

# Lesson 4 - Creating a Text Document Using WordPad

**OBJECTIVES:** To learn the basics of word processing programs and to create a document in WordPad from Microsoft Windows.

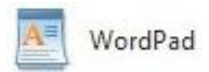
A word processing program is the digital replacement for a typewriter. NotePad and WordPad are included with the Windows operating system. They are both text-editing programs to create and edit documents like letters and memos.

- **NotePad** does not have text-formatting features.
- **WordPad** has limited text-formatting features. The icons and features in WordPad are similar to those of more advanced processing programs.
- **Microsoft Word**. This is a full featured document editing program and must be purchased.

## HOW TO ACCESS WORDPAD



Click on the **Start** button on the left side of the **taskbar** to open the **Start** window. Click on the **WordPad** icon in the left column of the **Start** window.



**Note:** If you don't see the **WordPad** icon displayed in the **Start** menu on your home computer, click on **Start**, then mouseover **All Programs**, then click on **Accessories**, and then click on **WordPad**.

## HOW TO CREATE A DOCUMENT

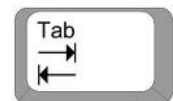
When you open WordPad, it displays a blank document, where text can be entered.

The blinking **cursor** (the vertical line that blinks on and off) in the upper left corner shows where the text you type next will appear. Text includes letters, words, numbers, characters, sentences, paragraphs, etc.



**WordPad** is set up to create a document that will fit on regular letter-size paper. Even though the text you type seems wider or narrower than letter-size paper, the program will fit the text into the designated margin settings. As you type text into the document, keep typing past the right margin and even past the right edge of the screen. As you type, the text will automatically **word wrap**, wrapping the text to the next line. Press the **Enter** key only when starting a new paragraph.

To indent a paragraph, put the **cursor** at the beginning of the paragraph and press the **Tab** key at the left of the computer keyboard.



When your document covers more than one page, the program will automatically add additional pages.


## HOW TO USE THE CURSOR

- The **cursor** can be moved to another location by pressing any of the following keys: the spacebar, the tab key, the backspace key, the delete key, an arrow key, or by using the mouse.
- When you move the mouse, the blinking **cursor** stays put and the mouse pointer becomes an **I-beam**.
- Once you have a document with text, place the **I-beam pointer** where you want the **cursor** to be and then click. The blinking **cursor** will appear where you clicked.



## UNDERSTANDING THE TITLE BAR

At the top is the **title bar** and it is divided into sections. The sections from left to right are the **WordPad** icon, the **Quick Access toolbar**, the **title** of the program, and the **Minimize**, **Maximize**, and “**X**” buttons.

1. The **WordPad** icon has a **drop-down menu** of standard commands for moving or resizing a window. Click on the button to see the commands. 
2. The **Quick Access toolbar** can be customized with the commands that are used frequently. The commands are represented by icons. **Mouseover** each icon to see what function it performs. What displays at the Training Center may be different than what displays on your home computer.

**Save** - allows you to save your document

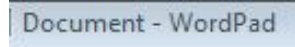
**Undo** - undo the last action

**Redo** - repeats the last action



Click on the arrow to the right of the **Quick Access toolbar** to access the **Customize Quick Access toolbar** window. Here you can select or deselect which command(s) will be displayed.

3. The **title bar** has the title of the document and the name of the program.



4. The **Minimize**, **Maximize**, and “**X**” buttons are at the far right.



## UNDERSTANDING THE WORDPAD RIBBON

Beneath the **title bar** is the **Ribbon** which contains commands for formatting and other functions. Formatting refers to how the text in your documents looks as well as how it is arranged. The **Ribbon** has a **Home** tab and a **View** tab. Each contains a number of buttons or icons which when clicked, allow you to modify your document.

1. The **WordPad** button contains a **drop-down menu** of many commands.



**New** - creates a new document

**Open** - allows you to open a saved document

**Save** - allows you to save your document

**Save As** - allows you to save an existing document with a new name or format

**Print** - allows you to select the printer, number of copies, and other options before printing

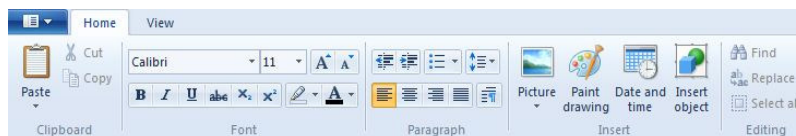
**Page setup** - allows you to change page layout settings

**Send in e-mail** - send a copy of the document in an e-mail message as an attachment

**About WordPad** - states what version of Windows is installed on the computer

**Exit** - quit using WordPad

2. The **Home** tab has five sections of related commands called **groups**, listed along the bottom of the **Ribbon**. (If an item is black, it is usable. If it is gray, it is not usable at the time.)



