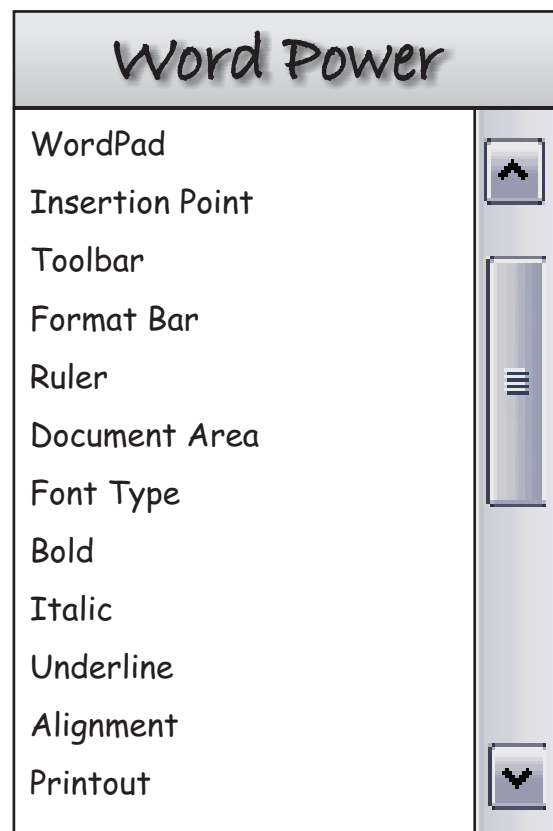


WRITE ON WORDPAD



- acquire some basic information about WordPad;
- locate the parts of WordPad;
- state the function of each WordPad part;
- work with WordPad;
- save a document;
- open a saved document;
- edit text;
- move text;
- apply text alignment; and



Lesson 33





WORD SPACE

Starting WordPad


WordPad is a basic word processor that is included in Windows. With WordPad, you can type letters, book reports and other simple documents. You can also change how the text looks, move quickly sentences and paragraphs around, and copy and paste text within and

FOR WINDOWS 7 USERS:

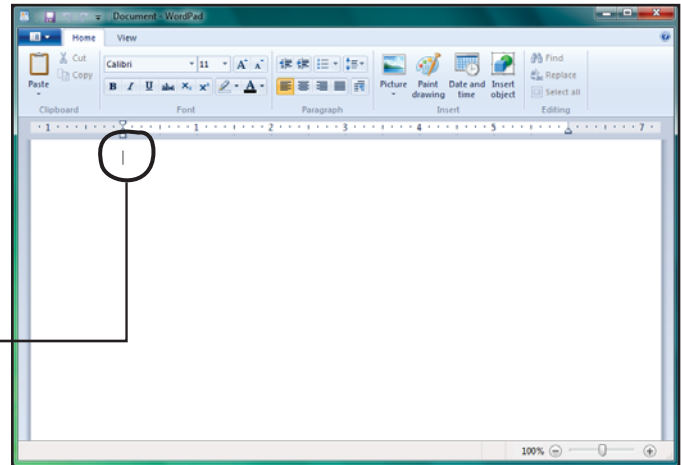
Starting WordPad

1. Move the mouse  over **Start** and then press the left button.
2. Move the mouse  over **All Programs** and then press the left button.
3. Move the mouse  over **Accessories** and then press the left button.
4. Move the mouse  over **WordPad** and then press



5. To enlarge the WordPad window to fill your screen, move the mouse over  and then press the left button.

The **flashing line** in the window is called a cursor or an insertion point. It indicates where the text you type will appear.

