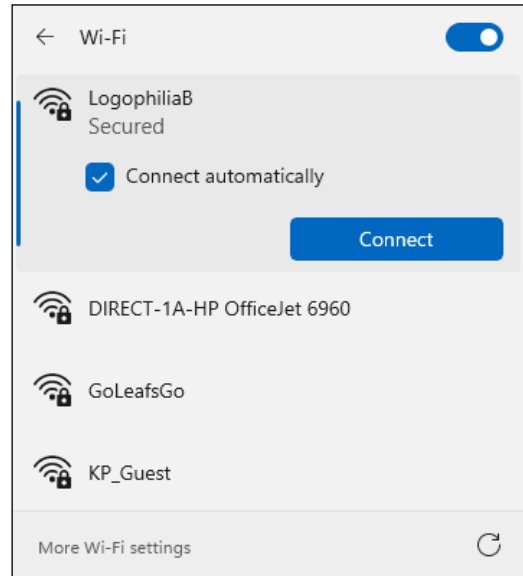


Table of Contents

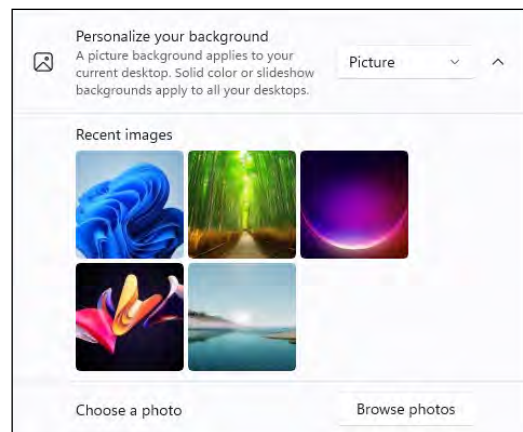
Chapter 1 Getting Started with Windows

Explore the PC Screen	4
Explore the Start Menu	5
Start and Close an App	6
Connect to Your Wireless Network	8
Put Windows to Sleep	10
Restart or Shut Down Windows.....	11
Switch to a Microsoft Account.....	12
Install an App	16
Switch Between Running Apps	18
Arrange Running Apps	20
Uninstall an App.....	22



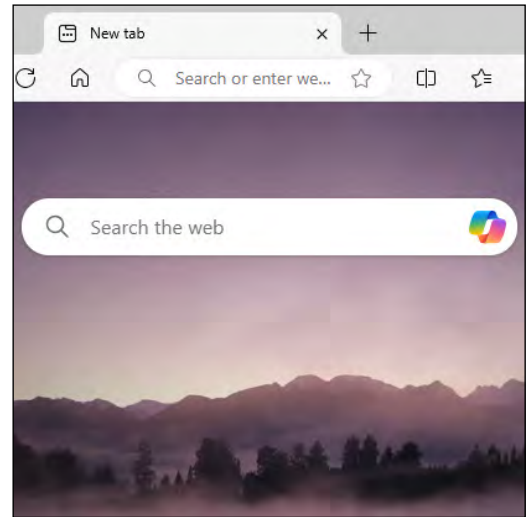
Chapter 2 Customizing Windows

Pin an App to the Start Menu.....	26
Open the Settings App.....	28
Change the Lock Screen Background.....	30
Choose a Lock Screen Status App.....	32
Customize Syncing Between Devices	34
Access an App's Features.....	36
Pin an App to the Taskbar	38
Change the Theme.....	40
Adjust the Volume.....	42
Set the Time Zone	43
Configure Windows to Work with Multiple Monitors.....	44
Customize the Taskbar	46
Work with Widgets	48
Set Up Multiple Desktops	50



Chapter 3 Surfing the Web

Open a Web Page	54
Open a Web Page in a Tab	56
Navigate Web Pages.....	58
Find Text on a Page.....	59
Navigate with the History List.....	60
Change Your Startup Page.....	62
Save Favorite Web Pages	64
Take Advantage of the Favorites Bar.....	66
Share a Web Page.....	68
Search for Sites	70
Download a File.....	72



