

1. Get started using Windows 10

In this chapter

- Sign in to Windows
- Explore the desktop and taskbar
- Explore the Start menu
- Explore Windows settings
- Manage content and app windows
- End a computing session

If you're reading this book, it's likely that you already have a Windows 10 computer or plan to acquire one, and you want to know how to get the most out of it. This chapter will help you quickly come up to speed with the basic elements of the Windows 10 user experience and environment—including that of the Windows 10 2017 Fall Creators Update.

The first public release of Windows 10, in July 2015, combined popular elements of Windows 7 and Windows 8 with new technology to create a powerful, easy-to-use operating system. Since that time, additional functionality has been added to Windows 10 through periodic public releases. Windows 10 can interact with you through commands that you enter on a keyboard, on screen, or verbally; from information and activities on your phone; and (with your permission) by gleaning information from email messages.

Windows 10 is designed to work not only on desktop and laptop computers, but also on smaller mobile devices, such as tablets and phones. The user interface is clean and simple so that it can scale gracefully across device formats. If you're new to Windows 10 but familiar with operating system concepts, many Windows 10 features will be familiar to you.

This chapter guides you through procedures related to signing in to Windows, exploring the primary user interface areas, managing content and app windows, and various methods of ending a computing session.

Sign in to Windows

Between computing sessions, Windows displays one of two screens: the Lock screen and the Welcome screen.

About the Lock screen

When your Windows 10 computer first starts or has been idle for a while, it displays the Lock screen. As the name indicates, the Lock screen is a security layer between the world outside the computer and the information inside the computer. The Lock screen displays a background picture (or a slideshow of pictures), the time and date, and network connection information. It can also display information from some of the core Windows 10 apps, including Alarms & Clock, Calendar, Mail, Messaging, Phone, Skype, Store, Weather, and Xbox. The Lock screen doesn't display user account information or specific message content that you might not want to share with people who happen to walk past the computer.



Windows 10 comes with a set of attractive Lock screen images. You can choose a static background from among those, enjoy the daily Windows spotlight photos, or choose a specific picture or set of pictures that you have access to from your computer.



SEE ALSO For information about specifying the image and app information that appear on the Lock screen, see “[Customize the Lock screen](#)” in [Chapter 2, “Personalize your working environment.”](#)”

About the Welcome screen

When you dismiss the Lock screen, the Welcome screen appears. The Welcome screen displays a list of the user accounts that are registered on the computer in its lower-left corner; provides access to the internet, accessibility, and power settings in its lower-right corner; and displays the image and password entry box or Sign In button for the most recent user in the center.



TIP This book contains many images of the Windows 10 user interface elements (such as the Lock screen, Welcome screen, desktop, taskbar, Start menu, and Settings window) that you’ll work with while

performing tasks on a computer running Windows 10. Unless we're demonstrating an alternative view of content, the screenshots shown in this book were captured on a horizontally oriented display at a screen resolution of 1600 × 900 and a magnification of 100 percent. If your settings are different, user interface elements on your screen might not look the same as those shown in this book.

From the Welcome screen, you sign in to Windows with your user account credentials to begin or return to your computing session.

Choose a user account type

To start a Windows 10 computing session, you sign in to Windows with a user account that is registered on that computer. The user account can be linked to a *Microsoft account* that connects to all the resources associated with that account, or it can be a *local account* that exists only on one computer.

Use a Microsoft account or local account

You can choose one of two account types when signing in to Windows 10: a Microsoft account or a local account. Here's a quick overview of the two account types.

Microsoft accounts

Microsoft accounts are single sign-on (SSO) accounts that you can use to sign in to any Microsoft service, to services provided by other companies that have adopted Microsoft accounts as standard credentials, or to computers running Windows 10, Windows 8.1, or Windows 8.

TIP Single sign-on isn't unique to Microsoft: Google, Facebook, Amazon, and many other organizations use it. Many web services allow you to sign in by using one of the major SSO accounts, rather than requiring you to create new accounts on their sites.

Any email account hosted on a Microsoft webmail service—designated domain (hotmail.com, live.com, msn.com, outlook.com, passport.com, passport.net, or any country/region-specific variant) is automatically configured as a Microsoft account. If you don't already have a Microsoft account, you can easily create a free email account on a Microsoft webmail domain, or enroll any valid email

address or phone number that you already have as a Microsoft account. These options are available through the user interface when setting up your Windows 10 user account, and at <https://signup.live.com>.

IMPORTANT If someone is already signed in to a Microsoft account in your computing session, you must sign out of that account (but not the computing session) from your web browser before you can create a new one, or use an InPrivate browsing session to mask the account credentials. For information about InPrivate browsing, see [Chapter 10, “Safely and efficiently browse the internet.”](#)

Local accounts

A local account is exactly what it sounds like: a user account that exists only on your computer. You (or someone with administrative privileges) can create multiple local accounts on one computer, and each account can sign in to that computer and access a combination of private and shared information.



Create account

Microsoft account opens a world of benefits.

Send me promotional emails from Microsoft

Next

[Use a phone number instead](#)

[Get a new email address](#)

Local accounts are good for young children who don't yet need an email account. Local accounts might also be a good choice when you don't want to link the computer to other computers that you sign in to by using your Microsoft account. A local account doesn't require a password (but can have one), doesn't have an associated OneDrive storage folder, and might have only limited access to Windows apps and Office 365 tools.

If you create a local account but later decide that you would prefer to sign in by using a Microsoft account, you can easily connect the

local account to a Microsoft account or create a new user profile on the computer for the Microsoft account.

TIP You can designate any account as a child’s account to add parental controls. For more information about setting up accounts and about parental controls, see [Chapter 11, “Manage user accounts and settings.”](#)

When you install Windows 10, or the first time you sign in to a new Windows 10 computer, Windows guides you through the processes of configuring your basic settings, connecting to the internet, and connecting to or setting up a computer user account.

Microsoft encourages you to use a Microsoft account rather than a local account to sign in. The advantages of signing in to Windows 10 by using a Microsoft account include the following:

- You can easily connect to other computers on your network that you sign in to by using that account, because the computers have the same sign-in credentials.
- You can synchronize settings for the computer theme, web browser, passwords, language preferences, Ease Of Access tools, printers, mouse options, File Explorer, and notifications among the computers you sign in to by using the same account.
- You can pass credentials to other Microsoft services that require you to sign in (such as Microsoft Office 365).
- You have access to 5 gigabytes (GB) of free Microsoft OneDrive online storage, or 1 terabyte (TB) with an Office 365 subscription (at the time of this writing).

The first time you sign in to a computer by using a new user account, Windows sets up the user account–specific folders and settings, and synchronizes settings with other computers that your Microsoft account is configured on, if you’ve chosen that option. While Windows goes through this process (which takes about two minutes), it displays a series of reassuring messages on the screen. At the end of this initial setup process, your personal Windows desktop appears.



SEE ALSO For information about synchronizing system settings on multiple computers, see “[Customize your sign-in options](#)” in [Chapter 11](#), “[Manage user accounts and settings](#).”

Depending on the processes that are configured to run when you sign in, there could be some activity, such as windows opening and closing, as various apps start. Some of these will be apps that you want to interact with—for example, you might want a communication app such as Skype or Skype for Business to start automatically. Others will be tools that support the apps that are installed on your computer. For example, installing an app such as Adobe Acrobat or Apple iTunes also installs a tool that checks the internet for updates to the app each time you start a new computing session. (This is usually for the purpose of increasing app security rather than adding new functionality.)



TIP Some apps and services start automatically when any user signs in to Windows, and 1 others run specifically when you sign in. You can review a list of apps that start automatically and remove apps from the list to conserve startup resources. For more information, see “[Manage app startup](#)” in [Chapter 14](#), “[Work more efficiently](#).”

To dismiss the Lock screen

- Click or tap a blank area of the screen.
- Flick the screen upward by using your finger.
- Press any keyboard key.

To sign in to Windows 10

1. Dismiss the Lock screen.

If the computer has multiple user accounts, the Welcome screen displays a

link to each account in the lower-left corner.

2. If the user account picture and name in the center of the screen aren't for the account you want to sign in to, select the account in the lower-left corner of the Welcome screen.
3. Do one of the following:
 - If your account doesn't have a password, select Sign in below your account name.
 - If your account has a password, enter the password in the box below your account name, and then press Enter or select **Submit** (the arrow button to the right of the password box).



SEE ALSO For information about signing in to Windows from within an existing Windows session, see [“Explore the Start menu”](#) later in this chapter. For information about configuring and signing in by using PINs, picture passwords, and biometric recognition, see [“Customize your sign-in options”](#) in [Chapter 11, “Manage user accounts and settings.”](#)



TIP If you're working on a touchscreen device and want to enter your account credentials from the On-Screen Keyboard app, tap the password box once to display the keyboard. For more information about the On-Screen Keyboard app, see [“Configure Windows accessibility features”](#) in [Chapter 13, “Manage power and access options.”](#)

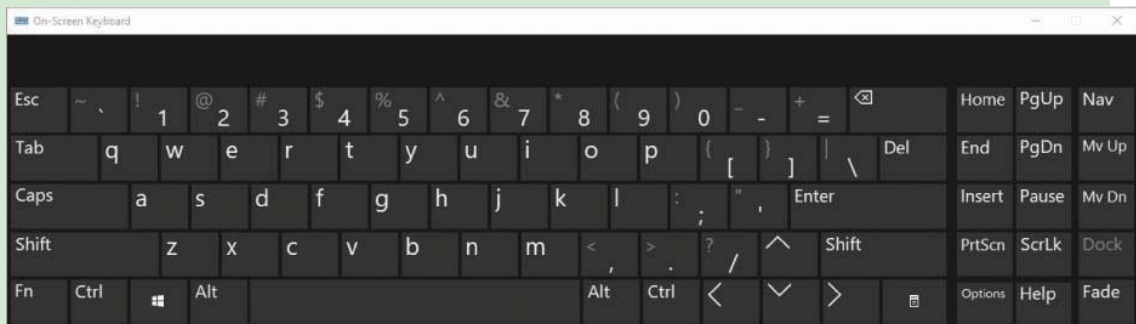
Sign in on a touchscreen device

Windows 10 is optimized for touchscreen interaction. You control most options in the Settings window by using a simple on/off toggle

switch that's easy to select whether you're using a mouse, a stylus, or your finger. Windows 10 has two on-screen keyboards.both of which are available from the Welcome screen before you sign in.

If you're working on a touchscreen device and want to enter your account credentials on the Welcome screen by using one of the on-screen keyboards, do either of the following:

- Tap the Password or PIN box to display an on-screen keyboard that is docked to the bottom of the screen.
- Tap the Ease of Access button and then select On-Screen Keyboard to display the floating keyboard that is one of the Ease Of Access tools.



To close the keyboard, tap away from the docked keyboard or tap the Close button on the floating keyboard.



TIP When you buy a new computer, you might be surprised to find your desktop cluttered with shortcuts. Computer manufacturers or resellers frequently install trial versions of apps on a computer in hopes that you will use those apps instead of others that are available to you. Most of these are benign, but often they include a well-known antivirus app that provides a short trial period for free, and then prompts you to pay for a subscription. This app can interfere with the free Windows Defender security system that is built into Windows 10. You can delete the shortcuts to tidy up the desktop, but that won't uninstall the apps.

For information about cleaning up desktop shortcuts and uninstalling apps, see [Chapter 3, “Work with shortcuts and tiles”](#) and [Chapter 4, “Work with apps and notifications.”](#)

Explore the desktop and taskbar

Your starting point after you sign in to Windows is the desktop. The Windows 10 desktop has a picture or color background that fills your screen; hosts icons for system tools such as the Recycle Bin; might have app shortcuts, folders, and files stored on it; and has a taskbar that provides access to the computer content and functionality.

Explore the desktop

The initial desktop background picture is configured as part of the Windows installation. If you upgrade from another version of Windows and choose to keep your personal settings, your desktop background won't change. If you purchase a computer that has Windows 10 preinstalled on it, it might feature a background specific to the computer manufacturer (for example, a Dell computer desktop might display the Dell logo).