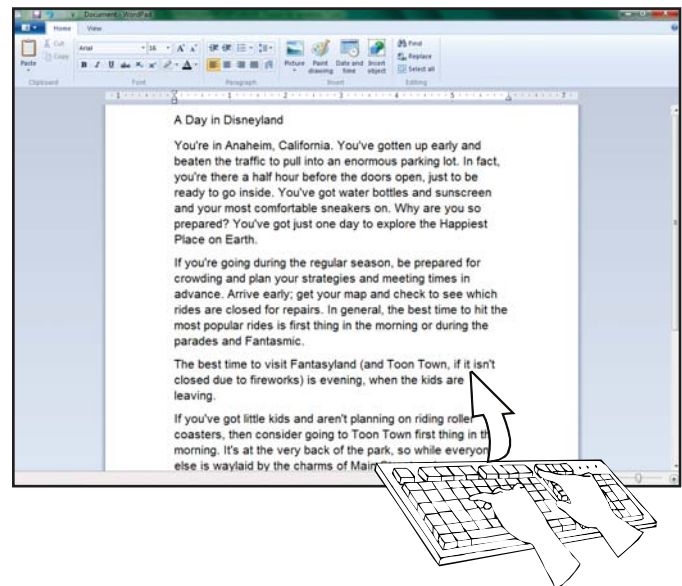


ENTERING TEXT

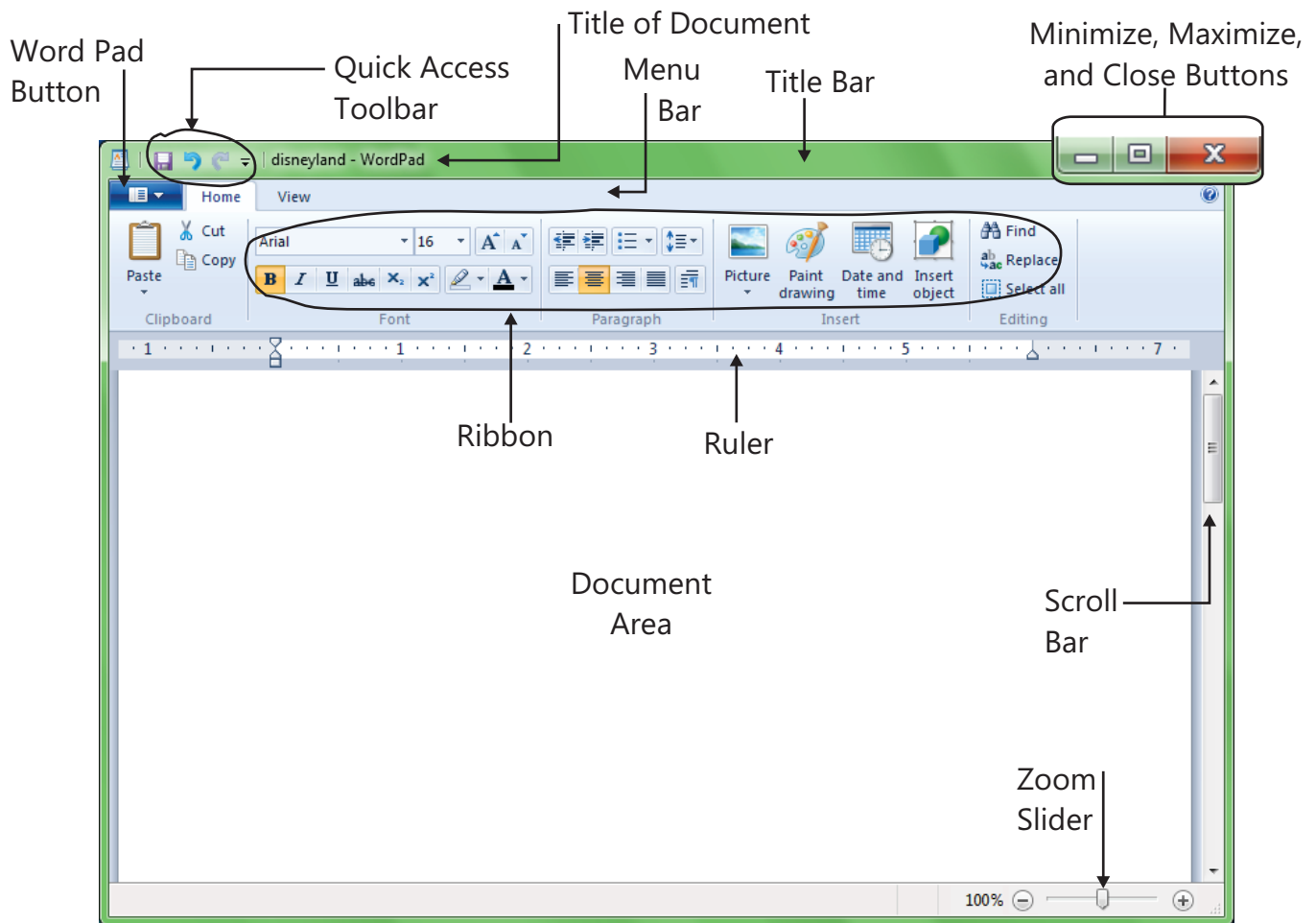
1. Type the first line of the text.
2. To start a new paragraph, press the **Enter** key twice.
3. Type the remaining text.

Note:

Press only Enter when you want to start a new line or paragraph.