Chapter 4 Sending and Receiving Email

Launch the Outlook App.....	76
Add Your Microsoft Account	77
Configure More Email Accounts.....	78
Send an Email Message	80
Format the Message Text	82
Add a File Attachment	84
Save a Draft of a Message.....	86
Receive and Read Email Messages.....	88
Reply to a Message.....	90
Forward a Message	92
Open and Save an Attachment	94
Delete a Message	96
Create a Folder for Saving Messages	98
Configure Outlook Settings	100

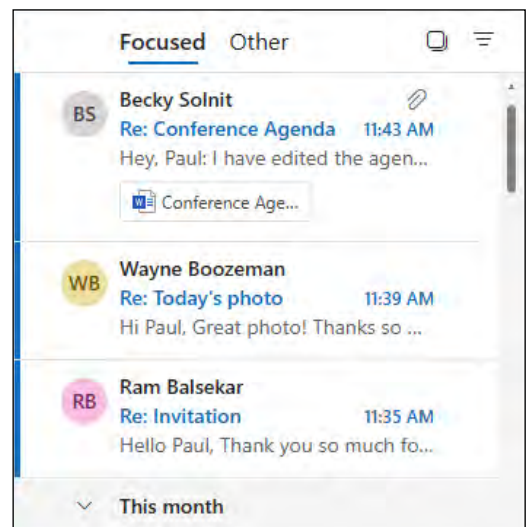
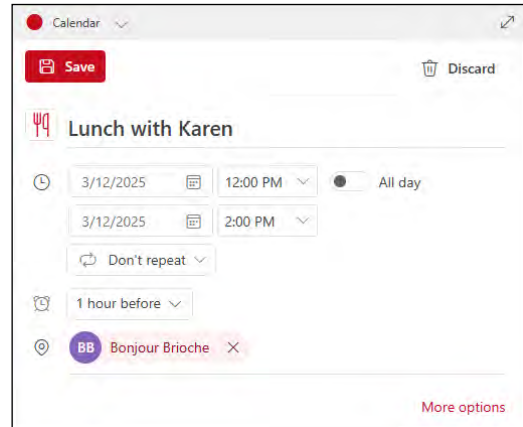


Table of Contents

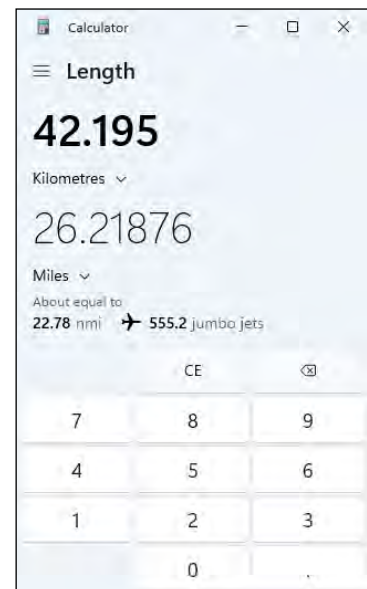
Chapter 5 Getting Social with Windows

Create a Contact	104
Import Contacts.....	106
View a Contact	108
Edit a Contact	110
Assign a Photo to a Contact	112
Add Extra Fields to a Contact.....	114
Create a Contact List	116
View Your Calendar.....	118
Add an Event to Your Calendar	120
Create a Recurring Event.....	122
Add an Event Reminder.....	123
Send or Respond to an Event Invitation	124
Customize Your Calendar	126



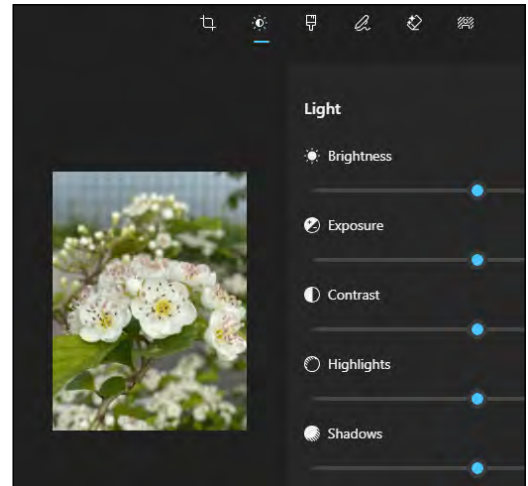
Chapter 6 Performing Day-to-Day Tasks with Apps

