



# Windows 10 Plain & Simple

By Nancy Muir Boysen

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**Windows 10 Plain & Simple** By Nancy Muir Boysen

**Learn the simplest ways to get things done with Windows 10.  
See it. Learn it. In color.**

## Here's **WHAT** You'll Learn

- Navigate Windows 10 quickly, easily, and efficiently
- Get online with the sleek new Microsoft Edge web browser
- Make the most of the new Cortana personal assistant
- Efficiently manage your email, calendar, contacts, and more
- Access your files from anywhere with Microsoft OneDrive
- Help secure your computer and protect your data

## Here's **HOW** You'll Learn It

- Jump in wherever you need answers
- Follow easy steps and screenshots to see exactly what to do
- Get handy tips for new techniques and shortcuts
- Use Try This! exercises to apply what you learn right away

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### Editorial Review

#### About the Author

**Nancy Muir Boysen** is the author of more than 100 books on technology and other nonfiction topics. Prior to her authoring career, Nancy was a senior manager at several technology publishers as well as a training manager at Symantec. She has a Certificate in Distance Learning Design from the University of Washington and has taught Internet safety and technical writing at the university level.

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