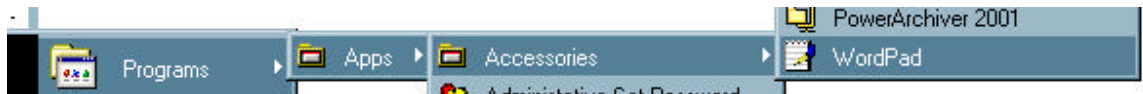


# USING A WORD PROCESSOR

One of the most popular software packages available for your computer is the word processor. Windows includes a free basic word processor called WordPad, and it has many of the commonly used features of Word, without the spell check (they need to entice you to buy the full-featured word processor).

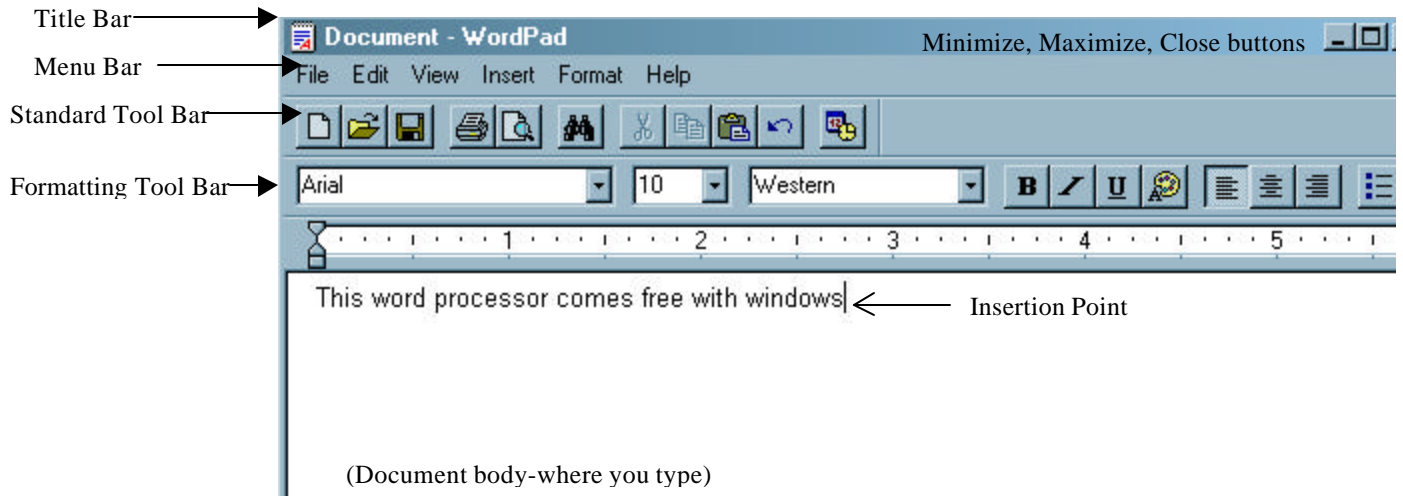
## START THE PROGRAM:

- Click on the Start button
- Then move up the menu to Programs
- Move the mouse to the right and choose Apps (school item), Accessories and in the
- Accessories Menu group select Word Pad. Click on WordPad to start the program.



