



COMPUTER BASICS

LEVEL 1



Week 4

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Word Processing

In this course you will learn how to make an invitation using Word Pad. You will learn how to enter and format text, change print options, and save your document to a CD.

Word Pad Quick Guide

To Open Word Pad

1. **Move the mouse pointer over the Word Pad icon on your desktop.** (At home, you may need to use the Start Menu on the bottom left of your screen and go to All Programs, then Accessories, and finally choose Word Pad).
2. **Double-click the left mouse button**

To Enter Text

1. Word Pad **sets margins** for you on the page 1 inch from the top and bottom of the page and 1 ¼ inch from the left and right sides of the page.
2. **Begin typing** at the blinking cursor. (vertical black line)
3. Word Pad has a “**word wrap**” feature. It will automatically move you down the page as you type. To move down the page without using the word wrap feature press the **ENTER** key on the keyboard.

To Delete Text

1. Move the cursor to the text you want to delete by moving your mouse pointer to that spot and clicking. (The blinking cursor should appear there)
2. Press the **DELETE** key on the keyboard to delete text to the right of the cursor.
3. Press the **BACKSPACE** key on the keyboard to delete text to the left of the cursor.

To Select Text

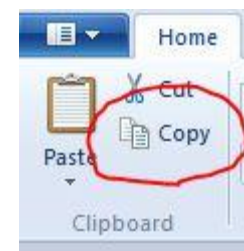
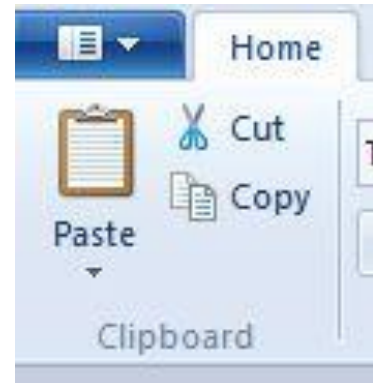
1. **To select one word**—move your mouse pointer to any point in that word and click so your cursor is there. Then double-click on that word. It should be selected or highlighted. (Click in any white space on your document to “deselect” the text.)
2. **To select an entire line**—move your mouse pointer into the left margin along side of the line you wish to change. (Your pointer should look like a right pointing arrow.) Click one time to select that line.
3. **To select an entire paragraph**—move your mouse pointer into the left margin along side of the paragraph you wish to select. (Your pointer should look like a right pointing arrow.) Triple-click to select that paragraph.
4. **To select a portion of text**—move your mouse pointer to the left of the words you want to change and click so your cursor is there. Then hold down the left mouse button and “drag” your mouse pointer across the words to select them.

Making Changes to Text

Once you have entered text into your document you need to **select it to make any changes** to it. (Formats can be applied before entering text—follow the steps for text that has already been entered.)

