OLLI Osher Lifelong Learning Institute

Rediscover the Joy of Learning

WORDPAD, WORD PROCESSING PROGRAM

COMPILED BY HOWIE BAUM

Creating Documents with WordPad

WordPad is a free word processing program, that is part of the Microsoft Windows program.

A word processor is a program used to process, format, and store documents like letters, memos, reports, resumes and many more. It is also capable of producing a printed version, when its done.

Basic features common to all word processors:

- Create a document, save, retrieve files; move, copy, enhance, edit documents; set margins/align text, search/replace

WordPad doesn't have a spell checker, a thesaurus, and advanced features that are found in the Microsoft WORD program, but it still is a good one for typing and editing basic documents.

WHY LEARN WORD PROCESSING?

It is one of the main uses of a computer because its helpful with everything !

All of the same rules apply whether you:

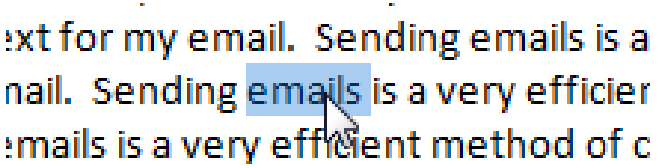
- Write a story, a book, or some jokes.
- Send an e-mail message to someone
- Send a text on the computer or on your cell phone.
- Fill out a cover letter and a resume when looking for a new job.

SELECTING TEXT

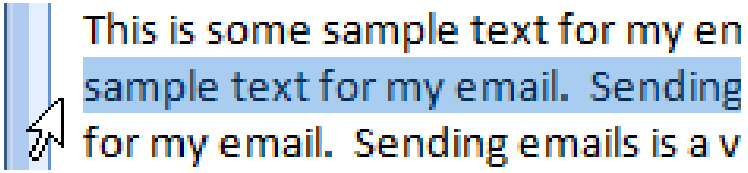
With Word Processing, before you can cut (delete), move, copy, italicize, underline, or otherwise change copy, you need to select text.

You can tell it is selected when it is darkened, either in a light blue or gray color, like this.

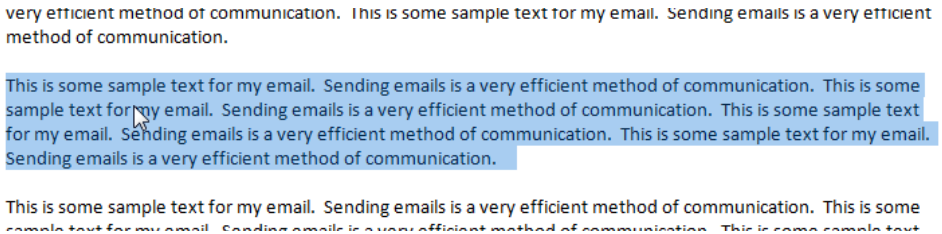
Double-click to select a **word**



To highlight a sentence, drag with the mouse – right to left or left to right, across the sentence.



Triple-click to select a **paragraph**



Select everything, using Control (Ctrl) A or "Select all" in the Editing group, to select the **entire document**

What is the difference between "Cut/Paste" and "Copy/Paste"?

- Cut/Paste removes the selected text and paste it somewhere else.
- Copy/Paste makes a copy of the selected text and paste it somewhere else.

SHORTCUTES FOR WORKING WITH TEXT

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, like **copying and pasting** text.

Ctrl+X: **Cut** the selected text.

Ctrl+C: **Copy** the selected text.

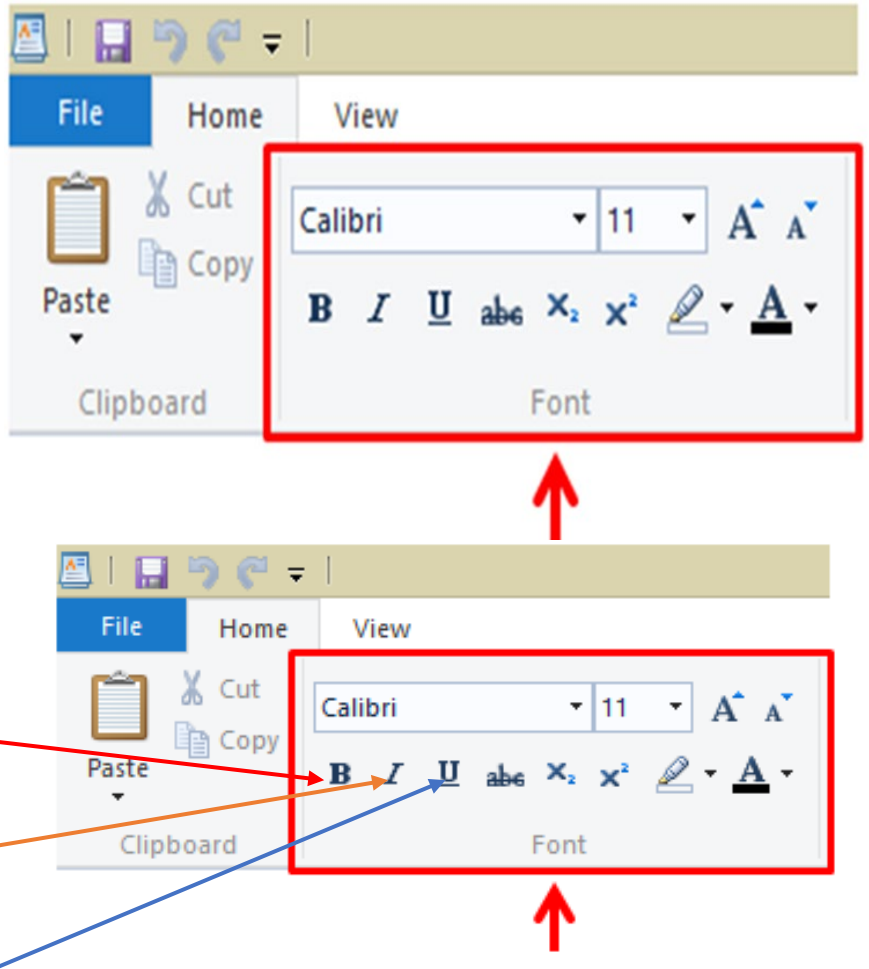
Ctrl+V: **Paste** the copied or cut text.

Ctrl+A: Select **all** of the text on the page or in the active window.

Ctrl+B: **Bold the selected text.**

Ctrl+I: ***Italicize*** *the selected text.*

Ctrl+U: <u>Underline the selected text.</u>



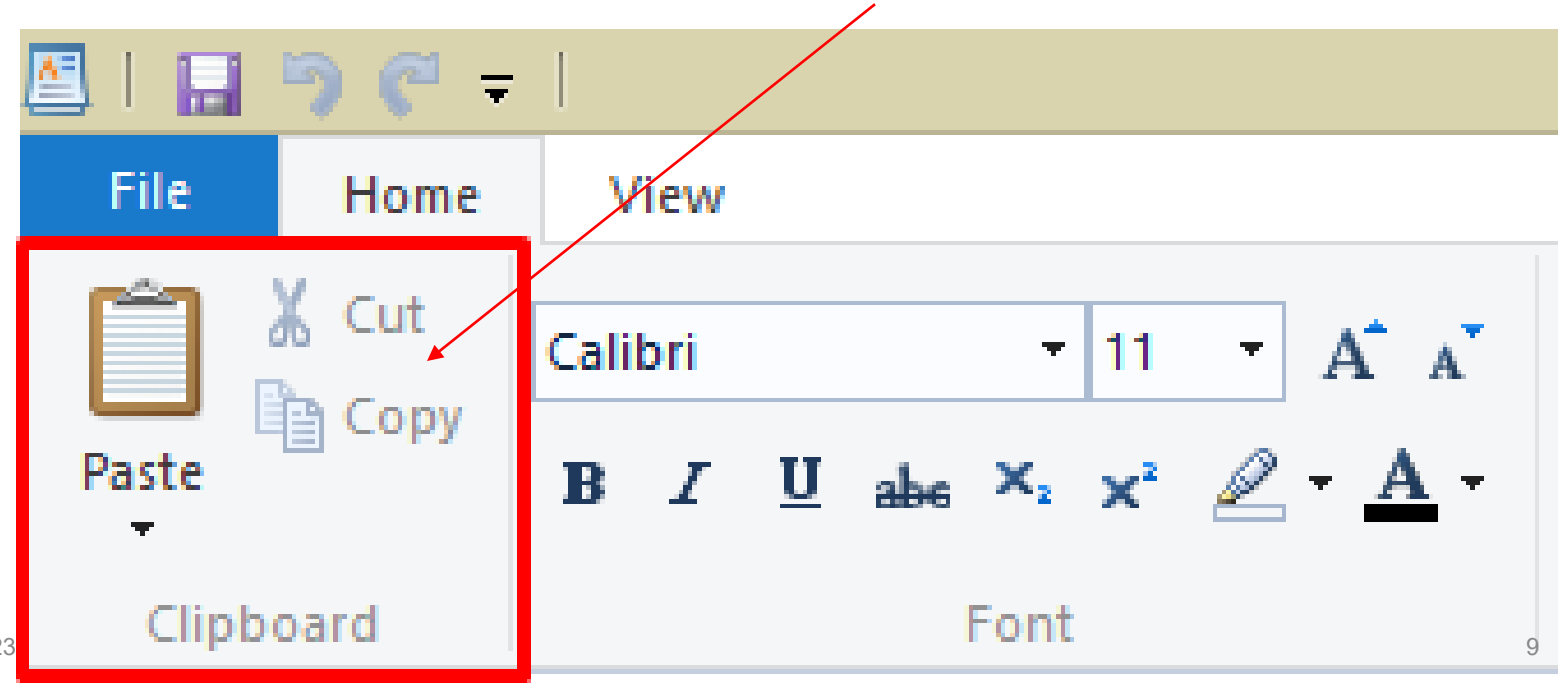
THE CLIPBOARD

If you are trying to copy, cut, and then paste something that you copied from a webpage, then the options on the ***"Clipboard"*** section, on the left side of the ribbon, will be of great help.

The Clipboard is a memory location that holds what you either copied or cut from a document.

It can only hold one item in its memory, at a time.

Notice that the "Cut" and "Copy" icons are light, until text is highlighted.



