

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

Lesson the second...
**Introduction to & Configuration Options in Windows,
File Explorer and Word**

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Mouse Controls

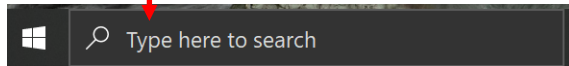
1. How many mouse buttons does your mouse have?
2. What do they do?
 - a. **Left** button **does the same as the** Enter key (it’s the “action” key)
 - b. **Right** button brings up **context sensitive** menus based on *what you are doing*
 - c. The **wheel** scrolls up and down (vertically), but some can go left and right (horizontally), too.
 - d. If your mouse has other buttons, you should know what they do. Where can find out if you don’t know?

For example, if there is one button on the left edge of the mouse, each time you click it, you will go **back** one page—this works very well when you are using a (web) browser or for navigating in File Explorer (but not in a multi-page Word document!). If there are two buttons on the left edge, each time you click the front one, you will be go forward (if available) one page. Not all mice have these additional buttons. The buttons don’t work in all applications. 😞

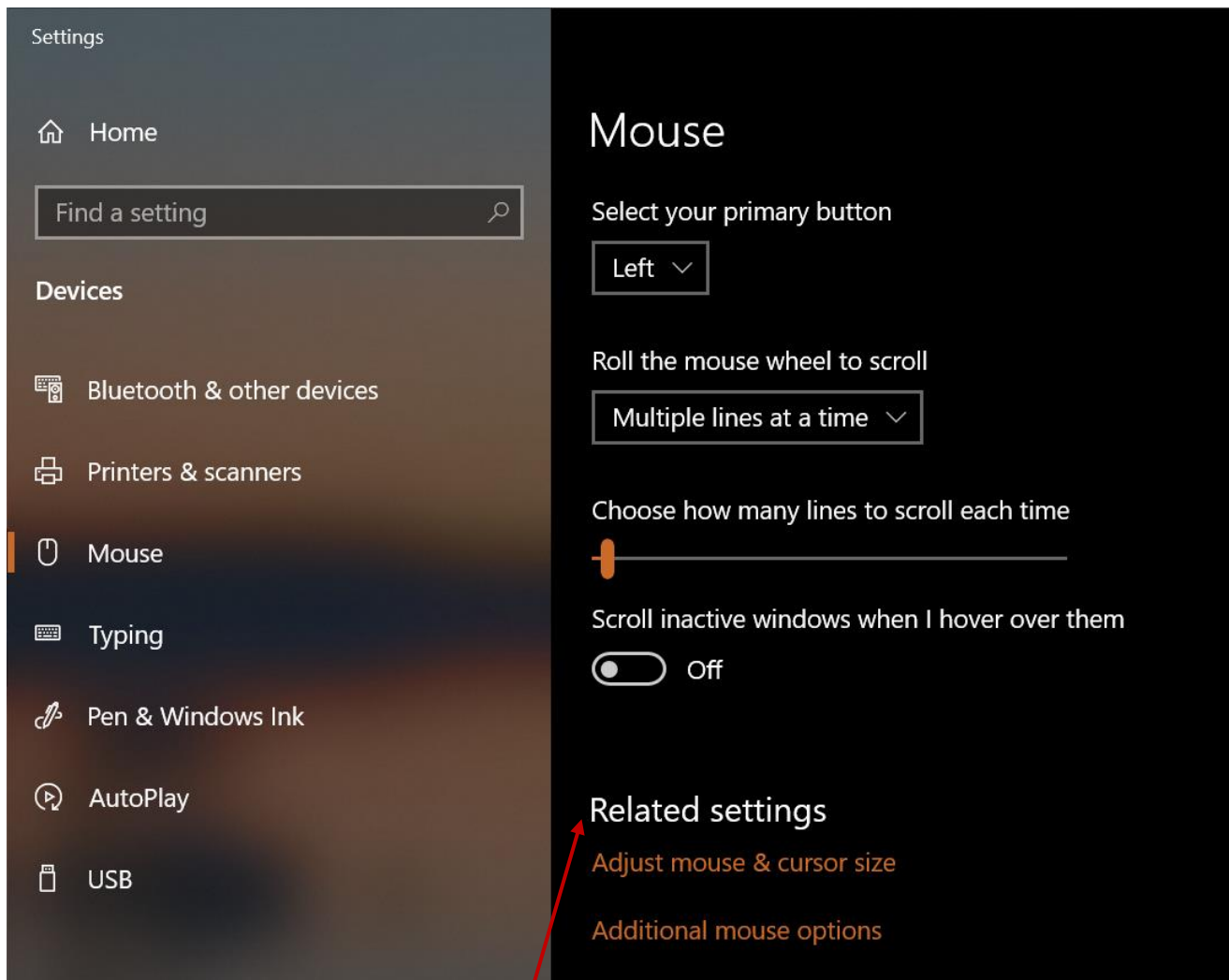
3. Does your mouse have a light on the bottom? If YES, then the mouse is on and it’s a **laser** mouse. No mouse pad is needed (or recommended) except on surfaces that have little or no reflection or texture, like glass (to use a laser mouse on glass all you need is a sheet of non-translucent-paper to act as a surface).
4. To configure the mouse pointer’s “look”.

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- a. Go to **search** at the **left** end of the task bar



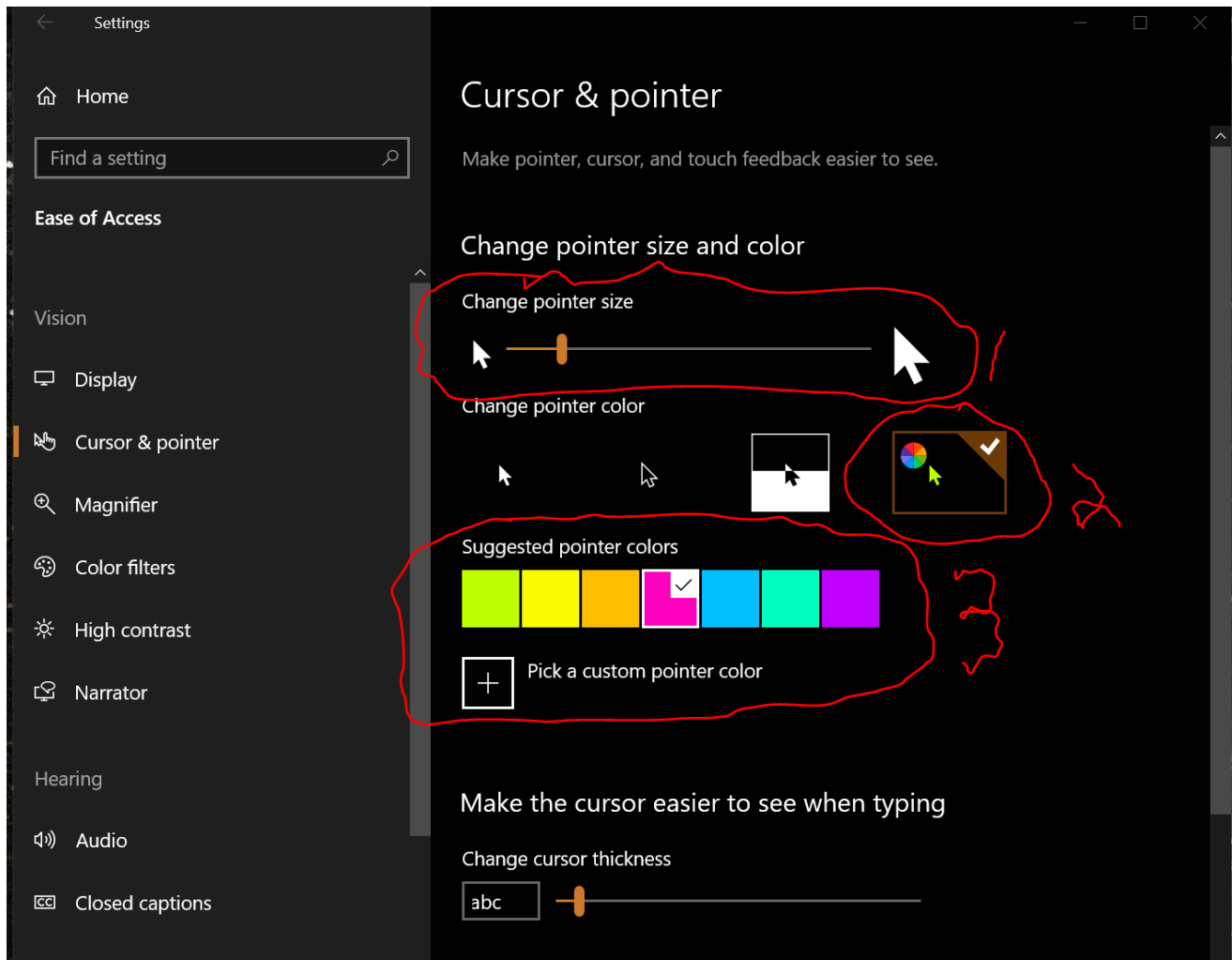
and start typing “mouse”. If you watch your screen as you type, you’ll see you only need to type the first 2 or 3 letters until you see “Mouse Settings”. **DON’T REACH FOR THE MOUSE**. Just **tap ENTER**. You will get the **Mouse Settings** dialog box:



Notice that there are 2 sides to the *graphic*, above. In Windows dialog boxes, these are known as “panes”. (Get it? “Window panes” 😊.)

In the **RIGHT PANE** under **Related Settings** there are 2 selections: **Adjust mouse and cursor size** and **Additional mouse options**. Click on **Adjust mouse and cursor size**,

and you'll get this:



Notice that the RIGHT Pane of the *graphic* has the inserted numbers 1, 2 and 3, assigned to specific items:

There are 4 pointer options. The slider in **#1** allows you to **adjust the size** of the mouse's pointer. Try it on your computer using the **Settings panel** (not the graphic, above).

#2 allows you to select the colored or monochrome pointer (there are 4 choices)...the little check mark in the box shows which is the selected option (in this case it's a colored pointer).


#3 shows what color the pointer will be. It is a system wide setting. That's how the mouse will show up.

#4 is to make the cursor easier to see when typing. Mine's at the default (starting) value. But change it and try it out if you'd like.

There are a couple of other mouse characteristics in **Word** which you need to know:

⇒ The INSERTION POINT and the “I” beam.

The Insertion Point is a **vertical** line slightly higher and lower than the line where you are typing and it's **blinking**. (The image at left is not blinking because it's a graphic.) *Your insertion point* will be blinking!