The only icon that is typically displayed by default with a clean installation is the one for the Recycle Bin, which is a temporary storage folder for deleted files.

The Recycle Bin is initially located in the upper-left corner of the desktop (but can be moved by you), and might appear empty or full, depending on whether you've deleted files.



Apps that you install later might place (or offer to place) shortcuts on the desktop to provide a quick way to start them. You can place app shortcuts on the desktop yourself, too. Most computer manufacturers preinstall apps from companies they have alliances with, and place shortcuts to these apps on the desktop. The appearance of your desktop might be different from the one shown in this book, but the functionality will be the same. You might find it more convenient to pin app tiles to the Start menu (as described later in this chapter), to keep your desktop free of shortcuts and start all apps from the Start menu.

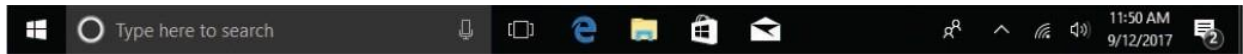


SEE ALSO For information about creating shortcuts on the desktop, Start menu, and taskbar, see [Chapter 3, “Work with shortcuts and tiles.”](#)

The desktop itself is really just a background for the display of items that are stored in one of two folders—the Desktop folder that is part of your user account, or the Public Desktop folder that is shared by all users who sign in to the computer. Some people like to save files or folders to their desktops for easy access.

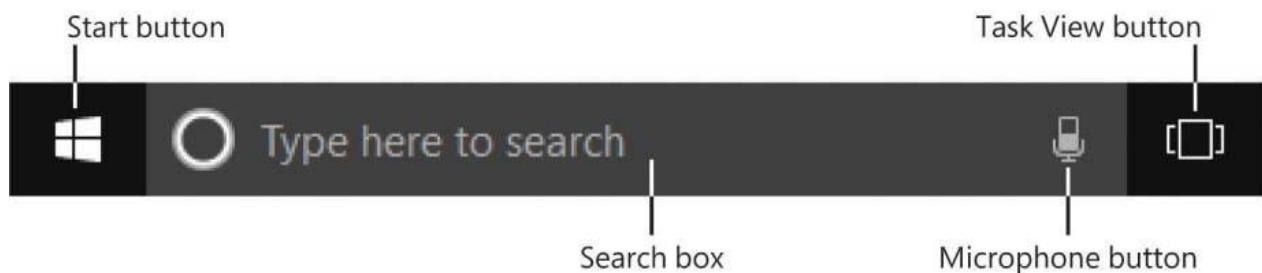
Explore the taskbar

The bar across the bottom of the desktop is the *Windows taskbar*. The taskbar provides access to all the apps, files, settings, and information on the computer. The fixed tools are on the left and right ends of the taskbar.



TIP By default, the taskbar is displayed at the bottom of your screen. You can move it to the top or one of the sides, or hide it to provide additional screen space. For more information, see [“Customize the taskbar”](#) in [Chapter 3, “Work with shortcuts and tiles.”](#)

The Windows 10 taskbar looks very similar to the taskbar in earlier versions of Windows, but there are some pleasant surprises here.



The Start button, search box, and Task View button are located at the left end of the taskbar. Each of these has an important function:

- Selecting the Start button displays the Start menu, the primary location from which you access apps and settings. The Start menu has new functionality in Windows 10. We discuss this at length in the next topic.
- Right-clicking the Start button displays the Quick Link menu, your fastest route to many frequently used computer management tools. The Quick Link menu options are specific to the computer; on a laptop computer, the menu also includes a link to Mobility Center.

Apps and Features

Power Options

Event Viewer

System

Device Manager

Network Connections

Disk Management

Computer Management

Windows PowerShell

Windows PowerShell (Admin)

Task Manager

Settings

File Explorer

Search

Run

Shut down or sign out



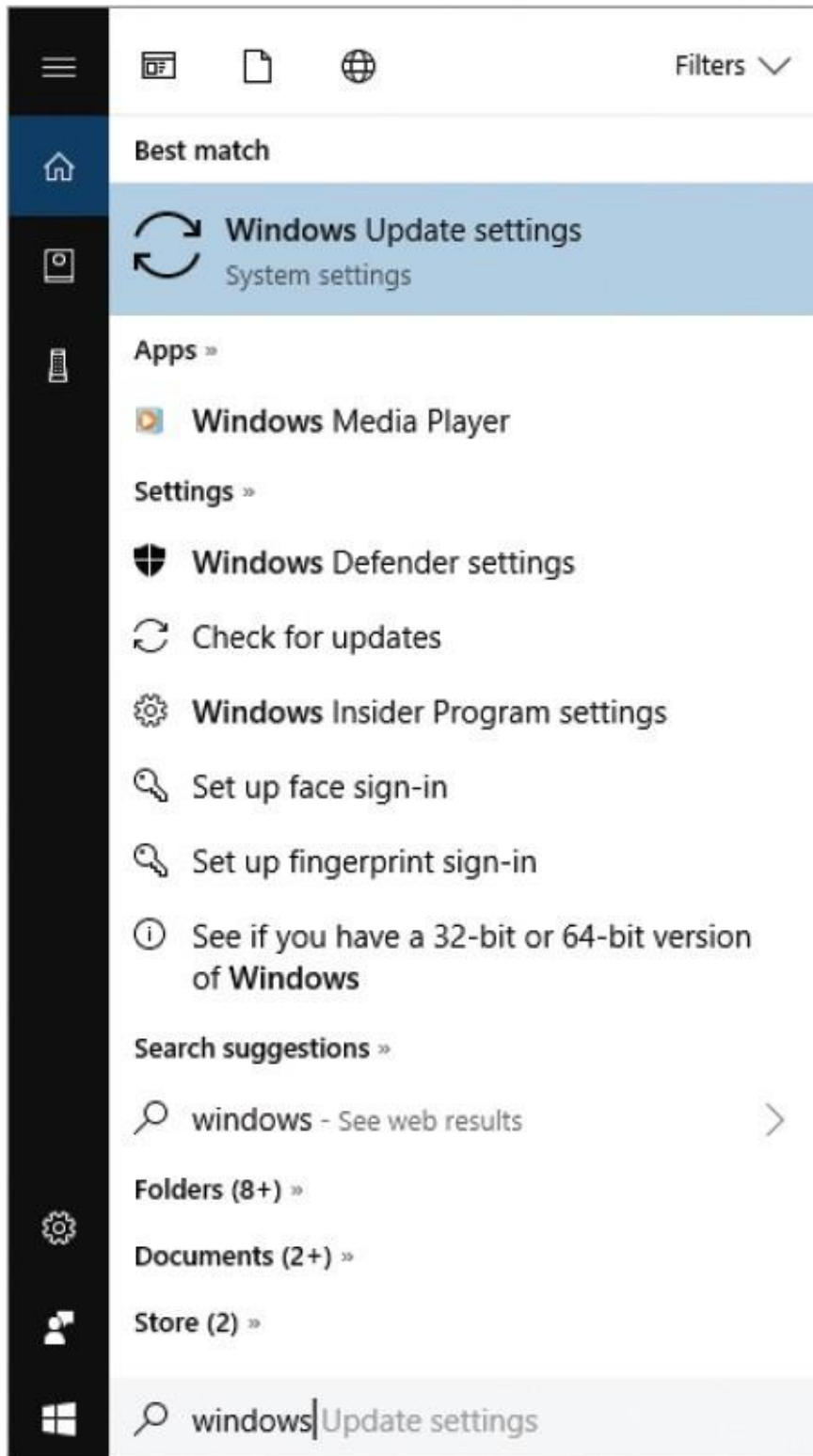
Desktop



TIP A menu that appears when you right-click a button, file, folder, or other item is referred to as a shortcut menu. Most shortcut menus don't have names, but this is the Quick Link menu.

On a touchscreen device, tap and hold an item to perform the right-click action. For more information about touchscreen interaction with Windows 10 devices, see the [appendix “Keyboard shortcuts and touchscreen tips.”](#)

- Entering a term in the search box displays relevant apps, files, and settings stored on your computer and, when you have an active internet connection, relevant online information. Search results are grouped by type—selecting a group (such as Apps, Settings, Folders, Documents, or Store) displays all results of that type.



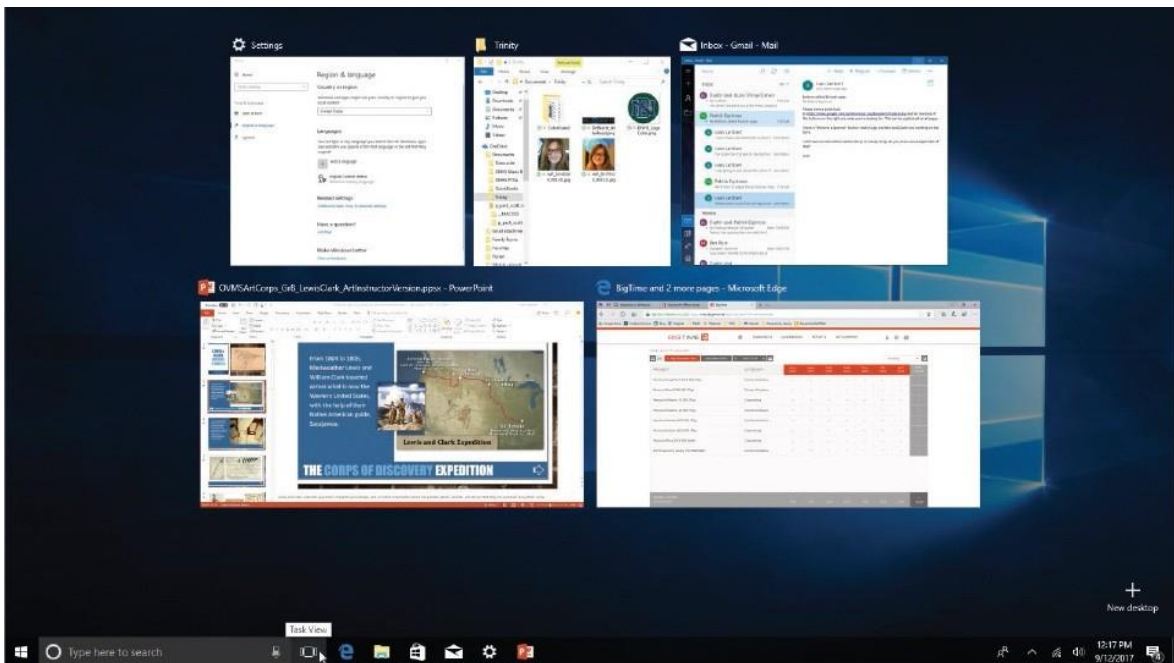
The icons to the left of the search results represent the app or system area of each result. For example, an app icon indicates the default app for that file type; a folder icon indicates a folder; a gear icon indicates a Settings page, pane, or

setting; and a key indicates a security feature setting.



TIP The search box is also your interaction point with Cortana, your “personal assistant” on any Windows device (also available on Android and iOS). After you initially configure Cortana, the service will alert you to upcoming appointments; help you check in for flights or track packages; provide information about local restaurants, traffic conditions, and investment performance; and much more. If you install Cortana on your smartphone, you can also receive alerts from that device on your computer. For more information, see the sidebar “[Hey, Cortana!](#)” later in this chapter.

- Selecting the Task View button displays Task View (new in Windows 10), which is a large-thumbnailed view of all the open windows and running apps on your desktop.

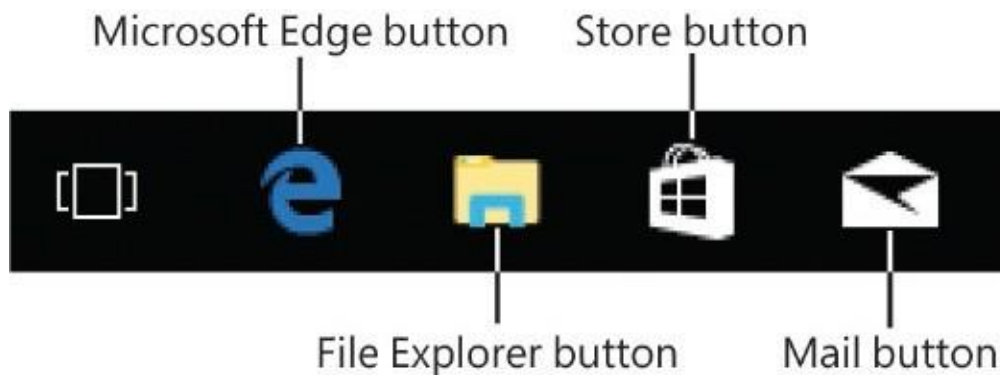


From Task View, you can easily switch among or close apps and windows. You can also create virtual desktops, which are secondary instances of the Windows desktop. When you create one or more virtual desktops, you can organize the windows of running apps, files, and folders across them.