COPYING TEXT WITHIN A DOCUMENT

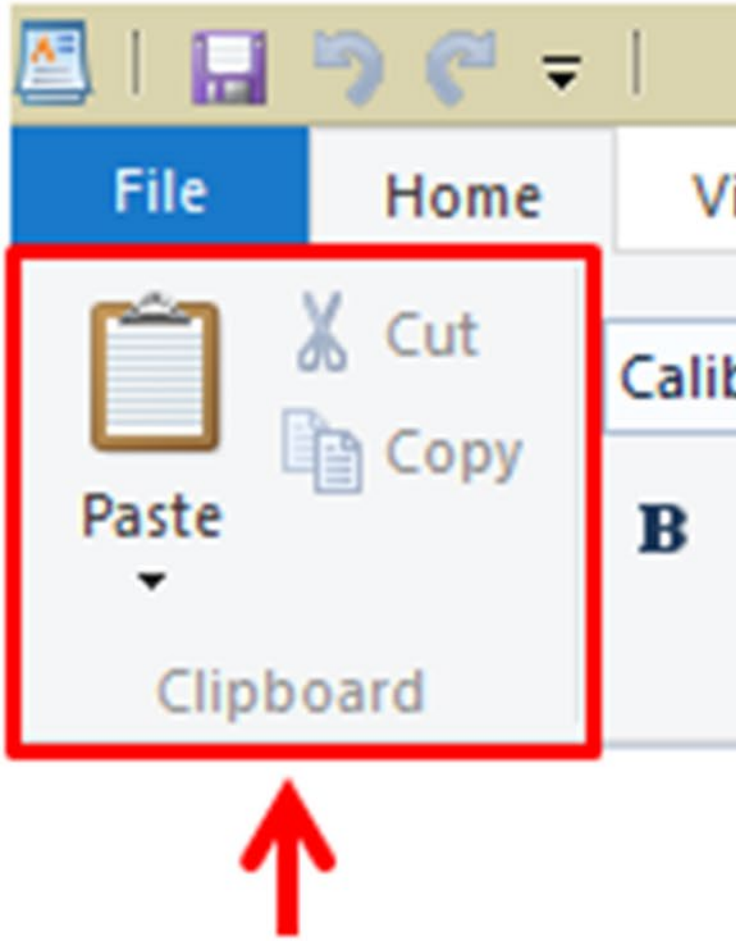
- Select (highlight) text. Click on the Copy icon or press **Ctrl+C**. This copies the selected text into the Clipboard memory.

- Click within the document where you wish to insert the copied text.

- Click on the Paste icon or Press **Ctrl+V**.

- This pastes the text from the Clipboard to the current position of the 'Insertion point'.

  TIP: The '**Insertion Point**' is indicated by the flashing, vertical cursor.



MOVING (CUTTING) TEXT WITHIN A DOCUMENT

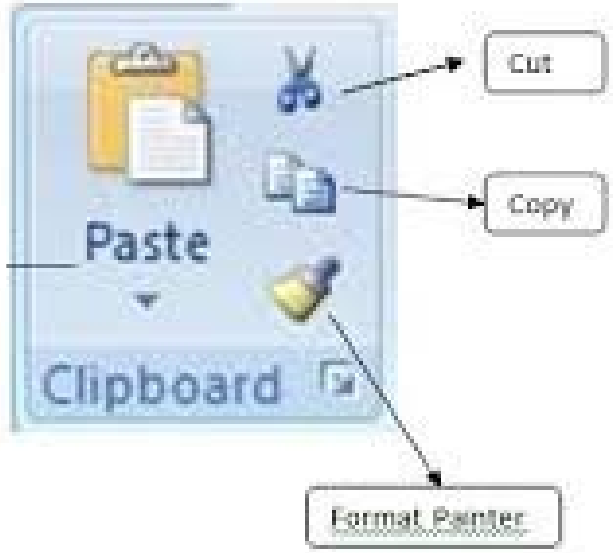
- Select (highlight) the text you wish to move. Click on the **Cut** (picture of the scissors) or Press **Ctrl+X**. This cuts (removes) the selected text and puts it into the Clipboard memory.

Cut

- Click within the document at the location you want to move the text to.

- Click on **Paste** or press **Ctrl+V**.

This pastes the text from the Clipboard to the current position of the Insertion point.



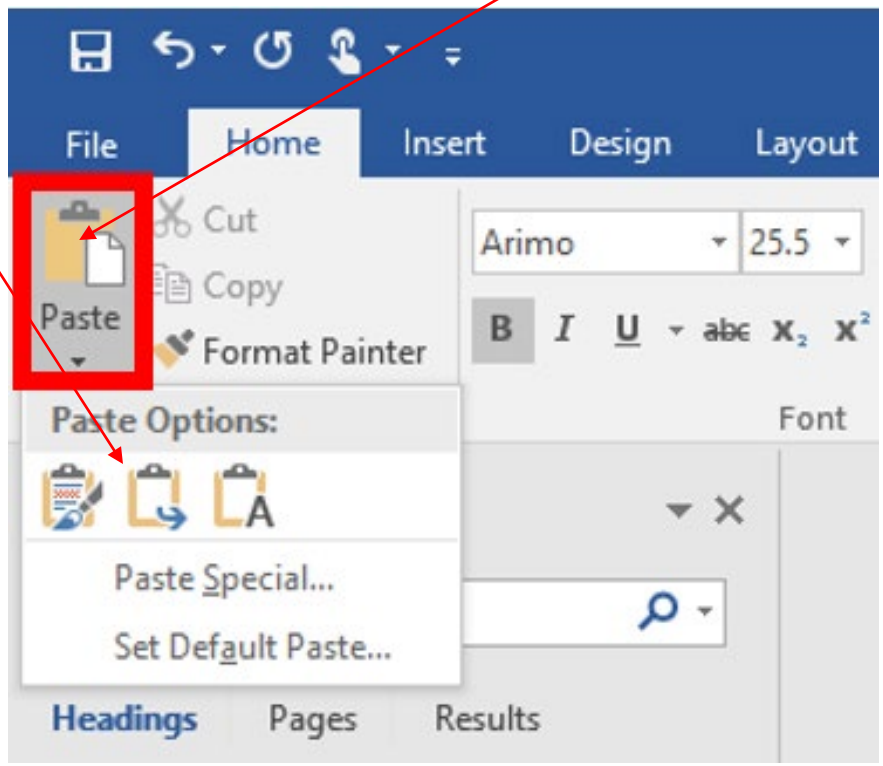
TABS FOR PASTING DIFFERENT ITEMS

There are 3 ways to paste, and you can choose the one that best fits your needs.

1. Use the key combination **Ctrl + "V"**

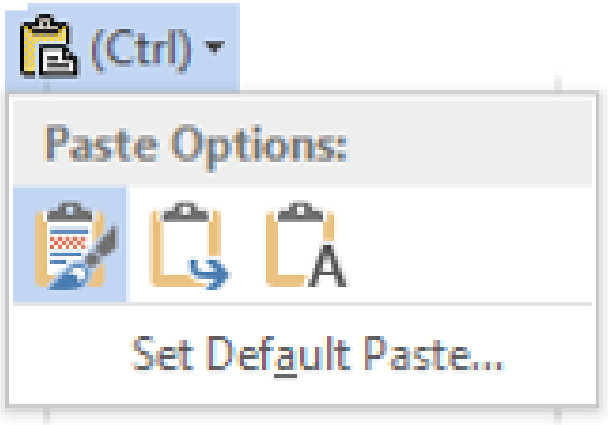
2. Right click an empty space on the document and select **"Paste."**

3. Under the **"Home"** tab, select the **"Paste"** button to see the different paste options.



PASTE OPTIONS

When you paste **text** into the document, **"Paste Options"** will appear and allow you to select different options, depending on the type of content you're pasting.



Keep source Formatting: This option preserves the look of the original text.

Merge Formatting: This option changes the formatting so that it matches the text that surrounds it.

Keep Text Only: This option removes all the original formatting from the text.

FOR A GOOD EXAMPLE OF TEXT THAT ILLUSTRATES THE USE OF THE KEYS ON A KEYBOARD, WE WILL USE THE LYRICS TO THE SONG "MERCEDES-BENZ, BY JANIS JOPLIN

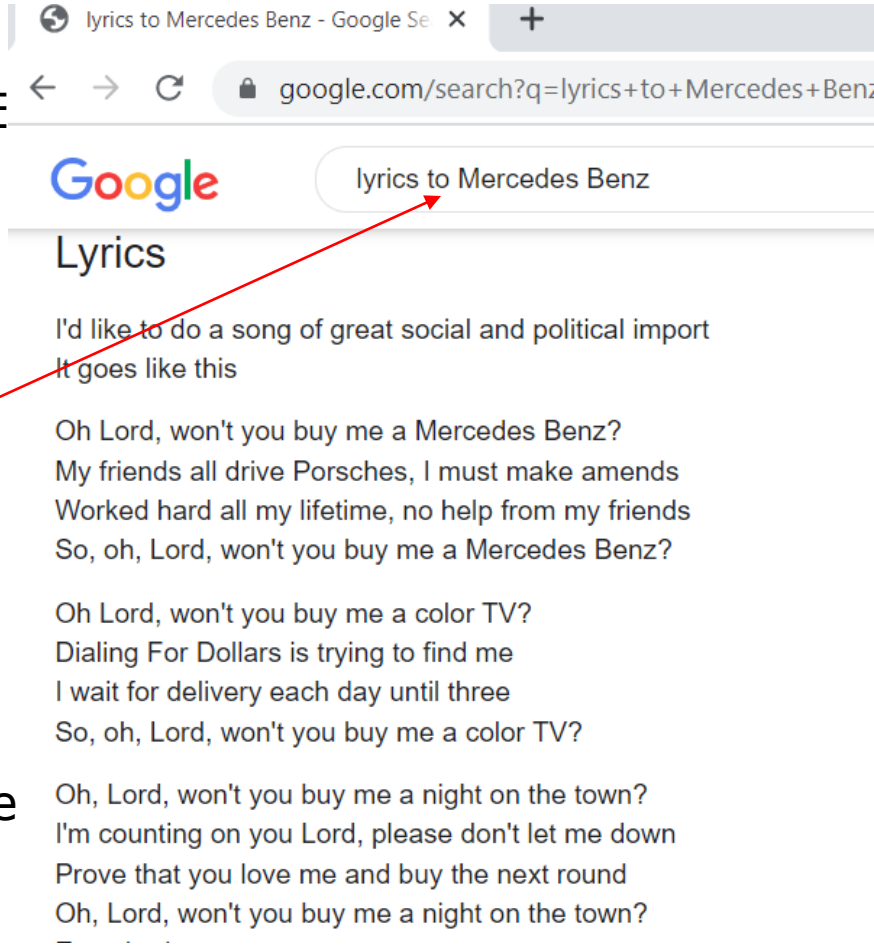
To find a good source for the lyrics to the song Mercedes-Benz, click on the CHROME icon

in the Taskbar, to open Google.

In the rectangular search windows in the middle of the page, type in "Lyrics to Mercedes-Benz" (without the quotation marks). Then click on the Enter key, which means "Go"

After you see the words, move your mouse across them to **highlight all of the words, right click and then click copy.**

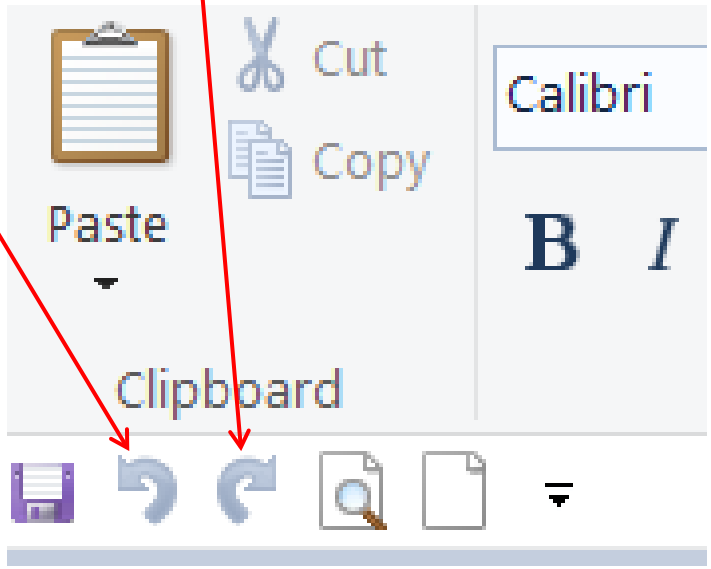
Then go to a WordPad blank page and click Paste.



