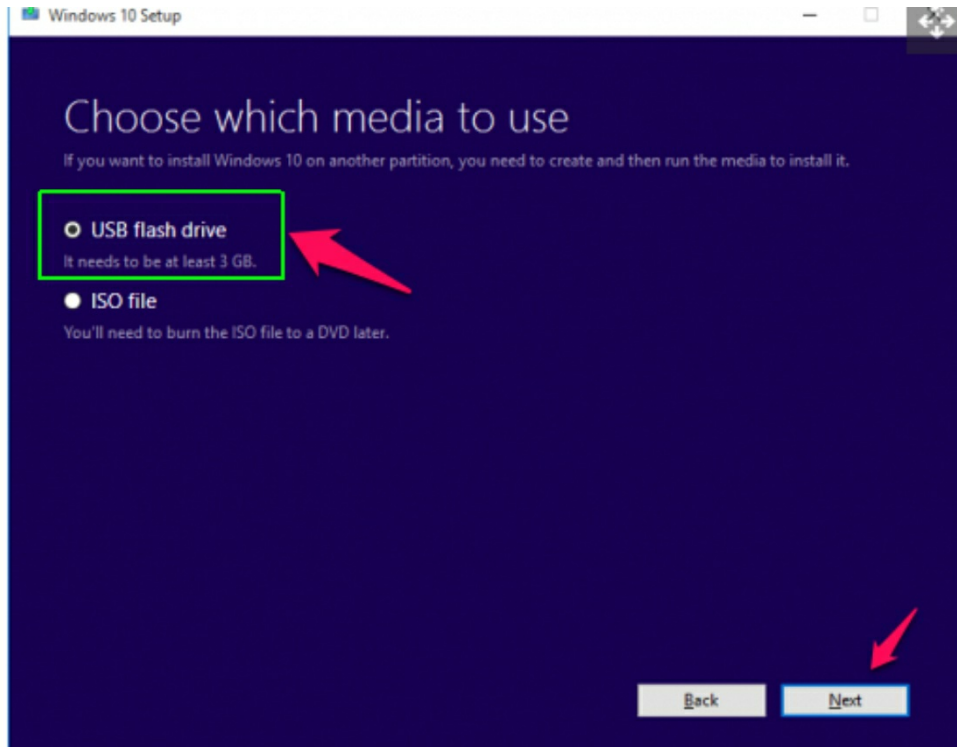
1. **Follow the steps from 1 -3 above**, installing the Download tool and launching it.
2. **Select "Create installation media and press next.**



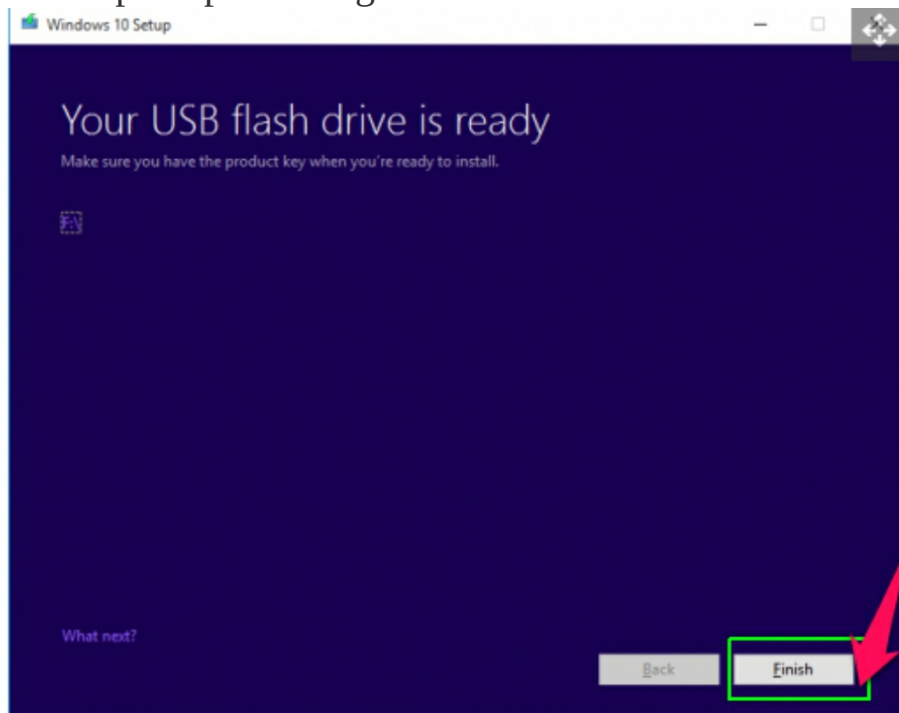
3. **Select the language, edition, and architecture (32 or 64 bits) of Windows.** Make sure your selections match those of the computer(s) you wish to upgrade. So, if you currently have Windows 8 Home (64-bit), choose Windows 10 Home 64-bit.



4. **Select a USB flash drive.** If you plan to burn this to DVD instead, select ISO file and, after the process is over, you will have to use a DVD burning program to write the ISO to disc.



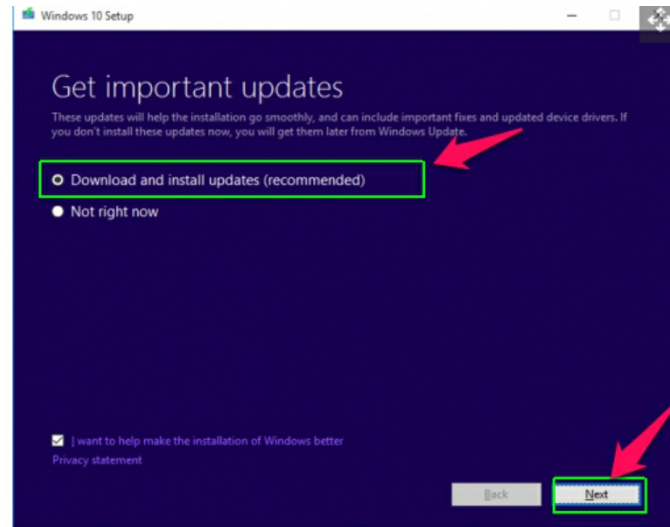
5. **Click on Finish**, during the process it will show you it is completed. If probably you didn't plan to install Windows 10 right away, you can remove the drive and stop the processing here...



6. **Launch setup.exe** on the flash drive to start the upgrade process.

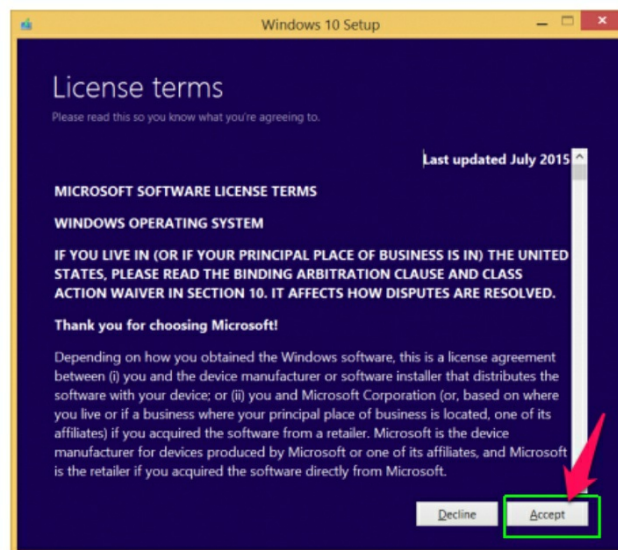
7. **Select "Download and install updates"** and click next. If you are in a big

hurry, choose "Not right now." Wait several minutes for the updates to download.

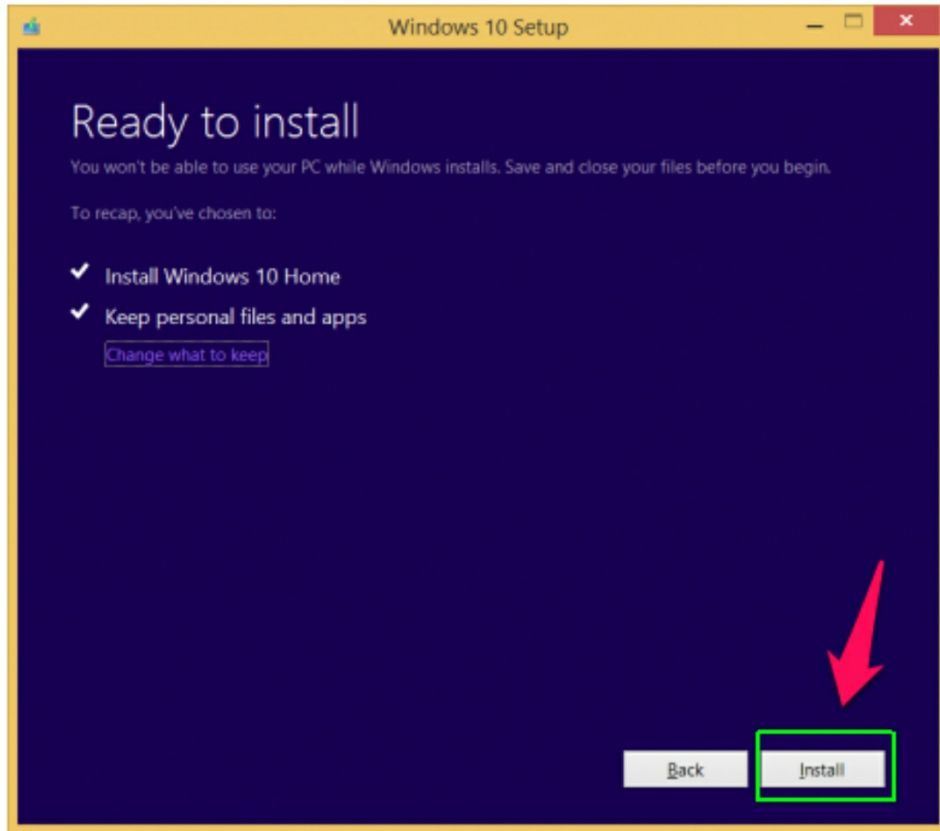


If the software asks you for a product key, you are using the wrong version of Windows 10 to upgrade. For example, you might be attempting to install Windows 10 Home over your existing Windows 8.1 Pro or vice versa. The following steps are the same as if you install via direct download.

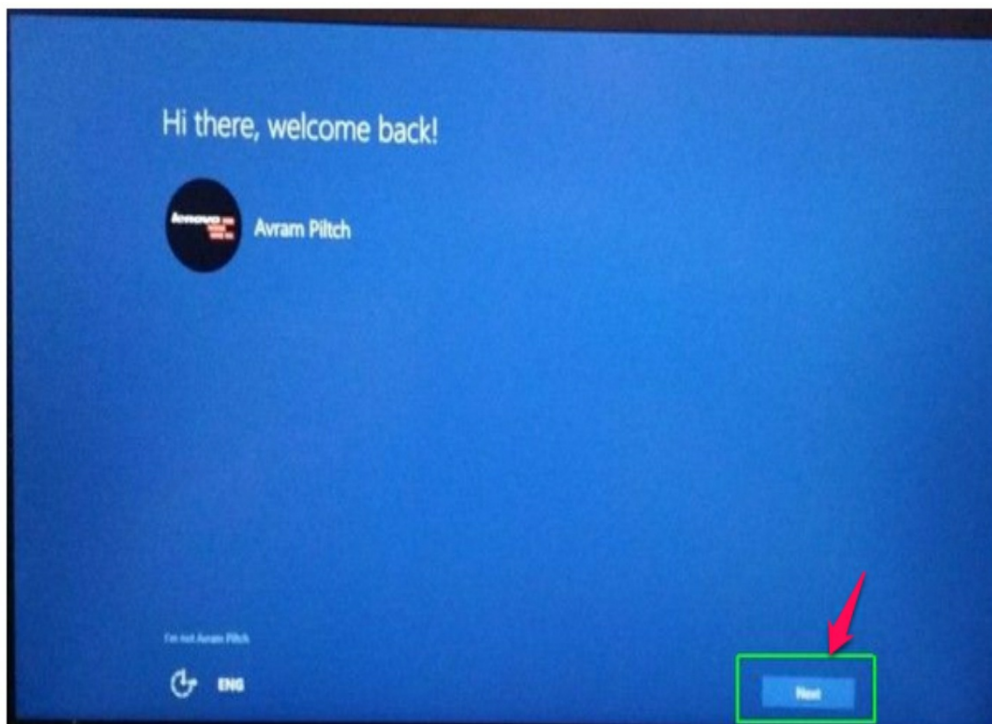
8. **Click on Accept.** The software will take a couple of minutes to check your system.



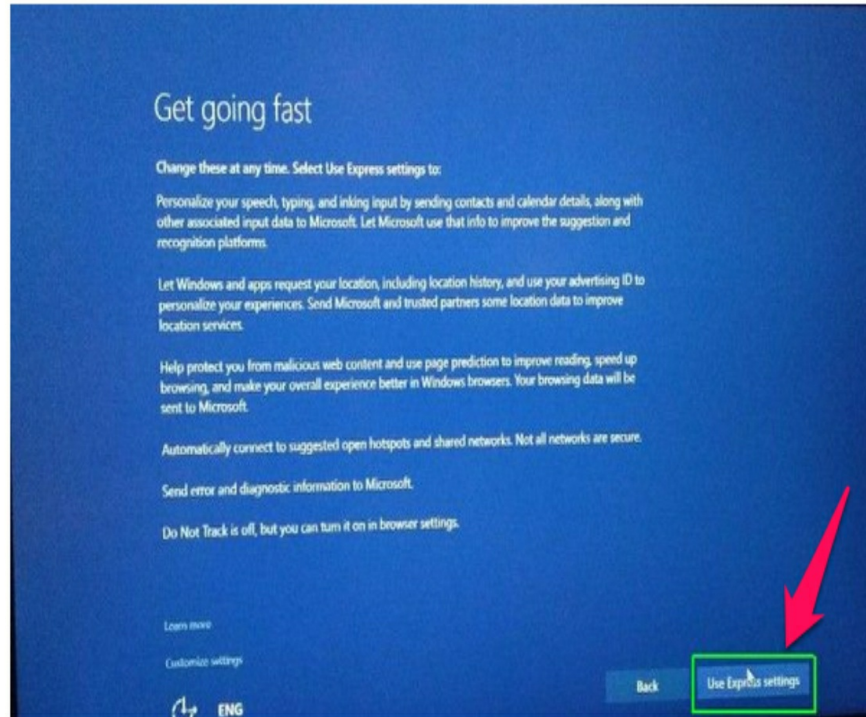
9) **Click on install:** you can leave it for about 30 minutes. The PC screen will display your username after the Operating system has finished installing.



10) Click the next button on the screen



11) select use express settings



12) click the next button again from the screen



13) Now login to your PC



- Starting the installing: Use windows update or run setup exe from windows DVD, then select download and install updates during the installation.
- Check whether all are perfectly working well: before windows 10 installs, make sure the setup check is taking, in order to know if the PC is capable of running it. If the PC is not, it will give you a notification of the problem.
- Confirmation of the process: in this stage, it is the last chance whether you are ready or you want to proceed with the installation. If definitively you want to proceed, then click install.
- During the process, there will be a short break: Microsoft begins to install and it will take some period of time to install.
- After the installation, return to windows: if it is upgrading, it will bring an existing user account from windows 7. You will be asked to create another account.
- Use express settings: just click next and then on the next screen, click us express settings. Ensure you ignore any customize settings option
- Choose default apps: click next and use the default setting for photo and web.
- After default settings, your pc setting and software are migrated to

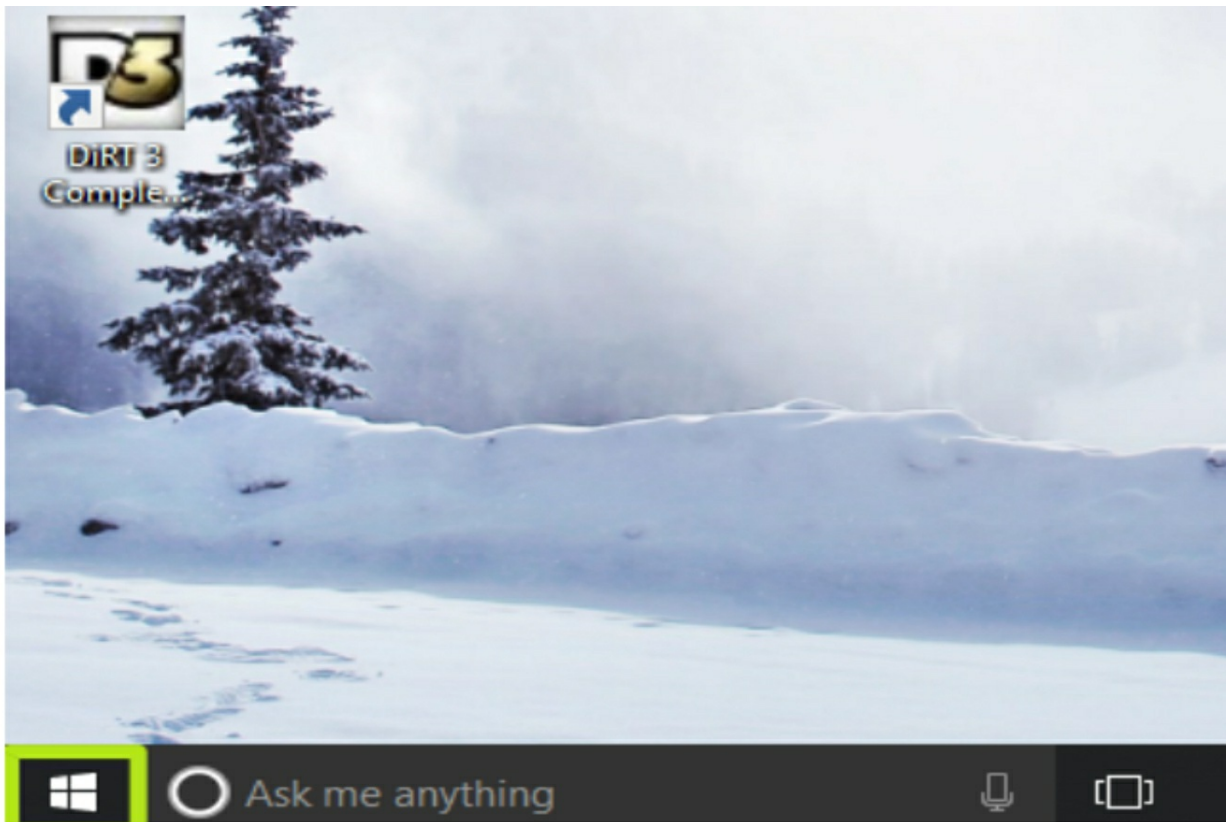
windows 10 during the upgrade and the desktop shows up and ready to use.

CHAPTER FIVE: HOW TO CHANGE SCREEN RESOLUTION IN WINDOWS 10

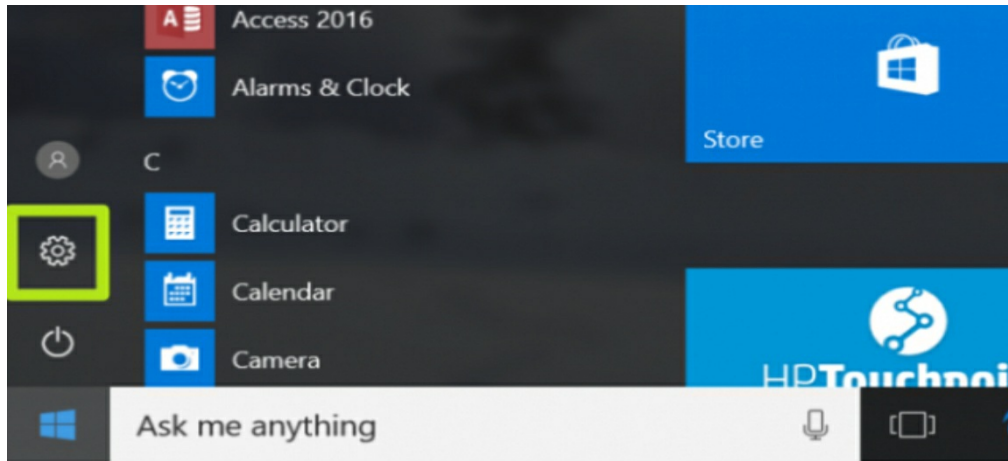
If you want to change the display resolution setting on your Windows 10 PC, it's not hard once you have the know-how. Whether you want to try a sharper resolution on a laptop that defaults to a lower option or need to change it back to the recommended size from a less-than-stellar option, we've got your back.

Here, I'll show how to change your display setting. We recommend that you choose the recommended one and adjust your font and icon sizes to suit you.

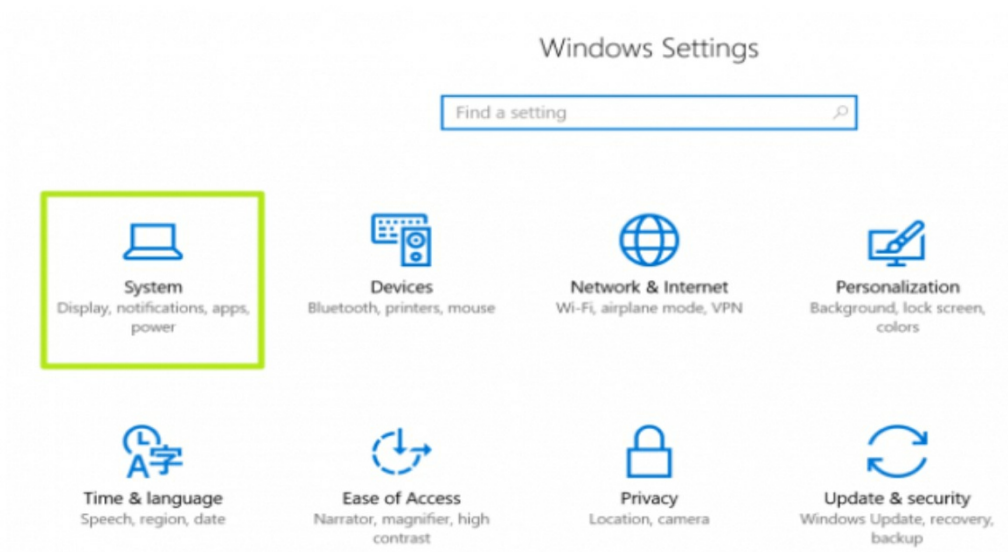
- a. Click the Start button.



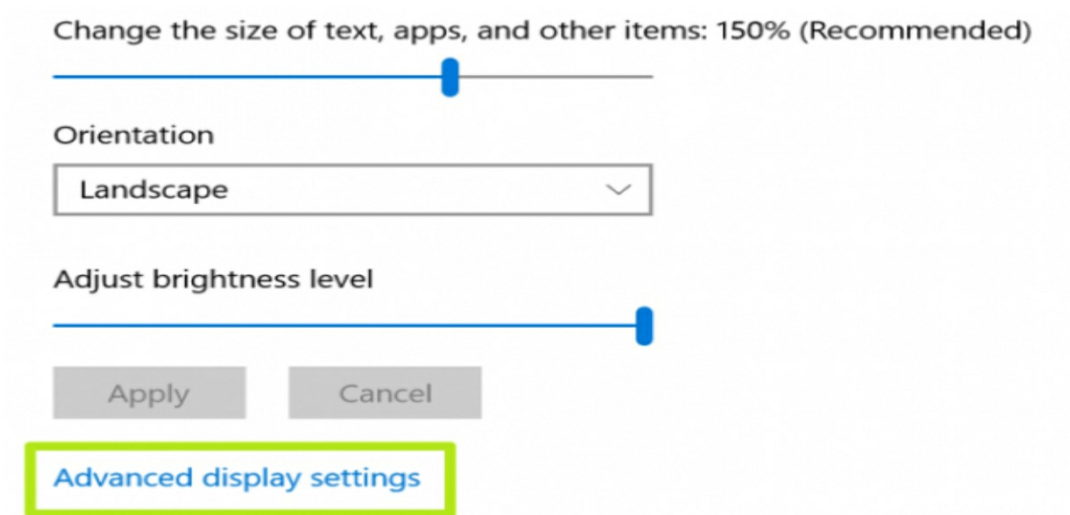
- b. Select the Settings icon.



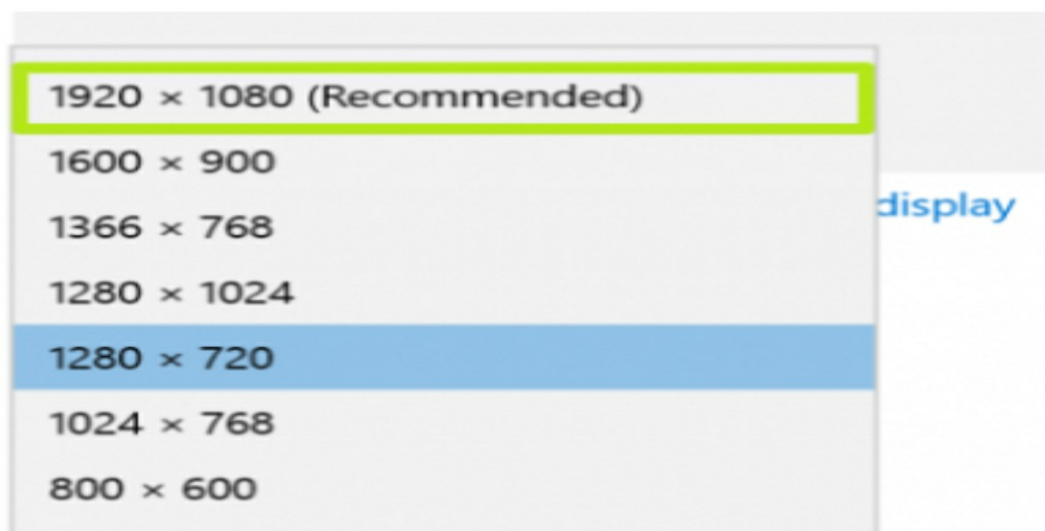
c. Select System.



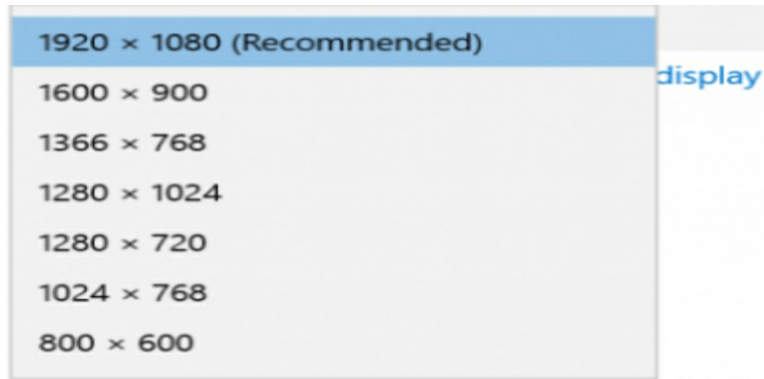
d. Click advanced display settings.



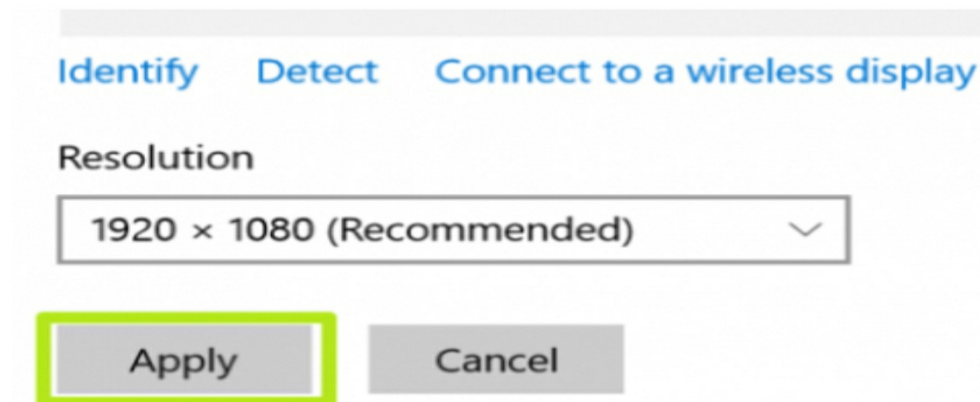
e. Click on the menu under Resolution.



f. Select the option you want. We strongly recommend going with the one that has (Recommended) next to it.



g. Click Apply.



You've changed your display resolution.

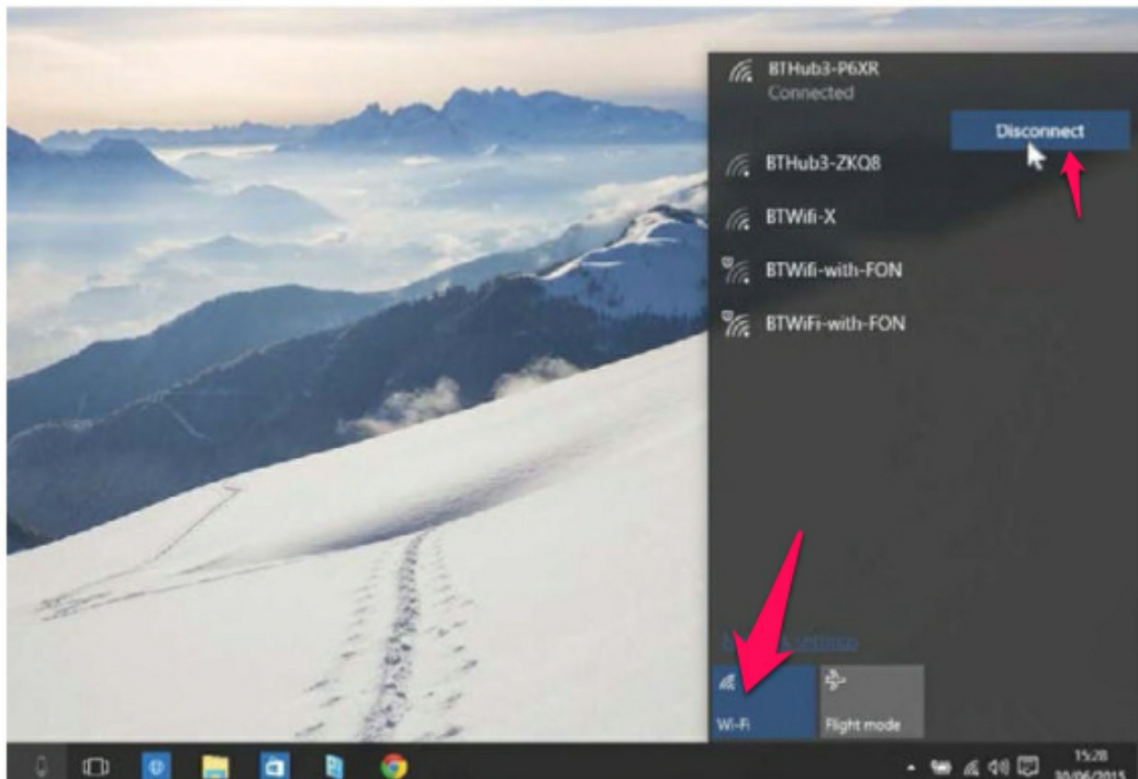
Chapter Six: Connecting Your Computers To With A Network

How To Connect To Wi-Fi

Internet access is an essential feature nowadays all over the world, which people cannot do without it. Firstly what is WI-FI? Wi-Fi is a wireless networking technology that allows devices such as computers (laptops and desktops), mobile devices (smartphones and wearable), and other equipment (printers and video cameras) to interface with the Internet. It allows these devices--and many more--to exchange information with one another, creating a network.

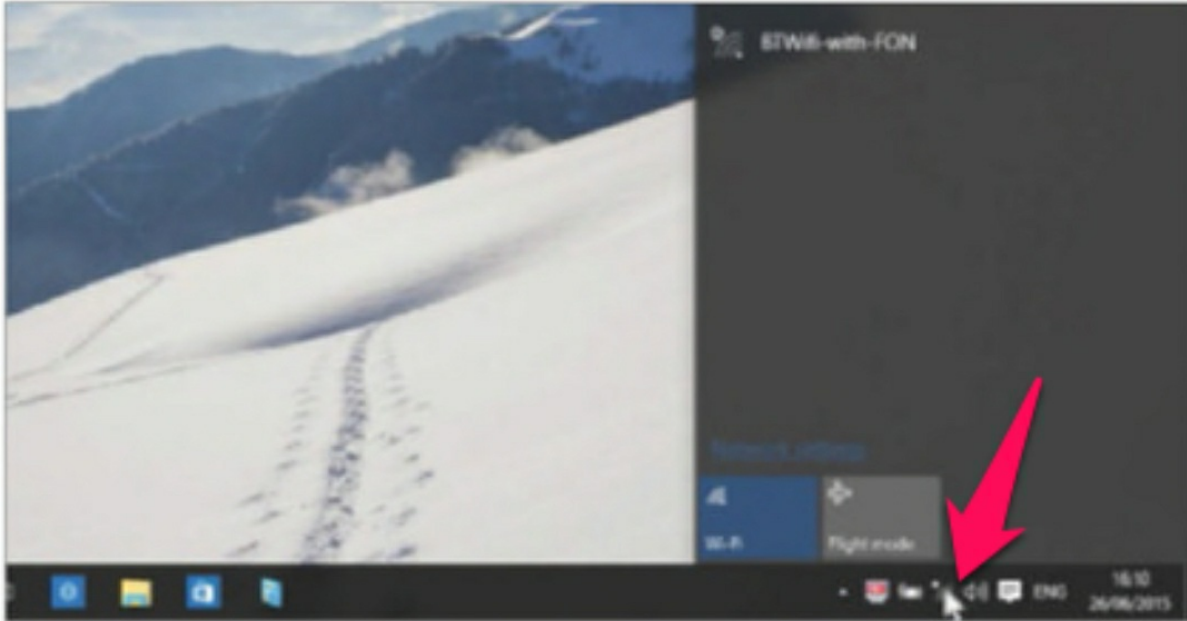
Internet connectivity occurs through a wireless router. When you access Wi-Fi, you are connecting to a wireless router that allows your Wi-Fi-compatible devices to interface with the Internet.