SEE ALSO For information about virtual desktops, see “Organize apps on multiple desktops” in Chapter 14, “Work more efficiently.”

The center area of the taskbar, to the right of the Task View button, can display shortcut buttons and toolbars. In a default installation of Windows 10, shortcuts to the Microsoft Edge web browser, File Explorer, the Store app, and the Mail app are pinned here. You can easily move or delete these and pin additional items that you want quick access to.




SEE ALSO For information about pinning apps to the taskbar, see “Create and manage app shortcuts” in Chapter 3, “Work with shortcuts and tiles.”

The right end of the taskbar is the *notification area*. The icons displayed here represent apps that run on your computer that might need to notify you of events or system status. You can choose which app icons appear in the notification area, and set them either to always display or to display an alert if something happens. You can also select or right-click notification area icons to interact with the underlying apps in various ways.



Some of the apps that you install on your computer, such as Microsoft OneDrive, Outlook, OneNote, and Teams, will display icons in the notification area. By default, the notification area contains the following items:

- The People icon links to the People bar, a feature introduced in the 2017 Fall Creators Update of Windows 10. You can quickly pin contacts from the messaging apps installed on your computer to the People bar.
- The Show Hidden Icons button displays a pane of notification icons that are for apps rather than for Windows functions. You can access app-management commands from these icons.
- The standard Windows notification icons provide access to network and sound settings, app and operating system notifications, and other tools. The specific icons depend on your computer configuration.
- The Action Center icon opens the Action Center, which provides quick access to messages, notifications, and settings. When you have unread communications from apps (such as Cortana, Microsoft Mail, or Outlook), or from Windows or other sources (such as mobile devices), the icon is white and displays a number; otherwise, it is hollow.

 **Mobile device**

+19495550199
 Spanish 1 - Smith: PLEASE READ: The copiers at school are down and we are waiting for a paper shipment. WRITTEN PORTION OF TEST POSTPONED until Friday.
 Wednesday • Get Incoming message from the Store • via Cortana














Reply...

Dismiss

Susie Carr
 Missed call, Mobile
 Wednesday • via Cortana

287277
 CVS/pharmacy: Your VERIFICATION CODE is 52
 Wednesday • Get Incoming message from the Store • via C

Collapse Clear all

 Tablet mode	 Network	 All settings	 Airplane mode
 Location	 Quiet hours	 80%	 Not connected
 VPN	 Project	 Connect	 Mobile hotspot
 Night light			



Notification management buttons

- The time and date displayed on the taskbar also provide access to configure the time and date settings on your computer.
- The narrow bar at the rightmost end of the taskbar is the Show Desktop button, which you can use to minimize (hide) all open windows (and thereby display the desktop).



TIP You can opt to display the Windows Ink Workspace, Touch Keyboard, and Touchpad buttons in the notification area of the taskbar. For more information, see [“Customize the taskbar”](#) in [Chapter 3, “Work with shortcuts and tiles.”](#)

To search for content on the computer or internet

1. Activate the taskbar search box by doing either of the following:
 - Click or tap the search box.
 - Press the Windows logo key.



TIP We abbreviate the Windows logo key name as “Win” in keyboard shortcuts so that it’s easier to read.

2. Enter the search term.
3. To refine the results, select **Apps, Settings, Folders, Documents,** or **Store** in the search results list to display only results in that category.

To display or hide the Task View of all active apps and desktops

- On the taskbar, to the right of the search box, select the **Task View** button.
- Press Win+Tab.

- On a touchscreen device, swipe in from the left edge of the screen.

To manage windows in Task View

- To close a file or app, point to the thumbnail, and then select the **Close** button (the X) in the upper-right corner.
- To switch to a specific window, select the window thumbnail (not the window title).

To display app-management icons and commands

1. At the left end of the notification area of the taskbar, select the **Show hidden icons** button.
2. In the icon pane, right-click the icon of the app you want to display commands for.



TIP On a touchscreen device, tap and hold an item to perform the right-click action. For more information about touchscreen interaction with Windows 10 devices, see the [appendix “Keyboard shortcuts and touchscreen tips.”](#)

To display recent, unread messages from Windows and communication apps

- Near the right end of the taskbar, select the **Action Center** icon.

To manage messages in the Action Center

- To preview message content, select the arrow to the right of the message subject.
- To remove a message from the Action Center (but not from the app that generated the message), point to the message header and then select the X that appears in its upper-right corner.
- To open a message in its app, select the message header.



SEE ALSO For information about managing settings from the Action Center, see “[Manage app notifications](#)” in [Chapter 4](#), “[Work with apps and notifications](#).”

To minimize all open windows

- To minimize the windows, select the **Show Desktop** button or press Win+D. Use the same technique to restore the minimized windows.
- To temporarily minimize the windows, point to the **Show Desktop** button. (This is called “peeking” at the desktop.)



TIP The Peek function can be turned on or off in the taskbar settings. For more information, see “[Customize the taskbar](#)” in [Chapter 3](#), “[Work with shortcuts and tiles](#).” For information about other techniques for minimizing, maximizing, and restoring windows, see “[Manage content and app windows](#)” later in this chapter.

Hey, Cortana!

Cortana is a curiously useful technology from Microsoft that is described as a “personal assistant,” but is really a complex information-analysis tool that monitors your activities and communications and proactively provides you with relevant information about them. You can interact with Cortana through the taskbar search box, or if your computer or device has a microphone input you can configure Cortana for speech recognition and then activate it by saying, “[Hey, Cortana](#).”

 Type here to search



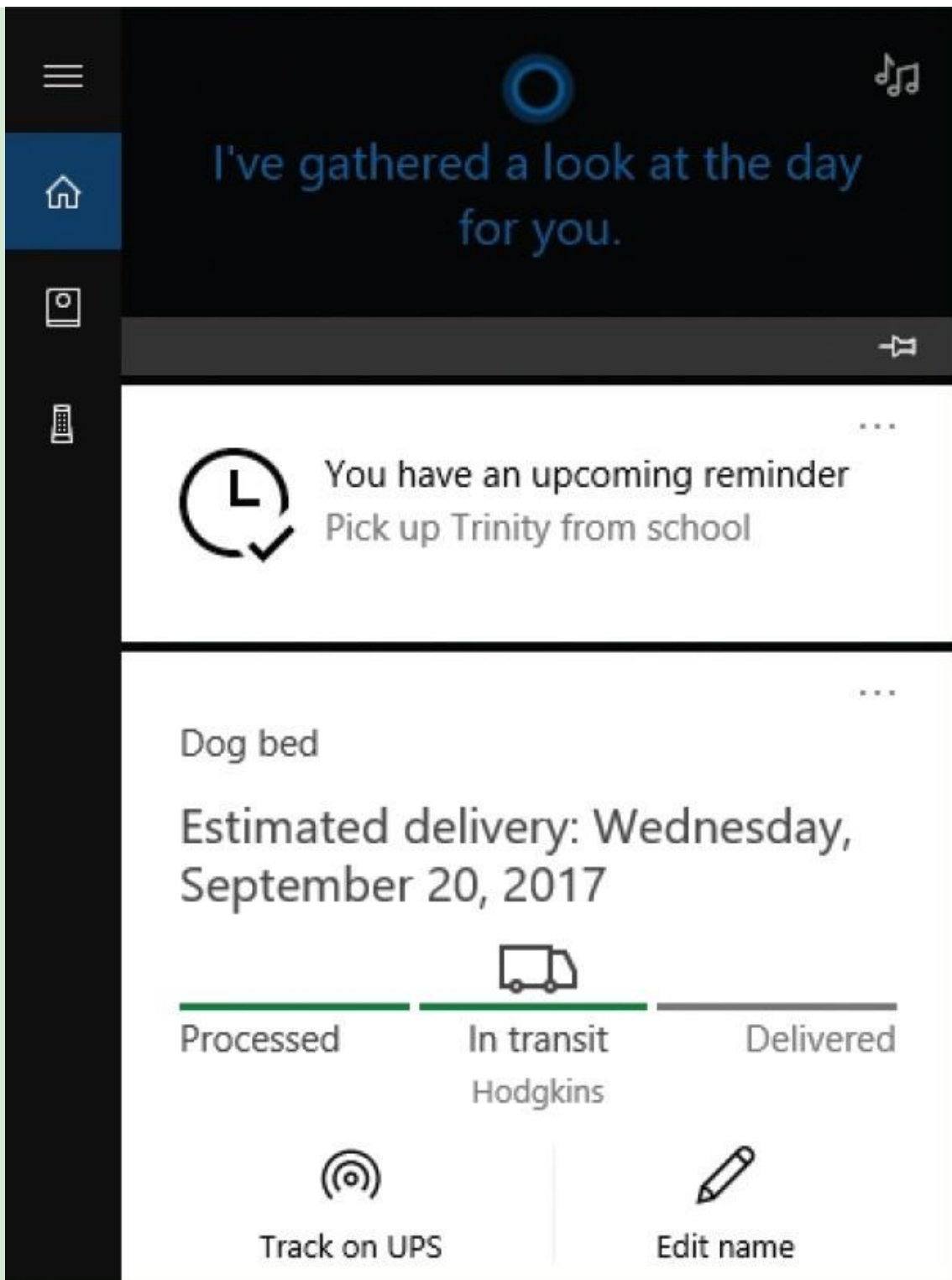
Cortana can track your incoming packages and outgoing flights; remind you of appointments, meetings, and tasks from email conversations; keep shopping and to-do lists; and provide information about pretty much anything—local restaurants and events, stock prices, traffic conditions, public transit options, movies and television shows, news, sports, weather, and more.

You can set timers and alarms, and ask Cortana to remind you to do things at a certain time, on a certain date, or when you arrive at a specific location.

You can connect Cortana to a variety of services, including Microsoft Dynamics CRM, Knowmail, LinkedIn, Office 365, Outlook.com, Skype, and Wunderlist, to get all your notifications in one place.

The concept of having your messages and location monitored can take some getting used to, but in trade you'll get proactive reminders and relevant information that Cortana locates just for you.

To access Cortana, activate the taskbar search box, or press Win+Q. To display your personalized content, at the bottom of the Cortana pane, select **I've got more for you...** on a desktop **computer** or **Cortana can do much more...** on a laptop computer.