UNDO AND REDO

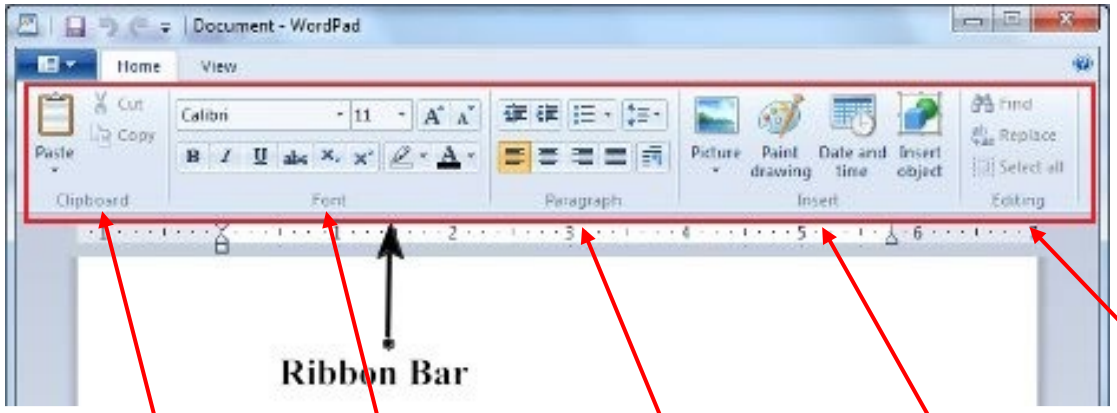
- The **Undo** icon (the blue, curved, left-pointing arrow) in the Quick Access Toolbar at the top left of the screen, it allows you to undo a mistake. **On a humorous basis, make it your best computer friend !**
- It will undo up to 100 of your past keystrokes on the keyboard !! You can also use the shortcut **Ctrl z** to do it.
- To change back, you can use the **Redo** icon (the blue, curved arrow that points to the right, or the shortcut **Ctrl y.**

- **The extra nice thing about using the shortcut Ctrl z for Undo is that it will undo each of your last choices, even if the Undo Icon isn't showing !!**



THE 5 GROUP OF OPTIONS ON THE HOME TAB OF THE WORDPAD RIBBON

It is divided into 3 parts – Tabs, Groups, and Commands

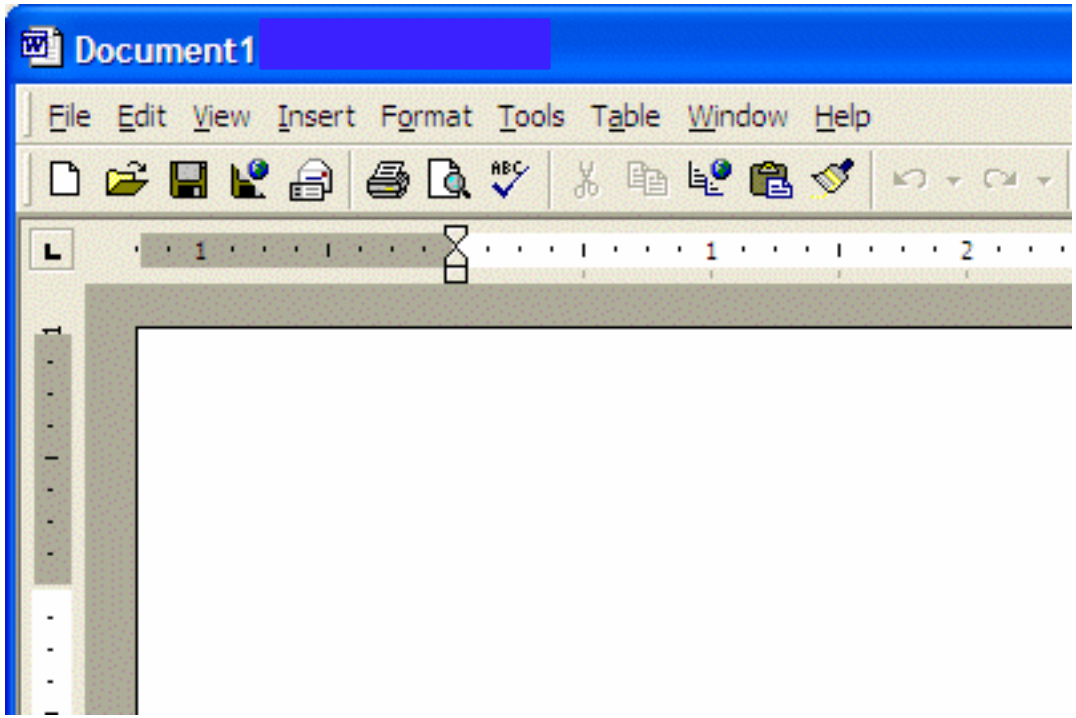


WordPad's ribbon-based options under the HOME tab are divided into 5 major groups:**"Clipboard", "Font", "Paragraph", "Insert" and "Editing"** and most of them are geared towards making changes on the stuff that you put into the document that you are creating.

USING THE INSERTION POINT TO ADD TEXT - The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

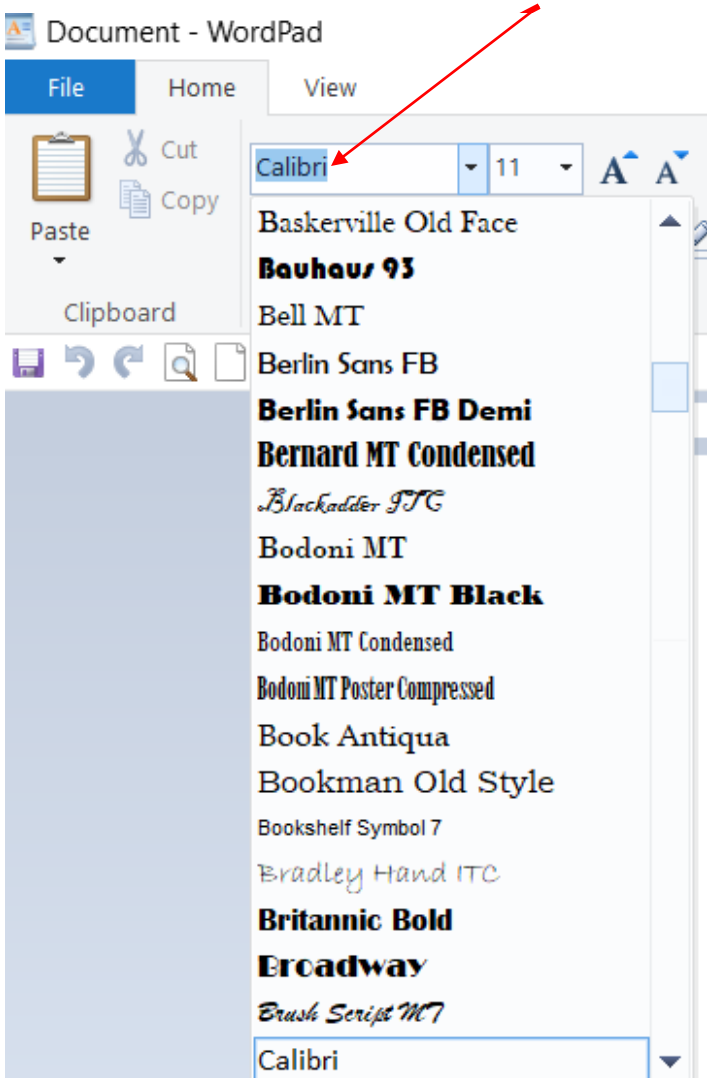
Blank document: When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.

As you type, "Wordwrap" lets the text go automatically to the next line.



The word Default can be confusing. It is the option that is chosen automatically for the person to use or start using first.

THE **298 ! TYPES** OF FONTS ARE LISTED ON THE VERTICAL LIST, WHEN YOU CLICK ON THE SMALL DOWNWARD POINTING TRIANGLE. **THE DEFAULT TYPE OF FONT IS CALIBRI.**



A NEAT HINT

IF YOU LIKE A FONT THAT STARTS WITH A CERTAIN LETTER, YOU CAN TOUCH THE LETTER ON YOUR KEYBOARD AND IT WILL GO RIGHT TO IT.

I LIKE THE FONT VERDANA SO ALL I HAVE TO DO IT HIT THE V KEY, IF IT ISN'T SHOWING.

FONT SIZE

The font size refers to the height of the text, based on 72 points (pt), to the inch. **The default size is 11pt.**

The different sizes are shown when you click on the down arrow, to the right of the Font type. 12 pt is good for regular text and should be larger**, like this 17 pt text for presentations.**

Below is 7 pt font size text, which is almost unreadable when seen at a distance, so try and use a font size that is easy to read on a screen and that is also easy to read when printed.

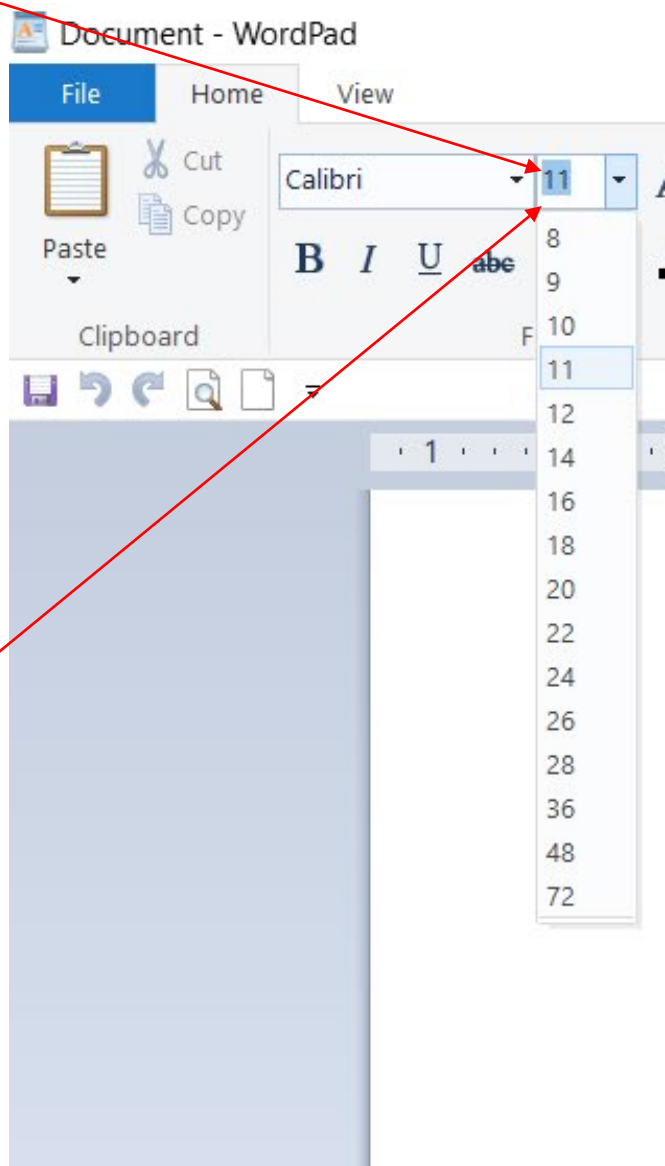
This print is 7 points high

This print is 10 points high

h

This print is 12 points high.