Cut, Copy and Paste

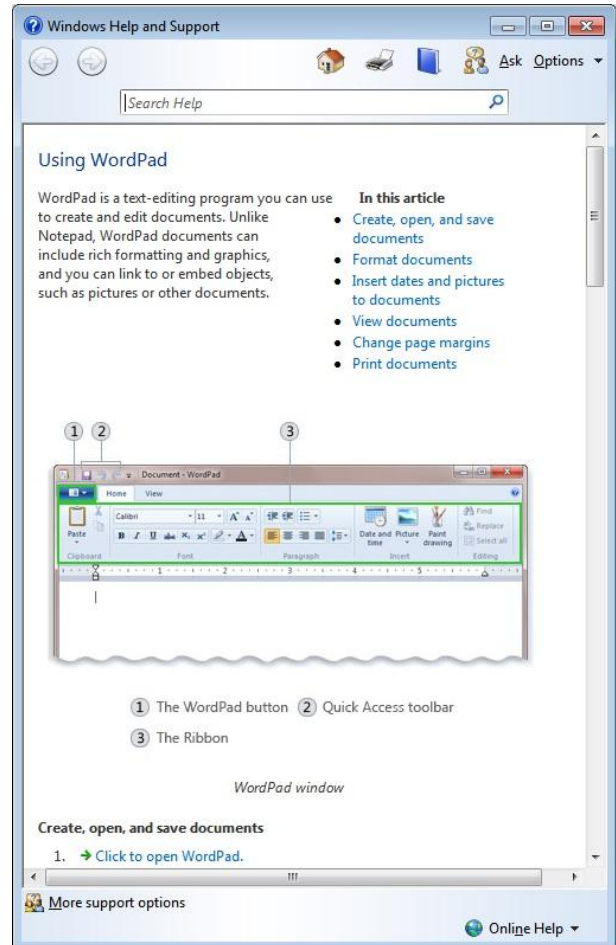
1. You can also move text around in a document after it is created. To do this **first select the text** you wish to move (follow the steps previous page).
2. Then **click on the copy button** on the **Home Tab**. (Place your mouse pointer over the buttons on the toolbars to see what their functions are.)
3. If you are **moving the text to a new location**, click on the **cut button** on the Home tab to remove the text from its original location to move it to the new location.
4. Move the mouse pointer to where you **want the text to be** and click so your cursor is there.
5. Click on the **paste button** on the Home Tab to insert the text.



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Getting Help

1. To get help while working in the WordPad program click on the **Help button** on the Tab Ribbon. Or press **F1** in the function keys.
2. A dialog box will open and you can type in a question or phrase to get help on, or, you can click on a subject to read or print.
3. You can click on the printer icon to print the instructions if you would like to have a physical copy.



Party Invitation

Follow the directions below to create an invitation. It is recommended that you read through each step before performing it.

Remember that text is entered (typed in) or pasted wherever the insertion point is blinking. Always make sure the insertion point is where you want the text to be entered. To move the location of the insertion point, move the mouse and click. (If you are in a new area of the document you may need to click twice to put the insertion point in a new place).

Remember, there is usually more than one way to accomplish tasks. If a different way to do something occurs to you, go ahead and try it! If it doesn't work, you can always click the Undo button.

If you can't remember what a button does, move the mouse cursor over it and pause. A blue "tool tip" will appear describing the button's function.

In the instructions, the following terms will be used:

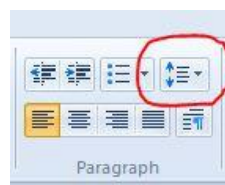
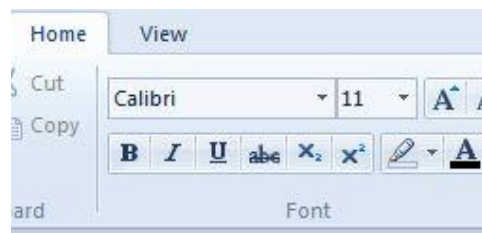
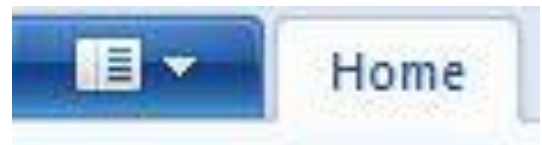
- **CLICK**—single left mouse click
- **BUTTON**—on the screen in a toolbar
- **KEY**—on the keyboard

Text Entry

1. **Click the New Document** button on the Word Pad menu. This will give you a clean "sheet of paper".
2. On the **Home tab**, change the font size to 12 (Click the list arrow-tiny down pointing- to the right of the 11, and click on the 12 from the drop-down menu.)
3. **Change font style to Times New Roman.**
4. **Change line spacing to 1.0** by clicking on the line space button and clicking on 1.0

Exercise

- **Exercise:** Create the Party Invitation using the steps listed. Be sure to read each step before to perform it. Make sure you use the tools to create your document. Take your time and try new tools as you feel comfortable.



5. **Type** the word

Invitation

6. Press the **Enter key three** times.

7. **Type** the words:

Please come to our Open House!

