WINDOWS 10

Personal Computing for Beginners

Online Class
***PLUS* Edition**

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2022 Revisions: David Watkins

Summer 2022

UNIVERSITY of SOUTH FLORIDA
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Author of this Windows 10 Personal Computing for Beginners manual is **Sherry Foecking** with input from **Cecelia Vance.**

The Osher Lifelong Learning Institute at the University of South Florida, Tampa, was established in 2005 from two previous programs for older adults, which began in 1993 and 1994. We serve adults aged 50+ in the Tampa area and are open to all regardless of race/ethnicity, religion, or educational attainment. As a member-based organization, we operate using the collected experience and wisdom of our members, faculty and volunteers, all older adults, who volunteer their services to the institute.

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We value:
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• Lifelong intellectual stimulation and growth
• Physical activity
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• The joy of learning
• Opportunities for community service
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About This Online PLUS Edition

This manual and the associated PLUS classes cover all the material in the original Windows 10 Personal Computing for Beginners 2020 manual, authored by Sherry Foecking and Cecilia Vance. Acknowledging that Windows 10 is now two years older, and many Beginners may need, and be ready for, certain material covered in the Windows 10 Personal Computing for Intermediate Users version, authored by Donald Hogue, I have created what I refer to as the PLUS edition of the Beginners course & manual, incorporating much of the material from the Beginners manual and several specific topics from the Intermediate Users manual. I am grateful to the original authors mentioned above for their excellent work, and to OLLI-USF for allowing me to reuse much of that content as a basis for this Beginners PLUS manual and associated class.
David T. Watkins
Summer 2022

Lesson 1

Introduction to Your Computer

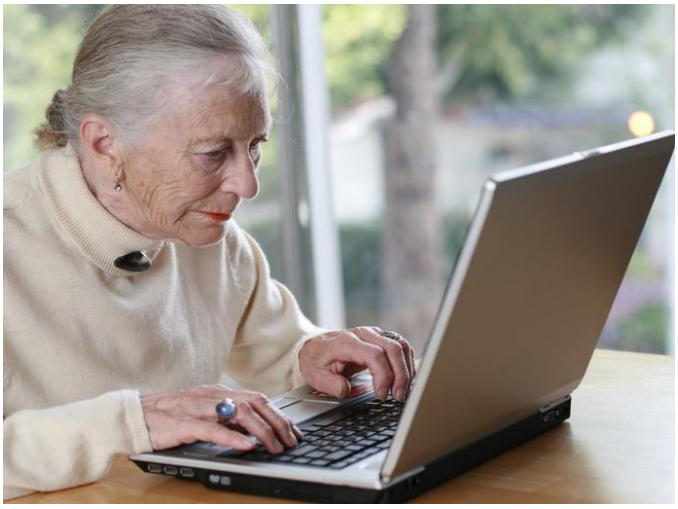
So you have a new computer.

Why?

What do you want to do with it?

Some of the things you can do with a computer:

- Write letters
- Make cards & invitations
- Make movies
- Listen to & work with music
- Make slide shows
- Improve your typing
- Play games
- Keep track of money
- Send emails to friends
- Keep and alter pictures
- Find out information on ANYTHING on the internet
- Print out information



And so on
and so on
and so on……

Put a check mark in front of anything that appeals to you. Add any other ideas that you have about computer use.

What computer did you purchase?

Brand _____

Kind _____

Model number _____

Operating System _____

Have you registered it yet_____?

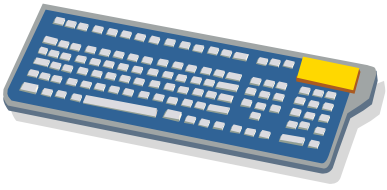
HARDWARE

The physical parts of the computer system.

There are 3 basic styles of computers: one style comes in several pieces: some of which sit on a desk or table. That kind of machine is called (obviously) a desktop computer. That is the kind we have here in our OLLI-USF computer lab, so let's deal with it first.

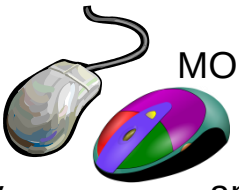
The tall boxlike piece is the Systems Unit which contains CPU or Central Processing Unit. It is sometimes referred to as the Tower. The CPU is the part of the computer system that does the real work of calculating and processing information on the computer's main chip. Also, inside this unit are the drives that store your information. At the front top of the unit is an opening to receive a disk that you might purchase which contains a program or saved data that you might type in yourself and save on a disk.

Another essential part of your desktop computer is the MONITOR.
This piece looks like a TV set and shows you what pictures or information are being processed in the CPU inside the systems unit. The monitor is sold separately from the Systems Unit and is often 21" or larger.



A third part of your computer system is the KEYBOARD. It is normally included in price of a Systems Unit.
This input device looks like a typewriter keyboard with some important additions. Typing is one way you can communicate

with the computer. You don't have to be a good typist, but it doesn't hurt and you will get better at finding your way around the keyboard, the more you use your computer.



Another input device that came in those boxes is the MOUSE. This little hand sized device is another way you communicate with your computer. Mice come in various forms and sizes. They fit your hand comfortably and must be used with a desktop computer. Some of them have a wire connecting to your Systems Unit. Many mice nowadays are wireless and have a special USB plug that fits into the computer Systems Unit or monitor.

Many desktop computer systems also come with a pair of SPEAKERS so you can hear music & sound on your computer. Often now a computer will have a microphone.

The second style of a computer is called a LAPTOP.
A laptop computer is generally small enough to hold on your lap if you choose. Most of them are between 15 & 20 inches wide and about an inch thick. The screen is measured on the diagonal. When a laptop is opened up, the top is the monitor (or screen) and the bottom is the keyboard. The processing is done on a central processing chip under the keyboard.
On older, and some new laptops, there is a place to insert data disks in one side. On all laptop and desktop computers, there are USB (Universal Serial Bus) ports to connect other devices, like a

mouse or a flash drive. Most new laptops have a built-in microphone and camera.

It is not a good idea to operate a laptop computer in your lap or on a soft surface. Computers can get hot when operating for a long while and need to have air circulating around them. Ideally a laptop should be placed on a raised wire rack on a desk or table to allow air circulation.
Laptops typically come with a small touch pad in the lower center of the keyboard by which you can communicate with the computer, instead of using a mouse. Some people like to purchase a mouse to use with their laptop. Some laptops now come with a touch screen, an alternative way to enter information. It is possible to purchase a touch screen monitor for a desktop. We do not have touch screens in this lab, and we will use a mouse and keyboard for input.

Both desktop and laptop computers can be equally powerful, so which one you choose to buy is up to your personal preference; whether you have the space for a desktop or if you need to take a computer with you when you leave the house. The price is about the same for the same kind of power and speed. Sometimes desktops cost a little less than laptops. Whatever style computer you choose will give you equally good service.

A third style of personal computer is a tablet. Some laptops may be operated in tablet mode. We will discuss these briefly in portions of the online OLLI sessions.

SOFTWARE

The above pieces are all HARDWARE, but you can't use a computer without SOFTWARE as well. Software is the program that gives the computer directions on what to do. Software is divided into 2 basic types: the Operating System (OS) and Applications.

OPERATING SYSTEM

The operating system is software that is usually put into the computer at the factory and gives the computer instructions on how to perform basic tasks, such as how to respond when you turn it on, or use the mouse or keyboard. We are using an OS called Windows 10, developed by Microsoft, for these classes. This was the latest operating system for PC computers until October 2021 when Microsoft released Windows 11. There are periodic changes and improvements to this system, which Microsoft supplies free of charge in Downloads. You do not have to approve these or do anything else about them, just know that they are good things and know to expect them. Older systems have been called Windows 7 and Windows 8/8.1. Most non-Apple computers in use currently are using Windows 10, however most new computers have been shipping with Windows 11 since late 2021.

These Windows operating systems are for PC computers, NOT Apple brand computers.

Windows 10 is an Operating System that blends the two previous operating systems, Windows 7 and Windows 8/8.1. Many people, in the early months of 2016, downloaded a copy of Windows 10 to a computer that they had previously used which had been using one of these older operating systems. If this is what has been done on your home computer, you may find that some of the screens used in class may not look exactly the same as your screen at home. If you bought a new computer during the last few months, Windows 11 is probably on it. Windows 10 is the Operating System we will use in this class.

UPDATES

Microsoft has been making changes and improvements to Windows 10 since its inception. These changes will automatically be downloaded to your computer. They will make your machine even better to use. As of this writing version 21H2 is the most current Windows 10 version. Beginning with this version, Windows 10 feature updates will occur annually. Windows 10 is scheduled to be supported by Microsoft until October 2025.

There will probably be times when this manual will not agree with your computer at home or even the computers in this lab. This may be due to these periodic changes Microsoft continues to make to improve and update its software.

Windows10 needs to be connected to the internet to use all of its new features and to receive security updates. It is important that you do so to use this your system to the fullest. You probably have an internet or Wi-Fi connection at home. If you have a router box with your cable TV you *should* have a wireless connection in your home. If you are uncertain whether you have it or not and are just setting your computer up, you may want to call your cable/internet/cellular company and check.

We will discuss internet use in Chapter 2.

Windows 10 is an operating system that provides both local and internet connection and coordination.

Microsoft introduced in Windows 8 a sign-in process that included a strong suggestion that you get a Microsoft account to make this work. (If you've used Microsoft services in the past—like Hotmail, Outlook.com, OneDrive, Messenger, Skype, or Windows Phone—

you already have a Microsoft account - it's the password you use to sign-in to that account).

Perhaps you don't have to have a Microsoft account (like OLLI has chosen to do). You can register your copy of Windows 10 with a local name, something like ollilife, or any name of your choosing. Either way, most of your programs will work fine on your Windows 10 computer.

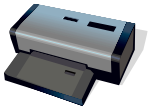
So why have a Microsoft account? You would not be surprised to hear that there are several things that don't work or have to work differently if you are not using a Microsoft account.

- Cortana (the digital assistant) doesn't listen to you.
- Your OneDrive (cloud) account is not automatically connected.
- You cannot download an app (program) from the Microsoft Store.
- Your location services may not work properly to use the Map feature.

APPLICATIONS SOFTWARE

This kind of software tells the computer how to do certain tasks, like play games, write letters or draw pictures. You need to work with the computer to learn how to give it the correct cues for performing these tasks. That kind of software is commonly called an "app".

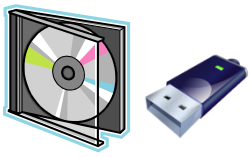
PERIPHERALS



Some items you will want to use do not come with every purchase of a computer. They can be thought of as computer accessories or peripherals. One accessory you might like to have is a PRINTER. It prints out a paper copy of emails, documents you may have created or other information off the internet, or photographs. Many printers cost under $100 and can be just printers or an All-in-one printer, which includes a scanner, fax and copier. Home printers print in color if desired. Printers come with one or more ink cartridges but count on buying new ones periodically. Keep a box, or make a note, so you buy the right brand and number.

Some businesspeople like a laser printer which generally turns out black & white copy more rapidly. Even though the initial expense is greater and so is the laser cartridge that supplies the ink, these printers do big print jobs well and cost effectively. Color ink is also available.

REMOVABLE DATA STORAGE DEVICES



CD or DVD disks still hold programs or would store data or pictures that you might want to save, but many new computers of both styles no longer have a place to insert these Disks. In this class we will discuss and demonstrate use of the common USB Flash drive. This is one of the most popular removable, portable data storage devices, which are also called peripherals.

TAKING CARE OF YOUR COMPUTER HARDWARE

Do not have food or drinks around your computer. Keyboards hate them.
Do not place magnets on or around your computer.
Do not use water to clean a computer or any of its parts.
Do plug the computer in to a good surge protector or UPS to keep power surges, electrical failures or storms from damaging your computer

More on this in the online lab sessions.

STARTING UP THE COMPUTER

IF YOU ARE USING A DESKTOP COMPUTER:

Step 1 First, push in the button on your monitor;
(this button can be anywhere on the Systems Unit, but is often near top).
You will see a small light go on.

Step 2 Press the computers Power button (usually located on the front of the Systems Unit, but sometimes is on the top or back).

IF YOU ARE USING A LAPTOP:

Step 1 Open your laptop.

International symbol for

Step 2 Press the Power button, (usually located in the area above the keyboard or on the side of the machine near the hinge).

A Tablet may have a Power button on the edge, like the picture below:

The operating system automatically starts when you switch on the computer. The startup process is called **booting**. During this process you may see words or graphics on your computer screen. Your computer is performing certain self-checks and is transferring information from its permanent storage area to its **RAM**, (Random Access Memory or temporary) memory so that you can access this data more rapidly.

With either style computer, the operating system automatically starts when you switch on the power.
You will usually see this picture as an opening screen. This is sometimes called the Lock Screen. Just click on it anywhere and it will disappear, and you will see your sign on screen.

This new screen is called the Hello screen and is like the figure at the left. It may vary in background, but it will always have the place for a picture (yours if you like), and a white box underneath. Look to be sure a blinking vertical line called a cursor is at the left end of the white box and then type in your password, which is probably a Microsoft Account password. Then press the Enter key on your keyboard.

PASSWORDS

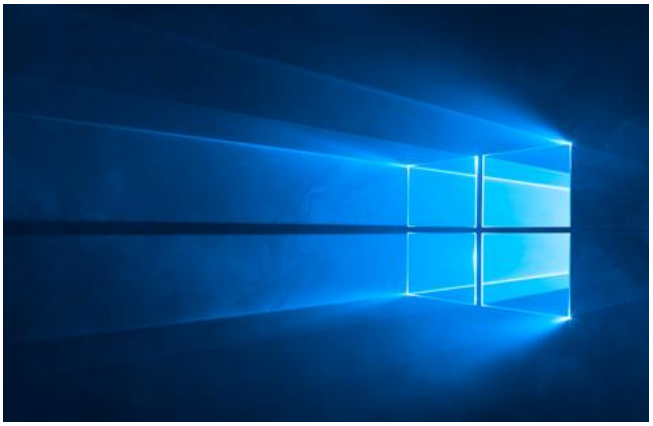
On your personal computer, the password should be easy for you to remember and hard for someone else to guess. It should be at least 8 characters long and have both upper- and lower-case letters and one or two numbers.

A password is case sensitive. Even though you will be typing letters, in the box, it will only show dots or asterisks. This is so no one else could look over your shoulder and see what you are typing.

If you are the only user of your desktop computer, you can probably use a simpler password, a name, and a number from your past. If you have a laptop that you carry around, you need a more complex password, using a combination of upper- and lower-case letters plus numbers. Again, this password must mean something to you. Initials often work well. Do not use the same password for different programs. Vary your passwords. Write passwords in a private notebook so you do not forget them. Passwords are usually changed every year or more often to maintain security of your personal information.
Some devices offer the opportunity to sign in with a pre-defined PIN, a fingerprint or facial recognition. DO NOT TELL ANYONE YOUR PASSWORD(S).

DESKTOP

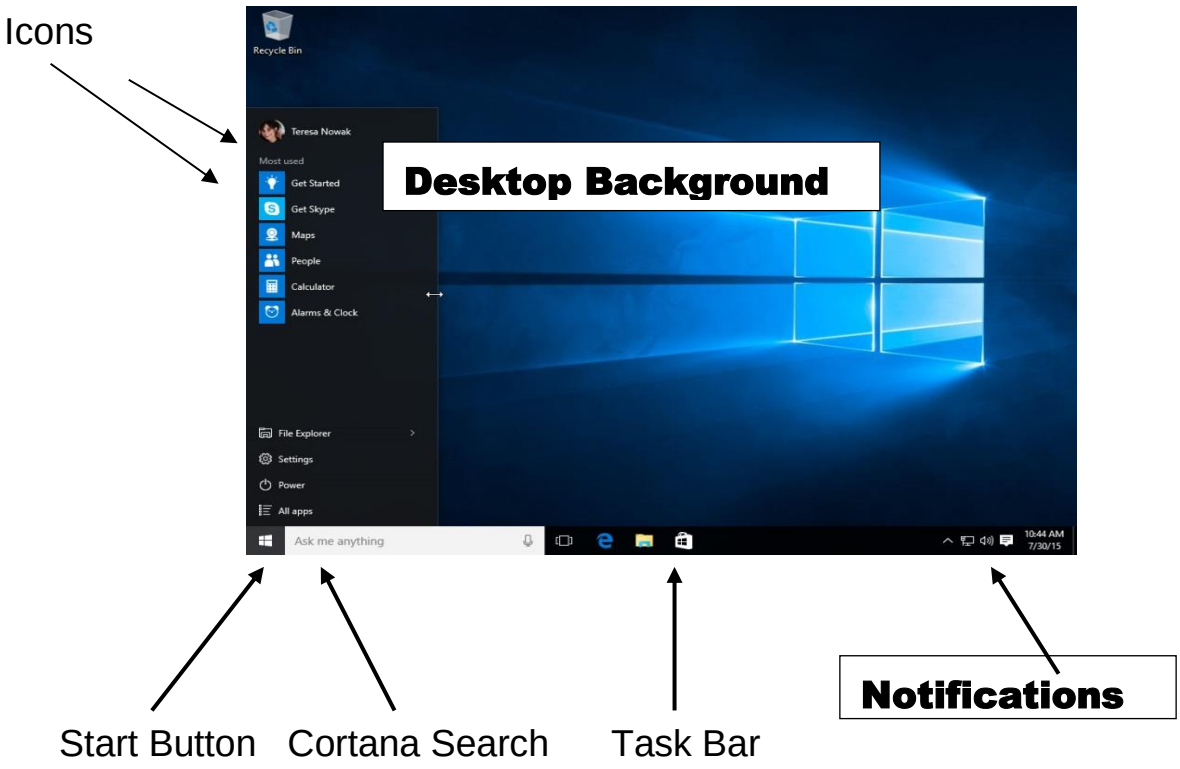
After the Windows 10 operating system loads and you log on to your computer, as necessary, you will see a screen that looks like the one below. This screen is called the computer desktop. The background is often called wallpaper and can be changed more easily than its namesake. The desktop background may be a picture, design or solid color either supplied by the operating system or one of your choosing.



