

COMPUTER STUDIES LESSON NOTES

PRIMARY THREE

Week 2

WORDPAD

What is WordPad?

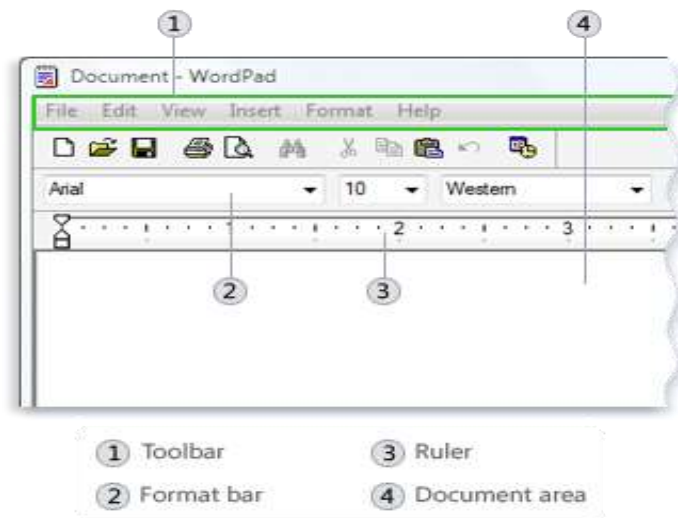
Or WordPad is a computer program used to create, edit, view, and print text documents.

WordPad can help you type letters, book reports, and other simple documents.

How to open WordPad

1. Click Start
2. Click All Programs / programs
3. Click Accessories
4. Click WordPad.

The WordPad window



There are four main parts of the WordPad window:

The toolbar

The toolbar contains buttons for basic commands, including saving and printing.

The format bar

The format bar contains buttons that you can use to format the text in your document. For example, you can choose the font, color, and alignment of your text.

The ruler

Use the ruler to check the plan and position of text in your document.

The document area

This is where you type your document, make changes to the text, and apply your formatting.

Typing text

A flashing vertical line called the **cursor** indicates where the next text that you type will appear in the document area.

Activities

- **Practice the learnt keys by typing these stories.**

Activity 1

The Lion and the Mouse

Once when a Lion was asleep, a little Mouse began running up and down upon him. This soon wakened the Lion, who placed his huge paw upon him and opened his big jaws to swallow him.

"Pardon, O King!" cried the little Mouse, "Forgive me this time. I shall never repeat it and I shall never forget your kindness. And who knows, but I may be able to do you a good turn one of these days?"

The Lion was so tickled at the idea of the Mouse being able to help him, that he lifted up his paw and let him go.

Sometime later a few hunters captured the King and tied him to a tree while they went in search of a wagon to carry him on.

Just then the little Mouse happened to pass by, and seeing the sad plight in which the Lion was, ran up to him and soon gnawed away the ropes that bound the King of the Beasts. "Was I not right?" said the little Mouse, very happy to help the Lion.

MORAL: Little friends may prove great friends.

Activity 2

The Fox and the Stork

A selfish fox once invited a stork to dinner at his home and for a joke put nothing before her but some soup in a very shallow dish. The fox could easily lap this up, but the Stork could only wet the end of her long bill in it, and stayed hungry.

"I am sorry that the soup is not to your liking," said the fox with a sly smile.

"Oh, please do not apologise," said the Stork. "I hope you will return this visit, and come and dine with me too sometime." So a day was appointed when the Fox should visit the Stork.

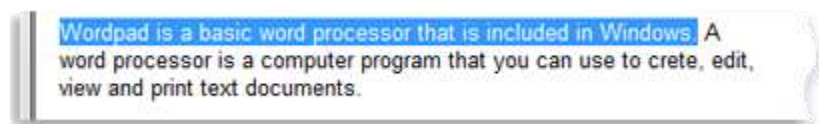
Finally, when they were seated at the table, the Stork served them both some soup in a very long-necked jar with a narrow mouth. The stork drank the soup easily but the fox could not insert his snout into the tall jar. This time it was the Fox's turn to go hungry.

MORAL: ONE BAD TURN DESERVES ANOTHER.

Selecting text or highlighting a text

1. Position the mouse pointer to the left of where you want to begin your selection.
2. Click and hold the left mouse button while you drag (pull) the pointer over the text that you want to select.

Note: The selected text will be highlighted. Once you've completed your selection, release the mouse button.



Copying a text

This means making a duplicate copy (second copy) in another place.

Steps

1. Select the text to copy.
2. Click Edit menu
3. Click Copy.
4. Move the cursor to the place where you want to insert (put) the copied text.
5. Click Edit menu
6. Click Paste.

Note

To quickly copy text that you've selected, press CTRL+C.

To paste it, press CTRL+V.

Moving a text to a different location

This means removing a text from its original place to another place.

Steps

1. Select the text that you want to move.
2. Click Edit menu
3. Click Cut.
4. Move the cursor to the place where you want to insert (put) the cut text.
5. Click Edit menu
6. Click Paste.

Inserting and deleting text

Insert means putting in or adding.

Deleting means removing.

