

Contents in Detail

Acknowledgments.....xix

Introduction.....xxi

About This Book.....xxii
Who Should Read This Book?.....xxii
What You'll Need.....xxiii
How to Read This Book.....xxiii
What's in This Book?.....xxiv
What Else Do You Need to Know?.....xxv

Buying and Setting Up Your Computer.....1

Choosing a Computer.....2
 What Kind of Computer Do I Need?.....2
 What Specifications Do I Need?.....5
Unboxing Your Computer.....8
 Meeting the Ports.....8
 Plugging It In.....10
Turning On Your Computer.....13
Your Main Tools.....14
 The Mouse.....14
 The Keyboard.....16
Setting Up Your Computer.....17
 Setting Up an Internet Connection.....17
 Connecting to the Internet.....18
 Choosing Your Keyboard Settings.....19

Creating a Microsoft Account	20
Managing Your Advertising Options	24
Skipping PIN Setup	25
Skipping OneDrive Setup	25
Your Own Digital Assistant: Cortana!	26
Privacy Settings	26
Phew, We Did It!	27

Lesson 1: Getting Started29

Starting Your Computer	30
Logging In.....	31
Navigating the Desktop	32
Navigating a Windows Tablet	36
Finding Apps from the Start Menu	38
The Full Apps List.....	39
The Popular Apps Tiles.....	40
* Activity #1	41
Using the Search Box.....	41
Using Your First App.....	42
Opening the App.....	43
Maximizing an App	43
Closing an App.....	44
* Activity #2	44
Restoring Disappearing Apps.....	45
Shutting Down Your Computer	46
Phew, We Did It!	46
Lesson Review	47

Lesson 2: Introducing Apps.....49

What Is an App?.....	50
The Microsoft Solitaire Collection App	51
Playing a Game	53
Closing a Game.....	55
Opening Solitaire Again	56
* Activity #3	57
The Weather App	57
The Calendar App	60
Setting Up the Calendar App	61
Meeting the Calendar App	63
Adding an Event.....	64
Deleting an Event.....	68
* Activity #4	69
More Apps, More Fun	69
Phew, We Did It!	70
Lesson Review	70

Lesson 3: The Photos App.....71

Why Should I Use the Photos App?.....	72
From Film Photos to Digital Photos	72
Connecting Your Camera or Phone	73
Importing Photos	74
* Activity #5	80
Viewing a Photo	80
Deleting Unwanted Photos	82
* Activity #6	82

Let's Get Editing!	83
Crop and Rotate.....	84
Improve Quality with Enhance	84
Adding Effects with Filters	84
Further Adjustments.....	85
Saving Your Edits.....	85
Printing Old-Fashioned Hard Copies.....	86
Phew, We Did It!	88
Lesson Review	89
Lesson 4: Email	91
What Exactly Is Email?.....	92
Opening the Mail App	93
Setting Up the Mail App	94
Checking Your Email.....	96
Receiving an Email	96
* Activity #7	97
Opening an Email	98
Reading an Email.....	98
Switching to Another Email Account.....	99
Sending an Email	100
Replying to an Email.....	102
* Activity #8	104
Sending Pictures and Other Files.....	104
* Activity #9	107
Opening Attachments.....	108
Deleting an Email.....	109
* Activity #10	110

Searching for Emails	111
Staying Safe with Emails.....	112
Phew, We Did It!	112
Lesson Review.....	113

Lesson 5: Introducing the Internet..... 115

Opening Microsoft Edge	116
What Is a Website?	119
* Activity #11.....	120
Opening a Site	121
* Activity #12.....	122
Navigating a Site.....	123
Opening a Link.....	124
* Activity #13.....	124
Using the Back and Forward Buttons.....	124
* Activity #14.....	125
Zooming In and Out	125
* Activity #15.....	126
Using Tabs.....	126
Printing a Page.....	129
Making Shortcuts with Favorites	130
Adding Sites to Your Favorites.....	130
Returning to a Favorite Site.....	132
Deleting a Favorite Site	133
* Activity #16.....	133
Sites to Explore.....	134
Phew, We Did It!	134
Lesson Review.....	135

Lesson 6: Exploring the Internet..... 137

Using a Search Engine.....	138
Creating a Search.....	138
Examining the Results Page.....	140
Opening a Search Result.....	142
Finding a Different Search Result	143
* Activity #17.....	144
Searching for Images.....	144
* Activity #18.....	146
Explore: Google.....	147
Explore: Facebook.....	148
Explore: Amazon.....	149
Online Shopping Tips	150
Phew, We Did It!	151
Lesson Review.....	152

Lesson 7: Watching TV and Videos Online 153

Watching Videos on YouTube.....	154
Playing a Video.....	154
Meeting the Video Page	155
YouTube Video Controls.....	157
* Activity #19.....	158
Searching for a YouTube Video	159
* Activity #20	160
Explore: TED Talks.....	160
Explore: Netflix	161
Explore: Crackle.....	163