In the past, desktops have been pretty standard, but that is not so true anymore. With Windows 10, many people downloaded this new operating system into a computer that had other files and items on the desktop of a previous operating system. Those items were left over from older Windows and will appear on the desktop.

Other people have bought a brand-new Windows 10 computer and the desktop will have very few items on it.

There are some areas which all Windows 10 computers have in common, and we will concentrate on those.



Labels have been added to the figure above so that you can identify the parts of the computer desktop described below. As you read the descriptions, locate the corresponding area or item on your desktop.

ICONS

Icons are graphic objects representing a link to an application, an internet address, a file or a folder. One icon that usually appears on all desktops is the trash can or **Recycle Bin**. We will work with this one shortly.

TASKBAR

The taskbar is located along the very bottom of your screen. It contains several components described below.

START BUTTON

The Start button is located at the extreme left of the Taskbar. It looks like a window with 4 little panes.

CORTANA

To the right of the start button is Cortana, Windows 10 new personal assistant. This circle  and a search bar are a quick way to find your way around your computer. If you have a computer with a microphone, you will see the Cortana circle. You can talk to her, and she will answer you and find what you want, whether it is on the internet or on your own computer. ***Try this on your PC at home.***

Cortana, like several other of the features of Windows 10, can only be used to the fullest when you sign on to your computer with a Microsoft Account password. Cortana will be discussed in a more advanced class.

The search box, also on the taskbar, is very handy and we will type in there later to find items on the computer.

TASK VIEW

About the middle of the Task Bar is this icon,  . It is called the **Task View** icon**.** Click on it. If there are any open programs, they will appear on your screen. We will use this feature from time to time.

QUICK LAUNCH TOOLBAR

The **Quick Launch toolbar**, located to the right of the Task View icon, contains one or more icons that allow you to start these programs with a single click. If you do not see the Quick Launch toolbar, it has been turned off or hidden.

ICONS FOR OPEN PROGRAMS

The center area of the taskbar can also hold task buttons which represent any open programs. At this time, this area will not contain any task buttons because we have not worked with programs yet. If there are several task buttons, an arrow bar can be clicked to cycle through them.

NOTIFICATIONS

The Notifications area is located at the extreme right of the Taskbar. It contains icons that report the status of programs launched when you started your computer. Usually there are some security icons. Volume of sound can be controlled in this area and more.

ACTION CENTER

The small, rectangular box to the immediate left of the Date/Time. A number of quick-action icons are available by clicking here.

TIME AND DATE

The time and date are at the far-right side. When the time changes, the time on your computer automatically updates. At the far-right end, there is a vertical bar, called Aero Peek, that always returns you to the desktop.

USING YOUR COMPUTER

If you have a laptop computer, you will find a small square pad below the keys on the keyboard. The pointer on the screen can be moved by your finger motions on this pad. The two buttons below the pad are used to select by clicking in the same way a mouse click is used. Some new laptops, and all tablet PCs come with a touch screen. In this class we use a mouse for screen movement. Many laptop users purchase a mouse to use in preference to the pad.

USING THE MOUSE

The mouse controls a pointer on the computer screen. The pointer takes several different forms depending upon which window is open or what program is being used. When moving around the desktop, the pointer takes the shape of an arrow. This pointer is also called the **CURSOR**.

- The pointer moves in the same direction as you move the mouse.
- Grasp your mouse and hold it up above the tabletop. Did you use your left or right hand?
- Holding your mouse is generally done with the right hand, even by people who use the left hand for other tasks. The cord end on the mouse faces the monitor. Use the hand which feels most comfortable
- Place the mouse comfortably in the palm of your hand and place the forefinger on the left-hand (Primary) button and the middle finger on the right-hand button. These two fingers should be slightly curved over the buttons.

- The wheel in the middle of many mice is the scroll wheel and is controlled by the index finger. This wheel will be discussed later when we need to use it.
- The thumb and ring finger go on either side of the mouse to hold it. Hold your mouse lightly but firmly. You must keep control of it but do not grasp it so tightly that your hand cramps.
- If you are left-handed, it is possible to reset the mouse you have to work left-handed or to buy a left-handed mouse. This will be covered in a later lesson. Many left-handed people do use the right hand for mousing.

MOUSING

A major problem with first time computer users is steadiness with the mouse. Holding the mouse steady while clicking is essential. Pushing it forward (or backward) while clicking can give some undesirable surprises. You will be clicking on the wrong icon, word or choice which can be frustrating and time consuming.

- Grasping your mouse lightly, but firmly, move your mouse so that the pointer is over each of the items on the taskbar. Do not click. Notice that a box will appear with information about each item. When you move your mouse over a desktop icon, its name shows.

I. Single Click

Use your mouse to move the pointer to the Recycle Bin icon on your desktop.

- The tip of the arrow should be in the middle of the bin.
- Hold the mouse steady, press the mouse button, lightly and release. You have just **CLICKED**.
- Notice that the Recycle Bin is a slightly darker color. That color change is how an icon looks when it has been **SELECTED.**
- Now **CLICK** any other place on your desktop. Notice the recycle bin is back to its usual color. It has been **DESELECTED**.

It is necessary to select an icon or an item on the screen so that the computer knows on what you want it to take action.
Deselecting tells the computer that you are no longer interested in working with that item. An icon is also deselected by clicking on a different icon. Generally speaking, only 1 icon or item can be selected at a time.

II. Click and Drag

This is a very useful mouse action.

- You are going to click on the Recycle Bin icon, hold down the left mouse button and move the mouse across the screen, dragging the Bin along with the arrow.
- Release the mouse button when the object is in the position where you want it. Let's put it in the lower right corner of the screen.

When you release the mouse button, the Bin should stay in the position where you dropped it. If it pops back to the upper left, the icons on your screen have been set to return to its grid positions (that is sometimes done in Computer labs).

Note: Click always means to click the left (Primary) mouse button **only once.**

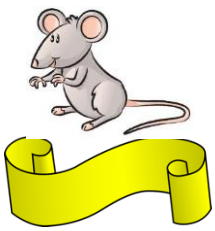
III. Double Click

This is another mouse action that you will use a lot.

- Press on the left mouse button twice in rapid succession when the arrow is on the icon. This action is taken when you want to do two things at the same time: select and open that icon, for instance.
- Let's try it in the middle of the screen just to get the feel of it**. CLICK CLICK** with your index finger.

Now try it on the Recycle Bin. Did a rectangular white area open on your screen? Congratulations! You can now double click.

If not, try it again. Be sure the arrow is in the middle of the icon picture and that you are holding the mouse steady while you push the left mouse button two times quickly. It is a little tricky, but you can do it. Sometimes you must speed up your clicks a little. There should be no pause between clicks. Sometimes, people get frustrated and click more than twice. All this does is confuse your computer. In another lesson we will discover how to change the CLICK speed/delay.



SCROLLING WITH YOUR MOUSE

The mouse also is used to scroll through a document or a window when there is more information than can fit on one screen of the computer.

On a window that has a lot of information on it, you will see a bar (called a scroll bar) on the right side of the window and perhaps one across the bottom of the window. Mouse clicking on the arrows at the top and bottom (or either end) of the bar will move the information so that it can move so it can be read (rather like turning a page in a book so you can see what happens next).

- Put your index finger on the wheel between your mouse buttons and gently stroke the wheel with your finger. This action will allow the text to scroll down so that it can be read. (Stroking in the opposite direction will scroll back up in the text). This wheel is called a scroll wheel and is particularly useful on the Internet.

- Use a light touch. Do not press down on the wheel. Pressing down on the wheel may have a different function on your computer.

To scroll

- Click in the middle of an open window and stroke the Scroll button back or forward lightly.
- Click on the X at the top right corner of the open recycle window to close it.

There is also a right click. Let's see what that does.

- Move your mouse to the center of your desktop.
- Holding your mouse firmly, press the RIGHT mouse button with your middle finger.
- You see a box with a list of choices which are available to you. What are some of them?
- Now move your mouse to the recycle bin, and, with the arrow in the middle of the icon, again press the right mouse button. Again, there is a list of choices. Are they the same choices? What are some of them?

Try this:

- Right click someplace else on the screen.

What does a right click do? _____

MOUSE CHART FOR YOUR REFERENCE

Mouse action	What to do
Click	Softly press the left mouse button once and release
Double-click	Softly press the left mouse button quickly twice
Right-click	Softly press the right mouse button once and release
Drag	Place the mouse pointer on an object. Press and hold down the left mouse button while moving the mouse in the same direction that you wish to move the object. Release when the object is in the position you wish.

Before our next class, practice these mouse skills. Remember the Mouse section of the Appendix. As we move through today's class, there will be several other ways to practice mousing.

Introduction to Windows 10

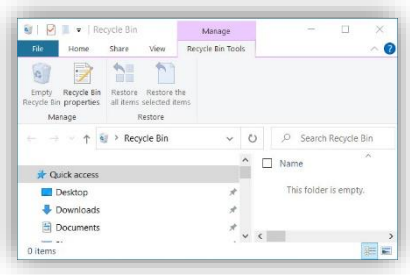
There are different categories of windows in any Windows operating system such as Windows 10, but let's open a window so we can see its parts.
Double click on the Recycle Bin icon on the left side of the screen. If your home computer does not have this icon on your screen, when we look at All Apps later in this lesson, we will find it for you.

You see a box with a large white space in the center and a light colored border. This is an OPEN WINDOW, (where Windows 10 got its name). Let's explore this one. All windows have certain parts and properties in common.

PARTS OF A WINDOW

The bar at the top of the open window is the **Title Bar**. It shows the name of the window which is open. This bar says Recycle Bin, of course.

At the far left end of the Title bar is the icon of the recycle bin. Click once on this square. There are choices for actions, like **Minimize** and **Close.** These options are at the left of every window.
Moving to the right is a tab that will make a new folder and then next is an icon with a down arrow. This is a **Quick Access Tool Bar** which allows the customization of the area to allow you to do certain tasks very directly. Click on this arrow to see some of the choices but do not click on any of them. We will have many opportunities to work with these choice menus.



Below, at the left, you will see the word “File”. Clicking on **File** tab opens up the **File Explorer**. This part of Windows shows where your information is stored. We have not yet put files on here. The other words following File vary and contain different information, so we will move on to discover the parts all Windows have in common.

The work area (the white space in the middle) may be blank or may have some icons or words on it. These icons represent programs that are ready to be deleted, but we do this with other material.
If the center of the screen is full of **documents** that have been discarded, you can use the scroll button on the mouse to move the screen so that all the items may be seen.

At the bottom of the window is a **Status** bar which notes how many items are in the Window as well as some other information pertaining to those open programs.

MANIPULATING WINDOWS

Any Windows 10 window can cycle through three altered states:

- Maximized means the window fills the screen.
- Minimized means the window is not shown on the screen, but is still open. You can find it by hovering your mouse over the task bar icons and you will see a small thumbnail of the window. The window reappears if you click on the picture.
- Restored means the window is not maximized and its size and shape can be controlled manually by the user.

In the upper-right corner of a window, there are three window-control buttons, which are shown below. The box in the middle button toggles between the Maximize and Restore down states.

TO MAXIMIZE A WINDOW THAT DOES NOT FILL THE SCREEN:

- Click the Maximize button. The window will now fill the screen.
- To restore a window from Maximize. Click the Restore button. The window will not fill the screen.
- To minimize a window: Click the Minimize button.

Note: When a window is minimized, a button is added to the **Task bar** at the bottom of the screen. This button will contain information about the window that was minimized. If you hover your mouse over this button, you get a pop-up window showing the document or contents.

Minimizing allows you to de-clutter your screen while still keeping your window convenient. In many cases, you can have several windows open at one time and switch back and forth among them!

WINDOWS THAT DO NOT FILL THE SCREEN CAN BE MOVED TO A NEW POSITION.

- To move a window: Click the title bar of the window and drag to a new position.

Note: Be careful not to move the window completely off the screen. If you drag a window into top of screen, it will fill the desktop (maximize)

Now Try it.

- Click on the Title Bar and holding the mouse button down firmly, drag the window around the screen.
- Wherever you release the mouse button, that is where your window will stay until you choose to move it again.
- Windows that do not fill the screen can be resized so that more or less of the information in the window will be shown.

TO RESIZE A WINDOW THAT DOES NOT FILL THE SCREEN:

- Place your pointer over the middle of top or bottom edge of the window, the cursor will change to a vertical double-pointed arrow, click and drag inward (or outward) to decrease (or increase) the height of the window.
- Place your pointer over the middle of either side of the window, the cursor will change to a horizontal double-pointed arrow, click and drag inward (or outward) to decrease (or increase) the width of the window.
- Place your pointer over any corner, the cursor will change to a diagonal double-pointed arrow, and click and drag inward (or outward) to decrease (or increase) both dimensions at the same time.

Exercise 1.1

1. Maximize your Recycle Bin window, if it does not fill the screen.
2. Click the Minimize button to minimize the Recycle Bin window.
3. Click the Recycle Bin button on the status bar to restore your Recycle Bin window.
4. Click the Restore Down button to restore down the Recycle Bin window.
5. Place your pointer over the middle of the right side of your window. When your pointer changes to a double arrow, click and drag the edge of the window to alter the width of your window.
6. Place your pointer over the middle of the bottom of your window. When your pointer changes to a double arrow, click and drag downward to increase the height of the window.
7. Place your pointer over the upper-right corner of your window. When your pointer changes to a double arrow, click and drag inward to decrease the width of the window and while holding down the mouse button drag upward to increase the height.
8. Click the **Restore down** button to maximize your Recycle Bin window.

Tip: A double click on the gray portion of the Title Bar will also maximize a window.

CLOSE THE WINDOW

In the far right corner of the Title Bar is a square button with an X on it. This button is the close button which closes the window. It is easy to remember -- X stands for Exit.

Now we are going to use the X button to exit (shut) our open window. Click it once and the window is closed. It is not just a click away on the task bar. The only place you see Recycle Bin is under its icon up in the left corner.

Now *you* "DO WINDOWS"!

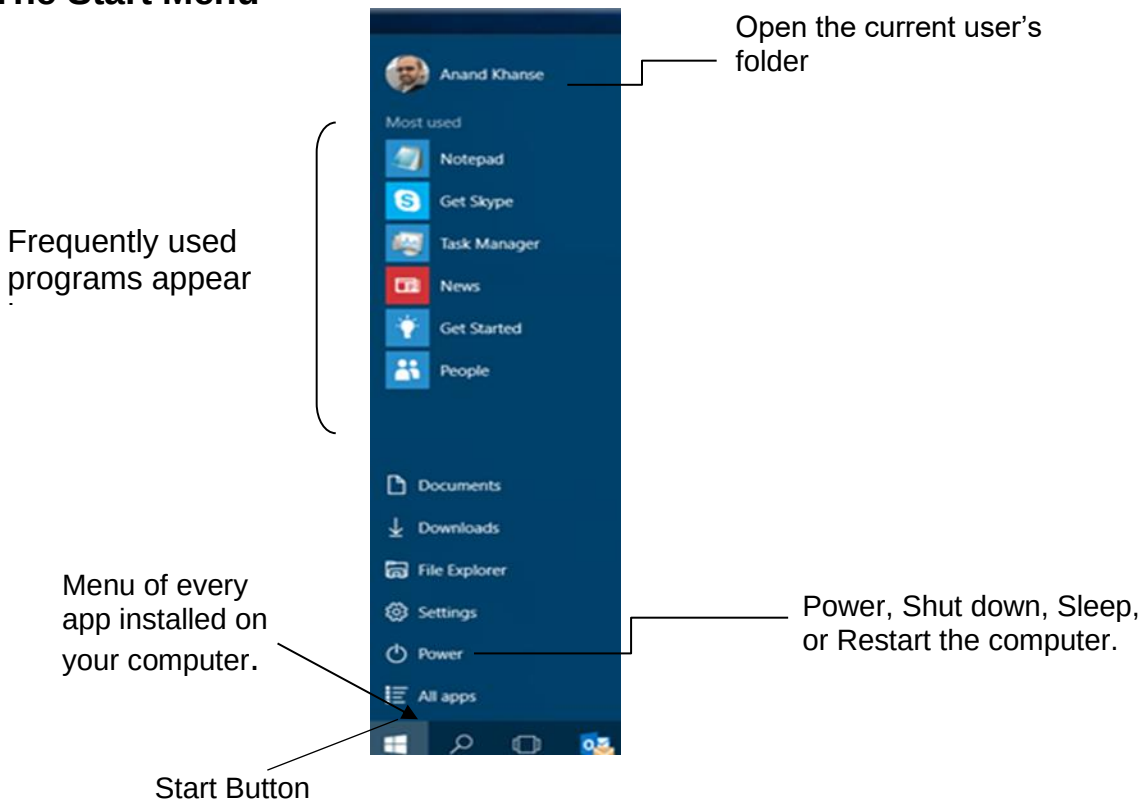
THE START MENU

The Start Menu is a very useful piece of software on your computer, which lists commands, programs (or apps as they are now called), and files. Much of what you do on your computer begins, or can begin, with your start menu including shut down.

To open the Start Menu:

Move your pointer over the **Start Button** (four squares arranged to form a Window at lower left corner of monitor) and click.
A list will open just above the Start Button.
This box will contain the Start Menu. Just the left side of it is shown below.

