

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



Lesson 5: Doing More with WordPad

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Lesson Objectives

■ Computer Objectives:

- ▲ Save a file
- ▲ Name a file
- ▲ Format and align text in various ways
- ▲ Add bullets to a list

■ Language Objectives:

- ▲ Describe saving and naming files
- ▲ Describe how to format and align text
- ▲ Tell a partner how to perform tasks learned in this lesson

Concept 5.1

Highlighting Text

- To change the format of text, you must highlight it first

It is fun to change the format of my text. It makes my work look better. Formatting also makes my words more interesting and easy to read. I can show which words are important.



Highlighted text has a blue background.

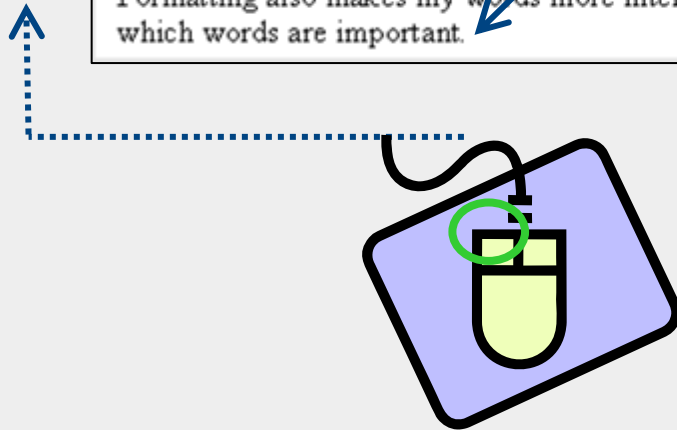
Concept 5.1

Highlighting Text

- To highlight text, drag the mouse

Click to the right of the text
you want to highlight

It is fun to change the format of my text. It makes my work look better.
Formatting also makes my words more interesting and easy to read. I can show
which words are important.



It is fun to change the format of my text. It makes my work look better.
Formatting also makes my words more interesting and easy to read. I can
show which words are important.

The text is highlighted

Concept 5.2

Formatting Text

- Format text to make it look better

Font Examples

Times New Roman This
size is 24 pt.

Arial Black This
size is 32 pt.

French Script *This size is 18 pt.*

Papyrus This size is 20 pt.