If you like using Cortana on your computer and want to have it available in other places, you can install the Cortana app on your Windows, Android, or iOS phone, and link it to your computer so

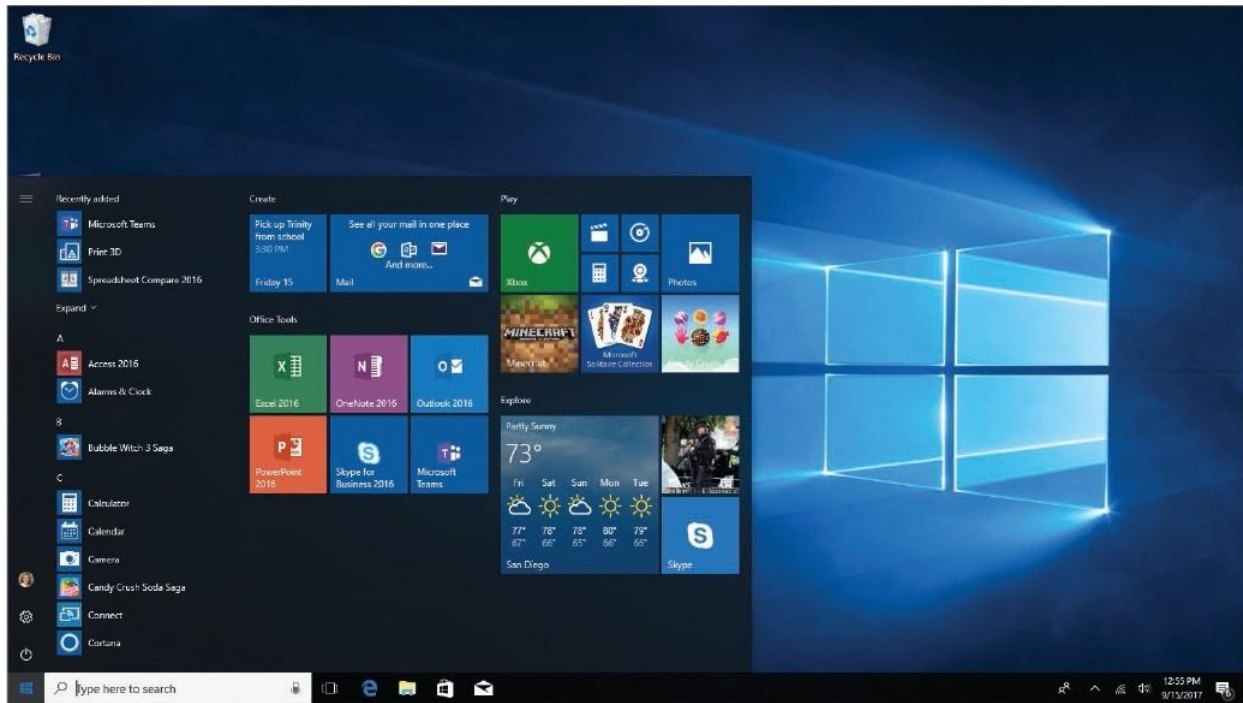
that information is available to you on any of your devices. You can also purchase a Cortana speaker, through which you can make and receive Skype calls, control smart home devices, get information, and play music.

SEE ALSO For more information, see [Chapter 9, “Get assistance from Cortana.”](#)

Explore the Start menu

The Windows 10 Start menu provides access to computer-management commands, your account folders, the apps installed on your computer, and any apps, folders, files, websites, or other things you want to pin to it. The Start menu has commands in three areas:

- The left side of the Start menu displays icons for Power, Settings, and Account information by default, and you can add other links to it. The Start menu is collapsed by default to display only the icons.
- The app list displays an alphabetical list of all the apps that are installed on your computer. Recently installed apps appear at the top of the menu.
- The right side of the Start menu displays groups of app tiles that the computer manufacturer pinned there for you or you choose to pin there. Some apps support “Live Tiles” that display current information such as weather, stock prices, or news.



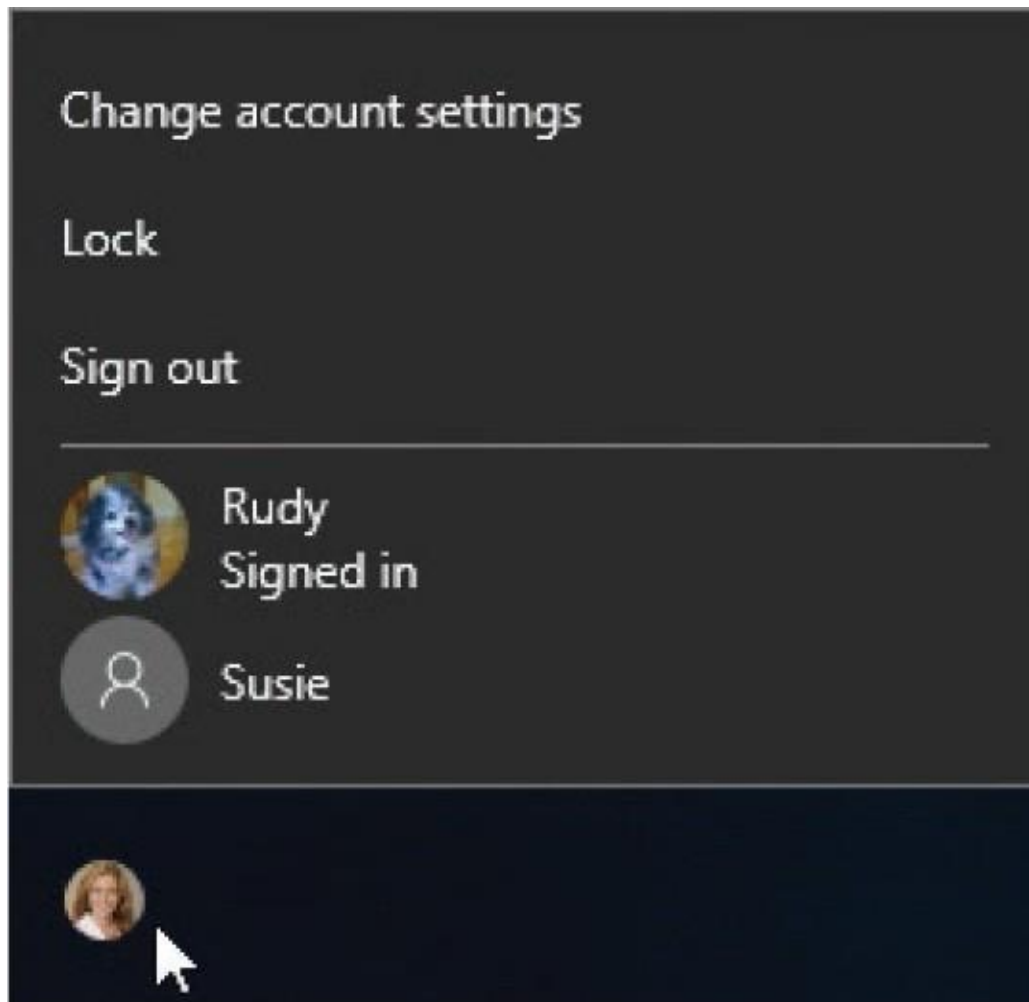
SEE ALSO For information about Live Tiles, see [Chapter 3, “Work with shortcuts and tiles.”](#)

You can configure the content of the Start menu however you want by adding, removing, resizing, and grouping tiles. If you prefer a cleaner look, you can opt to display a full-size Start screen instead of the partial-screen Start menu. The full-size Start screen displays either Pinned Tiles view or All Apps view, with the commands minimized on the left.



SEE ALSO For information about switching to the full-size Start screen, see [“Configure the Start menu”](#) in [Chapter 2](#), [“Personalize your working environment.”](#) For information about pinning tiles to the Start menu, see [Chapter 3](#), [“Work with shortcuts and tiles.”](#)

Selecting your user account image at the top of the Start menu icon area displays a list of options. You can access your user account settings, lock the computer, or sign out of Windows from this user account menu. (You can also do all those things from other places.) If multiple user accounts are configured on your computer, they appear at the bottom of this menu, and you can switch to those accounts without signing out of your current Windows session. For example, you might switch between accounts if your home computer has user accounts configured on it for other family members or guests, and you want to let one of those people use the computer without ending your computer session, or if you have a user account that is linked to your Microsoft account and a local user account that isn't.

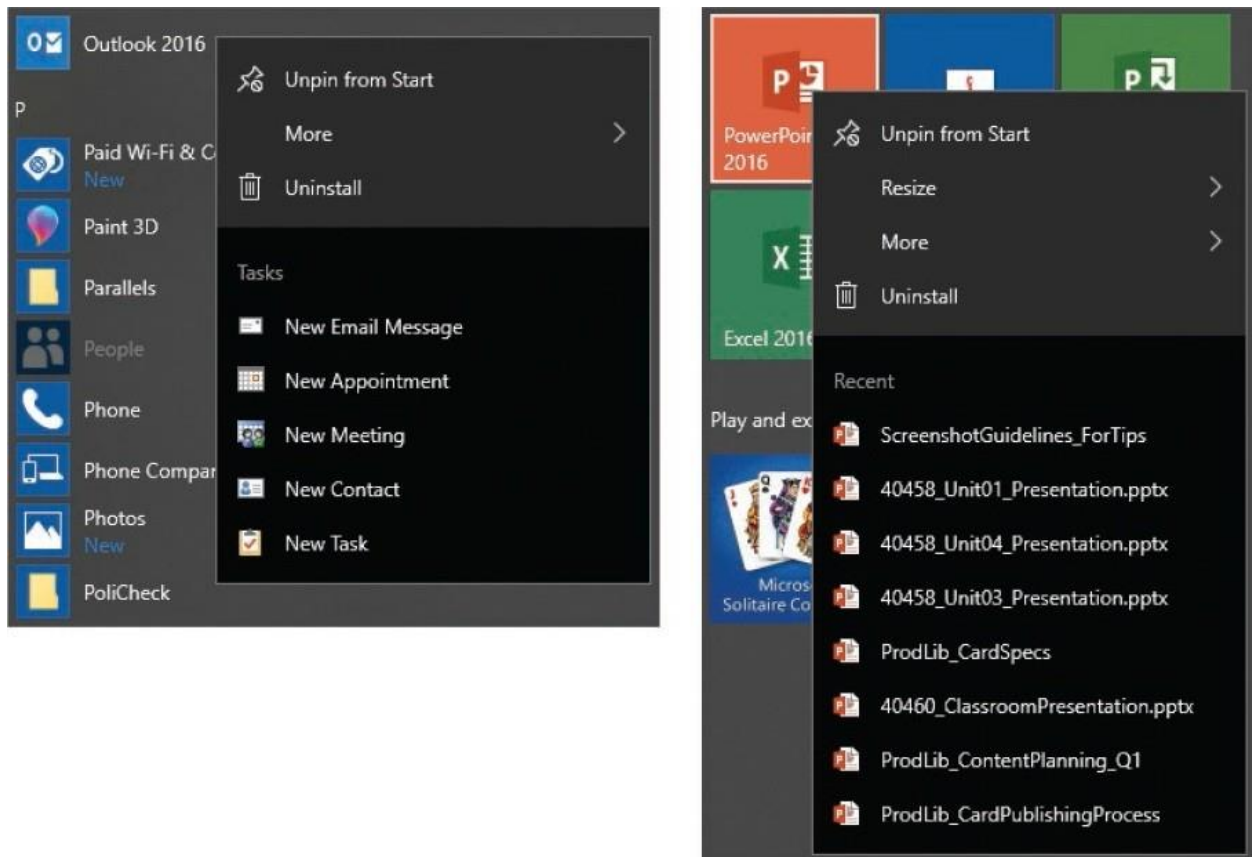


If the other user account is already signed in to Windows, this is indicated by the words “Signed in” under the user account name. Switching to an account that has an active Windows session resumes that Windows session; otherwise, switching to the account starts a new Windows session. Either way, when you switch accounts Windows displays the Welcome screen, so you can either sign in to Windows with the other user account credentials (including the account password, if it has one) or sign in to the existing Windows session.

You can choose whether to display the Most Used and Recently Added sections above the app list. Windows populates these sections automatically based on your computer usage and displays the section headings only when it also displays apps in those sections. Apps that you use more than others stay on the Most Used list until others take their place. Newly installed apps stay on the Recently Added list for about a day.

A hidden gem on the Start menu is the ability to quickly access jump lists of

app-management commands, recent files, or common tasks. *Jump lists* are a marvelous time-saving feature. You can display a jump list by right-clicking an app in the app list or in the pinned tile area.



To display the Start menu (default configuration)

- Select the **Start** button.
- Press the Windows logo key.
- Press Ctrl+Esc.

To display user account controls

- On the left side of the **Start** menu, select your user account button.

To switch to another user account

1. On the left side of the **Start** menu, select your user account button, and then select the account you want to switch to.

2. On the Welcome screen, do one of the following:
 - If the account has a password, enter the password in the box below the account name, and then press Enter or select **Submit**.
 - If the account doesn't have a password, select **Sign in** below the account name.