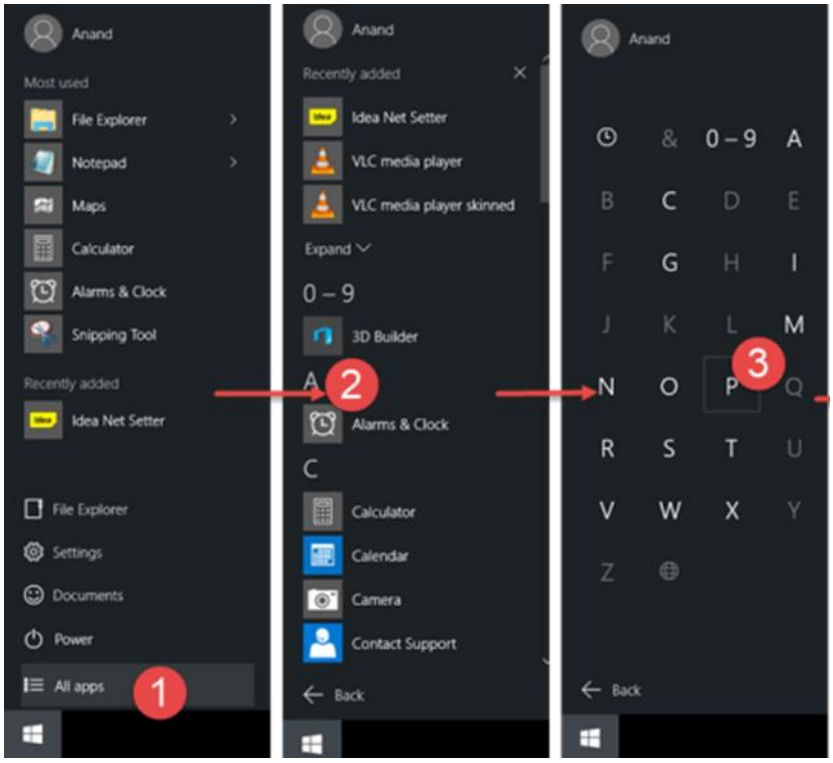
The Start Menu



Note: The items on the Start Menu on your computer may be different from those shown above. Items shown depend upon what software is installed on the computer and how it has been organized. The bottom half of the left side of the Start Menu should be pretty much the same for all Windows 10 computers. If you are following along in the USF_OLLI W10 Basics Manual, look on the whole left side of the Start menu on your home computer and note any items that are different. Note how many items are the same.

ALL APPS

To display the menu of all Apps, or Applications, installed on your computer:
Move your pointer over All Apps on the bottom of the left Start Menu.
The left-hand portion of the Start Menu will be replaced by the All Apps list.
Later versions of Windows 10 may handle All APPs differently. We will discuss in online labs.



1. Left – Start Menu

2. Center – Alphabetical list of available apps on your computer

3. Right – shows a list of alphabet letters that are shortcuts to moving to the first letter of an installed App (in the All Apps folder). You can also scroll down the list using the mouse to get to the App you want to use. For Example, click “S” for Solitaire.

Try this at home also. Are there some programs you do NOT have that are on our lab computers? Do you have programs that are not shown on the illustration above?

Do you have Microsoft Office (Word, Excel, PowerPoint, etc.)?

To display the apps stored in a folder:
All apps are found on the start menu and some are found in folders on the start menu. Folders are indicated with a small arrow.

- Move the pointer over the folder icon and click.

- The list of apps in that folder will be listed below. The list will be indented to indicate that these programs are stored in the folder. Windows Accessories is one such list.

Exercise 1.2

1. Place the mouse pointer over the Start Button and click. The Start Menu opens.
2. Place the mouse pointer over All Apps near the bottom of the list. The All Apps menu opens.
3. Scroll to the letter C and find the word Calculator. Place the mouse pointer on the icon to the left of the C in Calculator.

PINNING AN APP

Here is a new skill. If we want to use a calculator a lot, it would be nice if we could get to it faster - and we can, by **pinning** the Calculator icon to the start menu.

- Right click on the Calculator icon and choose **Pin to Start Menu** and left click on it. You will see a square called a tile that says Calculator on it on the right/middle of the screen.
- You have now pinned an app to the start menu screen for fast access to your chosen app.

Click on the Calculator Tile on the start menu.

The Calculator app opens.
This on-screen calculator is just like a stand-alone one, only you can type in the numbers or point & click to the keypad numbers. Try clicking in a simple addition problem and press the equal sign to get the answer.
Clear.

Now, using the numerical keypad, try a multiplication problem using the ✶ instead of the letter X. Press the equal sign to get the answer. If you want to do a division problem, use the / to indicate divide.
Clear. Do one more really big problem. Pretty handy.
Even better, click the left side for other calculators available. Conversions are amazing. Miles to Kilometers and Celsius to Fahrenheit conversions

are available. You will never need to wonder about those again. Try some now.

To put away this calculator, click on the red button with the X in the upper right-hand corner of the Calculator window. That X always closes any window you want to put away. The Calculator app will be closed, but the tile will still be on the start menu waiting for the next time you use it.

OTHER APPS

Every Windows computer has certain applications that are packaged with the Windows operating system in the factory. These accessories make your computer more useful and more fun to use. You have already used the Calculator.

So we go again to another part of the Start menu to find an old favorite game. We will see if we can find Solitaire on our computers.

There are games in several places on Windows 10. Some are easier to deal with than others. If you downloaded Windows 10 onto an older computer, you will find the games you had on that machine on your Windows 10 version. If you bought your Windows 10 on a new computer, you should find games only as we describe here.

SOLITAIRE

Click on **All Apps** again. Mouse down to “M” and then to **Microsoft Solitaire Collection.**

- Let’s Pin it to our start menu. Right click on the **Collection** icon and choose **Pin to Start Menu.**
- You can left click on your new solitaire tile or on the list of apps. Microsoft Solitaire Collection will open up.

Click on the **Solitaire** screen. You will see several choices. Click on **Klondike** which is what we think of as regular Solitaire. The best thing is that we do not to have to shuffle and deal. The computer shuffles and deals your game.

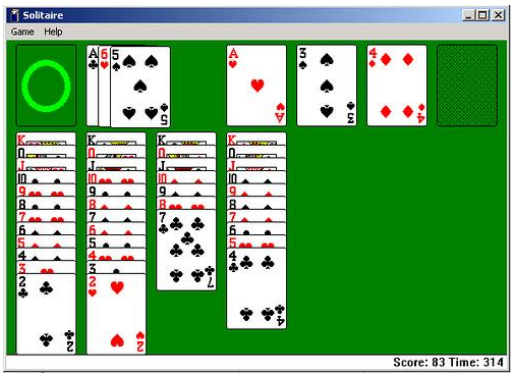
- On the top row, below the title bar and the movement icons to the left, are three lines, followed by a back arrow to cancel your game.
- The score and time are on that same line and they will increase automatically.

Let's go back to the three lines (aka *Hamburger*) which indicate more information. Click on three lines menu rectangle.

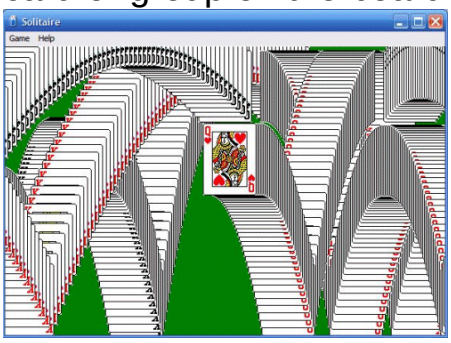
- Click on Hint if you want flashes for a good possible move.
- Click options. You can choose one or three card draw.
- Choose one of them.
- Choose standard Scoring. The timer can be turned on or off. Slide the black bar all the way to the left here in the classroom.
- Adjust text size as you like it.
- Turn the tutorial on.
- On the left of the options list is an area where you can change games and do challenges (for which you sometimes have to pay). Do not make any changes on this left side.
- Click on the three lines again to close that box.

You may select the Tutorial and watch it until you are comfortable playing the game. Remember you drag a card from one pile to another of the opposite color and a higher value. Your hint may be blinking at you on the screen.

Be sure you have maximized your window by clicking on the square in the upper right corner of the screen.



- When there are no more plays on the screen, click on the upper left of game board to get more cards in the pack.
- If you have chosen a three card deal, you can only play the card on the top.
- If you get an Ace, double click it into the upper right area and build up on those stacks. Any card from the board that goes on top of a card in an Ace pile may be double clicked into place.
- Click on the pack to turn up new cards.
- If you get a space in your original card layout, that space can only be filled by a king from the pack or from the board.
- A line of cards on the board may be moved as a group by clicking and dragging the top card onto another card or group on the board.
- Keep playing until there are no more moves. The computer will tell you and flash up a chance to quit or play that hand again or play a new deal. Depending on the time, the choice is yours. You can always change your options and games by clicking on the three lines on the top bar.
  Hooray! You Won!



SHUTTING DOWN THE COMPUTER

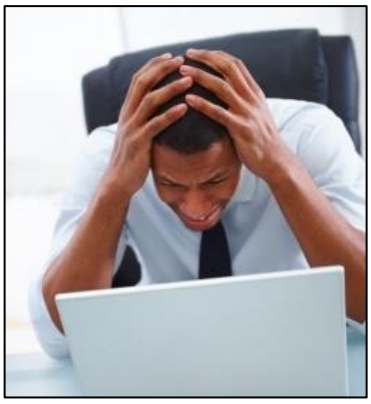
To shut down the computer, follow this procedure:

Close Open programs. (you do not need to close open apps)

1. (Check the Task View on the task bar to be sure there aren't any programs that you minimized and forgot about. If there are programs listed on task bar, click the X on each one to close it.
2. Mouse down to Start button in lower left corner. Click on it
3. Mouse up to and click on the word Power.
4. A small menu will appear that says Sleep, Shut Down and Restart. Mouse to and click on Shut Down.
5. Do not touch anything else.
6. When the screen goes black, then turn off the Monitor button.

JUST LOOK AT WHAT YOU HAVE ACCOMPLISHED TODAY

NO MORE OF THIS!!



- Learned parts of a computer
- Learned about peripherals
- Learned about hardware
- Learned about software
- Turned on computer
- Used a mouse
- Became familiar with the desktop
- Used a start menu
- Changed windows by using the control buttons
- Resized windows and moved them
- Became familiar with the task bar
- Used a calculator
- Pinned a program to the Start screen
- Opened and closed programs
- Found solitaire
- Played solitaire
- Shut down a computer correctly

JUST A LOT MORE OF THIS 😁

Lesson Two

WHAT DO YOU REMEMBER FROM OUR LAST CLASS?

You may write your answers in the book

- Name parts of computer hardware.
- What are some peripherals?
- What Operating System are we using?
    - *Do you remember the names of any others?*
- What part of the computer do we turn on first?
- What icon is on the desktop of the computers here in class?
- Name the 4 mouse actions and tell what each of does.
- How and why do you select an icon.
- How do you deselect?
- Describe the 3 window buttons, and tell what each does.

- What does the start button look like?
- How do we find the Start menu?
- What is an app?
- What Apps did we open in class?
- Why did we pin an app to the screen?
- How did we pin an app to the screen?

Continuing with Windows 10

Now let's start with our new lesson.

THE START SCREEN

We are going to click on the Start button in the lower left corner. We see the Windows 10 Start Screen. Last class, we looked at some of the words on the left side of the screen; now we will look at the right side. This side has quite a few squares grouped together. This part of the Start Screen is quite like the Windows 8 Operating System. The squares are called **Tiles**.

They are in two or more sections. One section is called **Life at a Glance** and another is **Entertainment**. The tiles have names on them and maybe an icon or others appear to have moving pictures.

The tiles in this class are not necessarily the same as you will have at home and your tiles may differ from others here in class.
If there are a lot of tiles on the screen, you will need to click on the window and scroll down using the scroll button on the mouse so you can see all the tiles.
This tile screen was designed to be very flexible so that it can be personalized easily. We did some personalizing last class when we pinned apps to the Start screen and they became tiles.
By the way, where are those tiles, calculator and Solitaire, that we pinned?

THE TILES

Look carefully at the names of some of the tiles in the center and right of the screen. There will be some tiles on the instructor's screens that are not on your personal computer. Remember, all tiles are also on your list of Apps and have just been pinned to the screen of the Start Menu and are still also on the list of All Apps.

These tiles have some sort of identification: a name and an icon picture for the most part. Some of the tiles have a moving picture or information that changes on it. Those are called "live" tiles. Generally, those tiles are about weather or news or sports, so that live action is being shown. That action can be turned off or on, but we will do that later when we talk about those tiles. First, we are going to start personalizing this start menu.

RESIZING TILES

Let's start by clicking and dragging on the tile on the top left corner of this first group of tiles. Drag it to the right and down and let the mouse button

up. The tile has moved and so have a couple of other tiles. But that is not all.
Right click on another tile and notice the list of choices that appears. The first item lets the app be unpinned from the Start screen. DO NOT DO THAT NOW.

You will notice that on your screen and in the picture, not all tiles are the same size. Try now to right click on another tile. Change the size to another choice. How do you like that size? Try another right click on a different size. The size of any tile on your personal computer depends on the content of the tile and your use of it.

Many of these tiles are connected to the Internet, so let's look at some terminology we will use to talk about the internet.

BROWSING THE INTERNET

> *Browsing*, (definition): Looking through a source to find information that is needed or is of interest to you. Not necessarily reading every word or studying the information.

As a student in your youth, you probably browsed through text books and encyclopedia to find information for school work. It may not have been too much fun, but could be an effective technique for getting your school work done.

Things have changed. The encyclopedia has been replaced by the computer and information is at a click of your mouse. The internet has become the main source of information of all kinds, and people spend hours of their professional and private life browsing the internet on a computer or other device.

WORLD WIDE WEB, WWW

The "Web" is a household word referred to all over the world. Every advertiser instructs you to go on the web or to his website. What exactly are they talking about?

The Web is short for World Wide Web, a network that connects millions of computers and computer networks all over the world. These computers are connected by the kinds of cables used by telephones and cable TV. The

internet was started in the United States several decades ago, no one person, business or government owns the Internet. It is used by people all over the world to get information and to communicate.

There is a lot of information on a browser page. Usually, there will be a vertical scroll bar along the right side and sometimes the screen is not wide enough to hold all the information, so there may also be a horizontal scroll bar at the bottom of the screen. The same scroll bar skills are used to move the page no matter which kind of scrolling you are working with.

THE MICROSOFT EDGE BROWSER

Edge is the gateway to Internet on Windows 10.
Other popular browsers include Google Chrome, Mozilla's Firefox, and Apple's Safari. The old MS Internet Explorer is still shipped with earlier versions of Windows 10, and usable, but won't be updated.

One of the tiles on the screen is called Edge and has this "e" icon on it. This is the preferred (by Microsoft) Windows 10 browser. It is very powerful. To access the internet, click on this tile.

For the moment, please ignore the content of the screen and just pay attention to the details of the window. An internet Window has many of the same characteristics of other windows we have seen, but there are a few additions.

- Edge is a tabbed browser, so the top left corner shows the first tab with the page title on it, an x to close that tab (you can have several tabs open at once) and the 3 window buttons. A Tab is like a bookmark. By clicking on it at a later time, you can easily return to its website without needing to type in its address.
- On the next line are back and forth arrows and a refresh page circle. The center address bar is a long white box in which the URL (address of a website) is typed. In fact, you will see a lot of those. Don't panic. You seldom must type in an address THIS long! To the right are symbols we will discuss later with other content.

LINKS

You notice as you move your mouse, it is in the form of an arrow but sometimes it changes to be a hand, with a pointing finger. The hand

means that is a link and if you click there, you will see a new screen. Try just one. Not only will you see a new screen, but there is also a new tab up on top with an x. Click on that x to come back to the OLLI home screen. Notice that the words written in blue as well as certain pictures are most likely to be links.

SCROLL BAR

While you can still use the mouse's scroll wheel to get up and down a lone page, there are other techniques to use also. To the right-hand side of the screen, there is a light colored (often blue) vertical bar stretching the length of the screen. This is called a scroll bar. There is a black arrow at the top and bottom of the bar.

Somewhere within that bar is a darker rectangle like a little elevator car in the elevator shaft. It is called the **scroll box**. This bar and box are seen on screens where the content of the page(s) is longer (or wider) than the size of the screen itself. Moving the box within the bar moves the page of the document so that all of the article may be seen. At the top and bottom of this bar are small black arrows pointing up and down.
Note: there are some small double arrow combinations and a small circle below the scroll bar arrow. These figures are NOT a part of this lesson.

- How is the scroll box used to move around on the screen? There are several ways.
- In chapter 1 we used the center scroll wheel on the mouse to move the screen content down and up again.
- Now we will learn other scrolling techniques.

CLICKING WITH YOUR MOUSE

- Click on the down (bottom) arrow on the scroll bar several times. This action moves the page in increments of an inch of so. Try it.
- To move to subsequent pages rapidly, click on and hold the down arrow until you get to the part of the article in which you are interested. Now you do it.
- These arrow actions work on the up arrow as well to move back within the document. Let's click back.
- Another technique is to put your arrow cursor (the cursor becomes an arrow when on the scroll bar) on the scroll box and drag that box as quickly or slowly as you wish. This is a way to have more control over the movement of the page.

- There are a few other ways to see other parts of a long page that involve scroll bar or keyboards movements, but these instructions will do for now.

It is possible to have a horizontal scroll bar along the bottom of the page if the document on the screen is too wide to be able to be seen at one time. This horizontal scroll bar works in the same way, using the arrows at left and right ends.

THE OLLI WEBSITE.

- In the long white rectangular address box at the top of your screen, please type www.usfseniors.org. Type carefully with no additional letters, numbers, spaces, or punctuation. Case doesn't matter to your Browser. This is the Universal Resource Locator (URL), aka "address", of the OLLI website we will be visiting. Be sure to include any periods. Check it and, if it is right, press the Enter Key. You are now "surfing the Internet".

- Always press ENTER on your keyboard to go to the website whose address you just typed. We will be doing this several times today.

- You will see our OLLI webpage which is a good example of how a good webpage looks and what information is available.

  A URL is always typed in lower case letters with no spaces between letters or characters. Dots (or periods) are used to separate certain parts of the address.
  It is not usually necessary to type the www. If you do not type those letters, the computer will fill them in for you.

The dot and the 3 letters following are the domain extensions and may be

.org (organization),	.edu (education),
.com (commercial),	.gov (government)
.mil (military)	and many others.

Be sure you know which domain extension you need for a site. An error in typing may get you to a place you DO NOT want to go!