Phew, We Did It!	164
Lesson Review	164

Lesson 8: Downloading New Apps..... 165

Why Add More Apps?	166
The Store	167
Meeting the Store	167
Finding Apps and Games.....	169
Searching Using Categories.....	170
* Activity #21	173
Searching Using the Search Box	173
Choosing an App or Game.....	174
Installing an App.....	176
* Activity #22	177
Reopening an App	177
Removing an App	178
Explore: Paid Apps	179
Apps to Try.....	181
Phew, We Did It!	181
Lesson Review	182

Lesson 9: Listening to Music Online..... 183

Signing Up for Spotify	184
Using Spotify.....	187
Searching for Music.....	187
Browsing for Music.....	190
* Activity #23	192

Logging Back In to Spotify.....	193
Explore: Buying Songs	194
Explore: TuneIn Radio	195
Phew, We Did It!	196
Lesson Review	196

Lesson 10: Reading Ebooks with OverDrive 197

Installing and Signing Up for OverDrive	198
Adding a Library to Borrow From.....	201
Signing In to a Library	203
Finding and Borrowing a Book.....	204
Searching for a Book.....	204
The List of Results	205
Browsing for a Book.....	206
Borrowing a Book.....	207
Downloading a Book	208
* Activity #24	210
Reading a Book.....	211
Changing the Font Size	212
Closing a Book	213
Returning a Book.....	214
* Activity #25	214
Explore: Audiobooks.....	215
Phew, We Did It!	215
Lesson Review	216

Lesson 11: Making Calls with Skype..... 217

What Is Skype?	218
What Do I Need to Use Skype?	218
Setting Up Skype	218
Adding a Profile Picture	223
Adding Friends as Skype Contacts	225
* Activity #26	227
Accepting a Contact Request	227
* Activity #27	230
Let's Start Calling!	230
Audio Calls	230
Video Calls	232
* Activity #28	233
Responding to a Call	234
Sending Written Messages	235
Sending Smiley Faces and Emoticons	236
* Activity #29	238
Deleting Skype Contacts	238
Staying Safe with Skype	239
Phew, We Did It!	239
Lesson Review	240

Lesson 12: Typing Letters and Documents..... 241

Why Use WordPad?	242
Meeting WordPad	243
* Activity #30	245
Typing Your First Document	246
* Activity #31	246

Fixing Mistakes in Your Document.....	247
Formatting Your Document	247
Text Formatting.....	248
* Activity #32	250
Paragraph Formatting	250
* Activity #33	251
Undoing a Mistake.....	252
Zooming In or Out.....	252
Saving Your Document.....	253
Printing Your Document.....	254
Phew, We Did It!	255
Lesson Review	256
Lesson 13: Files and Folders.....	257
Exploring File Explorer.....	258
Opening a Folder	261
* Activity #34	263
Working with Files and Folders	264
Viewing Files Within a Folder.....	264
Opening a File.....	265
Creating New Folders.....	265
Renaming a File or Folder	268
Deleting a File or Folder.....	268
Restoring a Deleted File or Folder	269
* Activity #35	269
Organizing Your Files.....	270
Saving Files into Folders.....	270
* Activity #36	271

Moving Files into Folders	271
* Activity #37	273
Closing a Folder	273
Searching for Elusive Files.....	274
Taking Your Files on the Go	274
Storing Files on a USB Flash Drive	275
* Activity #38	277
Storing Files Remotely with OneDrive.....	277
Explore: The OneDrive Website.....	279
Phew, We Did It!	279
Lesson Review	280

Lesson 14: Staying Safe Online281

Protecting Against Viruses.....	282
Recognizing the Symptoms of a Virus	282
Performing a Scan with Windows Defender	283
How Else Can I Protect Myself?	286
What Else Should I Be Aware Of?	287
Avoiding Scams.....	287
Avoiding Phishing Attacks.....	288
Getting Help	290
Phew, We Did It!	292
Lesson Review	292

Connecting a Printer, Scanner, Webcam, or Other Device293

Connecting Your Device	294
Installing Your Device	295

Switching to a Microsoft Account297

Do I Have a Microsoft Account?298

Creating a Microsoft Account.....298

Connecting to Wi-Fi Outside Your Home301

Solutions.....305

Lesson 1 306

Lesson 2.....307

Lesson 3..... 308

Lesson 4.....310

Lesson 5..... 312

Lesson 6..... 314

Lesson 7..... 315

Lesson 8..... 316

Lesson 9..... 317

Lesson 10..... 318

Lesson 11 319

Lesson 12.....321

Lesson 13.....323

Lesson 14.....326

Index.....327