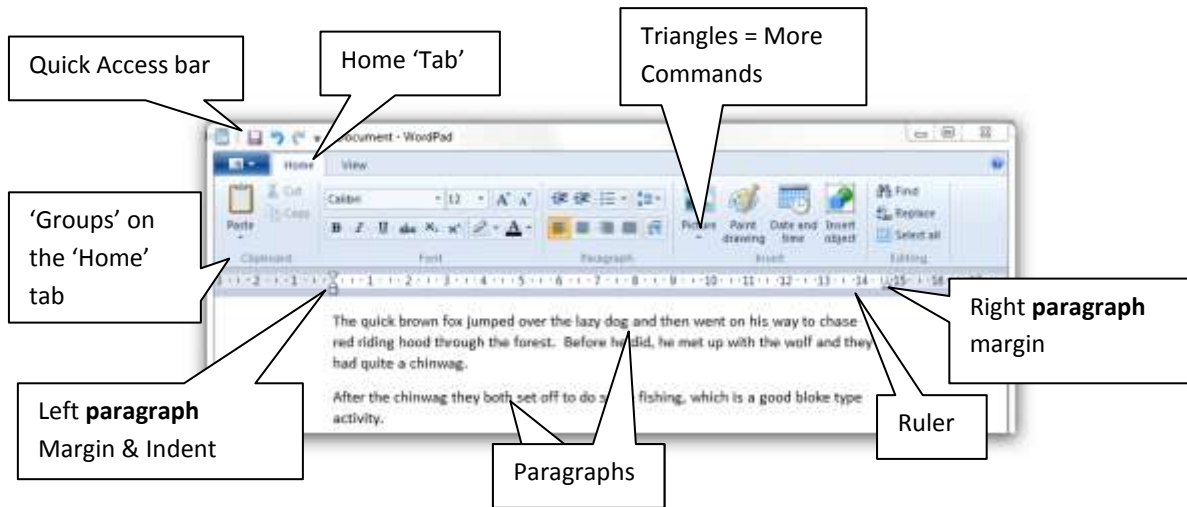


# WORDPAD TUTORIAL – WINDOWS 7



Hover the mouse pointer over the Home Tab icons and you will see a message telling you what that icon does. If there is a **keyboard shortcut** also available for this function, it will tell you what it is.

## Small box to the left of the Home Tab:

Hover the mouse pointer over the box. It will tell you that it contains functions that enable you to open, save, print or do other options to your document.

**Click on the down arrow beside the small box to open up the Menu:**

**New:** (this will give you a new WordPad screen). (Another option is: **CTRL + N**)

**Open:** (This will open an existing document) (Another option is **CTRL + O**).

**Save:** (This function is used when you make changes to an **existing document**, and you want to re-save the document with the changes). (Another option is **CTRL + S**)

**Save As:** (You must use this option first to give your document a name and to tell the computer what format you want to save your document into). (The right pointing arrow will take you to five different ways you can save a document).

**Print:** (This option allows you to print a document in three different ways: **Select printer** and number of copies and print, **Quick print** (straight to the printer), or **Print Preview** (which allows you to see your document as it will be printed) (Another print option is **CTRL + P**)

**Page Setup:** (This is where you can select the paper size and source, portrait or landscape, margins (top, bottom, sides), and print page numbers. (Un-tick box if you don't want this option).

**Send in an Email:** (Enables you to send your document as an email attachment).

**About WordPad:** (Statistical data about your version of WordPad).

**Exit** (Allows you to exit WordPad and closes down your WordPad screen).

## HOME TAB:

The Home Tab has five groups: **Clipboard**, **Font**, **Paragraph**, **Insert** and **Editing**.

### Clipboard Group: Three options are available: **Cut**, **Copy**, **Paste**.

- **Cut** (will remove highlighted text from a document and save on to Clipboard). (Other options are: **CTRL + X** or **Right mouse click, Cut**).
- **Copy** (will leave highlighted text where it is, but copy it so you can also place it elsewhere on your document). (Other options are: **CTRL + C** or **Right mouse click, Copy**).
- **Paste** (allows you to paste both the highlighted cut or copied text wherever you choose). (Other options are **CTRL + V** or **Right mouse click, Paste**). Note the down arrow beside the Paste function. Paste and Paste Special are now available. Paste Special options also include **ALT + CTRL + V**. You use Paste Special for text with links to the Internet, pictures, drawings etc.