⇒ The I beam actually looks like the cross section of an I-beam and may be colored if your mouse is set up that way. It look like this: 

Many people hold the mouse incorrectly. Take a look at this [video](#), to see how to do it properly. **Note:** When the video starts, it will start with an ad. If you look to the right area of the browser, you will see a small screen that looks like this: with a number counting down.

As soon as that number gets to zero, you will see a notification **Skip Ads**.

Click on it and you will skip the ad and go to the video you are trying to watch. You just learned something to apply when watching Youtube videos!



[Changes to Windows File Explorer to see complete file names](#)

This is something you should do (or at least check) on any Windows computer you use.

Windows uses a menu system called **Tabs** and **Ribbons** for organizing commands. All of the applications in **Office** use the system. Many other non-MS applications also use them, as it is an easy way of organizing an application's command structure. When Windows arrives on a computer (new or not), certain apps, notably **File Explorer** and **Office** don't have the **Tabs And Ribbons** completely enabled (visible), which makes navigation difficult. The steps below will enable you to change that silliness.

1. Bring up **File Explorer**, by clicking this icon

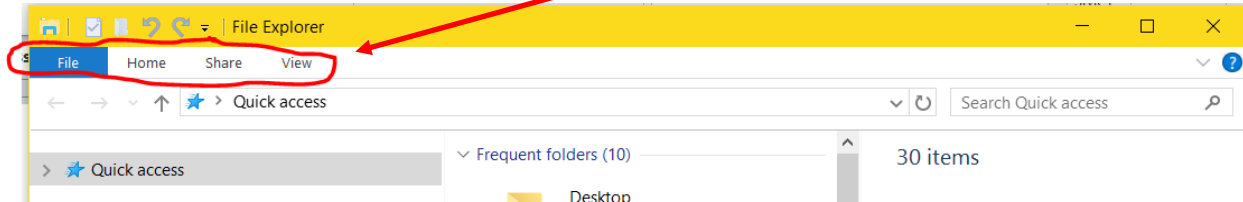


on the task bar.

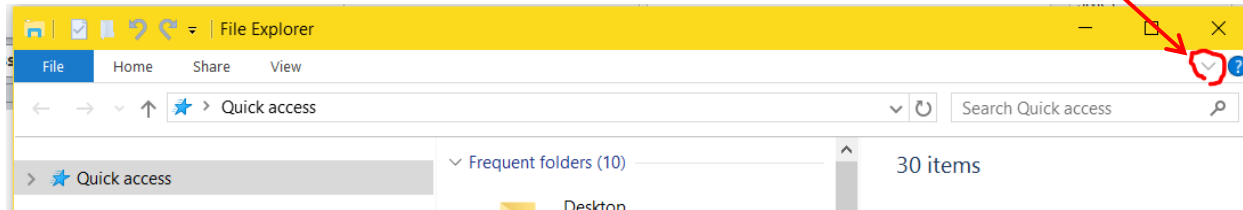
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- In the resulting window, **if** it looks like the image *immediately* below, (the colors may be different) that is there are only the 4 tabs on the 2nd line, go to #3. Otherwise hop down to #4:

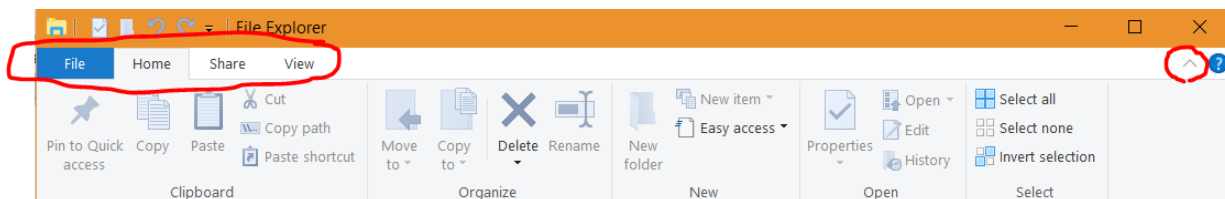


- The first change is this—note the **down arrow** inside the **red** circle at the **RIGHT** end of the **graphic** below (you won't see the **red** circle on your machine):



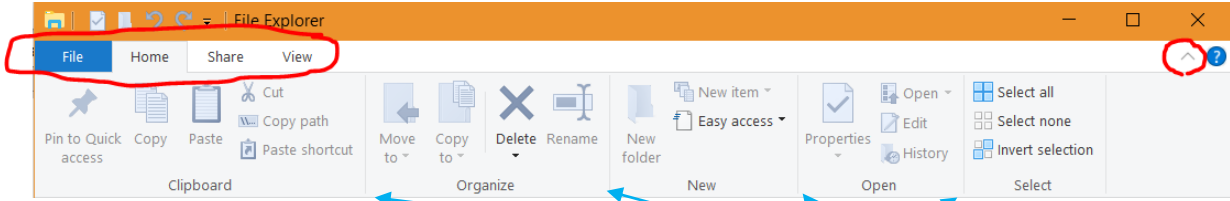
On your computer, **LEFT** click the down arrow and now you will be able to see the entire **RIBBON**. Note that you can still see the **TABS**, and the arrow you clicked is now **UP**-pointing, *to close the ribbon, if you want*, (I prefer it be fully visible), you also see the **RIBBON** with its commands.

- Notice, **below**, that the ribbon is expanded and taller. The first tab is the **FILE** tab (highlighted in blue). The commands on the ribbon (next line down) are related to that tab.



In any application where the ribbon can be “hidden”, doing step #3, above, unhides it. Once the **Ribbon** is showing in **File Explorer** (or any other application where you have enabled it), it will always show, until it is disabled, or hidden, again. (This type of control is known as a “toggle”. Toggles are like light switches: they stay in whatever position you put them in until they are changed again.)

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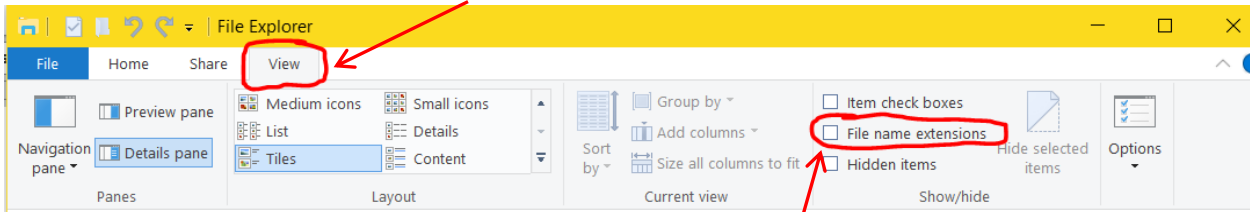


In the ribbon graphic (above), notice that there are light vertical lines between sections of the menu. Notice also, that there are names to the sections. In the example above, starting from the left, are: **Clipboard, Organize, New, Open, and Select**. These sections are called “mini-menus”.

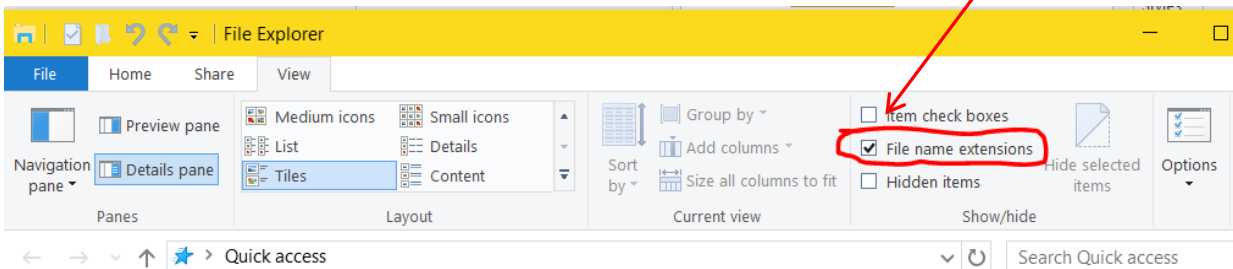
In the **Organize** mini-menu, the tools are “move to”, “copy to”, “delete” and “rename”. Some items have a down pointer on them. Clicking on the pointer—circled in red to the left—will drop a menu with additional choices and options. What you see on any ribbon depends on how **wide your window or screen** is.

Now let’s make the change we came here to make.....

In **File Explorer**, click on the **VIEW** tab.



5. In the **SHOW/HIDE mini-menu**, place your mouse pointer in the checkbox that says **File name Extensions** and click ONCE to put a checkmark in the box (as below).



Windows will NOW always show us the oh-so-important file name extension. But what is a file name *extension*? The file name extension is that set of characters after

the period (.) at the end of the file name. It tells everyone, including Windows, what application probably created the file. For example, the name of this document that you see is **MS Word365 Lesson 2.PDF**, and has an extension of **.PDF**. (Two things to note: the period (.) before the letters “PDF” is part of the extension, and extension are not underlined. Here it is underlined only for readability. “PDF” tells Windows that in order to open the file the computer must have a PDF reader installed. If there is no PDF capable software, Windows will tell you it doesn’t have the right software and ask you for one. **Most emphatically**, you do NOT need **Adobe’s** Reader—even though many web sites say you do. You don’t. Any *Reader-capable* software will work and there are lots of them.

Without “File name extensions” enabled, you would be unwise to handle files from within FILE EXPLORER since you couldn’t tell what kind of file you were handling. The default setting in every version of Windows (since 1993) is to have that feature turned OFF. Enabling this feature is one of the first things to be done on any Windows computer.

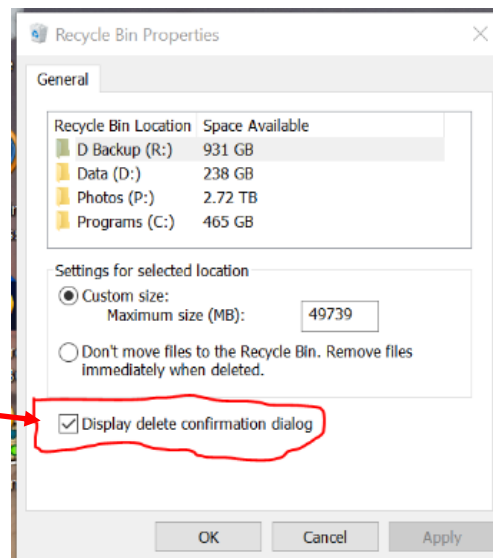
File Deletion Confirmation:

You should also make sure that you get a confirmation message before deleting a file.

Here’s how:

Right click on the Recycle Bin Icon. You’ll get a menu. **Click** on the **Properties** selection at the bottom of the menu. Make sure that the checkbox at the bottom of the **Recycle Bin Properties** window—the one that says **Display delete confirmation dialog** is checked.

