

# My Windows® 11 Computer *for Seniors*



Michael Miller

# My Windows® 11 Computer *for* Seniors



Michael Miller

# My Windows 11 Computer for Seniors

## Table of Contents

Cover

Title Page

Copyright Page

Contents at a Glance

Table of Contents

1 Understanding Computer Basics

Examining Key Components

Hard Disk Drive

Solid-State Drive

Memory

Processor

Display

Keyboard

Pointing Device

Connectors

Exploring Different Types of PCs

Desktop PCs

All-in-One PCs

Laptop PCs

2-in-1 PCs

Which Type of PC Should You Buy?

Setting Up Your New Computer System

Set Up a Laptop or 2-in-1 PC

Set Up an All-in-One PC

# **Table of Contents**

Set Up a Traditional Desktop PC

## **2 Performing Basic Operations**

Using Windows with a Mouse or Touchpad

Mouse and Touchpad Operations

Using Windows with a Keyboard

Keyboard Operations

Using Windows with a Touchscreen Display

Touchscreen Operations

## **3 Using Your Windows 11 PC**

Powering Up and Powering Down

Turn On Your Computer

Turn Off Your Computer

Finding Your Way Around Windows

Use the Start Menu

Use the Taskbar

Use the Quick Settings Panel

Use the Notifications Panel

Switching from Windows S Mode to Windows Home

Switch from Windows S Mode to Windows Home

## **4 Windows 11 for Windows 10 Users**

Can Your PC Run Windows 11?

Whats New in Windows 11?

How to Do the Same Old Things the New Windows 11 Way

## **5 Connecting Printers and Other Peripherals**

Connecting Devices via USB

Connect a Peripheral Device

Connecting a Printer

# **Table of Contents**

Connect a Wireless Printer

Connect a Printer via USB

## **Connecting Your PC to Your TV**

Connect via HDMI

Wirelessly Mirror Your Computer Screen

## **6 Personalizing Windows**

### **Personalizing the Start Menu and Taskbar**

Personalize the Start Menu

Personalize the Taskbar

Pin Apps to the Taskbar

### **Personalizing the Windows Desktop**

Change the Desktop Background

Change the Accent Color

Switch to Dark or Light Mode

Change the Desktop Theme

### **Personalizing Widgets**

Display and Use the Widgets Panel

Personalize the Widgets Panel

Add a New Widget to the Widgets Panel

Personalize Your News Feed

### **Personalizing the Lock Screen**

Change the Lock Screen Background

Display a Slideshow on the Lock Screen

Change Your Account Picture

### **Configuring Other Windows Settings**

Configure Settings from the Settings App

## **7 Working with Different Users**

### **Understanding User Accounts**

# **Table of Contents**

## **Adding New Users**

- Add a User with an Existing Microsoft Account
- Create a New User Account

## **Signing In and Switching Users**

- Set Sign-In Options
- Sign In with Multiple Users
- Switch Users

## **8 Using Apps and Programs**

### **Finding and Launching Apps in Windows**

- Display All Apps
- Search for Apps
- Open an App

### **Working with Apps**

- Scroll Through a Window
- Maximize, Minimize, and Close a Window
- Resize a Window
- Snap a Window
- Use Pull-Down Menus, Toolbars, and Ribbons
- Switch Between Open Windows
- Work with Multiple Desktops in Task View

### **Shopping for Apps and Programs**

- Find and Install Windows Apps
- Find and Install Traditional Software Programs

## **9 Making Windows Easier to Use**

### **Using Accessibility Functions in Windows 11**

- Access Accessibility Features
- Enlarge the Screen
- Use Color Filters
- Improve Onscreen Contrast