### Font Group:

- **Font style** (Calibri is default setting). Click on down arrow for other font styles.
- **Font size** (12 is default setting). Click on down arrow for other font sizes.
- **Capital A and Small A:** (The capital A will enlarge the highlighted text font size; the smaller A will reduce the highlighted text font size).
- B will **Bold** text. (Another option is CTRL + B).
- I will *Italicise* text. (Another option is CTRL + I).
- U will underline text. (Another option is CTRL + U).
- abc (~~strikethrough~~). Places lines through text to indicate it is to be deleted.
- X<sub>2</sub> (used for subscript). (Another option is CTRL + =).
- X<sup>2</sup> (used for superscript) (Another option is CTRL + Shift + =).
- Pencil (text highlighter). Will highlight text as if you had used a highlighter. The down arrow will give you the choice of 12 different colours.
- The **A** will change the colour of your words or letters. Select colours by clicking on the down arrow.

### Paragraph Group:

- **Left arrow** (will move indented, bulleted or numbered text to the **left** of the page).
- **Right arrow** (will move indented, bulleted or numbered text to the **right** of the page).
- **Three dots** (bullet and numbered points. Press the down arrow beside the bullets to see other options).
- **Double headed arrows and lines** (sets line spacing and indents).

**Four square boxes with lines:** Lines show position of text on your page.

- **Box 1: Left justified** - Text starts at left margin. (Another option is CTRL + L).
- **Box 2: Text is Centred.** (Another option is CTRL + E).
- **Box 3: Text is right aligned (but not left aligned).** (Another option is CTRL + R).
- **Box 4: Text is justified - both right and left aligned.** (Another option is CTRL + J).

### The Insert Group:

- **Picture:** You can insert a picture. Click on down arrow to change or resize a picture.
- **Paint drawing:** you can insert a paint drawing you did in Microsoft Paint. (Another option to insert a drawing from MS Paint is CTRL + D).
- **Date and Time:** Click on icon for a small selection of date/time styles.
- **Insert object:** You can insert a graph, text etc from other Microsoft packages.

### Editing Group:

- **Find:** You can use this function to help you find text quickly in a document. (Another option is CTRL + F).
- **Replace:** The replace option enables you to both find text in a document and replace it with another word. (Another option is CTRL + H or the special function key F5).
- **Select All:** This function selects all the text in the document. (Other options are CTRL + A, or click and drag the mouse over the text to be selected).

**VIEW TAB:** Click on the View Tab to see three groups: Zoom, Show or Hide, and Settings:

### Zoom:

- This allows you to zoom in (increase text size); size/zoom out (reduce text size); or set for 100%.

### Show or Hide:

- Tick to show the ruler (measurements on top of your document). Un-tick to hide the ruler. Tick to show the Status Bar (bar at the bottom of your document); Un-tick to hide the status bar.

### Settings:

- **Word Wrap:** Click on the down arrow to change the way your page looks. You can have three different views: no wrap, wrap to window, or wrap to ruler. Word Wrap will not affect the printing of your document.
- **Measurements units:** You can set your computer to work in inches, centimeters, points or picas.

## ADDITIONAL WORDPAD TOOLS

### Upper left corner: Quick Access Toolbar (QAT):

- This toolbar appears on every Microsoft document. You can add features you use frequently, or delete the ones you don't. To add an icon to the QAT, **right mouse click** on the icon, and you will see a drop down menu. **Select Add to QAT.** You can also choose to place the QAT underneath the Ribbon. The Ribbon is where you see Home and View tabs. You can also minimize the Ribbons so they are not visible (giving you more document space to see your document). To bring the Ribbons back again, remove the ticks in the Minimize Ribbons box.

### Upper right corner: Three function icons:

- **The first icon** will minimize your document and place it on the bottom Taskbar.
- **The second icon** will restore your document screen to full size, or reduce it partly so you can add a second document alongside the first document and view two or more documents at the same time.
- **The third icon (X)** will close your document and take you out of WordPad.

**The question mark** underneath the three function icons represents HELP. Click on the ? and view a mini tutorial on WordPad, plus find help with other WordPad topics.

