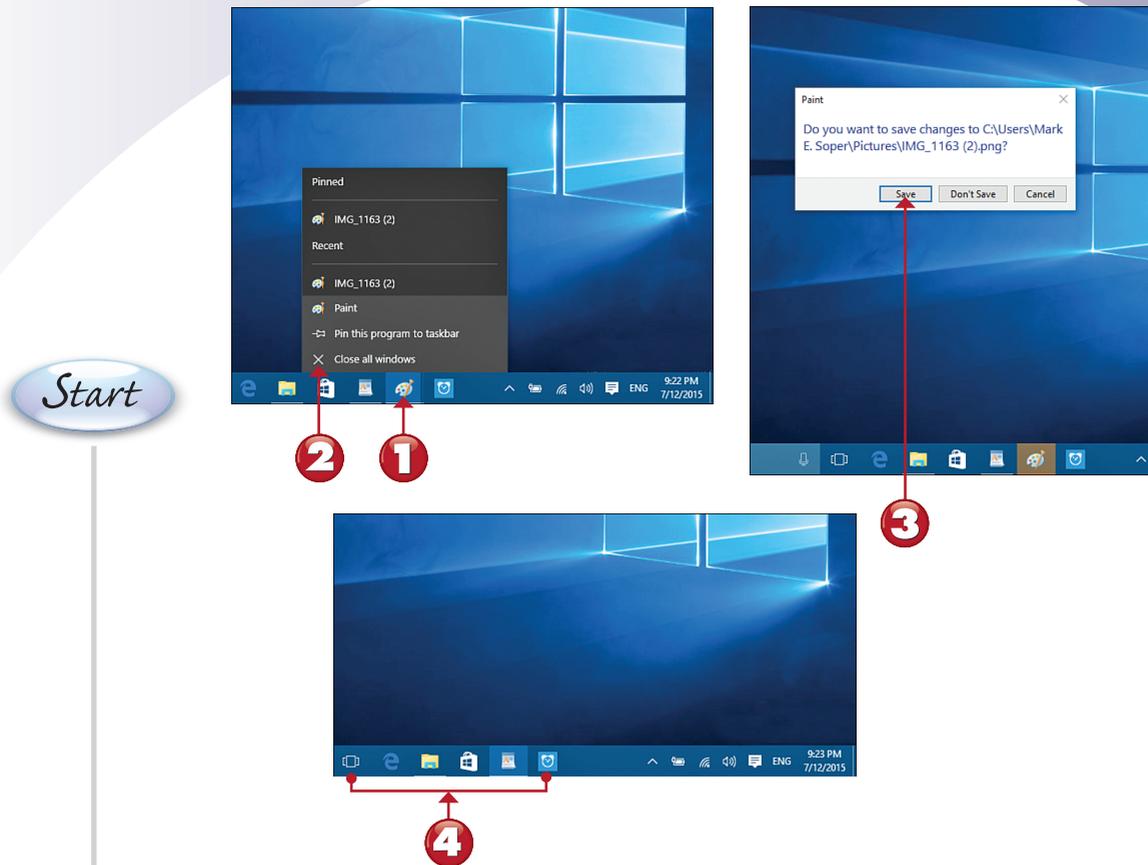


CLOSING AN APP FROM THE TASKBAR

If you are finished with an app, you can close it directly from the taskbar. Here's how.



- 1 Right-click or press and hold the Paint icon in the taskbar.
- 2 Click or tap **Close window** or **Close all windows**.
- 3 Click or tap **Save** if prompted to save changes.
- 4 The Paint icon is no longer on the taskbar.

End



NOTE

Other Options When Closing an App If you don't want to keep any changes since the last time you saved the file, click or tap **Don't Save** in step 3. If you want to save the file with a different name, click or tap **Cancel** in step 3, click or tap the taskbar icon to make the app the active app, and use **File, Save As** to choose a different name for the file. Then, use **File, Exit** to close the app. ■

ADJUSTING EXPOSURE

If the light behind the subject is lighter or darker than the subject, the subject might not be exposed properly. Use the EV (Exposure Value) button and menu to shoot a picture that's properly exposed.



- 1** The bright background makes the flowers too dark.
- 2** Tap the right arrow to open the adjustments menu.
- 3** Tap the EV adjustment button.
- 4** Click and drag the EV adjustment control up for more exposure (+0.7 steps in this example), down for less exposure.
- 5** The flowers are now brighter.
- 6** Tap to take the picture.

End

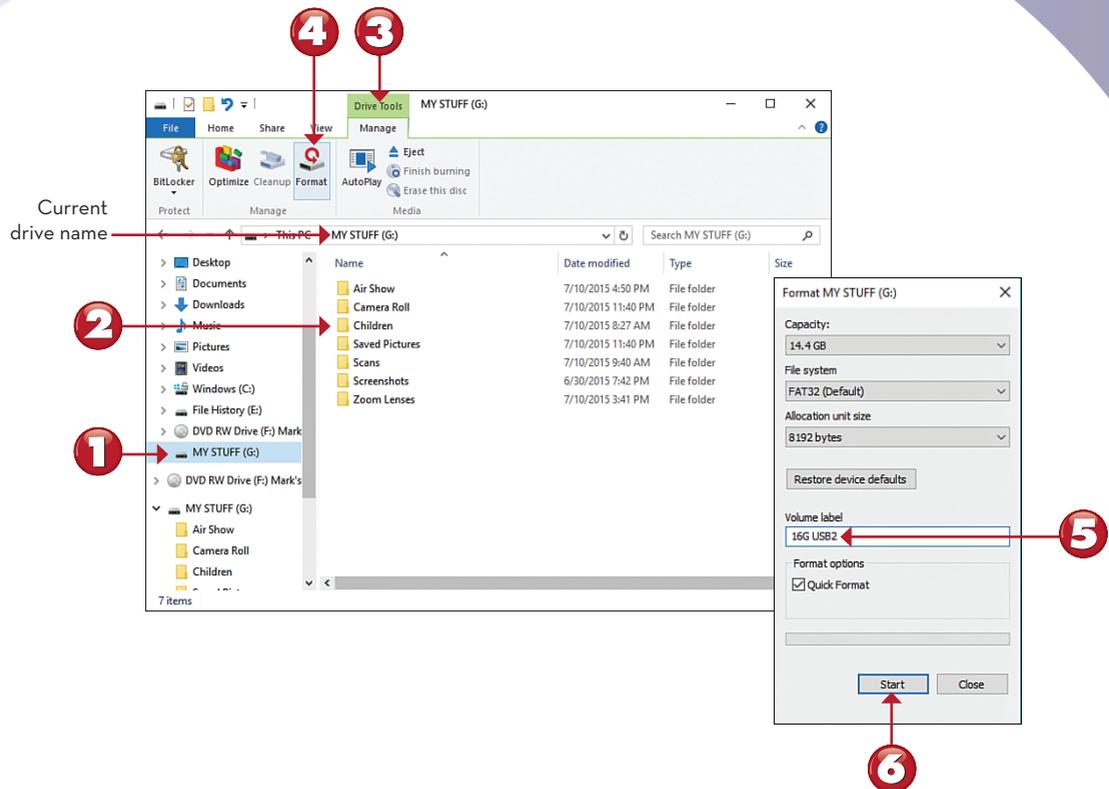


NOTE

Making Other Adjustments You make any other adjustment options to your device's cameras or an add-on webcam the same way you make the EV adjustments. As in this example, you see a real-time preview of the results before you take the photo. ■

MANAGING DRIVES

The Manage Drives tab appears when you select a drive in File Explorer. In this exercise, you find out how to format (overwrite and remove all files from) a USB flash drive you want to reuse, and discover other features of this tab.



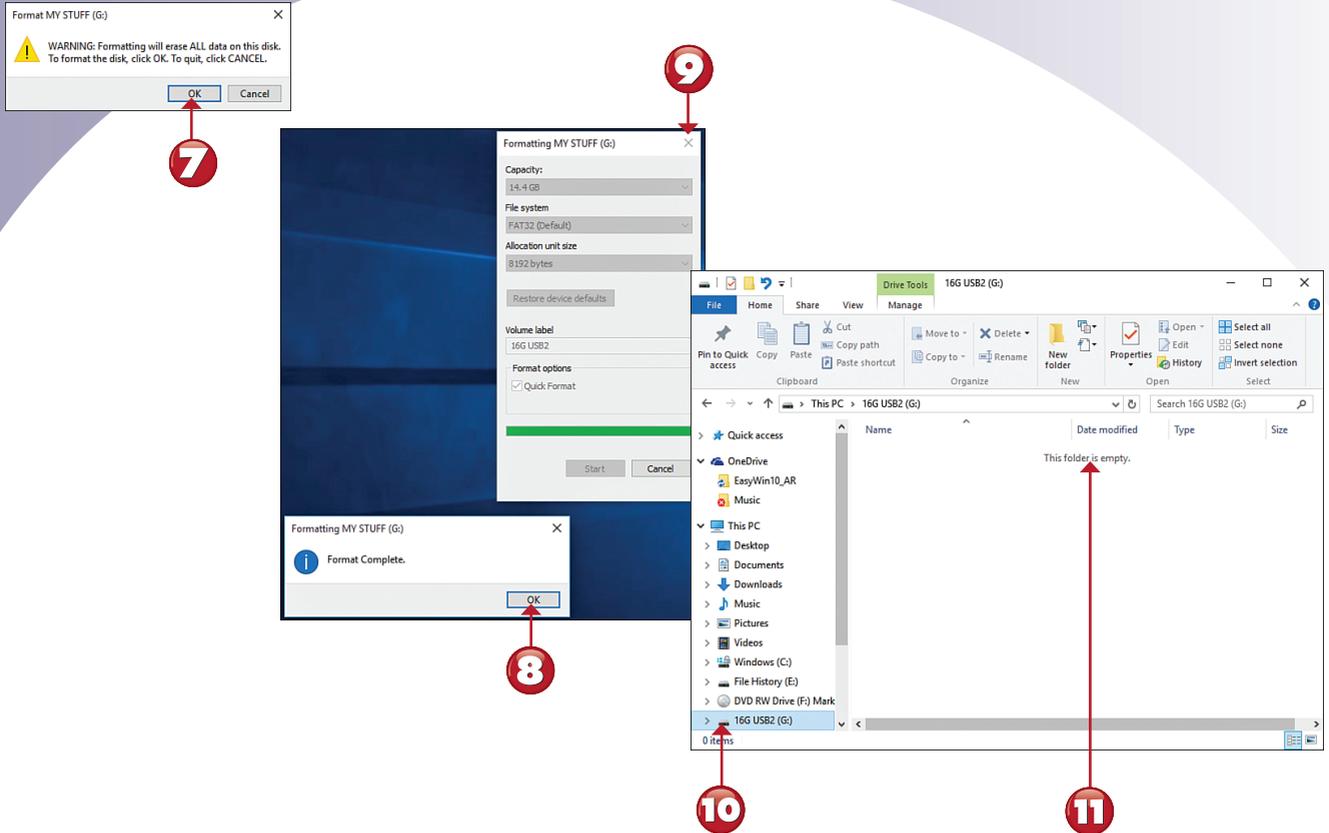
- 1 Click or tap the drive's icon in the left pane.
- 2 This drive contains folders and files. Make sure any files you want to keep have been backed up before continuing.
- 3 Click or tap the **Drive Tools** tab.
- 4 Click or tap **Format**.
- 5 Change or add a volume label (optional).
- 6 Click or tap **Start**.

Continued



NOTE

Other Drive Tools Use **Optimize** (also known as Defragment) to put all the files on a drive next to each other to improve file access speed. Use **Cleanup** to remove unneeded files from a drive (typically needed only with the C: drive). Use **BitLocker** (not available in all versions) to encrypt the files on a drive for greater security. ■



7 Click or tap **OK** to confirm that you want to format the disk.

8 Click or tap **OK** when finished.

9 Click or tap **Close**.

10 Click or tap the drive's icon.

11 The drive is empty.

End

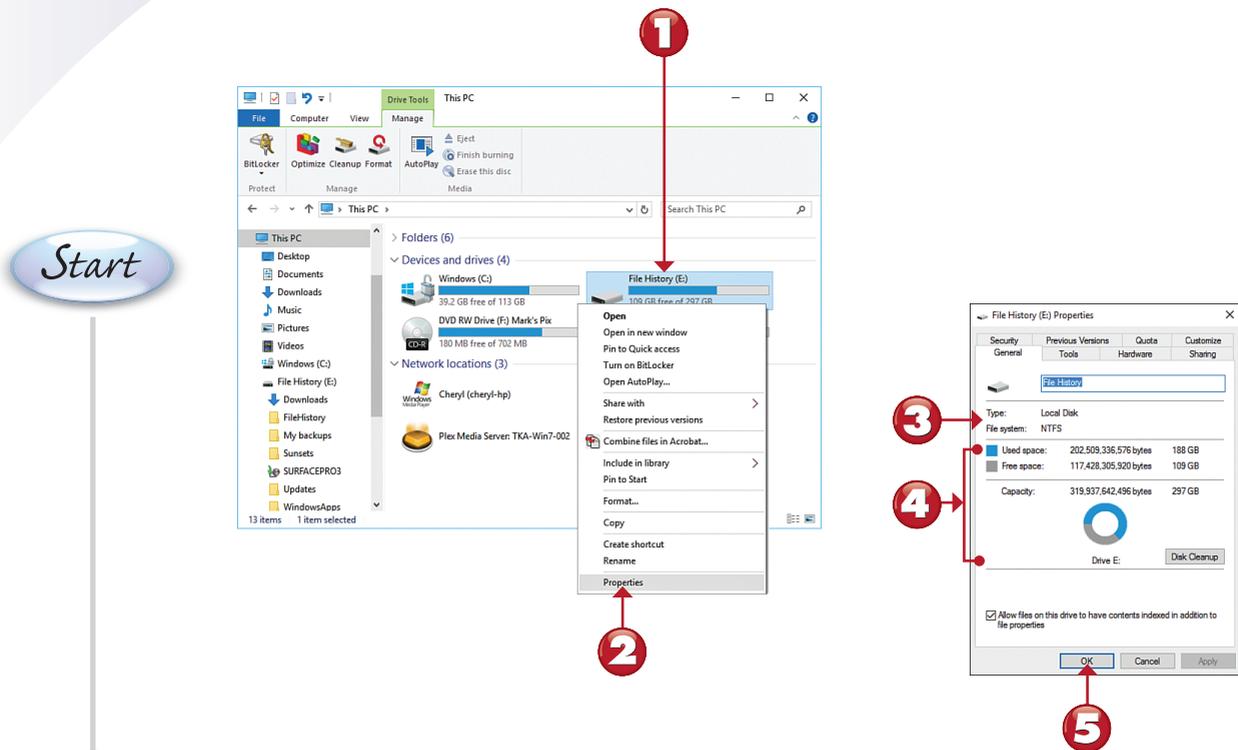


NOTE

Drive Tools for Removable Media Use the Media section of the Drive Tools tab to open the AutoPlay menu, finish burning an optical disc, erase a rewriteable optical disc, or eject a USB drive or optical disc. ■

VIEWING DRIVE PROPERTIES

The Details pane in File Explorer provides some information about a selected drive, file, or folder, but you can learn much more by viewing an object's properties sheet. You can use the context (right-click) menu or the Properties menu on the Home tab to do so. The following lessons show both methods.



1 Right-click or press and hold any drive.

2 Select **Properties**.

3 File system.

4 Used and free space.

5 Click or tap **OK**.

End

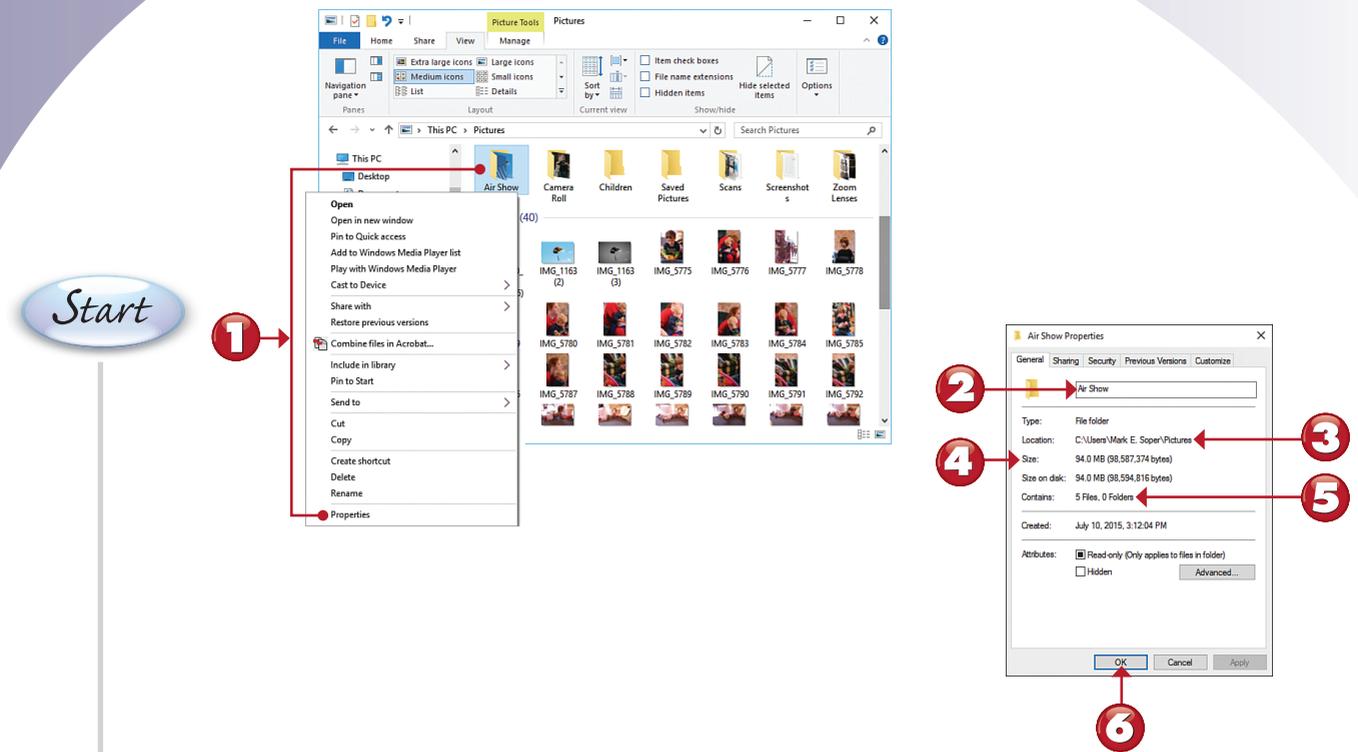


NOTE

The Right File System for Protection Is NTFS You must use an external hard disk formatted with NTFS for file history or other file protection options. See Chapter 23, "Protecting Your System," for details on how to protect your system. ■

VIEWING FOLDER PROPERTIES

By viewing a folder's properties, you can discover how many files or folders a folder contains, the total size of the data in the folder, and where it's located. This information is useful if you want to determine whether a folder can be copied to a flash drive or an optical disc.

