

*Second Edition*

# Windows® 11

# Simplified®



*Step-by-step instructions for easy learning*

Paul McFedries

**Visual**  
A Wiley Brand



# **WINDOWS® II**

# **Simplified®**

**Second Edition**

**by Paul McFedries**

# **WINDOWS® 11 SIMPLIFIED®, SECOND EDITION**

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# About the Author

**Paul McFedries** is a full-time technical writer. Paul has been authoring computer books since 1991 and has more than 100 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft 365*; *Windows 10 Portable Genius*; *Office 365 All-in-One For Dummies*; *Google Workspace For Dummies*; *HTML, CSS, & JavaScript All-in-One For Dummies*; and *Web Coding & Development For Dummies*. Paul invites you to drop by his personal website at <https://paulmcfedries.com>.

## Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project manager Sarah Hellert, technical editor Eric Butow, copy editor Kim Wimpsett, managing editor Moses Ashirvad, and content refinement specialist Saravanan Dakshinamurthy. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Jim Minatel for asking me to write this book.

# How to Use This Book

## Who This Book Is For

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

## The Conventions in This Book

### 1 Steps

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

### 2 Notes

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

### 3 Icons and Buttons

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

### 4 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

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

### 6 Italics

*Italic* type introduces and defines a new term.

## Repair an Image

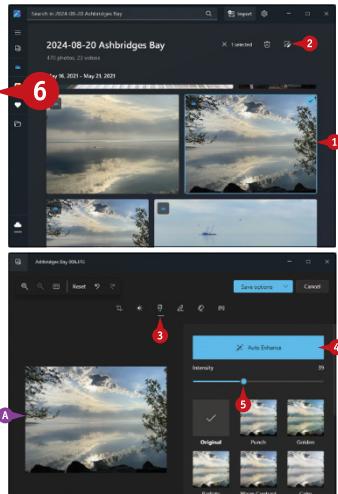
You can use Photos to improve the look of digital photos and other images. When you open an image in Photos, the application bar offers a number of tools for repairing various image attributes.

The easiest way to repair an image is to use the Enhance Your Photo filter, which automatically adjusts an image's brightness, color, and clarity. You can also correct any of these elements manually, as well as remove red-eye and hide photo flaws.

### Repair an Image

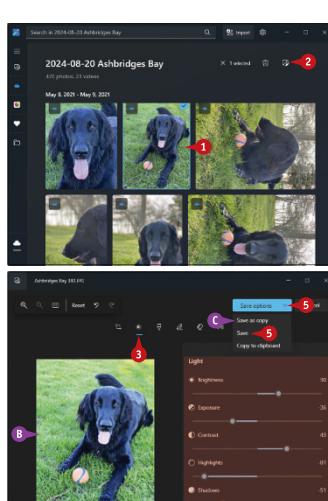
#### Repair an Image Automatically

- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (E).
- 3 Note: You can also select the **Edit** command by pressing **Ctrl+E**.



Photos displays the image editing tools.

- 1 Click **Filter** (F).
- 2 Click **Auto Enhance**.
- 3 Click and drag this slider (●) until the image looks the way you prefer.
- 4 Photos enhances the image automatically.



### Working with Images



#### Repair an Image Manually

- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (E).

Photos displays the image editing tools.

- 3 Click **Adjustments** (A).
- 4 Use the sliders to repair the image as needed.
- 5 Photos adjusts the image as you move the sliders.
- 6 Click this ▾ and then click **Save**.  
Photos saves your changes.
- 7 If you prefer to leave the original as is, you can click **Save a copy** instead.

#### How do I remove a photo's background?

Follow steps 1 to 3 in the subsection "Repair an Image Manually," click **Background** (B), and then click **Remove**. Alternatively, click **Blur** to blur the background, or click **Replace** and then click a color to replace the background with that color.

#### Can I remove a small flaw in a photo?

Yes. Photos enables you to perform a *generative erase*, which replaces an element from the photo with colors from the surrounding area. To perform a generative erase, follow steps 1 to 3 in the subsection "Repair an Image Manually," click **Erase** (C), click and set the **Brush size**, and then click every part of the flaw until it is no longer visible.



## simplify it



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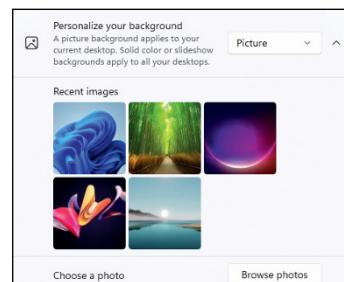
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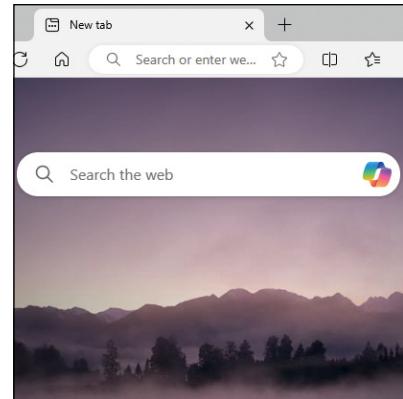
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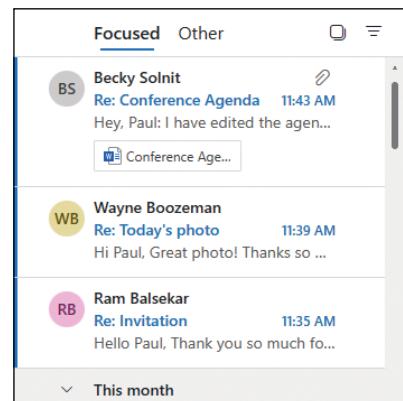


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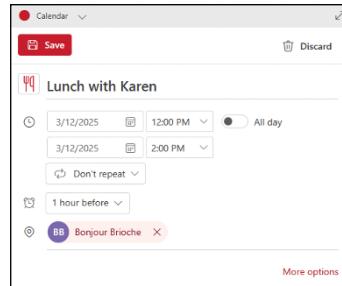


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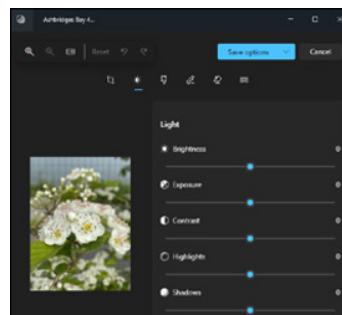
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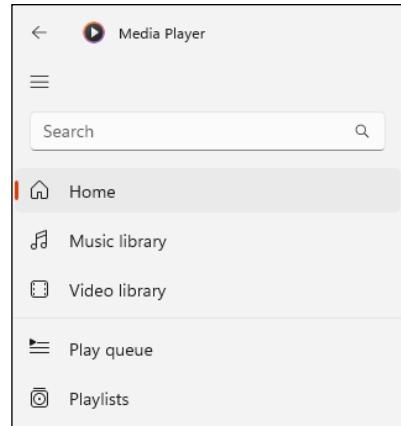
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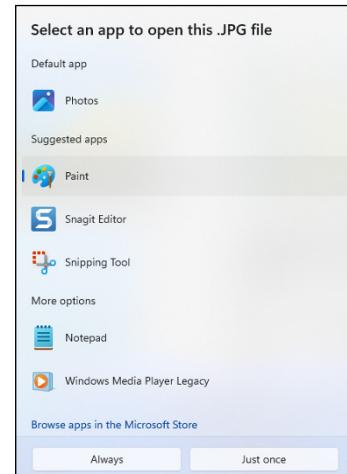
File	Edit	View
Narr	Undo	Ctrl+Z
power	Cut	Ctrl+X
disco	Copy	Ctrl+C
just	Paste	Ctrl+V
Do n	Delete	Del
at t		
test		
come	Define with Bing	Ctrl+E
or N	Find	Ctrl+F
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	Find previous	Shift+F3
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is a	Replace	Ctrl+H
It i	Go to	Ctrl+G
are		
insp	Select all	Ctrl+A

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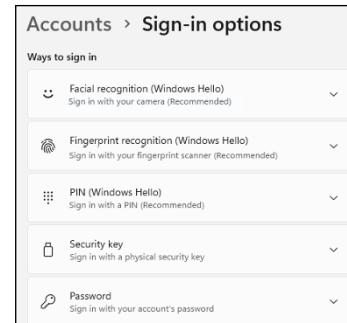
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## Accessibility

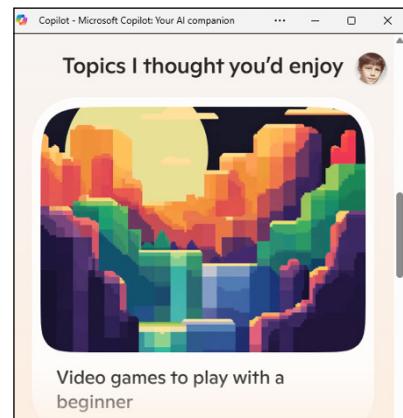
### Vision

AA	Text size Text size that appears throughout Windows and your apps	>
❖	Visual effects Scroll bars, transparency, animations, notification timeout	>
❖	Mouse pointer and touch Mouse pointer color, size	>
Ab	Text cursor Appearance and thickness, text cursor indicator	>
⊕	Magnifier Magnifier reading, zoom increment	>



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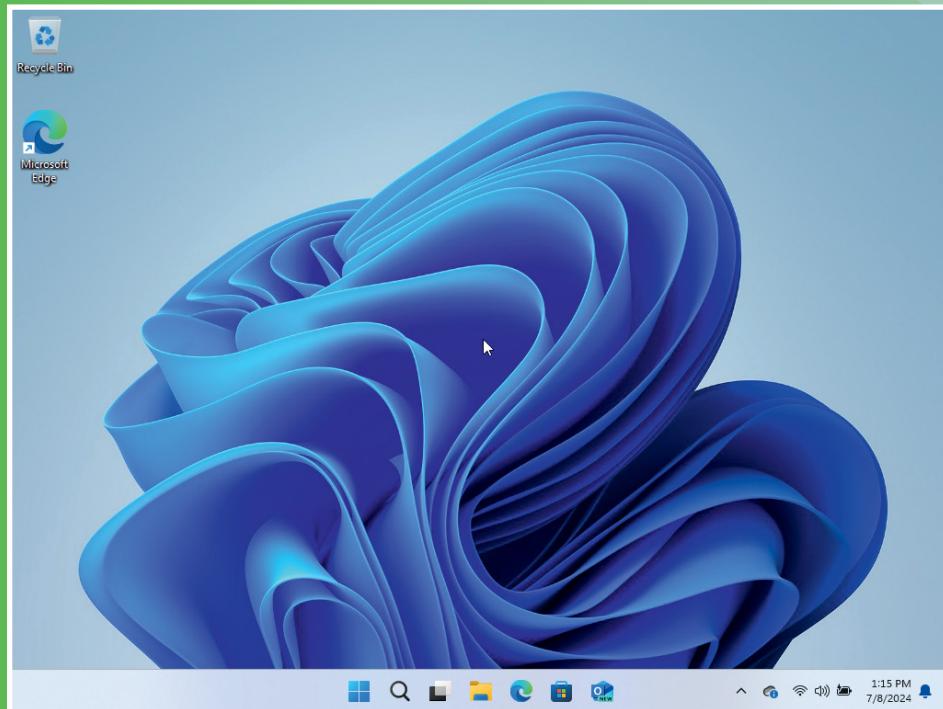


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## CHAPTER 1

# Getting Started with Windows

To do something useful with your computer and with Windows, you need to learn a few basic tasks and techniques. In this chapter, after exploring the screen, you learn how to put your computer to sleep, how to restart and shut down your computer, and how to connect to your network. You also learn how to work with apps, including installing them, starting them, and switching between and arranging them when you have multiple apps running. This chapter also shows you how to uninstall apps.



<b>Explore the PC Screen .....</b>	<b>4</b>
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# Explore the PC Screen

Before getting to the specifics of working with Windows, take a few seconds to familiarize yourself with the basic elements of the screen. These include the desktop, the Start button, and the

taskbar. In most cases, the Start button and the taskbar are always visible. If they do not appear, move the mouse pointer to the bottom of the screen.

## A Desktop Icon

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

## B Mouse Pointer

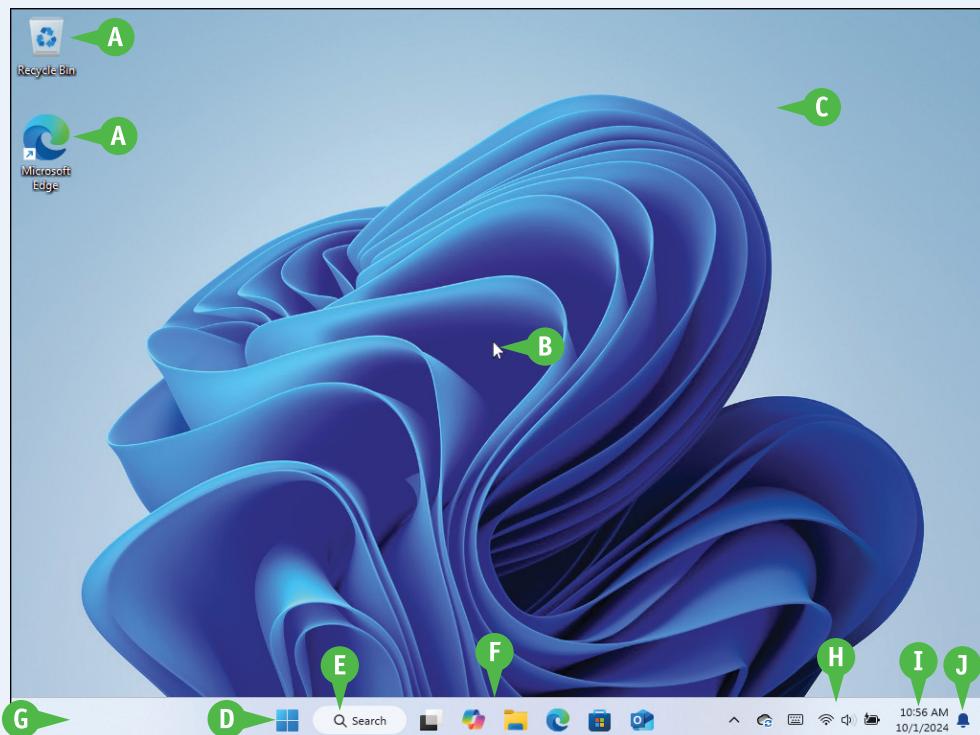
When you move your mouse, this pointer (☞) moves along with it.

## C Desktop

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

## D Start Button

Click **Start** (☰) to start programs and launch many of the Windows features.



## H Notification Area

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

## I Time and Date

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

## J Notifications

This icon tells you whether you have notifications that you have yet to view. Notifications give you information about what your computer and its apps are doing.

# Explore the Start Menu

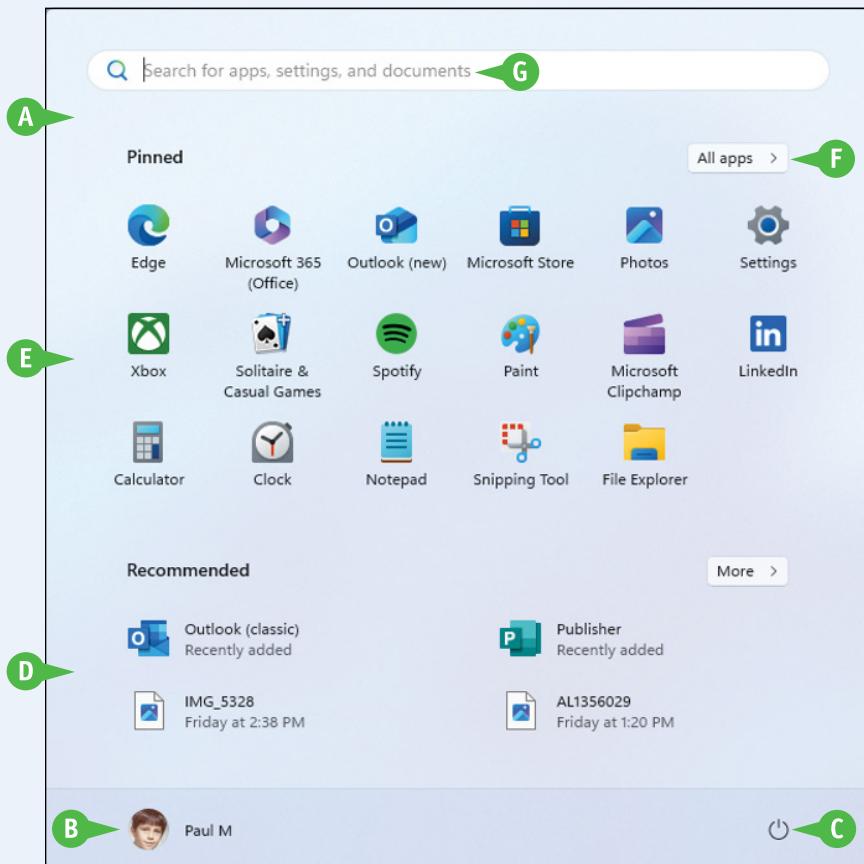
To get the most out of Windows, you need to know the layout of the Start menu. As its name implies, the Start menu is your main Windows starting point. Most of the tasks you perform with Windows — such as running apps, searching your PC, working with your Microsoft account,

and restarting or shutting down your PC — are launched via the Start menu.

This section gives you an overview of the Start menu. The tasks you can run via the Start menu are covered in the rest of this chapter and throughout this book.

## A Start Menu

Click **Start** (□) or press □ to open the Start menu on the Windows desktop.



## F All Apps

Click **All apps** to display the full list of apps on your computer.

## B User Account

This icon represents your Windows user account. Clicking this icon displays a menu of user account-related tasks.

## C Power Icon

Click **Power** (↻) to restart, shut down, or sleep your computer.

## D Recommended

This area displays recently added apps as well as documents you have worked with recently. Click an item to launch the app or open the document. You can also click **More** to display a longer list of recent apps and documents.

## E Pinned

This area displays apps that have been given a fixed position on the Start menu. Click an app's icon to launch the app. You learn how to pin apps to the Start menu in Chapter 2.

## G Search Box

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

# Start and Close an App

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

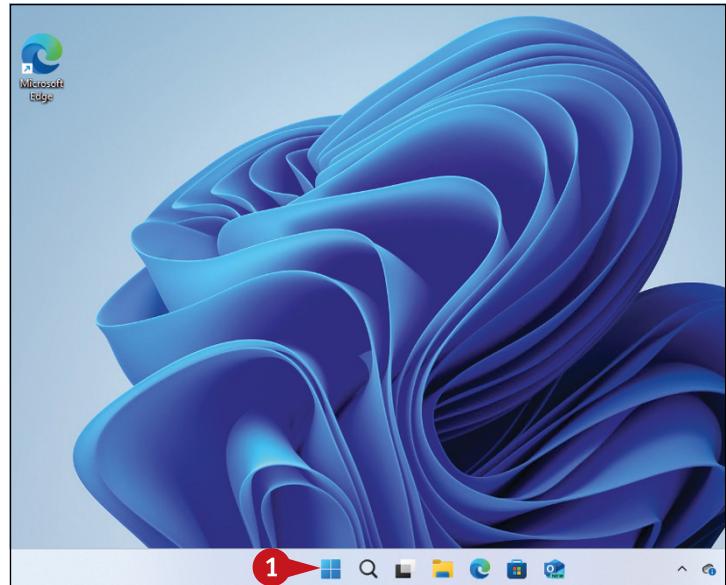
Windows. To use an app, you select the one you want to run from the Start menu.

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

## Start and Close an App

### Start an App

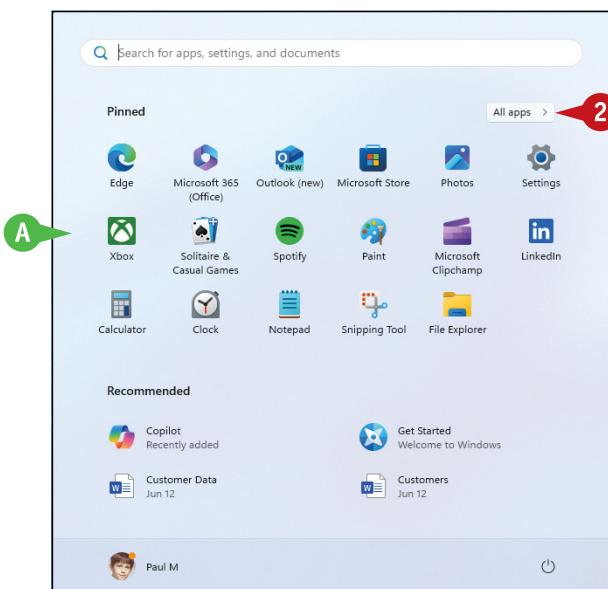
- 1 Click Start ( ).



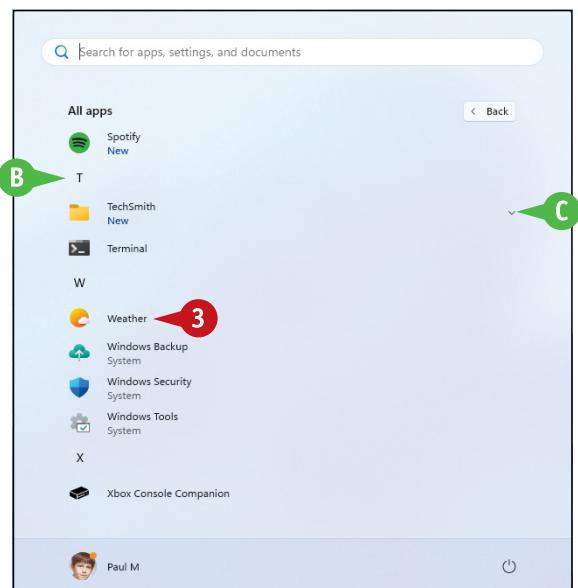
The Start menu appears.

- A If the app you want appears on the main Start menu, you can click the app icon and then skip the rest of these steps.

- 2 Click All apps.

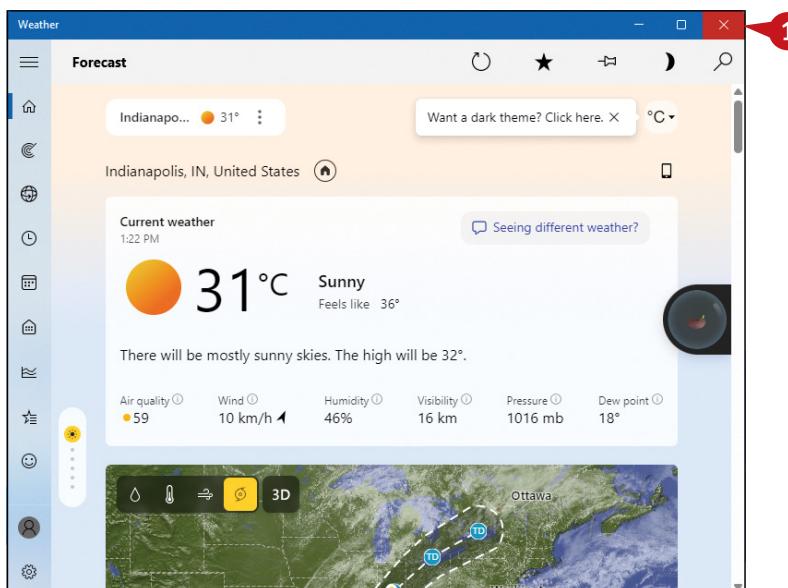


## Getting Started with Windows



The All Apps list appears.

- ③ Click the app you want.
- ④ To quickly navigate apps alphabetically, you can click any letter and then click the letter that contains the app you want.
- ⑤ If the app is in a submenu, you can click the submenu and then click the app icon.



The app runs.

### Close an App

- ① Click Close (X) or press **Alt + F4**.
- Note:** If the app asks if you want to save changes, click **Yes** to ensure you do not lose any work.

Windows closes the app.

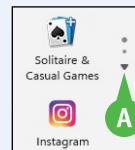
## simplify it

### Is there an easier way to locate an app?

Yes, you can perform a search to locate it. Click **Search (Q)** on the taskbar and then begin typing the name of the app. As you type, Windows displays a list of apps and other items that match the characters. When the app you want appears, click it to run the program.

### How do I navigate the pinned apps?

Some Start menus have two or more pages of pinned apps. To navigate the pages, click **Next Page (▼)** (A) and **Previous Page (▲)** (not shown), which appear to the right of the pinned apps. Refer to Chapter 2 to learn how to add your own pinned apps to the Start menu.



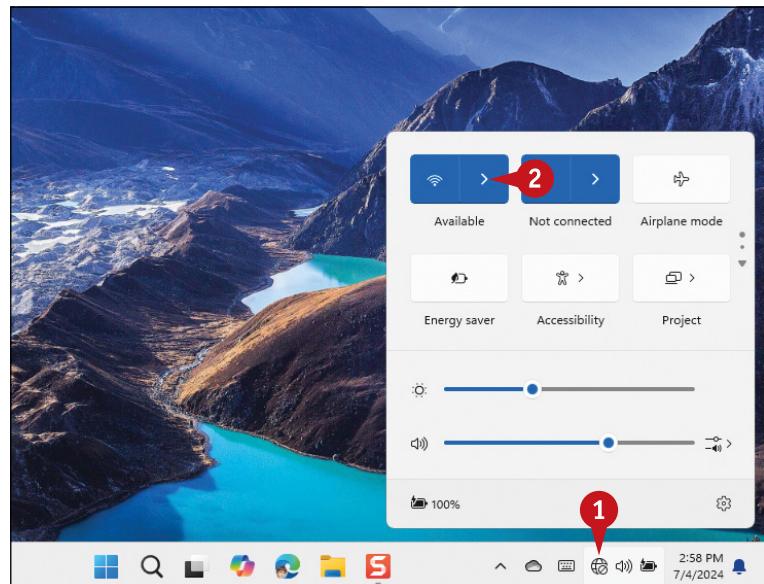
# Connect to Your Wireless Network

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

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

## Connect to Your Wireless Network

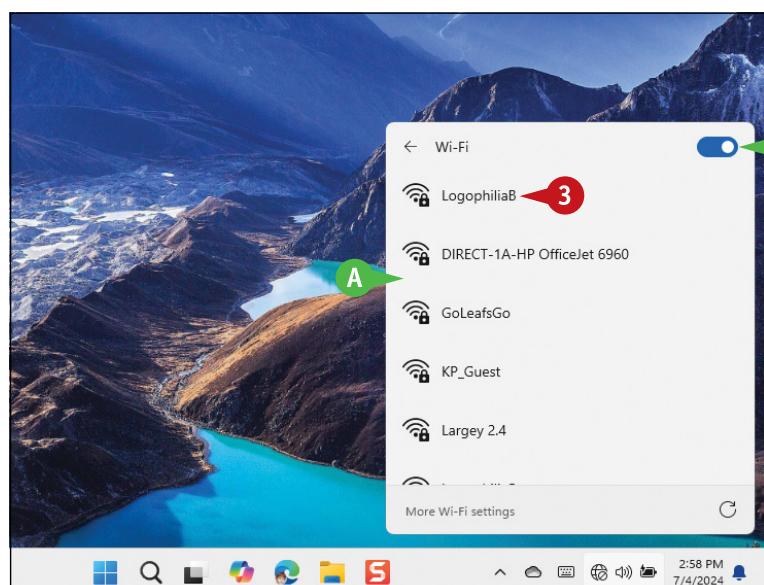
- 1 Click Network (🌐).
- 2 Click Manage Wi-Fi Connections (➡).



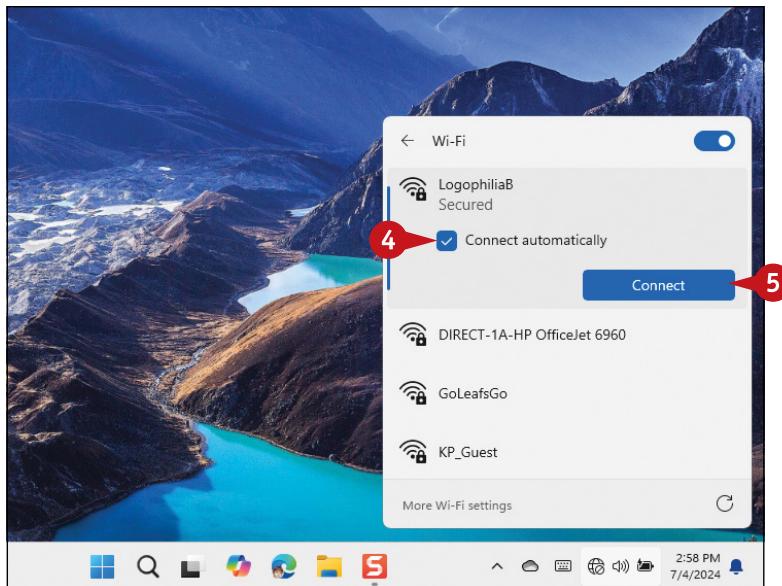
A Windows displays a list of wireless networks in your area.

- 3 Click your network.
- B If the list of wireless networks does not appear, you can click the Wi-Fi switch to On (🔴 changes to 🔵) to turn on your computer's wireless capability.

**Note:** For home use, the terms wireless and Wi-Fi are synonymous.

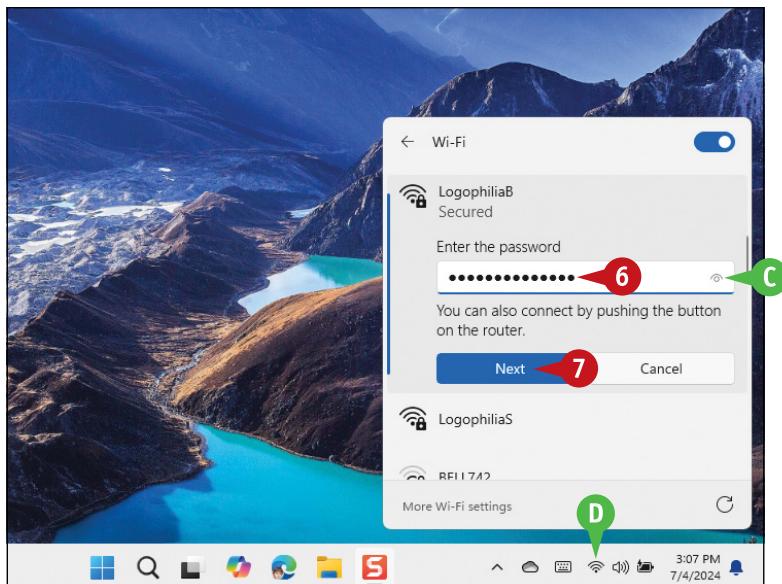


## Getting Started with Windows



- 4** To have Windows connect to your network automatically in the future, click **Connect automatically** ( changes to ).

- 5** Click **Connect**.



If the network is protected by a security key, Windows prompts you to enter it.

- 6** Type the security key.

- C** If you want to be certain that you typed the security key correctly, you can temporarily click and hold **Display Password Characters** (☞).

- 7** Click **Next**.

Windows connects to the network.

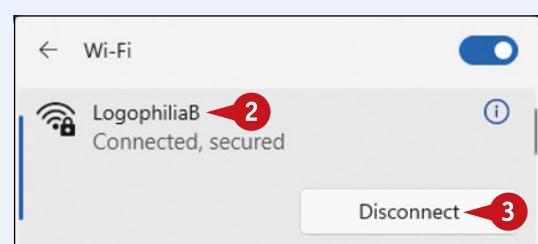
- D** The network icon changes from **Disconnected** (🌐) to **Connected** (📶) to indicate that you now have a wireless network connection.

### simplify it

#### How do I disconnect from my wireless network?

To disconnect from the network, follow these steps:

- 1** Click **Network** (📶).
- 2** Click your network.
- 3** Click **Disconnect**. Windows disconnects from the wireless network.



# Put Windows to Sleep

You can make your computer more energy efficient by putting Windows into sleep mode when you are not using the computer. *Sleep mode* means that your computer is in a temporary low-power mode. This saves electricity when your computer is plugged in, and it saves battery power when your computer is unplugged.

## Put Windows to Sleep

- 1 Click Start (Windows icon).

The Start menu appears.

- 2 Click Power (power button).

The Power options appear.

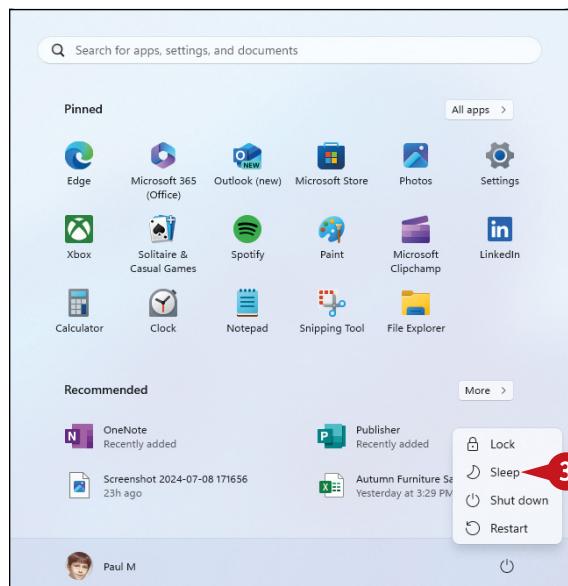
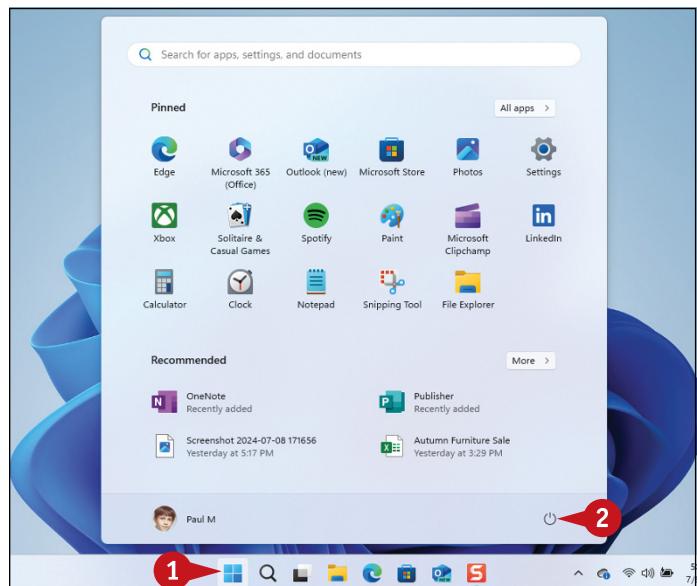
- 3 Click Sleep.

Windows activates sleep mode.

**Note:** To return from sleep mode, press your computer's power button.

**Note:** To learn about the Lock command, refer to Chapter 10.

In sleep mode, Windows keeps your apps open. This is handy because it means that when you return from sleep mode, after you sign in to Windows again, you can immediately get back to what you were doing.



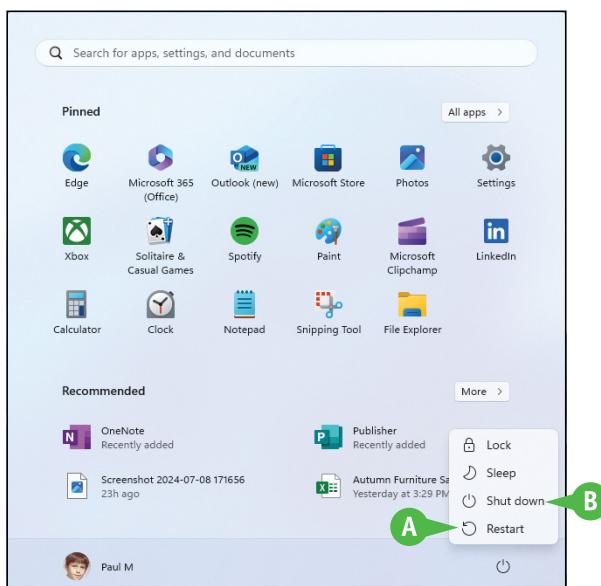
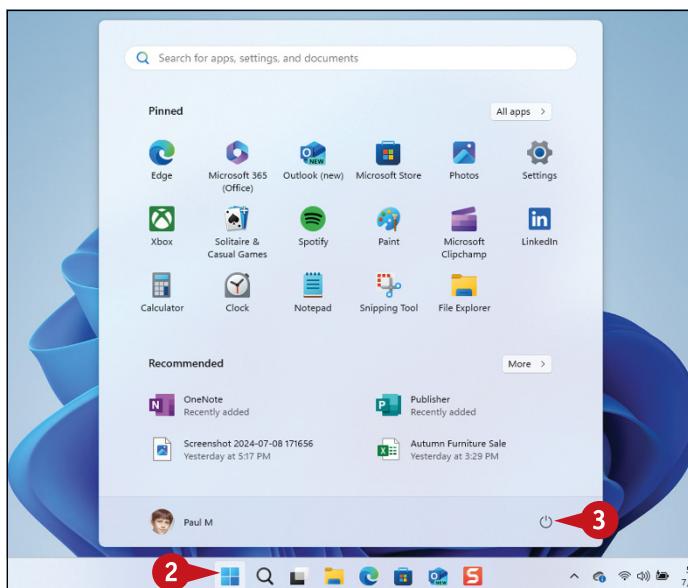
# Restart or Shut Down Windows

You can restart Windows, which means that it shuts down and starts up again immediately. This is useful if your computer is running slowly or acting odd. Sometimes a restart solves the problem.

Alternatively, when you complete your work, you could shut down Windows. However, do not just

shut off your computer's power because doing so can cause problems: If you have documents with unsaved changes, you may lose those changes; you also could damage one or more Windows system files, which could make your system unstable. Therefore, you should always follow the proper steps when shutting down your PC.

## Restart or Shut Down Windows



- 1 Shut down all your running programs.

**Note:** Be sure to save your work as you close your programs.

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

The Start menu appears.

- 3 Click **Power** (power symbol).

The Power options appear.

- 4 Click one of these commands:

A You can click **Restart** to shut down and then start your computer.

B You can click **Shut Down** to turn off your computer.

# Install an App

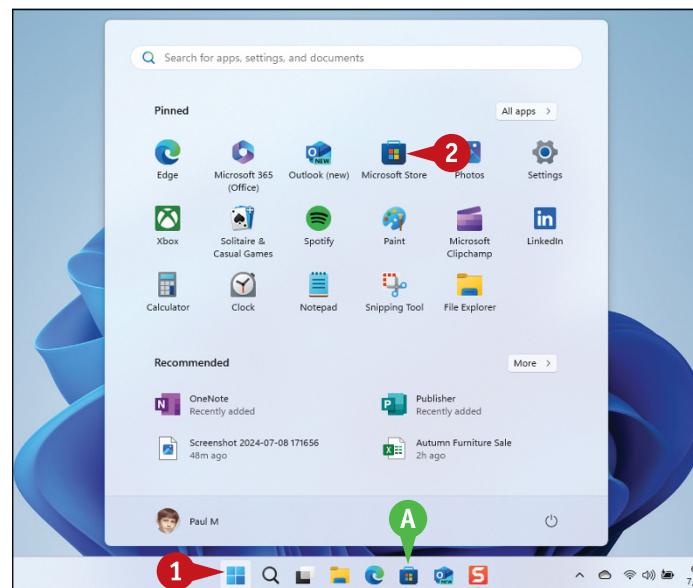
If Windows does not have an app that you need, you can obtain the app and then install it on your computer. You usually obtain apps from the Microsoft Store, which is an app that is preinstalled with Windows. Many Microsoft Store apps are free, but some require a payment using the credit card you have on file with your Microsoft account.

## Install an App

- 1 Click Start ( ).
- 2 Click Microsoft Store.

- A You can also click Microsoft Store ( ).

**Note:** You need a Microsoft account to install from the Microsoft Store.

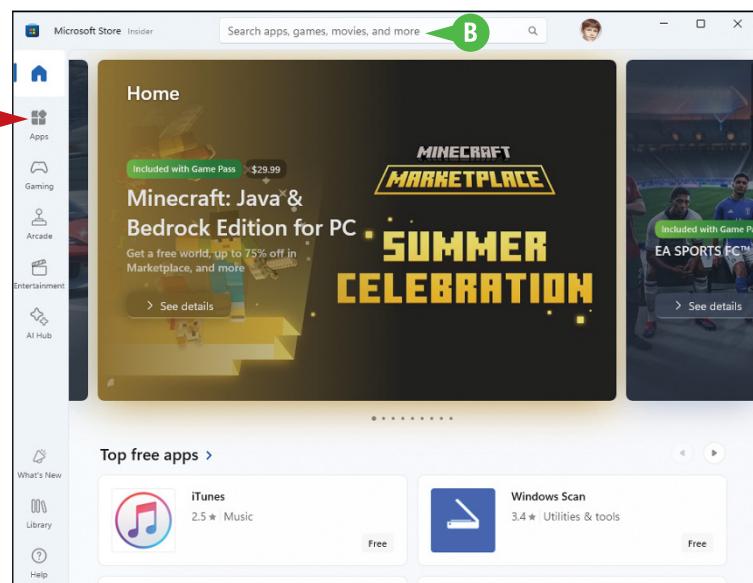


The Microsoft Store app appears.

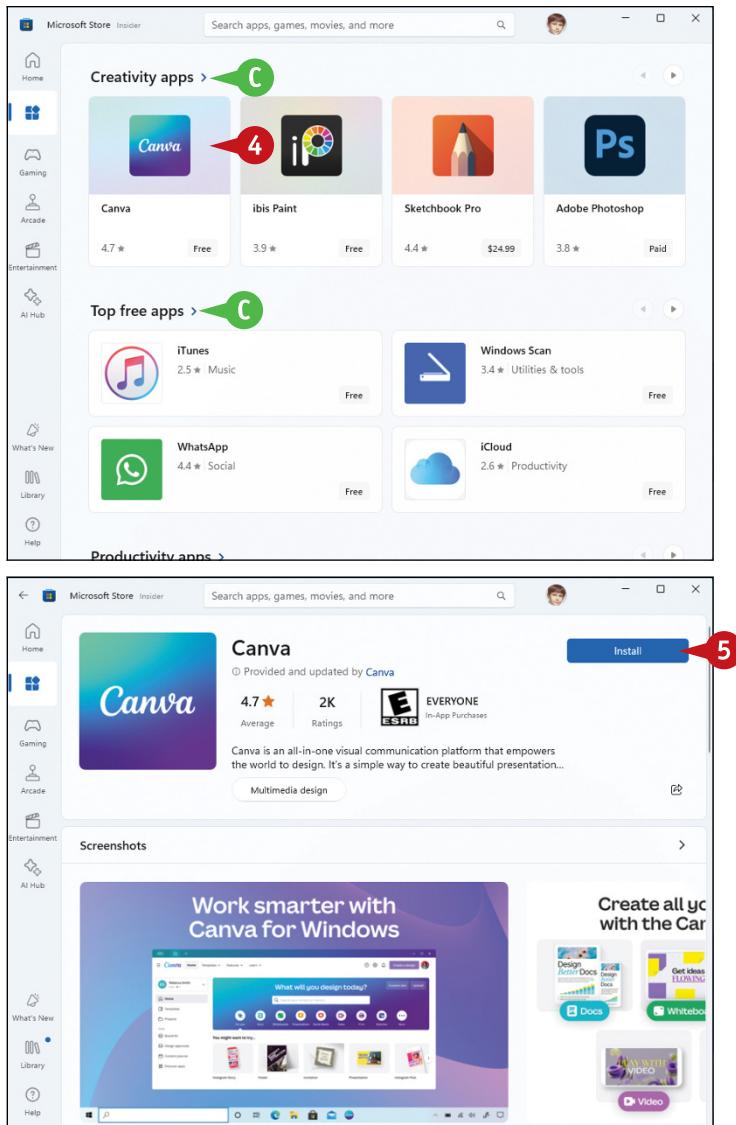
- 3 Click Apps.

Microsoft Store displays the Apps screen, which enables you to browse apps by category.

- B Alternatively, if you know the name of the app you want to install, you can use the Search box to locate the app.



## Getting Started with Windows



**C** For each category, you can click the category name to display all the apps in the category.

**4** Click the app you want to install.

**5** Click **Install**.

Alternatively, if the app is not free, you can click the price button and then follow the prompts to set up a payment method and complete the purchase.

Windows installs the app.

## simplify it

### How do I install software downloaded from the Internet?

Follow these steps:

**1** Click **File Explorer** (📁).

**2** Open your **Downloads** folder.

**Note:** If you saved the downloaded file in a folder other than Downloads, use File Explorer to find the downloaded file. To view a file with File Explorer, refer to Chapter 9.

The Downloads folder appears.

**3** Double-click the file.

The software's installation app begins.

**Note:** For compressed files, extract the files and then double-click the setup file.

**4** Follow the installation instructions the app provides.

# Switch Between Running Apps

If you plan on running multiple apps at the same time, you need to know how to easily switch from one application to another. In Windows, after you start one application, you do not need to close that application before you open another one.

Windows supports a feature called *multitasking*, which means running two or more applications simultaneously. You can switch from one program to another using the taskbar, the Task View feature, or the keyboard.

## Switch Between Running Apps

### Switch Apps Using the Taskbar

A Windows displays a line under the icon of the current app.

1 Position the mouse pointer ( ) over the taskbar icon of the app you want to switch to.

B Windows displays a thumbnail version of the app window.

2 Click the app's taskbar icon.

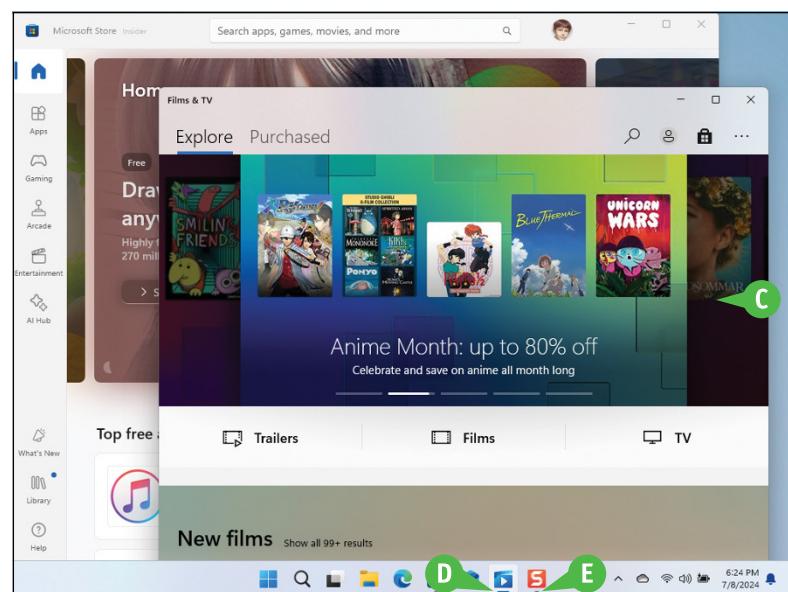
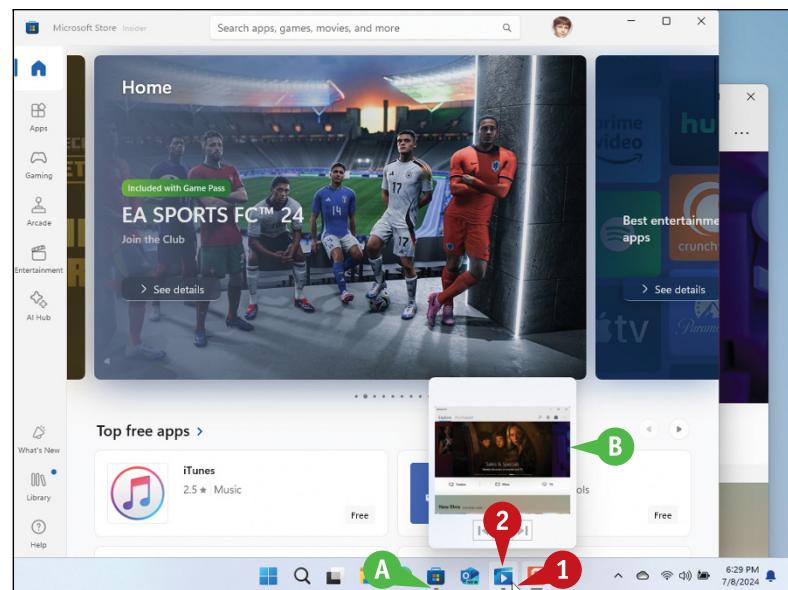
**Note:** An app does not have to be minimized to the taskbar for you to use the app's taskbar icon.

C Windows brings the app's window to the foreground.

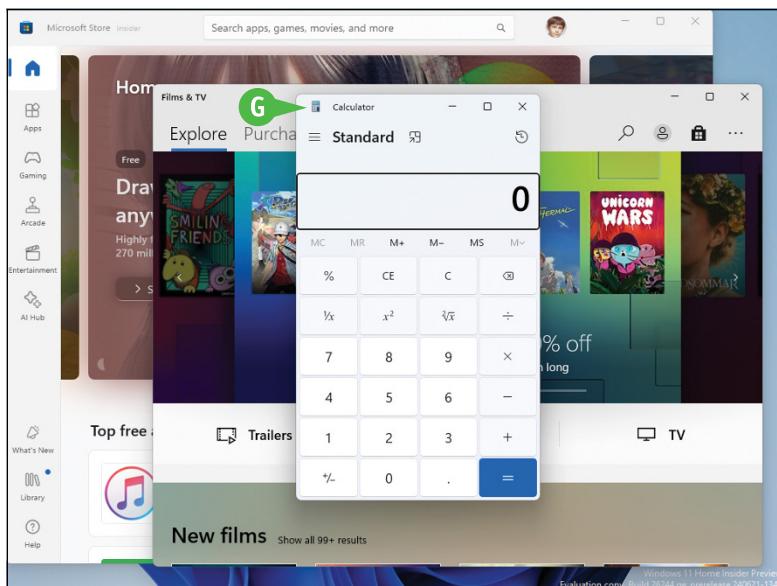
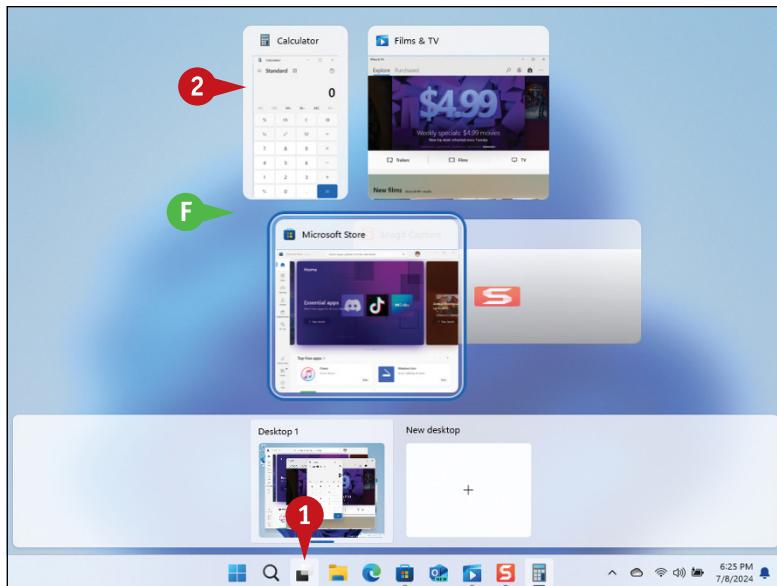
**Note:** If any part of the app's window appears, you can also switch to the app by clicking its window, even if the window is in the background.

D The taskbar icon of the foreground app is displayed with a long, blue line underneath.

E The taskbar icons of other running apps are displayed with a short, gray line.



## Getting Started with Windows



### Switch Apps Using Task View

- ➊ In the taskbar, click **Task View** ( ) or press **Win + Tab**.
- ➋ Windows displays thumbnails for each running app.
- ➌ Click the thumbnail of the app you want to switch to.

➍ Windows switches to the app.

**simplify it**

#### How can I switch between apps using the keyboard?

There are two methods you can use to switch between apps using the keyboard:

- ➊ The first method is to press and hold **Alt** and then press **Tab** to display thumbnail versions of the open windows. Press **Tab** until the window you want to work in is selected and then release **Alt**.
- ➋ The second method is to press **Win + Tab** to open Task View. Use the arrow keys — particularly **←** and **→** — to select the thumbnail of the app you want to work with and then press **Enter**.

# Arrange Running Apps

You can make it more efficient to multitask apps by arranging the app windows on the desktop. There will be times when you want to view the content of multiple windows at the same time. For example, you might be surfing the web using Microsoft Edge in one window but also want to watch the Outlook

window for incoming email. Rather than constantly switching between the apps, you can select a snap layout that makes both apps visible on the desktop. A *snap layout* is a predefined arrangement of two or more app windows.

## Arrange Running Apps

- Position the mouse pointer ( over **Maximize** () in the upper-right corner of an app you want to arrange.

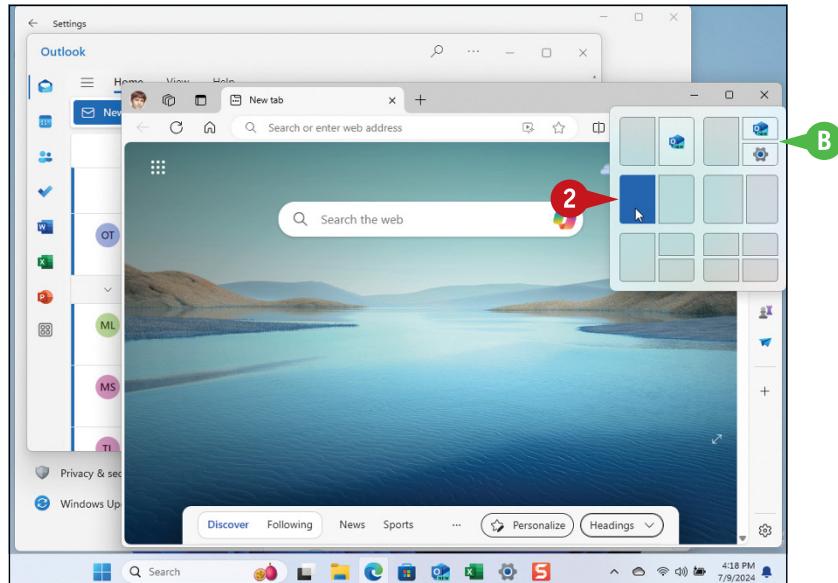
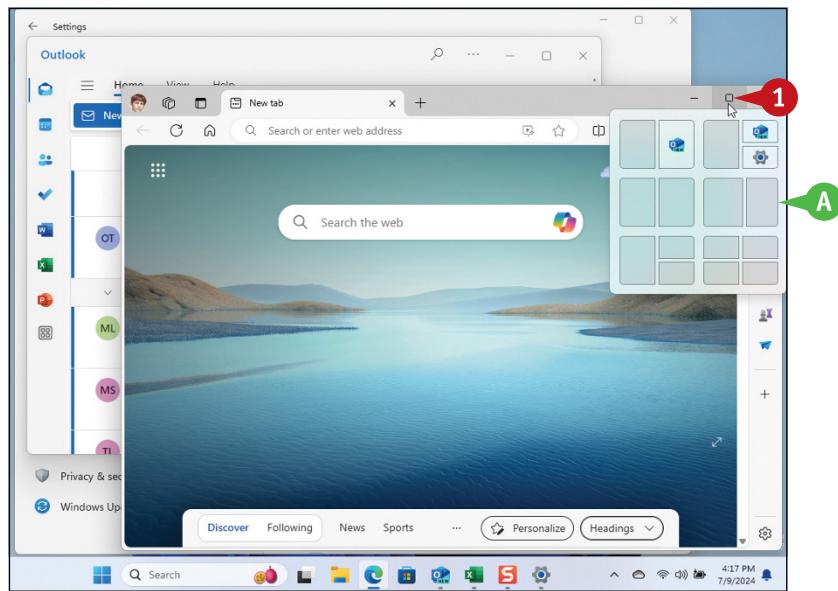
**Note:** If the app window is already maximized, position the mouse pointer ( over **Restore** () instead.

- Windows displays a gallery of snap layouts. In this case, Windows is showing six different layouts. Depending on your screen size, more layouts might be displayed.

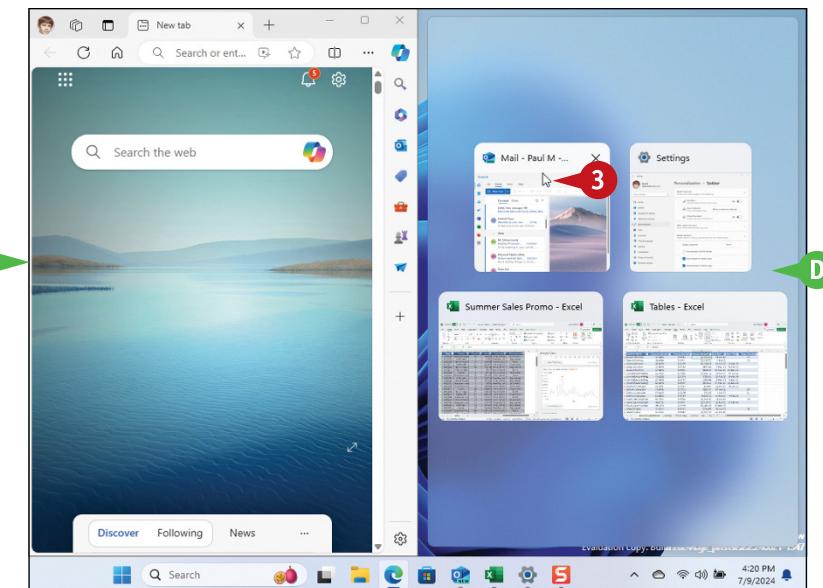
**Note:** The blank boxes in each layout show you how the app windows will be arranged on the desktop.

- The first row of snap layouts includes one or more suggested apps to include in the layout. If the app or apps you want to use appear, you can click that layout and then skip the rest of these steps.

- In the snap layout you want to use, click the box that represents the position you want to use for the current app.



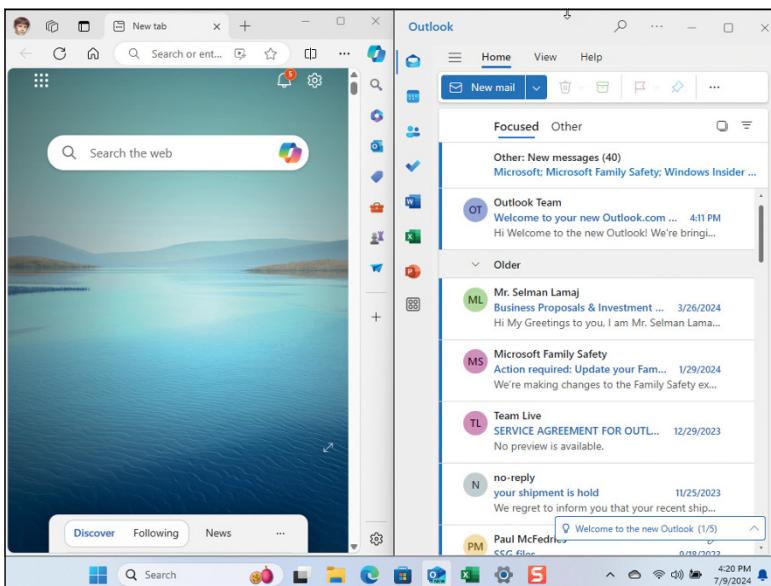
## Getting Started with Windows



C Windows arranges the app window in the position you specified.

D Windows displays thumbnail versions of your other open app windows.

3 Click the thumbnail of the other app you want to snap.



Windows arranges the app windows in the snap layout you selected.

**simplify it**

### Is there an easy way to switch to all the apps in an existing snap layout?

Yes. While the snap layout is in place, Windows groups the applications together. If you want to display the apps in that layout all at once, you can select the group.

To select an app layout group, position the mouse pointer ( over the taskbar icon of any app in the snap layout. In the thumbnail windows that appear, click the one labeled **Group A**.



# Uninstall an App

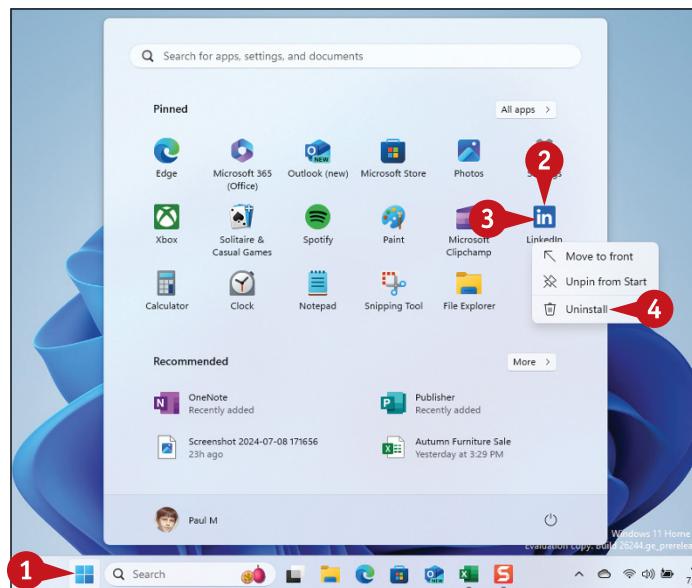
If you have an app that you no longer use, you can free up some hard drive space and reduce clutter on the Start screen by uninstalling that app. When you install an app, the program stores its files on your computer's hard drive, and although most

programs are quite small, many require hundreds of megabytes of hard drive space. Uninstalling an app you do not need frees up the hard drive space it uses and removes its tile (or tiles) from the Start menu (if it has any there) and the All Apps list.

## Uninstall an App

### Uninstall via the Start Menu

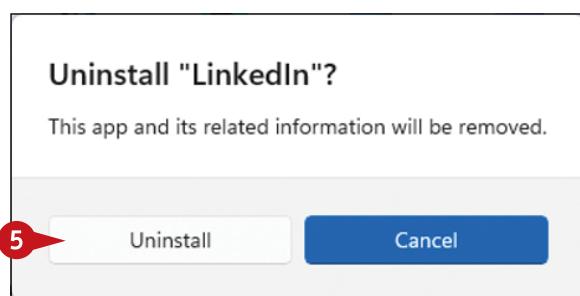
- 1 Click Start (Windows icon).
- 2 Use the Start menu or the All Apps list to locate the app you want to uninstall.
- 3 Right-click the app.
- 4 Click **Uninstall**.

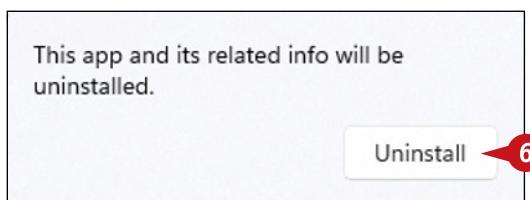
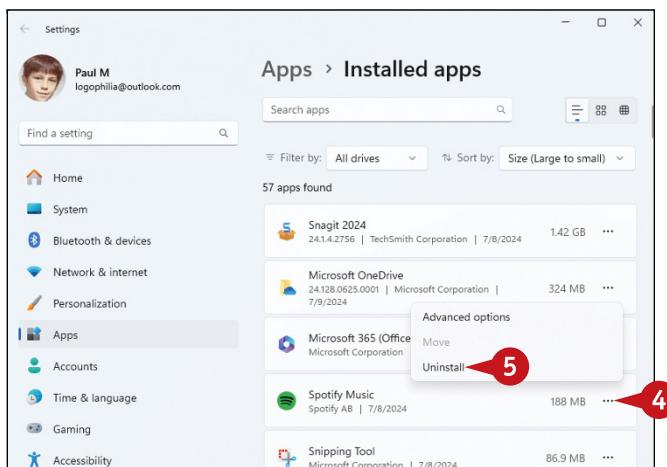
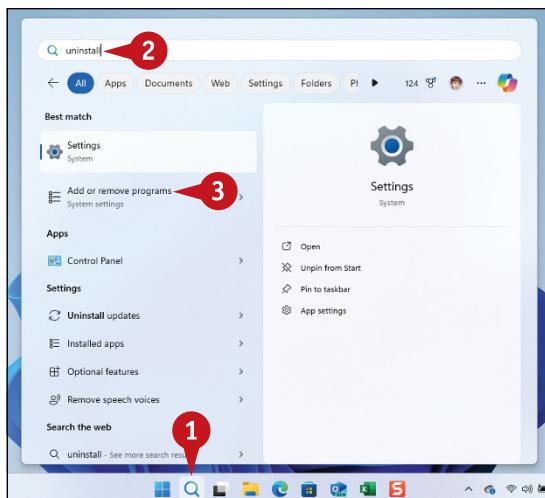


Windows asks you to confirm.

- 5 Click **Uninstall**.

Windows removes the app.





## Uninstall via Settings

- 1 Click **Search (Q)**.
- 2 Type **uninstall** in the Search box.
- 3 Click **Add or remove programs**.

The Installed Apps window appears.

- 4 Click **More (...)** to the right of the app you want to uninstall.
- 5 Click **Uninstall**.

Windows asks you to confirm.

- 6 Click **Uninstall**.

Windows removes the app.

**simplify it**

### How can I uninstall the app that is taking up the most space?

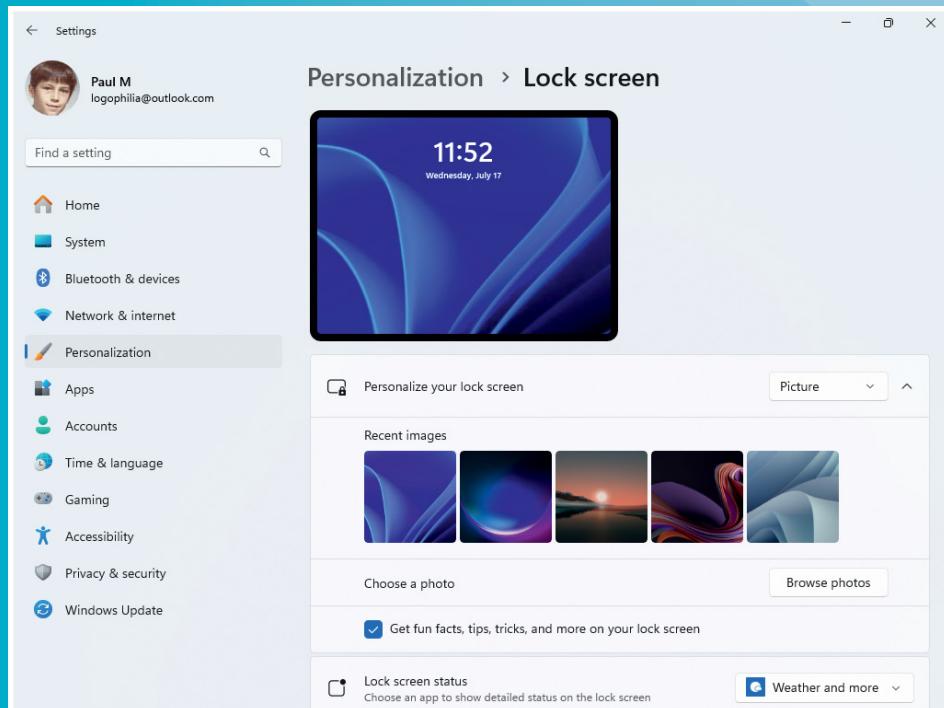
- 1 Click **Start (S)**.
- 2 Click **Settings (⚙)** to open the Settings app.
- 3 Click **Apps**.
- 4 Click **Installed Apps**.

- 5 In the Sort By list, click **Size (Large to Small)**. Windows sorts the apps from largest to smallest.
- 6 Click **More options (...)** to the right of the app you want to remove.
- 7 Click **Uninstall**.
- 8 Click **Uninstall** when Windows asks you to confirm.

## CHAPTER 2

# Customizing Windows

Windows comes with a number of features that enable you to personalize your computer. For example, you can change the appearance of Windows to suit your taste, including the Lock screen and the taskbar's notification area. You can also change the way Windows works to make it easier to use and more efficient. For example, you can make your favorite or most-used apps easier to launch by pinning them to either the Start menu or the taskbar. In this chapter, you also learn how to change the theme, set up multiple monitors, control the volume, set the time zone, and more.



<b>Pin an App to the Start Menu .....</b>	<b>22</b>
<b>Open the Settings App .....</b>	<b>24</b>
<b>Change the Lock Screen Background.....</b>	<b>26</b>
<b>Choose a Lock Screen Status App.....</b>	<b>28</b>
<b>Customize Syncing Between Devices.....</b>	<b>30</b>
<b>Access an App's Features.....</b>	<b>32</b>
<b>Pin an App to the Taskbar.....</b>	<b>34</b>
<b>Change the Theme .....</b>	<b>36</b>
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<b>Configure Windows to Work with Multiple Monitors.....</b>	<b>40</b>
<b>Customize the Taskbar .....</b>	<b>42</b>

# Pin an App to the Start Menu

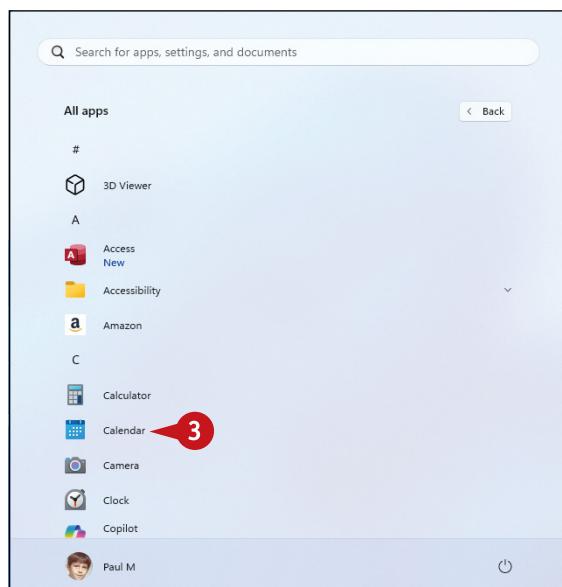
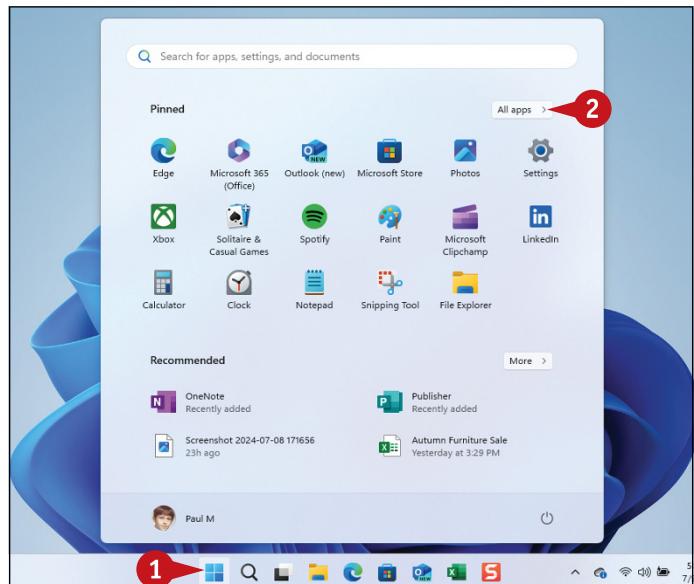
You can customize the Start menu for quick access to the apps you use most often. If you have an app that does not appear as a tile on the Start menu, you usually open the app by first navigating the Start menu's apps list to locate the app, possibly negotiating one or more submenus along the way.

For apps you use often, you can avoid this extra work by *pinning* their icons permanently to the main Start menu. After you have pinned an app, you launch it by displaying the Start menu and clicking the app.

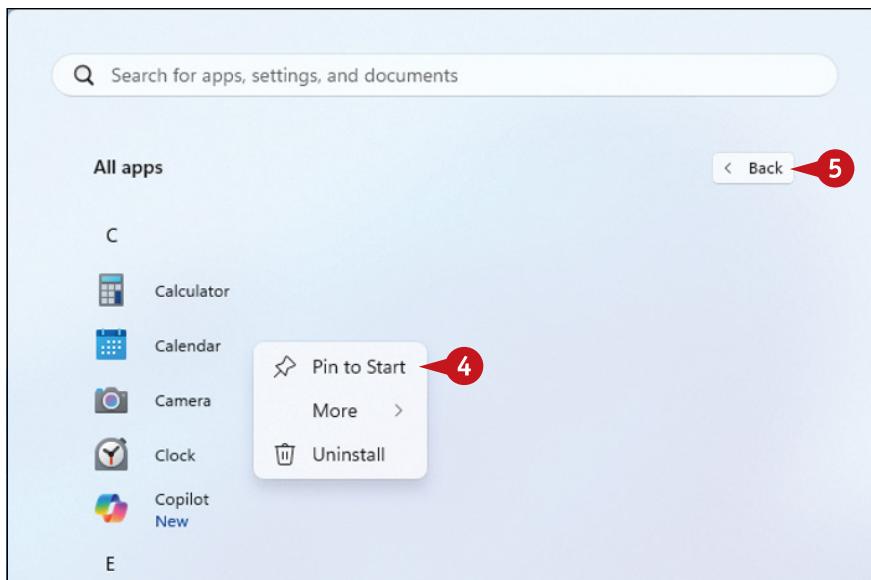
## Pin an App to the Start Menu

- 1 Click Start (Windows icon).
- 2 Click All apps.

- 3 Right-click the app that you want to pin to the Start menu.



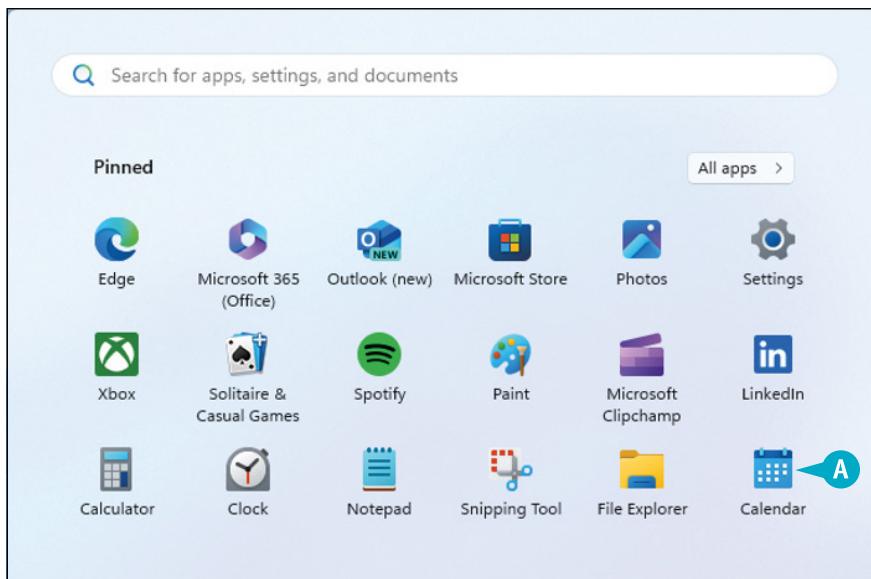
## Customizing Windows



The app shortcut menu appears.

4 Click Pin to Start.

5 Click Back.



A A tile for the pinned app appears on the main Start menu.

**Note:** To remove an app tile from the Start menu, click Start ( ), right-click the tile, and then click **Unpin from Start**.

# simplify it

## Can I move an app tile within the Start menu?

Yes, you can move any app tile to a different position within the Start menu. To move a tile, click Start ( ), press and hold the mouse button as you drag the tile to its new position, and then release the mouse button. You can also right-click the tile and then click **Move to front**.

## Can I pin a folder to the Start menu?

Yes, you can pin several folders, including Documents, Downloads, and Pictures. Click Start ( ), click **Settings**, click **Personalization**, click **Start**, and then click **Folders**. For each folder you want to pin, click the folder's switch to **On** ( changes to ). The icons for each folder appear on the Start menu to the left of the Power button ( ).

# Open the Settings App

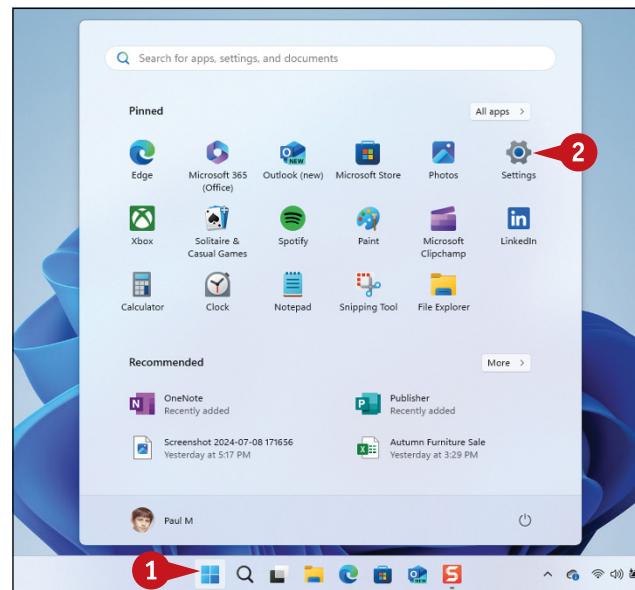
You can configure and customize many aspects of your Windows system using the Settings app. Settings is the Windows app that you use for customizing and tweaking your PC. Many of the sections that follow in this chapter, including

changing the Lock screen background and adding an app to the Lock screen, are performed using the Settings app. Settings also offers a wealth of other options that you can use to customize your PC.

## Open the Settings App

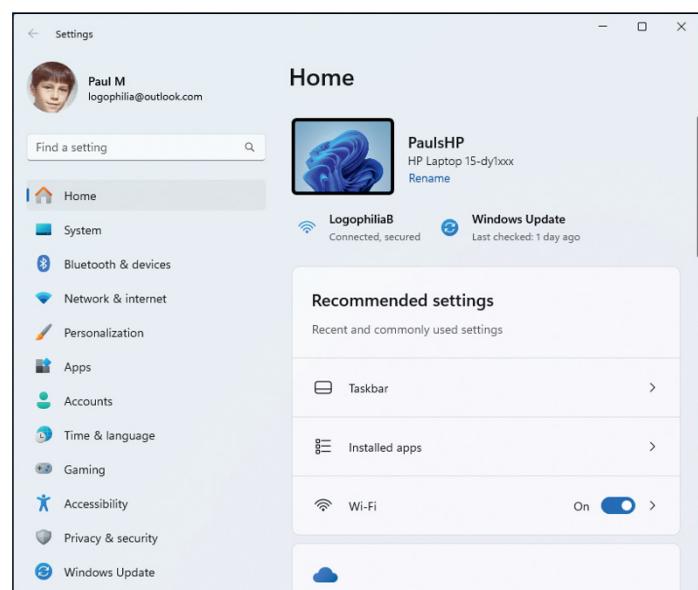
### Open the Settings App

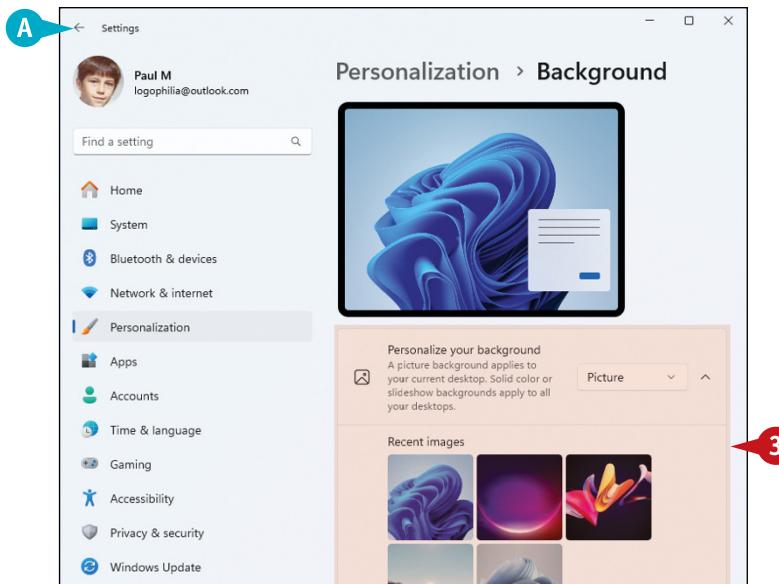
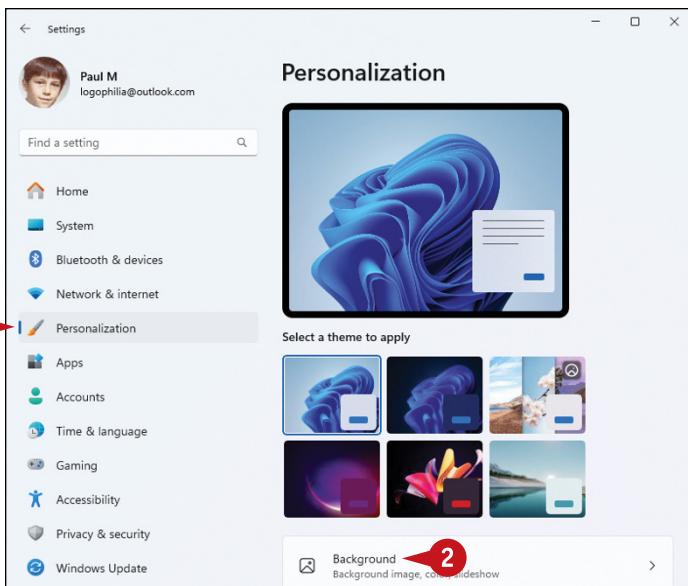
- 1 Click Start (Windows icon).
- 2 Click Settings.



The Settings app appears.

**Note:** You can also open the Settings app by pressing **Win + I**.





## Navigate the Settings App

- 1 Click a category.

The Settings app displays the category.

- 2 Click a subcategory.

The Settings app displays the settings for the subcategory.

- 3 Use the controls on the right side of the app window to modify the tab's settings.

Windows puts the new settings into effect.

- A** You can click **Back** (←) if you need to return to the previous screen.

simplify it

### If I know which setting I want to work with, is there a quick way to display it?

Yes, you can use the taskbar's Search box, which enables you to quickly search for the setting that you want to work with. Click **Search (Q)** and then use the Search box to begin typing the name of the setting you want.

For example, if you want to change the brightness level of your display, type **brightness** in the Search box and then click **Change brightness level** from the search results that appear. Note that related Settings items might also appear in the search results under the Settings heading.

# Change the Lock Screen Background

You can make your Lock screen more interesting by changing the image that appears as its background. Locking your computer is a useful safety feature because it prevents unauthorized users from accessing your files and your network.

If you find yourself looking at the Lock screen frequently, you might prefer to display something other than the default image. Windows comes with several system pictures that you can use, or you can use one of your own pictures.

## Change the Lock Screen Background

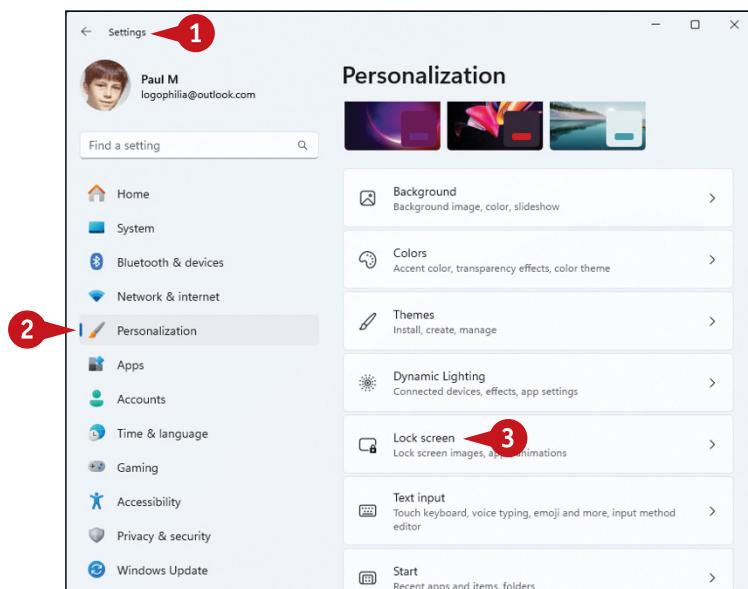
- 1 Open the Settings app.

**Note:** Refer to the previous section, "Open the Settings App."

- 2 Click Personalization.

The Personalization settings appear.

- 3 Click Lock screen.

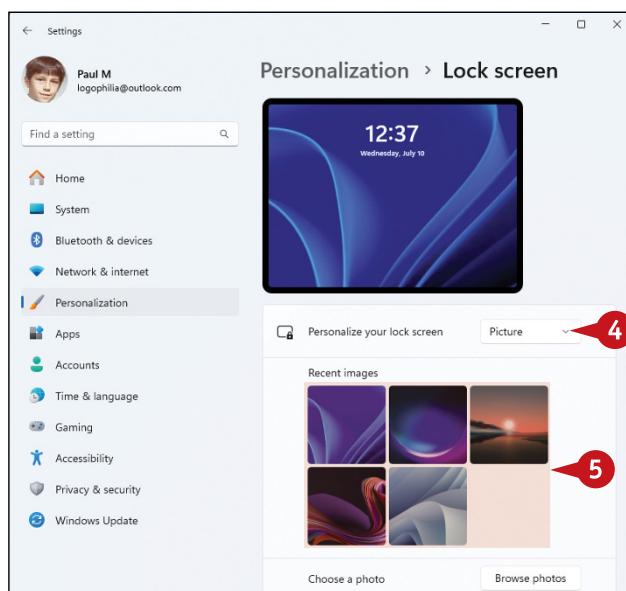


The Lock Screen settings appear.

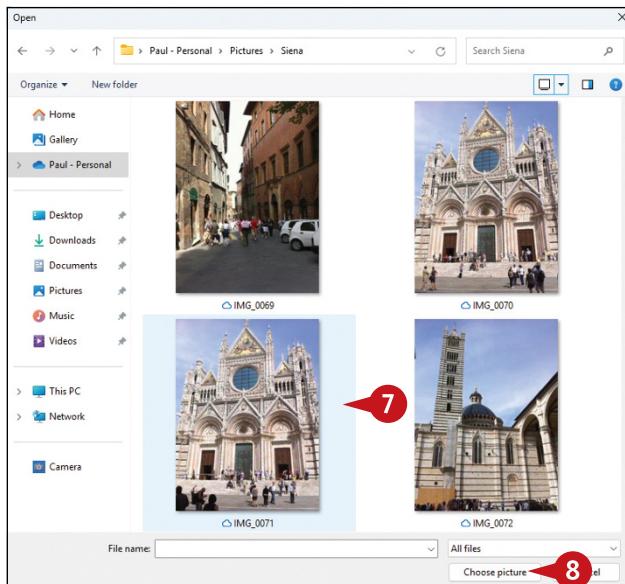
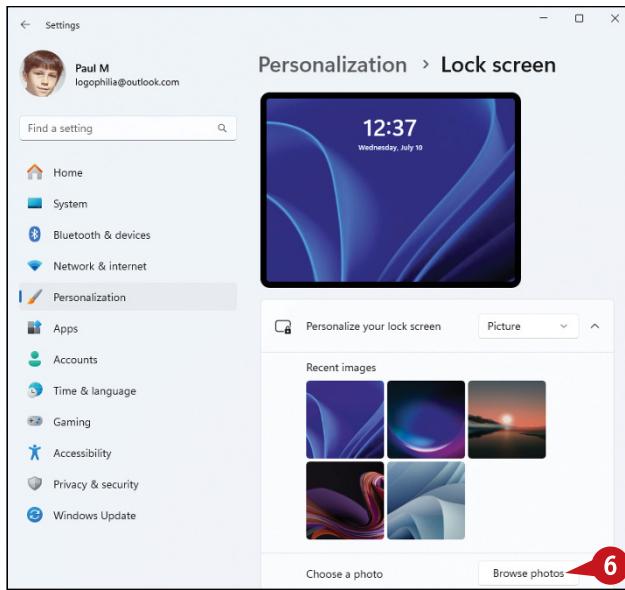
- 4 Click the **Personalize your lock screen** ▾ and then click **Picture**.

**Note:** If you want to use a series of Microsoft Bing photos as the Lock screen background, click **Windows spotlight** instead.

- 5 To use a default image, click the thumbnail of the picture that you want to use.



## Customizing Windows



- 6** To use one of your own pictures, click **Browse photos**.

- 7** Click the picture that you want to use.

- 8** Click **Choose picture**.

The image appears the next time that you lock your computer.

simplify it

#### Is there a way to display different pictures on the Lock screen?

Yes, you can configure the Lock screen to display a slideshow of images from one or more folders. Follow steps **1** to **3** to open the Lock screen settings, click the **Personalize your lock screen** , and then click **Slideshow**. Windows adds your Pictures folder automatically, but you can also click **Browse** to add another folder. Scroll down and use the options in the Advanced Slideshow Settings section to customize your slideshow.

# Choose a Lock Screen Status App

You can configure your Lock screen to display the status of an app on your PC. By default, when you lock your PC, Windows displays a nearly blank window with no information. You can make the Lock screen more useful by configuring the screen to show the current status of an app.

For example, if you configure the Lock screen with the Weather and More setting, Windows augments the Lock screen with your current weather as well as other information such as local traffic conditions and recent stock market activity.

## Choose a Lock Screen Status App

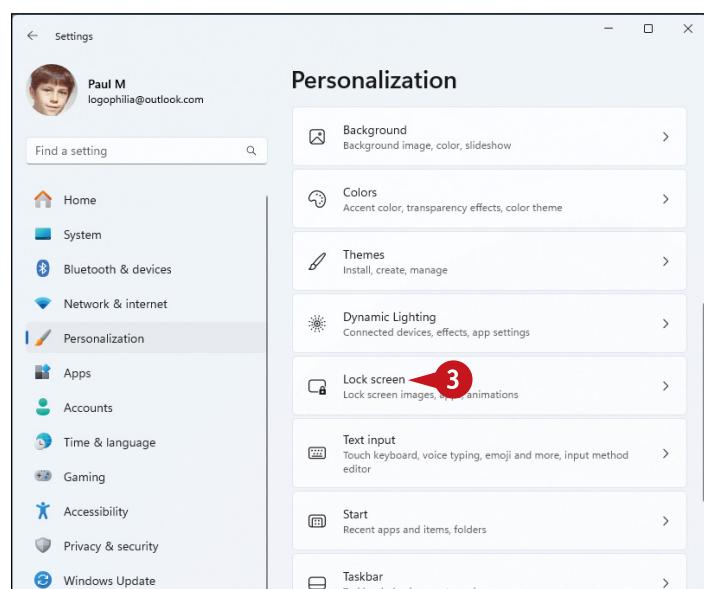
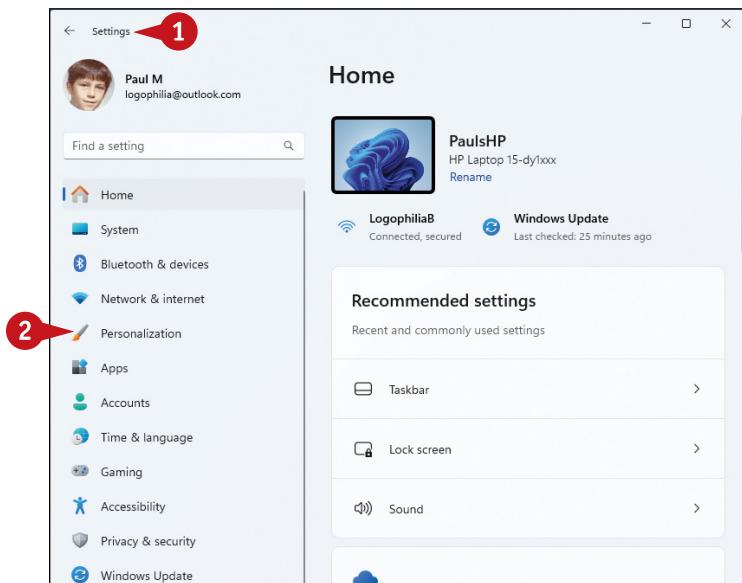
- 1 Open the Settings app.

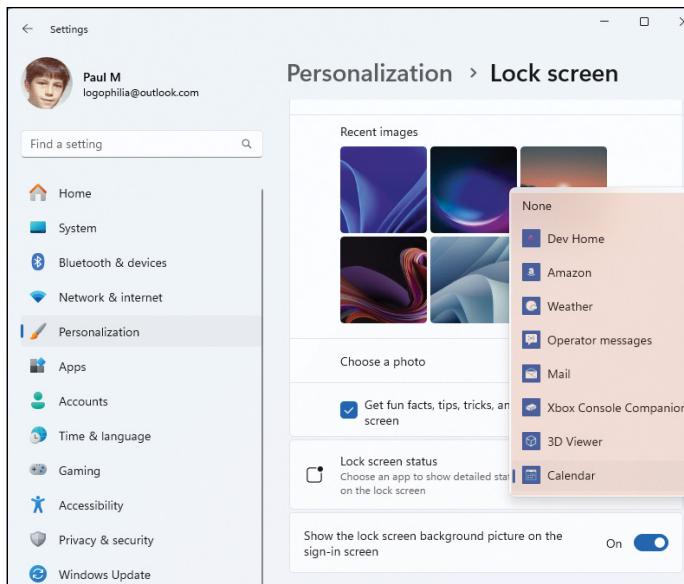
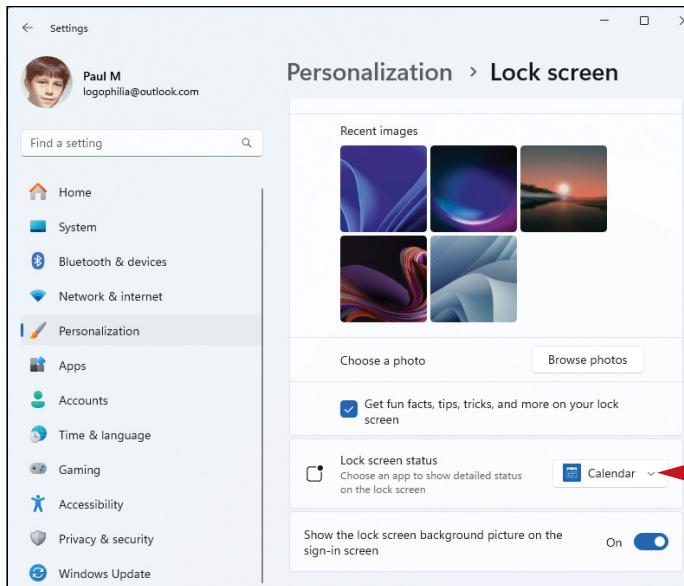
**Note:** Refer to the section “Open the Settings App” earlier in this chapter.

- 2 Click Personalization.

The Personalization settings appear.

- 3 Click Lock screen.





The Lock screen settings appear.

- 4 Click the **Lock screen status** ▾.

- 5 Click the app for which you want to display its detailed status.

**Note:** If you do not want a detailed status, click **None**.

Windows puts the new setting into effect, and the app's status appears on the Lock screen the next time that you use it.

## simplify it

### How do I lock my computer?

Click **Start** (Windows logo), click **Power** (power button icon) in the lower-right corner of the menu, and then click **Lock**. You can also press **Win + L**. You can configure Windows to automatically lock the computer after it has been idle for a specified amount of time. Follow steps 1 to 3 to open the Lock screen settings, click **Screen timeout**, and then click **Screen, sleep, & hibernate timeouts**. For each sleep setting, click ▾ and then click the number of minutes of idle time after which Windows sleeps (and therefore locks) your PC. If you have a tablet or notebook PC, be sure to set the sleep timeout both for when your PC is plugged in and when it is on battery power.

# Customize Syncing Between Devices

If, besides your Windows desktop computer, you also have a Windows notebook and a Windows tablet, using the same Microsoft account on each platform means that Windows synchronizes data among them. Windows syncs customizations, such as backgrounds and themes; system settings, such as languages and regional settings; Microsoft Edge

data, such as favorites and history; app settings and more. This gives you a consistent interface across your devices and consistent data so that you can be more productive. However, to control the items you want to sync, you can customize the syncing process.

## Customize Syncing Between Devices

- 1 Open the Settings app.

**Note:** Refer to the section “Open the Settings App” earlier in this chapter.

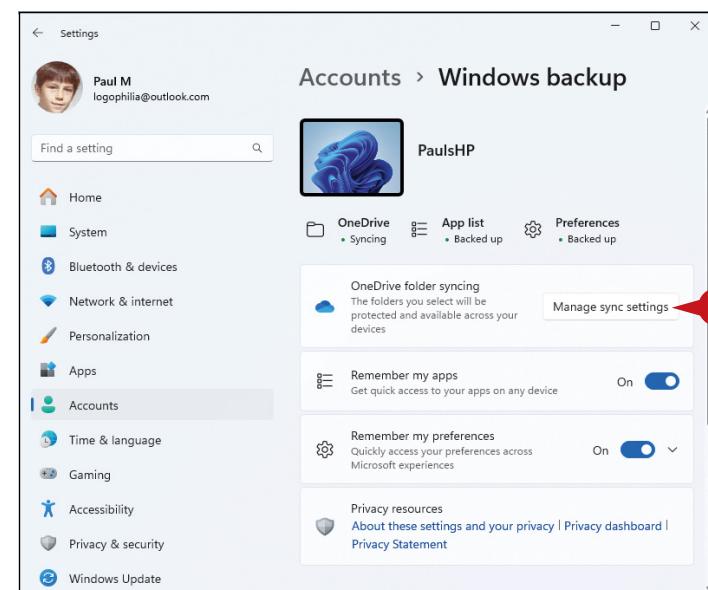
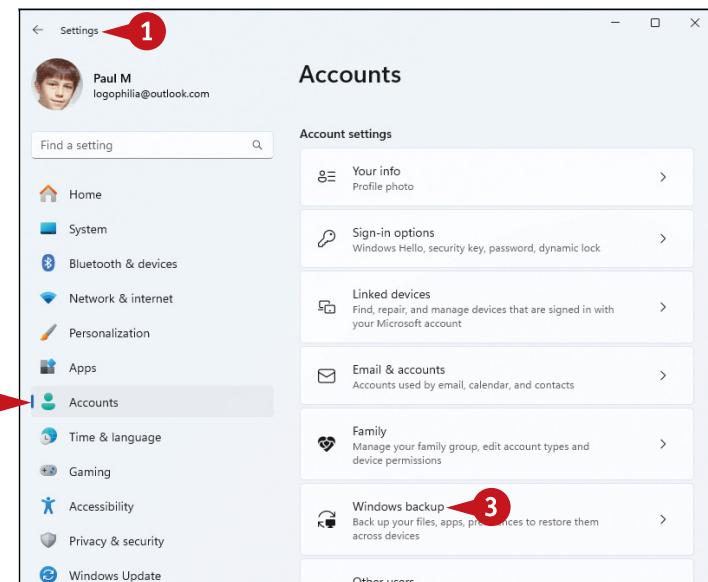
- 2 Click Accounts.

