

Beginning Windows Vista

Lesson 4

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Lesson 4 – Start Menu and Word Processing

Introduction

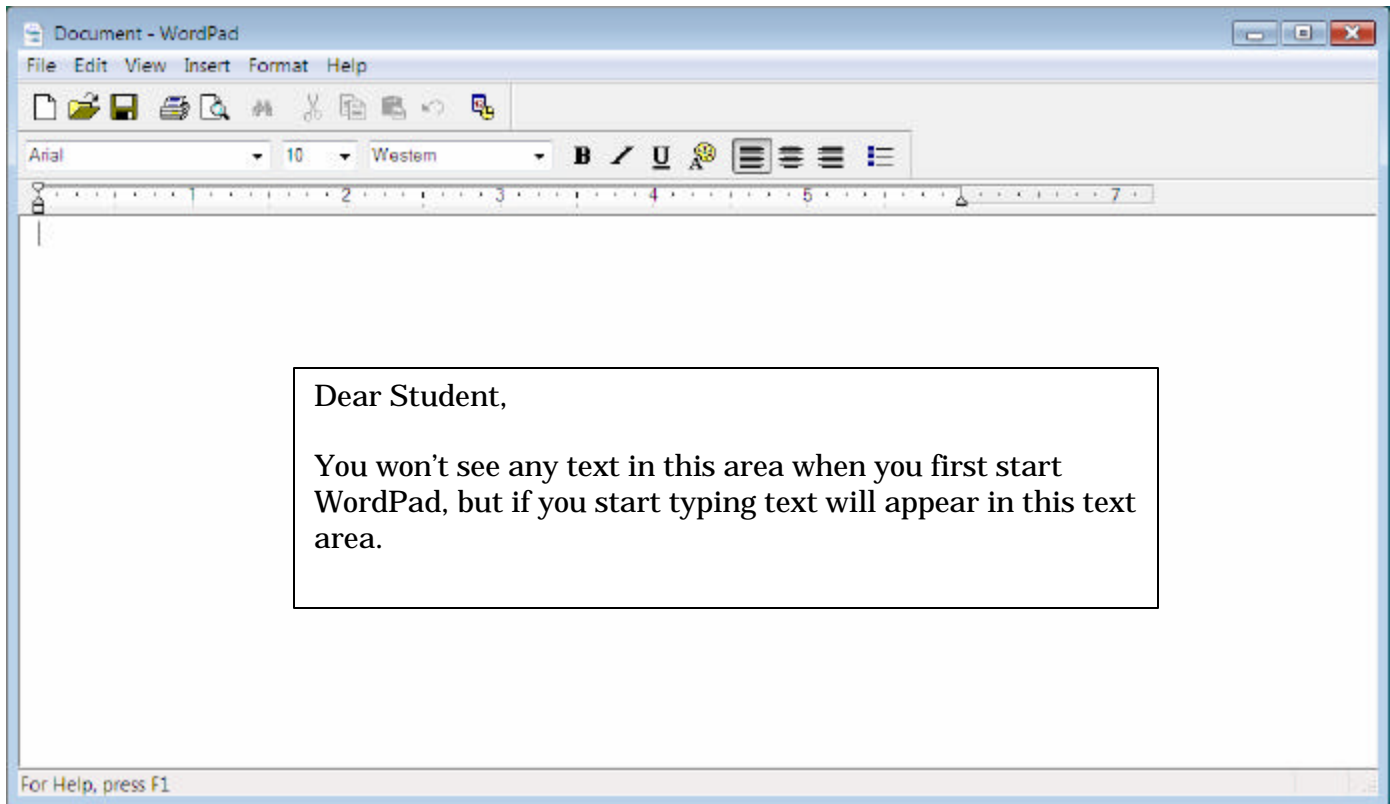
In the previous lessons you learned how to start programs such as Solitaire, Calculator and Paint by clicking on icons located on the desktop or by using the Start Menu. In this lesson you will review a bit about the Start Menu. You will be introduced to a basic **Word Processor** program — a computer replacement for the typewriter. Bundled with all versions of Vista is the program “WordPad.” It is a very simple word processor, and we will use it here.