8. Press **the Enter key once**.

9. **Type** the words

Steve and Jane Goodman

10. Press the **Enter key three** times.

11. Type the words

**We've moved into our new home
and are having a party to
celebrate.**

12. Press the **Enter key three** times.

13. **Type** the words

Saturday, April 2, 2005

14. Press the **Enter key once**.

15. **Type** the words

5:00-9:00 PM

16. Press the **Enter key five** times.

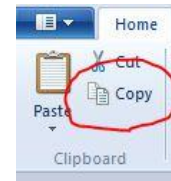
17. **Type** the word

Address:

18. **Scroll up** the screen by clicking the upward-pointing arrow on the top of the scroll bar at the right of the screen until you can see the words **Steve and Jane Goodman**.

19. **Select Steve and Jane Goodman** by moving the mouse pointer into the left margin alongside the words so that it looks like a white right-pointing arrow. **Click once to select that line.**

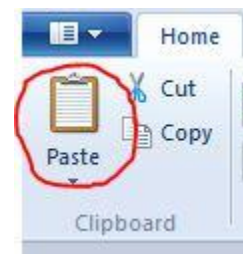
20. Click the **Copy button** on the Home tab.



21. **Scroll back down** to the word **Address:** and **click so that the cursor is flashing** to the right of the word.

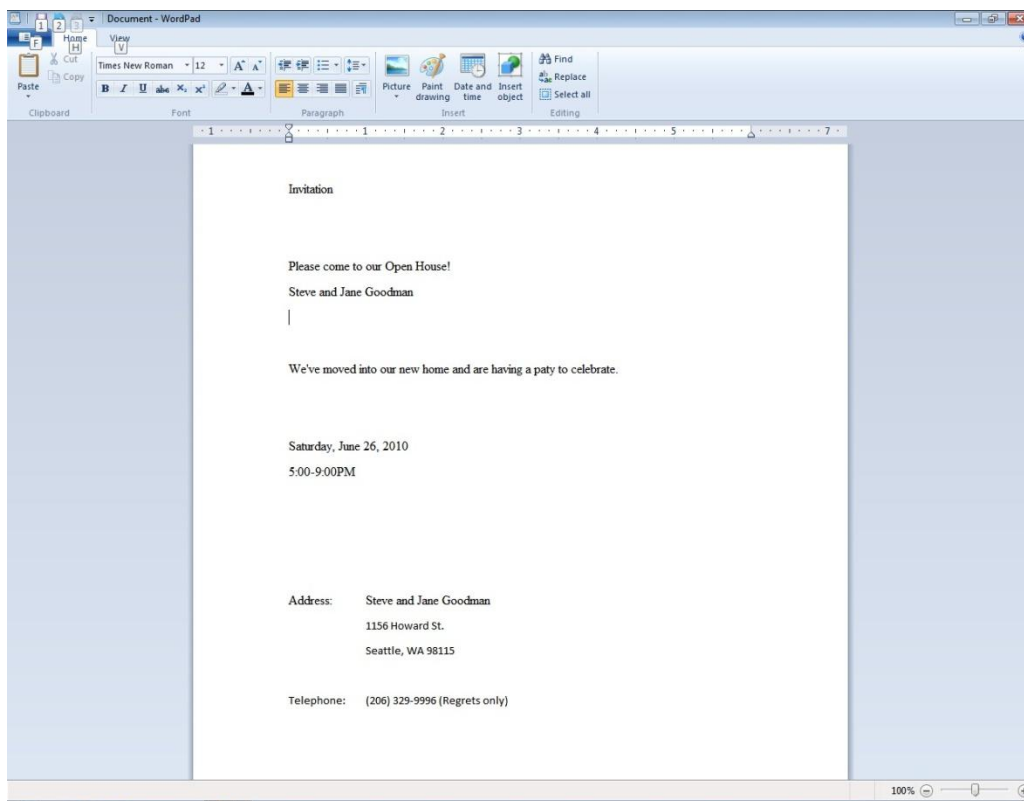
22. Press the **Tab key once** (not the Enter key).