The Accounts settings appear.

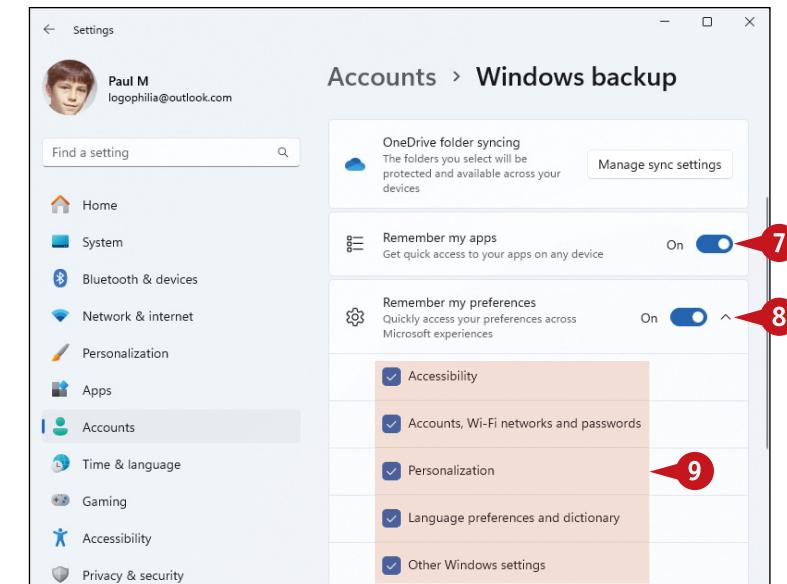
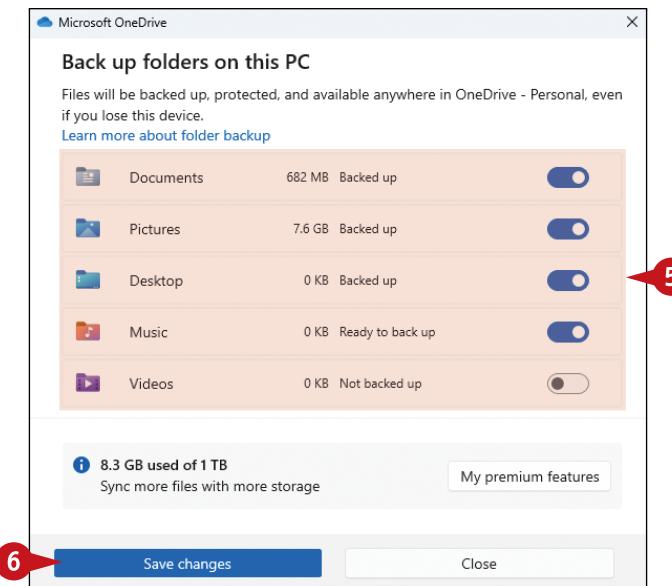
- 3 Click Windows backup.

The Windows backup settings appear.

- 4 Click Manage sync settings.



## Customizing Windows



The Back Up Folders on This PC dialog box appears.

- 5 For each folder you want to sync across your devices, click the folder's switch to **On** ( changes to ).
- 6 Click **Save changes**.

- 7 If you do not want Windows to sync your apps between devices, click the **Remember my apps** switch to **Off** ( changes to ).

- 8 Click the **Remember my preferences**  ( changes to 
  - 9 For each type of preference you want Windows to sync between devices, click the preference check box ( changes to ).

The next time Windows syncs, it includes the folders settings that you turned on.

simplify it

#### Why is my version of the Accounts, Wi-Fi Networks and Passwords check box disabled?

This occurs when you have yet to verify your identity on your PC. Verifying your identity means having a confirmation code sent to the mobile phone number associated with your Microsoft account. To verify your identity, use the taskbar's Search box to type **actions** and then click **View recommended actions to keep Windows running smoothly**. In the Security and Maintenance window that appears, the message "Verify your identity on this PC" should appear. Click **Verify** to the right of that message and then follow the instructions that appear for having the confirmation code sent to your mobile phone.

# Access an App's Features

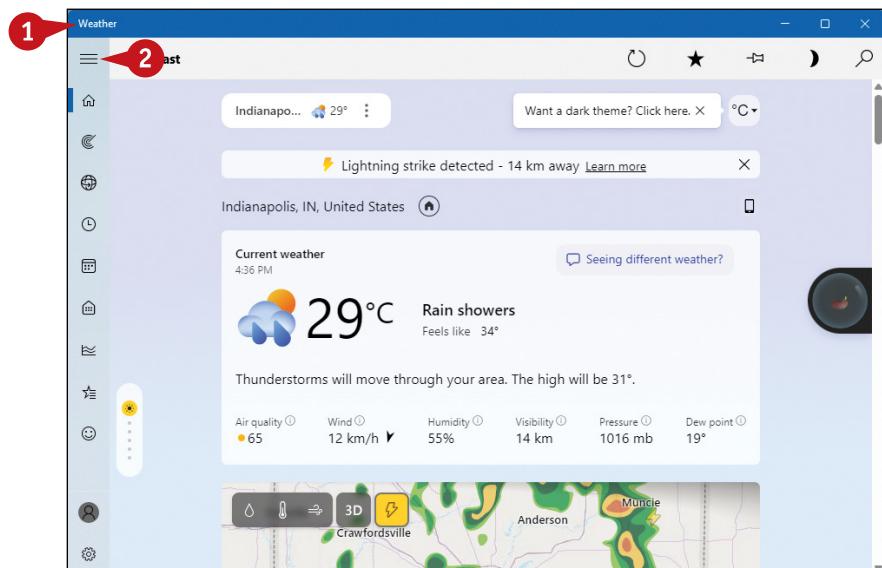
Depending on the app, a few tabs might be displayed across the top of the window, as well as a Search box in the upper-right corner of the window. However, almost all the apps that come with Windows include a strip running down the left side of the window. This is the app menu, and it

gives you access to a number of features, including commands, settings, and views. This menu shows only icons at first, but you can open the menu to display the names of each feature. You can then click the feature that you want to use.

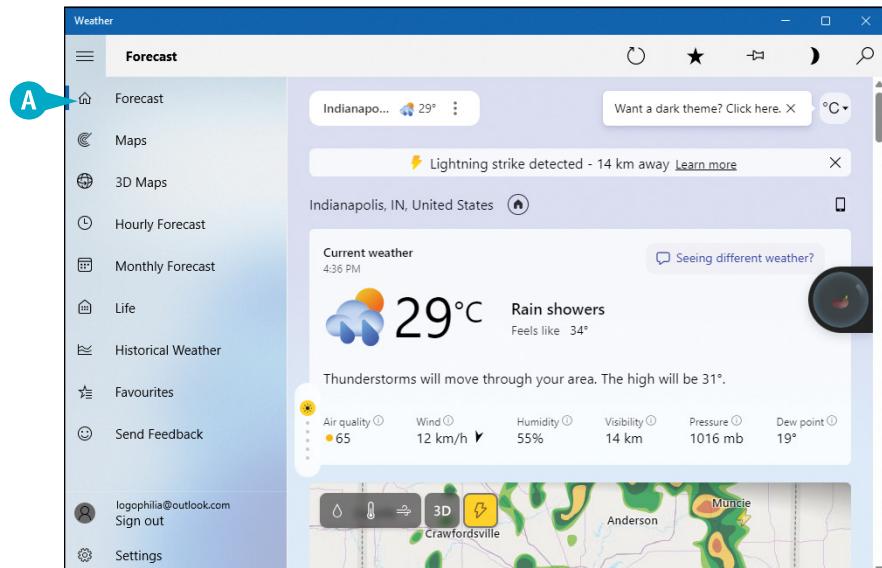
## Access an App's Features

### Display the Menu

- 1 Open the app that you want to work with.
- 2 Click **Menu (≡)**.



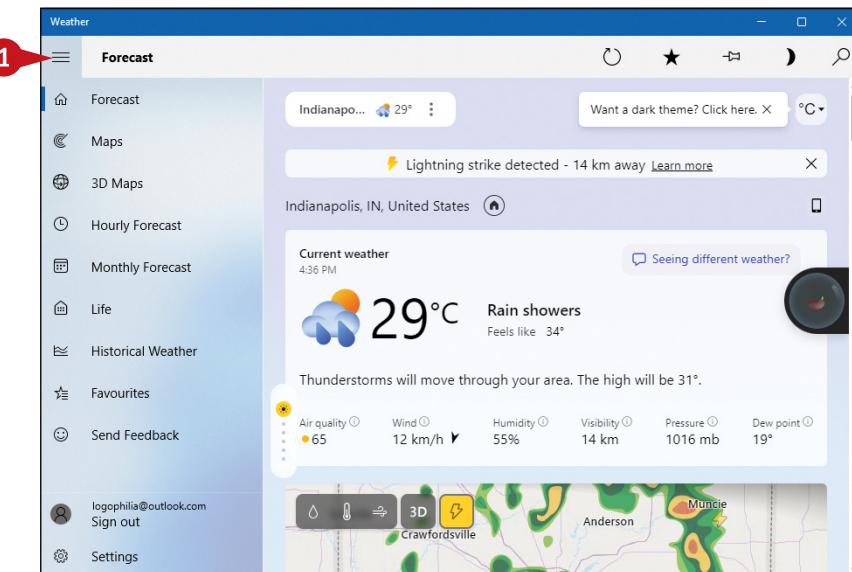
- A The app menu expands to show the feature names.



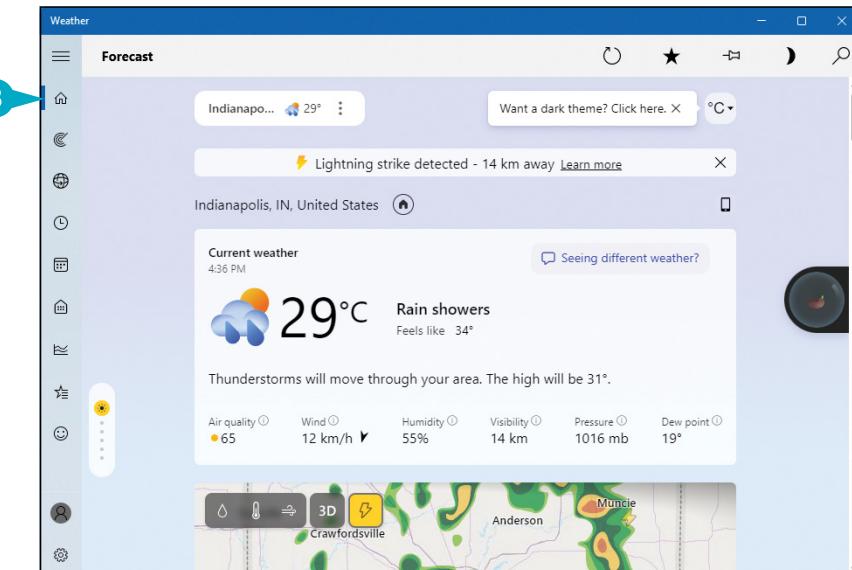
## Hide the Menu

**Note:** If you click a menu feature, the app automatically hides the menu. You need to manually hide the menu if you decide not to select a feature.

- 1 Click **Menu (≡)**.



- B The app hides the menu.



simplify it

### Do all apps use the Menu icon?

No. The so-called *Modern* apps that ship with Windows — including Mail, Calendar, News, and Weather — use the Menu icon (≡), as do some third-party apps. However, the so-called *Desktop* apps — including File Explorer and WordPad — do not use this feature.

### Are there more app features that I can access?

Yes, you can also display the Settings pane, which displays app-specific settings. The layout of the Settings pane varies between apps, but it usually includes commands for setting app preferences and options. To display an app's Settings pane, click **Menu (≡)** and then click **Settings (⚙)**.

# Pin an App to the Taskbar

Pinning an app to the Start menu, as described earlier in this chapter, is helpful because it puts the app just two clicks away. If you have an app that you use frequently, you might prefer to have

that app just a single click away. You can achieve this by pinning the app to the taskbar. You can pin an app to the taskbar either from the Start menu or from the taskbar itself.

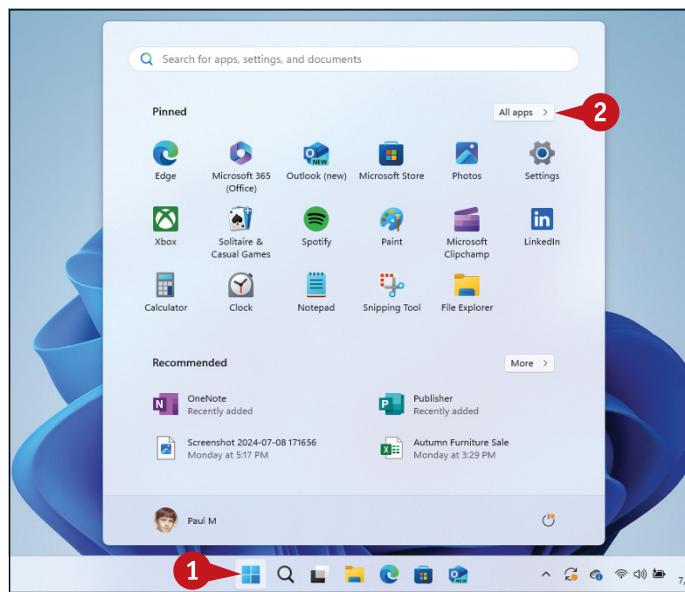
## Pin an App to the Taskbar

### Using the Start Menu

- 1 Click Start (Windows icon).

**Note:** If the app you want to pin appears on the main Start menu, skip to step 3.

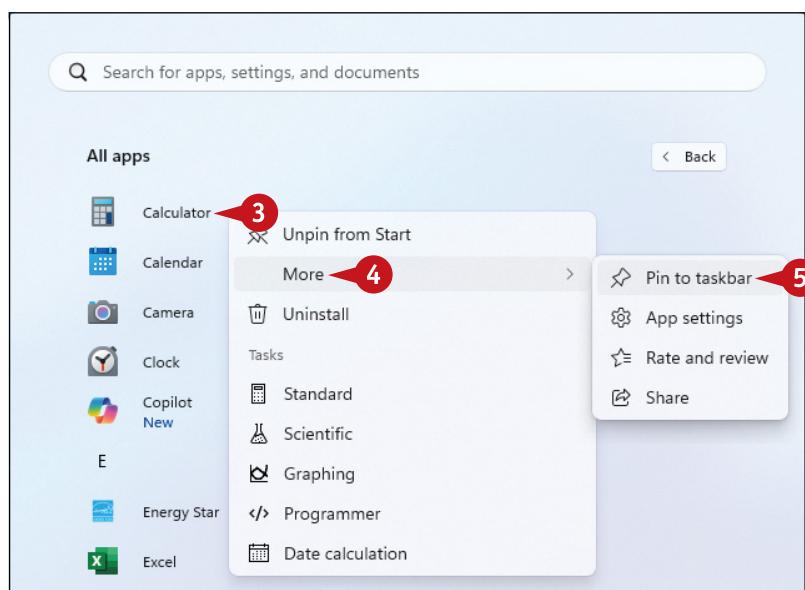
- 2 Click All apps.



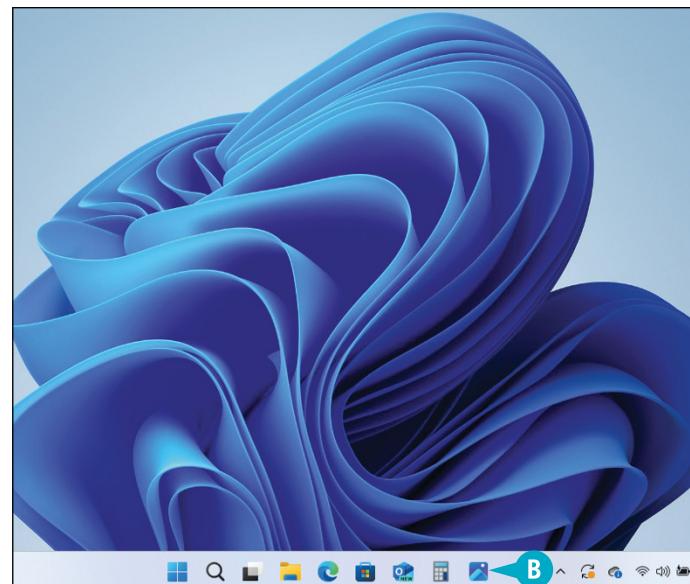
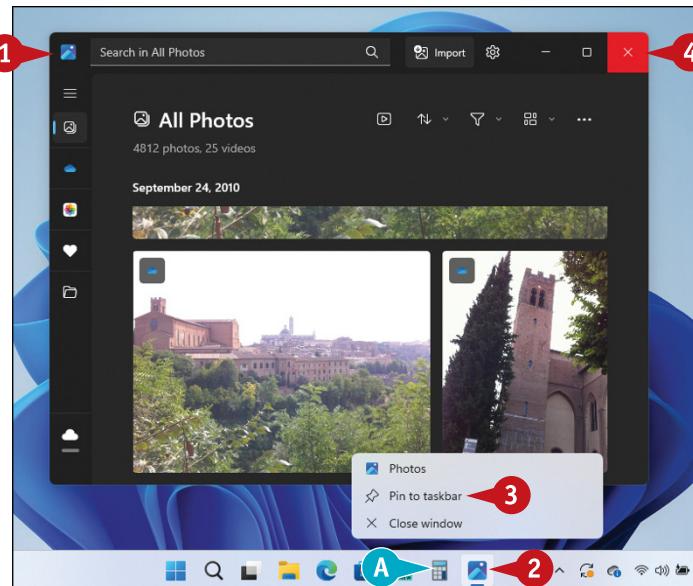
- 3 Right-click the app you want to pin to the taskbar, the Calculator app in this example.

- 4 Click More.

- 5 Click Pin to taskbar.



## Customizing Windows



- A** An icon for the app now appears in the taskbar.

### Using the Taskbar

- 1 Launch the app that you want to pin to the taskbar.
- 2 Right-click the running app's taskbar icon.
- 3 Click **Pin to taskbar**.
- 4 Click **Close (X)**.

- B** An icon for the app remains on the taskbar.

simplify it

#### Can I change the order of the taskbar icons?

Yes. Click and drag a taskbar icon to the left or right and then drop it in the new position. Note that this technique applies not only to the icons pinned to the taskbar, but also to the icons for any running programs.

#### How do I remove an app icon from the taskbar?

If you decide that you no longer require an app to be pinned to the taskbar, you should remove it to reduce taskbar clutter and provide more room for other app icons. To remove a pinned app icon, right-click the icon and then click **Unpin from taskbar**.

# Change the Theme

You can add visual interest to Windows by changing the theme. The Windows *theme* is a set of preferences that includes the desktop background image, the Windows accent color, and whether the interface and apps use light mode (bright colors that work best in daylight or a well-lit room) or dark mode (dark colors that work best at night or in a poorly lit room).

Rather than changing the entire theme, you might prefer to customize only the desktop background. In the Settings app, you can change the background to an image, a solid color, or a slideshow of your photos.

## Change the Theme

### Change the Theme

- 1 Open the Settings app.

**Note:** Refer to the section “Open the Settings App” earlier in this chapter.

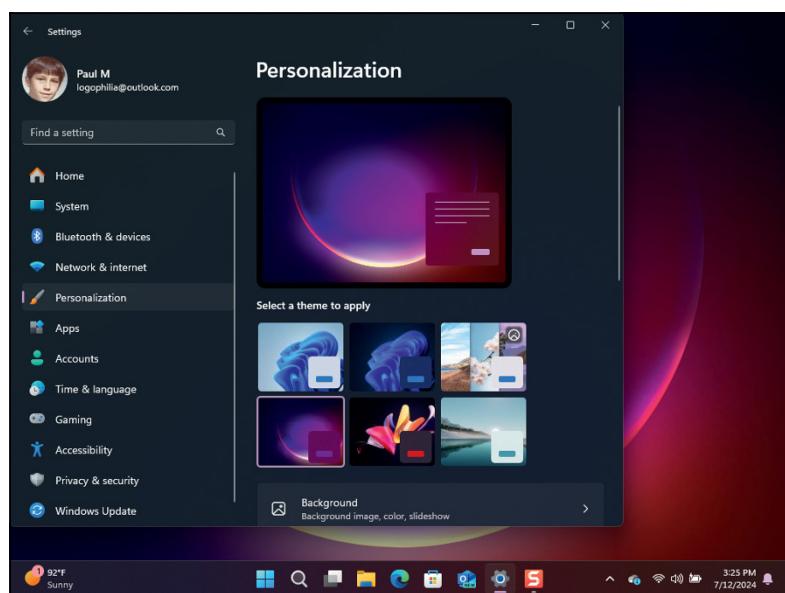
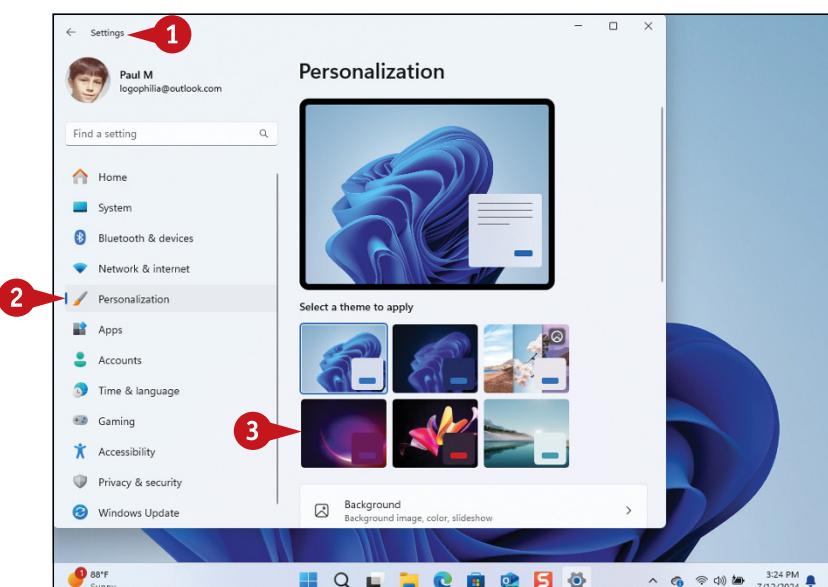
- 2 Click Personalization.

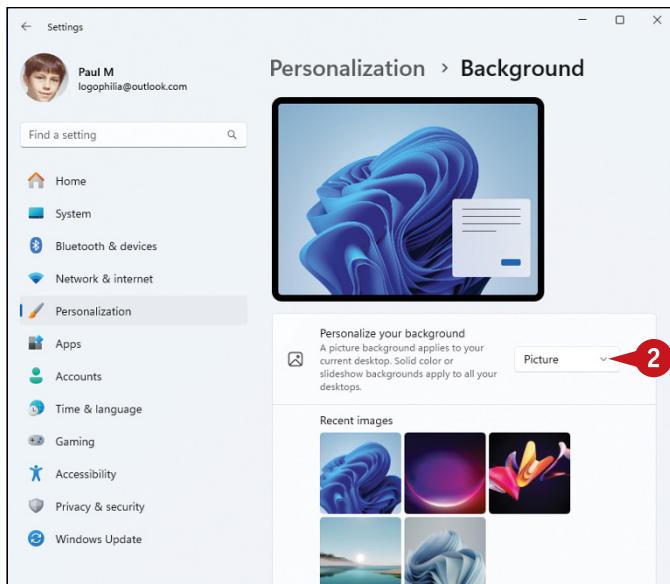
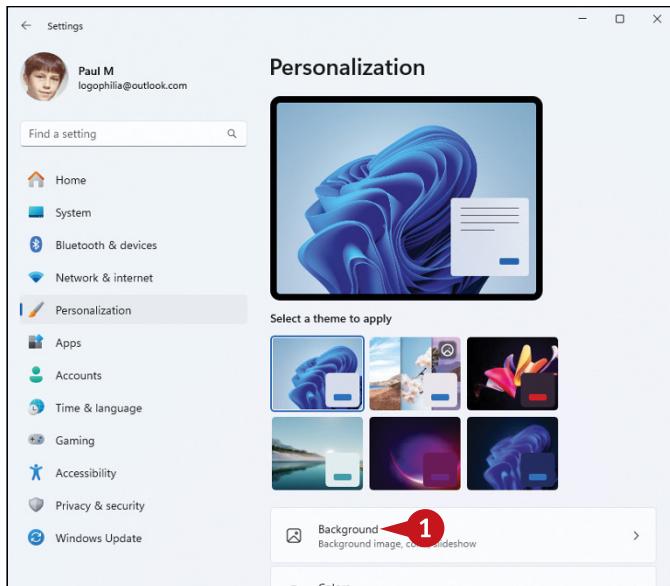
Settings displays the Personalization screen.

**Note:** You can also open the Personalization screen by right-clicking the desktop and then clicking **Personalize**.

- 3 Click the theme you want to apply.

Windows applies the new theme.





## Change the Desktop Background

- 1 In the Personalization screen, click **Background**.

Settings displays the Background screen.

- 2 Click the **Personalize your background** ▾ (▾ changes to ▲) and then click the type of background you want:

**Picture:** Displays an image as the background. Click a picture in the Recent Images section or click **Browse photos** to select one of your photos.

**Solid color:** Displays a color as the background. Click a color swatch or click **View colors** to create a color.

**Slideshow:** Displays a series of images from your Pictures folder as the background.

**Windows spotlight:** Displays a series of photos curated by Microsoft.

simplify it

**Can I just choose either dark mode or light mode?**  
Yes. In the Settings app's Personalization screen, click **Colors**, click the **Choose your mode** ▾, and then click either **Light** or **Dark**.

**What does the accent color do?**

The accent color is the background color that appears for selected option buttons, check boxes, and switches, as well as interface elements such as links and badges. To set the accent color, display the Settings app's Personalization screen, click **Colors**, and then click a color. To show the accent colors on your app title bars and borders, click the **Show accent color on title bars and window borders** switch to **On** (☐ changes to ☒).

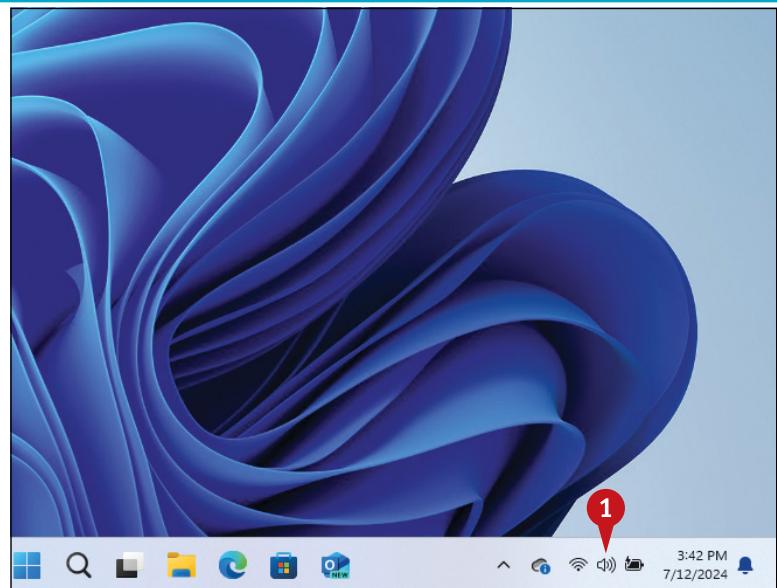
# Adjust the Volume

While an audio or video file is playing, you can adjust the volume up or down to get its audio just right. If you are listening to media by yourself, you can adjust the volume to suit the music and your mood. However, if there are other people nearby,

you will probably want to use the volume control to keep the playback volume low to avoid disturbing them. If you need to silence the media temporarily, you can mute the playback.

## Adjust the Volume

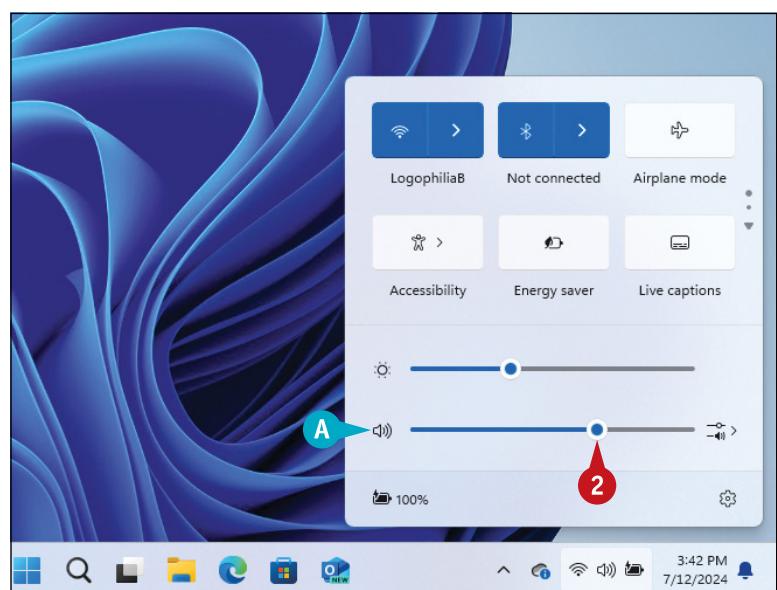
- 1 In the taskbar, click **Volume** (🔊).



The Volume window appears.

- 2 Click and drag the volume slider (🔊) to set the volume level that you want.
- A You can also click **Mute** (🔇) to mute the volume (🔇 changes to ✕).

Windows sets the system volume to the new level.

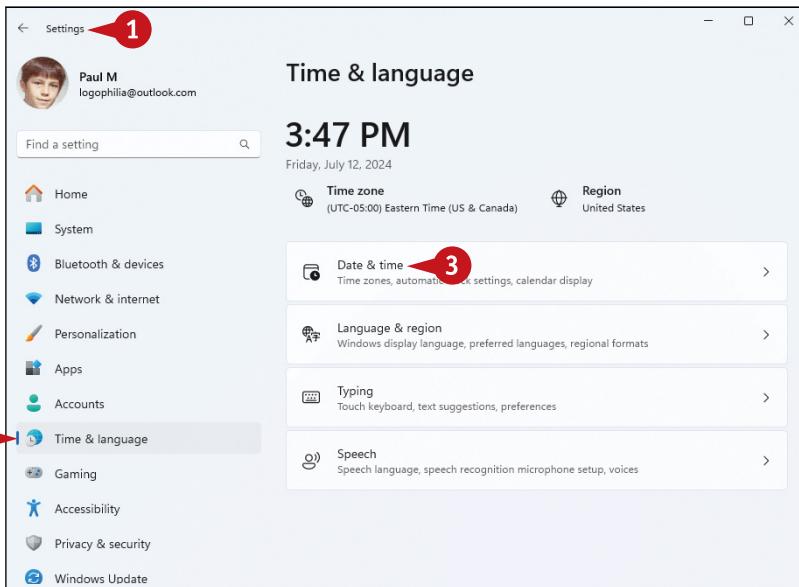


# Set the Time Zone

To ensure that your system clock is accurate, you should set the time zone to correspond to your location. When Windows configures your computer, it performs a number of chores, including setting the current system time and time zone. However,

for the time zone, Windows defaults to Pacific Time in North America. If this is not the time zone used where you live, you must select the correct one to ensure that you have the accurate system time.

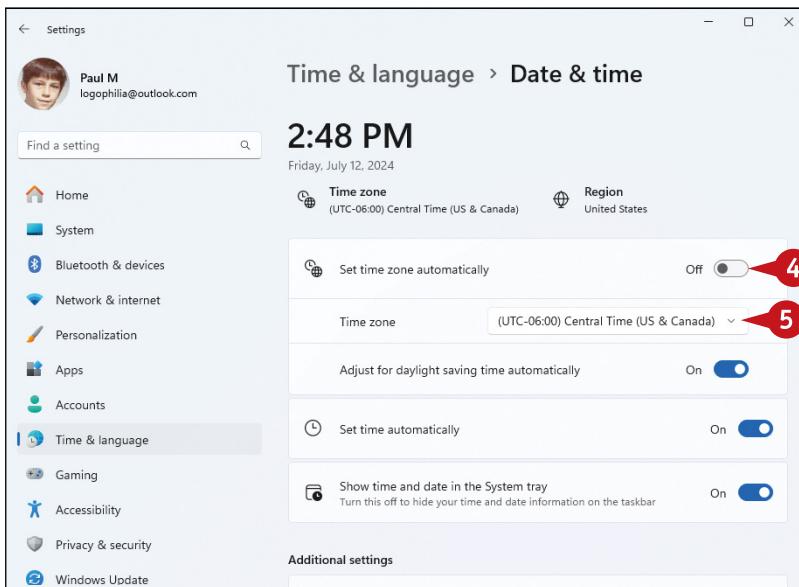
## Set the Time Zone



- 1 Open the Settings app.

**Note:** Refer to the section “Open the Settings App” earlier in this chapter.

- 2 Click **Time & Language**.
- 3 Click **Date & time**.



The Date & Time screen appears.

- 4 Click the **Set time zone automatically** switch to **Off** ( changes to ).

- 5 Click the **Time zone** and then click your time zone.

Windows adjusts the time to the new time zone.

# Configure Windows to Work with Multiple Monitors

You can improve your productivity and efficiency by using a second monitor. To work with an extra monitor, your PC must have a second video output port that is compatible with the video input port on the monitor, as well as a cable to connect the ports. Modern PCs and

monitors use HDMI ports connected with an HDMI cable.

After you have connected your PC and the external monitor, you then need to configure Windows to extend the Start screen to both the main screen and the second monitor.

## Configure Windows to Work with Multiple Monitors

- 1 Connect the second monitor to your PC.

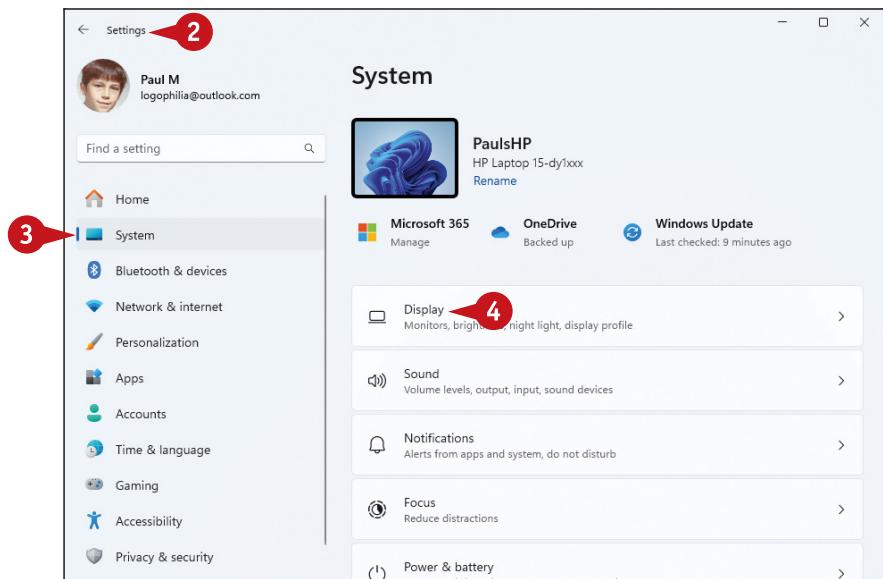
- 2 Open the Settings app.

**Note:** Refer to the section "Open the Settings App" earlier in this chapter.

- 3 Click System.

The System settings appear.

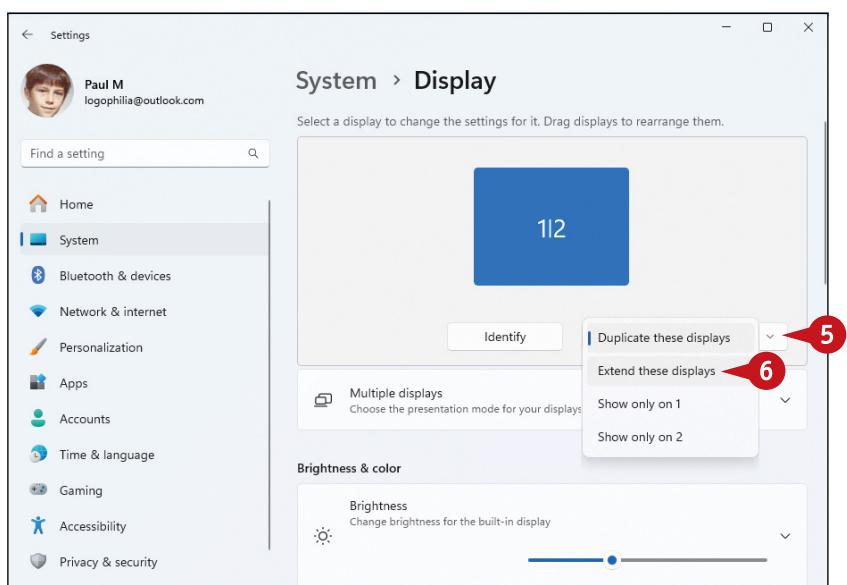
- 4 Click Display.

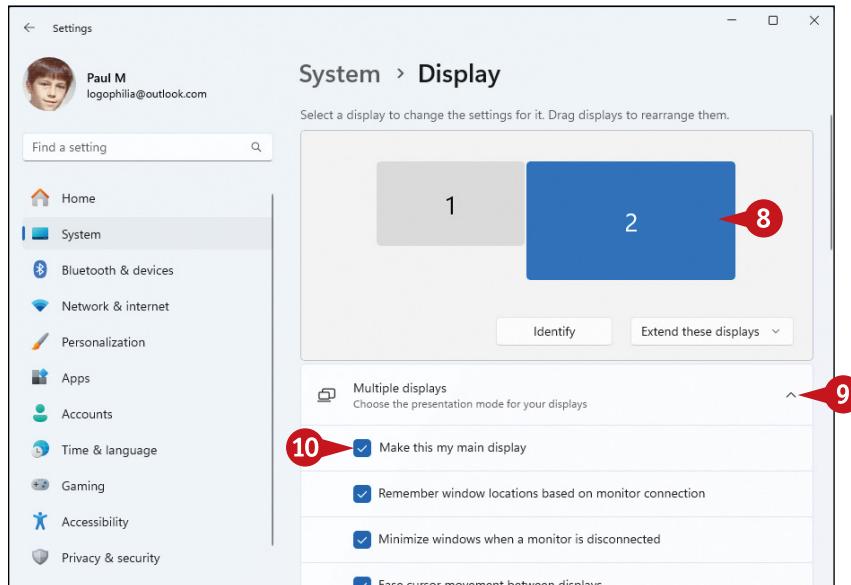
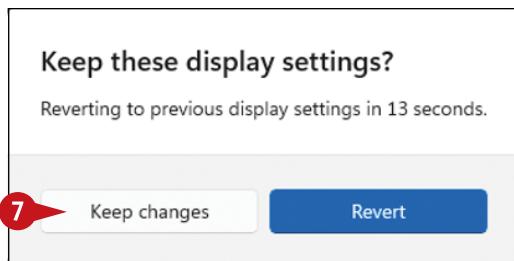


The Display settings appear.

- 5 Click this ▾.

- 6 Click Extend these displays.





Windows asks you to confirm the display changes.

- 7 Click **Keep changes**.

- 8 Click the monitor that you want to set as the main display.

- 9 Click the **Multiple displays** ( changes to ).

- 10 Click **Make this my main display** ( changes to ).

Windows connects to the second monitor and uses the selected monitor as your main display.

## simplify it

### Why does my mouse pointer stop at the right edge of the left screen?

This means you need to exchange the icons of the left and right monitors. To do that, click and drag the left monitor icon to the right of the other monitor icon (or vice versa).

### How do I configure Windows to stop using the external monitor?

Follow steps 2 to 5 in this section to open the Multiple Displays list, click **Show only on 1**, and then, when Windows asks you to confirm, click **Keep changes**. You can also usually revert to using just the original PC screen by disconnecting the monitor from your computer.

# Customize the Taskbar

You can customize the items that Windows displays on the taskbar to ensure a particular item is always visible. Windows divides the taskbar into several sections, but the following two are customizable: the main taskbar, which is where default items such

as Search and Task View appear; and the system tray, which appears to the right of the main taskbar. For the latter, you have a choice of displaying an icon full-time in the system tray or moving the icon into an area called the hidden icon menu.

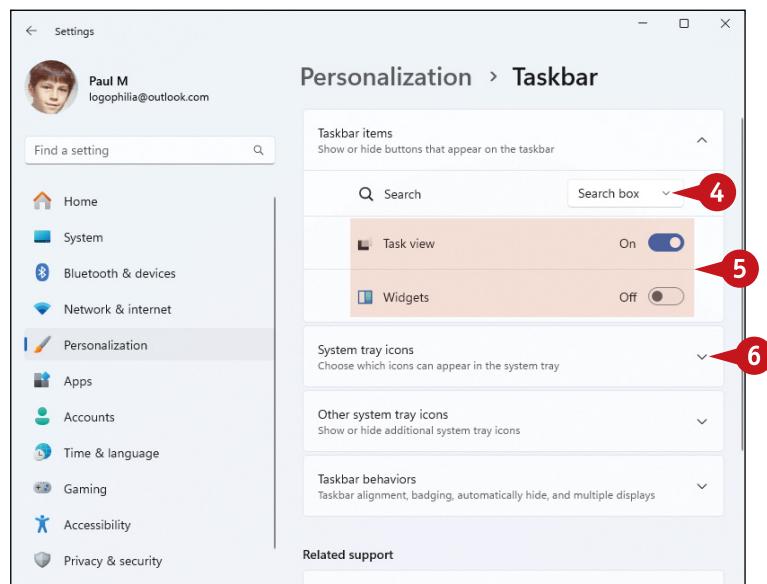
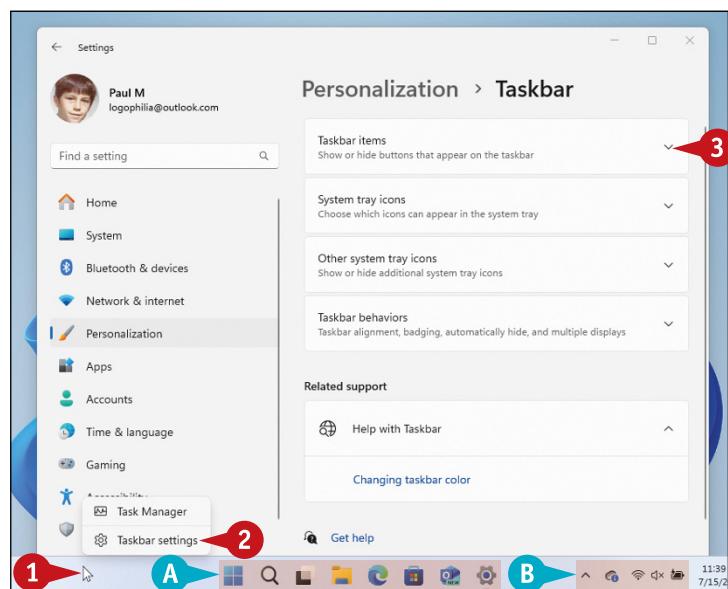
## Customize the Taskbar

- A This area is the main taskbar.
- B This area is the system tray.
- 1 Right-click an empty section of the taskbar.
- 2 Click **Taskbar settings**.

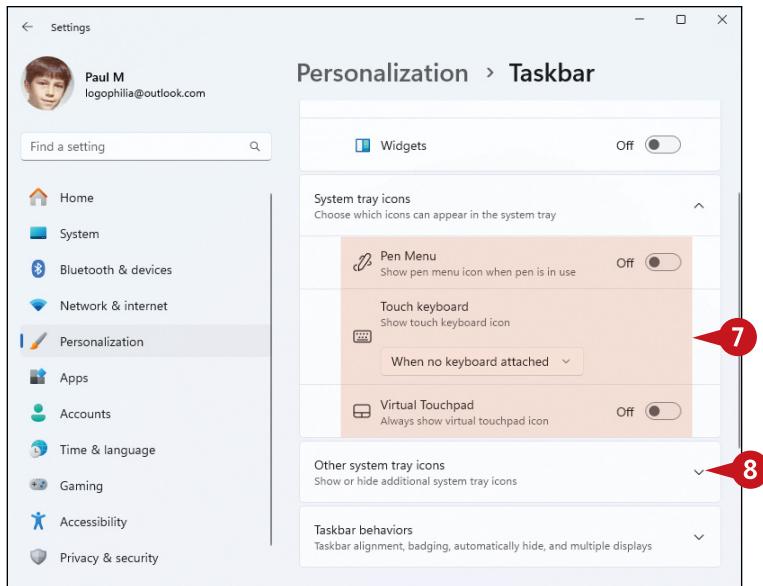
The Settings app displays the Taskbar settings.

- 3 Click the **Taskbar items** ▾.

- 4 Click the **Search** ▾ and then click how you want the Search feature to appear on the taskbar.
- 5 Click the switch to **On** ( ) changes to ( ) for each icon you want to display in the taskbar.
- 6 Click the **System tray icons** ▾.

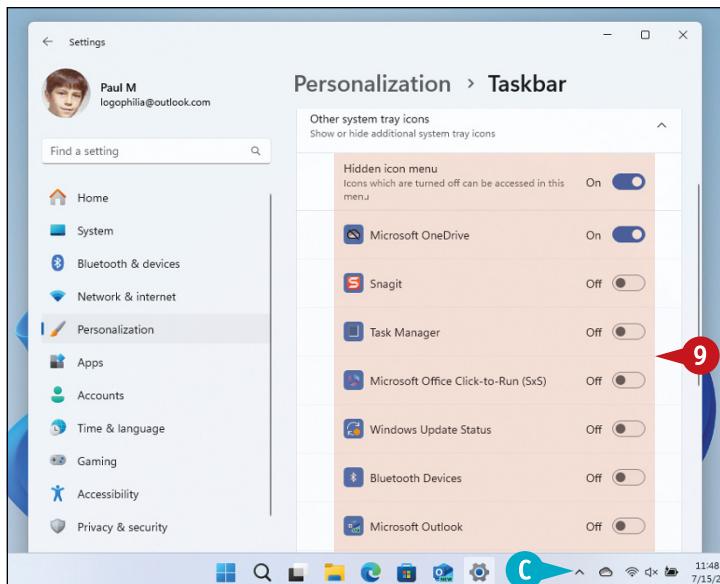


## Customizing Windows



7 Click the switch to **On** ( changes to ) for each icon you want to display in the system tray.

8 Click the **Other system tray icons** ▾.



9 Click the switch to **On** ( changes to ) for each icon you want to display in the hidden icon menu.

Windows puts the new settings into effect.

c You can click **Show hidden icons** (^) to display the icons in the hidden icon menu.

## simplify it

### Is there a way to put the Start button back on the left side of the taskbar?

Yes. Right-click the taskbar, click **Taskbar settings**, click the **Taskbar behaviors** ▾, click the **Taskbar alignment** ▾, and then click **Left**.

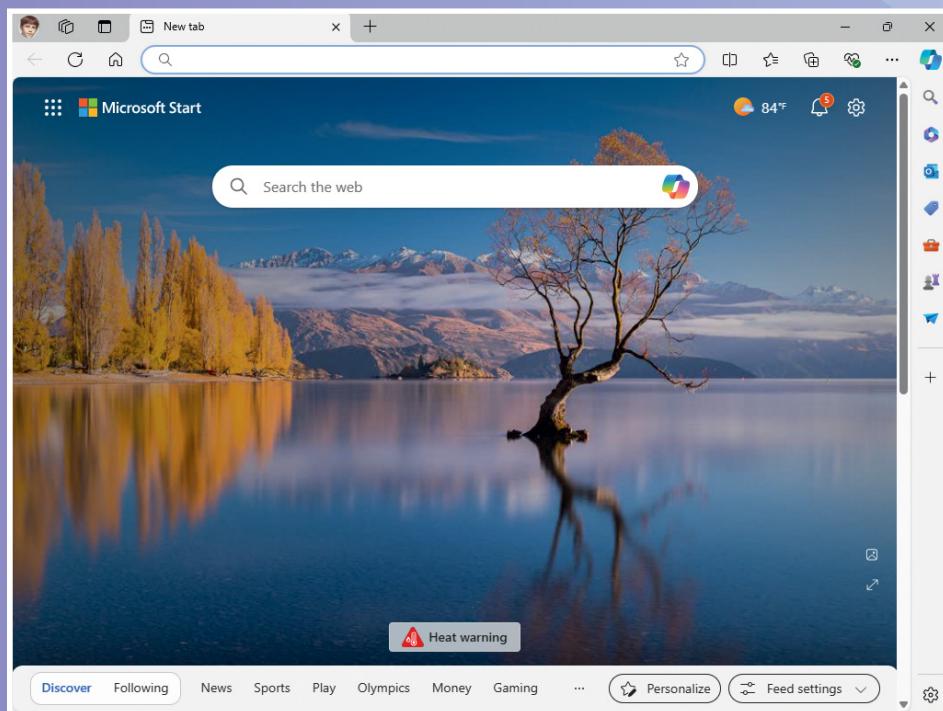
### Can I configure the taskbar to hide when I am not using it?

Yes. If you would like a bit more vertical room for your apps, you can configure the taskbar to hide when you are not using it. Right-click the taskbar, click **Taskbar settings**, click the **Taskbar behaviors** ▾, and then click **Automatically hide the taskbar** ( changes to ). To display the taskbar, move the mouse pointer ( to the bottom of the screen.

## CHAPTER 3

# Surfing the Web

If your Windows PC is connected to the Internet, you can use the Microsoft Edge web browser to navigate from site to site on the World Wide Web. In this chapter, you learn how to enter web page addresses, select links, open web pages in separate browser tabs, find text on a web page, view pages you have previously visited, specify a different Microsoft Edge startup page, and save your favorite sites. You also learn how to share a web page with other people, search for information on the web, and download files from the web to your PC.



<b>Open a Web Page .....</b>	<b>46</b>
<b>Open a Web Page in a Tab .....</b>	<b>48</b>
<b>Navigate Web Pages .....</b>	<b>50</b>
<b>Find Text on a Page.....</b>	<b>51</b>
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<b>Search for Sites .....</b>	<b>62</b>
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# Open a Web Page

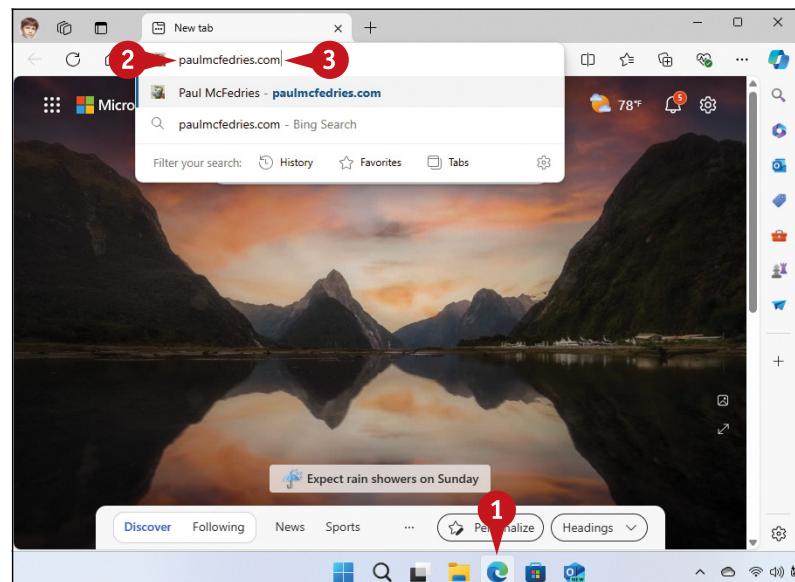
Although you usually navigate web pages by clicking links, if you know the address of a specific page, you can type it into Microsoft Edge to display it. Every web page is uniquely identified by an address composed of four parts: the transfer method (usually https, which stands for *Hypertext Transfer Protocol Secure*), the website domain

name, the directory where the page is located on the server, and the page filename. The domain name suffix most often used is .com (commercial), but other common suffixes include .gov (government), .org (nonprofit organization), .edu (education), and country domains such as .ca (Canada).

## Open a Web Page

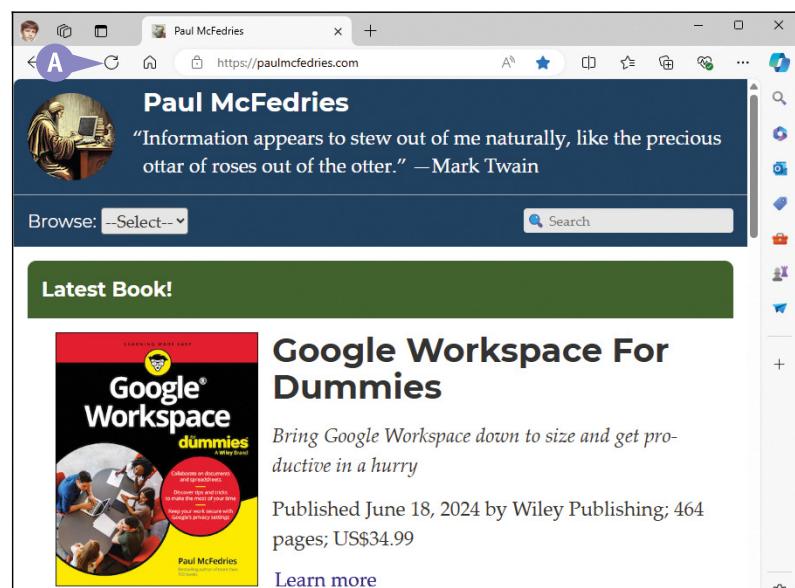
### Enter a Web Page Address

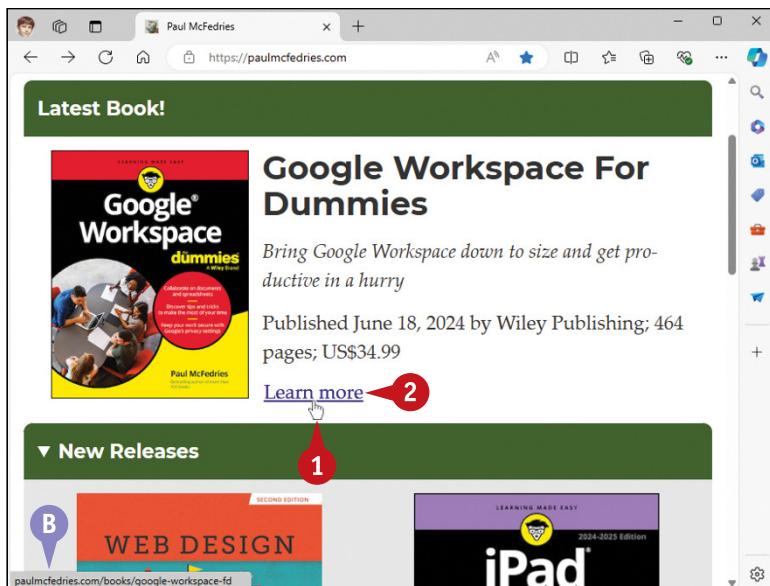
- 1 Click Microsoft Edge (E).
- 2 Click in the address bar.
- 3 Type the address of the web page.
- 4 Press Enter.



The web page appears.

- A If you find that Microsoft Edge cannot display the page, this is usually a temporary glitch, so click Refresh (C) to try loading the page again.





## Select a Link

- 1** Position the mouse pointer ( over a link ( changes to ).

**Note:** A link can be text or an image.

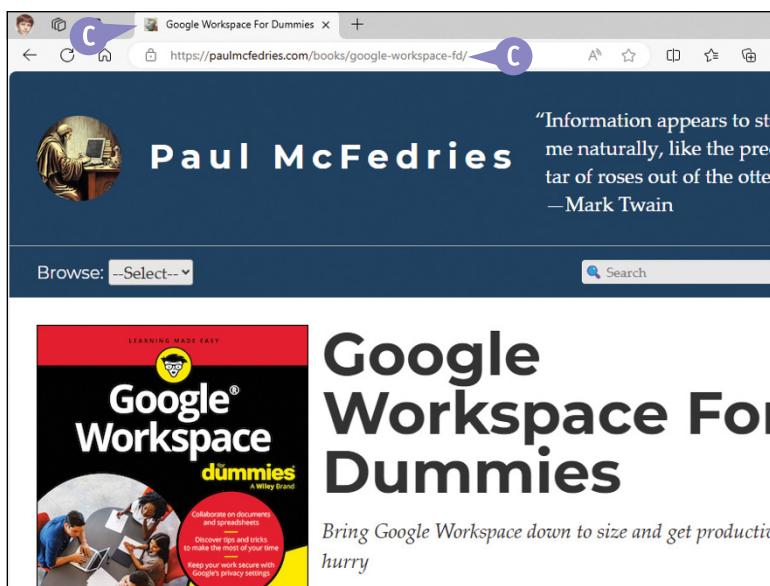
- B** The Status area shows the link address.

- 2** Click the link.

**Note:** The address shown in the status bar when you point at a link may be different than the one shown when the page is downloading. This happens when the website “redirects” the link, which happens often.

The linked web page appears.

- C** The web page title and address change after the linked page is loaded.



simplify it

### Are there any shortcuts that I can use to enter web page addresses?

Yes. Here are some useful keyboard techniques:

- As you type the address, Microsoft Edge shows a list of matching sites. If the site you want appears, click the site to load it without having to complete the address.
- Most web addresses begin with `https://`. You can leave off these characters when you type your address.
- If the address uses the form `https://www.something.com`, type just the something part and then press **Ctrl**+**Enter**. Microsoft Edge automatically adds `https://www.` at the beginning and `.com` at the end.

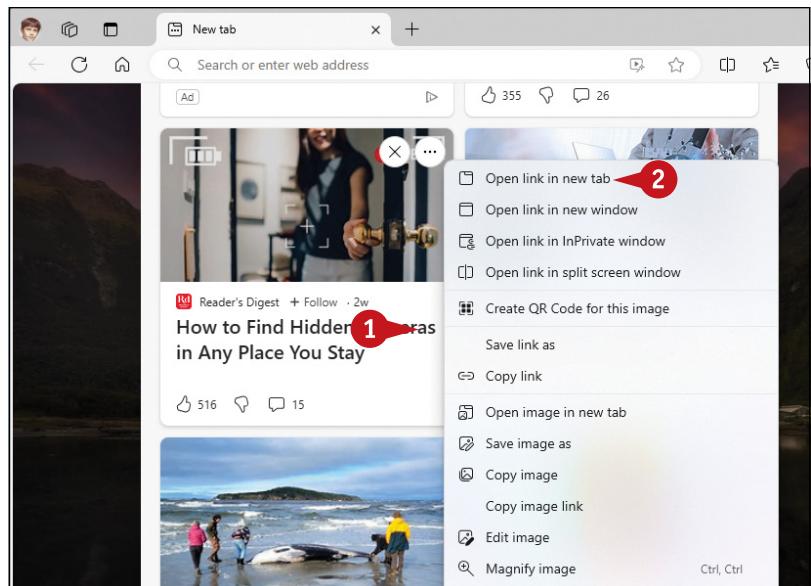
# Open a Web Page in a Tab

As you surf the web, you may come upon a page that you want to keep available while you visit other sites. That page may contain important information that you need to reference, or it might be a page that you want to read later.

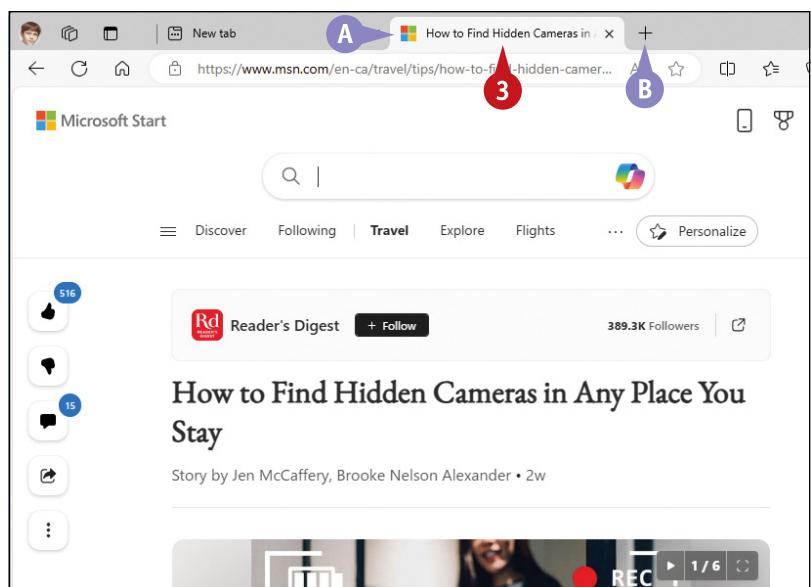
## Open a Web Page in a Tab

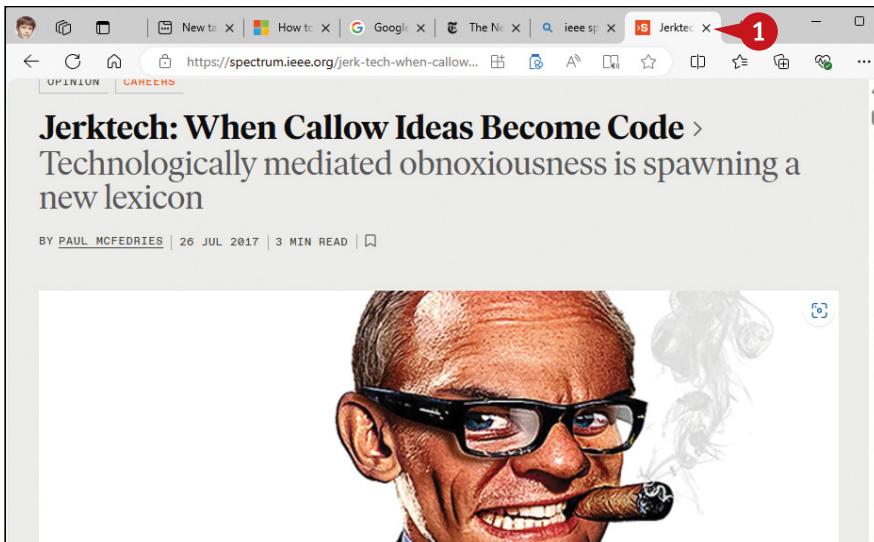
### Open a Web Page in a Tab

- 1 Right-click the link you want to open.
- 2 Click **Open link in new tab**.



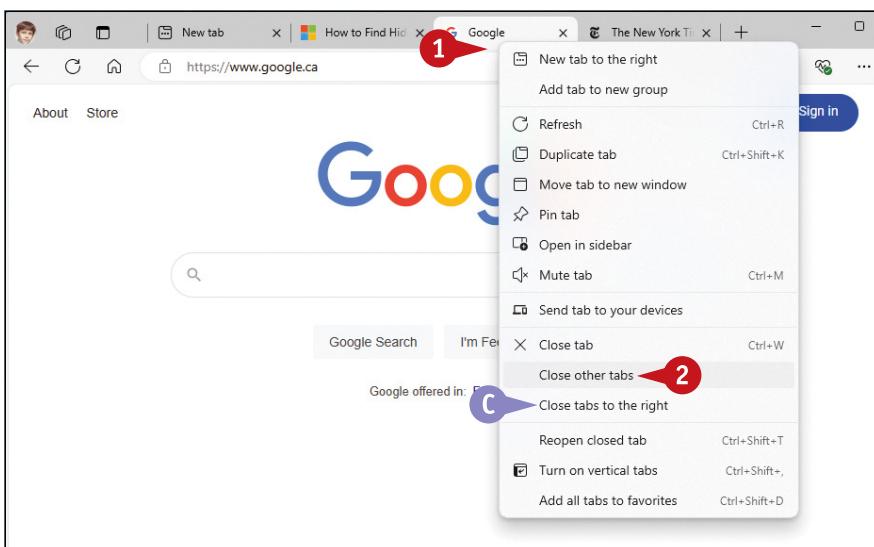
- A A new tab appears with the page title.
- 3 Click the tab to display the page.
- B You can also create a new tab by clicking **New Tab** (+).





## Close a Tab

- On the tab you want to close, click **Close Tab (X)**. Microsoft Edge closes the tab.



## Close Multiple Tabs

- Right-click the tab you want to keep open.
- Click **Close other tabs**.
- Alternatively, you can click **Close tabs to the right** to close only those tabs that appear to the right of the tab you right-clicked.

simplify it

### Are there any shortcuts I can use to open web pages in tabs?

Here are some useful keyboard techniques:

- Press and hold **Ctrl** and click a link to open the page in a tab.
- Press and hold **Ctrl + Shift** and click a link to open the page in a tab and display the tab.
- Type an address and then press **Alt + Enter** to open the page in a new tab.
- Press **Ctrl + Tab** or **Ctrl + Shift + Tab** to cycle through the tabs.
- Press **Ctrl + W** to close the current tab.
- Press **Ctrl + Alt + F4** to close every tab but the current one.

# Navigate Web Pages

After you have visited several pages, you can return to a page that you visited earlier. Instead of retyping the address or searching for the link, Microsoft Edge gives you some easier methods.

When you navigate from page to page, you create a kind of “path” through the web. Microsoft Edge

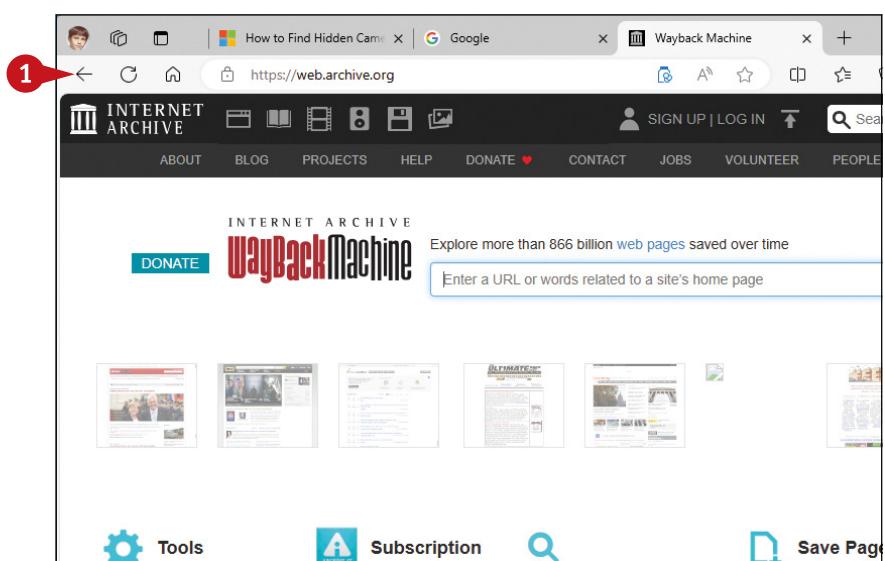
keeps track of this path by maintaining a list of the pages that you have visited. You can use that list to go back to a page. After you have gone back, you can also use that same list to go forward through the pages again.

## Navigate Web Pages

### Go Back

- To go back one page, click **Back** ( $\leftarrow$ ).

The page appears.



### Go Forward

- To go forward one page, click **Forward** ( $\rightarrow$ ).

**Note:** *Forward* ( $\rightarrow$ ) appears only after you click *Back* ( $\leftarrow$ ) at least once.

**Note:** If you are at the last page viewed up to that point, *Forward* ( $\rightarrow$ ) is not active.

The page appears.

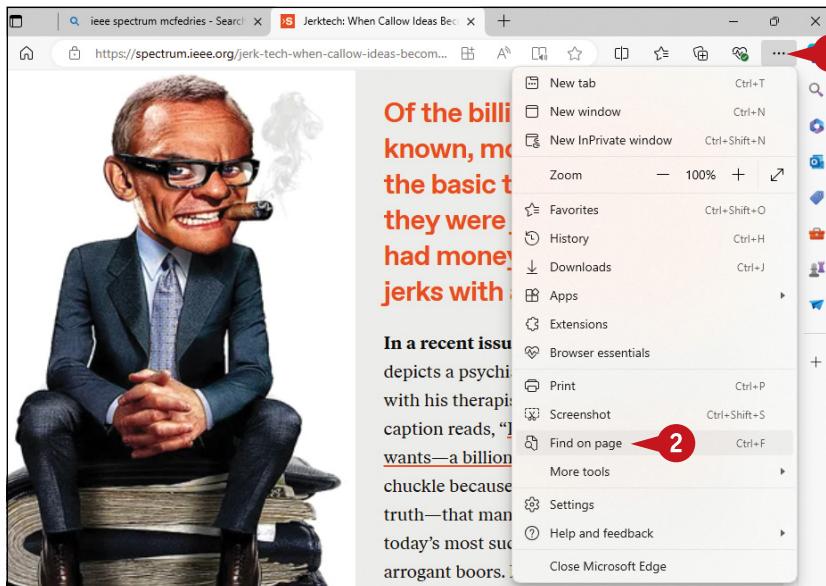


# Find Text on a Page

When you are reading a page on the web, it is not unusual to be looking for specific information. In those situations, rather than read through the entire page to find the information you are looking

for, you can search the web page text for the data. The Find on Page feature in Microsoft Edge lets you do that by enabling you to search through the current page text for a specific word or phrase.

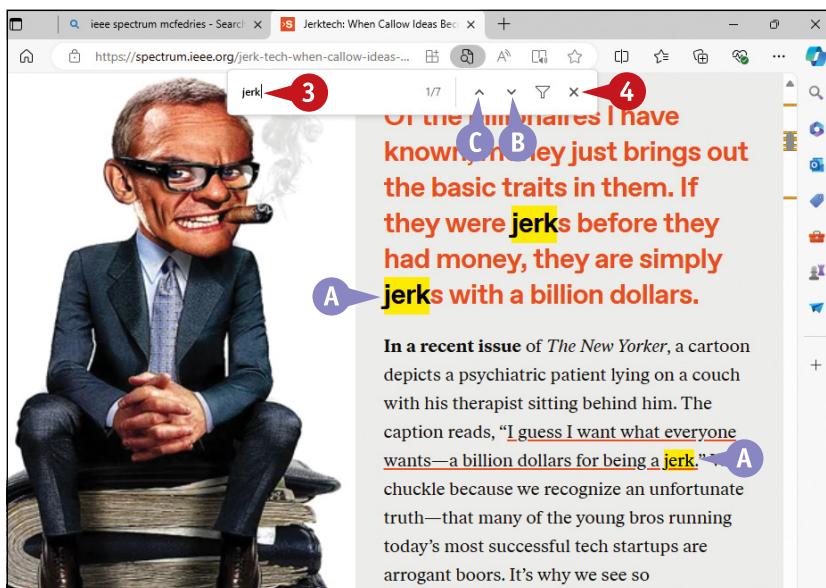
## Find Text on a Page



- 1 Click **Settings and more** (...).

- 2 Click **Find on page**.

You can also press **Ctrl+F**.



The Find on Page bar appears.

- 3 Type the word or phrase that you want to locate.
- A Microsoft Edge highlights the matching text on the page.
- 4 You can click **Next** (▼) to cycle forward through the matches.
- C You can click **Previous** (▲) to cycle backward through the matches.
- 5 When you are done, click **Close** (X).

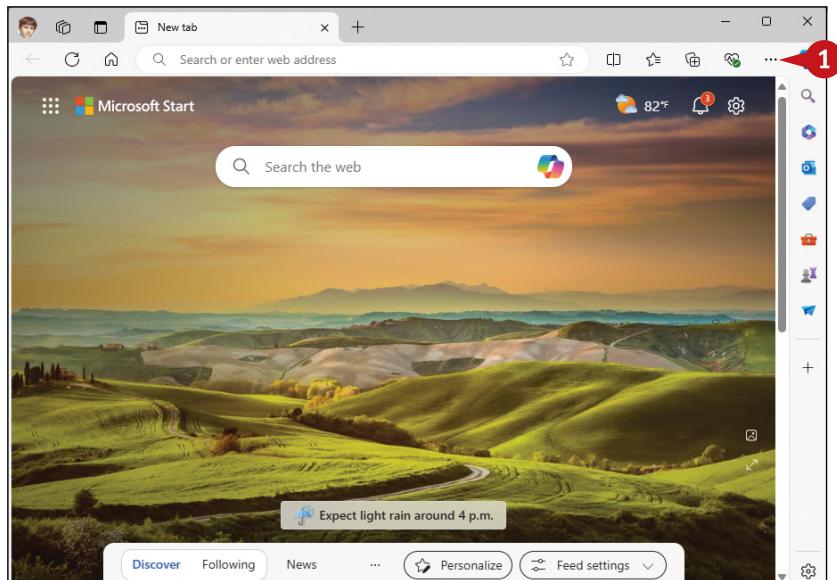
# Navigate with the History List

Back and Forward ([←](#) and [→](#)) enable you to navigate pages only in the current browser session. To redisplay sites that you have visited in the past few days or weeks, you need to use the History list, which is a collection of the websites and pages you have visited over the past month.

If you visit sensitive places such as an Internet banking site or your corporate site, you can increase security by clearing the History list so that other people cannot determine where you have been.

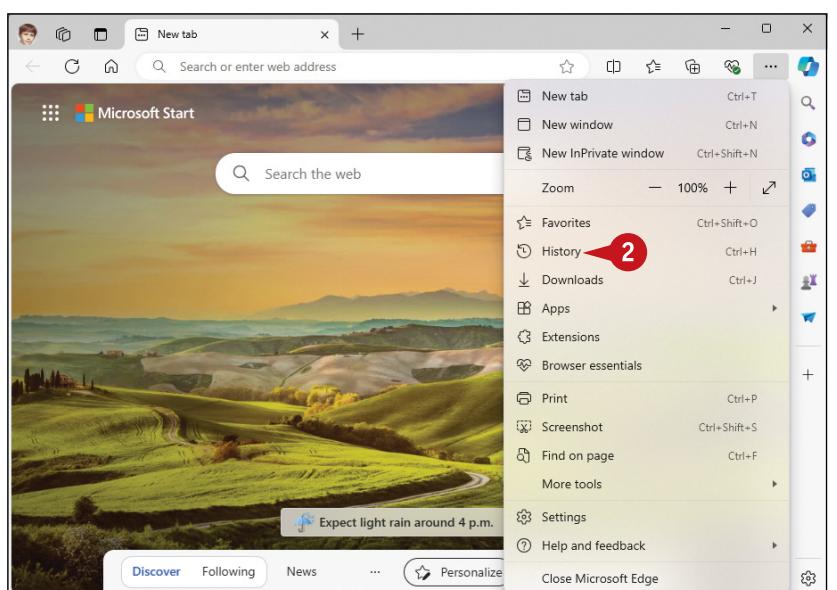
## Navigate with the History List

- 1 Click Settings and more (...).

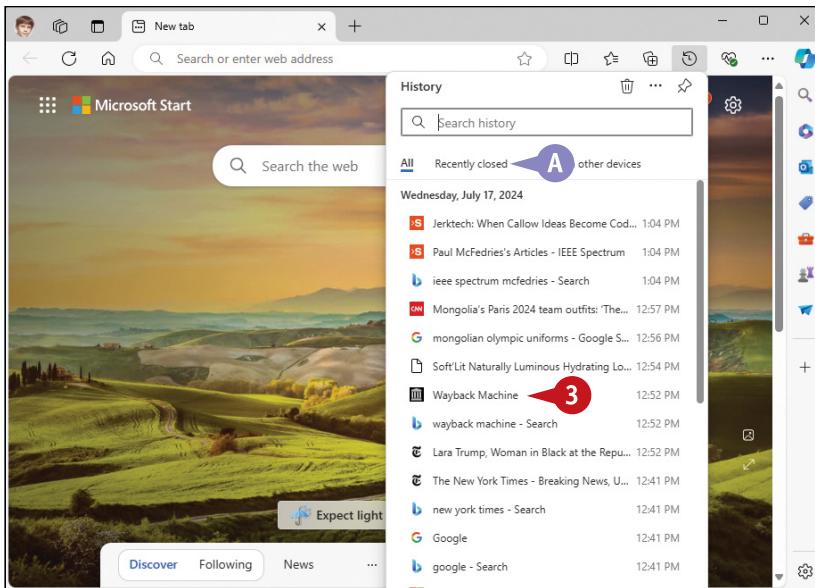


- 2 Click History.

**Note:** You can also open the History pane by pressing [Ctrl+H](#).



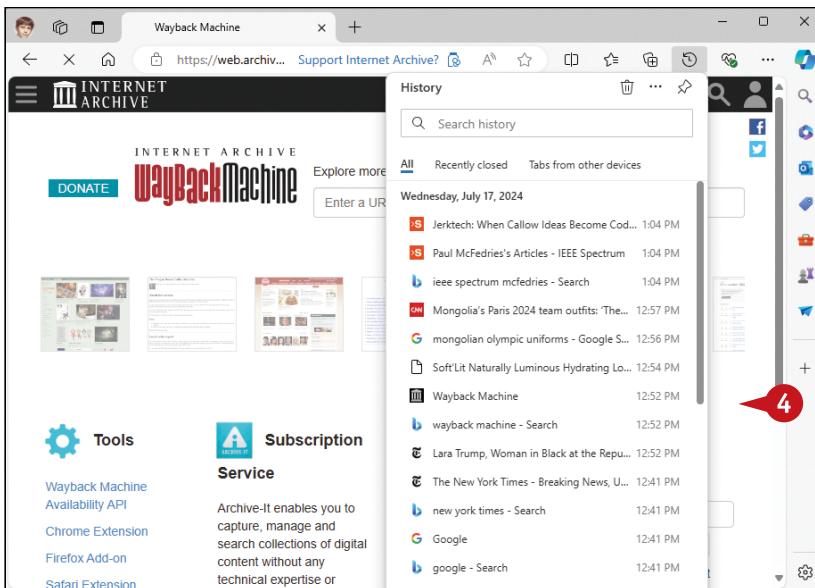
## Surfing the Web



- A** You can click **Recently closed** to view a list of browser tabs that you have recently closed.

A list of pages you have visited appears, organized in reverse chronological order.

- 3 Click the page you want to display.



- 4 Click outside of the History pane.

Microsoft Edge closes the History pane.

## simplify it

**How do I clear my History list?**  
Follow steps 1 and 2 to open the History pane, click **Delete browsing data** (trash) to open the Delete Browsing Data dialog box. Click the **Time range** **v** and then click how much history you want to delete. Click **Browsing history** ( changes to ) . Click the other check boxes ( changes to ) . Click **Clear now** to clear the History list.

**How do I clear individual pages from my History list?**  
Follow steps 1 and 2 to open the History pane and display the day or week you want to work with. Position the mouse pointer (Delete icon (X) that appears. Microsoft Edge removes the page from your browsing history.

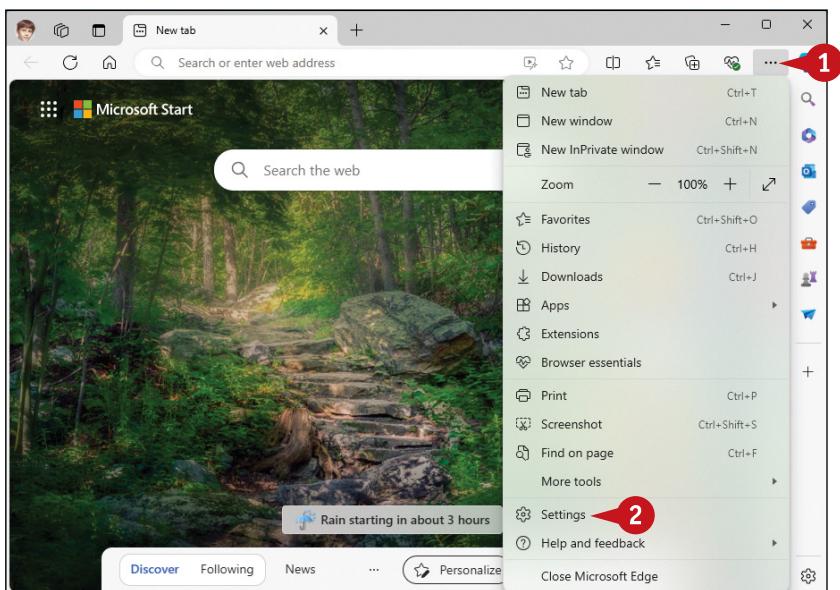
# Change Your Startup Page

Your startup page is the screen, web page, or collection of tabs that appears when you first start Microsoft Edge. The default startup page is a new tab, which displays a Bing Search box, a few recent

links, and some suggested content. However, you can configure Microsoft Edge to open a specific web page as the startup page.

## Change Your Startup Page

- 1 Click **Settings and more (…)**.
- 2 Click **Settings**.

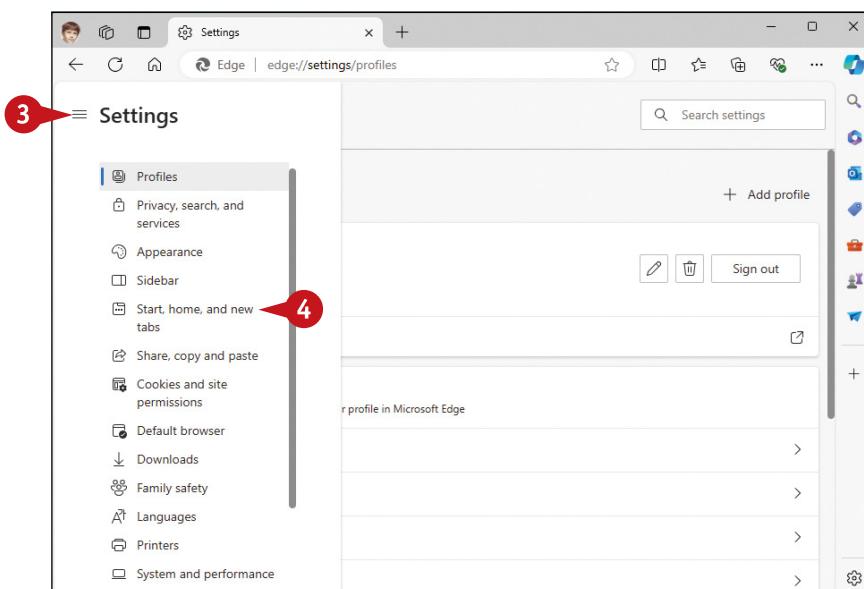


The Settings tab appears.

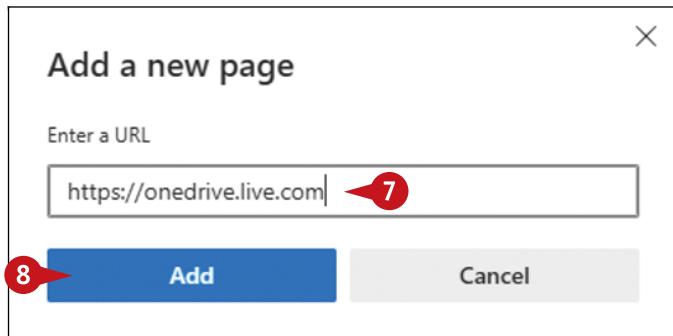
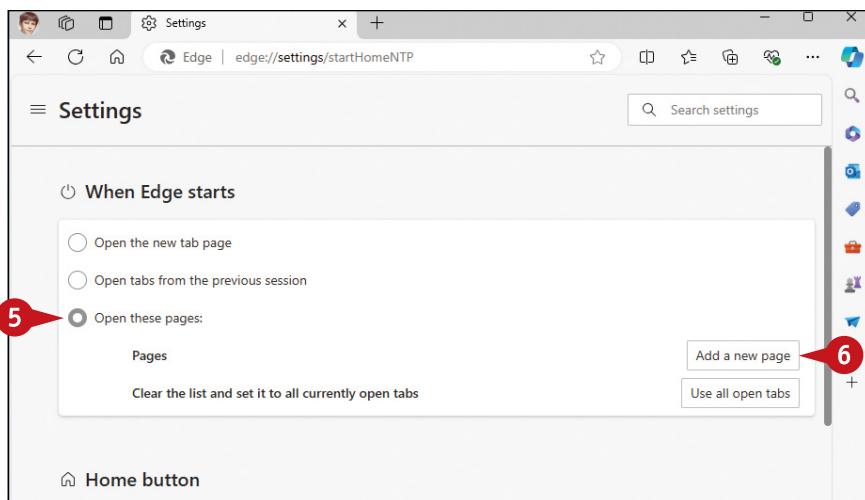
- 3 Click **Menu (≡)**.

The Settings menu appears.

- 4 Click **Start, home, and new tabs**.



## Surfing the Web



The When Edge Starts settings appear.

- 5 Click **Open these pages** ( changes to ).
- 6 Click **Add a new page**.

The Add a New Page dialog box appears.

- 7 Type the address of the web page you want to use as your startup page.
- 8 Click **Add**.
- 9 If you want to open multiple pages at startup, repeat steps 6 to 8 as needed. Refer also to the first tip.

Microsoft Edge displays the page (or pages) the next time you start the app.

## simplify it

### Can I get Microsoft Edge to load a specific group of tabs at startup?

Yes. First, open just the tabs that you want to always load when you start Microsoft Edge. Follow steps 1 to 5 and then click **Use all open tabs**. The next time you start Microsoft Edge, it will display the specified tabs.

### How can I get Microsoft Edge to open with the pages I was using when I last closed it?

Follow steps 1 to 4 to open the When Edge Starts settings and then click **Open tabs from the previous session** ( changes to ). The next time you start Microsoft Edge, it redisplays the pages you had open in tabs the last time.

# Save Favorite Web Pages

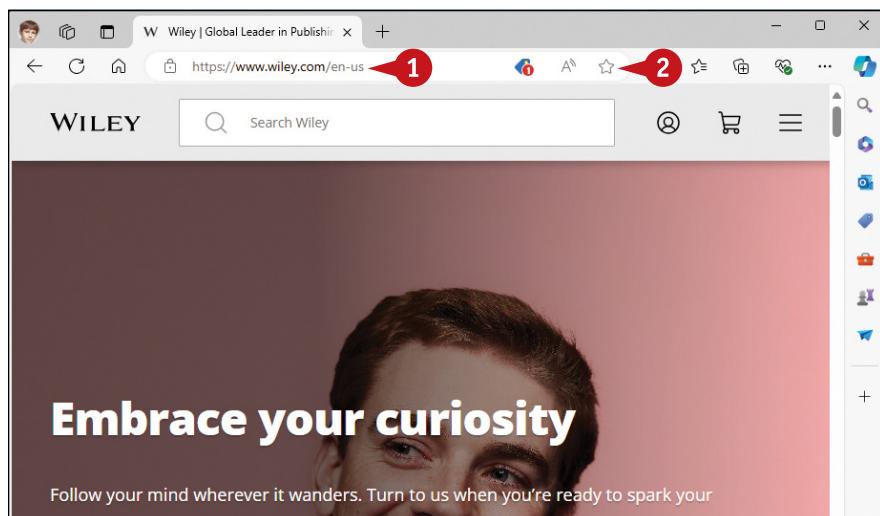
If you have web pages that you visit frequently, you can save yourself time by saving those pages as favorites within Microsoft Edge. This enables you to display the pages with just a couple of clicks.

You save favorite pages in Microsoft Edge by adding them to a special section of the app called the Favorites list. Instead of typing an address or searching for one of these pages, you can display the web page by clicking it in the Favorites list.

## Save Favorite Web Pages

### Save a Favorite Web Page

- 1 Display the web page you want to save as a favorite.
- 2 Click **Add this page to favorites** (★).

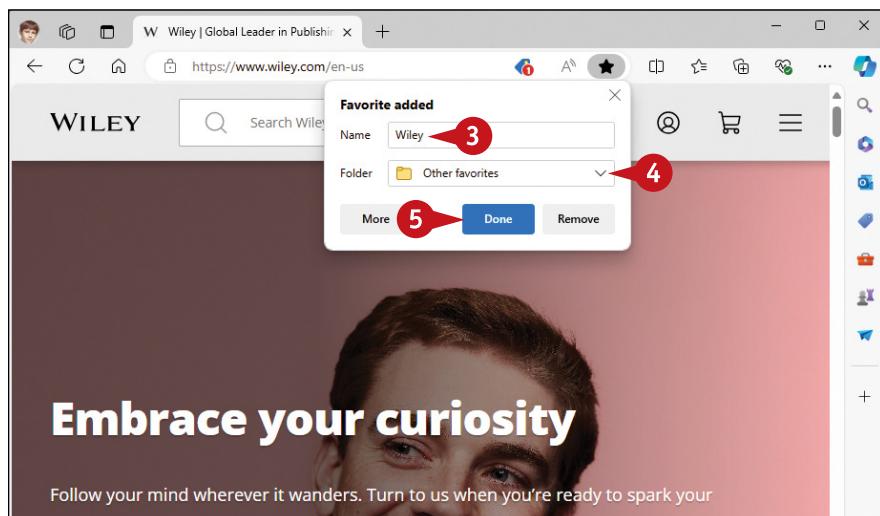


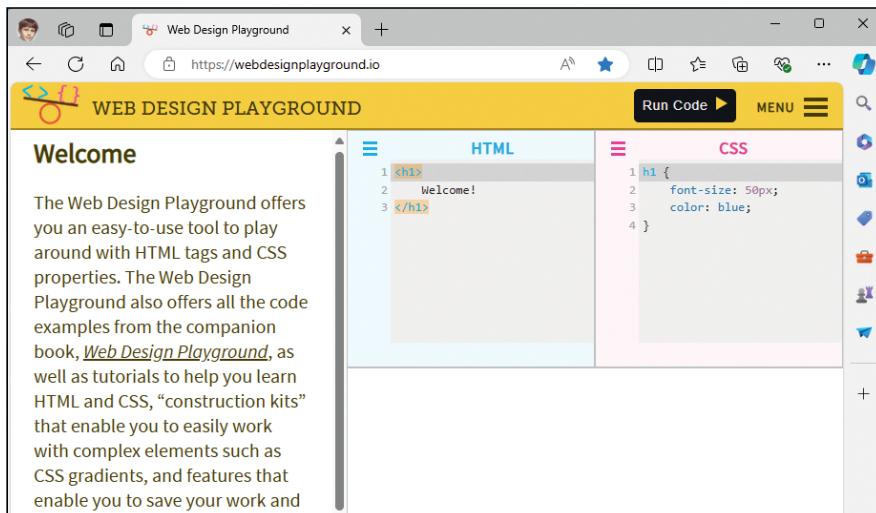
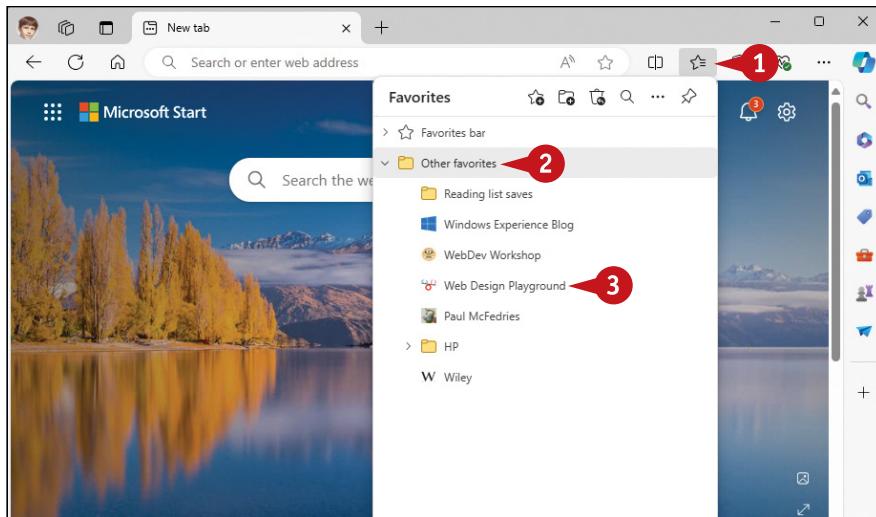
The Favorite Added dialog box appears.

**Note:** You can also display the Favorite Added dialog box by pressing **Ctrl+D**.

- 3 Edit the page name, as necessary.
- 4 Click the **Folder** ▾ and then click **Other favorites**.
- 5 Click **Done**.

Microsoft Edge saves the web page as a favorite.





## Display a Favorite Web Page

- 1 Click **Favorites** ().

The Favorites pane appears.

- 2 Click **Other favorites**.

**Note:** The *Other Favorites* folder is also available via the Favorites bar, discussed in the next section, “Take Advantage of the Favorites Bar.”

- 3 Click the web page you want to display.

The web page appears.

## simplify it

### Is there an easy way to organize my favorites?

Yes, you can create folders for storing related favorites. For example, you could create a folder for work, another for each of your hobbies, and so on. Follow steps 1 to 3 in the subsection “Save a Favorite Web Page,” click **More**, and then click **New folder**. Type a name for the folder, press **Enter**, and then click **Save** to save the favorite in that folder.

### How do I delete a favorite?

Click **Favorites** () to open the Favorites pane (or press **Ctrl + Shift + O**). Click the folder in which the favorite is stored. Right-click the favorite and then click **Delete**.

# Take Advantage of the Favorites Bar

You can use Microsoft Edge's Favorites bar to provide easy one-click access to those websites that you visit most often.

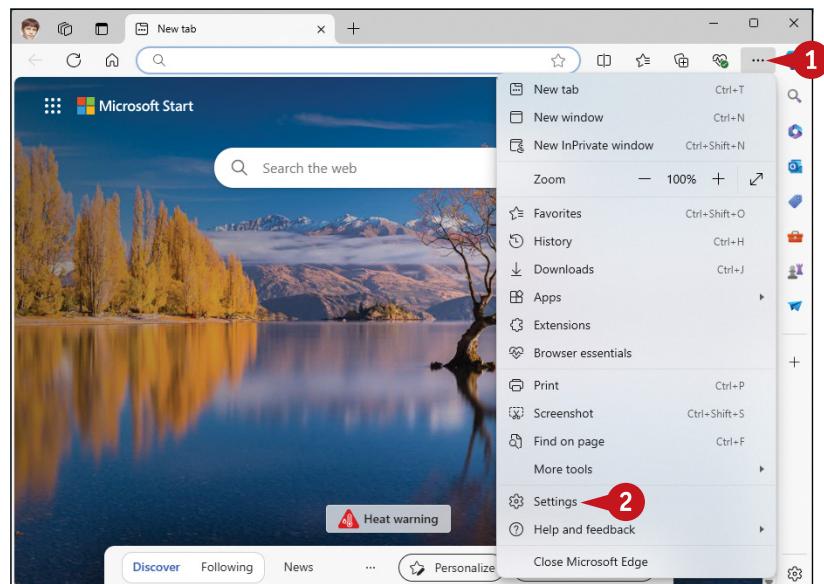
One of Microsoft Edge's most useful features is the Favorites bar, which appears below the address box. The Favorites bar is fully customizable, which

means you can populate the Favorites bar with new buttons associated with the sites you visit most often. This section shows you how to display and populate the Favorites bar and takes you through a few Favorites bar customizations.

## Take Advantage of the Favorites Bar

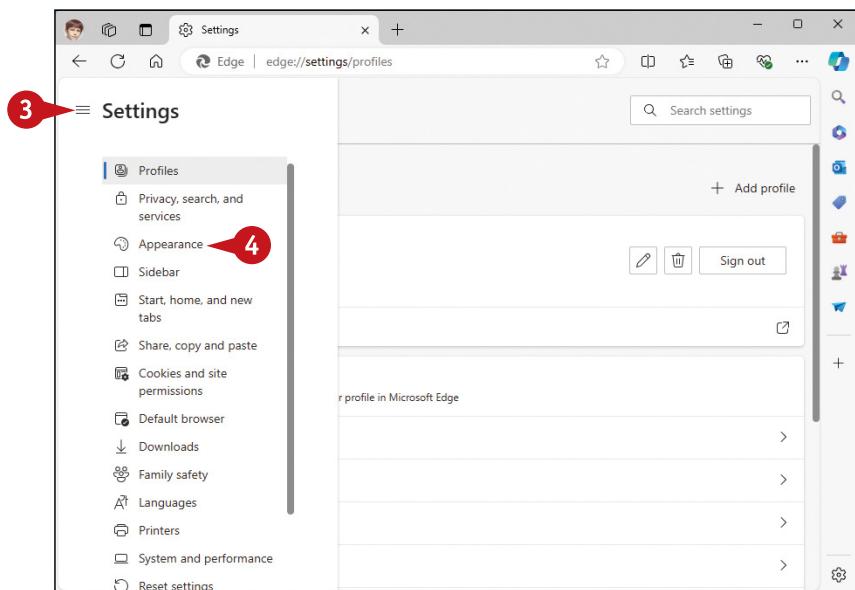
### Display the Favorites Bar

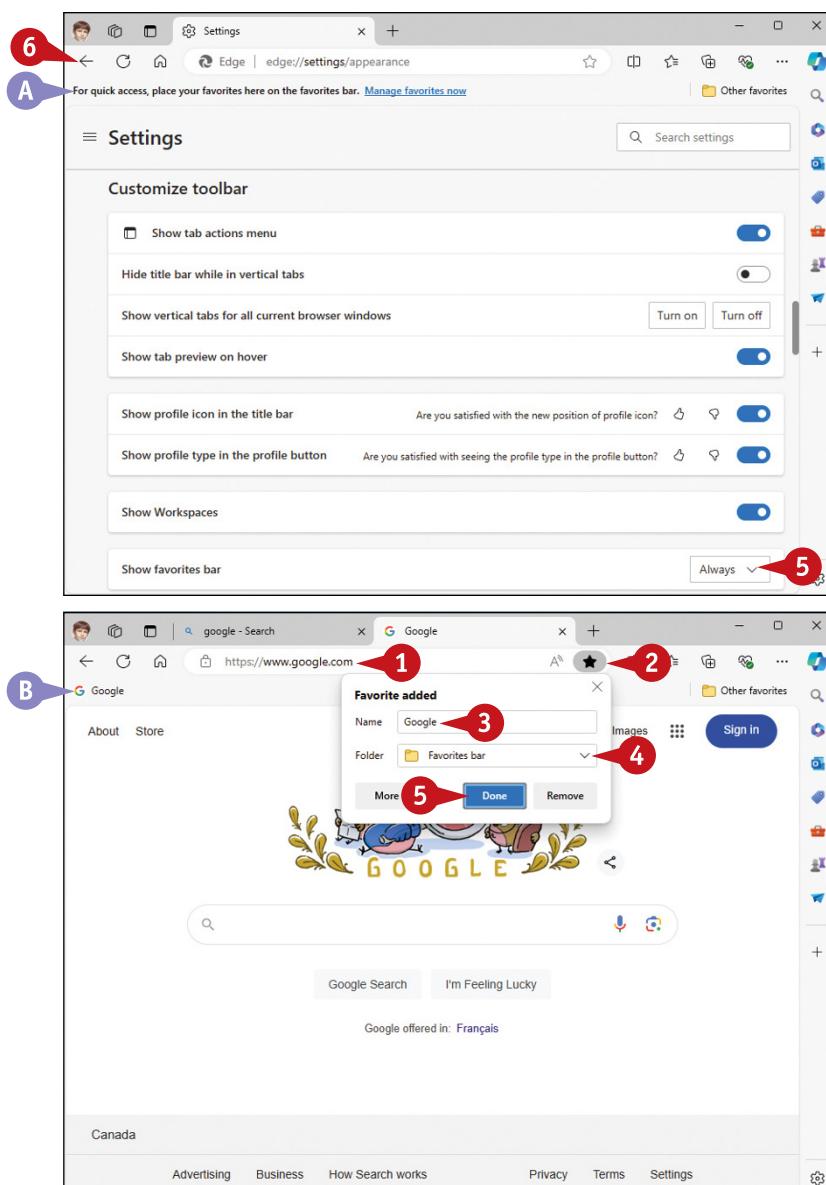
- 1 Click **Settings and more (...)**.
- 2 Click **Settings**.