Search Your PC.....	130
Write a Note.....	132
Make a To-Do List.....	134
Display a Location on a Map	136
Get Directions to a Location	138
Check Your Weather Forecast.....	140
Check Another City's Weather Forecast.....	142
Perform Calculations.....	144
Record a Voice Memo.....	146
Set an Alarm	148



Chapter 7 Working with Images

Import Images from a Digital Camera	152
Scan an Image.....	154
Navigate the Pictures Folder	156
View Your Images.....	158
Start a Slide Show.....	160
Mark a Photo as a Favorite	161
Repair an Image	162
Add a Photo Effect.....	164
Crop an Image.....	166
Rotate an Image.....	168
Delete an Image	169
Print an Image	170
Take a Picture with Your PC Camera.....	172



Chapter 8 Working with Multimedia

Import Videos from a Digital Camera	176
Navigate the Videos Folder	178
Watch a Video	180
Trim a Video.....	182
Buy or Rent a Movie or TV Show	184
Navigate the Music Folder	186
Play Music	188
Create a Playlist.....	190
Switch Between Audio Devices	192

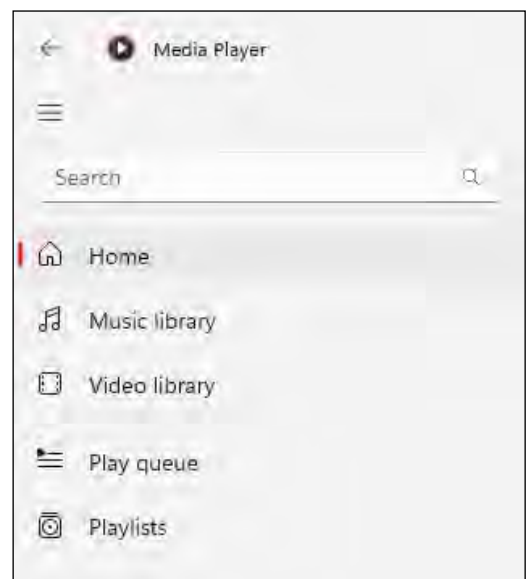
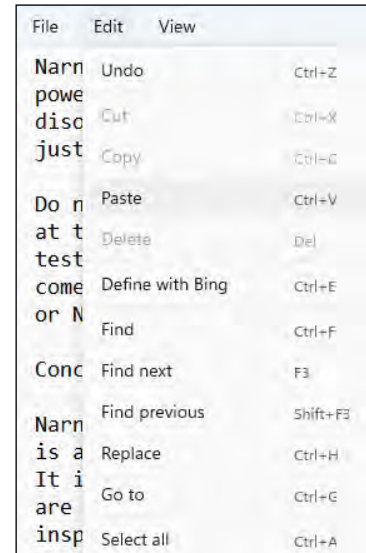


Table of Contents

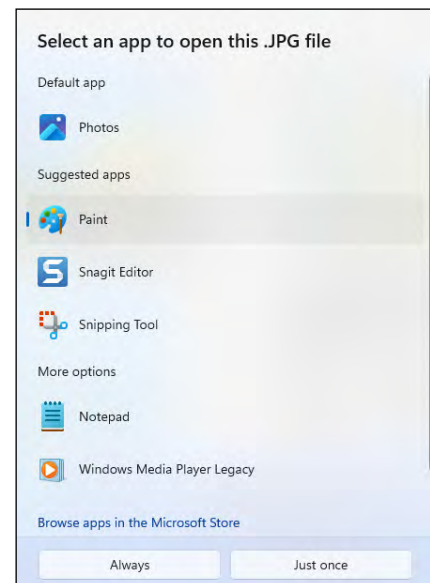
Chapter 9 Editing Documents

Create and Save a Document.....	196
Open a Document.....	198
Edit Document Text.....	200
Find Text.....	204
Replace Text.....	206
Insert Special Symbols.....	208
Make a Copy of a Document.....	210
Create a OneNote Notebook.....	212
Add Pages and Sections to a Notebook.....	214
Add Text Notes.....	216
Add an Image to a Notebook Page.....	218
Work with Notebook Lists.....	220



