

Beginning Windows 7

Lesson 7

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Lesson 7 –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 Windows 7 is the program “WordPad.” It is a basic word processor¹, and we will use it here.

Basic Functions

Once you have started a word processor there are five basic functions you can perform:

1. Create a new document (or load an existing document).
2. Enter text and pictures the document.
3. Edit and format text and pictures in the document.
4. Print the document.
5. Save the document.

The word processor is much more than a simple typewriter. It creates documents just like a typewriter, but it can do much, much more. It automates just about everything you do to create a document except for entering (i.e.

¹ More sophisticated features are available in the Microsoft Word or Open Office Writer programs.

typing) the text and/or other materials such as pictures or illustrations that are to become part of the document. When properly configured, the word processor provides all of the formatting required for creating a highly organized and pleasing document. All you do is enter the text and any figures or illustrations you need.

Entering Text

Or, as we used to say, “typing.” One thing a word processor cannot do is the typing. You still have to do that yourself. So, please take the time to learn to type by touch. If you are not a touch typist, then try one of the many computer programs, classes or self-help materials that are available. Otherwise, most of your time will be consumed using the old “hpc” system (hunt, peck and cuss!).

You enter text much as you would with any typewriter, with just a couple of exceptions. Word processors will automatically “word wrap” when you get to the end of a line. In other words, you don’t have to press the “carriage return” key like you would on a typewriter. When the word processor senses that the next word will exceed the right margin, it automatically creates a new line and moves that word to the beginning of that line. Thus, you simply keep right on typing until you reach the end of a paragraph. At that point you press the “Enter” or “Return” key to indicate the end of a paragraph. This causes the word processor to insert an invisible “end of paragraph” symbol at that point in the document and then drop down to the beginning of a new line that is actually the beginning of a new paragraph

The Insertion Point

Another important concept is the “Insertion Point” (or Insertion Mark). With a typewriter you can see the paper and the place where the print head (or carriage) is positioned, so you know exactly where the next character will appear when you press a key. On the computer screen the next character you type is inserted where you see a blinking vertical black line. It looks a bit like this: |

Immediately after typing a character, the insertion point moves one character space to the right (unless you are exactly at the right margin where it will move down to the beginning of the next line).

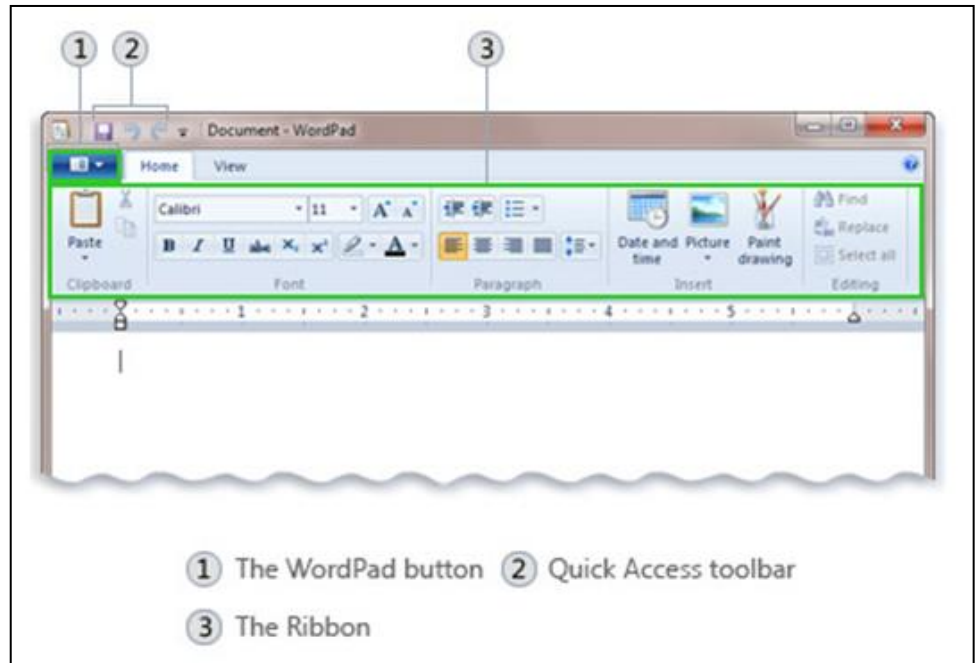
Notice that the insertion point can be moved (within the text part of the screen) by using the mouse or the arrow keys on the keyboard. If, for example, you want to add text to a paragraph that you had already entered, use the mouse or