The Settings page appears.

- 3 Click **Menu (≡)**.
- 4 Click **Appearance**.





**5** Click the **Show favorites bar** and then click **Always**.

**A** Microsoft Edge displays the Favorites bar.

**6** Click **Back** () until you return to the page that was displayed before you began these steps.

## Add a Web Page to the Favorites Bar

**1** Navigate to the page you want to add to the Favorites bar.

**2** Click **Add this page to favorites** (.

**3** Edit the page name, as necessary.

**4** Click the **Folder** and then click **Favorites bar**.

**5** Click **Done**.

**B** Microsoft Edge adds the web page to the Favorites bar.

## simplify it

### Can I move or delete Favorites bar buttons?

Yes. To move a button, click and drag the button left or right and then drop it in the new position. To delete a button, right-click it and then click **Delete**.

### How do I change the name of a button?

By default, Microsoft Edge uses the page title as the name of the Favorites bar button. If you do not like the default name or if you would prefer something shorter or more descriptive, right-click the button you want to edit, click **Edit**, type the new name, and then click **Save**.

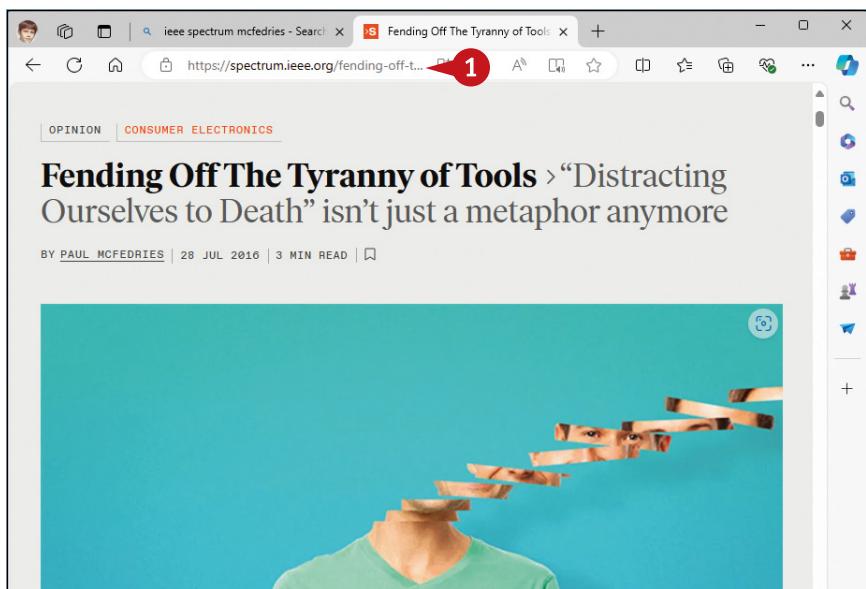
# Share a Web Page

If you come across a web page that you think one or more people would like to view, you can use the Microsoft Edge Share feature to let those people know about the page. You can share a web page with the contacts associated

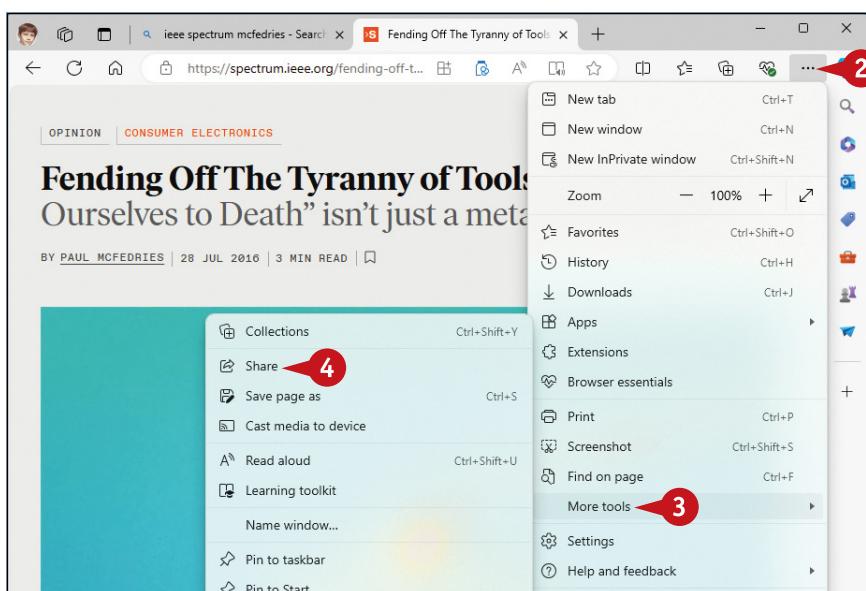
with your Microsoft account, or via several other Windows apps, including Outlook, Facebook, and X (Twitter). You can also copy a link to the web page and paste that link into any app that accepts text.

## Share a Web Page

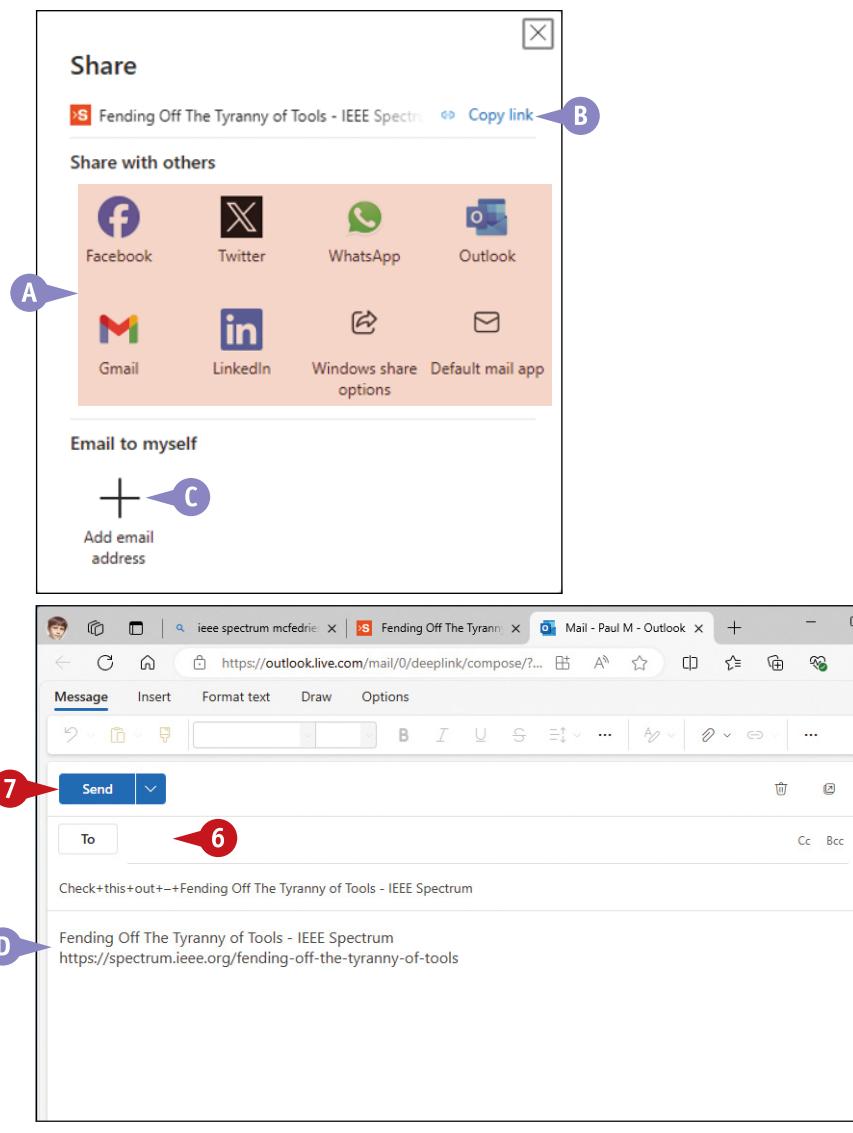
- 1 Navigate to the page you want to share.



- 2 Click **Settings and more** (...).
- 3 Click **More tools**.
- 4 Click **Share**.



## Surfing the Web



Microsoft Edge displays the Share pane.

- 5 Select how you want to share the web page:
  - A You can click an app.
  - B You can click **Copy link** and then paste the copied link elsewhere (say, in a text message or a document).
  - C You can click **Add email address** to email a link to the web page to that person.

Windows opens the sharing app, which is Outlook in this example.

- D The name of the shared web page as well as a link to the page appear in the sharing app.
- 6 Fill in the sharing information required by the app (such as the recipient's email address).
- 7 Share the web page (for example, by clicking **Send**).

Windows shares the web page.

## simplify it

### Can I share a link to the web page directly to another device?

Yes, as long as both your PC and the receiving PC have Nearby Sharing turned on. To activate this feature, first click **Windows share options** in the Share pane. In the Share Link pane, click **Turn On** in the Nearby Sharing section.

In the Share Link pane, an icon for the other device should now appear. Click that icon and then, on the other device, click **Open** to load the web page into Microsoft Edge.

# Search for Sites

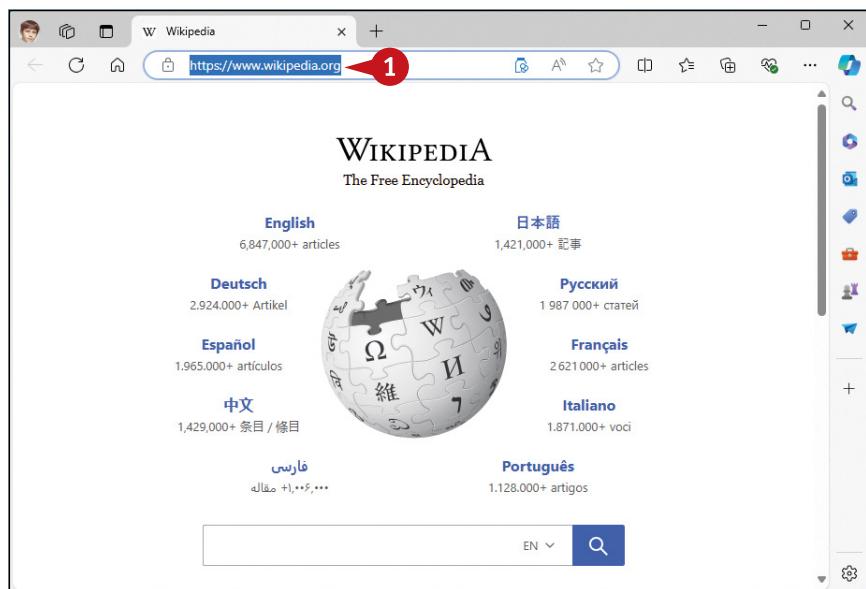
If you need information on a specific topic, Microsoft Edge has a built-in feature that enables you to quickly search the web for sites that have the information you require. The web has a number of sites called *search engines* that enable you to find what you are looking for. By default, Microsoft

Edge uses the Bing search site. You use the Microsoft Edge address bar to enter a word or phrase that is representative of the information you seek. Microsoft Edge passes the word or phrase to Bing, which then looks for pages that match your text.

## Search for Sites

- 1 Click inside the address bar.

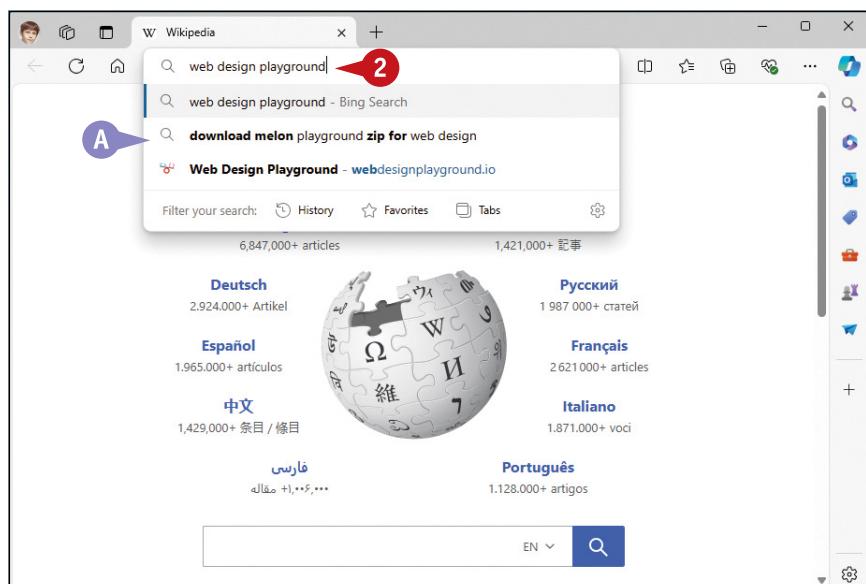
Microsoft Edge selects the current address.



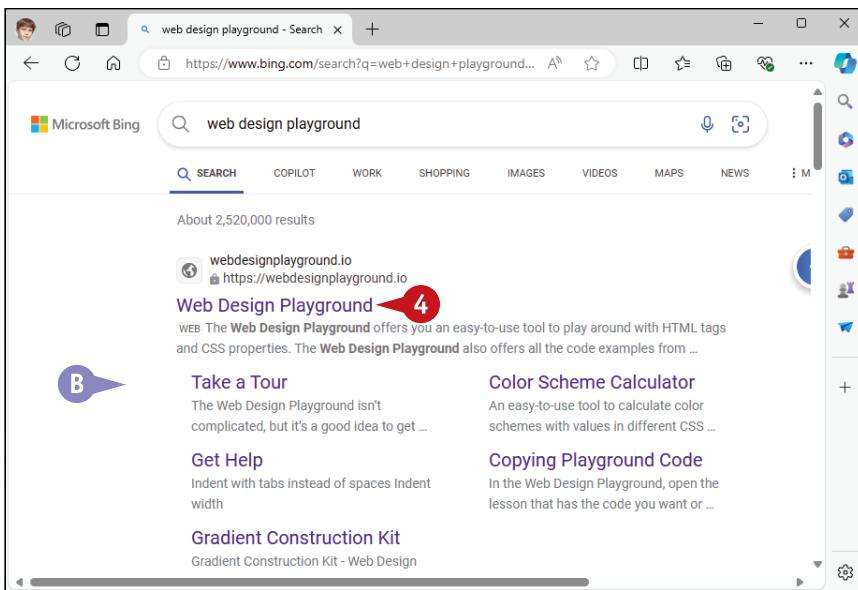
- 2 Type a word, phrase, or question that represents the information you want to find.

A Bing displays a few search phrases and websites related to what you have typed.

- 3 Press **Enter**.



## Surfing the Web



B A list of pages that match your search text appears.

4 Click a web page link.

The page appears.

simplify it

### How can I get better search results?

Simple, one-word searches often return tens of thousands of *hits*, or matching sites. To improve your searching, type multiple search terms that define what you are looking for. To search for an exact phrase, enclose the words in quotation marks. If you want to find a page that includes one term or another, separate the two terms with the word OR (in capitals). If you want the results to exclude pages that contain a particular term, precede that term with a minus sign (-).

# Download a File

Many websites make files available for you to use on your computer, so you need to know how to save them to your PC, a process known as *downloading*. After you have downloaded a file, you can open it on your computer as long as you have an app that can work with the type of file you

downloaded. For example, if the file is an Excel workbook, you need either Excel or a compatible program. You can either open the downloaded file right away or open it later by displaying your downloaded files.

## Download a File

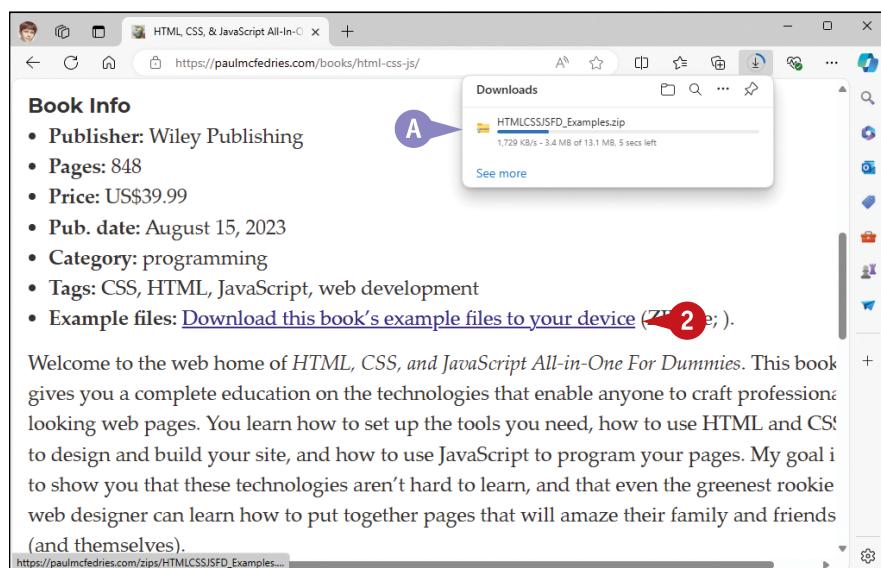
### Download and Open a File

- 1 Navigate to the page that contains the link to the file.

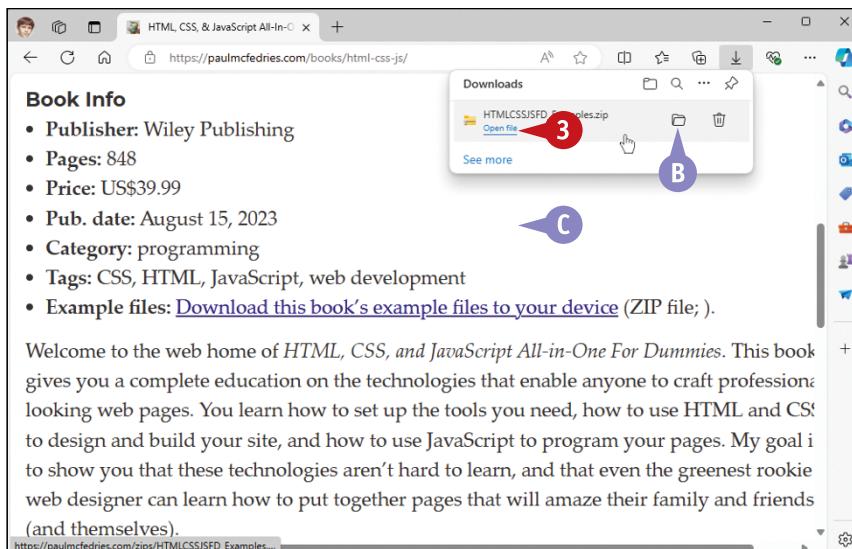


- 2 Click the link to the file.

- A Microsoft Edge displays the Downloads pane to show you the progress of the download.



## Surfing the Web

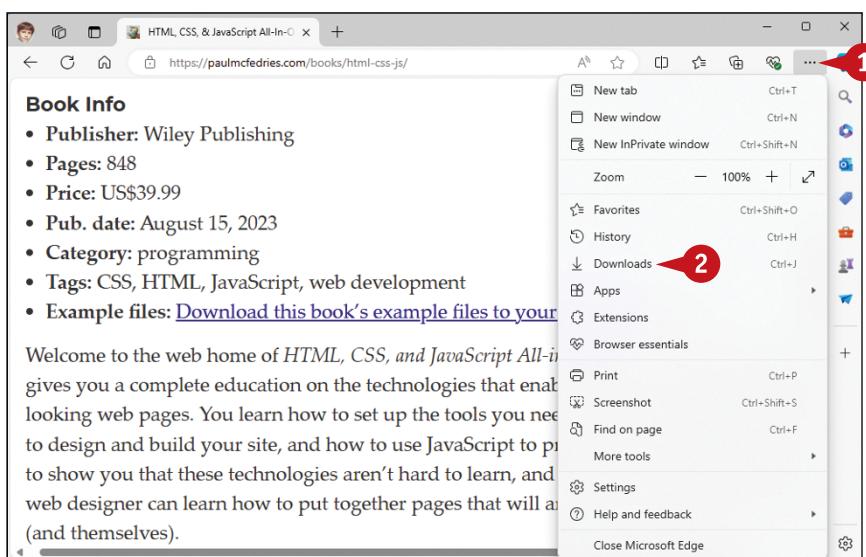


Microsoft Edge downloads the file to your PC.

### 3 Click Open file.

B If you want to display the file in its saved location, you can position the mouse pointer ( over the file and then click **Show in folder** (), instead.

C If you do not want to work with the file right away, you can click anywhere outside of the Downloads pane to close it.



## View Your Downloaded Files

1 Click **Settings and more** (...).

2 Click **Downloads**.

**Note:** You can also press **Ctrl + J**.

**Note:** If you have just downloaded a file, you can also click **Show all** in the Information bar.

Microsoft Edge displays the Downloads pane (not shown).

simplify it

### Is it safe to download files from the web?

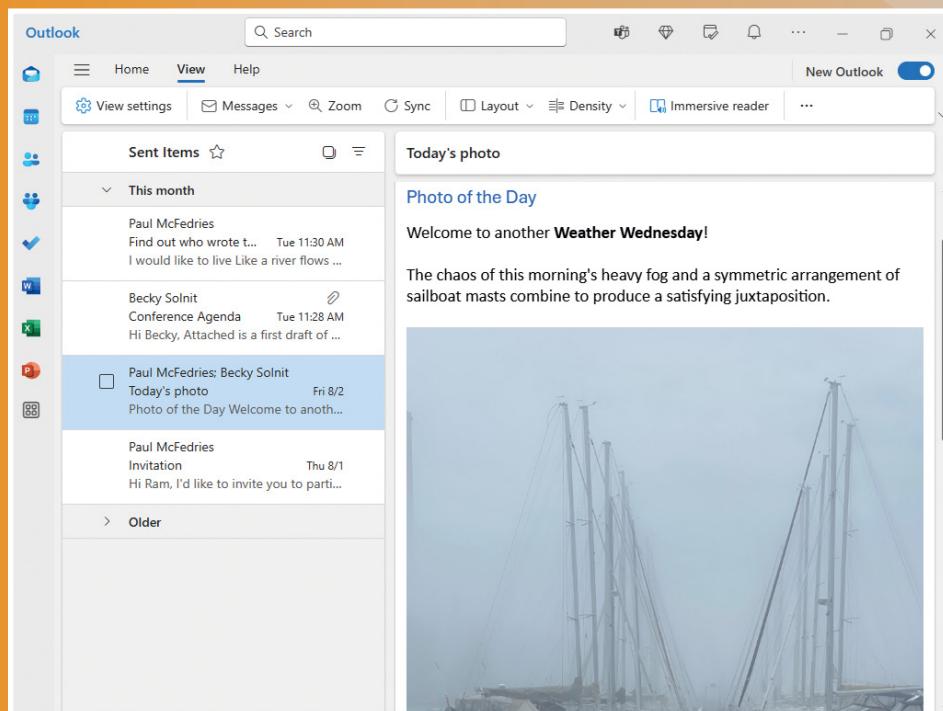
Yes, as long as you only download files from sites you trust. If you ever notice that Microsoft Edge is attempting to download a file without your permission, cancel the download immediately because it is likely that the file contains a virus or other malware.

Even if you do not completely trust the source of a file that you want to download, Windows Defender will automatically scan the file for malware before downloading it.

## CHAPTER 4

# Sending and Receiving Email

You can use the Outlook app to work with your email account. In this chapter, you first learn how to add your account to Outlook. You then learn how to use Outlook to send email messages; format your messages with fonts, colors, and other formatting; add file attachments; and save drafts of your messages. You can also learn how to use Outlook to receive and read incoming messages, send replies, forward messages to other people, open and save attachments, delete messages, and move messages to other folders.



<b>Launch the Outlook App .....</b>	<b>68</b>
<b>Add Your Microsoft Account.....</b>	<b>69</b>
<b>Configure More Email Accounts .....</b>	<b>70</b>
<b>Send an Email Message .....</b>	<b>72</b>
<b>Format the Message Text.....</b>	<b>74</b>
<b>Add a File Attachment .....</b>	<b>76</b>
<b>Save a Draft of a Message .....</b>	<b>78</b>
<b>Receive and Read Email Messages .....</b>	<b>80</b>
<b>Reply to a Message.....</b>	<b>82</b>
<b>Forward a Message .....</b>	<b>84</b>
<b>Open and Save an Attachment .....</b>	<b>86</b>
<b>Delete a Message .....</b>	<b>88</b>
<b>Create a Folder for Saving Messages.....</b>	<b>90</b>

# Launch the Outlook App

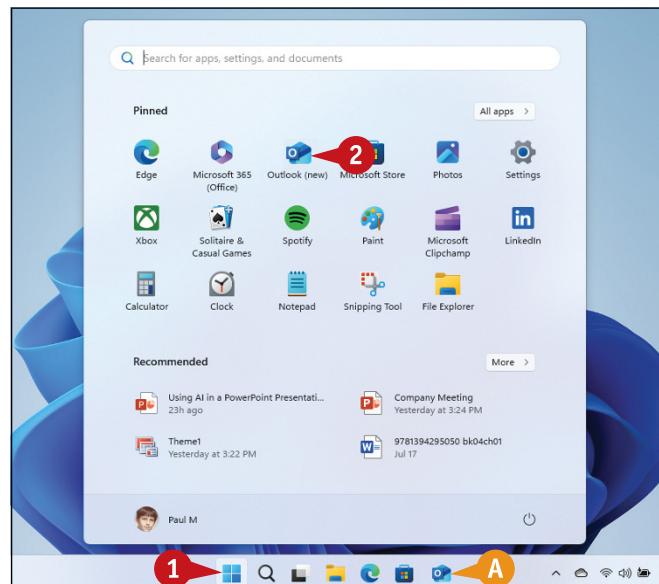
The Outlook app enables you to use an email account to exchange and manage email messages. Email is one of the most popular Internet services because it offers three advantages: universality, speed, and convenience. Email is universal because nearly anyone with Internet access has an email address. Email is fast because messages are

generally delivered within a few minutes. Email is convenient because you can send messages at any time, and your recipient does not need to be at the computer or online.

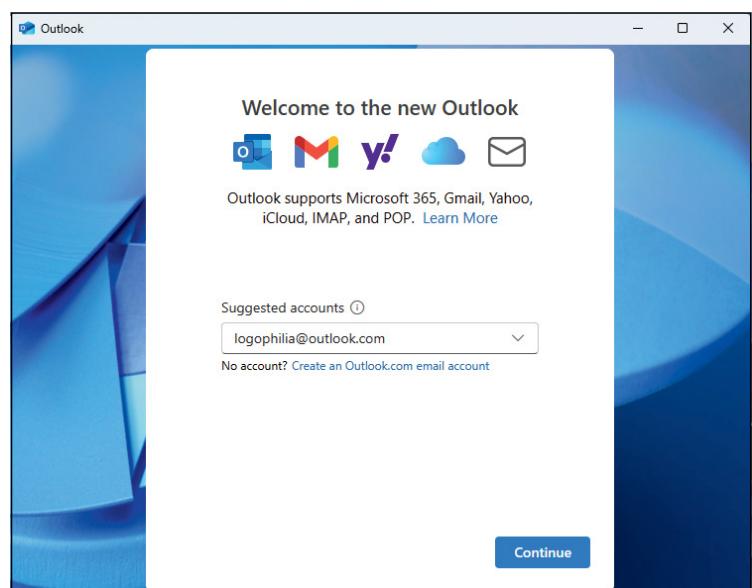
Before you can send or receive email messages, you must know how to start the Outlook app.

## Launch the Outlook App

- 1 Click Start ( ).
  - 2 Click Outlook.
- A You can also click Outlook ( ) on the taskbar.



Windows opens the Outlook app. The first time you launch Outlook, the Welcome to the New Outlook dialog box appears.

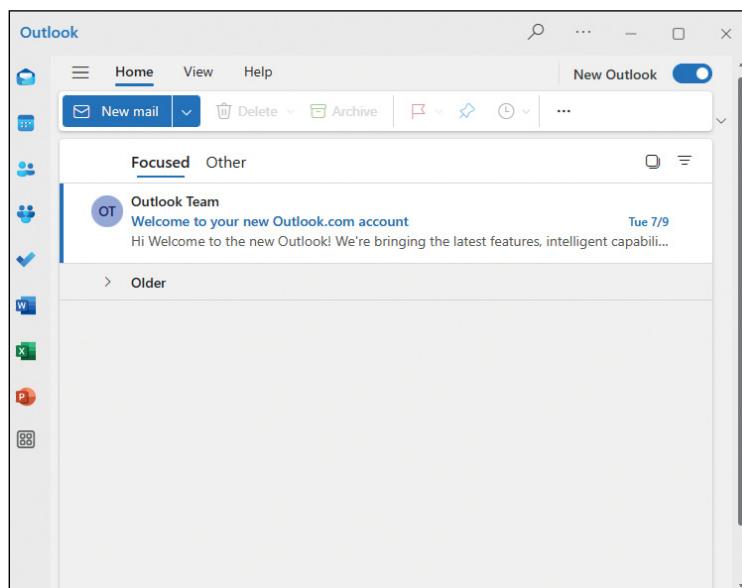
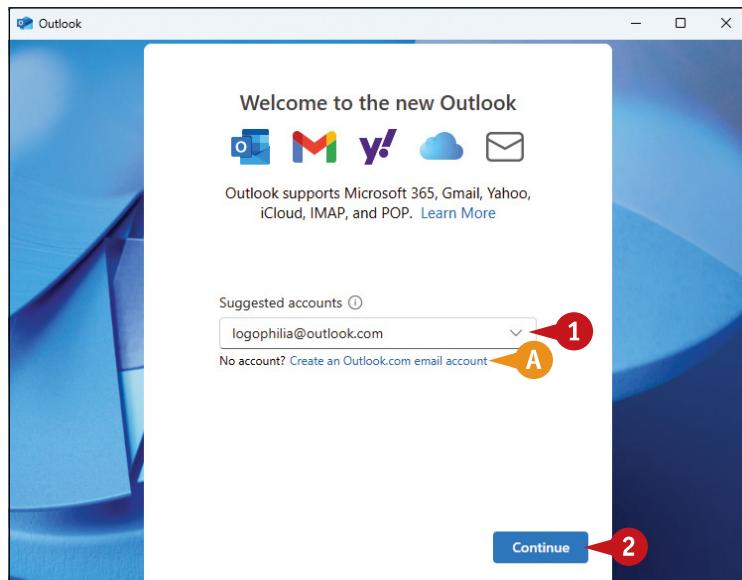


# Add Your Microsoft Account

Before you can send email messages, you must add your email account to the Outlook app. This also enables you to use Outlook to retrieve the messages that others have sent to your account. By default, when you start Outlook for the first time, it examines your Windows configuration and,

if you have a Microsoft account set up, then Outlook will prompt you to set up that account's email address. This is the easiest and quickest way to configure Outlook to send and receive messages.

## Configure Outlook Settings



1 In the Welcome to the New Outlook dialog box that appears the first time you launch Outlook, click the **Suggested accounts** and then click the address you want to set up.

2 Click **Continue**.

A If you prefer to use a new Outlook.com address, you can click the **Create an Outlook.com email account** link and then follow the instructions that appear.

Outlook configures your email account and then displays the Outlook window.

# Configure More Email Accounts

Outlook can work with multiple email accounts. After you have configured Outlook with your Microsoft account, you can add other accounts so that you can use Outlook to send and receive messages using those accounts.

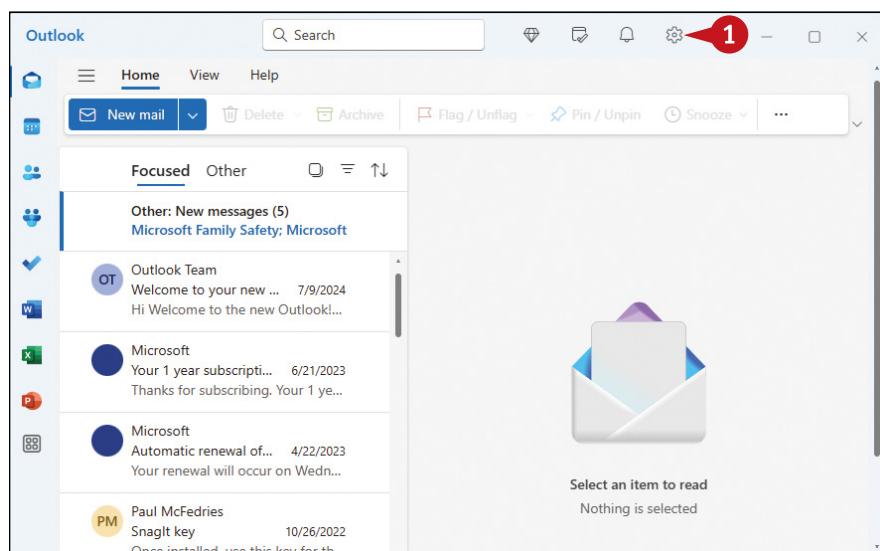
Outlook supports web-based email accounts with services such as Microsoft 365, Gmail, Yahoo, and

iCloud. For these accounts, you only need your email address and password. Outlook also supports server-based email accounts that use the Internet Message Access Protocol (IMAP) and Post Office Protocol (POP) protocols. For IMAP and POP accounts, contact your email service provider to obtain the settings required to configure your account.

## Configure More Email Accounts

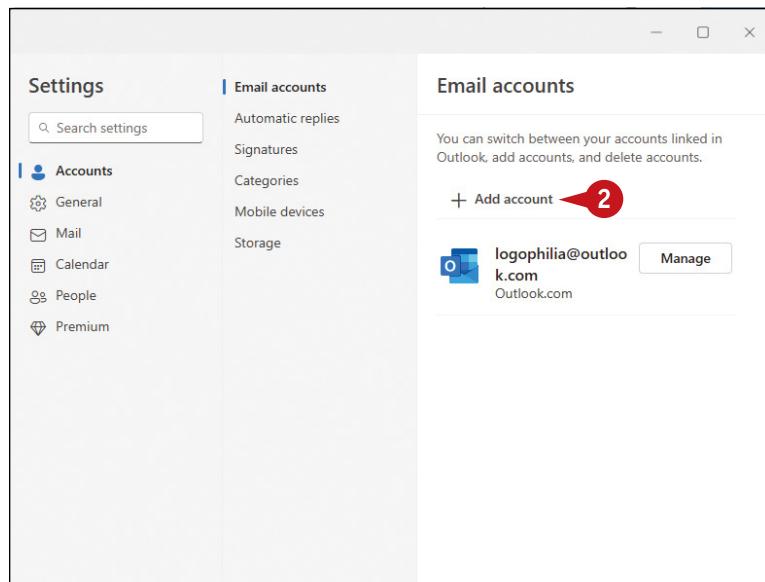
- 1 Click **Settings** (⚙).

**Note:** If you do not see the **Settings icon** (⚙), click **Access additional features** (...) and then click **Settings**.

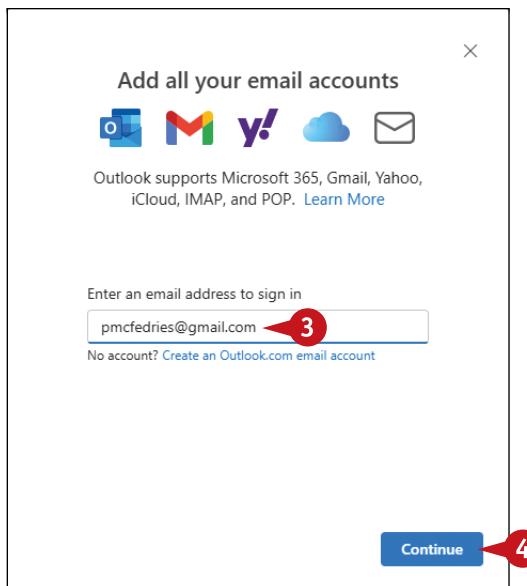


The Settings window appears with the Email Accounts pane displayed.

- 2 Click **Add account**.



## Sending and Receiving Email



The Add All Your Email Accounts dialog box appears.

Outlook asks for your account email address.

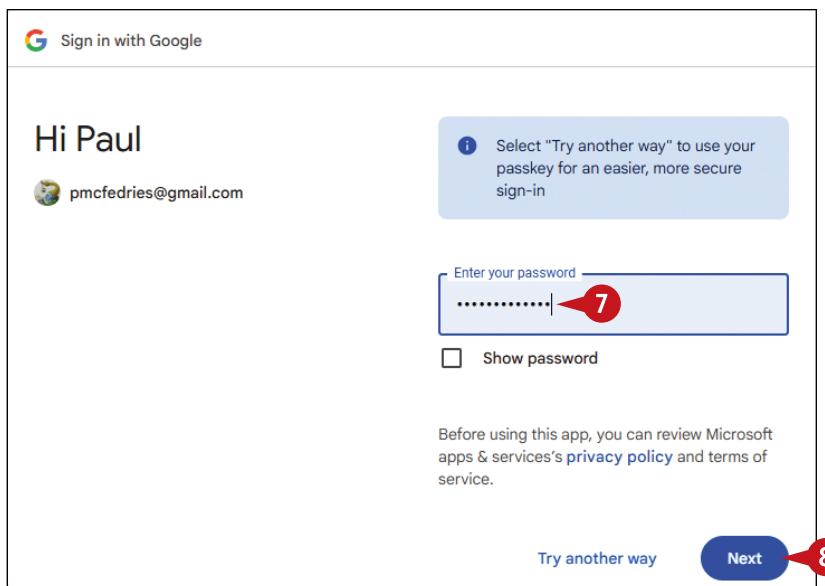
- 3 Type your email address.
- 4 Click **Continue**.

**Note:** How you proceed from here depends on the type of account you selected in step 3. The steps that follow apply to most account types.

Outlook displays an overview of the process you need to follow to add the account.

- 5 Click **Continue** (not shown).

Outlook connects to your email provider.



- 6 Click **Next** (not shown).
- Your email provider asks for your account password.

- 7 Type your email password.
- 8 Click **Next**.

Your email provider asks for permission to let Outlook access your account.

- 9 Follow the instructions to give Outlook access to your account (not shown).
- Outlook adds your email account to the Accounts pane.

## simplify it

### How do I change the primary account?

If you have multiple accounts, the primary account is the one for which Outlook displays received messages and uses as the default for sending messages. To use a different account as the primary, click **Settings** (⚙️) to open the Email Accounts pane, click **Manage** next to the account you want to work with, click **Set as primary account**, and then click **Continue**.

### How do I delete an account that I no longer use?

To reduce clutter in the Outlook app, you should remove any account that you no longer use or that is no longer active. Click **Settings** (⚙️) to open the Email Accounts pane, click **Manage** next to the account you want to delete, and then click **Remove**.

# Send an Email Message

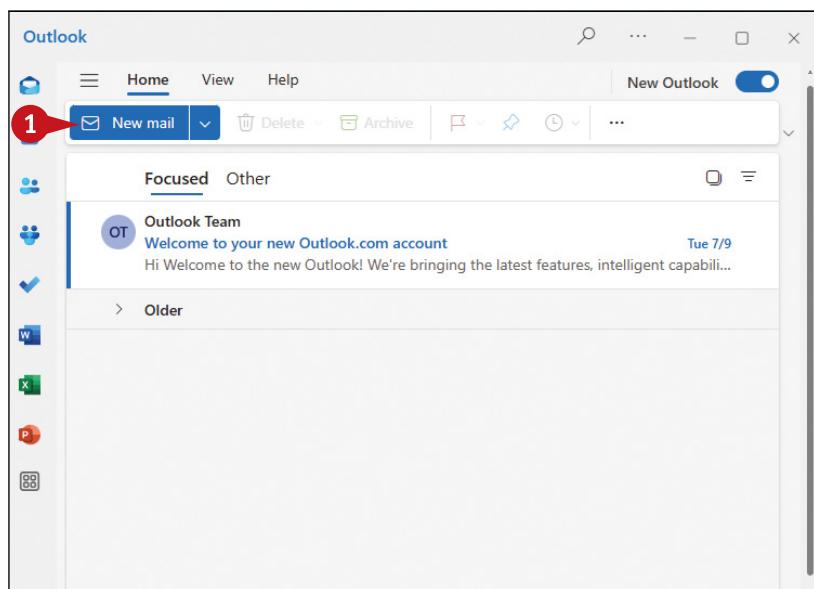
If you know the email address of a person or organization, you can send an email message to that address. Each address uniquely identifies the location of an Internet mailbox. An address takes the form *username@domain*, where *username* is the name of the person's account, and *domain* is the

Internet name of the company that provides the person's email account.

When you send an email message, it travels through your email provider's outgoing mail server. This server routes the message to the recipient's incoming mail server, which then stores the message in the recipient's mailbox.

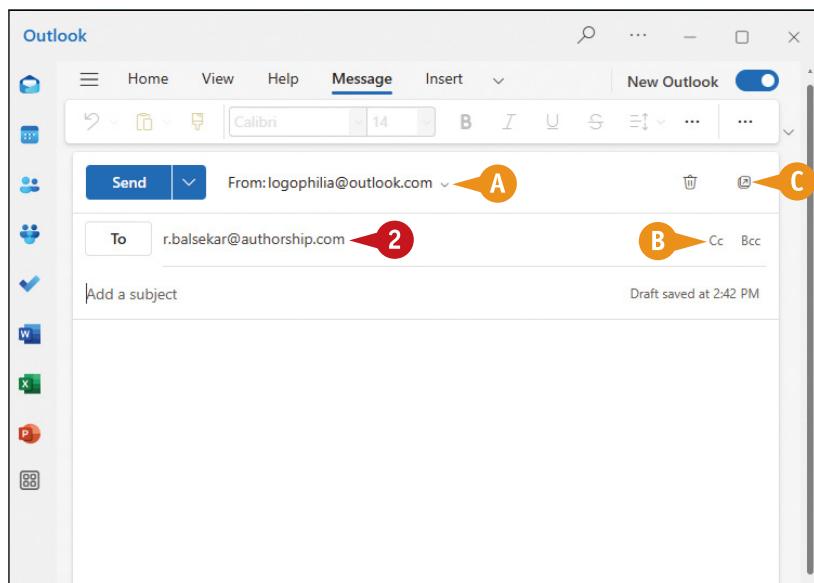
## Send an Email Message

- 1 In Outlook, click **New mail**.

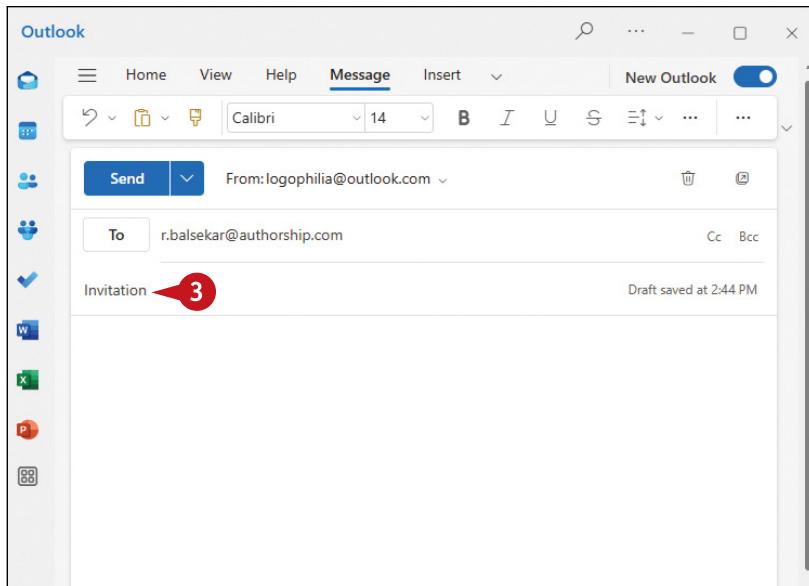


A message window appears.

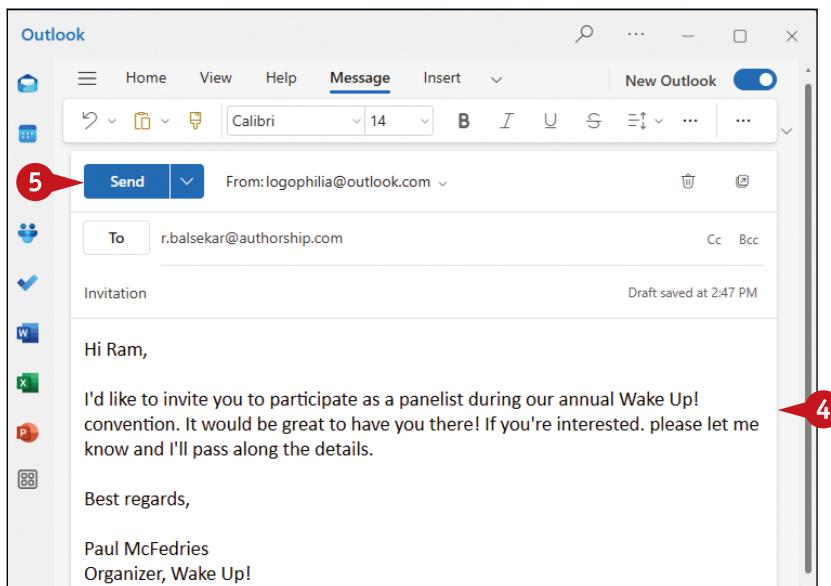
- 2 Type the email address of the recipient.
  - If you have more than one account, you can click this **▼** and then click the account you want to use to send the message.
  - To send a copy of the message to another person, you can click **Cc** and then type that person's email address in the Cc field.
  - To open the message in its own window, click **Open in new window** ().



## Sending and Receiving Email



- 3 Type a subject for the message.



- 4 Type the message.

**Note:** Refer to the next section, "Format the Message Text," to learn how to apply formatting to your message.

- 5 Click Send.

Outlook sends your message.

simplify it

#### Can I send my message to several people?

Yes. Besides adding a single address to each of the To and Cc lines, you can also add multiple email addresses to both To and Cc. After you complete each address, press **Enter** to confirm the address and then type the next address.

#### Can I send a copy to someone but not display that person's address to the other recipients?

Yes, this is known as a *blind carbon copy* (Bcc, sometimes also called a *blind courtesy copy*). To include a blind carbon copy with your message, click **Bcc** to add the Bcc field and then use that field to type the person's address.

# Format the Message Text

You can add visual interest and make your message easier to read by formatting your message text. A plain email message is quick to compose, but it is often worth the extra time to add formatting to your text. For example, you can add bold or italic formatting to highlight a word or phrase. Outlook

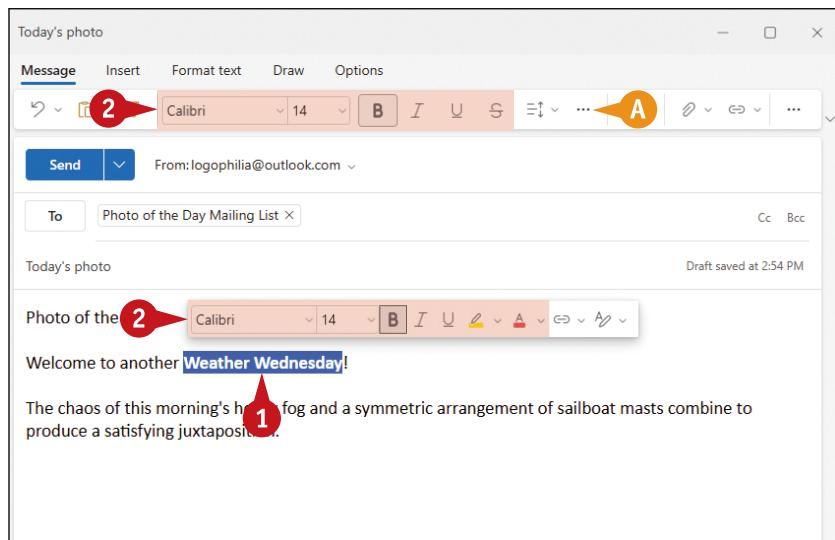
supports a wide range of formatting options, including font colors, highlights, emoticons, bulleted lists, and numbered lists. All these formatting options have their place, but be careful not to overdo it, or you may make your message harder to read.

## Format the Message Text

### Format the Message Font

- 1 Select the text that you want to format in the message.
- 2 Click the font formatting that you want to apply, such as **Bold** (B), **Italic** (I), **Underline** (U), or **Color** (A).
- A For more font options, you can click **More Options** (...).

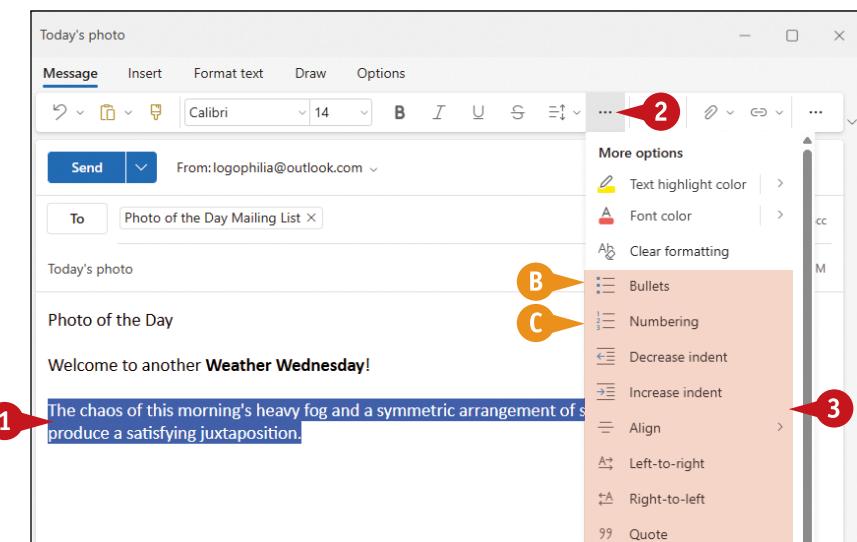
Outlook applies the font formatting to the text.

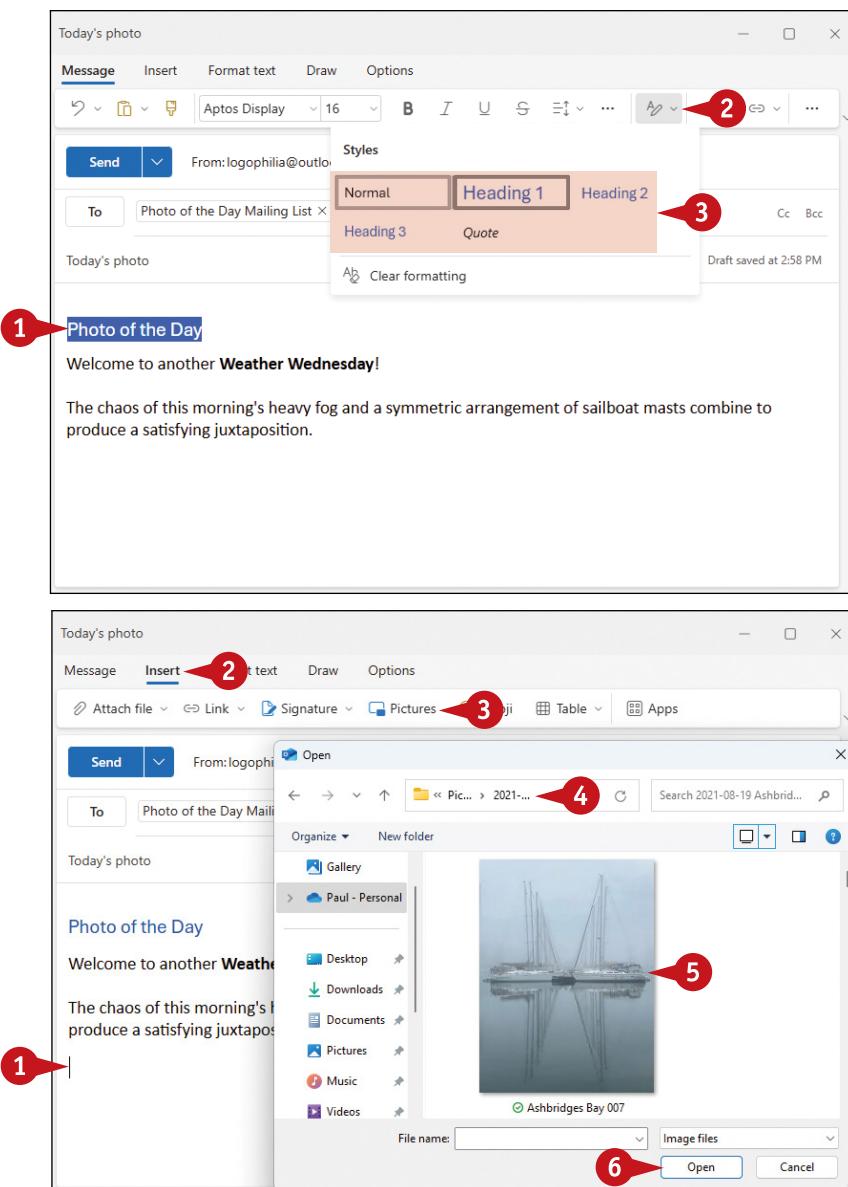


### Format a Message Paragraph

- 1 Select the paragraph you want to format.
- 2 Click **More Options** (...).
- 3 Click the paragraph formatting that you want to apply, such as indents or alignment.
- B You can click **Bullets** (:=) to convert the paragraphs to bullet points.
- C You can click **Numbering** (:=) to convert the paragraphs to a numbered list.

Outlook applies the paragraph formatting to the text.





## Apply a Style

- 1 Select the text that you want to format.
- 2 Click **Styles** ().
- 3 Click a style.

Outlook applies the style to the text.

## Insert a Picture

- 1 Position the cursor where you want the picture to appear.
- 2 Click the **Insert** tab.
- 3 Click **Pictures**.
- 4 Select the location of the picture.
- 5 Click the picture.
- 6 Click **Insert**.

Outlook adds the picture to the email message.

simplify it

### Can I adjust a picture that I have inserted in my email message?

Yes. Click the picture and then drag the **Rotate** handle ( ) to rotate the image. You can also right-click the picture and then click **Crop** to crop unwanted portions of the image. Finally, you can click the picture and then drag the sizing handles that appear around the image to adjust its size.

### How do I set the message priority?

Setting the priority level of your message helps the recipient know how to handle your message. Click the **Options** tab and then click **High importance** ( ) or **Low importance** ( ).

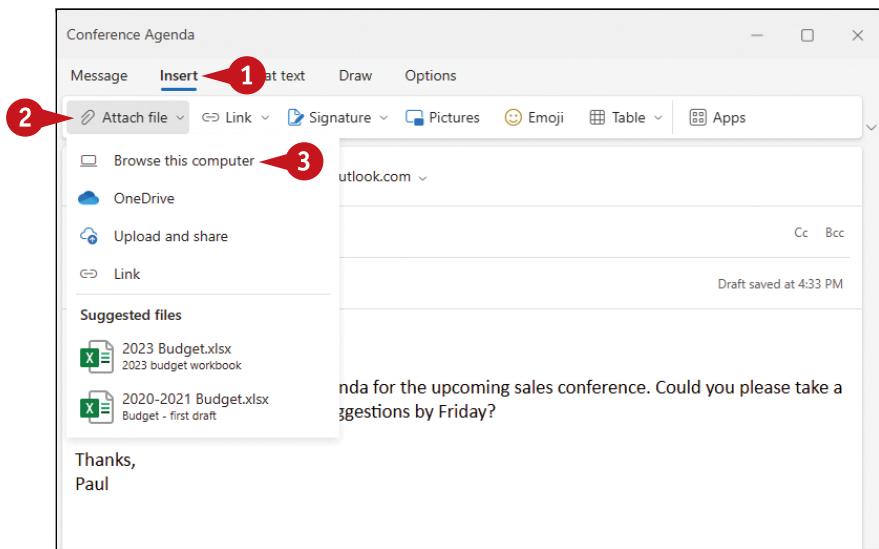
# Add a File Attachment

If you want to send a document to another person, you can attach the document to an email message. A typical email message is fine for short notes, but you may have something more complex to communicate, such as budget numbers or a slide show, or some form of media that you want

to share, such as an image or a song. Because these more complex types of data usually come in a separate file — such as a spreadsheet, presentation file, or video file — it makes sense to send that file to your recipient as an attachment.

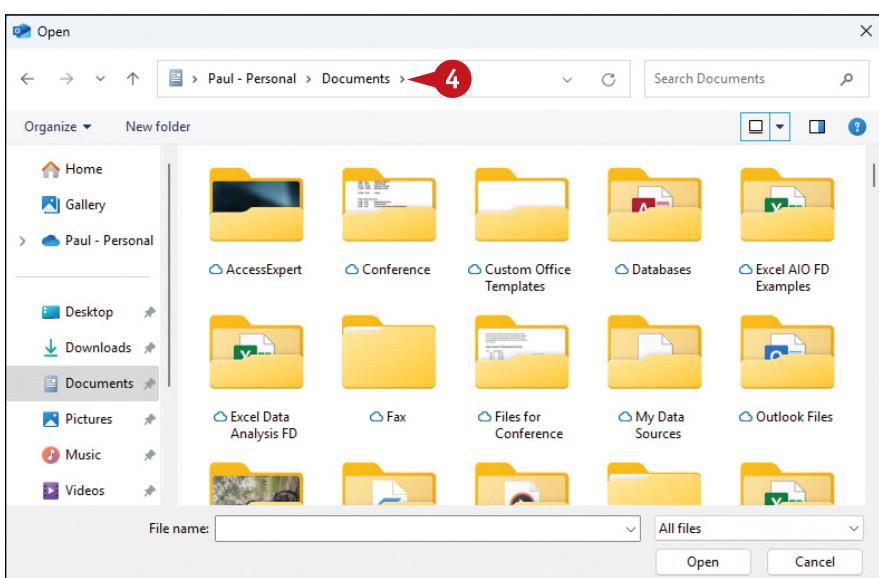
## Add a File Attachment

- 1 Click the **Insert** tab in the message.
- 2 Click **Attach file**.
- 3 Click **Browse this computer**.

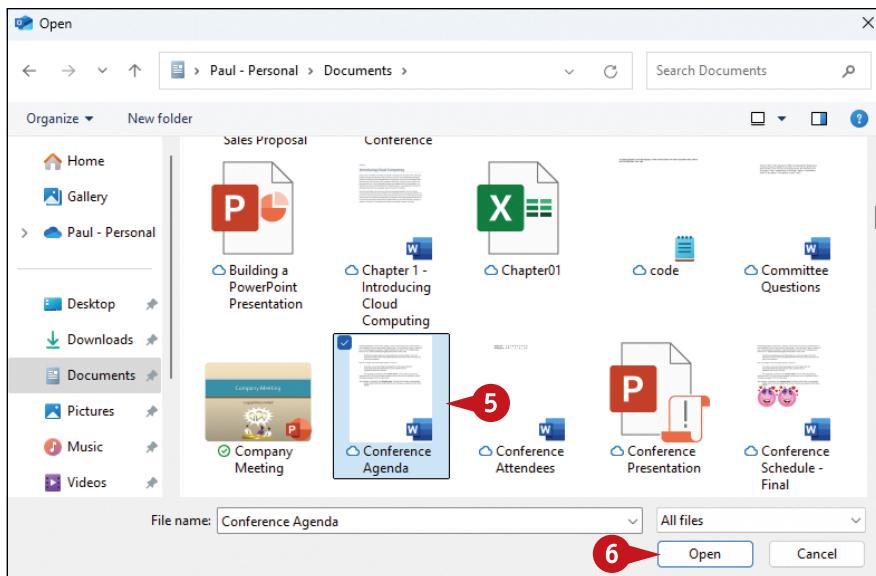


The Open dialog box appears.

- 4 Select the folder that contains the file you want to attach.

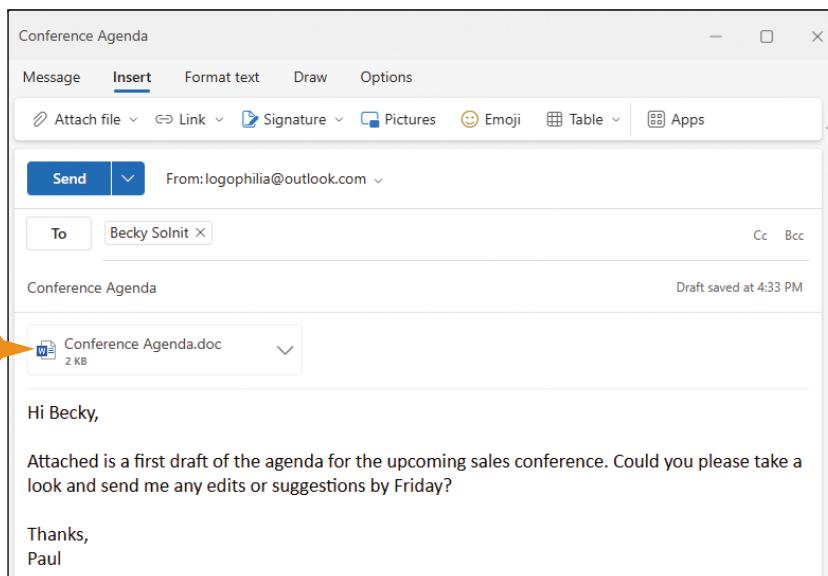


## Sending and Receiving Email



**5** Click the file that you want to attach.

**6** Click **Open**.



**A** Outlook attaches the file to the message.

simplify it

### Is there a limit to the number of files that I can attach to a message?

There is no practical limit to the number of files that you can attach to a message. However, you should be careful with the total size of the files that you send. If you or the recipient has a slow Internet connection, sending or receiving the message can take an extremely long time. Also, many Internet service providers (ISPs) place a limit on the size of a message's attachments, which is usually between 2MB and 20MB. In general, use email to send no more than a few small files at a time.

# Save a Draft of a Message

If you cannot complete or send your message right away, you can save it as a draft and open it again later. As you work on an email message, you might find that you need to give it more thought or that you have to do more research. Rather than discard

your work, you can close the message and Outlook will save it for you automatically. Outlook stores the saved message in your account's Drafts folder. When you are ready to resume editing the message, you can open it from the Drafts folder.

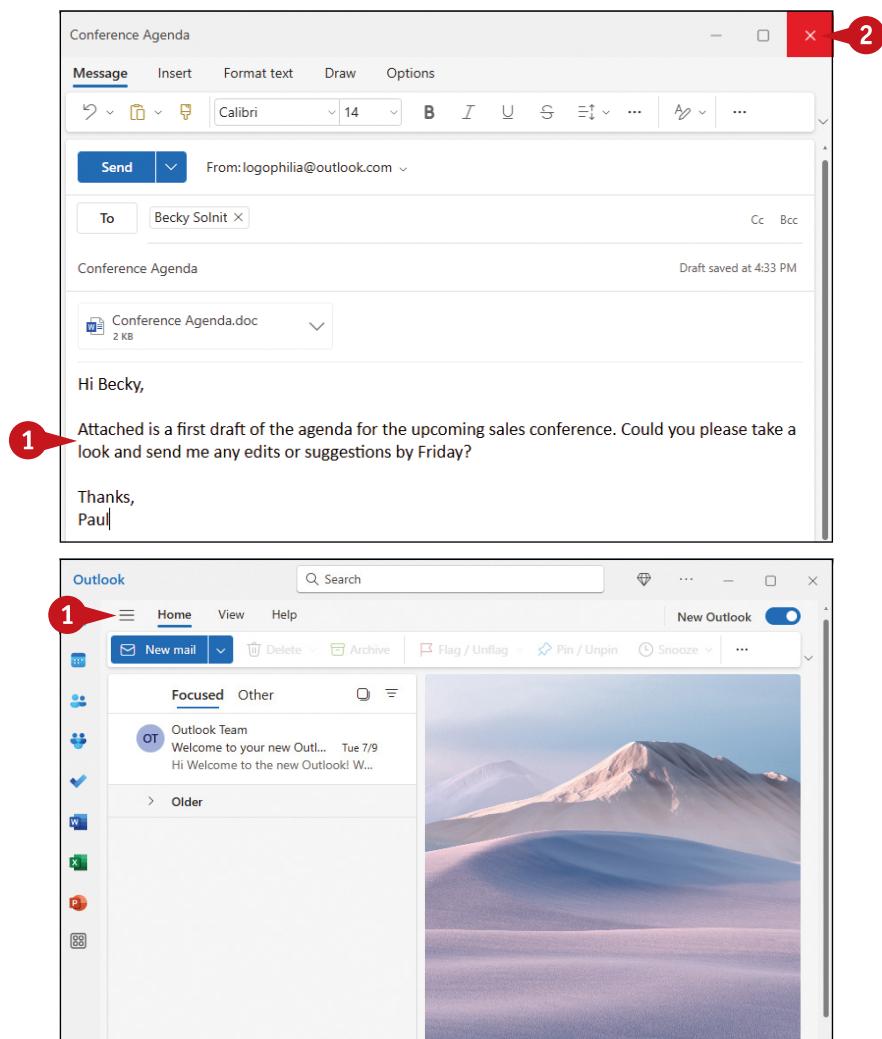
## Save a Draft of a Message

### Save the Draft

- 1 Compose the message up to the point where you want Outlook to save it.
- 2 Click Close (X).

**Note:** If you do not have the message open in its own window — by clicking **Open in new window** (✉) — you can close the message by clicking a message in your Inbox.

Outlook closes the message and saves the message to your Drafts folder.

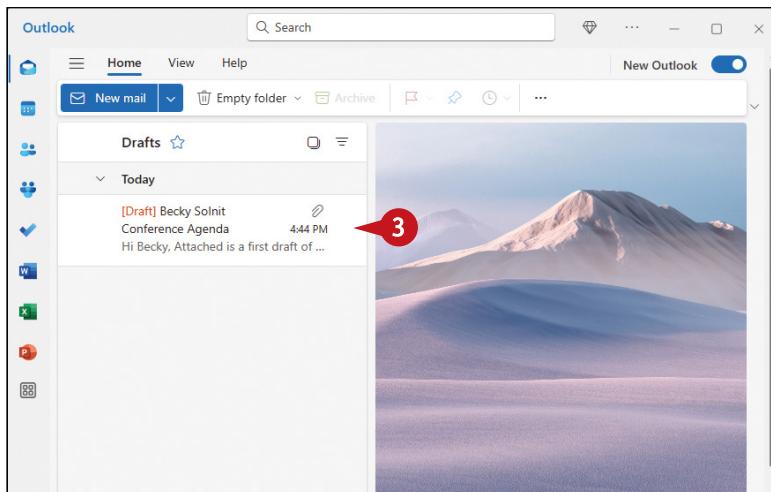
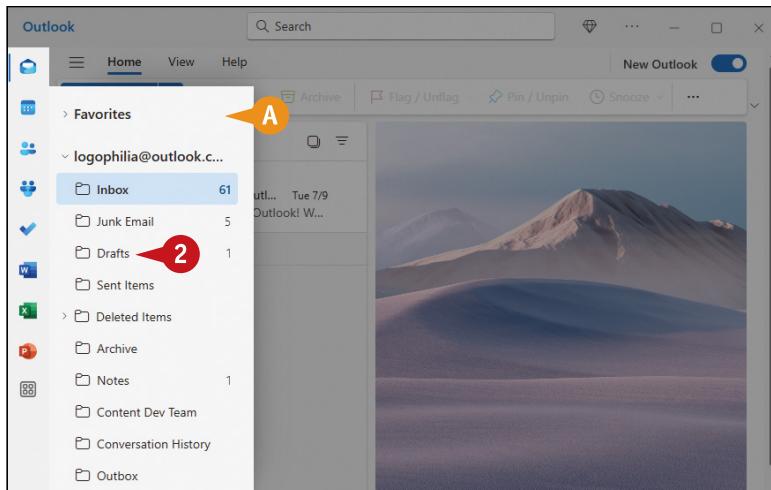


### Open the Draft

- 1 In Outlook, click **Show Navigation Pane** (≡).

**Note:** If your Outlook window is wide enough, the navigation pane might already appear, so you can skip step 1.

## Sending and Receiving Email



- A** Outlook displays the navigation pane.

**Note:** The folders that appear — as well as the names of the folders — vary depending on the type of email account you are using.

- 2** Click **Drafts**.

- 3** Click the draft that you want to open.

Outlook opens the message for editing.

simplify it

#### What are the other account folders used for?

Sent Items	Holds copies of outgoing messages that you have sent	Junk Email	Holds incoming messages that Outlook has deemed to be unsolicited commercial emails, also known as <i>junk mail</i> or <i>spam</i>
Outbox	Holds outgoing messages that are in the process of being sent	Deleted Items	Holds messages that you have deleted from other folders

# Receive and Read Email Messages

When another person sends you an email message, that message ends up in your email account's mailbox on the incoming mail server maintained by your ISP or email provider. However, that company does not automatically pass along that message to you. Instead, you must use Outlook to connect to

your mailbox on the incoming mail server and then retrieve any messages waiting for you. By default, Outlook automatically retrieves new messages as they arrive, but you can also check for new messages at any time.

## Receive and Read Email Messages

### Receive Email Messages

1 In Outlook, if you have multiple accounts, click the **Inbox** folder of the account you want to check.

2 Click the **View** tab.

3 Click **Sync**.

Outlook checks for new messages.

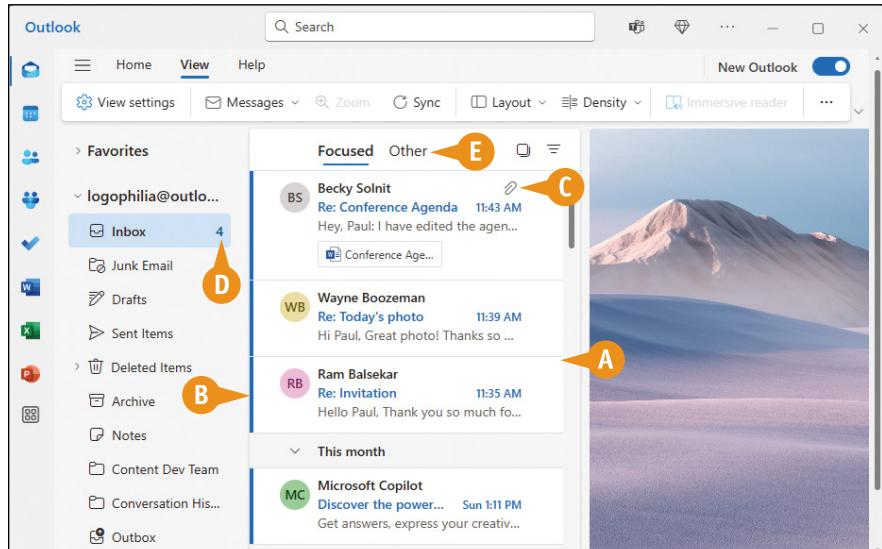
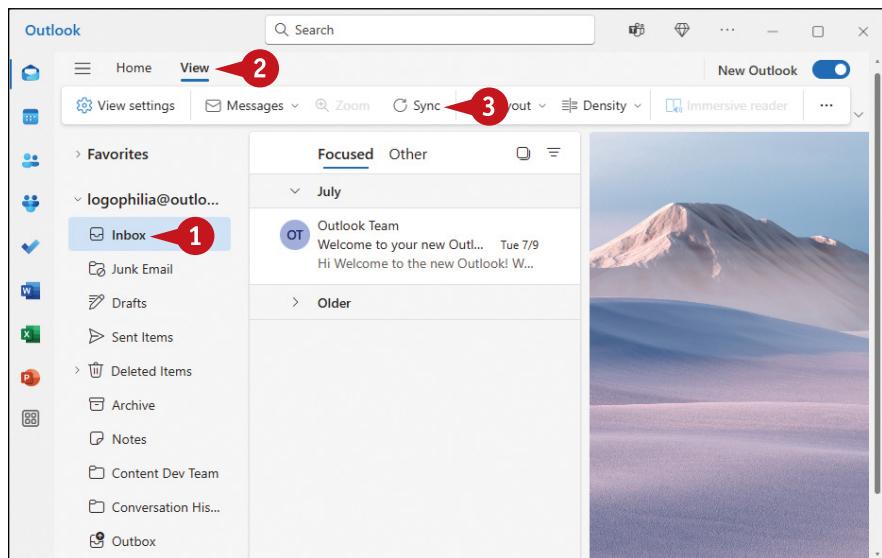
A If you have new messages, they appear in the account's **Inbox** folder.

B This bar appears beside messages that you have not yet read.

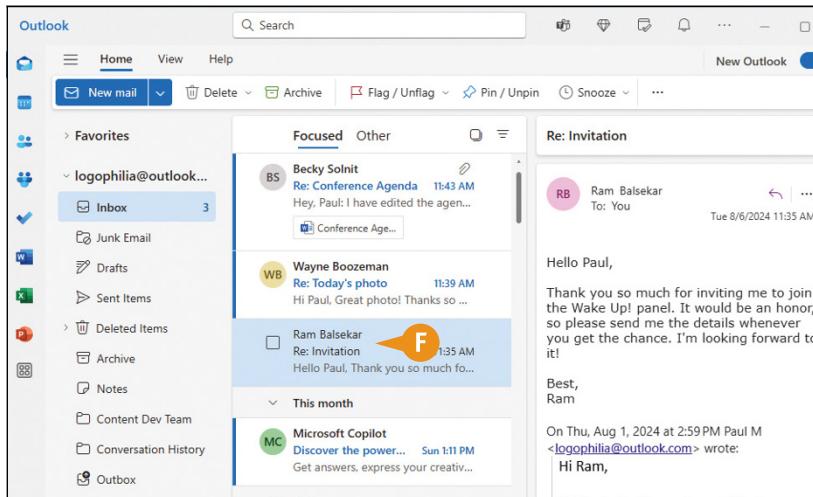
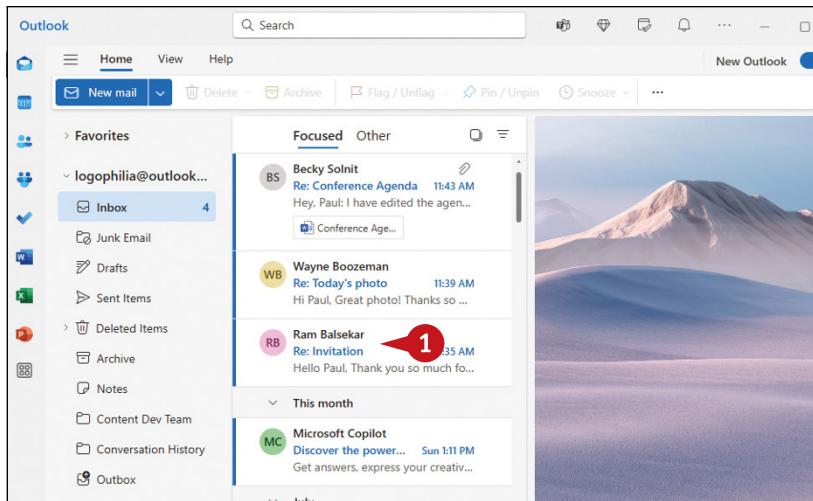
C The  symbol means that the message has an attachment.

D This number tells you how many unread messages are in the account's **Inbox**.

E Your most relevant messages appear in the **Focused** tab. You can click **Other** to display less important messages, such as newsletters.



## Sending and Receiving Email



### Read a Message

- Click the message.

Outlook opens the message in the Reading pane.

- Read the message text.

F You can also double-click the message in the Inbox to display the message in a separate window.

**simplify it**

**Can I have all my received messages appear in a single tab, rather than separated into Focused and Other?**

Yes. Click **View** and then click **View Settings** to open the Settings window with the Layout category displayed. In the Focused Inbox section, click **Don't sort my messages** ( changes to ). Click **Save**.

**Can I move the Reading pane below the messages?**

Yes. Having the Reading pane at the bottom of the Outlook window gives you a wider view of your messages. Click **View** and then click **View Settings** to open the Settings window with the Layout category displayed. In the Reading Pane section, click **At the bottom** ( changes to ). Click **Save**.

# Reply to a Message

When a message you receive requires a response — whether it is answering a question, supplying information, or providing comments — you can reply to that message. Most replies go only to the person who sent the original message. However, you can also send the reply to all the people who

were included in the original message's To and Cc lines. Outlook includes the text of the original message in the reply, but you might want to edit the original message text to include only enough of the original message to put your reply into context.

## Reply to a Message

- 1 Click the message to which you want to reply.

A You can click **Show Navigation Pane** (≡) to hide the navigation pane, as shown here. This gives you more horizontal room for your messages.

- 2 Click **Reply** (✉).

B If you prefer to respond to all the message recipients, you can click **Reply all** (✉) instead.

**Note:** Refer to the first tip for more information.

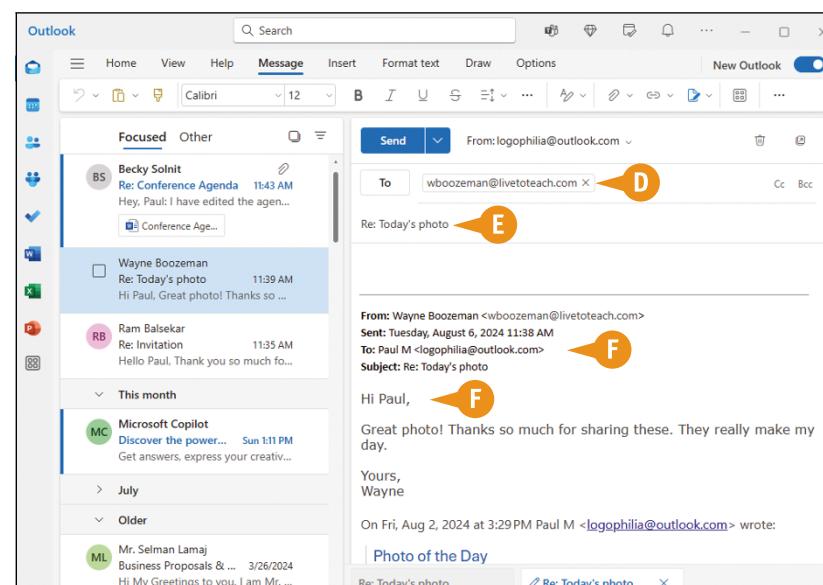
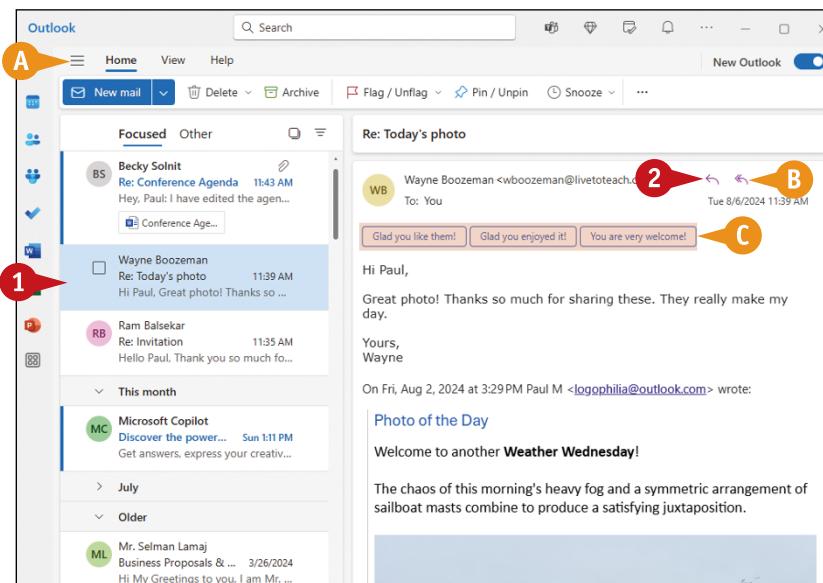
- C You can click one of these preset replies and skip to step 6.

A message window appears.

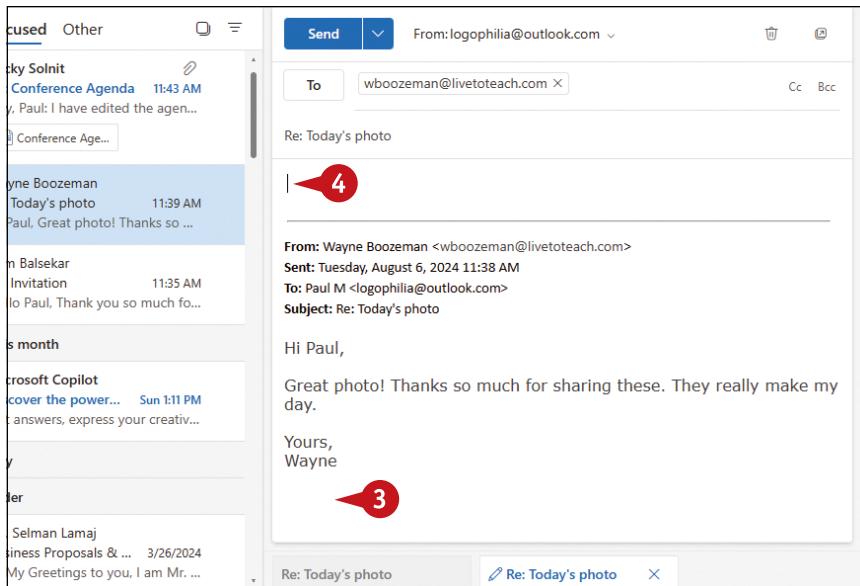
D Outlook automatically inserts the sender of the original message as the recipient.

E Outlook also inserts the subject line, preceded by "RE:".

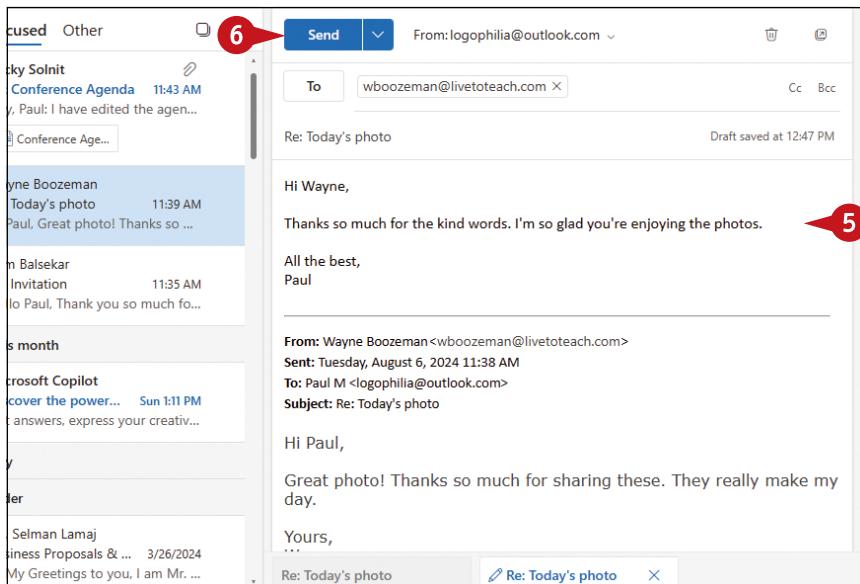
F Outlook includes the original message's addresses (To and From), date, subject, and text at the bottom of the reply.



## Sending and Receiving Email



- 3 Edit the original message to include only the text relevant to your reply.
- 4 Click the area above the original message text.



- 5 Type your reply.
- 6 Click **Send**.

Outlook sends your reply.

**Note:** Outlook stores a copy of your reply in the Sent Items folder.

## simplify it

### What is the difference between Reply and Reply All?

Click **Reply** to respond only to the person who sent the message; click **Reply all** to respond to the sender as well as any other addresses that the sender included in the original message's To and Cc fields.

### Should I edit the original message text in my reply?

If the original message is short, you usually do not need to edit the text. However, if the original message is long, and your response deals only with part of that message, you will save the recipient time by deleting everything except the relevant portion of the text.

# Forward a Message

If a message has information that is relevant to or concerns another person, you can forward a copy of the message to that person. You can also include your own comments in the forward.

In the body of the forward, Outlook includes the original message's addresses, date, and subject

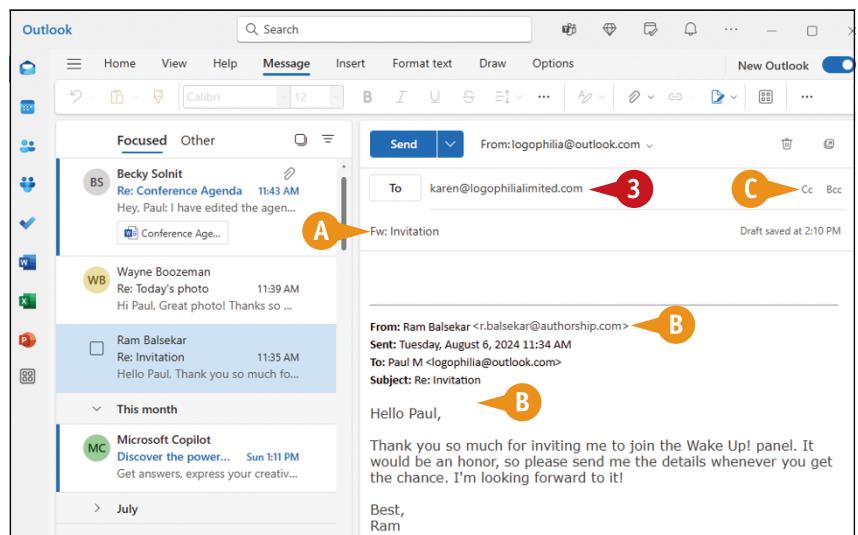
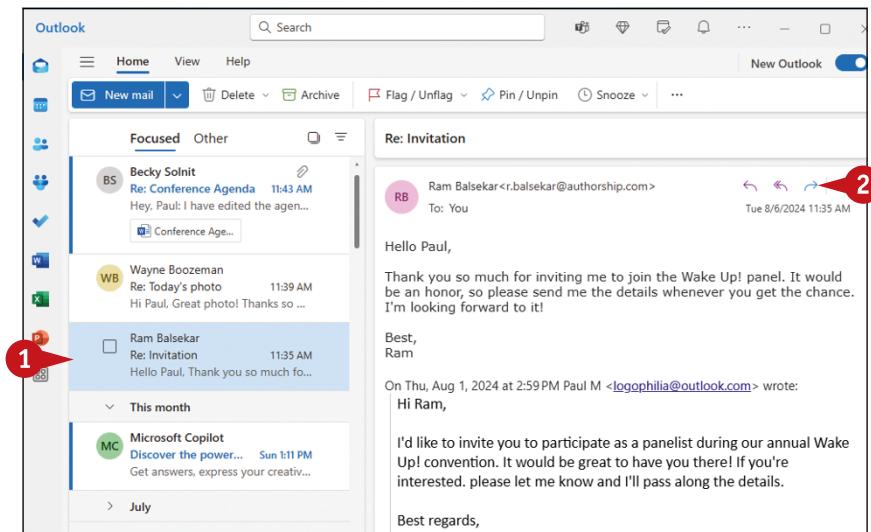
line. Below this information, Outlook also includes the text of the original message. In most cases, you will leave the entire message intact so that your recipient can read it. However, if only part of the message is relevant to the recipient, you should edit the original message accordingly.

## Forward a Message

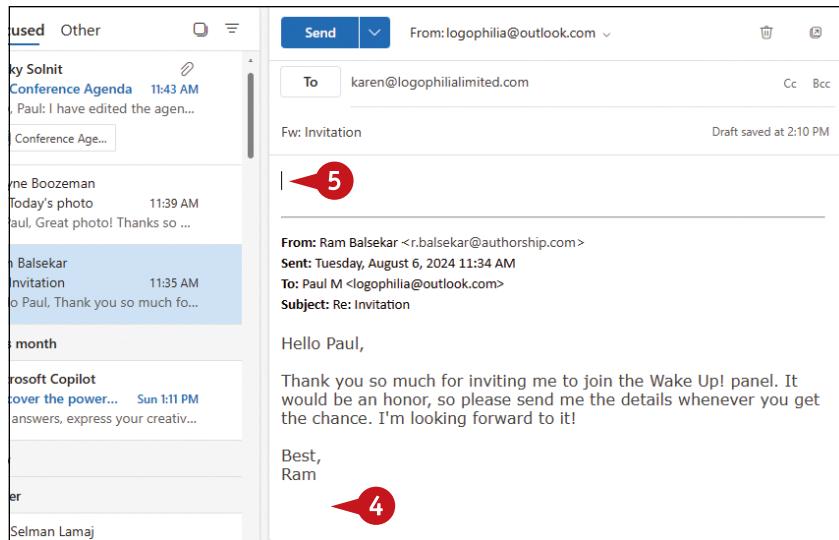
- 1 Click the message that you want to forward.
- 2 Click **Forward** (↗).

A message window appears.

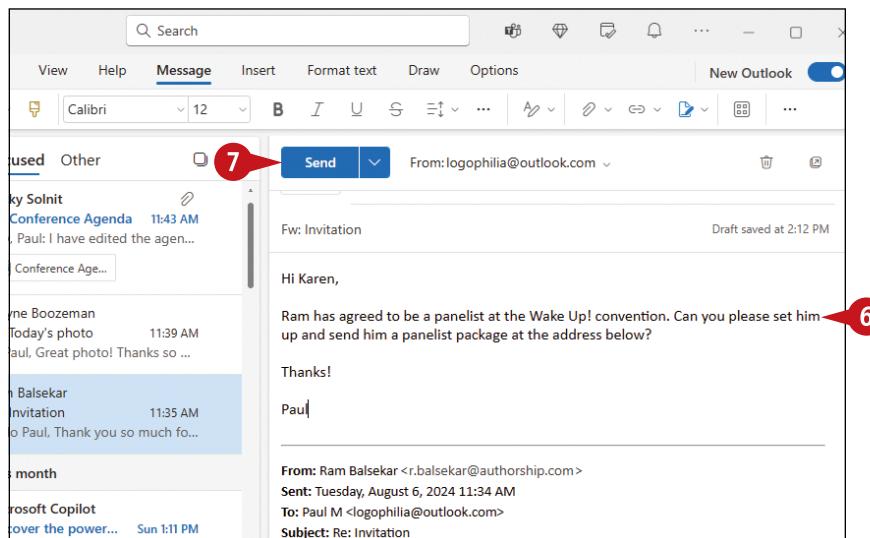
- A Outlook inserts the subject line, preceded by "FW:".
- B The original message's addresses (To and From), date, subject, attachments, and text are included.
- 3 Select or type the email address of the person to whom you are forwarding the message.
- C To send a copy of the message to another person, you can click **Cc** and then enter that person's email address in the Cc field.



## Sending and Receiving Email



- 4 If necessary, edit the original message to include only the text relevant to your forward.
- 5 Click the area above the original message text.



- 6 Type your comments.
  - 7 Click **Send**.
- Outlook sends your forward.

## simplify it

**How do I view the text of a forward or reply after I have sent it?**

When you send a forward or a reply (or an original message), Outlook stores a copy of the message in the Sent Items folder. To view the message, click **Show Navigation Pane** (≡) to display the navigation pane and then click **Sent Items**.

**When I forward a message, is it possible to not include an attachment that came with the message?**

Yes. After you click the message and then click **Forward**, the message attachment appears by default as part of the forwarded message. This is usually what you want, but you can remove the attachment by clicking  beside the attachment and then clicking **Remove Attachment**.

# Open and Save an Attachment

When a message comes in and displays the attachment symbol (a paper clip), it means that the sender has included a file as an attachment to the message. If you just want to take a quick look at the file, you can open the attachment directly from Outlook. Alternatively, if you want to keep a

copy of the file on your computer, you can save the attachment to your hard drive.

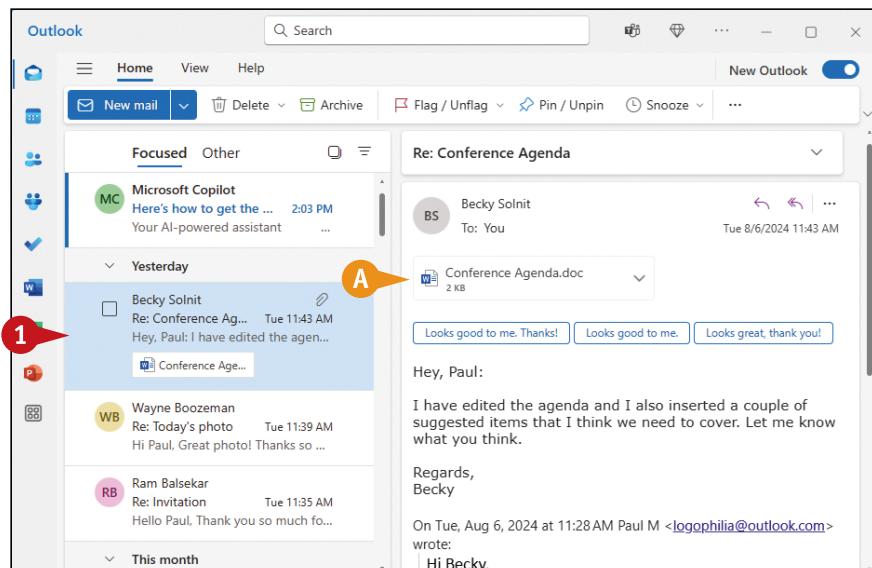
Be careful when dealing with attached files. Computer viruses are often transmitted by email attachments. Refer to the tip at the end of this section for more information.

## Open and Save an Attachment

### Open an Attachment

- 1 Click the message that has the attachment, as indicated by a paper clip (📎).

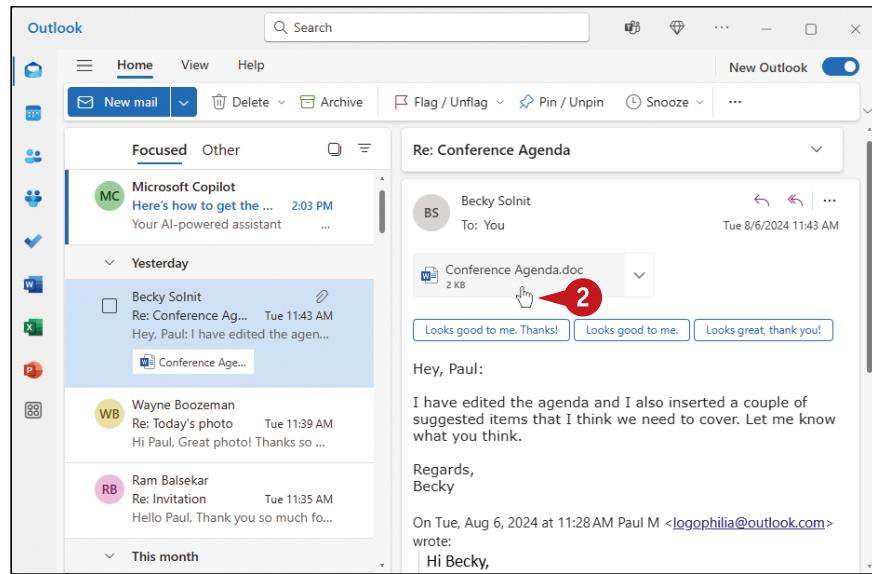
A The message attachment appears.



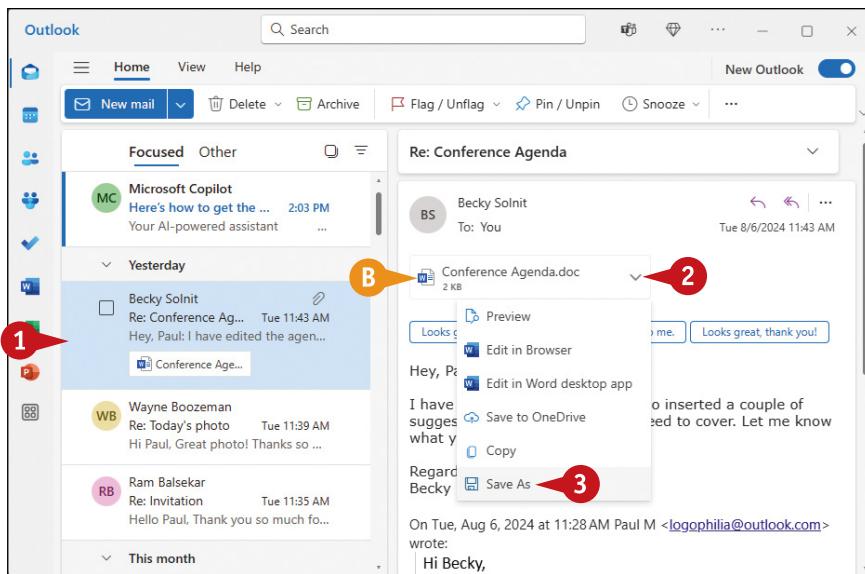
- 2 Click the attachment that you want to open.

