

# **A little bit of Windows 10 & A little bit of Microsoft WORD**

## **Lesson the first...**

**Introduction to & Configuration Options in Windows,  
File Explorer and Word**

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# Table of Contents

INTRODUCTION .....	3
COURSE OBJECTIVES .....	3
METHODS .....	5
GOOD CLASSROOM RELATIONS .....	5
THE WINDOWS 10 OPERATING SYSTEM (OS) .....	7
WINDOWS 10 DESKTOP ORGANIZATION.....	7
STANDARD KEYBOARD LAYOUT TOUR.....	8
LAPTOP KEYBOARD INFORMATION.....	8

## — Notes —

**All documents** in Word are created from *templates*. The starting template, that looks like a blank sheet is called the ***normal.dotm*** template. **.dotm** is the extension for Word’s templates. If **normal.dotm** gets corrupted or you’ve made changes to it, and you want to go back to the starting version, the easy way is go to **File Explorer** and search for the file ***normal.dotm***. It might be near the bottom of a long list of documents. When you find it, delete it. When Word starts the next time, it will automatically create a new ***normal.dotm*** with all of the default settings.

**Fix the Autocorrect option in Word 2013/2016:** For reasons only Microsoft (MS) knows, they took the **Autocorrect** option out of the *right click menu* in **Word 2013 & Word 2016**. If you would like the functionality back, you can go to this web site to get add-ins which will restore the functionality: <https://wordaddins.com/products/add-autocorrect-options-to-word-2013-or-word-2016/>

**The instructions and notes in these syllabi were done using the most current version of Word, part of Microsoft 365. You can do most everything using prior versions of Word—going back to 2010—however some of the methods may be different. Older versions may lack the same functionality of newer versions.**

## Introduction

Personal computers are tools to help you accomplish tasks. **Microsoft (MS) Word**, a component of **MS Office** and **MS 365** (of which Office is now part of), is a word processing program (AKA “application” or “app”). It is used to create documents containing text, pictures, and graphics. The documents can be as simple as a to-do list or letter, or as complex as a book with a table of contents, graphics, photos, tables, and other information.

This class is an introductory course on **Windows 10** and **Word**. It is about learning to communicate using proper nomenclature in the world of computing and how to use **Windows** and some of its features. In **Word**, it is intended to introduce you to the menu system and how to do elementary tasks such as font control and text layout.

Additionally we cover how to find all kinds information on the web.

There are languages that are specific to different activities (not just computing). Those languages are known as “jargon”. Using the jargon of computing will make you a better computer-specific communicator. If your instructor uses terms you don’t know, ***your job*** is to ask for an explanation. ***If you don’t ask, it is assumed you have complete understanding of what is being discussed.***

There are **two** kinds of mouse clicks available in Windows. **LEFT** clicks and **RIGHT** clicks. **LEFT** clicks are the same as tapping the **ENTER** key on your keyboard—that is, it’s an “action” key. **RIGHT** clicks *always* bring up **context sensitive** menus. *Context sensitive* means they differ based on *what you are doing when you Right click*. When I say click, I mean **LEFT** click. If you need to **RIGHT** click, I will say “**RIGHT** click”.

➔ From this point forward, all versions of Microsoft **Word** will be referred to as simply “**Word**”.

## Course Objectives

This course is designed to provide sufficient hands-on experience with **Windows** and **Word** so that you will feel confident enough to expand your knowledge by ***experimenting and practicing*** on your own.

This course is divided into six ninety-minute classes. Most of what will be discussed in

**A little bit of Microsoft *Windows* & a little bit of Microsoft *Word***  
**Lesson 1**—Introduction & Configuration Options Windows, File Explorer and Word

class, as well as detailed steps for all the exercises, are contained in the course materials so that note taking during class is minimal.

**Because this is a Zoom class, most of what you will see are demonstrations**, though there may be *some* hands-on exercises which you can participate in if you have Word installed. But if you can, you should practice outside of class. If you don't have the software, part of our discussion on the last day is **how and where to acquire it**. The really good news is, once you know one word processor, with some modifications, you probably know all of them.

**When you complete this course you should be able to:**

- In **Windows**, navigate the desktop and name the various parts of it,
- set up File Explorer so that you can see file name extensions,
- know the difference between files and folders and where they are stored,
- in **Word**, be familiar with and able to use the **Tab/Ribbon** menus and some of the **Keyboard Shortcuts**,
- Perform editing functions, and
- Use text formatting tools, and
- Create documents using:
  - Headers and Footers
  - Clip Art/Pictures
  - Tabs
  - Tables

You were provided with electronic copies (PDFs) of all documentation to keep for future reference. They include the keyboard shortcuts for Windows or Mac and the 6 syllabi of the class's contents plus keyboard commands (shortcuts). There are "live" links (click on the link & go there) in the PDFs.