arrow keys to position the insertion point inside the paragraph then make your changes. When using the mouse in the text area of the word processor you must first position the mouse pointer (which looks like a large capital “I”) and then click the left button to move the insertion point.

Exercise 7 — WordPad

Starting WordPad

Click on Start, select All Programs and when the list appears click on Accessories to expand its menu. Slide the pointer down and click on WordPad and the WordPad window will appear as illustrated here. The program name “WordPad” appears in the Title Bar, and next to it is the temporary file name (“Document”) that WordPad initially



assigns – you can change it to a more informative name when it comes time to save the file. The area at the left end of the title bar is referred to as the Quick Access Toolbar.

The WordPad Button opens up a drop-down menu with actions such as Open a file, Save a file, Print, etc. The Quick Access toolbar

To save a lot of typing you will find a “Sample Letter” document in your Beginning W7 folder on the desktop. Double click on the folder and then double click on the file “Sample Letter”. This will open WordPad and display the document.

1. Here we examine the various parts of the WordPad window.
 - a. At the very top of the WordPad window is the ***Title Bar***. The file name of the current document (Sample Letter.rtf) is shown to the left of WordPad.

- b. Below the Title Bar is the **Menu Bar** with three choices at the left end. The first item opens a list of things you can do with the document such as Save it, change the page layout and several other functions not covered here. Clicking on the Home or View tab displays the associated “Ribbon.”
 - c. Below the menu bar is the Ribbon area. WordPad always starts with the Home ribbon selected.
 - d. Below the ribbon area is the **Ruler**.
 - e. Below the ruler is the **Text Area**. Here you enter, edit and format the text.
2. 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 Font and Paragraph sections of the Home ribbon show you the format of text where the Insertion Point is located. Have a look at the Font area (with the Insertion Point at the very top of the text area). Here you can “read” the text format as follows: The font is Times New Roman, 10 point (points are a printing term equal to 1/72 of an inch) and boldfaced. Look in the Paragraph area and see that the text is aligned against the left margin. Hover the mouse over each icon on the ribbon for a tip as to its function.
 - b. 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 line beginning with “Dear Mom ...”. Look at the Font area and you’ll see that the format is Times New Roman, 11 point. In the Paragraph area notice that the text is aligned left.
3. Scroll throughout the document and click to place the insertion point in the various paragraphs. Observe their format in the Font and Paragraph sections of the Home ribbon.
4. Try changing the format of some text:
 - a. Select (or Highlight) a single word by double clicking on it then go to the Font area and click on B (for boldface). Notice that the word

becomes boldfaced. Click on B again and it will un-boldface. Experiment with the other Font formats, but be aware that the word must remain selected for any changes to take place. Click outside the word to unselect it.

- b. Triple click in a paragraph and notice that the entire paragraph becomes selected. Try other Font changes and observe what happens. Click anywhere outside the paragraph to remove the selection.
5. 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.
 6. Experiment with the icons in the Insert section of the ribbon. Notice that you can insert pictures, date and time, and other objects into your document. Be aware that these objects always get inserted where the Insertion Point is located.
 7. Try the powerful and forgiving “Undo” feature by either clicking on the Undo icon in the Quick Access area or use the keyboard shortcut Ctrl-Z. Notice that you can quickly undo each of the prior changes you have made to the document.
 8. 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. You can print it by first clicking on the WordPad Button (upper left corner) then select Print options from the drop-down menu.

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

Homework 4

- Review Lesson 7.
- If you have access to a computer experiment with opening WordPad or Word and entering, formatting and printing text. The best way to learn is to simply try things out. You'll quickly get onto the scheme of things.
- Preview Lesson 5.