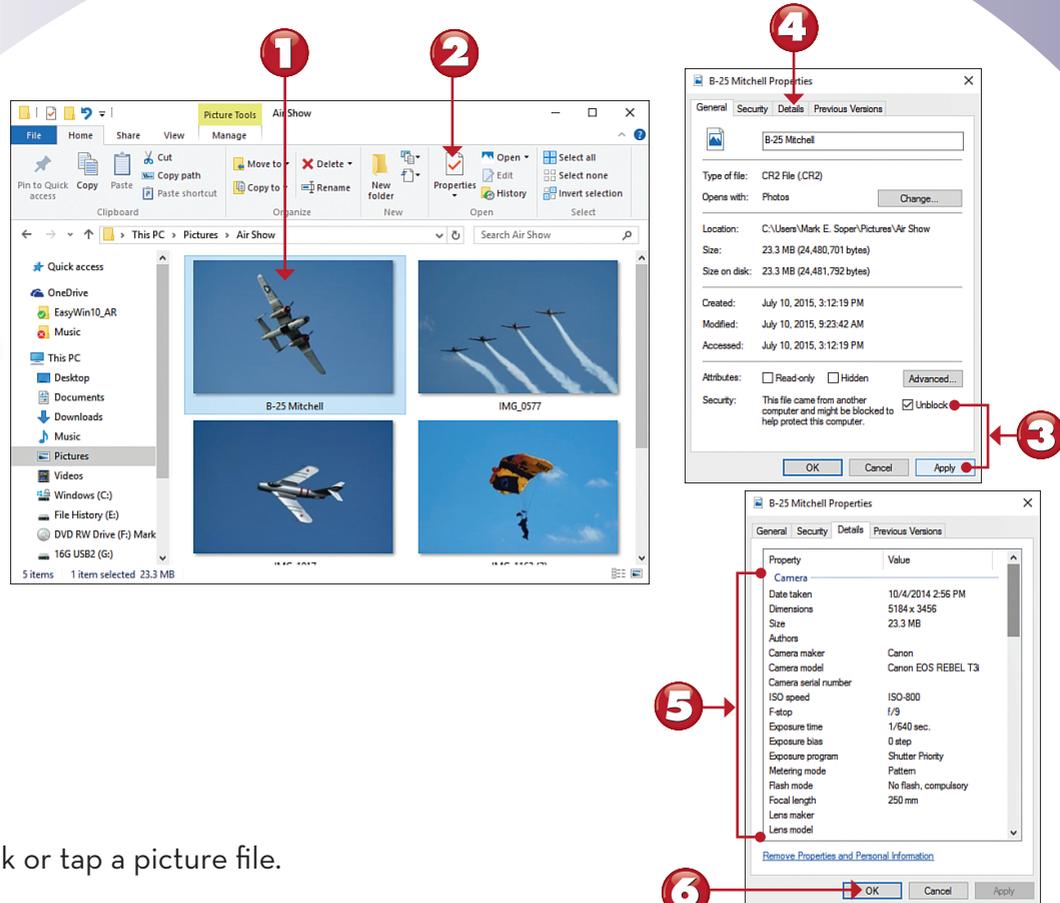


- 1 Right-click or press and hold a folder and select **Properties**.
- 2 The folder name appears here.
- 3 The folder location appears here.
- 4 See the amount of space that the folder's contents use here.
- 5 The number of files and folders in the selected folder is indicated here.
- 6 Click or tap **OK**.

End

VIEWING PICTURE FILE PROPERTIES

When you create a picture file with a digital camera or edit it, information about the camera and editing software called *metadata* is stored as part of the picture file. Here's how to view that information with File Explorer.



- 1 Click or tap a picture file.
- 2 Click or tap the **Properties** button.
- 3 To use the file, click or tap the empty **Unblock** box, and click or tap **Apply**.
- 4 Click or tap **Details**.
- 5 Scroll down to view image, camera, exposure, and other metadata.
- 6 Click or tap **OK**.

End



NOTE

Blocked Files If you download a file from the Internet or copy it from another computer, Windows might block the file. To use the file, click **Unblock**. ■

VIEWING MUSIC TRACK PROPERTIES

Whether you create a music track by ripping your own CD or by purchasing a song from a music source, you can learn more about the track from its Details menu. Here's how to view this information.

Start

- 1** Click or tap a music track.
- 2** Click or tap the **Properties** button.
- 3** Click or tap the **Details** tab.
- 4** The genre, track length, and bit rate are shown here.
- 5** Scroll down to see the track name and file type.
- 6** Click or tap **OK**.

End

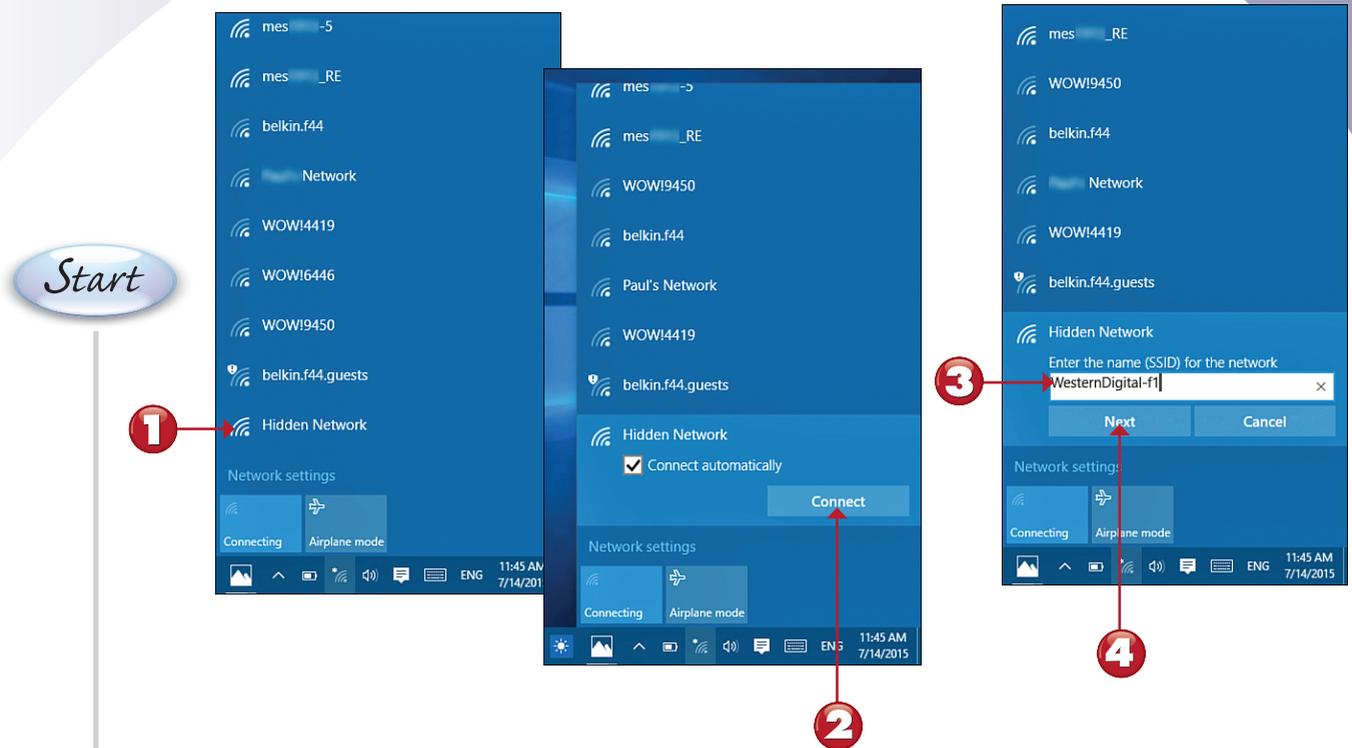


NOTE

Removing Properties from Files If you don't want to share information about ratings, name, or location tags, or other personal information listed as part of a file's properties, make a copy of a file, and then click or tap its **Remove Properties and Personal Information** link at the bottom of the Properties dialog box. ■

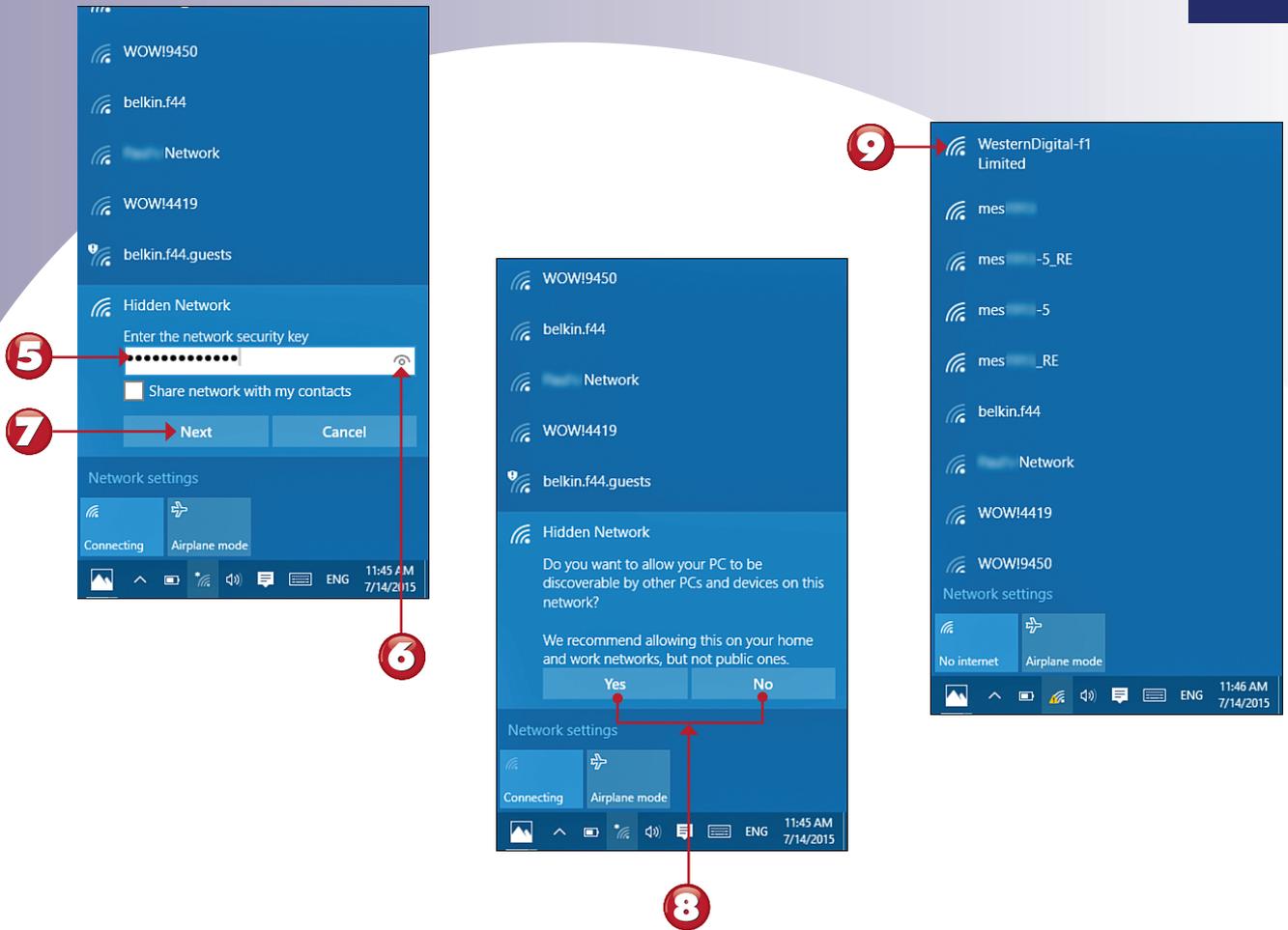
CONNECTING TO A HIDDEN NETWORK

Most wireless networks broadcast their names (SSIDs). However, some are set up so that you must know the name of the network if you want to connect to it. This tutorial shows you how to connect to a hidden wireless network.



- 1** From the Available Wi-Fi networks screen, click or tap **Hidden Network**.
- 2** Click or tap **Connect**.
- 3** Enter the name of the network (SSID).
- 4** Click or tap **Next**.

Continued



5 Enter the network security key.

6 To see the hidden characters, click or tap the eye icon.

7 Click or tap **Next**.

8 If you are connecting to your home or work network, click or tap **Yes**. If the network is a public network, click or tap **No**.

9 Your network connection is listed first. The actual SSID is now shown in place of Hidden Network.

End



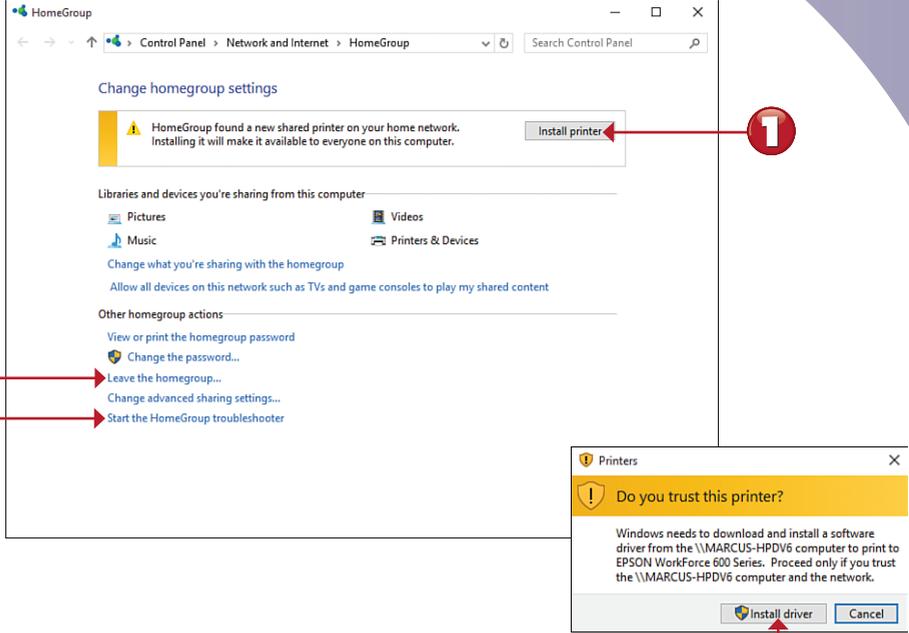
TIP

Fixing a Limited Connection If you see Limited instead of Connected, your network connection does not have Internet access. To find the cause of the problem, run a network troubleshooter. To learn how to find and use troubleshooters, see "Using Windows Troubleshooters," in Chapter 24, "System Maintenance and Performance." ■

INSTALLING A HOMEGROUP PRINTER

When you join a homegroup that has a shared printer (or when another device with a shared printer joins your homegroup), you can install the printer from the HomeGroup menu. Here's what to expect.

Start



Click or tap to leave a homegroup

Click or tap to troubleshoot a homegroup

- 1 Click or tap **Install printer**.
- 2 After reviewing the printer location, click or tap **Install driver**.