23. Click the **Paste button** on the Home tab.



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24. Press the **Tab key twice**.
(This will line your cursor up under the words **Steve and Jane Goodman**.)
25. **Type** the words
1156 Howard St.
26. **Press** the Enter key once.
27. **Press** the Tab key twice.
28. **Type** the words
Seattle, WA 98115
29. **Press the Enter key twice**.
30. **Type** the word
Telephone:
31. **Press** the Tab key once.
32. **Type** the words
(206) 329-9996 (Regrets only)

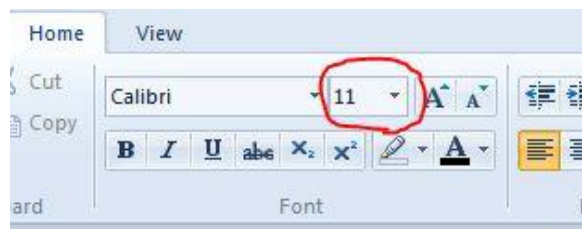
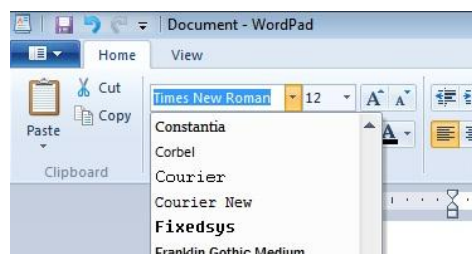
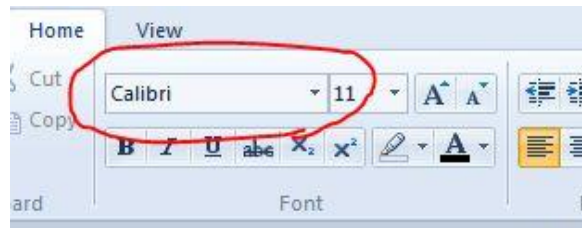


Formatting

1. **Scroll to the top** of the document, and select the word **Invitation**. (You can select it either by double-clicking the word or by moving the mouse pointer to the left side of the screen until it becomes a right-pointing white arrow and clicking once.)
2. On the **Font drop-down list**, select **segoe script**. On the **Font Size drop-down list**, select 36.
3. With the word **Invitation** still selected **click the Underline** button (**U**).

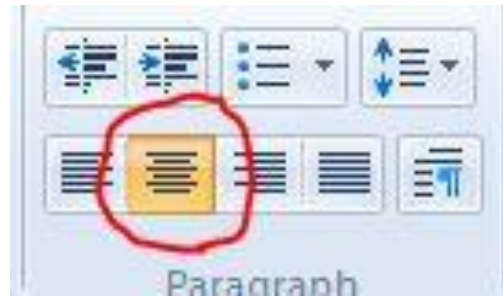


4. **Click one time** in the white area of your “page” to deselect the word **Invitation**.
5. **Select the first mention** of **Steve and Jane Goodman** by moving the mouse pointer to the left side of the screen until it becomes a right-pointing white arrow and clicking one time.
6. **Select Font style segoe script**.
7. **Click away** from the phrase **Steve and Jane Goodman** to **deselect it**.



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8. **Scroll down** to **5:00-9:00 PM**. Click to the right of **PM**, and drag to the top of the document, selecting everything from **Invitation** to **5:00-9:00 PM**.
9. Click the **Center Alignment button**.
10. Click away from the selected text to deselect it.
11. Click **before** the word **Address:** then hold down the left mouse button and drag to select everything from **Address:** through **(Regrets only)**. Choose Font Size 14.
12. Click away from the selected text to deselect it.
13. **Scroll to the middle** of the document. Move the mouse pointer to just before the word **and** in the phrase **and we are having a party to celebrate**. **Click so the insertion point appears there**. Press the **Enter key**.