You are looking at the website for Osher Lifelong Learning Institute at USF. This is their home page.

One item you will see on the side of the OLLI website is a **link** to our current **course catalog**. Let's click there and see this familiar document. Usually, you can see OLLI's catalog of courses on the website before you get one in the mail. You can get a head start on registering for classes!

MOUSE PRACTICE

Now we are going to get a mouse exercise on the internet.
Type this for a fun mousing puzzle:
https://bensguide.gpo.gov/states5/game.html

It is a map of the USA and you have to drag the states into position. When you get it right the state's abbreviation shows on the puzzle piece. Try this at home. It will take too much class time to do it here.

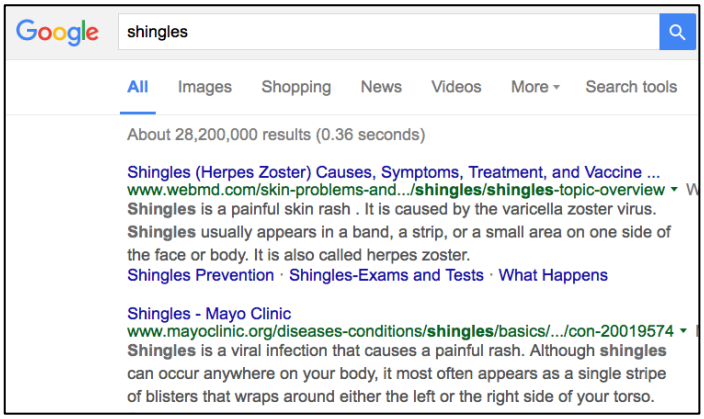
If you are very new to computing and mousing, this is another activity you might try at home.

- Type http://tech.tln.lib.mi.us/tutor
- And press the enter key.

You will see a New User's Tutorial, a series of exercises to review what we have studied about using the mouse. It is short and fun and a good review. Just follow the on-screen directions.

GOOGLING

Google or googling are some newer words that are often tossed about a great deal these days. They can be nouns verbs, but what are they talking about???



Google is a search engine (remember, Edge is your browser), which means you can type www.google.com into the address bar of a webpage (like we have just been doing on Edge) and find out about almost anything in the world. When the Google home page appears, type any subject, any word or phrase into the search bar in the middle of the page, press the Enter key and you will get many references to your topic.

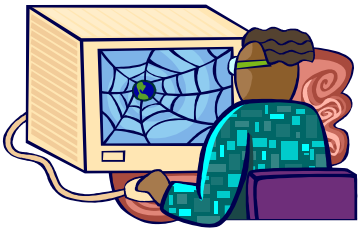
The topics will be printed in blue and are called hyperlinks or just links. You may click these links to find out more about your chosen topic.

Try it here and at home and see why Google and other search engines have made reference books almost obsolete.

Exercise 2.1

1. Type in the name of a famous person. What did you find?
2. Now type in the name of your hometown. How much information was available on it?

Other interesting sites are our local ones such as **tampatrib.com** or **myfoxtampabay.com** or **visittampabay.com**.



All of these sites are, of course, prefaced by www. But you don't really need to type www. to get to the site.

This is just a tiny taste of the internet, but perhaps now you have an inkling of why it is so fascinating!

WORD PROCESSING WITH WORDPAD

Word Processing is the most popular type of application program in the world. It is used to write letters and any sort of document. You can make lists and flyers and posters as well as letters with this type of software program.

There are several word processing programs, many of them quite professional and some expensive. One of the most widely used is **Microsoft Word**, a part of the **MS Office Suite** of programs. Office, in its 2013 version, is taught as one our computer classes. (*Discover MS Word for Beginners*.) There are also a number of good, free word processors available including Microsoft Office Online, Google DOCS and Libre Office.

INTRODUCTION TO WORDPAD

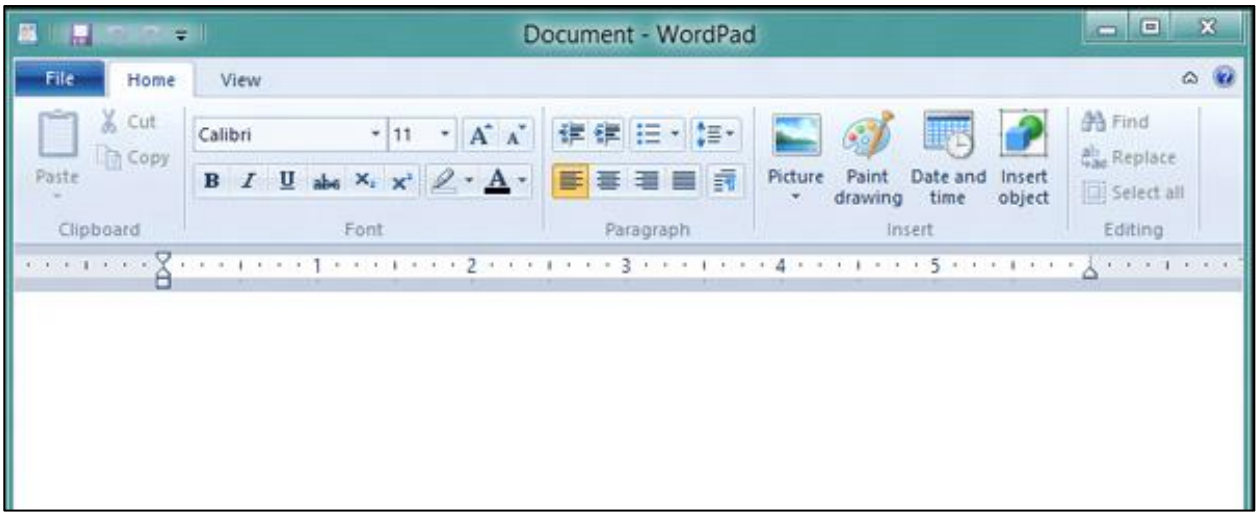
WordPad is a simple word processing program that is included with all Windows 10 (and other PC) operating systems. It is an example of application software because it enables the user to do a certain task, writing documents of various kinds. Solitaire is also a kind of application software, allowing you to play a card game on the computer screen.

We will click on **Start**, move to **All Apps**, scroll down to and click on **Windows Accessories** and straight down to **WordPad.** These items are in Alphabetical order for ease of location.
Note: Depending on your PC and version of Windows 10, you may find this method of accessing programs and applications more efficient:

1. **Click on Start**
2. **Type wordpad (not case sensitive), or other application name**
3. **Click on the Wordpad application that pops-up**

Click on the title, WordPad, to open this app. Your screen is filled with a large blank white area, like a fresh sheet of paper. If necessary, click the Maximize button in the upper right corner to make this window fill your screen.

We see the **Ribbon-Style Title bar** with the word “Document” in front of WordPad. This page has not yet been given a name by us so the computer simply puts the word “document” for a temporary title. There is a bar to the left of the Title bar called the **Quick Access Toolbar** with several icons and a down arrow. Click the arrow and you will see several choices on its pull-down menu.

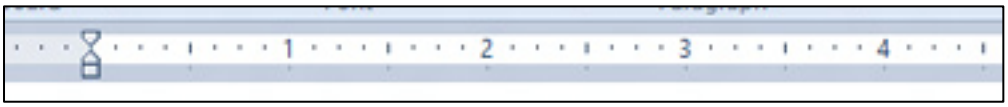


Below are 2 tabs; **Home** and **View** (blocked). To the left of Home is a blue Word Pad Button and another arrow which give you choices, such as **New**, Open and **Save**, etc. These are categories needed in word processing.

The **Home** tab gives us the choices shown in the image above and **View** tab allows us different choices.

The Help icon (a blue circle with a white question mark) is in the top right corner and takes you to the Microsoft Website where you can type in your question.

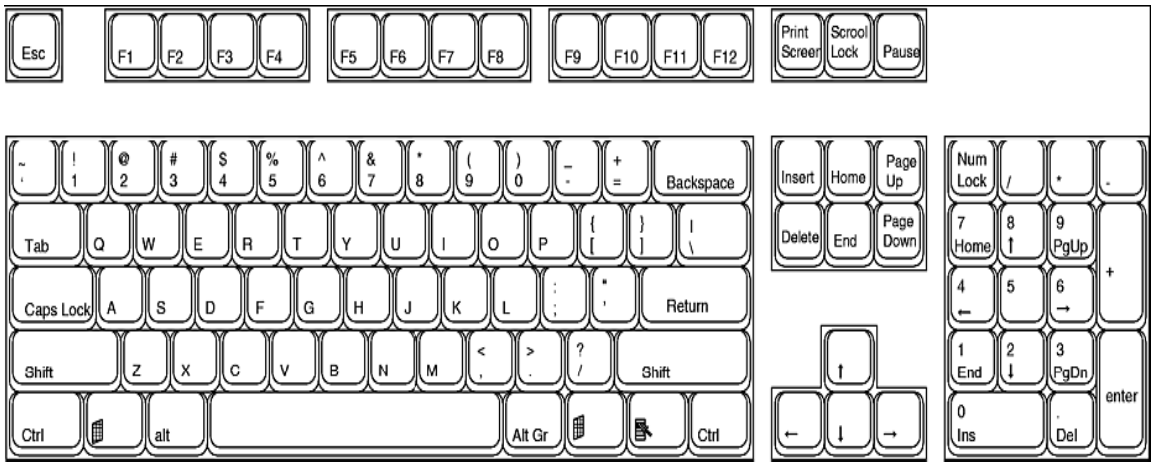
Under the ribbon is a ruler. We won't need it for today, so let's get rid of it by clicking on View tab and clicking in the check box next to "ruler" to remove the check. The ruler is gone. It will appear again when the ruler box is checked again.



The bar at the bottom right of the page is the Status Bar. There are a few notations at present. It also can be accessed by the View Tab.

USING THE KEYBOARD IN WORDPAD

Function keys



You notice, of course, that it is very much like a typewriter keyboard. The letter and number keys are in the standard QWERTY configuration. Enter, tab, shift, caps lock, and space keys are all in their expected places.

You noticed that your keyboard had a button called **Enter** which was in the same position as the old **Return** key on a typewriter. Enter does give you a new line on which to type, but the good news is that it does not need to be pressed at the end of every line. Let me show you what I mean.

Watch my screen. I will do what I want you to do next.

WORD WRAP

I will type some *Silly Text.* I will type as fast as I can. I am pressing the space bar ever so often. Notice when I got to the end of a line, the letters just hopped over and started typing on the next line.

Mvoirfor r[rogm'r p[er proi p'rpw4prk pw4r wpr pr;k pw4k 5e kp5 pw4 kpw 5p kwp4t]p5 5p 54 kp'ogk 'r prkpro g;g,p' 'per rper rp kp;rgpsro gkprer rgk r Now you try it.

Just type anything as fast as your fingers can go. Remember to press the space bar ever so often. When you get to the end of a line, those letters just start appearing on the next line. Stop anywhere in the middle of the second line.

What you saw was **word wrap**. It is not necessary to press the Enter key at the end of every line anymore. When the typing gets close to the right margin, the next full word jumps over to the next line. No more concern over proper hyphenating. Hooray for computers!

Press Enter again now. There is something more that it does.

Perhaps you noticed that your arrow cursor which was working fine up on the menu has disappeared on the white work area of your screen. When you move your mouse, a little "I" bar moves around the screen. This bar, shaped like a capital "I" (also called the insertion point and is identified by a flashing "|") is your cursor simply taking a more practical appearance for word processing. When you type a character on the keyboard, it will appear on the screen directly to the right of this flashing cursor. The insertion point continues to move to the right as each character is typed. This version of your cursor allows you to place it accurately when selecting text, or making other changes.

Let's type some more *Silly Text*, remembering to press the space bar often.

When I say *press Enter*, please do so.

- When you have about 10 to 15 lines of text on the page, stop typing.
- What happened when you pressed Enter?
- What happens if you press Enter 3 times in a row?
- Now put your I-bar cursor in the middle of any of your "words" and press enter, then press it again.

So, when you want a paragraph to end or you need to get a blank space in your letter, then you press ENTER.

To summarize:

- The Space bar gives you a space for each time you press it.
- The Enter key gives you a new line each time you press it.
- The cursor takes the form of an I-bar in a word processing app and places the Insertion Point, a blinking vertical line, where your next letter will be typed.

Now place your blinking insertion point at the top of your document where you typed those nonsense words. I will show you……..

THE PERFECT ERASER

There are two keys that are very important, especially if you are not an expert typist! They are DELETE and BACKSPACE.

These keys allow you to correct your errors neatly. No more messy erasures when you make a typing mistake.
DELETE erases characters to the right of the position of the insertion point. Let's try it. Tap the Delete key to watch each letter disappear. CAREFUL. If you hold down the delete key, you will erase everything you have typed.

Rather slowly now, using both the **Delete Key**, and, with other sections, the **Backspace** key, erase this whole section of silly typing.

GOOD JOB! Now wasn't that easier than using that messy Correction Fluid? And your screen looks ready for the rest of our work.

We will get a new screen by going to the **blue file tab** on the upper left and clicking it.

A list of choices will be displayed - mouse down to **New**.

- Click on New and the WordPad window opens with anew blank white work area.
- You see a blinking insertion point and as you move your mouse, it has taken the form of an I-bar.
- Press the CAPS LOCK key so you will be typing all capital letters. It is on the left of the keyboard.
- Press Enter three times to move down the page.

- Type your first, middle and last name, Press Enter 4 times.
- Type the name of the town where you live and press Enter 5 times.
- Type the full name of the state where you live.
- Press Enter, which places your I-bar on the margin of the next line.
- Remember the perfect eraser?
- Use of the Delete key (which erases to the right) and the Backspace key (which erases to the left) if you make a typing error.
- Place your cursor (the blinking line) in front of your middle name. Which key will you press to erase just your middle name? Do it now.
- When you have erased just your middle name, type in a different name for yourself. Be creative.

Well, maybe you were TOO creative, so let's try the **Backspace** key. It is located at the upper right corner of the keyboard.

- Your insertion point is blinking after this new name. Press the key lightly and watch the letters disappear to the Left of the insertion bar.

- You have a lot of blank spaces in your document. The back space key will remove vertical spaces as well as horizontal ones.

To sum it up, Backspace erases to the back and Delete erases forward or to the right of the position of the insertion bar.
Now type in your middle name again (or any other name you have always wanted).

Selecting Text

Single words or phrases may be selected. We have selected large areas of text in our previous lesson, but word processors allow you to use your mouse to change the looks of a document without changing the words. For example, if you wanted to change the size or style of the print in just one part or one word, you can do that.

The procedure begins with "selecting" the part you want to change (selecting is sometimes called "highlighting.")

- We have seen the word select used before.
- We click on an icon on our desktop to select it,
- and double click on that icon when we want to select and open that folder.

- When we wanted to tell the computer which file to open, we clicked on the name to select it. The result of clicking on the name was to change it from black-on-white print to white-on-blue.

The result of selecting text is the same – the selected text changes from black-on-white to white-on-blue. (In other programs, selected text may be white-on-black rather than white-on-blue.)

Text can be selected in different ways.

- One way is to drag the mouse over the text you want to select by pressing the left mouse button at the beginning of the text moving the mouse and releasing at the end. This must be done in a continuous motion. If you let up on the mouse button in the middle, you will not get what you want.

  Try selecting your first name by dragging the mouse over it. Note that when something is selected, the insertion point disappears. You can de-select by clicking anywhere outside the selected area. Note that the insertion point reappears where you de-select.

There are other ways you can select text and we will mention some of them later, but for now we will concentrate on drag selecting with the mouse.

USING THE SELECTED TEXT

By selecting, we tell the computer that we want to perform some action on that word or group of words. To show how selected text is used to change the appearance of a document, we will use the B, I and U buttons on the left end of the Home tab in WordPad.

Type your name and select it.

- Click first on the *I* button. Notice what happened to your name. The *I* button is the **Italic** button. It changed the word SHERRY to *SHERRY*. It changed only the word selected and nothing else.
- Now click on the U button. U is for the **Underline** button. It turns on the underlining for your name. Now, your first name is both italic and underlined.
- Look up at the buttons on the Home Tab. Note that both the *I* and the U buttons are now orange in color. This is a visual cue that both

functions are ON for the selected text. Click the U button again. Look at your name. Underlining is now OFF. Look at the buttons to confirm that.

- Now, click OFF the italics buttons.

Keep your words selected while you are doing this exercise. If you accidentally deselect, just mouse drag the word again and continue.

The B, *I* and U buttons are all toggle buttons. The first time you click the button, it turns the function ON. The second time you click, it turns the function OFF. If you were to click the button a third time, it would turn ON again. A fourth click would turn it OFF, and so on.

- Next, click on the B button. B is the **Bold** print button. Your name is now altered. If that is not obvious because it is white-on-blue, click on a blank (white) part of the screen to de-select the word. You should see the difference.

- Now select your last name and city and state. Your assignment is to make these other three words bold, also.

Another feature of selecting is when you have some text selected and begin typing on the keyboard, whatever you type replaces the selected text. Select just your last name. While it is selected, just start to type your middle name, a space and your last name again. Experiment with these words by changing them in different combinations and ways.

If you press Enter, the selected text is deleted. CAREFUL!

You have been changing the Style of your letters so far. Now let's try some other changes.

On the Home Tab, above B, *I* and U, you will see 2 light colored boxes. Each one has a small black arrow at the end, signifying that it has a drop-down menu associated with it.

We will start with the smallest box, which has a number in it. This is the Size box and controls the size of your text.
Click on the arrow and notice that there is a list of numbers 8 through 72. If you want a number not shown here, it is possible to type the number you wish in the blue selected number box on the bar.

Each one of these numbers represents the number of “points” or size in the letter. There are 72 points to an inch when your document is printed out. If you wanted a letter to be one-half inch high, which number would you choose?

But the size of your letters will not change unless they are selected.
Select your whole name by dragging your mouse over all three words. Now go up to the size arrow and click on a larger number.
What a change!