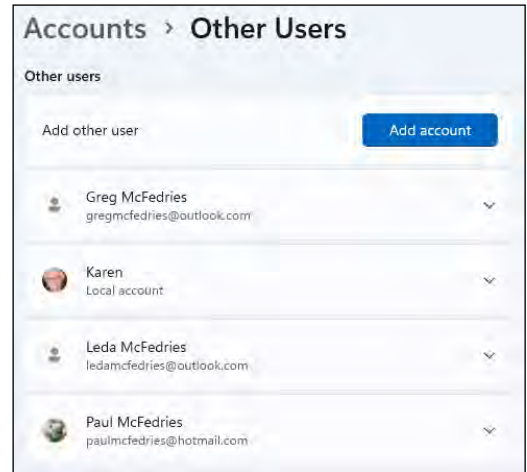
Chapter 10 Working with Files

Select a File.....	224
Change the File View.....	226
Preview a File.....	227
Copy a File.....	228
Move a File.....	229
Rename a File.....	230
Create a New File.....	231
Delete a File.....	232
Restore a Deleted File.....	233
Add a File to Your OneDrive.....	234
Extract Files from a Compressed Folder.....	236
Specify a Different Program When Opening a File.....	238



Chapter 11 Sharing Your Computer

Display User Accounts.....	242
Create a User Account.....	244
Switch Between Accounts.....	246
Change Your User Account Picture.....	248
Change a User's Password	250
Delete an Account.....	252
Add a Child to Your PC	254
Set Restrictions on a Child Account	256



Chapter 12 Getting More from a Tablet PC

Understanding Gestures	260
Using Gestures to Control Windows	262
Display the Touch Keyboard	264
Input Text with the Touch Keyboard.....	266
Customize the Touch Keyboard Size and Theme	268
Adjust Screen Brightness.....	270
Monitor Battery Life	271

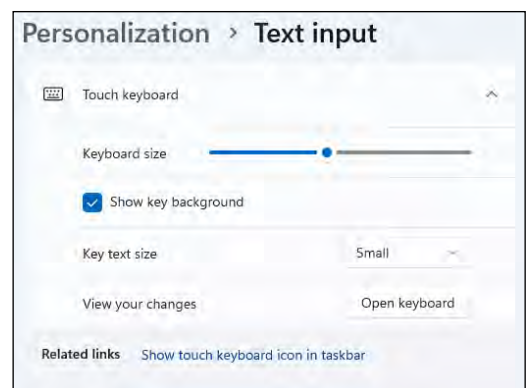







Table of Contents

Chapter 13 Implementing Security

Understanding Windows Security	274
Check for Security Problems	276
Scan Your PC for Threats	278
Display the Sign-In Options	279
Sign In with a PIN	280
Set Up a Fingerprint Sign-In	282
Sign In with Facial Recognition.....	284
Lock Your Computer.....	286
Configure Your PC to Lock Automatically.....	288
Browse the Web Privately	290
Control Your Private Information	292
Clear Your Activity History.....	294

Accounts > Sign-in options

Ways to sign in






-  Facial recognition (Windows Hello)
Sign in with your camera (Recommended) ▾
-  Fingerprint recognition (Windows Hello)
Sign in with your fingerprint scanner (Recommended) ▾
-  PIN (Windows Hello)
Sign in with a PIN (Recommended) ▾
-  Security key
Sign in with a physical security key ▾
-  Password
Sign in with your account's password ▾

Chapter 14 Making Windows More Accessible

Increase the Text Size.....	298
Magnify Screen Areas.....	300
Have Screen Text Read to You	302
Change to a High-Contrast Theme	304
Apply a Color Filter	306
Flash the Screen During Audio Notifications	308
Make the Keyboard More Accessible.....	310
Control Windows Via Voice.....	312

Accessibility

Vision

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

Chapter 15

Putting AI to Work with Copilot

Understanding Microsoft Copilot.....	316
Chat with Copilot.....	318
Generate Text from a Prompt.....	320
Rewrite Existing Text.....	322
Generate an Image from a Prompt	324
Add an Image to a Chat Session	326
Voice Chat with Copilot.....	328
Index.....	330