PARTS OF THE WORDPAD



There are four main parts of the WordPad window:

Toolbar. The toolbar contains buttons for basic commands including saving and painting. To find out what a button does, rest your mouse pointer on it. A box pops up showing the function of the button.





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.

Ruler. Use the ruler to check the layout and placement of text in your document.

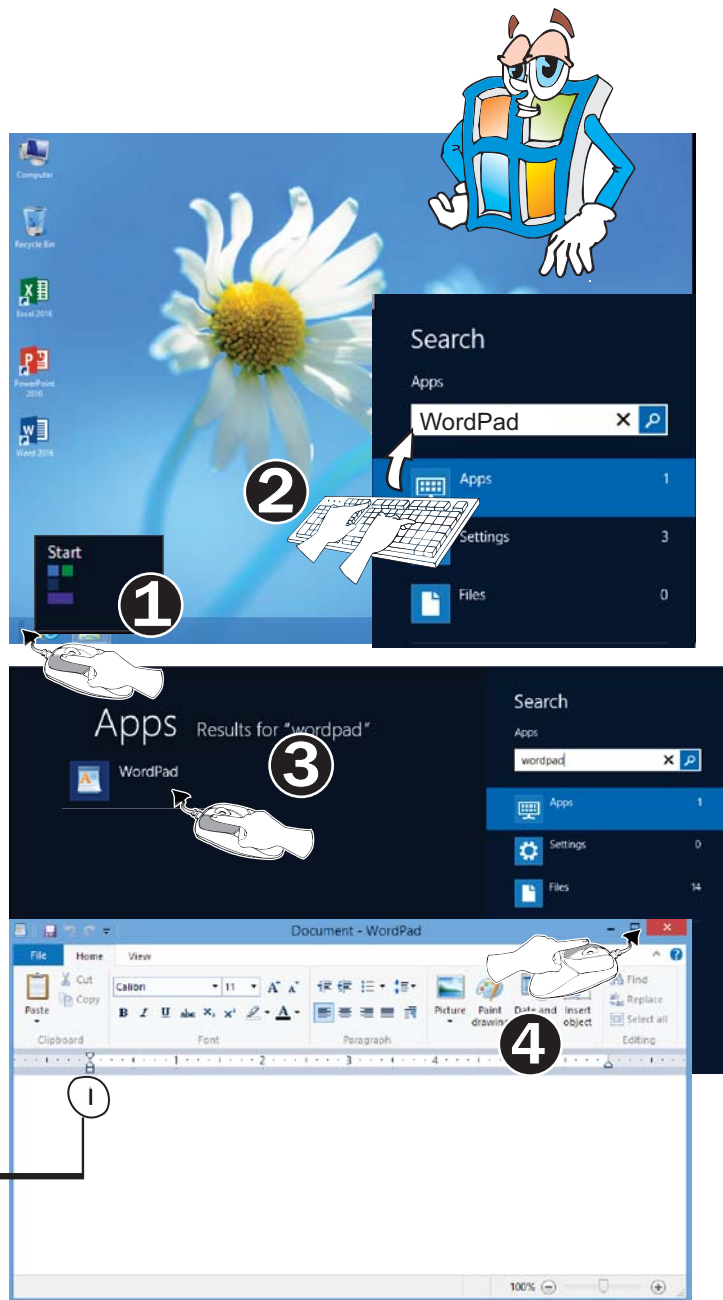
Document Area. It is where you type your document, make

FOR WINDOWS 8 USERS:

Starting WordPad

1. Move the mouse  to the bottom left corner of your screen / desktop. Click Start button when it appears.
2. Type **WordPad** on the search box as shown.
3. Move the mouse  over **WordPad** and then press
4. To enlarge the WordPad window to fill your screen, move the mouse  over  and then press the left button.

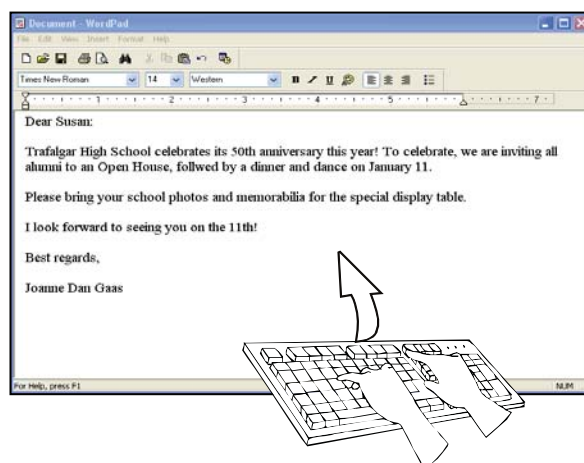
The **flashing line** in the window is called cursor or insertion point. It



