

# Welcome to **Windows 7**



## Lesson 3: Working with a Program

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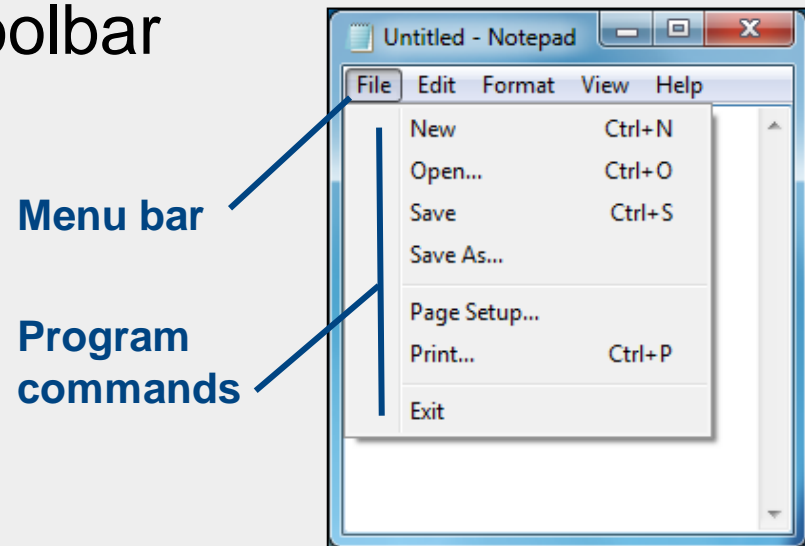
# Working with a Program

## ■ In this lesson, you will:

- ▲ Use common features found in drop-down menus, on toolbars and ribbons, and on scroll bars
- ▲ Use the mouse effectively as the appearance and function of the mouse pointer changes
- ▲ Type and edit text
- ▲ Cut, copy, and paste text and pictures
- ▲ Save files and copies of files on the internal hard drive or on a USB flash drive

# Using Program Commands

- Program commands have *traditionally* been accessed from a series of drop-down menus on a menu bar or command buttons on a toolbar



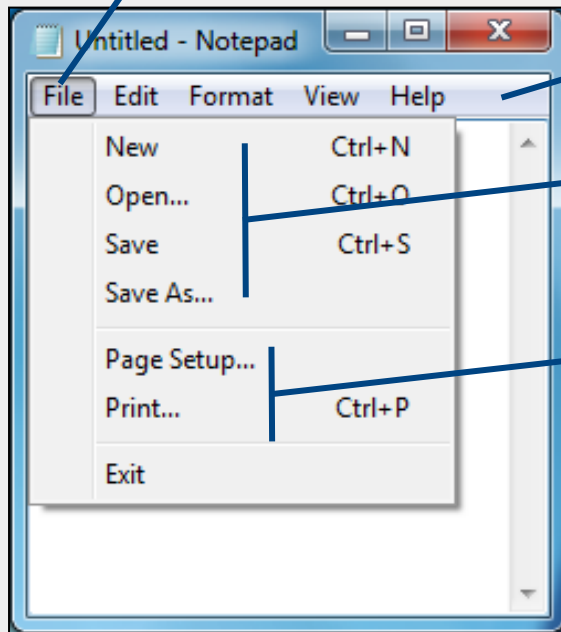
- Win 7's versions of WordPad and Paint both use the newer *ribbon* feature to display commands



# Similarities in Program Menus

## ■ File menu in Notepad and Paint menu in Paint:

The File menu button and Paint menu button look different, but the menus have similar commands