# **Table of Contents**

Make the Mouse Pointer Easier to See

Read Text Aloud with Narrator

Make the Text Cursor Easier to See

Use the On-Screen Keyboard

## **Using Alternative Input Devices**

Replace the Touchpad

Attach a Different Keyboard

## **10 Connecting to the Internet at Home or Away**

### **Connecting to the Internet and Your Home Network**

Connect to Your Home Network

Access Other Computers on Your Network

### **Connecting to the Internet at a Public Wi-Fi Hotspot**

Connect to a Wi-Fi Hotspot

## **11 Browsing and Searching the Web**

### **Understanding the Web**

#### **Using Microsoft Edge**

Open and Browse Web Pages

Work with Tabs

Save Favorite Pages

Return to a Favorite Page

Revisit History

Browse in Private

View a Page in the Immersive Reader

Print a Web Page

Set Your Home Page

Select Which Pages Open When You Launch Edge

Configure the New Tab Page

#### **Searching the Internet**

# **Table of Contents**

Search Google

Search Bing

Search DuckDuckGo

Change the Default Search Engine

## **12 Shopping and Ordering Online**

### **Purchasing from Online Retailers**

Discover Online Retailers

Search or Browse for Merchandise

Examine the Product (Virtually)

Make a Purchase

Check Out and Pay

### **Buying and Selling at Online Marketplaces**

Craigslist

eBay

Etsy

Facebook Marketplace

Reverb

### **Ordering Meals, Groceries, and More for Delivery**

Order Meals Online

Order Groceries Online

## **13 Protecting Yourself Online**

### **Protecting Against Identity Theft and Phishing Schemes**

Avoiding Phishing Scams

Keeping Your Private Information Private

Hiding Personal Information on Facebook

### **Protecting Against Online Fraud**

Identifying Online Scams

Avoiding Online Fraud

### **Protecting Against Computer Viruses and Other Malware**



# **Table of Contents**

Protecting Against Malware

Using Antimalware Software

Using Windows Security

Protecting Against Ransomware

## **14 Emailing Friends and Family**

### **Using the Windows Mail App**

Set Up Your Email Account

View Incoming Messages

Reply to a Message

Send a New Message

Move a Message to Another Folder

Delete a Message

### **Using Gmail**

Receive and Reply to Messages

Send a New Message

Delete a Message

### **Managing Your Contacts with the People App**

View Your Contacts

Add a New Contact

## **15 Video Chatting with Microsoft Teams and Zoom**

### **Participating in Microsoft Teams Meetings**

Accept a Meeting Invitation

Blur Your Background

Launch a New Teams Meeting

Start a Text Chat

### **Participating in Zoom Meetings**

Accept a Meeting Invitation

Enter a Meeting Manually

Apply a Virtual Background

# **Table of Contents**

Leave a Meeting

Start a New Instant Meeting

Schedule a Meeting in Advance

Starting and Ending a Meeting

## **16 Using Your Windows PC with Your Android Phone**

Linking Your Phone to Your PC

Link Your Phone

Texting and Calling on Your PC

Receive Text Messages

Send Text Messages

Make a Phone Call

Doing More with Your Phone and Windows

Share a Web Page from Your Phone to Your PC

Share a Web Page from Your PC to Your Phone

View Photos from Your Phone on Your PC

## **17 Connecting with Facebook and Other Social Media**

Sharing with Friends and Family on Facebook

Discover New and Old Friends on Facebook

Post a Status Update

View Posts in Your News Feed

Pinning Items of Interest to Pinterest

Create a New Board

Find and Save Interesting Items

Save an Item from a Web Page

Keeping Up to Date with Twitter

Search for Users to Follow

View Tweets

Post a Tweet

# **Table of Contents**

Retweet Another Tweet

## **18 Storing, Editing, and Sharing Your Pictures**

Using Your Smartphone or Digital Camera with Your Windows PC

Transfer Photos from the Cloud

Transfer Photos Directly from a Smartphone or Tablet

Transfer Photos from a Memory Card