## UNDERSTANDING WORDPAD:

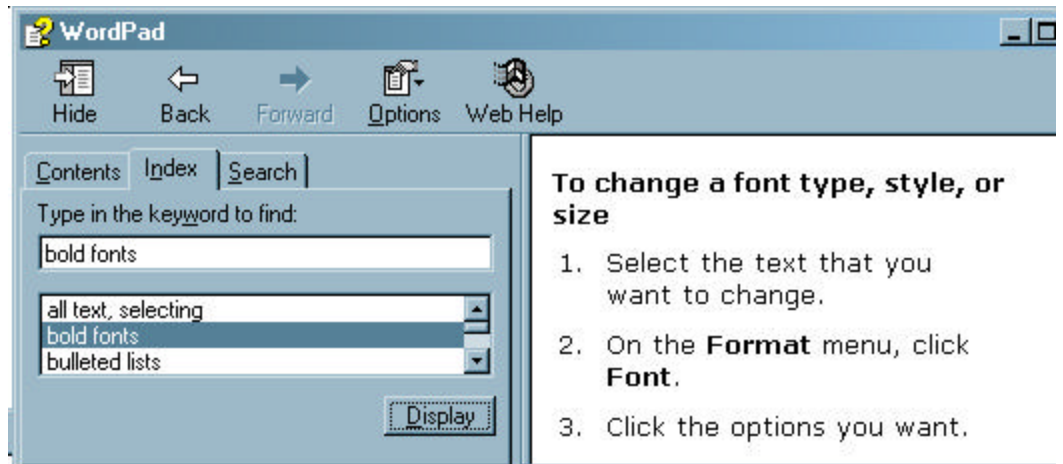
WordPad has all of the basic features of Microsoft Word and it is a good choice for beginners because there are fewer choices to worry about.



## HOW TO FIND HELP:

In almost all windows programs, pressing the function key **F1** (top row of the keyboard) will launch the HELP file for that program.

Okay, Let's begin our first letter in WordPad.



Example of how the letter should be set up.

We will write a letter to a parent using a standard business format.

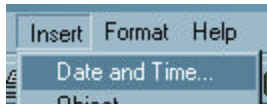
May 21, 2001

Beginning with the date.

Dear Mr. Smith,

Tip: Instead of typing the date yourself, let the computer do the work.

- Click on Insert, and select **Date and Time**.



I am writing this letter to inform you that your son, Beavis has been engaging in disruptive behavior in my classroom. He and his companion Butthead have made distracting noises, harrassed female students, thrown objects, and generally ignore their assignments in favor of these childish pranks.

Therefore, Beavis and Butthead have been assigned a month of after-school detention that will include cleaning the classroom and then working on their missing assignments.

I would appreciate your support at home in this matter and would like to set up a meeting with you after school to discuss what we can be done to improve Beavis' behavior. Please call me at school to arrange a time that is convenient.

- Hit the ENTER key twice and type in the name of the person you are sending the letter to.

Cordially,  
|

Tamara Teacher  
South Middle School  
Saginaw, MI. 48603

- Hit the ENTER key twice more and begin writing your letter to a parent.

**Introduce the issue in the first paragraph.** Describe the outcome in the second paragraph. **Request a meeting in the final paragraph.**

#### COMMON WORD PROCESSING TIPS:

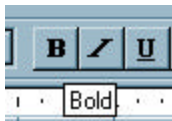
The SPACEBAR will let you place a space between words.

The Arrow keys will allow you to move between words and letters.

The BACKSPACE key will erase letters to the LEFT of your insertion point.

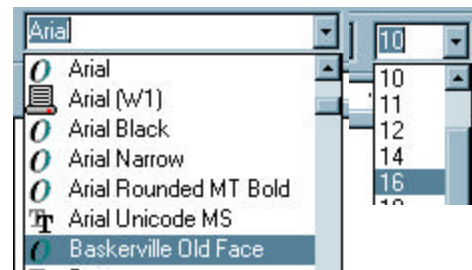
The DELETE key will erase letters to the RIGHT of your insertion point.

- Select (highlight) a word to change it's formatting to **BOLD**. From the formatting toolbar, click on the **B** icon.  
TIP: When you hold your mouse over an icon a tool-tip will appear and tell you what will happen if you click.



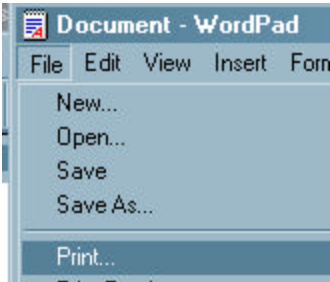
- Next, let's take a sentence and italicize it. Highlight it, then use the I icon next to the B to change the formatting to italics.
- Good, now underline a word in our letter. Highlight a word and click on the U icon.