End



TIP

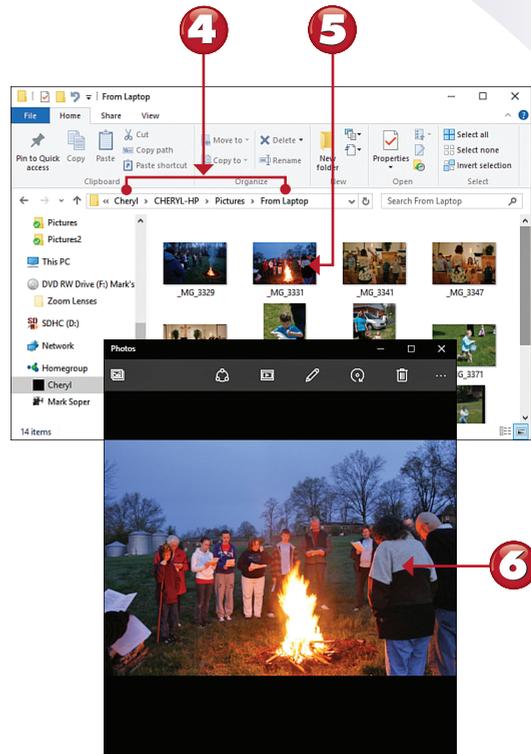
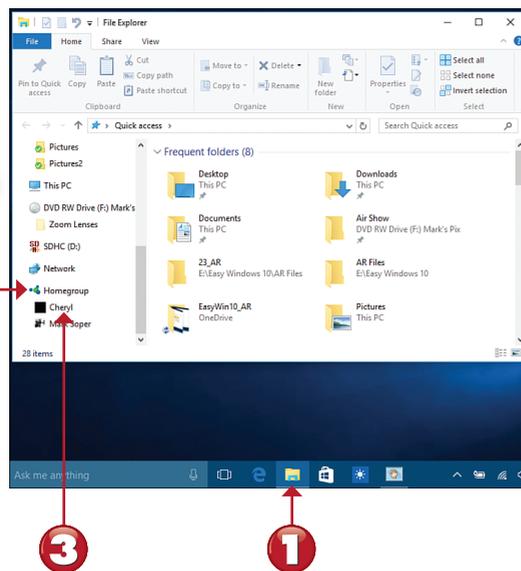
Using the Shared Printer To use the shared printer in any app that permits printing, select it from the Print menu. ■



OPENING HOMEGROUP FILES

As soon as two or more computers with shared folders are part of your homegroup, you can access folders and files on the homegroup as easily as you access your own files. Here's how to open and use those files.

Start

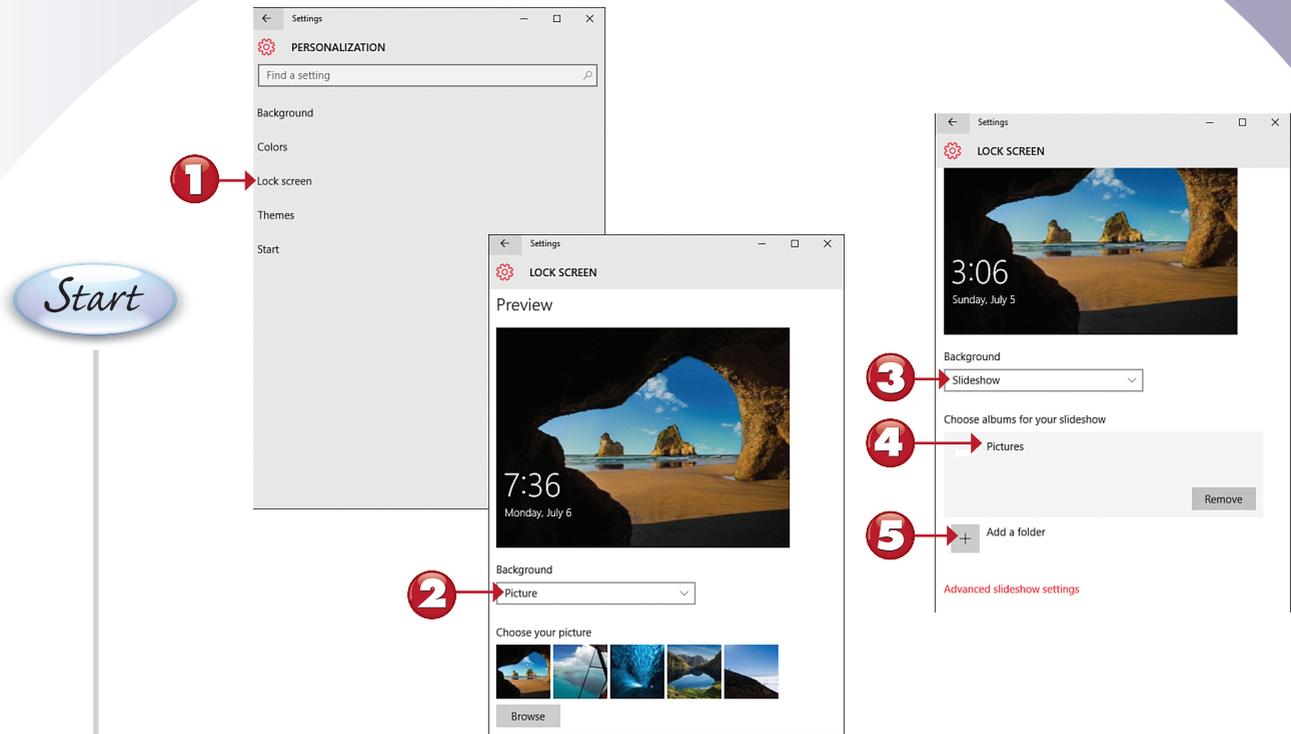


- 1 Click or tap **File Explorer**.
- 2 Click or tap **Homegroup**.
- 3 Click or tap a user's name and then an available device.
- 4 Navigate to the folder that includes the file you want to use.
- 5 Double-click or double-tap a file to open it.
- 6 The file opens on your system.

End

PUTTING A SLIDE SHOW ON THE LOCK SCREEN

The Lock screen is the screen that greets you when you turn on your device or need to unlock it. Windows 10 offers you more Lock screen options than ever before. In this exercise, you learn how to change your Lock screen into a slide show that plays your favorite photos when you're not using your device.



- 1 From Personalization, click or tap **Lock screen**.
- 2 Click or tap to select a background option.
- 3 Select **Slideshow**.
- 4 The Pictures folder is used as a picture source.
- 5 To add additional folders, click or tap **Add a folder** and navigate to the folder you want to use.



NOTE

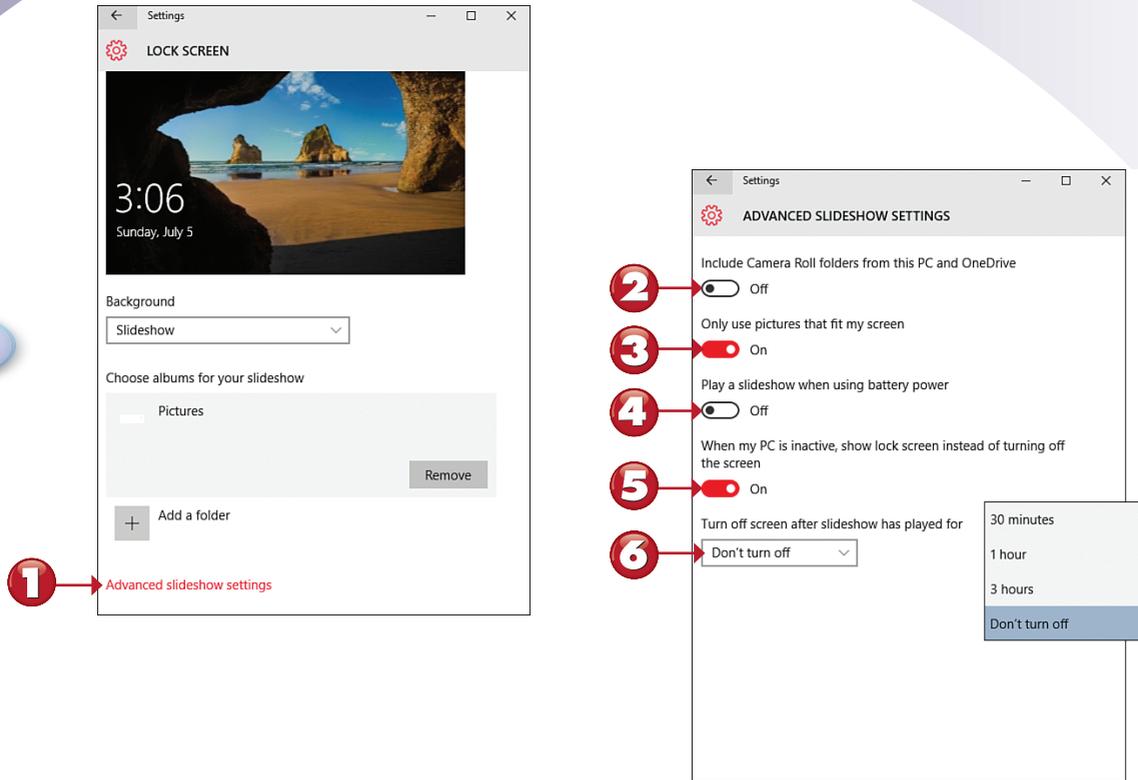
Selecting a Different Photo If you prefer to use one of your own photos rather than a slideshow for the Lock screen, click or tap **Browse** (see step 2) and choose a photo. ■

End

ADVANCED SLIDE SHOW SETTINGS

In this exercise, you learn how to fine-tune your Lock screen slide show.

Start



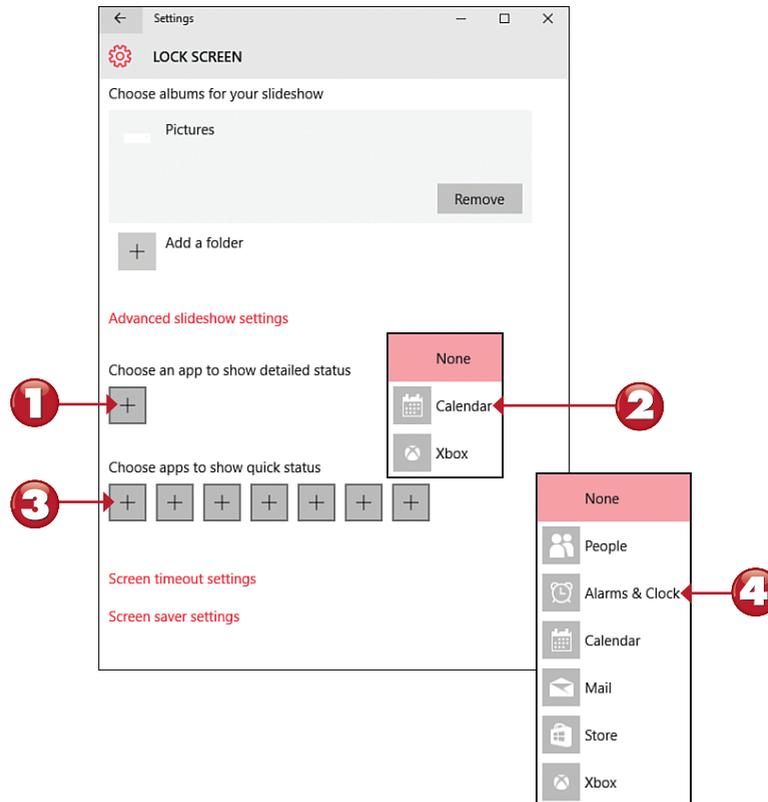
- 1 From Lock screen, click or tap **Advanced slideshow settings**.
- 2 Click or press and drag to **On** to use pictures taken with your device's built-in cameras (Camera Roll folders).
- 3 When left **On**, the slide show will usually look better because the photos selected will work well with the screen.
- 4 If turned **On**, battery life will be shorter.
- 5 When left **On**, the Lock screen shows your slide show when your computer is not in use.
- 6 Select a time delay if you want the slide show to stop after the selected time has been reached.

End

CHANGING STATUS ITEMS ON THE LOCK SCREEN

The Lock screen can also display detailed status and quick status for Alarms, Skype, and other communication apps. Here's how to choose the ones you want to use.

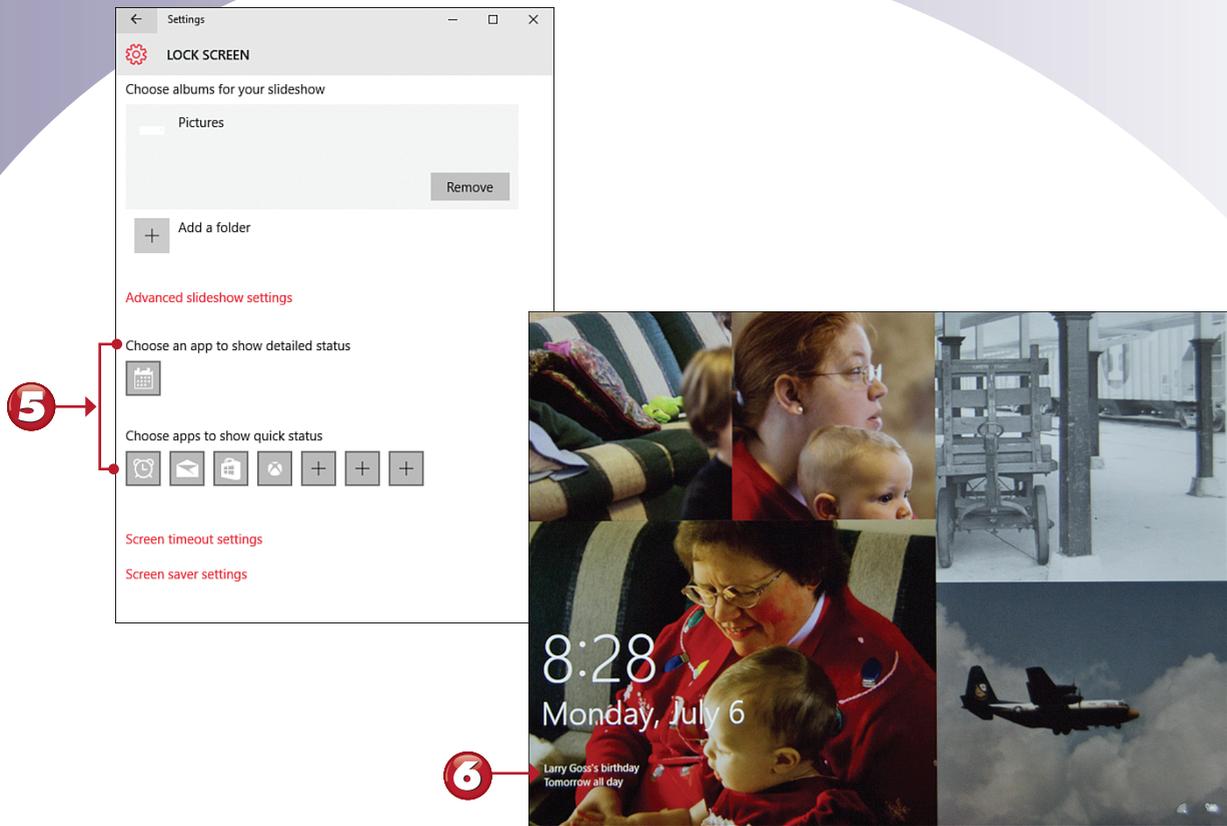
Start



- 1** Click or tap the plus sign for **Choose an app to display detailed status**.
- 2** Choose an app.
- 3** Click or tap a quick status icon.
- 4** Choose an app.

Continued





5 The dialog box shows selected detailed and quick status apps.

6 App notifications on the Lock screen.

End



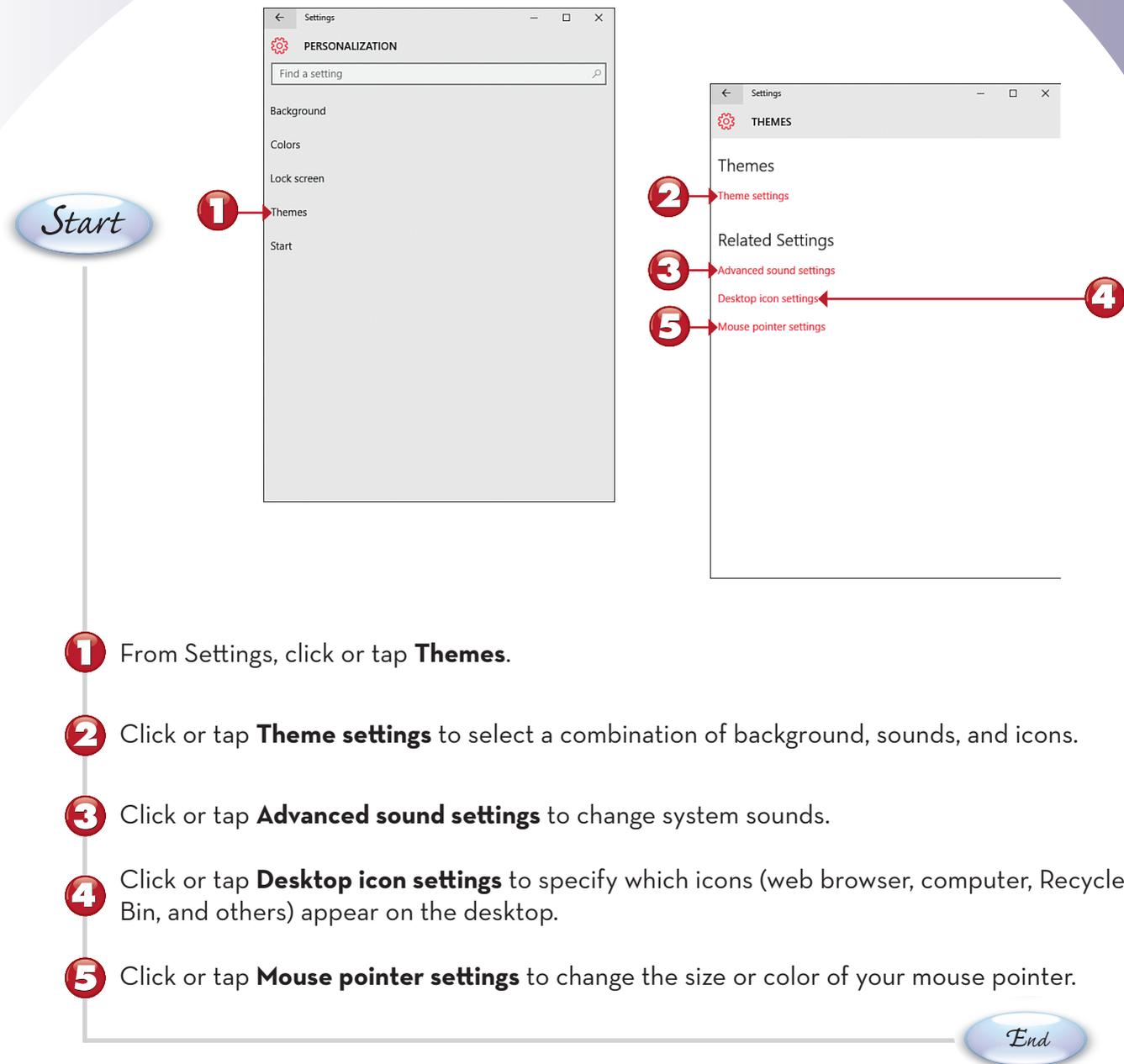
NOTE

Windows Spotlight Enable Windows Spotlight as the Lock screen background, and Windows 10 periodically notifies you of features to try and asks you to rate backgrounds and other features. ■