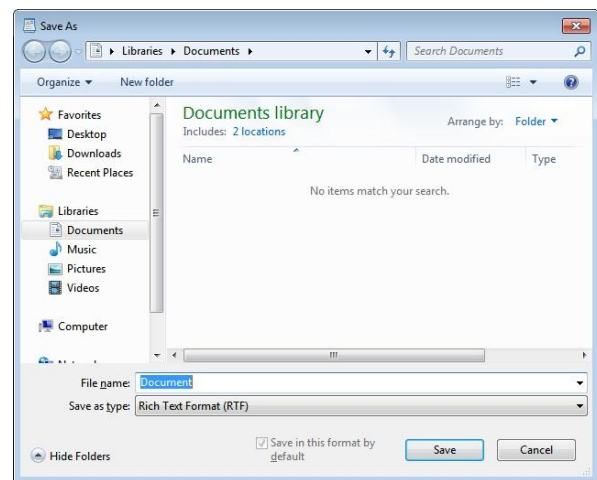
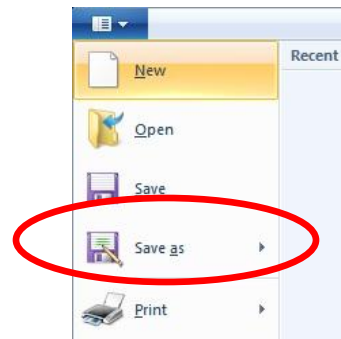


Then the invitation is finished.

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To Save a Document

1. From the **Word Pad button** choose the **Save As** option. A dialog box will appear.
 2. The **Save In** box allows you to choose where to save the document.
 3. **Enter the name** you wish to give your document in the File name box at the bottom.
 4. Click **on Save**.
- ✔ **Tip:** Once you have created the document name and specified where to save the document, you can click on the save button above the Word Pad button on the Title bar to save changes made to the document.



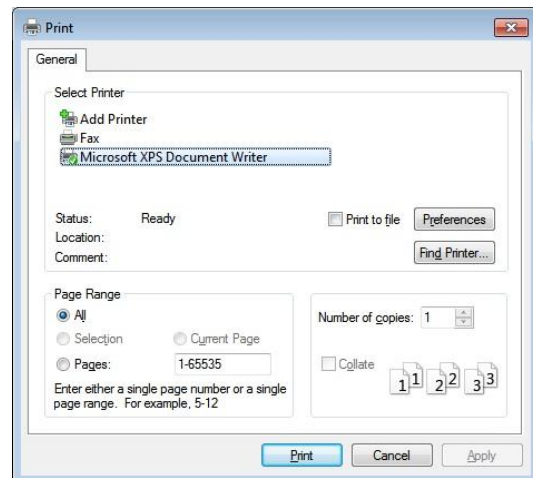
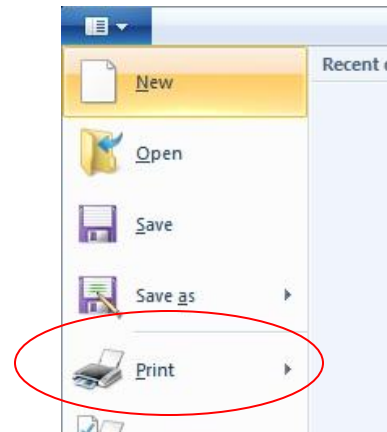
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To Print

Click the **Word Pad** button on the title bar. Click on **PRINT** from the menu. **CHOOSE** the printing option you want.