**The Scroll Bar:** This is the white bar on the right side of your screen. You can scroll your document up or down the page by clicking on the middle of the scroll bar, and dragging it up or down, or you can roll the scroll button on your mouse. The top and bottom arrows on the scroll bar will move your document up or down one line at the end of each click. **Page Up and Page Down on your keyboard will move text up or down one page at a time.**

**The Ruler:** This is the measurement bar you can see on the top of your document. You can drag the margin markers in or out to widen or reduce the margins. You can click on any number on the Ruler, and a tab marker will appear. If you press the TAB Key on your keyboard, your cursor will stop at every Tab marker. To remove a Tab marker, click and drag it down off the ruler.

**The light coloured bottom Status bar:** This contains another zoom control lever, which enlarges or reduces your text.

### The dark blue coloured bottom Taskbar: From left to right:

Contains the Start button; sometimes some icons, any documents you have minimized; and in the systems notification area, you will find information such as time, volume control, antivirus package, plus other program icons you may have placed on your computer. You can hover over the icons to see what they are.

## SOME KEYBOARD SHORTCUTS - WORDPAD

### Formatting Text

**Ctrl + B** ⇒ Format the selection with Bold.

**Ctrl + I** ⇒ Format the selection with Italics.

**Ctrl + U** ⇒ Underscore (underlines) the selection.

**Ctrl + Shift + D** ⇒ Double-underscore (underline) the selected text.

**Ctrl + Shift + W** ⇒ Underscore (underline) only words (not spaces) of the selected text.

**Ctrl + =** ⇒ Change the selected text to Subscript.

**Ctrl + Shift + =** ⇒ Change the selected text to Superscript.

**Ctrl + D** or **Ctrl + Shift + F** ⇒ *select the text first*, then press **Ctrl + D** to open the Font window

**Ctrl + Shift + A** ⇒ Change the selected text to all CAPS. If text is already capitalized, will change to no CAPS.

**Ctrl + Shift + K** ⇒ Change the selected text to small CAPS. If shortcut pressed again, will change to no CAPS.

### Working With Text

**Ctrl + C** ⇒ Copy the selection to the Clipboard.

**Ctrl + V** ⇒ Paste the selection from the Clipboard.

**Ctrl + X** ⇒ Cut the selection.

**Ctrl + Z** or **Alt + Backspace** ⇒ Undo the last action. Can be pressed multiple times to undo multiple actions.

**Ctrl + Y** ⇒ Redo the last action.

**Ctrl + A** ⇒ Select all text in the document.

**Ctrl + E** ⇒ Center the text in the paragraph that the cursor is in, or center the selected text.

**Ctrl + L** ⇒ Left align the text in the paragraph that the cursor is in, or left align the text in the selected text.

**Ctrl + R** ⇒ Right align the text in the paragraph that the cursor is in, or right align the text in the selected text.

**Ctrl + J** ⇒ Justify the text in the paragraph that the cursor is in, or justifies the text in the selected text.

**Ctrl + M** ⇒ Indent the text. If no tabs are set, default indent is .5 inches. Press **Ctrl + M** repeatedly to indent repeatedly.

**Ctrl + Shift + M** ⇒ De-indent the text. Press **Ctrl + Shift + M** repeatedly to de-indent

**Ctrl + K** ⇒ Insert a hyperlink - a link to a webpage.

**Alt + Shift + D** ⇒ Enter the current date from your computer.

**Alt + Shift + T** ⇒ Enter the current time from your computer.

### Working With a Document

**Ctrl + Home** ⇒ Move to the beginning of the document.

**Ctrl + End** ⇒ Move to the end of the document.

**Ctrl + F** ⇒ Display the Find window.

**Ctrl + H** ⇒ Open the Replace window.

**Ctrl + Enter** ⇒ Insert a Page Break where the cursor is.

**Ctrl + S** ⇒ Save the document. Get into the habit of pressing this key sequence often so you won't accidentally lose your work.