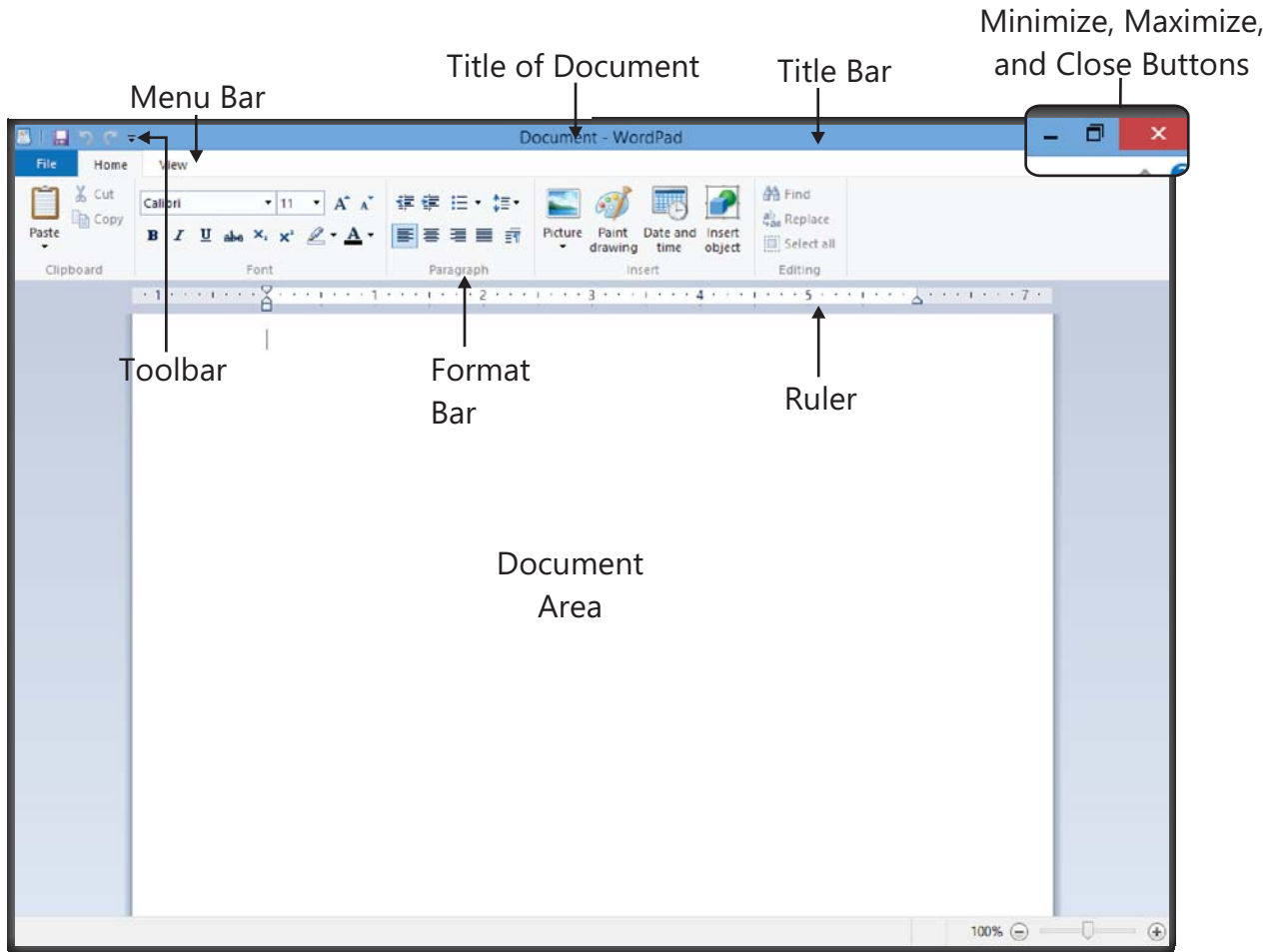
ENTERING TEXT

1. Type the first line of the text.
2. To start a new paragraph, press the **Enter** key twice.
3. Type the remaining text.

Note:



PARTS OF THE WORDPAD



There are four main parts of the WordPad window:

Toolbar. The toolbar contains buttons for basic commands including saving and painting. To find out what a button does, rest your mouse pointer on it. A box pops up showing the function of the button.

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.

Ruler. Use the ruler to check the layout and placement of text in your document.

Document Area. It is where you type your document, make