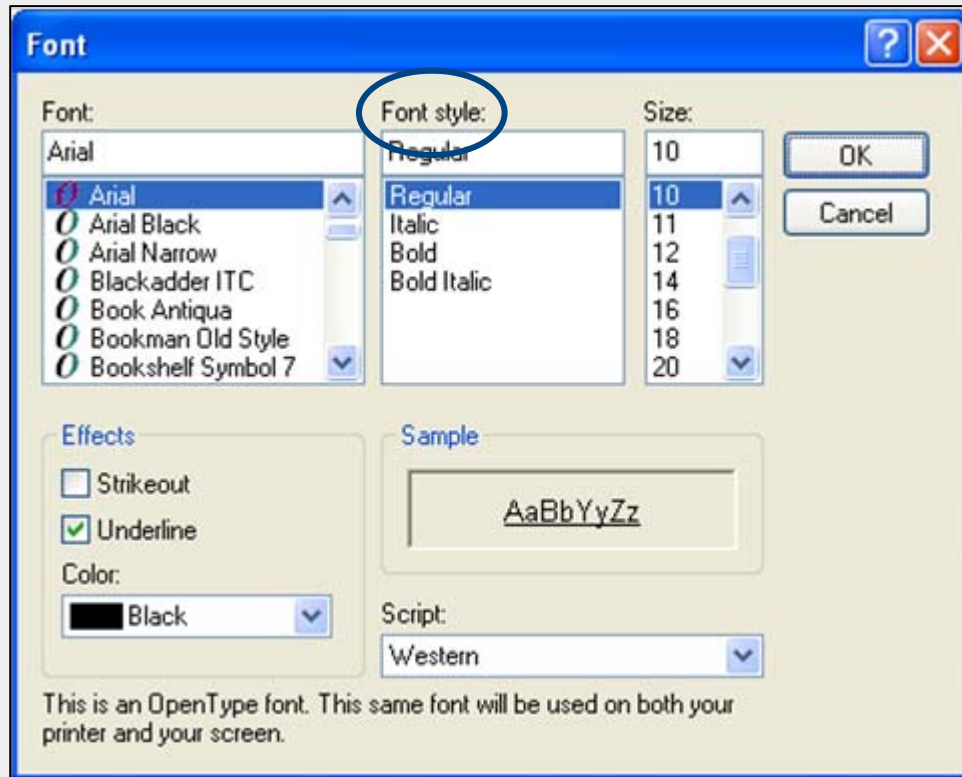


*One way of formatting is
to change the text font.*

Concept 5.2

Formatting Text

- You can also change the font style

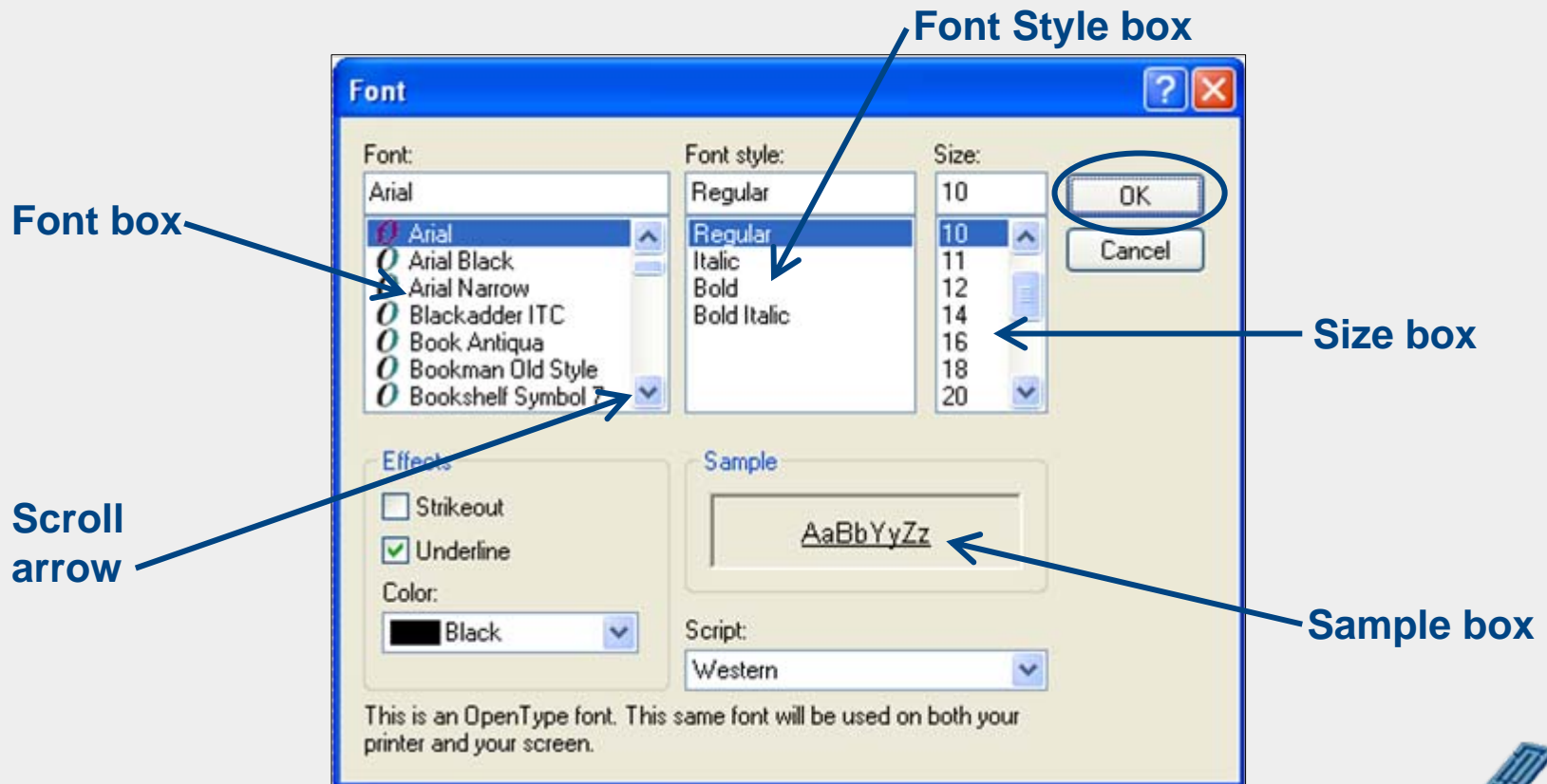


WordPad's Font dialog box

Concept 5.2


Formatting Text

■ WordPad's Font dialogue box



Concept 5.3

Adding Bullets

 Use the Bullets button on the toolbar to add bullets to make text look more like a list

Days of the Week

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Days of the Week