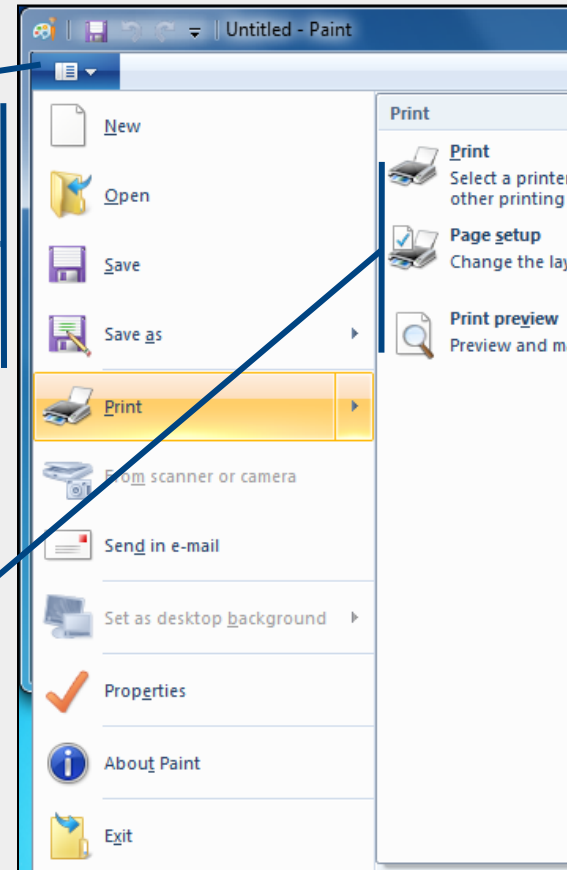


Notepad's File menu

Menu bar

File commands

Print commands



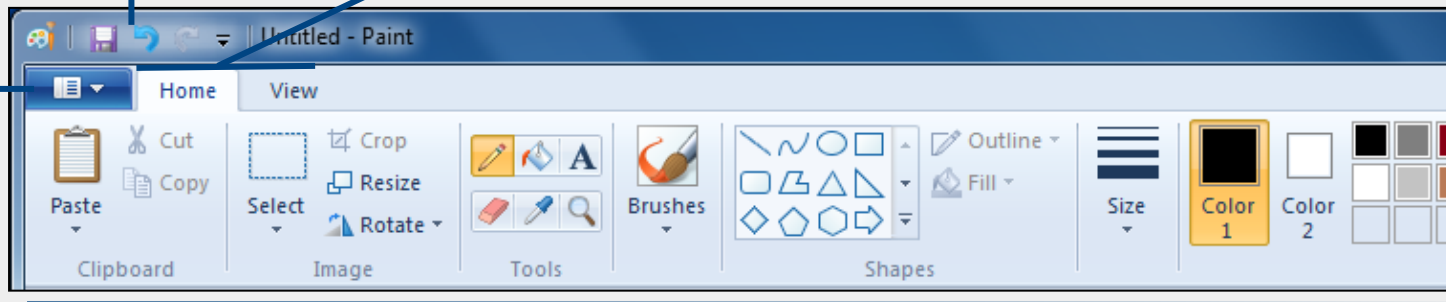
Paint's Paint menu



# Commands in Programs with Ribbons

- Win 7's Paint and WordPad programs use ribbons

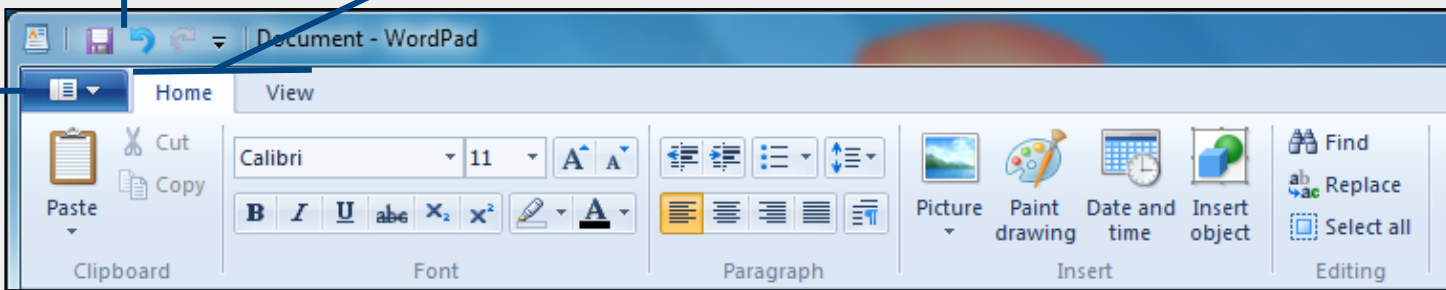
Quick Access toolbar      Ribbon tabs



Paint menu button

Paint ribbon

Quick Access toolbar      Ribbon tabs



WordPad ribbon

WordPad ribbon



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# Saving Your Work

- The computer does not save your work unless you command it to do so
- You must save your work on a permanent storage device, such as a hard drive or a USB flash drive, to keep it from being erased