After you have installed windows 10 and you want to make use of a wi-fi connection, just go to your home Wi-Fi connection and switch on the wireless wi-fi. Immediately your wireless wi-fi detects any free network around the environment. Then it will notify you of any network around your pc, then select any hotspot displayed, click connect and you are good to go for the internet connection.

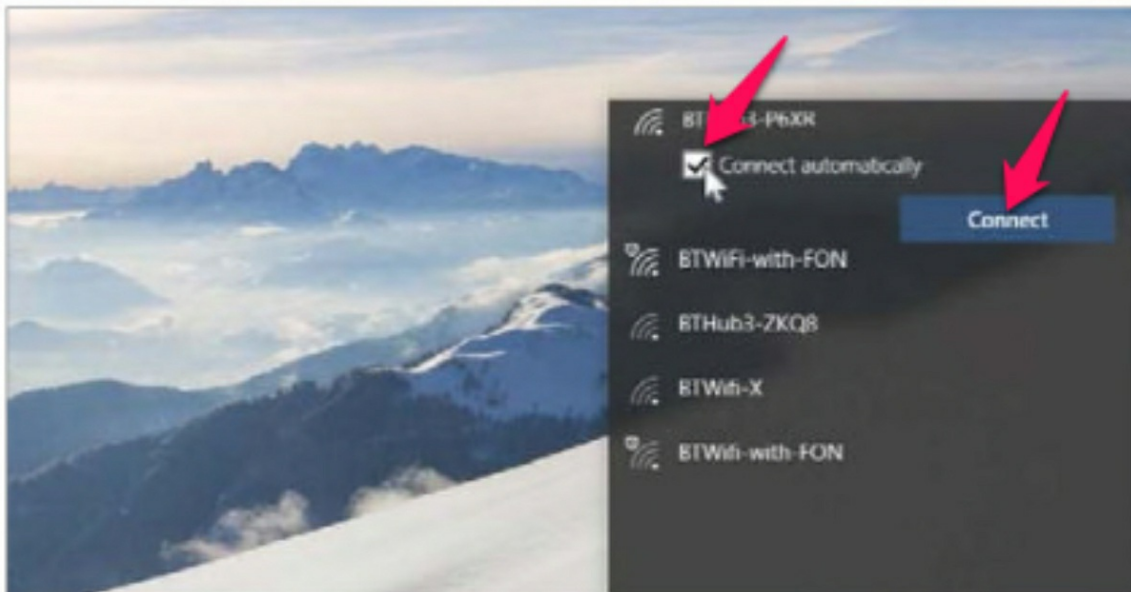


Windows 10 has given wireless networking a new displayed

- Checking the network: the direction of the mouse arrow over the wireless network icon at the right side of the taskbar and message shows by indicating if your PC has a connection around or if connections are available. The icon at the right side is meant to view the network that is within the environment that reaches the computer after you have clicked on the icon.



- Choose a network: several networks may be displayed or listed with different names. Just click on the one you want to connect to and there is an option to connect automatically. If probably this is your home or works wi-fi, tick before clicking the connect button below the name.

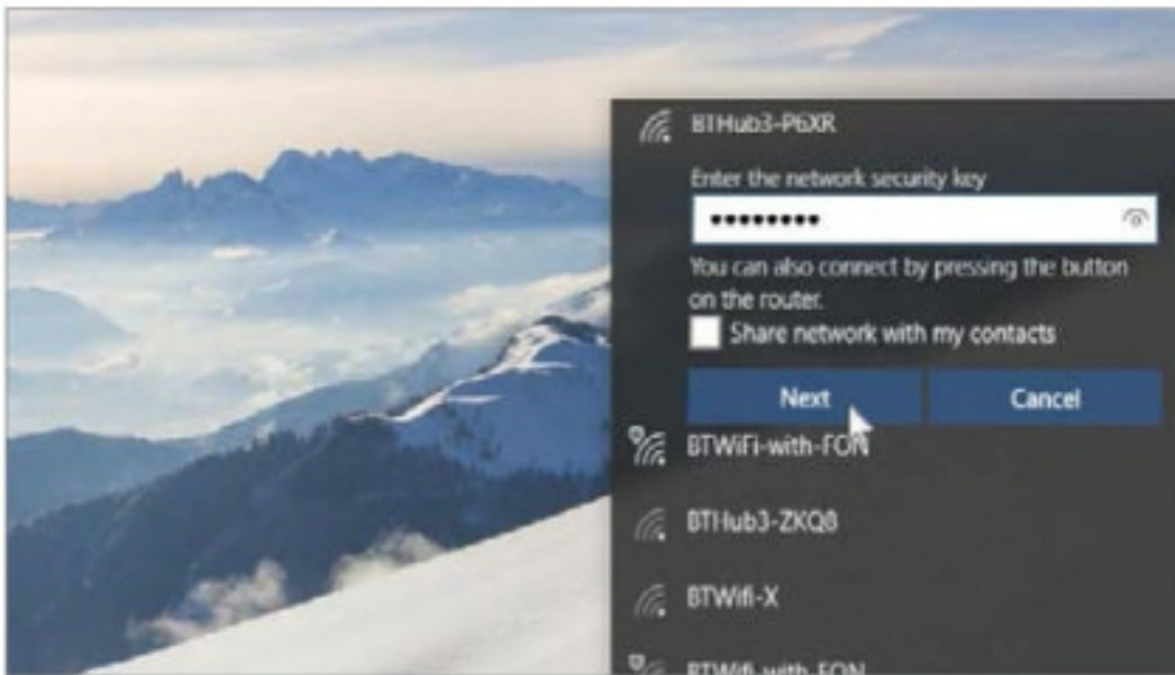


Things you must know about the Wi-Fi feature

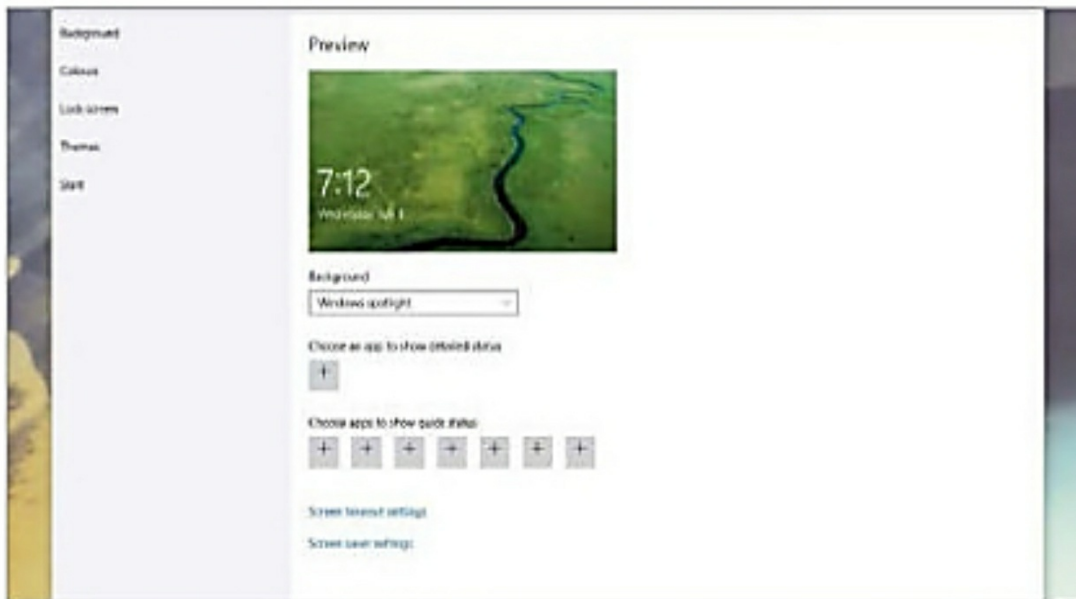
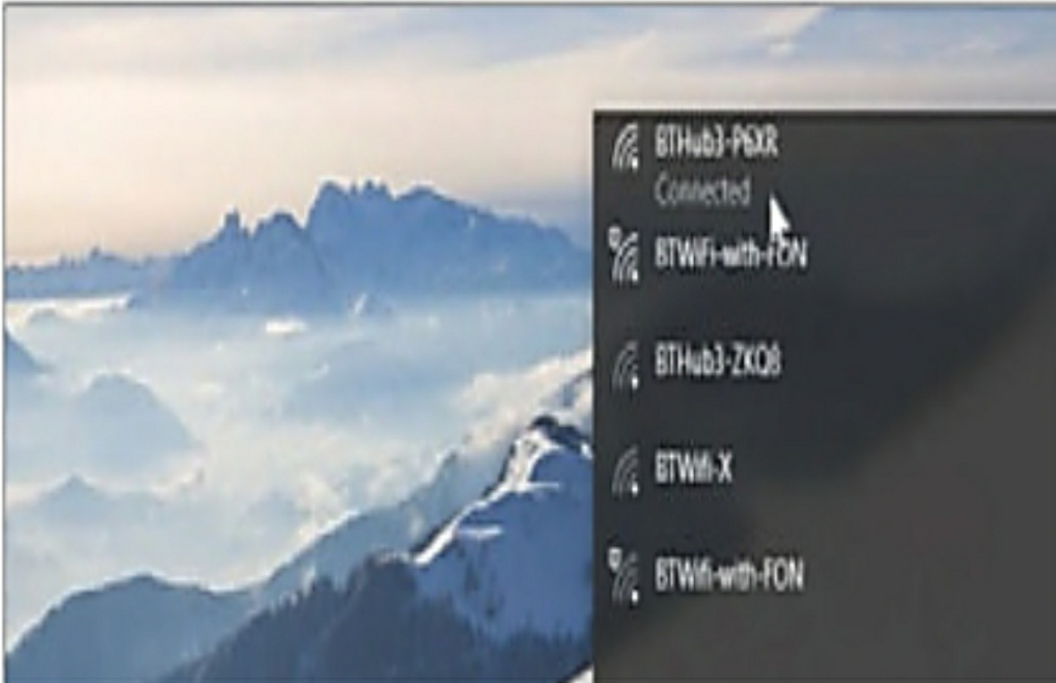
- Network list: the networking panel shows a list of all the networks

available within that reaches your PC. Not every network available you may be able to connect to, some may contain a password.

- On/off switches: two switches are available at the bottom of the networking panel. The wi-fi on/off and flight mode turns off all connections including Bluetooth.
- Networking icon: there are three major things you can do with the networking icon; the mouse over it for status messages, click to connect to wi-fi, or right-click for the menu.
- Security issues: several wireless networks are protected by encryption so that unauthorized people cannot access them. The network password needs to be known in order to connect. If probably you cannot remember the password for your wireless network, you may find that been printed on the base or the back of the wireless router. Some routers have a button to connect computers and devices. Just press and click next without password in step 3 of the guide and it will connect automatically.
- Enter the password: some wireless networks are open and have no security while having security. Your home Wi-Fi network should be secured with a password. If prompted to enter the network security key, enter the password.

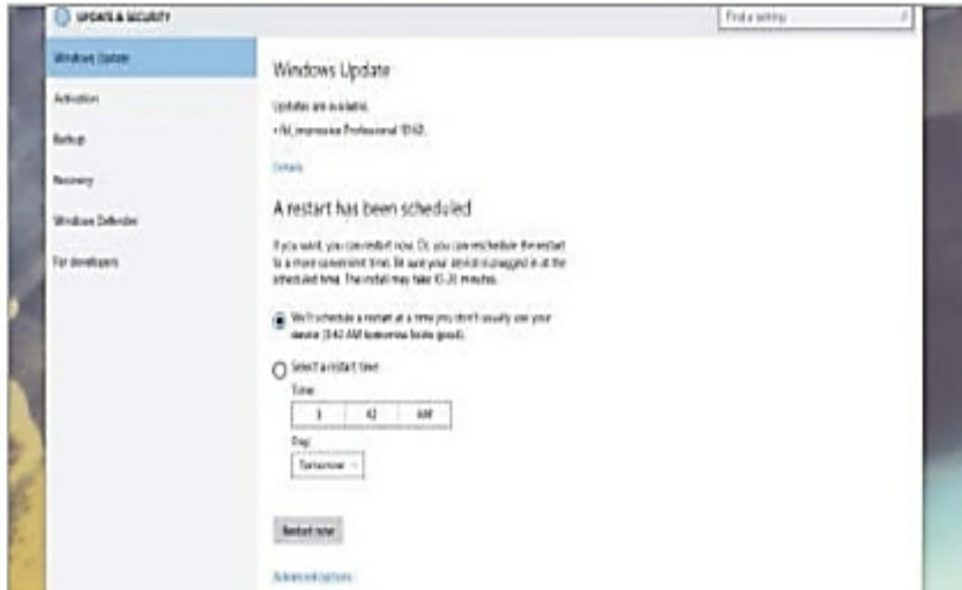


- Check if you are connected: after your PC wireless network is on just click on any of the networks available within the computer to connect.



- 4) Unobtrusive updates: always let the latest updates be installed as soon as they are released because they will often include

stability fixes and security updates to keep your entire system secure if you set them to run easily.



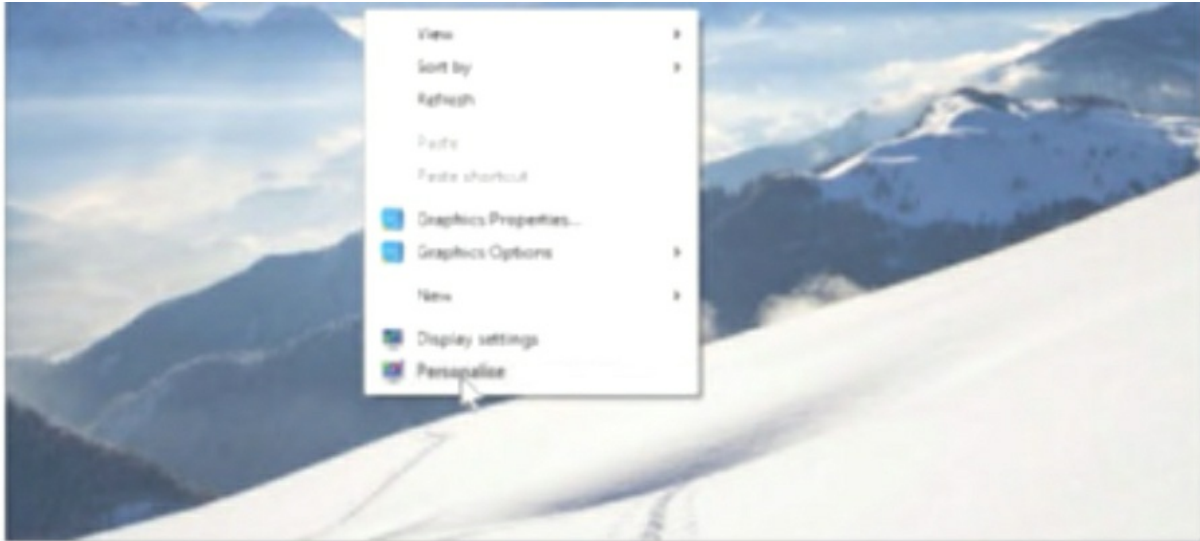
Change The Desktop Image

Background Options

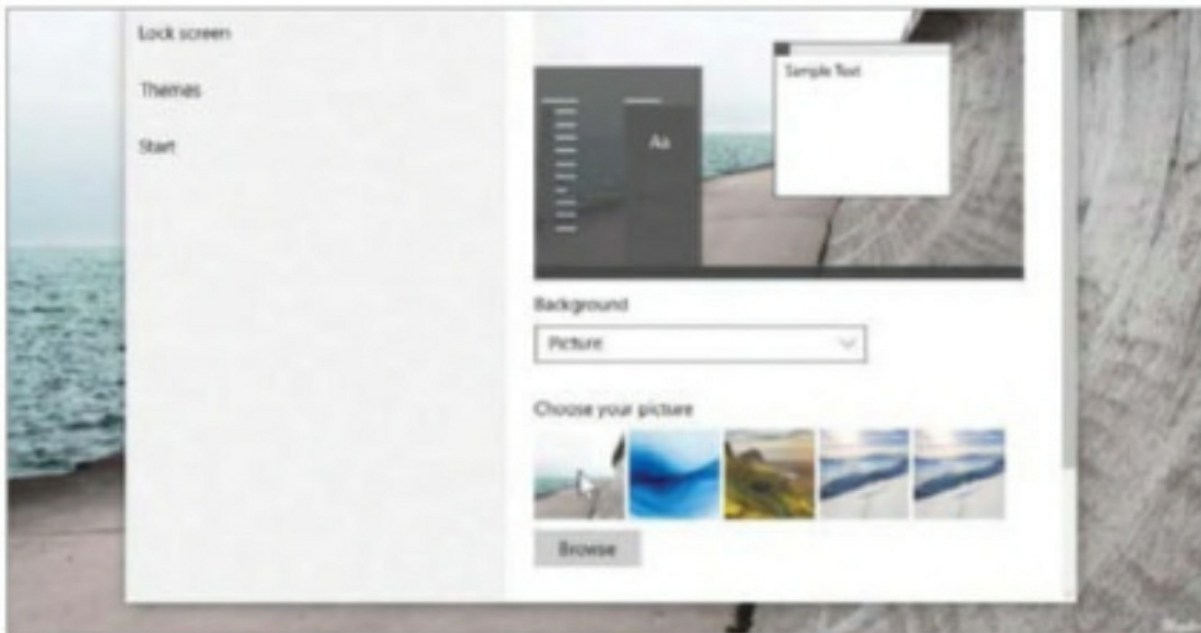
- ✓ Personalization settings
- ✓ Select a photo
- ✓ Photofit options
- ✓ Background menu

How Can You Change The Desktop To Your Desirable Image

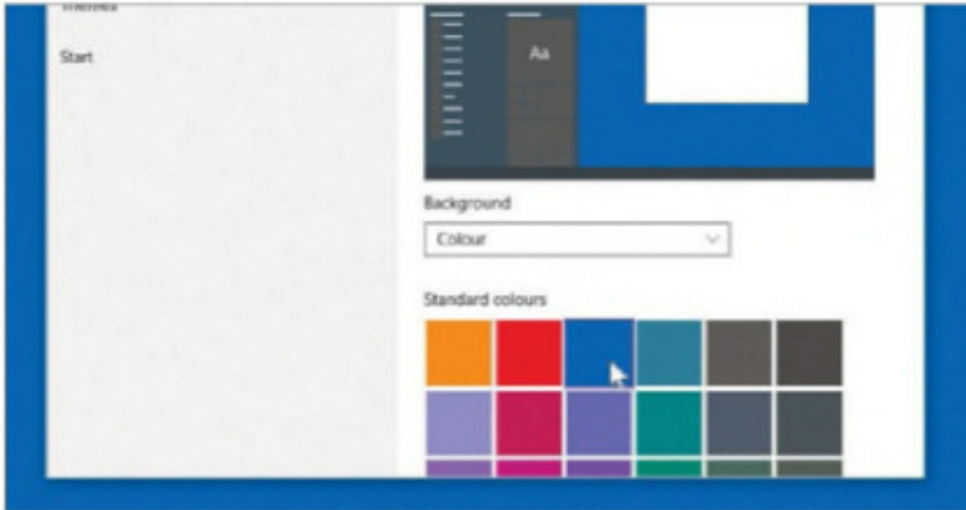
- 1) Firstly go to personalize: right-click an empty part of the desktop and the menu is displayed. Click personalize at the bottom to go to the background settings.



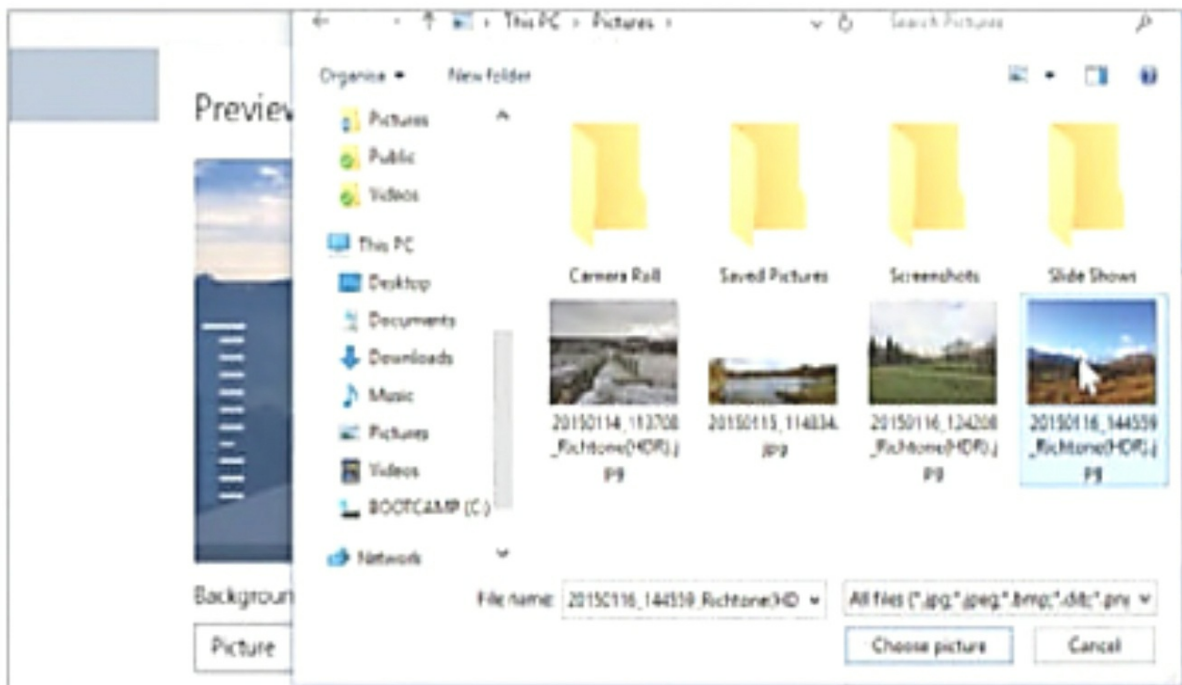
- 2) Select the background: the background is automatically select from the left toolbar underneath choose your picture, select the image you use want to use.



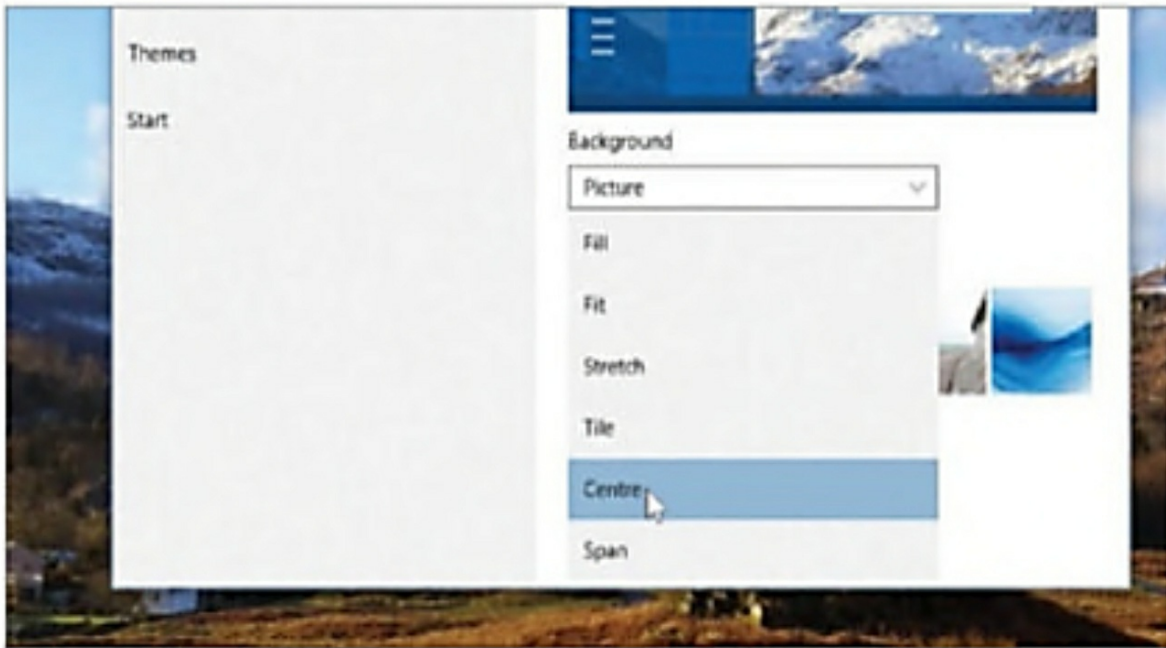
- 3) Pick a color: when you find out that the background is too attractive, select color in the background menu and then choose your favorite color.



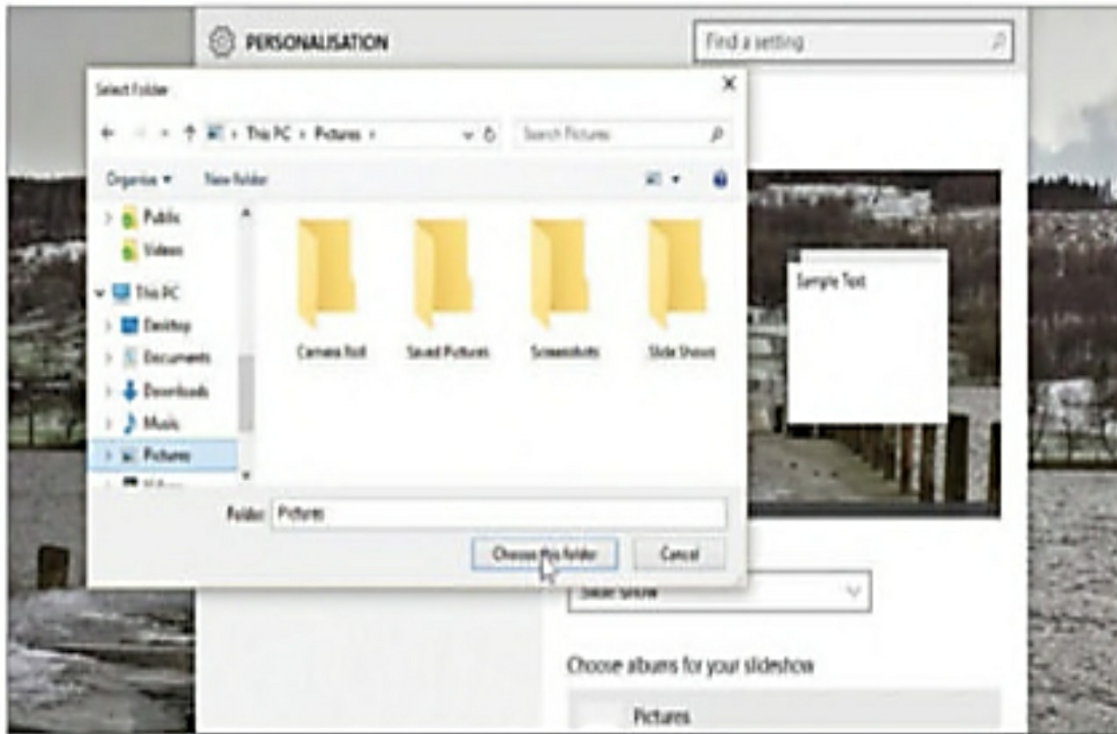
- 4) Choose the picture you desire: the bundle images are good, but if you want to pick your own image, click browse under the picture thumbnails and select then click.



- 5) Fit the photo: the option you choose maybe not be exactly the same size as the desktop. Go to choose a fit menu and select an option.



- 6) Show your slides: go straight to the background menu and select slide show, then browse the disc drive and select a folder of pictures to display.



Personalizing The Start Menu

HOW CAN THE START MENU BE PERSONALIZED?

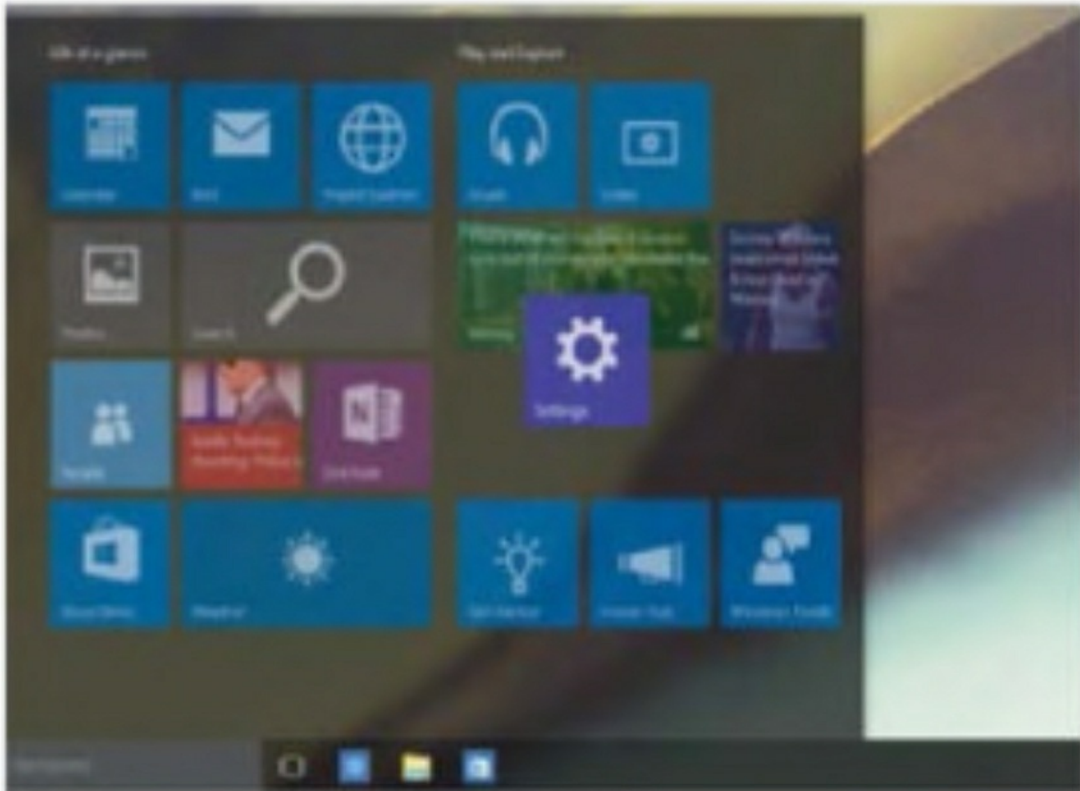
FIRSTLY, clicking the icon start menu: when you click the bottom left icon the start menu appears. It will show most apps being used and set by default.



2) The right-click: right-click on any of the icons from the start menu to unpin it, the icons can also be resized by using the small menu that appears.



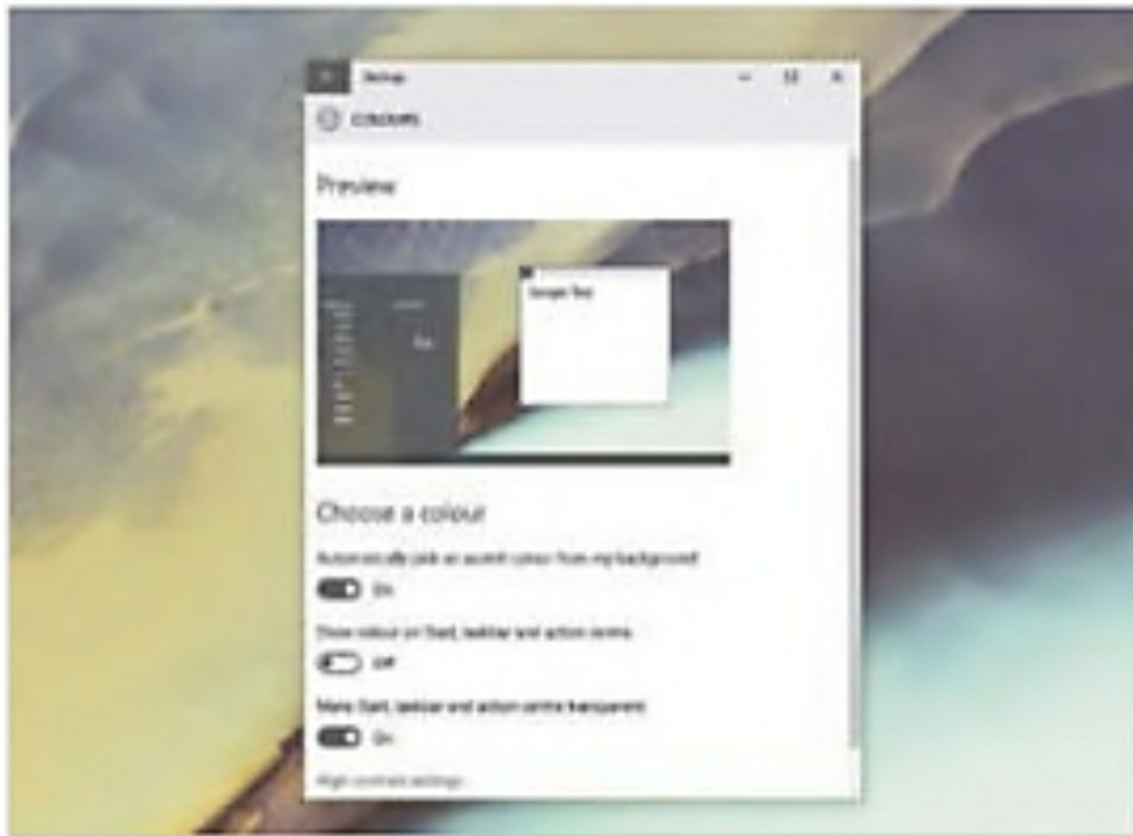
3) drag and drop: any icon can be drag from one place to another after clicking and holding the icon. The icon can be move to the new position and the nearby icons will move to fit around it automatically.