Exercise 4 — Start Menu and Word Processor

Starting Programs

Click on Start, then select All Programs and when the list appears click on Accessories to expand its menu. Slide the pointer down and click on WordPad. The WordPad window will appear as shown in the next figure. Notice that the program name “WordPad” appears in the Title Bar, and next to it is a temporary file name (“Document”) that WordPad initially assigns – you can change it to a more informative name when it comes time to save the document.

This same procedure may be used to start any of the programs found in the All Programs menu. For example you could start the full-featured word processor called Microsoft Word or any other programs in the list if they are installed on your computer. Close WordPad.

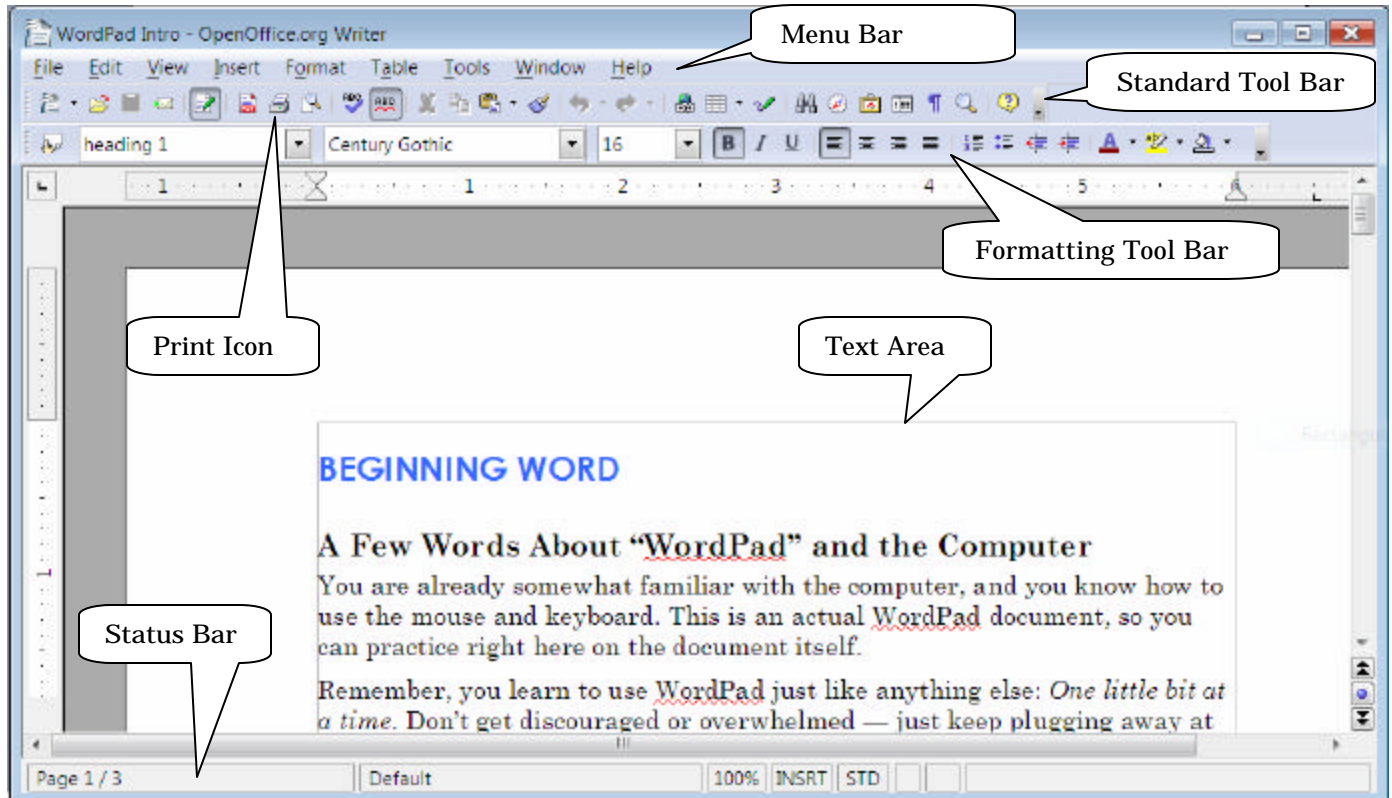


Introduction to Word Processing

We will finish this lesson with a brief introduction to Word Processing. Word processor programs are a modern day replacement for the typewriter, but they are much more productive and useful than their predecessors.

