

Beginning Windows XP

Lesson 6

Lesson 6 – More Word Processing & Files	1
Introduction.....	1
Exercise 6 — Entering, Formatting, Saving and Retrieving Text.....	1
Entering Text	1
Formatting Text.....	2
Documents & Storage Devices.....	2
Saving Your Document.....	3
Retrieving Files	4
My Computer.....	4
Homework 6.....	5

Lesson 6 – 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 6 — 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

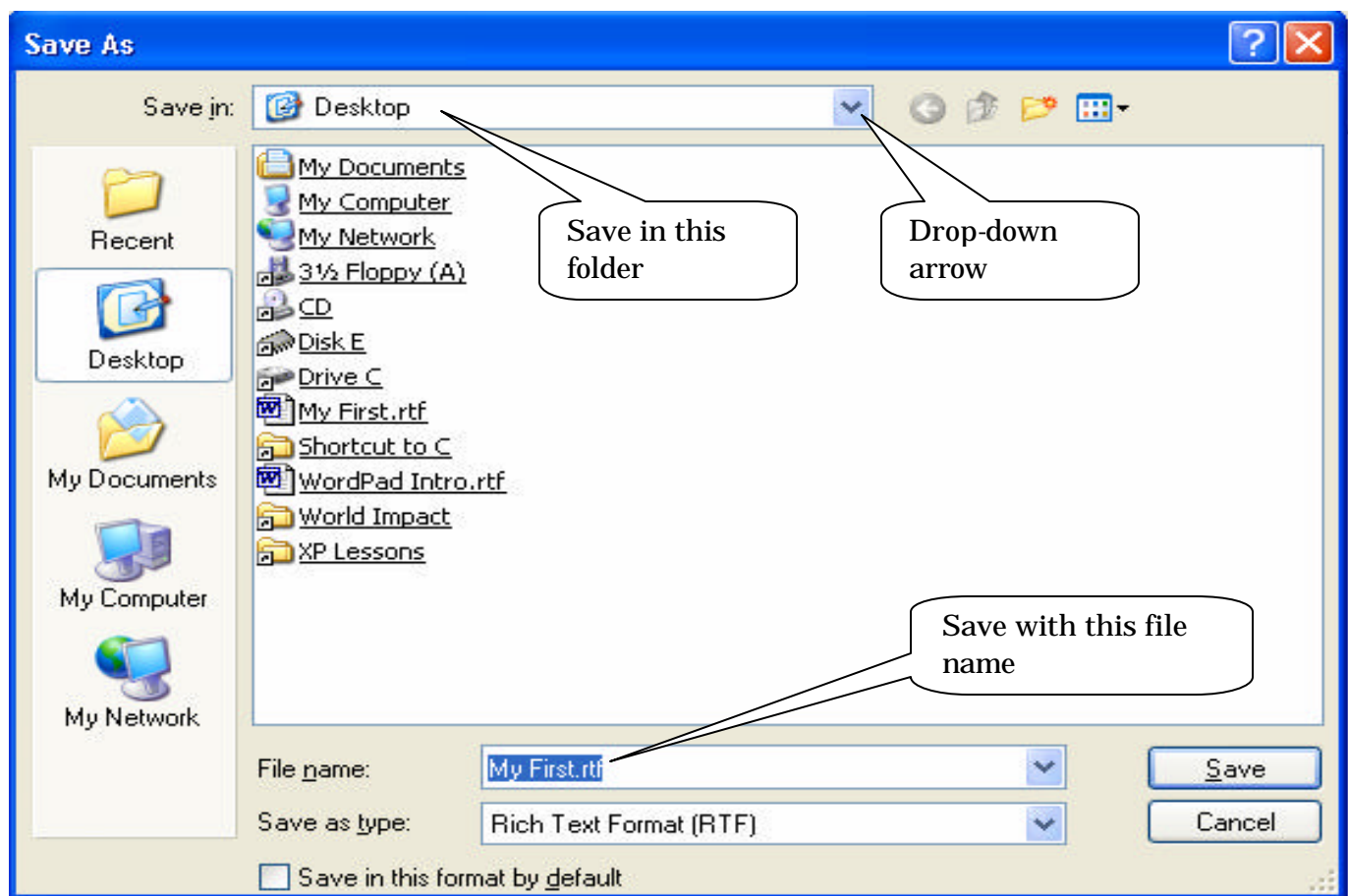
Your current document resides in the computer’s memory while you work on it. The computer memory is “Volatile” which means it forgets everything once you turn power off (or exit the program without saving the document). To retain a copy of your document you must save it on a “Non-Volatile” storage medium. 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 a Floppy Disk Drive and a the newest type is sometimes called a Flash Memory Drive (or Thumb Drive).