If it’s not, place your mouse pointer in the box and click. Then click the **APPLY** button, and then the **OK** button.




NOTE: Whenever you see the **Apply** button in a “settings” Window, if it’s not greyed out, click it first, then click OK.

Drive-, Folder-, and File-Names

When digital computing was first getting started, system designers had to come up with a way to “name” or “address” storage devices (called “**drives**”) *in* or attached *to* the machine. The system they came up with for early computers (way before PCs) was an alphabetic letter **combined with** the colon character : . This naming convention came to **PC-type** computers through IBM—which was the first really successful **PC** vendor. Please note that the colon : is a special character and is known as “**reserved for the operating system**”, which means we cannot use it for folder or file names (but we can use it *inside* documents as it is used here). If you try to use it (or some other characters) in a file name, you’ll get an error message—which tells you the file name is illegal, but won’t tell you specifically what is wrong!!

Most PCs **today** start with drive **C:** . Perhaps you know that we don’t generally say “**C colon**”, we just say “C” or “D” or whatever (all the way to “Z” (zee/zed). Didn’t computers used to have 1 or 2 other *named* drives? And weren’t they called **A:** and if available, **B:**? (If you know the answer, you’re dating yourself 😊!) The answer, of course, is “yes”! **A:** and *if necessary*, **B:** were reserved names for floppy drives. But since most computers no longer have floppy drives, the names **A:** (and **B:**) have fallen into disuse, and we no longer see them. There was never a B: without an A:, first.


Folders (icon: ) are used for organizing data—just like you would organize paper files in a file drawer. A *computer’s* **folder** structure, unlike what you find in a file *cabinet* drawer, is virtual. It exists only in the machine, and it’s something we **cannot** lay our hands on. Folders, **unlike files**, cannot be printed. **Folders can be inside of other folders** to provide better organization. A **folder** inside the **main folder** is called a **sub-folder**. Some users *mistakenly* refer to named storage devices (“drive C:”) as a folder. You can name a folder anything you want as long as you use accepted characters. The characters you can use are governed by the operating system.

There are two main requirements for folder and file naming:

- 1. you cannot have 2 like-named, sub-folders in the same folder; and,**
- 2. you cannot have 2 like-named files in the same folder.**

In order to stay out of trouble when naming **folders or files**, it is suggested to only use these characters: **upper- or lower-case** alphabet (**A-Z** and **a-z**), numbers (**0-9**), the

hyphen (-), and the underscore (_). Spaces are also acceptable. For additional information see this [page](#) from the National Archives. In Windows, you can use other characters, too, but if you use the wrong one, Windows will tell you that the file name is illegal—but it won't tell you which character(s) is(are) illegal. Hence the earlier suggestion. **Folders should be named so you can tell what files are in them.**

Files, unlike folders, represent something that was actually created—and in most cases—*can be printed*. Everything that is stored on a computer, is at its most basic level, a file (except a folder, of course 😊). Files have different formats—how they are laid out *internally*—governed by the application that created them and so indicated by the extension (page 15). **Files should be named so you know what they're about.** Icons representing files usually indicate what program created the file, like this:  Word.

File Names (or “filename(s)”. Either is correct. Here it will mostly be “file name”), have 2 parts and are formatted: FILENAME.EXT . That is: **FILENAME period (or dot) EXTension**. And just to be clear, there is no period after a file name extension, unless it's at the end of a sentence. There is no space after the period at the beginning of the extension. The **user** typically creates the **file name**. There are limits on how long a file name can be—generally 255 characters, including the path (the folder/sub folder(s) names and the file name, itself). The application used to create the file, typically assigns the extension. Why is the extension important? It is the **extension** which tells us (generally) what kind of file it is, and what application likely created it. The extension tells Windows which application created the file. If you click on a file with an extension that is registered in Windows, Windows will open the program that it thinks created the file and open the file inside the program—very handy! Files with the extension **.doc** or **.docx** were created by different versions of **Word** or **Wordpad**¹. Likewise, a file with the extension of **.txt** is likely to be a harmless text file (like a page that comes out of a typewriter). A file that ends in **.exe** is **executable**—that is, it's a program (*aka* app or application), and unless you know what it does, maybe you don't want to run it (by double clicking it). If you don't know what kind of file the extension relates to, do a search! How about these?: .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx,, .qdf, .zip, .jpg, .cr2, .nef?

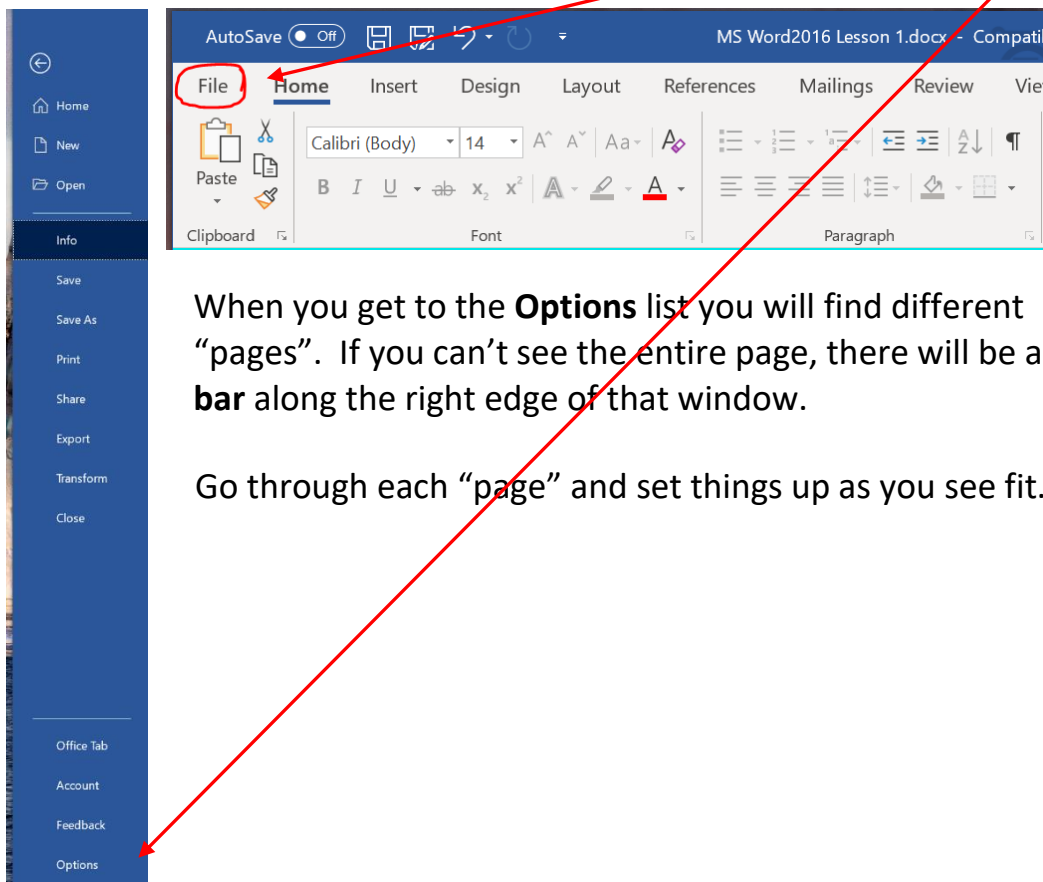
¹ WordPad is Windows' *built-in* word processor. It can read and write doc & docx files, and do **bold**, *italicize*, and underscore, but other than that it's really just a typewriter. 😞

Configuration Options for Word

NOTE: Word, a part of Microsoft 365, is in a constant state of flux—more on that later. That said, configuration options change frequently. Sometimes I am not aware of them unless some *sharp-eyed* individual points them out—which I appreciate. These changes are oft-times minor, and in general won't have a large effect on the way Word operates.

Word can be configured to do lots of different things, different ways. The following is simply a *suggested* place to start your Word configuration. Once again, set it up the way **you** want it. Note: This configuration was taken from *my* copy of **Word** in **Microsoft 365**. **Word 2019**, **Word 2016**, **Word 2013** are basically the same. **Word 2010** is similar, with fewer choices.

Open Word. To get to the **configuration options**, click on the **FILE** tab, then **Options** (along the left side).

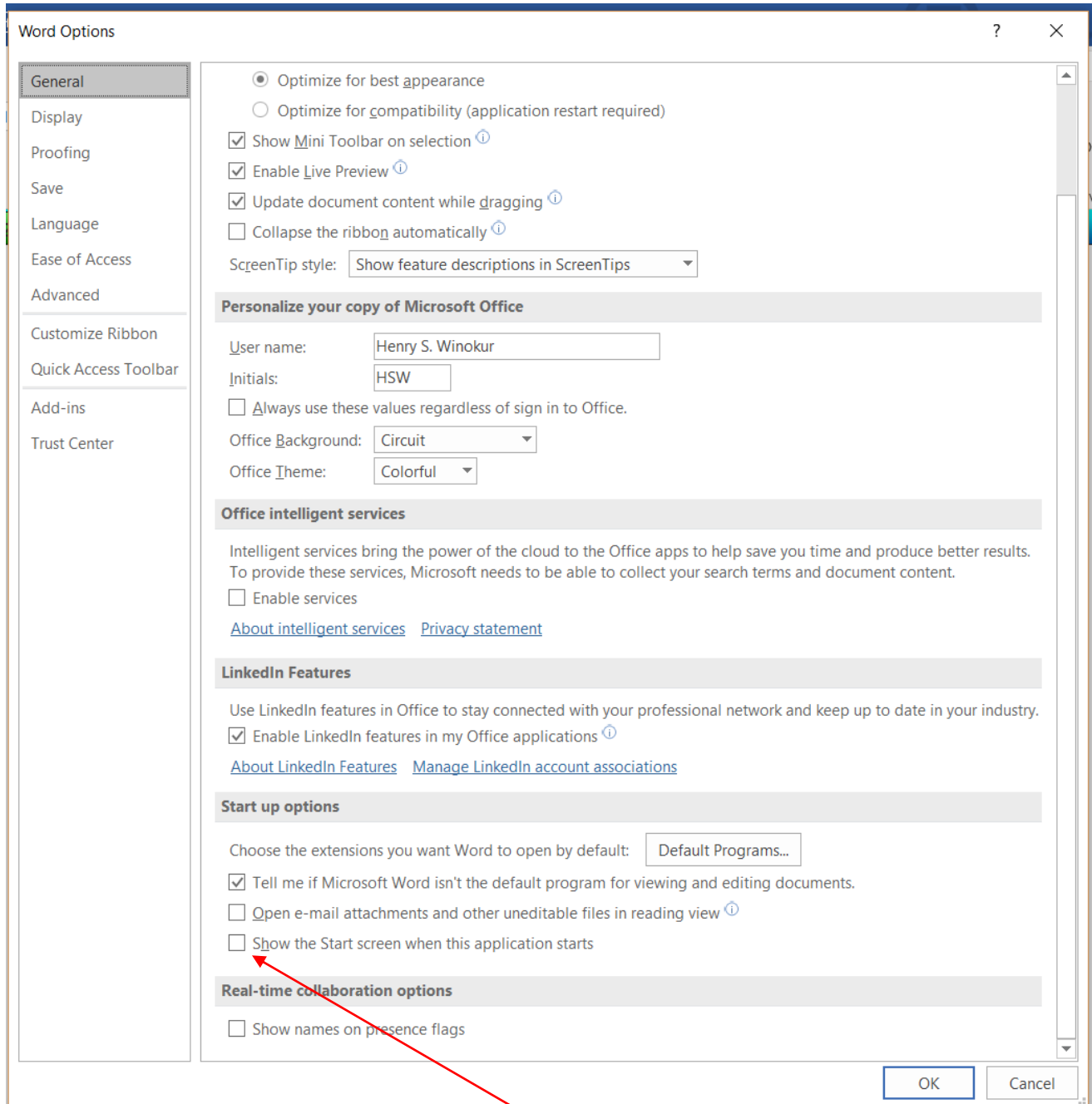


When you get to the **Options** list you will find different “pages”. If you can't see the entire page, there will be a **scroll bar** along the right edge of that window.