The file opens in the appropriate program.

**Note:** Instead of opening the file, a message might appear that says "Windows can't open this type of file." This means you need to install the appropriate program for the type of file, which you can usually install from the Microsoft Store. If you are not sure, ask the person who sent you the file what program you need.

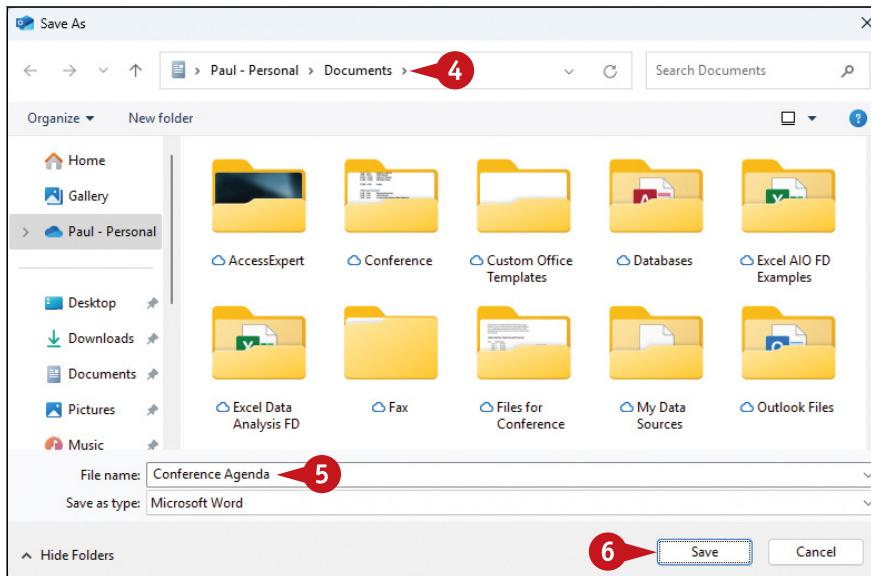


## Sending and Receiving Email



### Save an Attachment

- 1 Click the message that has the attachment, as indicated by a paper clip (B).
- B The message attachment appears.
- 2 Click the attachment ✓.
- 3 Click Save As.



The Save As dialog box appears.

- 4 Click the folder where you want to store the file.
- 5 Edit the filename, if needed.
- 6 Click Save.

Outlook saves the attachment to your PC's hard drive.

simplify it

#### Why must I be careful when working with email attachments?

Email attachments are the most common way that nefarious users attempt to infect PCs with viruses and other malware. When you open such an attachment, the virus infects your computer and then, without your knowledge, uses your email program and your address book to send messages with more copies of itself attached. The nastier versions also mess with your computer by deleting data or corrupting files. Never open an attachment that comes from someone you do not know. If someone you know sends you an attachment unexpectedly, write that person back and confirm they really did send the file.

# Delete a Message

After you have used Outlook for a while, you may find that you have a lot of messages in your Inbox folder. The more messages you have, the harder it becomes to find a message that you want and the more time-consuming it gets to navigate the messages. To keep the Inbox uncluttered and easier

to navigate, you should delete any messages that you have already read and do not need to keep.

Note that when you delete a message, Outlook actually sends it to the Deleted Items folder. If you delete a message accidentally, you can retrieve it from the Deleted Items folder.

## Delete a Message

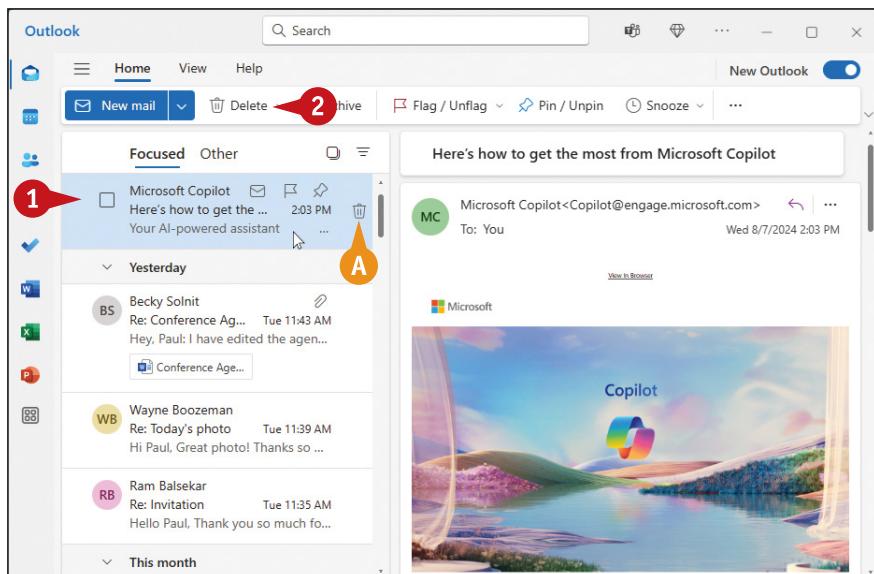
### Delete a Message from the Inbox

- 1 Click the message that you want to delete.
- 2 Click **Delete**.

- A You can also click the **Delete** icon (trash) that appears when you position the mouse pointer (>) over the message.

**Note:** If you have a tablet PC, you can also delete a message by swiping to the left across the message.

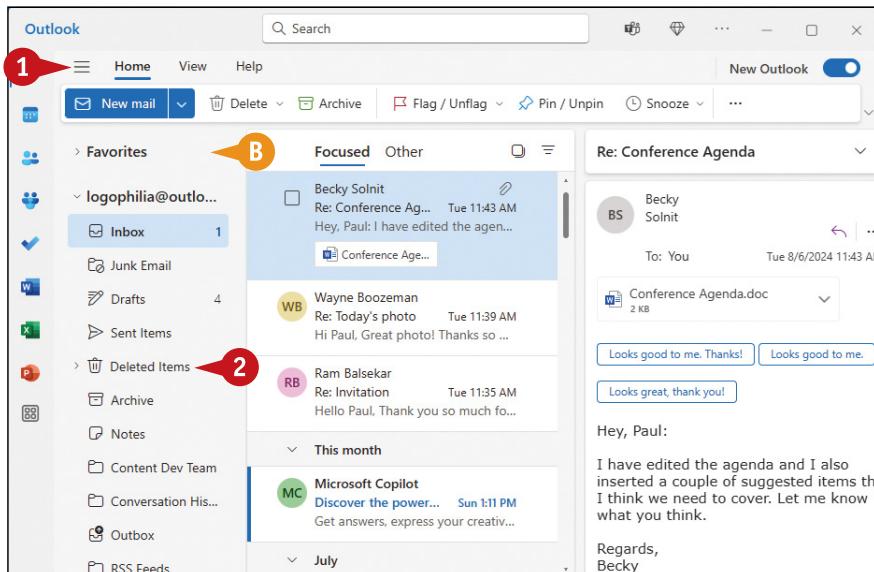
Outlook removes the message from the Inbox and moves it to the Trash folder.



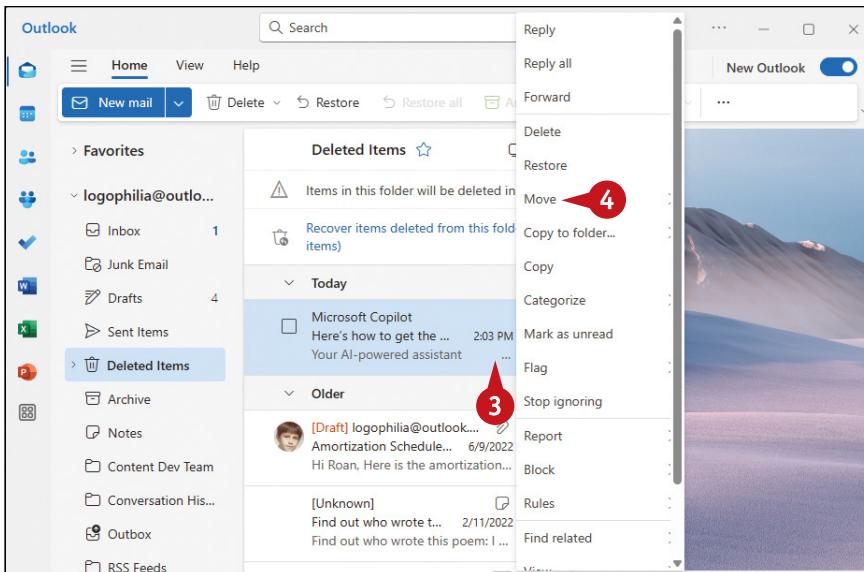
### Restore a Deleted Message

- 1 In Outlook, click **Show Navigation Pane** (≡).
- 2 Click **Deleted Items**.

**Note:** Depending on your email account, this folder might be named *Trash* or *Deleted* instead.

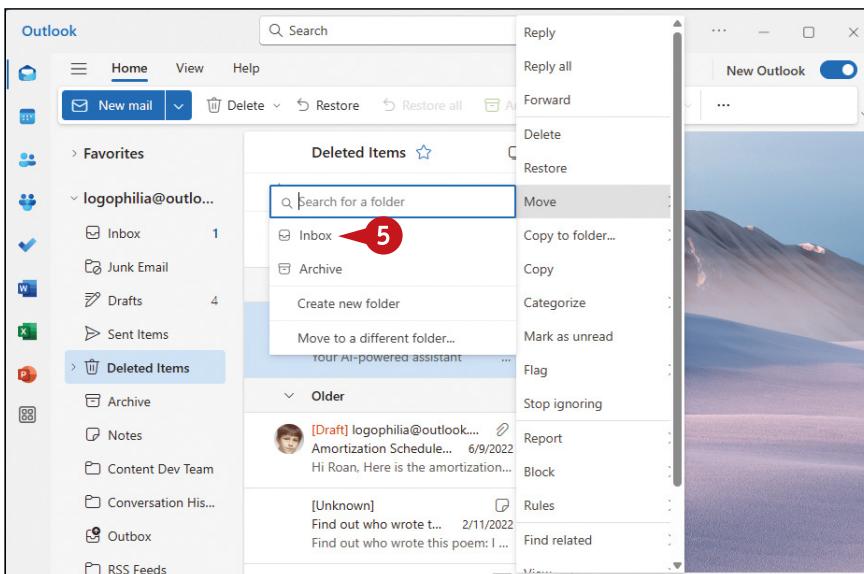


## Sending and Receiving Email



Outlook opens the Deleted Items (or Trash or Deleted) folder.

- 3 Right-click the message that you want to restore.
- 4 Click Move.



Outlook displays a list of folders.

- 5 Click Inbox.

Outlook restores the message to the Inbox folder.

simplify it

### Can I remove a message permanently?

Yes, as long as you are sure you will never need to work with the message again, you can delete it permanently from your account. However, this operation is not reversible, so you really need to be certain that you no longer need the message.

Follow steps 1 and 2 in the subsection “Restore a Deleted Message” to open the Deleted Items (or Trash or Deleted) folder, right-click the message you want to remove, click **Delete**, and then click **OK** when Outlook asks you to confirm. Outlook removes the message permanently from your account.

# Create a Folder for Saving Messages

After you have used Outlook for a while, you may find that you have a lot of messages in your Inbox. To keep the Inbox uncluttered, you can create new folders and then move messages from the Inbox to the new folders.

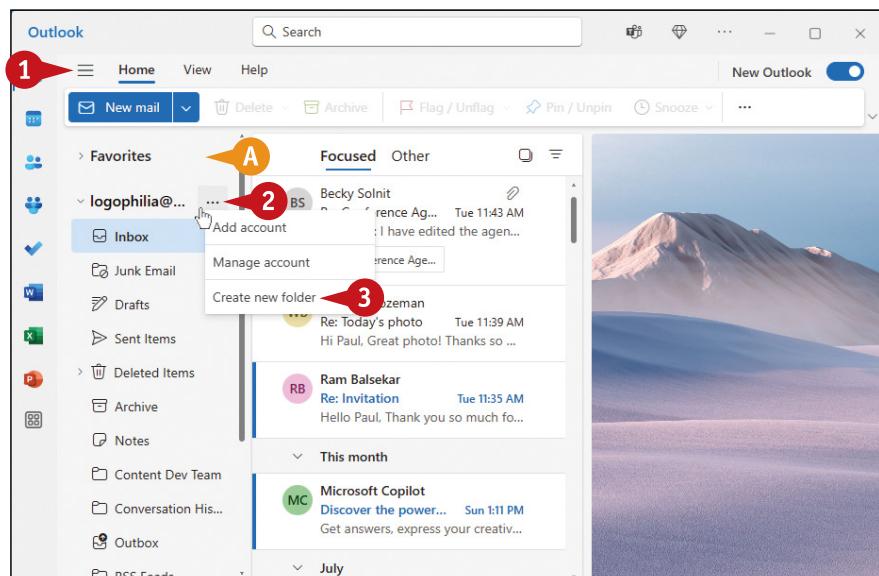
To help keep your messages organized, you should use each new folder to save related messages. For

example, you could create separate folders for people you correspond with regularly, current projects, different work departments, and so on. By saving each message to the appropriate folder, you make it easier to find your messages in the future.

## Create a Folder for Saving Messages

### Create a Folder

- 1 In Outlook, click **Show Navigation Pane** (≡).
- A Outlook displays the navigation pane.
- 2 Position the mouse pointer (→) over the account name and then click **More options** (...).
- 3 Click **Create new folder**.

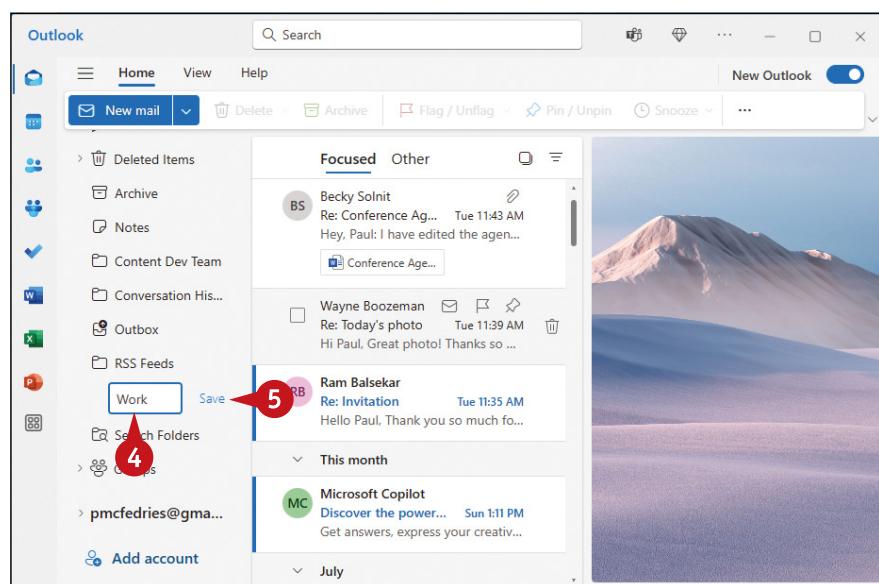


You are prompted to enter the folder name.

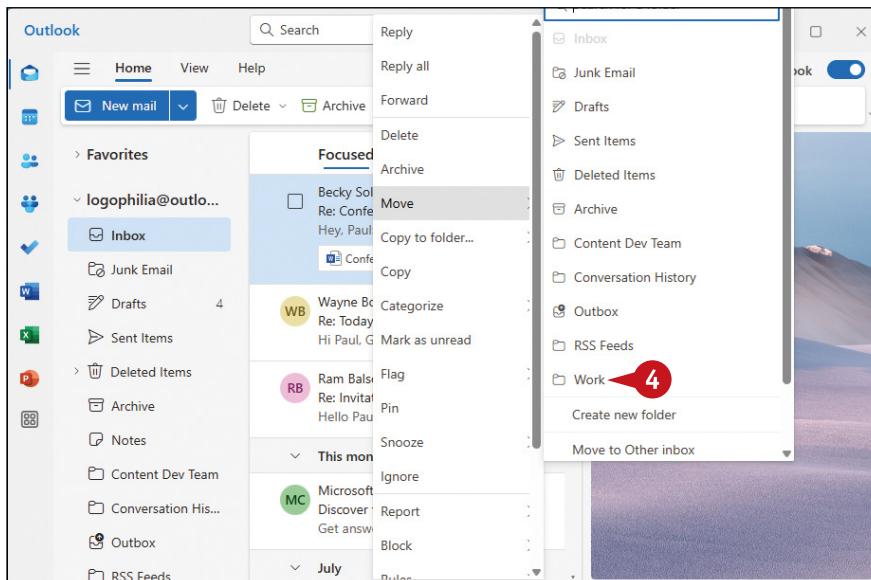
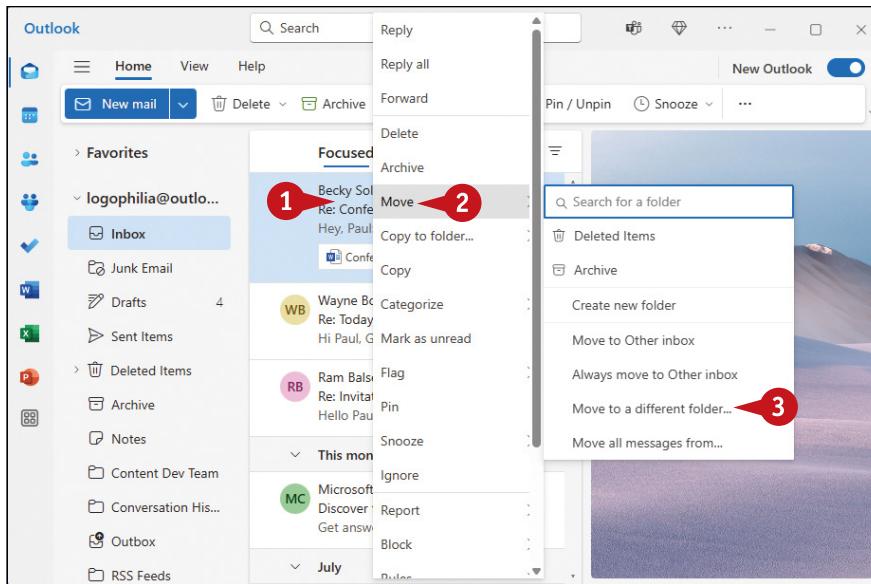
- 4 Type the name of the new folder.
- 5 Click **Save** or press **Enter**.

The new folder is created.

**Note:** If a message appears telling you the folder could not be created, it means your email account does not support folder creation via the Outlook app.



## Sending and Receiving Email



### Move a Message to Another Folder

- ➊ In Outlook, right-click the message you want to move.
- ➋ Click **Move**.
- ➌ Click **Move to a different folder...**.

Outlook displays the list of folders.

- ➍ Click the folder you want to use as the destination.
- Outlook moves the message.

## simplify it

### How do I rename a folder?

In the navigation pane, right-click the folder you want to rename and then click **Rename**. In the text box, type the new name and then press **Enter**. You can rename only folders that you have created.

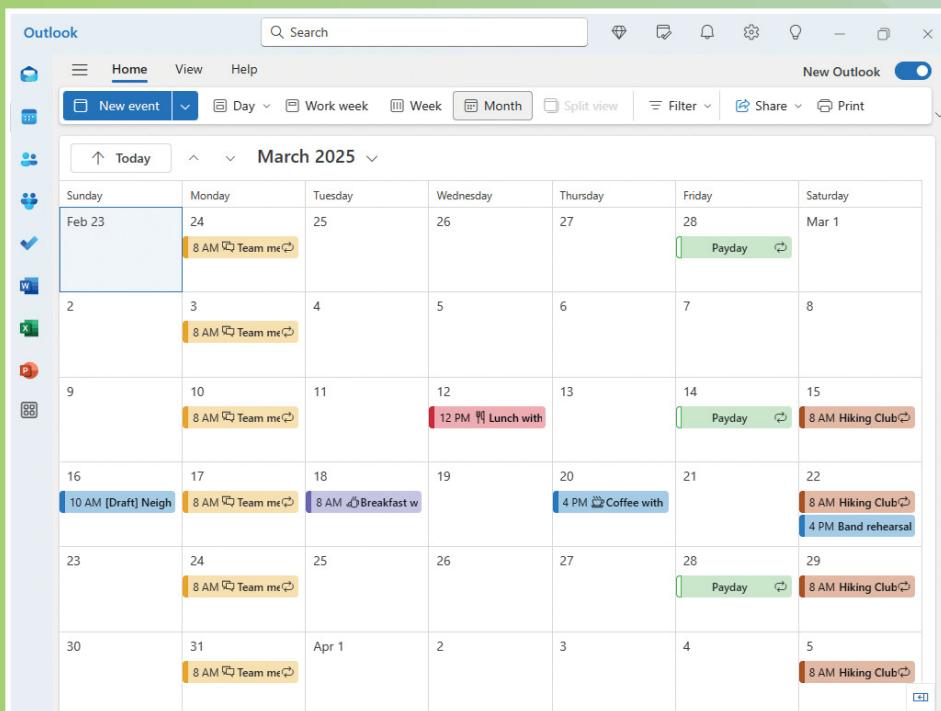
### How do I delete a folder?

In the navigation pane, right-click the folder you want to remove, click **Delete folder**, and then click **OK**. You can delete only folders that you have created. When you delete a folder, you also delete any messages stored in that folder.

## CHAPTER 5

# Performing Day-to-Day Tasks with Apps

You can use apps to perform many useful tasks. For example, you can use Outlook to manage your social schedule. You can use Outlook's People module to store contact information and keep track of friends. You can use the Calendar module to schedule meetings, appointments, and other events. With other apps on your PC, you can perform a wide variety of day-to-day tasks, including searching your computer, writing short notes, making a to-do list, mapping a location, getting directions to a location, checking your weather forecast, and getting the weather forecast for another city.



<b>Create a Contact</b>	<b>94</b>
<b>Import Contacts</b>	<b>96</b>
<b>View Your Calendar</b>	<b>98</b>
<b>Add an Event to Your Calendar</b>	<b>100</b>
<b>Create a Recurring Event</b>	<b>102</b>
<b>Add an Event Reminder</b>	<b>103</b>
<b>Search Your PC</b>	<b>104</b>
<b>Write a Note</b>	<b>106</b>
<b>Make a To-Do List</b>	<b>108</b>
<b>Display a Location on a Map</b>	<b>110</b>
<b>Get Directions to a Location</b>	<b>112</b>
<b>Check Your Weather Forecast</b>	<b>114</b>
<b>Check Another City's Weather Forecast</b>	<b>116</b>

# Create a Contact

You can easily store information about your friends, family, and colleagues, as well as send messages to them, by using Outlook's People module to create a contact for each person. Each contact can store a wide variety of information, such as a person's first and last names, company name, email address, phone number, and street address.

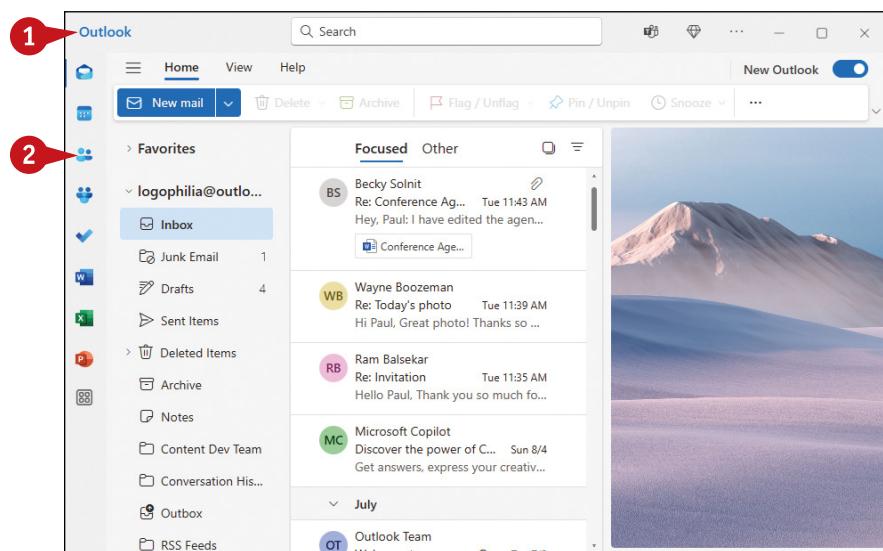
If you already have contacts in a different account such as Google or iCloud, you do not need to enter those contacts manually. Instead, you can connect your other account to your Microsoft account, as described in Chapter 4.

## Create a Contact

- 1 Open the Outlook app.

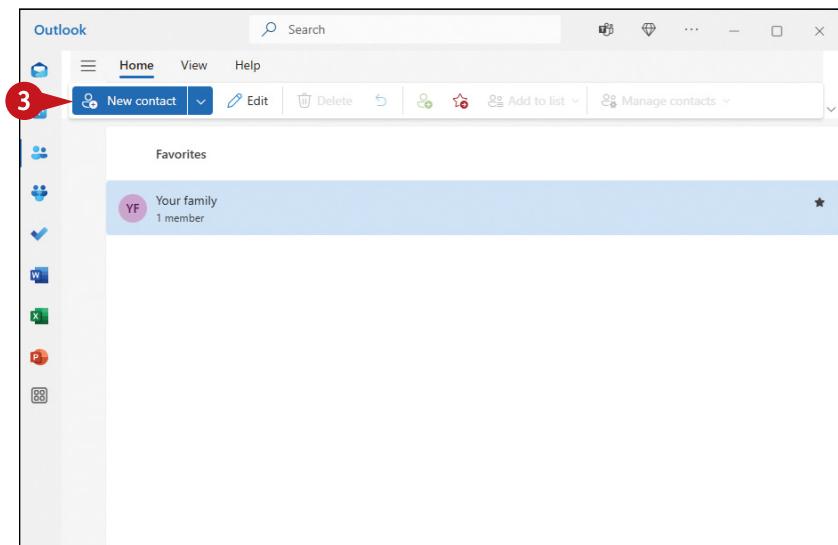
**Note:** Refer to Chapter 4 to learn how to launch the Outlook app.

- 2 Click People (人脉).

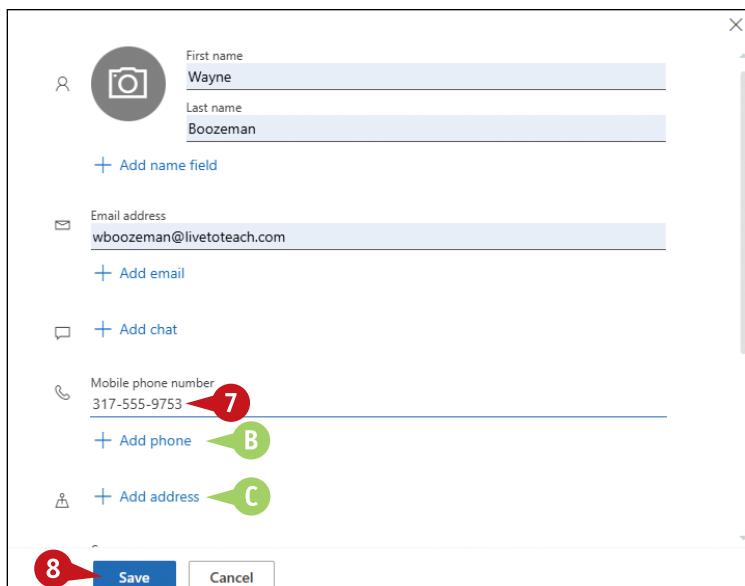
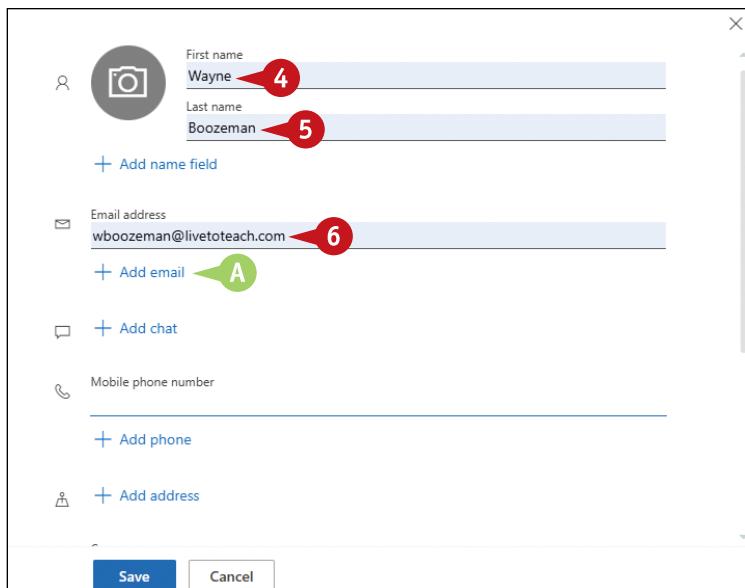


The People module appears.

- 3 Click New contact.



## Performing Day-to-Day Tasks with Apps



A window for entering contact data appears.

- ➊ Type the contact's first name.
- ➋ Type the contact's last name.
- ➌ Type the contact's email address.
- ➍ You can click **Add email** to add another email address.

- ➎ Type the contact's phone number.

- ➏ You can click **Add phone** and then click the type of phone number (such as **Mobile**) to add another phone number.
- ➐ For information on how to enter an address, refer to the second tip in this section.

**Note:** To add other types of work-related information, click **Add work field** (not shown) and then click a field. To add other types of contact information, click **Add others** (not shown) and then click a field.

- ➑ Click **Save**.

Outlook creates the new contact.

## simplify it

### Is there an easy way to send an email to a contact?

Yes. Normally, you would use Outlook's Mail module, as described in Chapter 4. If you are already working in the People module, however, it is easier to click the person's entry in the Contacts list to open the contact and then click the contact's **Email** address.

### How do I record a contact's physical address?

With the new contact open for editing, click **Add address** and then click the label you want for the address. In the text boxes that appear, type the contact's Street address, City, State/province, Zip/postal code, and Country/region.

# Import Contacts

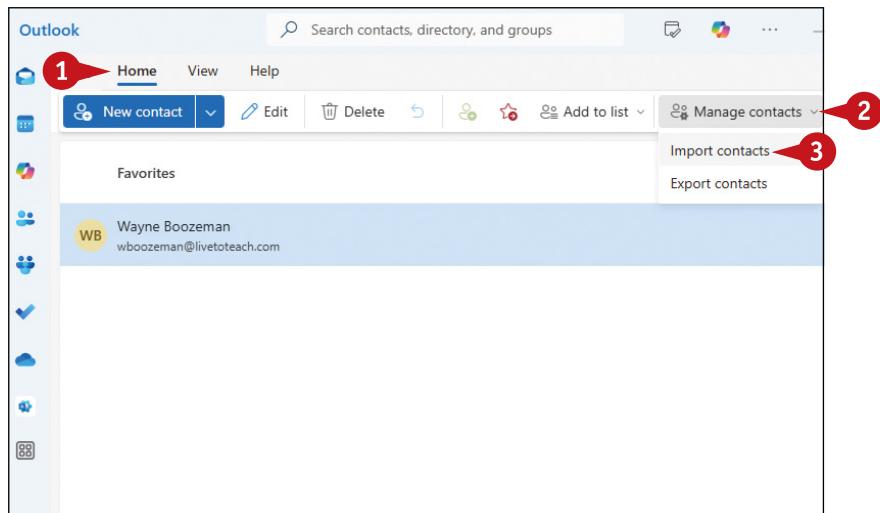
If you already have a collection of contacts you have created using another application or service, you can save time and effort by importing those contacts into the Outlook's People module.

To import contacts, they must be in a file that uses the Comma Separated Values (CSV) format.

This is a special text file where each contact appears in a separate line, and in each line the various fields of contact data are separated by a comma. Most contact management apps offer a command for exporting contacts to a CSV file.

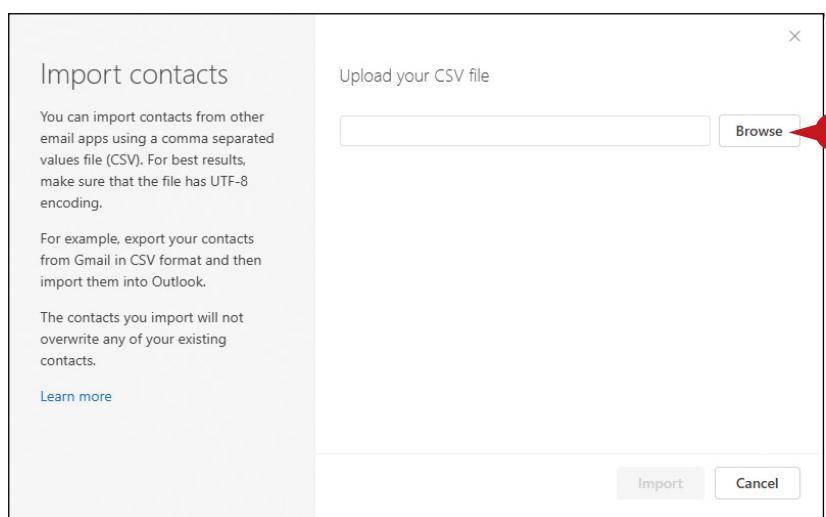
## Import Contacts

- 1 In the People module, click the **Home** tab.
- 2 Click **Manage contacts**.
- 3 Click **Import contacts**.

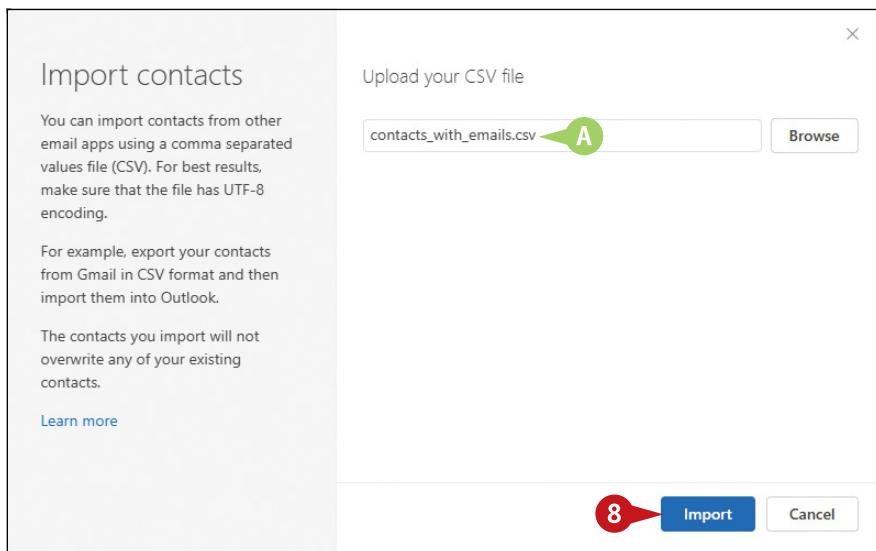
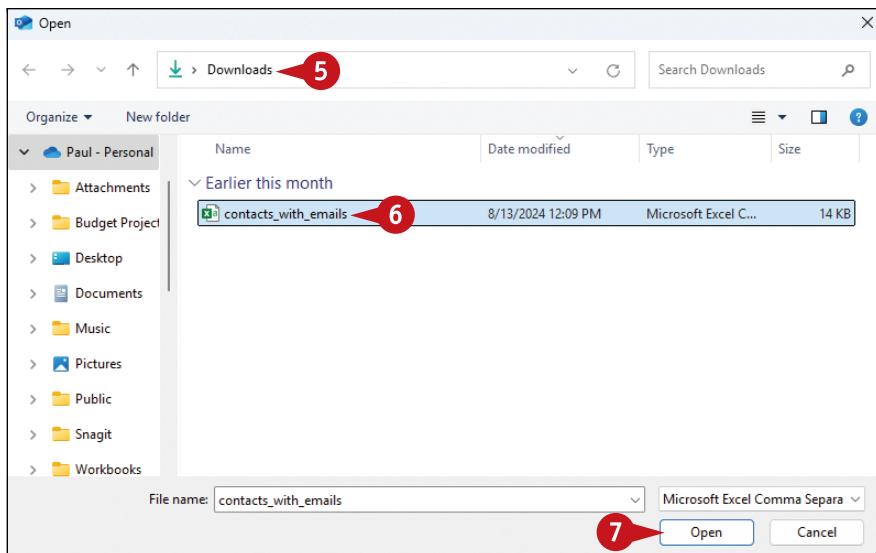


Outlook displays the Import Contacts dialog box.

- 4 Click **Browse**.



## Performing Day-to-Day Tasks with Apps



The Open dialog box appears.

- 5 Navigate to the folder where the CSV file is stored.
- 6 Click the CSV file that contains the contacts you want to import.
- 7 Click **Open**.

A Outlook adds the filename to the Import Contacts dialog box.

- 8 Click **Import**.
- Outlook imports the contacts from the CSV file. You can view the contacts in the People module.

## simplify it

### How do I edit a contact?

If you need to make changes to the information already in a contact, first click the contact you want to edit and then click **Edit contact**. Edit the existing fields as required. To add a field, click the + beside the field type you want to use and then type the data. When you complete your edits, click **Save**.

### How do I assign a photo to a contact?

Click the contact, click **Edit contact**, and then click **Add photo** (��片). Click **Upload a new photo**, navigate to the folder where the photo is stored, click the photo file, and then click **Open**. Click and drag the photo to set the area you want to use within the circle. Click **Apply** and then click **Save**.

# View Your Calendar

Outlook comes with a Calendar module to enable you to manage your schedule. To create an event such as an appointment or meeting, or an all-day event such as a conference or trip, you select the date when the event occurs.

Calendar lets you change the calendar view to suit your needs. For example, you can show just a single day's worth of events if you want to concentrate on that day's activities. Similarly, you can view a week's or a month's worth of events if you want to get a larger sense of what your overall schedule looks like.

## View Your Calendar

### View Events by Month

- 1 Open the Outlook app.

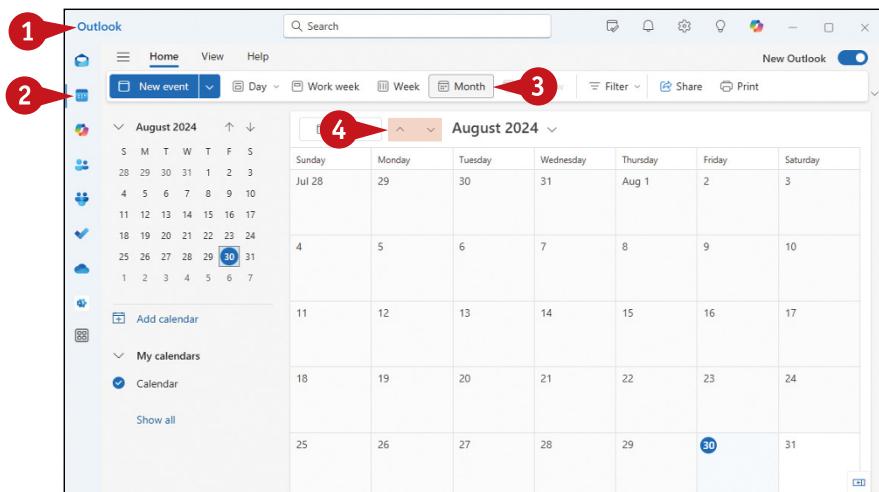
**Note:** Refer to Chapter 4 to learn how to launch the Outlook app.

- 2 Click **Calendar** (CALENDAR).

- 3 On the Home tab or the View tab, click **Month**.

Your calendar for the month appears.

- 4 Click **▲** and **▼** to navigate the months.



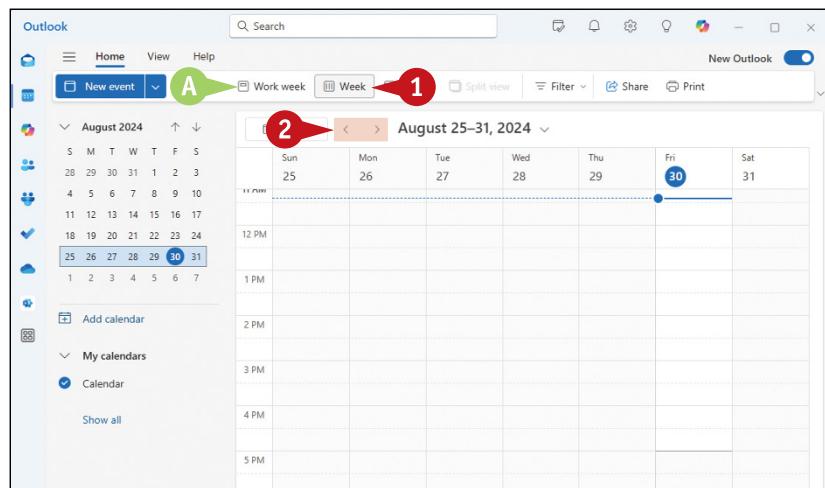
### View Events by Week

- 1 On the Home tab or the View tab, click **Week**.

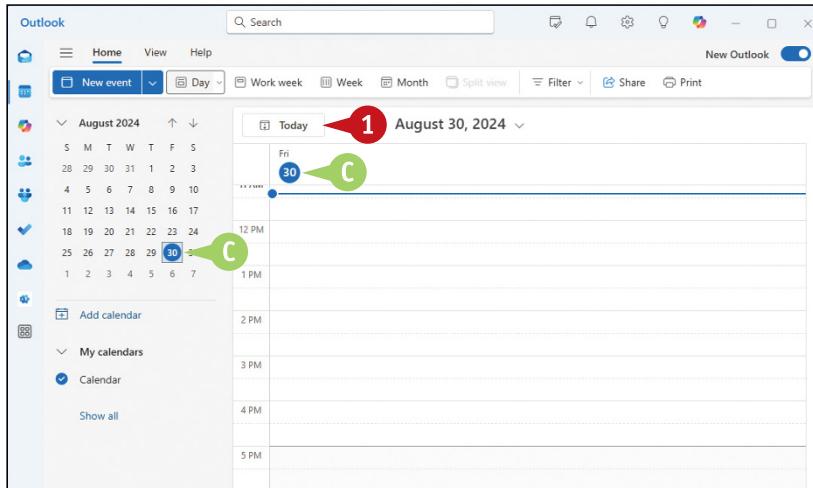
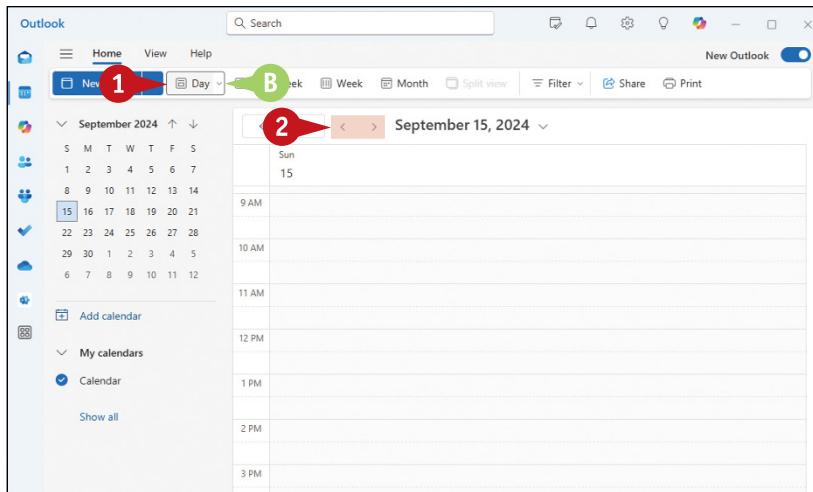
- A** To display just Monday through Friday, you can click **Work week** instead.

Your events for the week appear.

- 2 Click **<** and **>** to navigate the weeks.



## Performing Day-to-Day Tasks with Apps



### View Events by Day

- 1 On the Home tab or the View tab, click **Day**.

The events for a single day appear.

- B To specify the number of days you want to view, you can click the **Day**  $\downarrow$  and then click the view you want, such as **2 days** to display two days at a time.

- 2 Click  $<$  and  $>$  to navigate the days.

### View Today's Events

- 1 Click **Today**.

Calendar navigates the current view to show today's date.

- C Calendar marks today's date by showing the day with a blue background.

simplify it

#### Are there any techniques that I can use to navigate the calendar?

Yes, you can use the mini calendar that appears in the navigation pane, to the left of the calendar area. If the mini calendar does not appear, click **Show navigation pane** ( $\equiv$ ) near the upper-left corner of the Outlook window. Position the mouse pointer ( $\rightarrow$ ) over the mini calendar and then click  $\uparrow$  and  $\downarrow$  to navigate the months. You can also click the month at the top of the mini calendar and then click the month you want to use. Then click the day you want to view.

# Add an Event to Your Calendar

You can help organize your life by using Outlook's Calendar to record your upcoming events — such as appointments, meetings, phone calls, and dates — on the date and time that they are scheduled to occur.

If the event has a set time and duration — for example, a meeting or a lunch date — you add the event directly to the calendar as a regular appointment. If the event has no set time — for example, a birthday, anniversary, or multiple-day event such as a sales meeting or vacation — you can create an all-day event.

## Add an Event to Your Calendar

1 In Calendar, navigate to the date when the event occurs.

2 Click the time when the event starts.

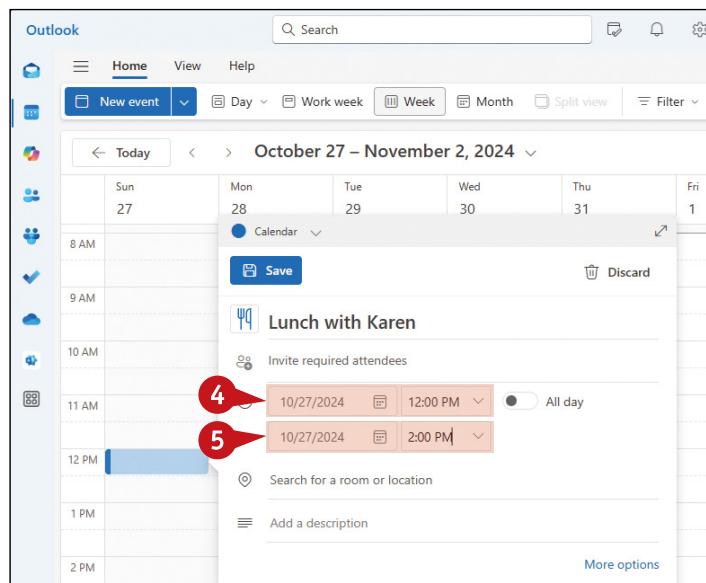
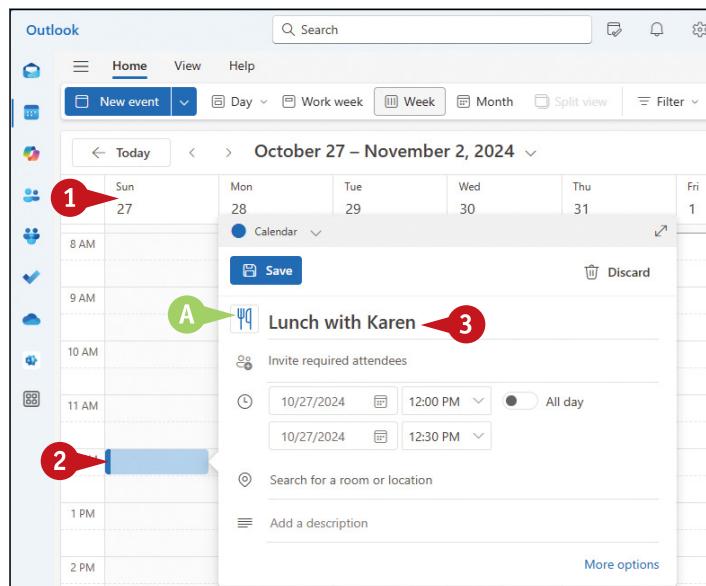
**Note:** If you are currently in Month view, click the day the event occurs.

3 Type a name for the event.

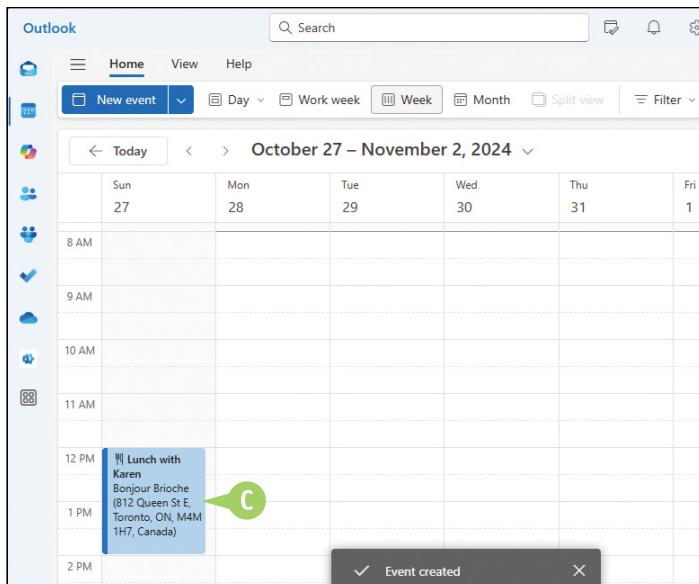
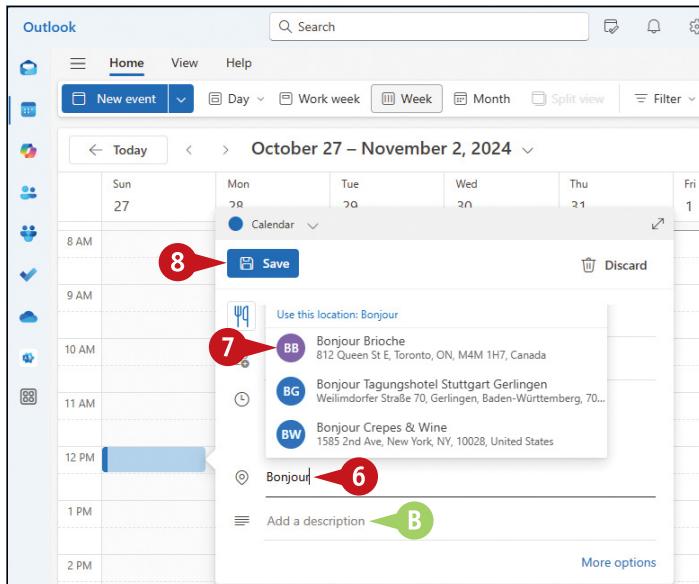
A You can click this and then click an icon that represents the event.

4 If the start date and/or time is incorrect, use the Start controls to select the correct start time.

5 If the end date and/or time is incorrect, use the End controls to select the correct end time.



## Performing Day-to-Day Tasks with Apps



- 6** Start typing the event location.

**Note:** If Outlook asks for permission to use your location, click **Yes**.

- 7** Click the location when it appears in the search results.

- B** You can type an optional description or notes related to the event.

- 8** Click **Save**.

- C** Calendar adds the event to your schedule.

To make changes to the event, you can click it and then click **Edit** (not shown).

**simplify it**

### How do I set up an event that has no set time, such as an anniversary or conference?

Any activity that has no set time or that takes up one or more entire days is called an *all-day event*. Examples include birthdays, anniversaries, conferences, trade shows, and vacations. To specify such an event, follow steps **1** to **3** to start a new event, click the **All day** switch to **On** ( changes to ) , and then click **Save**. The all-day event appears as a banner at the top of the date when you are in Day, Week, or Work Week view.

# Create a Recurring Event

If you have an activity or event that recurs at a regular interval, you can create an event and configure it to automatically repeat in Outlook's Calendar. This saves you from having to repeatedly add the future events manually because Calendar adds them for you automatically.

## Create a Recurring Event

- 1 Click the **Home** tab.

- 2 Click **New event**.

Calendar displays the event details.

- 3 Fill in the event information, such as the title.

- 4 Click the **Repeat** and then click the repeat interval that you want to use.

The Repeat dialog box appears, the configuration of which depends on the repeat interval you selected.

- 5 If needed, use the recurrence controls to refine your repeat interval, such as choosing the specific day of the week for the Weekly interval, as shown here.

- 6 If needed, use the End calendar control to select the last recurrence.

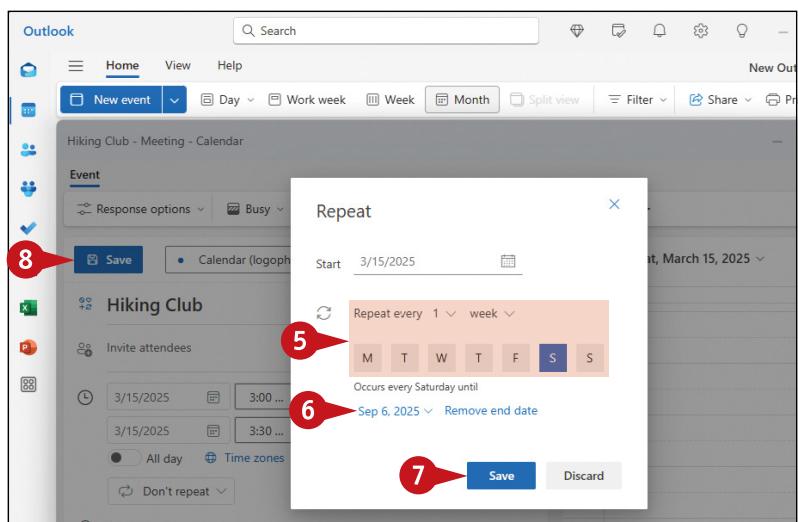
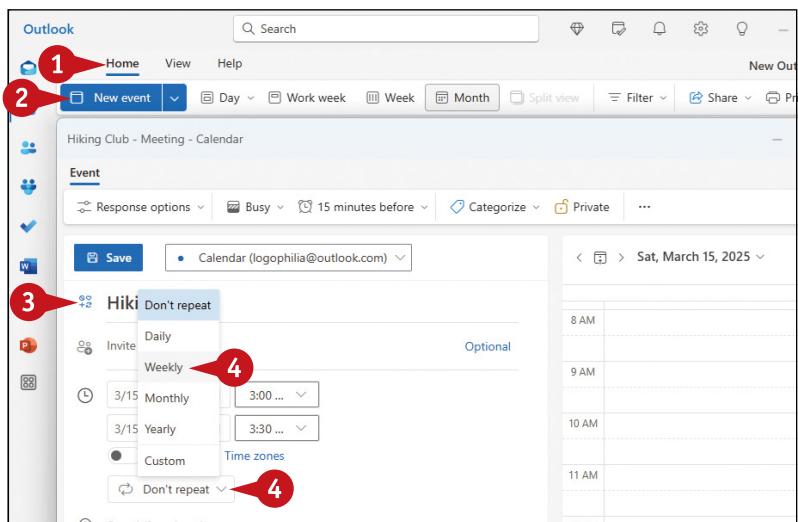
- 7 Click **Save**.

- 8 Click **Save**.

Calendar adds the future events using the interval that you specified.

**Note:** To edit a recurring event, click any occurrence, and click the **Edit** . Click **This event** to edit just that occurrence or click **All events in the series** to edit every occurrence.

You can repeat an event daily, weekly, monthly, or yearly. If your activity recurs every day only during the workweek, such as a staff meeting, you can also set up the event to repeat every weekday.

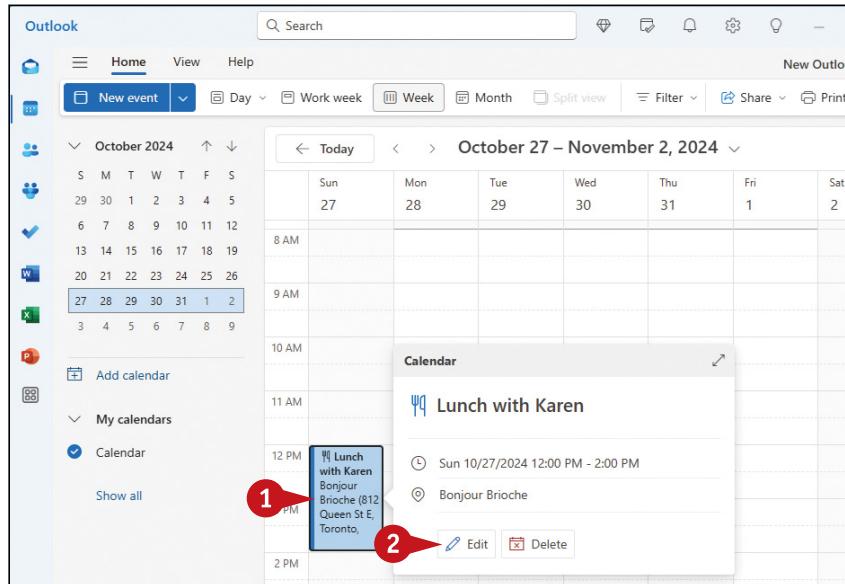


# Add an Event Reminder

You can help make sure you never miss a meeting, appointment, or other event by setting up Outlook's Calendar to remind you before the event occurs. A *reminder* is a notification message that

Windows displays at a specified time before the event occurs. By default, Calendar adds a 15-minute reminder to each event, but you can change that to a more suitable interval.

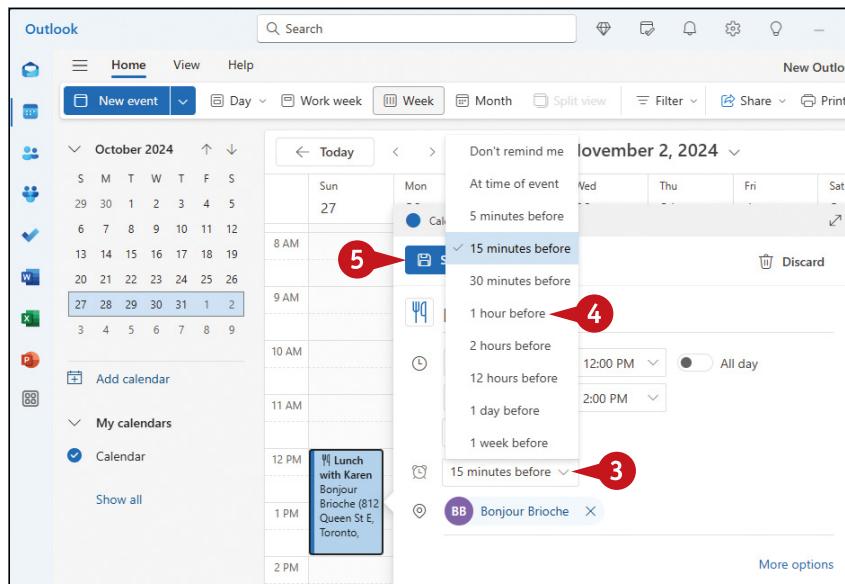
## Add an Event Reminder



- 1 Click the event you want to modify.

Calendar displays the event summary.

- 2 Click **Edit**.



Calendar opens the event for editing.

- 3 Click the **Reminder** ▾.

- 4 Click the length of time before the event that you want the reminder to appear.

- 5 Click **Save**.

Calendar saves the event and later reminds you of it beforehand, according to the time that you select.

# Search Your PC

After you have used your PC for a while and have created many documents, you might have trouble locating a specific file. You can save a great deal of time by having Windows search for your document.

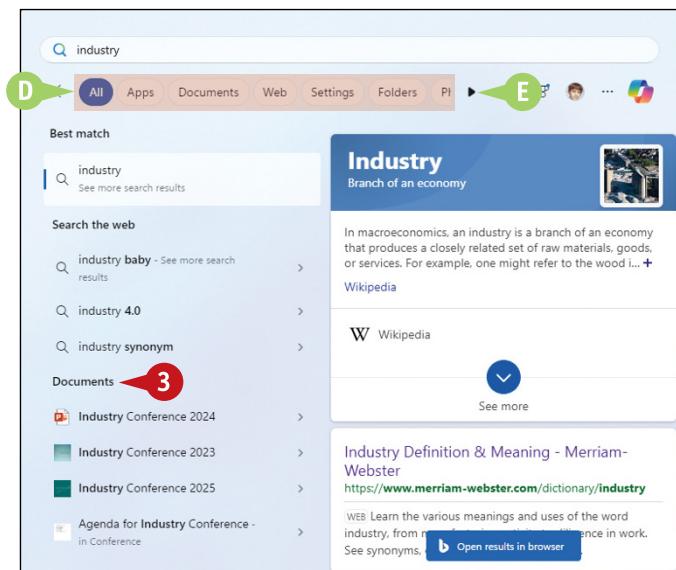
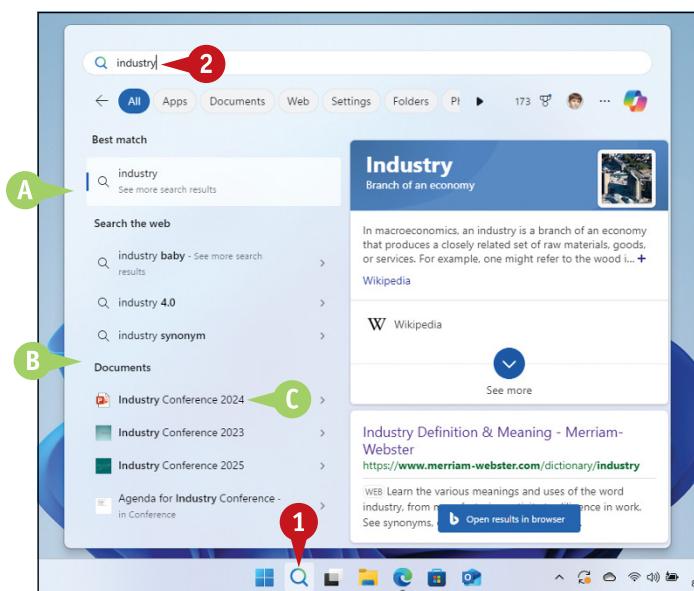
## Search Your PC

### Search from the Taskbar

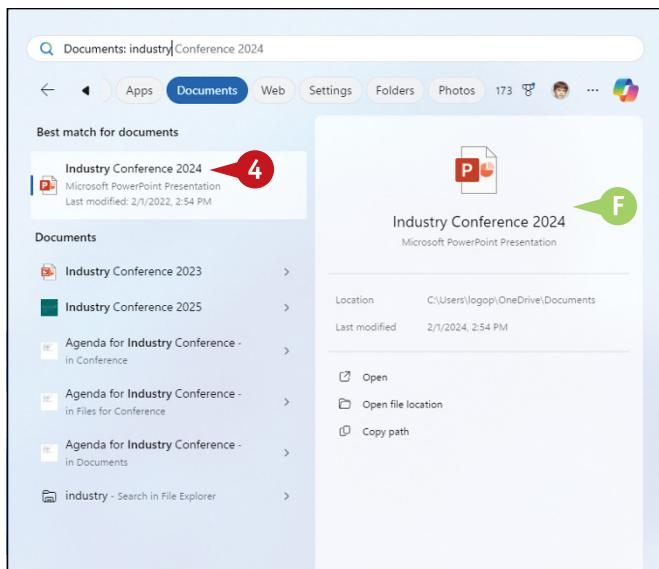
- 1 Click **Search (Q)**.
- 2 Click inside the Search box and type your search text.
- A Windows displays the top apps, settings, and documents with names that include your search text.
- B Windows displays other search results here, organized by category (such as **Documents**).
- C If the app, setting, or document that you want appears, you can click it.
  
- 3 To display results from a specific category, click a heading, such as **Documents**.
- D You can also click a category.
- E You can click **Scroll to the right (▶)** to display all the categories.

Windows displays the category items that match your search text.

You can use the **Search** feature to find apps, system settings, and documents on your PC, as well as websites on the Internet. If you are working with File Explorer, you can also perform document searches using the **Search** box in a folder window.



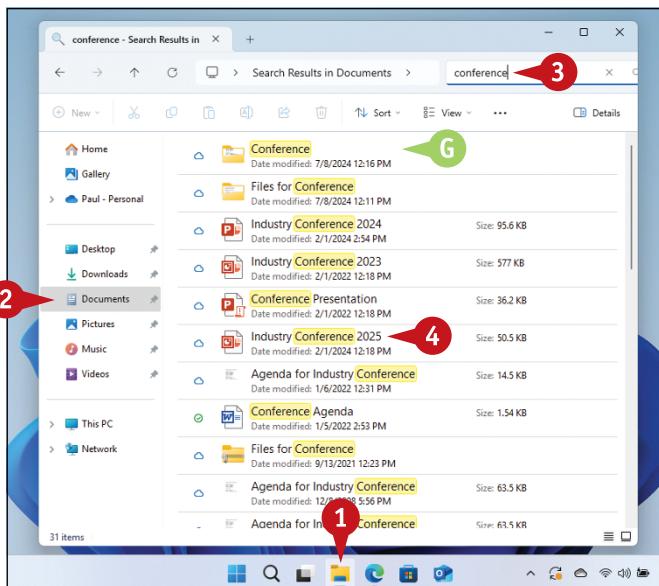
## Performing Day-to-Day Tasks with Apps



**F** Windows displays details and related tasks for the selected search item here.

- Click the item you want.

Windows opens the app, setting, document, or website.



### Search from a Folder Window

- Click **File Explorer** ().
- Open the folder you want to search.
- Type your search text in the Search box.

**G** As you type, Windows displays the folders and documents in the current folder with names, contents, or keywords that match your search text.

- If the folder or document that you want appears, double-click it.

The folder or document opens.

simplify it

### Can I restrict my folder searches to a particular file type?

Yes, you can tell File Explorer to search only one of more than 20 different file types, including documents, music, and pictures. In File Explorer, click inside the Search box and then click the **Search options** . Click **Kind** and then click the type of file you want to find.

### Is there any way to tell Windows that I specifically want to search for settings?

Not directly, but the Settings app does have a search feature. Click **Start** (), click **Settings** ( ), and then use the Find a Setting search box to type a word or phrase for the setting you want.

# Write a Note

You can use the Notepad app to create simple text documents for things such as to-do lists and meeting notes. Word processing programs such as Microsoft Word, as well as powerful note-taking apps such as the OneNote app, are useful for creating complex and lengthy documents, but they

feel like overkill when all you want to do is jot down a few simple notes. For these more basic text tasks, the Notepad app that comes with Windows is perfect because it offers a simple interface that is easy to learn and use.

## Write a Note

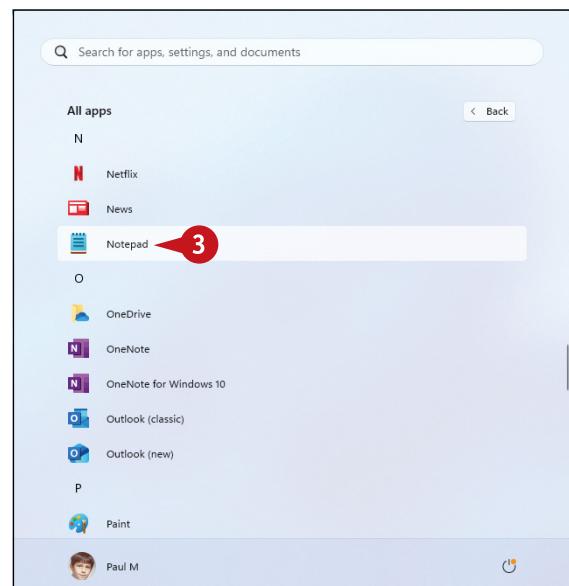
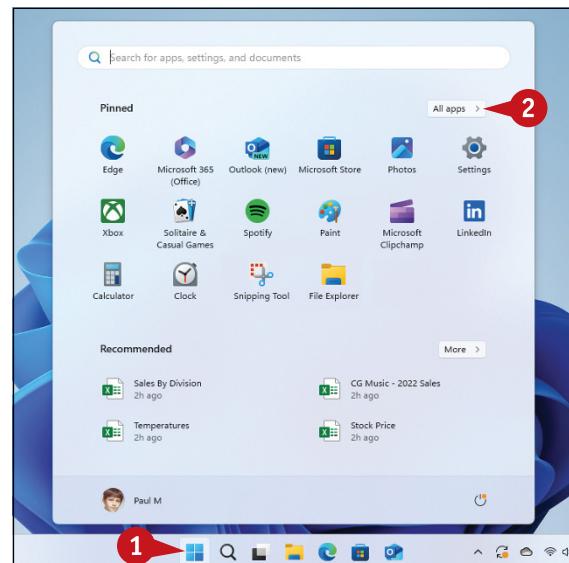
### Start Notepad

- 1 Click Start (Windows icon).

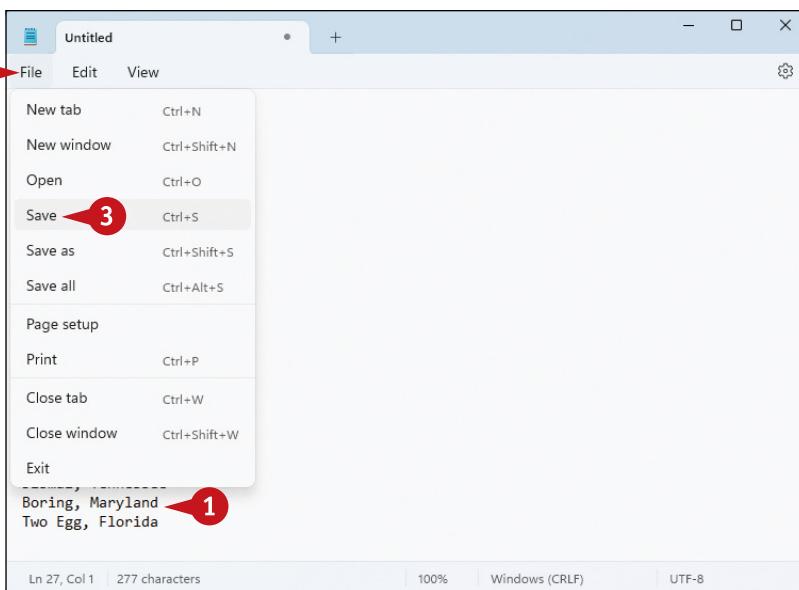
The Start menu appears.

- 2 Click All apps.

- 3 Click Notepad.



## Performing Day-to-Day Tasks with Apps

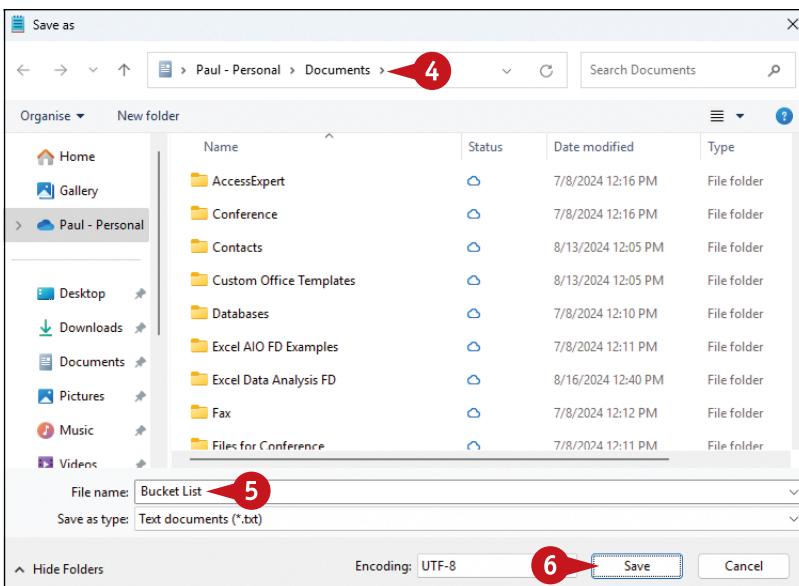


Notepad opens.

### Write and Save a Note

- 1 Type your note text.
- 2 Click **File**.
- 3 Click **Save**.

**Note:** You can also run the *Save* command by pressing **Ctrl+S**.



The Save As dialog box appears.

- 4 Select the folder in which you want to save the file.
- 5 Type a name for the file.
- 6 Click **Save**.

Notepad saves the file.

simplify it

**Can I create a temporary note?**  
Yes. If you just want to jot down a phone number, you can create the Windows equivalent of a sticky note by clicking **Start** (Windows icon), clicking **All apps**, and then clicking **Sticky Notes**.

**Why can I not apply formatting such as bold and italics to my notes?**  
Notepad is called a *text editor* and you use it only to enter and edit text. By contrast, with a *word processing program* such as Microsoft Word, you not only can enter and edit text but also can format that text with fonts, sizes, and colors; apply bulleted and numbered lists; insert images; and more.

# Make a To-Do List

You can use the Microsoft To Do app to set up an electronic to-do list that enables you to keep track of tasks you have to perform or items you want to remember. The To Do app comes with several ready-to-use lists, but you can also create your

own lists to track items such as household chores, goods to purchase, project tasks, trip preparation, and more. You can also get the To Do app to remind you when a task is due, and you can set up tasks that repeat at regular intervals.

## Make a To-Do List

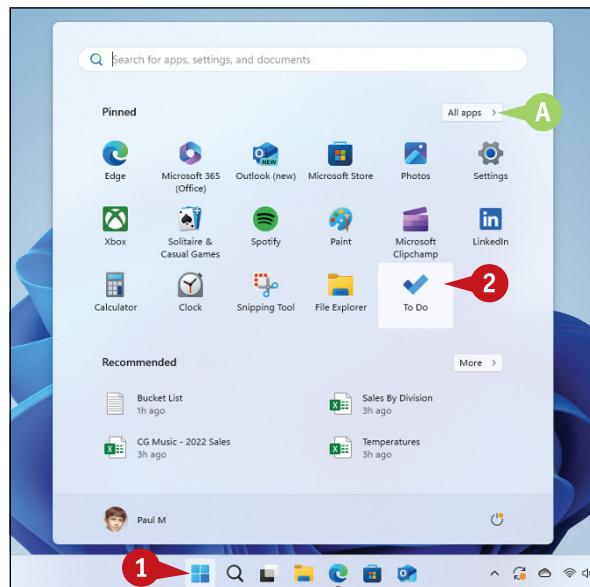
### Start Microsoft To Do

- 1 Click Start (Windows icon).

The Start menu appears.

- 2 Click To Do.

- A If your version of Windows does not have the To Do app pinned to the Start menu, you can click All apps and then click Microsoft To Do.

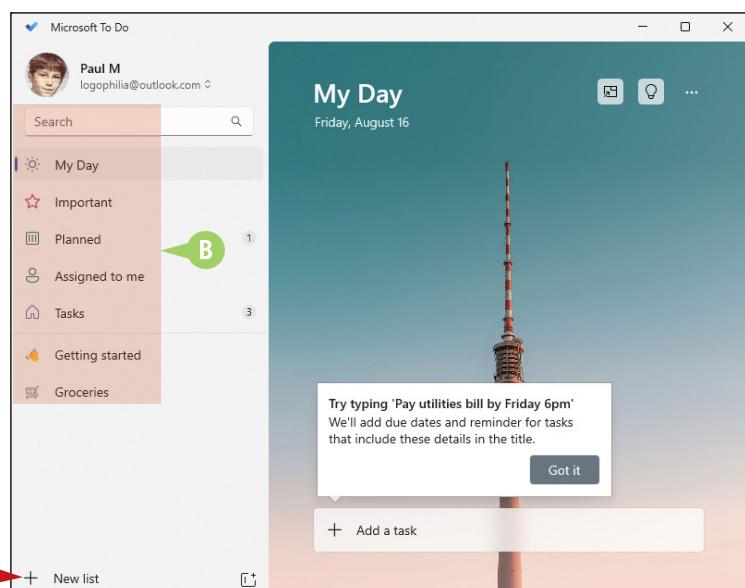


The To Do app opens.

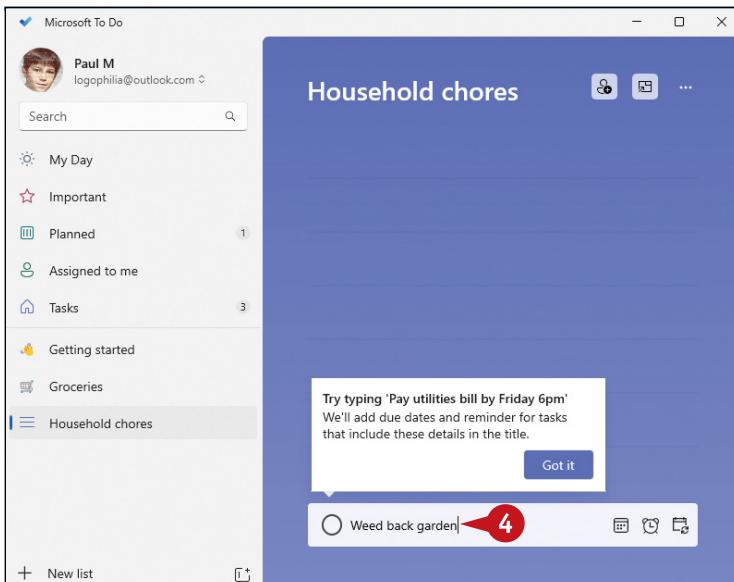
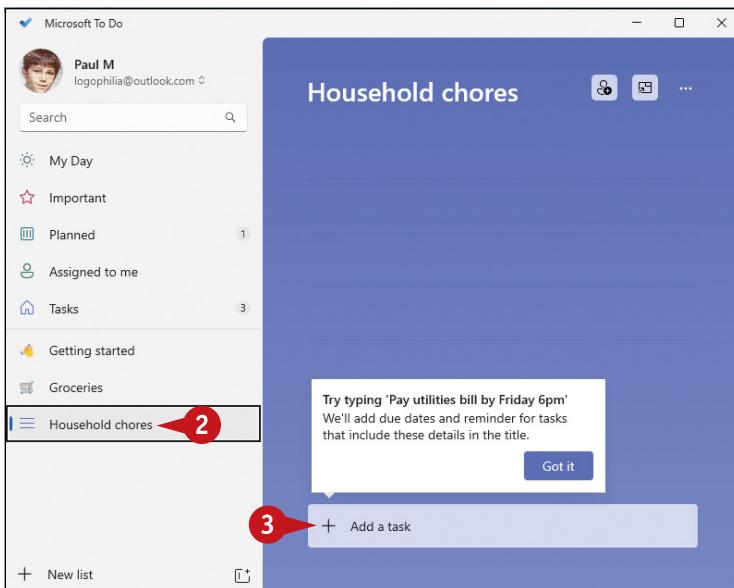
### Create and Populate a New To Do List

- 1 Click New list.

- B Rather than creating a new list, you can instead click one of the To Do app's predefined lists and then skip to step 4.



## Performing Day-to-Day Tasks with Apps



To Do creates a new list and prompts you for a title.

- 2 Type the list title and press **Enter**.
- 3 Click **Add a task**.

To Do creates a new task.

- 4 Type the task description and then press **Enter**.
- 5 Repeat step 4 until your list is complete.

**Note:** When you complete a task, click the task's **Complete** button ( changes to ).

### simplify it

#### Can I get the To Do app to remind me to perform a task?

Yes. After you add the task, click the task to display a panel of task options. Click **Remind me** and then either click one of the preset times (such as **Later day** or **Tomorrow**) or click **Pick a date & time** to set the reminder date and time that you prefer.

#### Can I create a task that repeats at a regular interval?

Yes. After you add the task, click the task to display a panel of task options. Click **Repeat** and then click a recurrence interval: Daily, Weekdays, Weekly, Monthly, or Yearly. You can also click **Custom** to create a custom recurrence interval.

# Display a Location on a Map

You can use the Maps app to display a location on a map. *Maps* is an app that displays digital maps that you can use to view just about any location by searching for an address or place name.

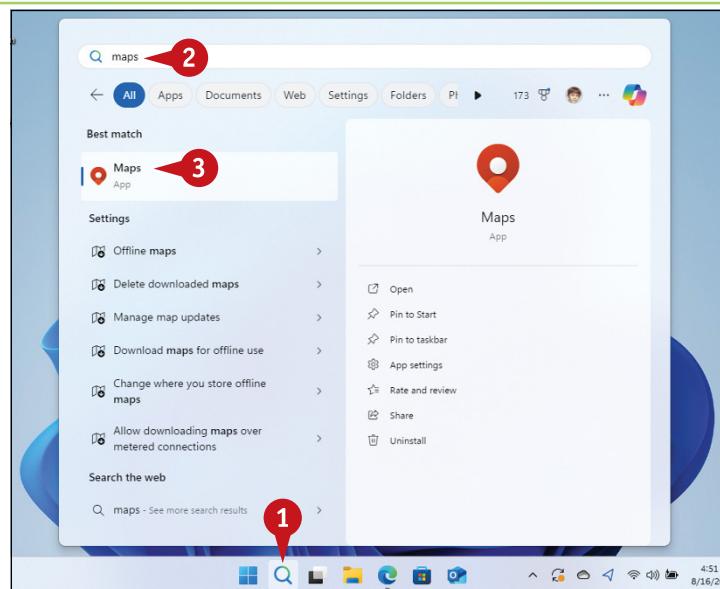
When you first start the Maps app, Windows asks if it can turn on location services, which are background features that help determine your current location and offer this information to apps such as Maps. For the best results with Maps, you should allow Windows to turn on location services.

## Display a Location on a Map

- 1 Click Search (Q).
- 2 Type **maps**.

- 3 Click **Maps**.

**Note:** You can also open Maps by clicking **Start** ( ), **All apps**, and then **Maps**.



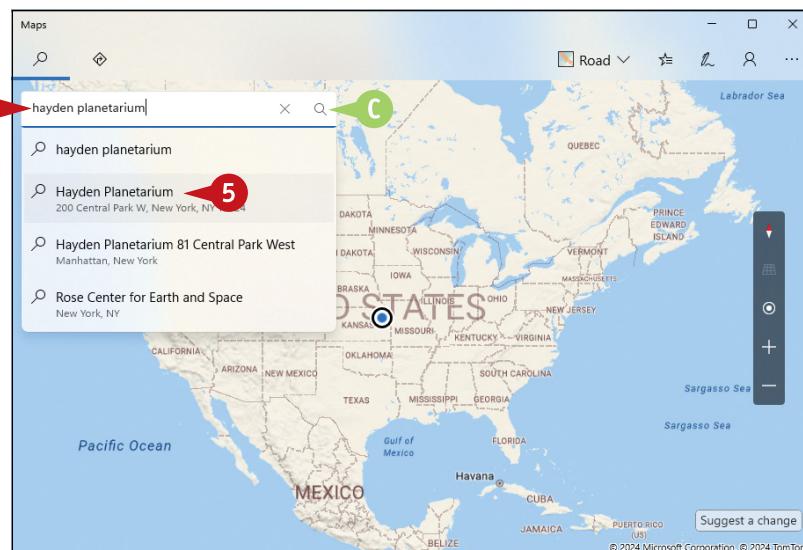
The Maps window appears.

- In the Navigation toolbar, you can click **Zoom in** (+) and **Zoom out** (-) to display more or less map detail.
- You can click **Show my location** ( ) to display your current location.

**Note:** If a notification that location settings are turned off for Maps appears, click **Settings** to open the Location window and then click the **Maps** switch to **On** ( changes to ).



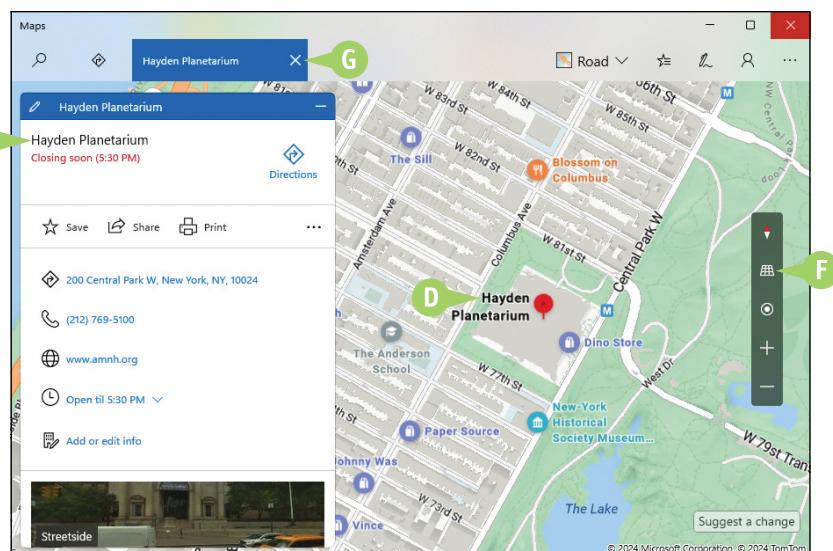
## Performing Day-to-Day Tasks with Apps



**4** Type the address or the name of the location.

**5** Click the location in the search results.

**C** To display a list of matching locations, you can click **Search** (Q) and then click the location you want.



**D** Maps displays the location on the map.

**E** Maps displays information about the location.

**F** You can click **Tilt** (grid) to tilt the map vertically.

**G** You can click **Close** (X) to hide the location information.

### simplify it

#### How does Maps know my location?

First, it checks for known *Wi-Fi hotspots*, which are commercial establishments that offer wireless Internet access. Second, if you are connected to the Internet, Maps uses the location information embedded in your unique Internet Protocol (IP) address. Third, if your PC has a Global Positioning System (GPS) receiver, Maps uses this GPS data to pinpoint your location to within a few feet.

#### Can I turn off location services?

Yes. Click **Start** (S) and then click **Settings**. In the Settings app, click **Privacy & security** and then click **Location**. Click the **Location services** switch to **Off** (switch changes to ). If you only want to turn off location services for a particular app, click that app's switch to **Off** instead (switch changes to ).

# Get Directions to a Location

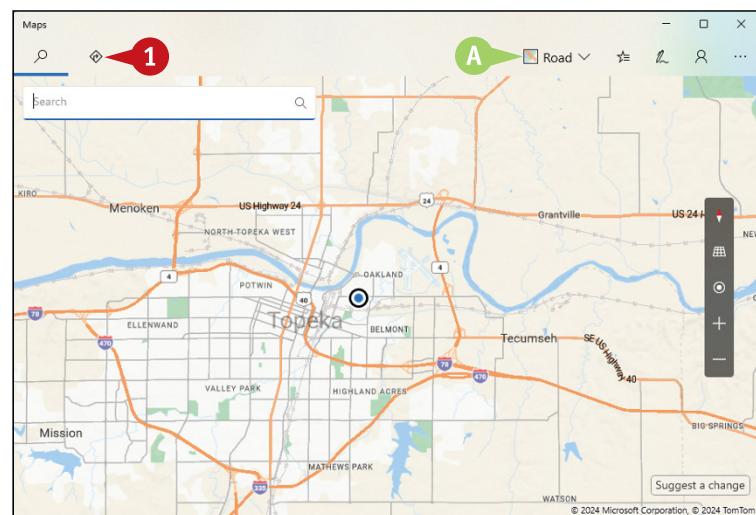
Besides displaying locations, Maps recognizes the roads and highways found in most cities, states, and countries. This means you can use the Maps app to get specific directions for traveling from one location to another.

You specify a starting point and destination for a trip, and Maps then provides you with directions for getting from one point to the other. Maps highlights the trip route on a digital map and gives you specific details for negotiating each leg of the trip.

## Get Directions to a Location

### 1 Click Directions (➡).

- A You can use the Map Views list to customize how the map appears (refer to the tip in this section).



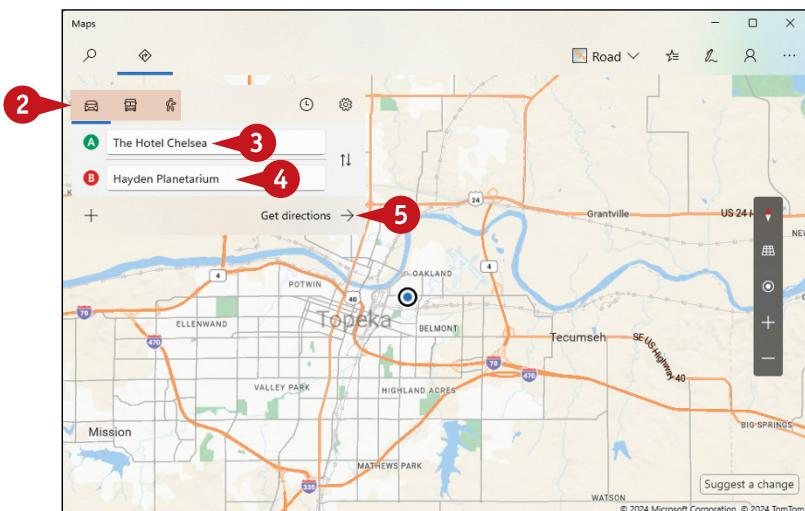
### 2 Click the travel method: Driving (🚗), Transit (🚌), or Walking (🚶).

**Note:** Maps assumes that you want to start at your current location. If that is true, skip step 3.

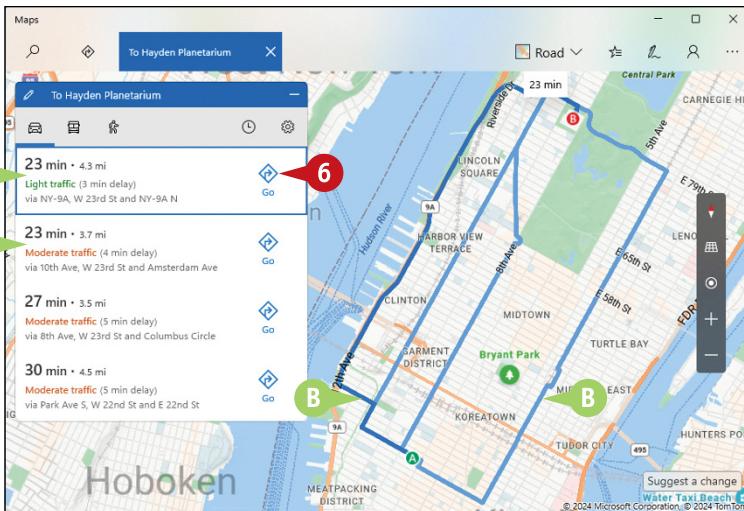
- 3 Type the name or address of the location where your journey will begin.

- 4 Type the name or address of your destination.

- 5 Click Get directions.



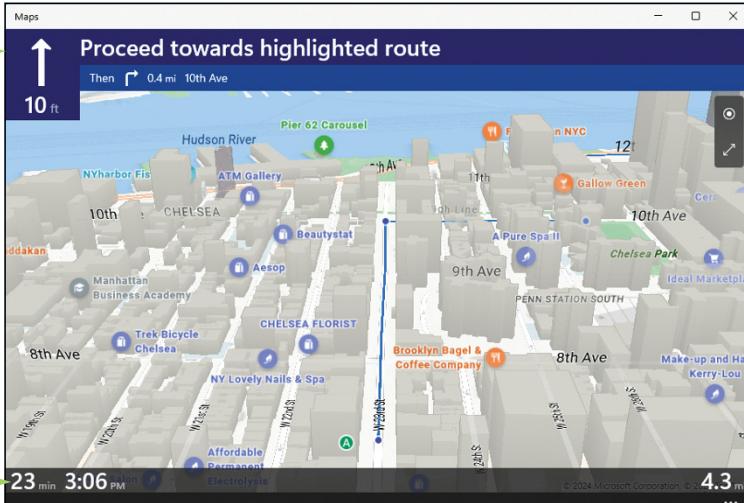
## Performing Day-to-Day Tasks with Apps



**B** Maps displays overviews of the available routes.

**C** These boxes show the distance and approximate traveling time for each route.

**6** Click **Go** for the route you want to take.



Maps zooms in on the route.

**D** Maps displays the route instructions here.

**E** Maps tells you how much time and distance are remaining to your destination.

**Note:** As you travel along the route, the instructions and the remaining time and distance change accordingly.

simplify it

### Can I get traffic information as I follow the directions provided by Maps?

Yes. Before you start these steps, click the **Map views** and then click the **Traffic** switch to **On** ( changes to ) to display the current traffic conditions:

- Green means traffic is moving normally on that route.
- Yellow means traffic is slower than normal.
- Orange tells you that traffic is slow.
- Red means traffic is heavy.

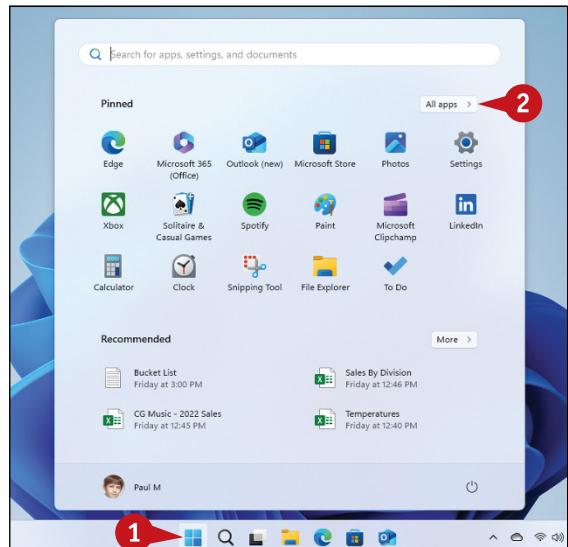
# Check Your Weather Forecast

You can use the Weather app to view your city's current conditions and five-day forecast. The Weather app takes advantage of several online weather resources to obtain up-to-the-minute conditions and forecasts.

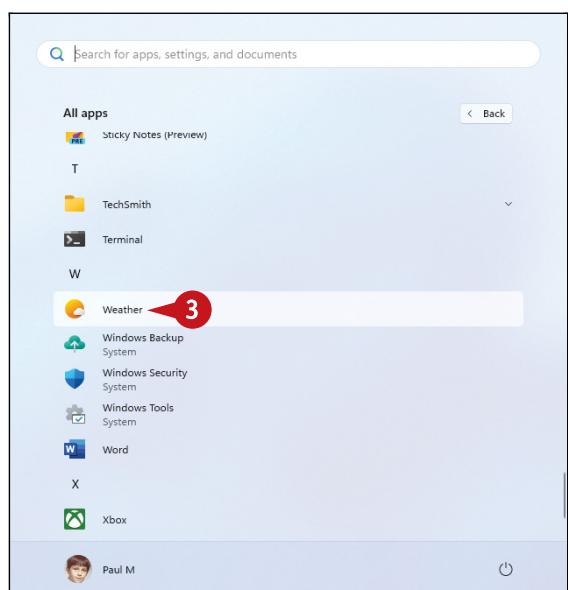
The Weather app can check the forecast for a default location that you specify, or for your current location, which uses Windows location services to determine your location and display the forecast. If you would prefer to display the forecast for some other location, refer to the next section, "Check Another City's Weather Forecast."

## Check Your Weather Forecast

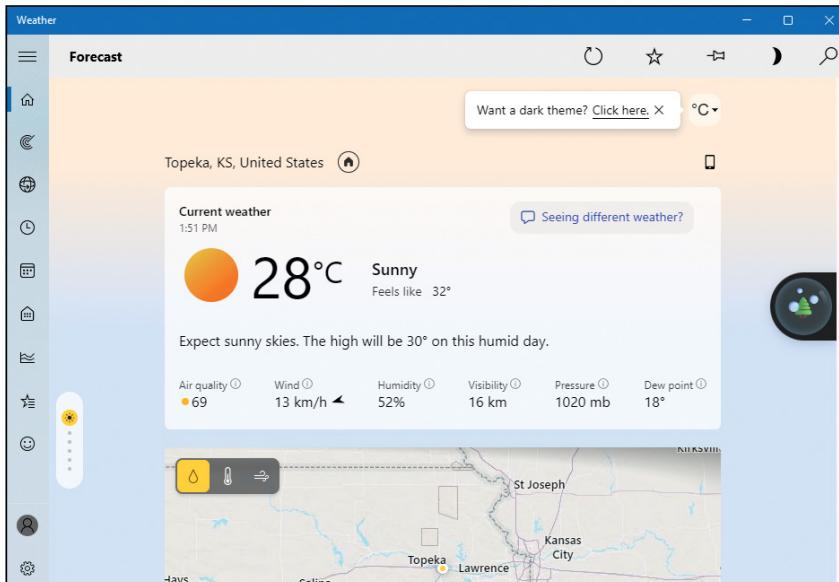
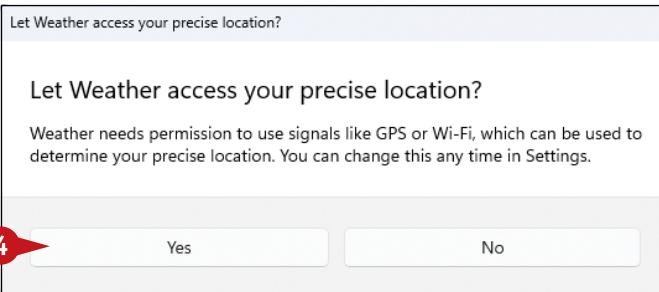
- 1 Click Start ( ).
- 2 Click All Apps.



- 3 Click Weather.



## Performing Day-to-Day Tasks with Apps



simplify it

### Can I stop the Weather app from using my location?

Yes, you can turn off location services for the Weather app. Click **Start** ( ), click **Settings**, click **Privacy & security**, and then click **Location**. Click the **Weather** switch to **Off** ( changes to ).

### How can I display a particular city's forecast when I start the Weather app?

If the city is your current location, then your forecast appears when you start the app. Otherwise, you need to make the city the app's default location. To do this, open the Weather app, click **Settings** ( ), click **Default Location** ( changes to ), and then type the name of the city in the text box.

The Weather app appears. The first time you start the program, Windows asks whether you want to allow the app to access your precise location.

- 4 Click **Yes**.

Weather displays your current location's conditions and forecast.

