

MS Word Pad:

Page #1

To Open word pad.

Click **START, PROGRAMS, ACCESSORIES, WORD PAD**

A blank Page is open with the cursor flashing.

Page setup:

click: FILE, PAGE SETUP,

- Select: (portrait or Landscape)
- Set the Margins!

Using the FORMAT BAR.

Set up the fonts!

By clicking the down arrow in the *Font Name window*, on the *Format Bar*, all the available Fonts on your system are visible. Highlight the one You want to use. *Click on it!*

Next to the NAME Window is the **Font size** window.

Click the down arrow, which will expose the available sizes. *Select one!*

The Font formatting Buttons.

By highlighting any TEXT, then clicking the "B" button. The highlighted text will have **BOLD** letters.

"I" button. The Text will have *Italic* letters

"U" button. the whole text will be underlined.

"Acolor" button exposes an array of colors for you to chose from.

The Justification buttons.

- 1) Left Page
- 2) Mid page
- 3) Right page

The Bullet Button.

When the cursor is flashing in a particular line, pushing that button

- will put a **Bullet in front of that line.**