**Clipboard** - a temporary **holding area** of items you copy or cut; it holds only one item at a time

**Font** - choose the font style, size, color, or apply bold, italic, or underline to the text

**Paragraph** - choose how text will be aligned

**Insert** - insert a picture, drawing, date and time, or an object

**Editing** - find, replace, or select all of the text in a document

3. The **View** tab has three **groups**.

**Zoom** - zoom in, zoom out, or zoom the document to 100% of its normal size

**Show or hide** - show or hide the ruler or the status bar

**Settings** - choose from different word wrap options or select your preference of measurement units for ruler and page setup



## HIGHLIGHTING TEXT

One of the advantages of using a word processing program is that you can edit a document or change the contents without recreating it. Before you edit the text, you may need to **highlight** (select) the text you want to change.

To **highlight** text, do the following:

1. Move the **I-beam pointer** to the left or right of the text you want to **highlight**.
2. Press and hold down the mouse with the pointer finger.
3. Drag the pointer over the text to **highlight** it.
4. Release the pointer finger.



## HOW TO DELETE AND INSERT

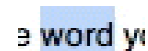
1. To delete one or more letters or characters, do either of the following:

- A. Use the **Backspace** key. Move the **I-beam pointer** to the right of the text you want to delete and click. Press the **Backspace** key to erase text to the **left** of the cursor, one character at a time.  
OR
- B. Use the **Delete** key. Move the **I-beam pointer** to the left of the text you want to delete and click. Press the **Delete** key to erase text to the **right** of the cursor, one character at a time.



2. To delete a word:

- A. Place the **I-beam pointer** on top of the word and **double click**.
- B. The word will be highlighted.
- C. Press either the **Backspace** key or the **Delete** key.



**Note:** If you change your mind after highlighting a word, you can deselect it by clicking outside the highlighted area.

3. To delete more than one word or a line of text:

- A. Highlight the words you want to delete. (See the instructions above.)
- B. Press either the **Backspace** key or the **Delete** key.

#### 4. To insert one or more letters or words:

- A. Place the **I-beam pointer** where you want to insert the text and then click.
- B. Type the desired letter(s) or word(s).

### HOW TO USE THE UNDO AND REDO OPTIONS IN THE “QUICK ACCESS” TOOLBAR

#### 1. To undo or redo your last action:

- A. To **Undo** your last action, click on the **Undo** icon in the **Quick Access toolbar**.
- B. To **Redo** your last action, click on the **Redo** icon in the **Quick Access toolbar**.



### HOW TO USE THE OPTIONS IN THE “HOME” TAB OF THE WORDPAD RIBBON

#### Using the “Clipboard” group:

#### 1. To cut, copy or paste:

- A. To **cut** text so you can move it to another location, **highlight** the text and then do **any** of the following:
  - Click on **Cut** in the **Clipboard** group in the **Home** tab
  - Right click the mouse and click on **Cut** in the menu
  - Do a **keyboard shortcut**: press **Ctrl + X**
- B. To **copy** text so you can paste it in another location, **highlight** the text and then do **any** of the following:
  - Click on **Copy** in the **Clipboard** group in the **Home** tab
  - Right click the mouse and click on **Copy** in the menu
  - Do a **keyboard shortcut**: press **Ctrl + C**
- C. To **paste** text you have cut or copied, click in the document where you want to paste the text and then do **any** of the following:
  - Click on the **Paste** icon in the **Clipboard** group in the **Home** tab
  - Right click the mouse and click on **Paste** in the menu
  - Do a **keyboard shortcut**: press **Ctrl + V**

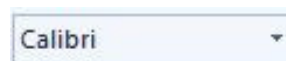


#### Using the “Font” group:

Formatting allows you to change the style of text in a document. Multiple formatting features can be used on text at the same time within an entire document. For example, a title could have a large font size, be **Bold** and *Italic*, and be centered; while the balance of the document has a smaller font size, has some text Underlined, and is left aligned. You can use a Variety of formatting features when creating a document.

#### 1. To change the font style:

- A. **Highlight** the text you want to change.
- B. Click on the arrow to the right of the **Font** field. From the **drop-down menu**, select a new font.



#### 2. To change the font size:

- A. **Highlight** the text you want to change.
- B. Click on the arrow to the right of the **Font Size** field. From the **drop-down menu**, select a size.