# Check Another City's Weather Forecast

You can use the Weather app to view another city's current conditions and five-day forecast. The Bing Weather service uses online resources to obtain up-to-the-minute information on the current conditions and weather forecasts for hundreds of

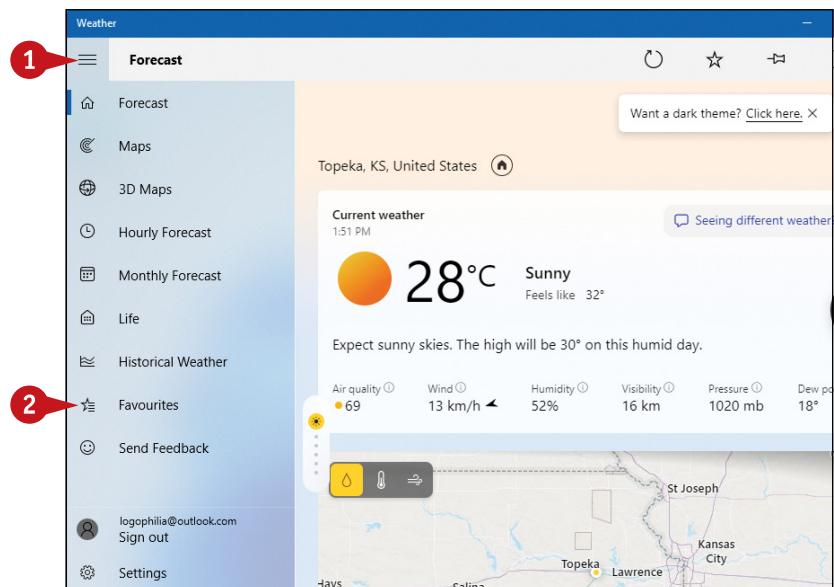
locations around the world. If you are going to be traveling to another city or if you are simply curious about the weather conditions elsewhere, you can use Weather to display the weather forecast for most cities around the world.

## Check Another City's Weather Forecast

- 1 In the Weather app, click **Menu (≡)**.

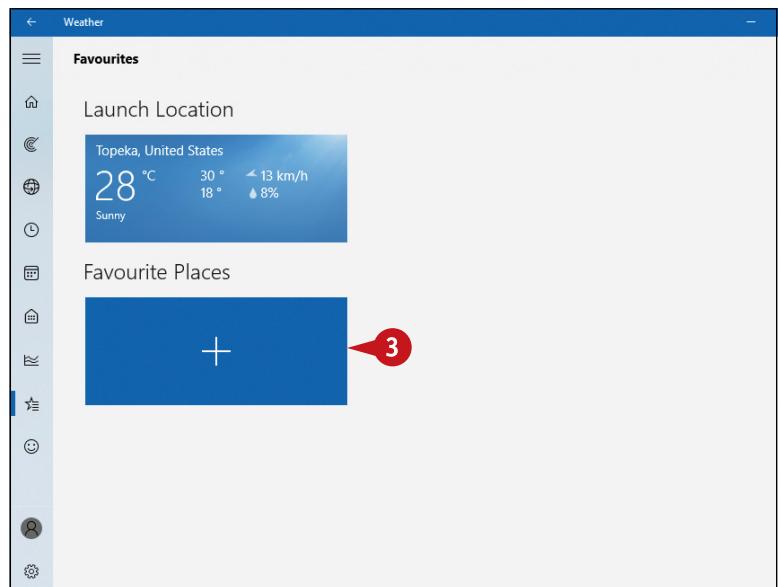
The menu appears.

- 2 Click **Favorites**.

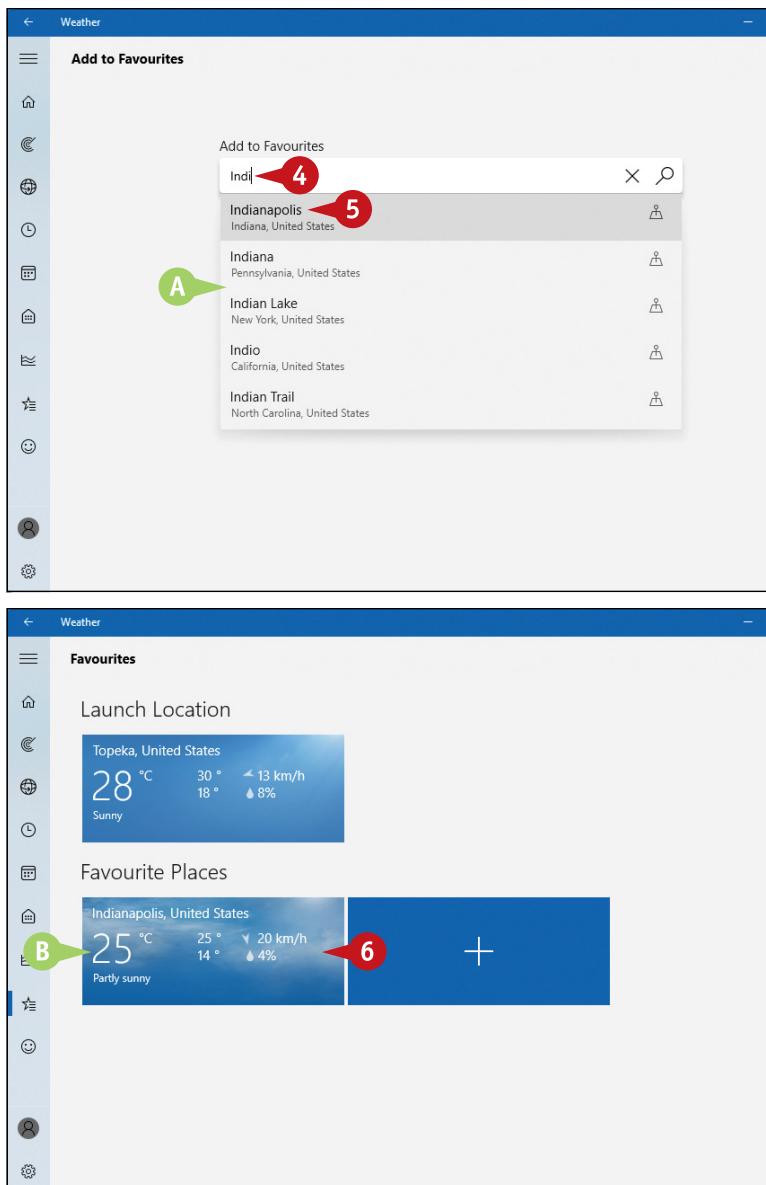


The Favorites screen appears.

- 3 Click **Add (+)**.



## Performing Day-to-Day Tasks with Apps



- 4 Type the name of the city whose weather you want to view.
- A As you type, Weather displays place names that match.
- 5 When the location that you want appears, click it.

- B Weather adds the location to the Favorites screen.
  - 6 Click the location.
- Weather displays the city's current conditions and forecast.

### simplify it

#### How do I switch between Fahrenheit and Celsius?

In the Weather app, click **Menu** (≡) and then click **Settings** (⚙️) to open the Weather app's Settings pane with the General tab displayed. Then click either **Fahrenheit** or **Celsius** (○ changes to ●).

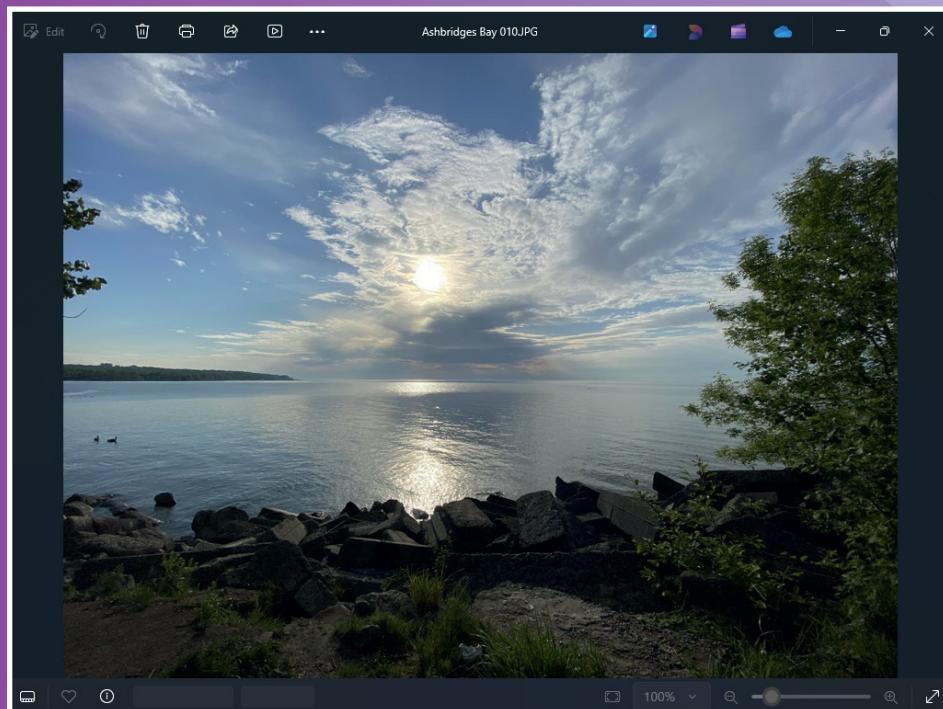
#### How do I remove a city?

To remove a location from the Places screen, follow steps 1 and 2 to display the Favorites screen, right-click the city that you want to remove, and then click **Remove from Favorites**.

## CHAPTER 6

# Working with Images

Whether you load your images from a digital camera, download them from the Internet, or draw them yourself, Windows comes with many useful tools for working with those images. In this chapter, you learn how to import images from a camera. You learn how to navigate your pictures, view your images, run a slide show, and mark a photo as one of your favorites. This chapter includes several sections on enhancing photos and repairing photo problems, including adding effects and cropping and rotating images. You also learn how to delete images and how to take a photo with your PC's camera.



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# Import Images from a Digital Camera

You can import photos from a digital camera or smartphone and save them on your PC. If your camera stores the photos on a memory card, you can also use a memory card reader attached to your PC to upload the digital photos from the removable drive that Windows sets up when you insert the card.

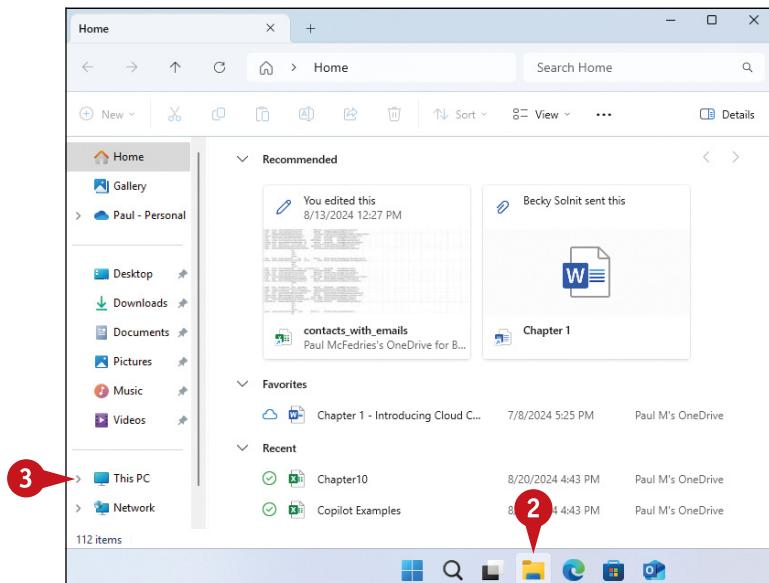
To perform the import directly from your digital camera or smartphone, you need a cable to connect your device to your PC. Most digital cameras and smartphones come with a USB cable. After you have the digital photos on your system, you can view or print the images.

## Import Images from a Digital Camera

- 1 Plug in your camera, smartphone, or memory storage card reader.

**Note:** If Windows displays a notification, click the notification and then skip to step 5.

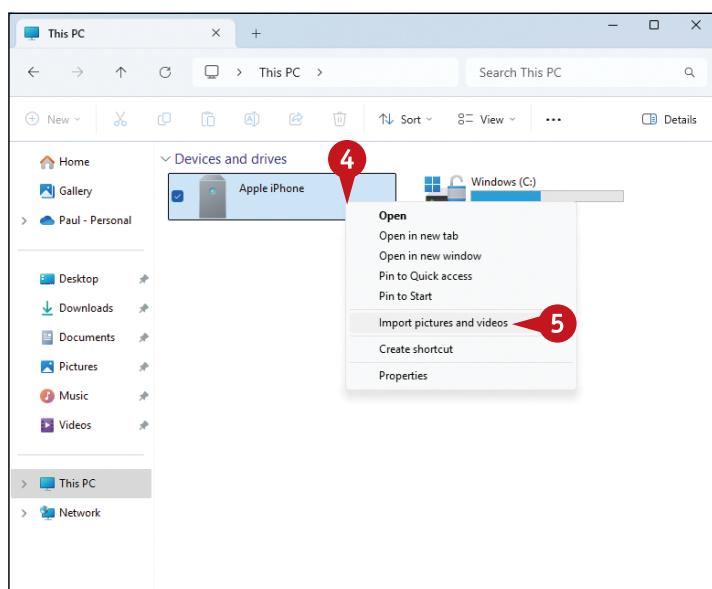
- 2 Click File Explorer ().
- 3 Click This PC.



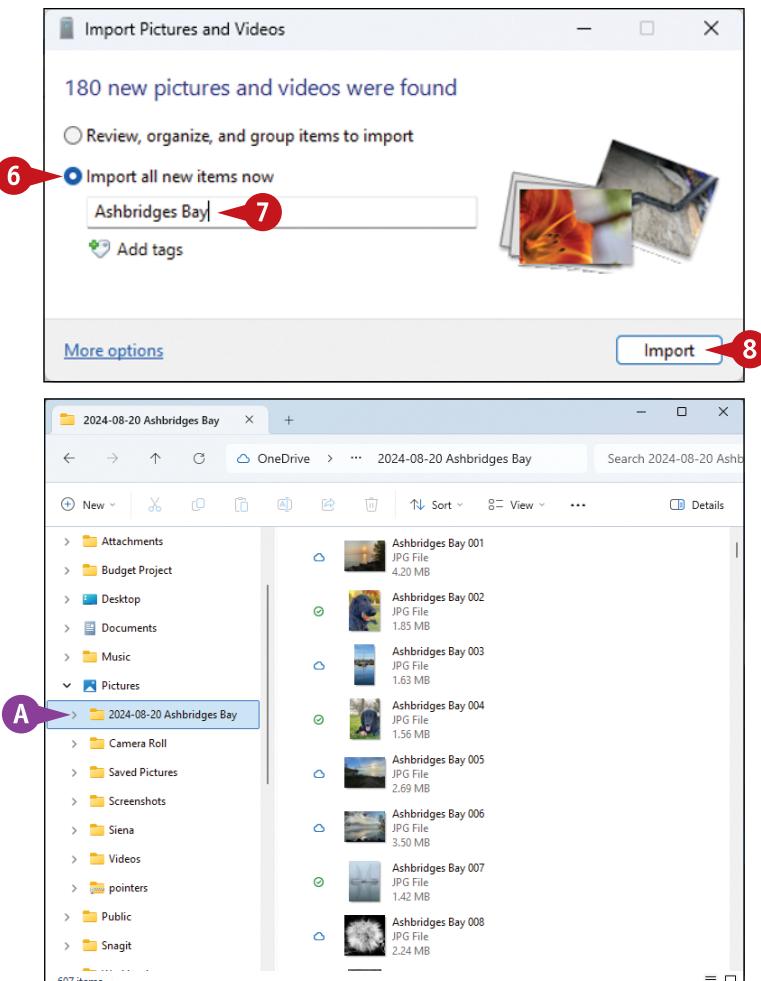
File Explorer displays a list of the devices attached to your PC.

- 4 Right-click your digital camera.
- 5 Click Import pictures and videos.

**Note:** If your device asks if you want to allow access to its photos, click **Allow**.



## Working with Images



The Import Pictures and Videos dialog box appears.

- 6 Click **Import all new items now** ( changes to ).
- 7 Type a name to use for the import.
- 8 Click **Import**.

Windows imports the photos.

When the import is complete, File Explorer displays your imported photos.

- A Windows stores the imported photos in your Pictures folder in a folder named after today's date.

simplify it

### How can I import just some of the photos on my camera?

If you want to import only a subset of your photos, follow steps 1 to 5 to open the Import Pictures and Videos dialog box. Click **Review, organize, and group items to import** ( changes to ) and then click **Next**. The camera photos are now grouped by date. Click **Select all** ( changes to ) to deselect all the groups. Click the check box ( changes to ) and type a name for each group you want to import, and then click **Import**.

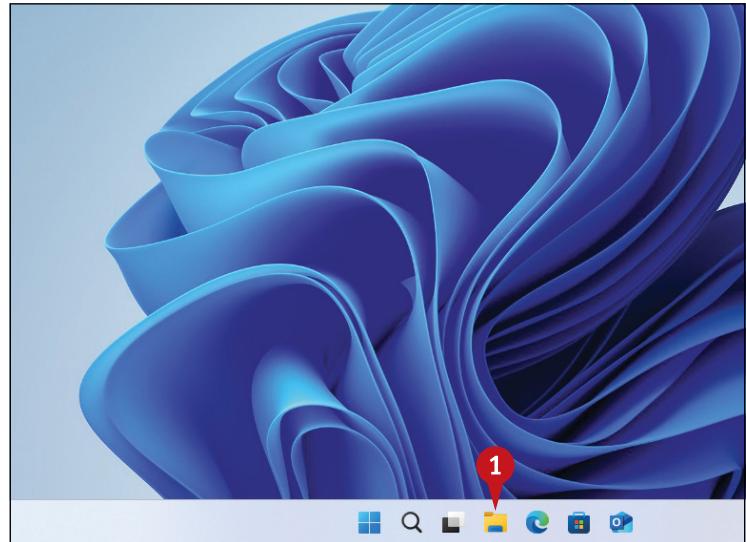
# Navigate the Pictures Folder

Before you can work with your images, you need to view them on your PC. You do that by using the Photos app to open the Pictures folder, which is a special folder designed specifically for storing images.

To get more out of the Pictures folder, you need to know not only how to open it but also the basic techniques for opening any albums that you have stored in the folder.

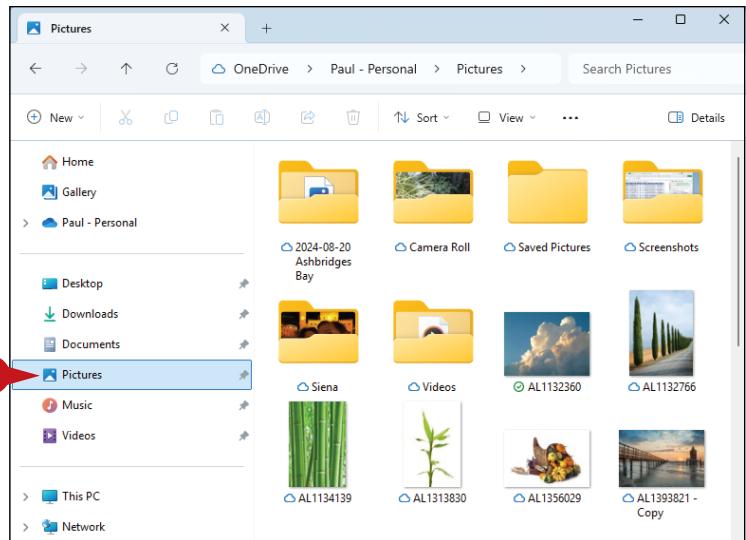
## Navigate the Pictures Folder

- 1 Click File Explorer (📁).

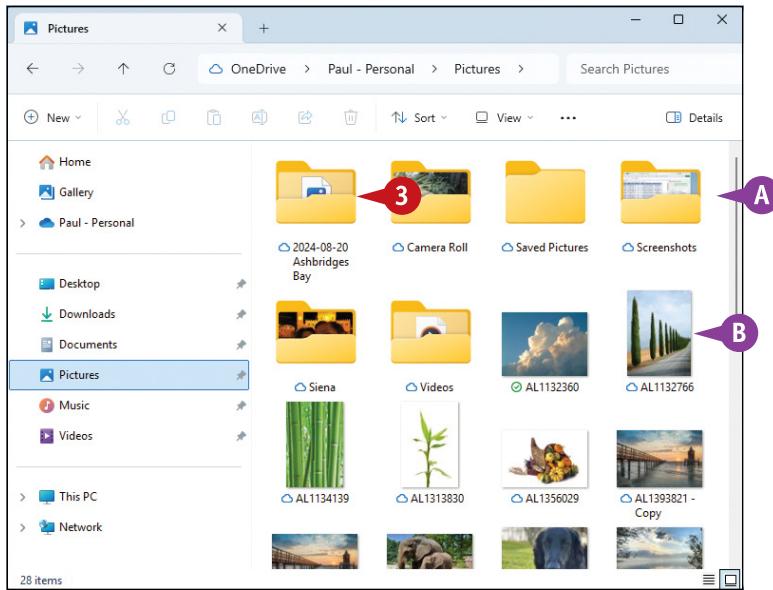


The File Explorer program window appears.

- 2 Click Pictures.

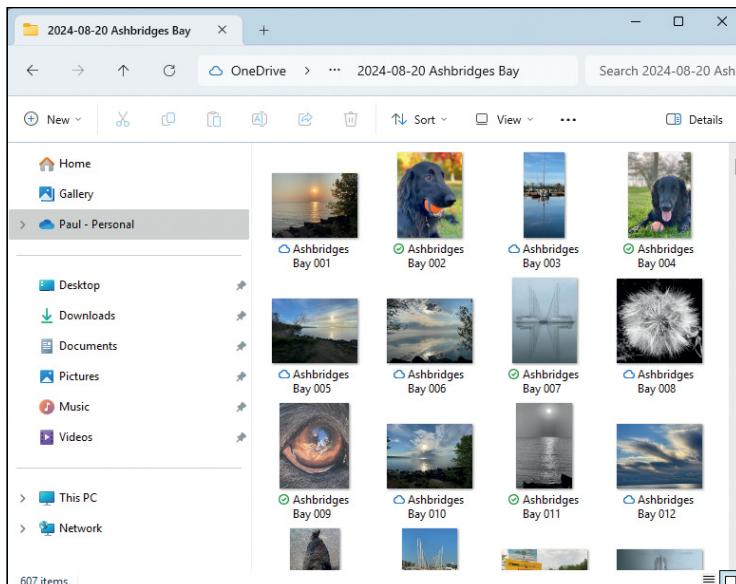


## Working with Images



The Pictures folder appears.

- A** Items with folder icons are subfolders.
- B** Items without folder icons are individual images.
- 3** Double-click a subfolder.



File Explorer displays the subfolder's images.

simplify it

### Do I have to use File Explorer to navigate the Pictures folder?

No. Although File Explorer is often the easiest and fastest way to navigate the Pictures folder, it is not the only way. An alternative method is to use the Photos app, which you launch by clicking **Start** (Windows logo) and then clicking **Photos**. You can then use the commands that run across the top of the window to view the pictures by collection, by album, and so on. Refer to the next section, "View Your Images," for more information.

# View Your Images

If you want to look at several images, Windows gives you two methods to navigate backward and forward through the images in the Pictures folder. First, you can use File Explorer to open an individual

image for viewing in the Photos app and then navigate through the other images in the same folder. Second, you can use the Photos app directly to view your images by collection or by album.

## View Your Images

### View Individual Images

- 1 In File Explorer, open the folder that contains the images you want to view.

**Note:** Refer to the previous section, "Navigate the Pictures Folder," for details.

- 2 Double-click the first image that you want to view.

**Note:** If a window appears asking you to select an app to open the file, click **Photos** and then click **Always**.

The image appears in the Photos app.

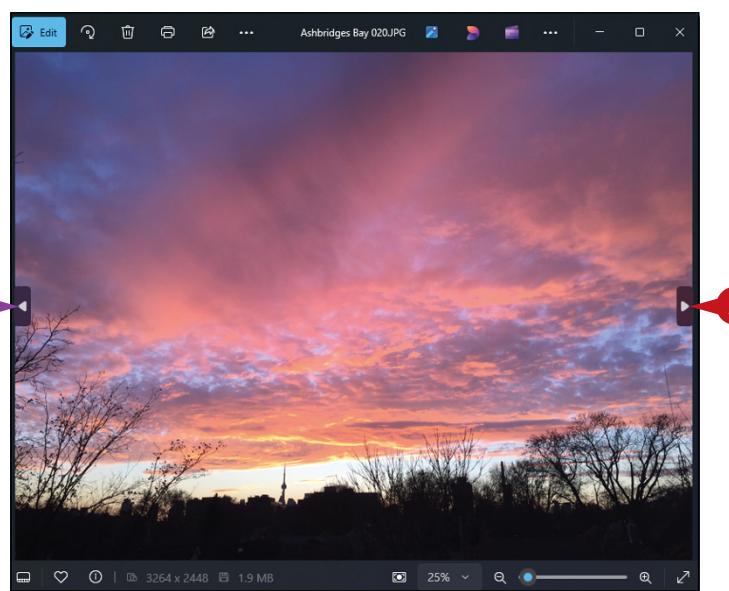
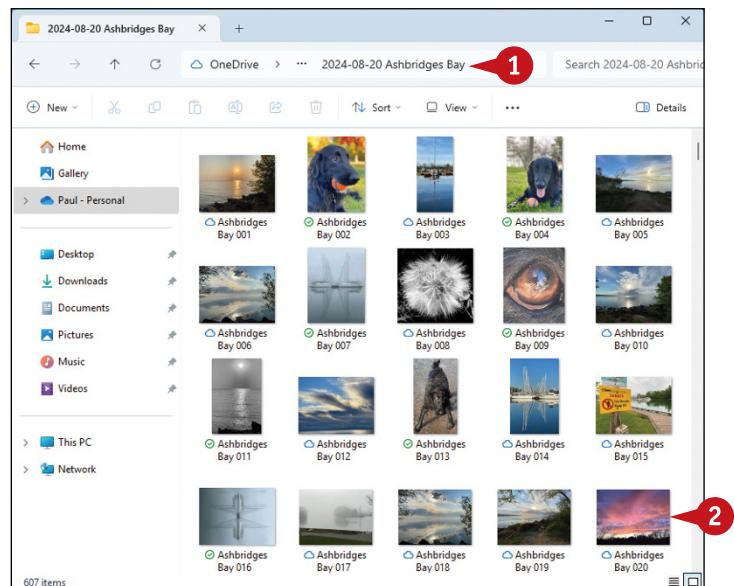
- 3 Click the right-pointing arrow (➡) to scroll right.

The Photos app displays the next image from the album.

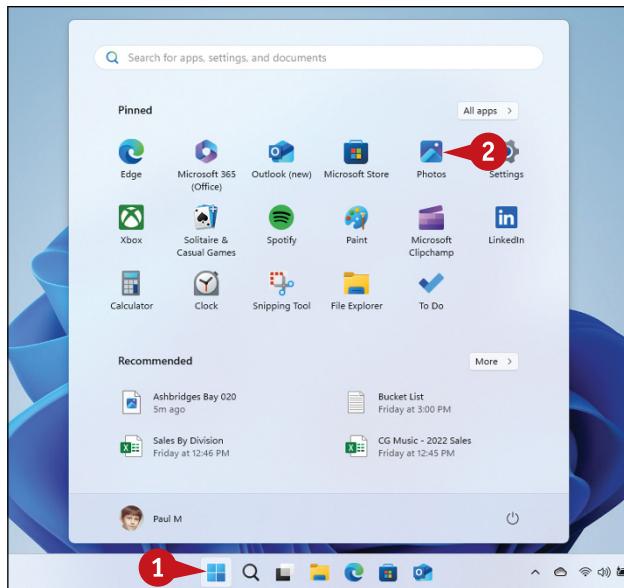
- 4 Repeat step 3 to continue viewing the album images.

- A You can return to the previous screen of images by clicking the left-pointing arrow (⬅) to scroll left.

You can also press ➡ to display the next image and ⏪ to display the previous image.

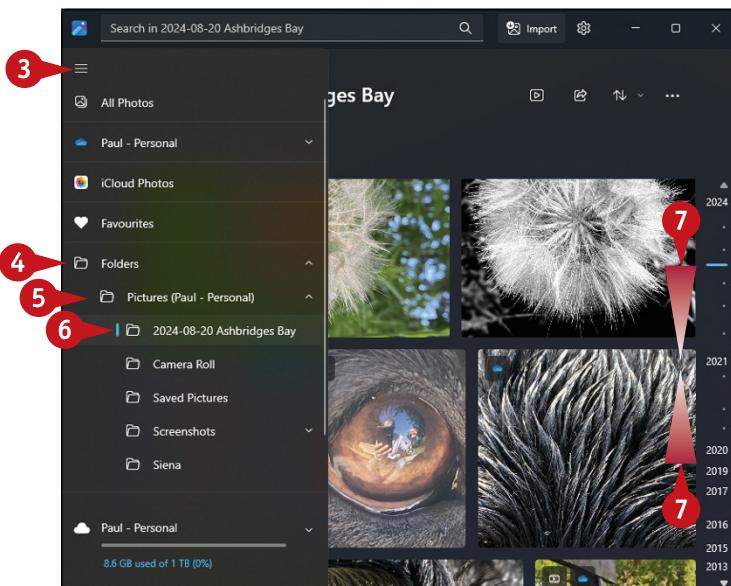


## Working with Images



### View Images by Folder

- 1 Click Start ( ).
- 2 Click Photos.



The Photos app appears.

- 3 Click Open Navigation ( ).
- 4 Click the Folders .
- 5 Click the Pictures .
- 6 Click the folder that contains the images you want to view.
- 7 Scroll down and up to view your images by collection or album.

simplify it

#### Is there an easier way than scrolling to find the image I want to view?

Yes, you can search for the image. In the Photos app, use the Search box to enter all or part of the image name. You can also enter the image location (the city or country where you took the photo) or an object within the image (such as water or a dog).

#### Can I view an individual picture in a collection or album?

Yes. Scroll to the image you want to view and then double-click it. You can then navigate through the images as described in the subsection "View Individual Images." To return to the collection or album, click Close (X).

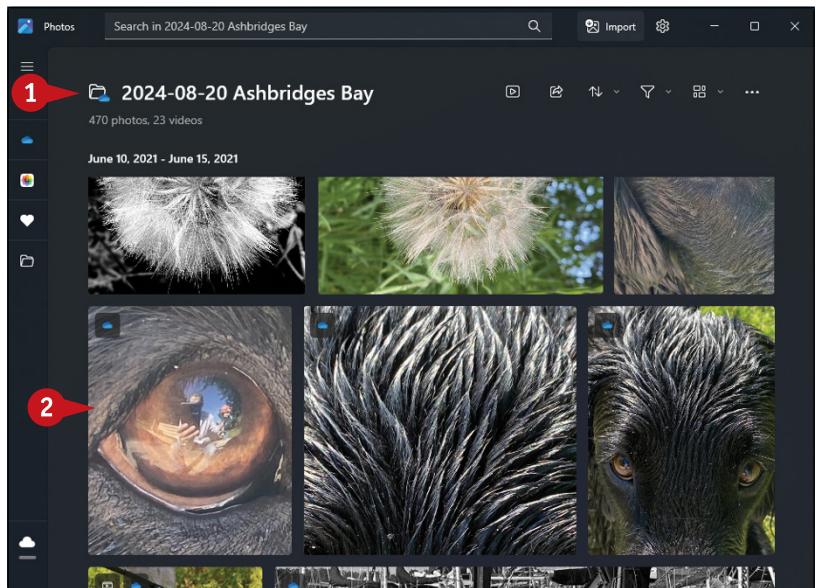
# Start a Slide Show

Instead of viewing your photos one at a time, you can view multiple photos by running them in a slide show. A *slide show* is a method for displaying multiple photos automatically without

intervention. After you start the slide show, it displays each photo for a few seconds and then automatically moves on to the next photo. You run the slide show from within the Photos app.

## Start a Slide Show

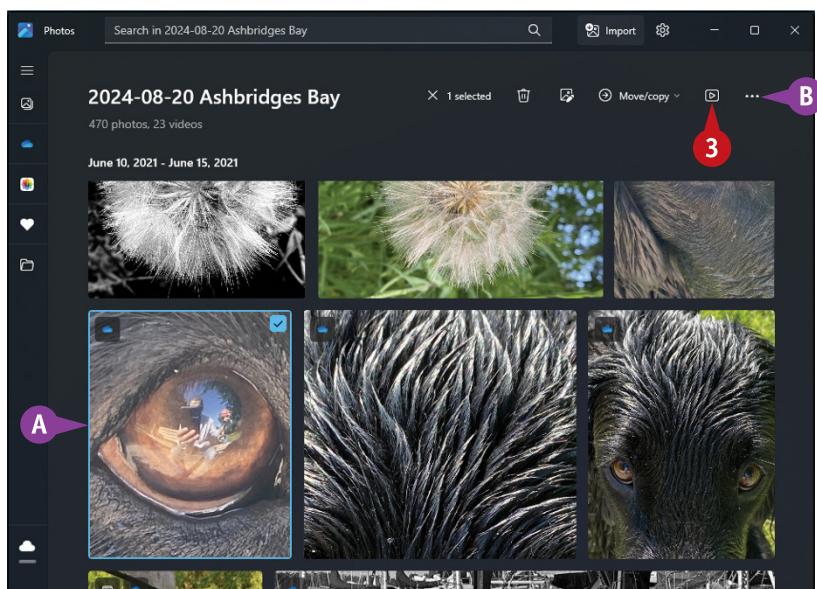
- 1 In the Photos app, display the folder that contains the photos you want to display in your slide show.
- 2 Click the first image you want to display in the slide show.



- A Photos selects the image.
- 3 Click **Start slideshow** (▶).
- B If the Start slideshow icon does not appear, click **See more** (⋮) to display more commands.

The Photos app begins the slide show.

**Note:** You can also start the slide show by pressing F5.



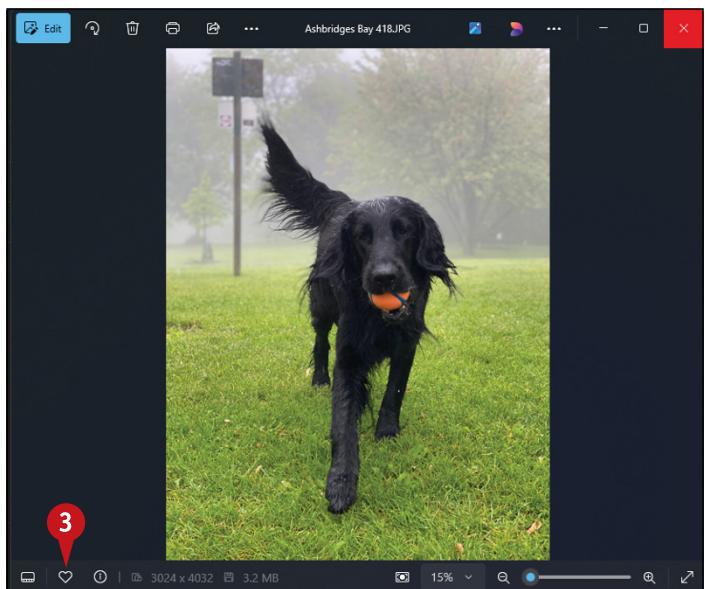
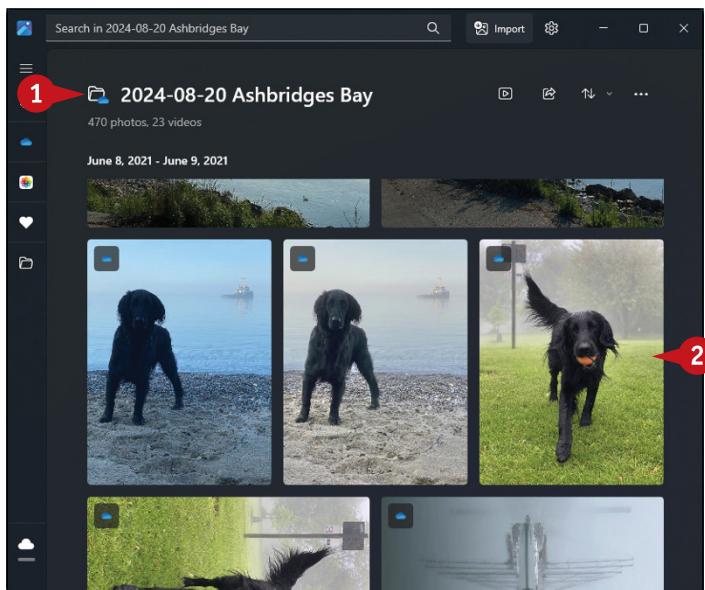
# Mark a Photo as a Favorite

You can make your most-viewed photos easier to find by marking them as favorites.

When viewing your photos, there will inevitably be ones that you return to often because they represent a treasured memory or because they are visually appealing in some way. Tracking down

these oft-visited photos in your folders can be time-consuming, however. A better approach is to mark these photos as favorites. That way, you can view the photos quickly and easily by navigating to the Favorites folder in the Photos app.

## Mark a Photo as a Favorite



- 1 In the Photos app, display the folder that contains the photo you want to work with.
- 2 Double-click the image you want to mark as a favorite.

Photos opens the image.

- 3 Click **Add to favorites** (♥).

**Note:** You can also mark the photo as a favorite by pressing L.

The Photos app adds the image to the Favorites folder.

**Note:** To view your favorites, click **Close** (X) to return to the main Photos window, click **Open Navigation** (≡), and then click **Favorites**.

# Repair an Image

You can use Photos to improve the look of digital photos and other images. When you open an image in Photos, the application bar offers a number of tools for repairing various image attributes.

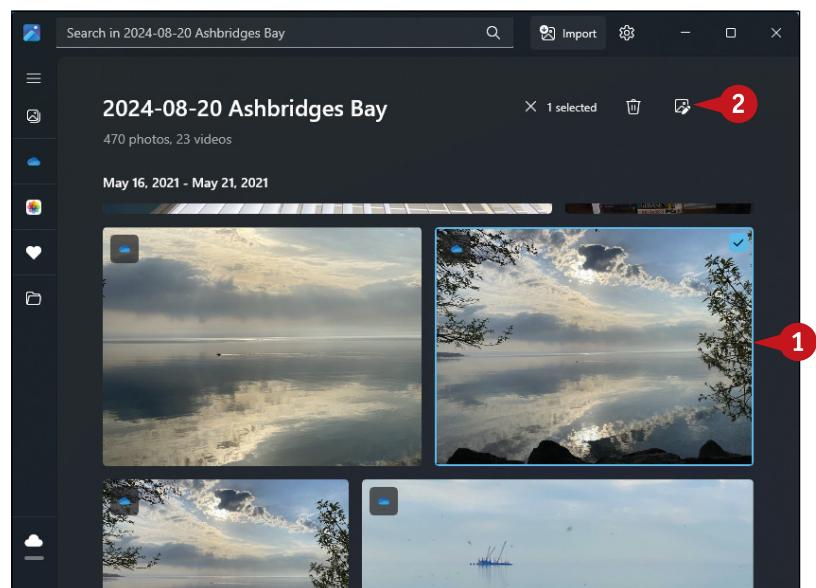
The easiest way to repair an image is to use the Enhance Your Photo filter, which automatically adjusts an image's brightness, color, and clarity. You can also correct any of these elements manually, as well as remove red-eye and hide photo flaws.

## Repair an Image

### Repair an Image Automatically

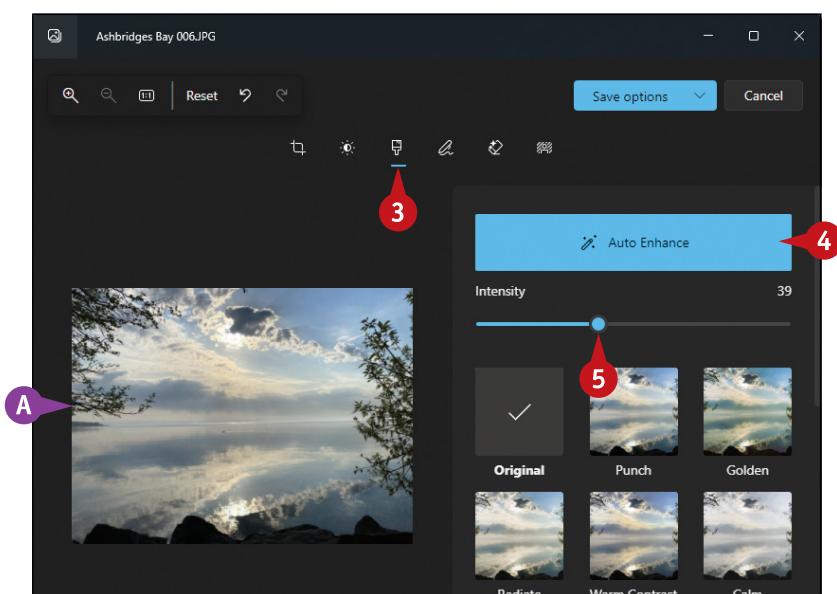
- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (✉).

**Note:** You can also select the **Edit** command by pressing **Ctrl+E**.

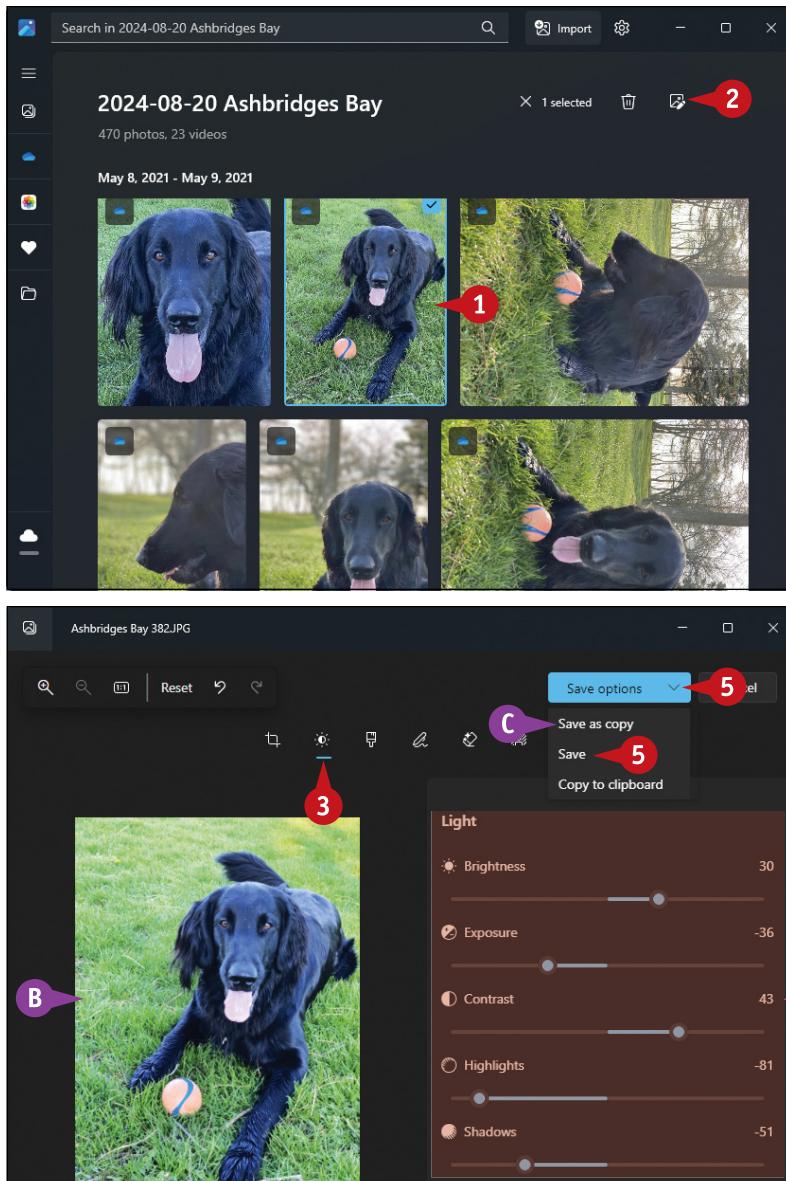


Photos displays the image editing tools.

- 3 Click **Filter** (filter icon).
  - 4 Click **Auto Enhance**.
  - 5 Click and drag this slider (blue dot) until the image looks the way you prefer.
- A Photos enhances the image automatically.



## Working with Images



### Repair an Image Manually

- 1 In Photos, click the image you want to repair.
- 2 Click **Edit** (>Edit).

Photos displays the image editing tools.

- 3 Click **Adjustments** (Adjustments).
  - 4 Use the sliders to repair the image as needed.
  - B Photos adjusts the image as you move the sliders.
  - 5 Click this **v** and then click **Save**.
- Photos saves your changes.
- C If you prefer to leave the original as is, you can click **Save a copy** instead.

## simplify it

### How do I remove a photo's background?

Follow steps 1 to 3 in the subsection “Repair an Image Manually,” click **Background** (Background), and then click **Remove**. Alternatively, click **Blur** to blur the background, or click **Replace** and then click a color to replace the background with that color.

### Can I remove a small flaw in a photo?

Yes. Photos enables you to perform a *generative erase*, which replaces an element from the photo with colors from the surrounding area. To perform a generative erase, follow steps 1 to 3 in the subsection “Repair an Image Manually,” click **Erase** (Erase), click and set the **Brush size**, and then click every part of the flaw until it is no longer visible.

# Add a Photo Effect

You can enhance the look of an image by applying one or more of the effects offered by the Photos app.

You can enhance the look of a photo by applying a filter. Some filters lighten the photo's colors to

make the image stand out more, while other filters darken the image to create a moodier look. There are also several black-and-white filters you can apply. For each filter, Photos enables you to set the intensity of the effect.

## Add a Photo Effect

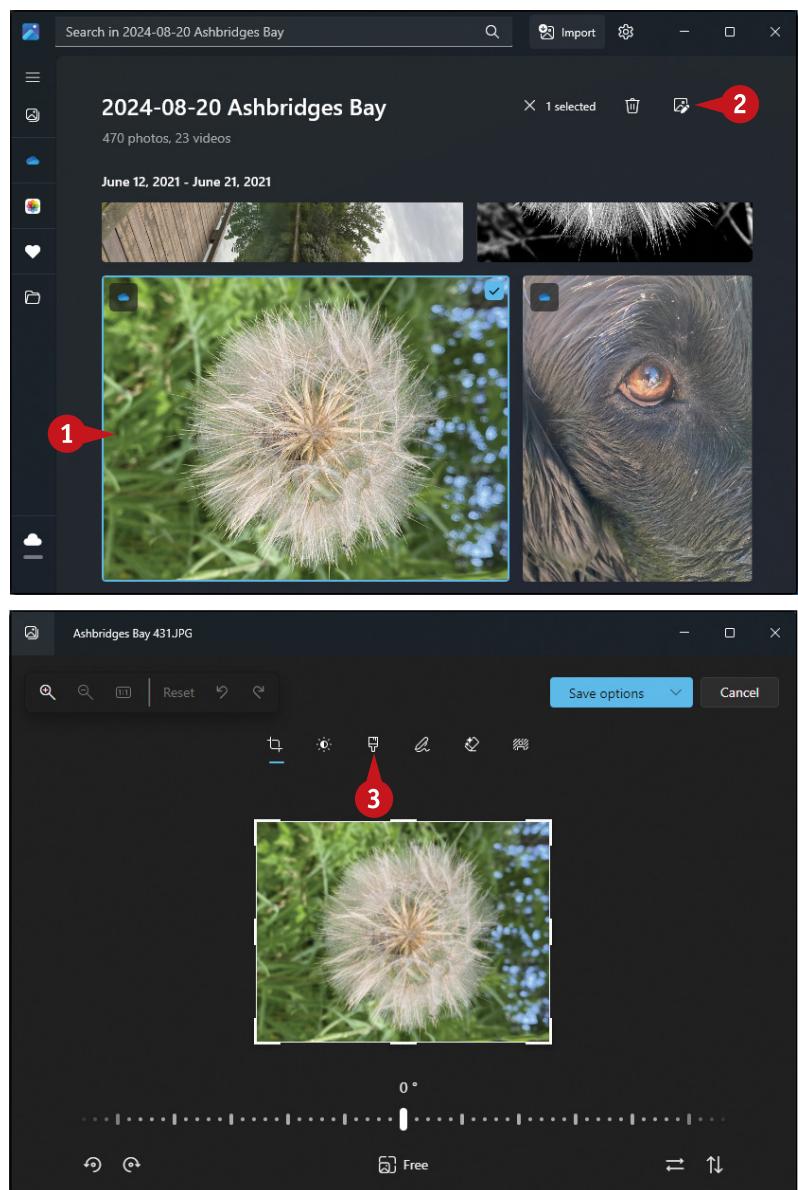
1 In Photos, click the image you want to work with.

2 Click **Edit** (✉).

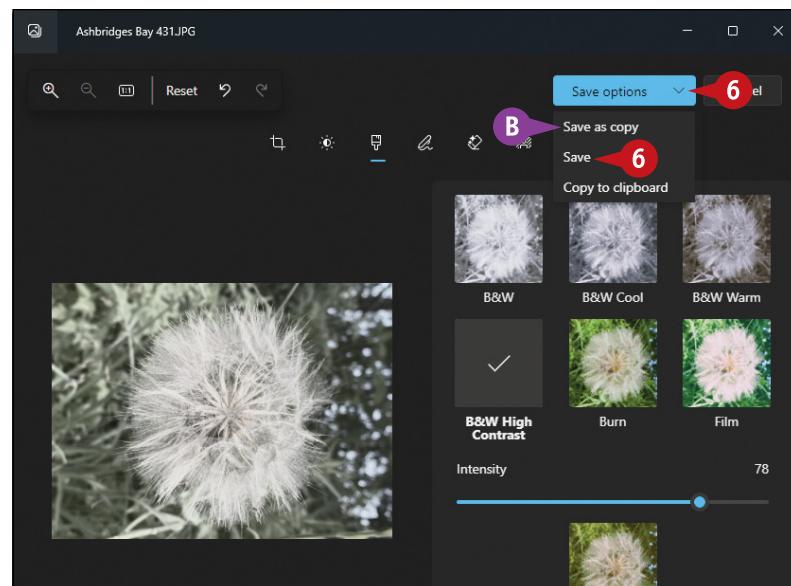
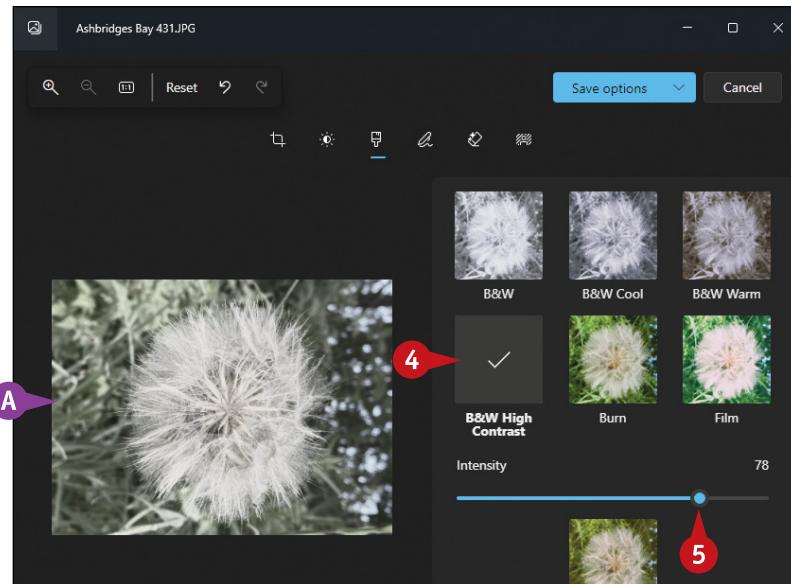
**Note:** You can also select the *Edit* command by pressing **Ctrl+E**.

Photos displays the image editing tools.

3 Click **Filter** ( FILTER ).



## Working with Images



Photos displays the available filters.

- ➊ Click the filter you want to apply.
- ➋ Click and drag the **Intensity** slider (➌) to set the intensity of the filter.
- ➍ Photos previews your filter on the image.

- ➎ Click this ▾ and then click **Save**.

Photos saves your changes.

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

simplify it

**After I have applied one or more effects, is there an easy way to discard my changes and start over?**

Yes, Photos offers several methods that enable you to remove all your adjustments and return to the original image. If you want to start over, the easiest method is to click **Reset**. Alternatively, you can exit Photo's editing tools without saving your changes. To do so, click **Cancel** and then click **OK** when Photos asks you to confirm that you want to leave without saving your changes.

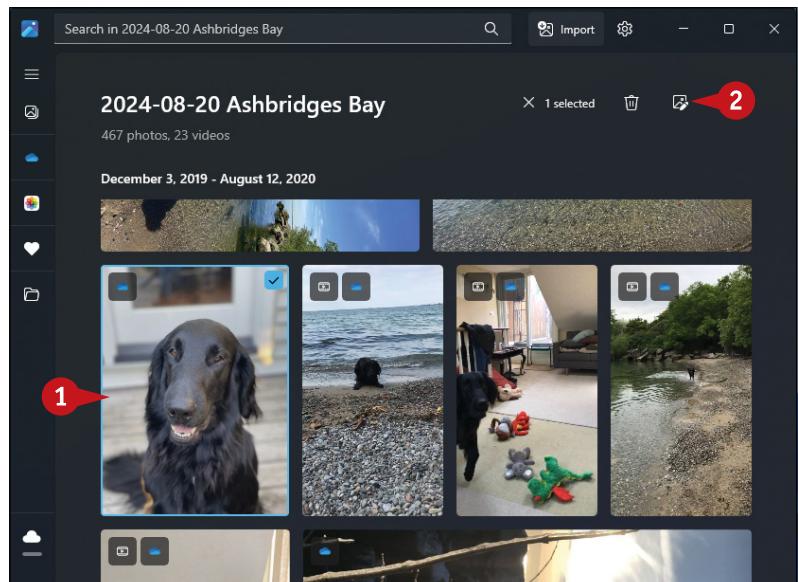
# Crop an Image

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

## Crop an Image

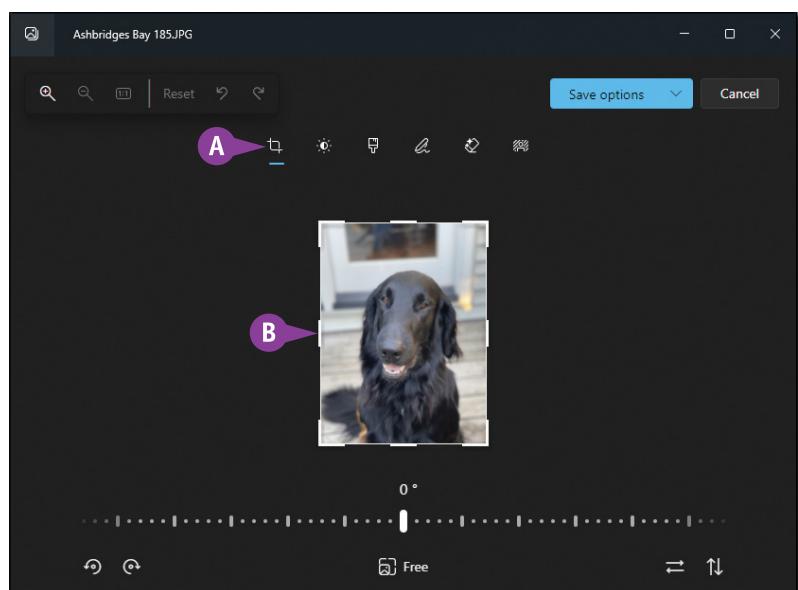
- 1 In Photos, display the image you want to crop.
- 2 Click **Edit** (✉).

**Note:** You can also select the *Edit* command by pressing **Ctrl+E**.

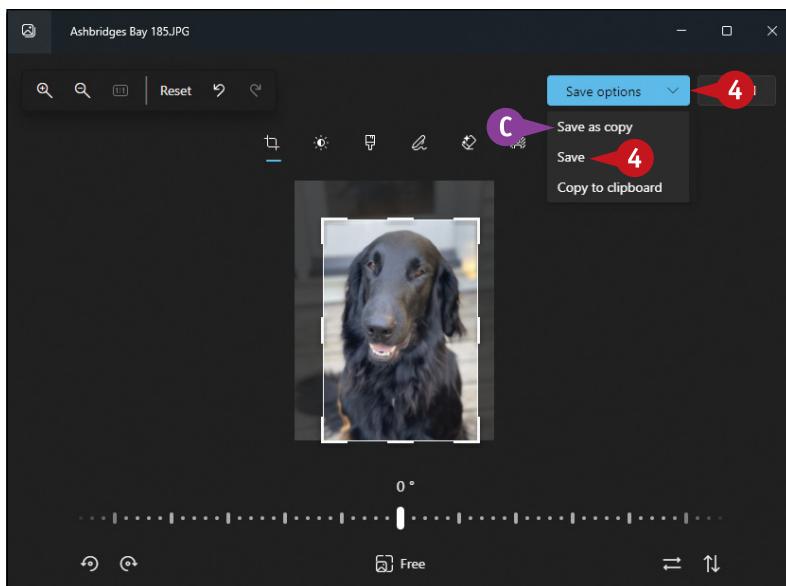
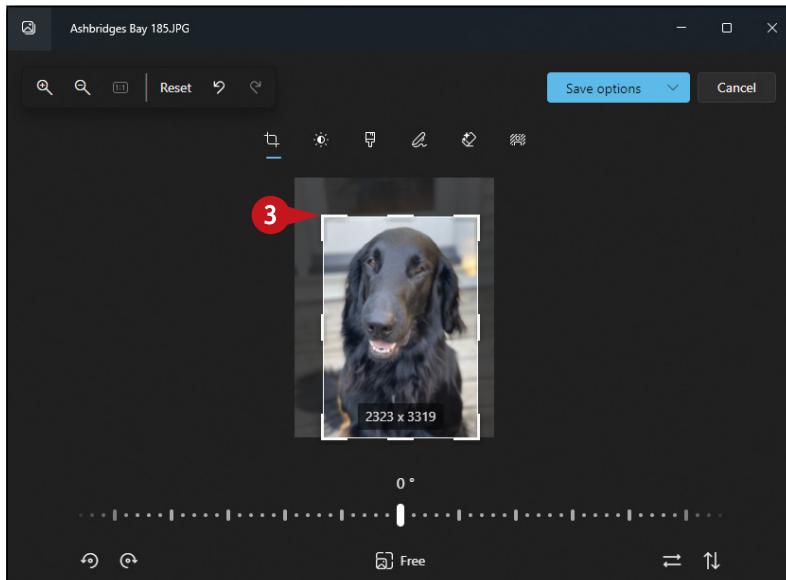


Photos displays the image editing tools.

- A The Crop tool is selected by default.
- B Photos displays a cropping rectangle on the photo.



## Working with Images



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

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

- 4 Click this and then click **Save**.

Photos saves your changes.

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

simplify it

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

Yes. Photos enables you to choose a specific *aspect ratio*, which is the ratio of the photo's width to its height. Common aspect ratios include square (same width and height), widescreen (16:9), and 3:2. Repeat steps 1 and 2 to display the cropping rectangle over the image. Click **Free**. Click the ratio you want to use, such as **Square**, **9:16**, or **4:5**. Continue with step 4 to save the cropping.

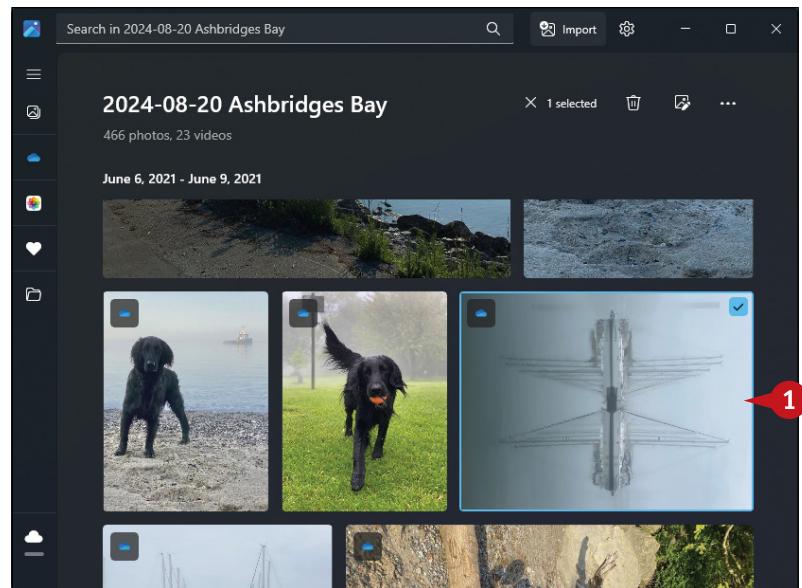
# Rotate an Image

You can rotate and straighten an image using Photos. Depending on how you hold your camera when you take a shot, the resulting photo might show the subject sideways or upside down. To fix

this problem, you can use Photos to rotate the photo so that the subject appears right-side up. You can rotate a photo either clockwise or counterclockwise.

## Rotate an Image

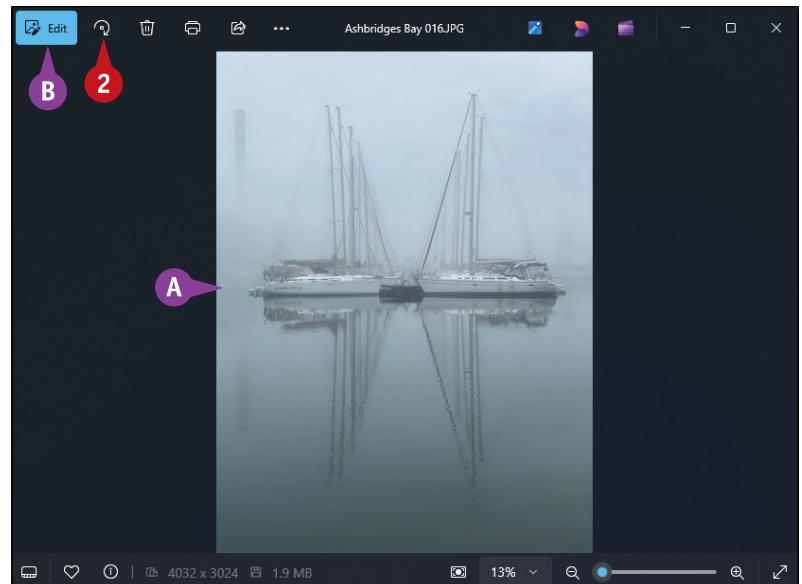
- Double-click the image you want to rotate.



- Click **Rotate** (⟳) until the image is the way you want it.

**Note:** You can also rotate the image by pressing **Ctrl+R**.

- Photos rotates the image and saves your changes.
- To straighten an image, you can click **Edit** to open the photo editing tools, and then drag the ruler that appears below the image left or right until your image is straight.



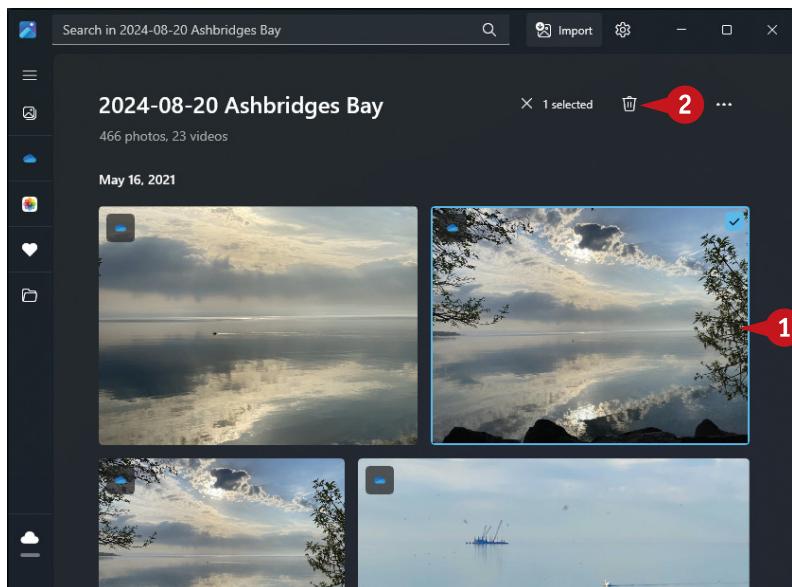
# Delete an Image

The images you create may not always turn out perfectly. A photo may be blurry, or an edited image may not turn out the way that you want it to.

When you are viewing an album or watching a slide show, having a bad image can make the

experience less pleasant. You can prevent that from happening by deleting an image you no longer want to work with or view. You can delete a single image or multiple images with a single command.

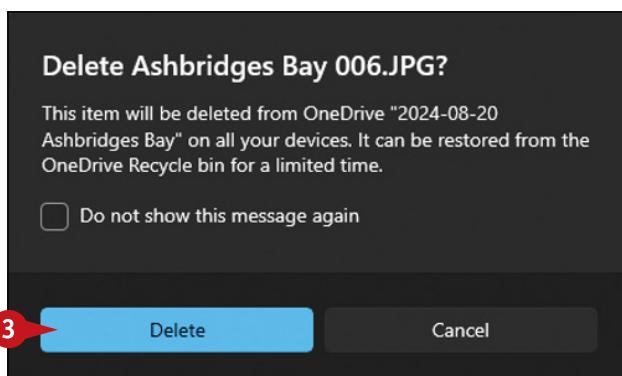
## Delete an Image



**1** Open the image you want to delete.

**2** Click **Delete** (>Delete).

**Note:** You can also delete the image by pressing **Delete**.



Photos asks you to confirm the deletion.

**3** Click **Delete**.

Photos deletes the image.

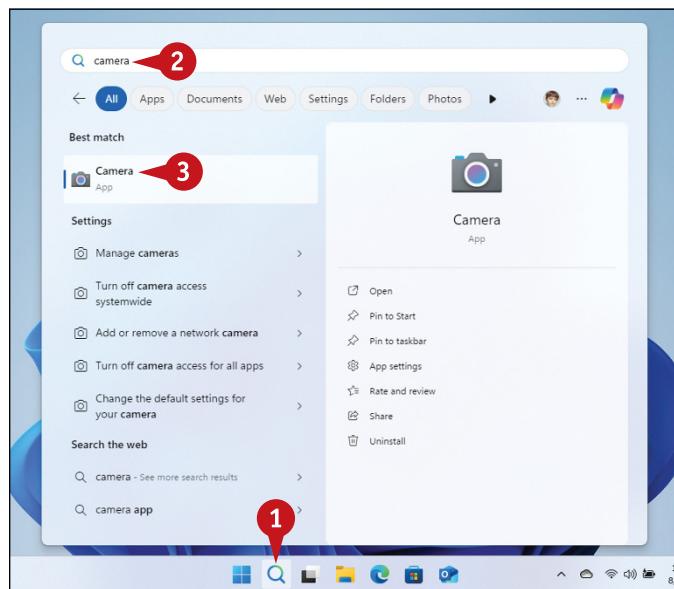
# Take a Picture with Your PC Camera

If your PC comes with a built-in camera or if you have an external camera attached to your PC, you can use the camera to take a picture of yourself, someone else, your surroundings — anything you want — using the Camera app.

## Take a Picture with Your PC Camera

- 1 Click Search (Q).
- 2 Type **camera**.
- 3 Click **Camera**.

The Camera app also gives you the option of recording a video. The Camera app stores each photo or video in a folder called *Camera Roll*, which appears in your Pictures folder.

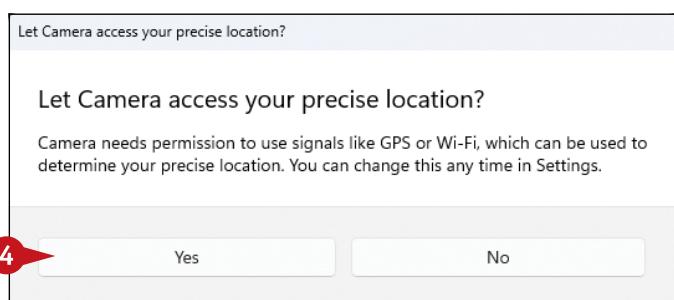


The first time you start the Camera app, it asks for permission to use the following:

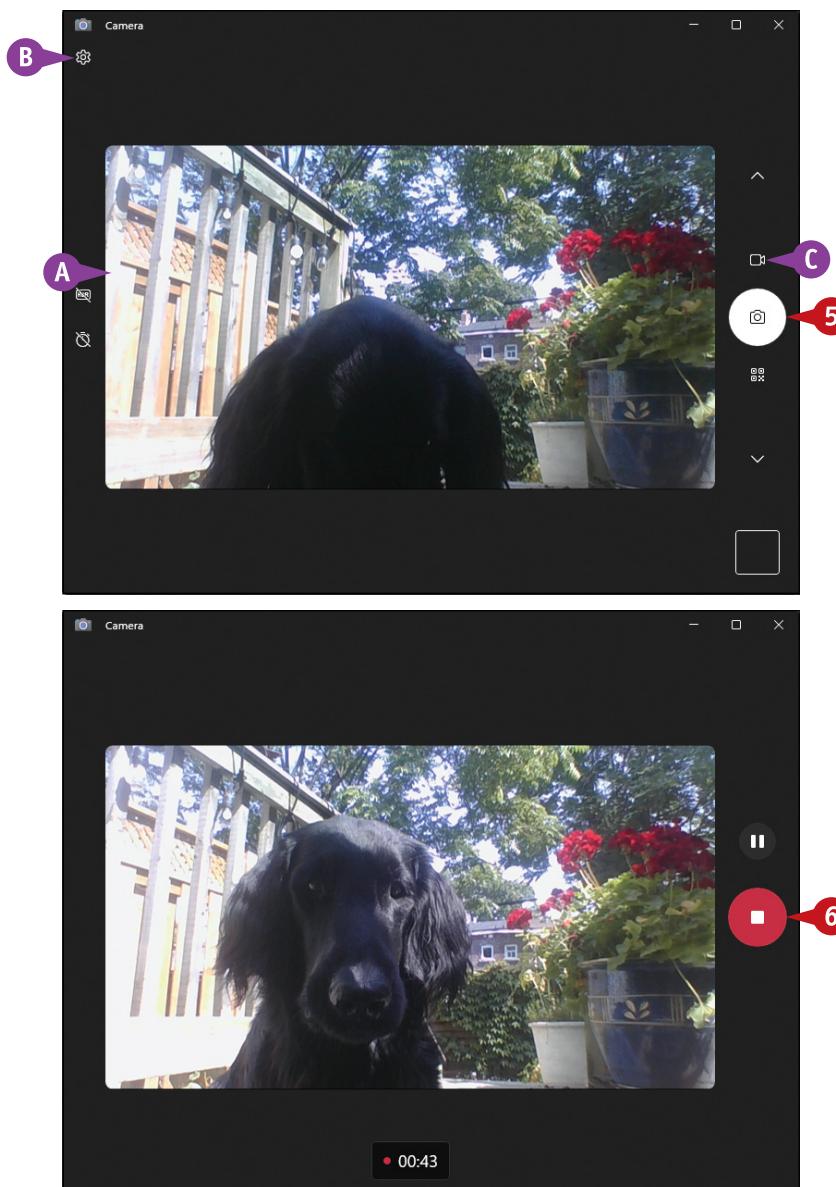
**Your microphone** (not shown): Click **Yes** if you will be using your PC camera to record videos.

**Your camera** (not shown): Click **Yes**.

- 4 **Your location**: Click **Yes**.



## Working with Images



The Camera app loads.

- A A live feed from the camera appears.
- B If you want to adjust settings before taking the photo, you can click **Settings** (⚙).
- C If you want to record a video instead, you can click **Video** (REC) and then click **Take Video** (REC).
- 5 When you are ready to take the photo, click **Take Photo** (📸).

The Camera app takes the photo or starts the recording.

- 6 If you are recording a video, click **Stop Taking Video** (STOP) when you are finished.

The Camera app saves your photo or video.

## simplify it

**I accidentally clicked No when I first started the Camera app. How can I change this?**  
Click **Start** (Windows icon) and then click **Settings**. Click **Privacy & security** and then click the **Location** tab. Click the **Camera** switch to **On** (off changes to on).

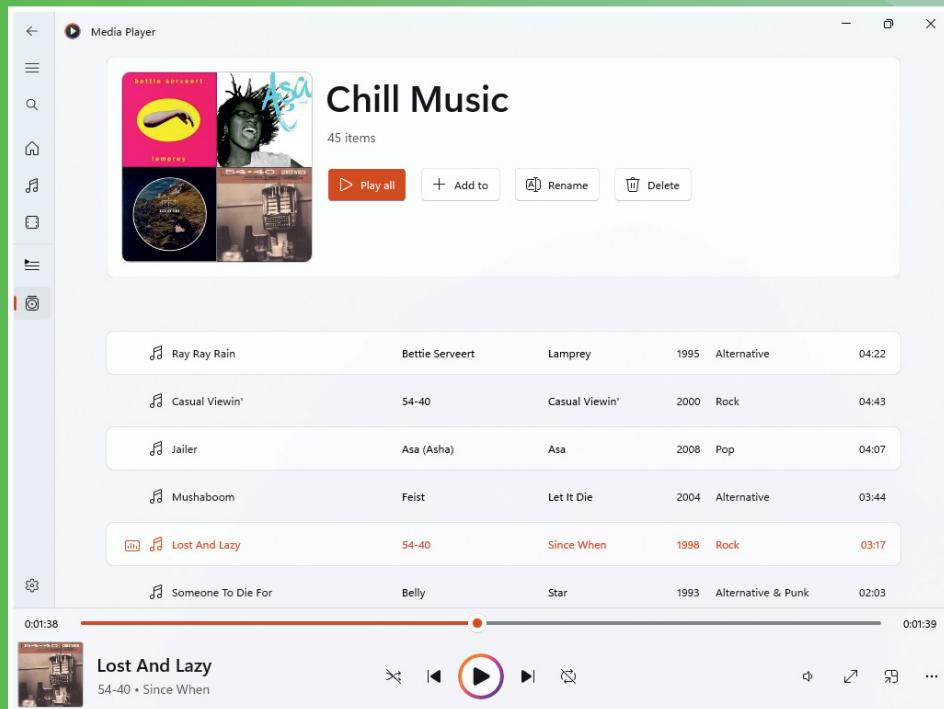
**My video recordings take up a lot of space. Can I fix this?**

Yes, you can switch to a lower resolution, a lower frame rate, or both. Click **Settings** (⚙), click **Video settings**, and then click the **Video quality** ▾ in the Videos section. The default resolution is 720p 16:9, but you can select a smaller resolution such as **360p 16:9** or **480p 4:3**.

## CHAPTER 7

# Working with Multimedia

If you are into movies, TV shows, or music, you will appreciate the Windows apps that help you play, organize, edit, and generally get the most out of your multimedia. This chapter gives you the details on all the Windows media apps. You begin by learning how to import videos from a digital camera. From there you learn how to navigate the Videos folder and how to use the Video app to play and trim your videos. You then turn to the Music app, where you learn how to navigate your music, play songs and albums, and create music playlists.



<b>Import Videos from a Digital Camera .....</b>	<b>140</b>
<b>Navigate the Videos Folder .....</b>	<b>142</b>
<b>Watch a Video .....</b>	<b>144</b>
<b>Trim a Video .....</b>	<b>146</b>
<b>Buy or Rent a Movie or TV Show.....</b>	<b>148</b>
<b>Navigate the Music Folder.....</b>	<b>150</b>
<b>Play Music .....</b>	<b>152</b>
<b>Create a Playlist.....</b>	<b>154</b>

# Import Videos from a Digital Camera

You can import videos from a digital camera or smartphone and save them on your computer. If your camera stores the videos on a memory card, you can also use a memory card reader attached to your PC to upload the digital videos from the removable drive that Windows sets up when you insert the card.

To perform the import directly from your digital camera or smartphone, you need a cable to connect your device to your PC. Most digital cameras and smartphones come with a USB cable. After you have the digital videos on your system, you can view them.

## Import Videos from a Digital Camera

- 1 Plug in your camera, smartphone, or memory storage card reader.

**Note:** If a notification appears, click the notification and then skip to step 5.

- 2 Click File Explorer (F).

- 3 Click This PC.

File Explorer displays a list of the devices attached to your PC.

- 4 Right-click your digital camera.

- 5 Click Import pictures and videos.

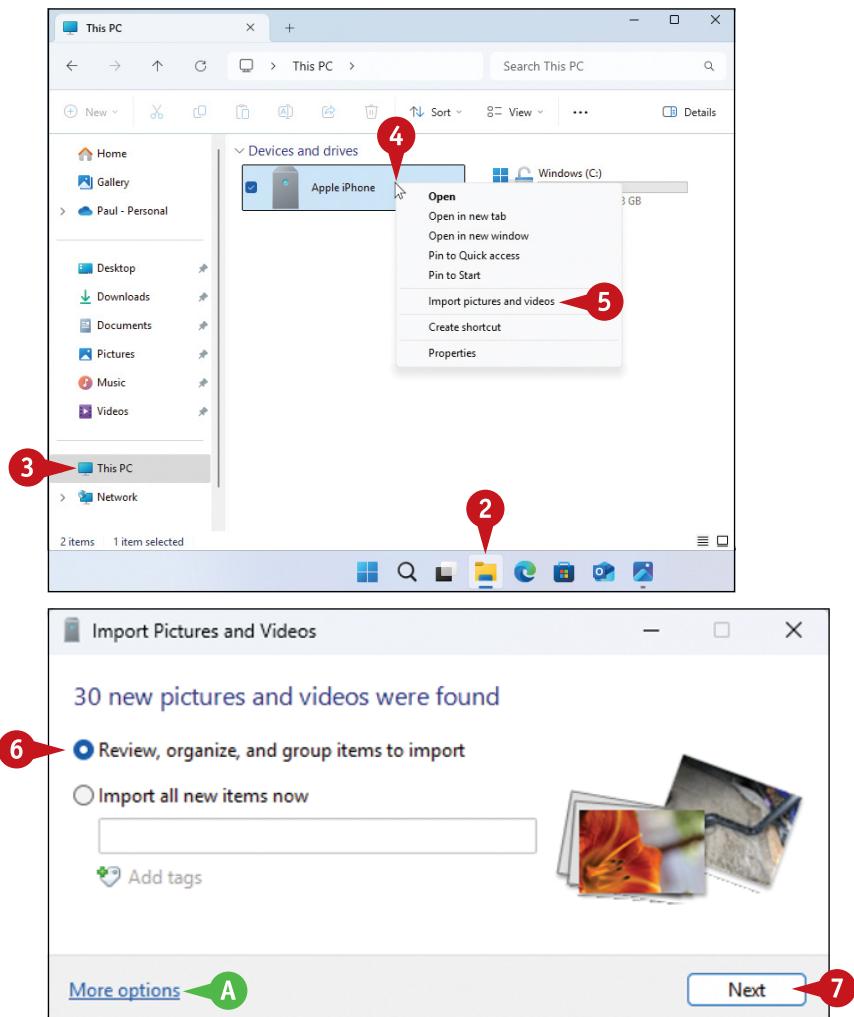
**Note:** If your device asks if you want to allow access to its photos, click Allow.

The Import Pictures and Videos dialog box appears.

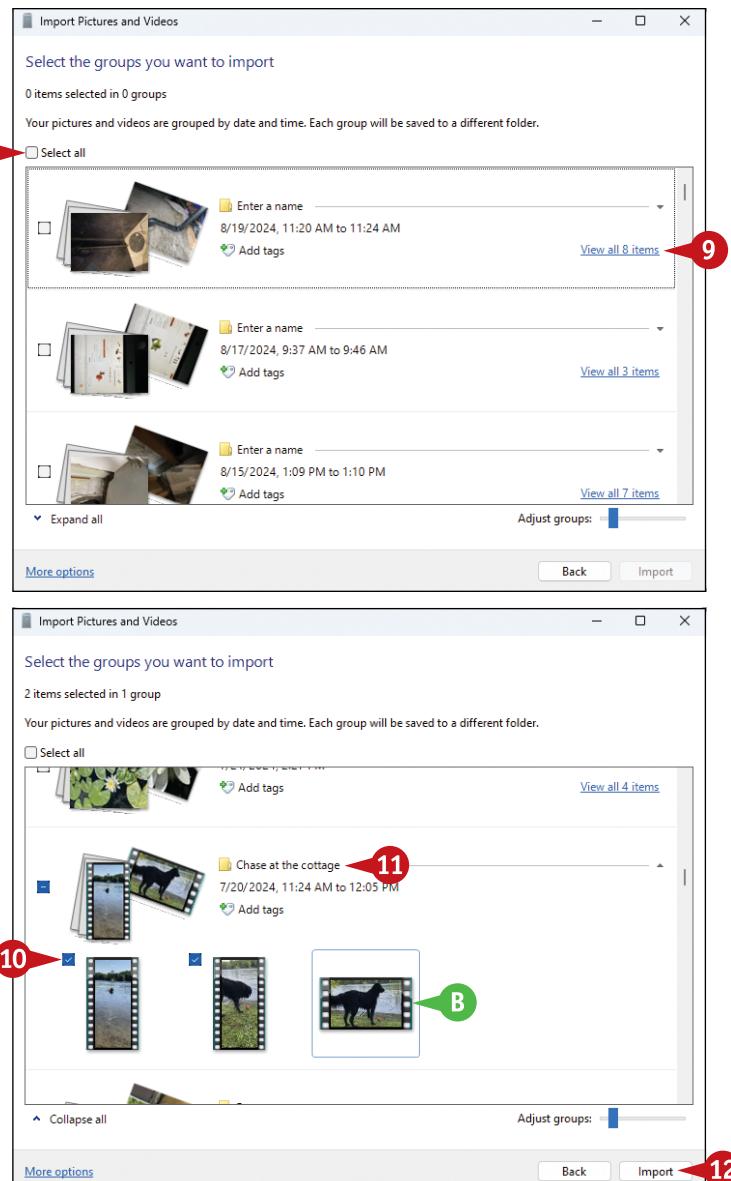
- 6 Click Review, organize, and group items to import (○ changes to ●).

- A To make sure your videos are imported into the Videos folder, you can click More options and follow the instructions in the first tip.

- 7 Click Next.



## Working with Multimedia



Windows displays the photos and videos that are on your camera and selects all of them for importing.

- 8** To turn off the selection for all items, click **Select all** ( changes to ) and then click **Select all** again ( changes to ).

- 9** If a group contains both photos and videos, click the group's **View all X items** link (where X is the number of photos and videos in the group).

- B** Videos are indicated with a filmstrip graphic.

- 10** Click each video that you want to import ( changes to ).

- 11** Type a name for each video import.

- 12** Click **Import**.

Windows imports the videos. When the import is complete, File Explorer displays your imported videos.

## simplify it

**How do I ensure my videos are imported into the Videos folder?**  
Follow steps **1** to **5** to open the Import Pictures and Videos dialog box and then click **More options**. Click the **Import videos to**  and then click **Videos**. Click **OK**.

**How can I get my imported videos to appear in the Media Player app?**  
Click **Search** (Q), type **media**, and then click the **Media Player** app from the search results. Click **Settings** (⚙) and then click **Add folder** next to Video Library Locations. Click the folder that Windows created when you imported your videos, click **Add this folder to Videos**, and then click **Back** (←).

# Navigate the Videos Folder

Before you can work with your videos, you need to locate them on your PC. You do that by using the Media Player app to open the Videos folder, which is a special folder designed specifically for storing digital videos that you import (refer to the

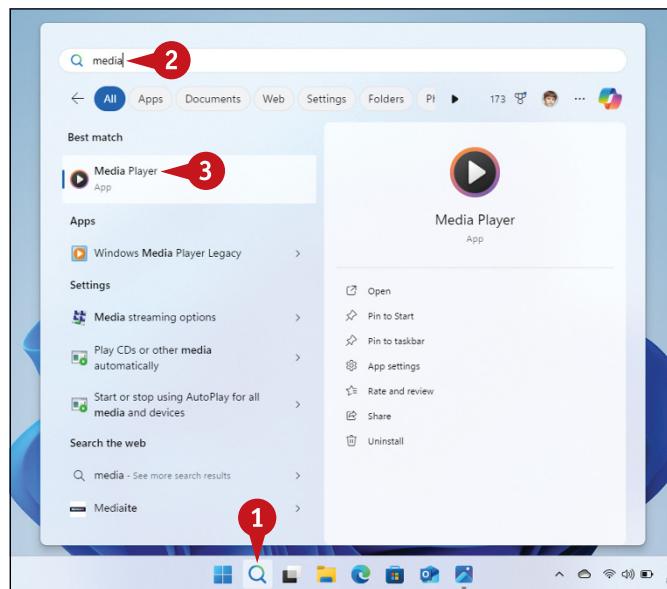
previous section, “Import Videos from a Digital Camera”) or create.

To get more out of the Videos folder, you need to know the basic techniques for navigating to the folder as well as navigating to any subfolders it contains.

## Navigate the Videos Folder

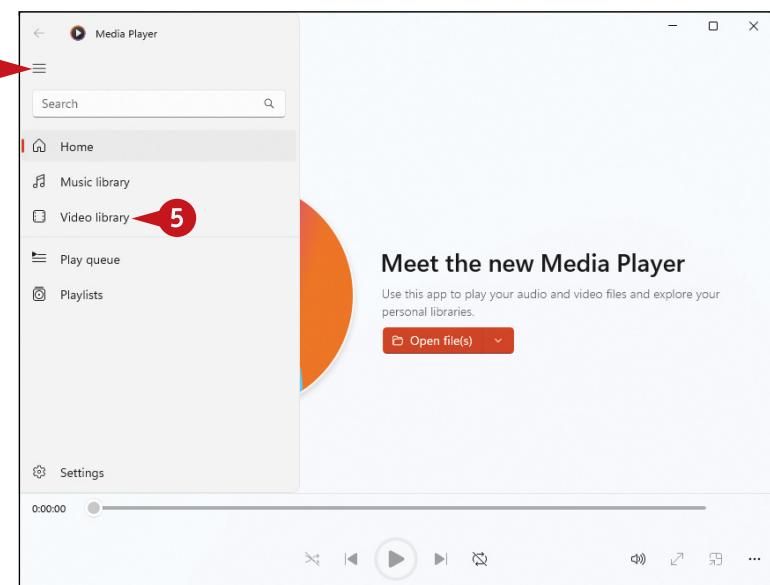
- 1 Click Search (Q).
- 2 Type media.
- 3 Click Media Player.

**Note:** You can also launch Media Player by clicking Start ( ), All apps, and then **Media Player**.

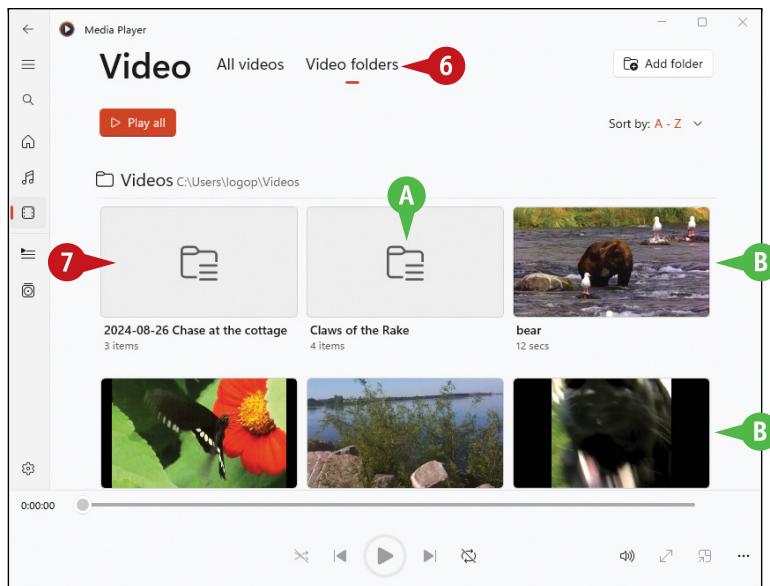


Windows opens the Media Player app.

- 4 Click Open Navigation (≡).
- 5 Click Video library.



## Working with Multimedia



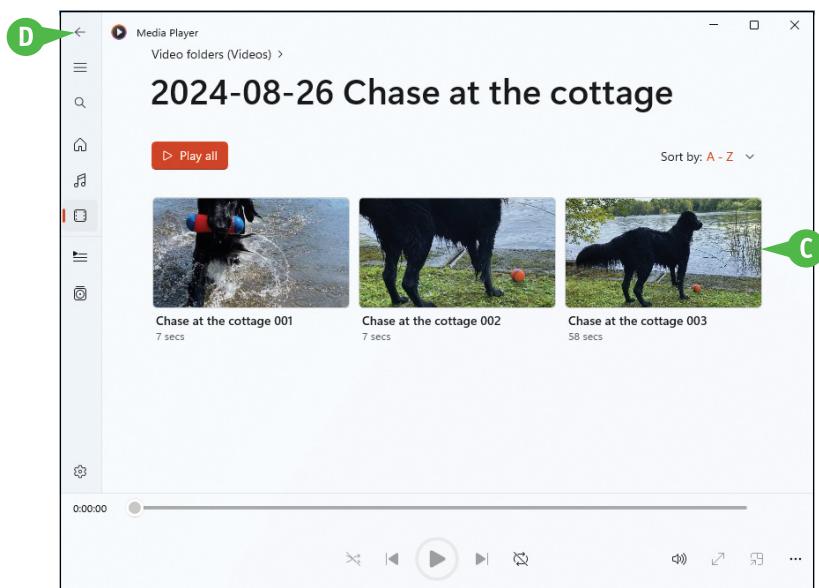
The Media Player app displays all your videos.

**6** Click **Video folders**.

**A** Subfolders appear with the icon.

**B** Other thumbnails represent videos that are not in subfolders.

**7** If the Videos folder contains one or more subfolders, click a subfolder.



**C** The Media Player app displays the digital videos in the selected folder.

**D** You can click **Back** () to return to the previous section of the Media Player app.

**simplify it**

**How can I get my Camera app videos to appear in the Media Player app?**

Click **Settings** () , click **Add folder** next to Video Library Locations, open the **Pictures** folder, click **Camera Roll**, click **Add this folder to Videos**, and then click **Back** () .

**How do I remove a folder from the Media Player app?**

Click **Settings** () and then click **Video library locations** to display the folders that Media Player is currently using to display videos. Click **Remove folder** () to the right of the folder you want to remove. When Media Player asks you to confirm, click **Remove Folder**.

# Watch a Video

After you know how to use the Media Player app to navigate your Videos folder, as shown in the previous section, “Navigate the Videos Folder,” you can use the app to select and play a video that you have on your PC. When you have the video playing,

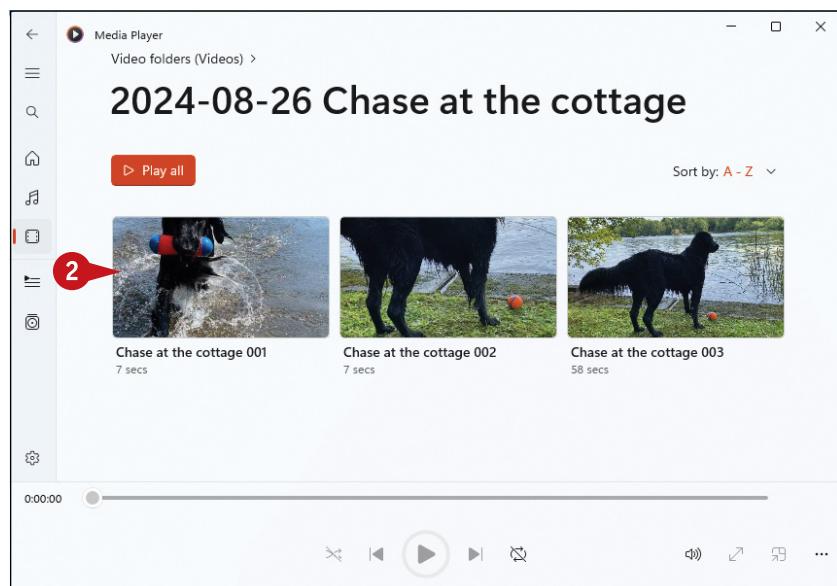
you can pause and restart the playback, and you can use a special tool called the scrubber to quickly fast-forward or rewind the video to the spot that you want. Media Player offers several other tools for controlling the playback.

## Watch a Video

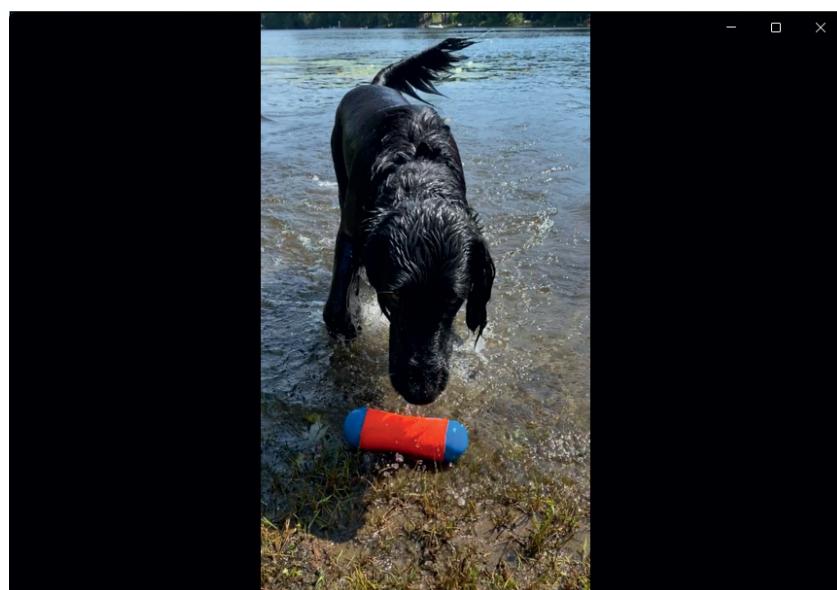
### Start a Video

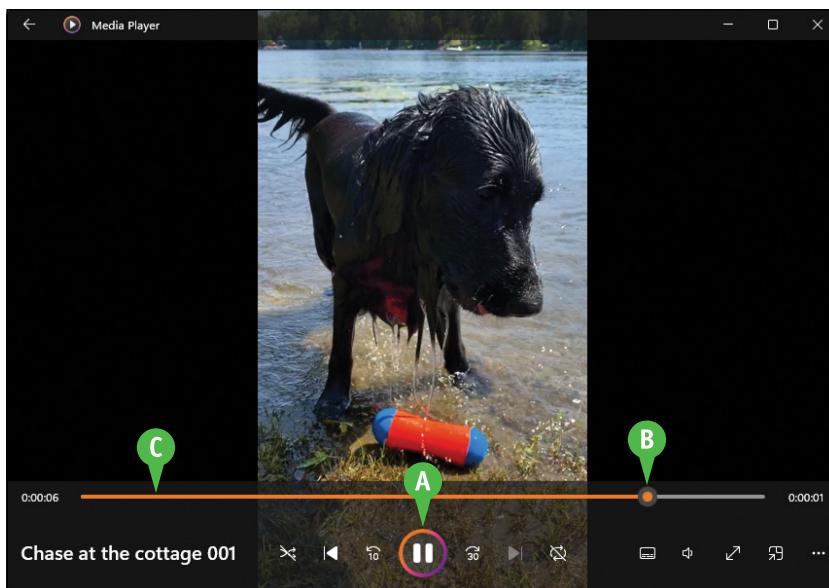
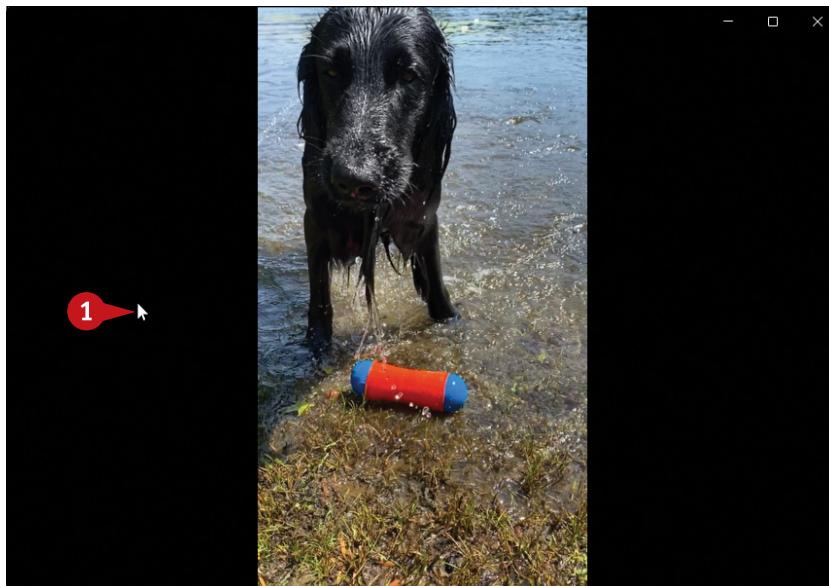
1 In the Media Player app, locate the video you want to play.

2 Click the video.



The Media Player app begins playing the video.





## Control the Video Playback

- 1 Move the mouse pointer ( ) over the Media Player screen.

The Media Player app displays the playback controls.

- A You can click **Pause** ( ) or press **Ctrl + P** to stop and restart the playback.
- B You can click and drag the scrubber to rewind or fast-forward the video.
- C You can click the timeline to jump to that position in the video.

## simplify it

### Are there other techniques I can use to control the video playback?

Yes. Click **Skip forward 30 seconds** ( ) or press **Ctrl + →** to fast-forward 30 seconds. Click **Skip back 10 seconds** ( ) or press **Ctrl + ←** to rewind 10 seconds. Click **Previous** ( ) or press **Ctrl + B** to return to the beginning of the video.

### How do I play a movie or TV show that I purchased or rented from the Windows Store?

After your purchase or rental has been downloaded to your PC, it appears in the Films & TV app. Click **Start** ( ), click **All apps**, and then click **Films & TV** to open the Films & TV app. Click the **Purchased** tab to display your purchases and rentals.