Go through each “page” and set things up as you see fit.

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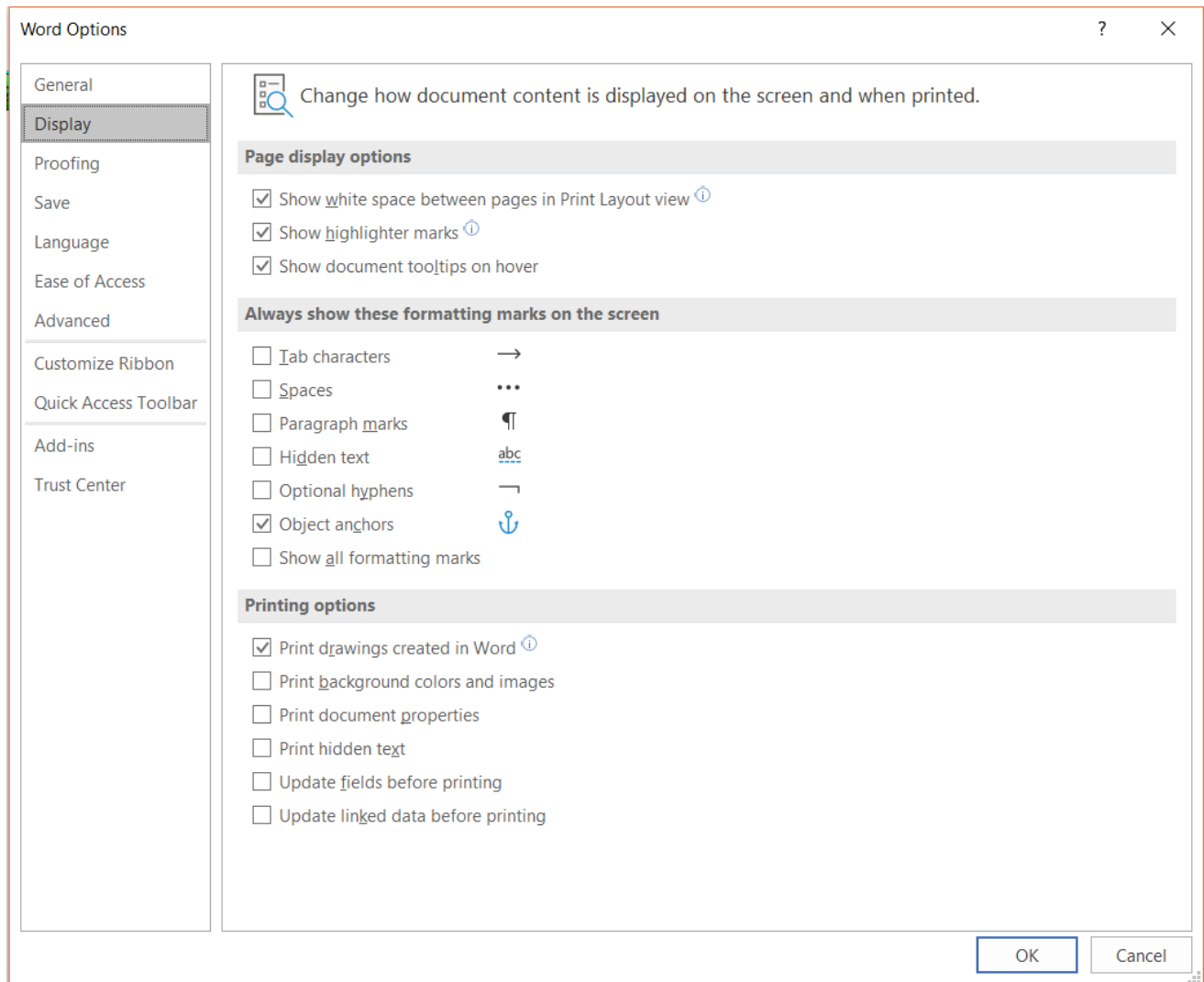
The major sections are along the left side of the window. The first section is **GENERAL**.



If you want to make sure that **Word** always starts with just a “white sheet of paper” make sure that in the **start up options** you **UNCHECK** the option that says “Show the Start screen when this application starts”.

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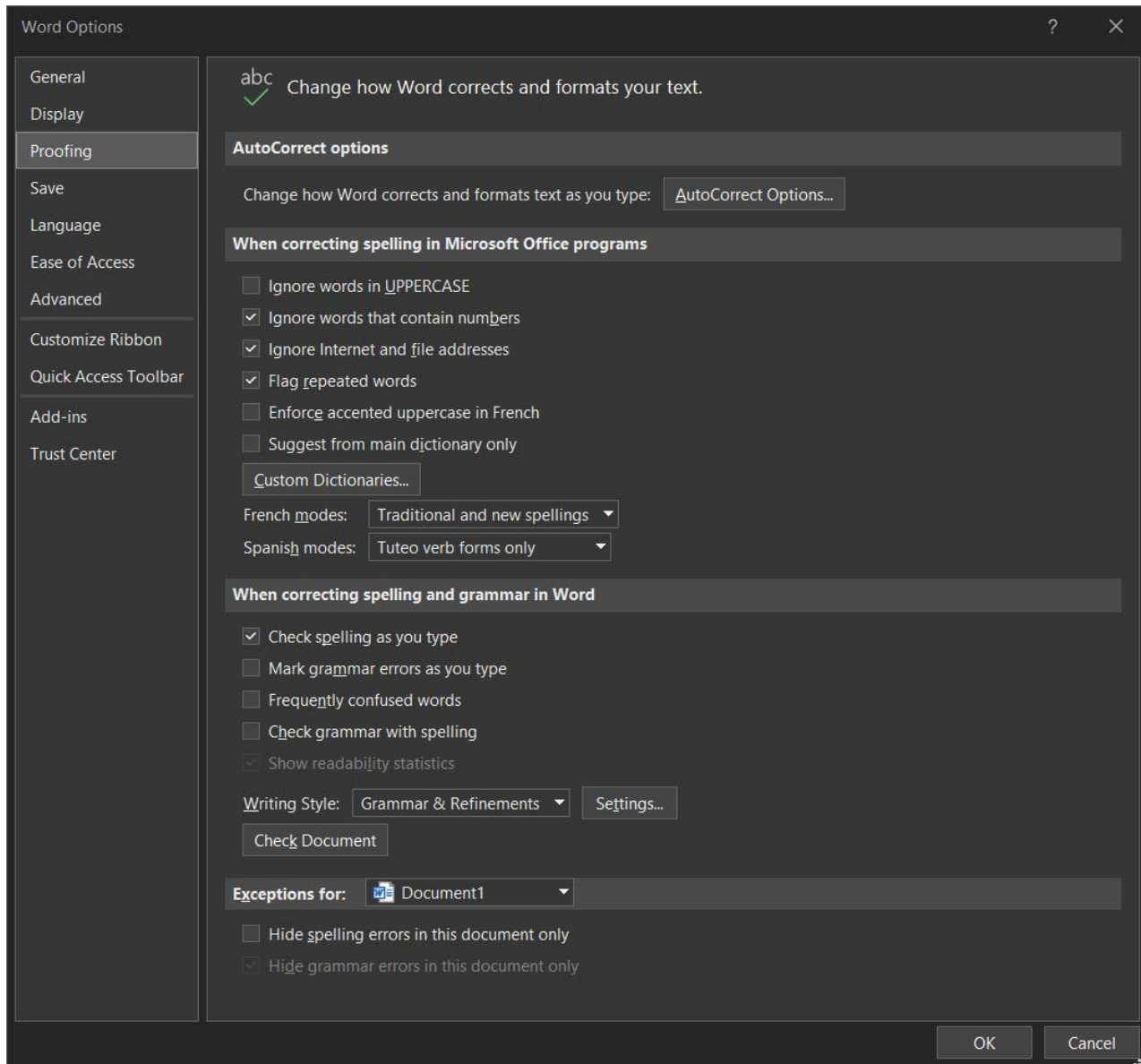
The 2nd section is **DISPLAY**, which describes how Word will display on-screen:



Remember, that how **Word** show up on your monitor is totally dependent on the **width** of your monitor.