**Ctrl + P** ⇒ Open the Print window.

**Ctrl + W** or **Alt + F4** ⇒ Close the document. Only **Alt + F4** works in Microsoft WordPad.

**Ctrl + O** ⇒ Open an existing document.

**Ctrl + N** ⇒ Open a new document.

## MORE KEYBOARD FUNCTIONS

<b>Home key</b> will take the cursor to the start of a line	<b>End key</b> will take the cursor to the end of a line
<b>Delete key</b> will delete text one space to the right	<b>Backspace key</b> will delete text one space to the left
<b>Insert key</b> will stop text being added, and will 'gobble up' the words you input	<b>Enter key</b> will take cursor to the next line. Pressed twice it creates a new paragraph
<b>Shift key</b> will enable you to type the characters on the top of each key	<b>Tab key</b> will move the cursor to the next tab stop
<b>Caps Lock key</b> will make all text type in capital letters	<b>The Esc key</b> will let you cancel an error command
<b>Ctrl key</b> is a special function key that works with other keys to create or modify a command	<b>The Alt key</b> is similar to CTRL key, and is a modifier key
<b>Windows key</b> opens the Start menu	<b>Windows key + E</b> takes you to Windows Explorer
<b>PageUp key</b> moves screen up one page at a time	<b>PageDown key</b> moves screen down one page at a time

Enhanced function keys F1-F12	What it does
Close	F6: Closes the document or the file in the active window.
Forward	F8: Forwards the e-mail in the active window.
Function Lock (F LOCK)	Switches between the standard function key commands (F LOCK light on) and the Microsoft keyboard enhanced commands (F LOCK light off). Leave it on or off, or alternate between modes for increased key press functionality.
Help	F1: Opens the Help system for the active window.
New	F4: Creates a new document in programs that support this command.
Office Home	Starts the Web browser and goes to the Microsoft Office Web site. (This is not available on all keyboards.)
Open	F5: Opens a document in programs that support this command.
Print	F12: Prints the file in the active window.
Redo	F3: Cancels the previous undo action.
Reply	F7: Replies to the e-mail in the active window.
Save	F11: Saves the file in the active window.
Send	F9: Sends the e-mail in the active window.
Spell	F10: Starts the spell checking program in the active document, if the document's program has this feature.
Task Pane	Shows or hides the Office task pane that was previously displayed. (This is not available on all keyboards.)
Undo	F2: Cancels the previous action.

## WORDPAD ACTIVITIES

Instruction	How to do it
Open WordPad on your computer	Click Start button; All Programs; Accessories; WordPad OR look for it on the left program pane after you click the Start button.
Type the following information in the Document area of WordPad. Hold down the <b>SHIFT key</b> to make capital letters. Press the <b>space bar</b> to create spaces between words.	<i>I am happy to learn how to use WordPad to write letters. I can also attach pictures in WordPad. It will be good when it comes time to send out my Christmas newsletter.</i>
Add these words exactly as they are written here: <i>I love makeng mistakes in WordPad because it means I cin learn how to fix them.</i>	<b>Correct all errors</b> by pressing the <b>backspace key</b> on your keyboard to correct errors one space to the left of your cursor, and the <b>delete key</b> on your keyboard to correct errors one space to the right of your cursor.
Highlight the words: <b>Wordpad</b> , using three different methods:	<b>Method 1:</b> Highlight by clicking in front of the letter W. Hold down the left mouse button while you drag your mouse over the word. Release the mouse button. <b>Method 2:</b> Place your mouse cursor in front of the letter W, and hold down the SHIFT key while you press the right directional arrow on your keyboard. <b>Method 3:</b> Place your mouse pointer on the word to be highlighted and double click the left mouse button.
Using the <b>bold</b> function in two different ways:	<b>Bold words in your document using each of the following methods:</b> Highlight the word, and click on <b>B</b> (for bold) on your Home ribbon tab. Highlight the word, then hold down CTRL key and press the B key.
Colour different words in your document (one word at a time)	Highlight a word in your document. Press the down arrow beside the capital A with a coloured line underneath. Click a colour.
Change the font style and font size of your document	Highlight all the words in your document by holding down the CTRL key and pressing A. Change both the font style and size by clicking on the down arrows beside Calibri (font style) and 12 (font size). Change to Arial, 14 point.
Insert the word <i>very</i> into your document before the word <i>happy</i>	Position the mouse cursor before the word <i>happy</i> and type in the word <i>very</i> .
Create three paragraphs by adding spaces after each full stop.	To create paragraphs, place your cursor after the full stop and press the ENTER key twice.
Add bullet points to each paragraph	<ul style="list-style-type: none"> <li>• Highlight all the words in your document (CTRL+A). Click on the bullet icon to add a bullet point.</li> </ul>
Undoing your mistakes	<ul style="list-style-type: none"> <li>• Press the <b>CTRL key + Z</b> to undo a mistake, OR</li> <li>• Press the left facing arrow on the Quick Access Toolbar.</li> </ul>