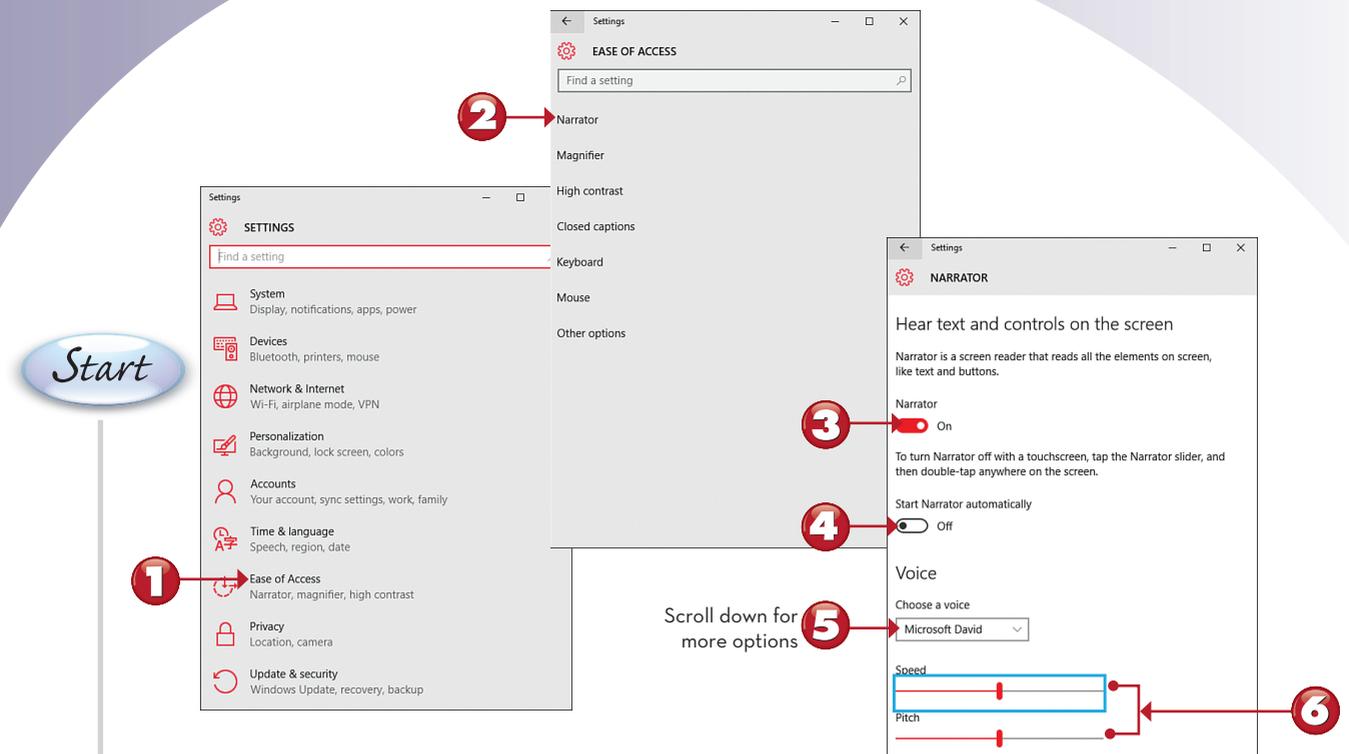
OVERVIEW OF THE THEMES MENU

The Themes menu is used to select a theme (a combination of sounds, backgrounds, and icons) and to select mouse pointers, system sounds, and desktop icons. Here's a brief review of these options.



CONFIGURING EASE OF ACCESS'S NARRATOR

If you need to customize Windows to be easier for someone with physical limitations to use, the Settings Ease of Access menu is where to start. This lesson demonstrates enabling Narrator.



- 1 From Settings, click or tap **Ease of Access**.
- 2 Click or tap **Narrator** if you want to enable the Narrator screen reader.
- 3 Move the switch to enable or disable Narrator.
- 4 Click or press and drag to **On** to start Narrator when Windows 10 starts.
- 5 Select a voice.
- 6 Adjust the speed and pitch.

End

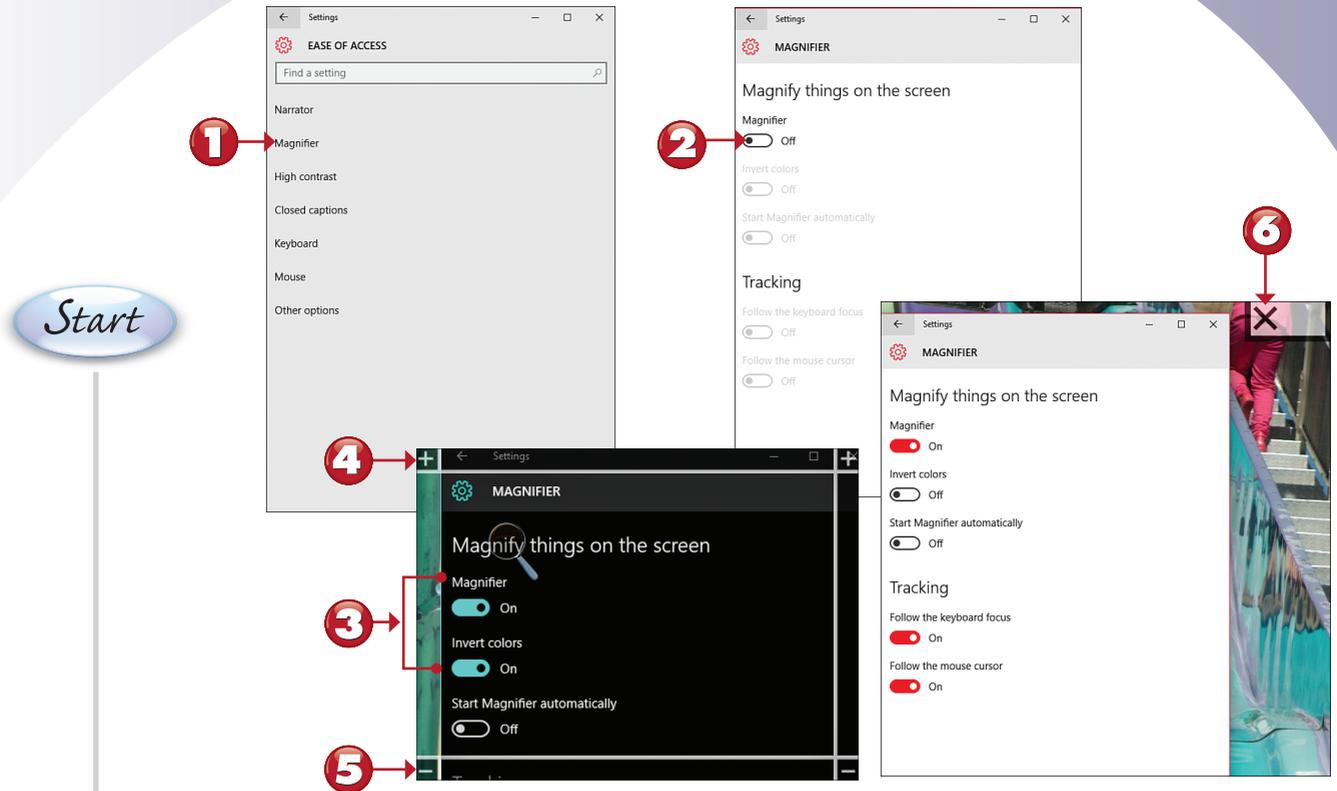


NOTE

Additional Options The **Sounds you hear** section of the dialog box enables you to configure what is spoken by Narrator. Use the **Cursor and keys** section of the dialog box to configure additional Ease of Access settings. ■

CONFIGURING EASE OF ACCESS'S MAGNIFIER

The Magnifier feature makes the portion of the screen around the mouse larger and offers the option to invert screen colors to make computer use easier. In this task, you learn how to enable and configure it from the Ease of Use menu.

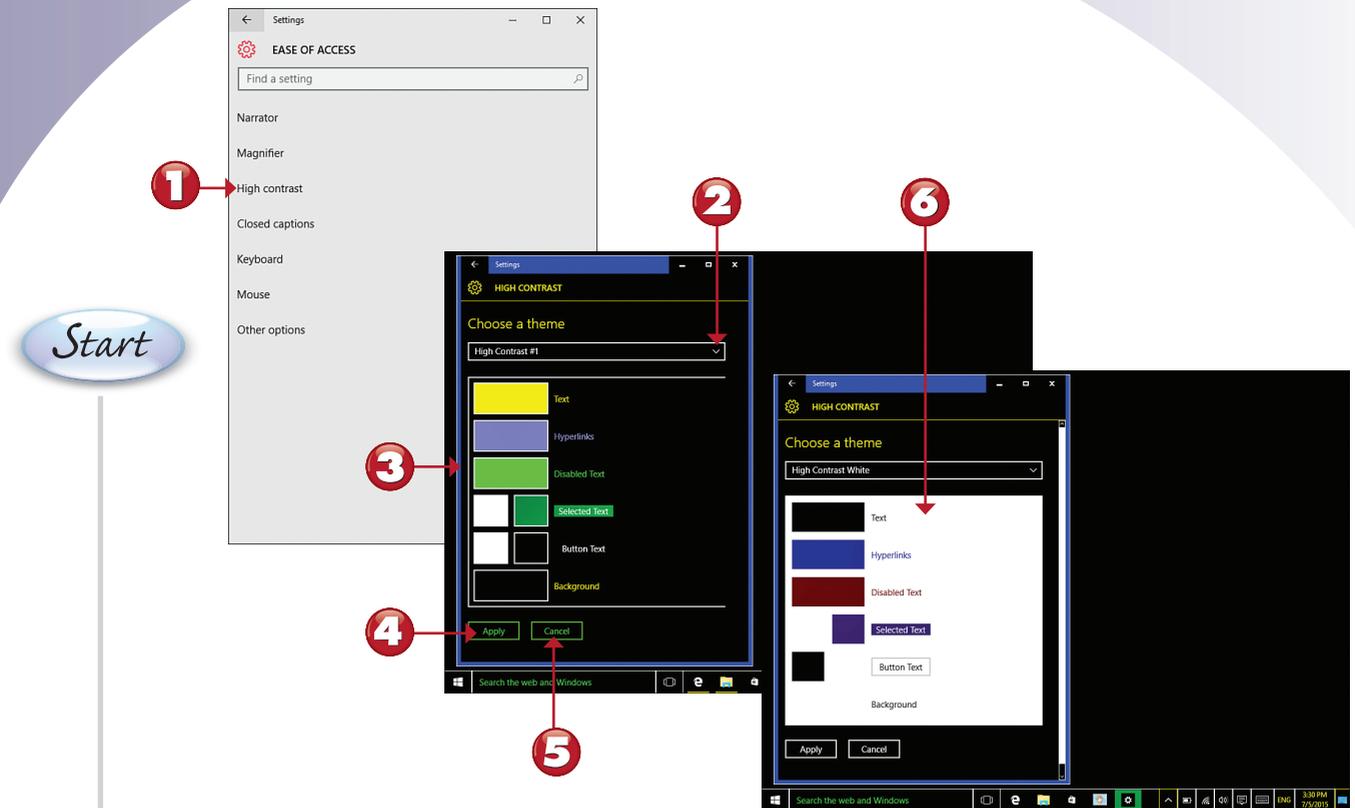


- 1** Click or tap **Magnifier**.
- 2** Click or press and drag to **On** to turn on Magnifier.
- 3** Magnifier and Invert colors are turned on.
- 4** Click or tap to increase zoom.
- 5** Click or tap to decrease zoom.
- 6** Click or tap to exit Magnifier.

End

CONFIGURING EASE OF ACCESS'S HIGH CONTRAST

The High contrast feature makes using Windows easier for those with visual impairments. Here's how to use it.



- 1 Click or tap **High contrast**.
- 2 Select a scheme.
- 3 Preview of the selected scheme (High Contrast #1).
- 4 Click or tap **Apply** to use the selected scheme.
- 5 Click or tap **Cancel** to cancel the selected scheme.
- 6 This is what the High Contrast White scheme looks like.

End

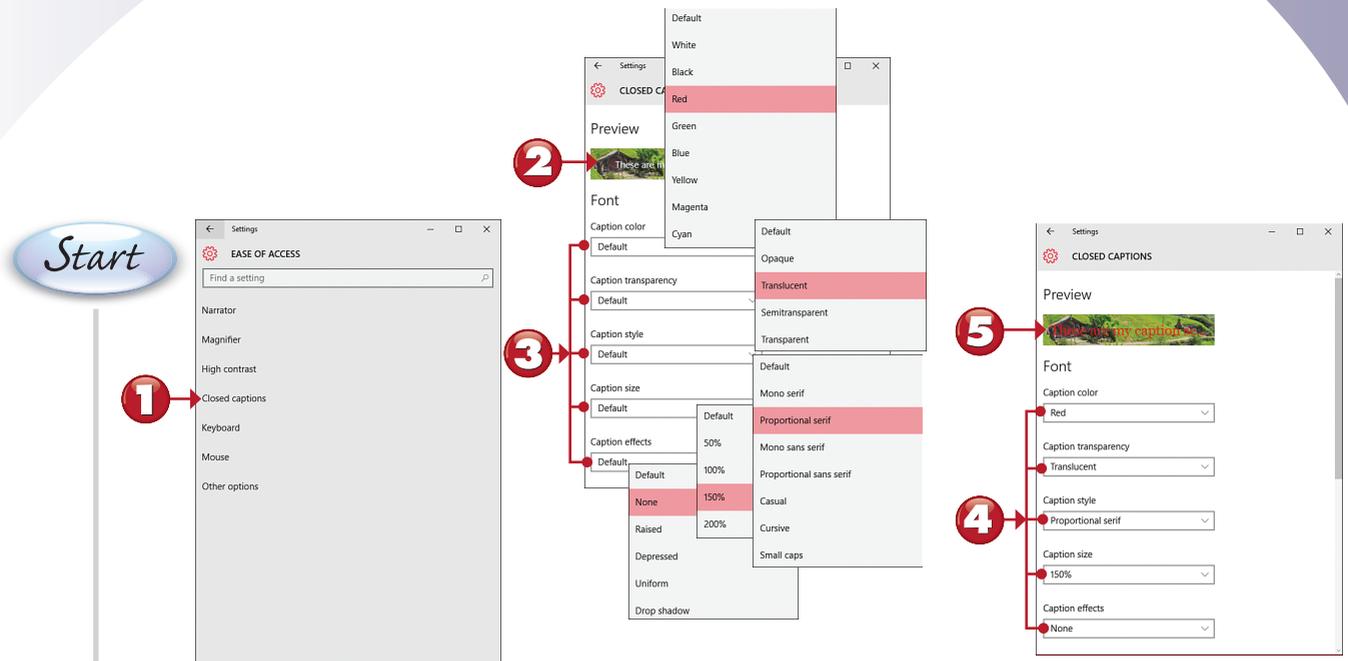


NOTE

Other Schemes Other available schemes include High Contrast #2, High Contrast Black, and None. Choose **None** to return to the normal theme. ■

CONFIGURING EASE OF ACCESS'S CLOSED CAPTIONING

Ease of Access's closed captioning settings enable you to fine-tune how closed captions appear when you watch movies or TV shows that support this feature. In this task, you learn how to change some of the most common settings.



- 1** Click or tap **Closed captions**.
- 2** Closed captioning preview using the current settings.
- 3** Change settings as desired.
- 4** Changed settings.
- 5** Preview showing the changed settings.

