

# MS Word Pad:

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## The Tool Bar

- #1 Button is used to start a new Document.
- #2 Button opens an existing Document.
- #3 Button lets you save a document "AS"
- #4 Button sends your Document to the Printer
- #5 Button lets you see a Print Preview
- #6 Button Helps find a word or Phrases
- #7 , #8 , #9 and #10 are editing Buttons which will be usable when something is Highlighted or on the Clipboard.
- #11 Button inserts the date and time where ever the Curser is flashing.

## The Menu Bar

Click the individual Menu's to find exactly what they will do, Included are the Keyboard Shortcuts on the right side of the Pulldown menu.

### • File menu

(New, Open, Save, Save as) (Print, Print Preview, Page setup.) (these are shortcuts to the documents you have worked on)

(Send) lets you send the Document via Email direct. (Exit)

### • Edit Menu

This menu lets you Edit any Highlighted Text or Inserts.

(Undo) (Cut, Copy, Paste, Past Special, Clear, Select all)

(Find, Find next, Replace) (Links, Object properties, Object)

### • View Menu

(Toolbar, Format Bar, Ruler, Status Bar) (Options)

### • Insert Menu

(Date and Time, Object)

### • Format Menu

(Font, Bullet style, Paragraph, Tabs)

### • Help Menu

(Help Topics, About Word pad)

About word pad shows the Program Version and Licensed to, also the physical memory available

to Windows and the % free Resources on the PC.