Viewing Photos on Your PC

View Your Photos

Create and View Photo Albums

Touching Up Your Photos

Enter Editing View

Rotate a Photo

Crop a Photo

Apply a Filter

Remove Red Eye

Retouch a Photo

Adjust Brightness and Contrast

Adjust Color and Tint

Apply Other Effects

Save Your Work

Sharing Your Pictures

Sharing a Photo from the Photos App

Attach a Photo in the Mail App

## **19 Watching Movies and TV Shows on Your PC**

Watching Streaming Video Services

Amazon Prime Video

Apple TV+

Discovery+

Disney+

# **Table of Contents**

HBO Max

Hulu

Netflix

Paramount+

Peacock

Watch Other Paid Streaming Video Services

Watch Free Streaming Video Services

## **Watching Live TV on Your PC**

fuboTV

Hulu + Live TV

Philo

Sling TV

YouTube TV

## **Viewing and Sharing Videos on YouTube**

View a Video

Upload Your Own Video

## **20 Listening to Music and Podcasts on Your PC**

### **Listening to Streaming Music**

Listen to Pandora

Listen to Spotify

### **Purchasing Digital Music Online**

Purchase Music from the Amazon Digital Music Store

Listen to Digital Music with the Windows 11 Media Player App

### **Listening to Podcasts Online**

Find Podcasts with Google Podcasts

Listen to a Podcast

## **21 Using Files and Folders**

Using File Explorer

# **Table of Contents**

Navigate Folders and Libraries

Use the Navigation Pane

Change the Folder View

Sort Files and Folders

## **Working with Folders**

Create a New Folder

Rename a Folder or File

## **Managing Files**

Copy a File

Move a File

Delete a File or Folder

Restore a Deleted File

Empty the Recycle Bin

## **Working with Microsoft OneDrive**

Manage OneDrive Files on the Web

Manage OneDrive Files from File Explorer

Upload a File to OneDrive

Download a File to Your PC

## **22 Dealing with Common Problems**

### **Performing Necessary Maintenance**

Automatically Clean Up Files with Storage Sense

Manually Delete Unnecessary Files

Delete Unused Programs

### **Fixing Simple Problems**

You Can't Connect to the Internet

You Can't Go to a Specific Web Page

You Can't Print

Your Computer Is Slow

A Specific Program Freezes

# **Table of Contents**

Your Entire Computer Freezes

Troubleshooting Other PC Problems

## **23 Updating Windows**

Managing Windows Update

View Update History

Uninstall an Update

Set Hours Not to Update

Delay Updates

Install an Update Manually

Resetting Your Computer

Reset This PC

## **24 Frequently Asked Questions**

Questions About Choosing a New Computer

How Does a Windows PC Differ from a Mac?

How Does a Windows PC Differ from a Chromebook?

How Much Memory and Storage Space Do I Really Need?

Should I Buy an Intel or AMD PC?

Do I Need a Touchscreen Display?

What Does Spending More Money Get Me?

Questions About Using Your Computer

Why Is My Computer Slowing Down/How Can I Speed Up My Computer?

How Do I Set Up a Home Network?

How Fast an Internet Connection Do I Need?

What Do the Function Keys Do?

My Computers Running Out of Storage SpaceWhat Do I Do?

How Do I Clean My Computer?

I Just Spilled Liquid on My KeyboardWhat Do I Do?

Questions About Using Windows

# **Table of Contents**

What Is Safe Mode and How Do I Get into It?

When I Try to Delete a File, I Get an Error Message That Its Being  
Used By Another ProgramWhat Do I Do?

Is It Safe to Turn Off My Notebook PC Without Doing a Windows Shut Down?

I Accidentally Deleted a FileHow Can I Get It Back?

## **Questions About Safe Computing**

Do I Need to Buy an Antivirus Program?

How Do I Know If My Computer Has a Virus?

What Do I Do If My Computer Is Infected with a Virus?

I Got an Email with a File AttachedShould I Open It?

I Got an Email Asking Me for Private InformationWhat Should I Do?

## **Glossary**

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

# **Table of Contents**

Q

R

S

T

U

V

W

X

Y

Z

Index