To save a lot of typing you will find a WordPad document in your BegVista folder on the desktop. Double click on the folder, then double click on the file "WordPad Intro.rtf". This will open WordPad and display the following document.

1. You will need a copy of this document, so go to the **Standard Tool Bar** and print a copy by clicking on the print icon.
2. Here we examine the various parts of the WordPad window.
 - a. At the very top of the WordPad window is the blue **Title Bar**. The file name of the current document (WordPad Intro.rtf) is shown on the left followed by the WordPad program name.



- b. Below the Title Bar is the **Menu Bar**. When you click on a menu item a **drop down list** will appear with further choices.
- c. Next is the **Standard Tool Bar** with a bunch of icons. Tool bars are simply handy shortcuts to items that are available from the Menu Bar. For example, the first four icons are shortcuts to the following items under the File menu: New, Open, Save and Print. Hover the mouse over any of these icons and a **Tool Tip** will pop up giving you additional information about the icon function.
- d. Below is the **Formating Tool Bar**. You use these functions to control the format of text in the text area. (More explanation to follow.)
- e. Below all the tool bars is the **Text Area**. Here you enter, edit and format the text.
- f. At the bottom of the window the **Status Bar** provides information such as the current page number and total number of pages (1/3 for example) as well as some other information not covered here.

3. Notice that the **Insertion Point** (a vertical blinking black bar like this: |) is positioned at the beginning of the very first line in the text area. It has a couple of useful functions:

- a. The Formatting Bar shows you the format of text where the Insertion Point is located. Have a look at the Formatting Bar (with the Insertion Point at the very top of the text area). Here you can “read” the text format as follows: The font is Century Gothic 16 point (points are a printing term equal to 1/72 of an inch). The Style is “



e
r

Western” (you can ignore that one unless you’re Greek or other). Finally, the text is Boldfaced and Aligned Left. Hover the mouse over each icon on the toolbar for a tip as to its function.

- b. Notice that when the mouse pointer is in the text area it changes to an I-beam shape. To move the Insertion Point you position the mouse pointer (I) to the desired place and click. Try it by clicking anywhere in the title line beginning with “A Few Words ...”. Look at the Format Tool Bar and you’ll see that the format is Century Schoolbook, 14 point, Boldfaced and Aligned Left.
 - c. Click anywhere inside the first paragraph and notice that the format has changed to 12 point Century Schoolbook left aligned with no boldfacing.
4. Next try entering text into the document. Position the Insertion Point at the beginning of a line then key in some text and observe what happens. Use the **Backspace** key to erase characters to the left of the Insertion Point. Notice that as you type words will **Wrap** down to the next line if they would otherwise exceed the right margin. (This is one major difference from a typewriter – don’t press the Enter key at the end of each line in a paragraph, let the computer do it for you.) You create a new paragraph by pressing the **Enter** key.

5. **Pay special attention to the insertion point because whatever you type at the keyboard will be inserted at that location. This is a common feature not only of word processing but every where else you are required to enter text.**
6. End your word processing session by clicking on the X in the upper right corner of the WordPad window. A popup window will appear asking if you want to save changes to the document. Please click on “No”.

This ends your first experience with a word processor. More will come later. However, you are encouraged to practice on your own by starting WordPad, entering text, and perhaps even printing it out.

If you want a WordPad shortcut on your desktop follow the procedure outlined in Lesson 1.

HINT

Having trouble reading small print in the text area? Try this: Hold the Ctrl key down (lower left corner of the keyboard) and then roll the little wheel on the mouse back and forth. Set the text size to whatever is comfortable for you. Note that this only effects what you see on the screen. When you print a document the text height is set by the Font Size.

Homework 4

- ÿ Review Lesson 4.
- ÿ If you have access to a computer experiment with opening WordPad or Word and entering/printing text. Then preview Lesson 5.