These devices all have different storage capacities and capabilities. Refer to the appendix for further information on storage devices.

Saving Your Document

Save a copy of your WordPad document on your floppy disk as follows.

1. At the Menu Bar, open the Save As dialog box by clicking on File and then on Save As. You will see a window similar to that illustrated below. To save a document you must tell the computer two things:
 - a. What name to give it, and
 - b. Where to save it.



Near the bottom of the Save As window you will see a box labeled “Filename,” and a default name will appear highlighted in the box.

2. Give your document a new name by entering this at the keyboard: My First File. Notice that when you start to type, the default name disappears and 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.

3. Next, you must tell the computer where to store your document. At the top of the window is the “Save In” box with the default location set to Desktop (or perhaps My Documents). However, we want to save the document on a floppy disk, so click on the drop-down arrow at the right end of the box, then click on Floppy Disk A: (or Removable Disk A:, or perhaps 3 ½ Floppy A:) If you haven't inserted your floppy into the drive you may see a popup message requesting you to do so. Now click on the “Save” action button near the bottom of the window. Your document is now saved on the floppy disk.

4. Close WordPad and return to the desktop.

Retrieving Files

How would you retrieve your document upon returning to the computer with your floppy disk? This exercise will introduce you to the XP filing system and show you how to access files on the floppy or elsewhere.

My Computer

1. At the desktop double click on the My Computer icon. On the resulting display click on the floppy (A:) icon. A new window will open showing you the file(s) stored on the floppy. (Notice the title bar displays “A:” indicating that this window is for the A: drive which is the floppy disk.)
2. Double click on My First File.rtf and the computer will automatically start WordPad and open the My First File document.
3. Close WordPad. Notice that you are returned to the A: window.
4. To return to the previous window (My Computer) click on the word “Back” in the upper left Toolbar corner of the A: window. This takes you “back” to where you came from.

5. Notice that “Back” is now **greyed out** because you cannot go any further back. Hover the mouse over the green outlined arrow just to the right of “Back,” and a **tool tip** will pop up notifying you that you can go forward to the floppy window. The Back and Forward buttons let you navigate up and down chains of file folders.

The My Computer window shows you all of the storage devices on your computer such as the Hard Drive (Local Disk (C:), the CD drive, etc. It also displays **file folders** (or just “folders”). Folders are simply places on the Hard Drive or other devices where documents (or even more folders) are stored. They can be documents (or files) of any type such as text, pictures (images), music, and even videos if your computer is so equipped.

Let’s look inside a typical folder.

1. At the Desktop double click on the My Documents folder. This displays all of the documents stored in this folder. Notice that the folder can contain individual files as well as other folders (these could be termed sub-folders).
2. Double click on the My Pictures folder. A new window appears showing you the contents of the My Pictures folder (in this case picture or image files).
3. Double click on one of the image 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 My Pictures folder.
4. Click on the Back icon on the Tool Bar to return to the Documents folder.

Remove the floppy and give it to your instructor. It will be returned to you at the next lesson.

Homework 6

- ÿ Review Lesson 6 and read through Lesson 7