## Methods

**Our Golden Rule:** There is **NO SUCH THING** as a foolish question concerning Word or Windows, so just **ASK!** Admittedly, the instructor does not know everything...yet 😊, but if I don't know, I will attempt to show you how and where to find the answer!

This course employs 4 learning methods:

- ❖ Observation of the instructor, and
- ❖ Reading and *comprehending* the materials thoroughly, and asking questions if you don't understand what is being discussed, and
- ❖ **Completing the exercises *at home***, and
- ❖ **Practice, practice, practice *at home***.

## Good Zoom Classroom Relations

1. **Please silence your phone(s)**.
2. Computers are very patient; you don't have to hurry. Just remember: computers don't really *think*, but they do exactly what you tell them—even if it's wrong! 😞
3. **Read everything**; do not skip anything. It is important to read the instructions before doing an exercise.
4. I love questions, but please pay attention to the answers...and if you don't understand the answer, *ask* for additional explanation.
5. **Experimenting is a good thing**—don't be afraid to try something—you're not going to *break it!*
6. If you bring a question to class, *be sure you make notes on what you were doing*...don't trust that thing between your ears...it doesn't work very well for remembering stuff you are unfamiliar with. Let's face it...sometimes it just doesn't work very well for remembering *anything!* 😞

**Important Note:** My computer runs in what is called “**Dark Mode**” which is also described as a **Dark Theme**. For those with light-sensitive eyes, this setting is easier on the eyes. If you want to set up your computer in Dark Mode, see: <https://www.pcmag.com/how-to/how-to-enable-dark-mode-in-windows-10>.

Since the computer used to create these documents is in **Dark Mode**, screen snips (copies of screen sections) in the documentation may look different than your computer. General coloration may be different as well. Ignore the different colors and **follow the directions and you’ll be fine**.

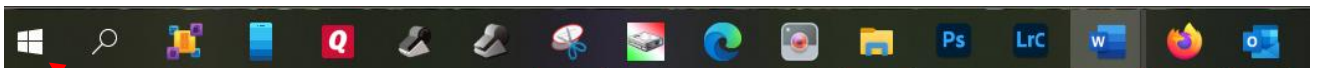
## The Windows 10 OS

What is the meaning of the abbreviation “OS”? It means “operating system”. What OS are you using on your computer? I assume Windows 10. How do you know<sup>1</sup>? Navigate to the **start** button (☐) and click. You get a menu and the 2<sup>nd</sup> icon up from the bottom looks like a gear (⚙️). Click on that (it’s called **Settings**). In the **Settings** window, click on **System** (1<sup>st</sup> column, 1<sup>st</sup> row). You’ll get a window with 2 panes in it. In the left pane, scroll down to the word “**About**”. Click it. In the right pane, scroll down to **Windows specifications**, and you can see what edition and version of Windows you have. Above that information is a section called “**device specifications**”. That will tell you about the hardware that is in your computer.

## Desktop Organization in Windows 10

(**NOTE:** Other versions of Windows will vary somewhat)

1. The **Taskbar** is generally at the bottom of the screen, but it can be on any of the 4 edges:



2. **Start button** at the left end (or top, if vertical), of the task bar.

3. The **Notification Area** (anything to the right of the **up caret** (⬆️) ) *at the right*

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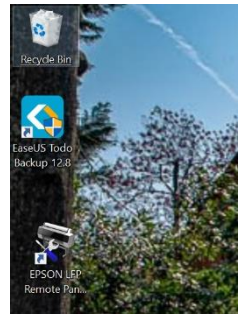
<sup>1</sup> If you are not running Windows 10, this probably won’t work. Instead, go [here](#) and click the tab that says Windows 7 and follow the directions.

**A little bit of Microsoft Windows & a little bit of Microsoft Word**  
**Lesson 1—Introduction & Configuration Options Windows, File Explorer and Word**

*end* (or bottom, if vertical) *of the taskbar*. What is illustrated below, is to the right end of the graphic above...and yes, it's pretty long when it's all one.