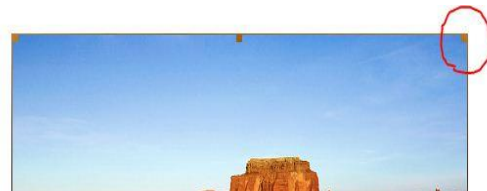
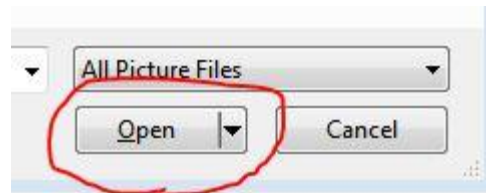
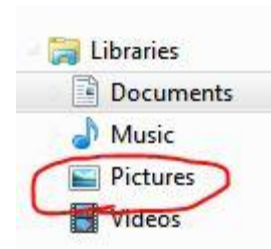
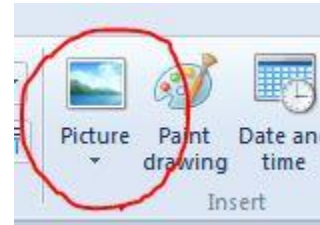
To print more than one copy or only a portion of the document:

- On the print dialog box choose the number of copies or specific pages to print.
- You must select or highlight what you need if you only want a portion of your document printed. Then be sure to click on selection in the print dialog box.
- You can also choose to print specific pages by typing in the page number in the page range box
- If you want to do a range of pages then type in a dash between the numbers such as 4-6 to print pages 4, 5, and 6.



Inserting a Picture

1. On the home ribbon click on the Picture icon.
2. A menu will open up with will allow you to find your picture. By default the menu will take you to the photo folder. If it doesn't you can always click on **photo** on the left side of the menu
3. Click on the picture you would like to insert into your document.
4. Click on open and the picture will appear in your document.
5. You can resize the picture by click and dragging on the little boxes on the corner of the picture. If you do not see the boxes you may need to click on the picture once to select it.



Saving to a CD

You may want to save some documents to a CD so that you can have access to them even if you have a hard drive crash on your computer.

1. Insert a blank CD into your computer.
2. A menu will open up asking what you want to do with the disc. Just click on the "X" in the upper corner to close the menu.



3. Navigate to the document that you want to save to the CD. (If your item is saved in your "Documents" folder then just click on "Libraries" on your taskbar and then click on "Documents")



4. In the navigation pane you will see an image of a CD or DVD and you will see "(D:)" in the title unless your Disc drive was assigned a different letter.



5. Drag your document over the Disc Drive and release it.



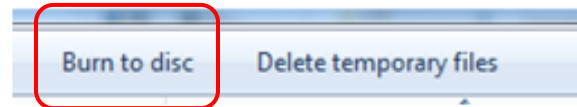
6. You will see a little message at the bottom of your screen telling you that you have items ready to be burned to a disc.



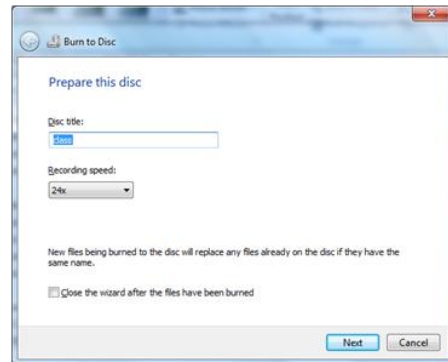
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7. Double click the Disc drive and you shall see your document on the disc, but it hasn't been burnt to the disc yet.

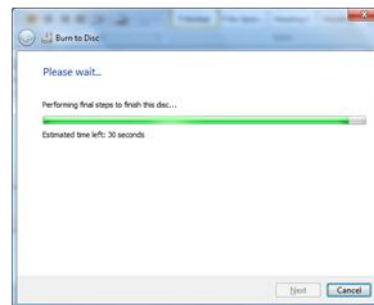
8. Click the "Burn to Disc" button towards the top of the window.



9. The "Burn to Disc" wizard will open up. Here you can type in the name you want the Disc to be called. After you do that, click on the "next" button.



10. The disc will go through the burning process. You will see a bar fill up with a green color to show its progress



11. When the burn is complete your computer will eject the disc and then click on "Finish" to close the "Burn to Disc" Wizard.