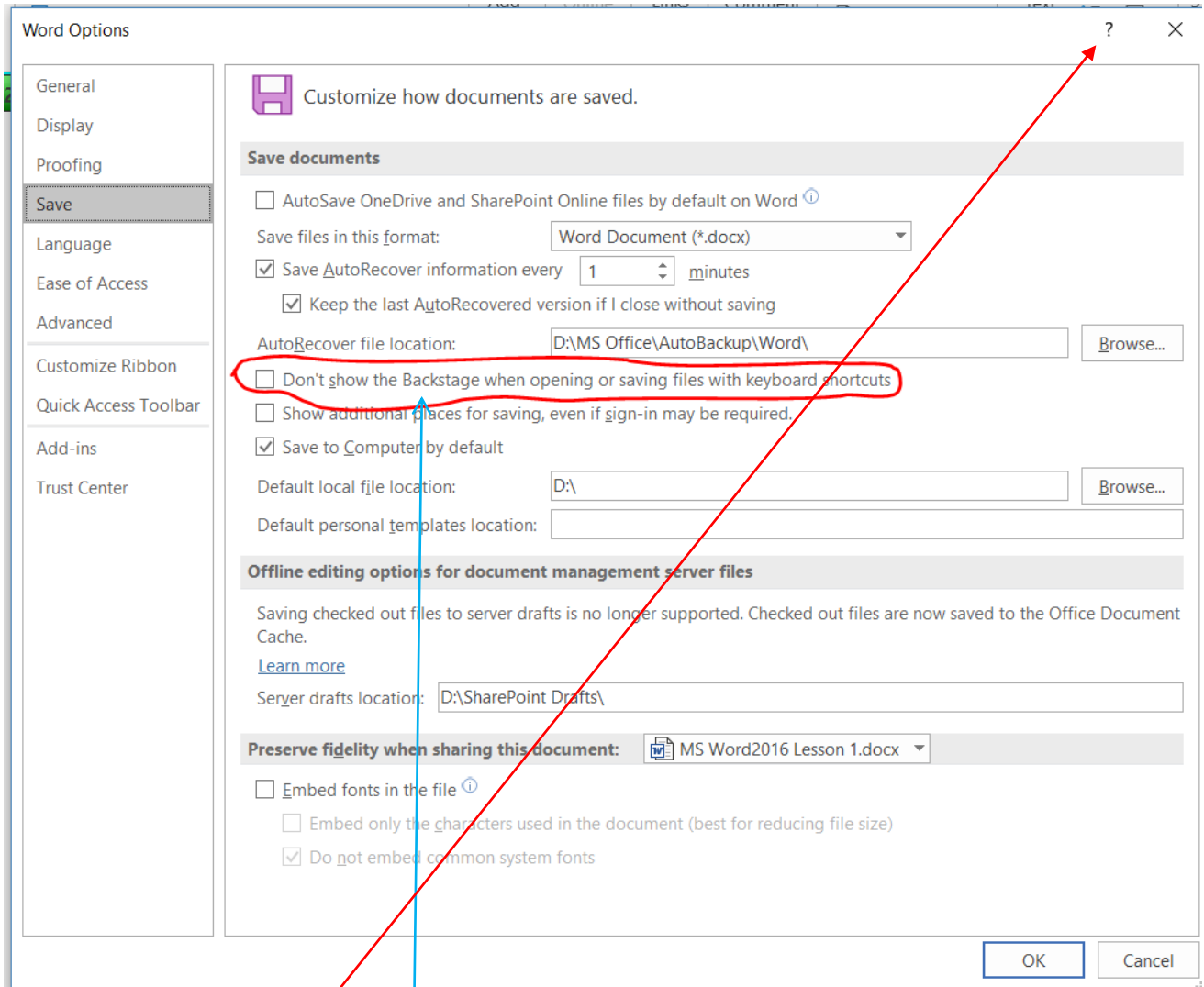
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The 3rd section is **PROOFING**, which is about how Word will *proofread*, and suggest corrections to your document.



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The 4th section is the **SAVE** section, which is **how, when** and **where**, Word will save your work.



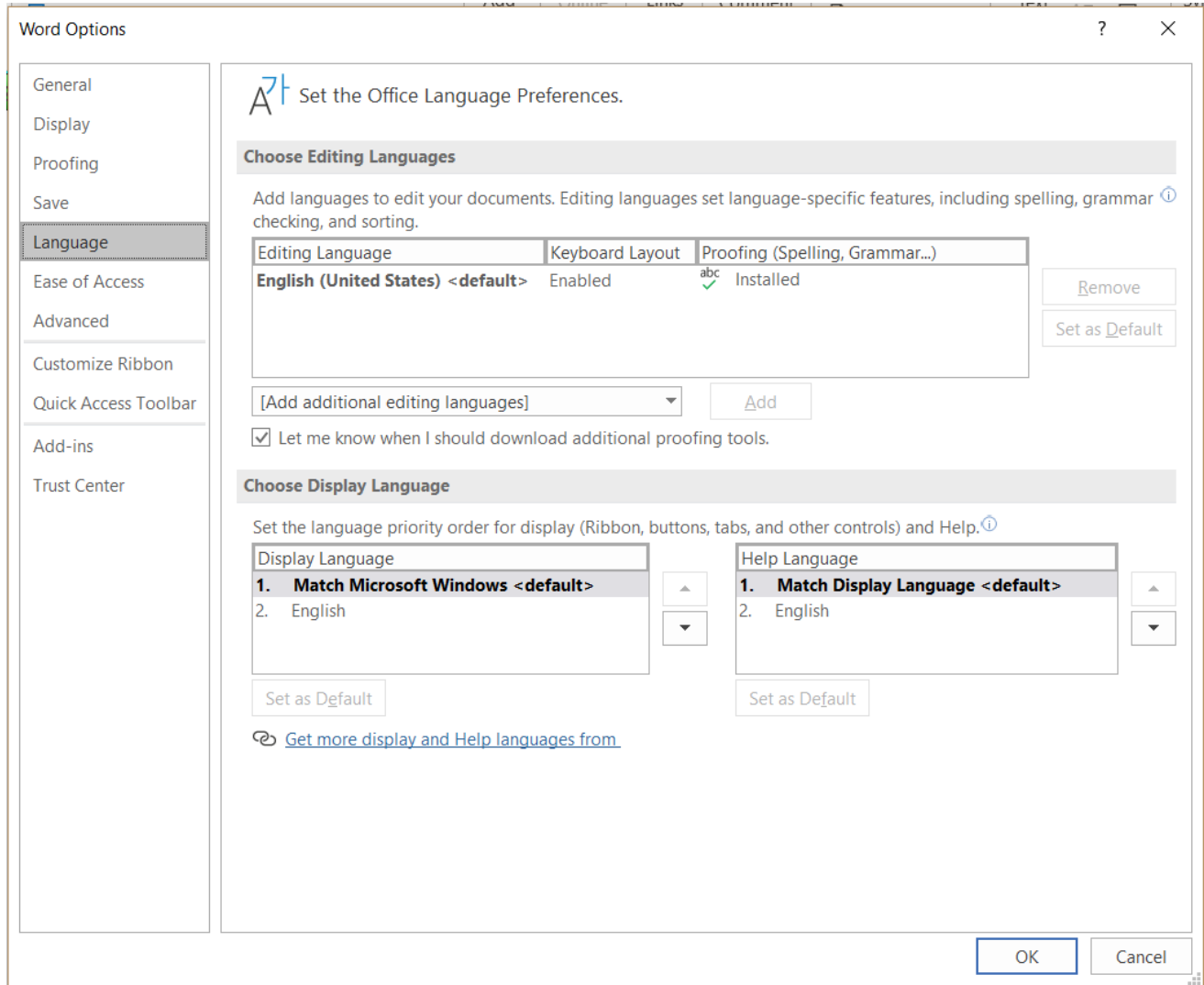
If you don't know what a setting is for, there are numerous ways to figure it/them out. For example, the “**backstage**” of Word is unknown to me, because I don't work in an environment where the “**backstage**” is used, but I could find out by clicking on the question mark on the right side of **title bar** of the window. If you click on it, Word will open its Help file and you can read about the entire **Options** section. You could also go to your favorite search engine and search for something like “[Word 365 backstage](#)”. When a word or phrase is highlighted and underlined in a color, such as the phrase immediately prior to this, you can click on the phrase and it will take you somewhere—either on the local network, if you are in a business, or more likely, to

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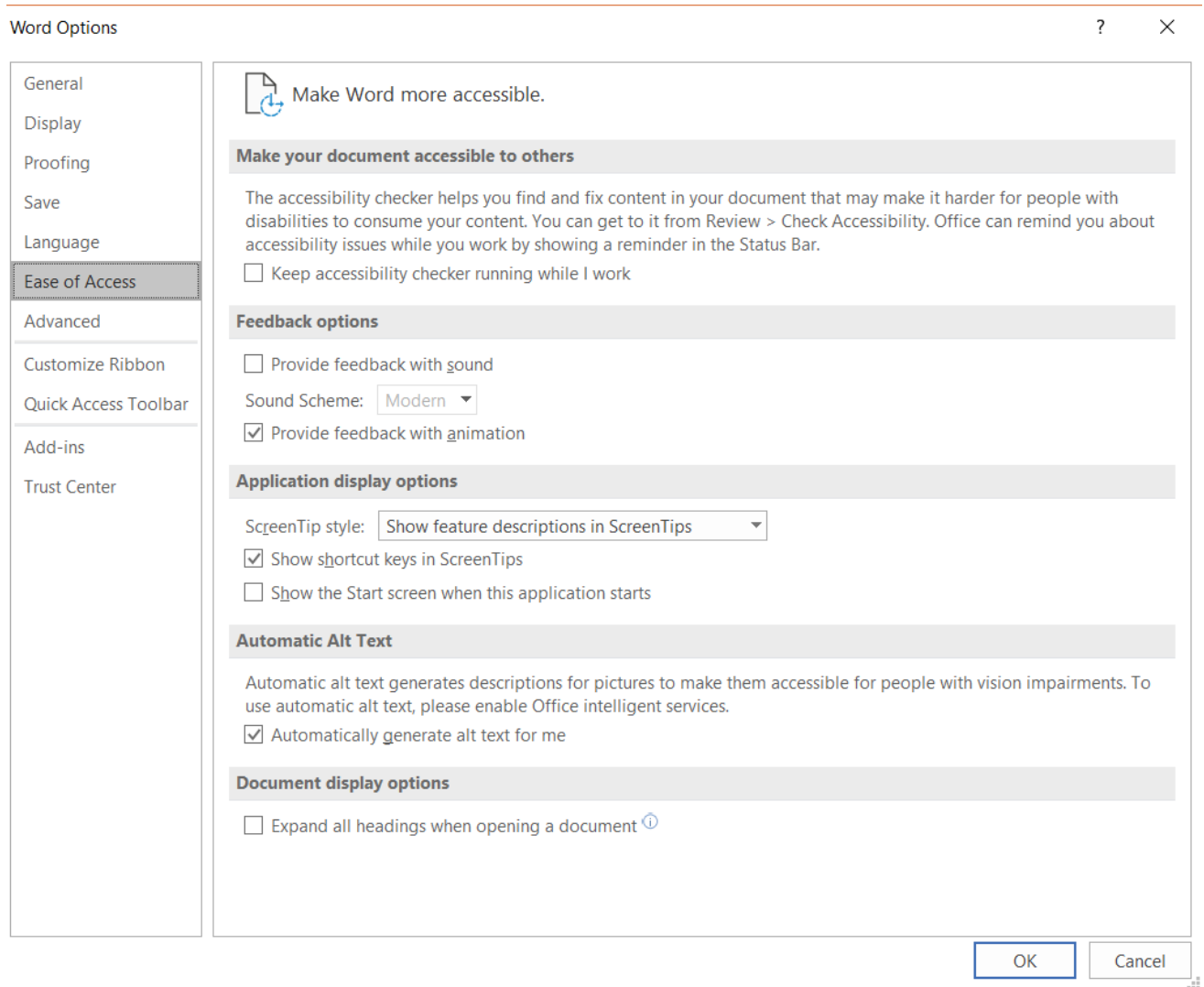
the internet if you are non-networked (aka “standalone”). This is known as a “hyper link” or “live link” or just a “link”. It is not a good idea simply click the link. Put you mouse pointer on top of the link first and a box will pop up that tells you where it will go. (As Bugs Bunny would say “be vewy, vewy careful of shortened URLs”. Ask me if you don’t know what they are!)