A cool tip: if you need to select a font size that is in between any of the default numbers given, you can type in the number where the blue window is at the top, and it will make it that size !!



Arrow keys:

You can also use the arrow keys on your keyboard to move the insertion point without deleting any text.

The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **lines**.

You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

In a new blank document, you can double-click the mouse to move the insertion point on the page.

WHAT ARE KEYBOARD SHORTCUTS?

Keyboard shortcuts are **keys or a combination of keys** you can press on your keyboard to perform a variety of tasks.

Using keyboard shortcuts is often **faster than using a mouse** because you can keep both hands on the keyboard.

Keyboard shortcuts are also **universal**, which means you can use many of the same shortcuts in a **variety of applications**.

For example, you can use the shortcuts to copy and paste text in a word processor or in a web browser.

USING SHORTCUTS - Many keyboard shortcuts require you to **press two or more keys in a specific order**.

For example, to perform the shortcut **Ctrl+X to CUT or remove a word**, you would press and hold the **Ctrl** key, then press the **X** key, then release.

You'll use the **Ctrl (Control)** key to perform most keyboard shortcuts. You'll find this key at the bottom-left corner of your keyboard.

WORKING WITH TEXT

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, like **copying and pasting** text.

Ctrl+X: **Cut** the selected text.

Ctrl+C: **Copy** the selected text.

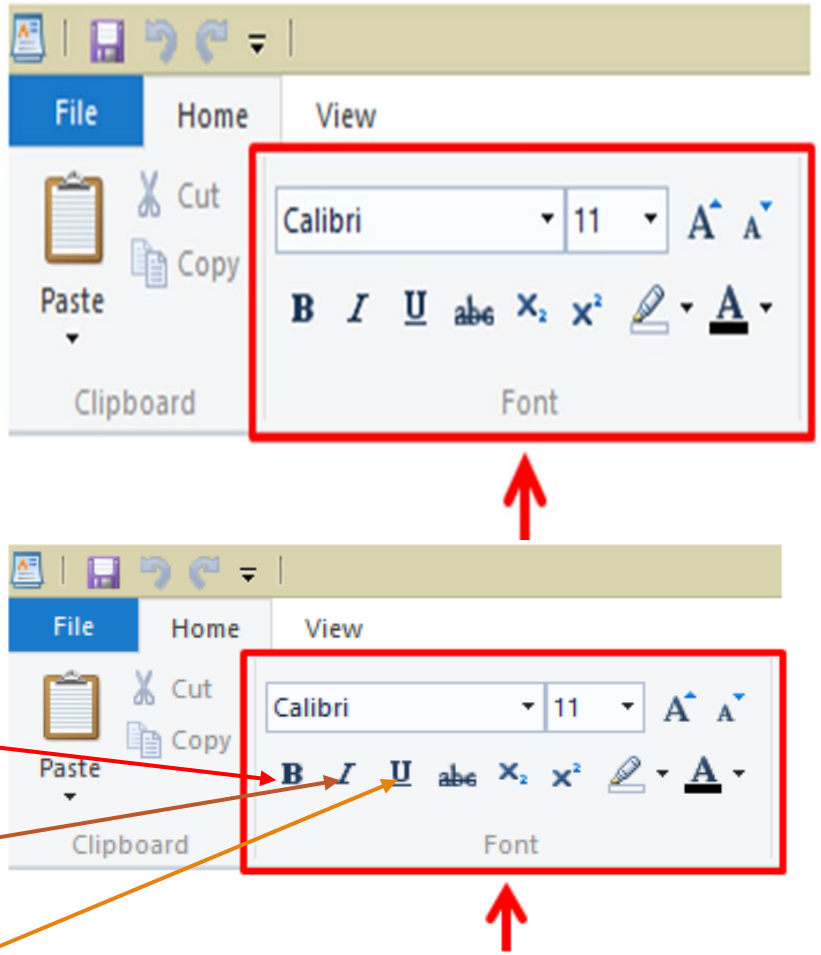
Ctrl+V: **Paste** the copied or cut text.

Ctrl+A: Select **all** of the text on the page or in the active window.

Ctrl+B: **Bold the selected text.**

Ctrl+I: ***Italicize*** *the selected text.*

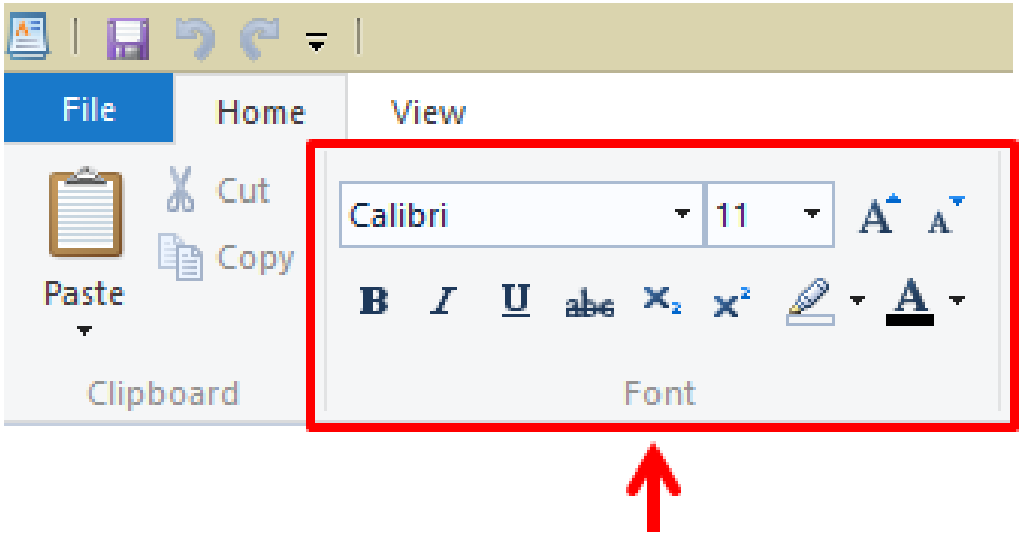
Ctrl+U: <u>Underline the selected text.</u>



THE FONT GROUP

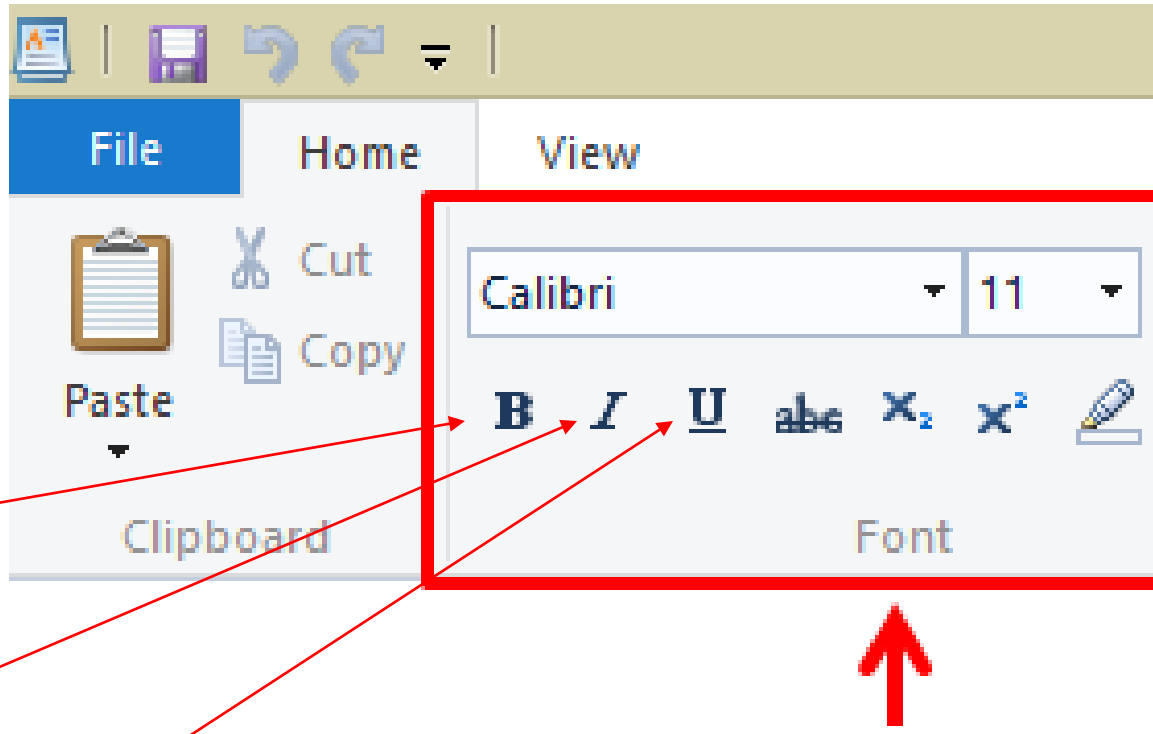
Next, if there are words or phrases that need to be ***Underlined***, set to ***Bold*** or ***Italicized,*** then you can use some options under the ***"Fonts"*** section.

From here, you will also find a place to make changes to the ***Font style*** and as well as ***Font size*** or even change the ***Font color,*** using some, easy-to-use options and controls.



FONT GROUP

Underneath the window for the Font type, are 3 other formatting items:



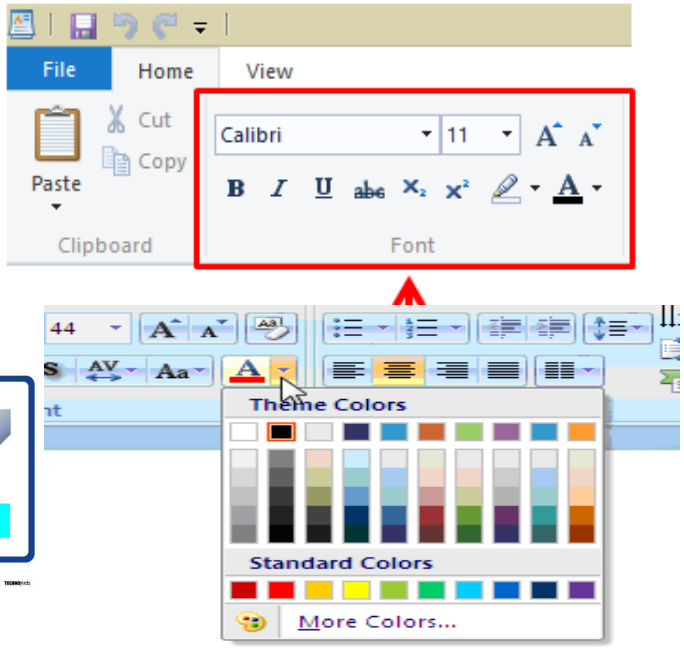
B will **Bold text**. (A shortcut is CTRL + B)

I will *Italicize text*. (A shortcut is CTRL + I)

U will underline text. (A shortcut is CTRL + U)

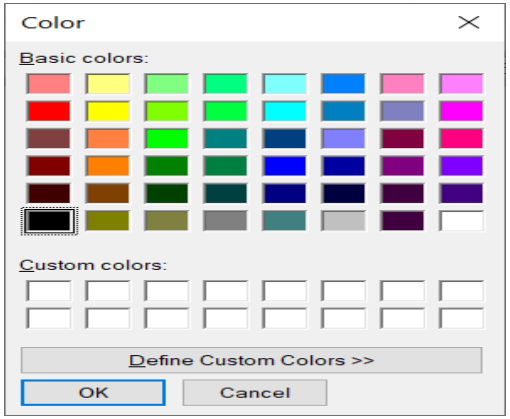
~~**abc** (strikethrough).~~

For recommending editing, it places lines through text to indicate it is to be deleted.