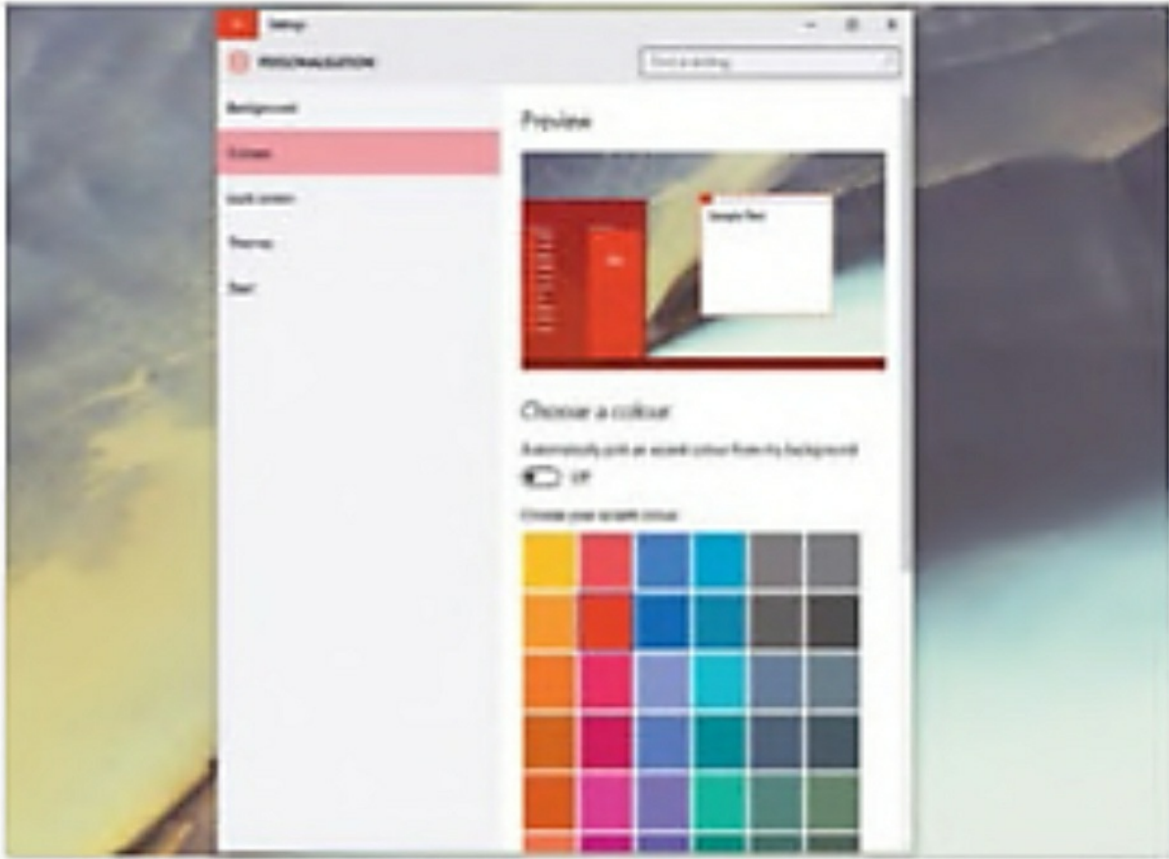
4) Live tiles: right-clicking on a live tile by making your PC standard icon or turn back on the content.



- 4) Access further settings: right-click anywhere on the desktop and select personalize to bring up a panel of extra settings that affect the start menu.



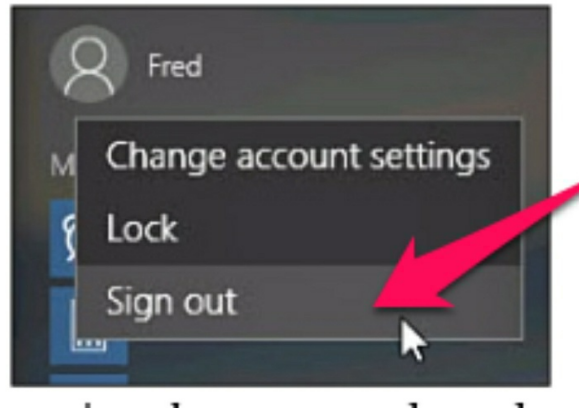
5) Change the colors: click to choose any color your choice.



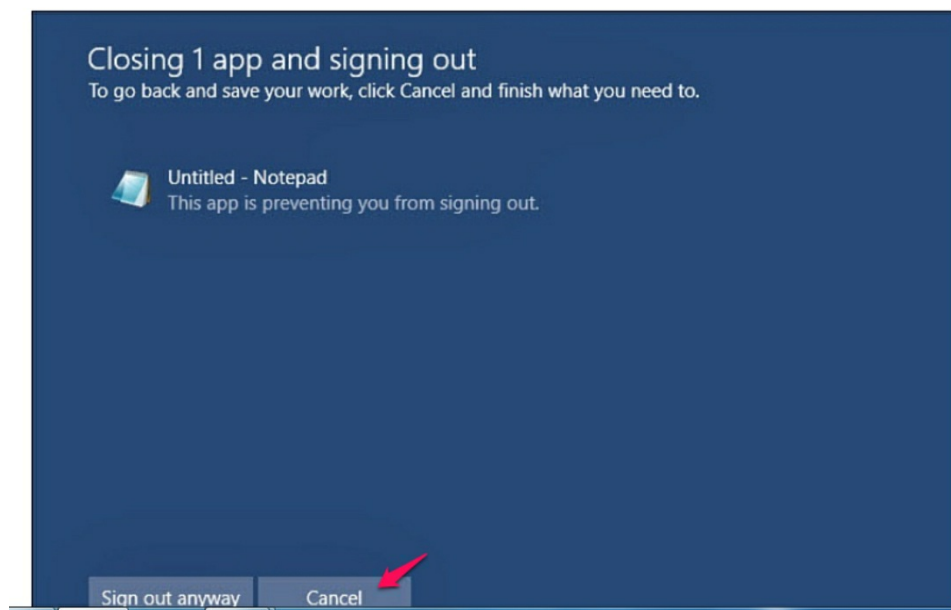
Signing Out Of Windows 10

How can you sign out from windows 10? Signing out is a good idea on shared computers. You leave no trail behind when you sign out of windows. Any programs running when you signed out are shut down and any connections you had open are closed. To sign out follow the steps below:

1. From the start menu, select your account portrait to reveal the drop-down menu.



2. Choose sign out
3. If you attempted to sign out with unsaved work in either a desktop or windows apps, windows prompt you to save the work.



Signing out leaves your computer powered on but available for other users to sign in with their own account.

Locking Your Windows 10

What is the use of locking windows 10? Locking windows 10 is very useful when you want to stay away from your PC for a while, to avoid the loss of your work when working on any programs or activity. locking also prevents others from accessing the information on your computer.

How can you lock your PC? There are two ways to lock windows 10

1. On the start menu, select your account portrait and then select lock.
2. 2) From a keyboard, press Windows + L.

Putting Windows 10 To Sleep

If you don't intend to use your computer for a longer period of time. When a computer is asleep, it is still running in low-power mode. Because you leave your applications and documents open when you put your computer to sleep, it usually takes far less time to start work again by awakening a computer than to power it up from scratch and reopen whatever program you were working on.

The windows can be put sleep by applying either of the two following below:

1. From the start menu, select power, then sleep.
2. Press Ctrl+Alt+Delete, then click or press the power button in the lower right and select **Sleep**.

To wake your PC from sleep mode, moving the mouse, typing, or pressing and releasing the power button typically wakes it. Be very careful pressing the button, do not press and hold the power button. If doing that it will typically shut down your computer.

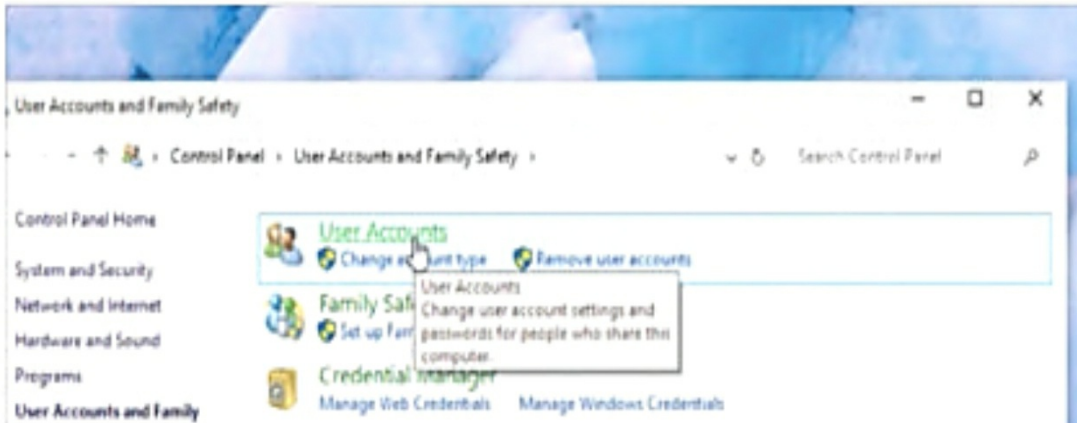
How To Use Control Panel To Manage Your System Setting

Sometimes you may need to change something about your computer, hence the Control Panel is your first stop.

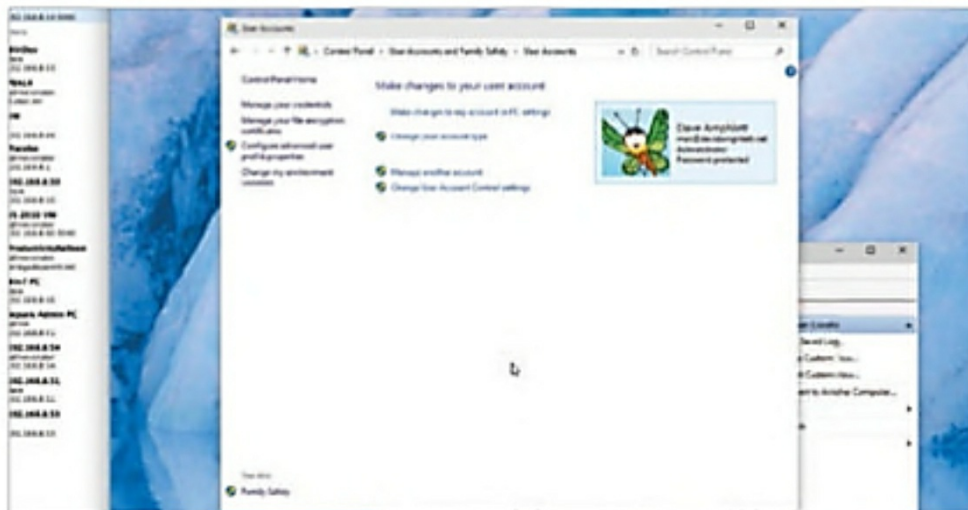
When you want to change the settings on your Windows PC or Surface, you'll need to go to the Control Panel. This can be anything from reviewing system security by checking out the Windows Firewall or Windows Defender Settings To Creating and modifying network connections or an incoming VPN connection. From Here you can also adjust the appearance by applying themes and change how the text looks, or add and remove the user account.

System And Security

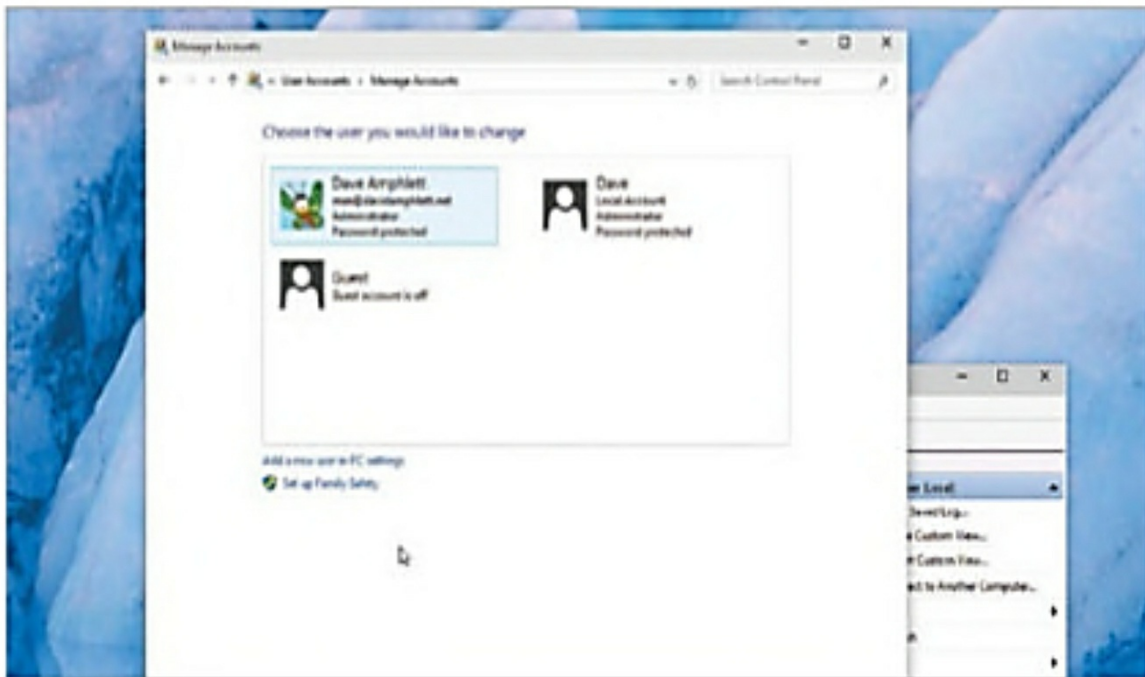
- 1) Get set up: from the control panel, hit the user account and family safety heading link. These will bring up more user settings.



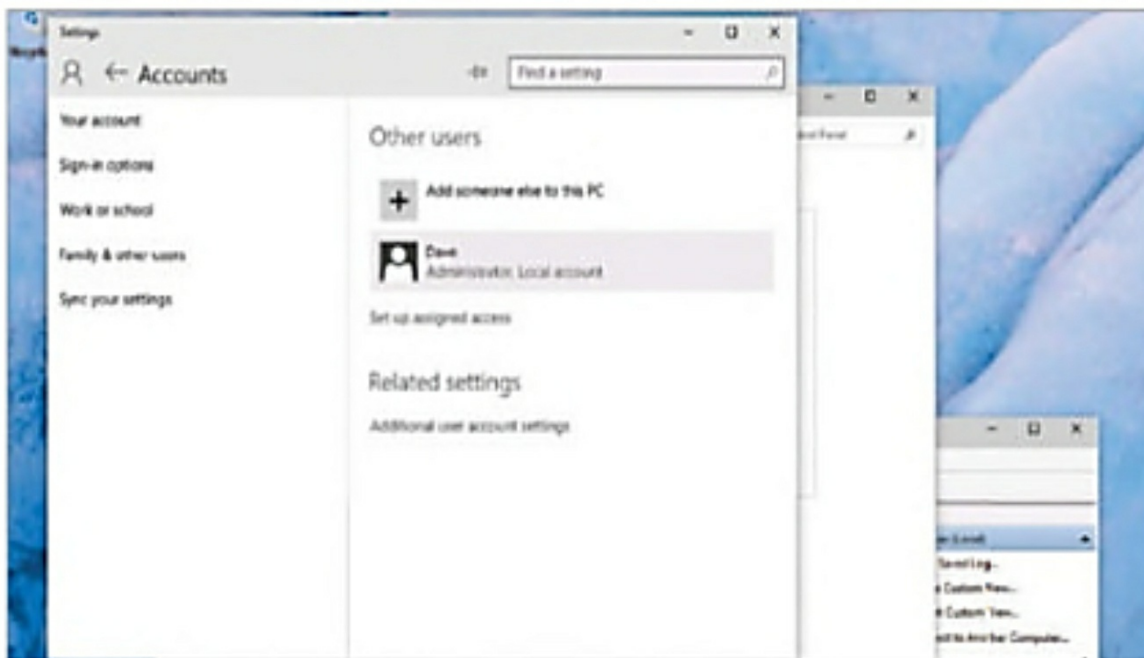
- 2) Visit user accounts: user account and family safety, select the user accounts heading. This will show the currently logged-in user preference.



- 3) Manage another user: to be able to add another user, we need to follow the manage other account links.

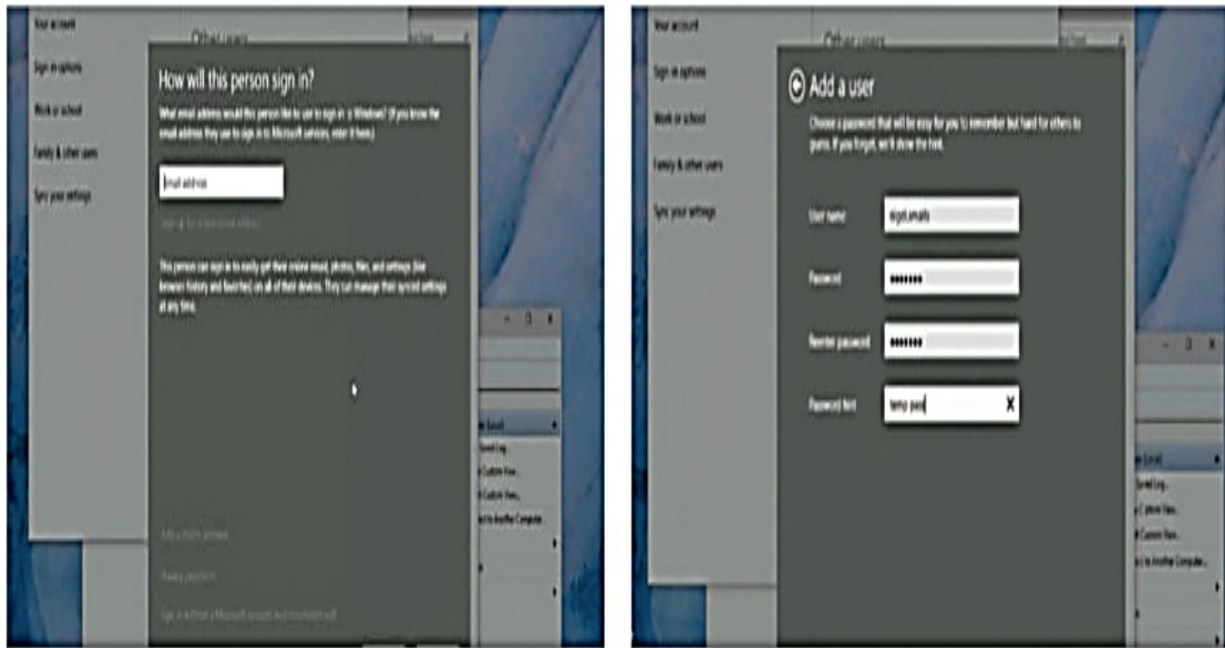


- 4) Other users: select and add a new user in PC settings. This will start Windows 10 PC settings on the correct screen to manipulate users.

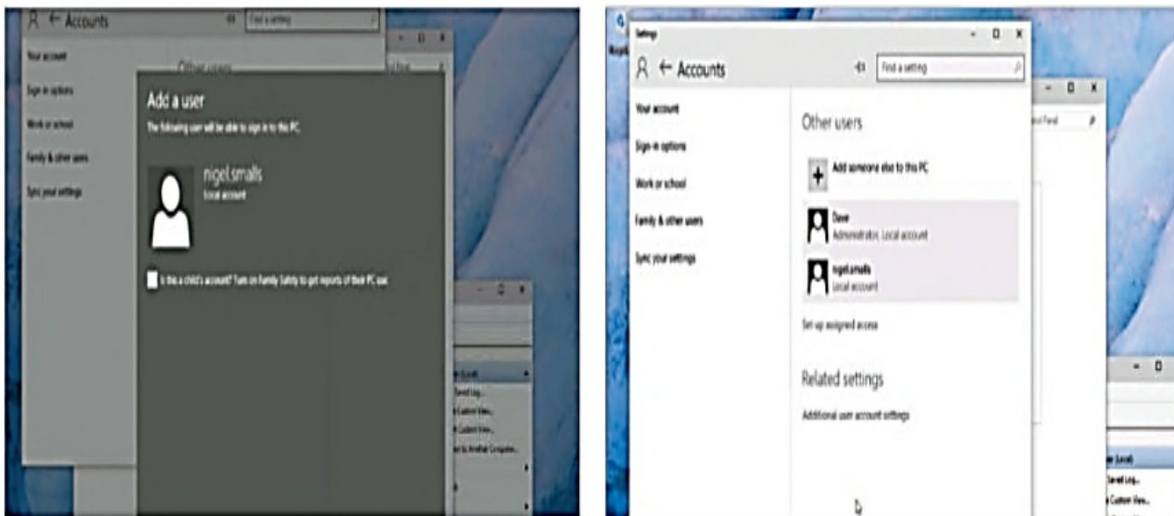


- 5) Sign-in process: click add user, you can use a Microsoft account email address or a local account.
- 6) Add a user: type a username, password, and password hint that will

be used for this user each time they try to use the computer



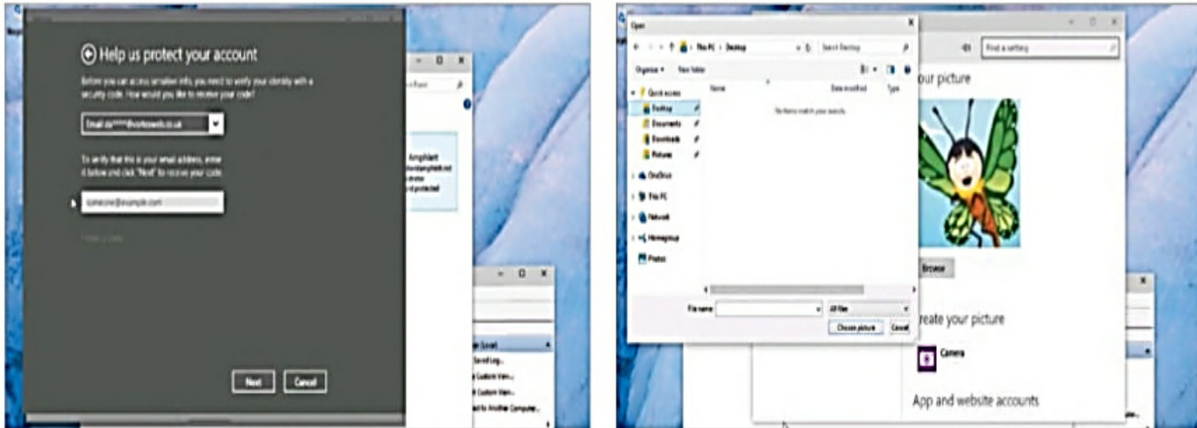
7. User added: the user is now added, you now have confirmation and the option to turn the account into a child account.
8. Added to the users: your user will now appear in the list of users. By selecting a user you can change that account type from standard to administration.



9. Verify your account: by hitting your account from the PC

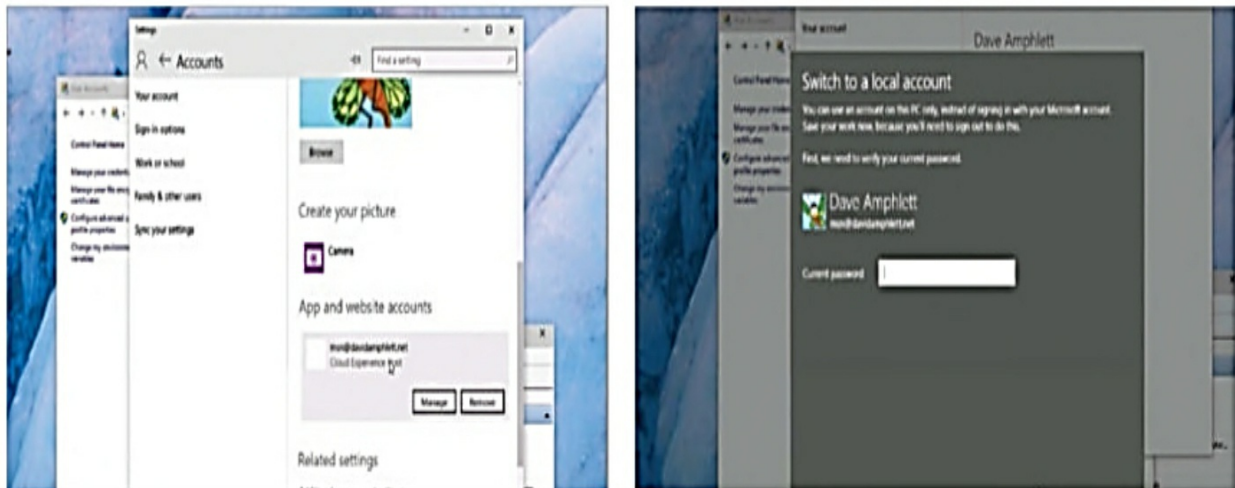
settings interface, you can verify your Microsoft account.

10. Change your picture: you can change your account picture either by browsing for an existing image or if you don't have one, make use of your webcam.



11. Check app permissions: under app and website accounts you will find a list of apps and website that allowed to use your Microsoft account credential.

12. Disconnect your account: there may be a time where you want to change to a local account rather than a Microsoft account.

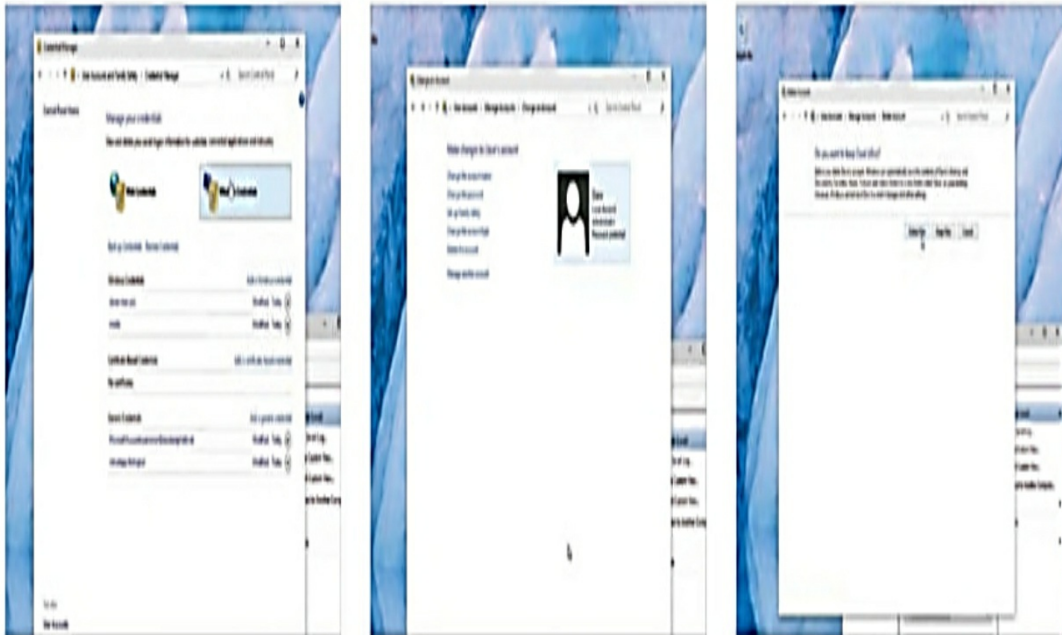


Appearance And Personalisation

13. Manage credentials: you can manage the credentials for local servers under the credential manager from the manage your credentials link

14. Delete an account: if it has gone wrong or you don't need a user account anymore log on as another account and visit the managed account.

15. User deleted: select the user and press the delete this user link. You can delete or keep the files that the user had once the account is gone.



Set Up The Windows Firewall

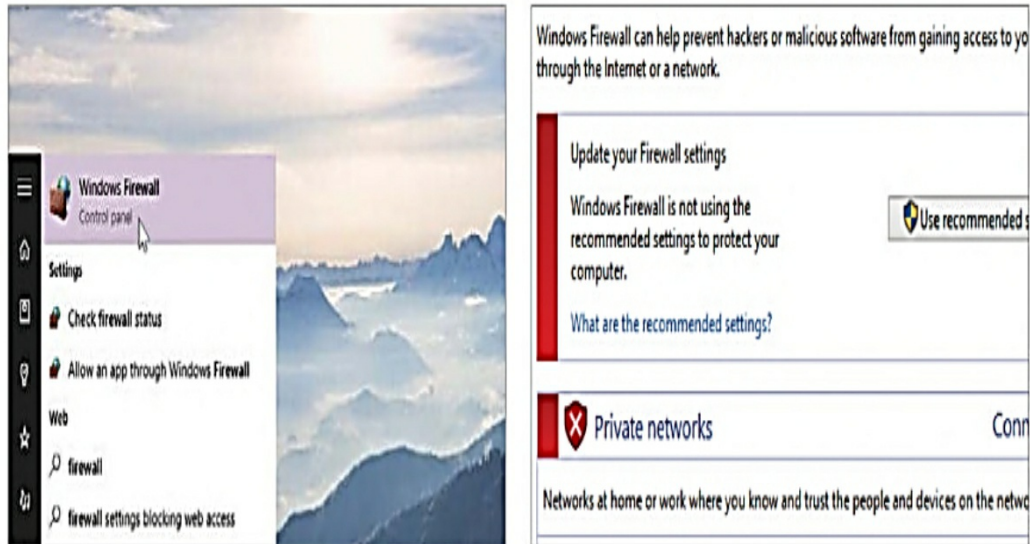
The setup windows firewall is meant to increase computer security by turning on the windows to block malicious hackers and unwanted malware. It also prevents unauthorized people and software from accessing your files as well.

Wondering HOW you CAN get THIS DONE?

1. Find the firewall: you type firewall on the search screen below from the left angle side to track down the location of the windows firewall but there is an easy way to find it. Just ask Cortana and click in the search box in the taskbar and enter firewall. After you have clicked on the search box, you

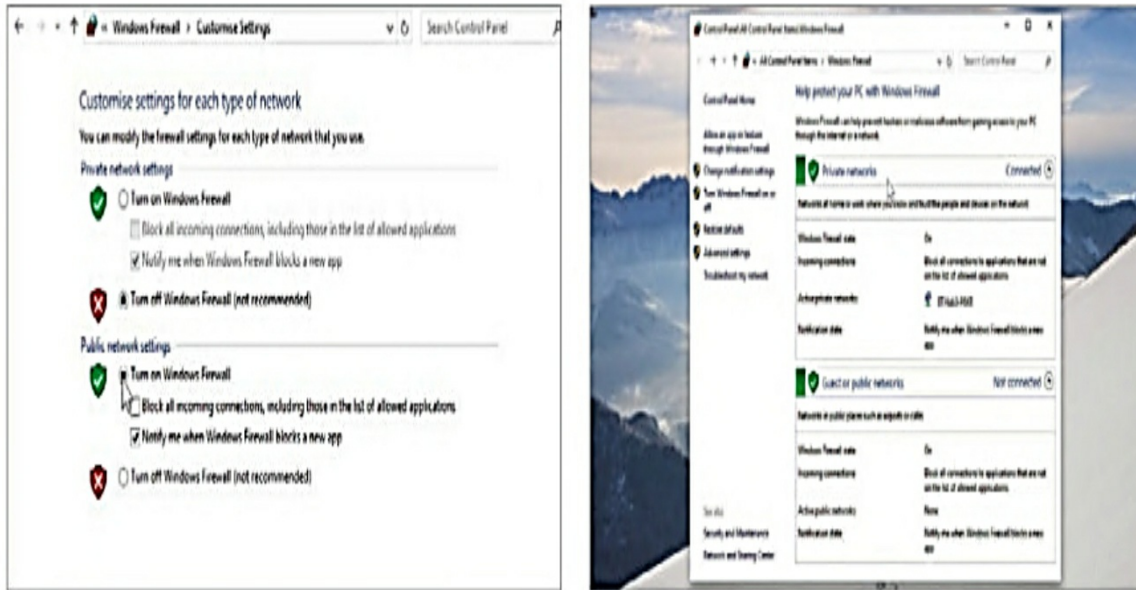
can click either windows firewall or check firewall status.

2. Check the status: Windows firewall will probably be enabled by default but this should not be assumed and it is best to check the status, it is turned off on this computer for both private and public Wi-Fi networks. Quick fix, just click the use recommended setting button.



Check The Firewall Settings

3. Configure the firewall: click the link on the left, turn the windows firewall either on or off. This screen appears and you can turn on the windows firewall. There are two settings, one for private and the other one for public networks. At least turn on the public one. Also, tick the losses so that you receive notifications.
4. All secure: this is what a windows firewall should look like when your computer is protected from network hackers and other threats. Everything is green to indicate that it is ok.



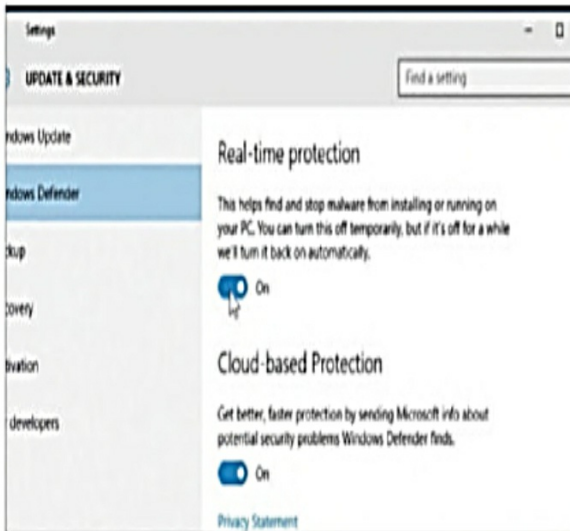
Set Up Windows Defender

This will enable and give your computer safety and keep it secure from malware for protection.

