

Welcome to
Computers for ESL Students,
2nd Edition: Windows XP Version



Lesson 4: Creating a Document in WordPad

[Return to the Welcome to Computers for ESL Students web page](#)

Lesson Objectives

■ Computer Objectives:

- ▲ Use the computer keyboard
- ▲ Use WordPad

■ Language Objectives:

- ▲ Discuss using WordPad and the keyboard
- ▲ Describe how to use WordPad and the keyboard
- ▲ Use computer language to talk about how to create a document

Concept 4.1

The Computer Keyboard

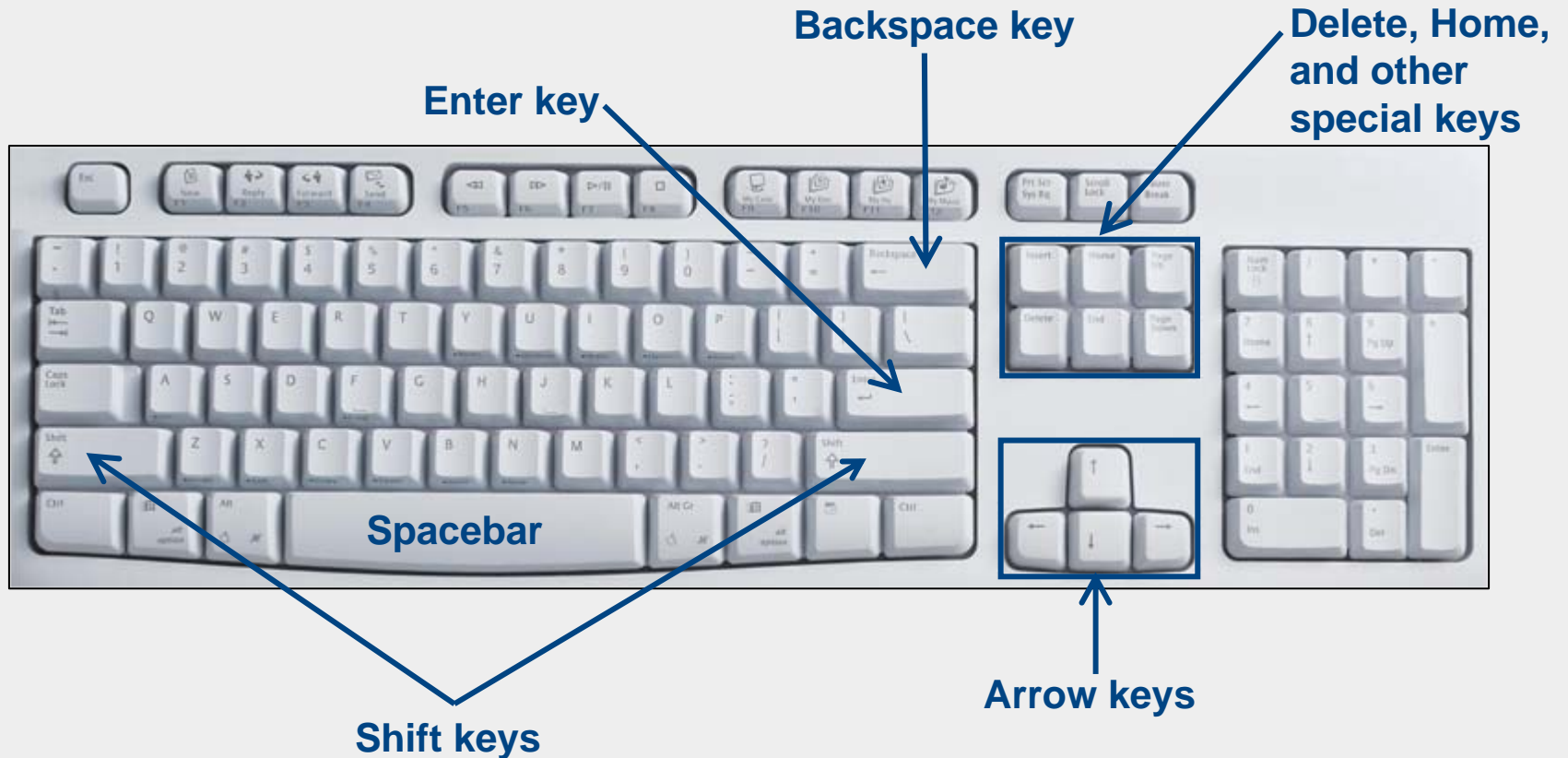
- You use the computer keyboard to type text



Concept 4.1

The Computer Keyboard

- These are important keyboard keys



Concept 4.2

Using the Keyboard

- The best way to learn to keyboard is to take a class

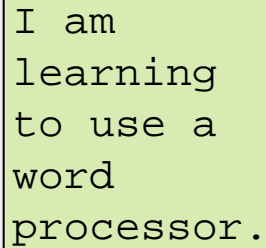
The F and J keys have small bumps



Concept 4.3

Word Processing Programs

- Word processing programs help you write on the computer



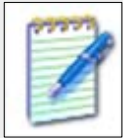
I am
learning
to use a
word
processor.