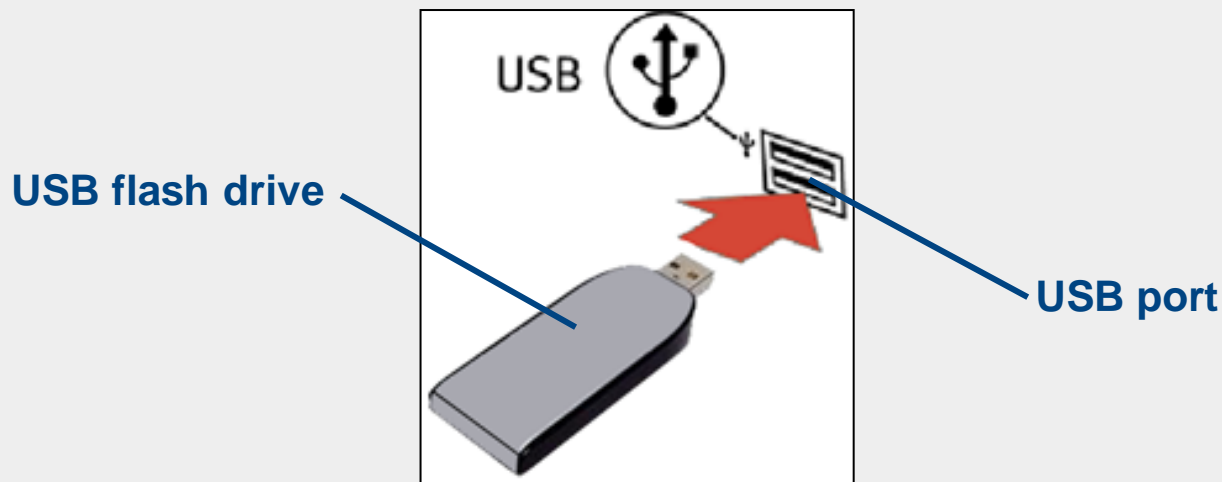


# Saving Your Work

- Win 7 needs to know two things the first time you save your work:
  - ▲ What do you want to call it?
  - ▲ Where do you want to store it?
- Files and Folders
  - ▲ File—A collection of data stored with a name
  - ▲ Folder—An electronic location in which you store related groups of files

# Choosing a Storage Location

- Most Win 7 programs direct you to a predetermined location (folder) on the internal hard drive
- You can choose a different location:
  - ▲ A different folder
  - ▲ A different drive, such as a USB flash drive





# Creating a Filename

- The first time you store data, it must be given a filename
- The filename must follow Win 7's naming conventions (rules)

Convention	Description
Filename length	Up to 255 characters
Allowed characters	All alphanumeric characters except those reserved
Reserved characters	\ ? * < " : > /
Reserved words	aux, con, prn

# Using Save As Versus Save

- Save an existing file with a different name

- ▲ Leaves the original file intact

- Save an existing file to another location

- ▲ Filename can be the same or different



You can choose a different location

# Using the Work Area

## ■ Mouse Pointers

- ▲ The *appearance* of the mouse pointer changes when the *function* of the mouse pointer changes



**Normal**



**Text selection**



**Precision selection**



**System busy**



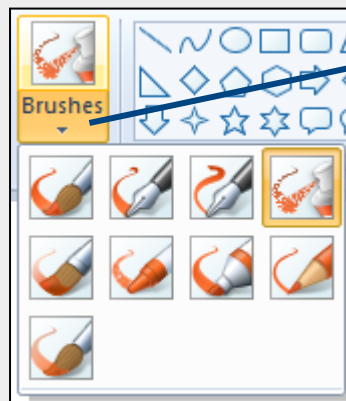
**Move**



**Vertical resize**

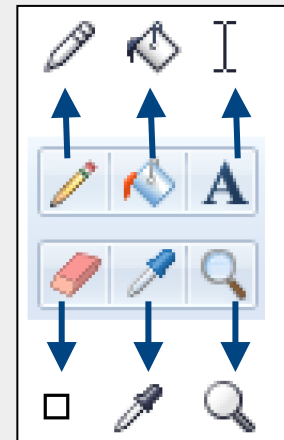
# Tool Galleries

- A gallery is a collection of tools or options.
  - ▲ Tools in a gallery may be shown in full view, partial view, or hidden from view



The Brushes gallery is hidden and displayed using the drop-down arrow ▼ button

The Brushes gallery



Mouse pointers change



*New users will find it easier to use the ribbon if the window is maximized. Some tool groups and galleries compress to become only buttons as a window is made smaller.*