Each new version of windows is more secure and provides better protection from malware, spyware, and hardware on the internet than previous versions. Windows 10 is much better than XP, Vista, and Windows 7. But that is not the reason but to be very careful about security, it is equally important that your windows are employed for security software to protect the computer from hackers and malware that are on the internet.

Get to know windows defender: it is very important to familiarize yourself with the program interface here.

1. Enable windows defender: just click on start setting, then go to update and security. Select windows defender and make sure all options are turned on.
2. Find windows defender: go to the start menu and click all apps and scroll down the list to the W for the easiest section and expand the windows system. Click the windows defender.



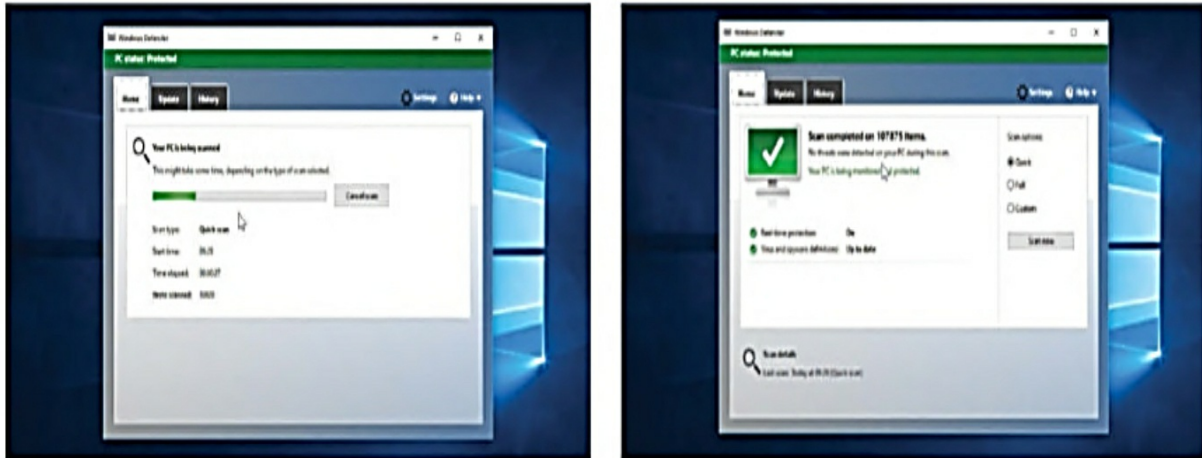
3. Check the main window: Defender will appear and there are three tabs across the top and three scan options on the right. The green color tick mark shows that everything is ok.

4. 04 update defender: It is very important to update the defender, defender uses a virus definitions database that is frequently updated, ensure you have the latest by clicking update on the updated tab.



05. Scan the computer: to scan the computer, just return to the Home tab and click the scan now button to check the PC. The scan should be done daily and full scan weekly.

06. View the results: this is how the defender should look like with the green tick mark and no threats found. If probably malware is detected, it will be removed.



WHAT YOU NEED TO KNOW, TO GET UP AND RUNNING WITH WINDOWS 10

- Master the new start menu
- Start using multiple desktops
- Learn to use task manager
- Use the notifications center
- Customize your application notifications
- Change your default programs
- Switch between applications
- Arrange your windows with snap
- Look to the future with universal apps
- Introducing Cortana, your personal assistant
- Use voice search with Cortana
- Set up and add contacts
- Set up an email account
- Send an email with attachments
- Get to grips with the calendar

- Get to know Microsoft edge
- Book mark a site with Microsoft edge
- Pin a site to the start menu
- Clear browsing history
- Make notes and more on edge browser
- Add a web site, article to your reading list
- Browse the windows store
- Download an app
- Explore the maps features
- Find your ways with maps
- Upload, share, and sync with Microsoft one drive

Mastering Windows 10 New Start Menu

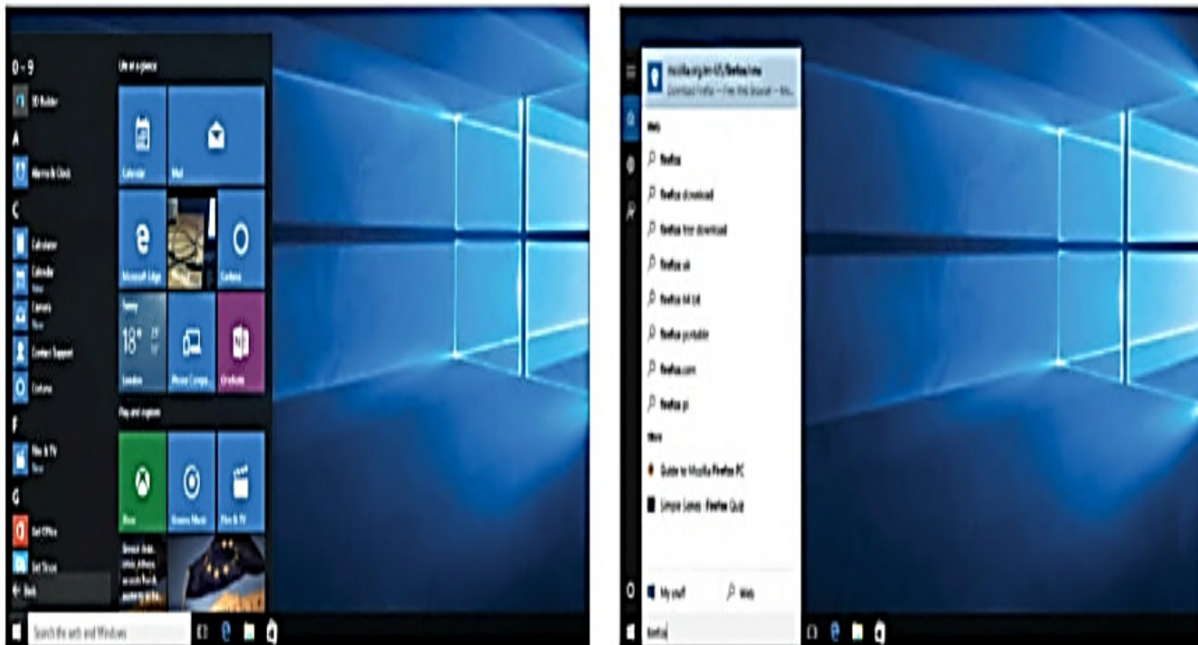
The new Microsoft Windows 10 new Start Menu is good and better than ever: find out how to best make use of the windows 10 start menu to make the windows experience better.

What You Will See On Your Windows 10 Start Menu Interface

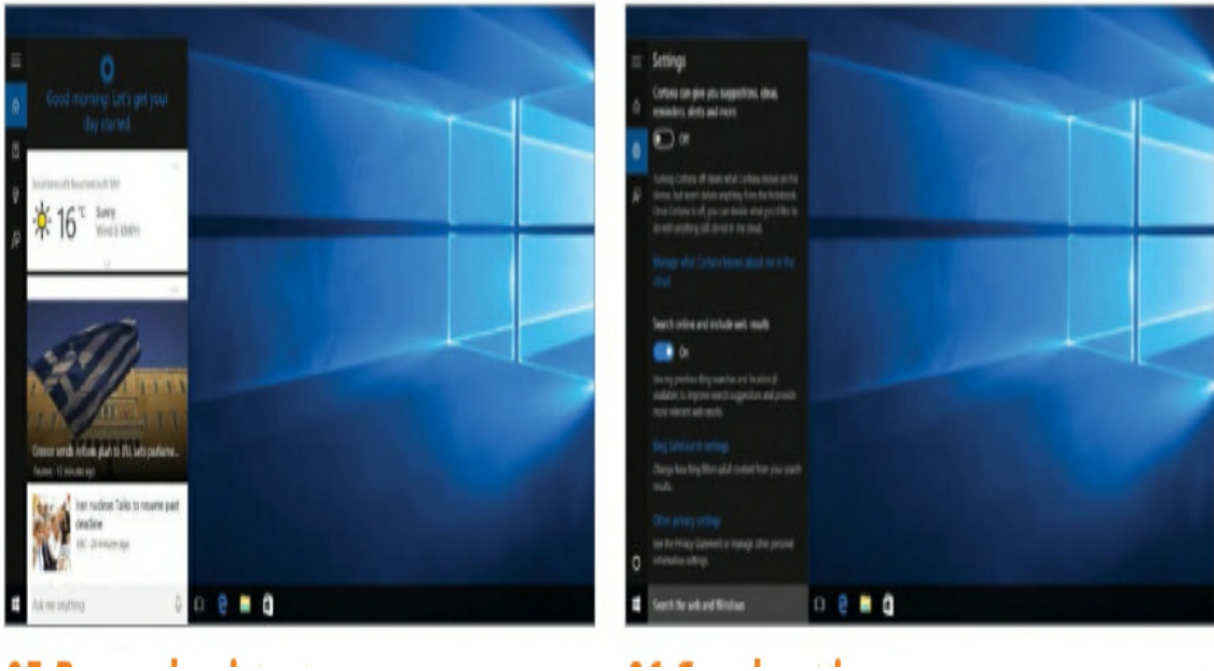
- Username
 - Old options
 - Life at a glance
 - Search the system
1. **Find the start menu:** the start menu can be found below the left angle side of the taskbar at the bottom of the screen.
 2. **A new look:** all the usual functions of the start menu are now on from the left, with programs and the shutdown menu accessed via the buttons there.



3. **Alphabetical apps:** This enables the users to locate any app program needed or you want to work on. The programs are now organized alphabetically, rather than completely randomly in folders with other non-useful info.
4. **Search everything:** the search bar at the bottom will not only search your local files and programs but also search the internet for anything else relevant.



5. **Personal assistant:** Cortana serves as the personal assistant, the Cortana button brings up windows voice control. She gives you relevant information and you can ask her to search for any things you want to know.
6. **Search settings:** the gear icon that displays during a search and when using Cortana allows you to know how they work such as removing online results.



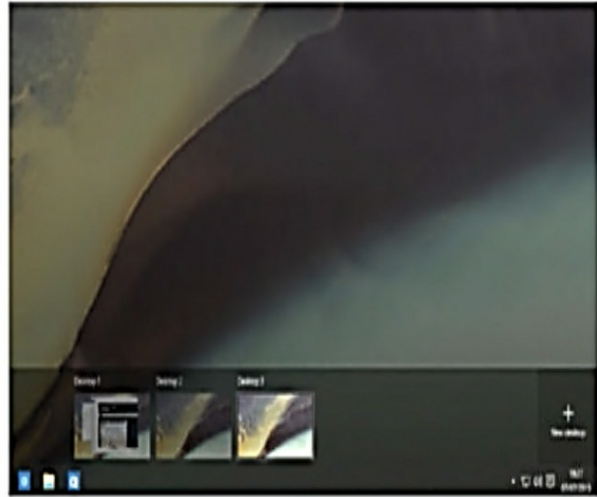
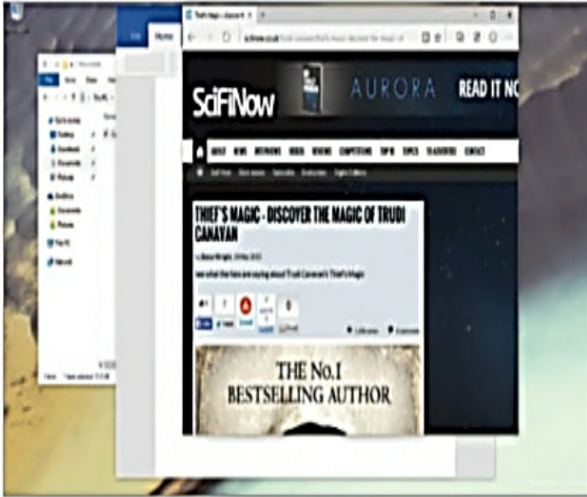
Start Using Multiple Desktops

There is something you must take note of, to ensure you take control of your desktop when arranging your applications across several side-by-side virtual spaces that you can switch between.

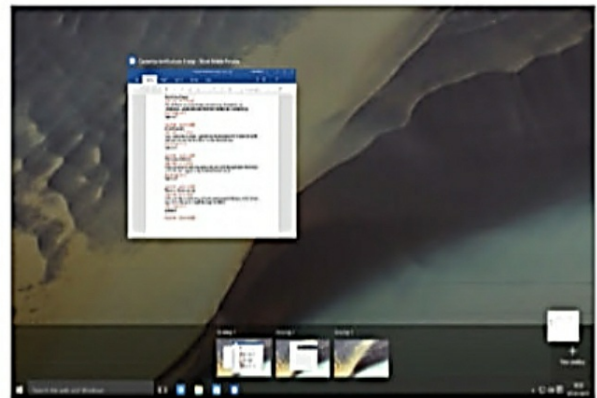
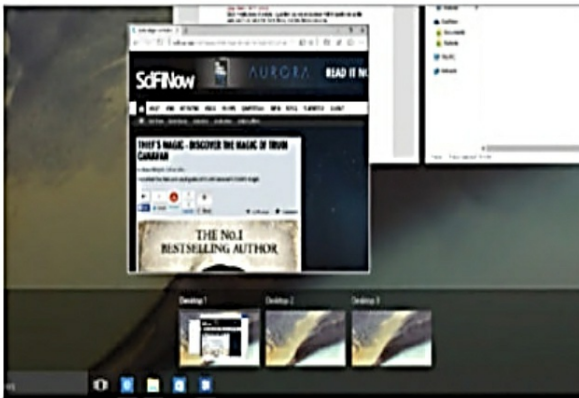
Having true relationship or familiarity with other operating systems, you will see that windows 10 have embraced the virtual desktop as a core part of the experience. Basically, it looks like having an entire row of desktops side by side but you can only see them one at a time through the windows of your screen. You can move sideways between them and crucially, take your applications with you drop them wherever pleases you.

How To Apply The Multiple Desktop

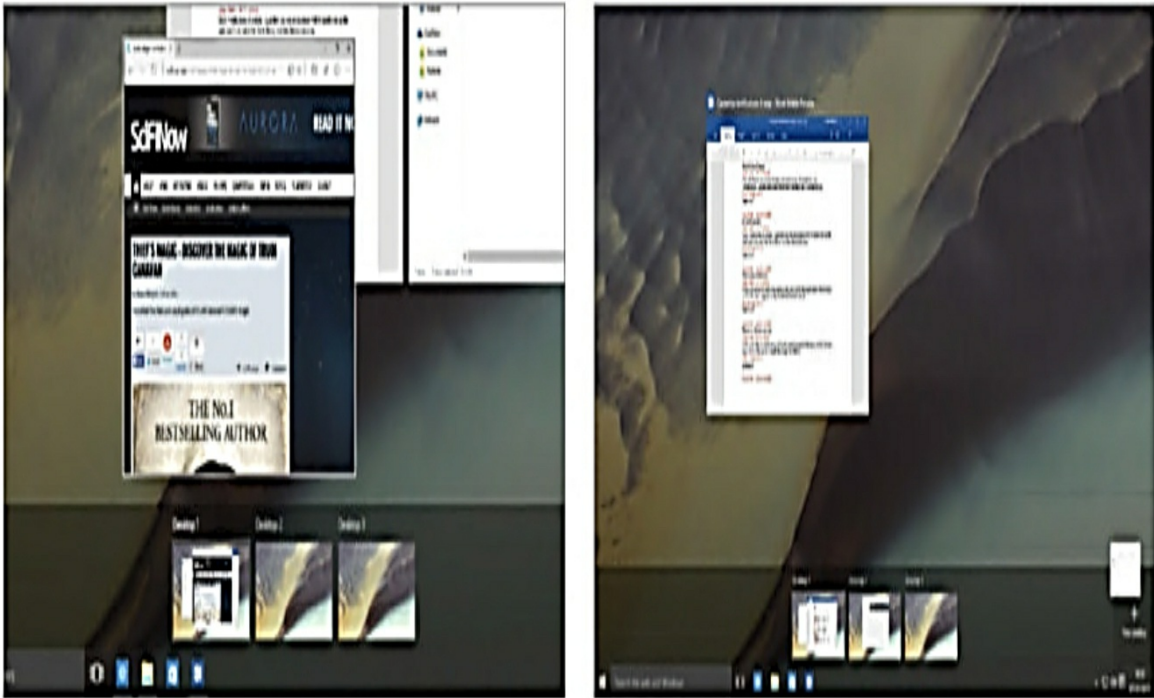
- 01. Open task view:** Your desktops are shown at the bottom of the task view. To bring it up, click on the taskbar icon (beside the search bar) or press the start menu+tab on your keyboard.
- 02. Create a desktop:** If probably you already have desktop 1 and 2 then click to switch between them. Now click the new desktop at the lower right to create a third.



03. **Move applications:** how apps can be move from one angle to another on the desktop. What you need to do, just try and drag one of the application thumbnails at the top onto one of the desktop thumbnails at the bottom to move the application.
04. **Move and create:** In order to save time, you can also combine the previous two steps by dragging an application thumbnail onto to new desktop button.



05. **Preview your desktops:** You don't need to switch to another desktop to see its apps. In the taskview, use your mouse over a desktop to preview its contents.
06. **Customize setting:** To see all the apps across every desktop inside your taskbar and task view, go to settings (system, multiple tasking, virtual desktops).



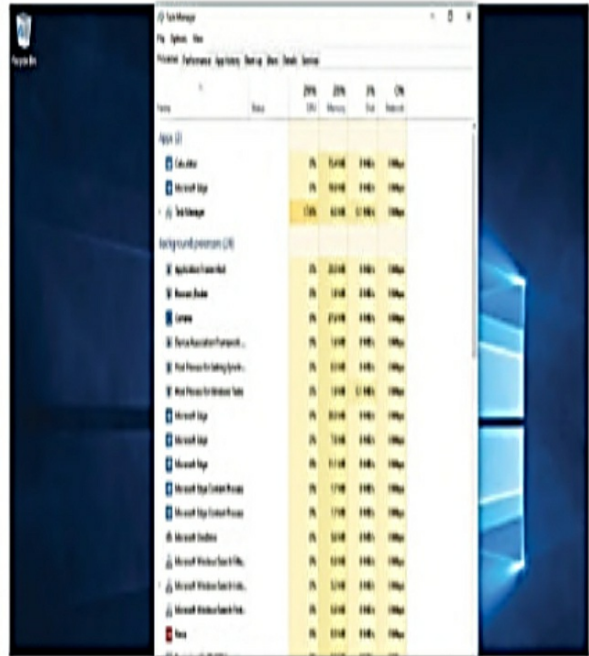
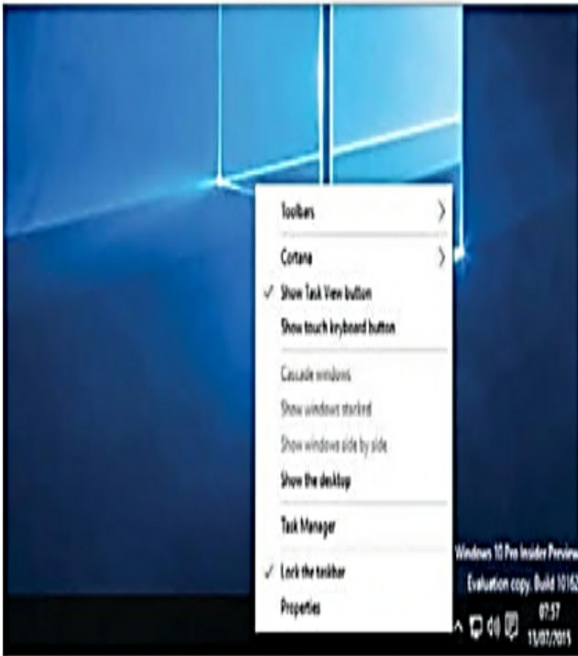
Learning To Use Task Manager

This windows 10 is a new operating system that comes with a brand new task manager that has a better layout than ever.

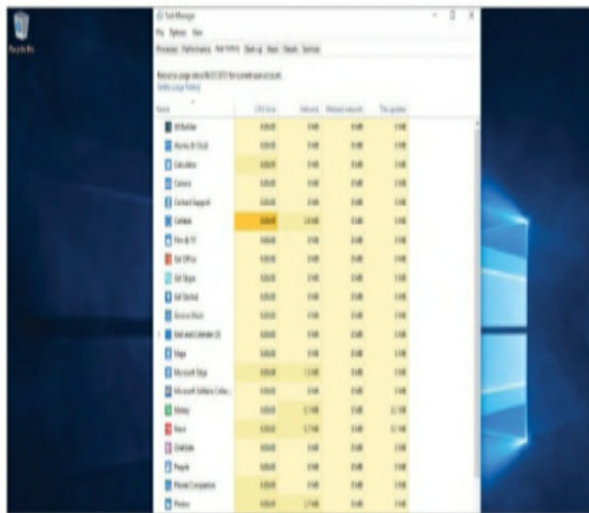
The task manager is one of the most powerful tools for keeping your PC under control. It gives you information about what is going on in your system, what processes are running, how much RAM or CPU power they are using, overall resource usage and the list goes on.

How To Use Task Manager

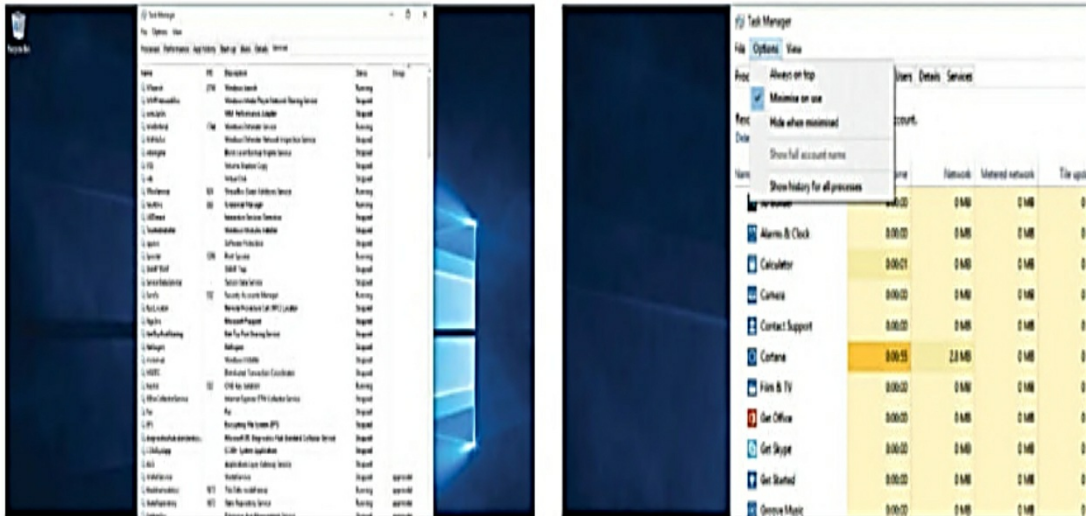
1. Find task manager: There are two ways to bring up task manager: Ctrl+Alt+Del will bring up the option to access it but you can also right-click on the taskbar.
2. See the processes: The basic view list of all the running processes is the default tab in the task manager, it can also filter it by memory, name, or CPU.



- Overall performance: In this place, it let you know all the function perform from your PC. This graph on the screen below telling you how much of your resources are being used and now with more information.
- History of programs: the apps history tab is relatively new, gives you information collated since the task manager was opened on an app.



- Running services: services are different from program processes, as these are the core parts of the system that let other parts work.
- Keep in view: the option to have the task manager open on top of other apps allows you to keep better track of what is going on.



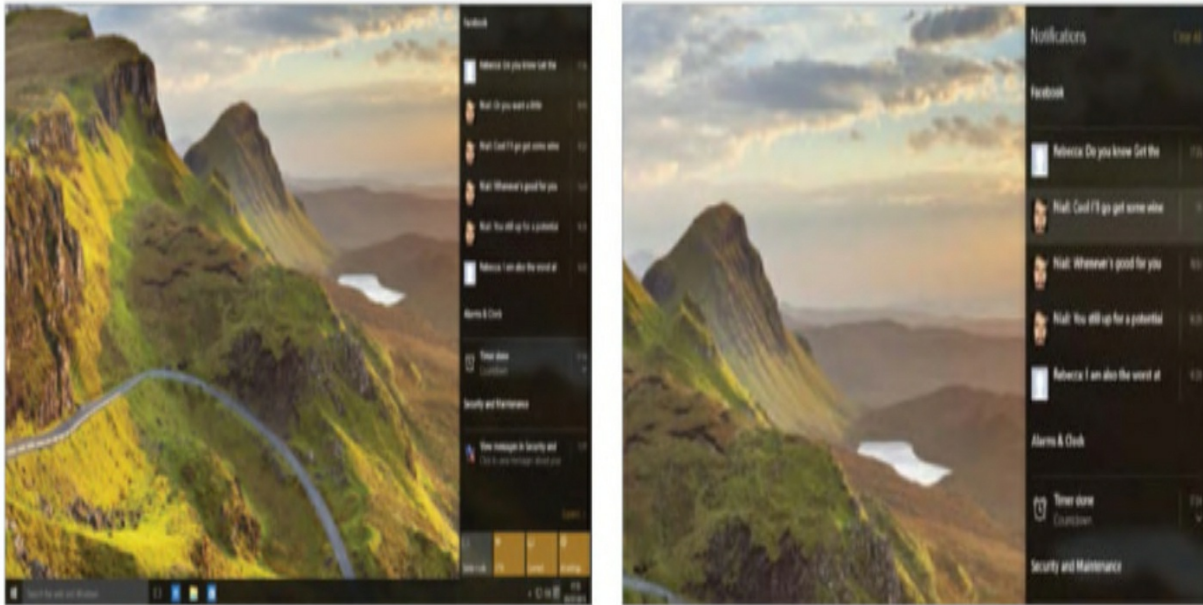
Use The Notification Centre

See your system and application notifications all in one place and access the common tools.

The notifications center in windows 10 is essentially the same as the one you had on windows phone 8.1. It is also the same thing you might have seen in other operating systems too.

How to use the notification center

- Open the panel: click the notifications center icon in your taskbar. This is located beside time and looks like a message bubble. A panel opens from the right.
- Dismiss notifications: your notifications are listed by type and can be dismissed by using the crosses that display when you select them or click **clear all** at the top right.



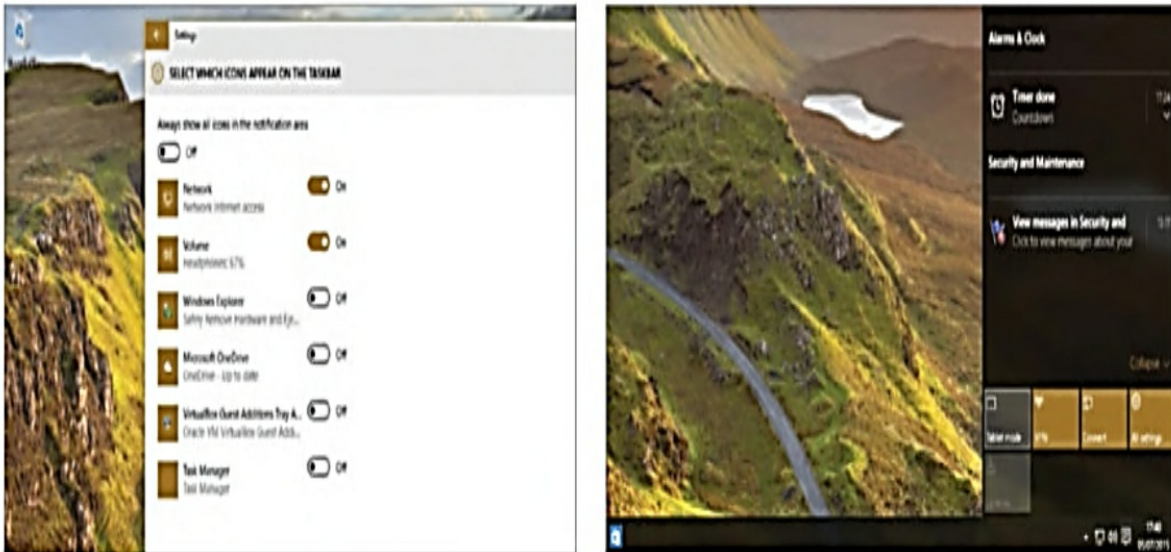
3. Use quick actions: At the bottom of the panel you will see four tiles, these are your quick actions. To find out more click to expand and it will display more.
4. Customize quick actions: click **all setting tiles** and choose **notifications and actions** from the system settings menu. Click the tiles at the top to change them



5. Change taskbar icons: To change taskbar icons, just click

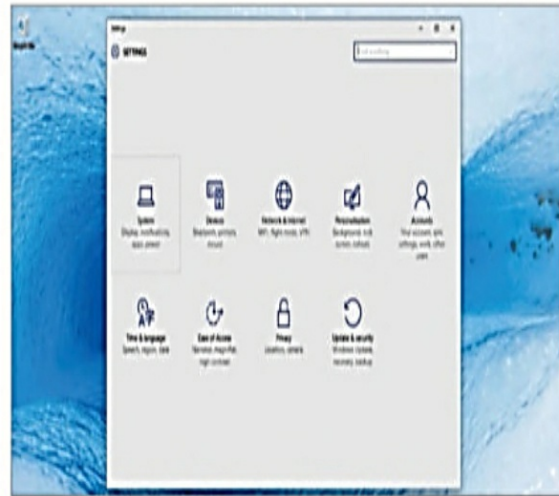
select that the icons appear below the tiles from the taskbar to display or hide certain system features and applications.

6. Use tablet mode: In the notifications center, click the **tablet mode tile** at the bottom. Now you can open the panel by swiping from the right edge.

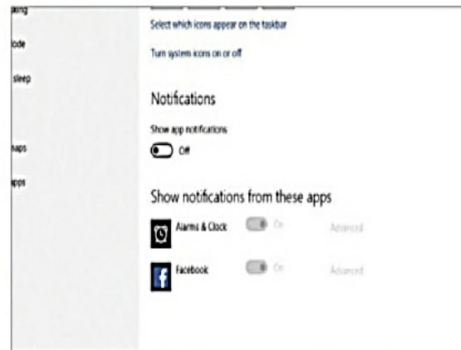
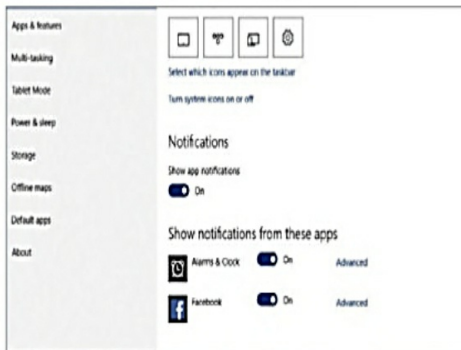


Customise Your Application Notifications

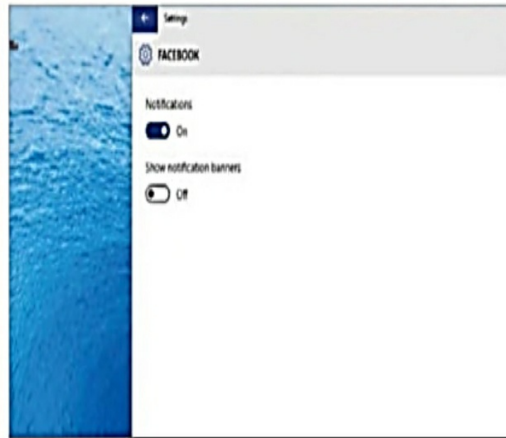
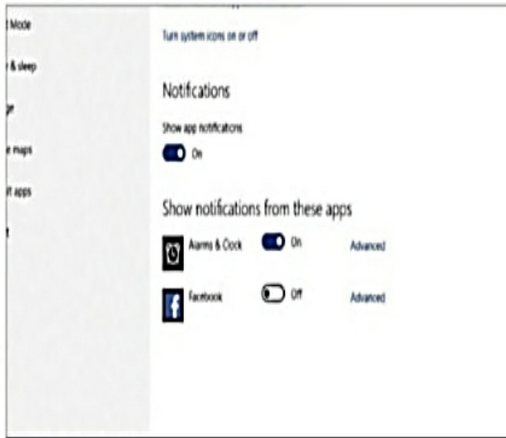
1. Go to settings: To change your application notifications, you can either go to the main settings menu or in the app setting.
2. Open system settings: Click the start menu, choose the setting and then system alternatively, type notifications into the search field and click the first hit.



3. See notifying apps: click on **notifications & action**, apps that use notifications will be listed on the right-hand side once they have shown you a notification.
4. Disable all app notifications: To stop seeing a notification from apps, just switch the toggle under notifications to **off**.



5. Disable notification per app: To be more specific selective and turn **off** notifications from particular apps, **switch** the main toggle to **on** and toggle listed apps individually.
6. Change the advanced setting: Some apps will enable you to make more selective options at this main system settings screen. You can also click on Advanced to show extra options.