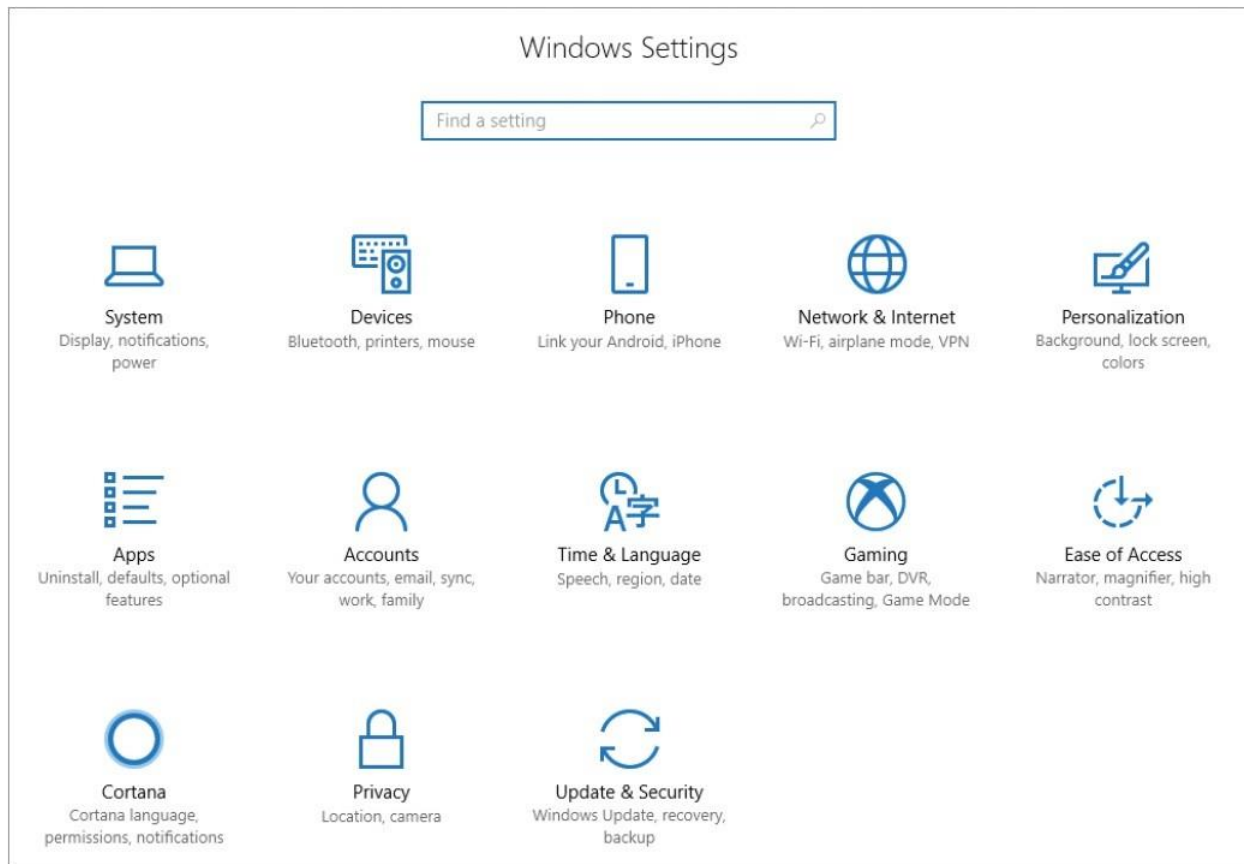
To display recent files for a specific app

- On the **Start** menu, right-click the app name or tile.

Explore Windows settings

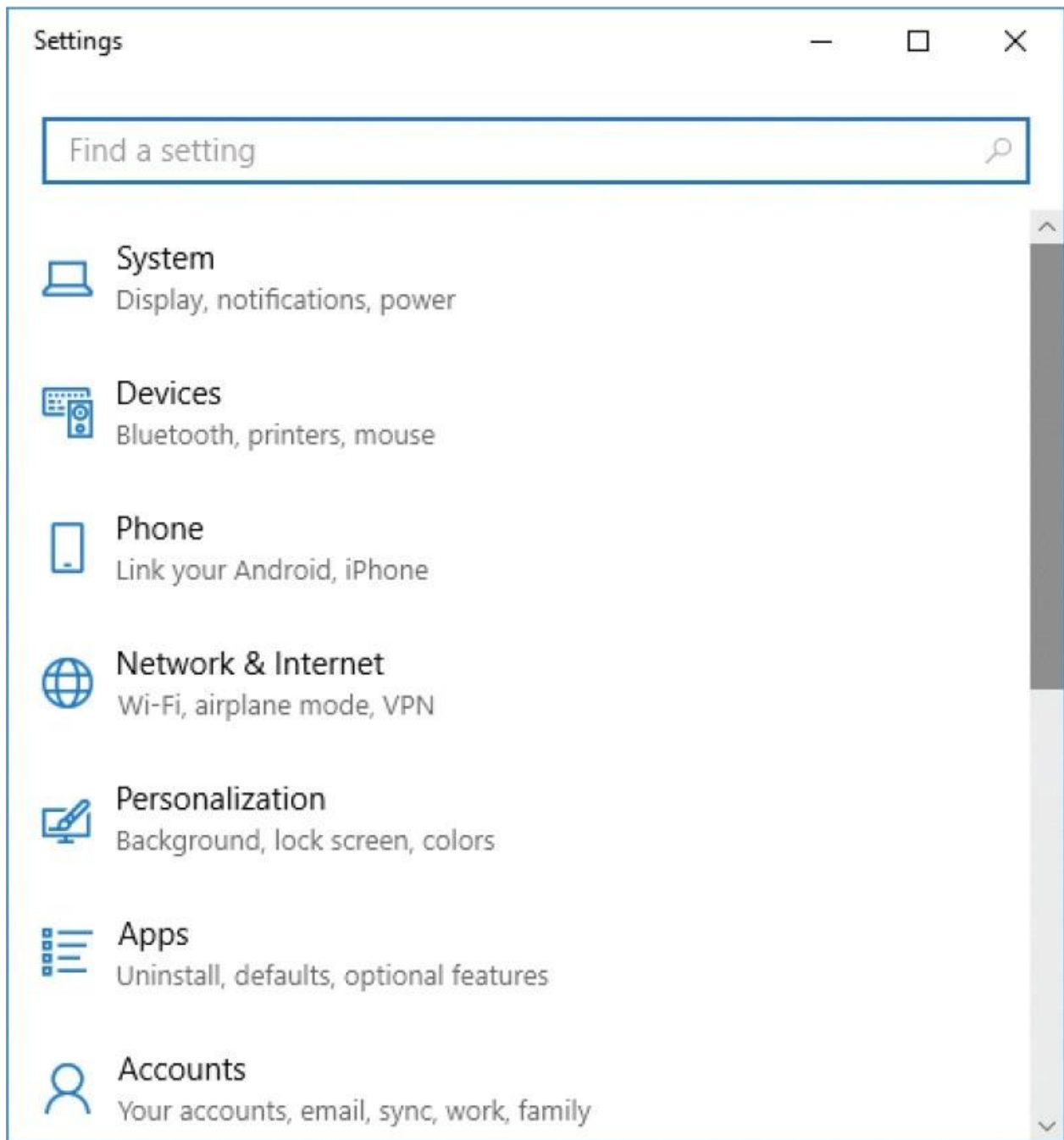
In versions of Windows prior to Windows 10, the various settings that controlled the behavior of the computer were available from Control Panel. Navigating through the Control Panel screens could be somewhat tricky. Control Panel still exists in Windows 10, but most of the settings have been moved from Control Panel to a much simpler interface: the Settings window. (The settings that haven't yet been moved are available through links from the Settings window. It's likely that future Windows 10 updates will result in the continued migration of Control Panel content to Settings.) This topic provides an overview of where you can find various settings that you'll work with throughout later chapters of this book.

In its default configuration, the Settings window displays iconic representations of the 13 categories of settings that are present in the Fall 2017 Creators Update of Windows 10.

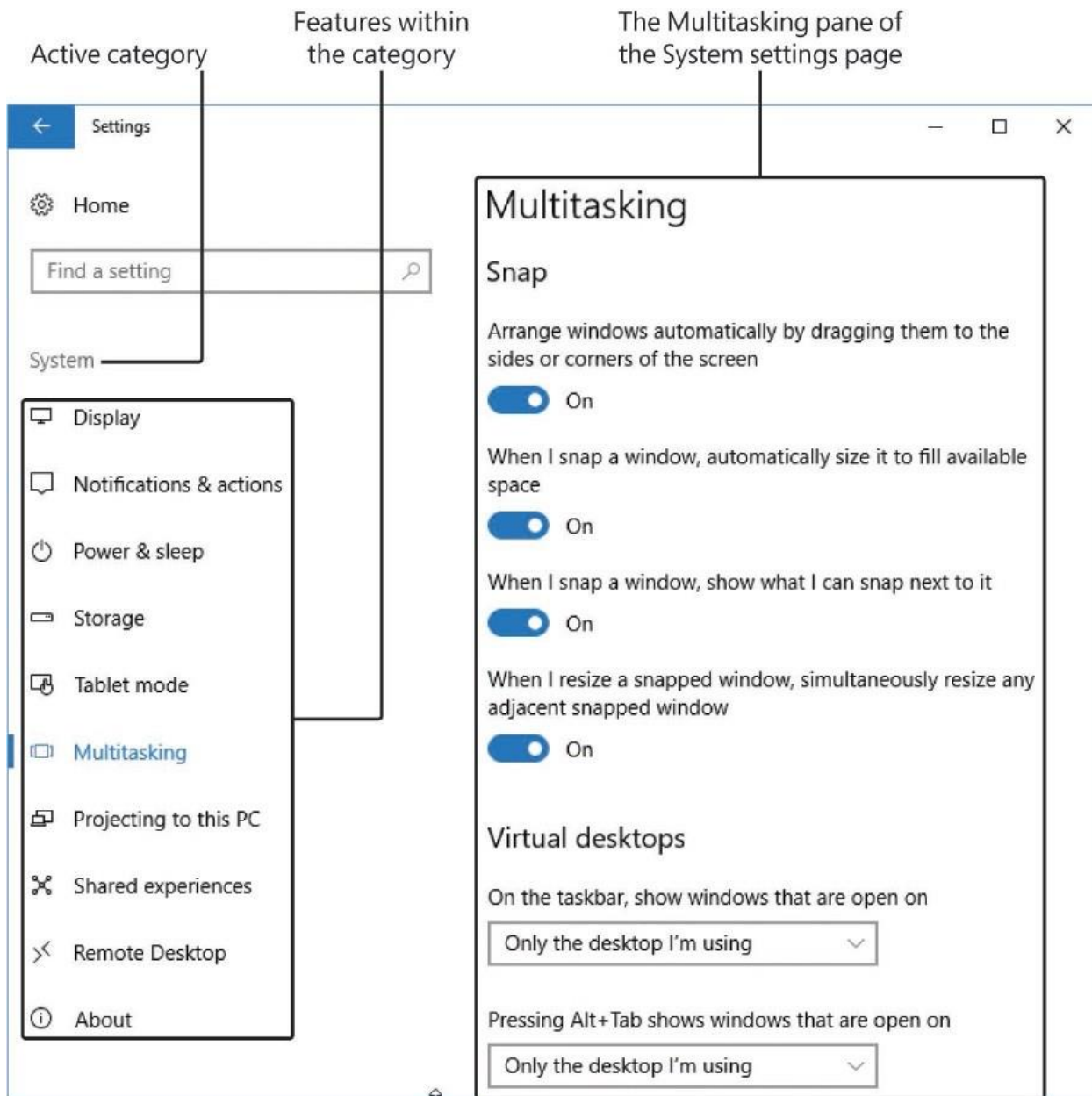


TIP Four categories of settings are new since the initial release of Windows 10: Phone, Apps, Gaming, and Cortana.

The Settings window is an example of the type of changes Microsoft made in Windows 10 so that the operating system can run on devices of any size, from desktop computers to smartphones. As the window width decreases, the icons become smaller and move to a list format. Regardless of the format, each category icon and name is accompanied by a short (and by no means complete) list of settings available in that category, to give you an indication of where to find specific settings that you're looking for.



One of the benefits of the Settings interface over Control Panel is that each category is only one level deep, so it's relatively easy to browse to the feature or setting you want to configure. In the standard (wider) Settings window configuration, each category page displays a list of features in the left pane; selecting any feature displays the settings for that feature in the right pane.