End

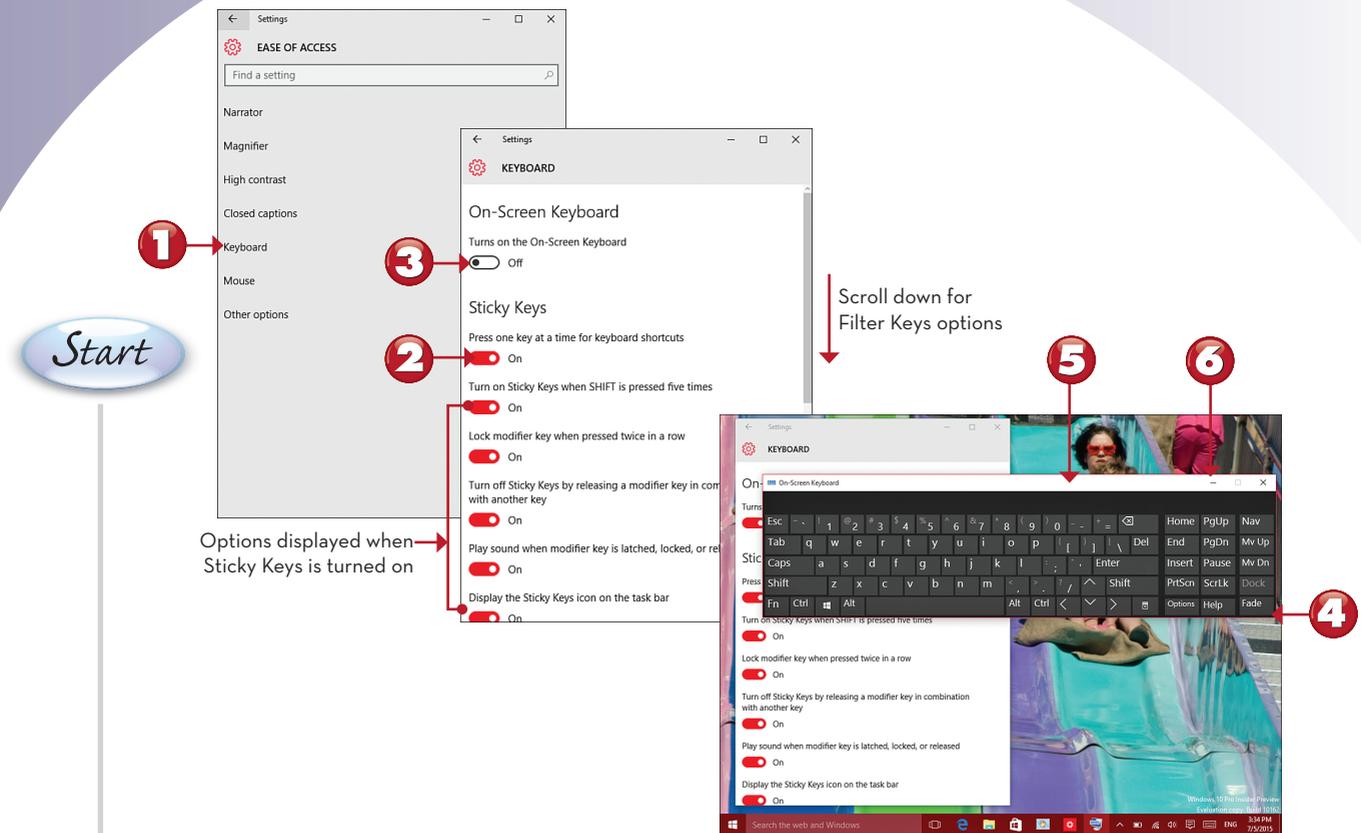


NOTE

Background, Window, and Restore to Defaults To set options for background and window color and transparency, or to restore closed captioning to its defaults, scroll down the dialog box. ■

CONFIGURING EASE OF ACCESS'S KEYBOARD SETTINGS

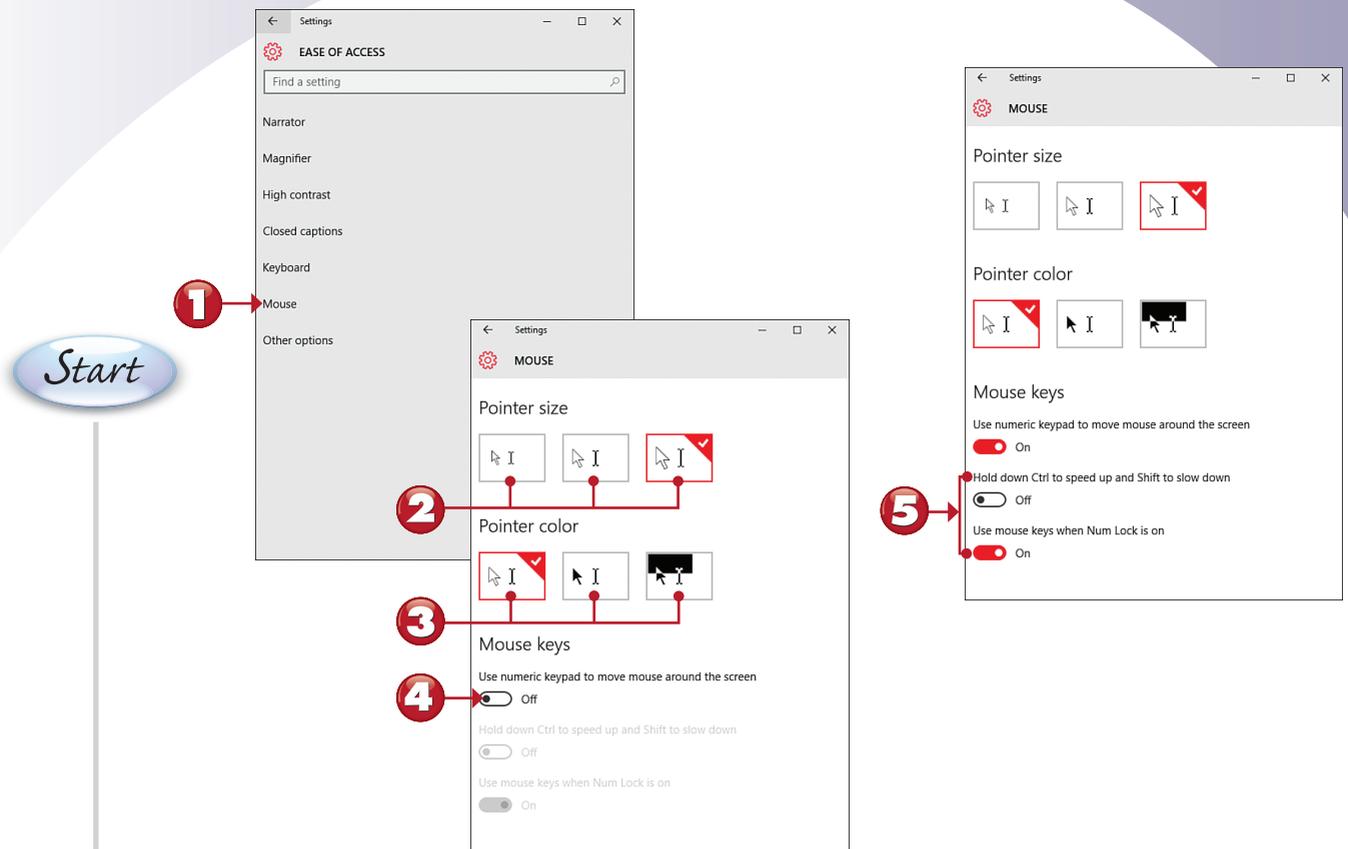
Ease of Access's Keyboard settings make using a physical or virtual keyboard easier for users with limited mobility.



- 1 Click or tap **Keyboard**.
- 2 Click or press and drag to **On** to enable Sticky Keys.
- 3 Click or press and drag to **On** to turn on the onscreen keyboard.
- 4 Click or press and drag corners to adjust the size of the onscreen keyboard.
- 5 Click or press and drag to adjust the position of the onscreen keyboard.
- 6 Click or tap to minimize the keyboard.

CONFIGURING EASE OF ACCESS'S MOUSE SETTINGS

Ease of Access's Mouse settings make seeing and controlling the mouse pointer easier for users with vision or mobility issues.

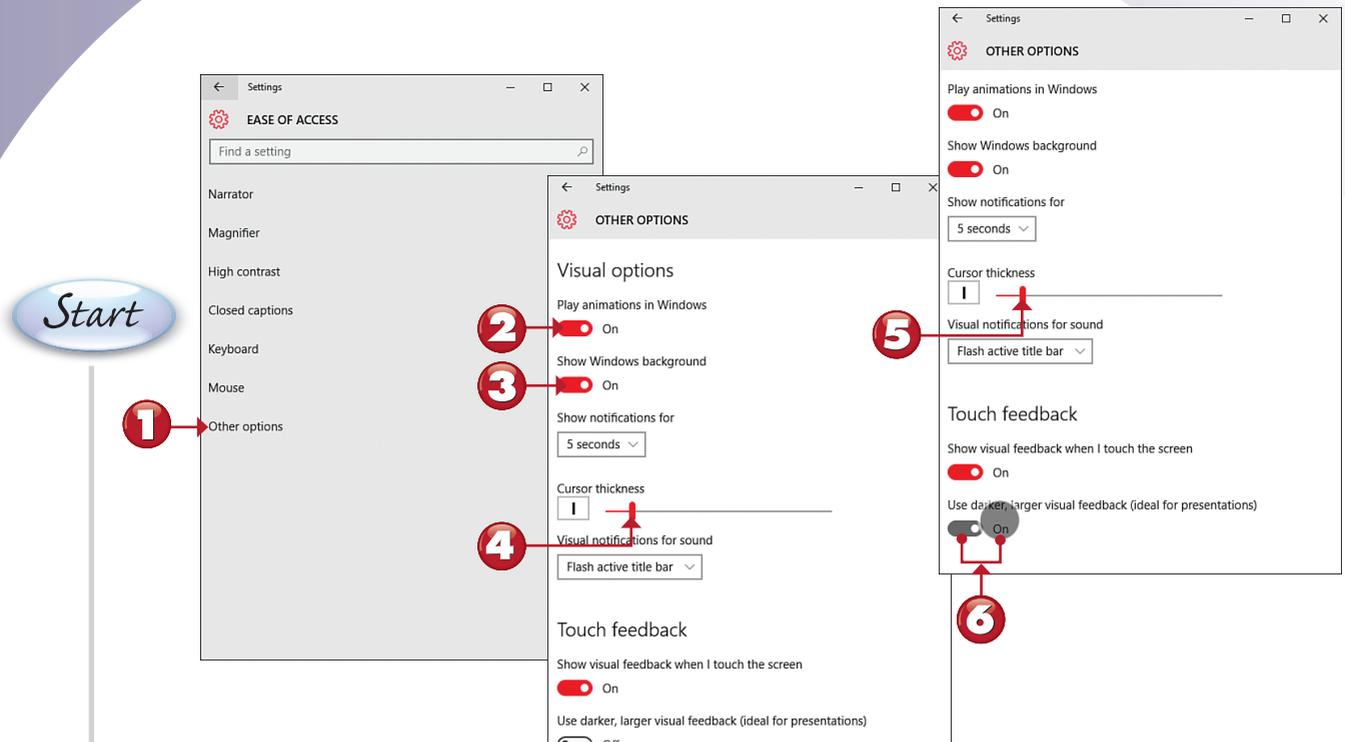


- 1** Click or tap **Mouse**.
- 2** Click or tap to select a new pointer size (the checked pointer is the current setting).
- 3** Click or tap to select a different pointer color (the checked color is the current setting).
- 4** Click or press and slide to **On** to use the numeric keypad as a mouse (mouse keys).
- 5** Mouse key options.

End

CONFIGURING OTHER EASE OF ACCESS SETTINGS

The Other options menu discussed in this task provides options for changing visual settings, adjusting cursor width, and setting touch feedback.

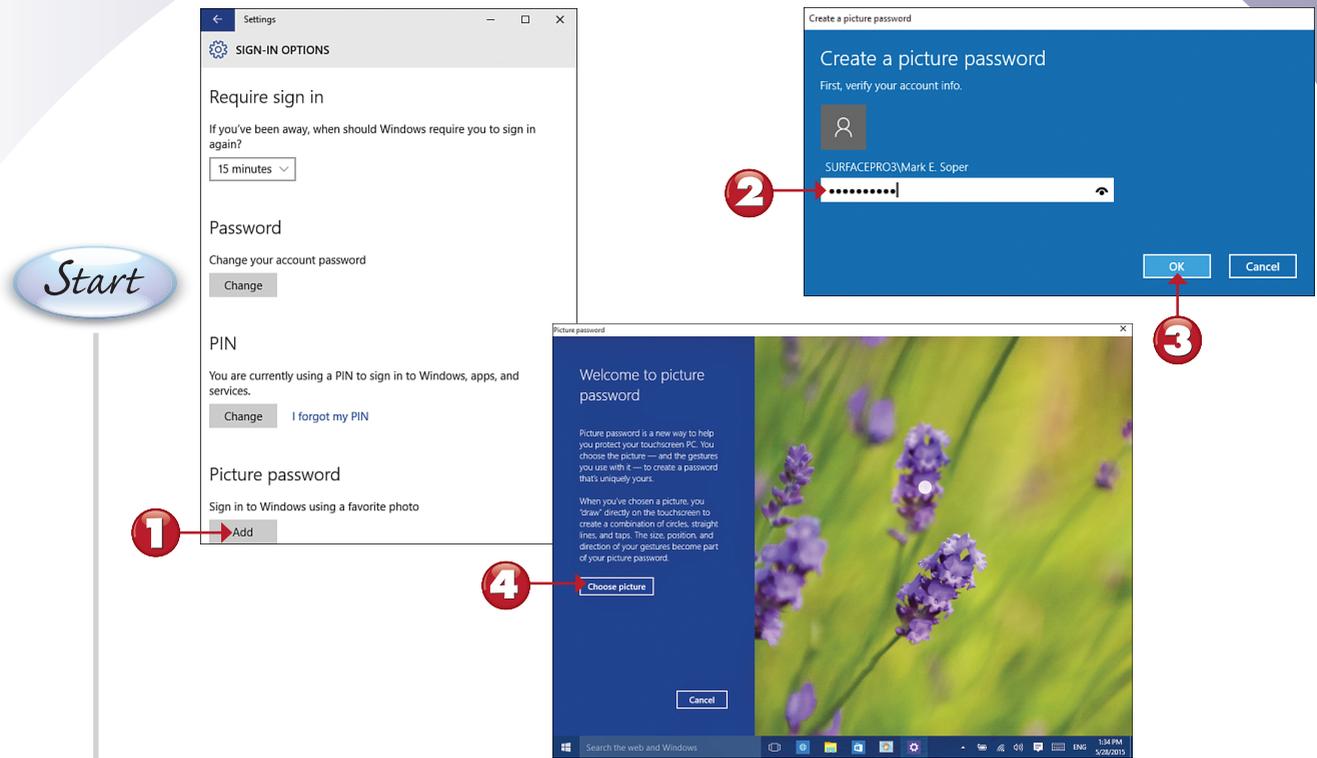


- 1 Click or tap **Other options**.
- 2 Click or press and drag to **Off** to turn off animations.
- 3 Click or press and drag to **Off** to turn off backgrounds.
- 4 Click or press and drag to change the cursor size.
- 5 The cursor is thicker when the slider is to the left.
- 6 Darker, larger visual touch feedback is turned on.

End

SETTING UP AND USING A PICTURE PASSWORD

Windows 10 not only gives you a choice of account types and the option to type in your password or a PIN, but if you have a touchscreen computer, tablet, or multitouch-enabled touchpad, you can also create a picture password. This tutorial starts in the Sign-in Options dialog box.



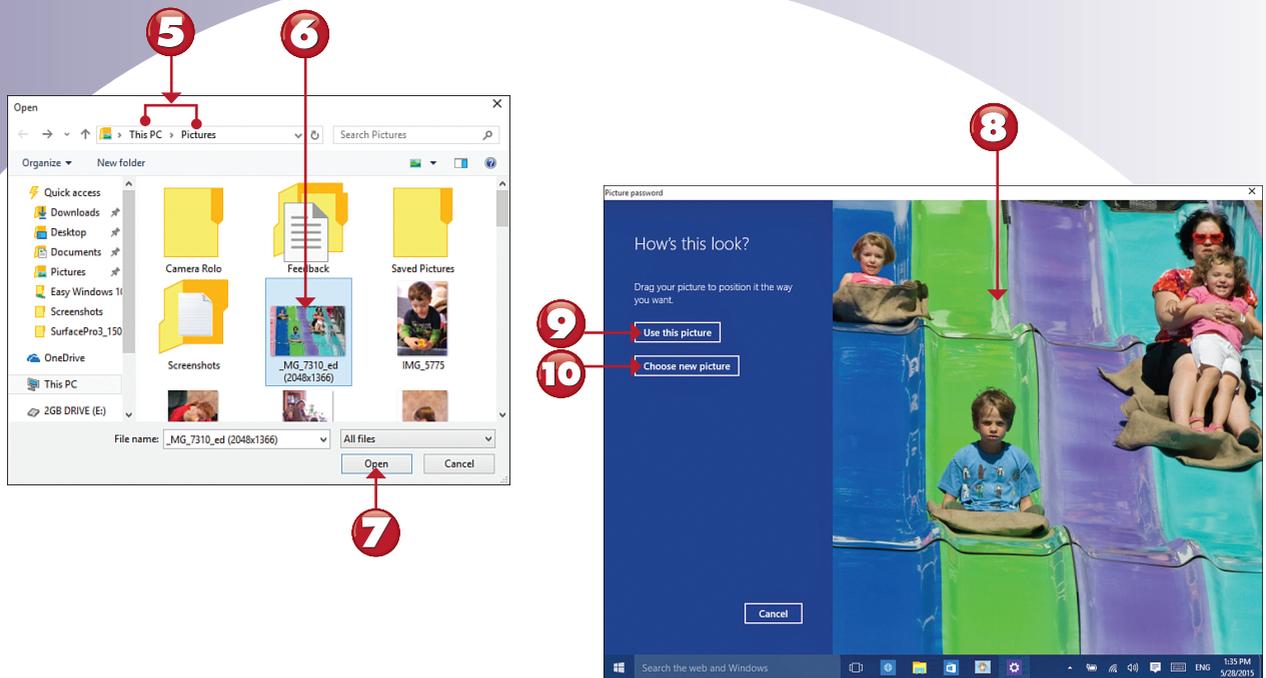
- 1** Click or tap **Add** in the **Picture password** section.
- 2** Enter your current password.
- 3** Click or tap **OK**.
- 4** Click or tap **Choose picture**.