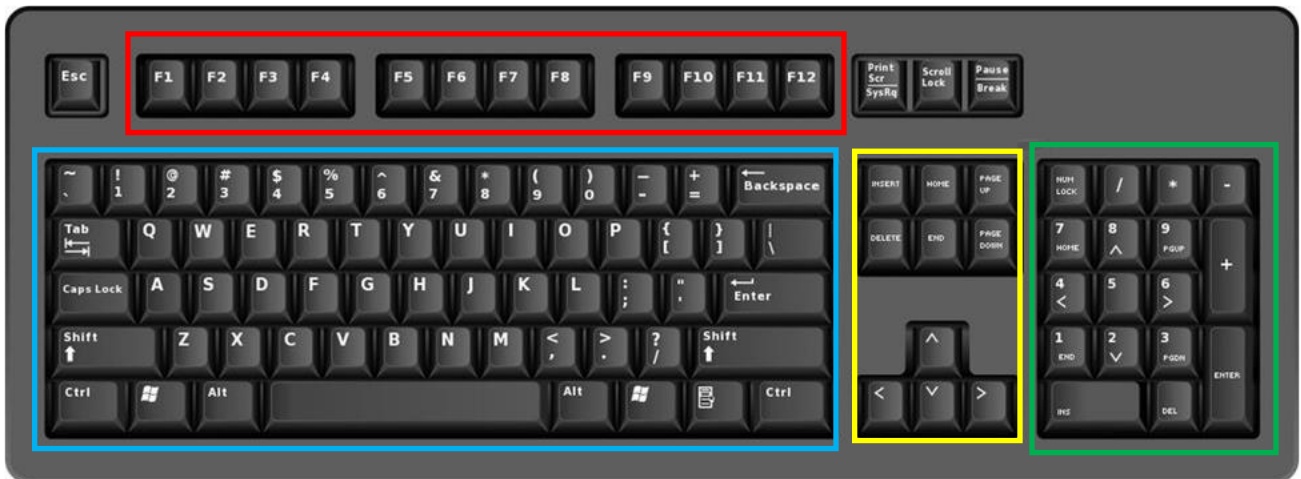


4. **Clock/Date** at the right end (or bottom) of the task bar, and Additionally, there are icons that are in the desktop itself (the remaining screen space above the task bar):



## Standard Keyboard

The standard desktop PC Keyboard layout looks like the image below. Mac and laptop PC keyboards are different—see the last page of this document for a laptop layout. PC laptops have most of the keys of a desktop keyboard, but it would behoove you, if you have a PC laptop to study the keyboard layout so you know what's where, as the keys are not all in the same place as a standard desktop layout.



A PC keyboard has several “sections”. In the image above, the **red** box encloses the **Function keys**, aka **F keys**, numbered 1 – 12. Function keys have different functions assigned to them (see the last page for additional PC laptop keyboard info). The **blue** box encloses a standard typewriter keyboard. The “action” key is labelled “**Enter**” and is the last key on the 3<sup>rd</sup> row. The **yellow** box encloses the cursor control keys. The **green** box encloses the numeric keypad and additional cursor control keys. Most computers these days come—from the factory—with the numlock enabled

**A little bit of Microsoft *Windows* & a little bit of Microsoft *Word***  
**Lesson 1**—Introduction & Configuration Options Windows, File Explorer and Word

(turned on). It can be disabled, but you will have to refer to the documentation with the computer (or ask tech support) how to do it. (I don't recommend it, but that's just me.) NumLock means "number lock" and it enables the number pad on the right end of a **desktop-type** keyboard—encircled in green, above. The NumLock is located in the upper left corner of the green area in the keyboard photo, above. **Laptop** PCs do not generally have NumLock keys on them, because they generally do not have separate numeric keypads.

Where is the **ESC** key? What does **ESC** mean?

Because of the limited space on laptops, laptop keyboards combine keys or simply don't include them in their layout. It behooves you to know what keys are where on *your* laptop's keyboard. (The keyboard below is from a Microsoft Surface Book.)

The first key on the top row/left on every PC keyboard is the ESC (escape) key.



To enable a **Function** key (top row from the left, keys **2-13**) hold the **Fn** key (2<sup>nd</sup> from the left on the **bottom** row) down and then *tap* the desired **F** key on the top row. If you wanted to use the F12 key (**Save As** in Word), you'd press and hold the **Fn** key on the bottom row, and then tap the **F12** key, which above is the 13<sup>th</sup> key from the left on the top row of the example keyboard, above and then release both simultaneously. (You have reached the end of today's lesson...next time *Lesson the 2<sup>nd</sup>*.)