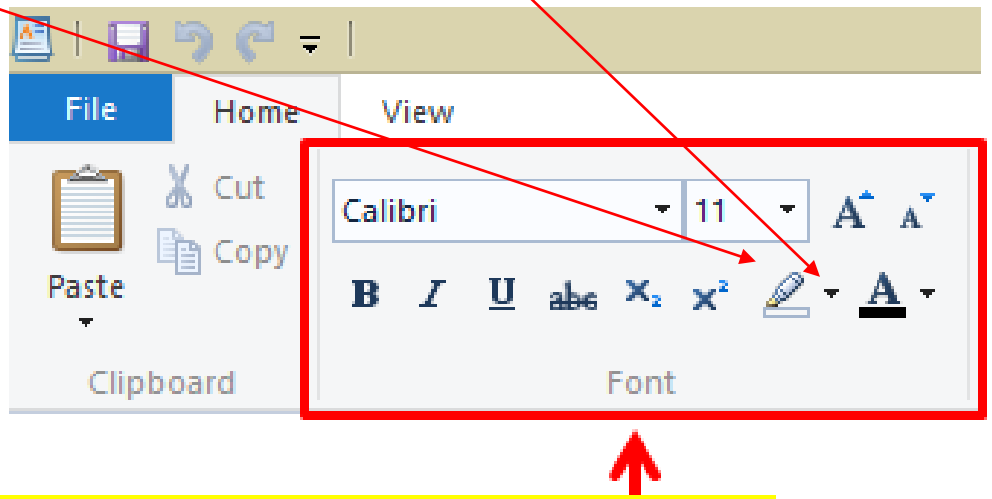


MARKER (text highlighter). Will highlight text as if you had used a highlighter. The down arrow will give you the choice of 15 different colors.

FONT COLOR: The A will change the color of your words or letters. Select colors by clicking on the down arrow, that is to the right of the A.



You can also highlight the background of your text with the marker in this section and using the arrow to the right of it, to decide on what color to use:

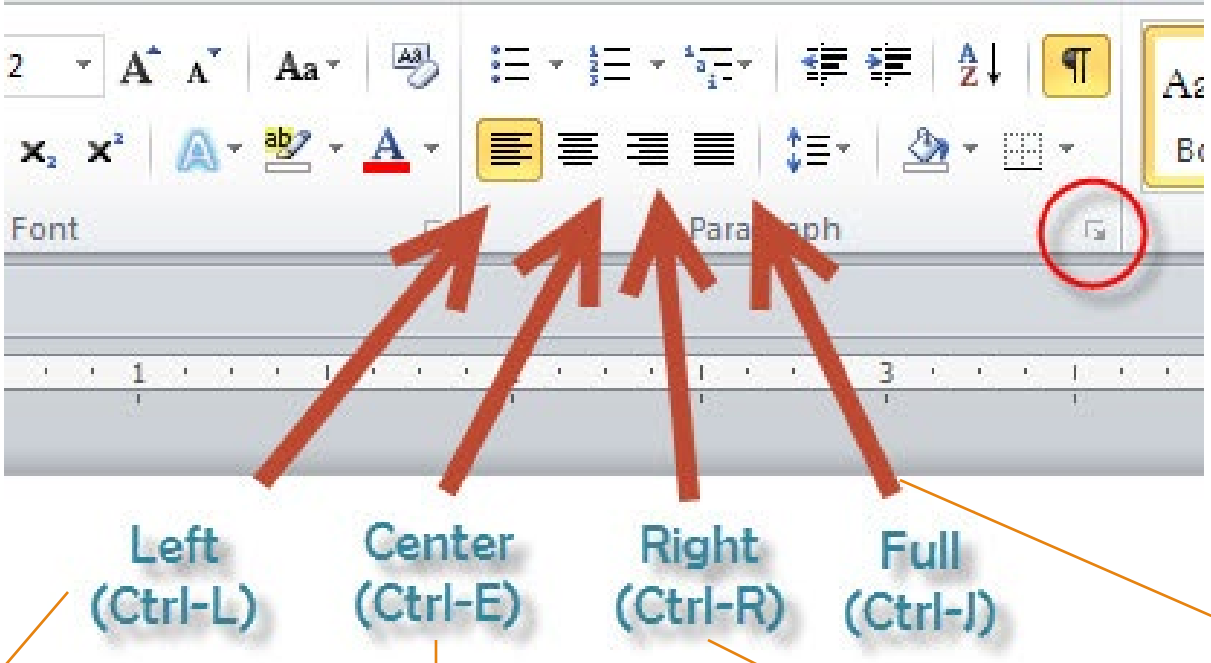


O! say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,

Whose broad stripes and bright stars through the perilous fight,
O'er the ramparts we watch'd, were so gallantly streaming?

And the Rockets' red glare, the Bombs bursting in air,
Gave proof through the night that our Flag was still there;

O! say does that star-spangled Banner yet wave,
O'er the Land of the free and the home of the brave?



This is a sample paragraph that is used to illustrate **left-justified** (or aligned) text. The shortcut for this is Ctrl L

This is a sample paragraph that is used to illustrate **centered text** that is centered between the left and right margins. The shortcut for this is Ctrl E

This is a sample paragraph that is used to illustrate **right-justified text**, that is aligned on the right. The shortcut for this is Ctrl R

This is a sample paragraph that is used to illustrate full **text alignment.**

(Note that a paragraph like the one above and this one, isn't very wide, so they can have spaces between words that are too big and don't look good, compared to a full page of text.) Shortcut is Ctrl J

[Date]
Ms. Rhonda West
Customer Service Manager
Acme Inc.
123 Corporate Blvd.
Sometown, CO 50802

Re: Customer Service Representative Opening (Ref. ID: CS300-Denver)

Dear Ms. West:

I was excited to see your opening for a customer service rep, and I hope to be invited for an interview.

My background includes serving as a customer service associate within both call-center and retail environments. Most recently, I worked on the customer service desk for Discount-Mart, where my responsibilities included handling customer merchandise returns, issuing refunds/store credits, flagging damaged merchandise for shipment back to vendors and providing back-up cashiering during busy periods.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database applications and a year of college (business major). Please see the accompanying resume for details of my experience and education.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. Feel free to call me at 555-555-5555 (home) or 555-555-5500 (cell) to arrange an interview. Thank you for your time—I look forward to learning more about this opportunity!

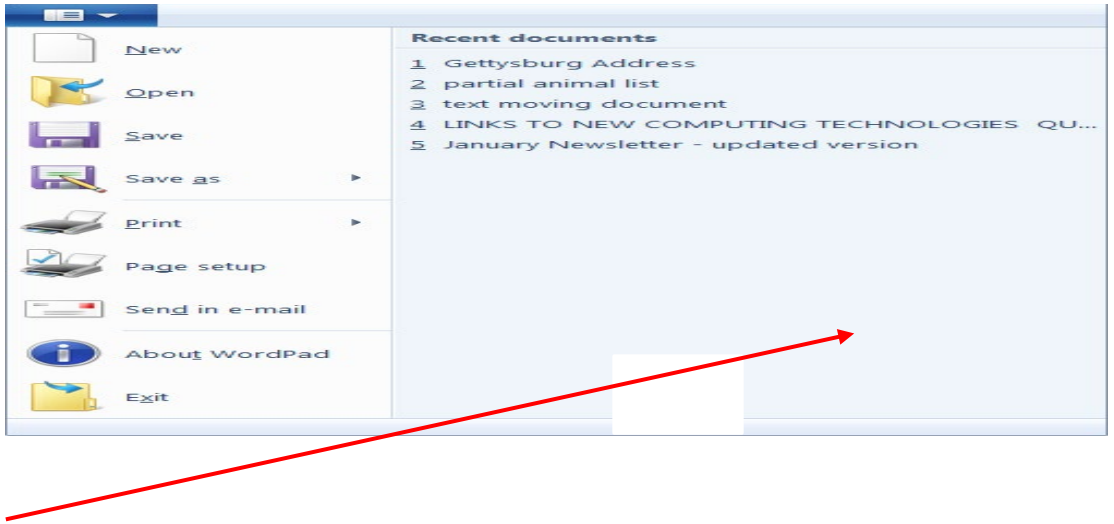
Sincerely,

Sue Ling
Enclosure: Resume

The Insert and Editing Options - Finally, the last two groups of options are more focused on objects and image that you add to the document that you are working on.

For instance, you can add a ***"Picture"*** stored in your computer's hard drive or decide to add some artistic effects on the document by clicking on the ***"Paint drawing"*** options. (The Paint program can also be found in Windows Accessories)

Date and time as well as other objects and shapes can also be inserted to your document so take time to explore on these options when you are not busy.



Lastly, the ***"Editing"*** group of options are more focused in just finding texts and replacing them so you don't need to be concerned about it that much.