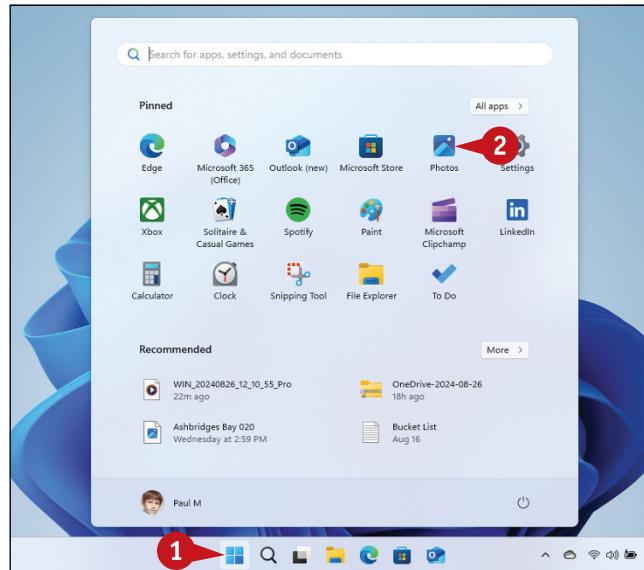
# Trim a Video

You can use the editing features of the Photos app to take out unwanted portions of a video. It is a rare video that comes out perfectly on the first take. For example, most videos have unneeded footage at the beginning that needs to be

removed. Similarly, many videos also have a few seconds of footage at the end that is not necessary and should be removed. Taking out footage from the start and/or the end of a video is known as *trimming* the video.

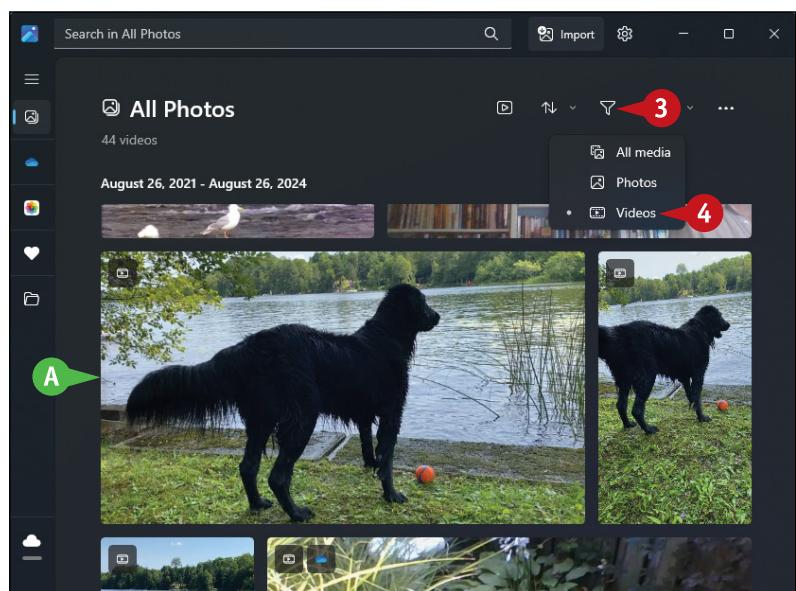
## Trim a Video

- 1 Click Start (Windows icon).
- 2 Click Photos.

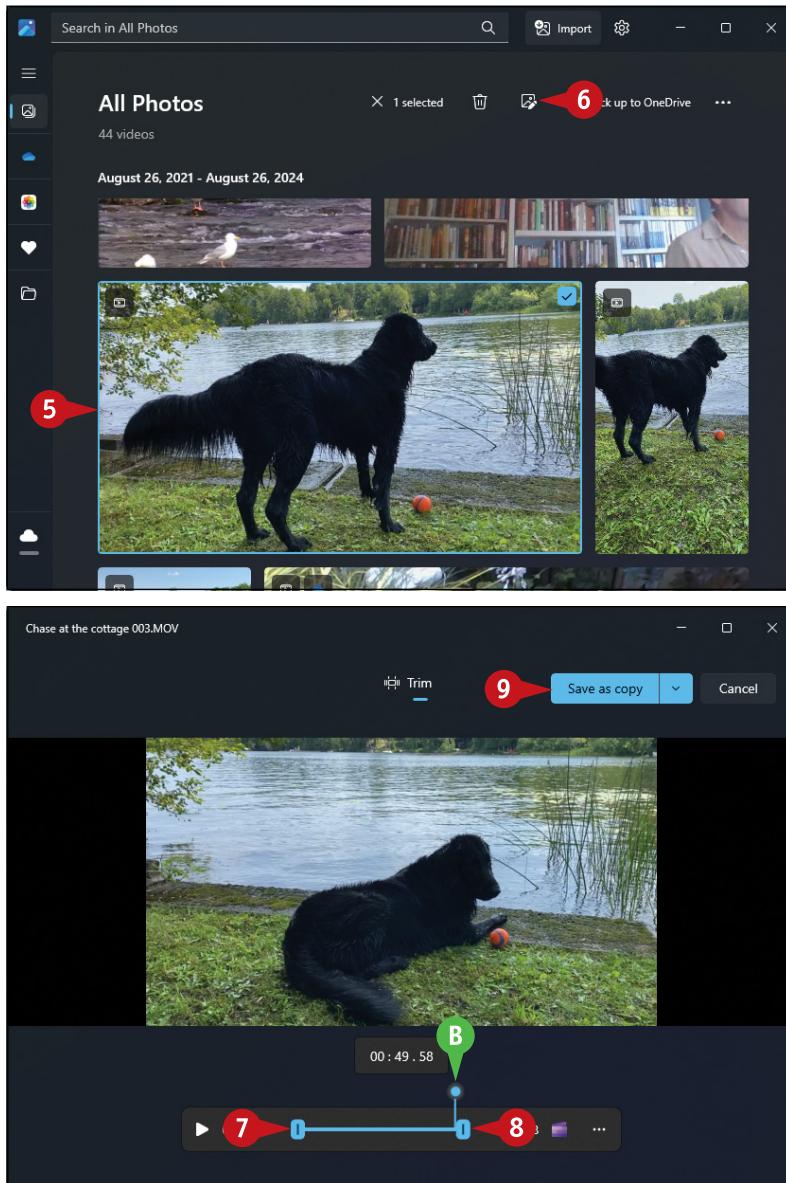


Windows opens the Photos app.

- 3 Click Filter (filter icon).
  - 4 Click Videos.
- A Photos displays your videos.



## Working with Multimedia



simplify it

### How do I save a still image from a video?

Click and drag the scrubber (⌚) to the frame you want to save. Click **More options (⋯)** and then click **Save a frame**. Photos opens the Save As dialog box with “- frame at time” added to the filename (where *time* is the location — in minutes and seconds — of the frame on the video timeline). Click **Save**. Photos saves the frame as a JPEG file.

- 5 Click the video you want to trim.

Photos opens the video for editing.

- 6 Click **Edit** (✎).

Photos opens the video trimming window.

- 7 Click and drag the left trim marker to set the new starting point for the video.

- 8 Click and drag the right trim marker to set the new ending point for the video.

B To help choose the trim points, you can click and drag the scrubber (⌚) to set the video playback position.

- 9 Click **Save a copy**.

Photos trims the video and opens the Save As dialog box with the text “- Trim” added to the filename.

- 10 Click **Save** (not shown).

Photos saves your trimmed video.

# Buy or Rent a Movie or TV Show

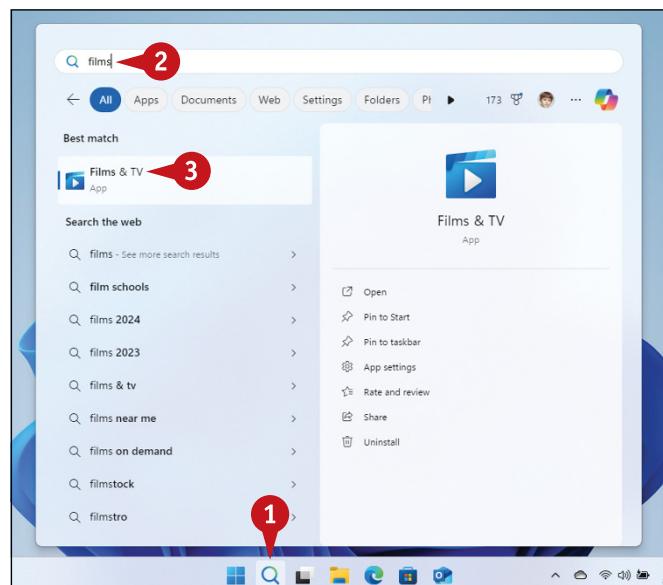
You can watch the latest movies and TV shows as well as your old favorites by using the Films and TV app to locate what you want to view and then using the Microsoft Store to purchase or rent the media. For most movies, you have the option of either buying the movie or renting it. Most TV

shows are purchase-only, but you usually have the choice of buying an entire season or single episodes. For most media, you have the choice of watching in either High Definition (which is more expensive) or Standard Definition (which is less expensive).

## Buy or Rent a Movie or TV Show

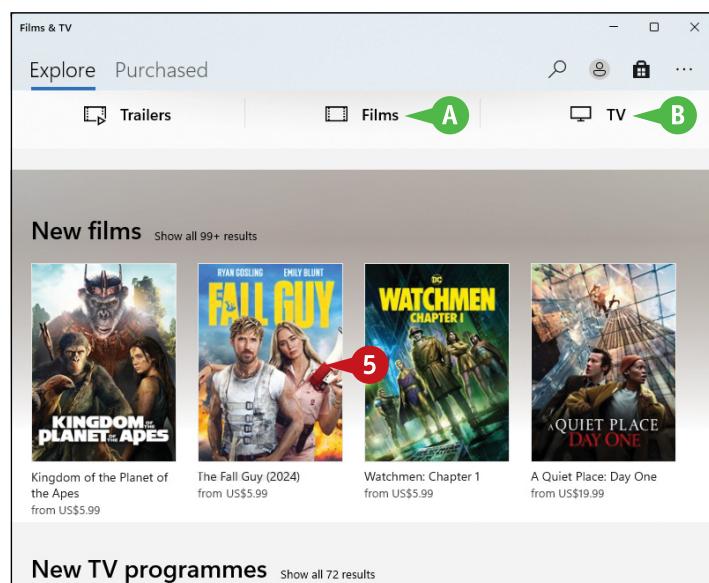
- 1 Click Search (Q).
- 2 Type **films**.
- 3 Click **Films & TV**.

**Note:** If the Films & TV app does not appear, you can install the Movies & TV app from the Microsoft Store (refer to Chapter 1).

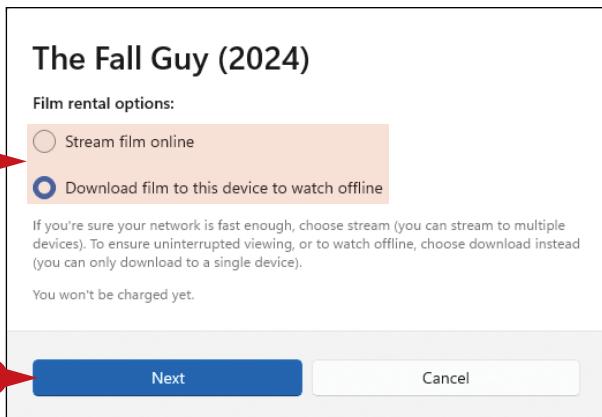
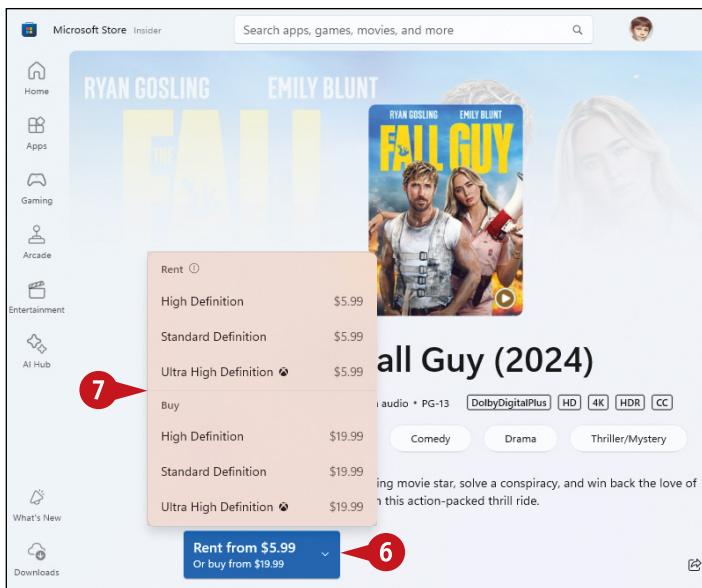


The Films & TV app opens.

- 4 Click the type of media you want to purchase or rent:
  - A You can click **Films** to buy or rent a movie.
  - B You can click **TV** to purchase a TV show season or episode.
- 5 Click the movie or TV show.



## Working with Multimedia



The Microsoft Store opens and displays the movie or TV show.

- 6 Click the price button.
- 7 Click the purchase or rental option you prefer.

- 8 If you are renting, choose how you want to access the movie.

**Note:** For the best viewing experience, you should click **Download film to this device to watch offline** ( changes to ). If disk space is low on your device, click **Stream film online** ( changes to ) instead.

- 9 Click **Next**.
- 10 Follow the steps to complete your purchase or rental (not shown).

# simplify it

### How long do I have access to a rented movie?

You have up to 14 days to start watching the movie. Once you begin the movie, you have two days to finish it.

### How do I play a movie or TV show that I purchased or rented from the Windows Store?

After your purchase or rental has been downloaded to your PC, it appears in the Films & TV app. Follow steps 1 to 3 to open the Films & TV app. Click the **Purchased** tab to display your purchases and rentals.

# Navigate the Music Folder

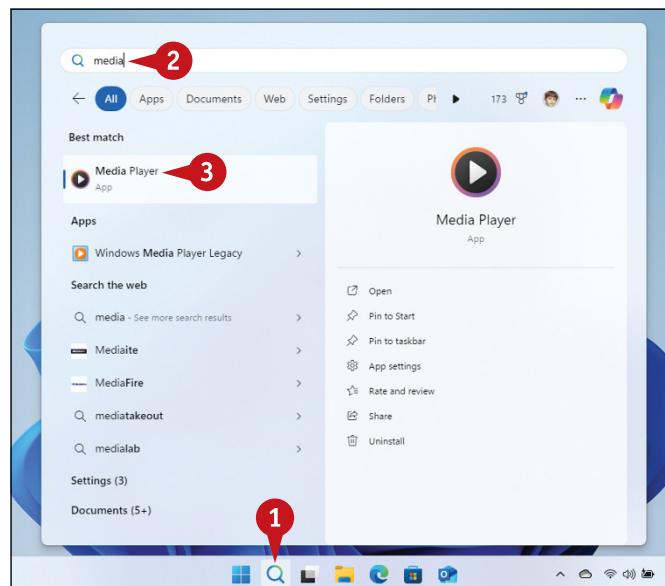
Before you can work with your songs and albums, you need to locate them on your PC. You do that by using the Media Player app to open the Windows Music folder, which is a special folder designed specifically for storing digital music.

To get more out of the Music folder, you need to know the basic techniques for navigating to the folder as well as navigating any subfolders it contains.

## Navigate the Music Folder

- 1 Click Search (Q).
- 2 Type media.
- 3 Click Media Player.

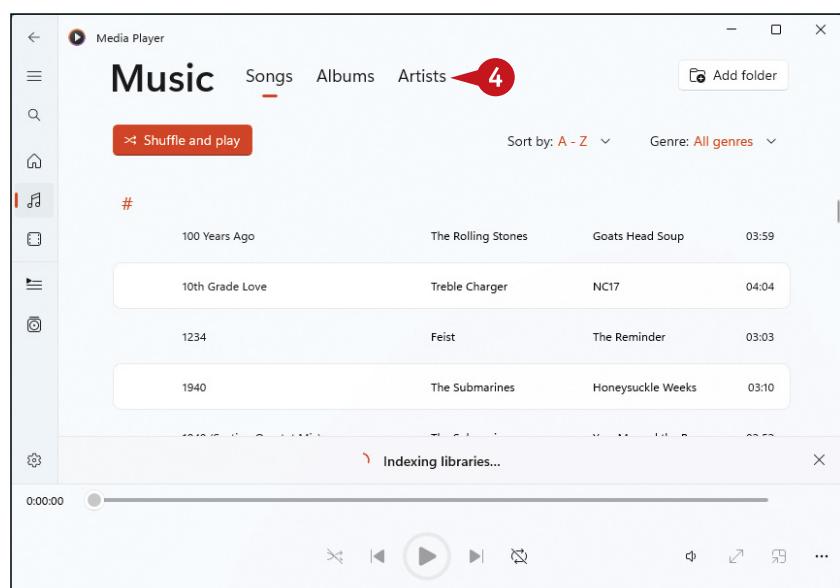
**Note:** You can also launch Media Player by clicking Start ( ), All apps, and then Media Player.



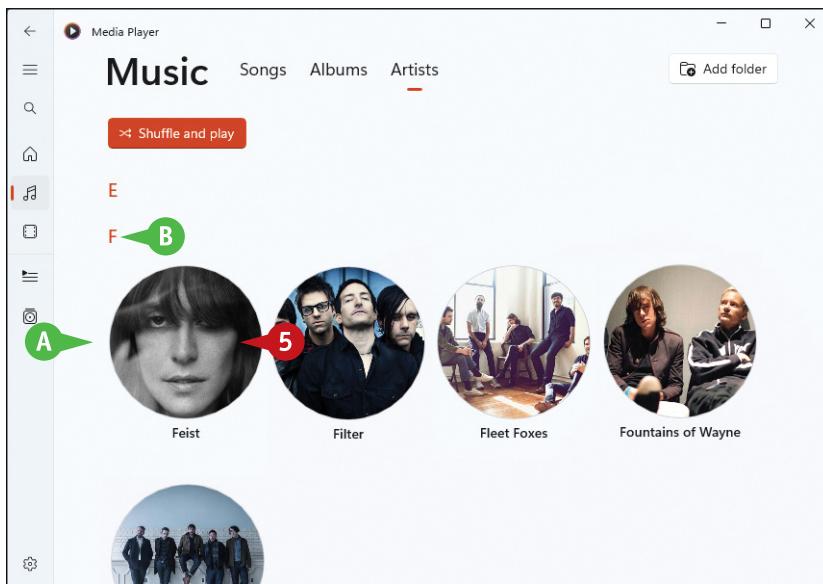
Windows opens the Media Player app.

**Note:** The first time you start Media Player, the app adds and indexes any music you have in your Music folder, which can take a few minutes to complete.

- 4 Click a music category.



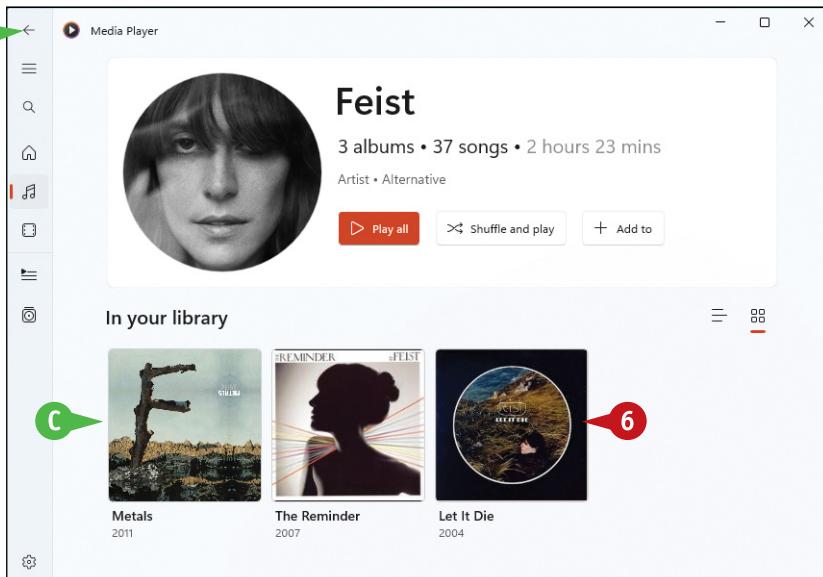
## Working with Multimedia



**A** The music in that category appears.

**B** You can click any heading and then click a letter to jump to the items that begin with that letter.

**5** Click a category item.



**C** If the category item contains multiple subitems, Media Player displays those subitems.

**6** Click a subitem.

Media Player displays the contents of the subitem.

**D** You can click **Back** (←) to return to the previous section of the Media Player app.

## simplify it

### What if a song that I want to play does not appear in the Music folder?

If your song is outside the Music folder, the Media Player app does not look for it. Click **Settings** (⚙️) and then click **Add folder** next to Music Library Locations to open the Select Folder dialog box. Locate and click the folder that contains your music and then click **Add this folder to Music**.

### Are there easier ways to find music?

Yes. If you know the name of the artist, album, or song you want to play, click **Open Navigation** (≡), type some or all of the name in the Search box, click **Search** (🔍), and then locate the item in the search results. Also, if you played the song recently, it should appear in the Recent Media section of the Home tab.

# Play Music

If you want to listen to music while using your PC and your PC has either built-in or connected speakers, you can use the Media Player app to play tunes from your Music folder. You can listen to all the songs on an album, all the songs from a particular artist, or individual songs.

## Play Music

### Start Playing Music

- 1 Use the Media Player app to display your music.

**Note:** Refer to the previous section, "Navigate the Music Folder," for details.

- If you want to play every song in the item, you can position the mouse pointer ( over the item, click **Play** () , and then skip the rest of the steps in this subsection.

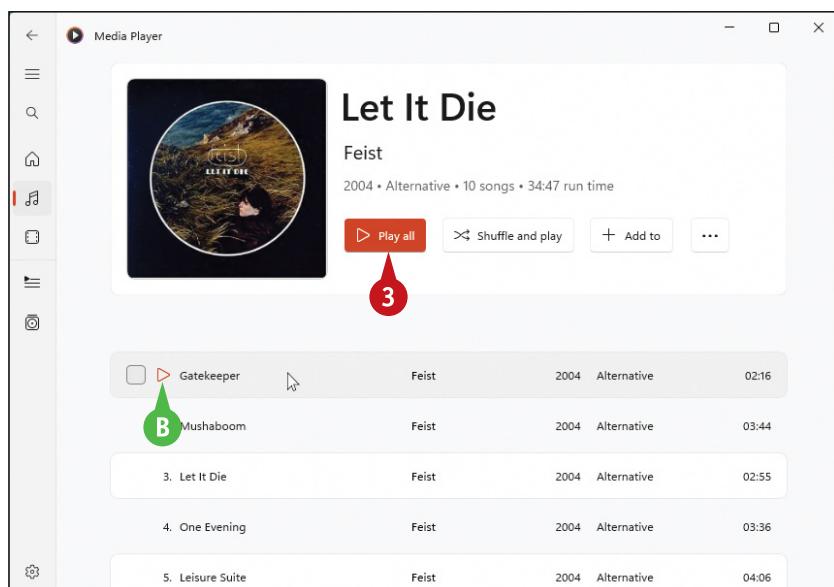
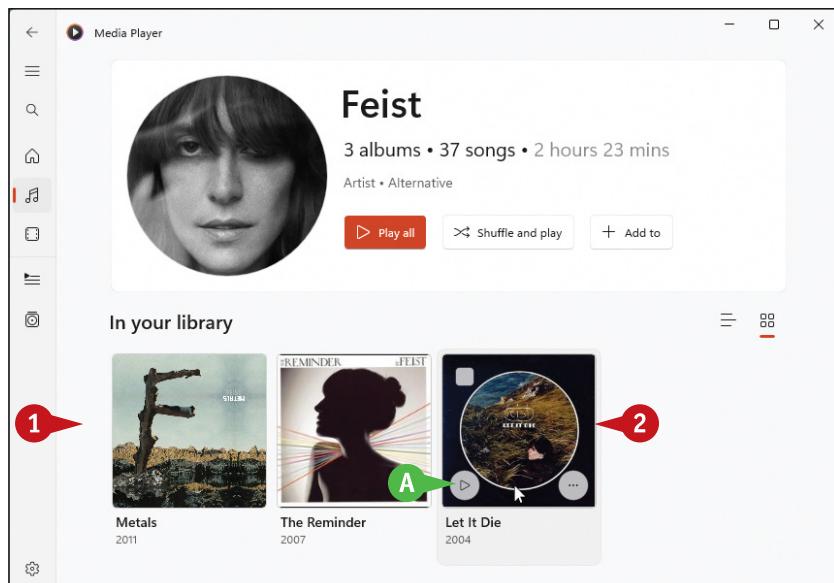
- 2 Click the item that contains the music you want to play.

The Media Player app opens the item and displays a list of songs.

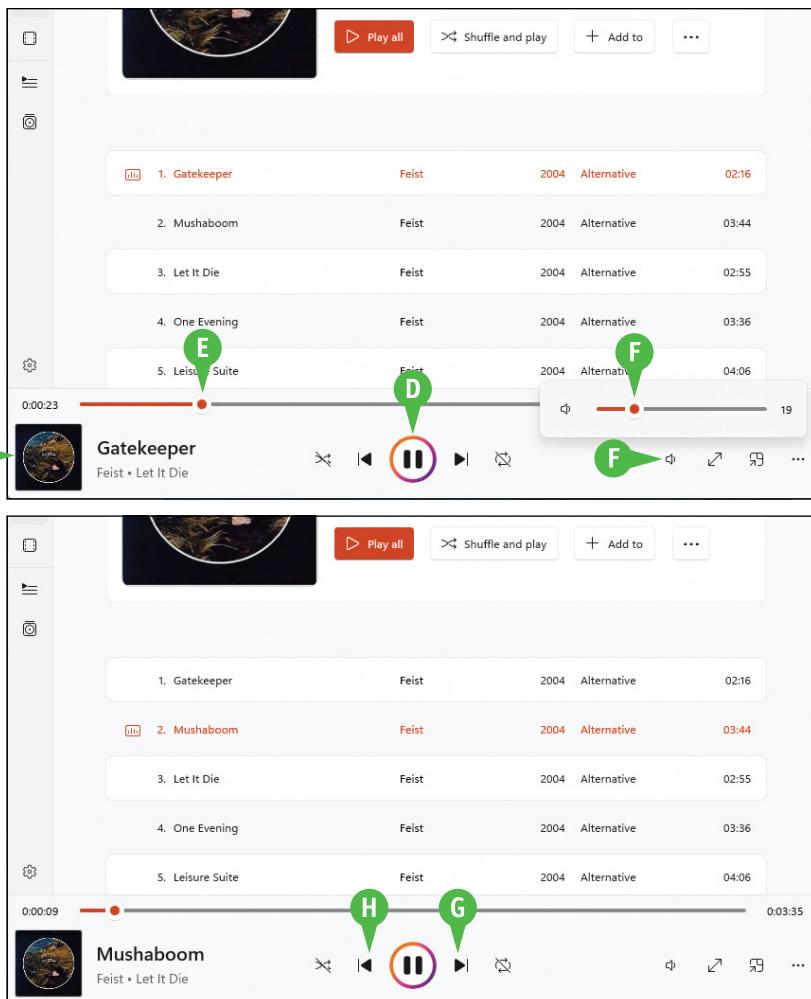
- 3 Click **Play all**.

- You can also move the mouse pointer ( over a song and then click **Play** () .

The Media Player app offers several features for controlling the music playback. You can also play albums, artists, and songs in random order and play albums and artists repeatedly.



## Working with Multimedia



### Control the Music Playback

- C** When you play music, the Media Player app displays the playback controls.
- D** You can click **Pause** (■) to stop and restart the playback.
- E** You can click and drag the scrubber to rewind or fast-forward the current song.
- F** To control the volume, you can click (□) and then drag the slider (○).
- G** You can click **Next** (▶) to jump to the next song.
- H** You can click **Previous** (◀) to return to the beginning of the current song; click **Previous** (◀) again to jump to the previous song.

## simplify it

**Is there a way to get an album to automatically start over from the beginning?**  
Yes, the Media Player app offers a Repeat feature that automatically restarts the current album from the beginning as soon as the album ends. To activate this feature, start playing the album and then click **Repeat** (↻).

**How do I play an album's or artist's songs randomly?**  
You need to activate the Shuffle feature, which plays the songs for the current album or artist in random order. To activate this feature, start playing the album or artist and then click **Shuffle** (🔀).

# Create a Playlist

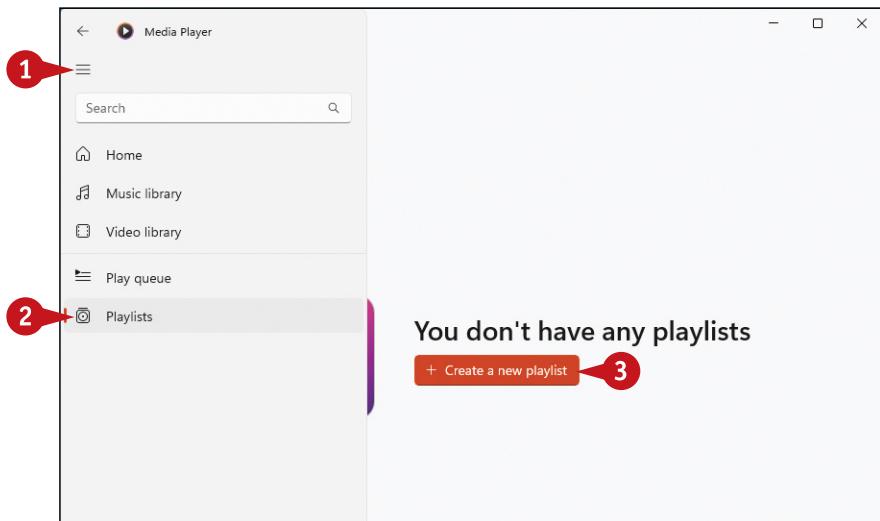
A *playlist* is a collection of songs that represents a subset of your total music collection. A playlist can include audio tracks you ripped from a music CD, songs downloaded from the Internet, or music you have purchased.

You can use the Media Player app to create customized playlists that include only the songs you want to hear. For example, you might want to create a playlist of upbeat or festive songs to play during a party or celebration. Similarly, you might want to create a playlist of your current favorite songs to play during a workout.

## Create a Playlist

### Create a Playlist

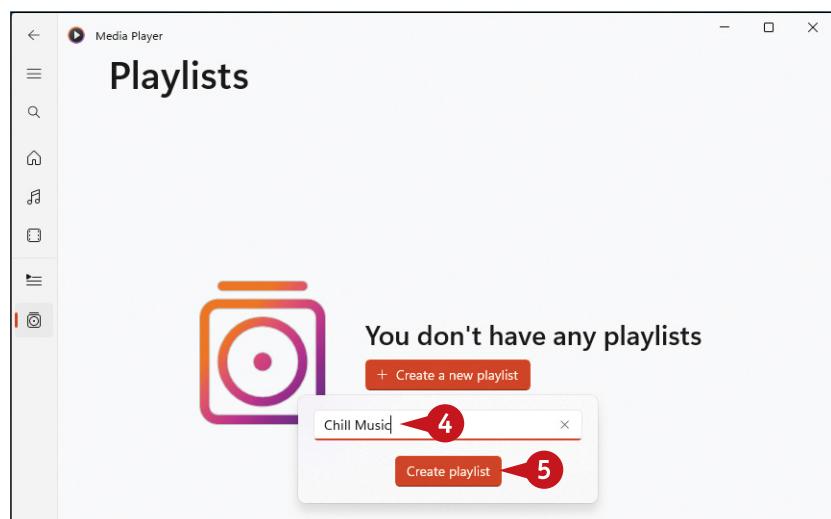
- 1 Click Open Navigation (≡).
- 2 Click Playlists.
- 3 Click Create a new playlist.

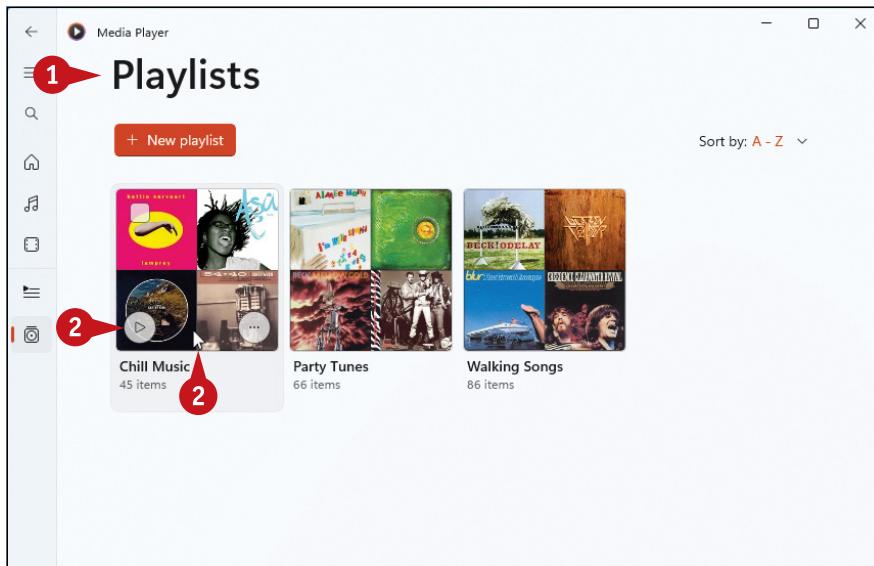
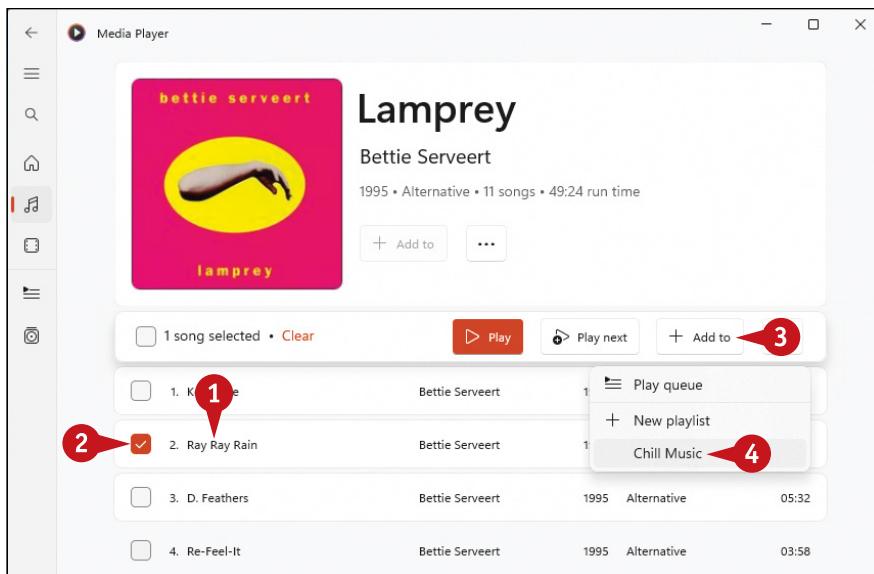


Media Player prompts you to name the new playlist.

- 4 Type a name for the new playlist.
- 5 Click Create playlist.

Media Player adds the playlist to the Playlists window.





## Populate a Playlist

- 1 Locate a song that you want to add to the playlist.
- 2 Move the mouse pointer ( over the song and click its check box ( changes to ).
- 3 Click **Add to**.
- 4 Click the name of your playlist.
- 5 Repeat steps 1 to 4 until you have added all the songs you want in your playlist.

## Play a Playlist

- 1 Follow steps 1 and 2 in the subsection “Create a Playlist” to open the Playlists window.
- 2 Position the mouse pointer ( over the playlist and then click **Play** ().

**Note:** Alternatively, you can click the playlist and then click **Play all**.

simplify it

### How do I make changes to an existing playlist?

In the Playlists window, click the playlist to open it. To change the playlist name, click **Rename**, type the new playlist name, and then click **Rename**. To change the song order, click and drag songs up and down. To remove a song from the playlist, right-click the song and then click **Remove**.

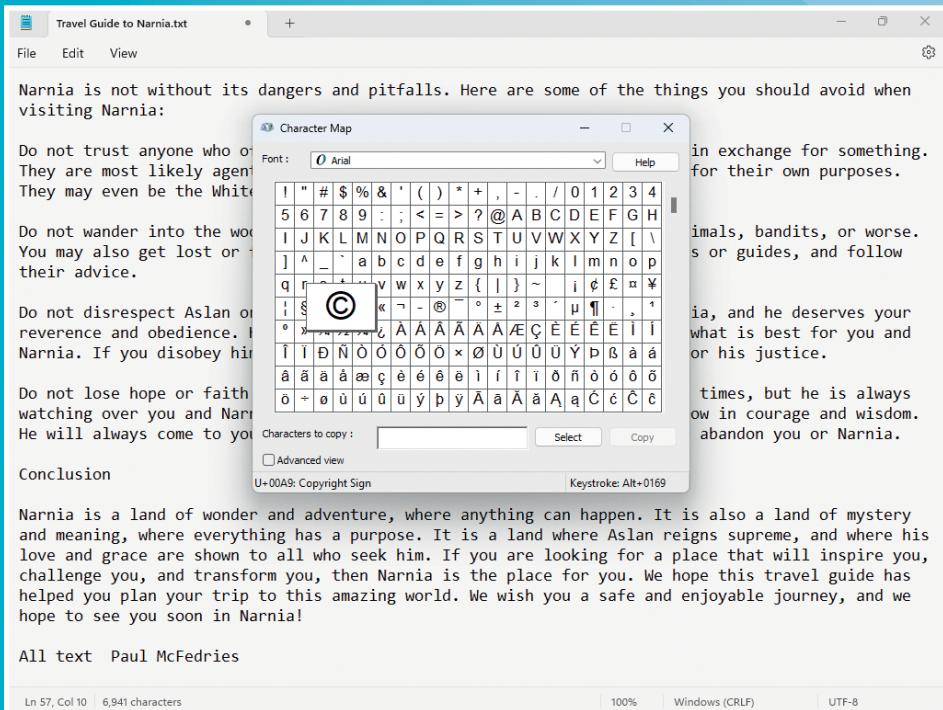
### How do I delete a playlist?

Click the playlist to open it, click **More (...)**, and then click **Delete**. When Media Player asks you to confirm, click **Delete**.

## CHAPTER 8

# Editing Documents

To be productive with Windows, you need to know how to work with documents, which can be text files created with Notepad, as demonstrated in this chapter, or word processing files, spreadsheets, presentations, and more. In this chapter, you learn many useful document tasks, beginning with how to create and save a document. From there, you learn how to open an existing document and perform basic editing chores. You also learn how to find text in a document, replace text, and insert symbols.



<b>Create and Save a Document .....</b>	<b>158</b>
<b>Open a Document.....</b>	<b>160</b>
<b>Edit Document Text .....</b>	<b>162</b>
<b>Find Text .....</b>	<b>166</b>
<b>Replace Text .....</b>	<b>168</b>
<b>Insert Special Symbols .....</b>	<b>170</b>

# Create and Save a Document

When you are ready to create something using Windows, in most cases, you begin by launching a program and then using that program to create a new document to hold your work. Many Windows programs (such as Notepad and Paint) create a new document for you automatically when you begin

the program. However, you can also use these programs to create another new document after you have started the program.

After you create a document and make any changes to it, you must save the document to preserve your work.

## Create and Save a Document

### Create a New Document

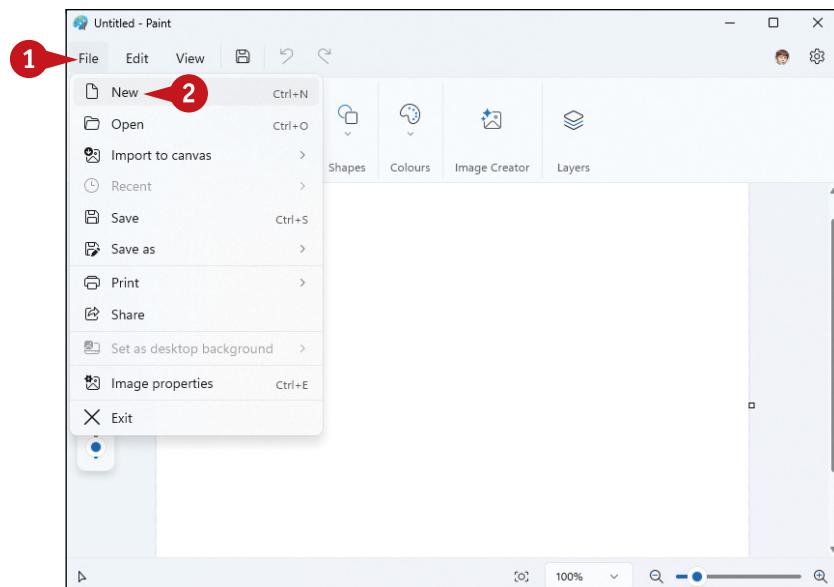
1 Click File.

2 Click New.

The program creates the new document.

**Note:** If you are working in Notepad, click **New tab** instead.

**Note:** In most programs, you can also press **Ctrl+N** to create a new document.



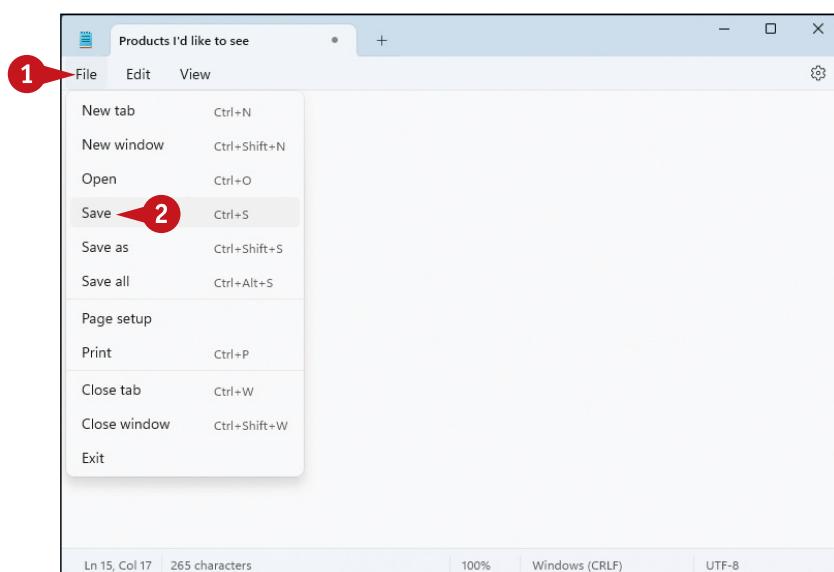
### Save a Document

1 Click File.

2 Click Save.

**Note:** In most programs, you can also press **Ctrl+S** or click **Save**.

**Note:** If you saved the document previously, your changes are now preserved. You do not need to follow the rest of the steps in this section.

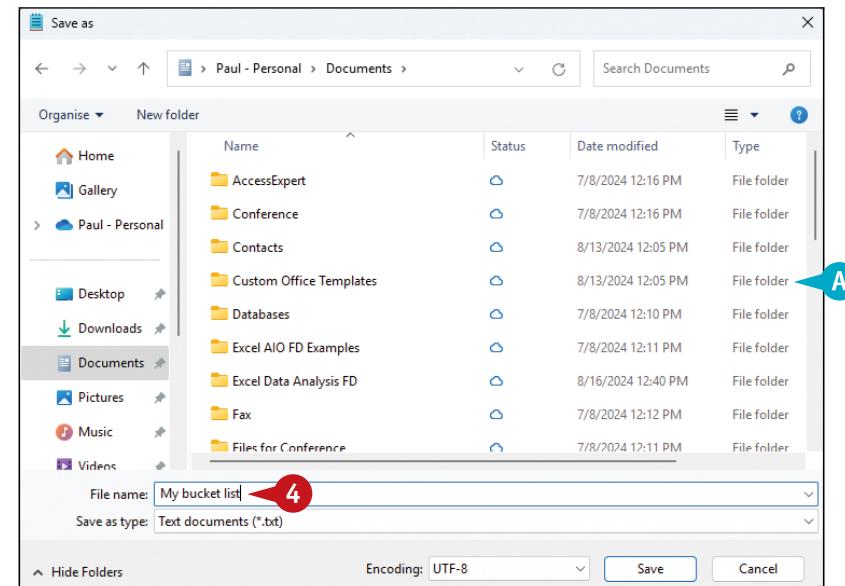
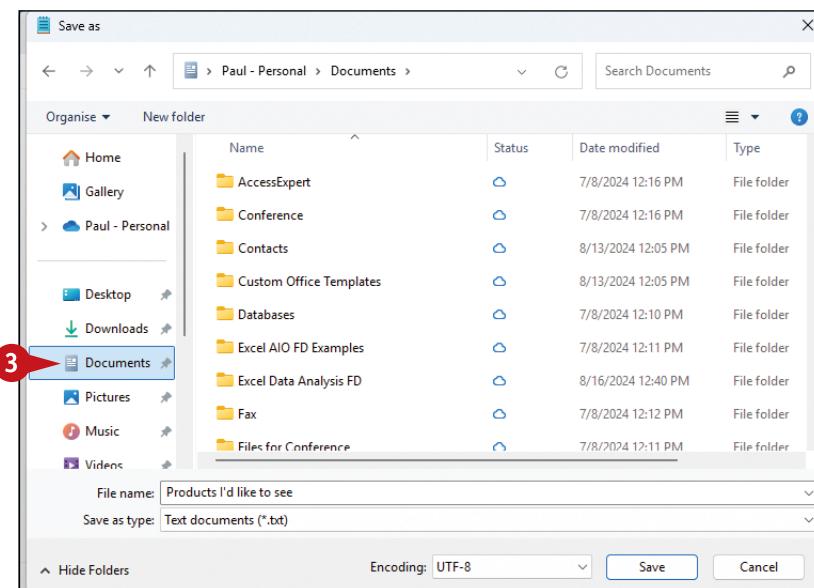


## Editing Documents

If this is a new document that you have never saved before, the Save As dialog box appears.

### 3 Click Documents.

**Note:** In most programs, the Documents folder is selected automatically when you save a document.



A Windows opens the Documents folder.

### 4 Click in the File Name text box and type the name you want to use for the document.

**Note:** The name you type can be up to 255 characters long, but it cannot include the following characters:  
< > , ? : " \ / | \*.

### 5 Click Save.

The app saves your document in the folder you specified.

simplify it

#### Why do I need to save a document?

As you work on a document, Windows stores the changes in your computer's memory. However, Windows erases your PC's memory whenever you shut down or restart the computer. Without saving, you would lose all the changes you have made to your document. Saving the document preserves your changes on your computer's hard drive.

#### Do I have to save all my files to the Documents folder?

No. You can create a subfolder within Documents. In the Save As dialog box, click **New folder**, type the name of the folder, press **Enter**, double-click the new folder, and then follow steps 4 and 5.

# Open a Document

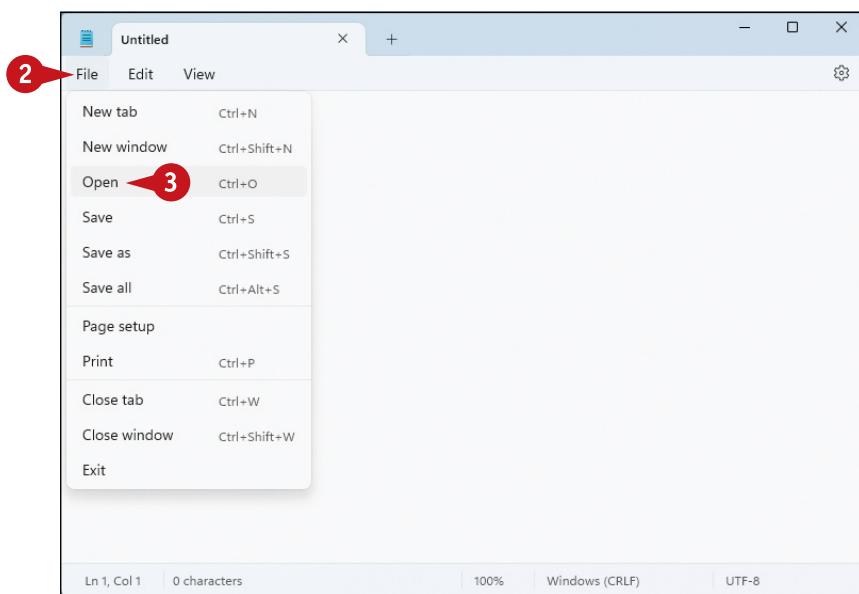
To work with a document that you have saved in the past, you typically need to open the document in the program that you used to create it. When you save a document, you save its contents to your PC's hard drive, and those contents are stored in a

separate file. When you open the document using the same application that you used to save it, Windows loads the file's contents into memory and displays the document in the application. You can then view or edit the document as needed.

## Open a Document

- 1 Start the program you want to work with.
- 2 Click **File**.
- 3 Click **Open**.

**Note:** In most programs, you can also press **Ctrl+O** or click **Open**.

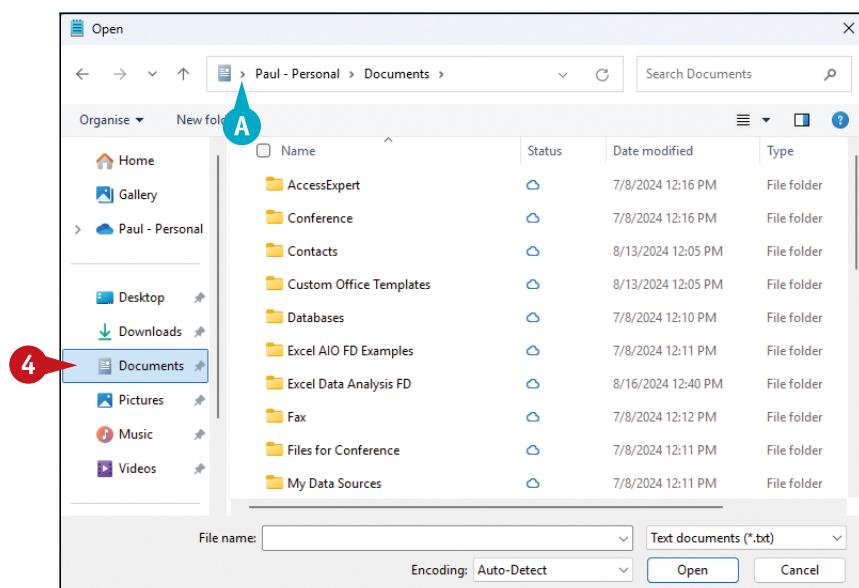


The Open dialog box appears.

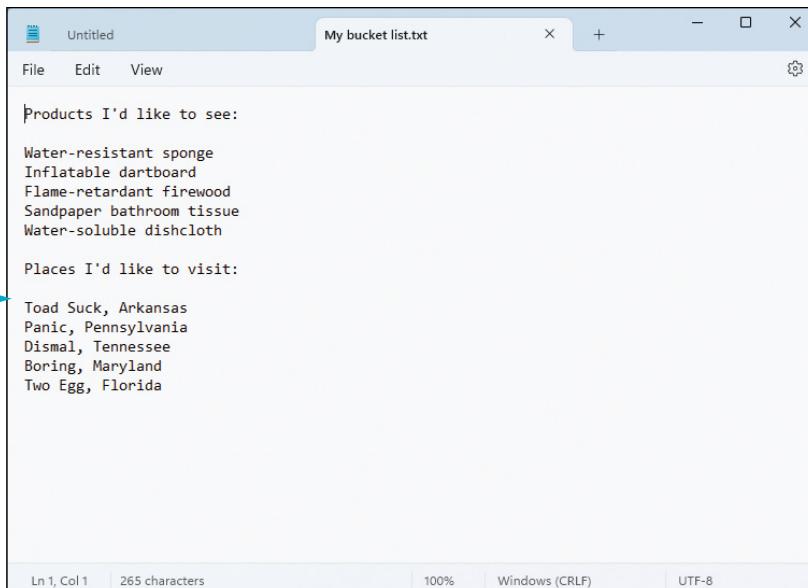
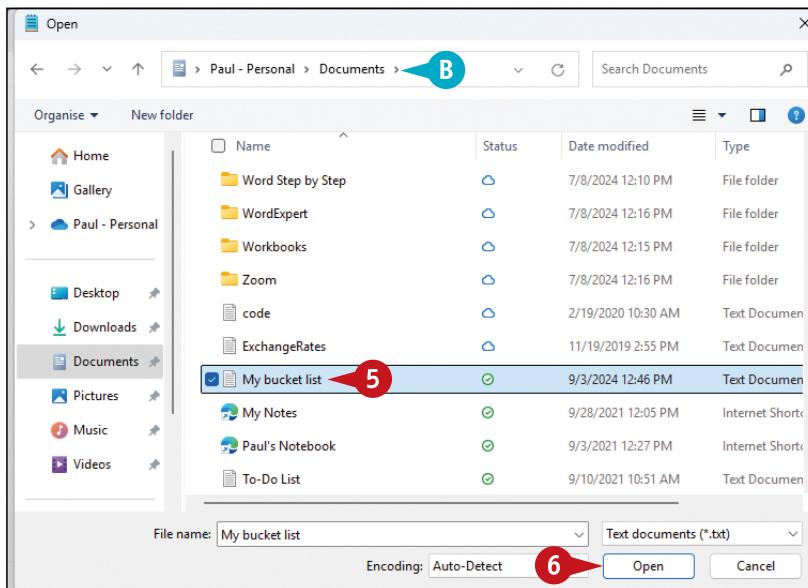
- 4 Click **Documents**.

**Note:** In most programs, the **Documents** folder is selected automatically when you open a document.

- 4 If you want to open the document from some other folder, you can click **Show (>)**, click your username, and then double-click the folder.



## Editing Documents



B Windows opens the Documents folder.

5 Click the document name.

6 Click Open.

C The document appears in the program window.

simplify it

### Is there a more direct way to open a document?

Yes, there is. You do not always need to open the program first. Instead, use File Explorer to open the folder that contains the document and then double-click the document. Windows automatically launches the program and opens the document.

### Is there a quick way to locate a document?

Yes, Windows offers a document search feature, which is handy if your Documents folder contains many files. On the taskbar, click Search (Q), click the **Documents** tab, and then use the Search box to type some or all of the document's filename.

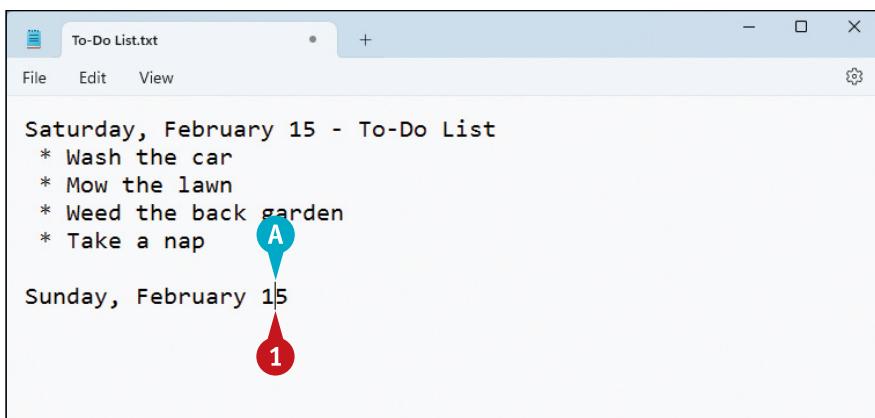
# Edit Document Text

When you work with a character-based file, such as a text or word processing document or an email message, you need to know the basic techniques for editing, selecting, copying, and moving text. Text you enter into a document is rarely perfect the first time through. The text likely contains

errors that require correcting or contains words, sentences, or paragraphs that appear in the wrong place. To get your document text the way you want it, you need to know how to edit text, including deleting characters, selecting the text you want to work with, and copying and moving text.

## Edit Document Text

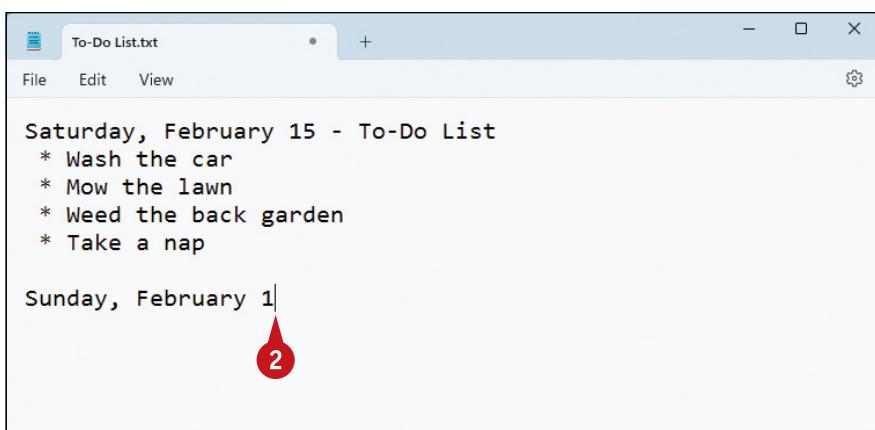
### Delete Characters

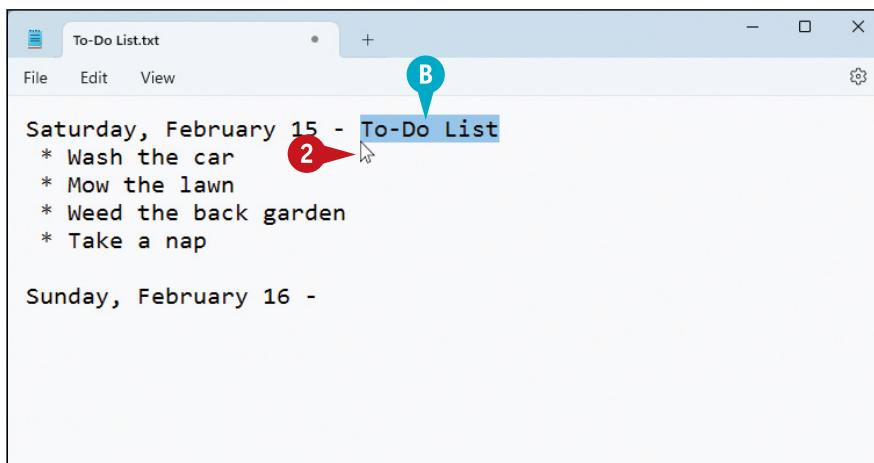
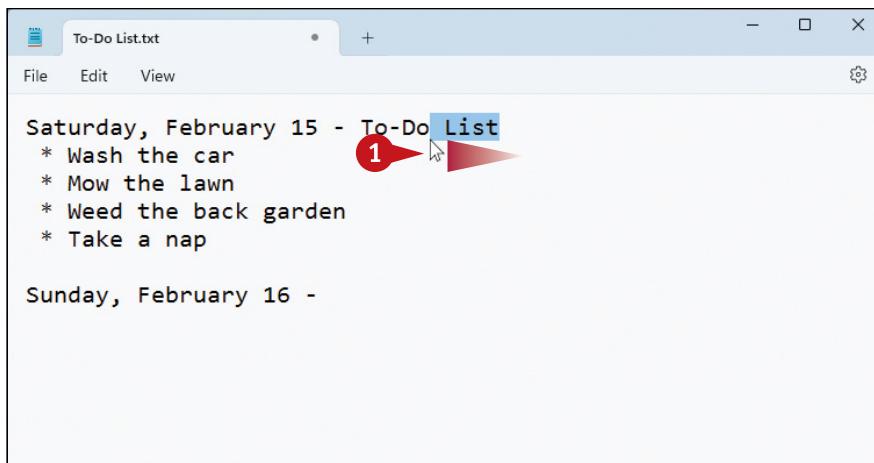
- 1 Click immediately to the left of the first character you want to delete.  
  
A The cursor appears before the character.

- 2 Press **Delete** until you have deleted all the characters you want.

**Note:** An alternative method is to click immediately to the right of the last character you want to delete and then press **Backspace** until you have deleted all the characters you want.

**Note:** If you make a mistake, immediately press **Ctrl+Z**. Alternatively, click **Edit** and then click **Undo**.





### Select Text for Editing

1 Click and drag across the text you want to select.

2 Release the mouse button.

B The program highlights the selected text.

## simplify it

### Are there any shortcut methods I can use to select text in Notepad?

Yes. Here are the most useful ones:

- Click in the whitespace to the left of a line to select the line.
- Double-click a word to select it.
- Triple-click inside a paragraph to select it.
- Press **Ctrl + A** to select the entire document.
- For a long selection, click to the left of the first character you want to select, scroll to the end of the selection using the scroll bar, press and hold **Shift**, and then click to the right of the last character you want to select.

continued

# Edit Document Text (continued)

After you select some text, you can then copy or move the text to another location in your document. Copying text is often a useful way to save work. For example, if you want to use the same passage of text elsewhere in the document, you can copy it instead of typing it from scratch.

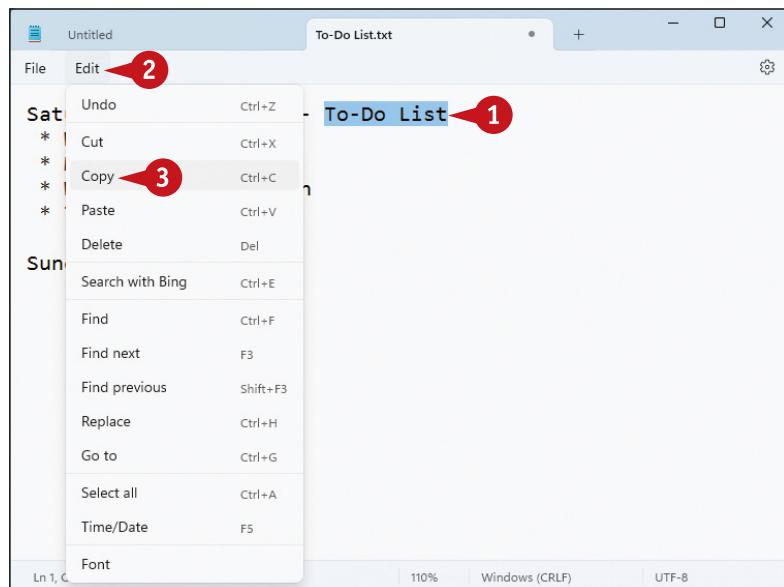
Likewise, if you need a similar passage in another part of the document, you can copy the original and then edit the copy as needed. If you enter a passage of text in the wrong position within the document, you can fix that by moving the text to the correct location.

## Edit Document Text (continued)

### Copy Text

- 1 Select the text you want to copy.
- 2 Click **Edit**.
- 3 Click **Copy**.

**Note:** In most programs, you can also press **Ctrl+C**.



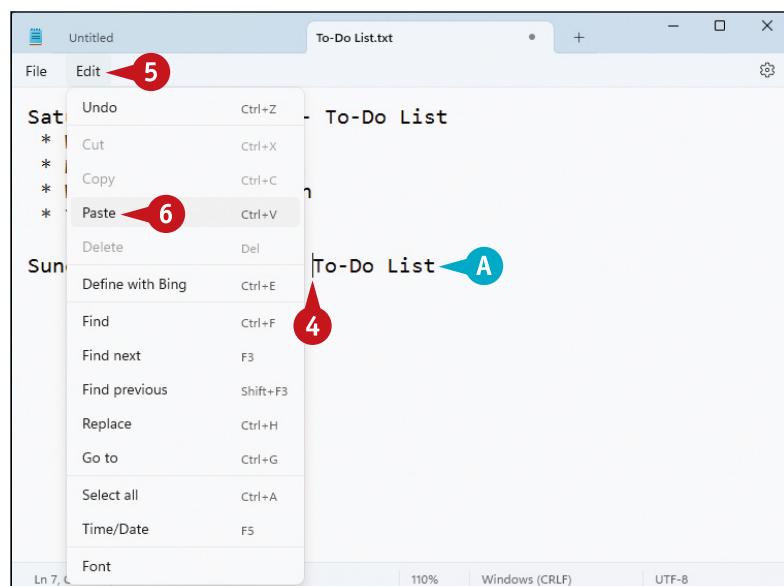
- 4 Click inside the document at the position where you want the copy of the text to appear.

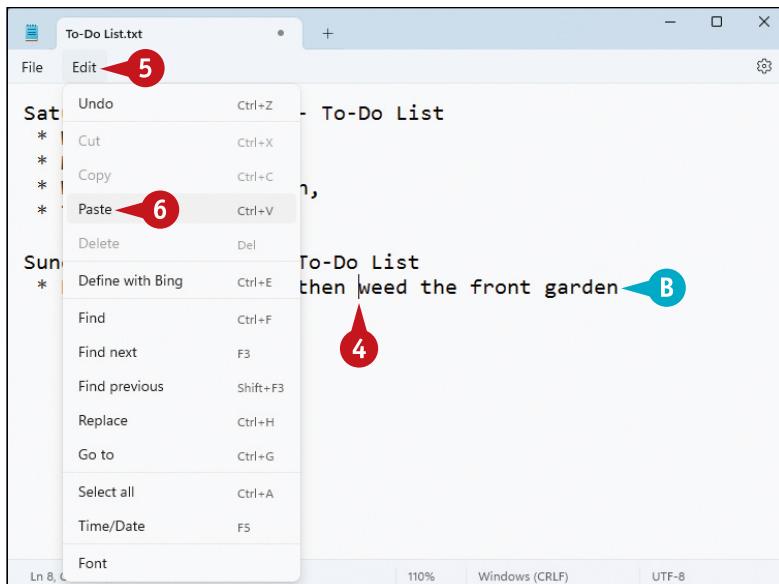
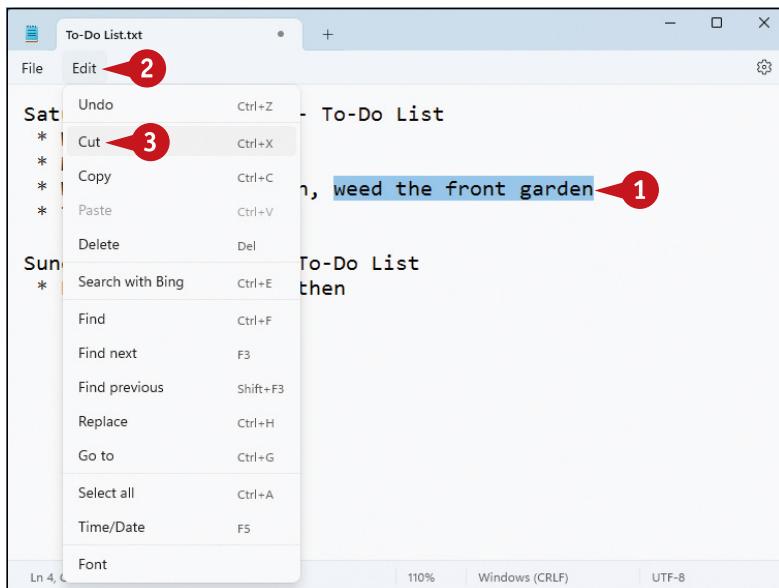
The cursor appears in the position you click.

- 5 Click **Edit**.
- 6 Click **Paste**.

**Note:** In most programs, you can also press **Ctrl+V**.

- A The program inserts a copy of the selected text at the cursor position.





## Move Text

1 Select the text you want to move.

2 Click **Edit**.

3 Click **Cut**.

**Note:** In most programs, you can also press **Ctrl+X**.

The program removes the text from the document.

4 Click inside the document at the position where you want to move the text.

The cursor appears at the position you clicked.

5 Click **Edit**.

6 Click **Paste**.

**Note:** In most programs, you can also press **Ctrl+V**.

B The program inserts the text at the cursor position.

## simplify it

### How do I move and copy text with my mouse?

First, select the text you want to work with. To move the selected text, position the mouse pointer ( over the selection and then click and drag the text to the new position within the document.

To copy the selected text, position the mouse pointer ( over the selection, press and hold **Ctrl**, and then click and drag the text to the desired position within the document.

# Find Text

In large documents, when you need to find specific text, you can save a lot of time by using the program's Find feature. In short documents that contain only a few dozen or even a few hundred words, finding a specific word or phrase is usually not difficult. However, many documents contain hundreds or even thousands of words, so finding a

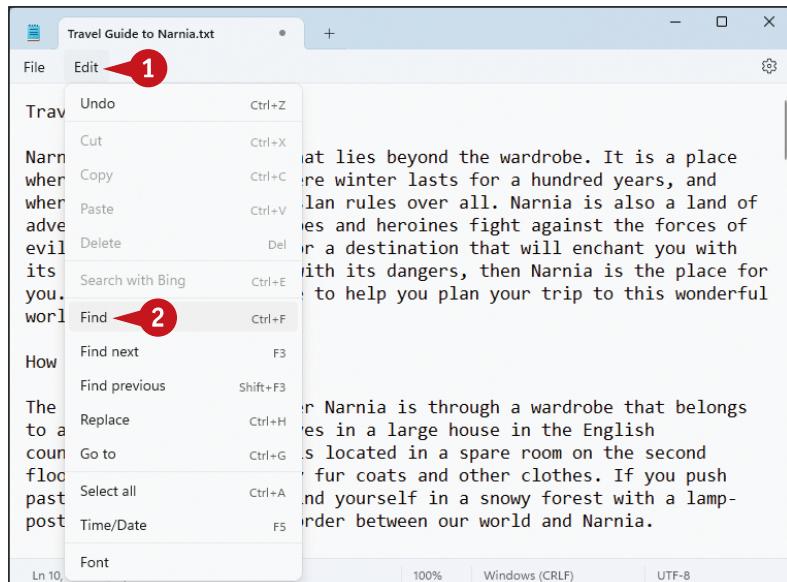
word or phrase becomes much more difficult and time-consuming.

You can work around this problem by using the Find feature, which searches the entire document in the blink of an eye. Most programs that work with text — including the Windows Notepad program — have the Find feature.

## Find Text

- 1 Click **Edit**.
- 2 Click **Find**.

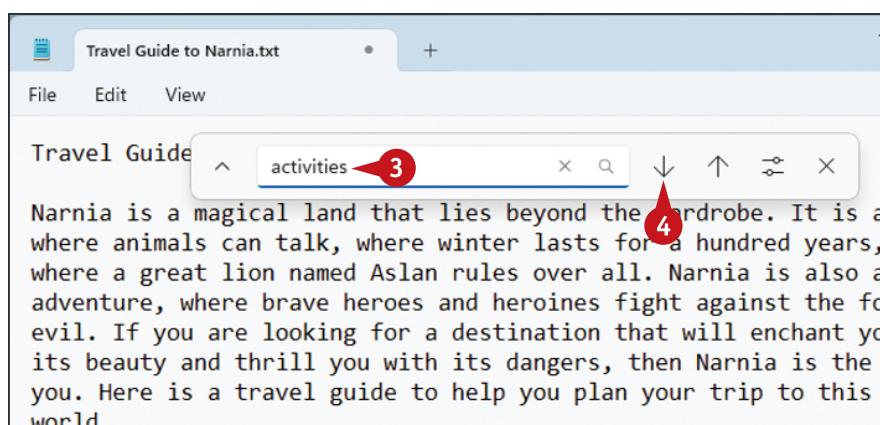
**Note:** In many programs, you run the **Find** command by pressing **Ctrl+F**.



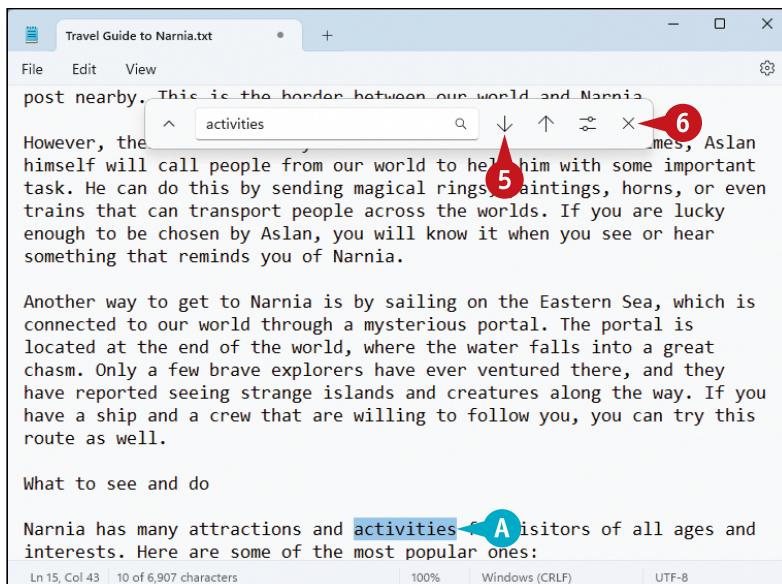
The Find dialog box appears.

- 3 Click in the **Find What** text box and type the text you want to find.
- 4 Click **Find next** (↓).

**Note:** In Notepad, you can also begin the search by clicking **Edit** and then clicking **Find next** or by pressing **F3**.



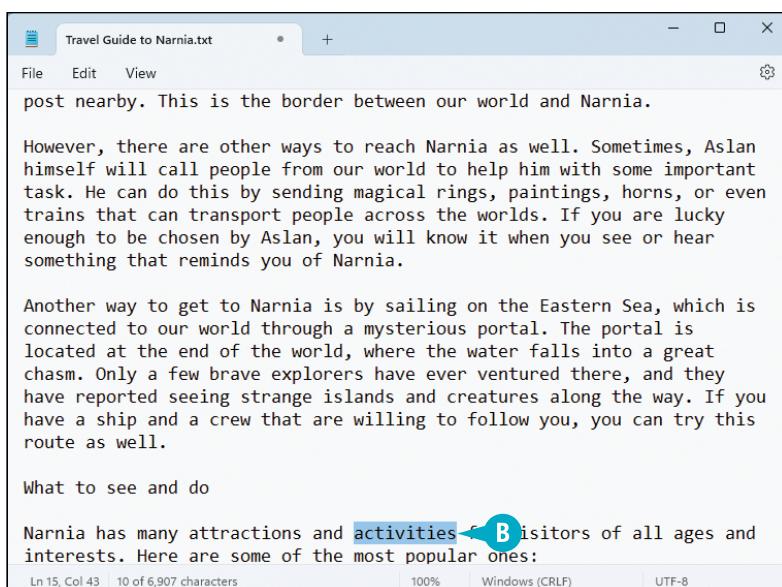
## Editing Documents



- A** The program selects the next instance of the search text.

**Note:** If the search text does not exist in the document, the program displays a dialog box to let you know.

- 5** If the selected instance is not the one you want, click **Find next** (↓) until the program finds the correct instance.
- 6** Click **Close** (X) to close the Find dialog box.



- B** The program leaves the found text selected.

## simplify it

**How do I return to a previously found instance of my search term?**

Notepad gives you several methods for returning to a previously found search term. In the Find dialog box, click **Find previous** (↑) to search back through the text. You can also click **Edit** and then click **Find previous**, or you can press **Shift + F3**.

**A search for a name such as Bill also matches the non-name bill. How do I fix this?**

In the Find dialog box, click **More options** (≡) and then click **Match case**. This tells the program to match the search text only if it has the same mix of uppercase and lowercase letters that you specify in the Find What text box.

# Replace Text

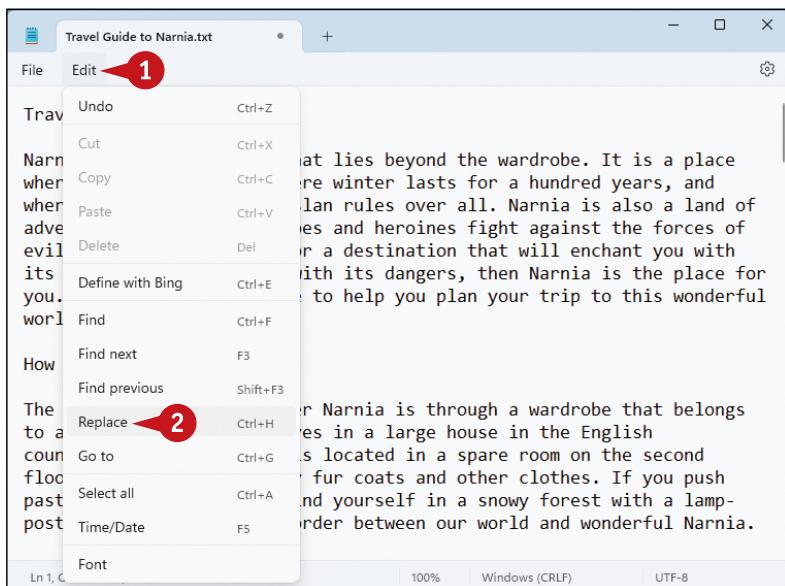
You can make it easier to replace multiple instances of one word with another by taking advantage of the program's Replace feature. Do you need to replace a word or part of a word with some other text? If you have several instances to

replace, you can save time and do a more accurate job if you let the program's Replace feature replace the word for you. Most programs that work with text — including the Windows Notepad program — have the Replace feature.

## Replace Text

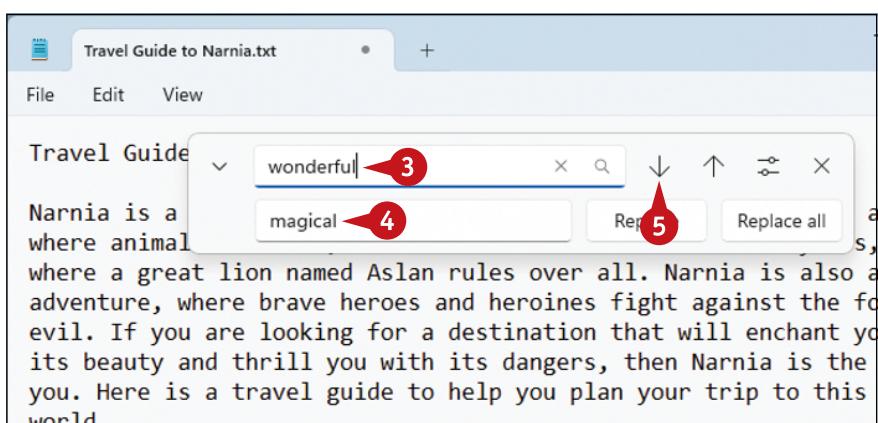
- 1 Click Edit.
- 2 Click Replace.

**Note:** In many programs, you run the Replace command by pressing **Ctrl+H**.

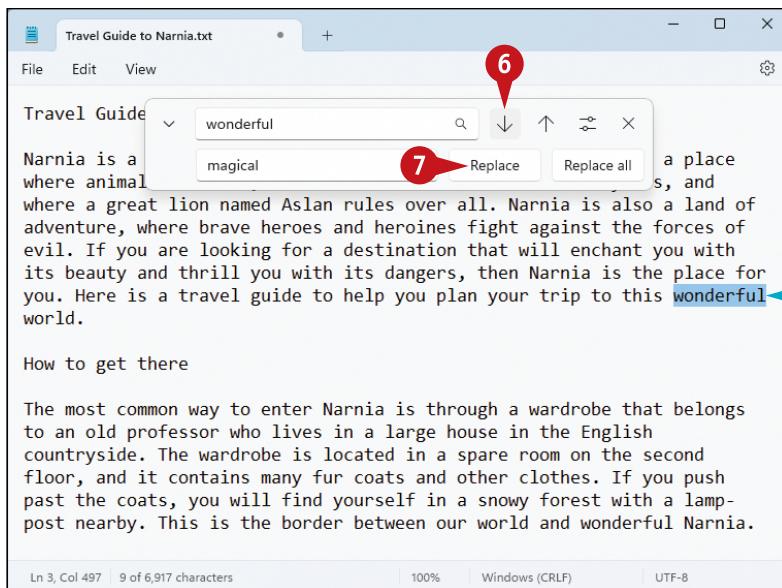


The Replace dialog box appears.

- 3 Click in the Find What text box and type the text you want to find.
- 4 Click in the Replace With text box and type the text you want to use as the replacement.
- 5 Click Find next (↓).



## Editing Documents

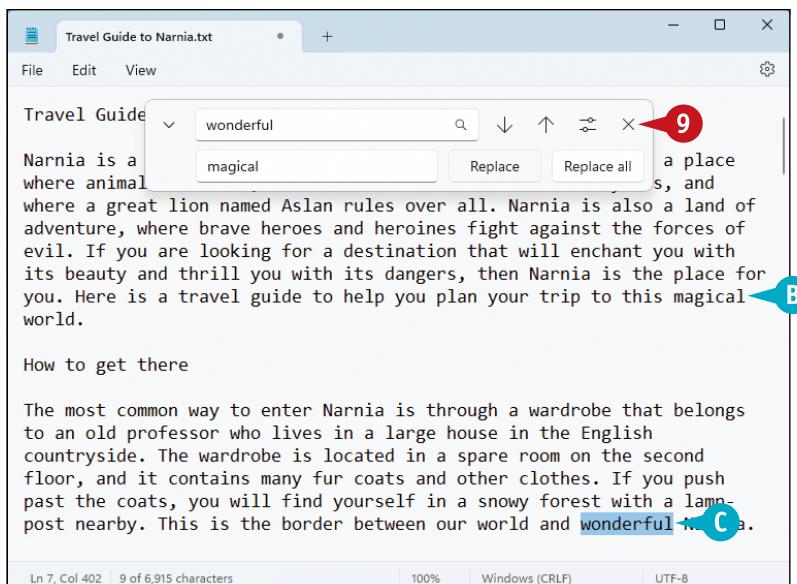


- A The program selects the next instance of the search text.

**Note:** If the search text does not exist in the document, the program displays a dialog box to let you know.

- B 6 If the selected instance is not the one you want, click **Find next** (↓) until the program finds the correct instance.

- C 7 Click **Replace**.



- B The program replaces the selected text with the replacement text.

- C The program selects the next instance of the search text.

- D 8 Repeat steps 6 and 7 until you have replaced all the instances you want to replace.

- E 9 Click **Close** (X) to close the Replace dialog box.

simplify it

**Is there a faster way to replace every instance of the search text with the replacement text?**

Yes. In the Replace dialog box, click **Replace all**. This tells the program to replace every instance of the search text with the replacement text. However, you should exercise some caution with this feature because it may make some replacements that you did not intend. Click **Find next** (↓) a few times to make sure the matches are correct. Also, consider activating the Match Case command, as described in the previous section, "Find Text."

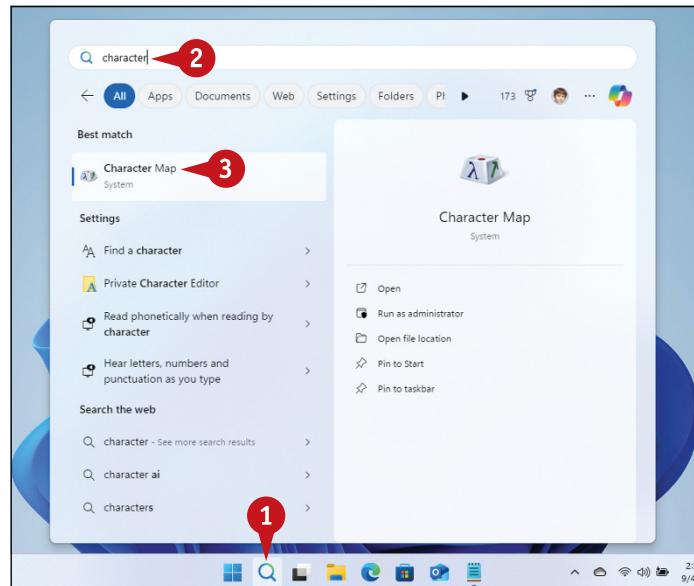
# Insert Special Symbols

You can make your documents more readable and more useful by inserting special symbols that are not available via your keyboard. The keyboard is home to a large number of letters, numbers, and symbols. However, the keyboard is missing some useful characters. For example, it is missing the

foreign characters in words such as café and Köln. Similarly, your writing might require mathematical symbols such as ÷ and ½, financial symbols such as € and £, or commercial symbols such as © and ®. These and many more symbols are available in Windows via the Character Map program.

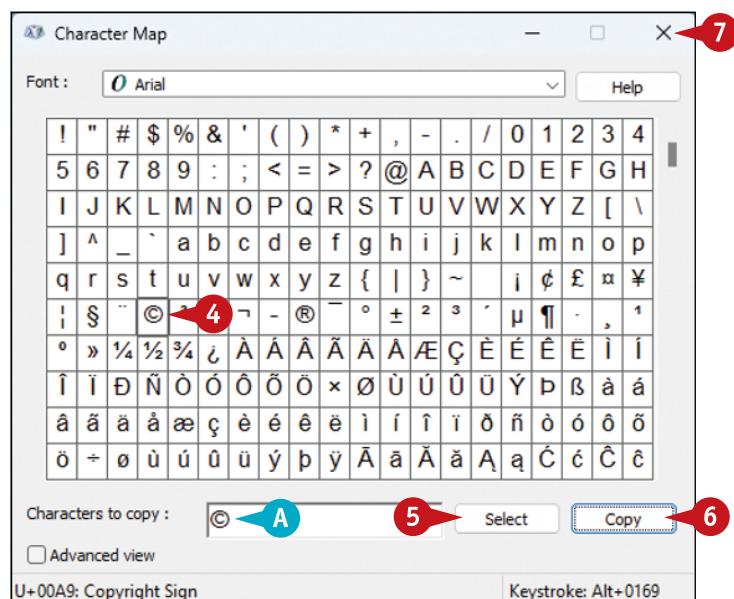
## Insert Special Symbols

- 1 Click Search (Q).
- 2 Type **character**.
- 3 Click **Character Map**.

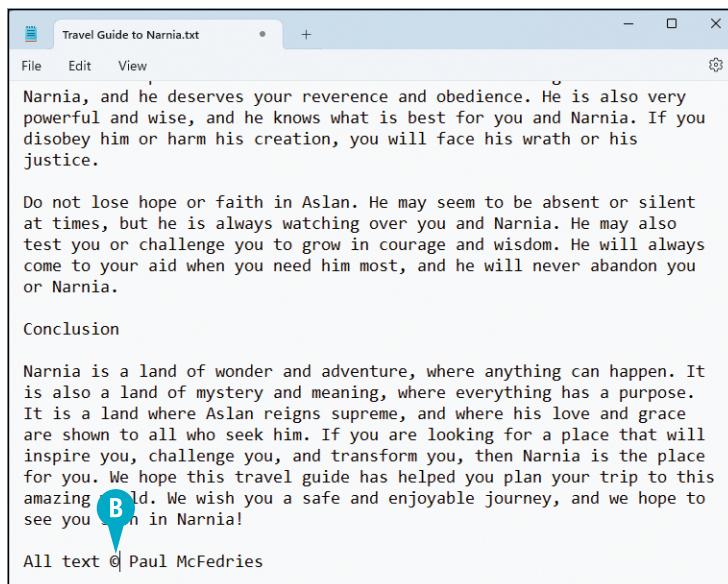
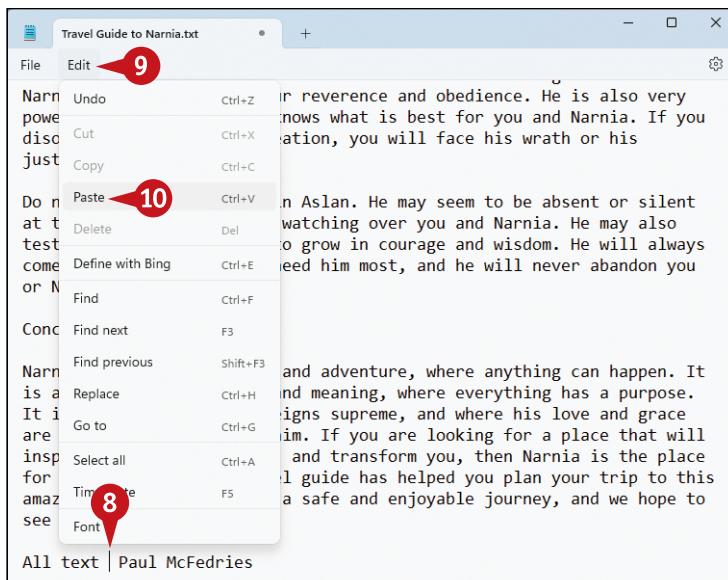


The Character Map window appears.

- 4 Click the symbol you want.
- 5 Click **Select**.
- A Character Map adds the symbol to the Characters to Copy text box.
- 6 Click **Copy**.
- 7 Click **Close (X)** to shut down Character Map after you choose all the characters you want.



## Editing Documents



**8** In your document, position the cursor where you want to insert the symbol.

**9** Click **Edit**.

**10** Click **Paste**.

**Note:** In most programs, you can also run the Paste command by pressing **Ctrl+V**.

**B** The program inserts the symbol.

simplify it

**When I click a symbol, Character Map sometimes displays a “keystroke” in the status bar. What does this mean?**

This tells you that you can insert the symbol directly into your document by pressing the keystroke shown. For example, you can insert the copyright symbol (©) by pressing **Alt + 0 1 6 9**. When you type the numbers, be sure to use your keyboard's numeric keypad.

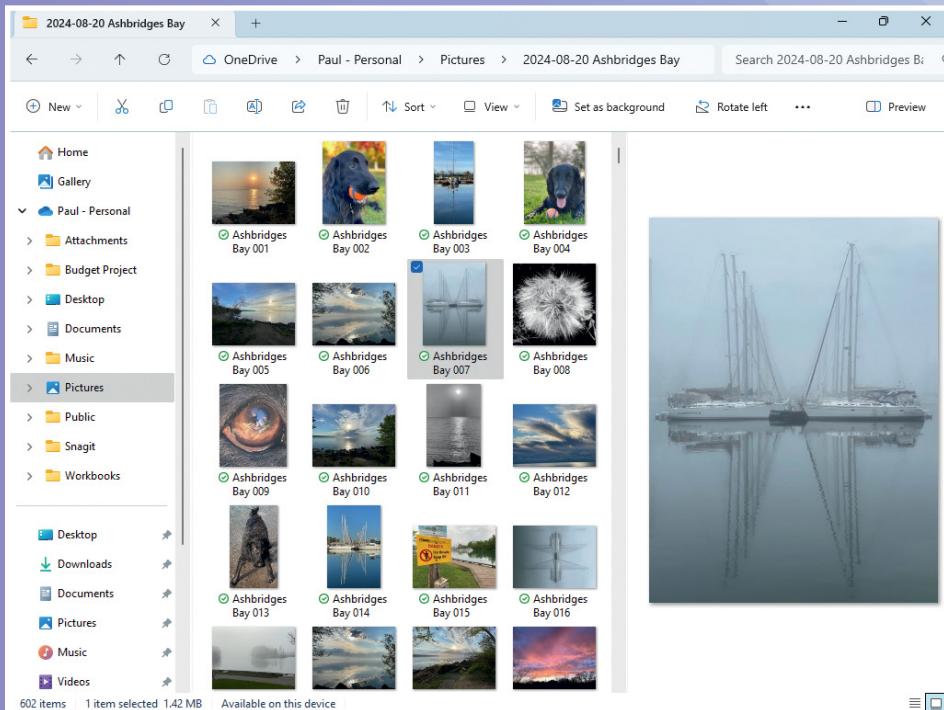
**Are there even more symbols available?**

Yes, dozens of extra symbols are available in the Character Map program's Webdings and Wingdings typefaces. To display these symbols, click the **Font** and then click either **Webdings** or **Wingdings**.

## CHAPTER 9

# Working with Files

This chapter shows you how to work with the files that are stored on your computer. These straightforward and efficient methods take you through all the basic file tasks, including how to select files and how to change the file view. You also learn how to preview the contents of a file without having to open the file in an application. You also learn how to copy, move, and rename files. This chapter also shows you how to create new files. You also learn how to delete files, as well as how to restore accidentally deleted files.



<b>Select a File.....</b>	<b>174</b>
<b>Change the File View .....</b>	<b>176</b>
<b>Preview a File .....</b>	<b>177</b>
<b>Copy a File.....</b>	<b>178</b>
<b>Move a File .....</b>	<b>179</b>
<b>Rename a File .....</b>	<b>180</b>
<b>Create a New File .....</b>	<b>181</b>
<b>Delete a File .....</b>	<b>182</b>
<b>Restore a Deleted File.....</b>	<b>183</b>

# Select a File

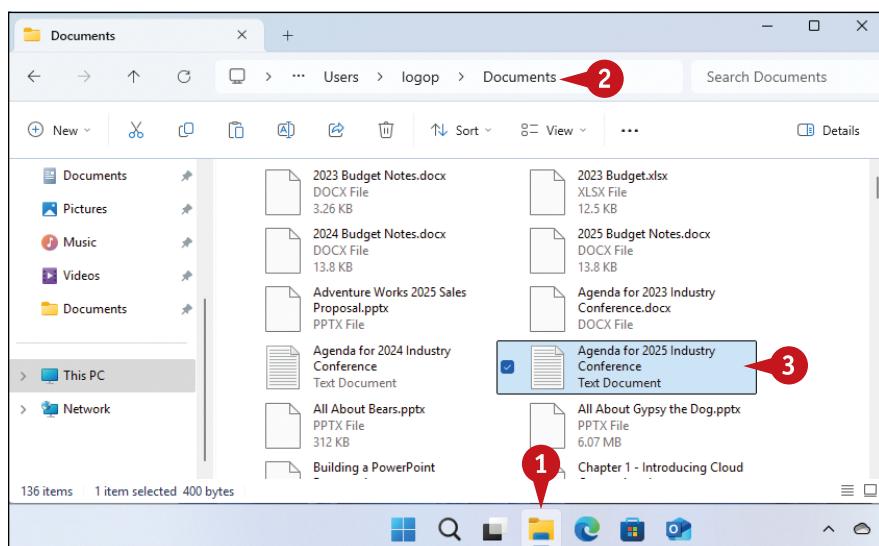
Before you can use File Explorer to do any work with one or more files, you first have to select the files so that Windows knows which ones you want to work with. For example, before you can move files to a new location, you must first select the

files you want to move. You can select just a single file, two or more files, a group of files, or all the files in a folder. Although you learn specifically about selecting files in this section, the technique for selecting folders is the same.

## Select a File

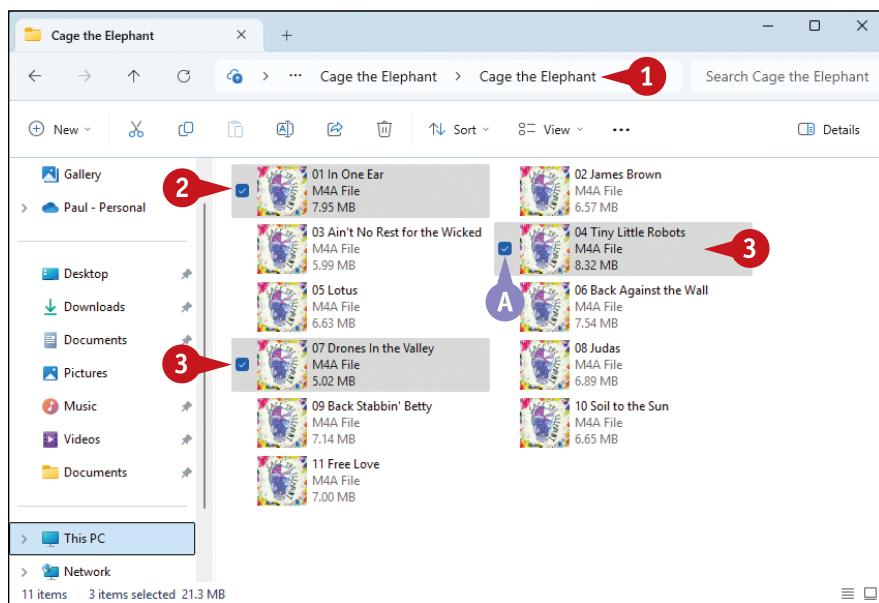
### Select a Single File

- 1 Click File Explorer (F).
- 2 Open the folder containing the file.
- 3 Click the file.

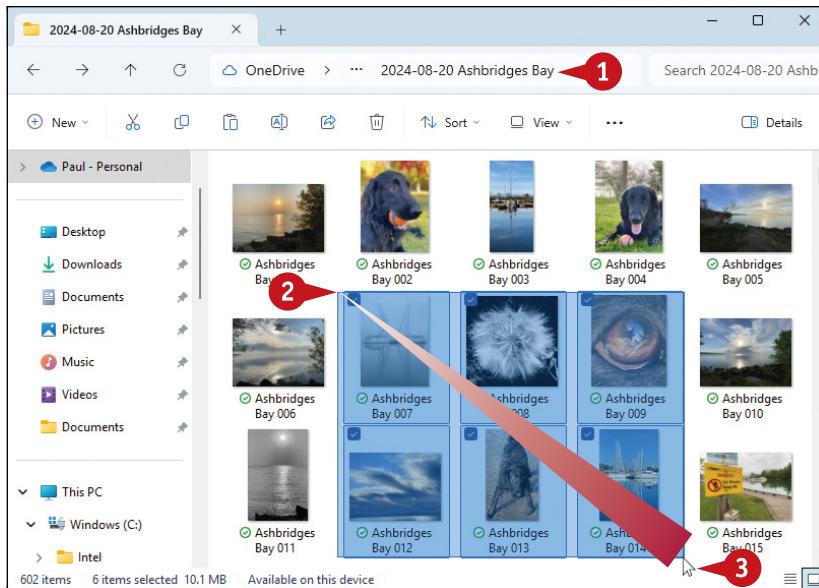


### Select Multiple Files

- 1 Open the folder containing the files.
  - 2 Click the first file you want to select.
  - 3 Press and hold **Ctrl** and click each of the other files you want to select.
- A On a notebook PC, you can select multiple files by clicking each file's check box (□ changes to ✓).