FONTS

Let’s examine our font. The font is the style of type being used to make your letters and there are many different styles. Just glance through a magazine or newspaper to see a variety of font styles. We can make these same changes on our computers. The left-hand white bar on the tool bar lists the fonts available to you. Click on the black arrow at the end of that Font box and you will see a drop-down menu with names of many fonts. Use the scroll bar to move down in this list. Wow! Look at all of them. It is handy that the actual looks of the font is shown.

Select your first name, and then click on any font.
Do the same with each of the other 4 words you have typed. Make each word a different font...What have you observed about fonts?

For your information, a font called Calibri is the default font for Windows 10. A default setting is one that has been chosen by the manufacturer as the font in which the word Processor will start. As we will see, it is possible to easily change the font in a document.

This is Arial Font size 22 points

This is Times New Roman Font size 20 points

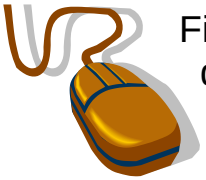
This is a Bradley Hand Font size 16 points

By the Way:
You can always tell which font and size you are using in a given line by clicking your mouse anywhere within the line. The font name and size show in the box on the tool bar as shown at right.

Now practice changing each word on your screen back to the same size and font. *Hint: Select all the words at once!*

When your work is uniform, use Enter to put each word on a separate line.

There is another interesting thing that can be done with selected text and that is drag it around.



First, select whatever it is you want to move. For now, just double click on your first name. Release the mouse button and then mouse back to the selected word and click and drag your first name to place it after your last name. Be careful to keep the mouse button depressed while you are moving the selected item because wherever the word is when you take your index finger off that mouse button is where you have placed your word. Don't release that mouse button until you have placed your word where you want it.

If you do drop your word in the wrong place, simply click on the selected word again, and drag it the rest of the way so it winds up in the proper spot. Did you move your first name after your last name on the first try? Good for you. If not, try again and hang on to that mouse button!

Now, this time, select your middle name and drag it to the right of your first name. Click your I beam after your last name and type a comma after the last letter of your last name.
Your name should now looks like this: Jones, James Thomas.

Now move the city up above your last name, insert a comma after it and move the state to the right of the city and type in a zip code.

Lastly, drag the mouse over all three of your names to select them all at one time. All three words of your name should be in a blue band with white lettering.

Be careful NOT to click anywhere else in the document for, as you recall, clicking in a white spot on the desktop will deselect your words.

Also if you press Enter when words are selected, they will be erased just as surely as if you had pressed DELETE!
Now put the tip of the arrow within that blue line and, holding the mouse firmly, drag the name up in front of the city name.

Release the mouse button. (Notice when the cursor is in a selection, it becomes an arrow again.)

Your moved text should now have your name on the first line with city and state in the second line.

Now select both lines of text by clicking in front of your name and dragging the mouse to the left and down, until both lines are completely selected. While all of your text is selected, change the size and font to a look that pleases you.

Deselect by clicking in any white spot of the window.
We will now save our work

SAVING A DOCUMENT

Remember that all the changes made to your words exist only in temporary RAM (random access memory). If something happens during printing or the lights go off for just an instant, all those changes will be lost. Let us save the document you created to permanent storage now before anything bad happens. This document is also called a "file".

Click the WordPad tab in upper left corner of your screen and select **Save As.**

- A window will open in middle of screen that says **Save As** in its upper left corner. Below those words there is a white bar in the Save As Title Bar. Notice the word *Documents* in that bar. That means that WordPad will put your new document in the documents folder. (Documents is the default folder for storing saved exercises and letters.) You can change that storage place, but we will not do so now.

- If you do NOT see the word Documents in the top Location Bar, you want to click on the word Documents under This PC in the Navigation Pane (the left side of the Save As window). If you do not see a list on the left side of the window that includes Documents, click on the arrow next to This PC so you can find the word, Documents. You *must* see Documents in that top white bar, or you might lose your file!

- Next, look in the File Name white box below the larger window. Click in this box and type a file name, My Fancy Name. Your file name

MUST be unique and should describe the file well enough so that you will remember it when you see it again.

FILE NAME
You can choose any file name you like but don't type one that is too long. The computer will accept 256 characters or spaces for a name but who wants to type all that? There are a few symbols which cannot be used in a file name, like * ? / > < and a couple others, but anything else goes.

Look below File Name space to note **SAVE AS TYPE**. In that box, you will see **Rich Text Format**. That is fine and we will not change it.

When you have the name typed in, click on the **Save** button. That is all you have to do. The **Save As** window will close and the file will be saved in the Documents folder.

How do you know the file got saved? Look up at the title bar of WordPad. The new name of the file should be displayed there.

Close your Fancy Name file now by clicking on the red X button.

SHUTTING DOWN THE COMPUTER

Now go to Start and click on Power and mouse up to the **Shut Down** button and click it. When the monitor goes dark, click off the button to turn it off also.

BEFORE NEXT CLASS: GO ON YOUR COMPUTER FOR A SHORT TIME DAILY

Play Solitaire
or
Google something
or
Try a little word processing. Type in the names of family members, put them in order of age and change their size and font.

JUST LOOK AT WHAT YOU HAVE ACCOMPLISHED TODAY

No more of this!

I have

- Learned to surf the net
- Have used Edge and Google
- Learned about the Keyboard
- Opened a word processing program
- Learned the different parts of a word processing window
- Learned about Word Wrap
- Used the mouse to select letters
- Used the mouse by dragging or double-click to select words
- Used the mouse to drag to select the text
- Clicked to unselect text
- Used the WordPad program to work on exercises to improve mousing techniques
- Learned how to reposition text using the mouse
- Learned how to save your work

Just a lot more of this!

In L**esson 3** you will continue to practice using the mouse for different tasks

Lesson 3

WHAT DO YOU REMEMBER FROM OUR LAST CLASS?

Write short answers here.

- What are the squares on the Start Window called?
- How can you change these squares?
- What is the name of the new Internet browser for Windows 10?
- Why do people like Google so much?
- What is the kind of software that allows you to write letters & documents?
- What is the name of the one we use here in class?
- Name some ways you can move around in the text of a document?
- Name 3 keys on a computer keyboard that are not on a typewriter.
- Tell how each is used.
- What does default mean?
- What is word wrap?

COMPUTER STORAGE

Let's look inside our computer to see how information is stored.

Click on the Start button and move up to select **File Explorer**. This area of your computer deals with many items which are beyond the scope of this class and will be covered in the *Windows 10 Personal Computing for Intermediate Users* class.

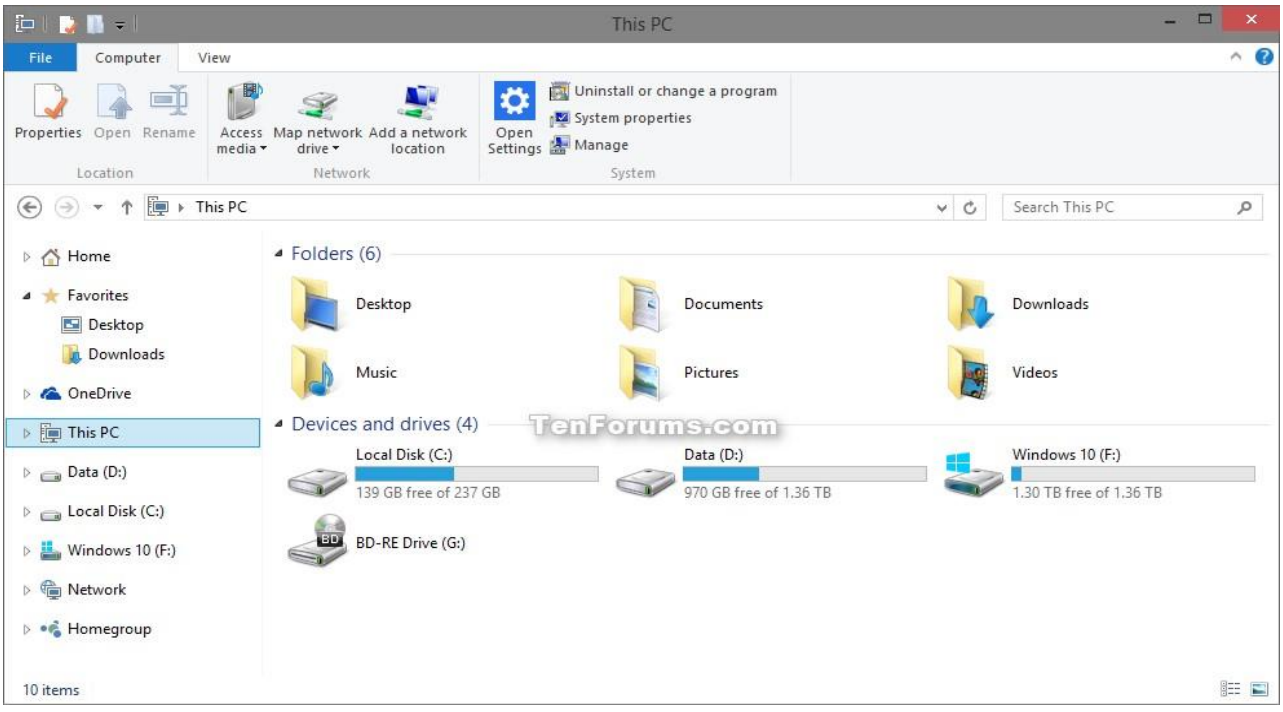
Today we will only look at a part of Explorer which affects our current work with a Flash Drive.

On the left side of the **File Explorer** window is a column called a Navigation Pane (or bar). Scroll down in that column to **This PC** and click to select this file. In the large area to the right of the navigation bar, use the right side scroll bar to get down to seeing This PC in the lower half of the center window.
The **This PC** command is the doorway to all software and drives on your computer. The information in the bottom half of the big white area shows how your PC is organized. There is usually **C drive** which is physically

inside the Systems Unit or inside of laptop that holds the programs and documents that have been added to your machine. **D drive** is usually a recovery drive for emergencies. ***Your PC may be different.***

Most desktop computers and many laptops have a DVD drive (usually E, F, or G drive) that is an internal drive on the tower or side of laptop where there is a pullout drawer into which you put a CD or DVD disk. You can put a music CD in the slot and have music while you compute or watch a movie from a DVD.
CDs and DVDs, like flash drives, are all portable storage devices that allow you to transfer files from your computer and use them on another computer. You have been asked to bring a flash drive to use with this class. **Plan to bring this device to each class since we will need it for future exercises and practice.**

NOTE: For the online Windows Basics + class you will bring your own flash drive for class. It may initially have some files on it. In the online class we will walk-through downloading the lab exercise files from your email or the OLLI-USF Box site to a folder named Class Files on the flash drive. The instructor will make these files available to you for use in upcoming class exercises.



USING A FLASH DRIVE

A Flash Drive (also referred to as a thumb drive) is a device which is an external storage place for the documents you write and other data you may wish to keep such as digital photos.

This flash drive contains the files needed to complete this class and you will save to it work you want to use later.
A flash drive is widely available at computer stores, drug stores and large stores like Walmart and Target. Generally, the cost is under $10 for an average size of 8 to 16 GB (gigabyte - a measure of computer data). A byte is the smallest common measure of data and is equal to one letter of symbol of information on the computer. MB stands for a million bytes, GB stands for a billion bytes, and TB (terabytes – a common measure of PC hard-drives) stands for a trillion bytes of information (data) that can be stored. So you see, this little flash drive will hold *a lot* of information.

The Flash Drive is inserted into the computer's USB (Universal Serial Bus) port. This port will be found in the System Unit of the computer, or in the side of a laptop or on the side of some monitors. It looks like a small horizontal or vertical rectangle that has a thin bar blocking half of the entrance. Insert your USB flash drive so that the slot in the flash drive is aligned with the bar in the USB port. If your flash drive has lettering or a Logo on it, the logo will normally be facing up or out when plugged into a port.

Windows 10 computers have at least two and usually more USB ports. **Insert your flash drive now**.

- ***Don't force the drive***; it should go in easily. You might just need to turn it over and reinsert again.
- Notice that when you insert a flash drive, its icon shows up in the **This PC** window after the DVD drive. A new drive letter also appears. Your computer has acknowledged the presence of a new drive. Usually, a small window will come up on the screen showing the contents of that flash drive.
- You can also purchase a five-port extender (or hub) to give additional ports for Flash drives or other accessories that use a USB port.

If the contents window does not show, click on the flash drive icon in **This PC** and you will find the files (another name for saved documents) that will help you practice what you learn in class.

- To read the files on this Flash drive, double click on the drive icon now. We will use one of them shortly.

- Now we are going to take the flash drive out. Just pull the drive straight out. ***NOTE: Best practice for removing hardware such as external storage devices, including flash drives, is to first Eject the hardware using the Safely Remove Hardware icon in Windows 10 or 11. [REF: Microsoft Support website]***
- Notice when you take the drive out, the flash drive icon disappears from the This PC window.

We will get the Class files we want to use off this removable storage device. Since these are Word Processing files, we want to first open WordPad, the one we used last class.

More on Using WordPad

We are going to continue our work with the word processor, Word Pad, but we are going to save you some typing because we have copied some documents onto a portable storage media (flash drive) for you. It is a small piece of equipment which is used to transfer information from and to computers. **For the online Basic+ class you will download these files to your flash drive in a class exercise.**

TO ACCESS WORDPAD

1. Close the **File Explorer** window by clicking on the **X** in upper right corner.
2. Click on **Start button** and click on **All Apps**. Scroll down to **Windows Accessories** and down to **WordPad**. Click on **WordPad.**
3. A new WordPad window appears.
4. Insert your class flash drive as you did before.
5. Go to upper left corner of WordPad window and click on **blue file tab**.
6. Move down and click on **Open**. The File Explorer Window will open.
7. Scroll down Navigation Pane on the left to the This PC area and click on icon representing the flash drive.
8. Under **Class files**, you will double click on the file named **Gettysburg.**

WORKING WITH A DOCUMENT FROM THE FLASH DRIVE

The document opens and a button labeled Gettysburg is added to the taskbar. Now you have downloaded onto your computer a new file and the **Open** box has disappeared. A two-page version of the Gettysburg address is before you.

Next to the words Gettysburg on the screen, the Insertion bar is blinking as discussed in Lesson 2 and shows where the next character will be typed.

First, let's look at this longer document.

- Use the scroll bar down arrow to get down to the bottom of the first page and notice as you continue to scroll, the second page appears.
- Scroll back up to the top of the document. Use your mouse to scroll or hold down the little black arrow at the top of the scroll bar.
- Now, press the space bar about 20 times. Notice how the blinking insertion point moves to the right with each space bar press.
- Now tap the **Backspace** key (upper right corner) until your text gets back in place.
- Next, press the **Enter** key 5 times. Notice how your text with the insertion point has jumped back to the left margin & moves down the page.
- Let's get back by pressing **Backspace** again to return to original place.

Find the **TAB** key. (On the upper left-hand of the keyboard) and press **TAB** 4 times. Your insertion point and the text just jumped across the screen a half inch at a time. Use the backspace key to put text back.

Now try moving faster in a document. Press the **Page Down** ⇩ key on the small upper keypad left of number pad. While your document does not jump a full page, with each press of Page Down, it does move about a screen with each press and that is a lot faster. When you get to page 2 with Page Down, try **Page Up** ⇧ to get back to start of document.

Another way to get around in text is use of arrow keys. This method is a little slower, but try it and you will find a good way to move down your page, reading as you go.

SOME KEYBOARD SHORTCUTS

Put the insertion point in the middle of the first paragraph. Press the **End** Key on your keyboard and the insertion point will jump to the end of that line. Now press **HOME** key (just above END) and notice the insertion point goes quickly to the start of the same line. You can imagine that such keys might be useful.

Let's speed up the process a bit and try something new. By pressing 2 keys at the same time, special things can happen. Try holding down either of the CTRL keys (bottom corners of keyboard) and then pressing the END key and where are you now? That was quick!

Can I get back to the top of page 1 that fast? Oh, yes. Hold CTRL and press the HOME key and back you are at the page title.

SELECTION TECHNIQUES FOR LARGE AREAS OF TEXT

Note *a chart of these techniques is in the Appendix*.

- To select a whole line at one time without having to mouse across the page, place your mouse cursor to the left of your left margin. You will notice that the mouse becomes a Northeast facing arrow that is pointing at your text.
- Click once in this plain selection bar and watch the whole line to the right of the click become blue with white letters: It is selected.
- To pursue this method a little bit, again place your cursor in that plain left side bar and DOUBLE-CLICK. What happened? Try that again with a paragraph on the second page.

One more chance. What would happen if you clicked three times anywhere to the left of your document? Do it. How does your document look now?

Let's combine selection of paragraphs with the dragging movement we learned earlier when we played Solitaire.

- Double click in the left margin (its name is the SELECTION BAR) beside the first paragraph.
- With your mouse released, move the mouse arrow into the selected text.

- Press down on left mouse button and holding it firmly, drag the mouse down to just in front of the H in *However the following day.*
- Lift your mouse finger and that action drops the first paragraph in front of the *However* one.


Undo-Redo

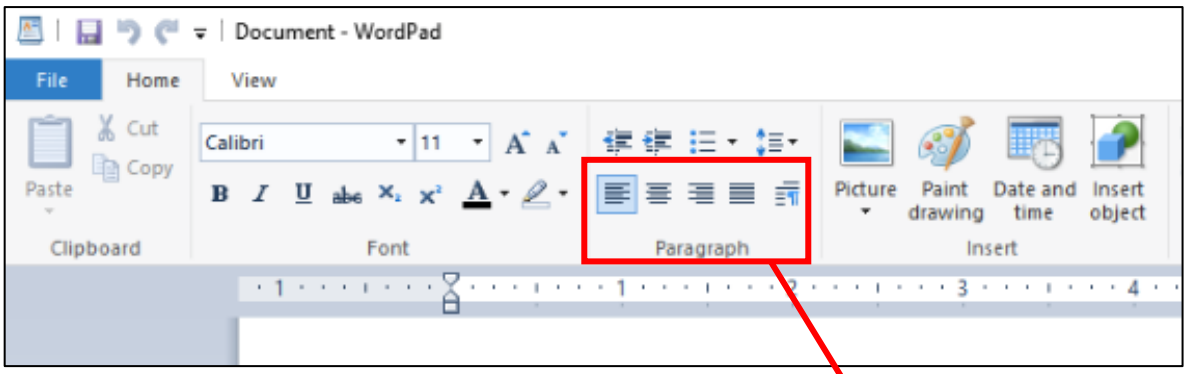
UNDO AND REDO

Glancing over the sense of the document now, you are not pleased with the sequence, so you will use everyone's favorite shortcut to correct what you now see as an error in editing.