THE FILE MENU OF WORDPAD

To open the File menu, click on the top, left, Blue WordPad FILE menu

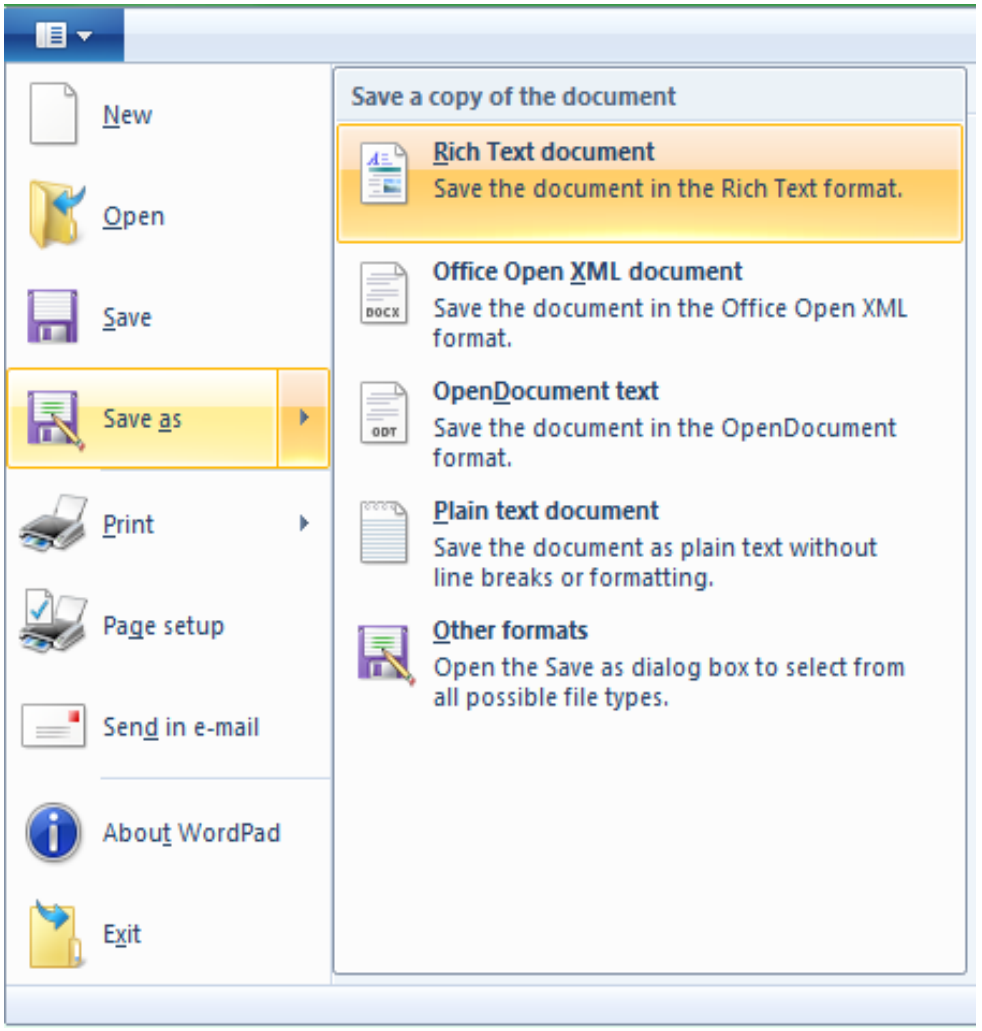
This menu is used for functions like creating a new document, opening an already saved document, saving a document, printing, and page set up.

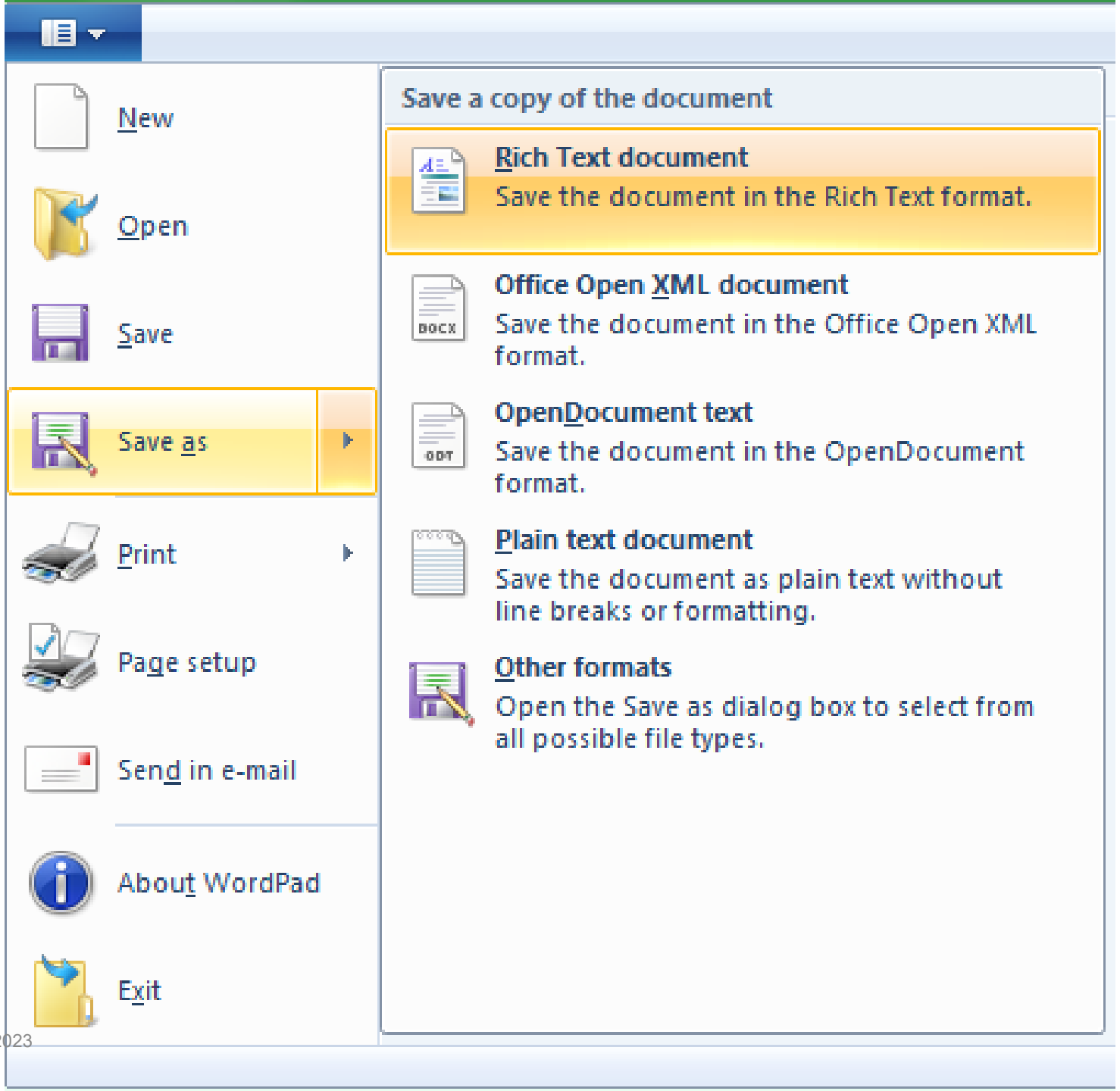
Note: When you create a new document, the first thing you should do is to click on the **Save As** words.

You will then need to give it a name and tell the computer where you want to save it.

Save As... has a drop-down list of options for saving.

The best one for the type of text used in WordPad documents is "Rich Text Document"

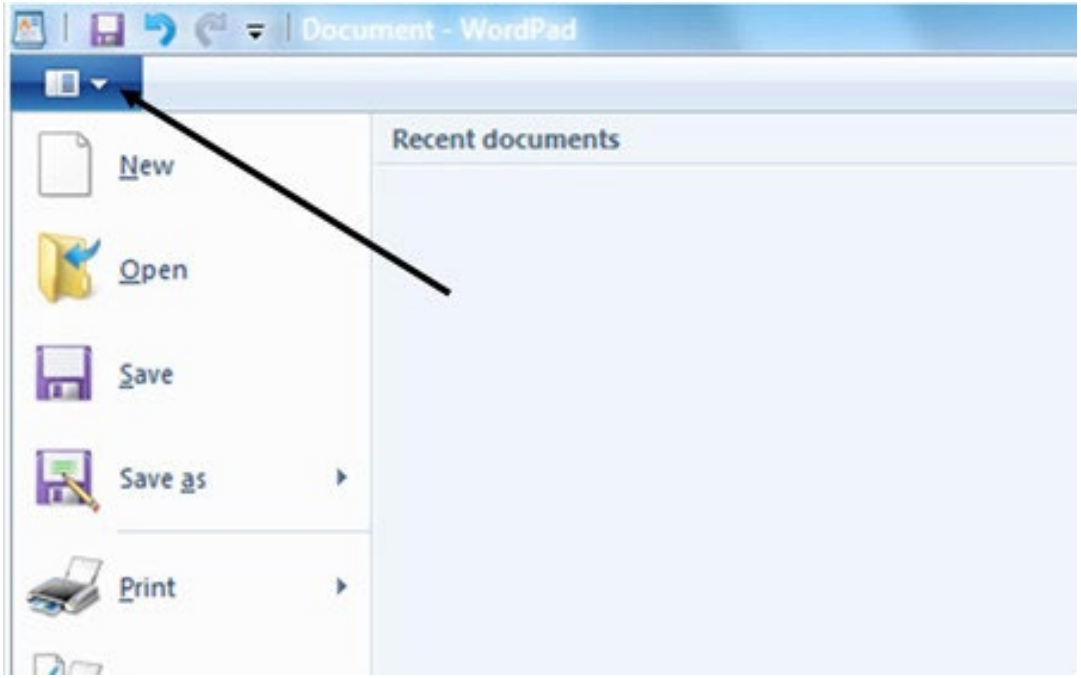



New
Open
Save
Save as
Print
Page setup
Send in e-mail
About WordPad
Exit
Save a copy of the document
Rich Text document
Save the document in the Rich Text format.
Office Open XML document
Save the document in the Office Open XML format.
OpenDocument text
Save the document in the OpenDocument format.
Plain text document
Save the document as plain text without line breaks or formatting.
Other formats
Open the Save as dialog box to select from all possible file types.

OPENING AN EXISTING WORDPAD DOCUMENT

There are several ways to open documents you recently worked on:

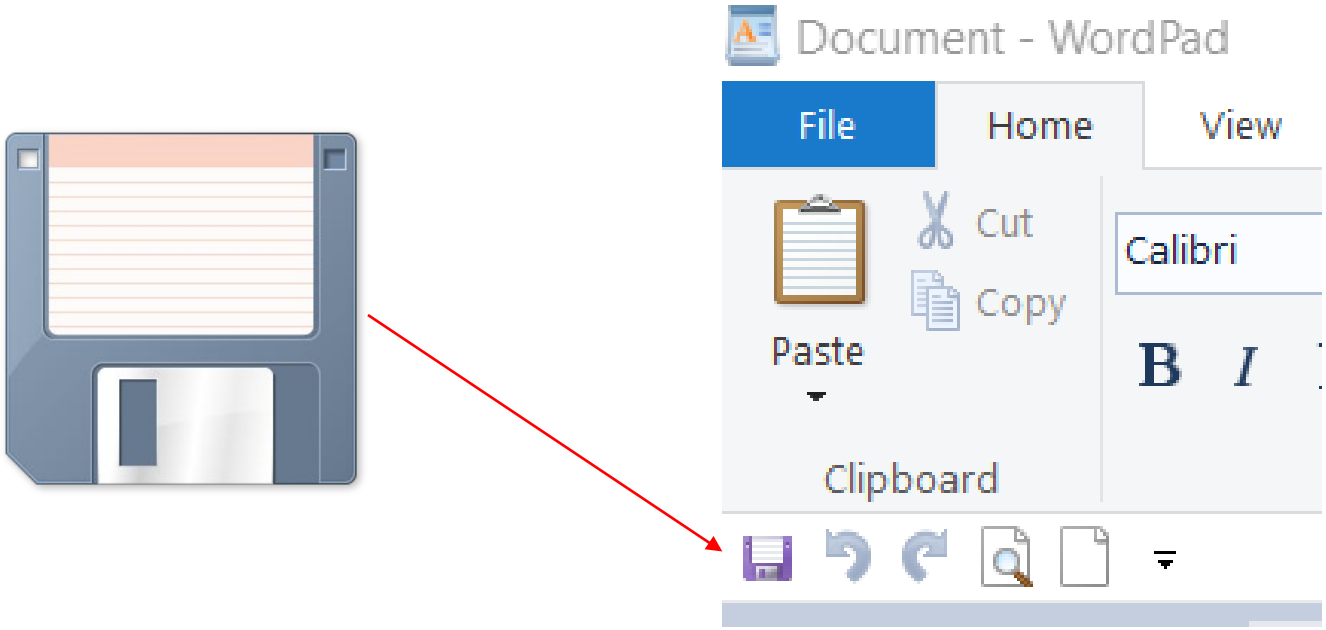
- 1) Click on the top, left, Blue WordPad FILE menu and look at the right side panel to see the most recently opened files and double click on the one you want.