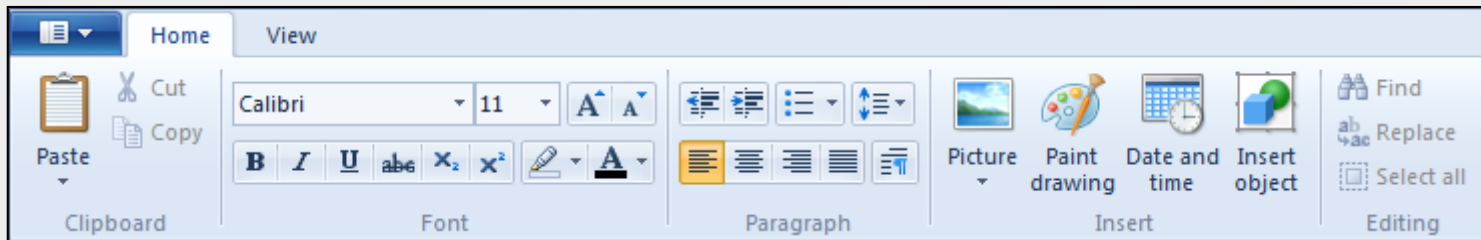


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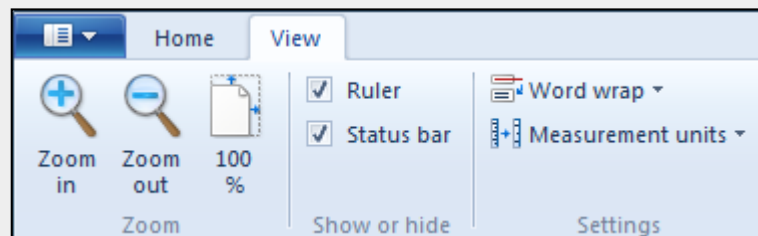
# WordPad Ribbon

- WordPad has two tabs on its ribbon
  - ▲ Each tab is divided into command groups
  - ▲ Ribbon commands are often called “tools”

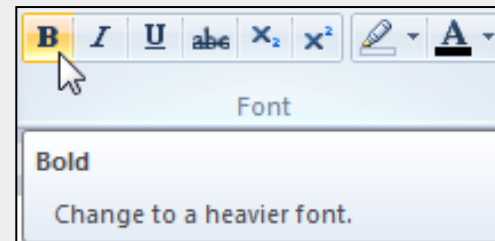


Home tab

Insert command group



View tab

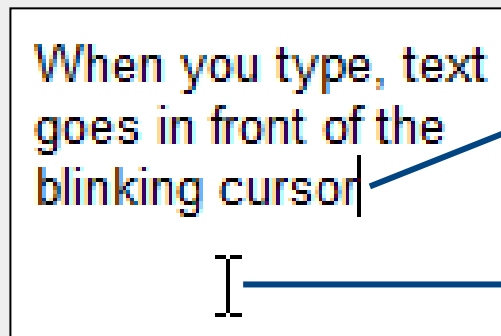


ScreenTips identify tools



# Typing with WordPad

- New users can be confused in word-processing programs by what appears to be two cursors:
  - ▲ Cursor—Where text appears as you type
  - ▲ Mouse pointer (can be most anywhere you point)—Used to move the cursor



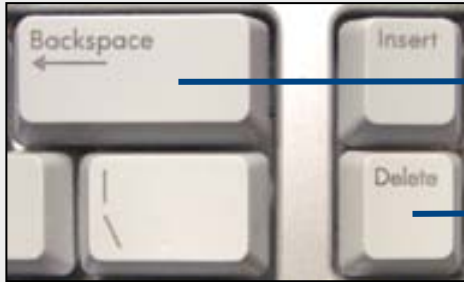
Cursor



*The cursor is also called the insertion point.*

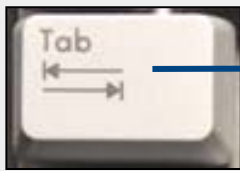
Mouse pointer

# Special Keys on the Keyboard

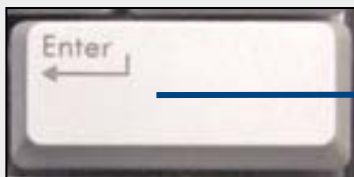


Erases text to the left of the cursor

Erases text to the right of the cursor



Moves the cursor right to the next half-inch mark on the ruler



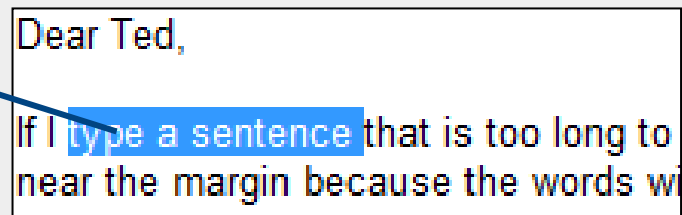
Ends a paragraph and moves any text below or to the right of the cursor down one line

