

Word Pad, a Medium Size Word Processor

Please open Word Pad on the Windows program manager, click “Start”, click “All Programs”, click “Accessories”, click “Word Pad”... Word Pad is a medium size Word Processing program in Windows XP or Windows Vista. Microsoft Word is a larger, more powerful Word Processor for more advanced jobs. Microsoft office costs approximately \$250 if you were to buy it. Microsoft Word is part of the Microsoft office program. Microsoft office also has a slide presentation program, and a spreadsheet program. Also available off the Internet is a program called Open Office. Open office is created by a small group of computer experts and can be downloaded FREE off of the Internet. It has similar programs to Microsoft office and is especially in competition to Microsoft. If you use word processing for many involved projects then using Microsoft Word or Open Office would be helpful. However if you use word processing on a limited basis, Word Pad would be quite sufficient.

Looking at the word pad screen you will see the title bar. On the title bar is the name of the file you have open (the Word "document" is there until you give the file a name), the name of the program and on the right side are three boxes. The first box which looks like a minus is for minimizing screen, the second box restores to medium size or expands the screen to full size. The red box with the white X **closes the program** not just the file. The second line is the menu bar: which has six drop-down menus. Those six menus are file, edit, view, insert, format and help. When you click on each of these titles a drop-down menu of commands will show. Each menu has listed commands that fit within the particular title. The third line is made up of buttons that do specific commands quickly. The next line is called the format line where you can change font, size of font, and a number of quick formatting buttons. The next line is called the ruler bar and shows you the margins settings. The large white space of course is the writing area where you create your letter, flyer or other written information. Word processing is like using the old typewriter for correspondence except the program does a lot of the formatting automatically. At home I want you to take time to review the above mentioned bars and practice your word processing. If you use e-mail you will notice that word pad is very much like typing in e-mail. Basically e-mail and word processing are very much the same.

In the writing area type “Today is a happy day!”, click on File, click Save As. You use save when you want to name a file or change the name of a file. Save this file and call it “practice”. Notice in the title bar that the name of the file appears next to the name of the program you are using. After you have saved the file click on the white X to exit the program. If we go back to the beginning of this handout we can again click on start and Explorer. We will find in Windows Explorer our file called practice. From the symbol in front of the file we can tell that this file was saved in Word Pad. Files saved in other software will have a different symbol at the beginning. For example Microsoft Word has the symbol of a blue W in front of the file name. In Excel, a money management program, a green X will appear before the name of the file.

Your computer automatically saves to My Documents unless you place it into another folder. All folders and drives are managed from Windows Explorer, this is the place you look for your files and manage your files. At home practice using Windows Explorer.

Making Formatting Changes to text

You can make formatting changes to text that has been typed on the page; first you must select it, and you can make some of the following changes.

Exercise: Type in “Thank goodness the election is over” or a sentence of your choice.... Select the sentence using one of the methods mentioned above.

Click Format on the menu bar... choose the style of font you want, samples of the style appear in the window ... choose the size by changing the number, higher the number the larger the type...be aware that type is measured in “points”, 72 point is approximately one inch. For

example: this is *French Script in 48 point.*

Using your sentence again, select only a part of the sentence, using the button bar or formatting bar, click on the B button (bold), the I button (italics) and U button (underline)... Click somewhere in the blank part of the page and notice that the selected part of the sentence is bolded, italics and underlined....to remove these you must select the same part of the sentence again and click the bold, italics and underlined notice they are removed from the selected text.... If you wanted to leave bold or one of the others... do not click the button to remove it... the buttons work like a switch, push on and push off.

Select, Cut, Copy and Paste in Word Pad

Please open Word Pad on the Windows program manager, click “Start”, click “All Programs”, click “Accessories”, click “Word Pad”... Word Pad is medium size Word Processing program in Windows XP or Windows Vista. It is not as powerful as Microsoft Word which is a large, more powerful Word Processor for more advanced jobs. In Word Pad type in “Today is a great day.”

Selecting data with the mouse, In order to change data that you have typed into your document, such as making formatting changes you must “select” the data first.

The mouse provides 2 ways to select data:

1. Point the mouse pointer at the beginning or end of the data you want to select.
2. Hold down the left mouse button and drag(move) the mouse pointer over the data to select it. (This is called “Click and Drag”)



Be careful what keys you strike because it will change only the data that is highlighted.

Data not highlighted will not be changed. For example: when you have highlighted text and you press the delete key, the highlighted text will be deleted.

Fast and Easy: Also, to select text with the mouse, you can click the mouse in one of three ways: a single-click, moves the cursor; a double-click, selects the word that you click; a triple click, selects the entire paragraph that contains the word you click.

Selecting data with the keyboard

To select data with the keyboard you need to use the following keys.

Remember The cursor movement keys in Word Processing programs (Note Pad, Word Pad, MS Word and Word Perfect):

1. up/down/left/right arrow keys-moves the cursor around the screen without making any changes;
2. Home/end keys-Home moves the cursor to the beginning of the line and End moves the cursor to the end of the line;
3. Page Up/Page Down keys – Page up moves the cursor to the beginning of the page and Page down moves the cursor to the end of the page;

Selecting data with the keyboard

1. Move the cursor to the beginning or end of the data you want to select.
2. Hold down the Shift key.
3. Move the cursor using any of the cursor movement keys, such as the up-arrow key or the End key.
4. Release the Shift key:

Fast and Easy: way to highlight or select text. It is much easier to control than the Click and Drag method.

An example of what selecting or highlighting should look like:

When you drag the mouse, hold down the left mouse button. If you don't hold down the left mouse button you will not select the data. You can tell when the data is selected **because it is blackened or highlighted. When you select specific data you are telling the machine that you will be changing the data**

Cutting and Pasting (Moving) Data

Cutting and Pasting is a two step process. When you “cut” data, you delete it but save a copy in an electronic area called the “Clipboard”. When you “paste” data to a new location, you copy the data off the “clipboard”. When you “paste” data to the new location, you copy the data off the clipboard and paste it in your file.

To move data, follow these steps:

Select the data you want to move, using the keyboard or mouse.

1. Choose one of the following:
 - a. Click the edit command and click “Cut” or
 - b. Right-click the mouse; when the pop-up menu appears, choose Cut
 - c. Or Press CTRL+X
2. Move the cursor to a new location.
3. Choose one of the following:
 - a. Click the edit command and click “Paste”
 - b. Right-click the mouse; when the pop-up menu appears, choose “Paste”
 - c. Or Press CTRL+V

Copying and Pasting Data

Unlike the Cut command, the Copy command leaves your selected data in its original location but places a second copy of that data somewhere else. To copy and paste data, follow these steps:

1. Select the data you want to copy, using the keyboard or mouse.
2. Choose one of the following:
 - a. Click the Copy icon on the Insert menu
 - b. Right-click the mouse; when the pop-up menu appears, choose Copy.
 - c. Press Ctrl+V.

Word Pad is a basic word processing program that is part of your Windows programs, it is listed under Accessories.

(Lesson 3 concerning Word Pad)