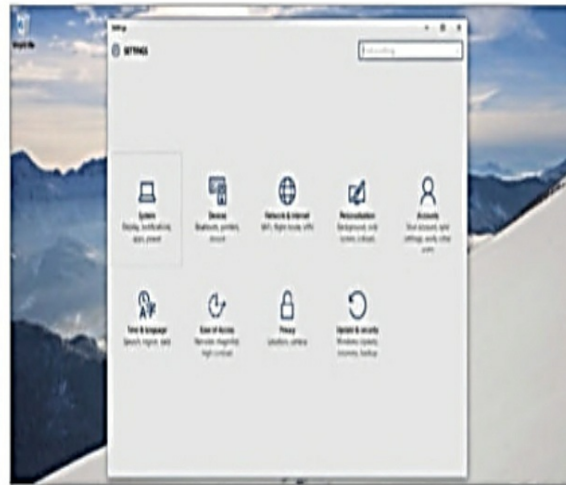
PART THREE

WORKING WITH PROGRAMS, APPS, AND FILE

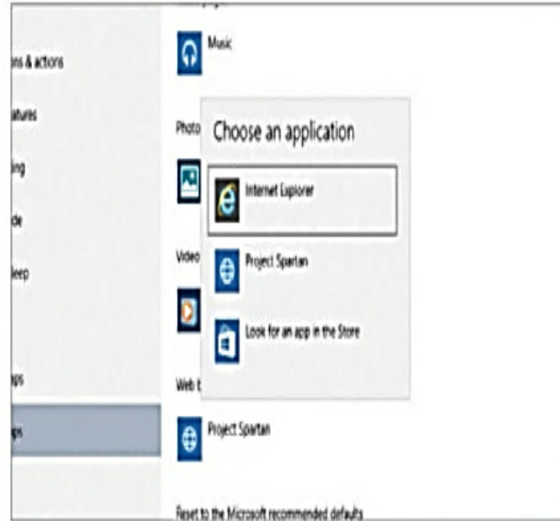
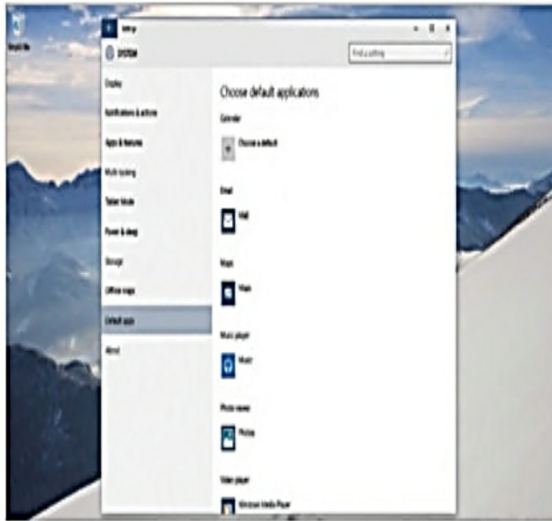
CHAPTER SIX: STARTING AND CHANGING PROGRAMS

The following steps will help you to change your PC default programs:

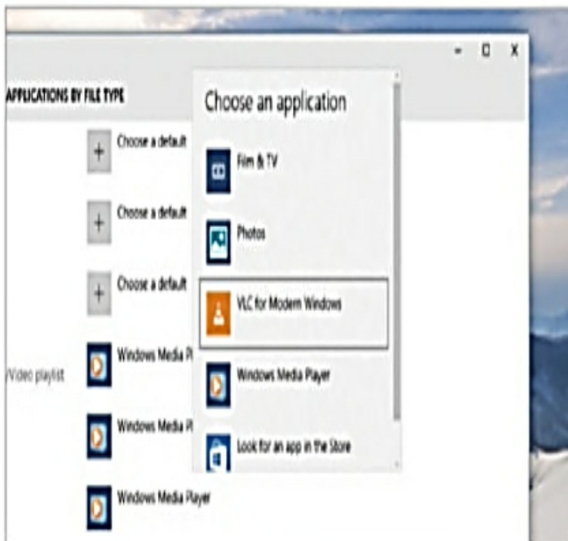
1. Go to settings: To change the default applications for all of your file types at once you need to head to the settings area. Click start then settings.
2. Open system settings: All settings that do with your default and installed applications are kept under the system area at the top left open it up.



3. See your default apps: Go to Default apps by selecting it from the sidebar. Under each category of the app listed on the right, you will see your default app.
4. Set new default apps: just scroll to an application type, like a web browser and click the app beneath. Choose an application to use as your new default.



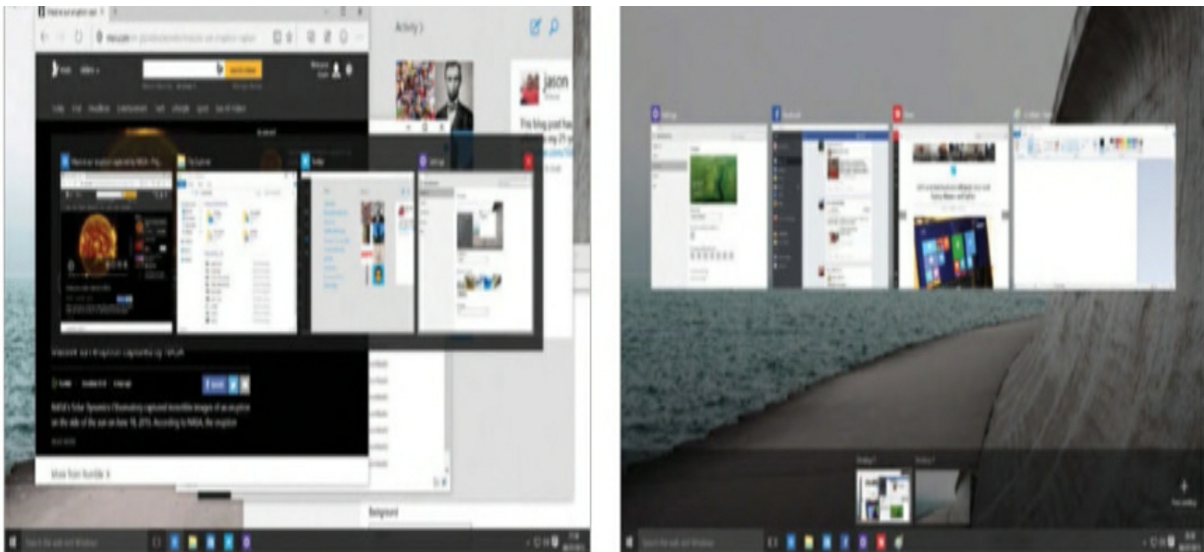
5. Choose by file type: From the bottom click on choose default applications by file type. This is also useful for increasing exceptions to the rules created in steps 4.
6. Choose by the app: Click on set default by the app then pick an app and click set this program as default to make that true for everything it can open.



Switching Between Applications

Windows 10 makes multitasking easier by introducing multiple desktops, things can be arranged perfectly

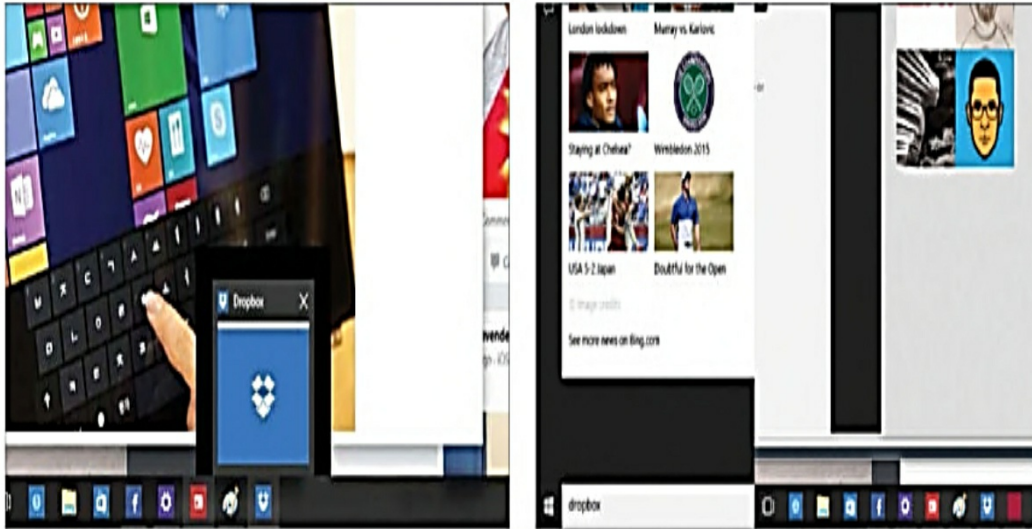
1. Switch to another app: To change your active application to another that is running, just hold down **Alt** then press **Tab** and keep on tapping **Tab** to cycle through the programs. When you release **Alt**, you will switch to the selected app while it is still held, you can also select or close apps using the mouse.
2. Switch to another desktop: Just try and hold the start menu logo from the keyboard and press **Tab**. It will direct you to a new task view with your apps at the top and your desktops at the bottom. You can use **Tab** or the mouse to select apps but you don't need to hold down the start menu logo from the keyboard.



Multitasking Tips

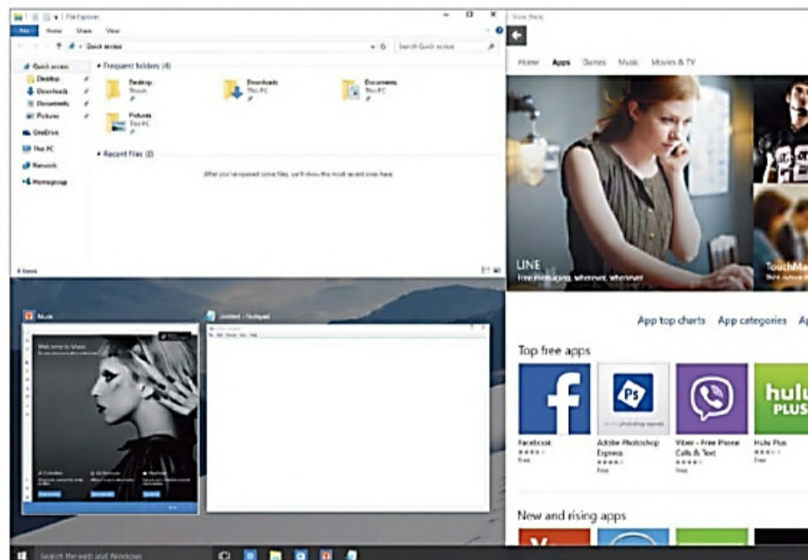
Get to know your shortcuts from your keyboard

1. Use the windows: as well these keyboard shortcuts, you can easily switch between your apps by clicking on the windows or taskbar icons. Also, you remember you can use an applications taskbar icon to reveal a preview and close the app using the thumbnail cross.
2. Search for apps: if your desktop is a bit of a mess of open windows or you prefer to use your keyboard for most things, you can switch to another application by using the smart search field in the lower right corner of the screen. Type an app hit enter and it will switch right over.



Arrange Your Windows With A Snap

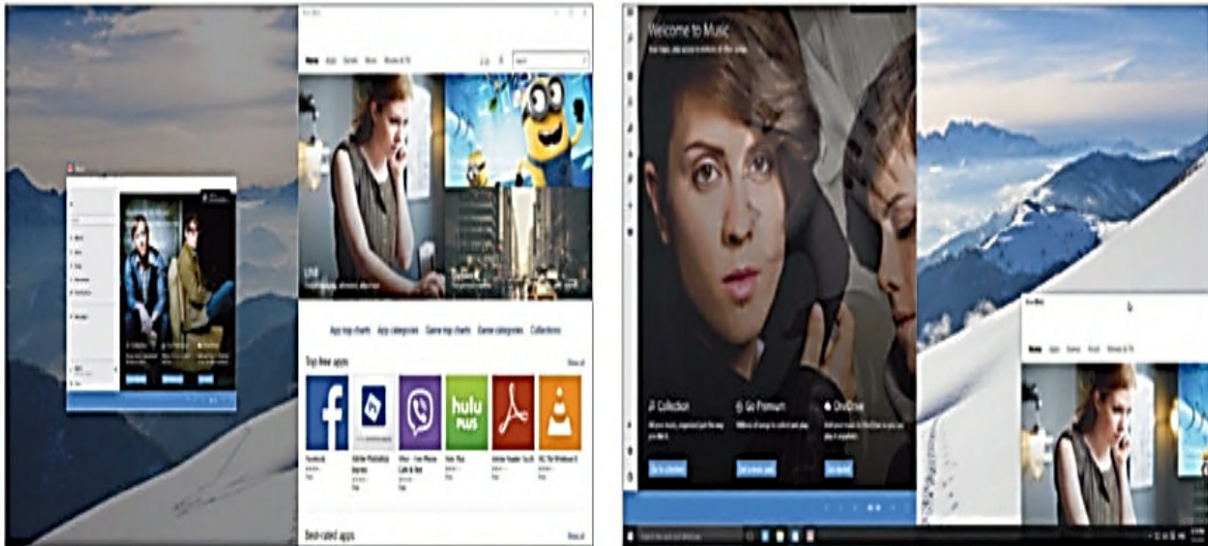
Multitask in style and keep the apps you use most often visible all the time



Snapping Make Great Impact The Way You Work In Windows

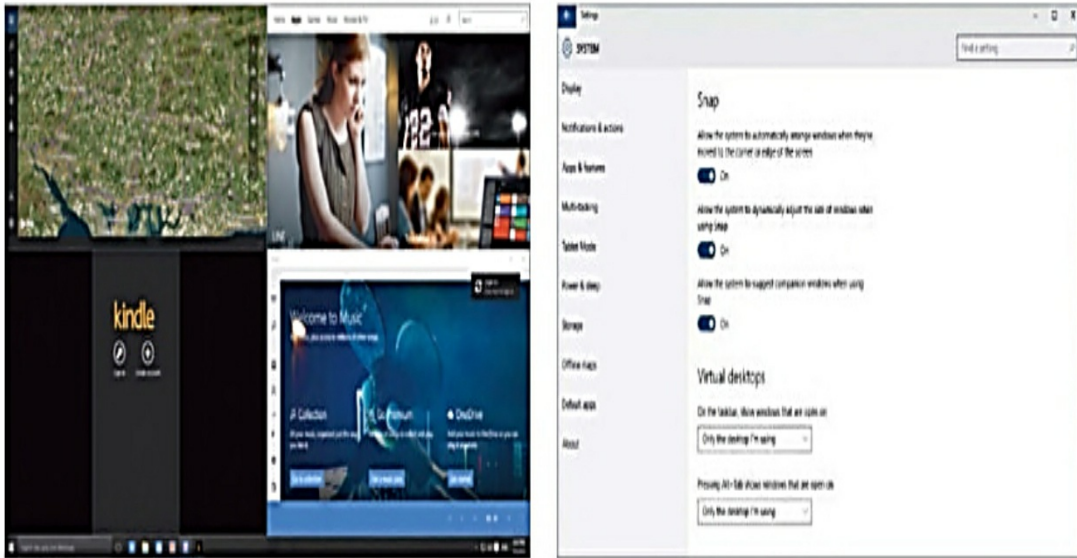
1. Drag and drop: when you have two or more windows apps open, all you need to do is to drag one to the right or left-hand side to bring up the snap feature. You should see the window you moved taking up half of the space and the other open apps displayed as large thumbnails.

2. Use two full apps: What you all need to do now, is just click one of the other thumbnails to display two apps that take up half of the screen each. You can drag each window if required by clicking and holding the thin bar in the middle of the screen. You should be able to do that now.

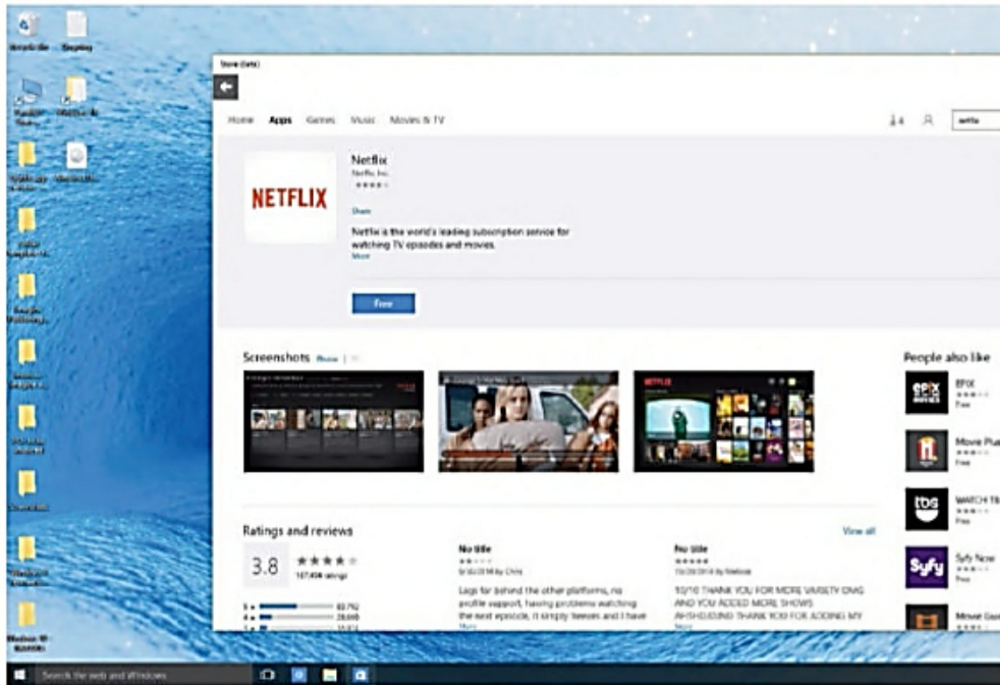


A Highly Visual Interface

3. Create a quadrant: this can be done by creating a quadrant with four open apps by selecting each individually and using the windows key plus one of the arrow keys to snap it into place. It takes a while to get used to, but once you know how to snap apps to a specific location in an instant.
4. Open snap settings: Open the setting then type **snap** in the top right-hand box to see which options can be set up automatically. You can also choose for the system to respond automatically and drag or leave it to work manually. Each option clearly displays what it is designed for.

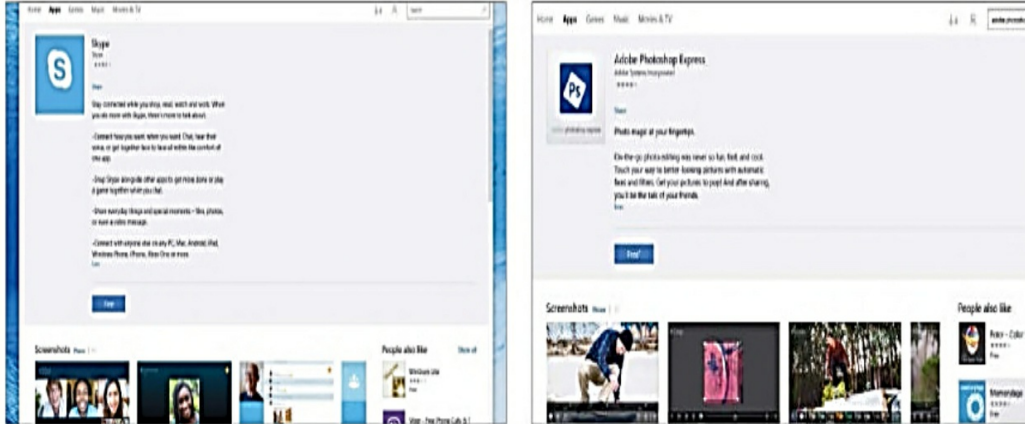


Look To The Future With Universal Apps



1. Search for associated apps: When you open the store app and search for new programs, there will be often no indication that an app is universal. You will need to search on your windows phone as well to see if an associated app is present but even then they could be a different build.

2. A universal example: Adobe Photoshop expression is a good example of a truly universal app. The developer has gone to great length to ensure that the app works almost identically on a PC as it does on a phone or tablet. It will only come with differences that display the size that you are using.



3. Look for the mobile alternative: Searching for adobe Photoshop express on a windows phone will bring up the mobile version. It is made by the same developer and the majority of the code should be the same on every version. You will experience great consistency from the first time you use it.
4. Stay oblivious: when you want to know more about windows 10 universal apps, head to the blog. Windows.com but for most of us there is no need. Simple knowing that more universal apps will be created in the future brings the hope of a better experience for every windows user.



INTRODUCING CORTANA PERSONAL ASSISTANT

Cortana serves as a personal assistant who helps in finding information, set reminders, and many more need to know.

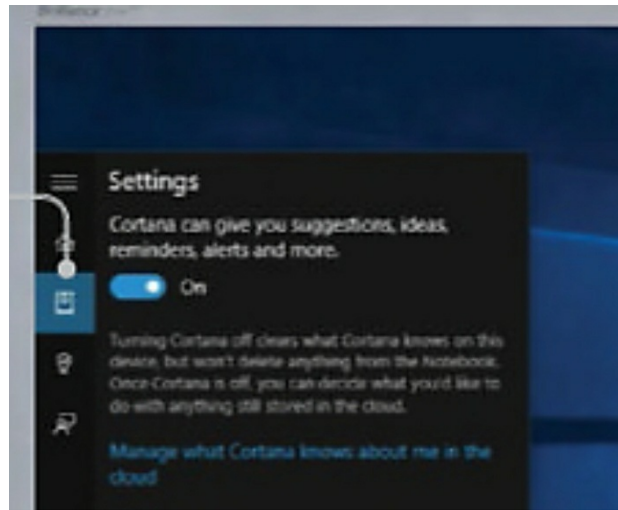
Cortana's name is a personal assistant in Windows 10, you can talk to Cortana like you are having a conversation with a real person in life. She answered back whatever you communicate with her by giving any information requested, appointment making, and reminders you need to know.

Cortana is a feature of the search box next to the start button from the left of the taskbar. Just click in between the box and type in something you want to find on the computer or the internet and Cortana will display the results in the panel that pops up. You can also talk to Cortana by clicking the microphone button at the right angle side of the search box or simply say hi Cortana, Cortana will start listening and interpret what you say and display your request.

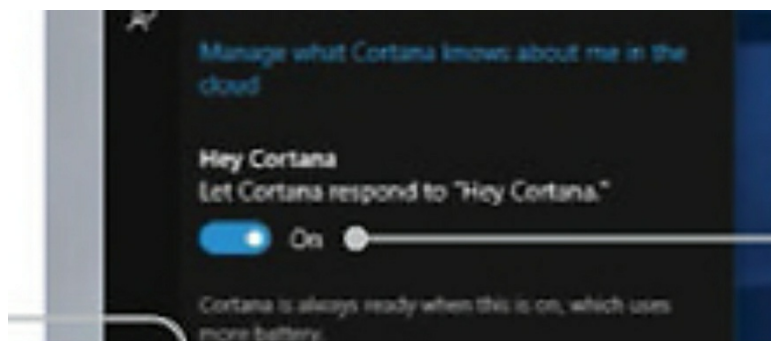
HOW TO EXPLORE CORTANA SETTINGS

Choose the Cortana feature you'd want to use

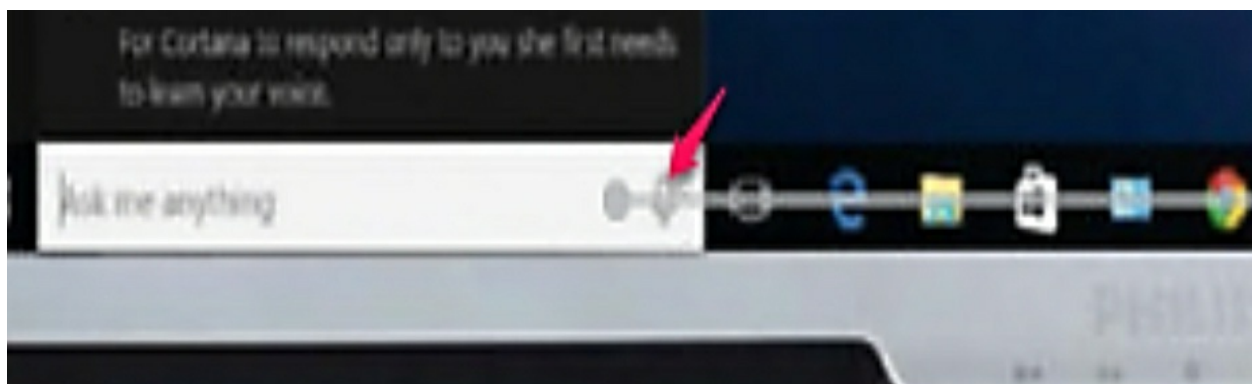
- The menu: these buttons provide access to Cortana features, just click the second one down and then click setting to customize the way that Cortana works.



- Is Cortana listening? Cortana can listen all the time and this enables you to ask anything you want Cortana to display for you.

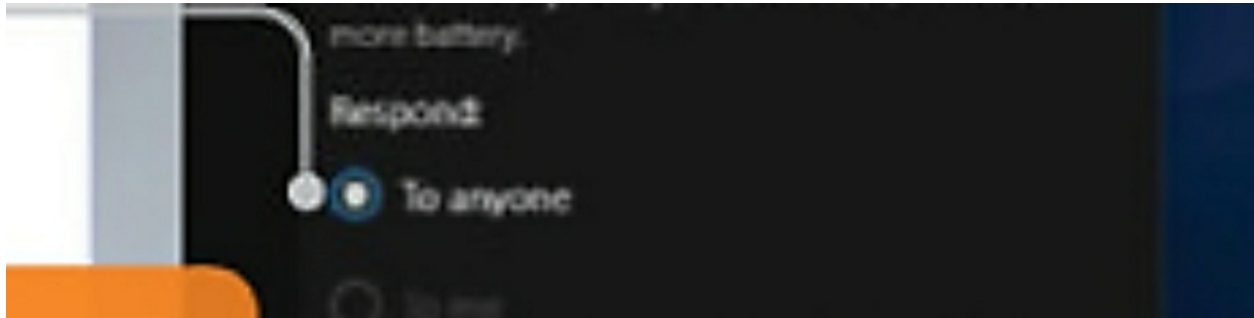


- Search and mic: if probably hey Cortana is switching off, you can click the microphone icon to speak to Cortana and you can also type any question from the box



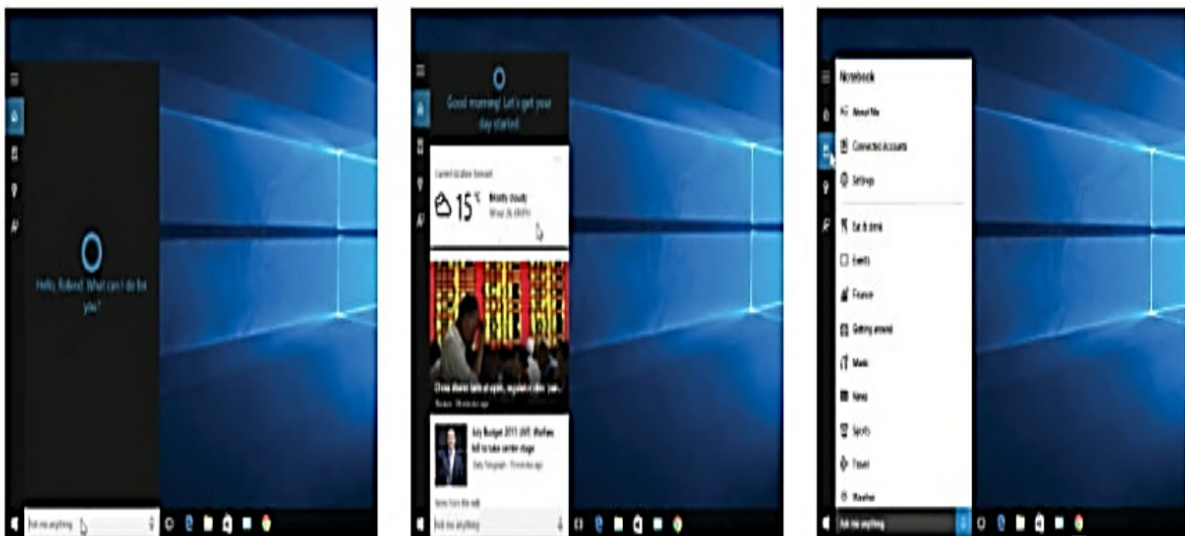
- She is all mine: Cortana can respond to anyone or just you alone, select To me below Respond and then train Cortana to recognize

your voice.



HOW CORTANA FUNCTIONS

1. Welcome to Cortana: Cortana sometimes pops up and asks what she can do for you. She listens to whatever you need to say and gives you feedback on your request.
2. Cortana suggestions: here Cortana brings up suggestions on anything that seems important to you. Cortana attempt to start conversation, there is a weather forecast and some of the latest news stories.
3. View the menu: click the notebook icon on the left to display a list of topics, clicking them will enable you to turn them on or off.



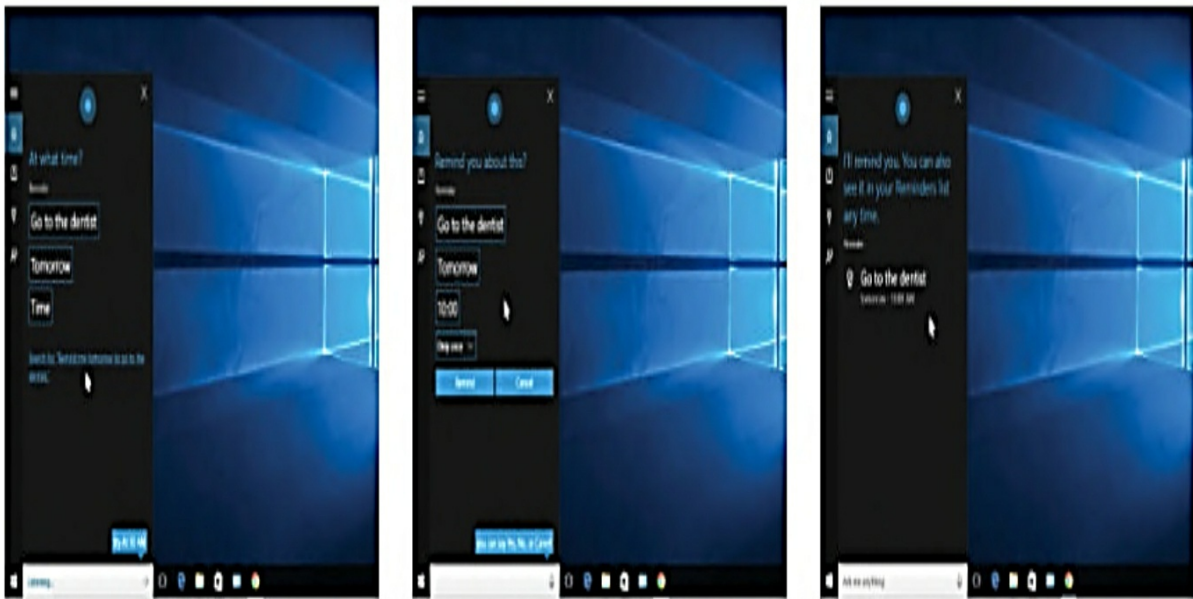
4. Train Cortana: voice recognition is very important of what you

say to Cortana but the first time you talk to her you can be asked to read the sentence below on the screen display.

5. Ask a question: anything you wish to know ask from Cortana, for example, if you want to know how the weather will be like tomorrow. Just ask a question like Hey Cortana, will it rain tomorrow?
6. Jokes and more: experiment with Cortana by asking a variety of questions. For example, you can ask Cortana to tell you a joke.



7. Add a reminder: Cortana is meant to remind you of anything you ask her to do. It is more serious to use Cortana to remind you to go to the dentist tomorrow or any other event you ask her to remind you.
8. Speak the time: Cortana will ask you what time the appointment is and you can say any time convenient for you.
9. Confirm the event: Cortana will ask if the event and time are correct and whether she can remind you, just answer yes or no and it is done.

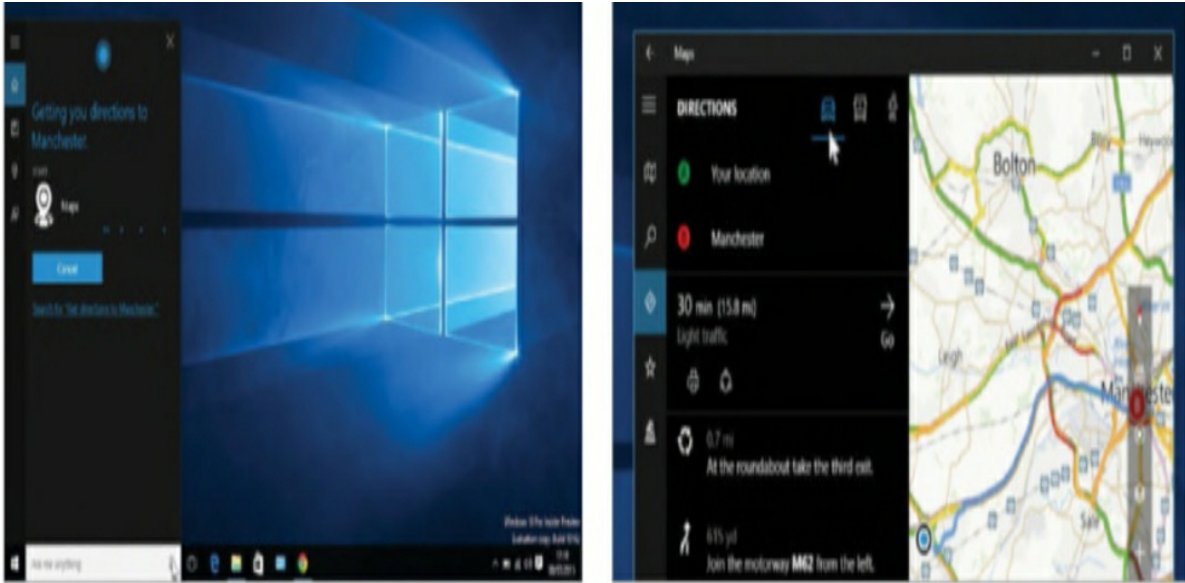


USING VOICE SEARCH WITH CORTANA

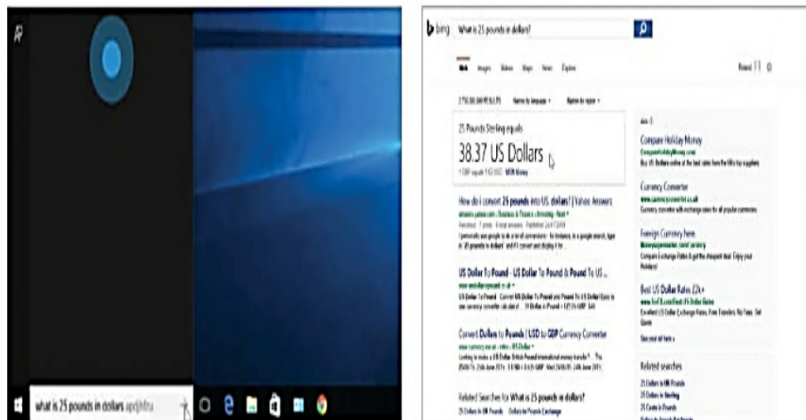
Cortana can give information and perform a web search for you, just ask.