- 2) If the document you want isn't shown, click on the **Open** icon and it will let you find the document you want, in your computer listings.

Saving a WordPad Document

Once you have done a “Save As” for your document, the easiest method that is recommended to regularly Save your document, is to point your mouse at the small square image of a Floppy Disc at the top, left of the screen and click on it.



As you keep typing, you should keep on saving the changes you are making, every 5 minutes or less.

If you are finished with a document, and have saved it, and want to start on a new one, click on the blue “WordPad” icon a the top left, and then click on “New”.

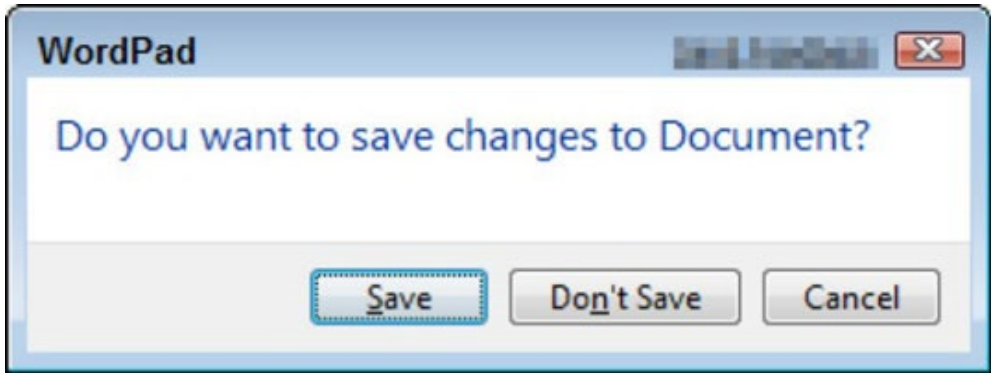
Closing a WordPad Document

To close a document, there are 2 choices:

- The easiest way is to click the top, X in the red “close” window,
- to quit the document and WordPad

If you want to close the document and get out of the WordPad program, you can click on the Blue “WordPad” icon at the top left and the last item in its list is “Exit”, which you can click on.

For either option, if you haven’t saved everything in your document, it will ask you if you want to save it.



Printing a WordPad Document

WordPad lets you print documents by using Print... an option in the list after you click on the blue, “WordPad” rectangle a the top left.

You can also use the shortcut – Ctrl p

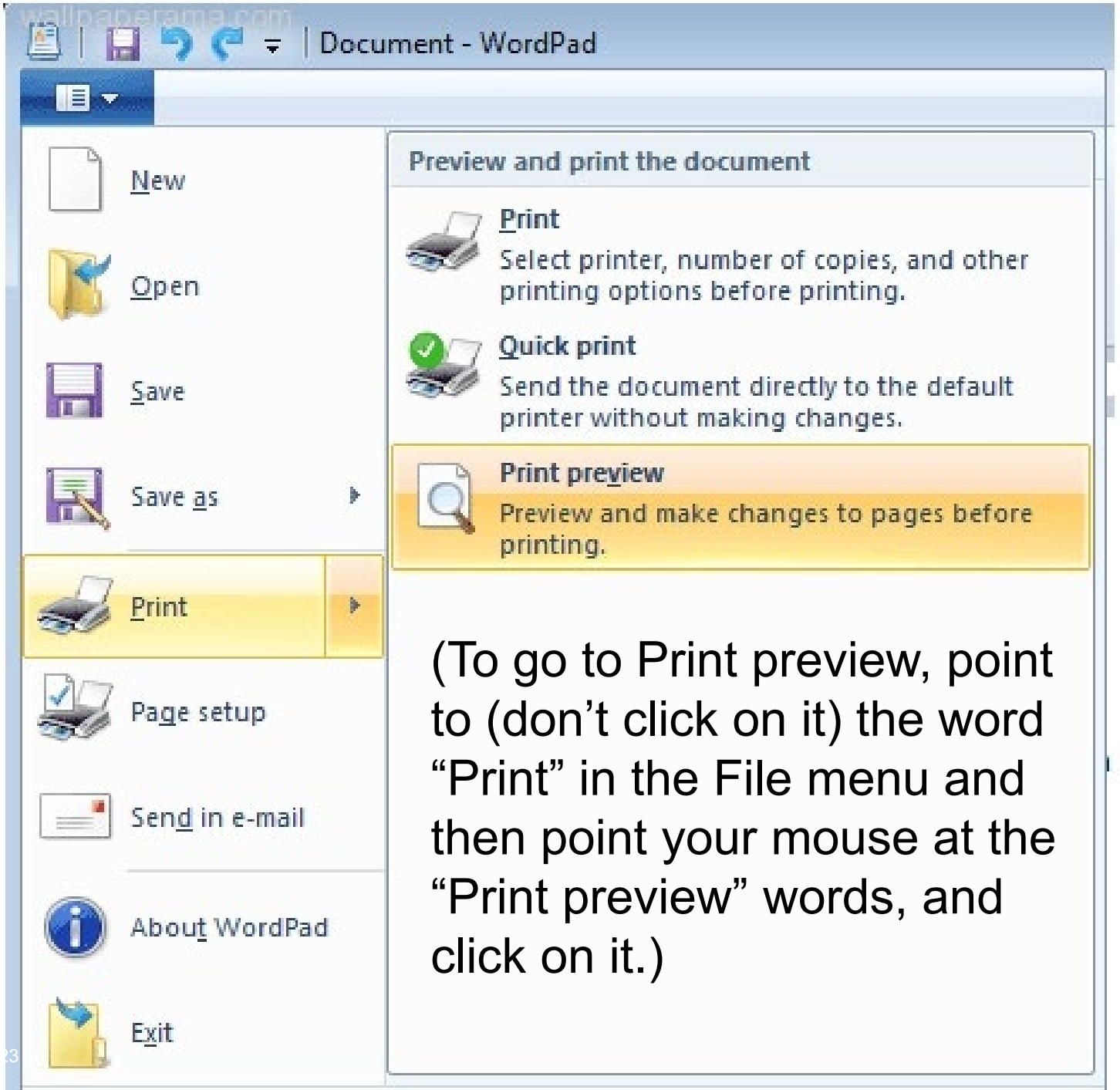
- **Before you print, should always select Print Preview. To find it, go to the next page.**

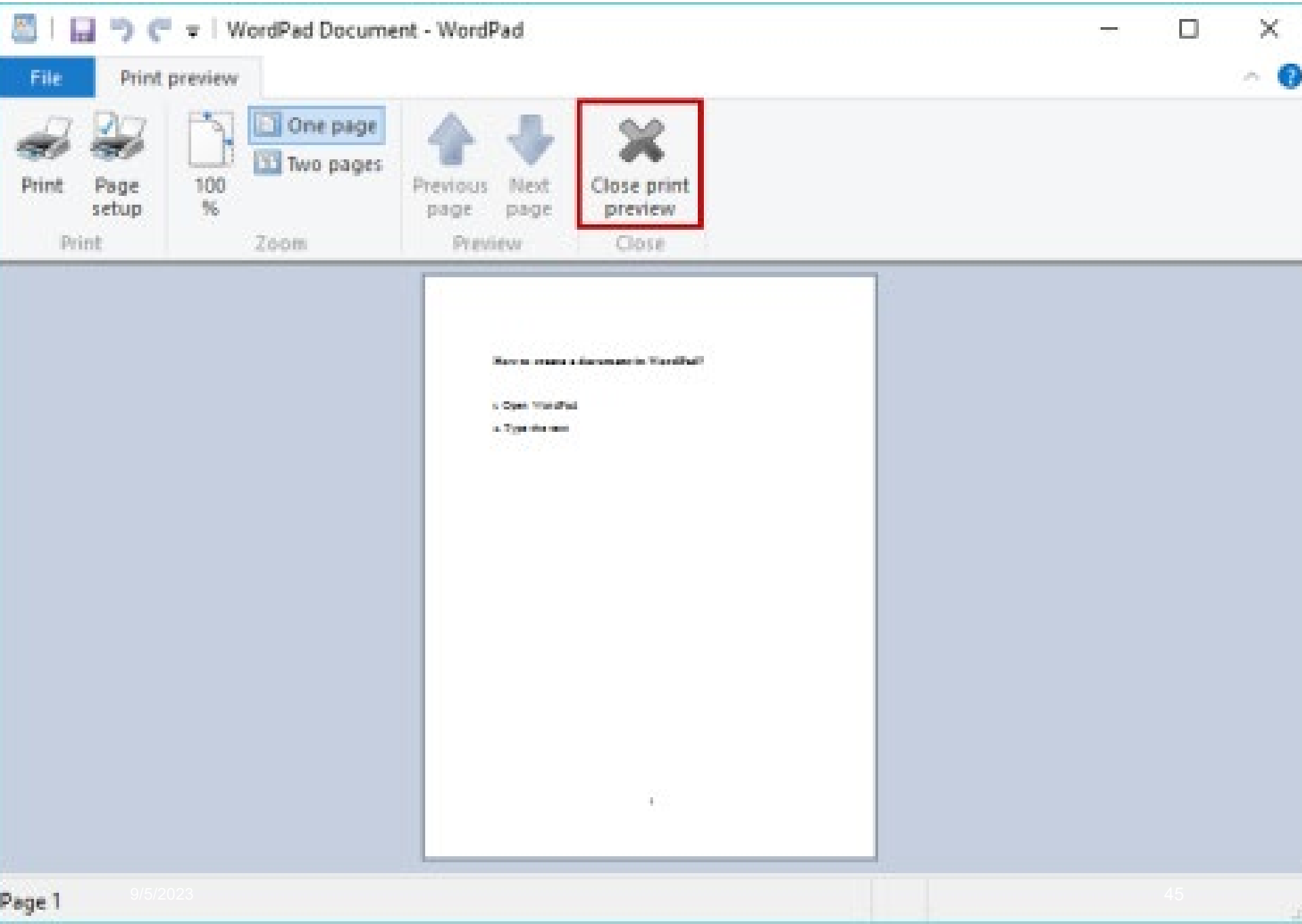
Print preview lets you see the way your document will look like when printed and you can then make any changes before you print it.