When the Settings window is narrower, selecting a category name displays only the feature list, and then selecting a feature displays that pane of settings.

It's easy to locate a specific setting from the Find A Setting search box at the top of each page of the Settings window. The following table lists the features you can configure settings for in each of the thirteen categories.

Settings category Features included in the category

System	Display Notifications & actions
--------	------------------------------------

Power & sleep

Battery (on mobile devices)

Storage

Tablet mode

Multitasking

Projecting to this PC

Shared experiences

Remote Desktop

About (Windows and system information)

Devices

Bluetooth & other devices

Printers & scanners

Mouse

Touchpad (on mobile devices)

Typing

Pen & Windows Ink

AutoPlay

USB

Phone

General settings

Network & Internet Status

Wi-Fi

Ethernet (on devices that have an Ethernet port)

Dial-up

VPN

Airplane mode

Mobile hotspot

Data usage

Proxy

Personalization

Background

Colors

Lock screen

Themes

Start

Taskbar

Apps

Apps & features

Default apps

Offline maps

Apps for websites

Video playback

Accounts

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people
- Sync your settings

Time & language

- Date & time
- Region & language
- Speech

Gaming

- Game bar
- Game DVR
- Broadcasting
- Game Mode
- TruePlay
- Xbox Networking

Ease of Access

- Narrator
- Magnifier
- Color & high contrast
- Closed captions
- Keyboard
- Mouse
- Other options

Cortana

- Talk to Cortana
- Permissions & History
- Notifications
- More details

Privacy

- General
- Location
- Camera
- Microphone
- Notifications
- Speech, inking, & typing
- Account info
- Contacts

- Calendar
- Call history
- Email
- Tasks
- Messaging
- Radios
- Other devices
- Feedback & diagnostics
- Background apps
- App diagnostics
- Automatic file downloads

- Update & security
 - Windows Update
 - Windows Defender
 - Backup
 - Troubleshoot
 - Recovery
 - Activation
 - Find my device
 - For developers
 - Windows Insider Program (by subscription)

You can locate the configuration options for a specific feature by selecting the category and then the feature, or by searching from the Settings window search box or the taskbar search box.

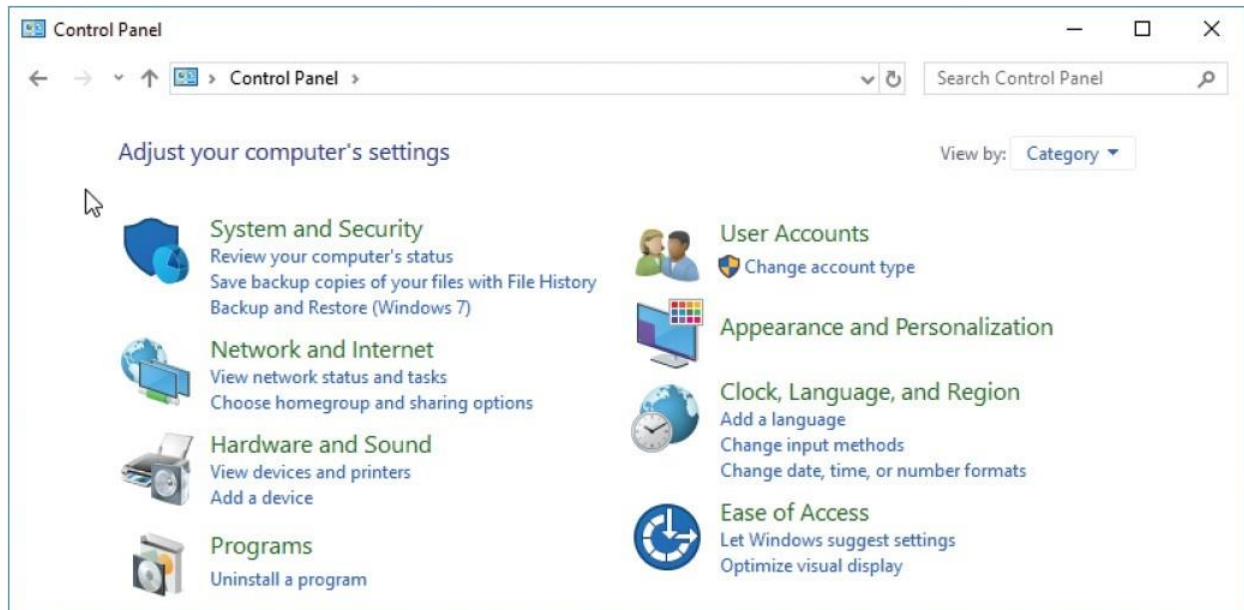
When you configure settings in the Settings window, your changes are implemented as soon as you make them; it isn't necessary to save your changes, and it's not possible to undo your changes other than by manually reversing each change. If you ever need to identify the default settings for a feature, one way to do so is to create a new local user account, switch to that user account, and then check the settings in that account.



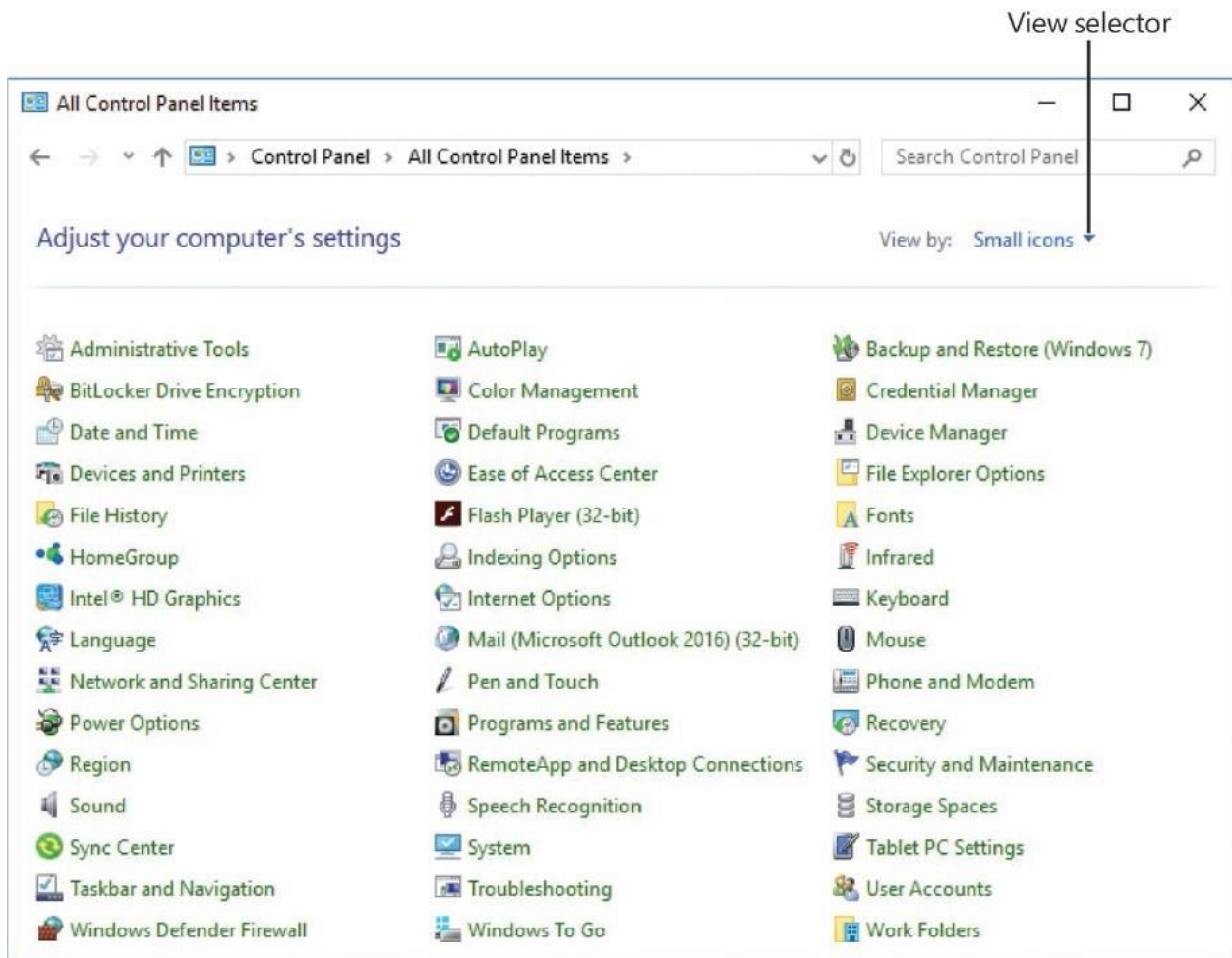
SEE ALSO For information about creating new user accounts, see “Create and manage user accounts” in Chapter 11, “Manage user accounts and settings.” For information about switching accounts, see

“Explore the Start menu” earlier in this chapter.

As previously mentioned, Control Panel still exists and you can configure many of the less frequently used settings there. The standard Control Panel configuration displays category names followed by tasks you can perform in the categories.



Alternatively, you can display features instead of categories by switching to Icon view, where you have the choice of displaying large or small icons. The content in both views is the same, but it can be much simpler to navigate through Control Panel in Icon view than in Category view. In either view, a search box is located in the upper-right corner of the window. Searching from this box returns results only from Control Panel.



You can access the settings in Control Panel directly (by navigating or searching in Control Panel or from the taskbar search results list), by selecting links on the Quick Link menu, and also by selecting links in the feature settings panes. Links that lead from the Settings window to Control Panel are located in a Related Settings section adjacent to the settings pane, and are often labeled as advanced or additional settings. (For example, “Additional power settings” and “Change advanced sharing options” both link directly to Control Panel.)

We’ll work with individual settings in later chapters of this book. In this first chapter, we’re just making you aware of them in case you want to investigate them on your own or need to configure something before you get to the relevant topics.

To open the Settings window

- On the left side of the **Start** menu, select the **Settings** icon.
- Press Win+I.

- Near the right end of the taskbar, select the **Action Center** icon and then, in the **Quick Actions** section at the bottom of the Action Center, select **All settings**.

To display a category of settings

- In the **Settings** window, select the category you want to display.

To display settings for a specific feature

1. From the **Settings** window, display the category page.
2. On the category page, select the feature you want to configure.

To display the Quick Link menu

- Right-click the **Start** button.
- Press Win+X.

To display the Control Panel home page

- In the taskbar search box, enter **control**, and then in the search results list, select **Control Panel**.
- In the **Start** menu app list or on the **All apps** screen, select any index letter. In the alphabetic index, select **W**, expand the **Windows System** folder, and then select **Control Panel**.

Manage content and app windows

As the name of the Windows 10 operating system indicates, most of the information you view on your computer is displayed in windows—rectangular content frames. Files open in app windows, folders open in File Explorer windows, and operating system elements open in system windows. Regardless of the content they display, all windows share certain common characteristics and can be manipulated in the same ways.

In this topic, we discuss managing windows on the desktop.

Resize, minimize, and close windows

A window can either fill the entire screen or occupy only part of the screen. You

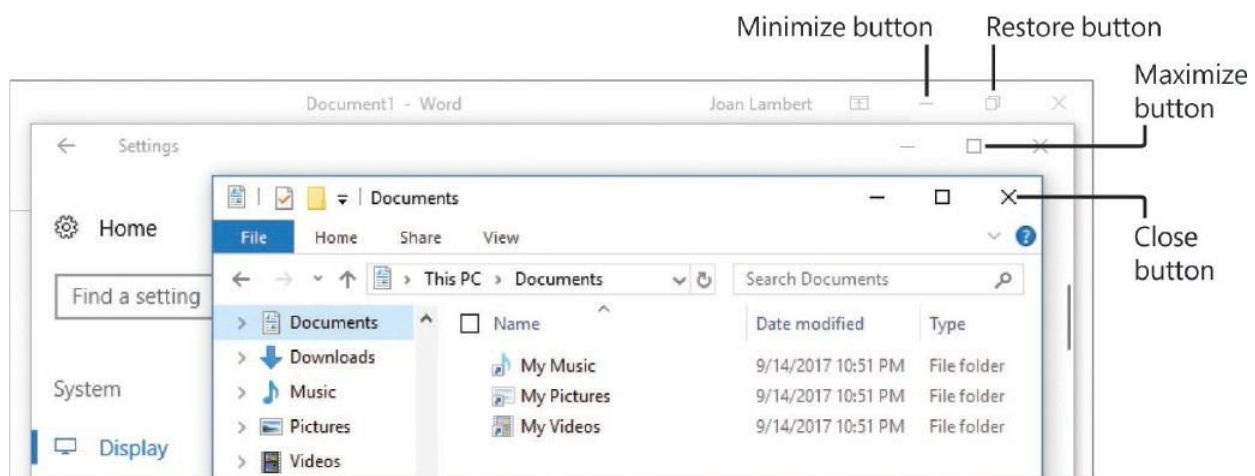
can open and close a window, move a window, and change the size of a window. (These features help us to differentiate windows from other user interface elements such as panes or dialog boxes.) When an app (including File Explorer) or system element is active, its window has a corresponding taskbar button.