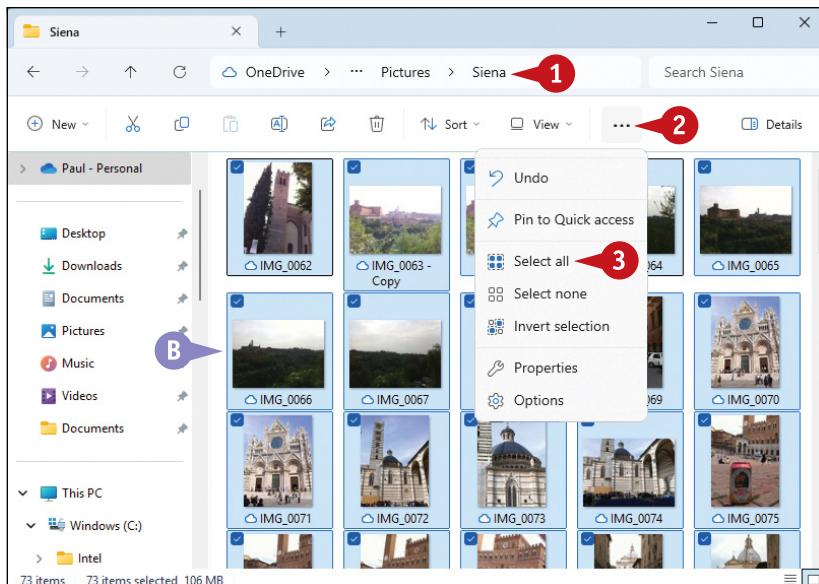


## Working with Files



### Select a Group of Files

- 1 Open the folder containing the files.
- 2 Position the mouse pointer ( ) slightly above and slightly to the left of the first file in the group.
- 3 Click and drag the mouse pointer ( ) down and to the right until all the files in the group are selected.



### Select All Files

- 1 Open the folder containing the files.
- 2 Click **See more** (...).
- 3 Click **Select all**.

**Note:** A quick way to select all the files in a folder is to press **Ctrl+A**.

- B File Explorer selects all the files in the folder.

simplify it

### How do I deselect a file?

Depending on the situation, there are a few ways to deselect files:

- To deselect a single file from a multiple-file selection, press and hold **Ctrl** and click the file you want to deselect.
- To deselect all files, either click **See more** (...) and then click **Select none**, or click an empty area within the folder.
- To reverse the selection — deselect the selected files and select the deselected files — click **See more** (...) and then click **Invert selection**.

# Change the File View

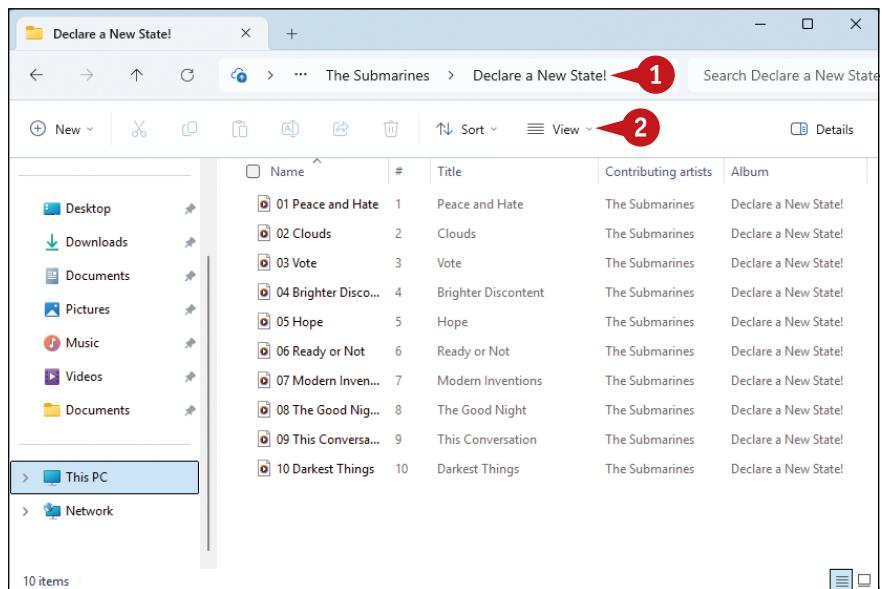
You can configure how Windows displays the files in a folder by changing the file view. This enables you to display larger or smaller icons or the details of each file.

You can choose a view such as Small Icons to display more files in the folder window. A view

such as Large Icons or Extra Large Icons enables you to display images as thumbnail versions of each picture. If you want to display more information about the files, choose either the Tiles view or the Details view.

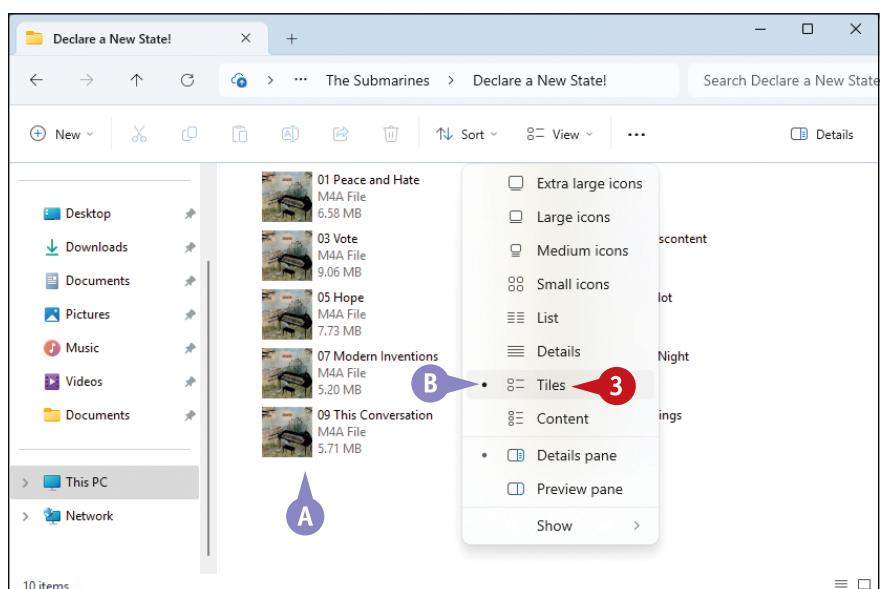
## Change the File View

- 1 In File Explorer, open the folder containing the files you want to view.
- 2 Click View.



Windows displays the Layout gallery.

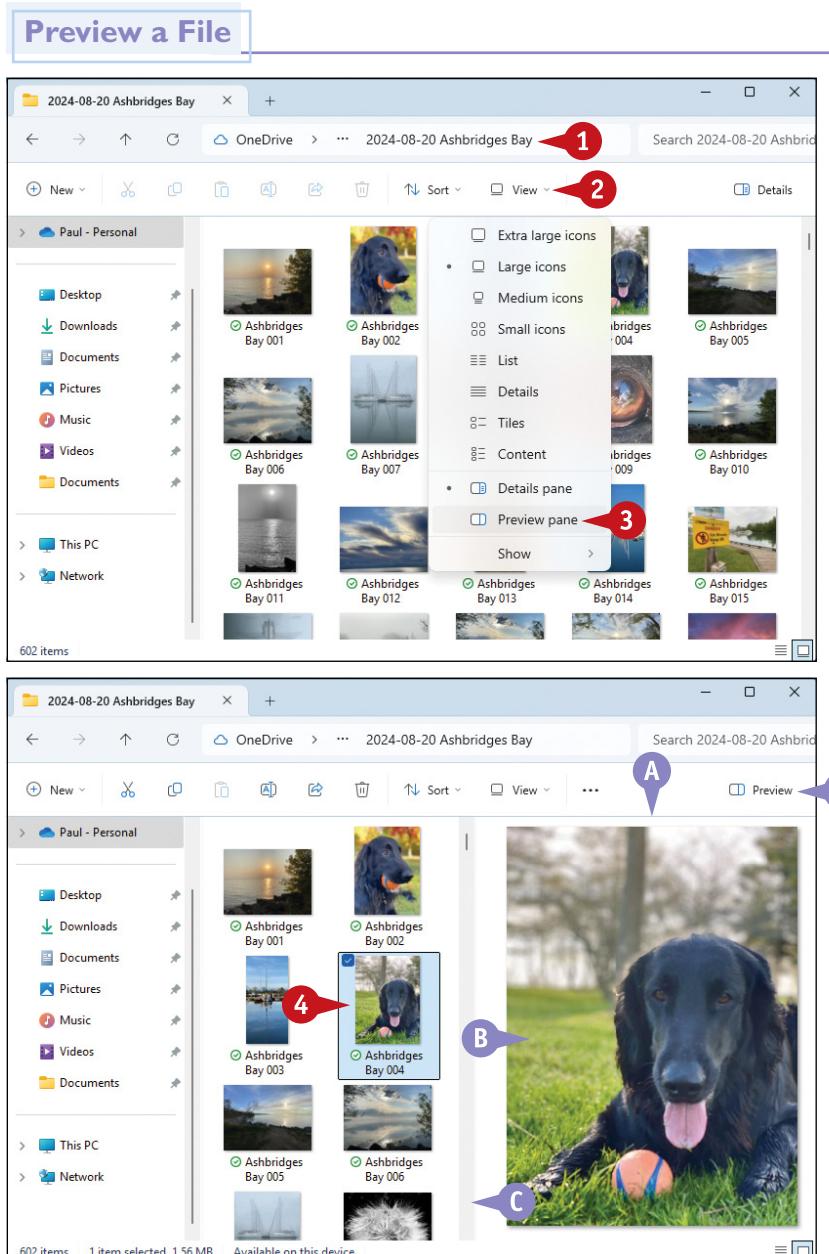
- 3 Click the view you want.
  - A File Explorer changes the file view (this example shows Tiles view).
  - B File Explorer displays a dot (•) beside the currently selected view.



# Preview a File

Windows enables you to view the contents of some files without opening them. This makes it easier to select the file you want to work with because it means you do not have to run an application to display the file's contents. Previewing the file is

faster and uses fewer system resources. Windows previews only certain types of files, such as text documents, rich text documents, web pages, images, and videos.



The screenshot shows two instances of the Windows File Explorer interface. In the top instance, the 'View' menu is open, and the 'Preview pane' option is selected. In the bottom instance, a file named 'Ashbridges Bay 002' has been selected, and its preview is visible in the right pane. Callouts A through D point to specific features: A points to the preview pane header; B points to the preview image; C points to the left border of the preview pane; and D points to the 'Preview' button in the toolbar.

**Preview a File**

1 In File Explorer, open the folder containing the file you want to preview.

2 Click View.

3 Click Preview pane.

**Note:** You can also press **Alt+P** to open the Preview pane.

A The Preview pane appears.

B The file's contents appear in the Preview pane.

C You can click and drag the left border of the Preview pane to change its size.

D When you are finished with the Preview pane, you can click Preview (or press **Alt+P**) to close it.

# Copy a File

You can use Windows to make an exact copy of a file. This is useful if you want to back up an important file by making an extra copy on a flash drive, memory card, or other removable disc. Similarly, you might require a copy of a file if you

want to send the copy on a disc to another person. This section shows you how to copy a single file, but the steps also work if you select multiple files. You can also use these steps to copy a folder.

## Copy a File

- 1 In File Explorer, open the folder containing the file you want to copy.
- 2 Select the file.
- 3 Click **Copy** (C).

**Note:** A quick way to run the *Copy command* is to press **Ctrl+C**.

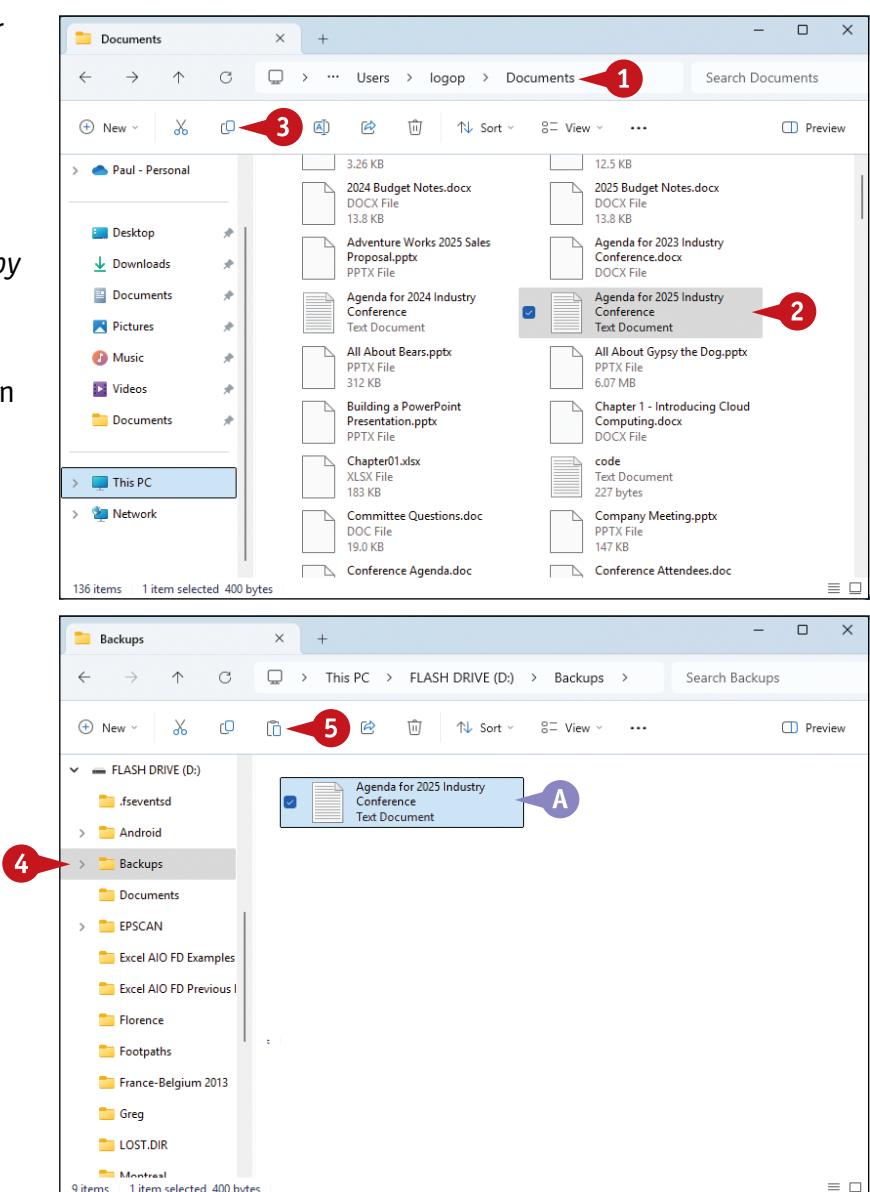
Windows places a copy of the file in a special memory location called the *Clipboard*.

- 4 Open the location you want to use to store the copy.

- 5 Click **Paste** (P).

**Note:** A quick way to run the *Paste command* is to press **Ctrl+V**.

- A Windows inserts a copy of the file in the location.

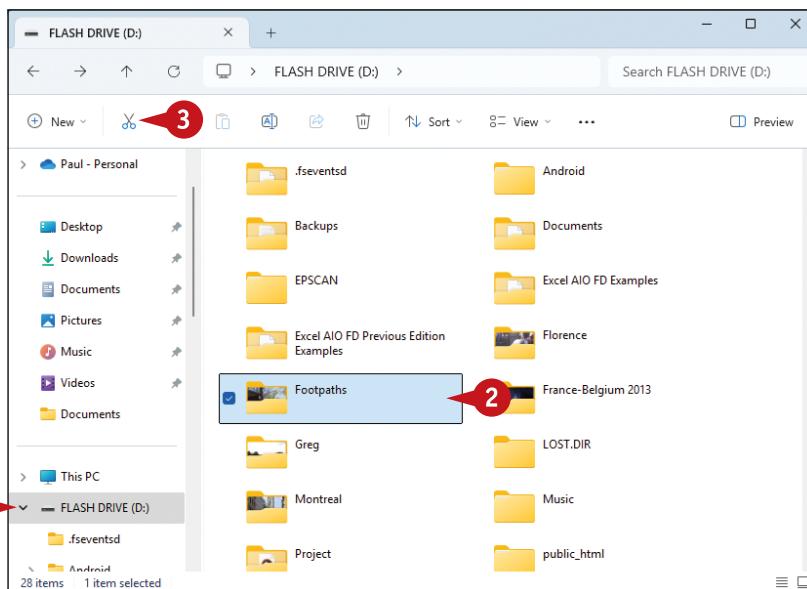


# Move a File

When you need to store a file in a new location, the easiest way is to move the file from its current folder to another folder on your computer. When you save a file for the first time, you specify a folder on your PC's hard drive. This original

location is not permanent; you can move the file to another location on the hard drive. This section shows you how to move a single file, but the steps also work if you select multiple files or move a folder.

## Move a File



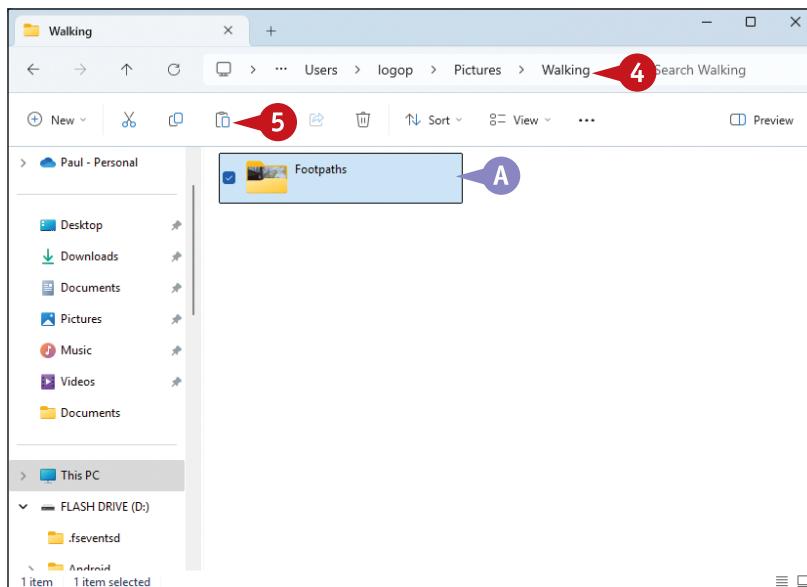
**1** In File Explorer, open the folder containing the item you want to move.

**2** Select the item.

**3** Click **Cut** (✂).

**Note:** A quick way to run the Cut command is to press **Ctrl+X**.

Windows places the item in the Clipboard.



**4** Open the folder to which you want to move the item.

**5** Click **Paste** (📋).

**Note:** A quick way to run the Paste command is to press **Ctrl+V**.

**A** Windows moves the item to the new location.

# Rename a File

You can change the name of a file, which is useful if the current name of the file does not accurately describe the file's contents. By giving your document a descriptive name, you make it easier to find the file later.

## Rename a File

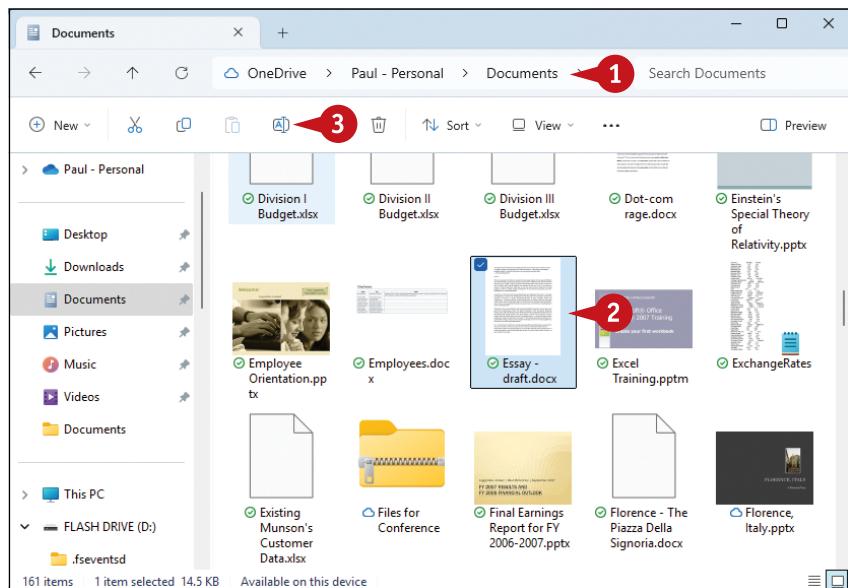
- 1 In File Explorer, open the folder that contains the file you want to rename.

- 2 Click the file.

**Note:** In addition to renaming files, you can rename any folders that you have created.

- 3 Click Rename ().

**Note:** You can also run the Rename command by pressing **F2**.



A text box appears around the filename.

- 4 Type the new name you want to use for the file.

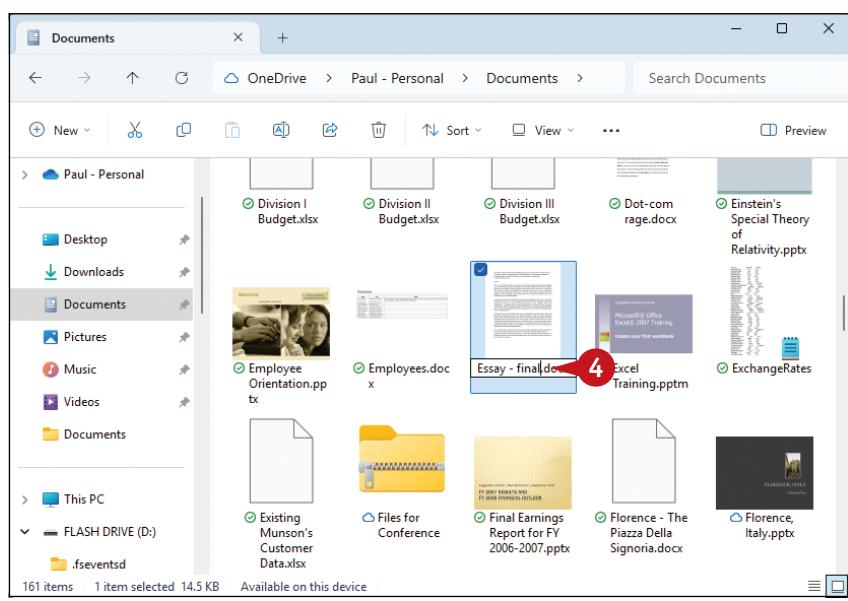
**Note:** If you decide that you do not want to rename the file after all, press **Esc** to cancel the operation.

**Note:** The name you type can be up to 255 characters long, but it cannot include the following characters: < > , ? : " \ / | \*.

- 5 Press **Enter**.

The new name appears under the file's icon.

Make sure you rename only those documents that you have created or that someone else has given to you. Do not rename any of the Windows system files or any files associated with your programs, or your computer may behave erratically, or even crash.

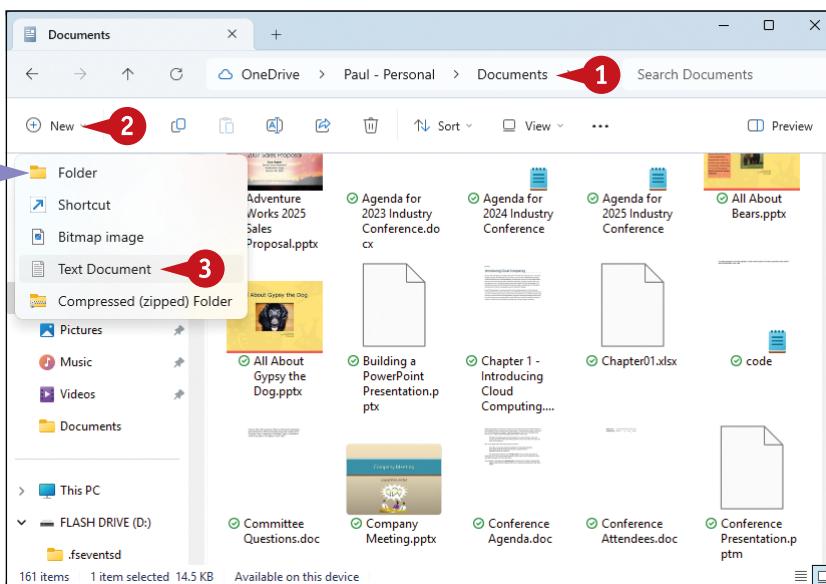


# Create a New File

You can quickly create a new file directly within a file folder. This method is faster and often more convenient than running a program's New command. In Windows, you can create several different file types, such as a Bitmap Image (a

drawing), Text Document (a Notepad file), and Compressed (Zipped) Folder (which combines multiple files in a single file). You can also create a new folder.

## Create a New File



**1** In File Explorer, open the folder in which you want to create the file.

**2** Click **New**.

**3** Click the type of file you want to create.

**A** If you click **Folder**, Windows creates a new subfolder.

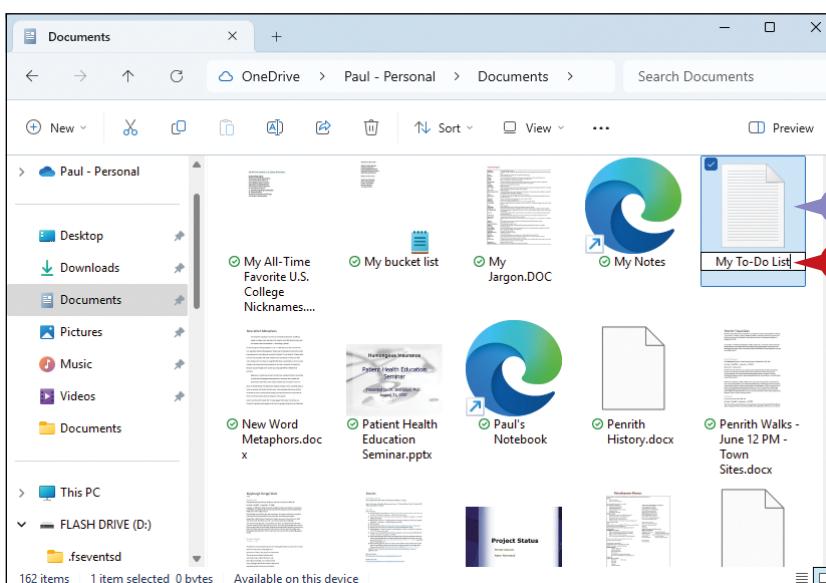
**Note:** The New menu on your system may contain more items than are displayed here because some programs install their own file types.

**B** An icon for the new file appears in the folder.

**4** Type the name you want to use for the new file.

**5** Press **Enter**.

The new name appears under the file's icon.



# Delete a File

When you have a file that you no longer need, instead of leaving the file to clutter your hard drive, you can delete it. Make sure you delete only those documents you have created or that someone

else has given to you. Do not delete any of the Windows system files or any files associated with your programs, or your computer may behave erratically or crash.

## Delete a File

- 1 In File Explorer, open the folder that contains the file you want to delete.

- 2 Click the file you want to delete.

**Note:** If you need to remove more than one file, select all the files you want to delete.

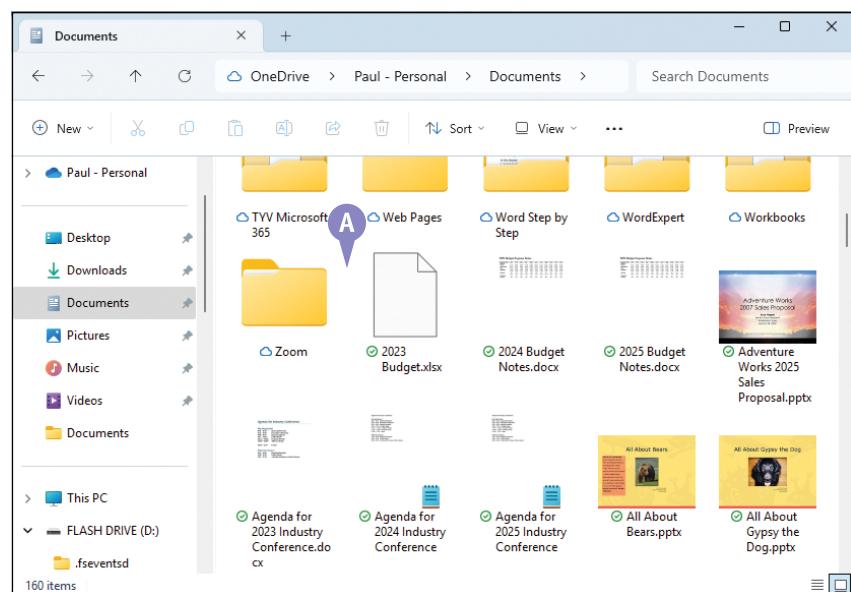
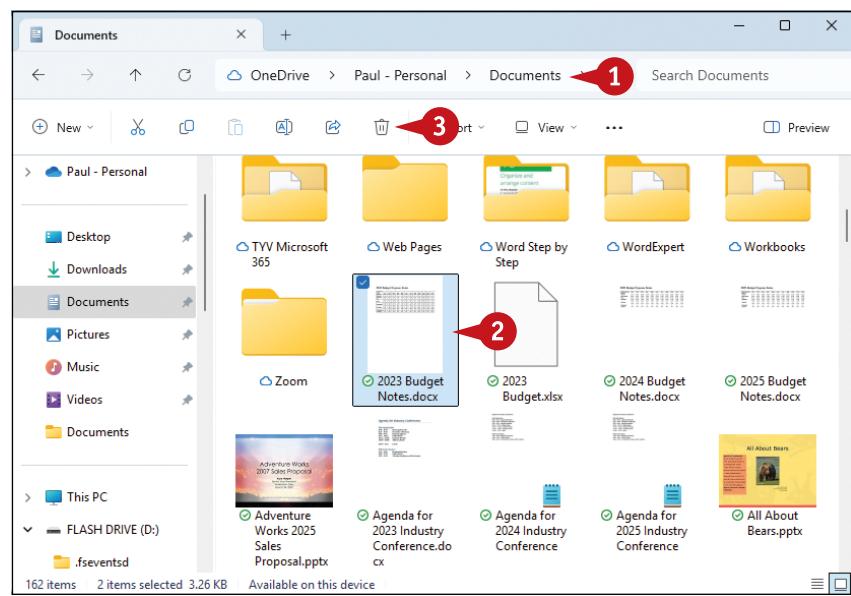
**Note:** Refer to the section "Select a File," earlier in this chapter, to select multiple files.

- 3 Click Delete (>Delete).

**Note:** Another way to select the Delete command is to press **Delete**.

- A Windows removes the file from the folder.

**Note:** Another way to delete a file is to click and drag it to the desktop Recycle Bin icon (>Delete).

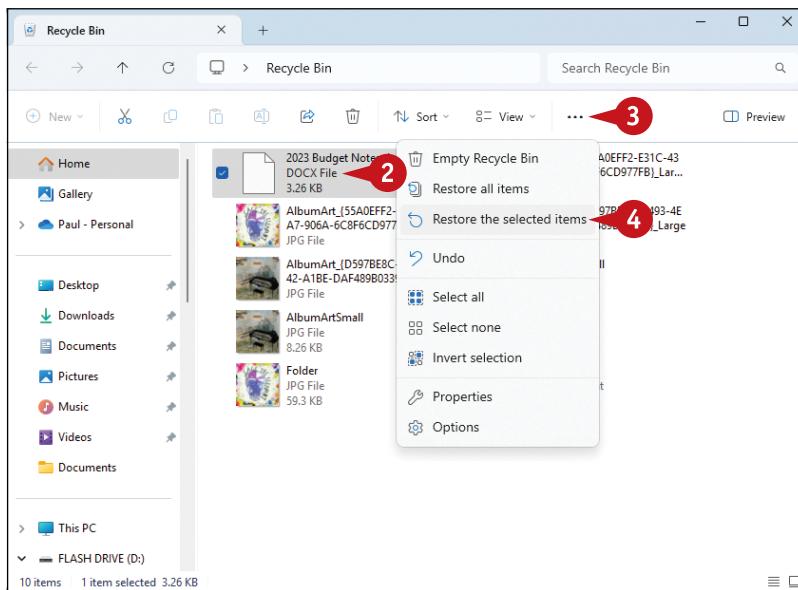
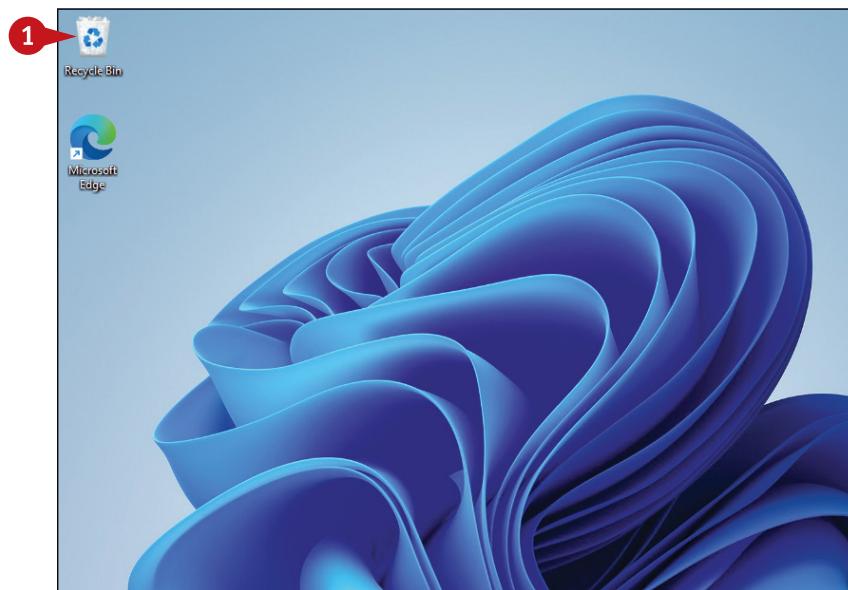


# Restore a Deleted File

If you delete a file in error, Windows enables you to restore the file by placing it back in the folder from which you deleted it. You can restore a deleted file because Windows stores each deleted

file in a special folder called the Recycle Bin, where the file stays for a few days or a few weeks, depending on how often you empty the bin or how full the folder becomes.

## Restore a Deleted File



- Double-click the desktop Recycle Bin icon ().

**Note:** If you have a Touch PC, open File Explorer, tap the first > in the address bar, scroll to the bottom of the list that appears, and then tap Recycle Bin.

The Recycle Bin folder appears.

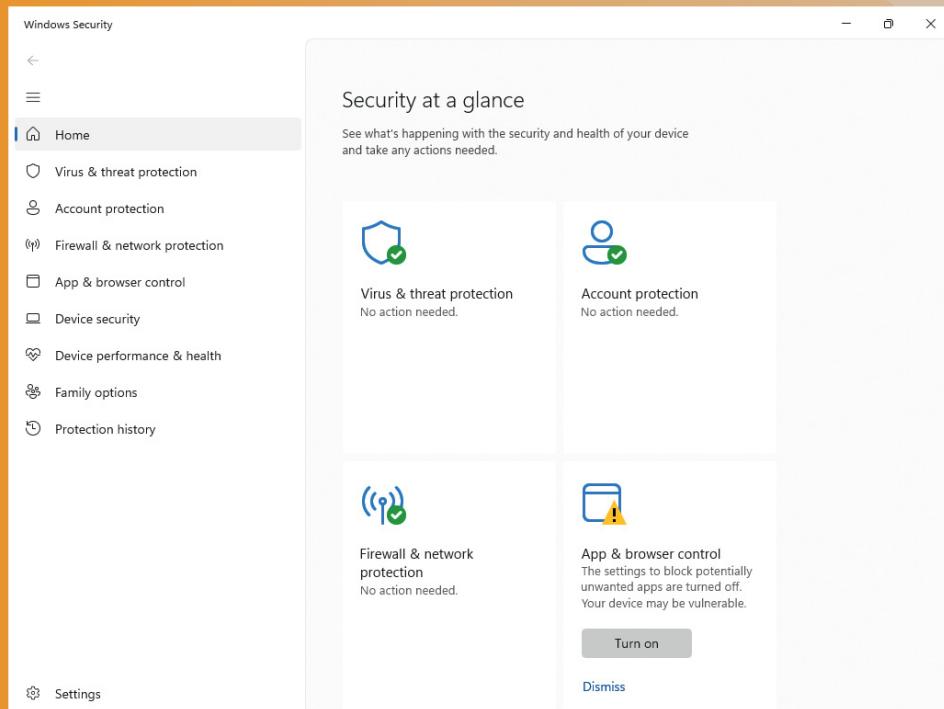
- Click the file you want to restore.
- Click See more (...).
- Click Restore the selected items.

The file disappears from the Recycle Bin and reappears in its original folder.

## CHAPTER 10

# Implementing Security

Threats to your computing-related security and privacy often come from the Internet. To protect yourself and your family, you need to understand these threats and know what you can do to thwart them. However, your privacy and the security of your data can also come under threat from someone simply using your computer while you are not around. To guard you and your family against such intrusions, you also need to understand and use the various tools that Windows offers to secure your PC.



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<b>    Scan Your PC for Threats . . . . .</b>	<b>190</b>
<b>    Display the Sign-In Options. . . . .</b>	<b>191</b>
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<b>    Set Up a Fingerprint Sign-In . . . . .</b>	<b>194</b>
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# Understanding Windows Security

Before you get to the details of securing your computer, it helps to take a step back and look at the security and privacy tools that Windows makes available.

These tools include your Windows user account password, User Account Control, locking your PC,

Windows Defender, Windows Defender Firewall, and the private browsing feature in Microsoft Edge. Taken all together, these features represent a *defense-in-depth* security strategy that uses multiple layers to keep you and your data safe and private.

## User Account Password

Windows security begins with assigning a password to each user account on the computer. This prevents unauthorized users from accessing the system. Besides a password, you can also secure your account with a PIN, a fingerprint, or facial recognition.

Paul M

Password



I forgot my password

User Account Control

Do you want to allow this app to make changes to your device?



Registry Editor

Verified publisher: Microsoft Windows

Show more details

Yes

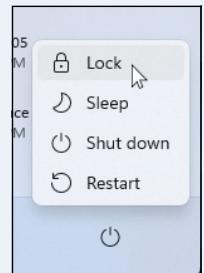
No

## User Account Control

User Account Control asks you to confirm certain actions that could conceivably harm your system. When you are using your main Windows user account, which is your computer's administrative account, you click **Yes** to continue; for all other accounts, you must enter the administrative account's username and password to continue.

## Locking Your PC

Protecting your PC with a password prevents unauthorized access, but what happens when you leave your desk? If you remain logged on, a person who sits down at your computer can view and work with your files. Instead of shutting down your computer when you leave your desk, you can lock your system. Anyone who tries to use your computer must first enter your password.



## Implementing Security

### Windows Defender

*Spyware* is a software program that installs itself on your computer without your knowledge or consent. This type of program surreptitiously gathers data from your computer, steals your passwords, displays advertisements, and hijacks your web browser. To prevent spyware from installing on your computer, Windows includes the Windows Defender program.

 Threat blocked  
9/16/2024 8:38 AM

Severe ^

Detected: Behavior:Win32/AccessibilityEscalation.O  
Status: Removed  
A threat or app was removed from this device.



Virus & threat protection  
Real-time protection is off,  
leaving your device vulnerable.

Turn on



Account protection  
No action needed.

### Windows Security

When your computer is connected to the Internet, it is possible for another person to access your computer and infect it with a virus or cause other damage; as a result, the Windows Security app comes with several features that monitor your system for threats and prevent intruders from accessing your computer while you are online.

### InPrivate Web Browsing

The Microsoft Edge web browser normally collects data as you navigate from site to site. Most of this data is used to improve your browsing experience, but it can also be used to track your online activities. If you plan on visiting private or sensitive sites, you can turn on InPrivate browsing, which tells Microsoft Edge not to collect any data during your browsing session. For more information, refer to the section “Browse the Web Privately” later in this chapter.

### InPrivate browsing

InPrivate search with Microsoft Bing



### Recovery options



Reset this PC

Choose to keep or remove your personal files,  
then reinstall Windows

Reset PC

### Reset Your PC

Your computer contains a lot of information about you, including your personal files, your Microsoft Edge favorites, your email messages, and your Windows settings. If you plan on selling or donating your computer, you can use the Reset Your PC feature to securely remove your data while installing a fresh copy of Windows.

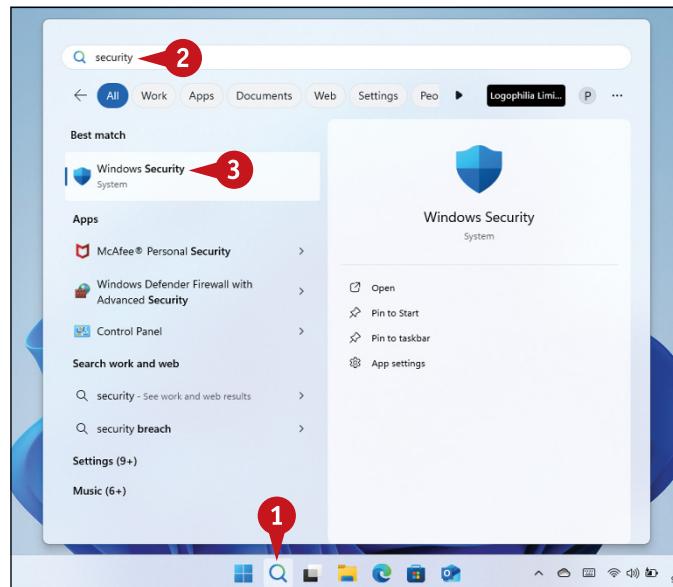
# Check for Security Problems

The Windows Security app displays messages about the current state of your computer. In particular, it warns you if your computer has any current security problems. For example, Windows Security tells you if your computer does not have virus protection

installed or if the Windows Defender spyware database is out of date. Windows Security will also warn you if your computer is not set up to download updates automatically and if important security features such as User Account Control are turned off.

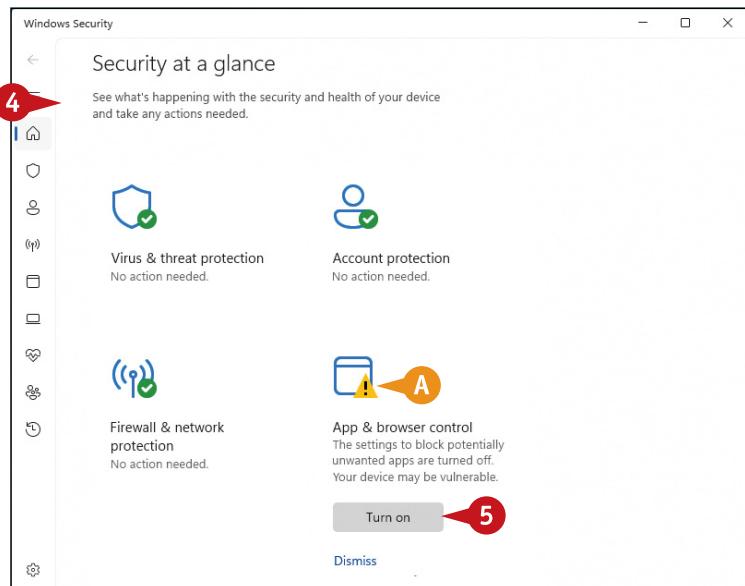
## Check for Security Problems

- 1 Click Search (Q).
- 2 Type **security**.
- 3 Click **Windows Security**.

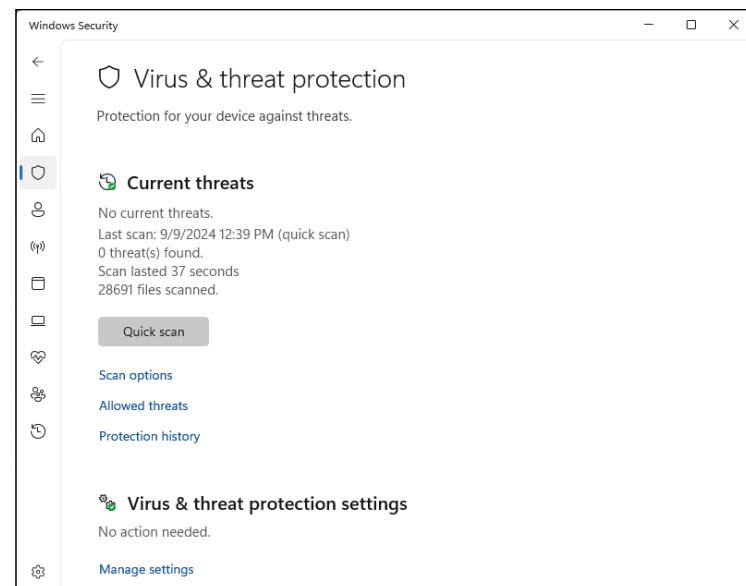
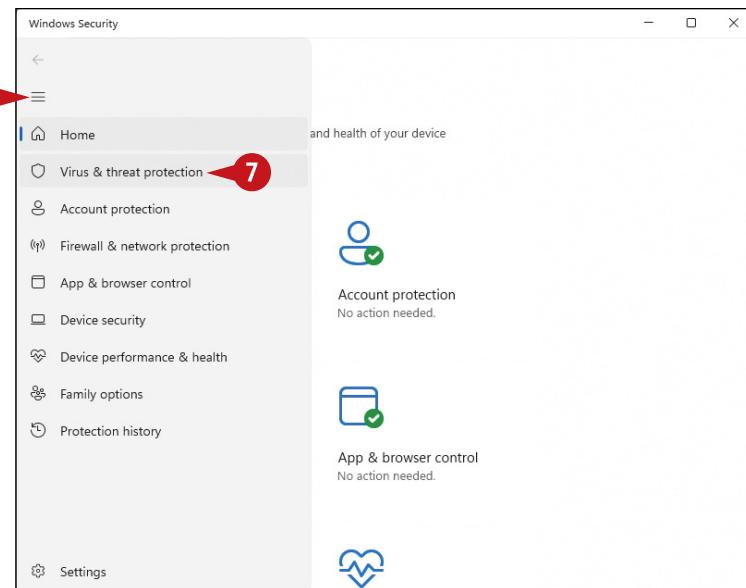


The Windows Security app appears.

- 4 Review the messages in the **Security at a glance** section.
  - A Either a black exclamation point in an orange triangle or a white X in a red circle indicates a security problem.
- 5 Click a message button to resolve the security issue, such as clicking **Turn on** if virus and threat protection (that is, Windows Defender) is turned off.



## Implementing Security



- 6 Click Open Navigation (≡).
- 7 Click a security category.

Windows Security displays more detailed security information related to that category.

simplify it

### I am not getting security notifications. How do I turn them on?

Security is a crucial issue for keeping your PC safe, so you should have all security notifications turned on. To ensure this, follow steps 1 to 3 to open Windows Security, click **Settings** (⚙️), click **Manage notifications**, set every switch to **On** (☐ changes to ), and then click every check box (☐ changes to ).

### Do I always have to open the Windows Security app to resolve security issues?

No. In almost all cases, you can resolve the issue directly without opening Windows Security. In the taskbar's notification area, click **Notifications** (🔔) and examine the window that appears. If a security issue appears, you can click it to resolve the issue.

# Scan Your PC for Threats

You can check for viruses, malware, and other threats by running a scan of your PC at any time.

Your Windows PC is protected by an antivirus program called Windows Defender, which by default has real-time protection turned on. *Real-time protection* means that Defender is always

monitoring your PC for suspicious activity. Although it is unlikely that Defender will miss a threat, if you notice any unusual behavior on your PC, it is possible that a virus or similar program is the cause. For peace of mind, you can manually scan your PC for threats.

## Scan Your PC for Threats

### 1 Open the Windows Security app.

To open Windows Security, follow steps **1** to **3** in the previous section, “Check for Security Problems.”

### 2 If the navigation pane does not appear automatically, click **Open Navigation** (≡).

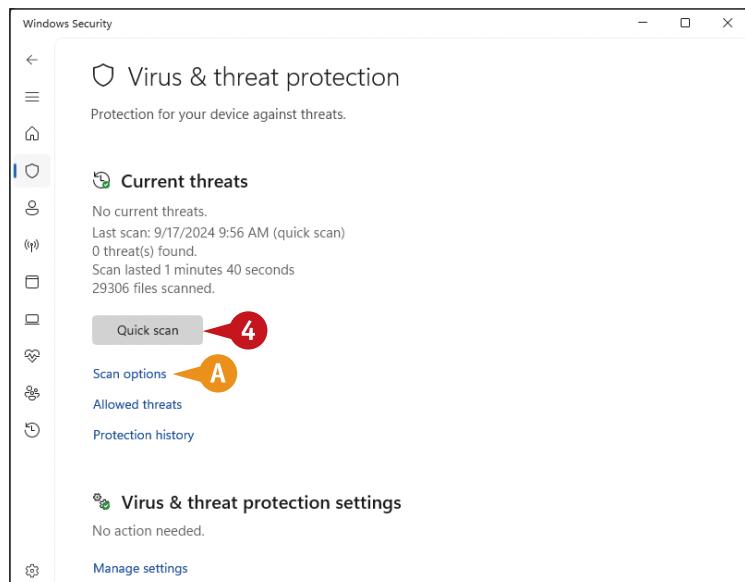
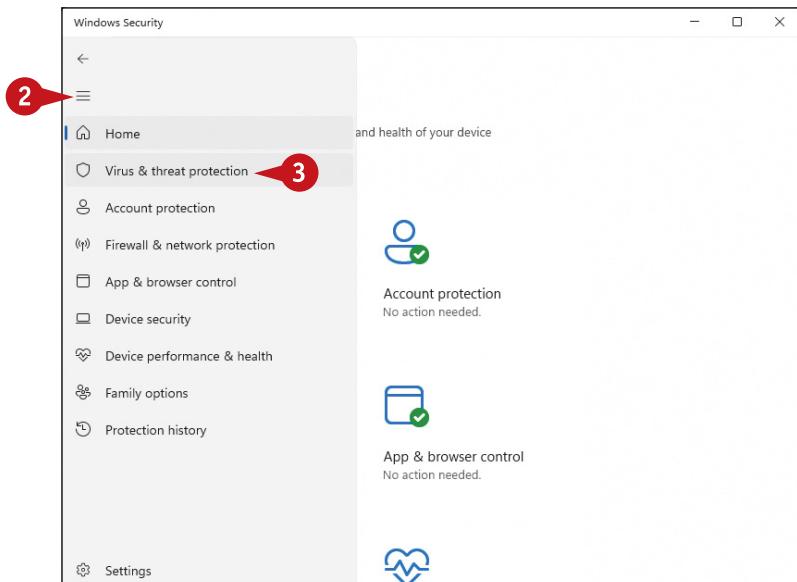
### 3 Click **Virus & threat protection**.

The Virus & Threat Protection screen appears.

### 4 Click **Quick scan**.

Windows Security scans your files to look for threats. If any threats are found, follow the instructions that appear on-screen.

### A To run a more thorough scan, you can click **Scan options**, click **Full scan** (○ changes to ○), and then click **Scan now**.

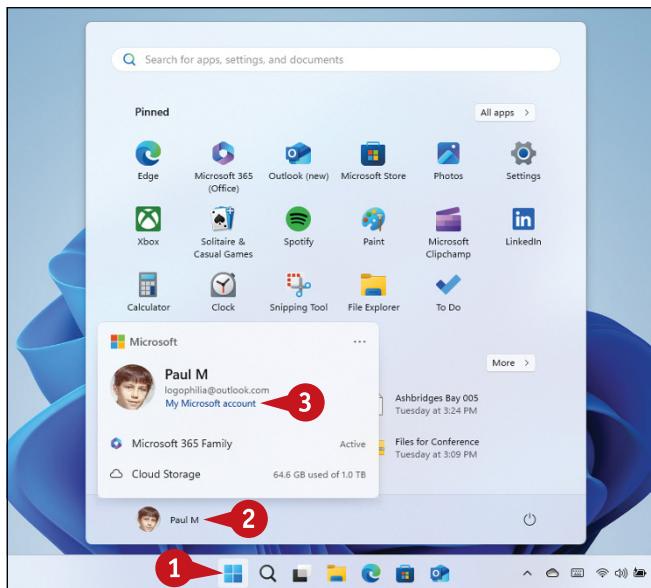


# Display the Sign-In Options

You can control access to your PC by setting up multiple ways to sign in. The starting point for setting up and controlling different ways of signing in to Windows is the Settings app's Sign-in Options screen.

Besides a password, the three main sign-in methods are a PIN (refer to the section "Sign In with a PIN" for the details), a fingerprint (refer to the section "Set Up a Fingerprint Sign-In"), and facial recognition (refer to the section "Sign In with Facial Recognition").

## Display the Sign-In Options



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

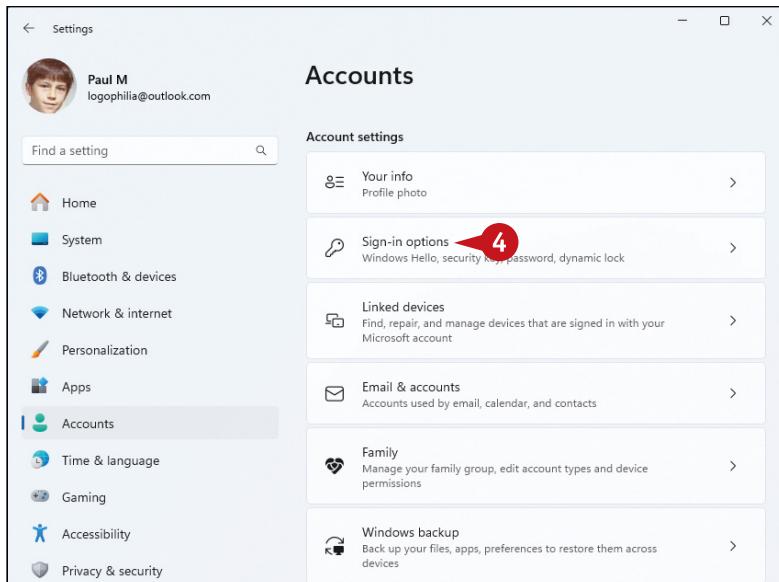
The Start menu appears.

- 2 Click your user account.

Information about your account appears.

- 3 Click **My Microsoft account**.

**Note:** If your Windows user account is not connected to a Microsoft account, click **Manage my account** instead.



The Accounts screen appears.

- 4 Click **Sign-in options**.

The Sign-In Options screen appears.

# Sign In with a PIN

You can make it easier to sign in and you can enhance the security of your PC by using a Windows Hello personal identification number (PIN). A PIN makes it easier to sign in because most PINs use only four digits, which is much faster to type than a strong password that might

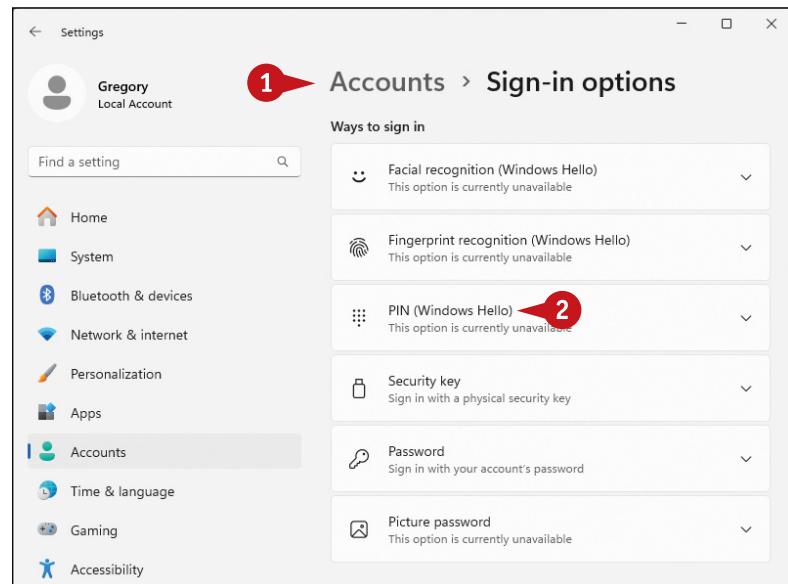
have a dozen characters, including uppercase and lowercase letters, numbers, and symbols. A PIN enhances the security of your device because the PIN is a device-specific security measure. Unlike a password, which is sent to and stored on a server, your PIN is associated only with your device.

## Sign In with a PIN

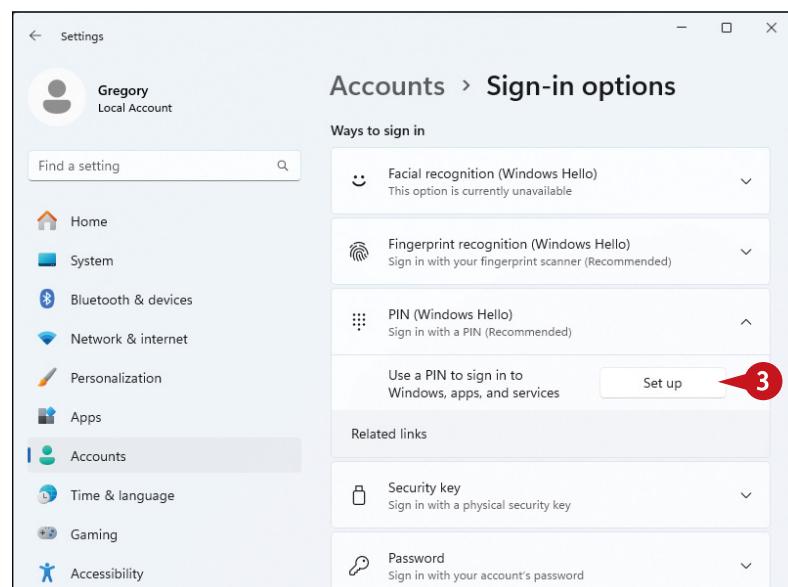
- 1 Display the Settings app's Sign-In Options screen.

**Note:** To learn how to get to Windows' sign-in options, follow the steps in the previous section, "Display the Sign-In Options."

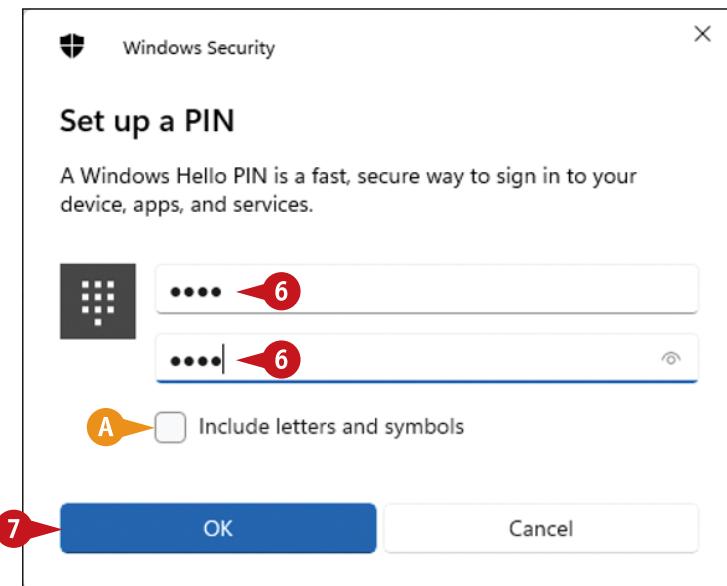
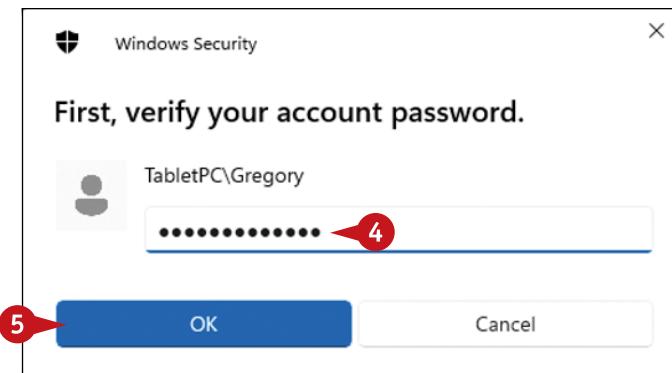
- 2 Click PIN (Windows Hello).



- 3 Click Set up.



## Implementing Security



Windows prompts you for your account password.

- 4 Type your password.
- 5 Click **OK**.

The Set Up a PIN dialog box appears.

- 6 Type your PIN twice.
- A If you want to use letters and symbols in your PIN, you can click **Include letters and symbols** ( changes to ).

- 7 Click **OK**.

The next time that you start your PC, you will be prompted to enter your PIN to sign in.

## simplify it

### What do I do if I forget my PIN?

At the sign-on screen, click **I forgot my PIN**. In the Enter Password dialog box that appears, type your Microsoft account password, click **Sign in**, and then follow the prompts to verify your identity. When the Set Up a PIN dialog box appears, follow steps **6** and **7** to set up a new PIN.

### How do I stop using a PIN for signing in to Windows?

To remove your PIN from the sign-in options, display the Settings app's Sign-In Options screen, click **PIN (Windows Hello)**, click **Remove**, click **Remove** again when Windows asks you to confirm, and then enter your Microsoft account password.

# Set Up a Fingerprint Sign-In

You can ensure that only you can access your PC and you can avoid the insecurity of using a password or a PIN in public, by using your fingerprint to sign in to Windows.

If your PC comes with a built-in fingerprint reader or you have an external reader attached to your PC,

you can use the Windows Hello feature to teach Windows your fingerprint and use it to sign in. Because your fingerprint is unique, this ensures that only you can access your PC. Also, if you are in a public place, you do not have to enter a password or a PIN that could be observed by a nearby snoop.

## Set Up a Fingerprint Sign-In

- 1 Display the Settings app's Sign-In Options screen.

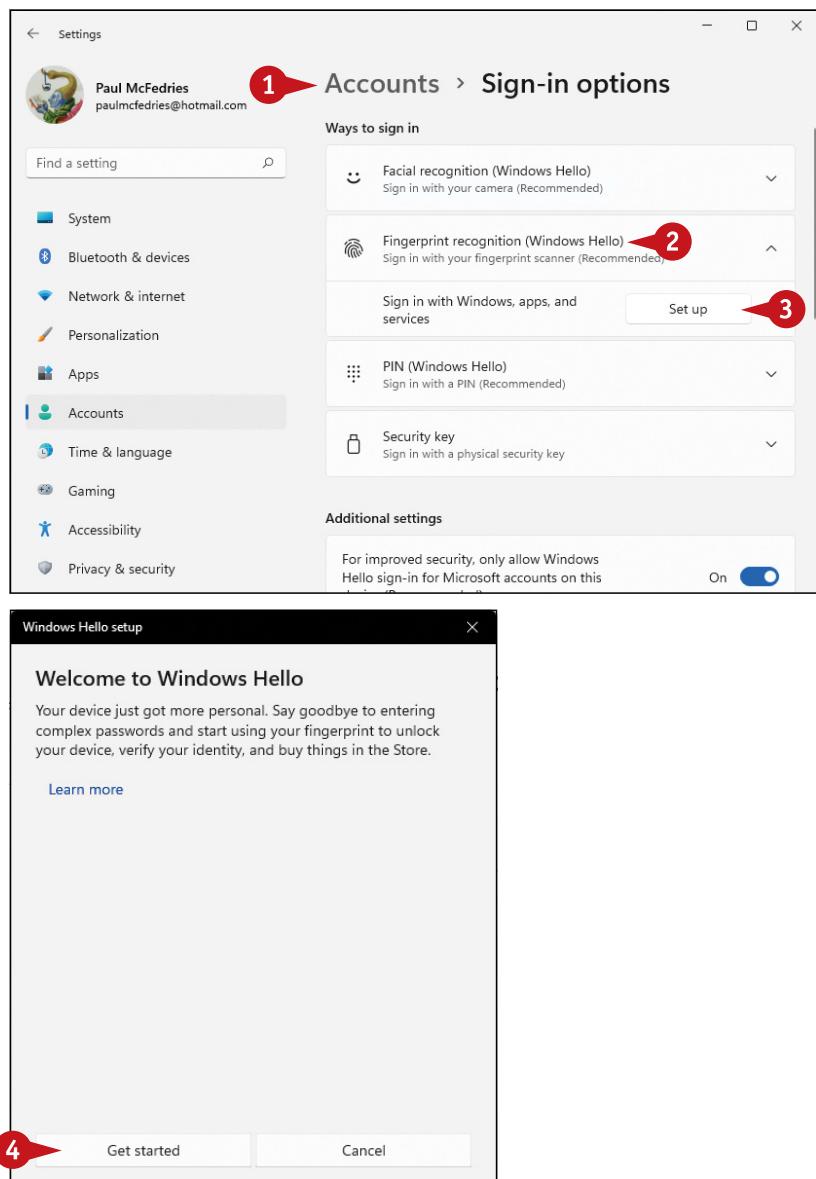
**Note:** To learn how to get to Windows' sign-in options, follow the steps in the section "Display the Sign-In Options" earlier in this chapter.

The Settings app appears and displays the Sign-In Options screen.

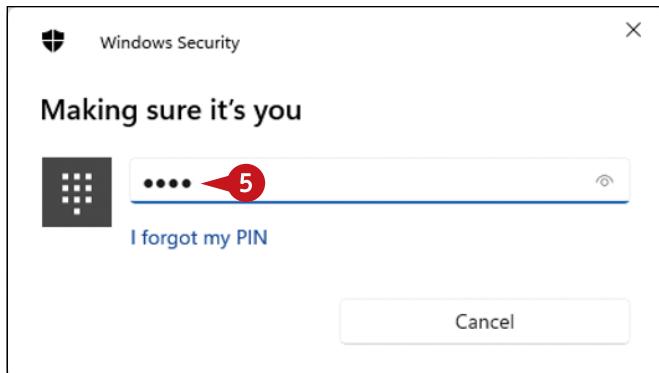
- 2 Click Fingerprint recognition (Windows Hello).
- 3 Click Set up.

The Windows Hello Setup dialog box appears.

- 4 Click Get started.



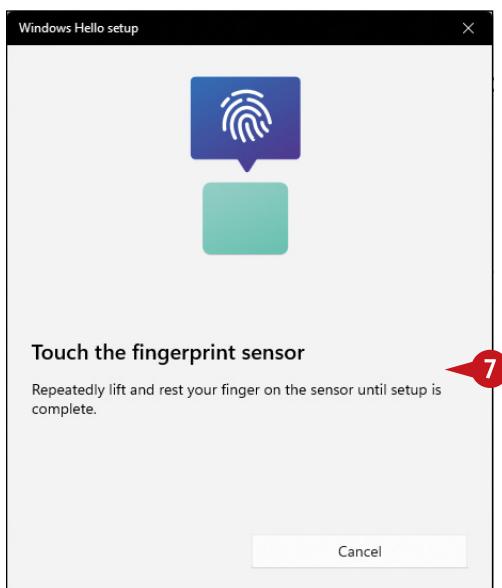
## Implementing Security



Windows prompts you for your account PIN.

- 5 Type your PIN.

**Note:** If you do not have a PIN, refer to the previous section, "Sign In with a PIN."



Windows Hello prompts you to scan your fingerprint.

- 6 Briefly place your finger on and then lift your finger off your PC's fingerprint reader.
- 7 Follow the prompts to repeat step 6 until the scan is complete.
- 8 Click **Close** (not shown).

The next time you start your PC, you can click **Sign-in options** and then click **Fingerprint** (捺) to sign in by placing your finger on the fingerprint reader.

## simplify it

**Can I use more than one fingerprint to sign in?**  
Yes, you can use as many of your fingerprints as you like. If you still have the final dialog box on-screen, click **Add another finger**. Otherwise, display the Settings app's Sign-In Options screen, click **Fingerprint recognition (Windows Hello)**, and then click **Add a finger**.

**How do I stop using my fingerprint for signing in to Windows?**  
To remove your fingerprint from the sign-in options, display the Settings app's Sign-In Options screen, click **Fingerprint recognition (Windows Hello)**, and then click **Remove**.

# Sign In with Facial Recognition

You can enhance the security of your computer by setting up a facial recognition sign-in. *Facial recognition* means that Windows uses your PC's camera to learn what your face looks like and can thereafter recognize your face when you look into the camera. This is a strong security measure because, unless you have an identical twin, no one

else has the same face as you. It is also a convenient security measure because it means you do not have to type a password or PIN.

To use facial recognition as a sign-in method, your PC's camera must be compatible with Windows Hello Face.

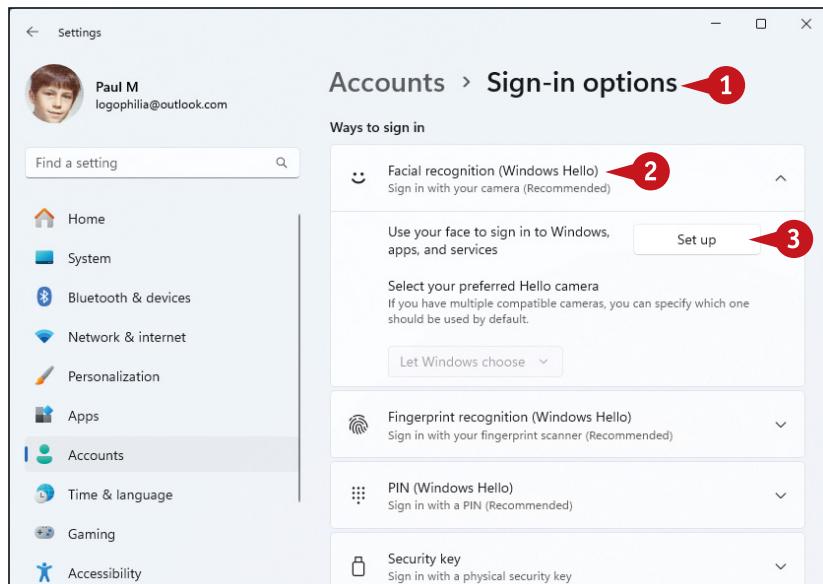
## Sign In with Facial Recognition

- 1 Display the Settings app's Sign-In Options screen.

**Note:** To learn how to get to Windows' sign-in options, follow the steps in the section "Display the Sign-In Options" earlier in this chapter.

- 2 Click **Facial recognition (Windows Hello)**.

- 3 Click **Set up**.

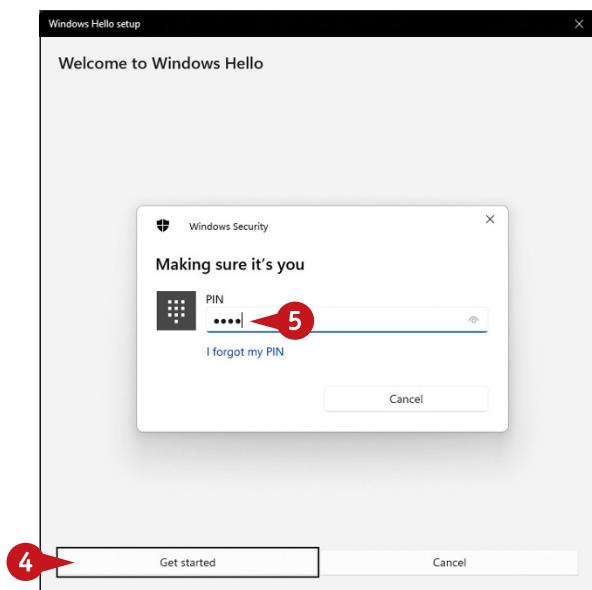


The Welcome to Windows Hello dialog box appears.

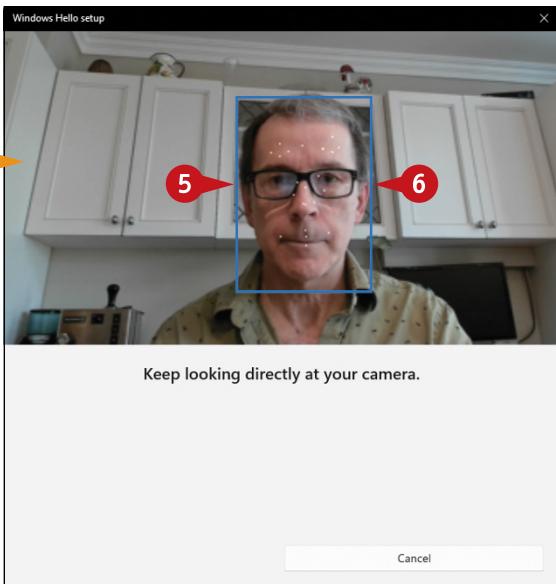
- 4 Click **Get Started**.

The Making Sure It's You dialog box appears.

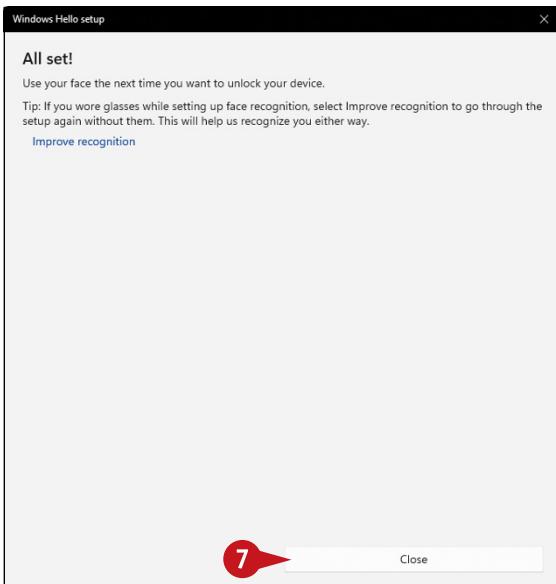
- 5 Type your PIN.



## Implementing Security



- ➊ Windows Hello accesses your camera and displays a live feed.
- ➋ Position your face so that it is centered within the blue frame.
- ➌ Look directly at the camera while Windows Hello analyzes your face.



When the analysis is complete, the All Set dialog box appears.

- ➍ Click **Close**.

The next time you start your PC, you can click **Sign-in options** and then click **Face** (😊) to sign in using facial recognition.

## simplify it

### Is facial recognition used only during sign-in?

No, you can also use facial recognition to unlock your PC, as described in the next section. This feature is enabled by default, but to make sure, follow steps 1 and 2 to display the facial recognition settings and then click **Automatically dismiss the lock screen if Windows recognizes your face** (☐ changes to ☑). On the lock screen, click the screen and then look into the camera to unlock your PC.

### How do I stop using facial recognition for signing in to Windows?

To remove facial recognition from the sign-in options, display the Settings app's Sign-In Options screen and then click **Facial recognition (Windows Hello)** to display the facial recognition setting. Click **Remove**. Windows removes facial recognition from the sign-in options.

# Lock Your Computer

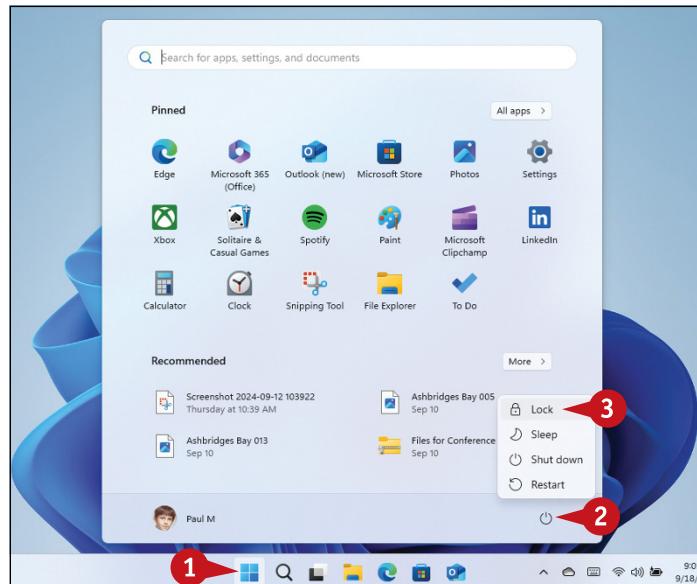
You can enhance your computer's security by locking the device when you leave it unattended. Protecting your account with a password, PIN, or biometric authentication prevents someone from signing in to your account, but what happens when you leave your computer unattended? If you remain

signed in to the system, any person who has physical access to your computer can use it to view and change files.

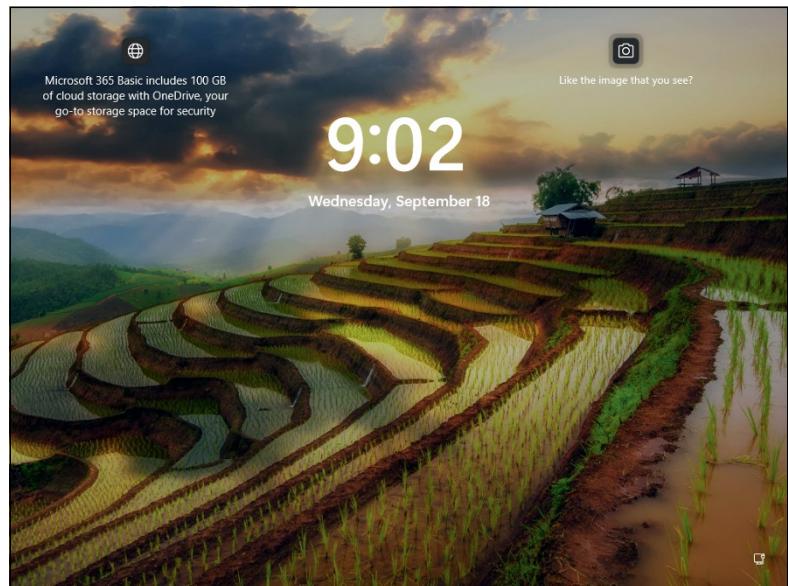
To prevent this, you can lock your computer. After your computer is locked, anyone who tries to use your computer will first have to sign in.

## Lock Your Computer

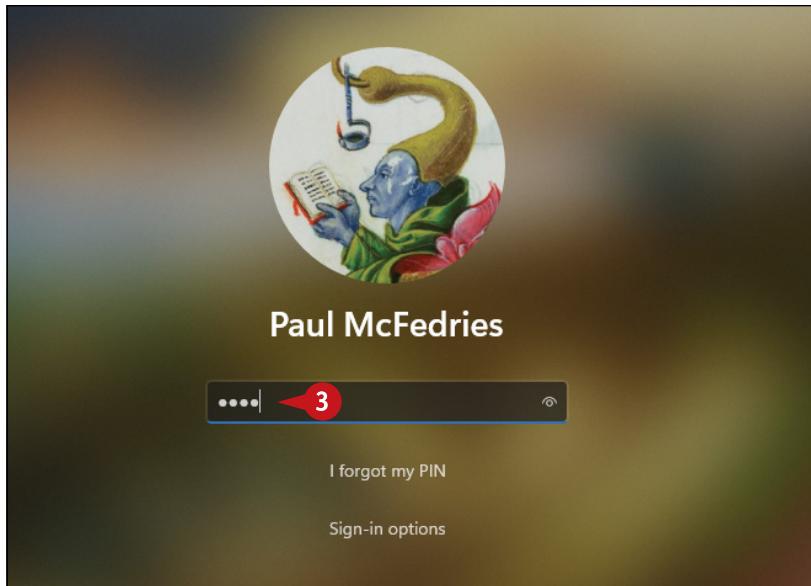
- 1 Click Start (Windows icon).
- 2 Click Power (power icon).
- 3 Click Lock.



Windows locks your computer and displays the Lock screen.



## Implementing Security



### Unlock Your Computer

- 1 On the Lock screen, press **Enter** to display the sign-in screen.

- 2 Click inside the PIN text box.

**Note:** If you have not yet set up a Windows Hello PIN (refer to the section “Sign In with a PIN,” earlier in this chapter), then your password will be your default sign-in method instead of your PIN.

- A If you want to sign in using a different method, you can click **Sign-in options**.

- 3 Type your PIN.

Windows unlocks your computer and restores your desktop.

simplify it

#### How can I quickly access the Lock command?

If you need to leave your desk in a hurry, Windows offers a couple of quick methods for locking your computer. Probably the quickest way to lock your computer is to press **Shift**+**L**. Alternatively, press **Ctrl**+**Alt**+**Delete** and then click **Lock**.

# Configure Your PC to Lock Automatically

You can use Windows' Dynamic Lock feature to automatically lock your computer after a connected mobile device is no longer in range.

The hard part of locking your PC is *remembering* to do it. If you are late for a meeting or other appointment, locking your machine is probably the

last thing on your mind as you dash out the door. To ensure that some snoop cannot access your PC if you forget to lock it, you can configure Windows to lock automatically when a connected mobile device, such as your smartphone, is no longer within range of the PC.

## Configure Your PC to Lock Automatically

### Connect a Bluetooth Mobile Device

- 1 Press **Windows + I**.

**Note:** You can also open *Settings* by clicking **Start** (Windows icon) and then clicking **Settings**.

The Settings app appears.

- 2 Click **Bluetooth & devices**.

The Bluetooth & Devices screen appears.

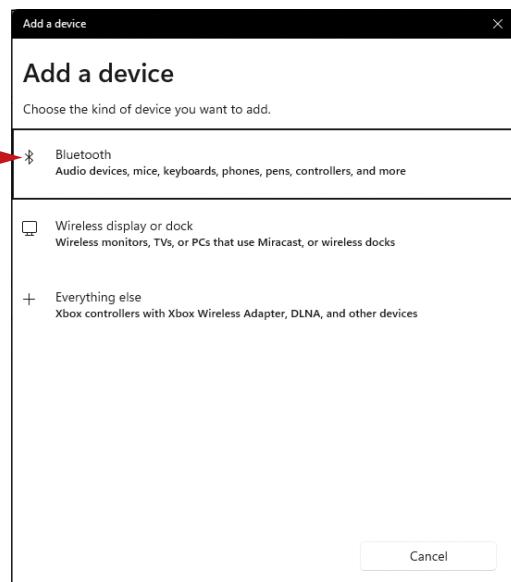
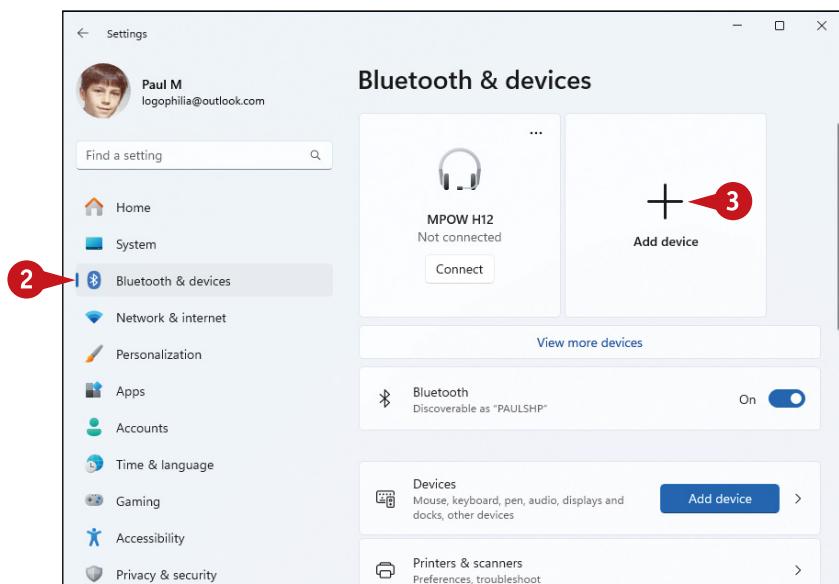
- 3 Click **Add device**.

The Add a Device screen appears.

- 4 Click **Bluetooth**.

- 5 On your mobile device, make sure Bluetooth is turned on.

Windows begins looking for Bluetooth-enabled devices that are within range.



## Implementing Security

The top screenshot shows the "Add a device" window in Windows Settings. It lists a "Glowing Rectangle" device that is "Connecting...". Below it are "Unknown device" and "ihoment\_H615C\_7F35". A red circle labeled 6 points to the "Glowing Rectangle" entry. A red circle labeled 7 points to the PIN "827847" displayed on the screen. A red circle labeled 8 points to the "Connect" button.

The bottom screenshot shows the "Accounts > Sign-in options" screen in the Windows Settings app. A red circle labeled 1 points to the "Sign-in options" tab. A red circle labeled 2 points to the "Dynamic lock" section, which includes a "Glowing Rectangle" icon and the text "Automatically lock your device when you're away". A red circle labeled 3 points to the "Allow Windows to automatically lock your device when you're away" checkbox, which is checked.

**6** When your device appears, click it.

**7** On your mobile device, check that this PIN number is displayed. In most cases, you also have to tap **Pair** on the device.

**8** Click **Connect**.

Windows pairs with your device.

**9** Click **Done** (not shown).

### Activate Dynamic Lock

**1** Display the Settings app's Sign-In Options screen.

**Note:** To learn how to get to Windows' sign-in options, follow the steps in the section "Display the Sign-in Options" earlier in this chapter.

The Settings app appears and displays the Sign-In Options screen.

**2** Click **Dynamic lock**.

**3** Click **Allow Windows to automatically lock your device when you're away** ( changes to ).

Windows now automatically locks your PC when you take your mobile device more than 33 feet away from your PC.

simplify it

#### Does my computer lock when it goes into sleep mode?

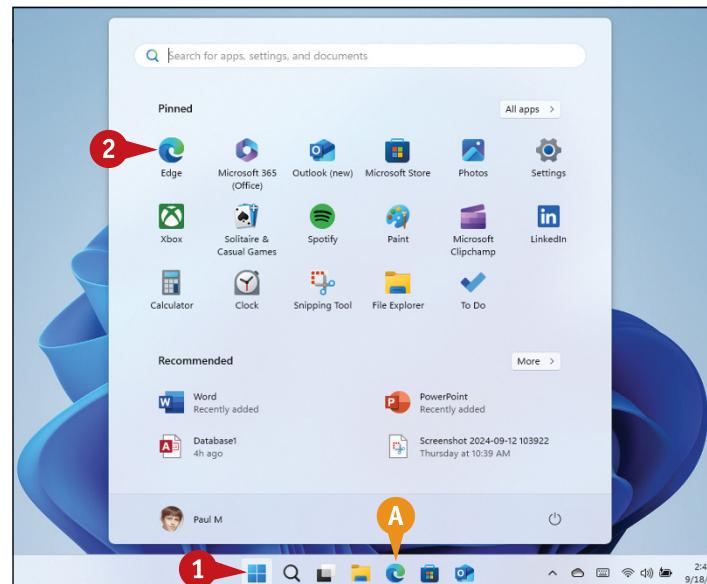
Yes, Windows is also configured by default to display the sign-in screen when your computer wakes up from sleep mode. To make sure this setting is activated, click **Start** (Windows logo) and then click **Settings** (gear icon) to launch the Settings app. Click **Accounts** to open the Accounts window and then click the **Sign-in options** tab. Click the **If you've been away, when should Windows require you to sign-in again** dropdown and then click **When PC wakes up from sleep**.

# Browse the Web Privately

If you visit sensitive or private websites, you can tell Microsoft Edge not to save any browsing history for those sites. If you regularly visit private websites or websites that contain sensitive or secret data, you can ensure that no one else can access any data for such sites by deleting your browsing history, as described in the tip section.

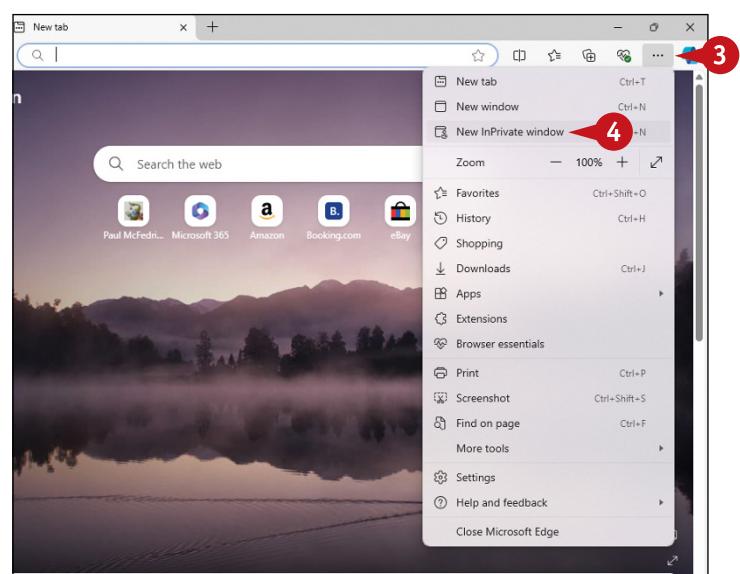
## Browse the Web Privately

- 1 Click Start (Windows icon).
  - 2 Click Edge.
- A Alternatively, you can click Microsoft Edge (Edge icon) if it appears in the taskbar.

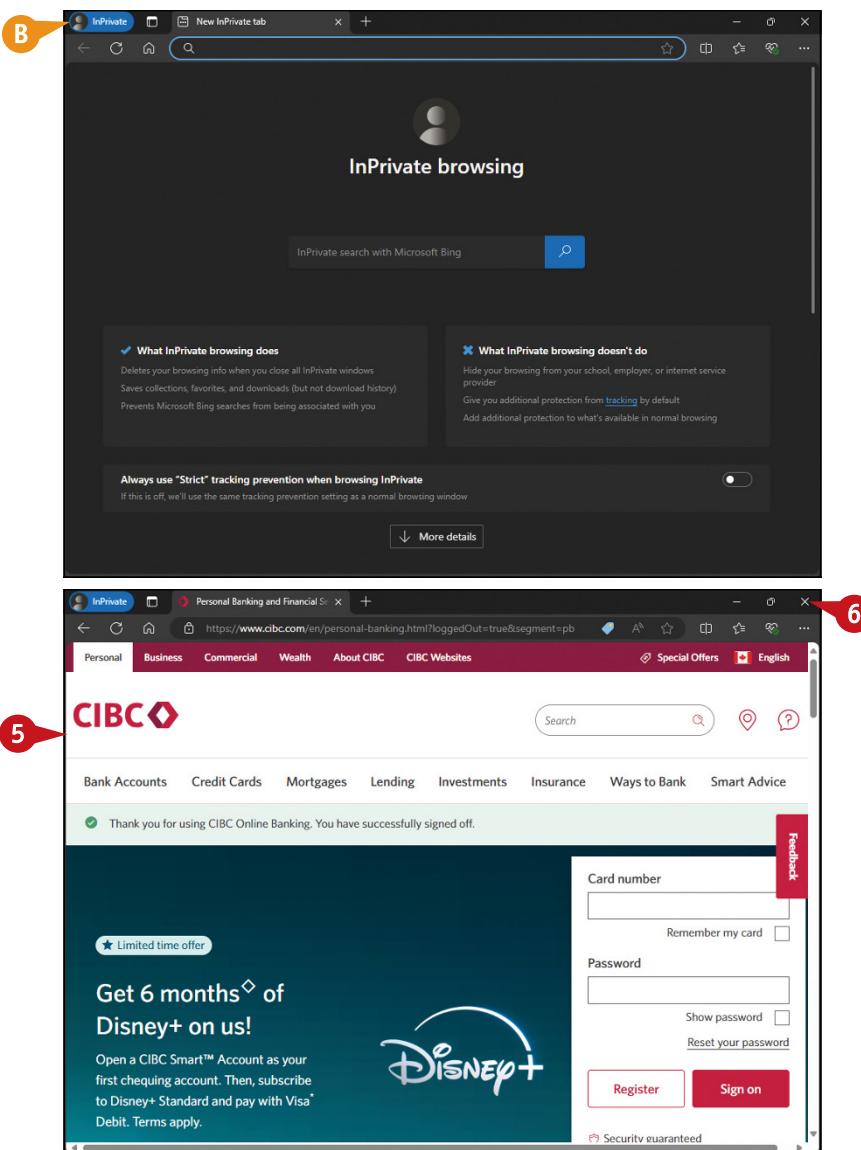


- 3 Click More (...).
- 4 Click New InPrivate window.

You can also activate InPrivate by pressing **Ctrl** + **Shift** + **N**.



## Implementing Security



A new Microsoft Edge window appears.

- B** The InPrivate indicator appears near the upper-left corner of the window.

- 5** Surf to and interact with websites as you normally would, such as the banking site shown here.

- 6** When you are done, click Close (X).

Microsoft Edge closes the InPrivate window and turns off InPrivate browsing.

## simplify it

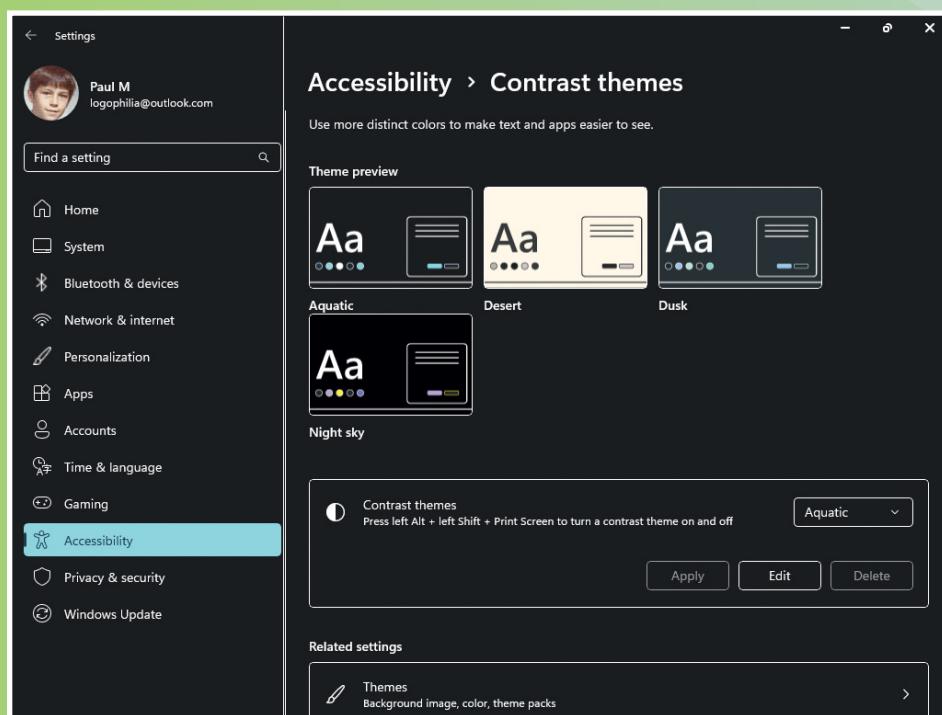
### What is browsing history?

Microsoft Edge maintains a list of the sites that you visit, as well as text and passwords that you have typed into forms, the names of files you have downloaded, and *cookies*, which are small text files that store information such as site preferences and site logon data. Saving this history is dangerous because other people who use your computer can just as easily visit or view information about those sites. You eliminate this risk by visiting such sites using an InPrivate browsing session. To delete your browsing history, click More (...), click Settings, click Menu (≡), click Privacy, search, and services, click Choose what to clear, select the Browsing history check box ( changes to ) , and then click Clear now.

## CHAPTER 11

# Making Windows More Accessible

If you have visual, hearing, or mobility challenges, you might find the default Windows setup to be frustrating or inefficient. Windows offers several tools and settings to make your computer more accessible. As you learn in this chapter, if you have visual issues, you can increase the text size, magnify areas of the screen, have screen text read to you, use a high-contrast color scheme, and apply a color filter. If you have hearing issues, you can flash the screen during notifications. If you have mobility issues, you can make the keyboard easier to use, and you can control Windows using voice commands.



<b>Increase the Text Size.....</b>	<b>206</b>
<b>Magnify Screen Areas .....</b>	<b>208</b>
<b>Have Screen Text Read to You .....</b>	<b>210</b>
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<b>Flash the Screen During Audio Notifications.....</b>	<b>216</b>
<b>Make the Keyboard More Accessible.....</b>	<b>218</b>
<b>Control Windows Via Voice .....</b>	<b>220</b>

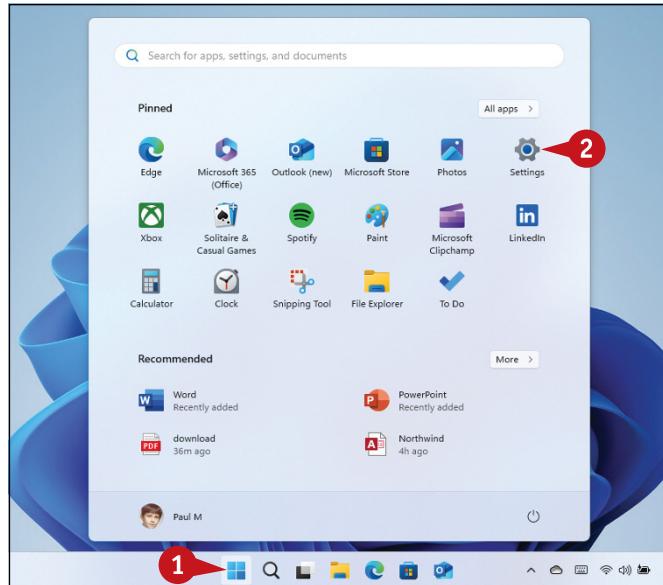
# Increase the Text Size

You can make most text on your computer screen bigger by adjusting the text size to a larger value. If you have a visual impairment — or if your eyesight is not what it used to be — the relatively small size of most of the text displayed by the Windows interface and by your apps can make it

difficult to use your computer. To remedy this problem, Windows offers a setting that enables you to increase the size of most text that appears on the screen, including the text in menus, title bars, and icons.

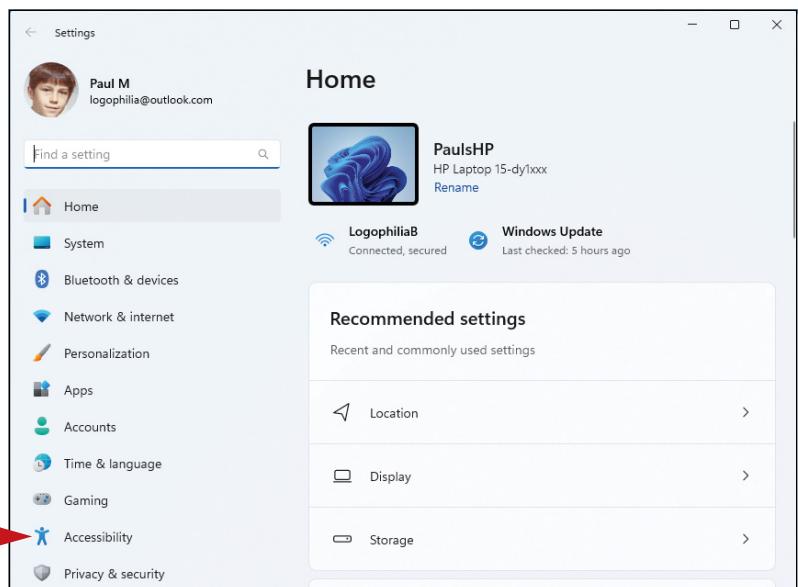
## Increase the Text Size

- 1 Click Start (Windows icon).
- 2 Click Settings.