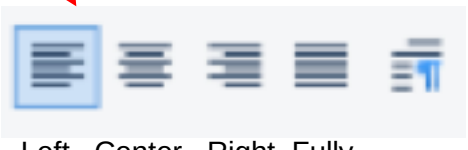
- You will mouse up to the center of the menu bar and click once on the left curved blue arrow that you see there. That is called the UNDO button and is the easiest method for correcting a problem. Another nice feature if you UNDO too far, a button curving forward will appear and a click on REDO will put back an over-correction.

TEXT ALIGNMENT

This is another feature often used in a document. You see alignment used in every letter and magazine you read. The computer allows a choice for aligning your text with the use of four horizontally striped buttons in the Paragraph group on the tool bar (see below).



The term, LEFT ALIGNMENT, refers to the even, straight edge of the text to the left-hand margin of the paper. This manual is mostly left aligned.


Left Center Right Fully Justified

It is sometimes desirable to be able to change alignment.
A title is often CENTER aligned
like this.

Shall we try it? Select the title Gettysburg Address by whichever method you prefer and click on the centering choice in the middle of the striped alignment buttons.

The third box must have something to do with alignment also. This time select the whole first paragraph and click on the third striped button. Look at this. The whole paragraph changed position so that its right margin is even and straight against the right margin of the page and the left-hand side is ragged. This RIGHT ALIGNMENT feature is not as often used but it is good for dates at the top of a letter or signatures.

But the most professional look of all is Fully Justify. The box to the right of Right Align is the one to click. This look makes both left and right edges straight.

- Let's select the whole document by clicking THREE times in the selection bar to the left and click on Justify align box.
- Move down to the end of the document and select the line with Mr. Lincoln's name and right align his signature.
- Use Control Home to get to the beginning of this document and Center the Title of the file.

SAVING YOUR WORK

Now we want to save the Gettysburg document you worked on. We think of saving our work when we finish our document so that we will have it when we want to see it again and we must remember always to do that. However, when you retrieve a document that has already had a lot of work done on it, it is often a very good idea to make sure that you do not lose what has already been done. The way to do this is save the document after it is loaded into your computer, and you have not even started to make changes. This is a real safety measure.

We will save in much the same way as we did last class period except we will go into a little more depth on saving.

When you save your work, you have 2 choices:

- SAVE simply replaces the original file with the changed one by saving the file with the same name. Usually you would want to do this if you had corrected spelling or made some other minor

changes. You would just have one copy of that document saved to your computer.

Choose ONE word, SAVE,
you get ONE document.

- SAVE AS saves the document under a new name so you keep both the old and the new file. We do this in class so that we always have a clean copy of our exercise. At home, you might do it if you had 2 versions of a similar letter or wanted to save your work to a different folder. (Much more on that in the intermediate user's class).

Just remember,
if you want TWO copies saved,
click on the TWO words. SAVE AS.

We can do SAVE now since this is a new document.

- Click on the **blue tab** in the upper left corner of WordPad.
- Click **Save**
- A window opens that looks very similar to the **Open** window we saw earlier. However, look on the title bar to observe this is the **Save As** window.

Since this is the first document we have saved today, the first long white address box may say Documents. This is the default place where WordPad saves files. Here in the computer classroom, our work will only be saved until the computer is turned off. On your home computer, your documents and files will be saved forever!

Documents is a folder on the hard drive of the computer. It is a very special folder, created by Windows as the place on the hard drive to keep your word processing and other documents. You do not have to keep your documents in this folder, but things will be easier to find if you do.

- Let's see where it is and how it can help us.
- Looking at the Save As window, in the column to the left, you will see the words **This PC** and underneath, **Documents**.
- Click on it and Documents will appear on the top bar to tell the computer where to save your work.

The original name of the file, in this case **Document**, is already in the File Name: box and it is selected. (See the white-on-blue print?) This means that if you start typing a new name, (and you should), your typing will replace the old name.

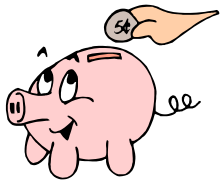
WHAT IS A GOOD FILE NAME?

A name for your file must be descriptive but need not be too long. You want to recognize the file next time you want it.

You can choose any file name you like but don't type one that is too long. The computer will accept 256 characters or spaces for a name but who wants to type all that? There are a few symbols which cannot be used in a file name, like * ? / > < and a couple others, but anything else goes.
Do not type the dot and the file type. WordPad already knows what kind of file it is and will add the file type itself. Choose a name for your file and type it in now.

When you have the name typed in, the third place you need to check is the box below **File Name** box. This is called **File Type**. Just look at the little black arrow at the end of the box. Click on it and you will see a choice of file formats. Usually, you want the format that you were already using, but you will learn more about other choices in Computers II class. Right now, you want that box to say **Rich Text Format** or **RTF**.

Now that you have checked ALL 3 areas: **Location**, **Name**, and **File Type**, click on the **Save** button. There, you have saved your work. The **Save As** window will close and the file will be saved in the Documents folder along with the other files.



How do you know the file got saved? Look up at the title bar of WordPad. The new name of the file should be displayed there.

- Click on the X to shut down your Gettysburg document.
- If you want to check to see where your file went, go to the Start button open the menu.
- Mouse up to File Explorer and click. In a top bar, you should see This PC and Documents, since Documents is the file in which you put My Gettysburg document.
- In the center section are names of files in that folder and you should see My Gettysburg or whatever you called it. You have found your file just where you put it.

The Gettysburg file you saved is now in the permanent memory of your computer, but the original file that we originally loaded into our computer from the flash drive is STILL on the drive, it has not been changed at all. So we will open this file again. Double click on My Gettysburg and watch your work appear on the screen.

- Now select all the document. Everything on your page has a blue background with white lettering.
- Move your mouse (without clicking on it) up to the size arrow, mouse down and select the number 12 and click.
- Move to Font and select Arial black.

Now all your text is the same size and font.

We want to keep the new improved document. We will simply go to the WordPad tab, click the arrow, and select **Save**. Our computer will only keep this new version.

We have a document which has changed a lot since we saved it last. We do not want the old incomplete document, so we have saved only the new one. Close your WordPad document.

By the way:

WordPad will close the window on your previous file when you bring up a new one. This is NOT true of more sophisticated word processors. WordPad only allows you to have one document window open at a time. If you had not saved your work, the computer would put up a dialog box, asking if you did want to Save.

USING OTHER FLASH DRIVE DOCUMENTS

Now, as you did before in Word Pad, click the blue file **Tab**, and click on **Open**. You want to find the flash drive in the Navigation Pane on the screen. Click on the flash drive to see the drive's contents. Double click on Color Exercise.

CHANGING TEXT COLOR

This is an exercise in selecting and changing color. To practice this skill, we are going to select one word and change its color. Select the last word in the first line, color.

- Use your mouse to select the word like we did last time, then mouse up to the A with a line under it in the Font section.
- Click on the small triangle to the right and you will see a drop-down menu of colors.

- Click on any one of those colors, and then click on a white spot on screen to deselect.

Remember, your chosen color doesn't show up until the word is deselected! The first word in your document is now in color.

Try changing color on a full sentence now.

- Drag select the next full sentence starting with the word, change.
- Go to the color icon
- Click and choose a color,
- Click again in a white area to deselect.

Now continue following the instructions at the top of your exercise. Each color word will need to be selected and changed to the color of its color name (or as close as possible). When you finish, we will save our work.
By the Way:

If you make a mistake in your mousing or selecting, DO NOT press Enter. Your item may be deleted. Instead, go up to Quick Access tool bar and click on the UNDO icon. That will undo your error and get your document back to where it was. If you made an error, you need to click UNDO more than once to get back to where you were. Just keep clicking as needed.

When you finish with the colors, change the headings,

Up North & Florida
to have a larger and a different font.

This work looks so attractive that we are going to SAVE it, because it is such a vital skill to practice. This time we will save it onto our flash drive, and not on to the computer.

We will do **SAVE AS** now.

- Click on the Word Pad tab in the upper left-hand corner of the screen.
- Click Save As then choose Rich Text document… A window opens that is the Save As window.

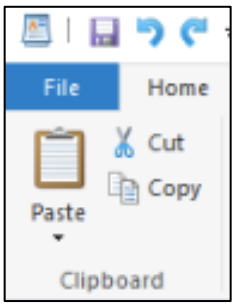
WordPad has remembered we opened the file from the flash drive, so it assumes we want to save to the same place. That is why the drive name is in the white address box.

The original name of the file (Color Exercise) is already in the File Name box and it is selected. (See the white print -on-blue?) This means that if you

start typing a new name, (and you should), your typing will replace the old name. Remember, this new name must be unique.

Click on the **Save** button. The **SAVE AS** window will close and your document will be on the Flash Drive along with the other files. You know the file is saved by looking up at the title bar of WordPad, where the new name of the file should be displayed.

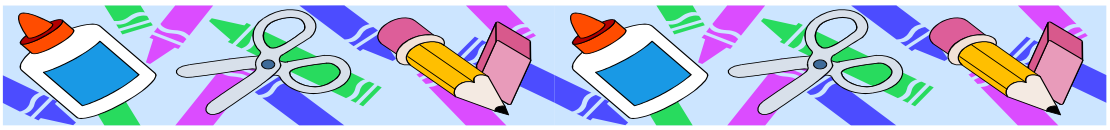
CUT AND PASTE



Click the left top blue tab for WordPad and click on the word, **New**.

- On your new document, Press Enter twice
- Type, TWO and Enter twice
- FIVE and Enter twice
- THREE and Enter twice
- ONE and Enter twice
- FOUR and Enter twice

We will put these words in order with Cut and Paste



The following words and icons you will find on the left side of the Ribbon, in the Clipboard Group of commands

The **Clipboard** is a tool WordPad uses as an internal temporary holding area for text and other content that you want to move or copy to another part of your document or to another document.

- When text is **Cut**, it is removed from its present location, but a copy of the text is kept on the **Clipboard** so it can be reinserted into the document.
- When text is copied, a **Copy** of the text is added to the Clipboard, but the text is not removed from its original location.
- The **Paste** command will place the cut or copied material from the Clipboard to the document at the insertion point you choose.

Before these commands can be applied to text, the text must be **selected**. When text is selected, it will be highlighted.

Cutting & Pasting Text

- Select the text to be cut. (the word ONE) by
- Moving the mouse pointer to the left edge of the text to be cut.
- Pressing and holding the left mouse button as you move the pointer across to the right and, if necessary, down to select the text to be cut.
- When the appropriate text has been highlighted in blue, release the left mouse button.
- In the clipboard group on the WordPad ribbon, click on **Cut**. The selected text disappears from your screen but the computer places it on the Windows clipboard.

- Move the mouse pointer to the location in the document where you wish the text to be placed (Above TWO).
- Click to place the insertion point at this location.
- In the clipboard group, click on **Paste**. The selected text is placed in the new location.

Put the next 3 words in order using same skill.

Copying & Pasting Text

- Select the text to be copied. (the word ONE)
- Move the mouse pointer to the left edge of the text to be copied.
- Depress and hold the left mouse button as you move the pointer across to the right and, if necessary, down to select the text to be copied.
- When the appropriate text has been highlighted in blue, release the left mouse button.
- In the clipboard group on the WordPad ribbon, click on **Copy**. A copy of the selected text is placed on the Windows clipboard.
- Move the mouse pointer to the location in the document where you wish the text to be copied.
- Click to place the insertion point at this location (below FIVE).
- In the clipboard section, click on **Paste**. A duplicate of the selected text is place in the new location.

A Math Problem

- Now make a math problem by typing a + sign.
- Click paste again to get another ONE. Type = sign and select TWO, copy and paste it to finish the problem.
- COPY and PASTE 2 more math problems on the next lines.

How can you remember this sequence of actions?
Maybe this “word” will help. Remember **SCIP**

Here you are, an acronym for remembering Select, Cut, (Copy) & Paste.
S elect your text
C ut (or Copy)
I nsertion point placement
P aste

REMEMBER

(If you accidentally make a mistake, there is an Undo command above or below the ribbon .)

Selecting & Deselecting Text

You can **deselect** by clicking anywhere outside the selected area. Note that the insertion point reappears where you deselect
Another way to select is to use a shortcut. There are many shortcuts for selecting text, but for this exercise we will use just one: We used it in our Gettysburg document. If you double-click on a word with the left mouse button, the whole word will be selected.

We will load a file called Write Your Name from our flash drive.

- Click the WordPad tab and click on the word, Open. Your computer always Opens to the area where you were last.
- We may have to open the flash drive and find your exercise.
- You should see the words, Write Your Name.
- Double click Write Your Name . The document opens and a button labeled Write Your Name is added to the taskbar. Now you have downloaded onto your screen a new file and the Open box has disappeared.

Instructions are on the screen, but we will do a few of these letters together. You see a row of capital letters on your screen. We will use these for our exercise. Let's start by enlarging these letters. Select the alphabet and change the font size to 24 to make them easier to work with. Now we will begin using those letters to write TAMPA. Tampa has 1 T <M<and P, so we may CUT those letters from the list. The 2 As must be copied. Here we go.

Think SCIP

Put the I-bar at the left side of the T and drag to the right to highlight (select) just the letter T.

- In the clipboard group. place your mouse pointer on **Cut** and click.
- The letter T is "cut" from the document and is stored in memory on what is known as the computer's clipboard.
- Place the I-bar after the words: **Click Here** and click so the I-bar is on the right side of these words.
- In the clipboard section, put your mouse pointer on **Paste** and click. Your letter T has been copied from the clipboard and placed in this

new location.

Note: After you cut or copy a selected item, the Paste command becomes available again.

- Next we need an A. Since we need TWO of them, we must Copy the A only once.
- Bring the I-bar behind the letter A and click and slide the mouse across the A, selecting that letter.
- In the clipboard section, put your mouse pointer on **Copy** and click. Your letter has been copied onto the clipboard ready to be placed in a new location. The letter A is still in its original location as well.

- Click to the right of the letter T and click on **Paste**.
- There is your A and since you need another A, simply space bar to the right about 6 presses and go to paste again. cut it.
- Now cut and paste the M. Can you do it by yourself? Try it. You may read back over the above directions if you wish.

Remember the sequence of actions is as follows:

- Select text.
- Mouse to cut or copy.
- Place insertion point with I-bar wherever you want it in the document.
- Click the Paste button. A copy of the information stored on the clipboard now appears in this new location.

Cut and paste the P between the M and the A and you will be done with our practice together.
Now write your name on the line, as much as you have time for.
We are not going to save this file. Just X out to close this window.
WordPad will show a box that asks if you want to save. Just click NO and your screen will clear. You should be back to the desktop.

Our next activity involves moving paragraphs with Cut and Paste.

Load onto your screen from the disk a document called <u>My Mixed up Day.</u>

We will use Cut and Paste to move these paragraphs into a time sequential day. These paragraphs are each in a different color, so that it will be easy to see the changes you have made.

Let's do the first one together. Which one is it?
The alarm clock one printed in orange. Select the whole paragraph, either by dragging the mouse from upper left corner to lower right, or by double

clicking in the selection bar next to the paragraph. Put the mouse pointer in the paragraph and click and drag to select. Now click cut.
Move the insertion point with the I beam to the space above the first paragraph. Click! Next, Click on Paste and the orange text is on the first line.

Find the second paragraph in sequential order and cut it out and paste it on a line below the orange paragraph.
When you have moved them all into correct order, put a number in front of each paragraph. If you like, you can change all of the text to automatic (black) color and change the size and/or type of font.

When you have finished, SAVE AS your letter in Documents, with a title, Not A Good Day.

Close your saved document.

Now we will try another exercise.

Now go to the File menu, then to Open in WordPad and load onto your screen a document called, My calendar.

You see a list of months and a word bank of days to celebrate.

- Put each observance under its month in a list, 1 item to a line.
- If the item is a person's name, change the font to a script one.
- Bold and enlarge the size of all months.

Save your work. Go to File on the menu, click SAVE AS. Fill in file name as (Your first name) calendar. Save on your flash drive. Click the save button on the lower right of the screen.
Ask for help if you need it.

Close your document after you saved it.

Close the WordPad program with the red X button.

Be sure to properly pull out (Eject) your flash drive and put it someplace safe. We will use it next week.

If you choose, shut down your computer. (Start, Power and choose Shut Down.)

Turn off the monitor.

Before next class:

Using the exercises from your disk, practice the skills we learned today.

Experiment with different selection techniques.

Practice Cut, Copy and Paste either with the material on our disk or with text that you type.

JUST LOOK AT WHAT YOU HAVE ACCOMPLISHED TODAY

None of this!

You have

- Learned additional ways to select
- Used undo and redo
- Colored text
- Used color to enhance your document
- Learned to Cut, Copy and Paste
- Used the clipboard
- Used Save and Save As
- Used the Documents folder to save your work

You do word processing !!

Also you learned more about Windows 10 Edge browser for the Internet as well as about the Google search engine.

Lesson 4

WHAT DO YOU REMEMBER FROM OUR LAST CLASS?

- A font is?
- What is the difference between Save and Save As?
- What are the characteristics of a good file name?
- In font sizes, there are _____ points to an inch.
- What is SCIP?
- When do you use SCIP and why?

Our work today includes tiles, some more on Word Processing and printing, and then we will see a new program, Paint.