FIND INFORMATION WITH CORTANA with these simple steps:

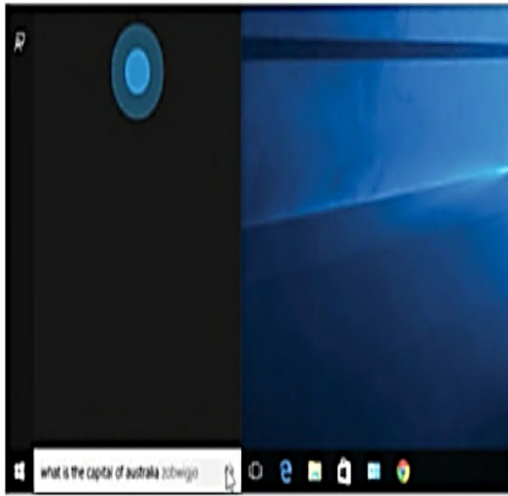
1. Get directions: if probably you want to go somewhere and you don't know the route or way out, just ask Cortana by clicking the microphone icon and say Get direction to whatever you want to know.
2. View the route: in this case, Cortana will open a separate window on the desktop to display the route directions. You can click the car, bus or man walking.



3. Get currency rates: if probably you want to travel and you don't know the current exchange rate, just say Hey Cortana what is 30 dollars in Euro.
4. View bing search results: in this case, Cortana will open a web browser window and enter the question you asked, it will display the exchange rate.



5. Explore the web: the web can be explored by using Cortana and you can ask questions like Hey Cortana what is the capital of France?
6. View information from bing: once again, Cortana has passed on the query to bing and a web browser window opens to show lots of useful information.



bing What is the capital of Australia

Web Images Videos Maps News Topics

1:50:28 (04/03/21) History Images + News by topic +

Australian capital

Canberra

Government of Western Australia

List of Australian capital cities - Wikipedia, the free encyclopedia

There are eight capital cities in Australia. "Canberra is the capital of Australia. It is not the capital of the ACT, for any other reason."

What is the capital of Australia - Answers.com

one answer was... Canberra, Australia

The capital of Australia is Canberra, which is in the Australian Capital Territory (ACT). Canberra became the capital of Australia in 1927 and is located in the ACT.

Canberra - Wikipedia, the free encyclopedia

one encyclopedia article

This article is about the capital of Australia. For other uses, see Canberra (disambiguation).

Climate • History • Geography • Government • Economy • Sustainability and...

Canberra

City



Canberra is the capital city of Australia. With a population of 381,000, it is Australia's largest inland city and the eighth largest city overall. The city is located in the northern part of the Australian Capital Territory, 200 km south-west of Sydney, and 602 km south-west of Melbourne. A suburb of Canberra is known as a "Canberran".

one encyclopedia article

Population: 381,000 (2017)

Area: 314.2 km² (121.4 sq miles)

Language: It is more than just a city, it's a territory. Canberra is a

Government: Australian National University • Stroy Willey College • Canberra • University of Canberra

Weather

See more

Related Searches for What is the capital of Australia?

PART FOUR

BEING SOCIAL: MAIL, PEOPLE, AND CALENDAR

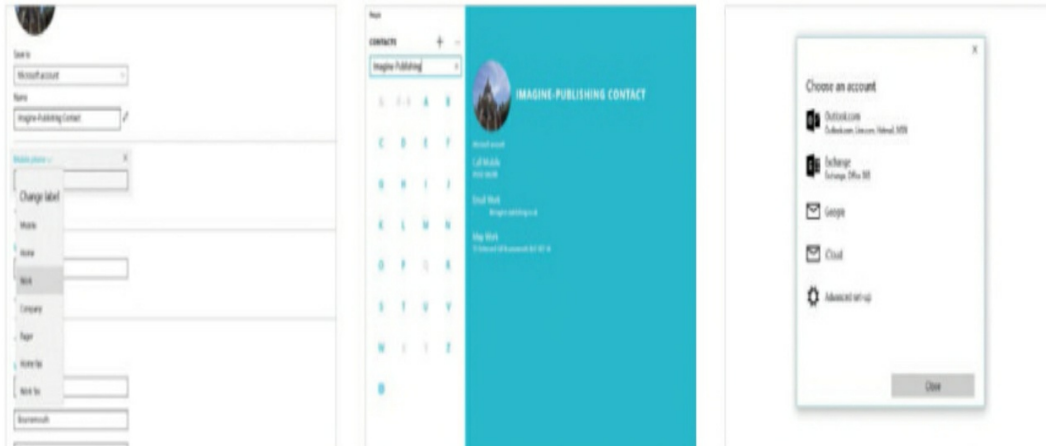
CHAPTER SEVEN: SET UP AND ADD YOUR ACCOUNTS TO WINDOWS

Windows 10 enable your PC to set up, edit and manage your contacts all in one place from other people app.

Managing Your Contacts

You can set up and manage your account by following these simple steps:

1. **Manually add contacts:** on the main interface, click the + icons at the top then note if you need to choose an account, for now, choose your Microsoft account.
2. **Add a photo:** from the resulting page, click add a photo and then browse your photos app for a suitable image using the left icon options,
3. **Crop and save:** select the image and with your mouse re-size the picture to suit and click on the tick icon to finish.
4. **The Dropdown boxes:** make sure you fill in the contact details, you can click on the drop-down options next to phone, email, and addresses to fine-tune proceeding.
5. **Find contact:** once finished with drop-down boxes, click the save icon at the top. Now you can use the search box or select a category letter to find the contact.
6. **Import contacts:** just click on the icon in the top left and choose setting then from here select the option to add an account.

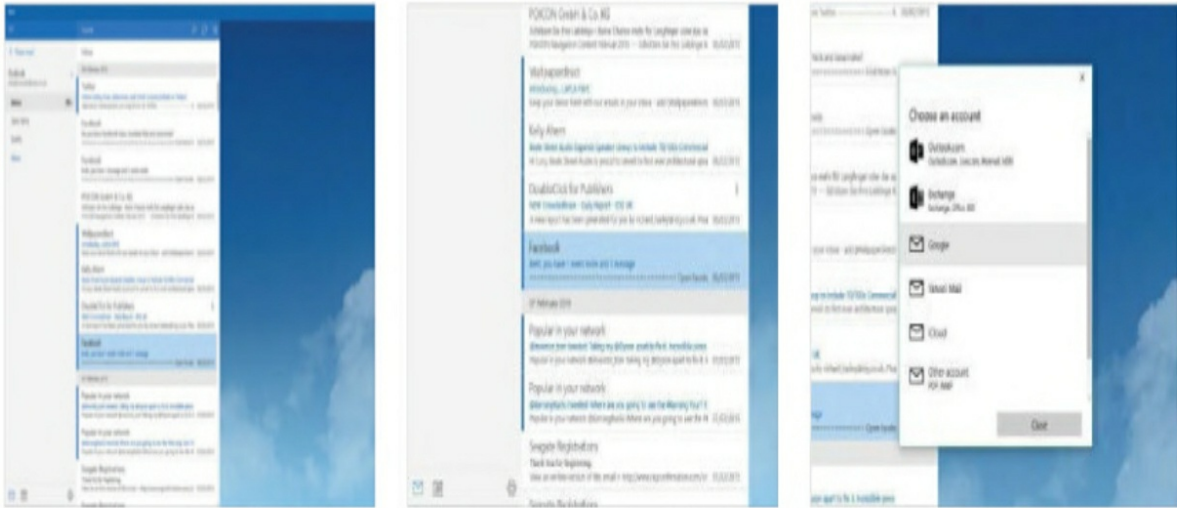


7. Import Google account: for argument's sake, select Google from the list and then key in or type in your username and password, scroll to the base to accept the connection.
8. Edit imported contact: click done and select the top back button. Once contacts are imported, you can select one and use the pencil icon to edit it.
9. Filter accounts: from the main interface, click the showing all option at the top and from here you will be able to filter which accounts are shown.

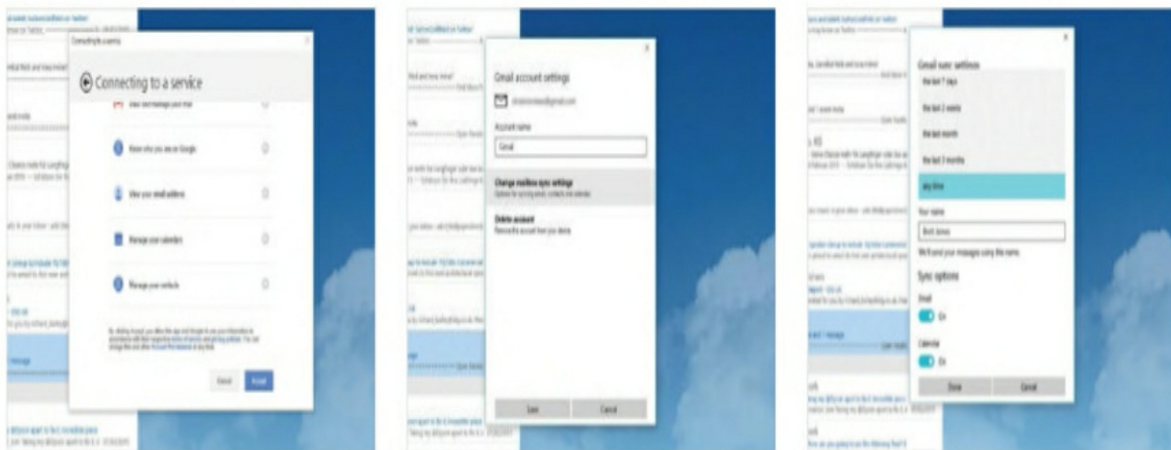


1. Set an email: when you first launch the mail app, it will list any account that can be used. Then click **ready to go** and head to the main interface.
2. Adding an account: select settings from the main inbox from the bottom left corner and from the right menu select **account**.
3. Making a choice: select add account and from the result

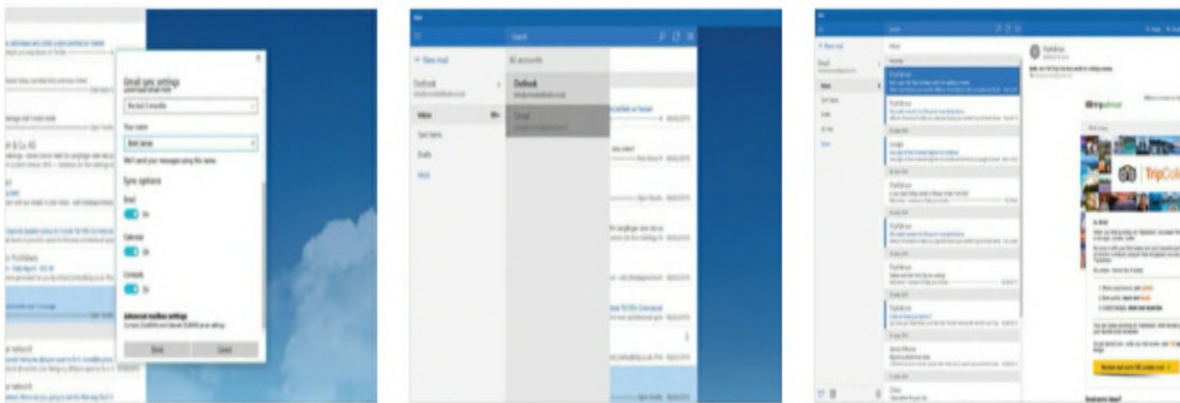
displayed list choose Google. When is prompted to enter your email address?



4. Enter password: type your password after clicking next and sign in and then accept to authorize the account from the bottom.
5. Change sync settings: just click done and select the newly created account when it is connected, then choose change mailbox sync settings.
6. Control downloads: select the drop-down next to the download email and this will allow you to control how many emails are sent to the app.



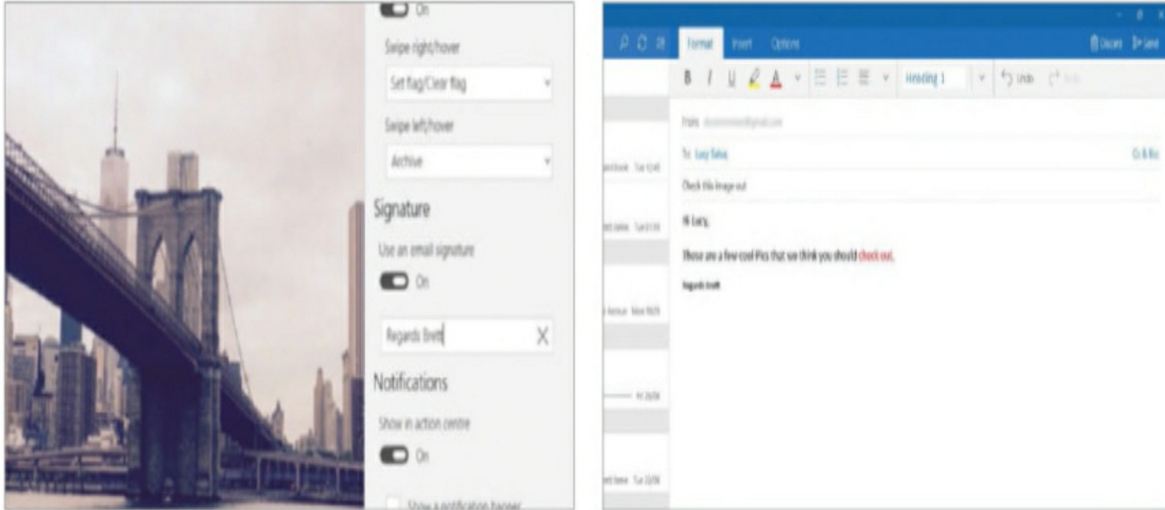
7. Customize features: this can be done by clicking on done and then save it. It can also customize your name and toggle to sync your contact and calendar.
8. Switch your account: from the inbox, select the primary account in the case outlook via the top left corner and choose the Gmail account to view the emails.
9. Select an email to view: the email can be select with the account switched. This will then allow you to view the contents in the right-hand pane.



How To Send Email With Attachments

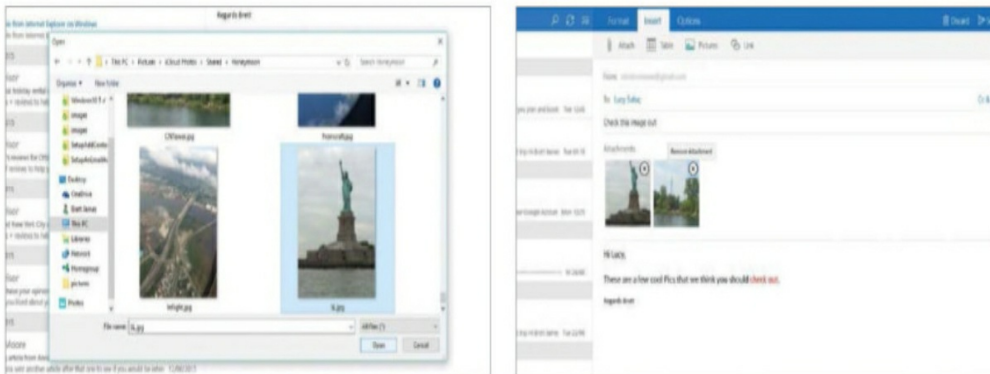
Having an email account now, I will teach you how to send emails with attachments

1. Customize your signature: having created an email account, click on the settings icon via the left corner bottom, then choose options from the right pane. Check for the signature field box and remove the contents and add your own customized signature, once it's done then click the back icon at the top right.
2. Compose your email: from the back at the main interface, click on the + New mail icon to compose your email. Enter the recipient's address in the box needed section and underneath add a subject. From the body section key in additional comments, when it is done, select the insert menu at the top.



New mail interface: Composing or attaching files via the mail app.

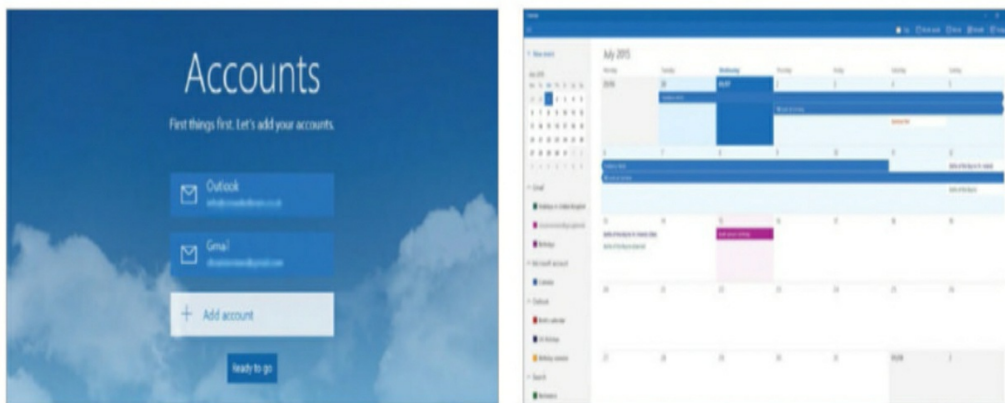
3. Attach files: click on the attach icon from the insert menu and this will bring up a folder view. Now by using a mouse, you need to browse to the location of your files, such as the pictures folder for photos. Having found the file now select it and open it.
4. Send the email: your email attachment will now display under the main body and you can either click on **X** from the corner to remove it or select attach more to add additional files (follow step 3 by repeating the process to achieve it). When done, click on send icon via the top right to accomplish it.



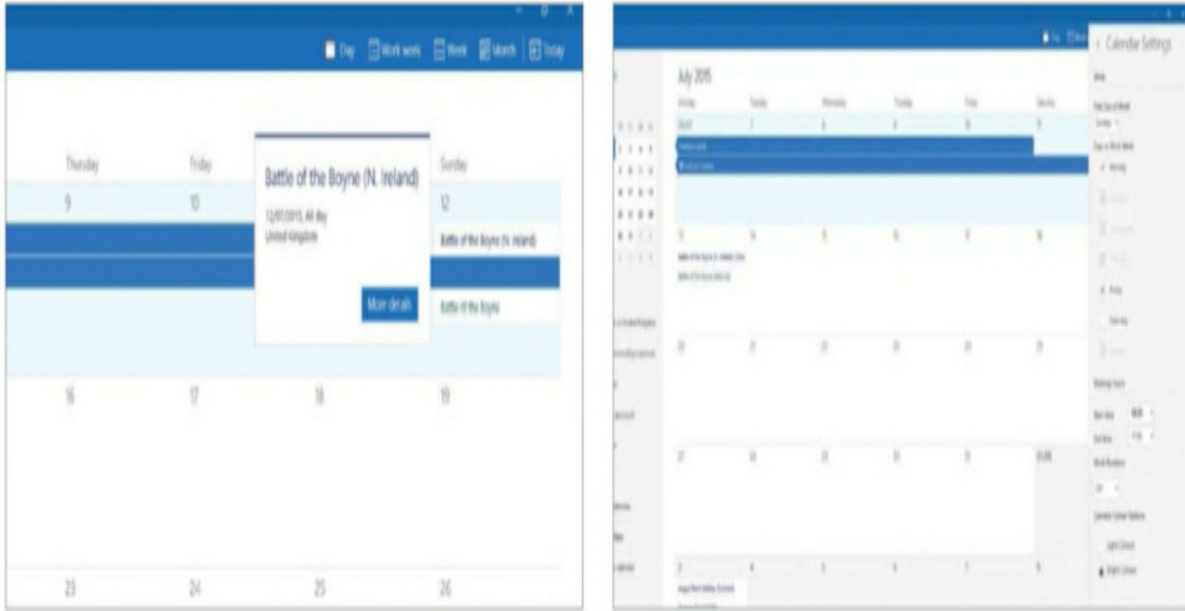
Look At The Features Of The Calendar App

The calendar app provides a quick way to switch between your views

1. Add an account: An option to add an account will be given when you first launch the app. This could be a Microsoft account or you can use your cloud calendar. However, to save time note how the app has pulled over the accounts.
2. Adjust the layout: click Ready to go and access the main interface, you will now see on the far left of your monthly snapshot and beneath all calendars pulled from your account. From the right you will find the event, you can manipulate the view by selecting one of the tabs.



3. View your events: use the mouse and scroll through the event or use the cursor over one to get a snapshot of what is inside. You can also select more details for an enlarged view. You can click on the latter account color icon with multiple calendars from the left panel to hide or show entries.
4. Change the settings: clicking on the cog icon at the bottom to access the accounts (to add or remove them) or better still to adjust calendar settings. The latter allows you to set your preferred work week, days, time and adjust the event color brightness.



How To Add An Event To Your Calendar

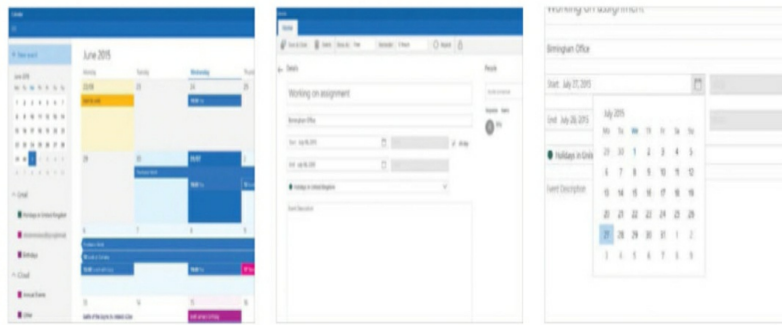
QUICK EVENTS: Adding quick events to the calendar.

- Select your day: when using the new event icon you can also select a day directly from the calendar to add a quick event.
- Key info: the quick event is a small box that can be used to fill in the event name and start or stop days, you can also set your preferred account.
- Get invited: if you add an event and invite someone to join, they will receive an email taking them to a website. From here they can decide whether to accept the event or not.

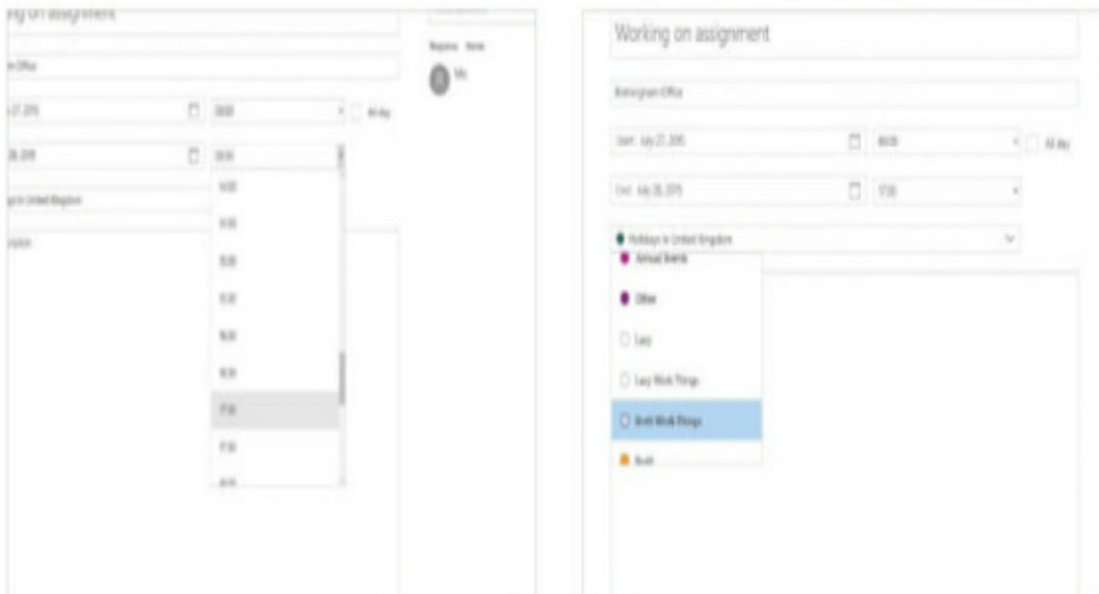
1. New event: after the calendar app is loaded, click on the new event icon at the top left of the screen.

2. Adding details: begins to add a name for your event, such as work on an assignment, and then use the space below to key in the location.

3. Set start and end date: below the location click on the calendar icon from the date field to pick your preferred start date. This process can also be repeated for the end date as well.



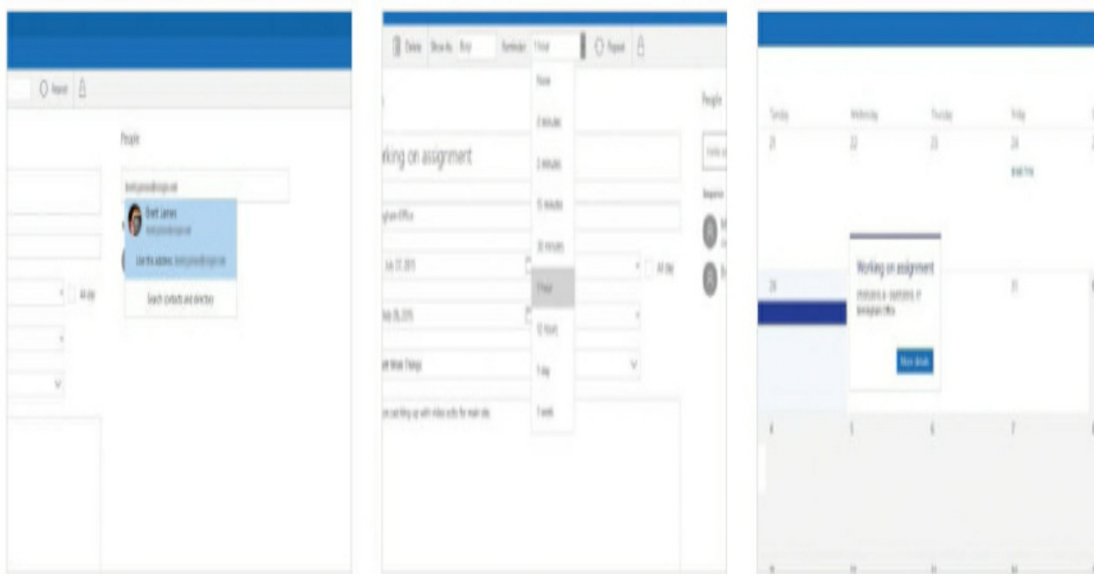
4. Set your time: if the event is not all day, you can remove the tick next to the box and click in the start box and use the drop-down to select your time.
5. Choose your account: you can use the box below, the start and end day, or times to pick which account you want the event to be stored.



6. Optional; invite others: from here typing an email address for the person you want to share the event with or pick the address from the list.
7. Set status or reminders: just click show as to set your status or optionally select the reminders box and use the

drop-down to set an event reminder.

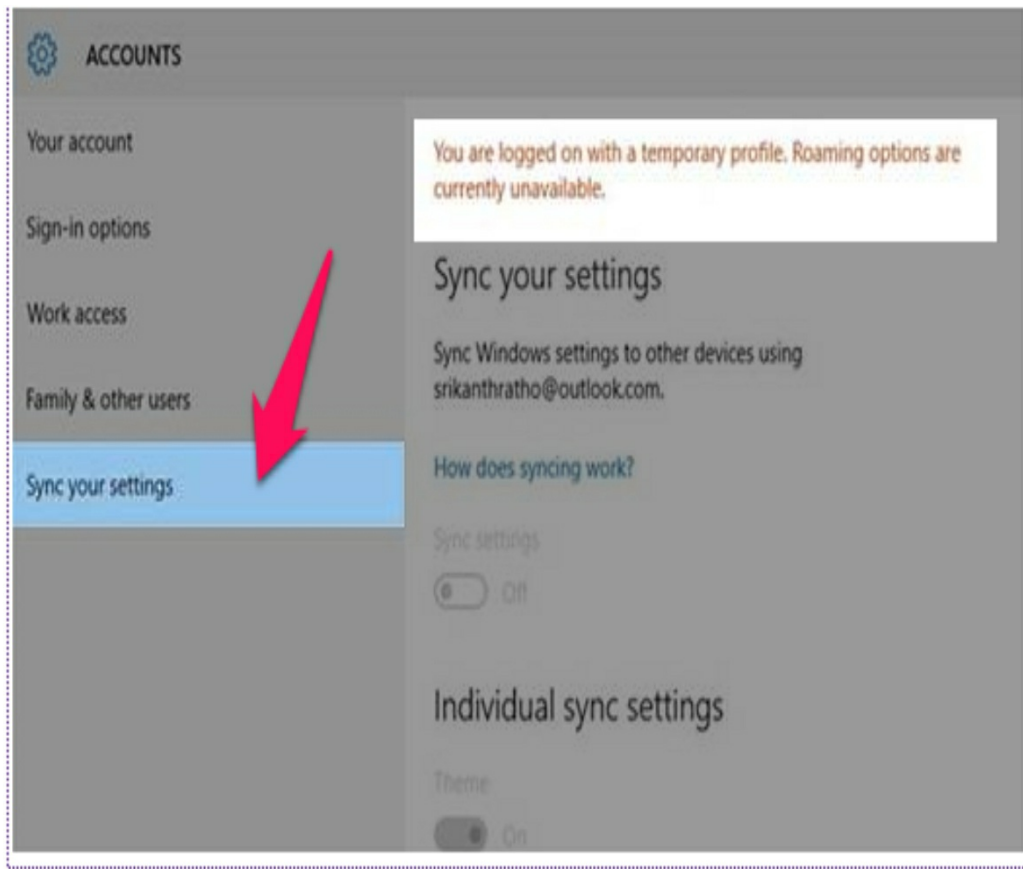
8. Saving the event: once done click on send, the event will now display in the calendar app and the invite will be sent.



CHAPTER EIGHT: HOW TO FIND MISSING FILES OR FOLDERS IN WINDOWS 10


After updating your PC to Windows 10, you may be having trouble finding your old files; these are some following things you can try.

- The first thing to do, check to see if you are signed in with a temporary profile.
- Secondly, go to setting > accounts > sync your settings. If you are signed in with a temporary profile, you will see a message at the top that says **you are logged on with a temporary profile. Roaming options are currently unavailable.**
- It means Windows created an extra account for you when you switched to Windows 10, so you'll need to restart your PC and sign in with a different account.



There is something you need to take note of; ensure to copy anything you worked on since you upgraded to an external drive or it will be deleted when you sign out.

How To Locate Or Find Your Files

Click on the search box on the taskbar and search for your files by typing the file name into the box. If the file was unable to see or find, and you are not logged in to a temporary profile, use the troubleshooter to fix problems with the search. From the search box on the taskbar, type indexing, and select indexing options. Select the advanced  button to view more options then select the troubleshoot search and indexing link and follow the steps.

Other Way To Find Your Files

- From the search box, enter show hidden files and folders. Under hidden files and folders, select Show hidden files, folders, and drives, search again by trying.
- Look for all of your files of a certain type, for example, word

documents, just type document, or if it's a music file, type mp3.

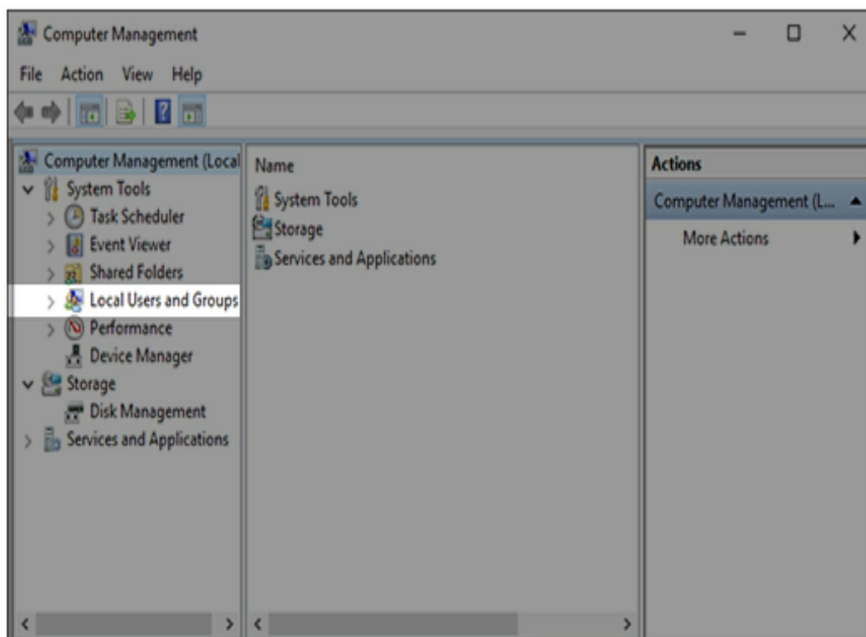
If you still can't find your files, you may need to restore them from a backup

- In the search box, type Backup and restore. Open Backup and Restore and select restore my files. Then follow the instructions.
- Sometimes, you can recover a file by creating a new one with the same name and file type. After you've created the new file, select Properties, select the Previous Versions tab, and then pick the file version to restore.