Windows have common features. Depending on which system or app generates the window, its controls might look slightly different, but in general, a window has a title bar at the top that has a title in the middle and window-management buttons on the right side.

The three buttons on the right end of the title bar are:

- **Minimize** Minimizing a window doesn't close the file or app in the window, but closes the window on the screen. You can reopen the window by selecting the corresponding taskbar button.
- **Maximize/Restore** When a window fills only part of the screen, maximizing it increases it to full-screen size. When a window is maximized, restoring it returns it to its previous part-screen size.
- **Close** Closing a window also closes the file or app that the window contains.

Pointing to (hovering over) the controls displays ScreenTips to help you identify them.



You can also use the title bar at the top of a window or the window frame to manage the window size.

To resize a window

- To manually change only the window height, point to the top or bottom of the window frame, and when the pointer changes to a double-headed arrow, drag the arrow up or down.
- To manually change only the window width, point to the left or right side of the window frame, and when the pointer changes to a double-headed arrow, drag the arrow left or right.
- To manually change the window size in any direction, point to a corner of the window frame, and when the pointer changes to a diagonal arrow, drag the arrow in any direction.



TIP You cannot resize a maximized window by dragging its frame; you must first restore the window to a non-maximized state.

To maximize the height of a window without changing the width

- Point to the top or bottom of the window frame, and when the pointer changes to a double-headed arrow, double-click.

To maximize a window

- Double-click the window title bar.
- At the right end of the title bar, select the **Maximize** button.
- Drag the window by its title bar to the top of the screen, and then release it.
- Press Win+Up Arrow to maximize a non-snapped window.



SEE ALSO For information about snapping windows, see the [“Move and arrange windows”](#) section of this topic.

To restore a maximized window

- Double-click the window title bar.
- At the right end of the title bar, select the **Restore** button.
- Drag the window by its title bar away from the top of the screen, and then release it.
- Press Win+Down Arrow to restore a non-snapped window.

To minimize the active window

- At the right end of the title bar, select the **Minimize** button.
- Press Win+Down Arrow to minimize a non-maximized window.

To minimize all windows other than the active window

- Press Win+Home.
- Shake (rapidly wiggle) the active window by its title bar.

To minimize all windows

- Press Win+M.

To restore minimized windows

- Press Win+Shift+M.
- Press Alt+Tab to cycle through thumbnails of windows; release the Alt key to open the window of the selected thumbnail.
- Press Win+[a number from 0 to 9] to open the first instance of the first through tenth active app on the taskbar. (The number 0 represents the app to the right of the **Task View** button on the taskbar, the number 1 represents the next app, and so on.)

To close a window

- At the right end of the title bar, select the **Close** button.

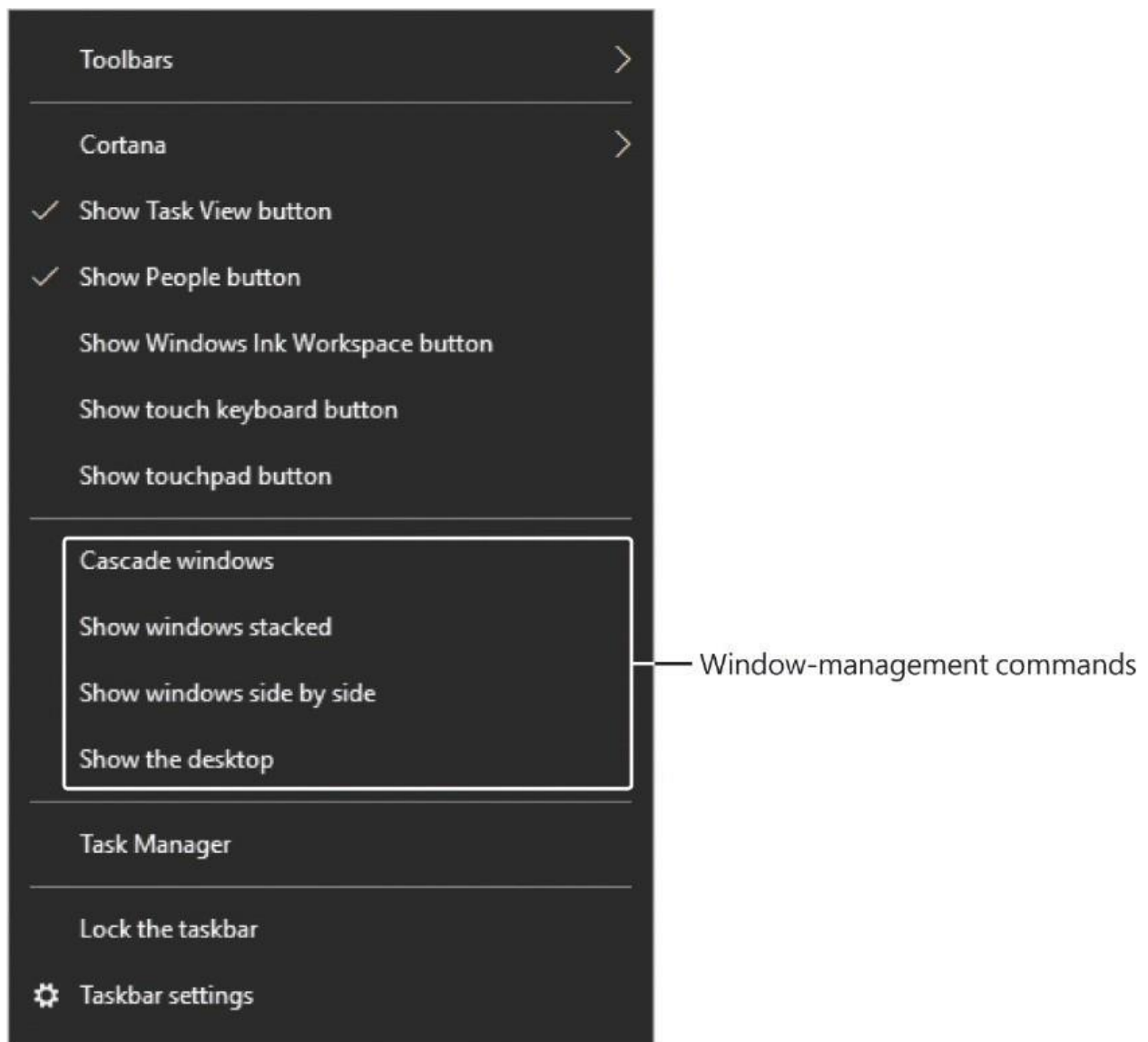
Move and arrange windows

Some people might never open more than one window at a time. But most

people have at least a few windows open at the same time, and a business computer user could easily have a dozen or more windows open on a single screen, multiple monitors, or multiple desktops.

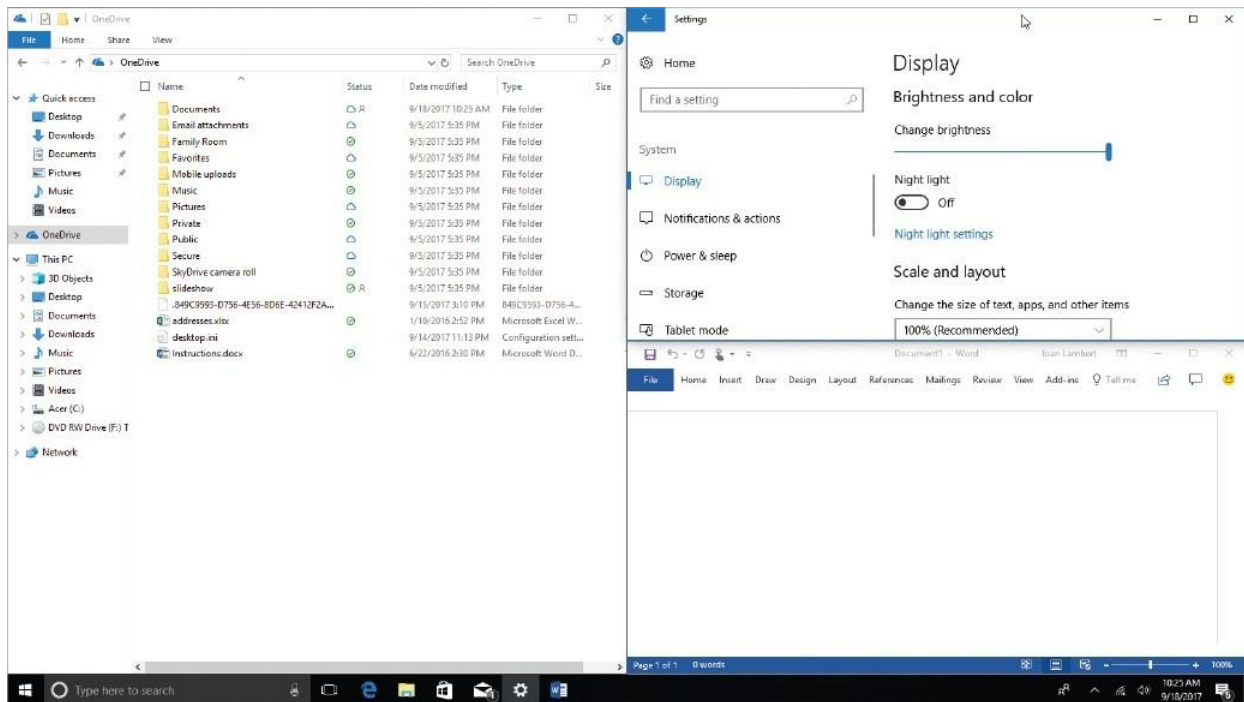
Earlier in this chapter, we looked at Task View, in which you can display a tiled view of thumbnails of all your open windows at the same time, and switch to or close individual windows. In this section, we discuss managing windows on the desktop.

You can move and arrange windows by dragging them around the screen, by using keyboard shortcuts, or by using commands on the taskbar shortcut menu.



You can arrange open windows in traditional cascaded, stacked, and side-by-side arrangements or by snapping them to a half or quarter of the screen. Cascading

and snapping windows also changes the window sizes.



Snapping a window is a technique that sizes and positions a window to occupy the left or right portion of the screen or one corner of the screen. Snapping a window to the left or right side of the screen in Windows 10 resizes it to half the screen width, unless another window is snapped to a screen edge. In that case, snapping a window to the same edge matches the existing window width, and snapping a window to the opposite edge fills the available space.

To drag a window

1. Press and hold the window title bar by using the primary mouse button, your finger, or a stylus.
2. Move the pointing device until the window is where you want it.

To move a window

- Drag the window by its title bar to the new position.
- Press Win+Left Arrow or Win+Right Arrow to cycle the active window through the left, right, and center of each screen.

To cascade all open windows

1. Right-click the taskbar.
2. On the taskbar shortcut menu, select **Cascade windows**.

To arrange all open windows in a grid

- Right-click the taskbar, and then select **Show windows stacked** or **Show windows side by side**.

To restore cascaded, stacked, or side-by-side windows

- Right-click the taskbar, and then select the relevant **Undo** command.