Continued



TIP

Passwords First, Then Picture Passwords You cannot create a picture password for an account until a regular password has been created. ■



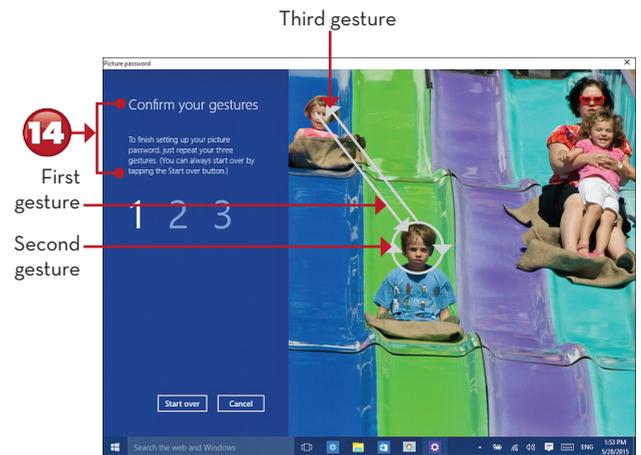
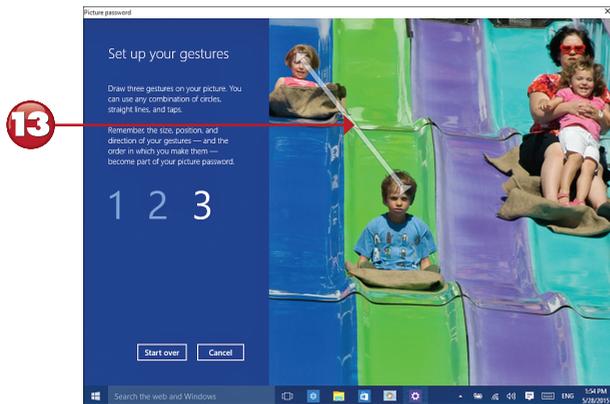
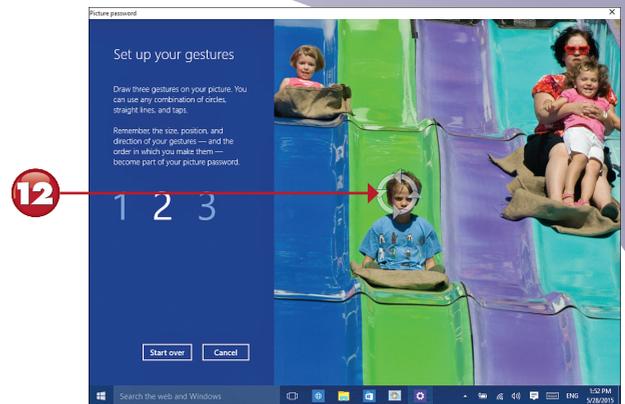
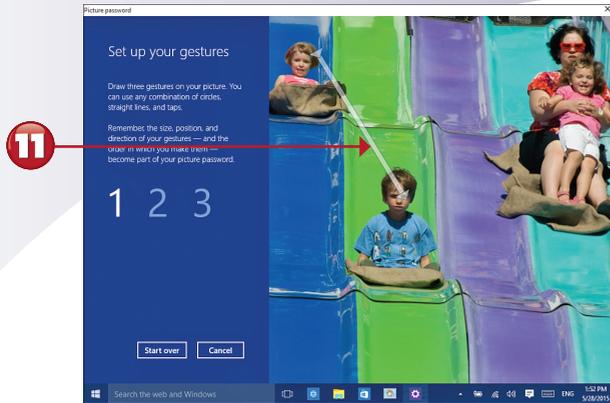
- 5 Navigate to the folder containing the picture you want to use.
- 6 Click or tap a photo.
- 7 Click or tap **Open**.
- 8 Click or press the photo and drag it into the desired position.
- 9 Click or tap **Use this picture** if you are satisfied.
- 10 To return to steps 5 through 7, click or tap **Choose new picture**.

Continued



TIP

Vertical or Horizontal? Choose a horizontal photo as in this example if you use a laptop, desktop, or convertible (2-in-1) device that you use primarily with a mouse and keyboard, or if you use a tablet in horizontal (landscape) mode. Choose a vertical photo if you use a tablet in vertical (portrait) mode. ■



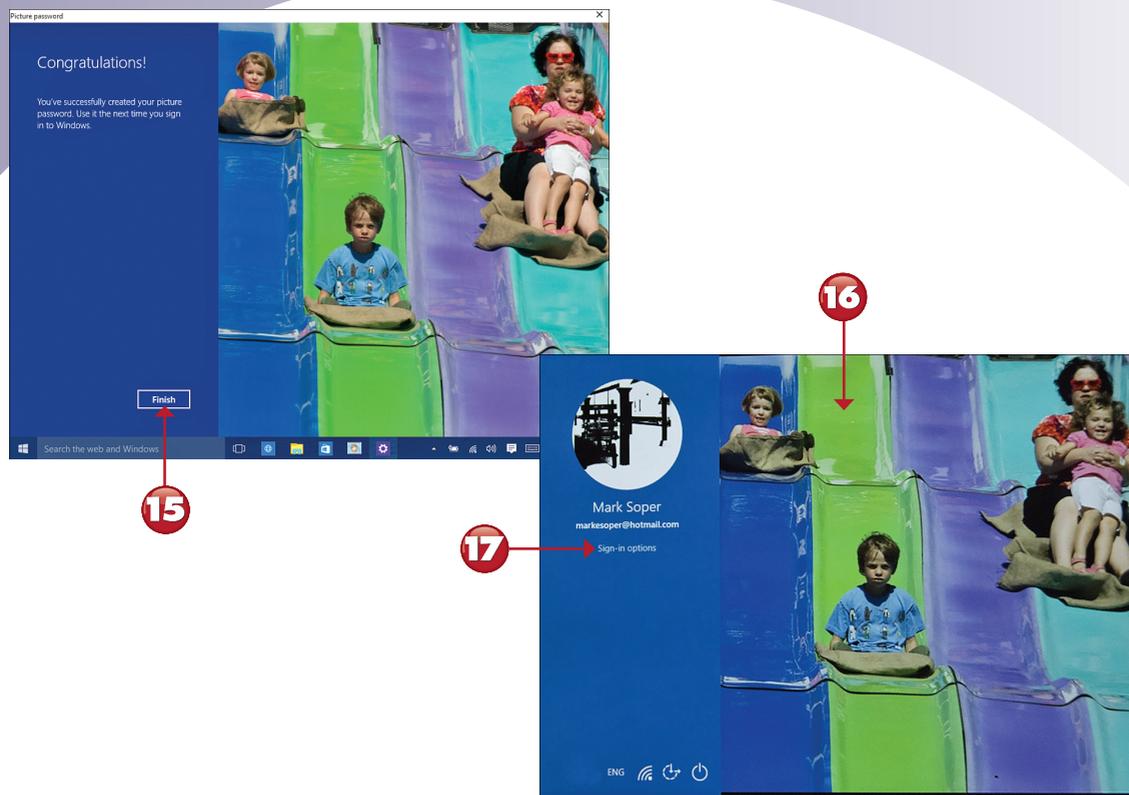
- 11 Draw the first gesture (line, circle, or tap) onscreen.
- 12 Draw the second gesture onscreen.
- 13 Draw the third gesture onscreen.
- 14 Draw the three gestures in the same locations and order to confirm.

Continued



NOTE

Don't Blink, or You'll Miss Them The highlighted gestures shown in steps 11 through 13 are displayed momentarily after you complete each gesture. ■



- 15** Click or tap **Finish**.
- 16** The next time you log in, you can do it using your picture password.
- 17** Click or tap **Sign-in options** if you prefer not to use the picture password.

Continued





18 Click or tap to use the picture password.

19 Click or tap to use the regular password.

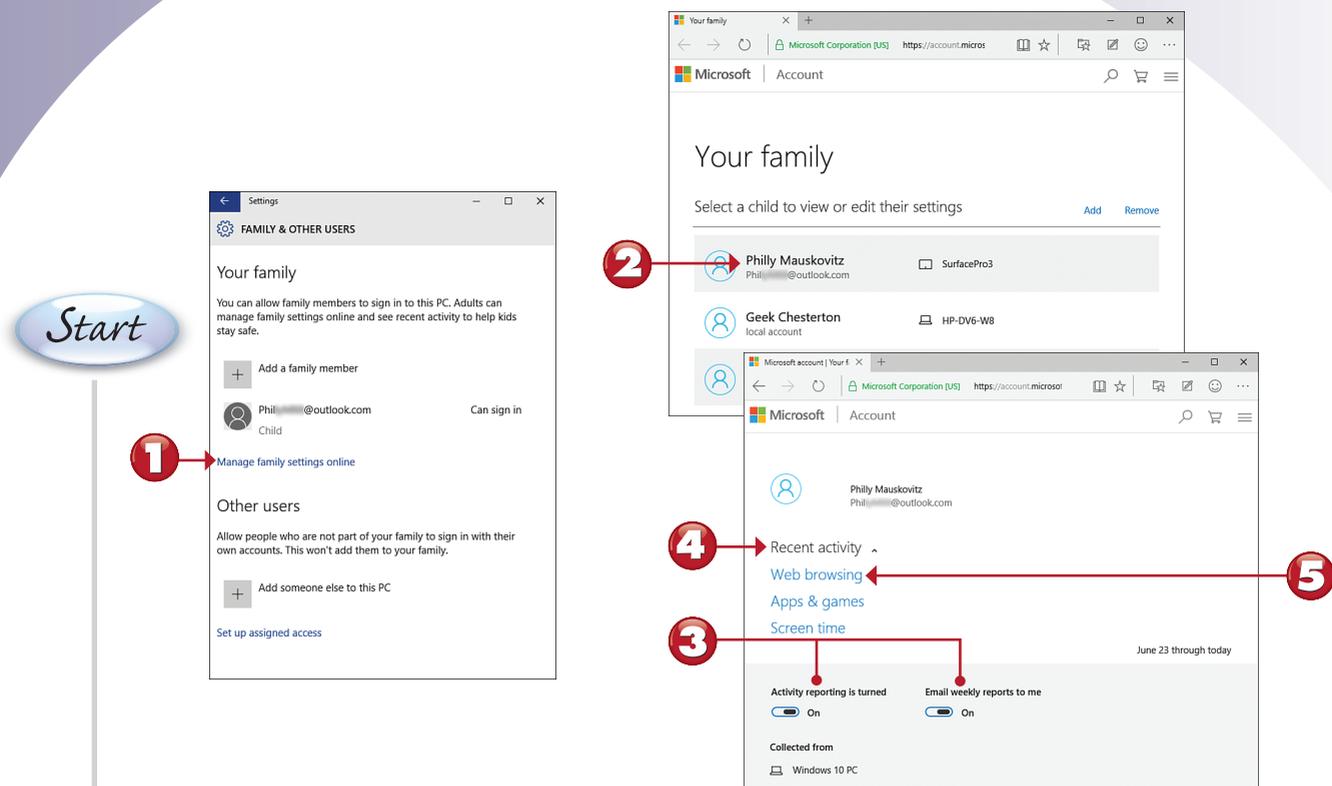
20 Click or tap to use a PIN.

21 If you use the picture password but don't use the correct gestures, click or tap **Start over** to try again.

End

MANAGING CHILD USERS WITH MICROSOFT FAMILY

When you add a child to your family in Settings, you can view and manage their activity with Microsoft Family, which replaces Family Safety. Here's how to configure Microsoft Family settings.



1 From the Family & Other Users dialog box, click or tap **Manage family settings online**.

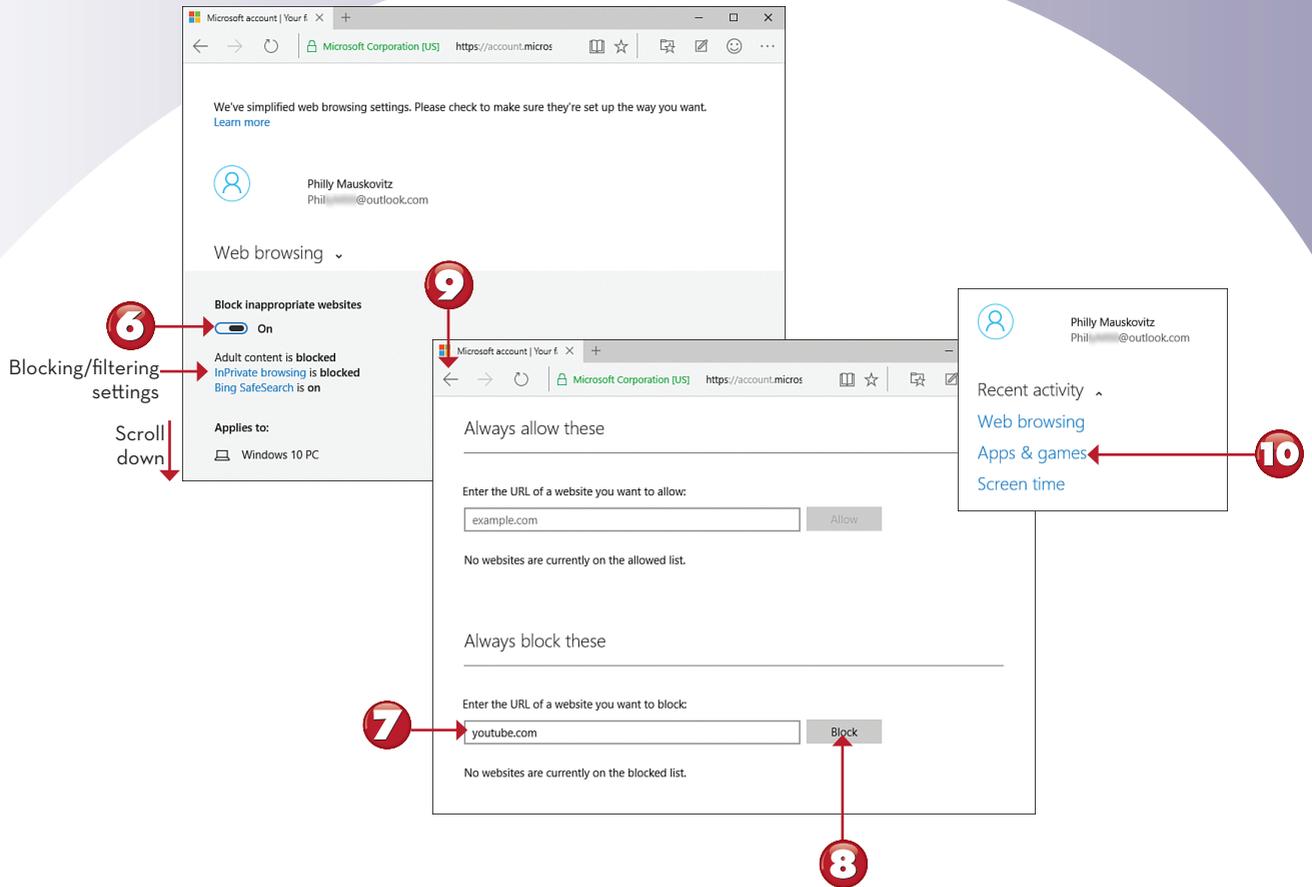
2 Click or tap a child's account to view or edit its settings.

3 These settings are enabled by default. Click or press and drag to **Off** to disable them. Click or tap to select a category.

4 Click or tap to open the recent activity for the account.

5 Click or tap **Web browsing** to set up web browsing controls.

Continued



- 6 To block inappropriate websites, click or press and drag to **On**.
- 7 To block a website, enter its URL.
- 8 Click or tap **Block**.
- 9 Click or tap to return to the main menu.
- 10 Click or tap **Apps & games** to set up app and game controls.

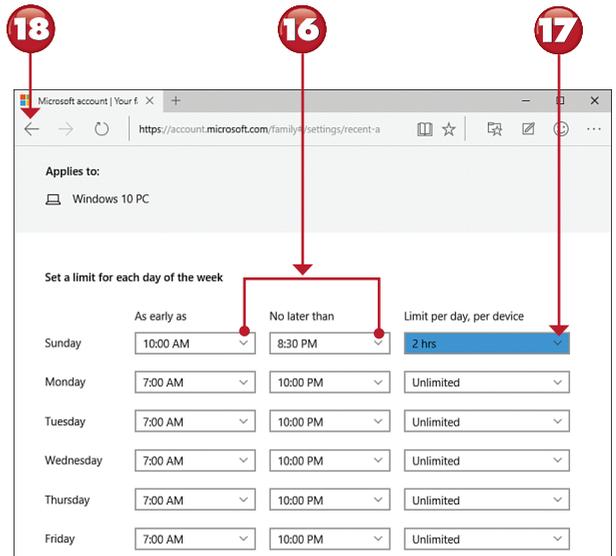
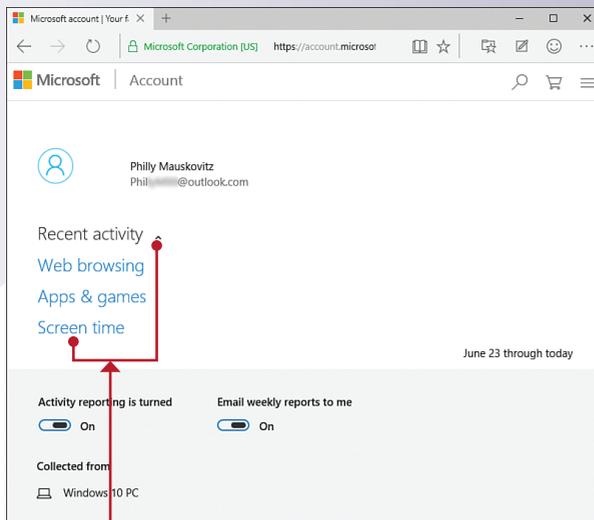
Continued

The image displays two screenshots from a Microsoft account website. The first screenshot shows the 'Block inappropriate apps and games' toggle set to 'On'. The second screenshot shows the 'Limit apps and games from the Windows Store' page with the age range set to '10 year olds' and ratings categories for '7+' and '10+'.