● Sunday

● Monday

● Tuesday

● Wednesday

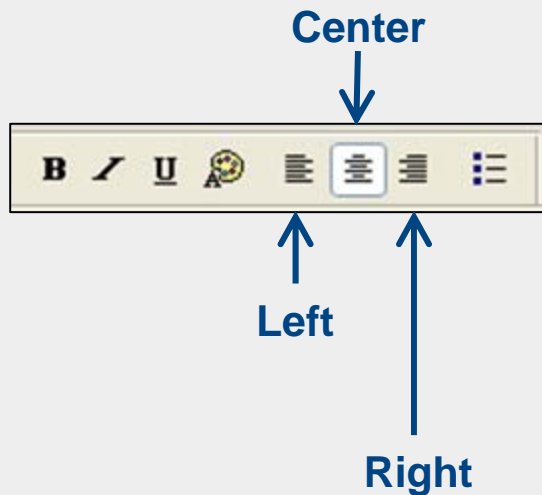
● Thursday

● Friday

Concept 5.4

Changing the Alignment

- Choose the text alignment by choosing an alignment button on the toolbar



Concept 5.5

Saving Your Work

■ Save your work to a USB drive

- ▲ So you can move your work from one computer to another



Concept 5.5

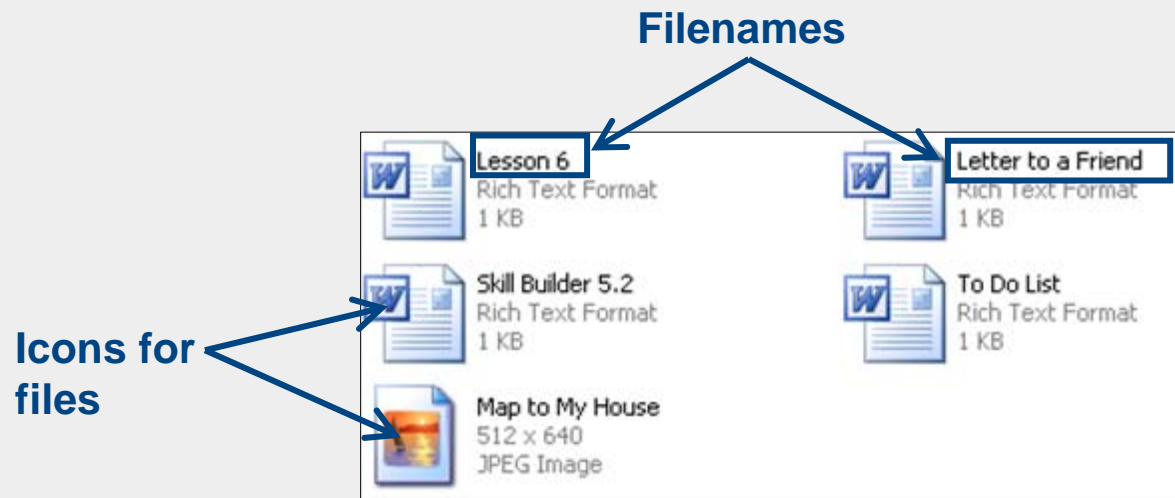
Saving Your Work

- Your work on the computer is saved in a package called a “file”