### 3. To make the text **Bold**, *Italic*, or Underlined:

- A. **Highlight** the text you want to change.
- B. Select **B** (Bold), *I* (Italic), or U (Underline).
- C. Do the same steps to **undo B, I or U**.



### 4. To change the text color:

- A. **Highlight** the text you want to change.
- B. Click on the arrow to the right of the **Text color** icon.
- C. Select the desired color.



## Using the “Paragraph” group:

### 1. To align text:

- A. Highlight the text you want to align. There are four different alignment options.
  1. Select **Align text left** to align text to the left margin.
  2. Select **Center** to center text.
  3. Select **Align text right** to align text to the right margin.
  4. Select **Justify** to align text to both left and right margins.



### 2. To create a list using bullets:

- A. Place the **I-beam pointer** where you want the bullets to begin.
- B. Click on the **Start a list** icon to turn this function on. The icon is highlighted.
- C. Click on the **Start a list** icon to turn this function off. The icon is not highlighted.



## Using the “Editing” group:

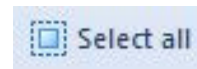
### 1. To find words or characters in a document:

- A. Click on **Find** in the **Editing** group in the **Home** tab, OR do a **keyboard shortcut**: press **Ctrl + F**
- B. The **Find** window appears.
- C. In the **Find what** search field, type the word(s) or characters you want to find.
- D. Click on the **Find Next** button. The word(s) or characters will be highlighted in the document.
- E. To find additional instances of the same text, continue to click on **Find Next**.



### 2. To select the entire document:

- A. Click on **Select all** in the **Editing** group in the **Home** tab. It does not matter where your **cursor** is at the time you click on **Select All**. The entire document will be highlighted.
- B. With the entire document highlighted, you can delete, format, or align the entire document.



## HOW TO PREVIEW AND PRINT A DOCUMENT

1. To see how your document will look before you print it, click on the **WordPad** button, and then mouseover **Print**. In the **submenu** click on **Print preview**.

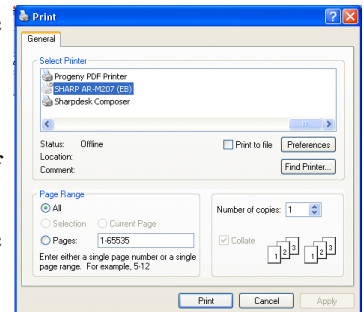


- A. Click on **100%** to zoom in on the size of the document. If the document is larger than one page, click on **Next page**, **Previous page**, or **Two pages** to see more.
- B. If you are ready to print, you can either click on **Print**, or click on **Close print preview** to return to the document; and then do Step 2 below.

2. Click on the **WordPad** button, and then click on **Print**.

3. The **Print** window has different sections. (The printer window at your home may be different than what is shown here.)

- A. In the **Select Printer** box, click on the printer to be used to **highlight** it.
- B. The **Page Range** box allows you to select to print all the pages or part of them.
- C. The **Number of copies** box allows you to choose how many copies of the document to print.
- D. Click on the **Preferences** button to explore the options available there.



4. To start the printer, click on the **Print** button OR if you have changed your mind, click on the **Cancel** button.

## HOW TO SAVE A DOCUMENT

If a document is not saved, all the information will be lost when the program is closed or the computer is turned off. It is wise to:

- Save it frequently while you are creating it. Some programs automatically do this for you.
- Save it in more than one place. You may save additional copies of files on a USB drive.

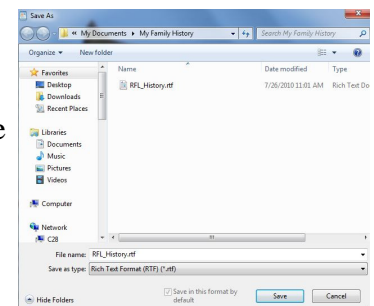
When saving a document for the first time, the **Save** and **Save As** options are the same. If you make changes to your original document, and then want to save your work under a different name or in a different place, use the **Save As** option. You will have a saved copy of your original document as well as a copy of the document with changes.

1. Click on the **WordPad** button and click on **Save** OR click on the **Save** icon in the **Quick Access toolbar**.

2. In the **Save As** window, tell the computer:

- Where to save the document - default is the **My Documents** folder in the **Documents library**
- What to name the document - **File name**

Leave the **Save as type** setting as **Rich Text Format (RTF)**.



3. Click on the **Save** button to save the file.

Further additions or edits to the document may then be saved by following the steps above.

The same document can be saved in another place, such as a USB drive. In the **Save As** window, click on **Computer**, then select the name for your USB drive, and then continue to follow the steps above.