- 11** To turn on app and game blocking, click or press and drag to **On**.
- 12** Select an age range for downloads and purchases from the Windows Store.
- 13** The ratings categories for the apps and games ages that will be used are shown here.
- 14** Click or tap to return to the main menu.

Continued





- 15** Open **Recent activity** and click or tap **Screen time**.
- 16** Select start and ending times for a day of the week.
- 17** Select a time limit per day per device.
- 18** Click or tap to return to the main menu.

End

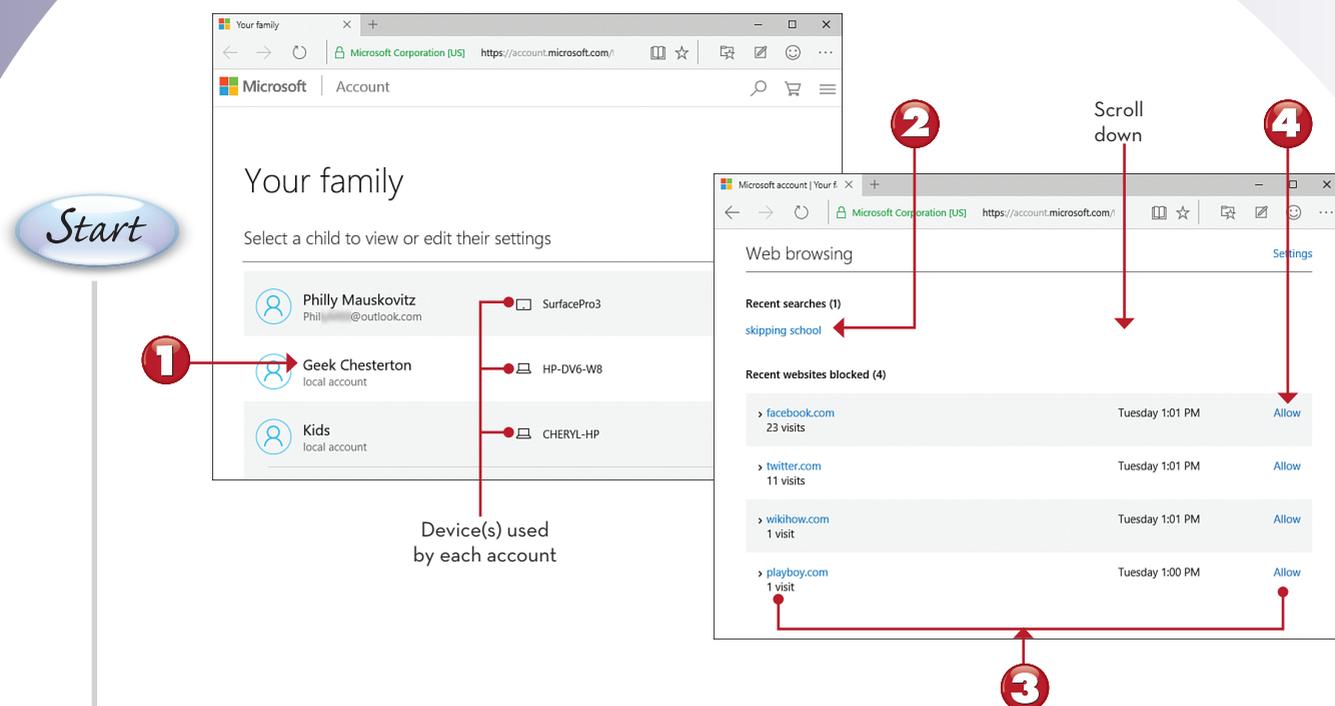


NOTE

Other Screen Time Options In step 17, you can also select **Unlimited** for no time limits on a selected day of the week or **Block access all day** to prevent access on that day of the week. The maximum time per day when time limits are enabled is 12 hours, so remind children to log off when they are not using their devices. ■

VIEWING CHILD ACTIVITY WITH MICROSOFT FAMILY

After you configure child activity settings, use Microsoft Family to view the activity for a particular child, including children you set up on Windows 7 and 8.1 computers using Family Safety. Here's how.



1 From the Microsoft Family dialog box, select a child account.

2 Recent searches are shown here.

3 Recent blocked websites are listed here.

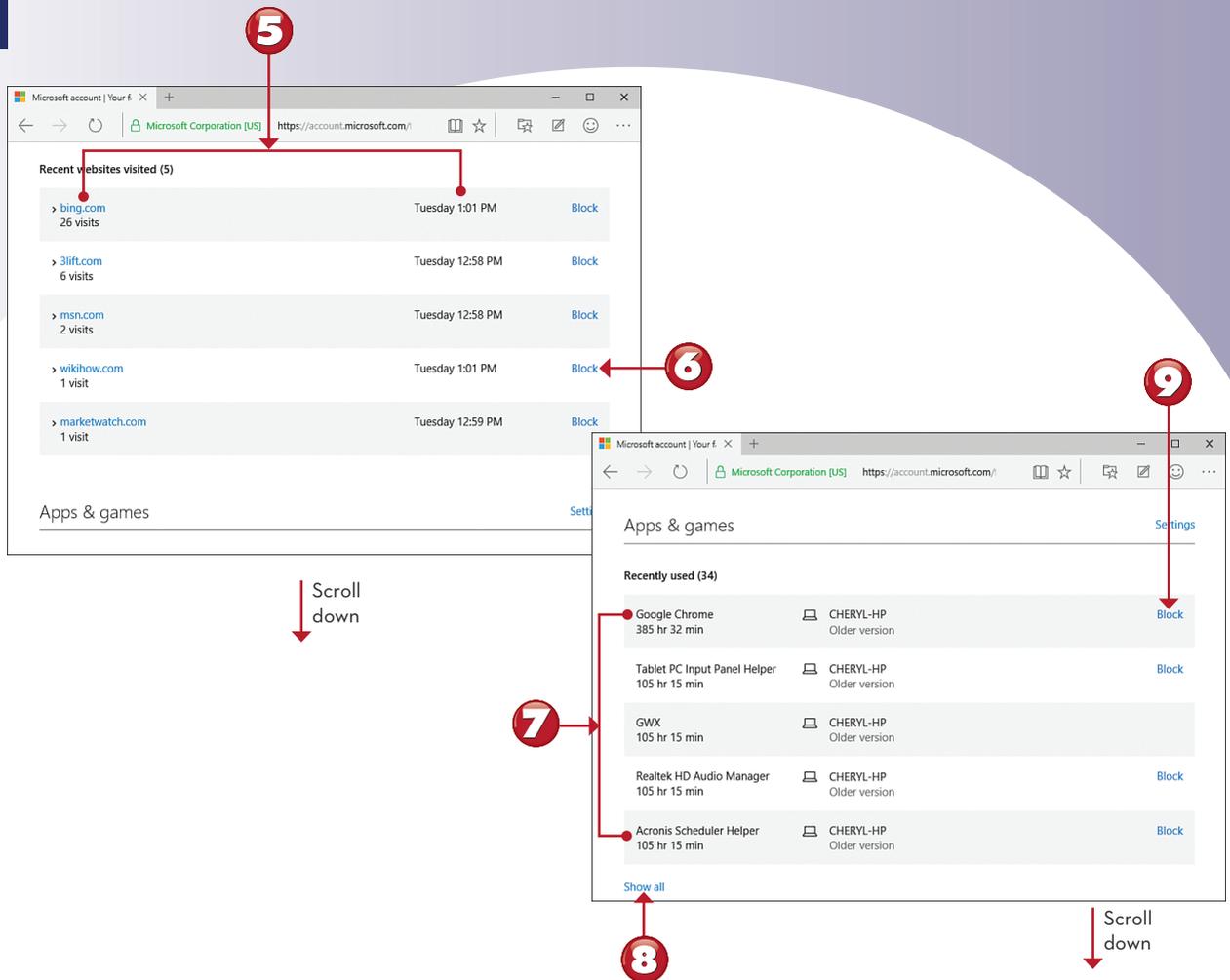
4 Click or tap to unblock a website.

Continued



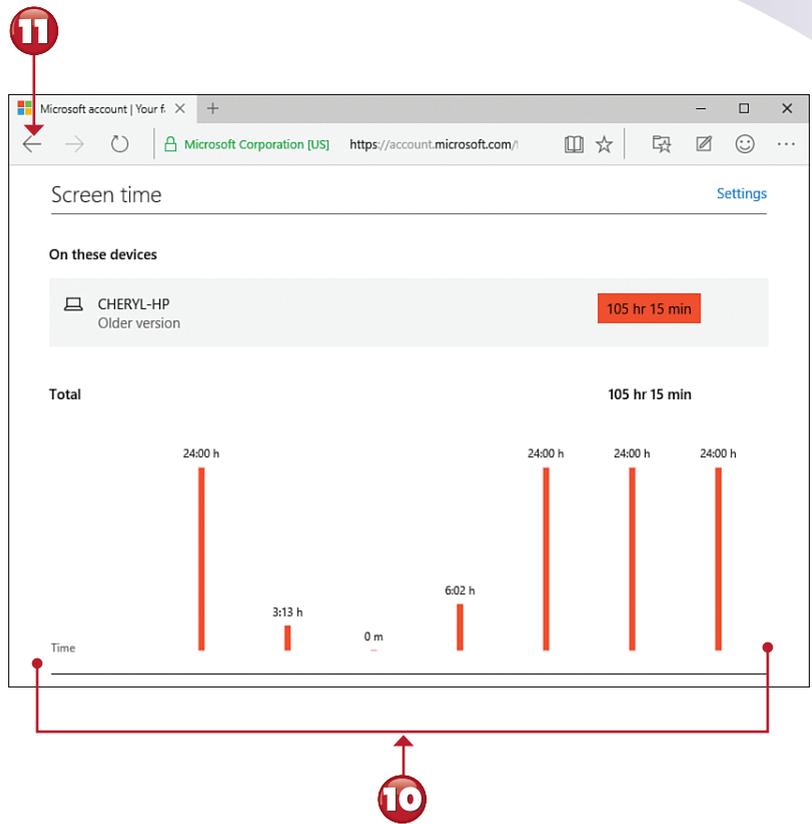
NOTE

Inviting a Child If you have invited a child to join your family, the child's name will have "Pending" listed next to it. To finish setting up the account with Microsoft Family, the child must open his or her email and accept the invitation. When Pending is no longer displayed, the account can be managed by Microsoft Family. ■



- 5 Recent websites visited are listed here.
- 6 Click or tap to block a website.
- 7 Recently used apps and games are listed here.
- 8 Click or tap to see all recently used apps and games.
- 9 Click or tap to block an app or game.

Continued



10 The screen time for the previous seven days is shown as a graph.

11 Click or tap to return to the main menu.

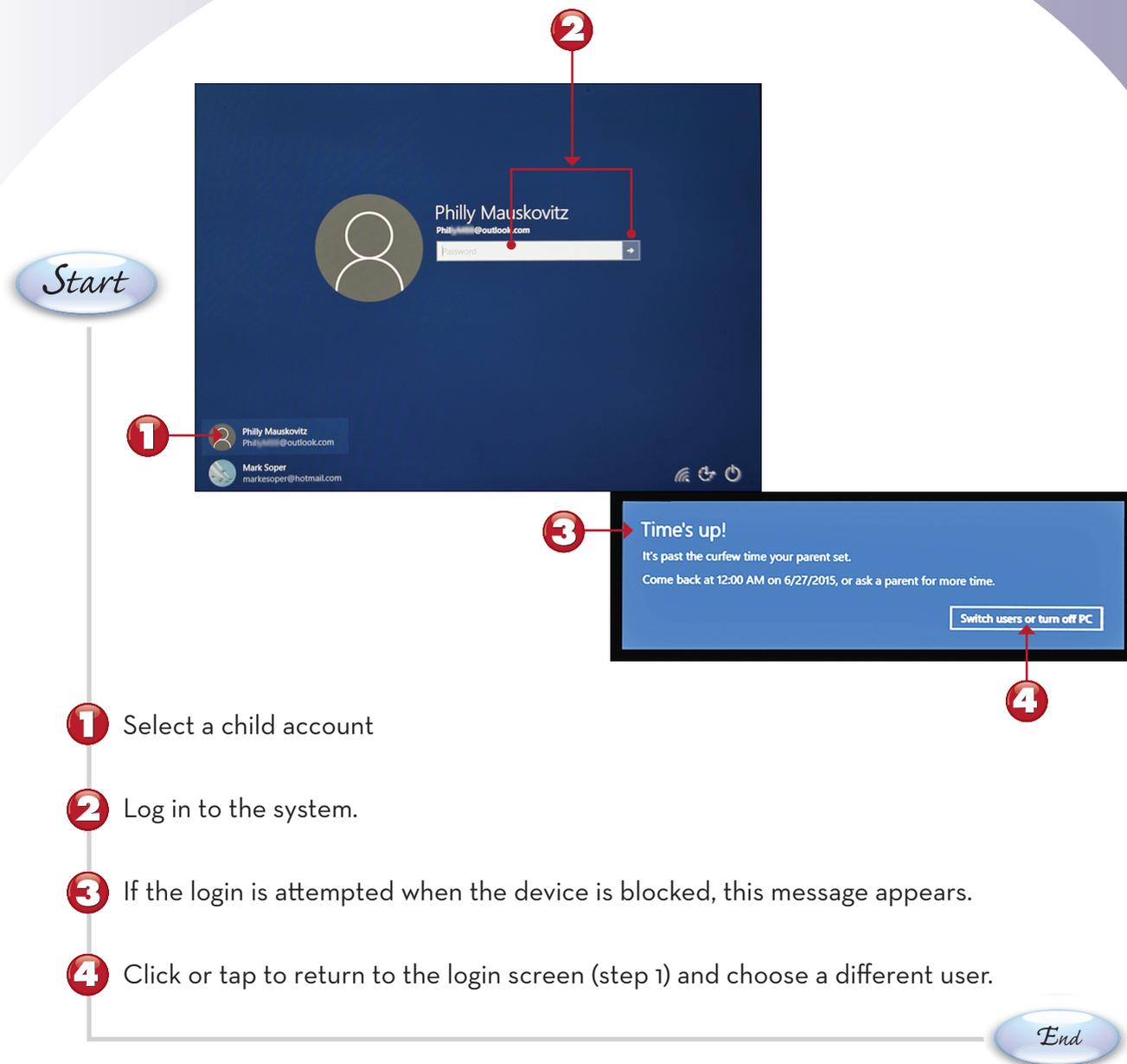
End

 **NOTE**
Requesting Access to Websites From the main menu, scroll down below the users to see a list of websites child users have asked permission to view. ■



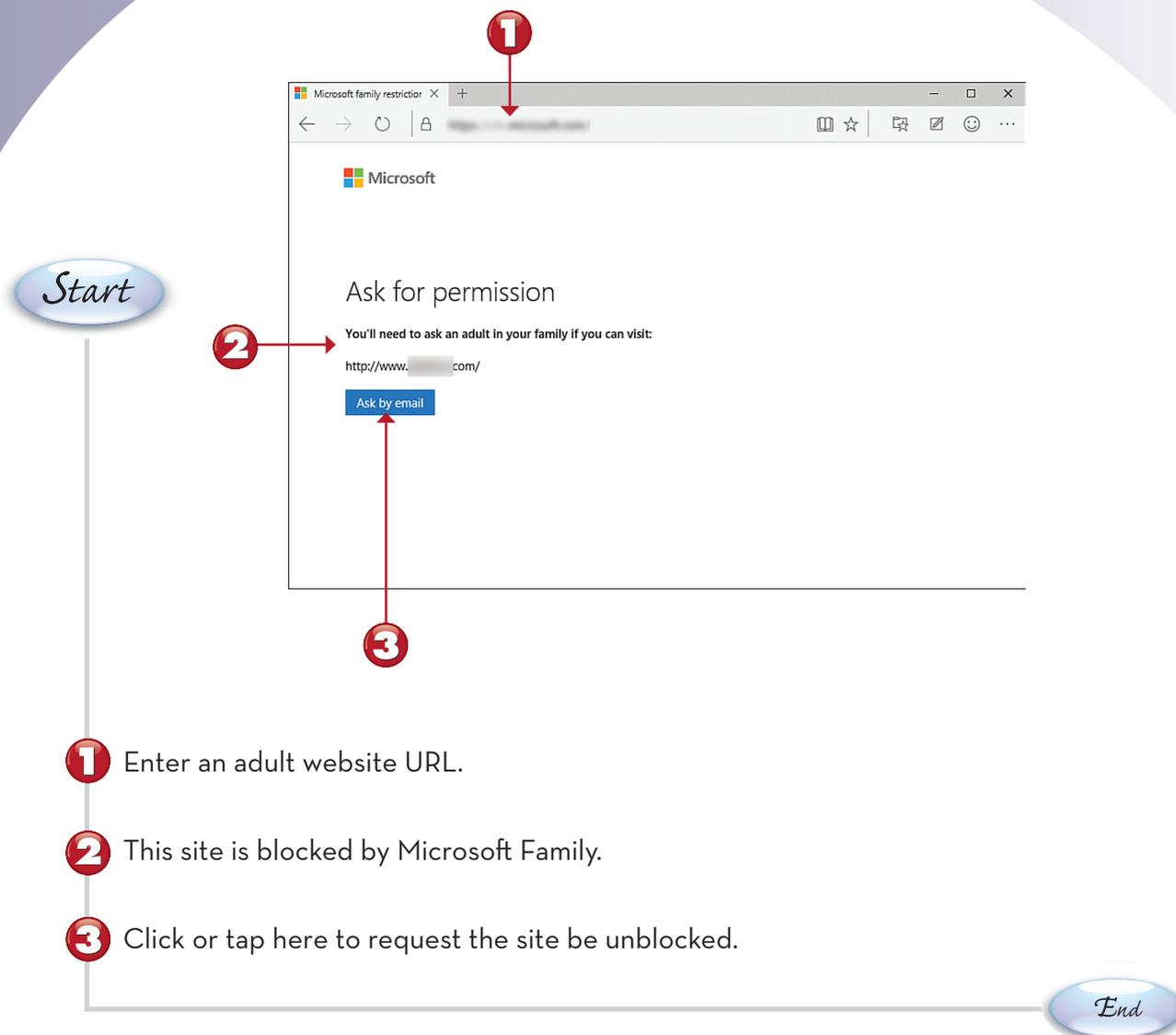
LOGGING IN AFTER CURFEW WITH MICROSOFT FAMILY

When you use a child account that has blocks and limits set up in Microsoft Family, messages are displayed when you try to perform tasks that are blocked or limited. Here's what happens if you attempt to log in after hours.