**CHANGE THE FONT STYLE AND SIZE:** You can also change the FONT style and size using the formatting toolbar. I can change my style from Arial to Baskerville and my size from 10 point to 16 point. Highlight a word, then select a new style.



#### MENUBAR and TOOLBAR:

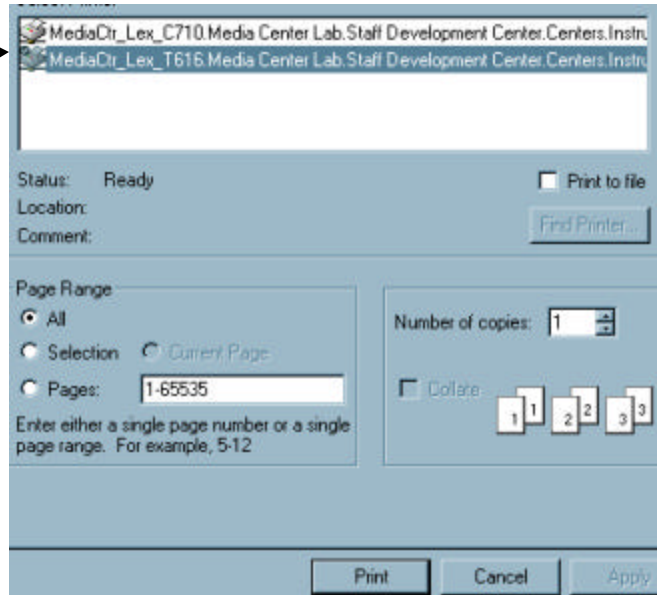
Using the menu bar always gives you more options. For example, if you click on the print icon to print it will simply print without further questions. However, if you need more than one copy or you need to select a different printer you must use the menu bar.



**PRINTING:**

Click on File, and select Print from the menu.

- Make sure you have the 616 Lexmark printer selected. Then Click the PRINT button.



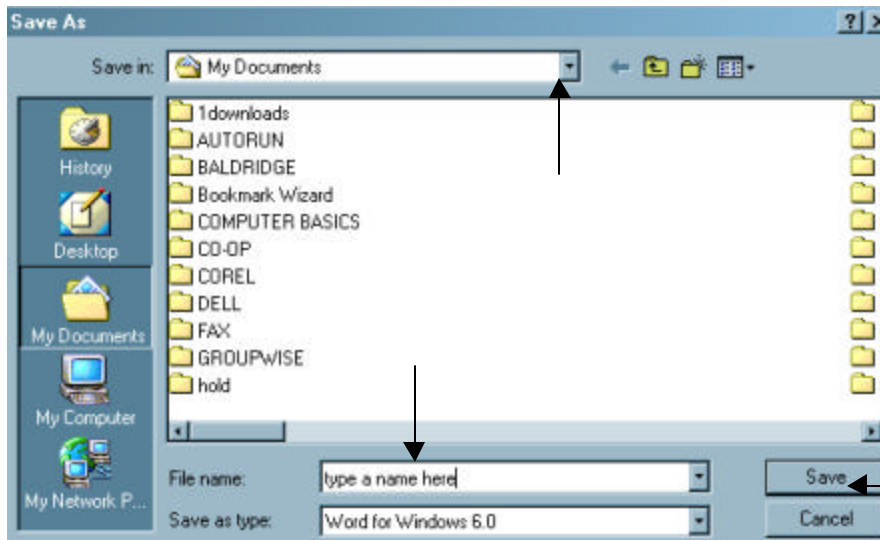
**SAVE YOUR WORK:**

You can save your document by clicking on the save icon (a disk) from the toolbar Or you can select File, and choose save.



Either method will bring up the Save As box.

You need to type in a file name and the click the save button.



**NOTE:** The DEFAULT storage location for your word processing files is the My Documents folder.

**TIP:** You can change the location of where your file is stored by clicking on the Save in menu then select the 3 1/2 floppy to send your file to a different disk.

**Using the Word Processor is one of the most important skills on the computer.**