Concept 4.3

Word Processing Programs

■ WordPad

- ▲ Simple program that comes with Windows



■ Word

- ▲ A powerful program you must pay for

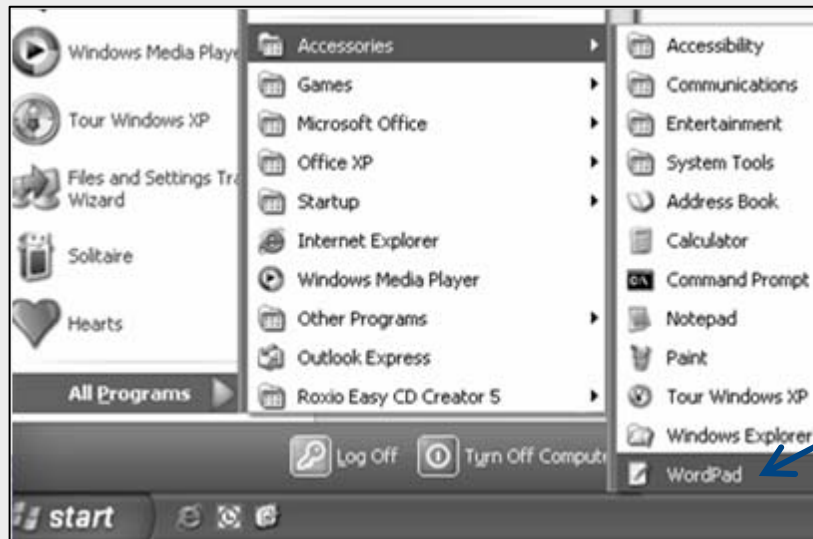


Concept 4.3

Word Processing Programs

■ This is the command for starting WordPad:

▲ Start → All Programs → Accessories → WordPad



Concept 4.4

Typing on the Computer

- Type on the computer with the keyboard



- Everything you type appears at the cursor position



Concept 4.4

Typing on the Computer

■ Word Wrap

- ▲ When you reach the end of a line, the computer automatically puts the next text words you type on the next line

Computers help us with our work. They
can help us find information. Computers
can also help us to learn English.

 **Word Wrap**

Concept 4.4

Typing on the Computer

- The Enter key starts a new line wherever the cursor is



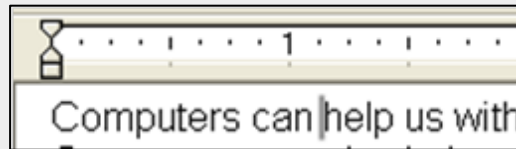
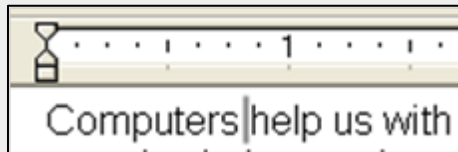
- The spacebar is used to make a space between words



