

# Beginning Windows Vista

## Lesson 5

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## Lesson 5 – More Word Processing & Files

### Introduction

In this lesson we will explore a bit more about entering, editing and formatting text in WordPad. However, after creating a document you also might want to save a copy for later reference or to continue working on it at a later time. The computer facilitates this by providing a means to save and retrieve your document. With this in mind you will learn a bit about the computer’s filing system.

### Exercise 5 — Entering, Formatting, Saving and Retrieving Text

#### Entering Text

1. At the Desktop double click on the WordPad icon. Notice that it automatically opens with a new blank document, and it has given the document the file name “Document.” (Not a very original name!) Also, the text font has been set to Ariel, 10-Point, Left Aligned. This is referred to as the “**default**” (pre-set) settings.
2. At the Menu Bar click on Insert. A short, drop-down menu will appear. Click on Date and Time. A “**dialog box**” will open. Select (click on) one of the date formats and then click on OK. Notice that today’s date is automatically inserted into your document.

## Formatting Text

1. Now try some formatting by clicking anywhere in the date line. With the Insertion Point now in the date line, go to the Format Bar and click on the “Align Right” icon. Notice that the date moves to the right margin. Click on the “Center” icon and the date is centered on the page.
2. Use the mouse to position the mouse pointer (the I-beam) at the right end of the date and click to place the Insertion Point there. Press the Enter key twice to position the Insertion Point two lines below the date. Then enter this text: “This is an example.” Notice that the text appears centered — because it “inherited” the format of the previous paragraph (the date line). This is a common feature of the word processor. Move the text to the left margin by clicking on the “Align Left” icon.
3. Now the tricky part — To change the format of the text you just entered you must first “select” or “highlight” it so the computer will know what it is you want to format. One way to highlight the text is to use the drag and drop technique. When highlighted it displays white text on a black background. After highlighting your text it should look like this:  
**This is an example of highlighted text.**
4. Now click on the Boldface icon then click anywhere outside the highlighted text area to remove the highlight. Notice that the text is now boldfaced. Repeat the above and try the Italicize and Underline functions.
5. With the text highlighted click on the small down-arrow at the right edge of the Font box. The resulting drop-down menu contains many fonts. Select one by clicking on it and notice how your text changes. Try the same thing with the font size. YOU are in control of your document’s format.

## Documents & Storage Devices

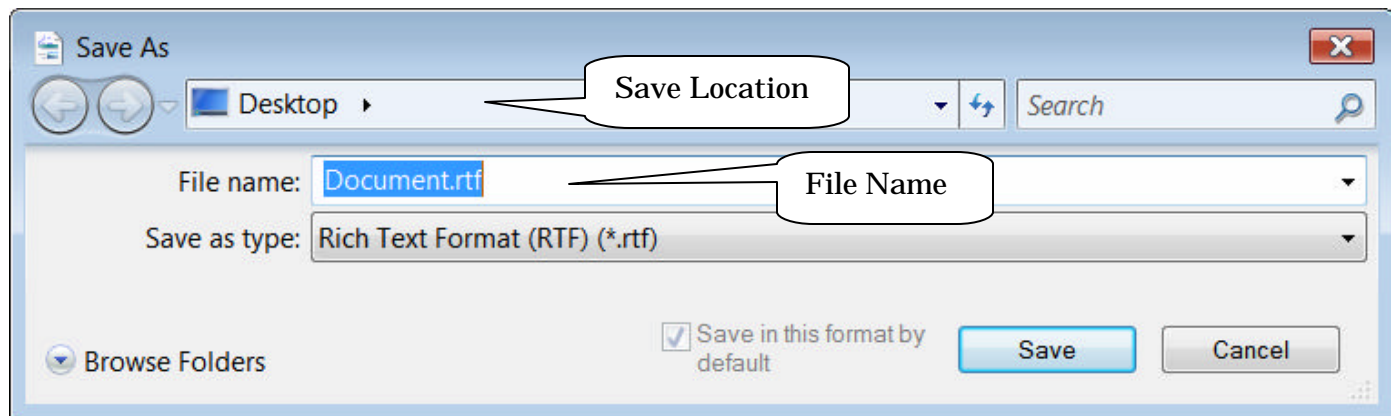
Your current document resides in the computer’s memory while you work on it. The computer memory is “Volatile” which means it forgets everything once you turn power off (or exit the program without saving the document). To retain a copy of your document you must save it on a “Non-Volatile” storage medium. Modern computers usually come with at least two (and sometimes several more) storage devices. The primary storage device is the Hard Drive, a secondary device is the CD Drive, a third is the newest type sometimes called a Flash Memory (or Thumb Drive). The fourth is the Floppy Disk Drive, but these

