

COMPUTER BASICS

Windows 10 and Windows 11

FOR DUMMIES®

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Center for Lifetime Study



A Reference for the Rest of Us!™



CAN YOU READ THE FINE PRINT?

Before starting to examine your computer, older people might want to see everything displayed larger.

Right click in a blank spot on the desktop > display settings > scale and layout. You can then increase the size of text and other items. You can do the same at 'display resolution' by selecting a lower display setting.

There is also a Magnifier function. To use it, press the Windows logo key and the + key. A magnifier control window will appear. You can zoom in and out by pressing the Windows key with the + & - keys. Navigate with the mouse controls. Like any other window, you can drag the magnifier window to whatever part of the screen is most comfortable for you.

At websites, Ctrl (control) and the + key will increase font size. Ctrl and the – key will decrease font size.

Also, browsers have zoom functions. They are accessible from the browser's menu which is usually placed at the upper right or upper left of the home window. The common icons for menu are three horizontal bars or three horizontal dots or three vertical dots. For Microsoft Edge, Google Chrome, and Firefox the zoom function is under the menu icon.

For the Thunderbird mail program - View > Font Size.

UPDATES

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PREFACE

According to a 2014 on line article: “Today, your cell phone has more power than all of NASA had back in 1969 when it placed two astronauts on the moon.” That would be my obsolete eleven year old smartphone compared to several IBM 360 Model 75 systems that cost millions of dollars that required large air conditioned computer rooms to operate in. https://www.phonearena.com/news/A-modern-smartphone-or-a-vintage-supercomputer-which-is-more-powerful_id57149

When I was a young technician at General Electric back in the late fifties and early sixties, I could put a schematic the size of a tablecloth on the wall and was able to describe all of the parts and what they did. A computer today has in its Central Processing Unit, a small package about an inch or two square, over 10 Billion transistors!

Up until recent times, little more was required of a consumer to operate a device than to plug it in and press a button or two. Now we have computers and equipment with computer technology embedded in it. This includes our cars, telephones, smart phones, and a lot more. We have not been presented with so many challenges since the introduction of the automobile when ‘get out and get under’ was the new normal! When automobiles were introduced, a Rolls Royce actually came with a driver. The driver was also the mechanic. For the less affluent, then and now, for an effective and safe device, the consumer is the mechanic or someone is paid to be the mechanic. This can get very expensive and is also impractical unless that mechanic is available on a full time basis.

This manual addresses this but is merely an overview. What has been compiled here is what needs to be understood to have even some small degree of competence and understanding of today’s use and security nightmares.

Also, the links to more detail presented in this text can be followed by clicking on the link and follow the instructions in the pop up window.