The 5th is the **Language** section:



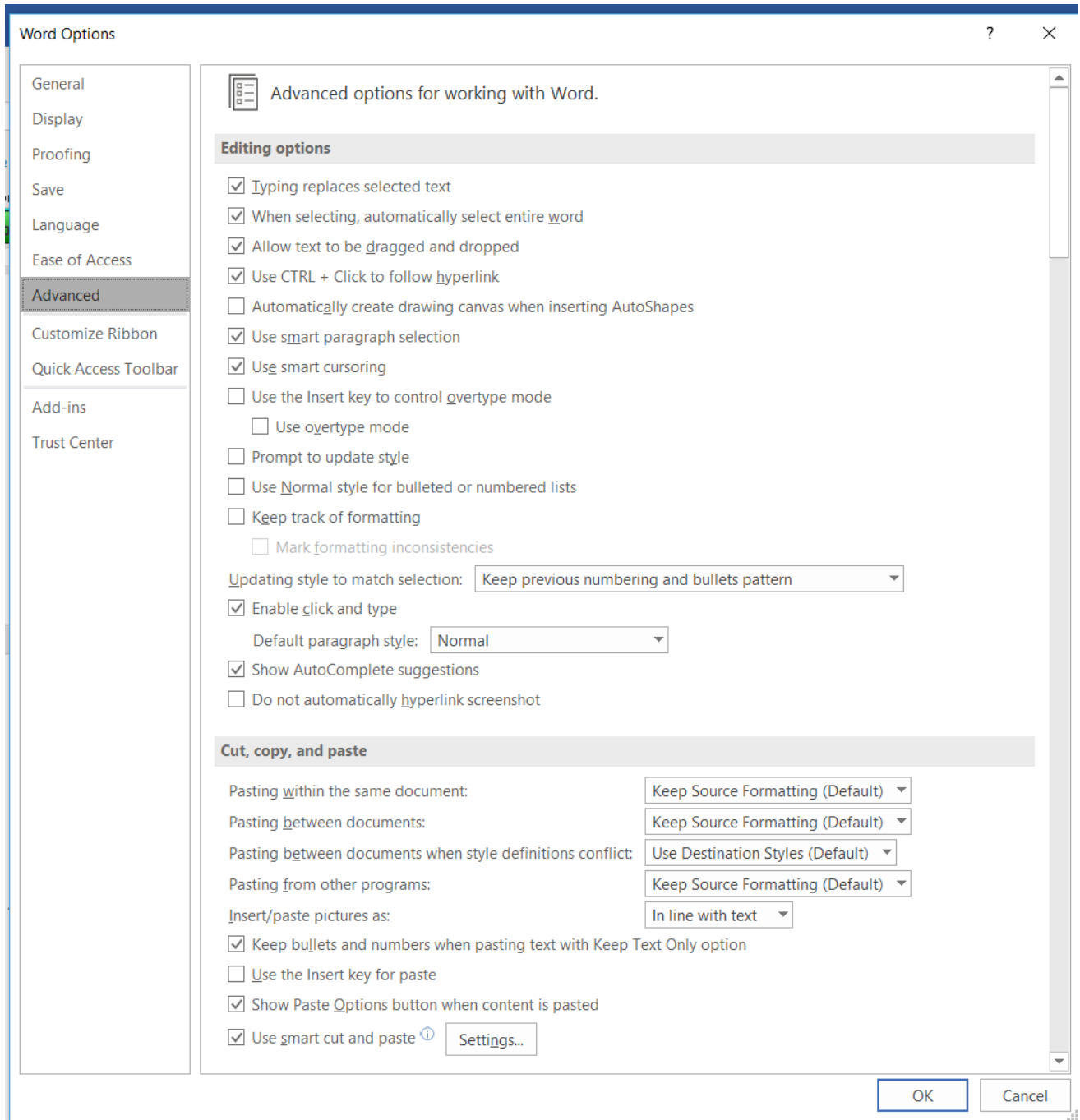
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The 6th is the **Ease-of-Access** section:

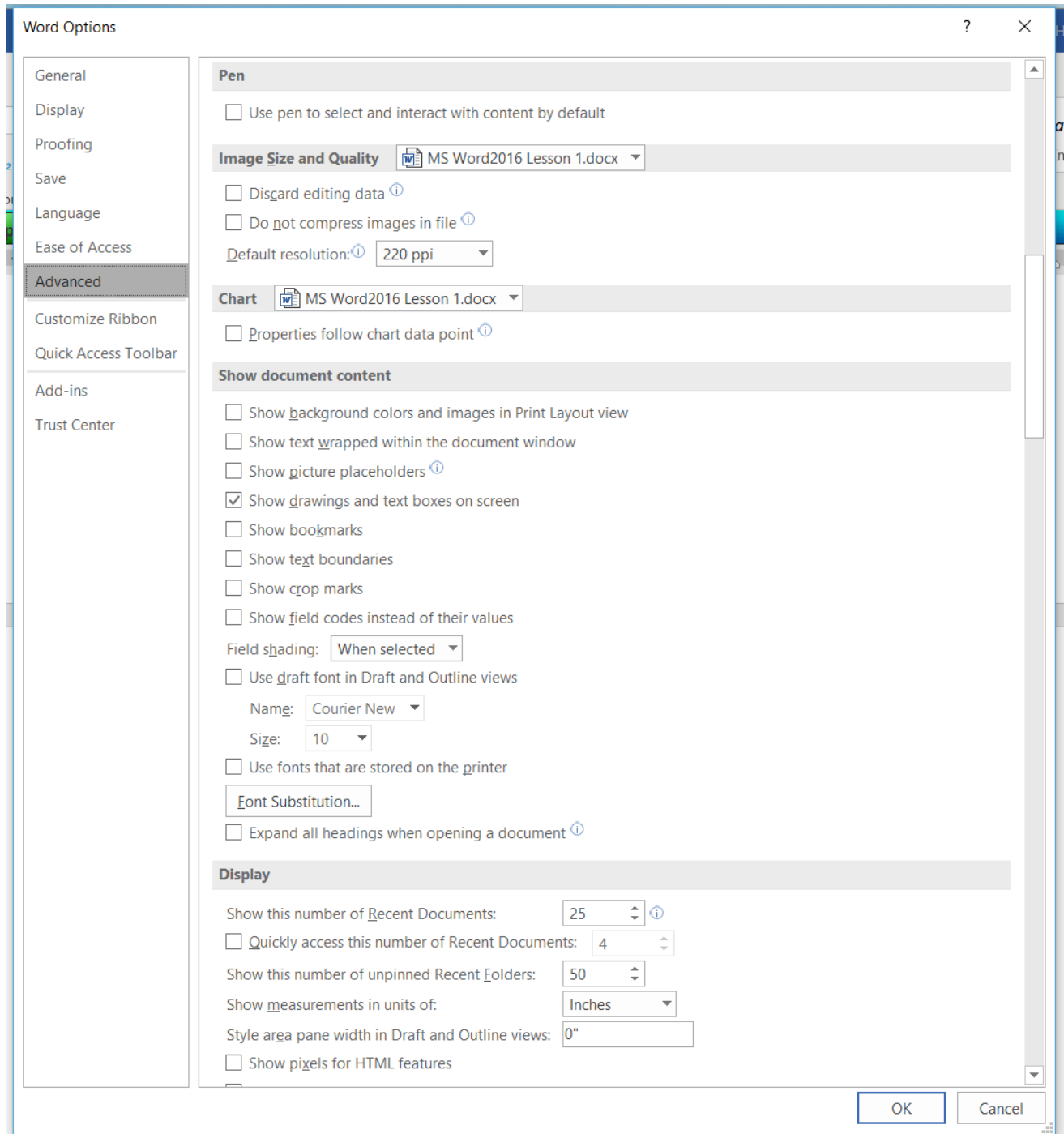


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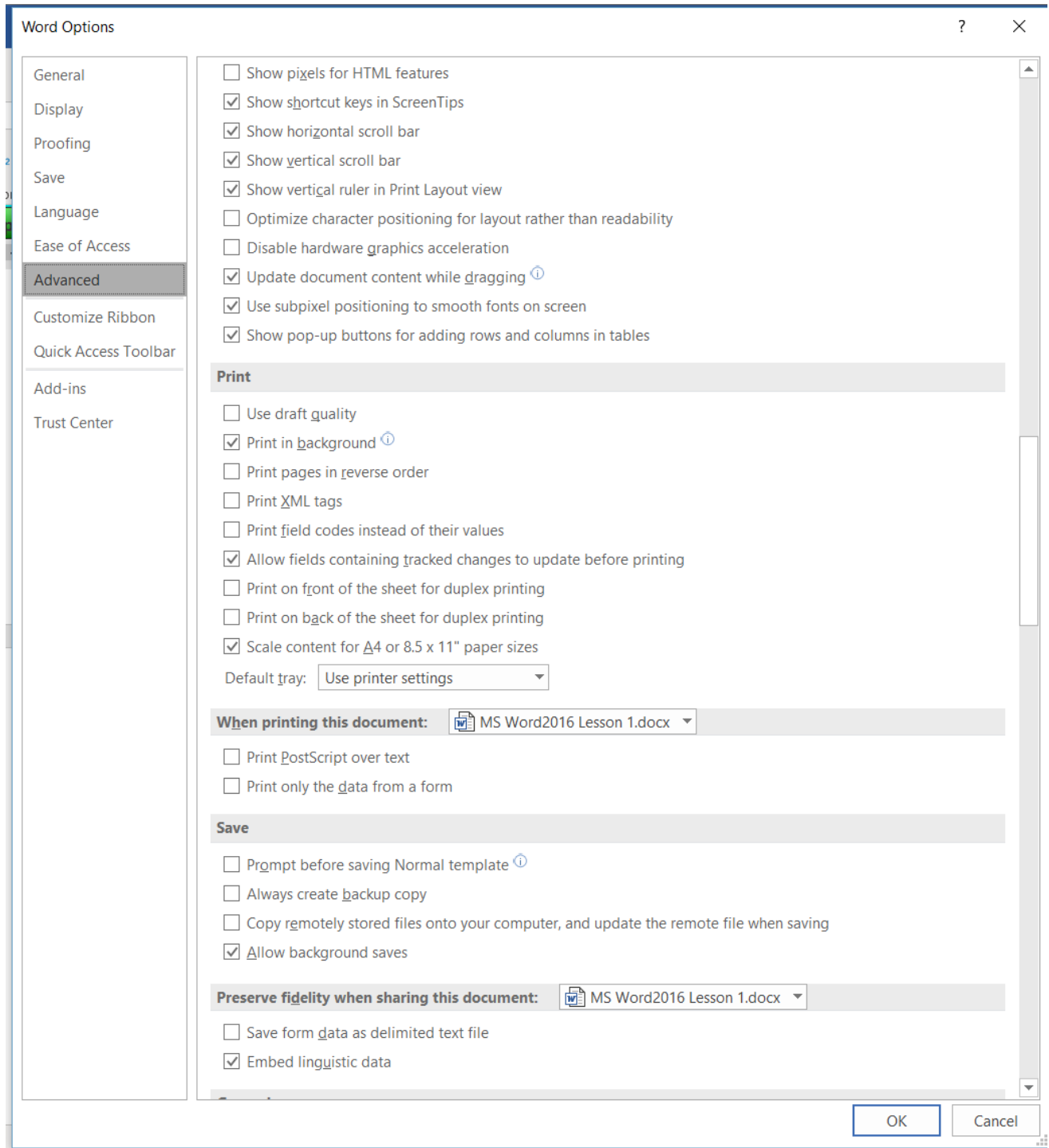
The **7th Group** is the **Advanced** section (it's huge) and goes through page **23**:



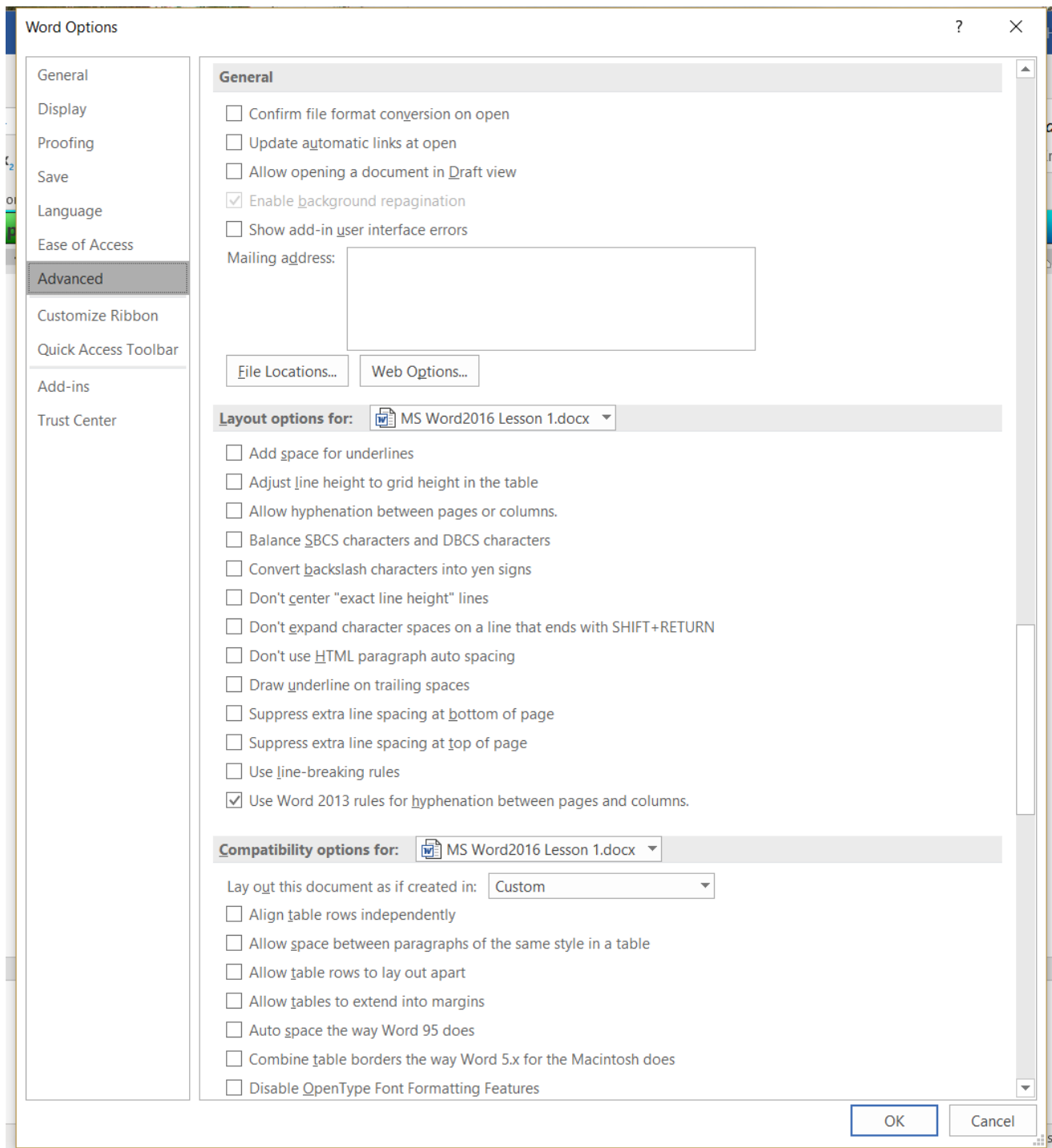
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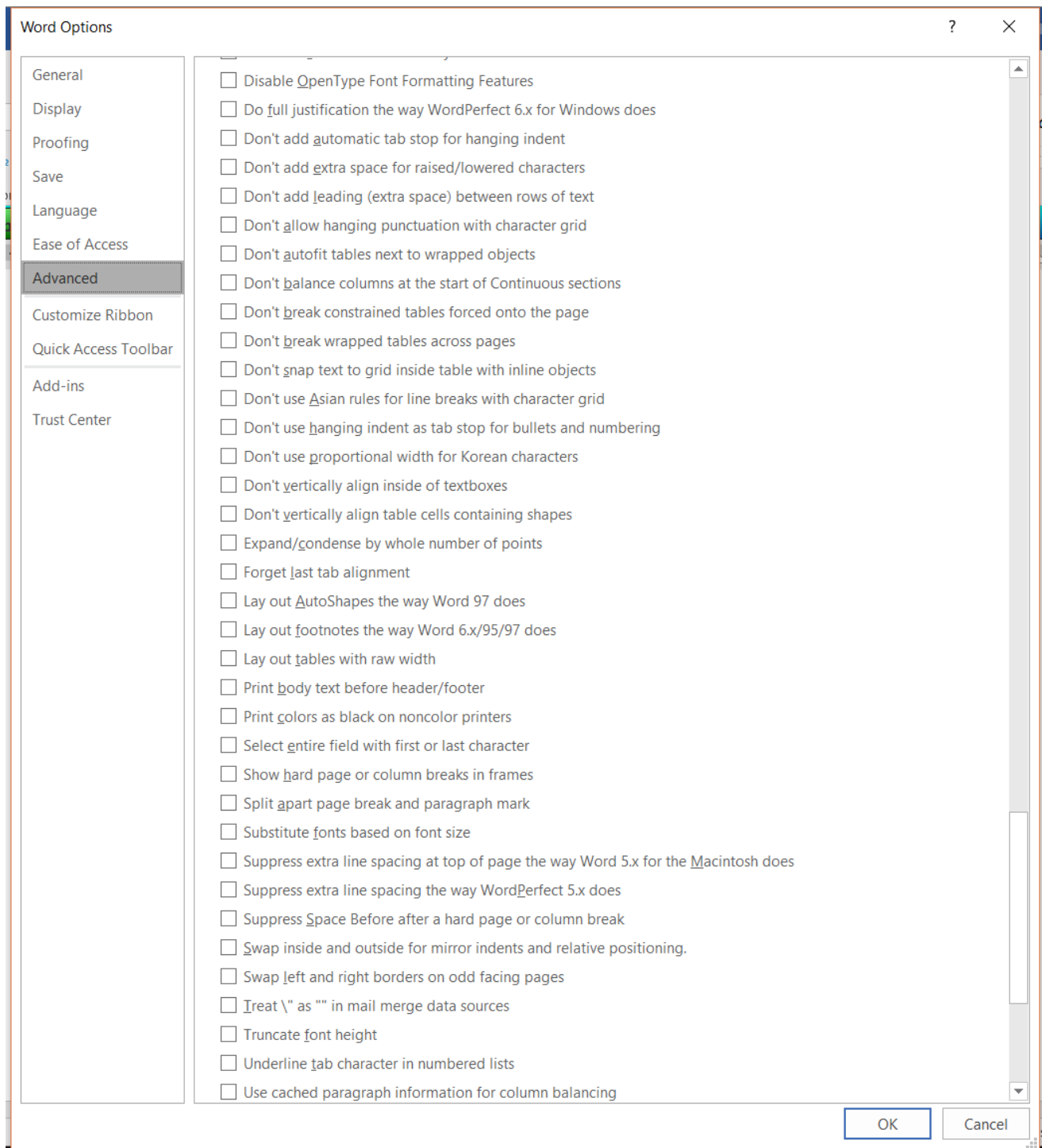
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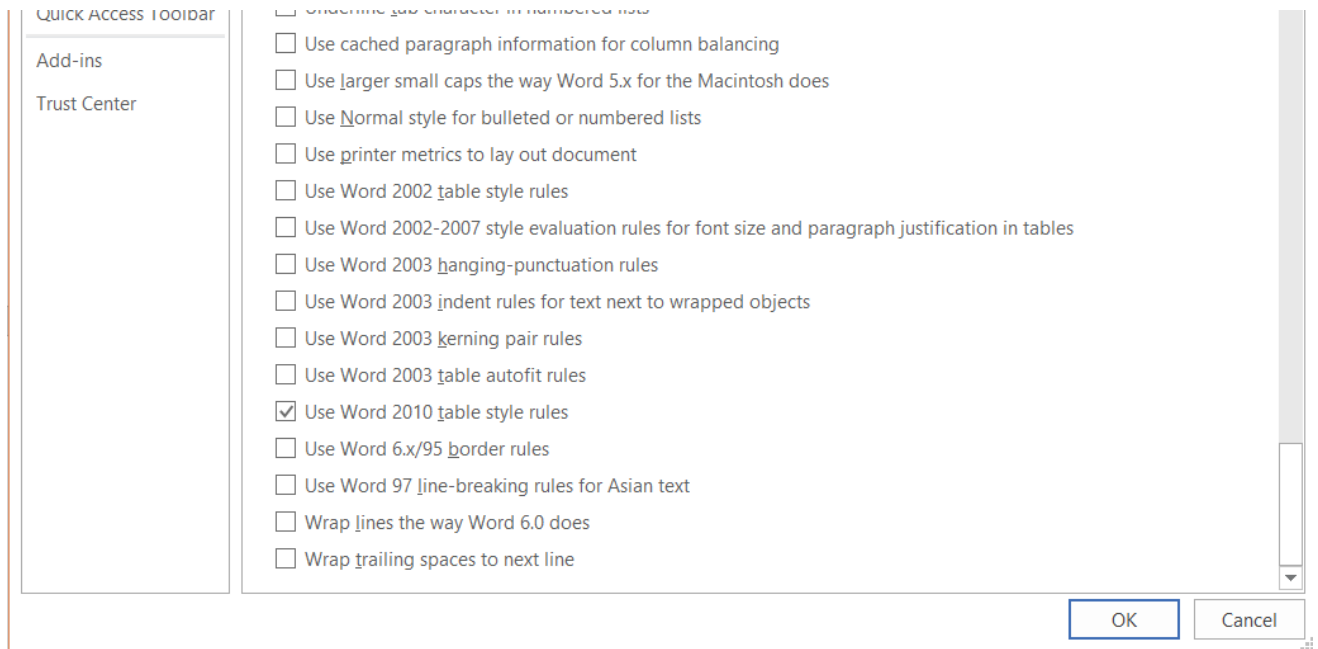
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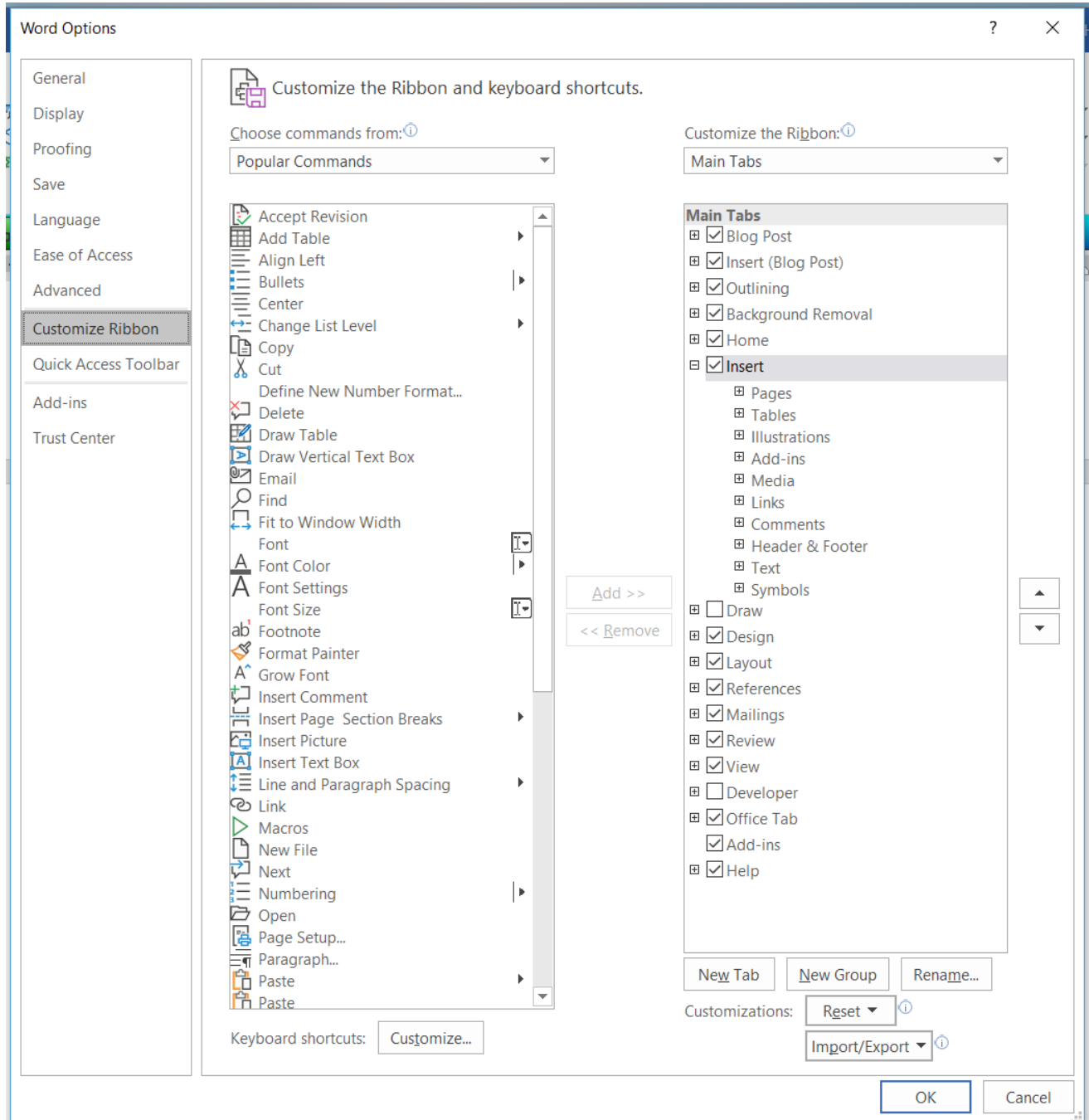
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As noted, it's a very long section...