BLOCKED WEBSITES WITH MICROSOFT FAMILY

Microsoft Family blocks certain type of websites when web filtering is enabled. Here's what to expect.

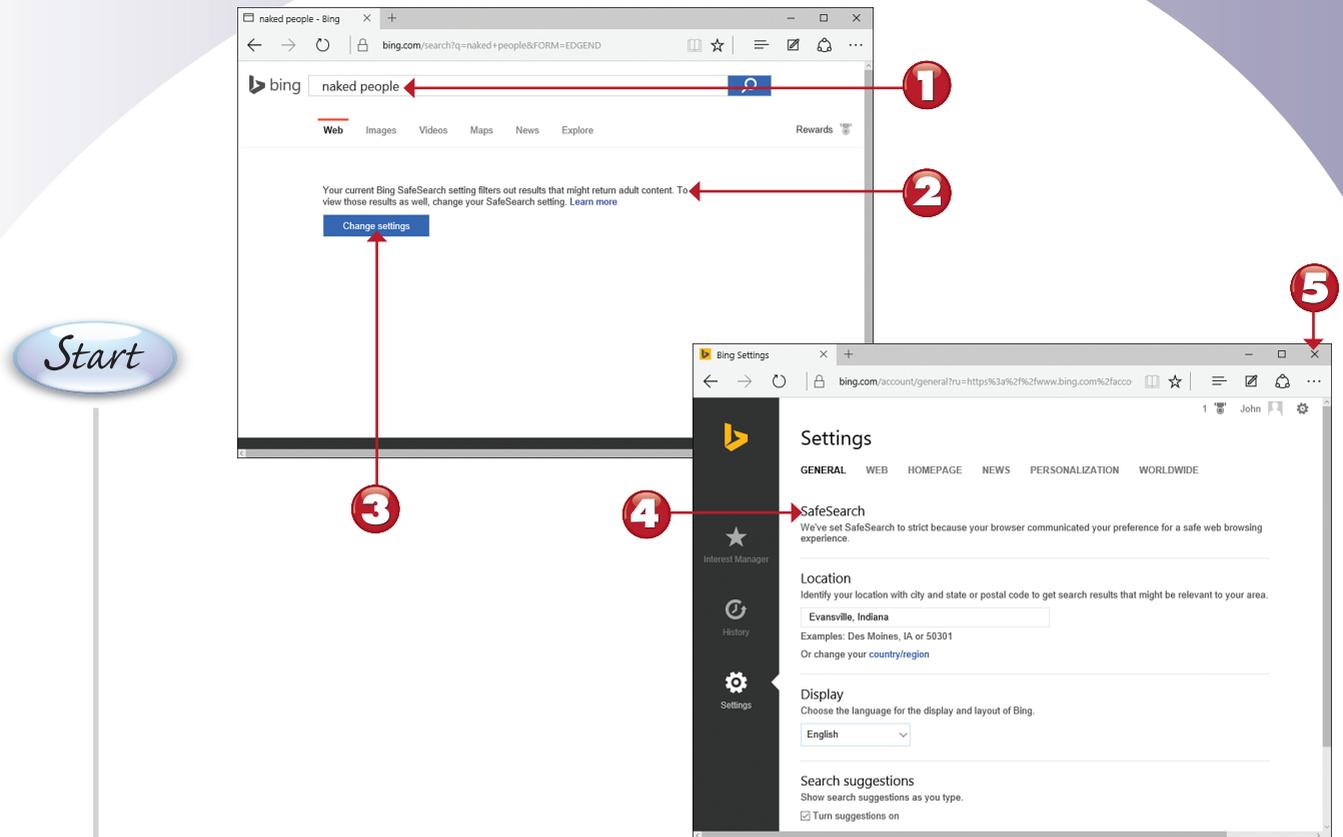


NOTE

Answering Unblocking Requests If you want to unblock a specific site or a specific search for a particular user, open the Microsoft Family website, select that user, and go to the Web Browsing section. ■

BLOCKED SEARCHES WITH MICROSOFT FAMILY

Microsoft Family blocks certain types of searches when web filtering is enabled. Here's what to expect.



- 1 Try a search for adult content from a child account.
- 2 Microsoft Family blocks the search.
- 3 Click or tap **Change settings**.
- 4 SafeSearch cannot be disabled.
- 5 Click or tap to close the browser window.



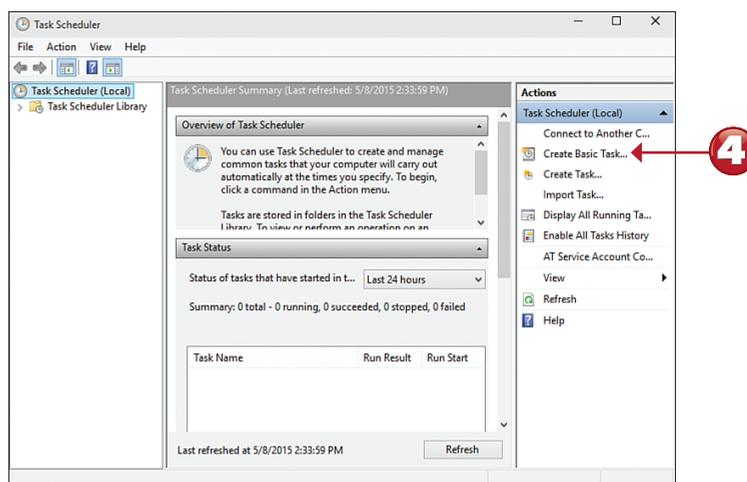
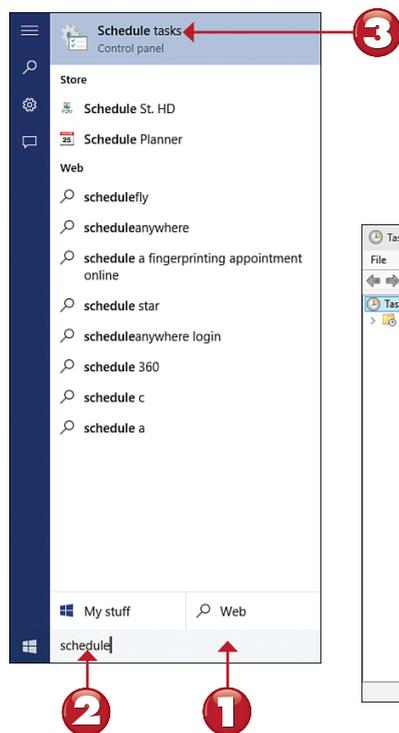
NOTE

For Maximum Safety, Block Other Browsers If you use browsers other than Microsoft Edge, be sure to block them for child accounts by using the Microsoft Family controls you learned about earlier in this document. ■

SCHEDULING TASKS

Some Windows utilities have their own built-in scheduling features. However, you can schedule other tasks, such as starting a program you use every day, with the built-in Schedule Tasks feature in Control Panel. This lesson shows you how to automatically open File Explorer when you log on to your computer.

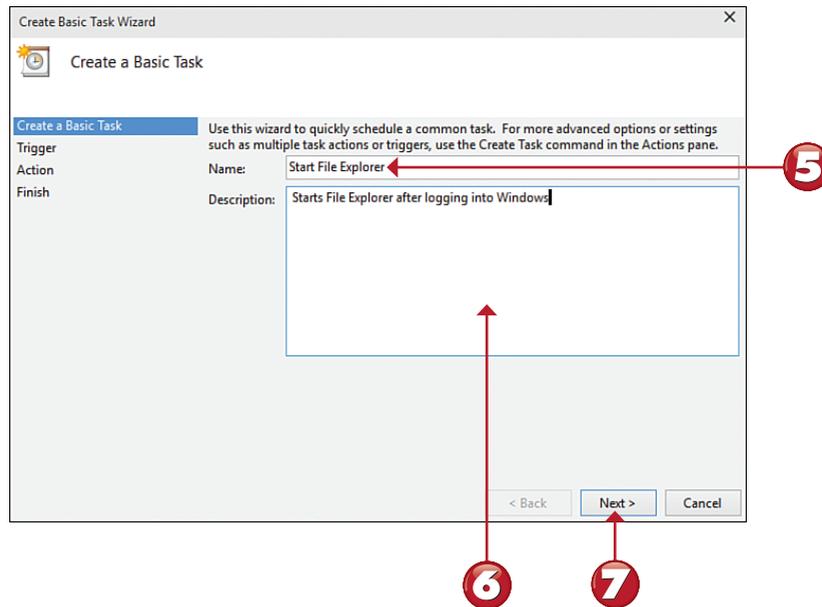
Start



- 1 Click or tap the Search window.
- 2 Type **Schedule**.
- 3 Click or tap **Schedule tasks**.
- 4 Click or tap **Create Basic Task**.

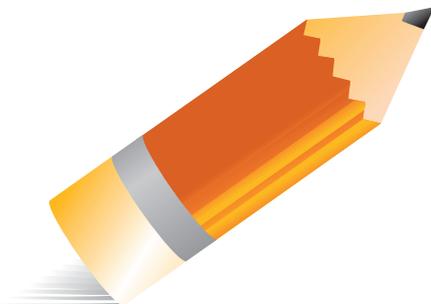
Continued

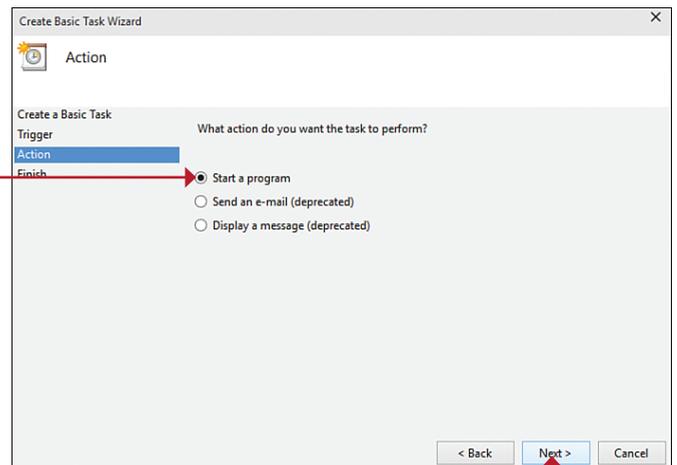
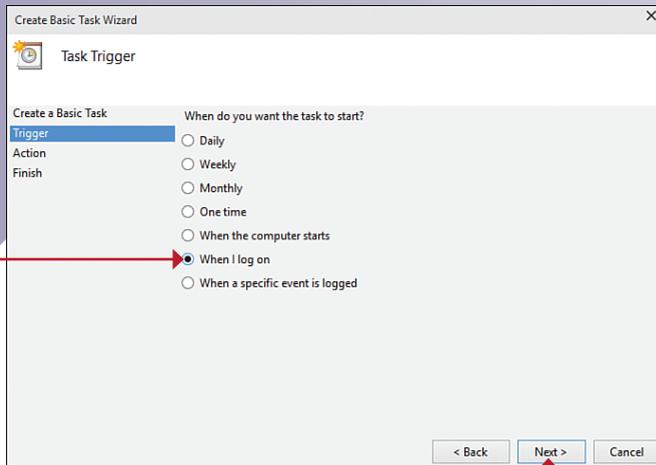




- 5 Enter a name for the task.
- 6 Enter a description.
- 7 Click or tap **Next**.

Continued





8 Click or tap **When I log on**.

9 Click or tap **Next**.

10 Click or tap **Start a program**.

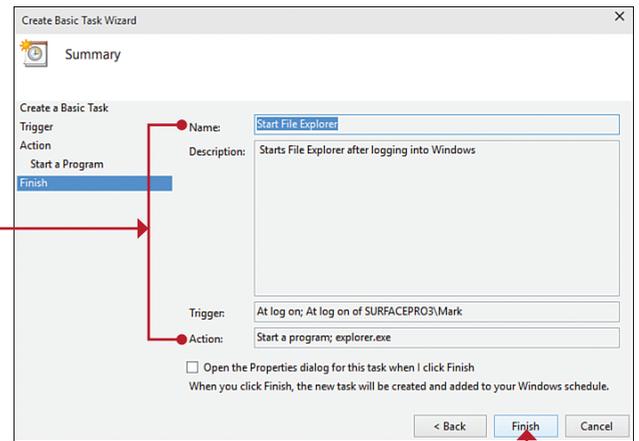
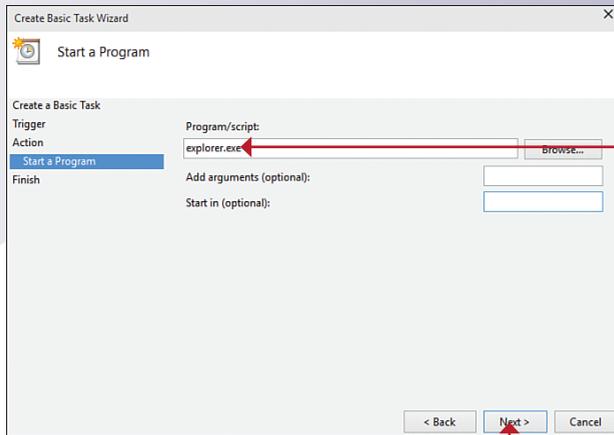
11 Click or tap **Next**.

Continued



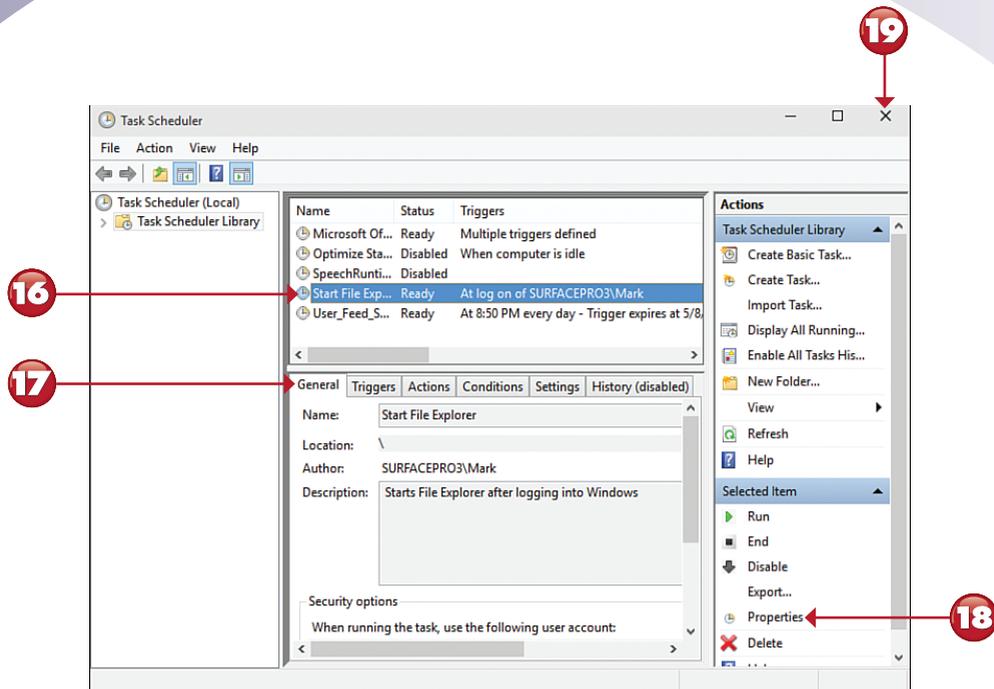
NOTE

Different Intervals, Different Options If you choose a different interval (daily, monthly, one time, and so on) in step 6, the options in this dialog box vary. ■



- 12** Enter the name of the program (explorer.exe).
- 13** Click or tap **Next**.
- 14** Review the settings.
- 15** Click or tap **Finish**. (Click **Back** if you need to change settings.)

Continued



- 16** Click or tap the new task.
- 17** To review the task's details, click or tap each tab.
- 18** To make changes, click or tap **Properties**.
- 19** After making any changes, click or tap to close.

End



NOTE

Testing the Task To verify the task works correctly, see whether it works at the time or event you selected. To delete or change the task, restart Task Scheduler as described in steps 1 through 3, and then go to step 16. ■