# Editing Text

- Text must be *selected* before it can be edited (changed)

Selection Procedure	Result
Drag with mouse	☐ Selects a letter, a word, a sentence, or a paragraph
Double-click	☐ Selects a word
Edit ☐ Select All	☐ Selects an entire document

**WordPad highlights the selected text**

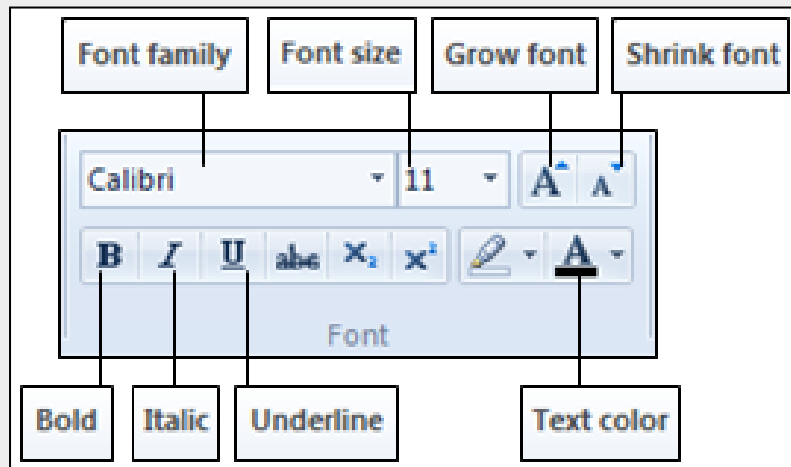


Dear Ted,  
If I type a sentence that is too long to  
near the margin because the words wi

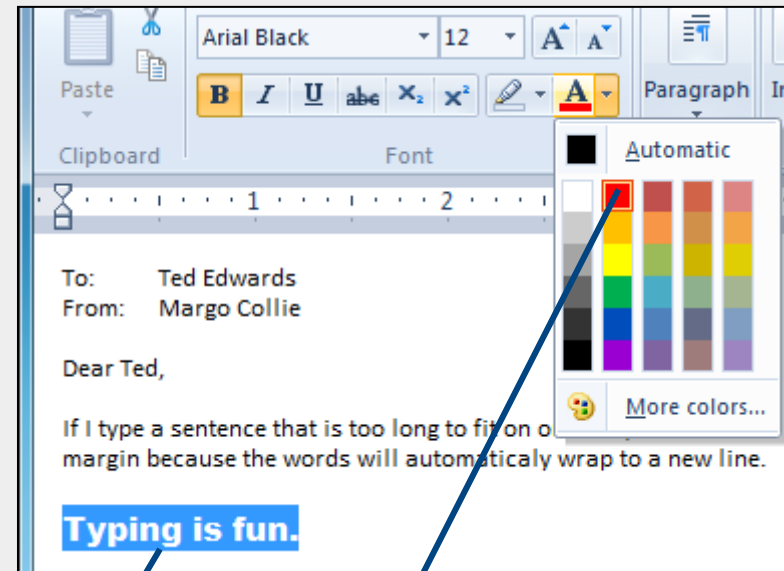


# Formatting Text

- Includes choosing font family, font size, grow and shrink font, style (bold, italic, underline), and text color.



Tools (commands) in the Font group



Selected text

When red is chosen, the selected text will change color

# Using Cut, Copy, and Paste

- **Cut**—Deletes selected object and places a copy of it on the Clipboard
- **Copy**—Places a copy of selected object on the Clipboard without deleting it
- **Paste**—Inserts a copy of last object cut/copied at the cursor location

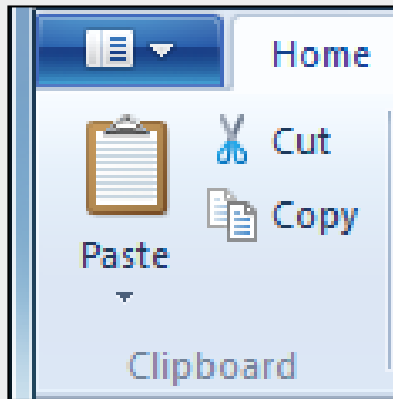


*Use Cut and Paste together to move text and other objects from one place to another (same or different program).*



*Use Copy and Paste together to copy text and other objects from one place to another (same or different program).*

# Using Cut, Copy, and Paste



The Cut, Copy, and Paste commands are found in the Clipboard group on the Home tab



*Move selected text by dragging and dropping the selected text at a new location. Copy selected text by dragging and dropping the selected text at a new location while holding down the **Ctrl** key.*

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