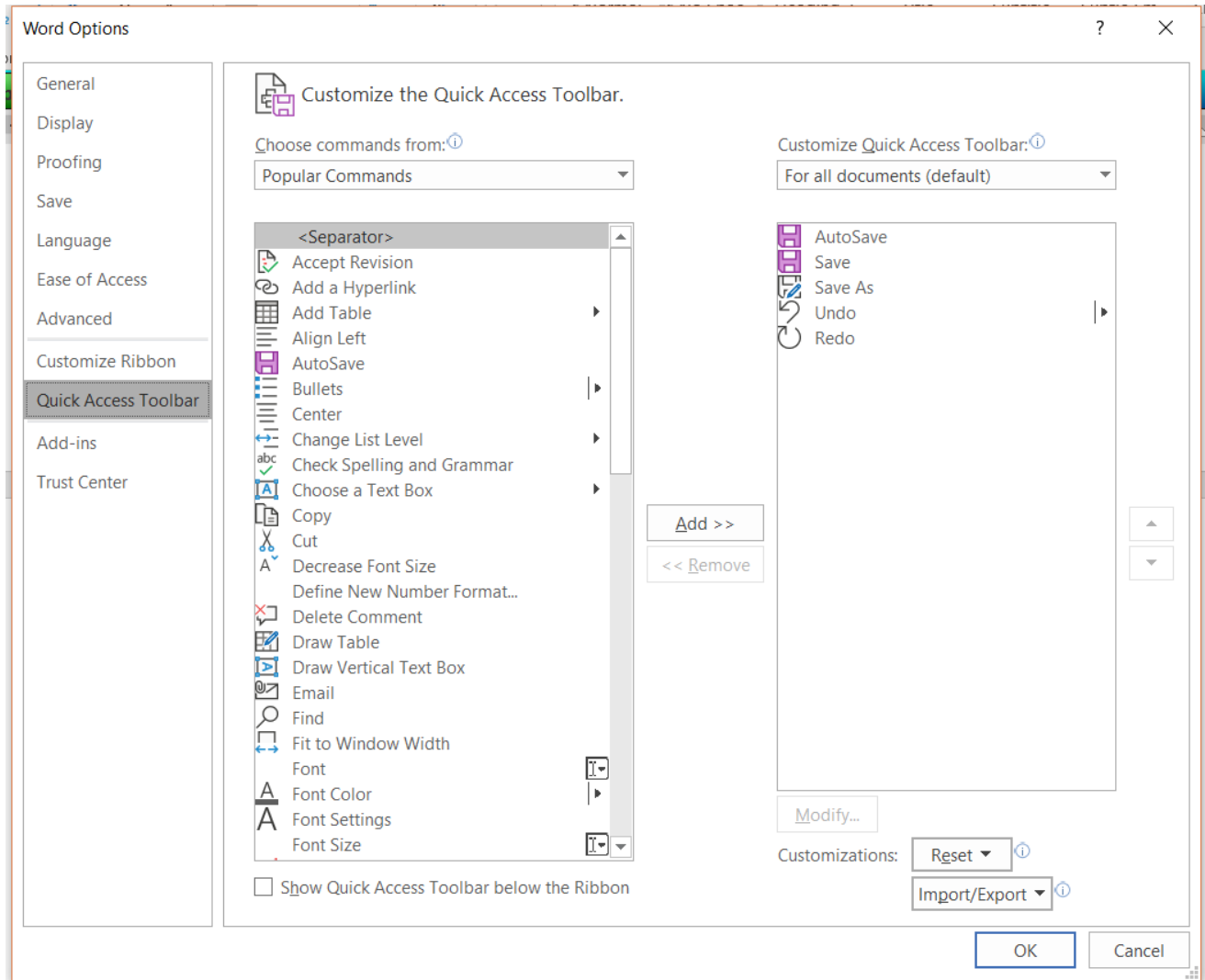
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The 8th group is the **CUSTOMIZE RIBBON** section is where you can customize the Ribbon. When you are just learning the software it is recommended that you leave it at its default.



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The 9th group is the **Quick Access Tool Bar**:



The **Quick Access Tool Bar** is initially located on the **LEFT END** of the **TITLE BAR**. If you prefer it to be just above the active window, click on the down arrow and select “Show below the ribbon”.



Remember, there's nothing "right" or "wrong", it's simply how you want things to work in your copy of **Word**. If you need to change it, DO IT! Since there's no harm, there's no foul. If you don't like the change, change it back.

We will skip the **ADD-INS** and **TRUST CENTER** items. **Word** doesn't do everything and there are tools available that do some of the things **Word** doesn't do. The user can add—usually by purchasing—additional tools for **Word**. Those tools end up in the **ADD-INS** group. If you'd like more information, simply click on the ? on the window title bar, at the right end of the **Options panel** when you are on the **ADD-INS** or **TRUST CENTER** page(s).

That's all for today folks!