EXPLORING THE TILES

Now we will look some more at the Tiles. Go to Start button to click on the tile.

MICROSOFT EDGE

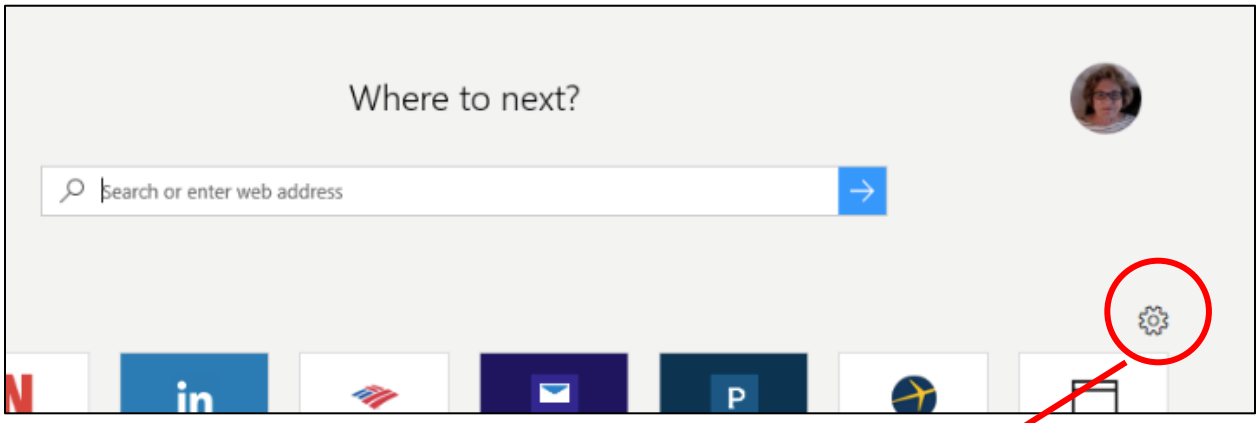
Click on the Edge tile. Edge is a tabbed browser which means across the top of the screen of Edge, there are tabs like in a file folder so it is easier to find your place on the website.

When you open the browser by clicking on the big Edge e you will see information on the white screen. On the top left will be a plus sign to add tabs. On your home computer, clicking on + will bring up some of the favorite sites you have visited recently as well as a new tab.

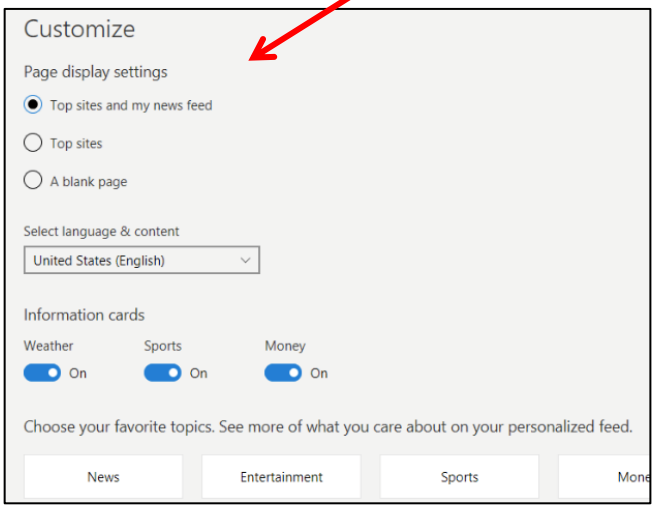
On the line below at the top left, are forward and back arrows (circled above) to help you move around on websites and a circular arrow to refresh your screen. Below in the center of the screen, a search box will appear that asks Where to next? This is a unified search bar where you can enter either a web address OR a search phrase.

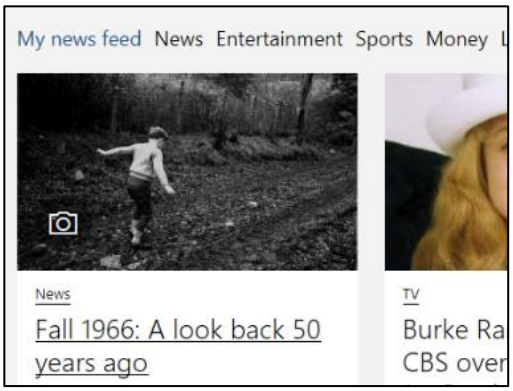
Type the website you want to explore in this box. After you have gone to some web sites on your computer, a list of places you have been before will come up to save you some typing, like using the + sign.

Often a news, weather, and sports overview of the world under **My news feed** will appear on the screen. There is a "customize" cog wheel on the right side of screen where you can choose your favorite topics for this news feed.



When you see the newsfeed (and you may not in class), take a look at the choices. Here, you can select what you would like to see in your news feed which is actually shown below.





Tabs are great because they allow you to easily revisit a website simply by clicking on the tab. Opening a new tab by clicking the + will give you a choice of your most visited sites along with the news and weather. You can access Facebook or other favorite sites here. In addition, Edge allows you to see thumbnails of your open tabs by hovering the pointer over each one.

The Edge browser has a lot more features you will explore in the Intermediate Users class.

Click on the Start button, , to show the Tiles on the screen once again.

WEATHER

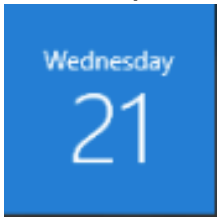
Clicking on the Weather tile is a forecast at your fingertips. This App, as do the others, needs an Internet connection. Click on the tile to see what it can do for you. You may have to customize it the first time you click on it. On the tile (if it is pinned to your start menu) you may see the word weather or just the temperature. If it is not pinned to the start menu, go to start, All Apps, down to W and click on Weather. Weather will open. At home you could pin it to the Start Menu and it will be more convenient. There will be a forecast as well as a blue bar of choices on the left side.

EXERCISE:

Click on the horizontal lines at top. First item is the local forecast.

1. Click on Magnifying glass to get a search bar. On the forecast screen, change the place of forecast by city name or zip code. Surprise yourself by typing in random numbers as a zip code. Check today's weather there.
2. You can keep track of weather of faraway friends and family since it is possible to have bad weather warnings sent to you for your location and other places or your choice.
3. On the vertical bar, the forecast is represented by the house icon.
4. Click to see Weather Maps and Historical Weather which follows. Have you ever thought of weather being Historical?
5. Follow by clicking on News and Places which gives you Launch Location. Click below which allows addition of Favorite Places. Put in one of your favorites.
6. Click the smiling face, Send Feedback, also needs Internet connection. You can add extra email to your account as well.

Weather is another area that you will want to personalize on your computer at home. Try it for homework.

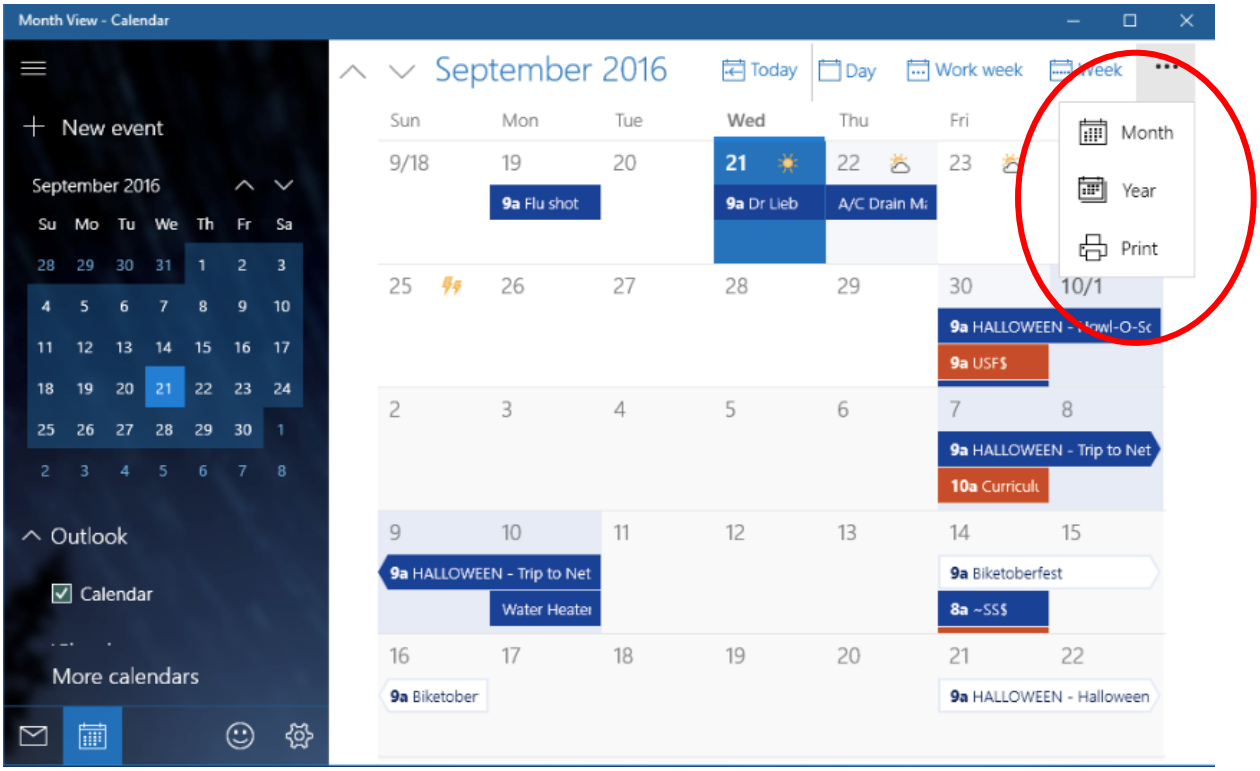


CALENDAR

Everyone needs one and here it is right on the desktop. Never miss another appointment. Your computer will remind

you of what you need to do also. Click on the tile with the date to access your calendar.

When Calendar is opened, it may come up in various views so let's all be sure we are on the same page and go to the dots in the right corner. Click it and find weekly, monthly and yearly view. Click on a couple views to see how they look. Agenda shows your tasks for the day. Click there and choose month. Up in left corner is an icon of three lines. Click there to expand to show a left side panel of dates, if it is not already present.



EXERCISE:

Let's add an event. Note the New Event dark blue calendar at the bottom which allows entering of a new event. The arrows at top of calendar allow movement from one month to the other.

1. Arrow back to select August.
2. Enter a fictional appointment on the 5th of a month.
3. Add details, including time and location. Notice the arrows to allow time and other selections. Always use the drop-down menu when it is available as shown by little arrows.
4. The circle on the save screen shows options.
5. Click on the circle for options for event; like Tentative, or show free, or busy. Add some. The padlock lets you mark and unmark an entry as private.

6. Save event. This area allows other choices, like delete. Notice at left top of screen under home is the place to click to save. Close your new event.

This is a calendar capable of handling a professional schedule as well as a personal one. For next class, at home, make a couple of entries into your home computer. Be sure to save them and put a reminder on them. Never miss another party!

All the tiles are fascinating, and many can be personalized to help you get organized, have fun and enrich your life.

MORE WORDPAD

Open WordPad. (Remember you want to go to Start, All Apps, Windows Accessories and down to WordPad.) On your home computer, if you had pinned WordPad to your start menu, it would be there for your use every time.

INSERTING PHOTOS INTO YOUR DOCUMENT

Let's ask Cortana (by typing) if she can find us a picture of some dogs to add to our document. Click on Cortana's white circle at the bottom left and in the white bar, type "picture of dogs". A list of suggestions will come up.

- Click on one image
- Right click on picture of your choice and click on Copy Picture.
- X out that pictures window
- Go to your document, and right click on document beneath first line
- Right click where you want the picture placed and choose Paste.
- If you need to change the position of the picture, click and drag into a different place.
- If the picture is the wrong size, put mouse in a corner so you get a double arrow, and drag in or out until your picture is just right.
- Now do the same and get a cat picture.

CUT AND PASTE PRACTICE

Now we will try another exercise. Put your flash drive in and double click on the Shopping List document to open it.

In this exercise, you are going to practice your cut and paste skills to rearrange a shopping list in two ways. (Remember, you must select a word, go to the Clipboard section & select Cut, the word will leave the screen. You will click your I-bar to the place where you want to put that word, click to place the blinking insertion point. Finally, go to the ribbon again and click Paste.)

EXERCISE

In Shopping List, put the foods in ABC order in a row down left edge of page.

- Use Cut and paste. (OK, you can use Drag and drop for 5 of them.
- When you are done, go to Save As (In the Blue WordPad Box) and save your work on your flash drive. Call your list My Grocery list.
- Next, move the same words into 4 or 5 suitable categories (which you think up and type on to the page).
- When you are through categorizing your list, make all the category headings a larger size and different font and center them over their lists.

OR

- You could ask Cortana for a picture of something on your list and paste the picture in your document.

Save your work in the Documents folder like this:

- Click on Word Pad tab and go to Save As and click.
- Change the file name to My Organized List.
- Go up to the left side of the window to the flash drive to save your work.
- Now that you have told the computer where to save your work and what to call it, click on SAVE.

Did our document go where we thought it did?
We know it is saved because we see the new title on the Title Bar, but where can it be found?

CHANGING FORMAT: FONTS, COLORS AND ALIGNMENT

On your flash drive documents, open To Jamie2 by double-clicking it. You will be

- Change fonts
- Change the size of the font

- Change the alignment of the words
- Color some words

NOTE: If the pictures move around into someplace you don't want them, just click on the picture and drag it someplace else. OR click on the picture and push the delete key and the picture will be gone!

- Change the giver's name to yours and change the recipient's name.
- If you have time, write another verse and add it into the document.
- Save using the file name To (your name).

PRINTING A DOCUMENT

WordPad has a nice feature that will allow you to see what your document will look like on paper *before* you print it. The feature is called **Print Preview.**

Click on WordPad File tab on the Ribbon and then select **Print** and mouse over to **Print Preview** and click on it. The Print Preview shows the current page, as it will look when printed. This is useful if, for example, you are writing an important letter and want to make sure it is properly centered on the page.

You cannot edit the text in this window, but you can zoom in for a closer look. When the mouse pointer is over the text, it changes to a Magnifying Glass. Click once to enlarge the text. Click again to get even closer. Click a third time to return to the original size.

You can print directly from the Print Preview window or click the Close button to return to the main WordPad window. To print from the main WordPad window, click Print on the WordPad tab. Quick print is there also, but choose Print now.

A Print window opens. This window lets you make choices about the way your document is printed. At the lower left (Print Range, you can choose if you want the entire document printed, or only certain pages of a long document). On the lower right (Copies) you can change the number of copies you want printed. When you have chosen your options, click the Print button.

All you do at home is:
Be sure your printer is turned on.
Enter or click on OK or Print button, whichever your printer shows on the screen. Click the X button in the upper right corner of the window if you need to close the print window.

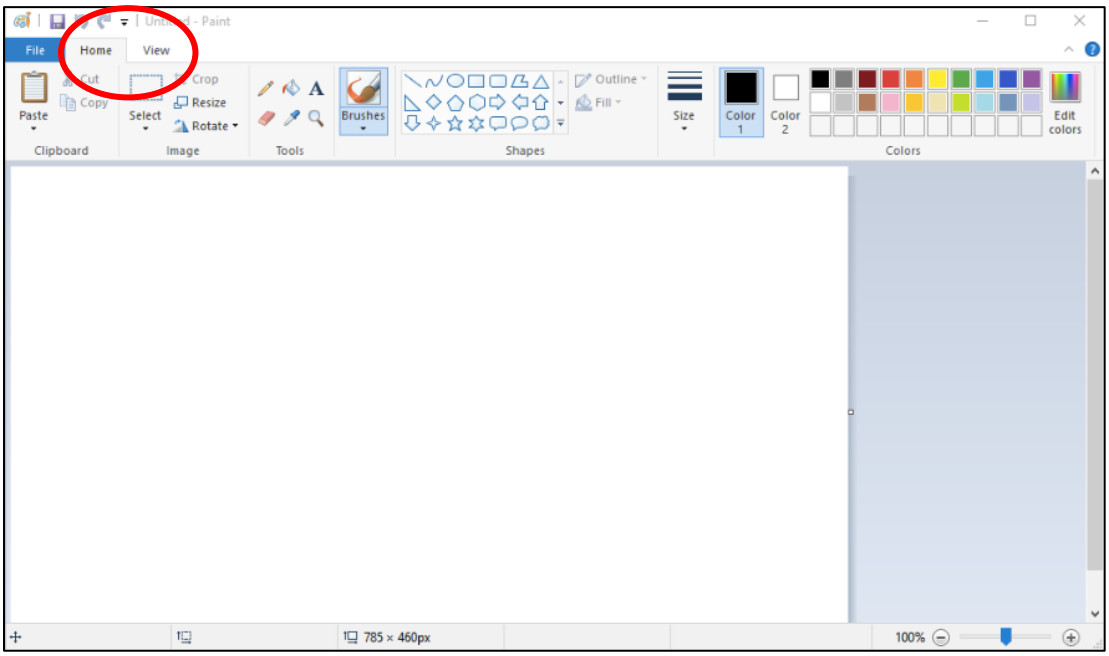
Close out WordPad with X. Click yes to save document if you are asked.

PAINT

Paint is a basic painting app that is included in all the Microsoft Windows versions. It can be used to draw, color and edit pictures. To open the app, go to Start, then All Apps, and Windows Accessories and finally Paint. You may sometimes see what is called a path or shortcut like this:

Start > All Apps > Windows Accessories > Paint

Look at the parts of this window. Because this is a graphics (drawing) program and not a word processor as we have been using, there are some differences in the Window. We still see the dark title bar with Paint and Untitled (meaning that the screen has not been saved with a name).