Concept 4.5

Inserting Text

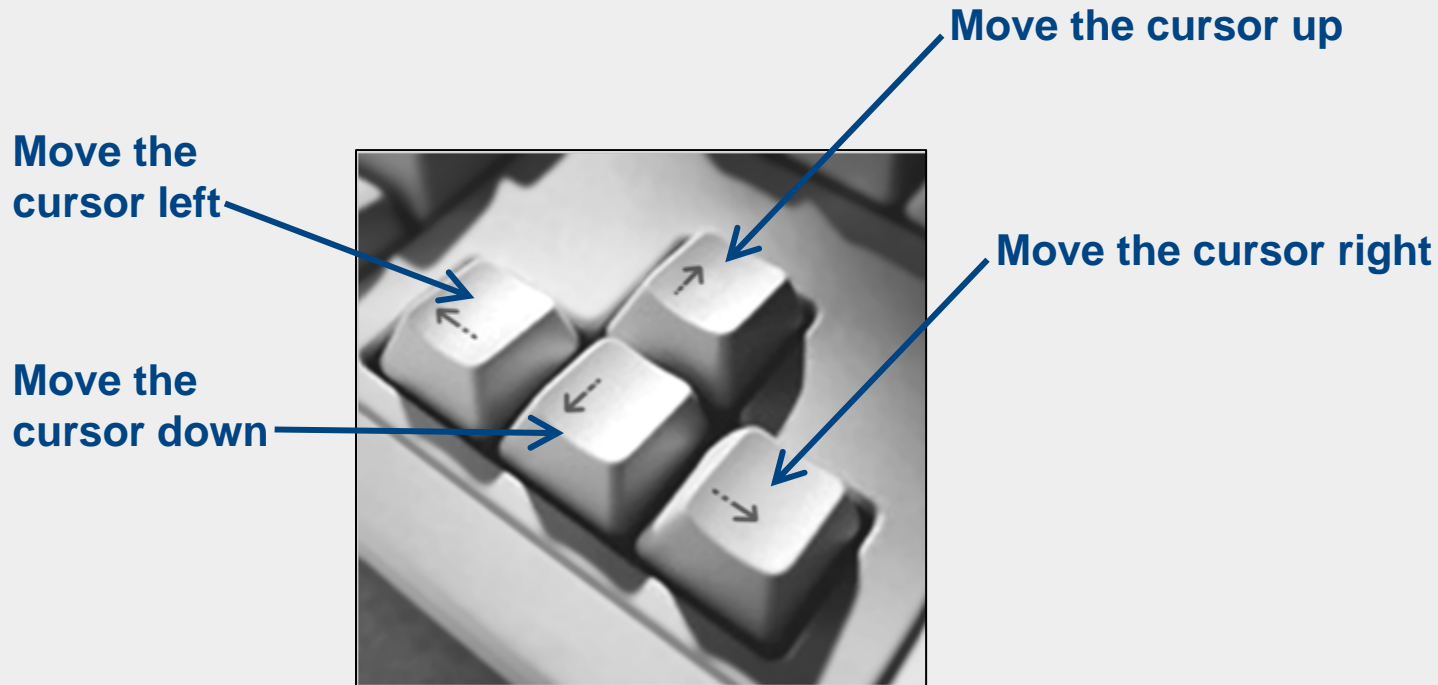
- Insert text by putting the cursor where you want and then typing text



Concept 4.5

Inserting Text

- You can also move the cursor with the Arrow keys



*Each time you tap an arrow key,
the cursor moves once in that direction.*

Concept 4.6

Deleting text

■ You can delete (remove) text by using

▲ Delete

or

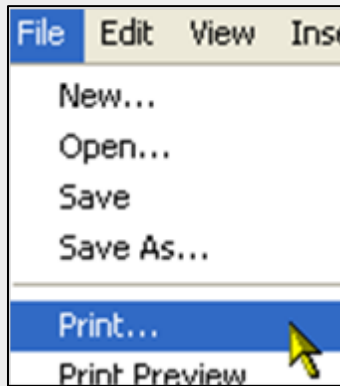
▲ Backspace



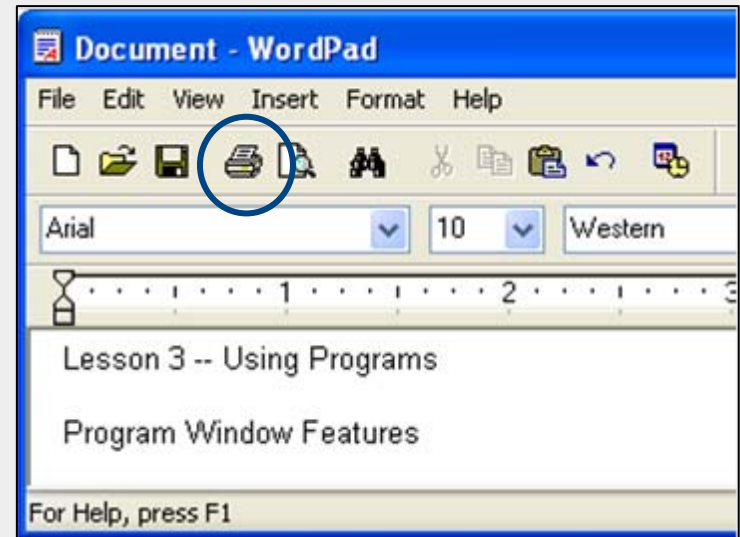
Concept 4.7

Printing Your Work

- Use the File → Print command



- Use the Print button on the toolbar



Concept 4.7

Printing Your Work

- The computer sends your document to the printer, and the printer puts it onto paper



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