To snap a window to the left or right side of a screen

1. Do either of the following:
 - Drag the window until the pointer touches the left or right side of the display area (the contact point will flash briefly), and then release it.
 - Activate the window, and then press Win+Left Arrow or Win+Right Arrow to cycle the window through the left, right, and center of each screen.



TIP If you have multiple monitors (as opposed to virtual desktops), selecting the right or left arrow keyboard shortcut repeatedly acts on the window on the current monitor, then moves it to the next monitor and cycles through the positions on that screen. This is true whether the monitors are arranged horizontally or vertically.

2. Select the thumbnail of the window you want to display in the remaining space, or to close the thumbnail view without filling the other space, press Esc, select the active window, or select the taskbar.

To snap a window to a quarter screen

1. Do any of the following:

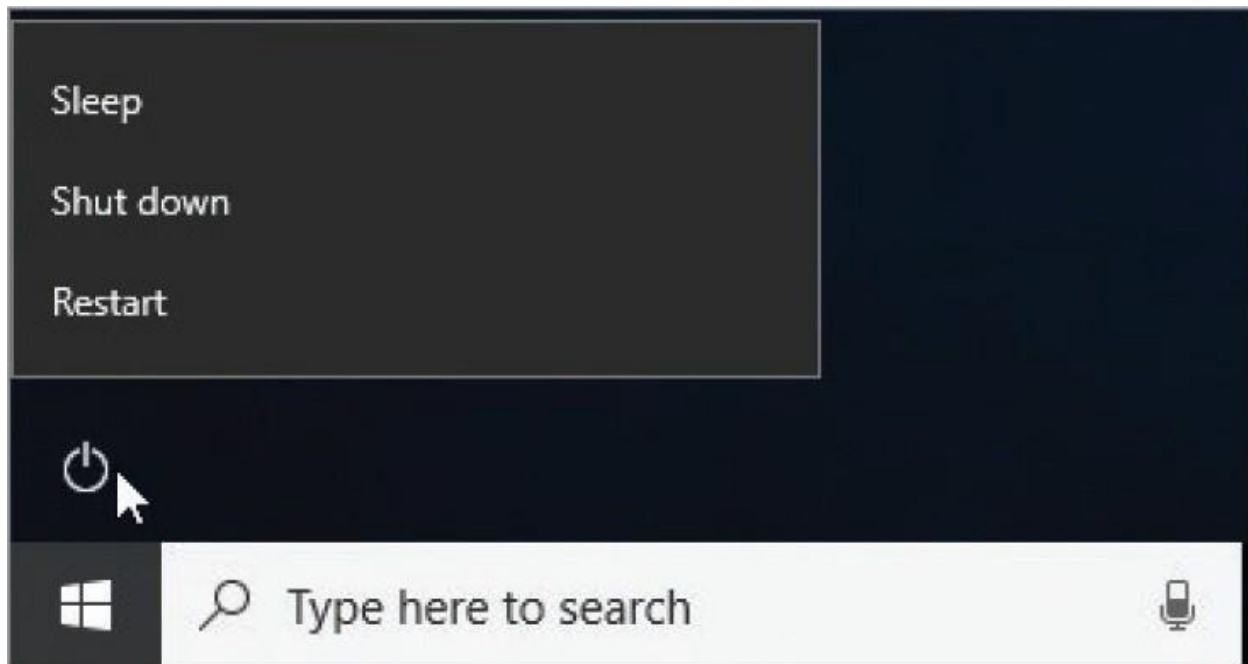
- Drag the window until the pointer touches a corner (not a side) of the display area, and then release it.
 - Press Win+Up Arrow or Win+Down Arrow to snap a half-screen window to the upper or lower quarter.
 - Press Win+Left Arrow or Win+Right Arrow to move a quarter-screen window to another corner.
2. Select the thumbnail of the window you want to display in the remaining space, or to close the thumbnail view without filling the other space, press Esc, select the active window, or select the taskbar.

End a computing session

If you're going to stop working with your computer for any length of time, you can use one of these four options to leave the Windows session:

- **Lock the computer** This leaves your Windows computing session active, saves the state of any running apps and open files, and displays the Lock screen. Signing in to Windows resumes your computing session.
- **Sign out of Windows** This exits any running apps, ends your Windows computing session, and displays the Lock screen. Signing in to Windows starts a new computing session.
- **Put the computer to sleep** This leaves your Windows computing session active, saves the state of any running apps and open files, turns off the monitor, and puts the computer into a power-saving mode. When you wake the computer up, the monitor turns on, the Lock screen appears, and signing in to Windows resumes your computing session.
- **Shut down the computer** This signs all active users out of Windows, shuts down the computer processes in an orderly fashion, and turns off the computer.

You can access these processes from your account button and the Power button on the Start menu and full-size Start screen. The Sign Out, Sleep, and Shut Down processes are also available from the Quick Link menu.



The other available Power option is to restart the computer. When you do so, Windows shuts down the computer, and then starts it again. It is sometimes necessary to restart a computer to complete the installation of an update, when the update affects system files that are in use during the computing session. Restarting can also fix things if your computer is overtaxed with too many processes and begins to run slowly or erratically.

If apps are running when you sign out of Windows or shut down or restart the computer, Windows manages the process of exiting the apps. If files are open and have unsaved changes, Windows pauses the sign-out process and prompts you to save the files. At that point, you have the option of canceling the sign-out process and returning to your Windows session.

To lock the computer

- Display the **Start** menu. On the left side of the **Start** menu, select your user account button, and then select **Lock**.
- Press Win+L.

To sign out of Windows

1. Do either of the following:
 - Display the **Start** menu, select your user account button, and then select **Sign out**.

- Right-click the **Start** button to display the **Quick Link** menu, select **Shut down or sign out**, and then select **Sign out**.
2. Respond if Windows asks whether to save unsaved changes to specific files or apps.



TIP Watch the taskbar for flashing buttons that indicate an app that needs attention; sometimes notifications end up behind other on-screen processes. Select the button to activate the app, and then provide any necessary feedback.

To put the computer to sleep

- From within an active computing session, do either of the following:
 - On the left side of the **Start** menu, select the **Power** button, and then select **Sleep**.
 - On the **Quick Link** menu, select **Shut down or sign out**, and then select **Sleep**.
- In the lower-right corner of the Welcome screen, select the **Power** button, and then select **Sleep**.

To wake up a computer from sleep

Wake methods might vary depending on the computer. The following methods are common:

- Press and release the computer's power button.
- Press any keyboard key.
- Wiggle the mouse.

To shut down the computer

- From within an active computing session, do either of the following:
 - On the left side of the **Start** menu, select the **Power** button, and then

select **Shut down**.

- On the **Quick Link** menu, select **Shut down or sign out**, and then select **Shut down**.
- In the lower-right corner of the Welcome screen, select the **Power** button, and then select **Shut down**.



TIP If your Shut Down option is labeled *Update and Shut Down*, Windows has installed an update that affects files and settings that are in use in the current computing session. When you select Update And Shut Down, Windows completes the update process before shutting down the computer.

To restart the computer

- From within an active computing session, do either of the following:
 - On the left side of the **Start** menu, select the **Power** button, and then select **Restart**.
 - On the **Quick Link** menu, select **Shut down or sign out**, and then select **Restart**.
- In the lower-right corner of the Welcome screen, select the **Power** button, and then select **Restart**.



TIP If your Restart option is labeled *Update and Restart*, Windows has installed an update that affects files and settings that are in use in the current computing session. When you select Update And Restart, Windows completes the update process before restarting the computer.

Key points

- You start a computing session by signing in from the Welcome screen with a user account. The user account can be either a Microsoft account or a local computer account. If you sign in by using a Microsoft account, you can share settings across multiple computers and synchronize more easily with online services.
- After you sign in to Windows, you work from the desktop, which is a display panel for the contents of two folders—your personal Desktop folder and a Public Desktop folder available to all user accounts on the computer. The desktop displays shortcuts to system tools such as the Recycle Bin and might display shortcuts to apps, files, folders, and webpages.
- The taskbar located at the bottom of the desktop hosts the Start button, the search box (which also provides access to Cortana), the Task View button, and shortcuts to apps such as Microsoft Edge, File Explorer, the Store app, the Mail app, and any apps that are currently running. You can modify the shortcuts as you want.
- The notification area at the right end of the taskbar includes the People icon, notification icons for various apps and processes running on your computer, the date and time, and the Action Center icon.
- The Action Center provides quick access to messages and notifications that you receive, and to settings that you might want to access quickly.
- The Start menu provides links to your user account settings, the Settings window, and power options. (You can add other links.) The alphabetical app list on the Start menu provides access to all the apps installed on your computer. You can pin app tiles to the Start menu and group them for easy access.
- In Windows 10, you access most computer settings from the Settings window. Settings are organized into 13 categories of features.
- Most of the content displayed on your computer screen is within content frames called *windows*. These windows have common controls for resizing and closing the windows. You can move and resize windows on the screen and quickly snap them to a half or quarter of the screen.
- You can leave a computing session by locking the session or putting the computer to sleep. You can end the session by signing out of Windows or

shutting down the computer. If your computer isn't running well or an update requires that the system files be released from use, it might be necessary to restart the computer.



Practice tasks

No practice files are necessary to complete the practice tasks in this chapter.

Sign in to Windows

Perform the following tasks:

1. Start your Windows 10 computer.
2. Dismiss the Lock screen, and then sign in to Windows 10.

Explore the desktop and taskbar

Sign in to Windows, and then perform the following tasks:

1. From the taskbar search box, search for **desktop**. Filter the search results list to display only folders, and then open the **Desktop** folder for your user account.
2. Search for **taskbar**. Filter the search results list to display only settings. Then display the settings pane in which you can specify which icons appear on the taskbar.
3. In the notification area of the taskbar, right-click the **Speakers** icon, and then select **Sounds** to open the Sound dialog box.
4. Display Task View to view all active apps and dialog boxes in your computing session. From Task View, close the **Sound** dialog box and then go to the **Settings** window.
5. Display the hidden icons in the notification area of the taskbar. Point to each icon in the window to display a ScreenTip that identifies the app. Then right-click any icon to display the available commands for that app.
6. From the notification area of the taskbar, display the Action Center.
7. If the Action Center contains messages, preview the content of a message,

and then remove that message from the Action Center.

8. Minimize all open windows. (You'll use them in upcoming tasks.)

Explore the Start menu

Perform the following tasks:

1. Display the **Start** menu, and then display your user account menu.
2. From the user account menu, lock the computer. Then sign in to Windows again.
3. Display the **Start** menu. Examine the app list for apps that have jump lists, and notice the recent files and common actions for those apps.

Explore Windows settings

Perform the following tasks:

1. Open the **Settings** window.
2. Display any category of settings that interests you.
3. Within the selected category, display the settings for a specific feature.
4. Open Control Panel.
5. Leave the **Settings** window and Control Panel open for later use.

Manage content and app windows

Ensure that the Settings window and Control Panel are open, and then perform the following tasks:

1. Activate the **Settings** window. Change only the width of the window so it is approximately half the width of the screen. Then drag the window to the approximate center of the screen.
2. Use the mouse or pointer to resize the **Settings** window in the following ways:
 - a. Maximize the window height without changing its width.
 - b. Maximize the window to fill the screen.

- c. Snap the window to the left side of the screen, and select Control Panel to fill the right side of the screen.
3. Activate Control Panel, and then use keyboard shortcuts to resize it in the following ways:
 - a. Snap the window to the upper-right quadrant of the screen.
 - b. Move the window to the left side of the screen.
4. Temporarily minimize all the open windows to display the desktop.
5. Stack the open windows.
6. Minimize all the active windows, and then restore them.
7. Activate the **Settings** window, and then minimize all windows other than the active window.
8. Close the **Settings** window. Then activate and close Control Panel (and any other windows that you opened earlier).

End a computing session

Sign in to Windows, and then perform the following tasks:

1. From the user account menu at the top of the **Start** menu, lock the computer. Then sign in to Windows again.
2. From the **Power** button at the bottom of the **Start** menu, put the computer to sleep. Then sign in to Windows again.
3. From the **Start** shortcut menu, sign out of Windows to end your computing session.
4. From the Welcome screen, restart the computer.