- It gives you a miniature version of document, an outline of text area framed against full page, as shown on the next page

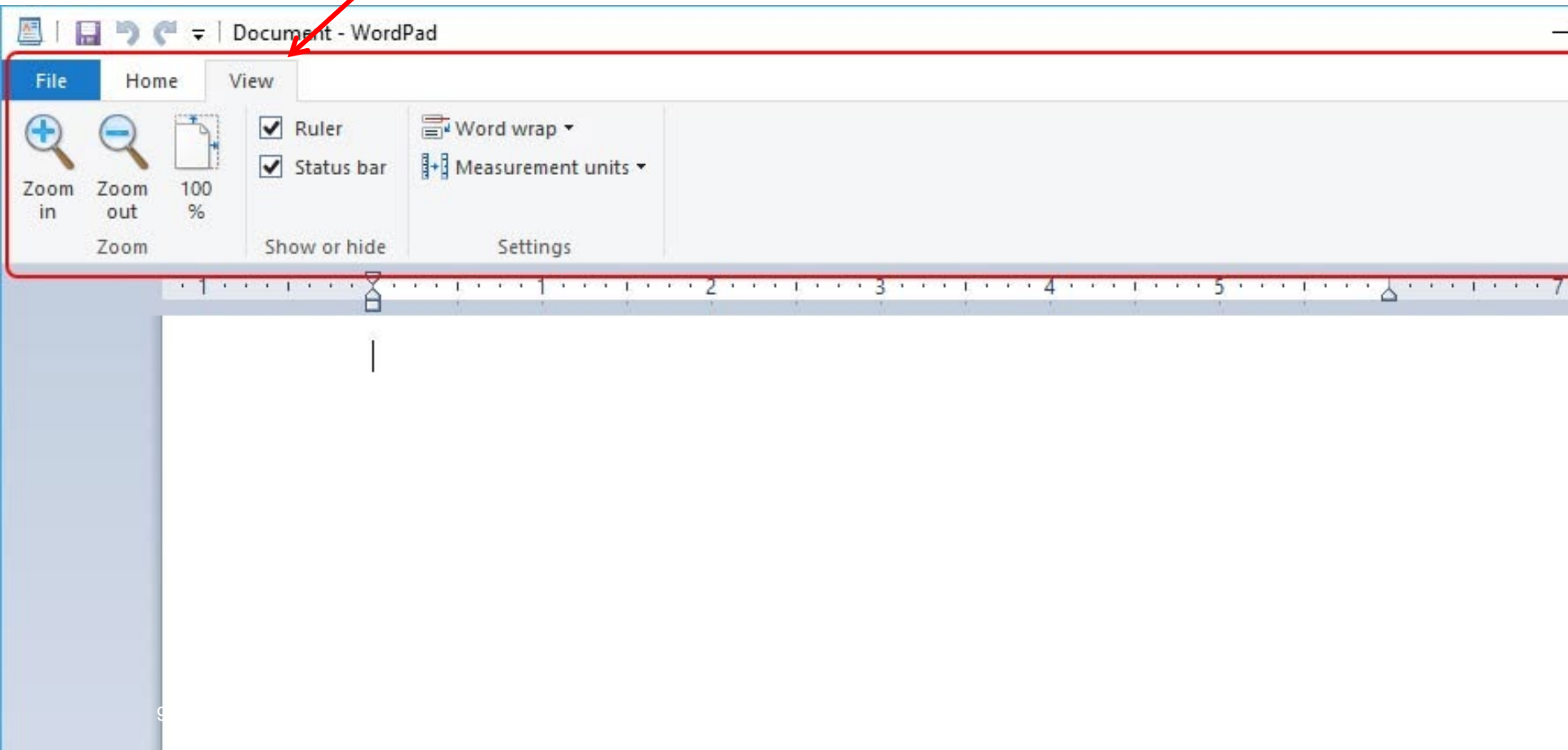
- The mouse pointer becomes a magnifying glass that you can click on any area, to see a closer view.

- Icons at the top offer the opportunity to print, advance to the Next Page, return to Previous Page, get Two-Page view, Zoom In/Out, and Close


Document - WordPad
New
Open
Save
Save as
Print
Page setup
Send in e-mail
About WordPad
Exit
Preview and print the document
Print
Select printer, number of copies, and other printing options before printing.
Quick print
Send the document directly to the default printer without making changes.
Print preview
Preview and make changes to pages before printing.
(To go to Print preview, point to (don't click on it) the word "Print" in the File menu and then point your mouse at the "Print preview" words, and click on it.)


WordPad Document - WordPad
File
Print preview
Print
Page setup
Print
100 %
Zoom
One page
Two pages
Previous page
Next page
Preview
Close print preview
Close
Page 1

This is the view on the Ribbon, when you click on the VIEW Tab You can click on the button to Zoom in or out, use or not use the ruler and status bar, and make sure the Word wrap is on as well as choose inches or centimeters for the measurement for the ruler.



DELETE:

If you press the delete key to delete a document or a folder, it will be put into the “Recycle Bin” and you can get it back whenever you want, by going into the Recycle Bin, look for your file and then click on “Restore”.

SHIFT-DELETE:

If you are sure that you want to permanently delete it, hold the Shift key down while you press the delete button and then it will be removed.

The next picture is not a good way to delete text

Inserting Objects in a WordPad Document

You can insert a wide range of objects into a WordPad document

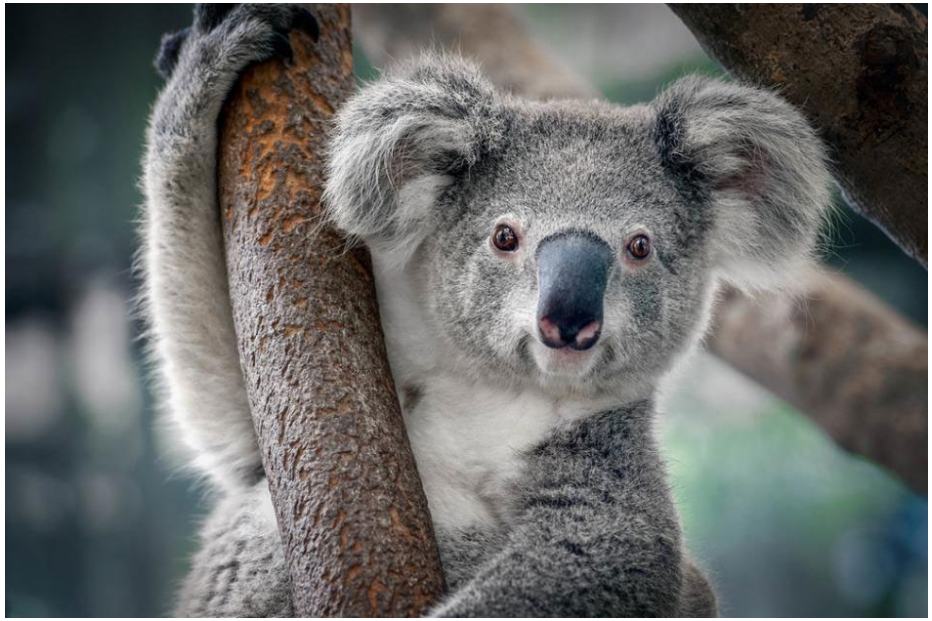
- Object images, pictures, media clips, worksheets, charts, etc.

- You can combine text with illustrations, giving you freedom for creativity and innovation.

Right Click on the item and click on **Copy.** Go to the page in your document and put your cursor where you want it, and then click **Paste**

COPYING IMAGES TO PUT IN YOUR DOCUMENT

You can copy photos from your computer, or you can go to an image website, such as **Google Images**, to pick and copy one, to put in your document.



EDITING OBJECTS, PICTURES, OR PHOTOS

Once an object is inserted into a document:

- It can be re-sized
- It can be moved

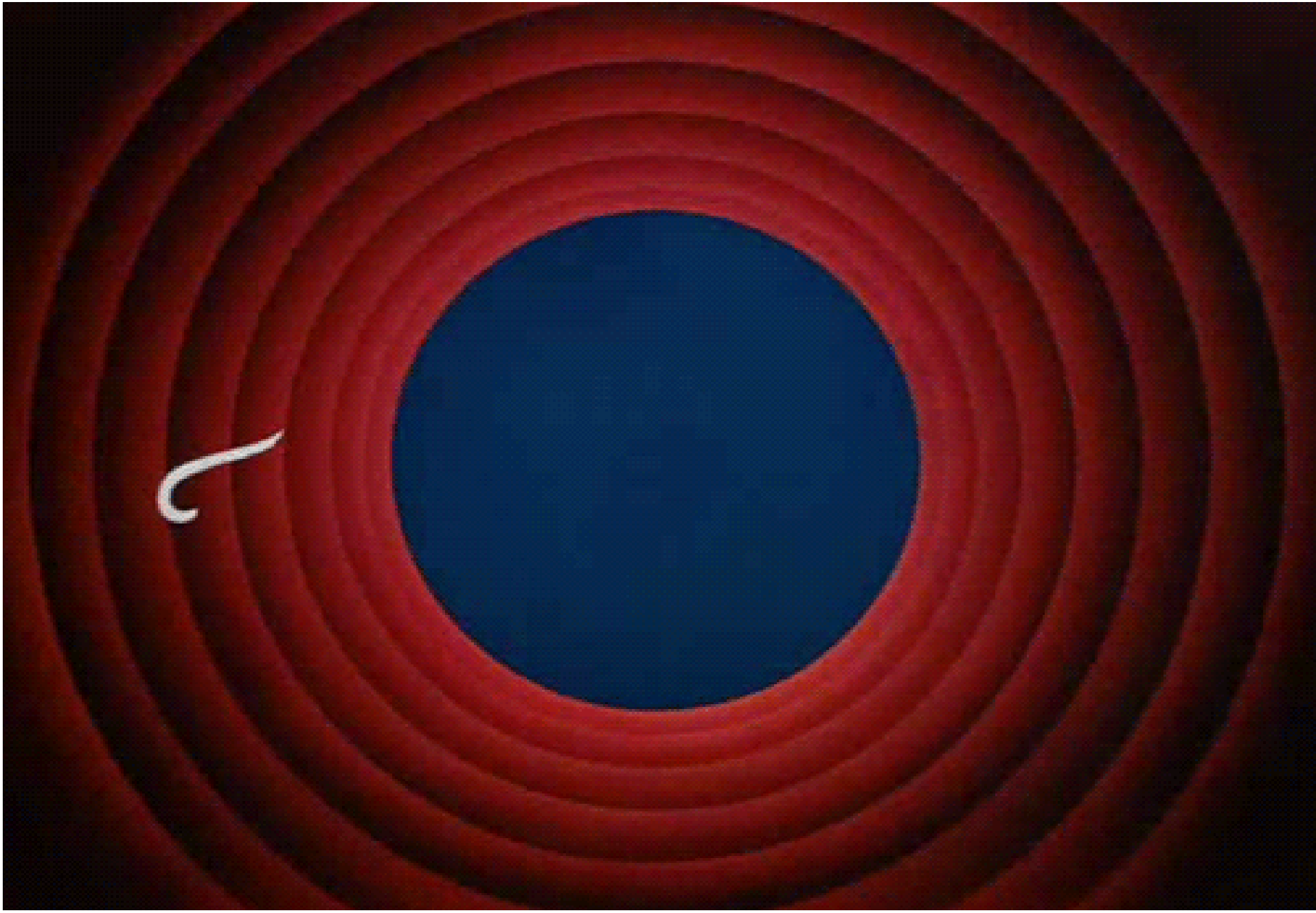
Use the circular arrow on a stem, to rotate the image.

- **FIRST, CLICK ON THE PICTURE !! THEN YOU WILL SEE THE SMALL CIRCLES OR SQUARES**.

Sizing objects:

- 8 small circles (handles) appear at the 4 corners and at 4 midpoints.

- Use a corner handle to make the picture larger or smaller and keep the same proportions.

- Use a middle handle to stretch it up or down or sideways

- Go to the inside until you find a cross which you can use to move it by holding your left