

Using Windows programs in Windows 7.

After opening Windows you will look at some of the simple applications that are included. These can be found by using the start button and going to all programs. Then find the accessories group which contains many simple programs. There is a calculator which can be set to different views/functions. The Notepad program is a text editor and may be used to write program code. It does no formatting. The Wordpad program is a simple word processor which has more features than Notepad and much less ability than MS Word in the formatting of the text. The paint program is a simple drawing program that can do quite good drawings. The use of color creates very large files and is not necessary for this exercise.

Draw a simple house using the Paint or similar program. Then select the house and do a copy. Then do a paste into a Word processor program (not Note Pad) and add a few comments. Open the calculator and perform a simple calculation. Then Copy and paste the number into the document (not shown in the sample). Save and close the word processor program, then attach the file to an email.