are fast being replaced by flash memory devices and are generally not found on newer computers. These devices all have different capacities and capabilities. Refer to the appendix for technical information on storage devices.

### Saving Your Document

Save a copy of your WordPad document on your hard disk using either of the following methods:

1. Method 1: Close WordPad and a Dialog Box will ask if you want to save it. Answer in the affirmative and you will be presented with the Save As dialog box illustrated below.
2. Method 2: Go to the Menu Bar, click on File and then on Save As.



3. To save a document you must tell the computer two things:
  - a. What name to give it, and
  - b. Where to save it.
4. The computer is suggesting the name “Document.rtf”, but please give your document a new name in the “File name:” text box by entering the text “My First File” (without the quotes) at the keyboard. Note: When highlighted text like this appears you do not have to delete it, just start typing and the highlighted text is replaced by what you type.

**CAUTION** – You can use letters, numbers spaces and the following special characters in file names: \$ % - \_ @ ~ ‘ ! ( ) ^ # & + , ; = [ ] { }.

But do not use these characters: / \ : \* ? “ < > . You will see an error message if you enter any of these in a file name.

5. Next, you must tell the computer where to store your document. The Address Bar already has a default location set (in the above case it's set to your Desktop although on your computer it may be Documents or elsewhere). If necessary ask your instructor to assist in navigating to the Documents folder. Then save the document by clicking on the “Save” action button near the bottom of the dialog box. Your document is now saved in that location. You can save a file anywhere on your computer or it's various storage locations including another folder, a floppy disk, a thumb drive, etc. You simply must specify that place in the Address Bar — more on this later on.
6. Close WordPad and return to the desktop.
7. But let's assume you want to move the document to your Beginning Vista folder on the Desktop. If it was saved in the Documents folder then bring up the Start Menu and click on Documents near the top of the black area. If necessary, move the Documents folder over until you can see the Beginning Vista folder on your Desktop. Find your file in Documents and drag it over until the Beginning Vista folder is highlighted and drop it there.
8. Close the Documents folder.

### **Retrieving Files**

To retrieve your file, go to the Desktop and open the Beginning Vista folder. The resulting window shows you all the files stored there. Double click on “My First File” and it will start the Word Pad program and display your file. Close Word Pad. Notice that if you make no changes the WordPad window will simply close. However, if you make a change of any kind (even just putting in an additional space somewhere), then upon closing a Dialog Box will ask if you want to save the change.

### **Examine Other Storage Places**

Click on Start and in the right-half of the Start menu click on Computer. The Computer window shows you all of the storage devices on your computer such as the Hard Drive (Local Disk (C:)), floppy drive (A:) the CD drive. Clicking on one of these will reveal its contents.

Notice that the Navigation Pane (on the left) contains a list of “Favorite Links.”

Let's look inside a typical link.

1. Open the Pictures folder inside of which you will find a "Sample Pictures" folder and perhaps some other picture files or folders.
2. Open the Sample Pictures folder and you may see miniature (thumbnail) versions of the picture files located there.
3. Double click on one of the picture files and a window will open displaying the image. Close the Image Window by clicking on the X. Notice that you are returned to the Sample Pictures folder.
4. Click on the Back arrow to the left of the Address Bar to return to the Pictures folder. Click again to return to the Computer window. Notice that you can use the "Back" and "Forward" arrow buttons to go from folder to folder. This is a common feature of all windows that have Back arrows at the top.

### **Homework 5**

ÿ Review Lesson 5 and read through Lesson 6.