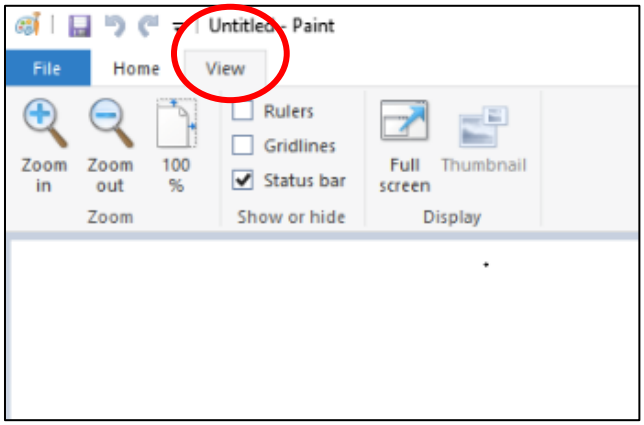


The menu bar has the blue Paint box followed by **Home** and **View**. The screenshot above shows the ribbon for the **Home** view.

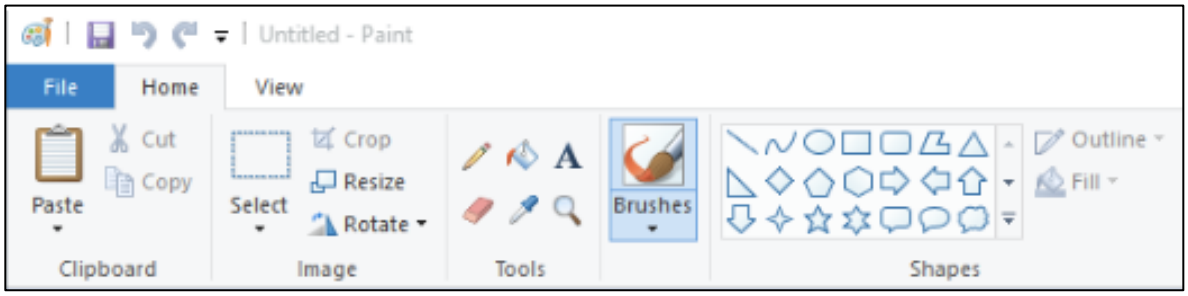
Across the top of the screen is a toolbox ribbon made up of 5 groups of commands: Clipboard, Image, Tools, Shapes and Colors

You'll notice that the window may not fill our screen even if we click on the Maximize button, the work area remains less than half of the Window. That is just the way it is. It is possible to drag the edges of the screen out, but doing that can give you problems if you print. Since we are not going to be printing today, let's go to bottom right corner of window and drag it out and down an inch or two.

Click on the **View** tab. Here you will see a Zoom button which we will try later when we have a picture in our work area.
Many programs have a Zoom feature.



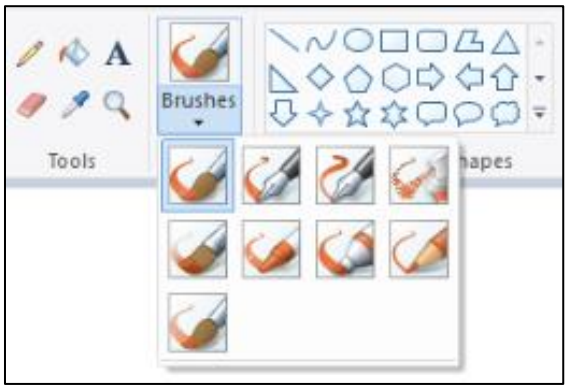
A closer look at the left side of the **Home** tab gives us many choices including our cut and paste, tools, brushes and shapes.



A closer look at the right side of the **Home** tab includes selection for line thickness and colors.

Clicking on the little triangle under Brushes, reveals various line thicknesses as well.

LET'S PRACTICE WITH SOME OF THEM.



PAINT PRACTICE: BALLOONS

Let's click on the pencil. It is usually the default tool. Let's use it to write your name.

- Your arrow looks like a pencil. Oh, that's harder than it looks.
- The black color is rather boring so keep your pencil selected and click on a bright color in the color box. Now scribble. Try another color & scribble some more.
- Now move to the right and click on arrow on the Brushes button and choose a different style brush. Choose a new color and brush the screen. Too thin? Click Brush again and change the different brush. Notice the variety. How does that look? Try a new color maybe?
- Now let's try to make our own colors. Click on the Edit Color box at the right end of bar. Click various places on this picture and make yourself a few new colors. These colors will appear in your color grid, and you can use them as you would any other colors.
- Try using some new colors.

Have you made a mess yet? Mouse up the blue Paint button on the top left and click on **New** to get a clean screen.

- Next, click on the rectangle in the **Shapes** box. When you move the mouse arrow into the workspace, you notice that the arrow becomes a cross.
- When you click on the screen, drag with the mouse button held down and you will see a box forming. Make it large or small or going any way, but when you let go of the mouse, that is the size and place of our shape.
- Go back and click on a different shape and draw that shape also on your work area.

At this point we are going to load a file to give us graphics to serve as models for our experimentation. Now we will look for our Paint Practice exercises on your flash drive in the computer.

Retrieving a Paint file is much the same as in Word Processing. Go to the Paint box and mouse down to Open. Your programs will probably appear in the Open window, but if they do not, then click on This PC at the left side of the Window. Click on Flash Drive to see your files on the class drive.

Double-click on the BALLOONS file.

> Note: *When you retrieve a program from Paint, you will only see data that are compatible with Paint.*

In the exercise BALLOONS try making a circle.

- Click on the circle in the **Shapes** area of the ribbon. As you drag diagonally with the mouse, sometimes the shape is oval and sometimes a circle, change to any size and move in any direction.
- Make it about the size of the other balloons.
- Next, use the line tool (pencil) to make strings for the circles.
- Your white balloon is boring, so we are going to color it.
- Click on the tipped paint can on the ribbon. Next, click on any bright color in the color box. You will see that color appear in the Color 1 box to the left. This box shows you what color you will be working with. Click the paint can inside the circle shape and your circle is colored.
- Make 3 more circles and fill with different colors. Don't forget their strings, which may be in color also.

REMEMBER, YOU CAN QUICKLY CORRECT A MISTAKE BY GOING TO UNDO.

Let's Put a Title on our Picture.

- Click on the big A on the tool bar. When you click on the screen and drag diagonally, you will see that you are drawing a rectangle.
- Make this box about 2 inches long. Choose a color you like and click in the new box and type.
- Type UP AND AWAY in any font and color you like.

When you are finished, click on **Save As**. Because this is a picture file, the default saving folder is **Pictures**. Note in the address bar. You will save your work in that folder and save with a file name My balloons.
Your saved picture does not leave your screen, so you want to get a clean screen. Go to the blue Paint button in upper left and click on **New**.

PAINT PRACTICE: BEACH

On this clean Paint screen we will try some freehand drawing.
Draw a beach scene. Make a large box on the screen to frame your picture. Use the rectangle from the shape portion of the ribbon. Make horizontal lines across the box, dividing it into 3 rectangles. Remember, if you are

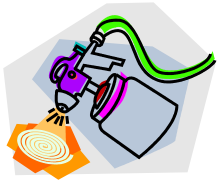
holding down the mouse button, you can make a change. Once you let go, that's it.

- First we will put in some sky. Click on the light blue in the color box. You will see blue appear in the Color 1 box to the left. This box shows you what color you will be working with.
- Click now on the tipped paint can icon,  , and fill with color. Click on the top rectangle with this tool and look! Suddenly sky!
- Now make the sea a darker blue and the bottom rectangle tan for sand or green if you want grass.
- Using the curved line, try to make a palm tree or two. Or a house or small tent on the land, a sail of a boat in the sea or sun in the sky.
- As you fill your shapes, if you have any shapes that overlap, you may have to fill the overlap by clicking your color again in that little spot.
- A separate closed figure was formed and it must be filled separately.

ERASING IN PAINT

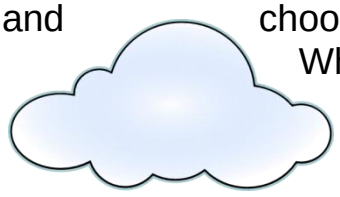
You can correct mistakes is with the eraser,  , in the Tools group, . Select it in the **Tool** section. Notice you can choose the width of your eraser. Erasing is a little clumsy but there is another technique you can use. Sometimes it is easier to do in a Zoom mode under VIEW.

USING BRUSHES AND THE TEXT TOOL



Maybe you would like some puffy clouds.
Click on the arrow on the Brushes button in the toolbox to find at the end of the first row, an airbrush. Click on this tool and choose white. Then click and puff or drag the airbrush over the screen rather rapidly. Interesting effect.

You can name our scene if you use the text box tool, the big A. Click on it, and choose a darker color for your writing if you like.



When you place your cursor on the work area, and drag, you notice you are getting a box with blue dots at the corners. Drag this box out about an inch. This figure is called a text box. There is a blinking insertion point in the box so just type your first and last name. Can you see your entire name or does the box need to be a little bigger?

If you want more space for your name, click carefully on one of the dots at a corner until you find the place where the cursor arrow becomes a two headed arrow on a slant. Keep your mouse button depressed and drag on that arrow until the box just reveals your name and then release your mouse button. This technique is the same one you used in changing the size of any window.

You do need to drag select the text in this box. When you click on the A, the text tools tab automatically appears. Then you will be able to change Font and Size. Alfredo is a nice font to use. Don't bother to scroll too far. There are so MANY fonts. Change the size of font and click one of the three styles B, I, or U. Drag a corner to resize the box if needed.

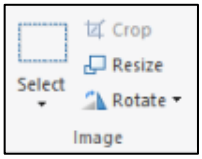
WARNING: If you click in a blank area and the box goes away, you can NOT make any changes to this work. You have to start over!

When you are ALL FINISHED, click away from the box.
If you wish to save your picture, call it *My favorite Spot.*

EXERCISE: FREEHAND

- On your blank screen, draw a rectangle and color it any color.
- Draw a circle also and fill it with any color.

Moving any figure in Paint



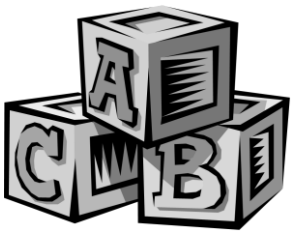
- In this exercise you will select a shape and move to a different place on the screen. The Select tool. Is in the Image group as shown at right.
- You will use the select tool which enables you to surround items with a rectangular selection frame called a marquee, so you can delete, copy, or move them.
- Click triangle at the bottom of the Select tool button and choose the rectangle.
- Place the mouse pointer a little above the left top "corner" of the first rectangle. Since the select tool is active, the pointer is in the shape of a cross hair.
- Press and hold down the mouse button and drag the pointer to the right and down to the bottom right edge of the rectangle until you have a dotted-line rectangle (called a selection frame) around that shape, then release the mouse button.

- Be sure you leave a little frame around the shape. Don't get so close to the shape that you cut off a bit, especially if you want to fill your rectangle later. Remember the UNDO button if you make a mistake. Use it right away!
- You will now make a copy. Mouse to Copy (as we have done before) and click and then click on the word Paste. Another copy of the same shape will appear in the left corner. If you click paste another time, a second copy will appear over the first copy.
- Move the pointer up to the copy of the shape. When the pointer changes to a thick cross, press and hold down the mouse button and drag that pasted shape exactly where you want it and release mouse button to drop it in place.
- After the shape is in place, the only way you can move it is to put a Selection Frame around it again and Cut (or Copy) so you can move with the Selection frame.

Note: If you should accidentally lose the selection repeat the marquee selection process.

- If you want to move a circle or other irregular shape, click on the free form selector in Select button. Your cursor will give you a line to draw around this figure carefully. Be careful not to get too close to the shape so that you might cut off a corner.
- When you have gone all around the edge of the shape, and you release your mouse button, you will see a blue square form around the selected shape, and you can move it just as you did a rectangle. You can also drag a selected shape as well as cut & copy.
- It is possible to use the selection marquee to select a circle, but you have to be careful to start the marquee far enough away from the shape.

EXERCISE: ALPHABET



Insert your flash drive. Go to the blue Paint box and Open. This brings up the Navigation Pane so the flash drive can be seen. Double click on the flash drive. Then find an exercise called Alphabet. Double-click to open the file.

On the screen you see 15 squares each labeled with a letter of the alphabet. Your task is to select and move these blocks into ABC order in the space below the existing boxes.

- Arrange them in 2 or 3 rows.
- Careful with your selection boxes. Don't cut off a piece of the block. Remember UNDO!
- Change the color on any 3 blocks.
- Save the completed activity (SAVE AS) to this PC > Pictures folder and call it "MY ABCS".

NOTE: If you didn't get all 15 blocks moved in class, this is a good practice exercise at home.

Again, when the class is over, remove your flash drive and take it home with you.

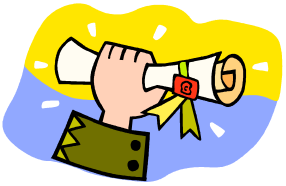
- Close all open programs.
- Go to Start and shut down.
- Wait for screen to get black.
- Turn off the monitor.

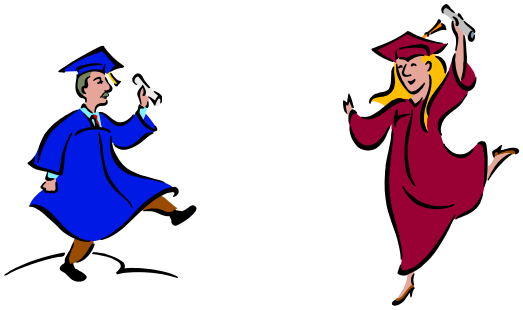
Thanks for coming

JUST LOOK AT WHAT YOU HAVE ACCOMPLISHED TODAY

You Have

- Learned more about Edge
- Discovered Weather and Calendar Tiles
- Continued your Word Processing skills
- Used a Graphics Program
- Learned about Printing
- Used toolbar shortcuts
- Selected and moved pictures
- Typed in a graphics program
- Used an airbrush
- Erased a graphic





Well, you did it!

You are well on your way to a long and happy relationship with your computer!

Appendix

To Turn On Your Computer

If you are using a desktop computer:

1 First, push in the small button on your monitor. Usually over at the right-hand corner. On some monitors, the ON button is on top. You will see a small light go on.

2 Press the computer's Power button (usually located on the front or on top of the System Unit).

If you are using a laptop:

1 Open your laptop.

2 Press the Power button, (usually located in the area above the keyboard or sometimes on the right side).

How to Find Solitaire

1. Click on Start Button.
2. Go to All Apps.
3. Mouse to Microsoft Solitaire Collection and click on it.
4. Click on Klondike (Not Spider Solitaire).

How to find WordPad and Paint

1. Click on Start Button.
2. Go to All Apps.
3. Mouse to Windows Accessories and click on it.
4. Click on WordPad or Paint.

SELECTING –WordPad and most Word Processing

LETTER:

Hold down left mouse button and drag left to right or right to left.

WORD:

1. Hold down left mouse button and drag left to right or right to left
2. With I bar in middle of word double click.

LINE:

1. Hold down left mouse button and drag left to right or right to left.
2. Move I bar to left margin (selection bar) with arrow facing line and single click.

PARAGRAPH:

1. Hold down left mouse button and drag diagonally from top left to bottom right or the reverse.
2. Click in center of paragraph and click 3 times quickly.
3. Move I bar to left margin and with arrow facing paragraph click 2 times quickly.

ENTIRE DOCUMENT: (can be any number of pages)

1. Hold down left mouse button and drag from beginning to end.
2. Move I bar to left margin and click 3 times quickly.
3. At the right end of the Home tab ribbon, click on the down arrow next to the word “Select” and then click on “Select All”.
4. Hold down Control Key & press the A key.

How to Cut and Paste Text

With WordPad

Select the text to be cut

- Move the mouse pointer to the left edge of the text to be cut.
- Depress and hold the left mouse button as you move the pointer across to the right and, if necessary, down to select the text to be cut.

- When the appropriate text has been highlighted in blue, release the left mouse button.

Cut and Paste

- Go to left-top of window and click on Cut. The selected text is placed on the Windows clipboard.
- Move the mouse pointer to the location in the document where you wish the text to be placed.
- Click to place the insertion point at this location.
- Click on Paste in upper left of screen. The selected text is placed in the new location.

How to Copy and Paste Text

With WordPad

Select the text to be copied

- Move the mouse pointer to the left edge of the text to be copied.
- Depress and hold the left mouse button as you move the pointer across to the right and, if necessary, down to select the text to be copied.
- When the appropriate text has been highlighted in blue, release the left mouse button.

Copy and Paste

- Click on Copy. (Under the word Cut) A copy of the selected text is placed on the Windows clipboard.
- Move the mouse pointer to the location in the document where you wish the text to be copied.
- Click to place the insertion point at this location.
- Click on Paste. A duplicate of the selected text is placed in the new location.

Saving A Document - Windows 10

The FIRST time you save a document, use SAVE AS.
Click on the arrow by the File tab in WordPad box in upper left corner of screen, and then choose SAVE AS.

The Save As dialog box opens. Choose Rich Text Format and click. You decide where you are going to store the document (usually in DOCUMENTS on the hard drive which is the C drive). At the top of the dialog box is the SAVE IN box – this tells the computer where you want to

save the document. Usually, in that box, it will say Documents. If necessary, click on Documents under this PC.

Then look at the FILE NAME box. You type in whatever name will help you identify your document. Click SAVE.

Look at your title bar of your document. It will have the name of your new file there.

USING SAVE INSTEAD OF SAVE AS

If you already have a named document and you make changes to that document, all you do is go to FILE then SAVE (no dialog box will appear), now the original document is saved with any changes you made.

Remember, if you make changes to a document and you want to keep the original PLUS keep the one with the changes use SAVE AS because it is essentially a new document, and you will be saving a first document.

Shutting Down the Computer

To shut down the computer, follow this procedure:

Close Open programs and files.

1. Click on that X button as needed. (Check the task bar to be sure there aren't any programs down there that you minimized and forgot about. If there are programs listed on task bar, click the title to bring each program back onto the screen, and then click on program's X.)

Click Start

2. Click on the Start button. Go to Power button and up to Shut down and click on Shut down. When the screen turns black, turn off the monitor button.