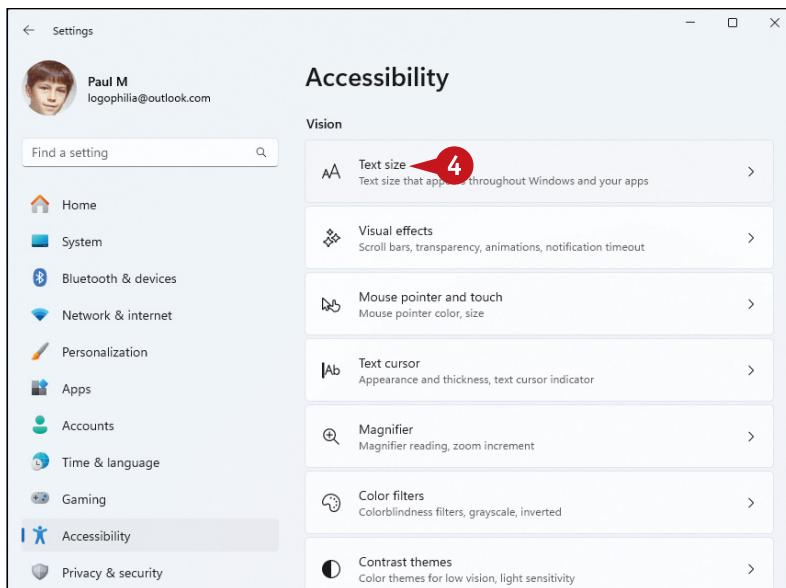


Windows opens the Settings app.

- 3 Click Accessibility.

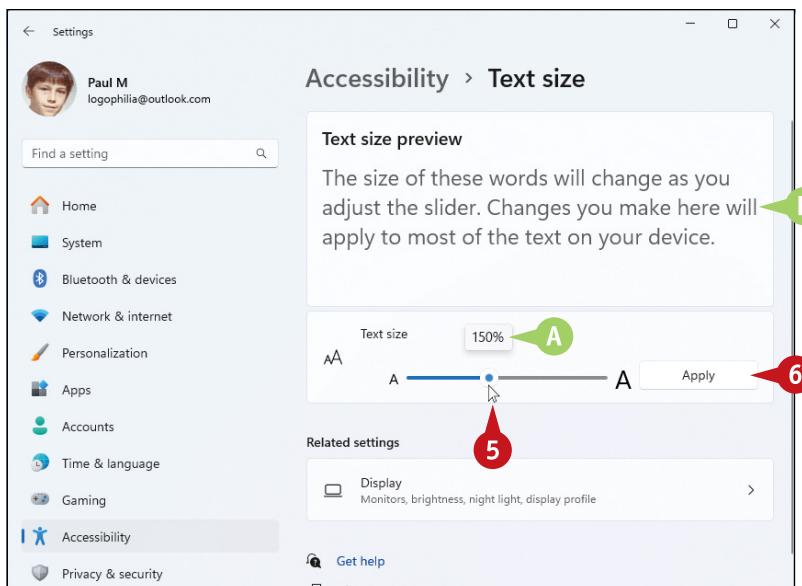


## Making Windows More Accessible



The Accessibility screen appears.

- Click **Text size**.



The Text Size screen appears.

- Click and drag the **Text size** slider (●) to set the text size you prefer.
- This tooltip shows you the new magnification percentage.
- This sample text shows you the new text size.
- Click **Apply**.

Windows applies your new text size.

### simplify it

#### I find the text cursor difficult to locate. Can I make it bigger?

Yes, you can make the text cursor stand out more by both activating the text cursor indicator and increasing the text cursor thickness. Follow steps 1 to 3 in this section to display the Accessibility settings. Click **Text cursor** to open the Text Cursor screen.

Click the **Text cursor indicator** switch to **On** (Off changes to On). Drag the **Size** slider (●) to set the indicator size and click a color swatch in the Recommended Colors section to set the indicator color.

Finally, drag the **Text cursor thickness** slider (●) to set the thickness of the cursor.

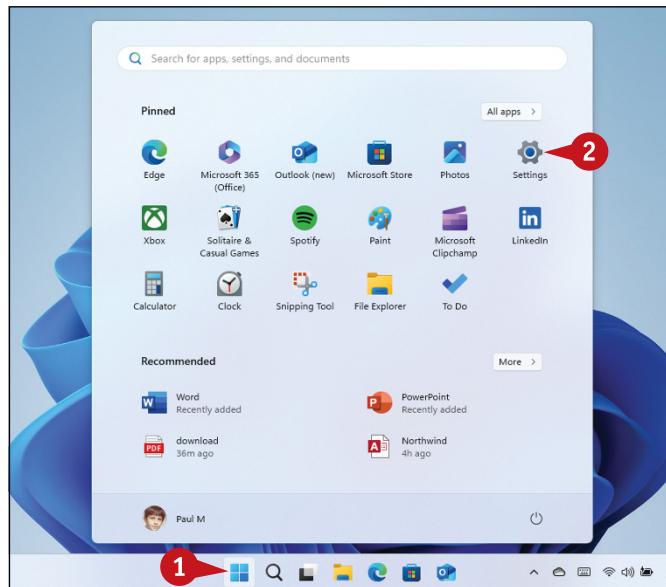
# Magnify Screen Areas

You can use the Magnifier tool to zoom in on difficult-to-see areas of the screen. As you use Windows and your apps, you might find that although you can make out most of the items on the screen, the occasional icon, image, or text is too small to see clearly. You can increase the

overall text size, as described in the previous section, “Increase the Text Size,” but that does not help you see non-text screen areas. A better solution is to use the Magnifier tool to temporarily zoom in on problematic portions of the screen.

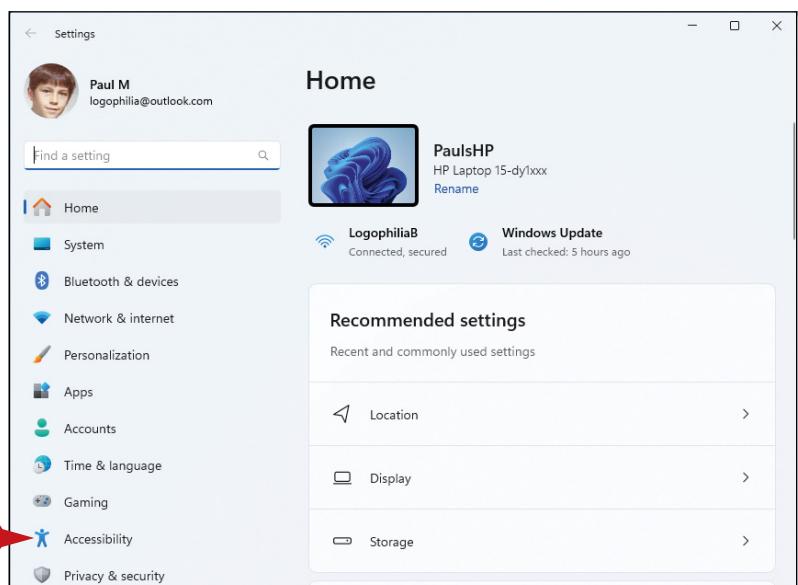
## Magnify Screen Areas

- 1 Click Start (Windows icon).
- 2 Click Settings.

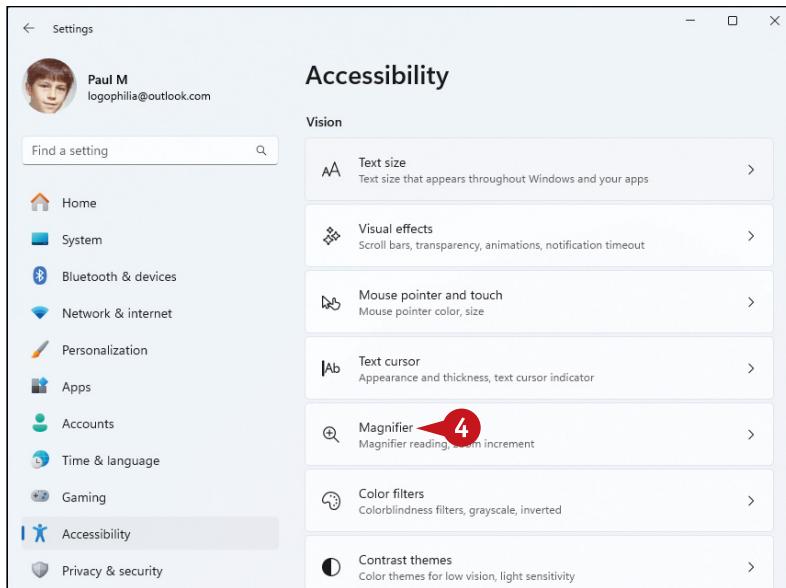


Windows opens the Settings app.

- 3 Click Accessibility.

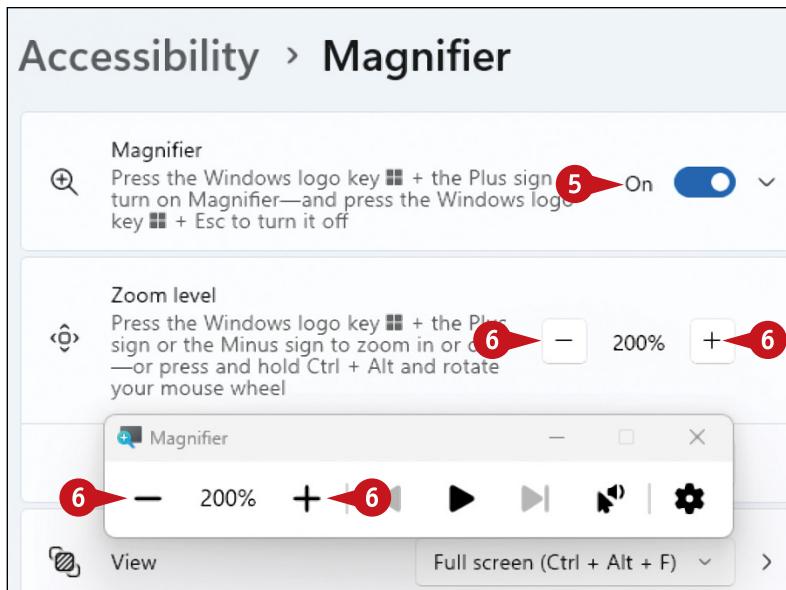


## Making Windows More Accessible



The Accessibility screen appears.

- 4 Click **Magnifier**.



The Magnifier screen appears.

- 5 Click the **Magnifier** switch to **On** ( changes to ).

Windows displays the Magnifier window and zooms in on the screen.

**Note:** You can also activate Magnifier by pressing **Win + +**.

- 6 Set Magnifier's zoom level by clicking **Increase** (+) or **Decrease** (-) as needed.

**Note:** When you no longer need to use Magnifier, either click the **Magnifier** switch to **Off** ( changes to ) or press **Win + Esc**.

### simplify it

#### How do I use Magnifier?

When Magnifier is on, it automatically changes position in response to four screen cues: the movement of the mouse pointer ( ); the changing of the keyboard focus (when you press **Tab**, for example); the movement of the text cursor; and the movement of the Narrator cursor (refer to the next section, "Have Screen Text Read to You"). You can also pan the screen by holding down **Ctrl + Alt** and pressing **↓**, **↑**, **←**, or **→**.

You can disable one or more of the Magnifier cues by following steps 1 to 4 to display the Magnifier screen, clicking **View**, and then, in the Have Magnifier Follow Me section, clicking each cue you do not want to use ( checked changes to ).

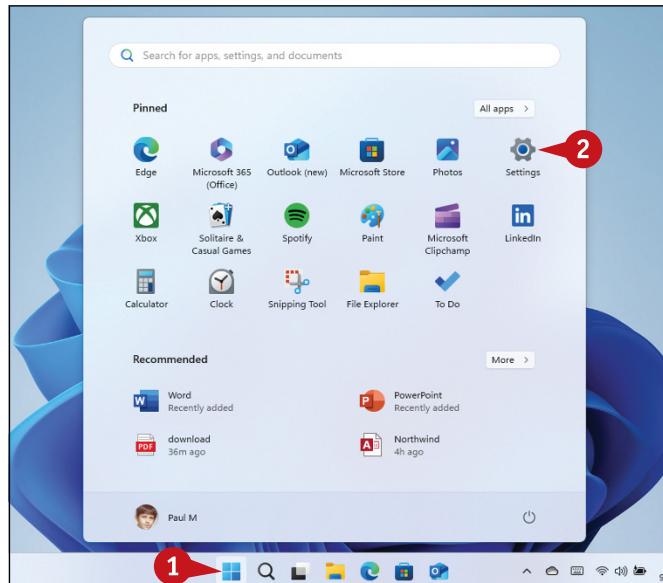
# Have Screen Text Read to You

You can activate the Narrator accessibility feature to have screen text read to you. Narrator is an example of a *screen reader*, an accessibility tool for the visually impaired. If you cannot read the text

on your PC screen or if you use a PC that does not have a screen, Narrator describes what is on each screen and reads aloud any text that appears on the screen.

## Have Screen Text Read to You

- 1 Click Start (Windows icon).
- 2 Click Settings.

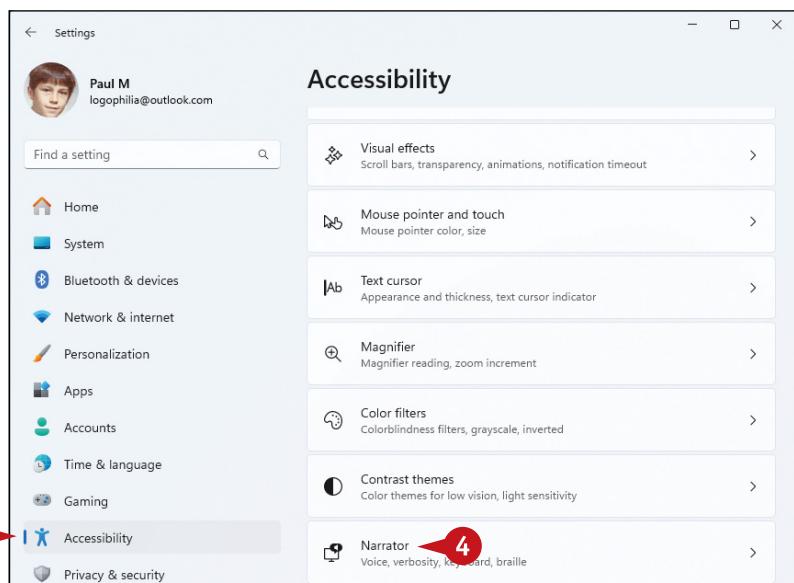


Windows opens the Settings app.

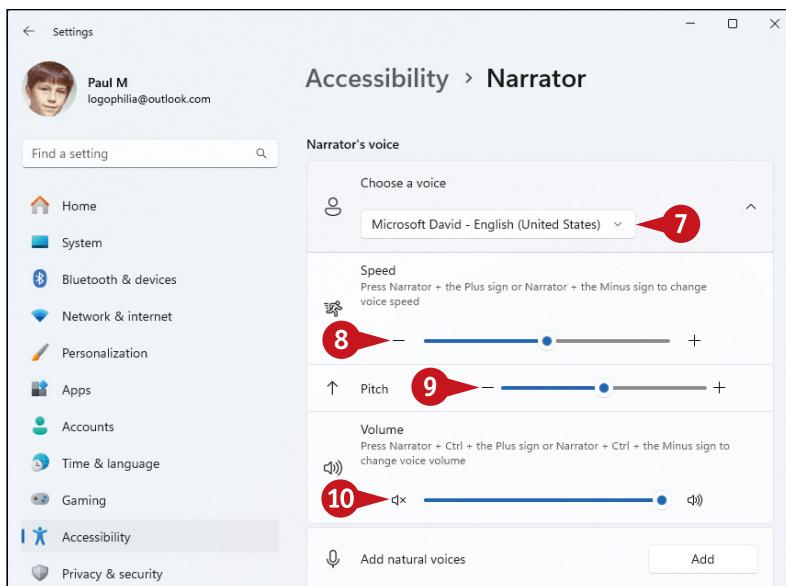
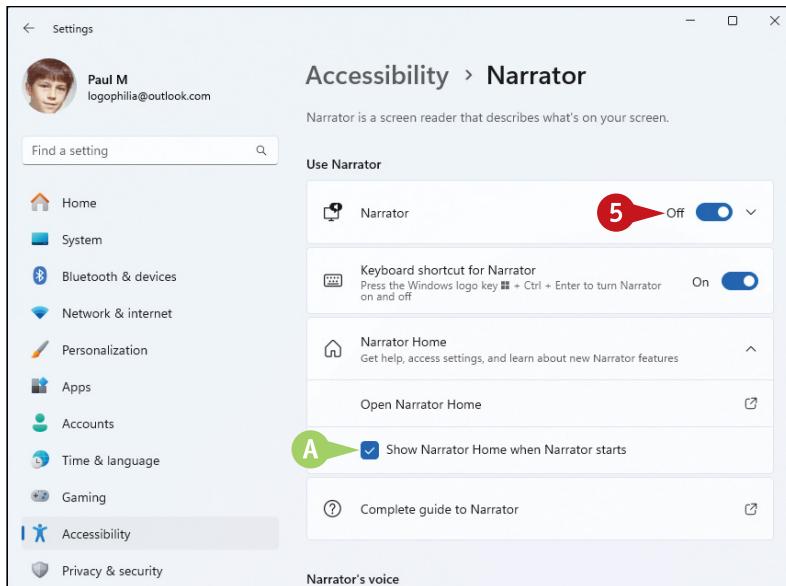
- 3 Click Accessibility.

The Accessibility screen appears.

- 4 Click Narrator.



## Making Windows More Accessible



The Narrator screen appears.

- Click the **Narrator** switch to **On** ( changes to ).

Windows starts Narrator and displays the Narrator Home window.

**Note:** You can also start (and stop) Narrator by pressing **Windows + Ctrl + Enter**.

- If you do not want Narrator Home to appear each time you start Narrator, you can click **Show Narrator Home when Narrator starts** ( changes to ).

- In the Narrator Home window, click **Minimize** (not shown).

- Click the **Voice** **▼** to select a Narrator voice.

- Click and drag the **Speed** slider () to set a speaking rate.

- Click and drag the **Pitch** slider () to set a voice pitch.

- Click and drag the **Volume** slider () to set a speaking volume.

Windows puts your Narrator settings into effect.

### Can I change the detail of Narrator's screen descriptions?

Yes. The detail Narrator describes is based on the *verbosity level*. The lowest level is screen text only. Higher levels include more details about screen controls and text. Click the **Verbosity level** **▼** and then click the level you prefer.

You can also configure Narrator to supply more or less context for controls. Click the **Context level for buttons and controls** **▼** and then click the context level you prefer.

You can also control the types of items that Narrator speaks as you type, such as function keys and navigation keys. Click **Have Narrator announce when I type** and then click the check box for each item you want to hear ( changes to ).

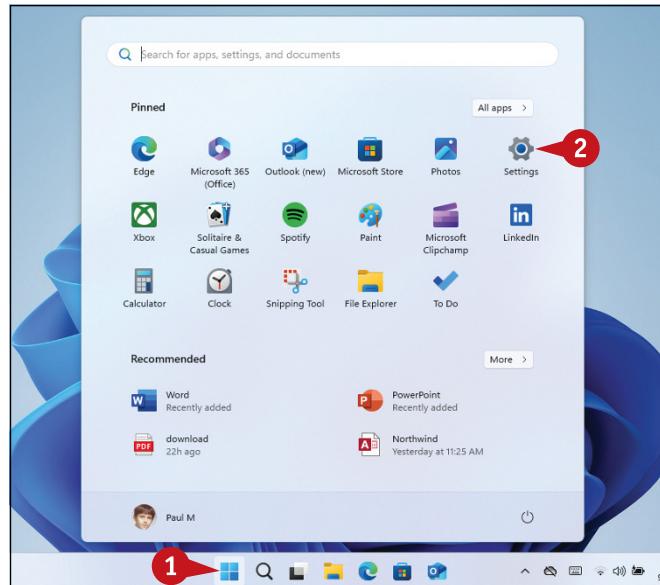
# Change to a High-Contrast Theme

You can make Windows and your apps easier to use by switching to a high-contrast theme. *Contrast* is a measure of the relative distinctness of two colors. *Low-contrast* colors are very similar and difficult to distinguish, while *high-contrast* colors are very different and easy to distinguish. In practice, if the colors of the text and background

are low-contrast, the text is hard to read, particularly for people with poor eyesight. The solution is to switch to a high-contrast theme, which uses a color scheme where the text and background are readily distinguished, which makes the text much easier to read.

## Change to a High-Contrast Theme

- 1 Click Start (Windows icon).
- 2 Click Settings.

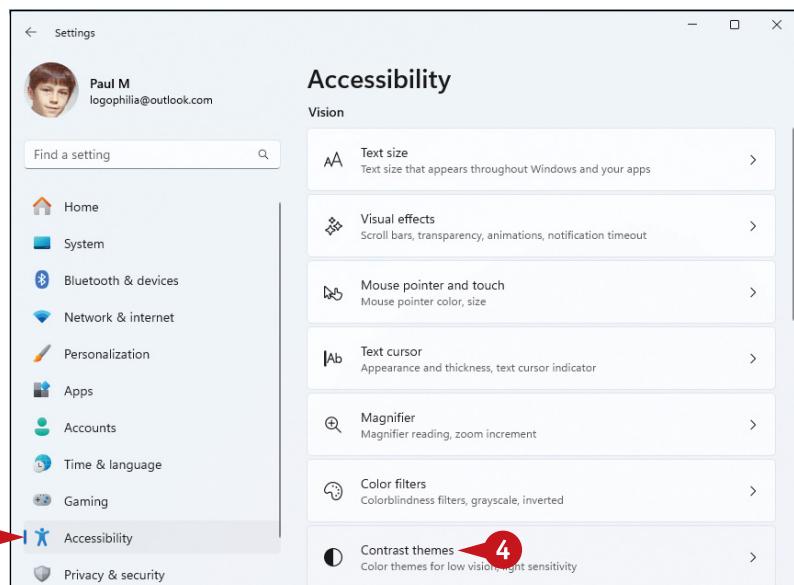


Windows opens the Settings app.

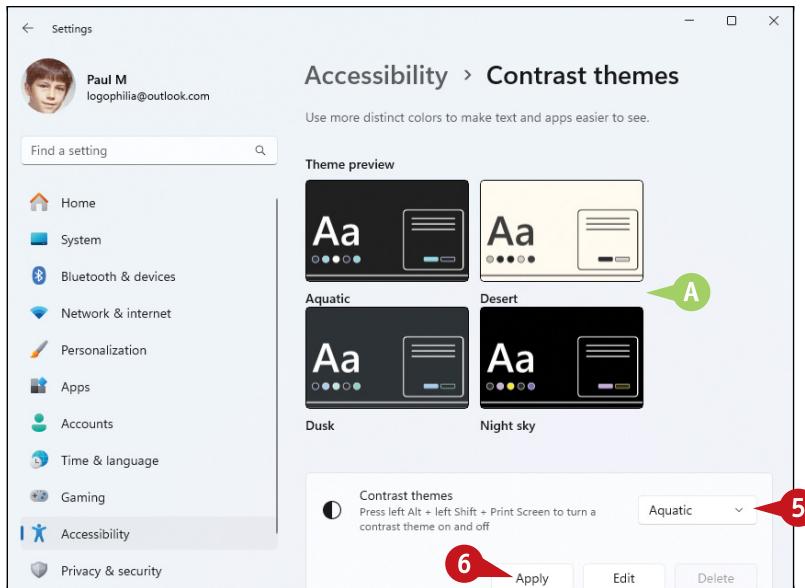
- 3 Click Accessibility.

The Accessibility screen appears.

- 4 Click Contrast themes.

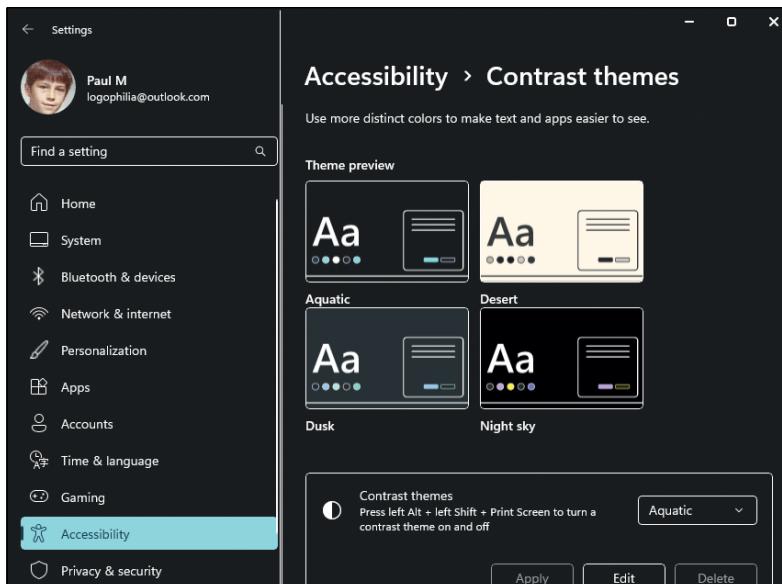


## Making Windows More Accessible



The Contrast Themes screen appears.

- 5 Click the **Contrast themes** ▾ and then click the theme you want to use.
- A These thumbnails provide a preview of each theme's color scheme.
- 6 Click **Apply**.



Windows applies the high-contrast theme.

### simplify it

#### Is there a quick way to switch to the high-contrast theme?

Yes, press left **Alt** + left **Shift** + **Print scrn** to toggle the high-contrast theme. When you use this shortcut to activate the high-contrast theme, Windows displays the High Contrast dialog box asking you to confirm. Click **Yes** to activate the high-contrast theme.

#### Can I customize a high-contrast theme?

Yes. Follow steps 1 to 5 to select a high-contrast theme and then click **Edit**. For each screen item — Background, Text, Hyperlink, Inactive Text, Selected Text, and Button Text — click the colored square to select a custom color. For Selected Text and Button Text, you can also select a background color. Click **Save as**, type a theme name, and then click **Save and apply**.

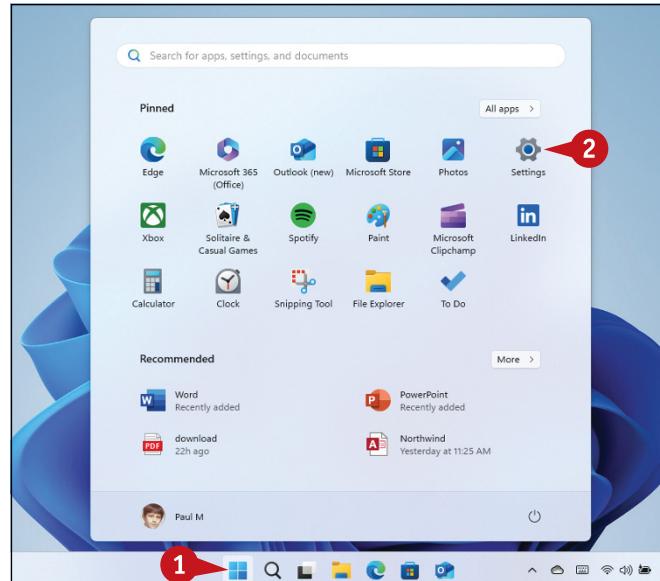
# Apply a Color Filter

You can give screen buttons, images, text, and other elements greater visibility by applying a color filter. If you suffer from red-green color blindness — either *deuteranopia*, where the eyes cannot process green light, or *protanopia*, where the eyes cannot process red light — or from

blue-yellow color blindness (also called *tritanopia*), you can apply a color filter that makes these colors easier to distinguish. If you have trouble seeing all colors, you can apply a color filter that turns each color into its grayscale equivalent, which makes them easier to distinguish.

## Apply a Color Filter

- 1 Click Start (Windows icon).
- 2 Click Settings.

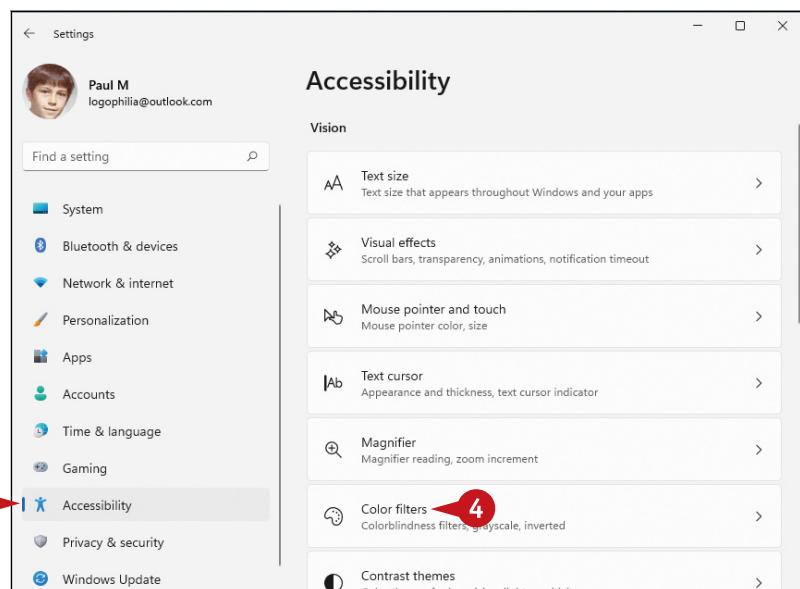


Windows opens the Settings app.

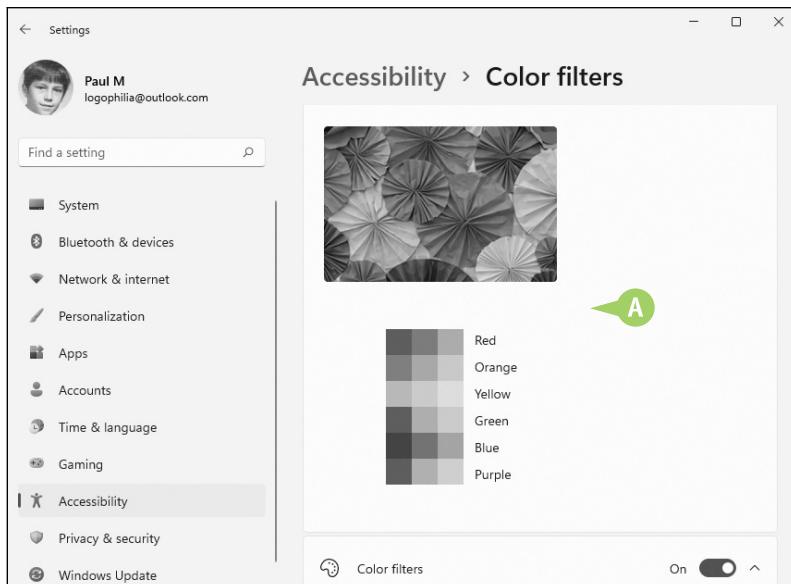
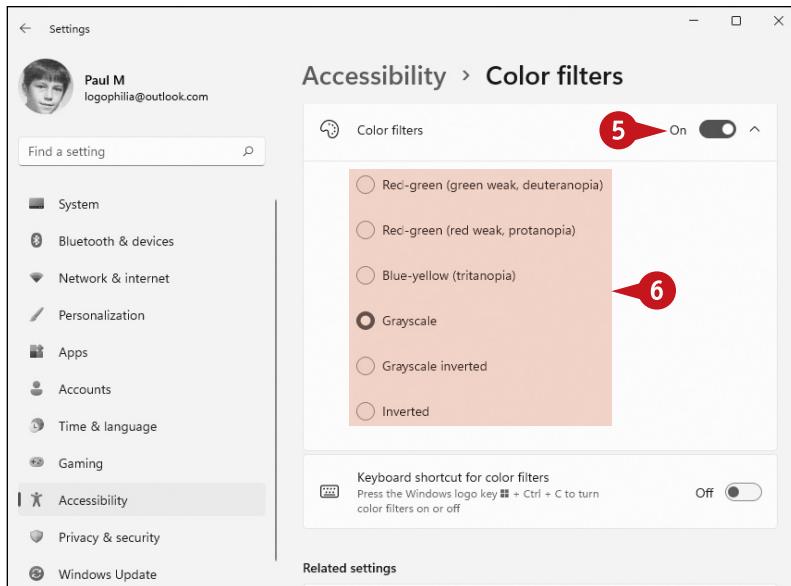
- 3 Click Accessibility.

The Accessibility screen appears.

- 4 Click Color Filters.



## Making Windows More Accessible



The Color Filters screen appears.

- 5 Click the **Color filters** switch to **On** (Off changes to On)
- 6 Click the type of filter you want to apply (Off changes to On).

A The Color Filter Preview section of the Color Filters screen shows a preview of the selected color filter.

- 7 Repeat step 6 until you find the color filter that works for you.

Windows applies the color filter to all screen elements.

### simplify it

#### Is there a quick way to apply the color filter?

Yes, but first you must activate the keyboard shortcut. Follow steps 1 to 4 to open the Color Filters screen. Click the **Keyboard shortcut for color filters** switch to **On** (Off changes to On). You can now toggle your selected color filter on and off by pressing **Win + Ctrl + C**.

#### I find the Windows transparency effects make it more difficult to see certain screen items. Can I turn them off?

Yes. Click **Start** (Win) and then click **Settings** to open the Settings app. Click **Personalization** and then click **Colors** to open the Colors screen. Click the **Transparency effects** switch to **Off** (On changes to Off).

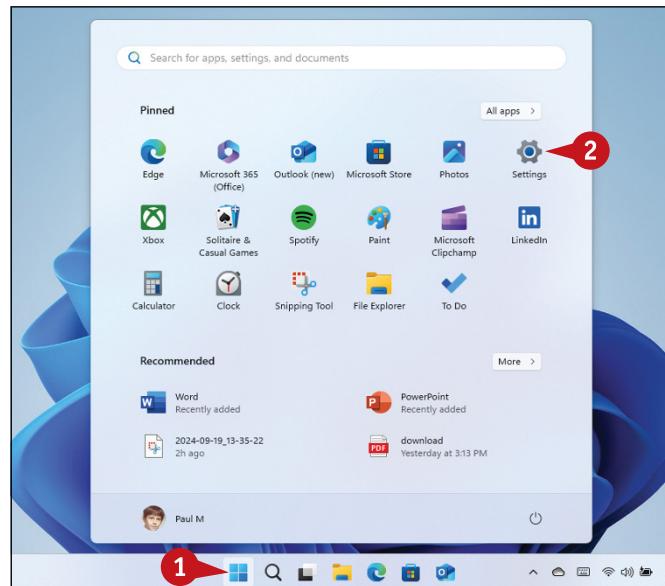
# Flash the Screen During Audio Notifications

You can help ensure that you do not miss alerts and other notifications by configuring Windows to flash the screen whenever it displays a notification that includes an audio component. All Windows notifications appear with a sound effect to catch your attention, while some Windows alerts are audio-only. If you have an impairment that

prevents you from hearing the audio portion of these notifications, you might miss them. To help prevent this, Windows offers an accessibility feature that flashes the screen — that is, temporarily displays a high-contrast version of the screen colors — whenever an audio notification occurs.

## Flash the Screen During Audio Notifications

- 1 Click Start ( ).
- 2 Click Settings.

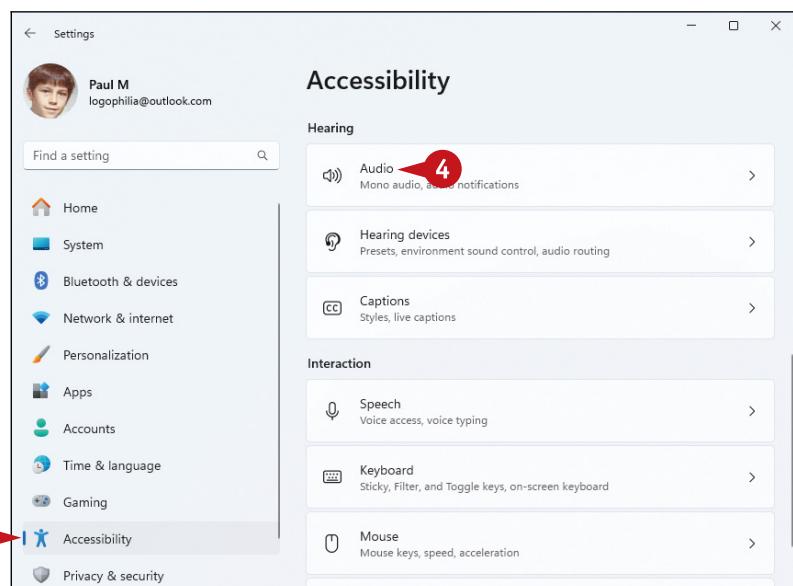


Windows opens the Settings app.

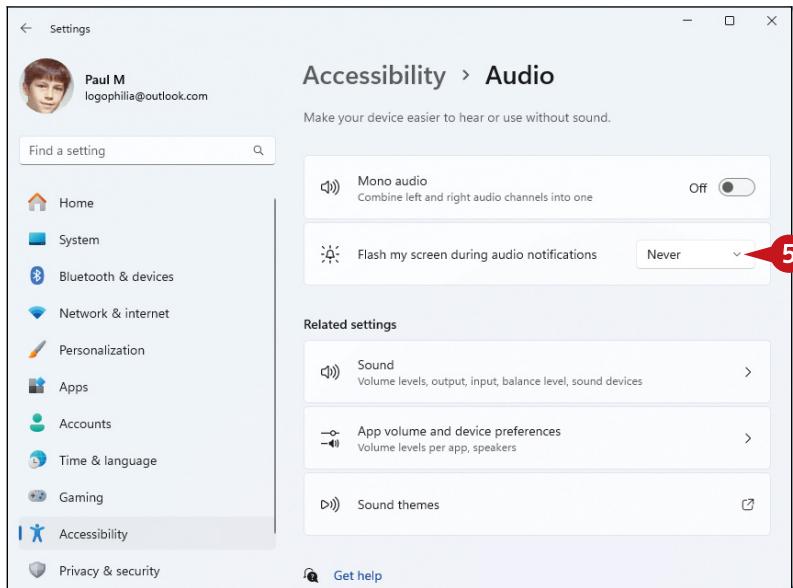
- 3 Click Accessibility.

The Accessibility screen appears.

- 4 Click Audio.

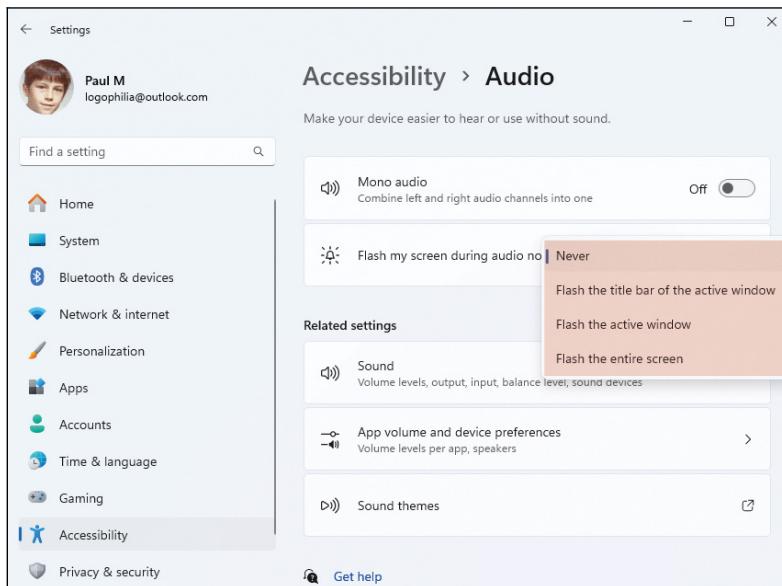


## Making Windows More Accessible



The Audio screen appears.

- 5 Click the **Flash my screen during audio notifications** ▾.



- 6 Click the screen element that you want Windows to flash.

Windows now flashes your chosen screen element whenever an audio notification appears.

simplify it

### I hear well in one ear, but not the other. Is there anything I can do to compensate for this?

Yes. Many audio experiences in Windows are stereo, meaning separate audio channels are broadcast through the left and right speakers. This creates a better audio experience, but if you hear poorly or not at all in one ear, your audio experience will be diminished.

To work around this, you can configure Windows to combine the left and right audio channels so that you hear the same audio in both the left and right speakers. Follow steps 1 to 4 to display the Audio screen and then click the **Mono audio** switch to **On** ( changes to ).

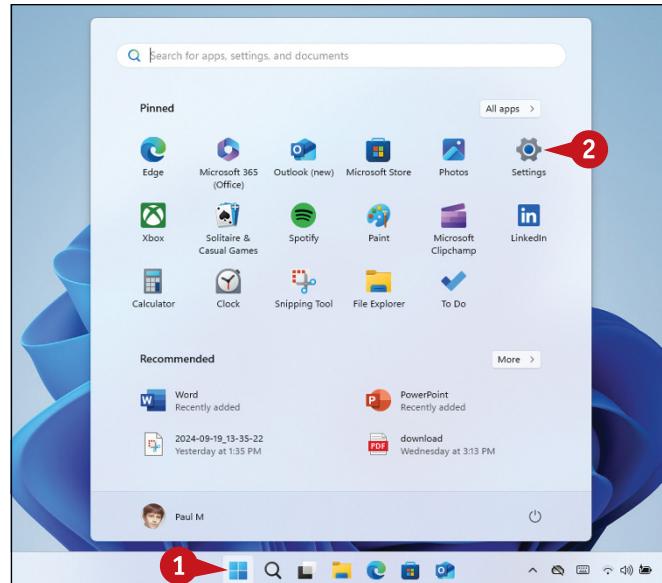
# Make the Keyboard More Accessible

If you have mobility or dexterity issues, you can make your computer keyboard easier to use by activating features designed to enhance keyboard accessibility. The *Sticky keys* feature enables you to press multiple-key shortcuts — such as **Ctrl + C** and **Shift + +** — one key at a time. The *Filter keys*

feature configures Windows to ignore extra keystrokes caused by inadvertently holding down or repeatedly pressing a key. Finally, the *Toggle keys* feature tells Windows to play a sound when you press any one of the following keys: Caps Lock, Num Lock, or Scroll Lock.

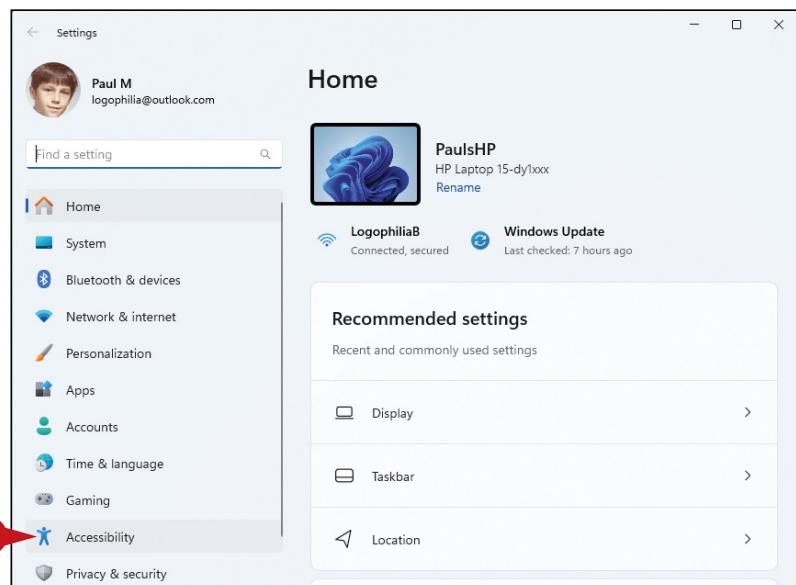
## Make the Keyboard More Accessible

- 1 Click Start (Windows icon).
- 2 Click Settings.

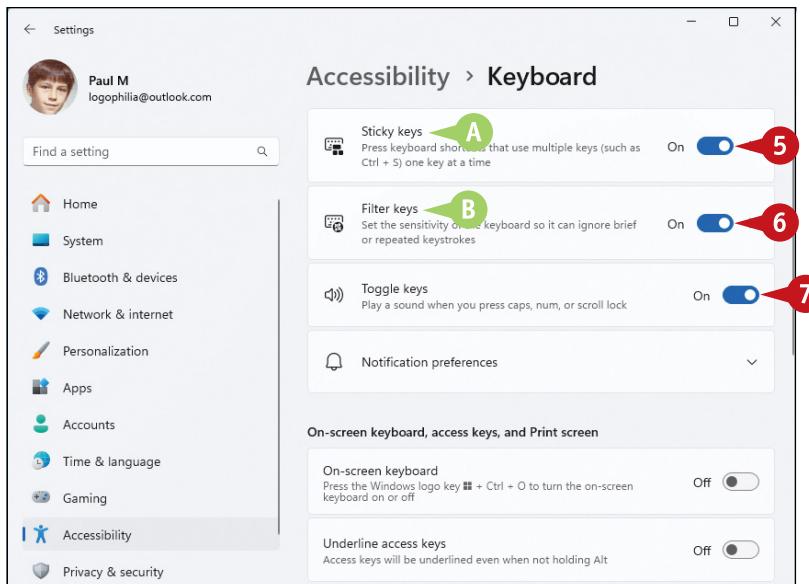
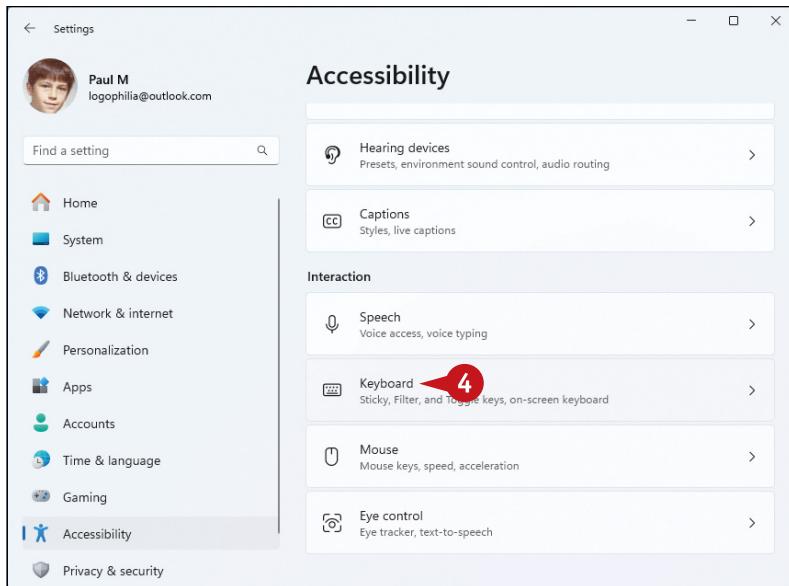


Windows opens the Settings app.

- 3 Click Accessibility.



## Making Windows More Accessible



The Accessibility screen appears.

- Click **Keyboard**.

The Keyboard screen appears.

- Click the **Sticky keys** switch to **On** ( changes to ).
- You can click **Sticky keys** to customize this feature.
- Click the **Filter keys** switch to **On** ( changes to ).
- You can click **Filter keys** to customize this feature.
- Click the **Toggle keys** switch to **On** ( changes to ).

Windows puts the new settings into effect immediately.

### simplify it

#### Are there shortcut keys I can use to activate these features?

Yes. To activate Sticky keys, press **Shift** five times. To activate Filter keys, press and hold the right **Shift** key for eight seconds. To activate Toggle keys, press and hold **Num lock** for five seconds. In each case, Windows displays a dialog box asking you to confirm. Click **Yes**.

#### Can I configure Windows to not show the dialog boxes when I activate these features via the keyboard?

Yes. Follow steps 1 to 4 to display the Keyboard screen of the Settings app. Click **Notification preferences** and then click **Notify me when I turn on Sticky, Filter, or Toggle keys from the keyboard** ( changes to ).

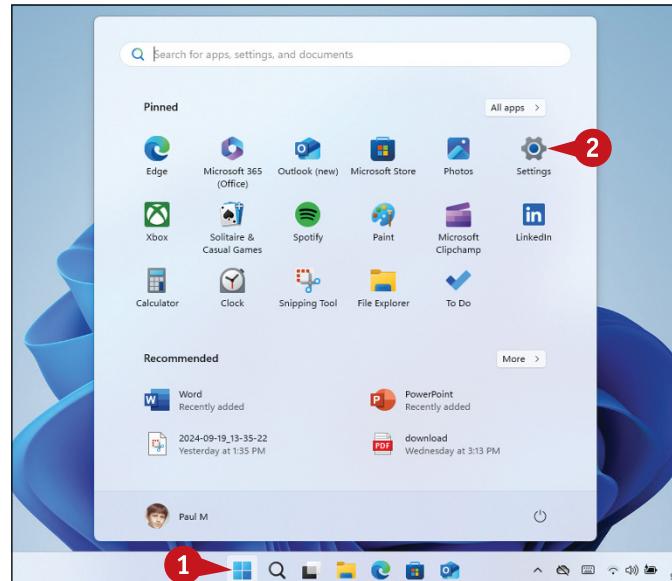
# Control Windows Via Voice

If you have mobility or dexterity issues that make it difficult to use a mouse and keyboard, the voice access feature enables you to control Windows via voice commands. With voice access activated, you can speak commands into a microphone and Windows will execute those commands.

To use voice access, you need to connect a microphone to your PC. For best results, use a headset microphone rather than a microphone that sits on your desk. Also, it is best to use voice access in a relatively quiet room and to speak your commands as clearly as you can.

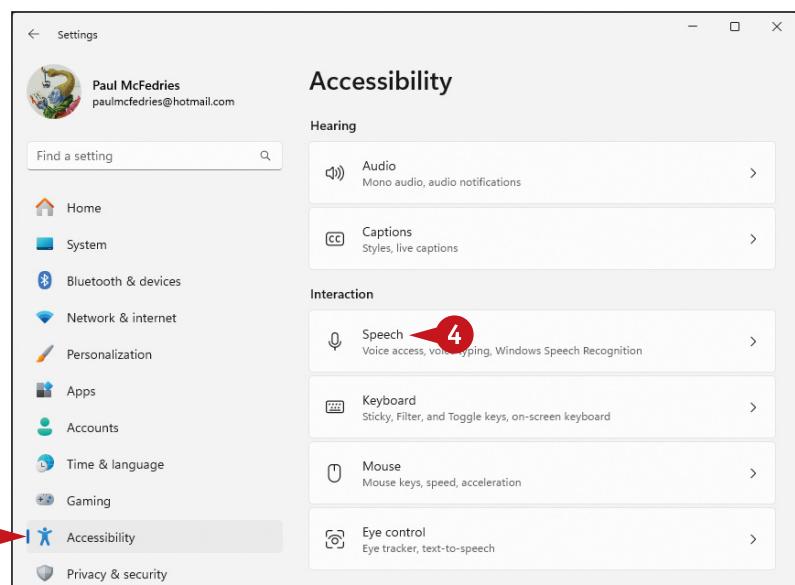
## Control Windows Via Voice

- 1 Click Start (Windows icon).
- 2 Click Settings.

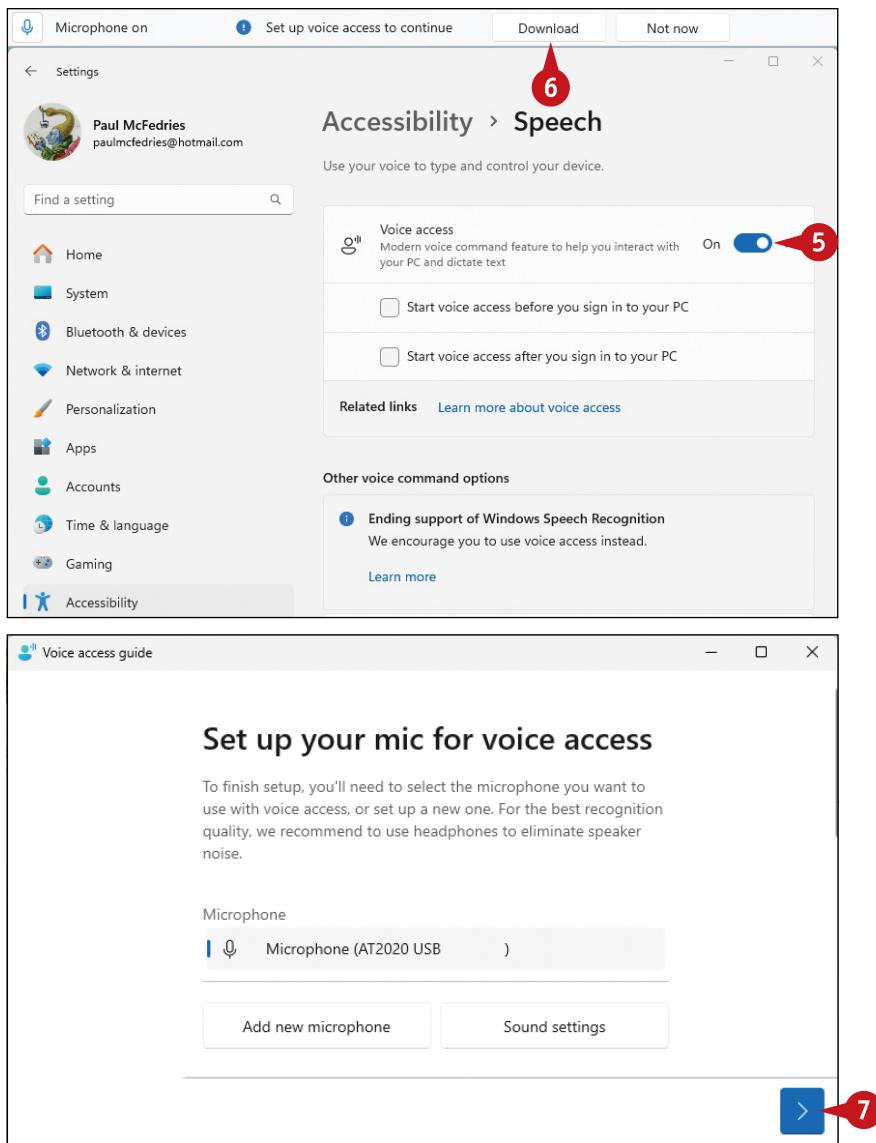


Windows opens the Settings app.

- 3 Click Accessibility.
  - 4 Click Speech.
- The Accessibility screen appears.



## Making Windows More Accessible



The Speech screen appears.

- 5 Click the **Voice access** switch to **On** ( changes to ).

Settings prompts you to download a language model.

- 6 Click **Download**.

The Voice Access Guide dialog box appears.

- 7 Click **Next >**.
- 8 Click **Done** (not shown).

**Note:** Alternatively, you can click **Start guide** to learn the basics of voice access.

You can now start controlling Windows via voice.

simplify it

### What commands can I speak?

To turn on voice access, say "voice access wake up." Say "Voice access sleep" to put voice access back into sleep mode.

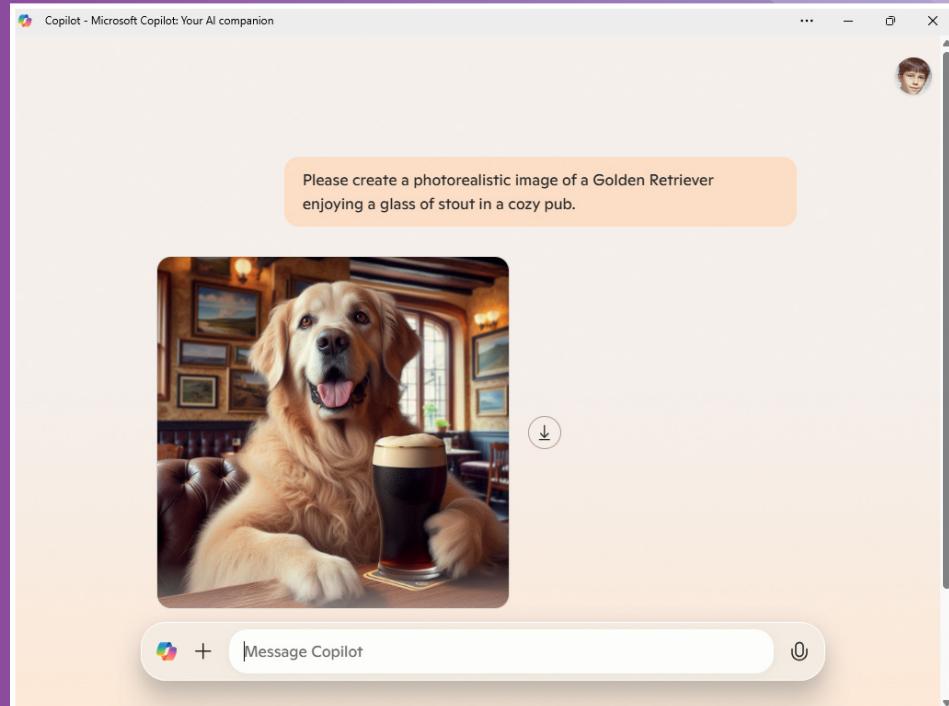
Voice access recognizes terms such as *click*, *double-click*, *right-click*, and *select*; commands such as *Save*, *Copy*, and *Close*; and screen features such as *Minimize*, *Scroll*, and *Back*. Say "Open keyboard" to display the onscreen keyboard and then say "Press key" to press the specified key (such as "a" or "4"). You can also say specific nonalphanumeric keys, such as *Backspace*, *Delete*, and *Enter*.

Say "Show numbers" to overlay a number on everything in the current window that can be clicked. Say the number of the item you want and then say "OK."

## CHAPTER 12

# Putting AI to Work with Copilot

Windows comes with a feature called Microsoft Copilot that acts as a kind of smart assistant that helps you do some computer-related tasks faster and more efficiently. Whether it is answering questions, writing text, or generating images, Copilot can help. In this chapter, you begin by understanding the basics of what Copilot is and how it works. From there, you learn how to chat with Copilot, how to use Copilot to generate new text and rewrite existing text, how to generate an image from a text description, how to conduct voice chats with Copilot, and more.



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# Understanding Microsoft Copilot

Copilot is the smart assistant that Microsoft is incorporating into most of its products, including Windows. To get the most out of Copilot, it helps to understand some background concepts about what Copilot is and how it works.

These concepts include artificial intelligence, large language models, and natural language interaction. With these concepts in mind, you will find it easier and more natural to interact with Copilot.

## Artificial Intelligence

Microsoft Copilot is an example of *artificial intelligence (AI)*, which is software that enables a computer to perform tasks that would normally require human intelligence. Human-level tasks that Copilot can perform include understanding language; conversing naturally with human partners; generating text such as memos, essays, and poems; creating images from text descriptions; summarizing the contents of documents; understanding the contents depicted in images; and solving problems. Note, however, that all current AI systems — including Copilot — only mimic human intelligence.

## Large Language Model

The technology underlying Microsoft Copilot is a *large language model (LLM)*, which is a type of artificial intelligence that has been designed to understand and generate human language by learning from huge amounts of text data. The Copilot LLM was trained on hundreds of billions of words from books, websites, and other publicly available sources. This vast trove of training data enabled Copilot to develop a statistical understanding of the typical patterns, context, and meaning that underlie most human language.

## Natural Language Interactions

One of the main advantages of having an LLM underlying Copilot is that, thanks to the hundreds of billions of words that the LLM has been trained on, you can interact with Copilot using *natural language*, which is the way humans communicate with each other via text or speech. Natural language is opposed to *structured language*, such as a computer programming language, because instead of a formal, strict syntax, you can interact with Copilot using the same vocabulary, grammar, and idioms that you use in everyday communication.

## Chatting

The Copilot interface looks much like a typical chat or instant messaging app. That resemblance is intentional because you interact with Copilot by exchanging short text or voice messages. These messages are known as *prompts* because you use them to request something from Copilot. A typical Copilot session involves multiple prompts and responses, so it is very much like a chat session.

I enjoy the novels of Rachel Kushner. Can you recommend any similar writers I might like?

I'm glad to hear you enjoy Rachel Kushner's novels! If you like her writing style, you might also enjoy these authors:

## Text Generation

Besides asking questions and requesting information, you can also prompt Copilot to generate new text. That text can be a story, an essay, a memo, or even a poem. In your prompt, you describe with as much detail as possible the text you would like Copilot to generate. If the generated text is not exactly what you wanted, you can prompt Copilot to refine the text as needed.

Please write a short story about three llamas who dream to ride on a ferris wheel.

Three llamas—Luna, Leo, and Lulu—stood on a hill overlooking the town fair. Luna, with her dreamy eyes, spoke first. "Can you imagine? Us, riding the Ferris wheel!"

Leo, always the pragmatic one, laughed. "Luna, we're llamas. How would we even fit into those tiny seats?"

## Image Generation

You can also request that Copilot generate an image based on a natural language description of what you want to appear in that image. Your image-generation prompt can include not only the contents of the image but also the image medium (say, watercolor or photo), the colors you want to use, the lighting, the overall style, and whether the image includes any text.

Please create a pixel-art image of a cat using a jet pack to fly over several dogs.



## Hallucinations

Copilot, like all generative AI models, only appears to understand language. What Copilot is really doing when it responds to a query is using sophisticated statistical modeling to predict what the next word should be. Sometimes, those predictions go astray and lead to nonsensical or erroneous responses that are known as *hallucinations*. Therefore, always check the responses you get from Copilot.



+ Why is there a dog on the cat's back? Please try again. ↑

# Chat with Copilot

You can use natural language to have conversations with Copilot. You can begin with any type of prompt: a question, a request, or an observation. Copilot examines your text and then sends back a text response. You can then reply to what Copilot returned, thus creating a conversation — also known

as a chat session — between yourself and Copilot.

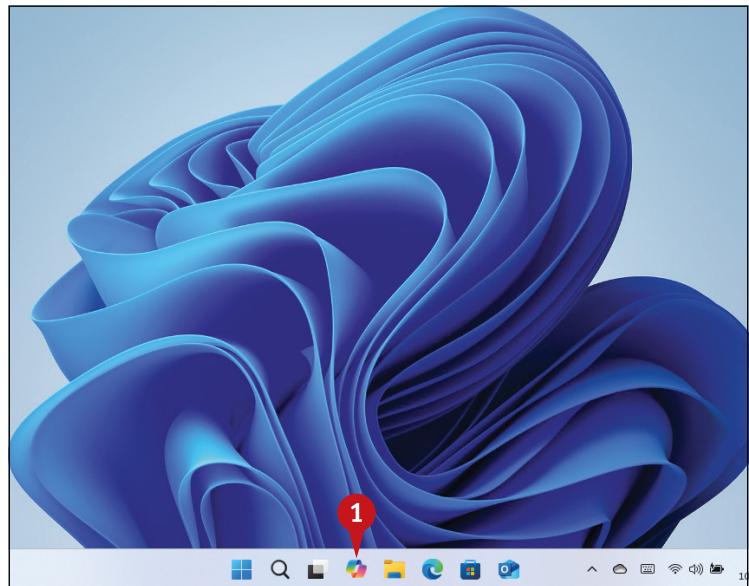
Depending on the context of the chat, Copilot will supply you with one or more links to online sites that it used as the source of its information. You should use these links to double-check any facts returned by Copilot.

## Chat with Copilot

### Launch Copilot

- 1 On the taskbar, click **Copilot** (🤖).

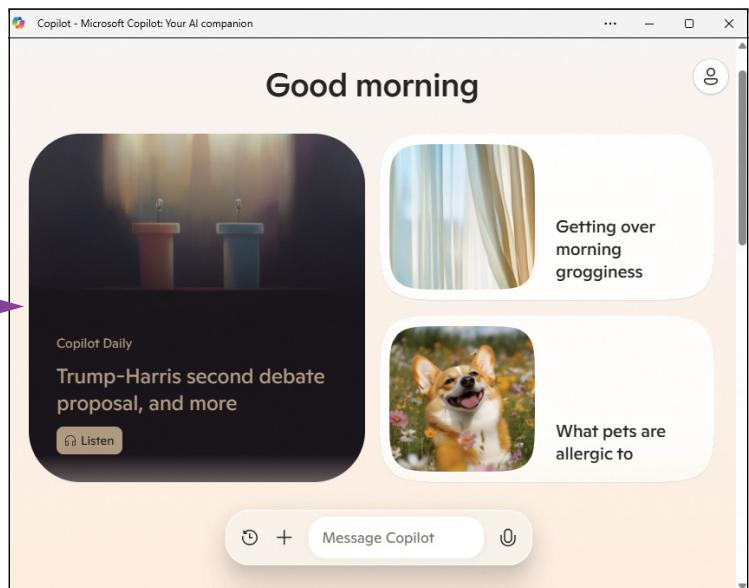
**Note:** If Copilot is not pinned to the taskbar, you can also launch it by clicking **Start** (.Windows icon), clicking **All apps**, and then clicking **Copilot**.



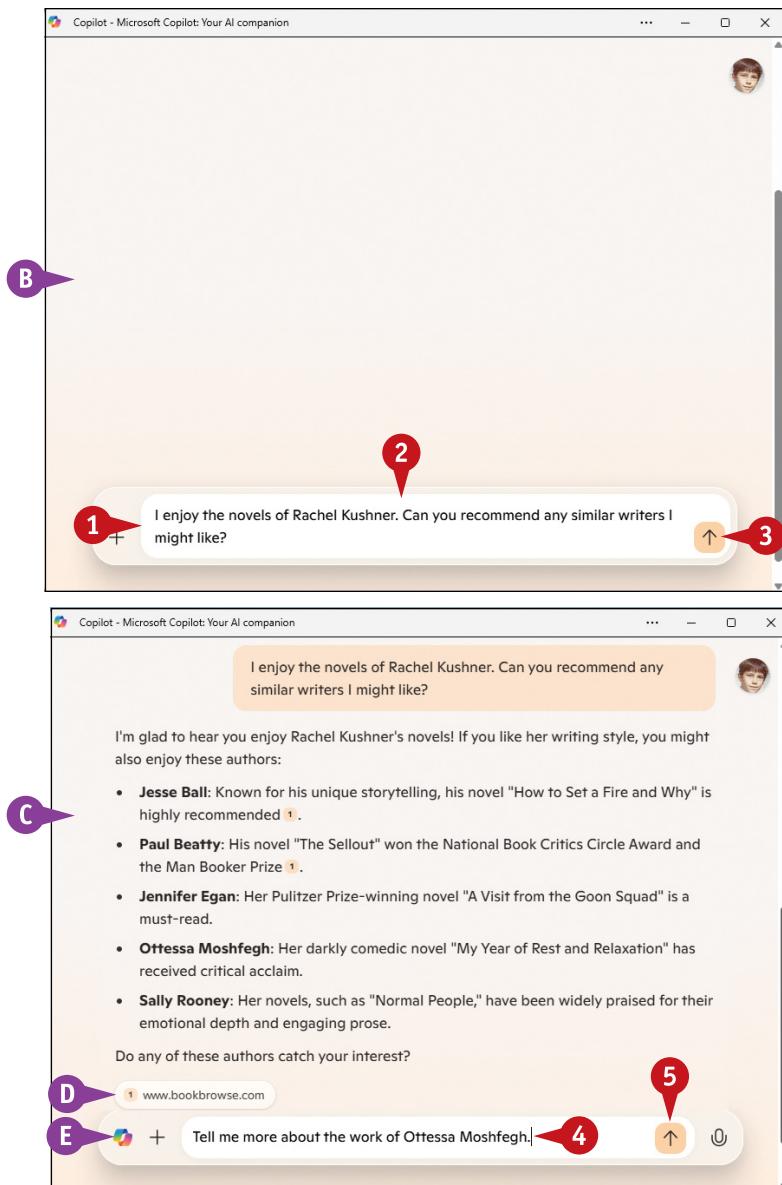
The Copilot window appears.

- Copilot offers a few example chat topics. You can click one of these boxes to begin a chat with Copilot on that topic.

A



## Putting AI to Work with Copilot



### Chat with Copilot

- 1 Click inside the Message Copilot text box.
- 2 Copilot displays the conversation window and expands the text box.
- 3 Type your prompt.
- 3 Click **Submit** ().
- 4 Copilot writes its response to your prompt.
- 5 You can click a link to check any of the sources of Copilot's responses.
- 4 Type another prompt.
- 5 Click **Submit** ().
- 6 Repeat steps 4 and 5 as needed.
- E To return to the Copilot home page, click **Go to home** (.

## simplify it

### Does Copilot save my conversations?

Yes, but you must sign in to Copilot with your Microsoft account. Click **Settings** () , click **Sign in**, and then follow the prompts to provide your Microsoft account credentials. To sign out of Copilot, click your avatar in the top-right corner of the Copilot window and then click **Sign out**.

### How do I view my saved conversations?

Assuming you have signed in to Copilot using your Microsoft account, as described in the previous tip, you have access to your previous conversations. Either launch Copilot or, if you are in the middle of a conversation, click **Go to home** (). From the home page, click **View history** () to display a list of your conversations. To view a conversation, click it in the list.

# Generate Text from a Prompt

You can use Copilot to generate new text from a prompt. Copilot is an example of *generative AI*, which refers to artificial intelligence software that can create text based on an instruction. The generated text can be something utilitarian such as a memo or email, something useful such as a thank-you note or essay, or something creative such as a short story or poem.

To take advantage of Copilot's generative capabilities, you need to create a prompt that describes the text you want. The more detailed your prompt, the closer Copilot will come to producing the text you want.

## Generate Text from a Prompt

### Generate Text

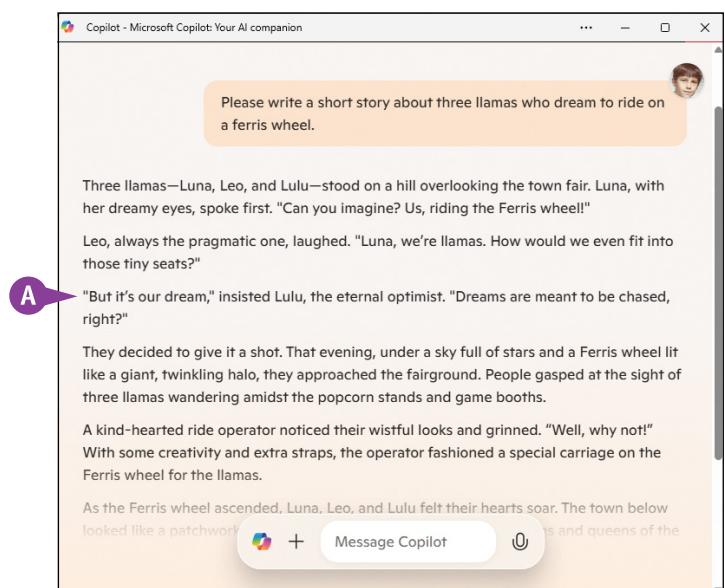
- 1 Launch Copilot.

**Note:** To learn how to start Copilot, refer to the previous section, "Chat with Copilot."

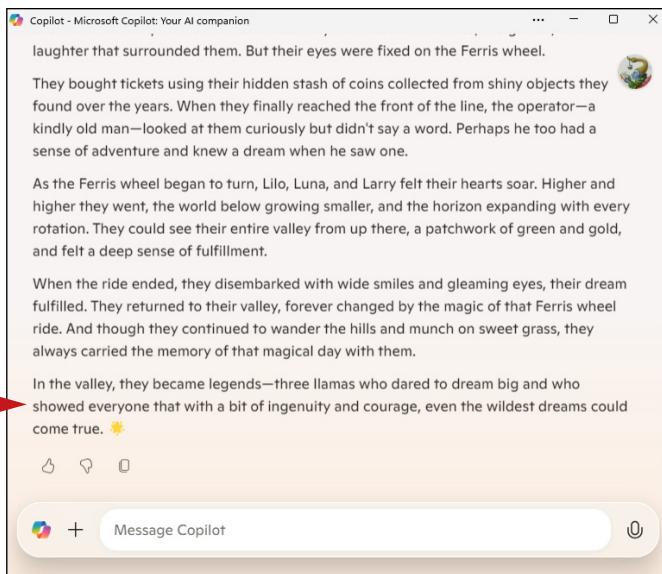
- 2 Use the text box to type a prompt that describes the text you want Copilot to generate.
- 3 Click **Submit** (↑).



- A Copilot generates the text in response to your prompt.

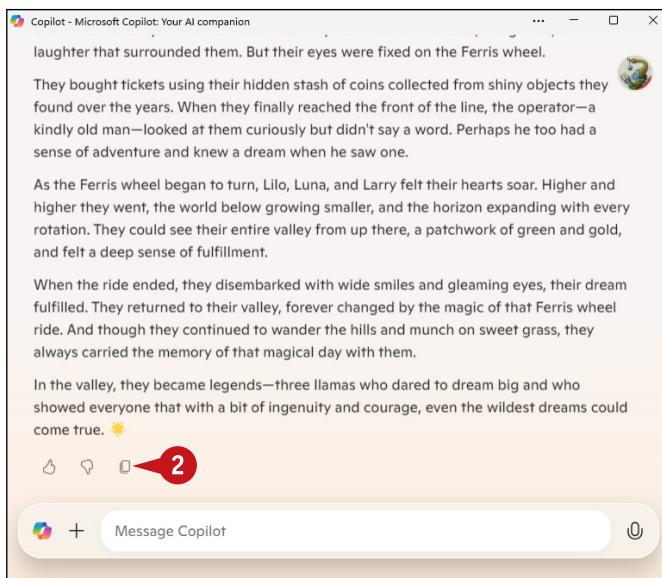


## Putting AI to Work with Copilot



### Copy the Generated Text

- 1 Scroll to the bottom of the generated text.



- 2 Click **Copy message** (□).

Copilot copies the selected text to the Clipboard.

simplify it

### How do I start a new chat?

First, display the Copilot home page either by launching Copilot or by clicking **Go to home** (🌐) in your current chat. From the home page, click **View history** (🕒) to display a list of your conversations. At the bottom of that list, click **Start new chat** (📝).

# Rewrite Existing Text

You can ask Copilot to rewrite text that already exists. An adage says that “the essence of writing is rewriting.” Unfortunately, rewriting is also often the most difficult part of the writing process. To help make this task easier and more efficient, you can ask Copilot to rewrite a section of text for you.

Copilot enables you to modify the tone of the rewritten text to make it more casual, more professional, and so on. Copilot also provides options for changing the text format (to, say, an email or a blog post) and adjusting the length of the rewrite (short, medium, or long).

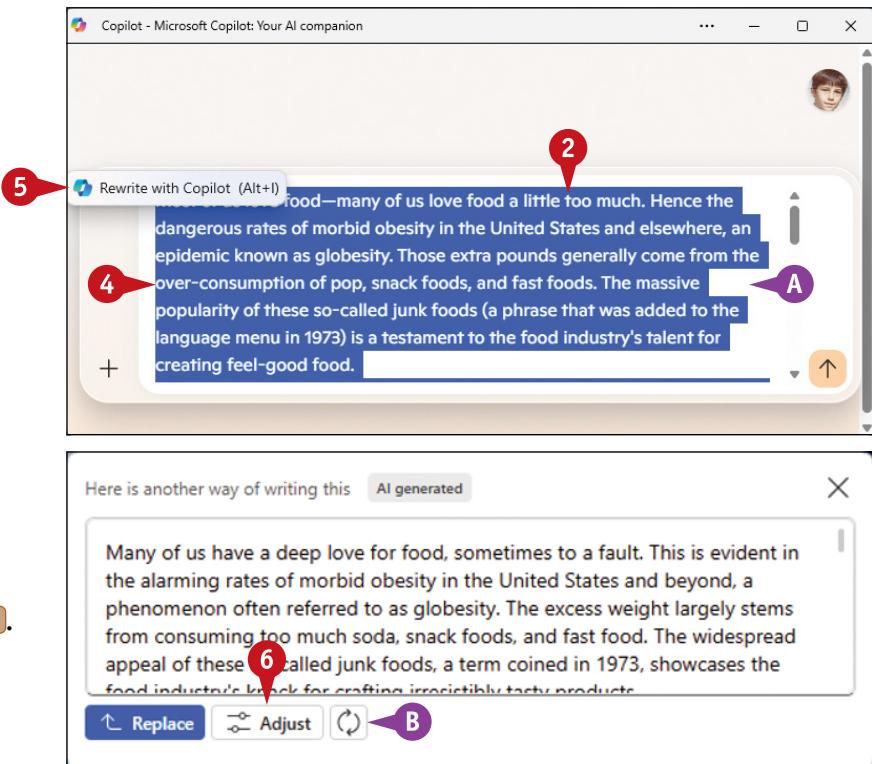
## Rewrite Existing Text

- 1 Copy the text you want Copilot to rewrite.
- 2 Click inside the Message Copilot text box.
- 3 Press **Ctrl + V**.
- A Your copied text appears inside the text box.
- 4 Select the pasted text.
- 5 Click **Rewrite with Copilot**.

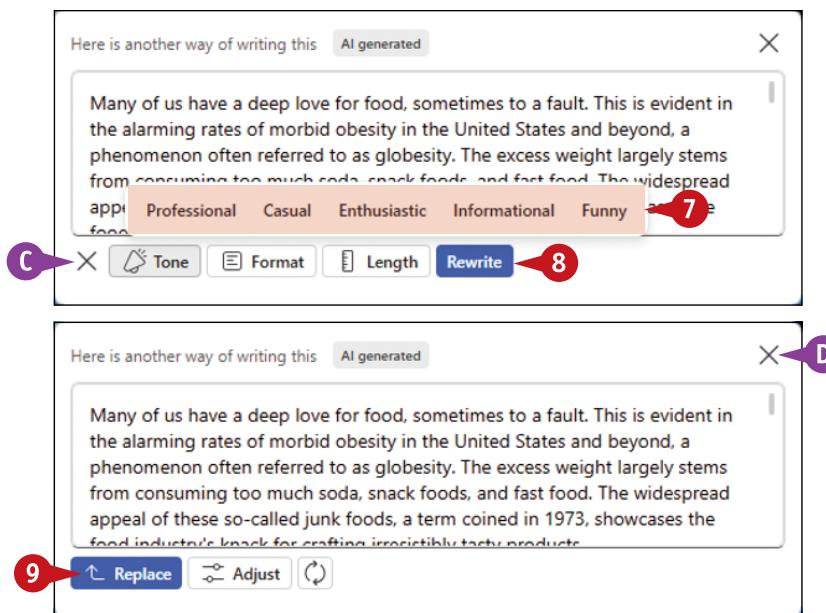
**Note:** You can also press **Alt + I**.

The Here Is Another Way of Writing This window appears.

- B To have Copilot rewrite the text over again, click **Try again** (⟳).
- 6 To modify the rewritten text, click **Adjust**.



## Putting AI to Work with Copilot



C Copilot displays the Adjustment menu.

7 For each item in the menu, click the button and then click the specific adjustment you want to make (such as one of the Tone adjustments shown here).

8 Click **Rewrite**.

9 Click **Replace**.

Copilot replaces the selected text with the rewritten text.

D If you do not want to use the rewritten text, click **Close** (X).

## simplify it

### Is there a limit to how much text I can paste into the Message Copilot text box?

Yes. For most users, the limit is 4,000 characters, or about 650 to 700 words. However, if you have a Copilot Pro subscription, then you can paste up to 8,000 characters — about 1,300 to 1,400 words — into the text box.

### What types of adjustments can I make to the rewritten text?

Copilot supports three types of adjustment. *Tone* refers to the overall style, mood, or attitude conveyed by the text (Professional, Casual, Enthusiastic, Informational, or Funny). *Format* refers to how the text will be used (Paragraph, Email, Ideas, or Blog Post). And *Length* refers to the relative number of words in the text (Short, Medium, or Long).

# Generate an Image from a Prompt

You can use Copilot to generate an image from a text prompt. Copilot's generative AI capabilities go beyond the generation of new text, as described in the section "Generate Text from a Prompt" earlier in this chapter. Copilot can also produce new images in various styles, which can be handy when you need a quick image to illustrate a report, memo, or essay.

To get Copilot to successfully generate images, you must create a prompt that describes the image you are looking for. The more detailed your prompt in terms of the image content and style, the closer Copilot will come to producing the image you want.

## Generate an Image from a Prompt

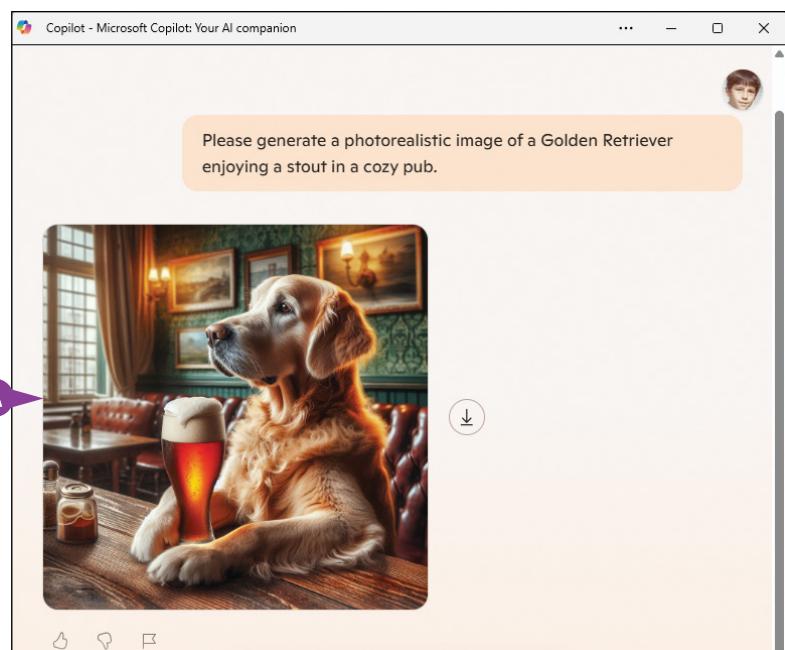
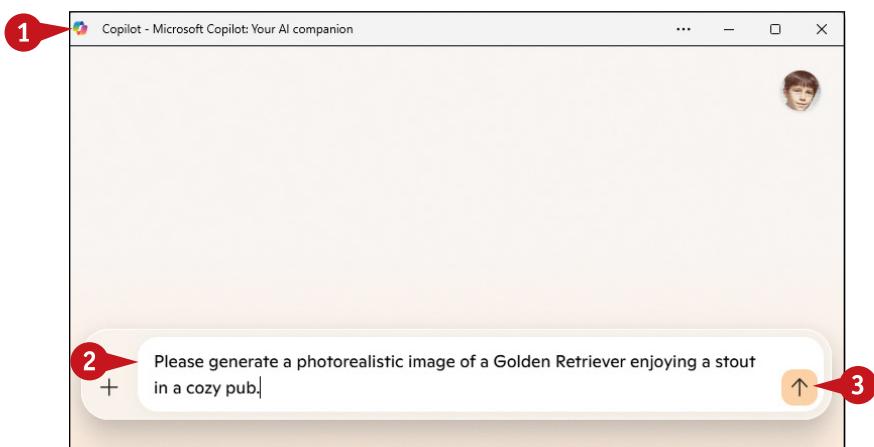
### Generate an Image

- 1 Launch Copilot.

**Note:** To learn how to start Copilot, refer to the section "Chat with Copilot" earlier in this chapter.

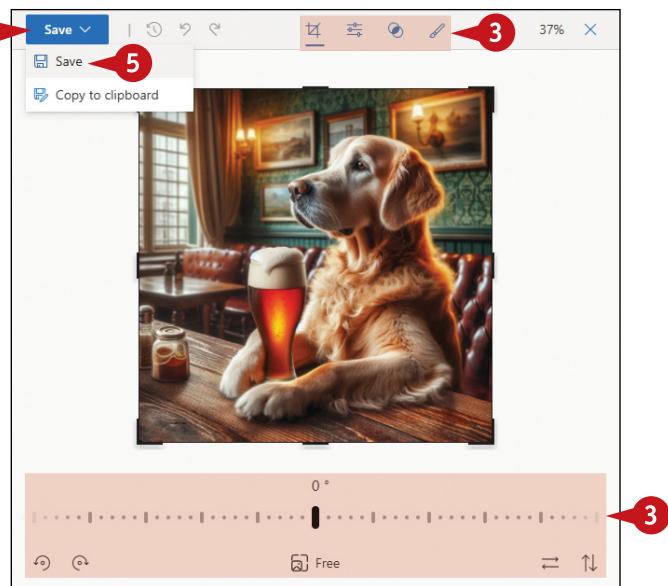
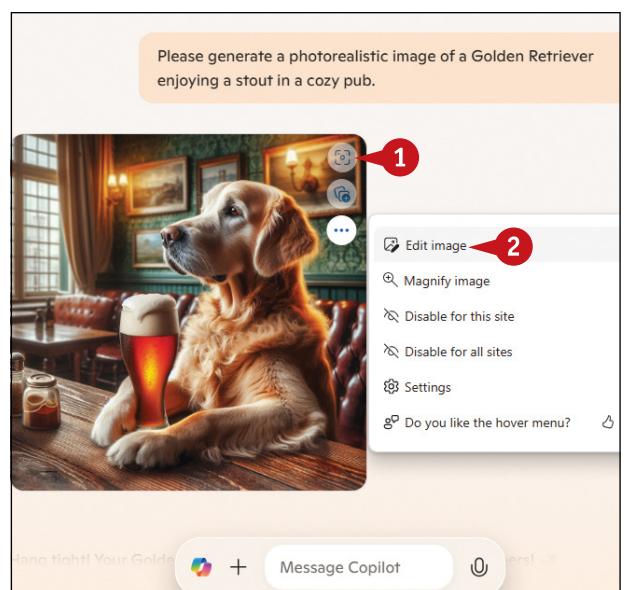
- 2 Use the text box to type a prompt that describes the image that you want Copilot to generate.

- 3 Click **Submit** (↑).



- A Copilot generates an image in response to your prompt.

## Putting AI to Work with Copilot



### Modify a Generated Image

- 1 Right-click the image.
- 2 Click **Edit image**.

Copilot opens the image for editing.

- 3 Use the editing tools to modify the image as needed.
- 4 Click **Save**.
- 5 Click **Save**.

Copilot downloads the modified image to your PC's Downloads folder.

## simplify it

**How do I download a copy of the original generated image to my computer?**  
After Copilot generates the image, click **Download** ( ) to the right of the image. Copilot saves a copy of the image as a file in your PC's Downloads folder. To help you differentiate the file, note that the name of the downloaded file is the same as the prompt you used to generate the image.

**Is there a way to get a closer look at a generated image?**

Yes. You can magnify the generated image in a couple of ways. First, you can right-click the image and then click **Magnify image**. Alternatively, position the mouse pointer ( ) over the image and then press **Ctrl** twice.

# Add an Image to a Chat Session

You can enhance a Copilot chat session by adding a photo or other image. Copilot has the capability to analyze the contents of most images, so adding an image to a chat can make for a more interesting or useful conversation.

For example, you might find that you need an image to get a point across to Copilot. A photo or

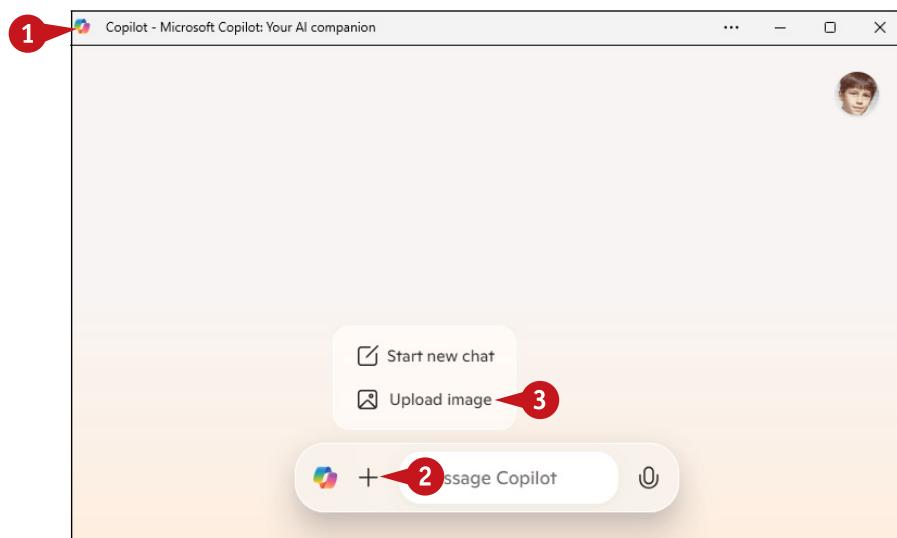
a diagram might show what is difficult to convey in words. Similarly, you might have an image with an element that you want to know more about. Copilot can examine the image and answer any questions you might have.

## Add an Image to a Chat Session

- 1 Launch Copilot.

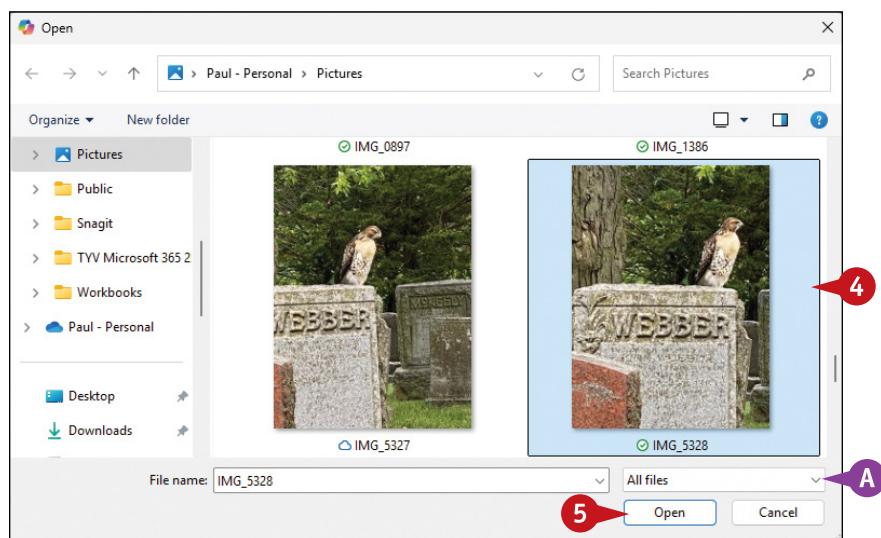
**Note:** To learn how to start Copilot, refer to the section “Chat with Copilot” earlier in this chapter.

- 2 Click Open (+).
- 3 Click Upload image.



The Open dialog box appears.

- A If you do not see the image file you want, click this and then click **All files**.
- 4 Click the image file you want to add to the chat.
- 5 Click **Open**.



## Putting AI to Work with Copilot



**B** Copilot adds the image to the chat.

**6** Use the text box to type a prompt related to the image.

**7** Click **Submit** (↑).

**C** Copilot generates a reply to your prompt.

## simplify it

### Can I use a screenshot to troubleshoot a problem with Copilot?

Yes. Copilot can analyze the content of an image. If you are receiving an error message or you are having some other problem that appears on your screen, you can take a screenshot and have Copilot analyze the screen contents and offer troubleshooting steps.

- 1** Arrange your screen so that it shows what you want Copilot to analyze.
- 2** Press **Print scrn** to place the screenshot on the Clipboard.

**3** Click **Start** (■).

**4** Click **Paint**.

**5** Press **Ctrl + V** to paste the screenshot.

**6** Save the image to your hard drive.

**7** Follow steps **1** to **4** in the main section to add the screenshot image file to a chat.

**8** Type a prompt related to the error or other problem shown in the screenshot.

**9** Click **Submit** (↑).

Copilot generates a reply to your prompt.

# Voice Chat with Copilot

Besides typing messages to Copilot and reading Copilot's responses, you can also conduct voice chats. A *voice chat* is where you use your PC's microphone to speak your Copilot prompts and you hear Copilot's spoken responses through your PC's speakers. A voice chat is useful if you have trouble

typing, if vision problems prevent you from reading Copilot's responses, or if your hands are occupied with some other activity.

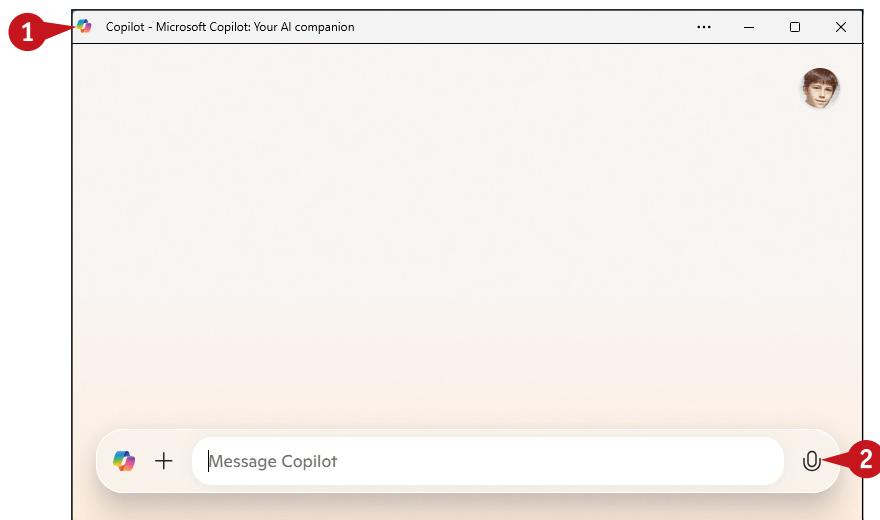
You can also customize your voice chats by selecting a default language and by modifying the speed of Copilot's spoken responses.

## Voice Chat with Copilot

- 1 Launch Copilot.

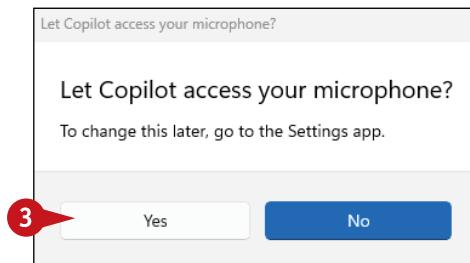
**Note:** To learn how to start Copilot, refer to the section "Chat with Copilot" earlier in this chapter.

- 2 Click **Talk to Copilot (0)**.

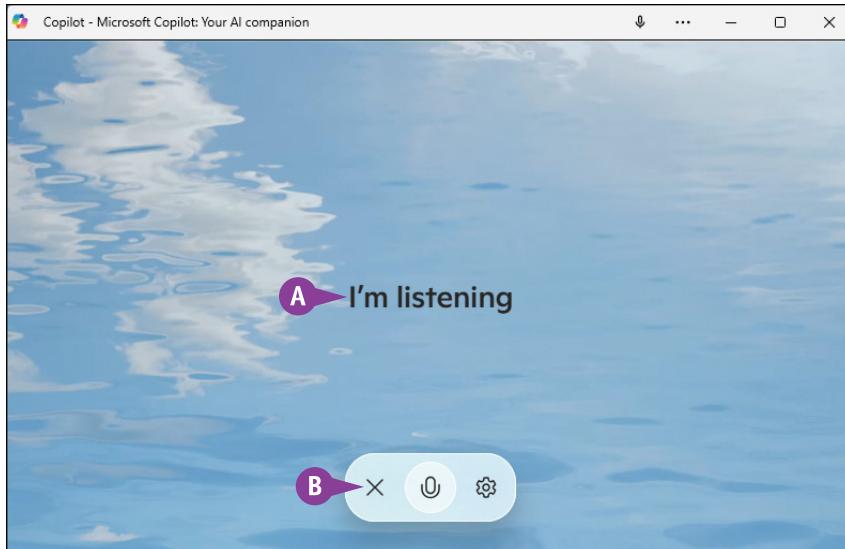


The first time you click the Use Microphone icon (0), Copilot asks for permission to use your PC's microphone.

- 3 Click **Yes**.



## Putting AI to Work with Copilot



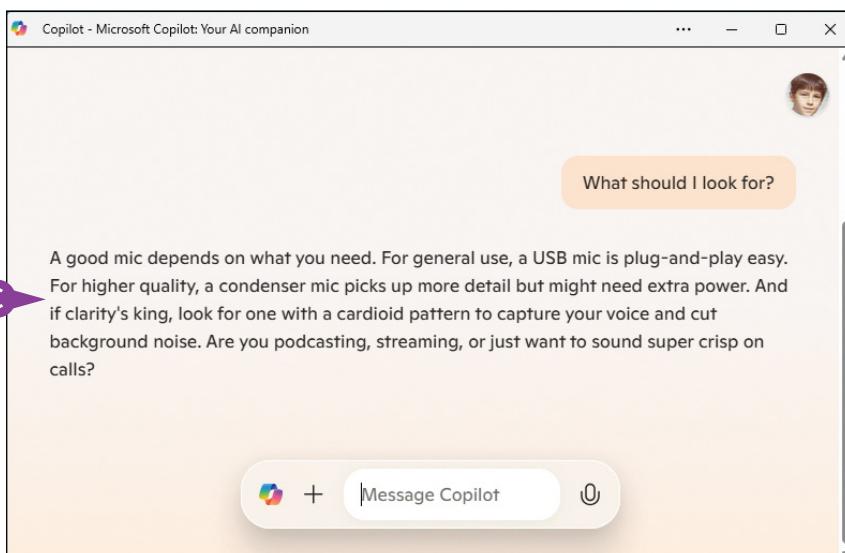
**A** The Copilot prompt changes to "I'm listening."

**4** Speak your prompt into your microphone.

Copilot speaks its response through your PC's speakers.

**B** If you no longer want to hear the Copilot response, you can click **Stop talking (X)**.

**C** If you clicked **Stop talking (X)**, Copilot displays the text of its response.



## simplify it

### How can I customize the voice used by Copilot?

If you are in mid-conversation, click **Voice settings** (⚙️) and then use the pop-up that appears to click the voice you want to hear. Otherwise, near the top-right corner of the Copilot window, click your user avatar and then click **Voice**. The Voice pop-up menu appears. Click the voice you want Copilot to use and then click outside of the pop-up to close it.

### How can I customize the language spoken by Copilot?

Near the top-right corner of the Copilot window, click your user avatar and then click **Language**. The Language pop-up menu appears. Click the language you want Copilot to use and then click outside of the pop-up to close it.

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