- ▲ You must give each file a name



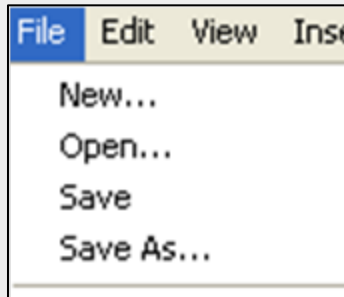
The process of creating a file is called saving.



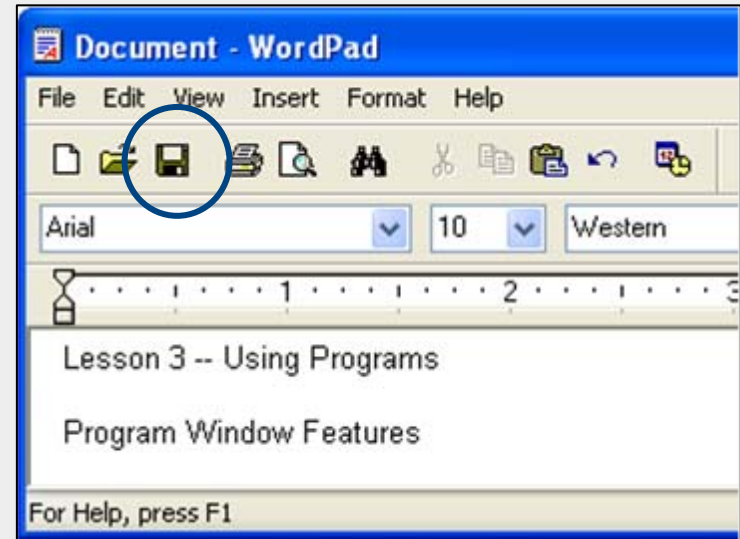
Concept 5.5

Saving Your Work

- Use the File → Save As command



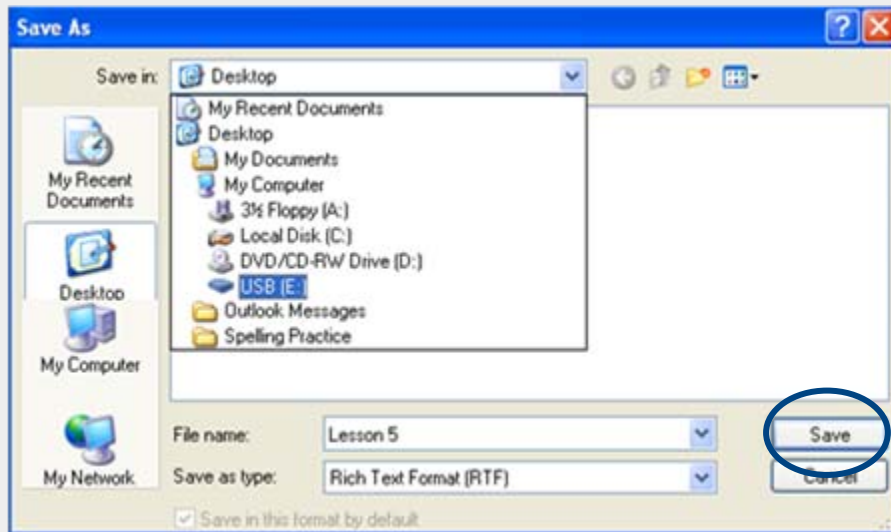
- Click the Save button on the toolbar



Concept 5.5

Saving your Work

- Chose where to save your file



Save your file with a name you will remember later

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