To insert text

1. Click where you want to add the text
2. Start typing.

To delete text

1. Select the text that you want to delete or remove.
2. Press DELETE KEY on the keyboard.

Formatting a document

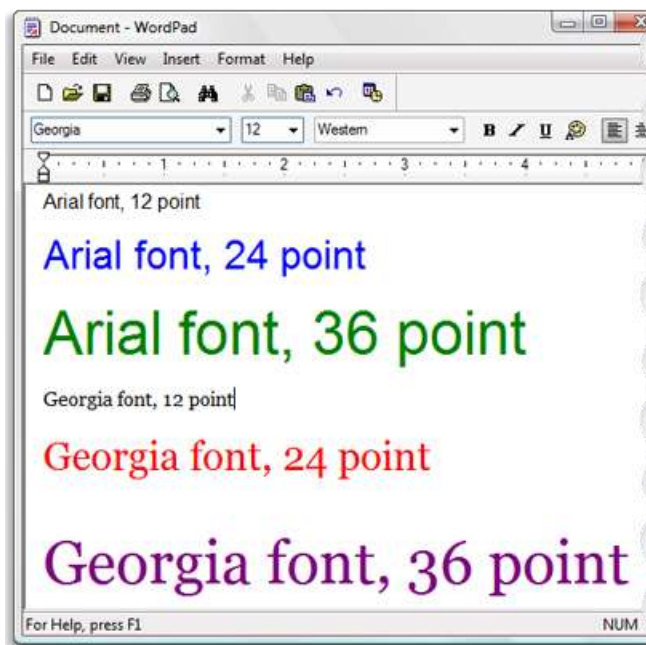
Formatting refers to changing the appearance of the document. For example, by changing to many different fonts and font sizes, color and underline.

To change the font, font style, or font size

Steps

1. Select the text to change.
2. Click Format menu.
3. Click Font.
4. In the Font window, select the font, size, colour or underline.
5. Click OK

Here's a picture of a document with some different fonts and size applied:



Saving your document

Saving means storing a document.

Steps

1. Click File menu
2. Click Save As.
3. In the Save in box, click the location where you want to save the document.
4. In the File name box, type a name for your document.
5. Click Save.

Printing your document

Printing means producing the typed work on a paper using a printer.

Steps

1. Click File menu
2. Click Print.
3. In the Print dialog box, use the Page Range box and the Number of copies box to specify which pages you want to print as well as how many copies.
4. Click Print.

Topical questions

1. [What is WordPad?](#)
WordPad is program you can use to create and edit documents.
2. [What are the steps of opening WordPad?](#)
 - a. Click **Start** button
 - b. Click All **Programs / Programs**
 - c. Click **Accessories**
 - d. Click **WordPad**.
3. [How do I save a WordPad document for the first time?](#)
 - **Click File menu**
 - **Click Save As.**
 - **In the Save in box, click the location where you want to save the document.**
 - **In the File name box, type a name for your document.**
 - **Click Save.**
4. [How do I print a WordPad document?](#)
 - i. **Click File menu**
 - ii. **Click Print.**

- iii. **In the Print dialog box, use the Page Range box and the Number of copies box to specify which pages you want to print as well as how many copies.**
 - iv. **Click Print.**
5. [How do I insert the current a missed word into my document?](#)
- a. **Click where you want to add the text.**
 - b. **Start typing.**
6. [How](#) do I copy a text in WordPad?
- **Select the text to copy.**
 - **Click Edit menu**
 - **Click Copy.**
 - **Move the cursor to the place where you want to insert (put) the copied text.**
 - **Click Edit menu**
 - **Click Paste.**

Bullets and Numbering

Steps

- Highlight the words you have typed.
- Choose *Format from the menu bar*.
- Choose *Bullets and Numbering* from the menu.
- Choose the Numbered tab.
- Several styles are available to you. Click the style you want to use.
- Click OK. Your list is now numbered.

KEYBOARD TYPING EXERCISES

The **home row** of the keyboard is the most important to the touch-typist.

When at rest the typist's fingers are positioned, lightly, on the **A-S-D-F** keys for the **left hand**, and the **J-K-L-;** keys for the **right hand**.

- The **left index finger** will control the **F** and **G** keys, the **right index finger** will control the **J** and **H** keys.
- The **left middle finger** will control the **D** key, the **right middle finger** will control the **K** key.
- The **left ring finger** will control the **S** key, the **right ring finger** will control the **L** key.
- The **left little finger** will control the **A** key, the **right little finger** will control the **;** key.
- The spacebar is controlled by the **right thumb**.

The home row.										
LEFT HAND					RIGHT HAND					
LF	RF	MF	IF	IF	IF	IF	MF	RF	LF	
A	S	D	F	G	H	J	K	L	;	

LF = little finger, RF = ring finger, MF = middle finger, IF = index finger

The F and J keys often have **small raised bumps** on their tops, a tactile aid for the typist.

The locations of all the other keys on the keyboard are learned in relation to these **home keys** so the touch-typist must be able to find the **home keys** by touch.

Using the **raised bumps** on the F and J keys as a guide, see if you can put your fingers on the **home row** correctly, *without looking at the keyboard*. No peeking.

Make sure you are sitting up straight, your feet flat on the floor. Keep your elbows close to your body, your wrists straight and your forearms level, and remember – *“take regular breaks.”*

When you are ready to begin, select an exercise and strike the key requested. Try not to look at the keyboard. It will be difficult at first but as the exercise progresses you will find it becomes easier and your fingers will begin to move without you consciously deciding which finger is associated with which key.

You may find it helpful to *quietly* say the name of the key as you strike it.

Don't let your mistakes cause you to lose heart, touch typing is a skill that can be learned by practice.

Repeat each exercise at least three times.

Typing Reference - Fingering



Key

Left

1 Pinky	
2 Ring	
3 Middle	
4 Pointer	
5 Thumb	

Right

1 Pinky	
2 Ring	
3 Middle	
4 Pointer	
5 Thumb	

- Ref:**
1. *Computers made easy*
 2. *Computer studies Bk 2*
 3. *Internet*