How To Re-enable a Windows 7 Administrator account

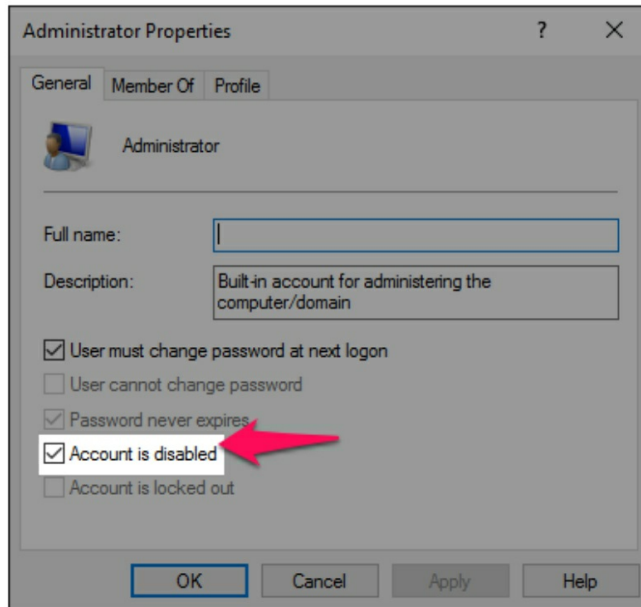
If you updated from Windows 7 and created a new Microsoft account when you moved, your files may be stuck in a disabled administrator account. Re-enable the account and log back in to see them.

1. In the search box, type computer management and select the Computer management app.



2. In the left pane, expand Local Users and Groups, and then open the Users folder. If the user named Administrator has a down arrow on its icon, it's been disabled.
3. To enable this account, double-click the Administrator icon to open the

Properties dialog box. Clear the Account is a disabled check box, and then select Apply to enable the account.

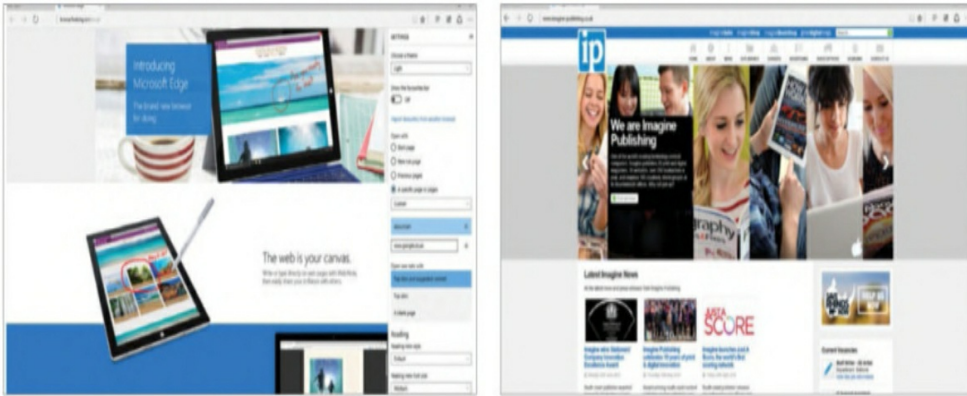


4. Now log out and log back in using the Administrator account.

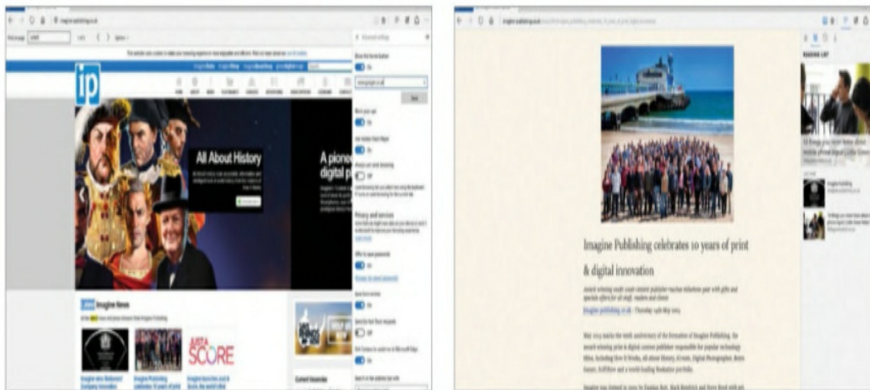
Get To Know Microsoft Edge

Using Microsoft edge will help you to showcase the latest web browser

1. Change the start page: when you start edge, it will usually bring up a splash page, which may not always be appropriate. Click the icon at the top right corner and head to settings to choose how the web browser should start; the tabs can also be controlled by opening.
2. Enter a web address: enter the web address or carry out a search request via the top right bar. The press + near the current web page to open a new tab and enter a new address or click the **X** in the corner to close a tab or long-press it with a left mouse click to drag it to a new position.



3. Use specific tools: under the icon are useful tools, you can find text on the page print or open a private window (browse a site without tracking cookies). You can also launch the current web page in internet explorer or go ahead to setting > advanced to add a home icon.
4. Choose an option: The top row of icons allows access to the reading view, adds pages to favorites or reading list, or provides options for managing the latter and viewing downloads. The note and share icons are great for annotating or sharing your web pages with others.



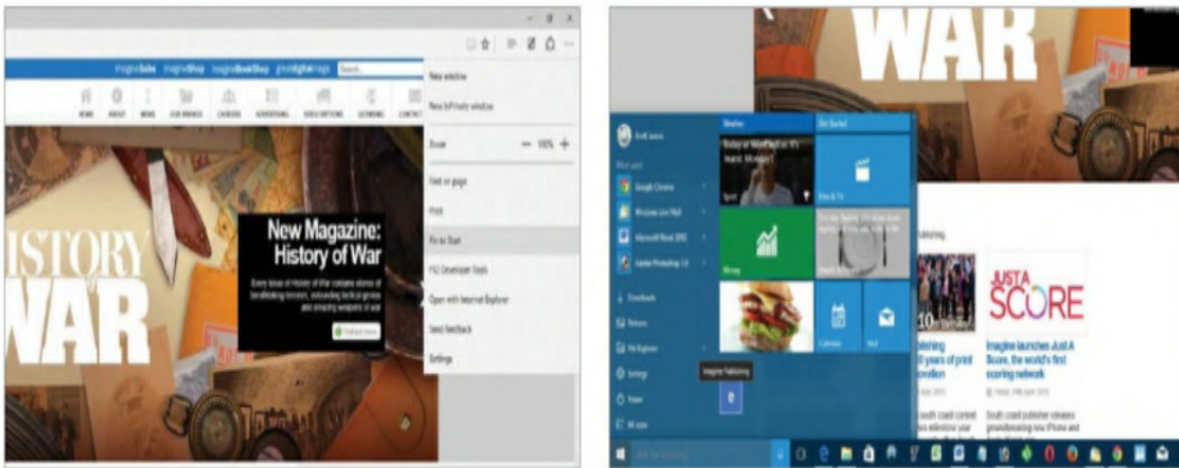
HOW TO PIN A SITE TO THE START MENU

The favorite website can also be accessed in another way via the windows start menu.

1. Finding the URL to pin: once you have launched Microsoft edge, you first need to key in a URL or access a page from the

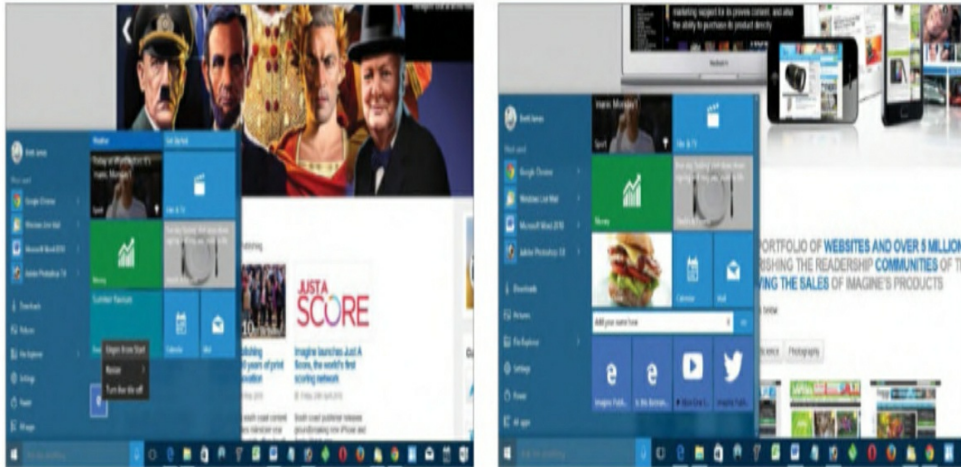
favorites bar or folder. When the page is loaded and appears on the screen, then click on the icon at the top right and choose pin to start.

2. Find pin and resize: click on the windows start menu and scroll to view the pin. You can drag the tile (long press with a left click) to a new position or adjust the size by right-clicking and selecting resize. Note if the tile is small, you can discover what the icon is by using your cursor over it.



START PINNING

3. Launching and deleting: click on the pin from your start menu when you want to view the website. For deleting the pin, just right-click on the title and choose the option then unpin from start, it will then disappear.
4. How to group pin together: In Microsoft edge, pin multiple pages to the start menu. Click on the smart menu and click then drag each tile so they come near to each other. Click on the field box above to create your own group, organising browser pins is very useful.



CHAPTER NINE: USING THE REGISTRY EDITOR TO MANAGE HARDWARE AND SOFTWARE ISSUES IN WINDOWS 10

Becoming an advanced windows 10 user, the registry editor should be something you must know. The registry helps you to solve issues from your software and hardware. It makes things very easy for your PC to function perfectly.

What is a registry editor?

It's a graphical tool in the Windows operating system (OS) that allows authorized users to view the windows registry and make changes. It allows users to perform the following functions: creating, manipulating, renaming, and deleting the registry key, subkey values, and value data.

It is a collection of all the information that makes a computer run efficiently. There are two essential elements from any registry computer system which are keys and values. The registry keys behave like container objects and are similar to folders on your computer while on the other side, the registry values are the non-container objects, quick similar to files from your computer.

7 predefined root keys from the registry are provided, the root key is named according to their constant handles. These are the 7 following root keys in the registry:

- HKEY LOCAL MACHINE

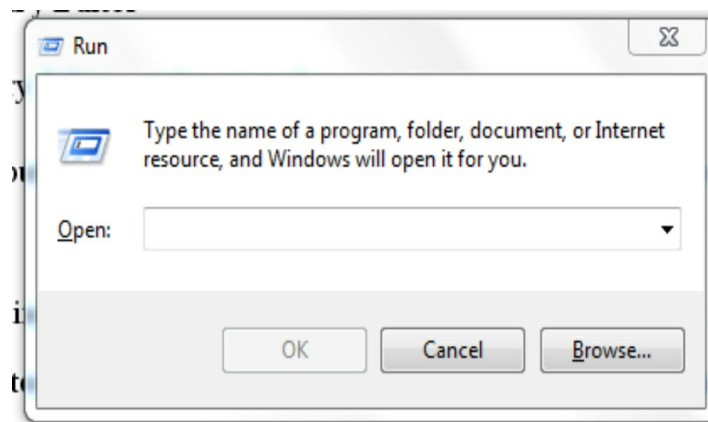
- HKRY CLASSES ROOT or HKCR
- HKEY CURRENT CONFIG or HKCC
- HKEY USERS or HKU
- HKEY PERFORMANCE DATA
- HKEY CURRENT USER or HKCU

How Can You Open The Registry Editor

1. Click on the start button, then type **Run** in the search button and press enter key.
2. From the **Run** window that displays or appears type **Regedit** and press the key enter.
3. The registry editor will open, and then ensure you confirm or type your administrator password when it has been asked from the confirmation window.

This registry editor can also be done by another alternative by following the step below:

- Just press the start menu key window from your keyboard + **R**, after press the key this is what it will display below.



- Next just type **Regedit** from the box displayed and press enter key
- The registry editor will open, then ensure to confirm or type your administrator password when you are instructed in the confirmation window.

How To Make Use Of Registry Editor To Manage Software And Hardware Problems

The registry editor can be used to control the following components in windows 10:

1. The installed software and drivers
2. The system settings
3. The system hardware
4. The profile information

The installed software and drivers to the information about all the apps you installed from your PC and their registry keys and entry. On the other hand, the drivers are apps that ensure the hardware devices connected to your computer are running smoothly. Their registry keys and entries are stored in the installed software and drivers.

The system hardware is all the physical devices that have been connected to your computer, which are known as keyboard, mouse, printers and hard disk, etc. The information about the hardware devices will be kept in the registry editor according to their keys and entries.

Way Out To Restore Computer Using The Registry Editor

1. Just press F8 from your keyboard; this will boot Windows 10 into safe mode by protecting your files and drivers.
2. Locate the safe mode and press the enter key.
3. After the computer has booted, click on the start button and type Run in the search button then press enter.
4. From the Run window that appears type **Regedit** and press enter.
5. The registry editor will be open but ensure to confirm your administrator password.
6. File menu from the window will display, just click.
7. Click on the import menu
8. From the import registry dialogue box, find the location with the use of browsing to know where you saved your backup file.
9. After the backup file is being found, then click on open from the folder dialog box.

How To Uninstall Programs By Using Registry Editor

Believing with me that, for all applications being installed on any devices, there will be an entryway to uninstall from the registry. All applications are gather or group under the uninstall entry in the registry. By removing any app from windows 10, ensure you follow entry uninstallation in the registry.

The following steps will help you to remove an application using the registry editor.

- Click on the start button and type Run from the box, then press enter.
- From the run window that display, type **Regedit**, and press enter
- Your registry editor will open, ensure you confirm or type the administrator password
- Then locate the **HKEY LOCAL MACHINE/ Software/ current version/uninstall** entry in the registry editor window.
- Select the application you want to uninstall from the left pane of the window.
- Choose the program by double-clicking on it **uninstall string**.
- Then copy the string of the value data.
- At the start button type **run** and press enter key.
- From the Run window that displays paste the string that you copied earlier then press enter key.
- Ensure you wait for the uninstallation process to be completed.
- After the process is completed, then reboot your PC.

Way Out How To Remove Device Driver Using The Registry Editor

If probably your PC hardware devices stop working, and re-installing by using the devices and printers is not working, you can then uninstall it by using the registry editor. You need to delete the driver from the registry editor, after is being deleted, you can install the dive driver again.

The following steps can be used to remove the printer driver from windows

10:

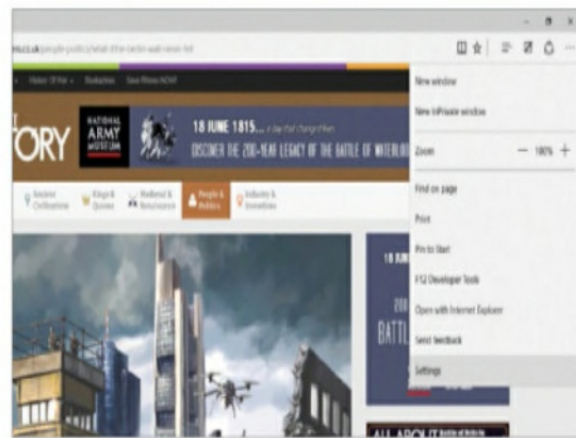
- Click on the start button and type Run from the box, then press enter.

- From the run window that display, type **Regedit**, and press enter
- Your registry editor will open, ensure you confirm or type the administrator password
- Now navigate through the keys **HKEY LOCAL MACHINE/ SYSTEM/ CURRENT CONTROL SET/ CONTROL/ PRINT/ ENVIRONMENTS/ DRIVERS/VERSION**
- Right-click the name of the printer from the left pane of your window and click the **delete** option from the context menu that displays.
- Click on the command, **YES** to proceed.
- Then return back to the printing button key and expand the printer's key.
- Press on the command deletes and **Yes** to launch the uninstallation process.
- Select the start menu, type **service MSC** from the search field, then press enter key.
- Double click on the **print spooler** and click the stop button.
- Then click on start to restart the printing service.

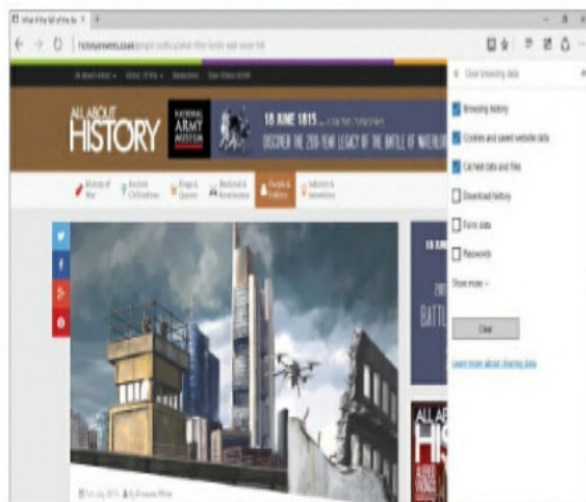
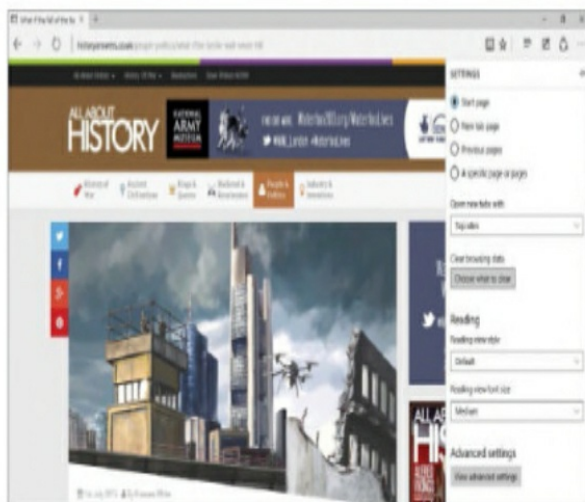
Clear Browsing History

HOW TO CLEAR EVERY BROWSING HISTORY?

1. Look for it: if it's old versions of Microsoft browser like internet explorer, you could access your history from the top bar. To access the history settings, just press the three-dots icon in the top right corner, this is the main menu button.
2. Go to settings: this where all the basic tool menu options live, the most interesting thing we need, is the settings options right down at the bottom. In this place lies a lot of settings options that may want to view and change such as the default Home page.



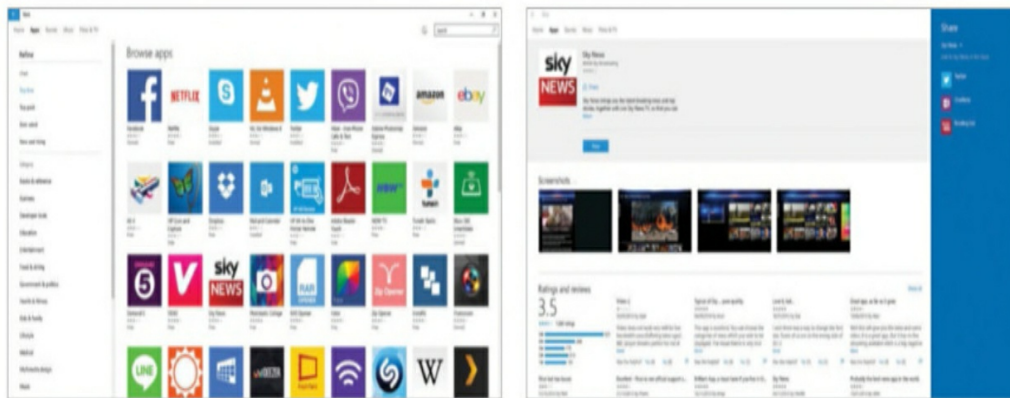
3. Locate the history setting: the setting menu is laid out like Google chrome, with set options that give the basics of what you need to customize your experience. The history settings are known as browsing data, so click on choose what to delete from the browsing data.
4. Chose what to wipe: manually click clear to erase browsing history, cookies (an identifier that lets websites recognize you), and any leftover downloaded data that was used when you last browsed the web. You can wipe more but you still need to clear once you have made your selection.



Download Apps To Your Pc

See how you can download an app straight to your windows 10 desktop PC

1. Find your app: once the windows store launches, then click on the App categories below the feature items. Select either category subheader from the left side, or select top free to get a broader view of apps, you can also use the search bar from the top to find apps.
2. Share your find: after the apps are being found, click on the thumbnail. On the next page, click more to find additional information about the app and look at user reviews. If probably you click on the share icon, a list of supported sharing apps will display on the right angle, and select one of the apps to share the location.



3. Download apps: to download the app click on free to initiate the download. If probably you want to download a paid-for app, then click on the price icon and it will prompt you to sign in with your Microsoft account to confirm payment. Once this is done, it will download as per the free app.
4. Manage the download: from the top right of the screen click on the small account icon and choose download. This will allow you to manage the downloading of the apps. Alongside you can choose to **check for an update** to get new features/ fixes for existing apps.

The screenshot shows the Sky News website. At the top left is the Sky News logo. Below it is a navigation menu with options like 'Home', 'News', 'Sport', and 'Weather'. The main content area features several news stories with images and headlines. On the right side, there is a 'People also like' section with a list of related news items. At the bottom, there is a 'Rating and review' section for the website, showing a score of 3.5 out of 5 stars.

The screenshot shows the Windows 'Downloads and installs' window. It displays a list of downloaded files with columns for the file name, size, and date. The files listed are:

File Name	Size	Date
Download	10	10/10/2016
Download	10	10/10/2016
Download	10	10/10/2016

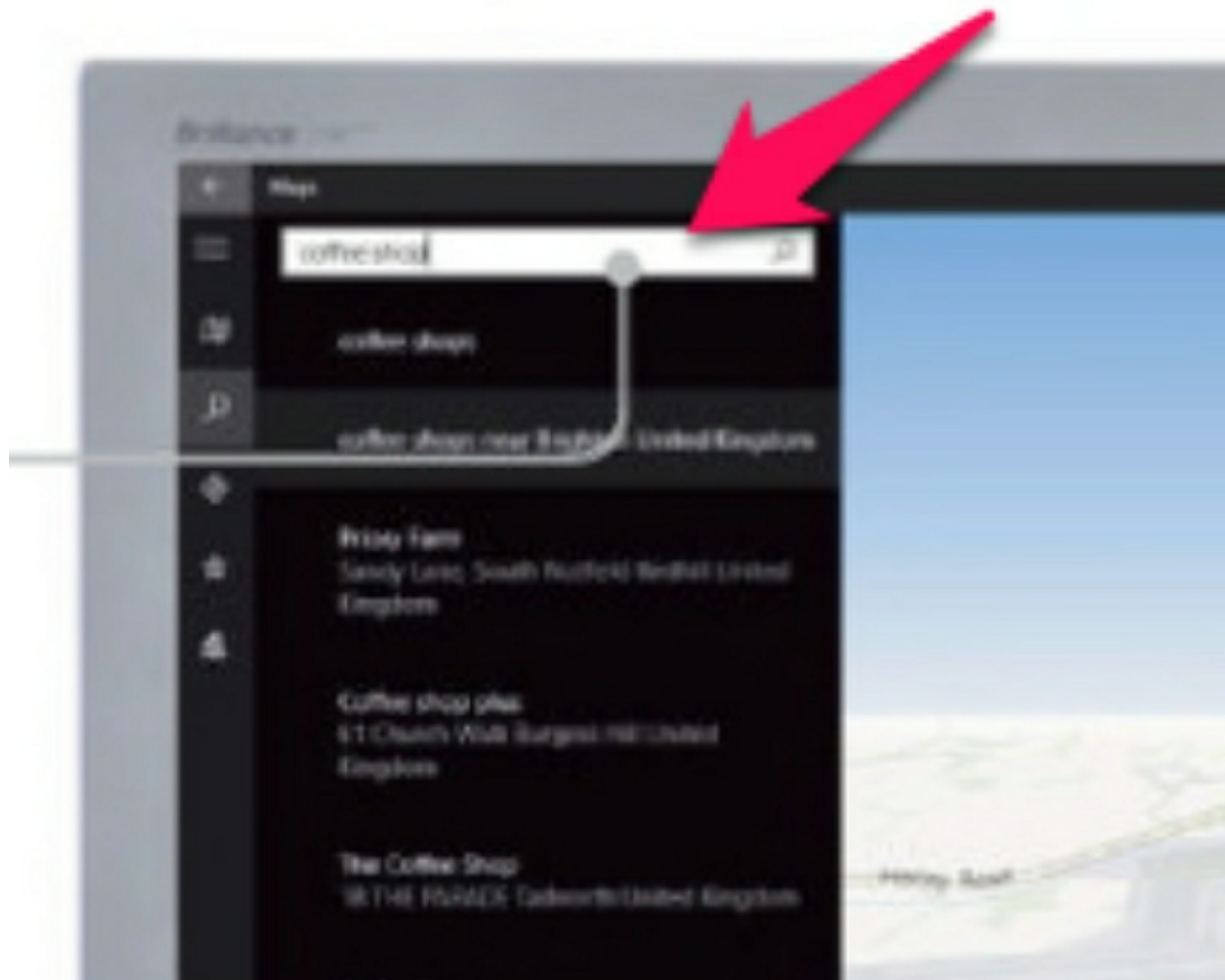
Below the list, there is a section for 'People also like' with several recommendations for other software or updates.

CHAPTER 10: HOW TO EXPLORE THE MAPS AND IT'S FEATURES

The maps app in windows 10 is very impressive, interesting, and accurate to use.

Anything can be done from your windows 10 maps

- **SEARCH:** from the search bar type the location where you want to find out (including the postcode) it displays the result.

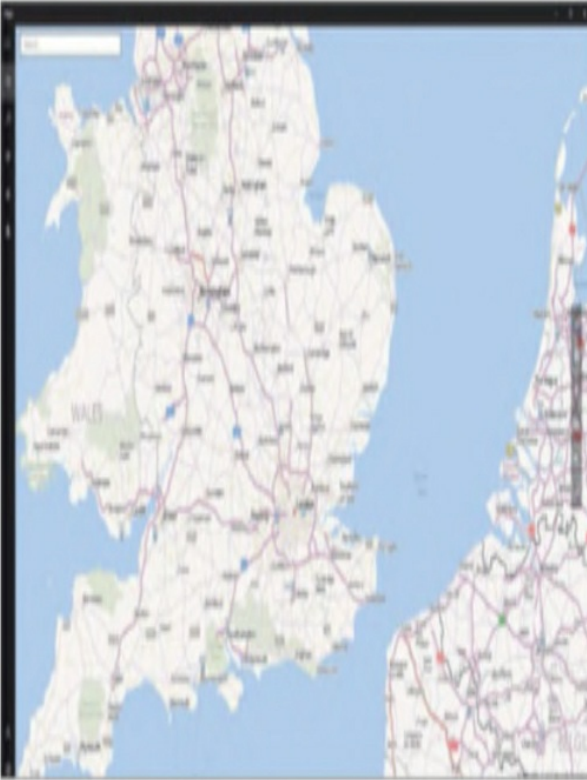


- **GO TO BING:** click this link below to go to the bing website if you do not see the information you are looking for or if you want more details information.



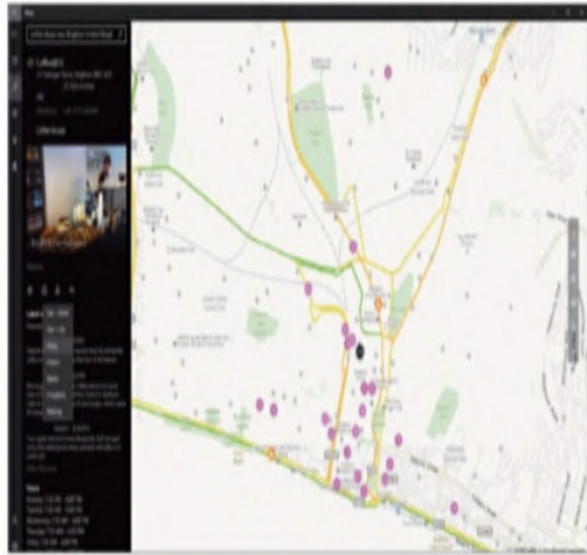
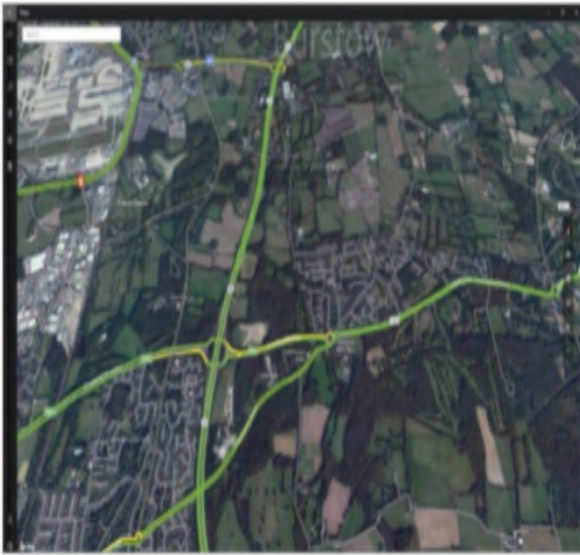
How Maps Function From Your Windows 10

1. Check the options: check the options from the left of your screen, after you, you open the maps, you will be shown your place of location with the surrounding areas.
2. View 3D cities: click the 3D building icon from the left and select one of the cities listed. It will display the exact place you want to know.



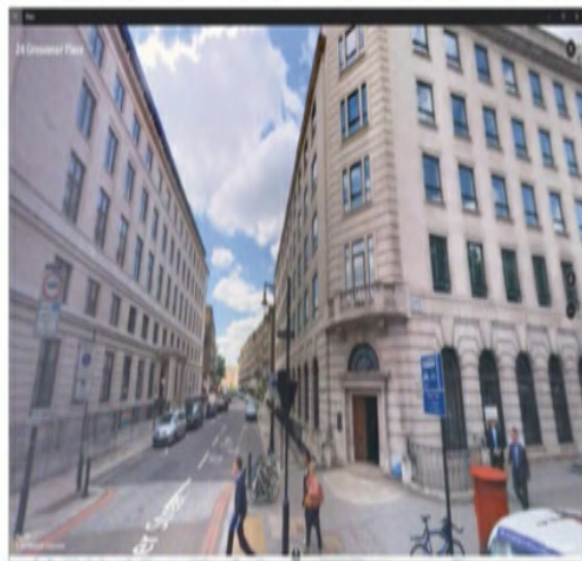
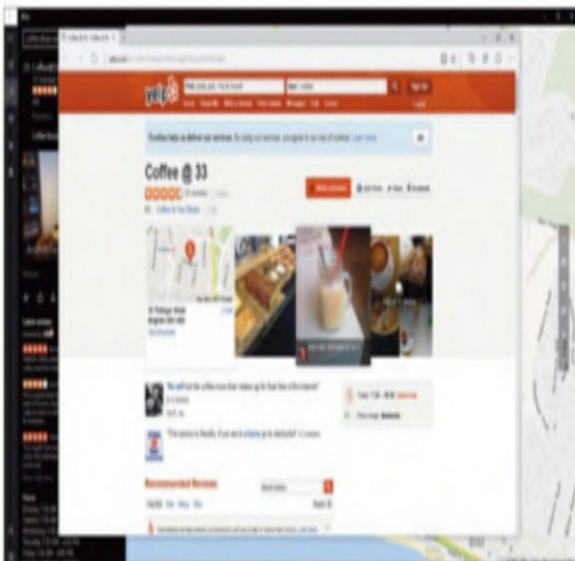
3. Check the traffic: while viewing the map, click the layers icon from the right and select **traffic** to see the current situation near you.

4. Search for anything: type anything you like from the top search bar and it will present a list of results to navigate.



5. Check the reviews: click to read each individual review, for the establishment you search and the average review rating will show on the left side.

6. Click street view: when viewing some locations, you will see street view options, then click to explore the area like you were really there.

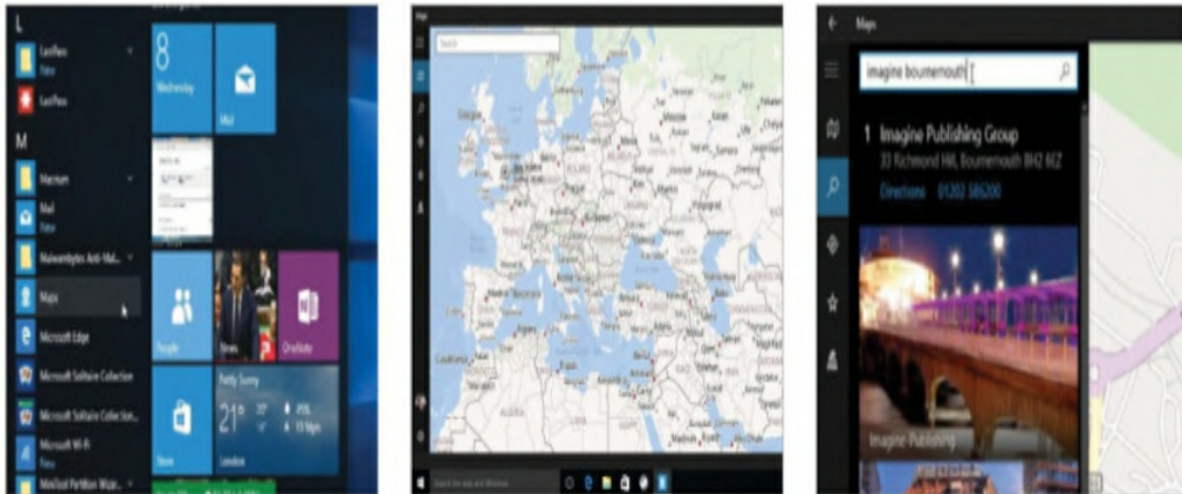


How Can Map Be Useful For You To Find Your Way Out?

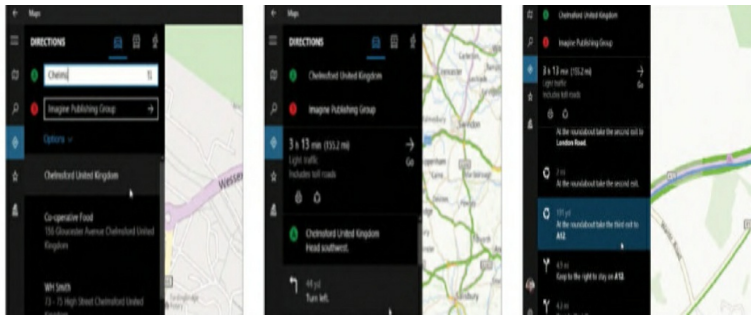
One of the important functions of Maps is that it will help you

discover where you are, where you want to go with ease. The following steps will guide you on how you can access and make the most out of the maps on your Windows 10 PC.

1. **ACCESSING THE MAPS:** From the search box type **maps** to open the app, this can also be done by clicking the start menu button, then select all apps > maps.
2. **SET THE HOME LOCATION:** For the first time you want to make use of maps, it will ask you if you want it to use the current location. Allow this to pinpoint your spot.
3. **FINDING THE PLACES:** From the search box, if probably you want to look for a place type all or part of the name including postcode or address.



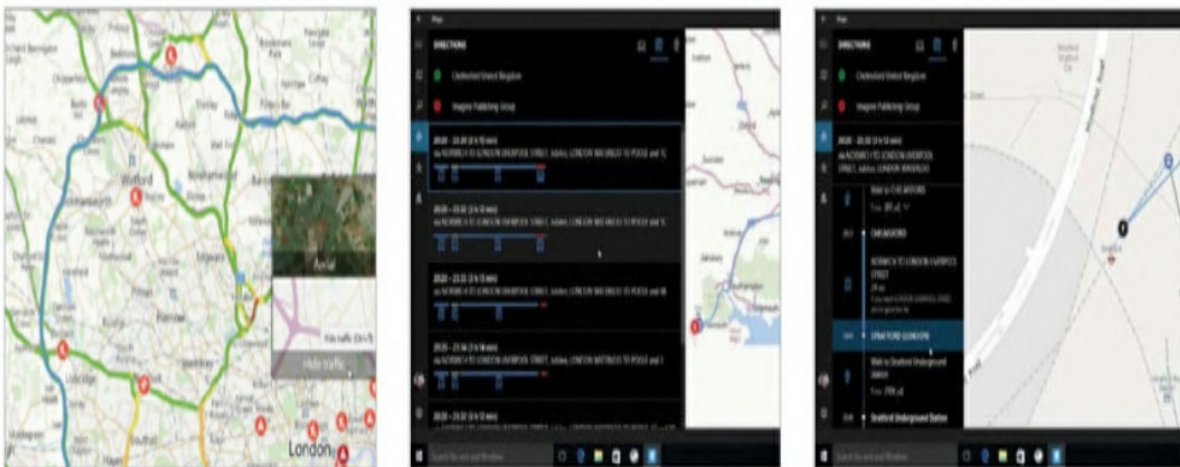
4. **BROWSING THE NEW LOCATION:** You will see some information like contact details or street-level view after the map zooms to this new location.
5. **GET THE DIRECTIONS:** click the directions link and enter your start point into the **A** box. It will display turn by turn direction to follow.
6. **FOLLOWING DIRECTIONS:** click on the specific part of the route and maps will zoom in to show you the details view to help you make your way.



7. VIEWING THE TRAFFIC UPDATES: Click on maps views and select traffic if it is not the case after the maps will reveal the current black spot. check out for the road market in the red.

8. MAKING CHANGES: Change your mode of transport to public transport or walking; public transport gives you a number of real-time options to follow.

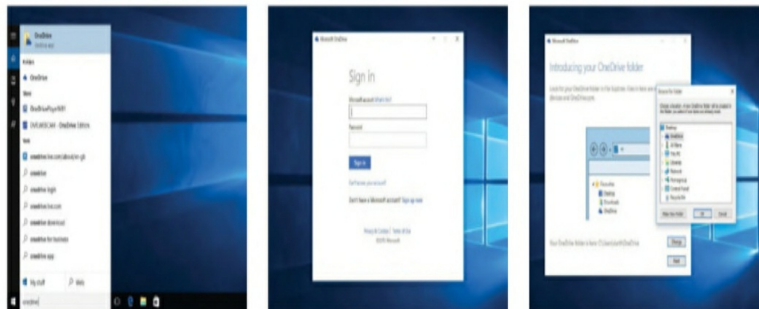
9. VIEWING TRAVEL DETAILS: Once you have selected the time to travel, maps will display out in detail the route, train, and bus, you will need to follow including times.



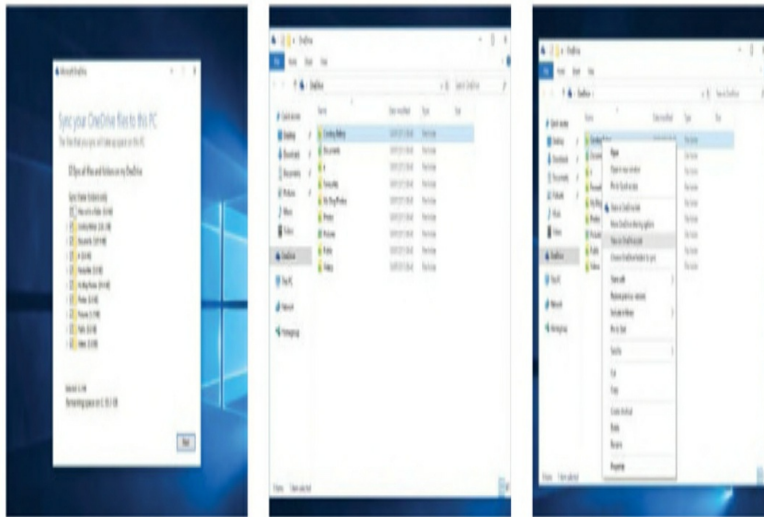
CHAPTER ELEVEN: HOW TO UPLOAD, SHARE AND SYNC WITH MICROSOFT ONEDRIVE

The following step will direct you on how to upload, share and sync with Microsoft Onedrive on your Windows 10;

1. **FIND ONEDRIVE:** for you to access Onedrive, you can either browse through the programs or search by typing Onedrive from the start menu below on the left angle side.
2. **SIGN IN:** give any details required from your Microsoft account, in order to access your free storage.
3. **CHOOSE THE LOCATION:** by default Onedrive folder will be set up but you can choose to use an existing file for Onedrive synced files or create a new one.



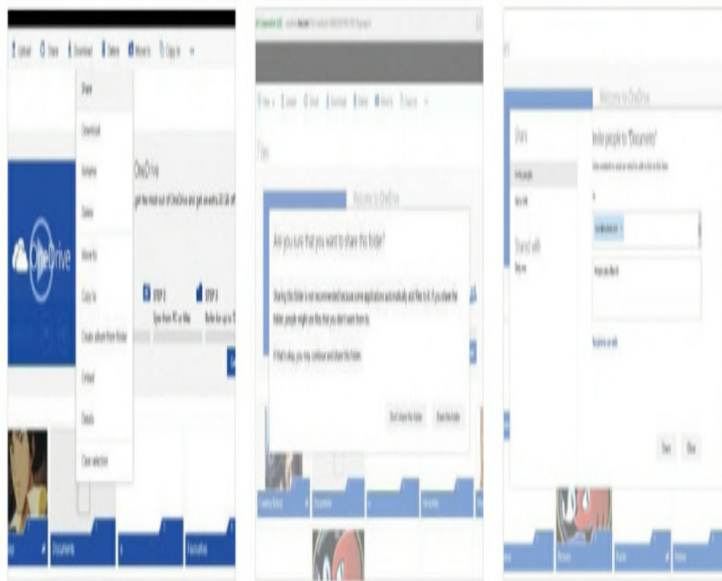
4. **FILES TO SYNC:** if probably you have an Onedrive account, just you need to do now choose which folder to sync. You need to know the amount of hard drive space from your Onedrive account.
5. **SEE YOUR FILES:** you can access the local Onedrive to see what is there and whether it is synced to the cloud. Copy your files into here to sync.
6. **GO ONLINE:** Before starting sharing any file or folder, just right-click and select view on onedrive.com to access the online version.



7. **ONLINE VIEW:** when checking from this site www.onedrive.com, you will have a layout similar to your file system with the folder and files within the present.

8. **SHARE FILES:** In this place, after right-click on any file or folder and go to share, then confirm whether you want to share or not.

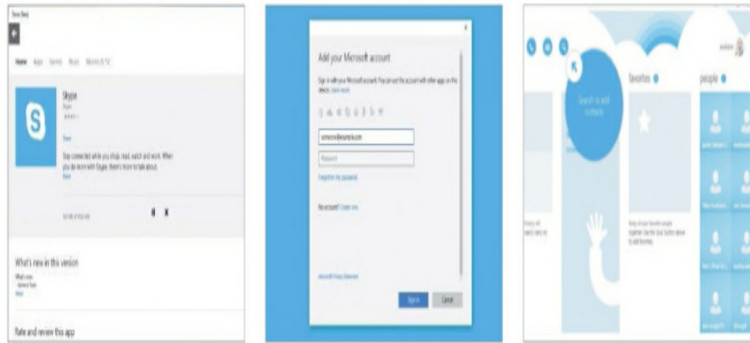
9. **SHARE ADDRESSES:** after you have confirmed, maybe you want to share it, then send it via email to whom you want to send it to.



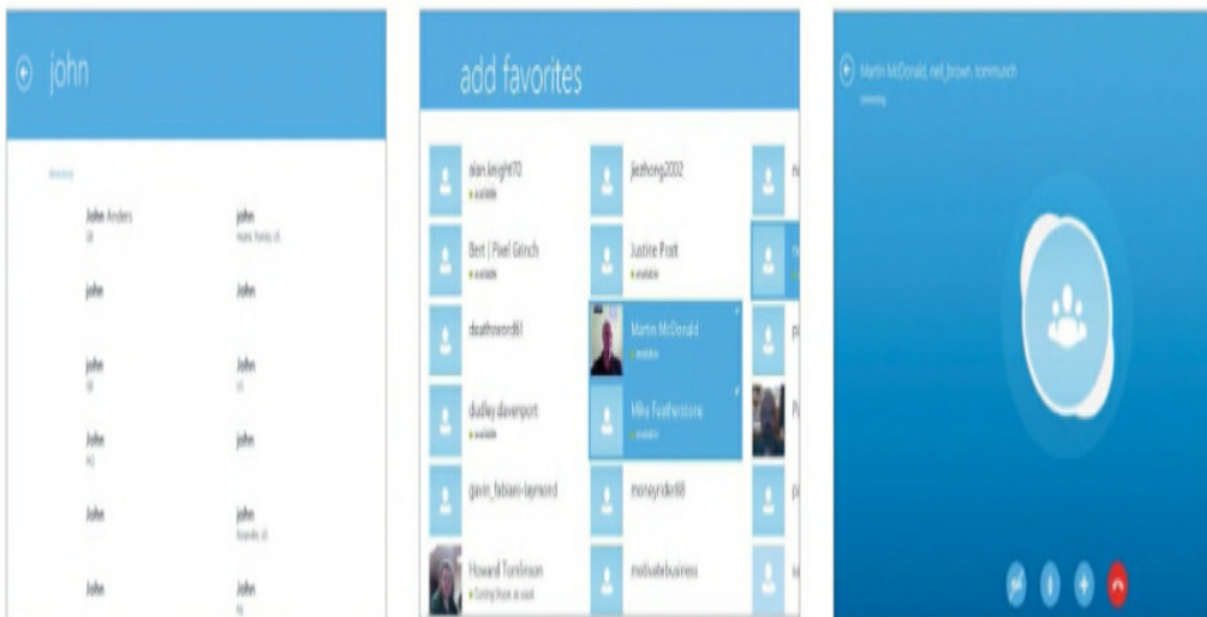
Exploring How Skype Works On Pc

Here, I will guide you to how you can get and effectively launch the skype app on your Windows 10 beginning with UNDERSTANDING of THE SKYPE INTERFACE to your business/conference ca

1. **DOWNLOAD THE APP:** Skype is a free app that is available from the windows store. So what you need to do is download the app and proceed by pressing the enter button.
2. **SIGN IN:** you need to use your Microsoft account to sign and at the same time you can also use a separate account and merge the two if you like.
3. **GET SOME HELP:** Each panel will offer useful information about what it displays. It also helps bubbles to appear when each one is activated.



4. **ADD CONTACT:** click the button on the right icon that is made up of three dots, and then select add a contact, you can now search for the name directly.
5. **MAKE CALL:** All the main contacts will be displayed by using large files, you can click any one of them to initiate a message or call
6. **INITIATE GROUP CALLS:** By having group conversation, just click the middle icon and then select participants, you will see it or display it.

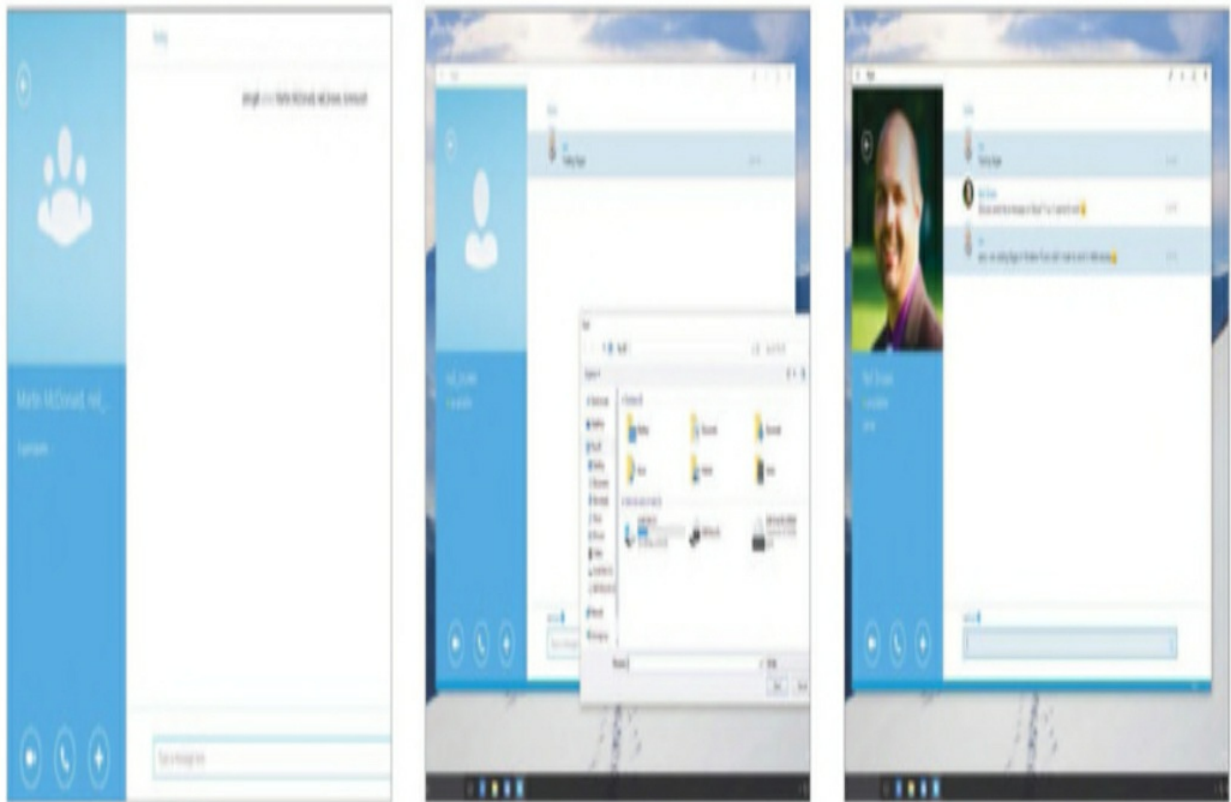


7. **HAVING CONVERSATION:** this conversation can be done through video, audio, or text and two can be

used at the same time if probably you wish to use it for a more immersive experience.

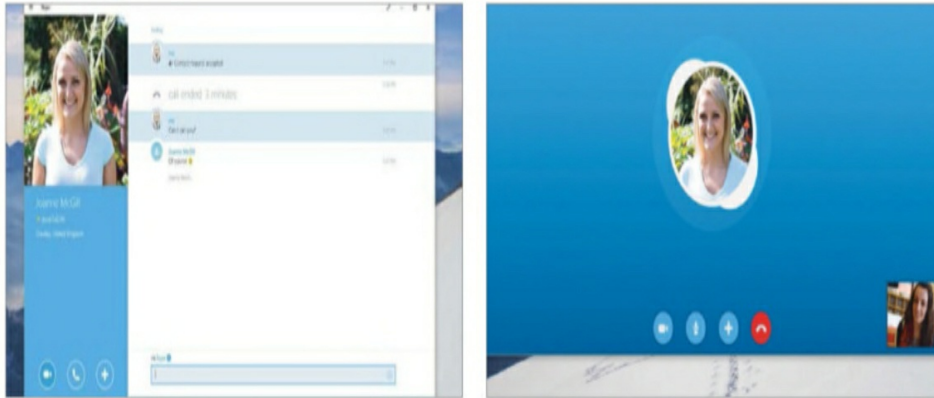
8. SENDING FILE; a file can be sent through your chat with people by clicking on the + icon, then select it within file explorer.

9. SAVING MONEY: Skype is revolutionary, it allows you to talk to people on the other side of the earth and all for free.

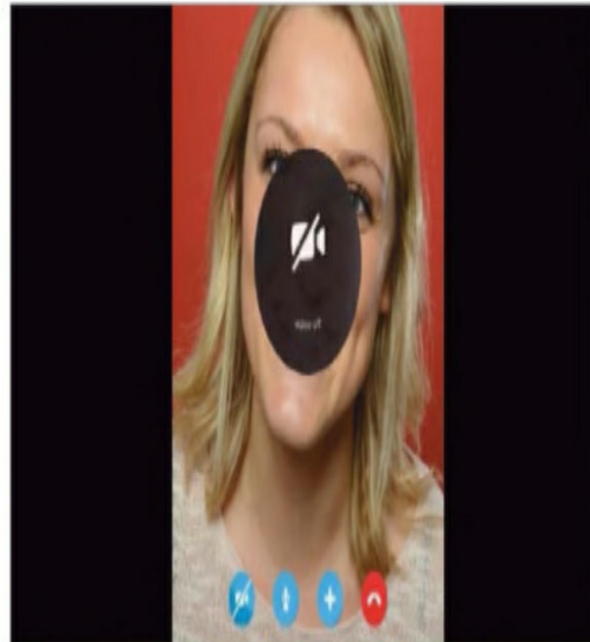
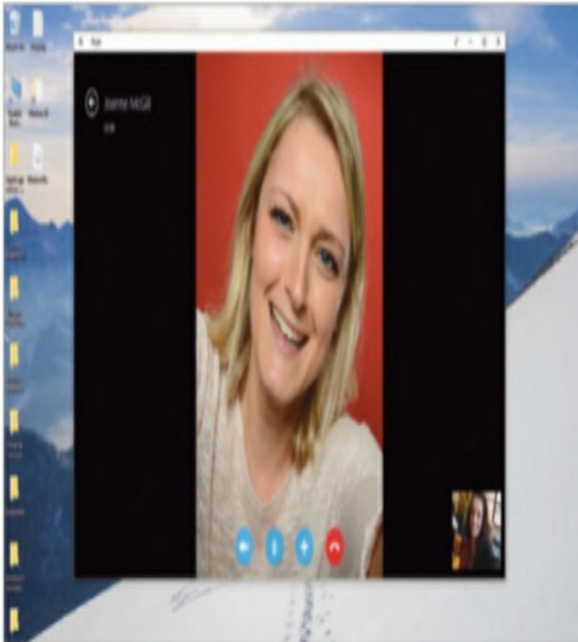


Making A Video Call From Skype

1. **STARTING THE CALL:** First, locate the contact you want to call or send a message to see if it is convenient to have a video chat.
2. **CLICKING THE CAMERA:** the video camera icon will be displayed, then click on it to initiate the video call, which can start immediately, then wait for the screen to display.

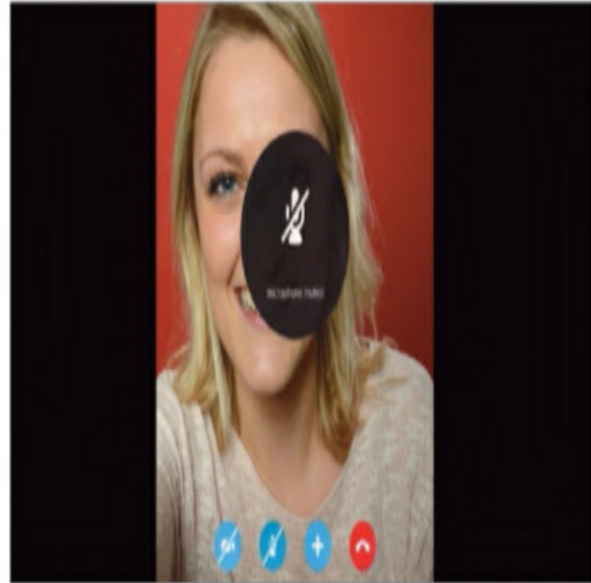
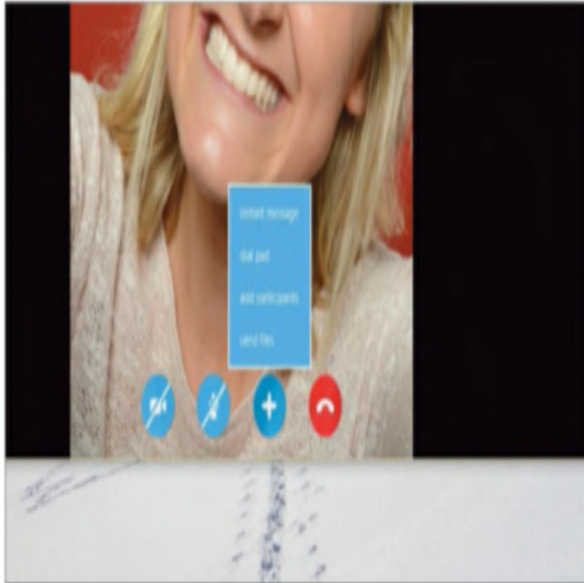


3. **MAKING IT VISUAL:** the person image you are chatting or calling will display on the screen and yours will be displayed at the left angle corner bottom.
4. **MAKE YOURSELF OFF FROM VIDEO:** You can off your video camera displayed when making a call by clicking on the left-hand icon to turn off, your image will be removed immediately from the bottom panel after is being off.



5. **CHECKING EXTRA FEATURES:** Clicking on the + icon to send or instant message immediately. New participants can also be added and display the dial pad.

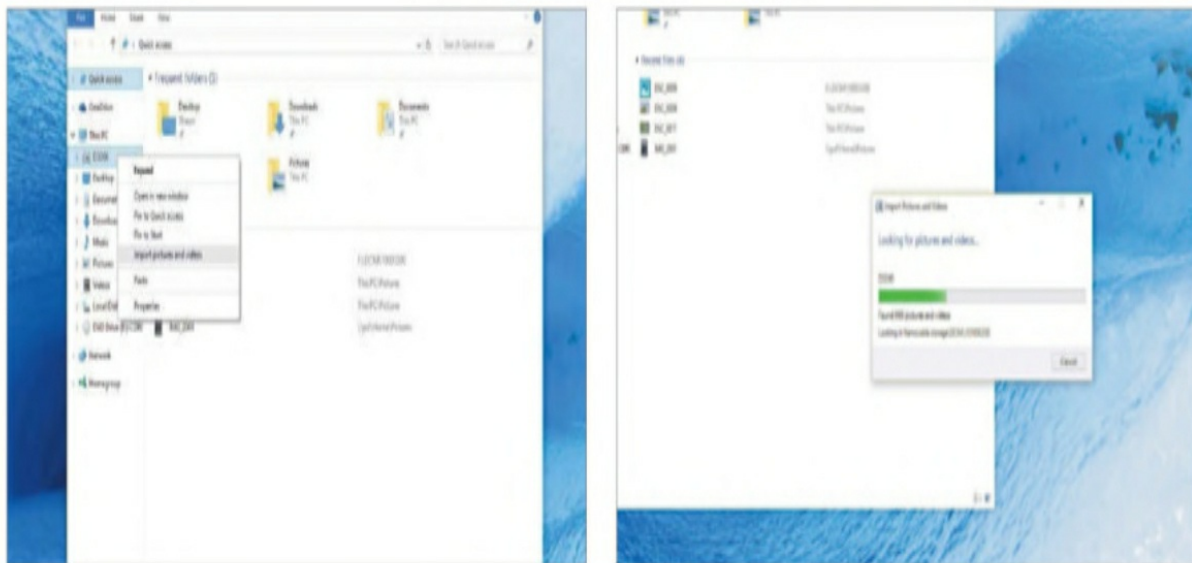
6. GO TO MUTE: This can be done or when you want to have a private conversation with someone else, the microphone icon can be clicked to mute what you say.



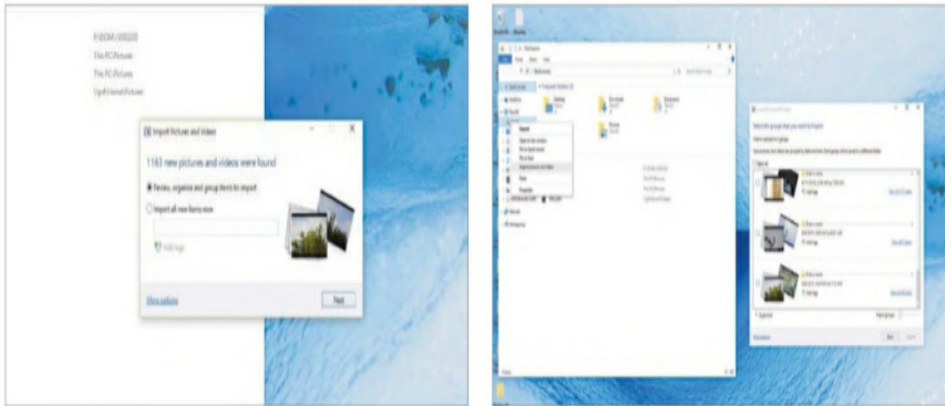
CHAPTER TWELVE: IMPORTING AND EDITING PHOTOS FROM YOUR CAMERA

From windows 10, the process of importing all of your favorite snaps is remarkably easy. There are different methods, which you can use to move your photos.

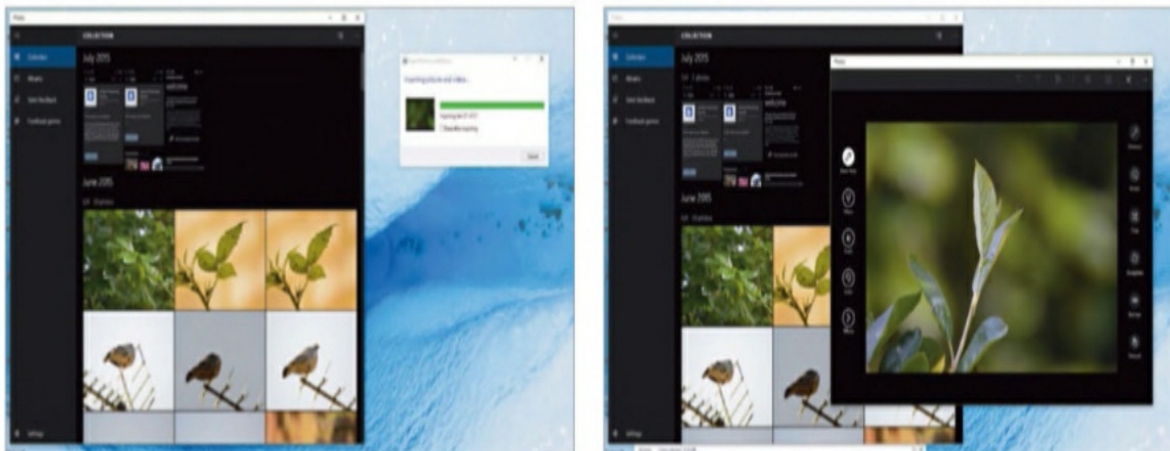
1. **CAMERA CONNECTION:** Connect your camera to your Windows device and it should be recognized immediately, then open file explorer where it will be displayed.
2. **STARTING THE IMPORT:** Right-click the camera drive and click import photos or video. If probably the card is large, it may take some time to see every photo.



3. **REVIEWING AND ORGANISING:** Two options will be displayed, just select **review**, **organize** to see exactly what should be imported to your device.
4. **SELECT GROUPS:** many cameras will break the photos down into groups. Tick the ones you want to import, then click **Import** from the bottom.



5. **WAIT FOR SOMETIME;** In this place, you need to wait till the import process is completed, if you try to stop it, the process will be terminated.
6. **ENJOY THE PHOTOS:** Each photo can now be open in the Photos app and edited or simply viewed as a slide show for your pleasure.



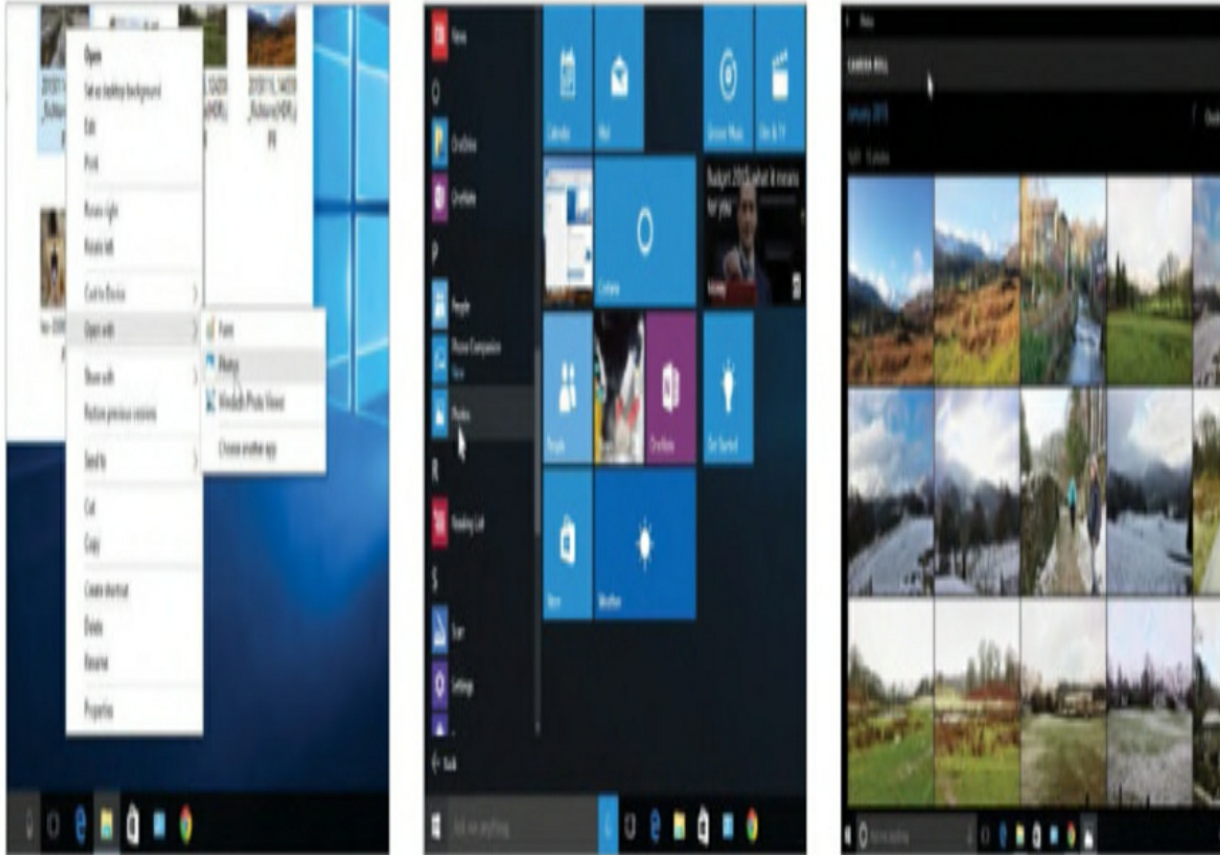
How To Edit Your Photos

The photos app in windows 10 enables you to browse the photos on the disk drive as well as view and edit them.

1. **USING EXPLORER:** The photo displayed from the explorer window can be open in photos, just click it and select open with photos.
2. **STARTING WITH PHOTOS:** go to the start menu, click All

Apps, scroll down to P then click photos to open the app without a photo.

3. **BROWSE YOUR PHOTO:** You can browse the photos on the disk and view thumbnail images of them if probably the photo is opened it own.



4. **OPEN PHOTO:** Select photo and it will be loaded into photos and automatically resized to fit the window. Click the edit button
5. **PHOTO TOOLS:** From the left side of the screen are categories of tools, when one is selected, the tools appear on the right.
6. **STRAIGHTEN PHOTO:** Select basic fixes on the left and straighten on the right, when the image slopes to one side. Click and drag the control.



7. USE FILTERS: Select filter from the left and strip of thumbnails down the right-hand side, then click each one to apply the effect.
8. TRY THE EFFECTS: Click effect on the left and from the right couple of interesting tools, then use **vignette** to fade the edge of the photo.
9. SELECTIVE FOCUS: Choose **selective** focus on the right and a circle appears on the image. Drag the handles to blur or sharpen the image.



CONCLUSION

Windows 10 is a series of operating systems developed by Microsoft and released as part of its Windows NT family of operating systems. It is the successor to Windows 8 released nearly 2 years earlier and was released to manufacturing on July 15, 2015, and broadly released for the general public on July 29, 2015. Microsoft decided to name 2015 released windows 10 and ignored Windows 9 due to the operating system is designed to be a new direction for Microsoft. One of the aims of Microsoft windows 10 is to unify the Windows experience across multiple devices such as desktop computers, tablets, and smartphones.

Windows 10 is the power behind all the new generation computers and it provides a lot of solutions and allows you to get a lot of things done seamlessly within one space.

Haven read through this book you have learned all that is needed to familiarize you with world of Microsoft windows : the #1 operating system (OS) for PC, you can now enjoy a rich experience in computing as you run windows 10 like a professional,

Having read this guide, I am convinced you got the best. You don't have any limitation again whether as an entrepreneur, a parent, an individual user.

**We will like to get some motivations to continue serving you better,
Kindly give us a feedback of your experience by leaving a review after
reading this book**