CHAPTER 3

Windows Programs

Famous Americans

- George Washington
- Abraham Lincoln
- Pocahontas
- Martin Luther King
- Susan B. Anthony
- Thomas Jefferson
- Rosa Parks
- Cesar Chavez
- Thomas Edison
- Crazy Horse

Page 1 of 1   23 words
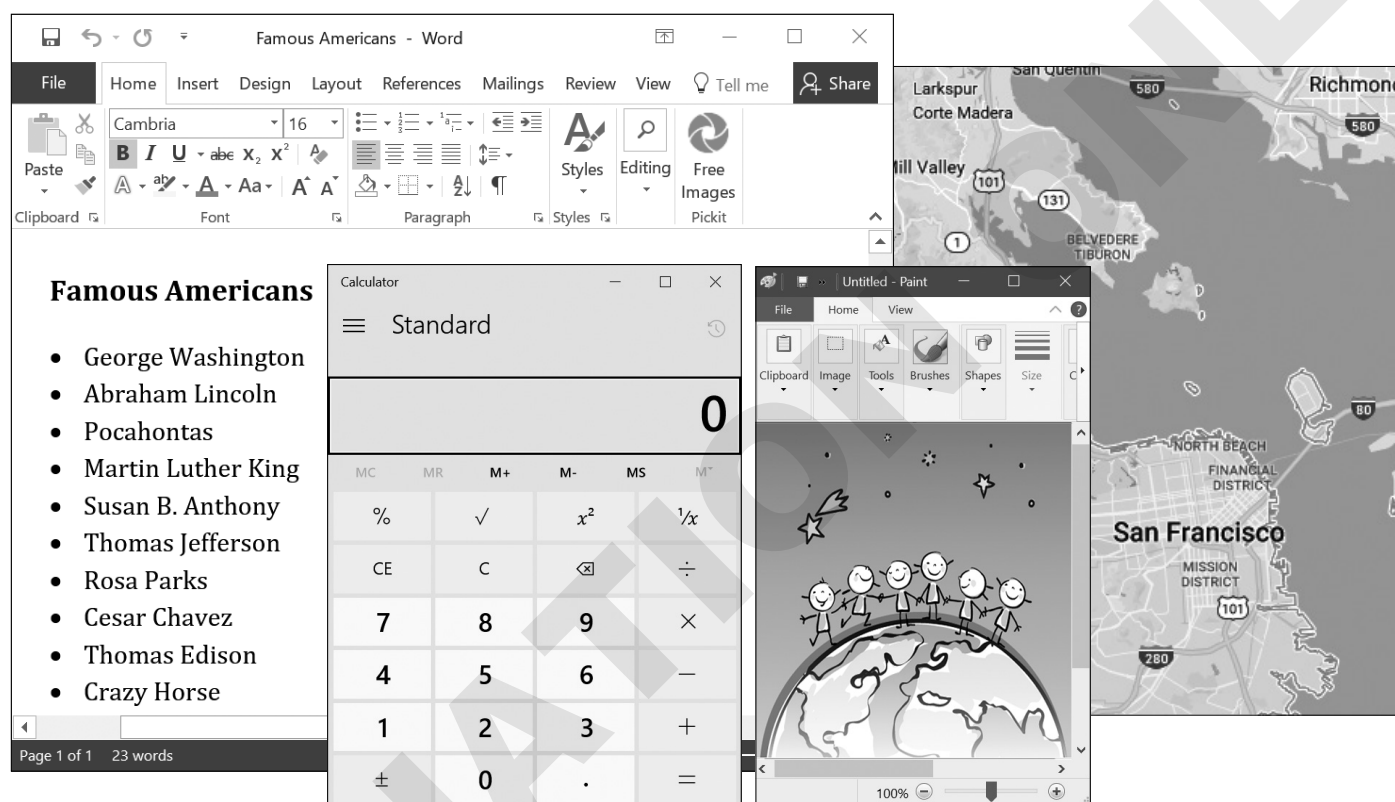
Computer Objectives

- Use computer hardware and software

- Use a program Ribbon

- Open a dialog box and work with a drop-down list

- Draw a picture in the Paint program

- Use the Calculator program

- Play a computer game

Language Objectives

- Use vocabulary words to describe parts of different programs

- Use computer verbs to describe actions you can do with different programs

- Talk with a partner about drawing a picture in the Paint program

- Talk with a partner about the different kinds of tasks you can do with programs

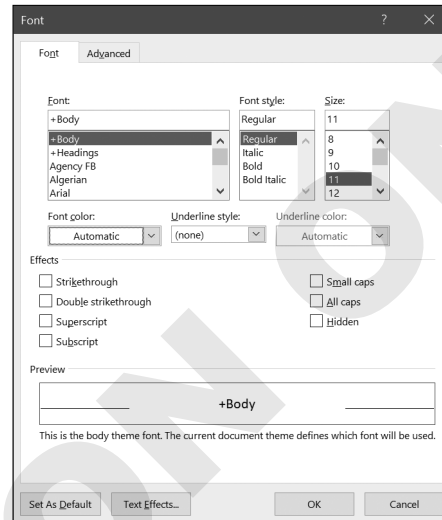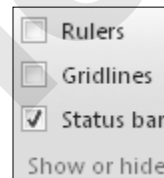*Learning Resources:* **labyrinthelab.com/silver**

Vocabulary

Picture Dictionary — Nouns

A **noun** is the name of a person, place, or thing. The following nouns are introduced in this chapter:
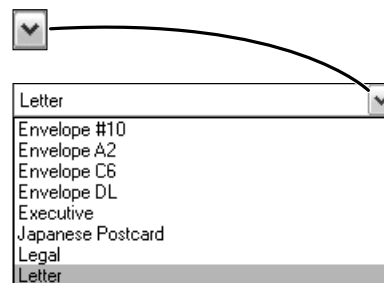
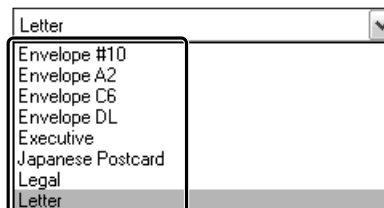1. **Dialog box –** A window with boxes you can click to select what you want

2. **Checkbox –** A box you can click to select an option you want

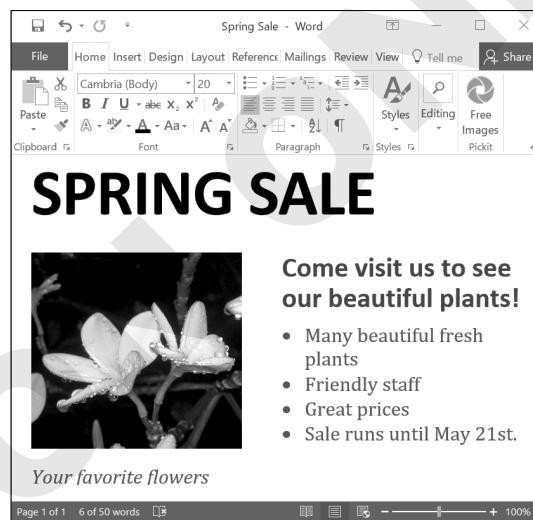3. **Drop-down list arrow –** An arrow you can click to make the drop-down list menu appear

4. **Drop-down list menu –** A list with options you can choose from

5. **Hardware –** The physical parts of the computer system, such as the monitor or the keyboard

6. **Software –** Programs added to the computer system that are not hardware, such as Word
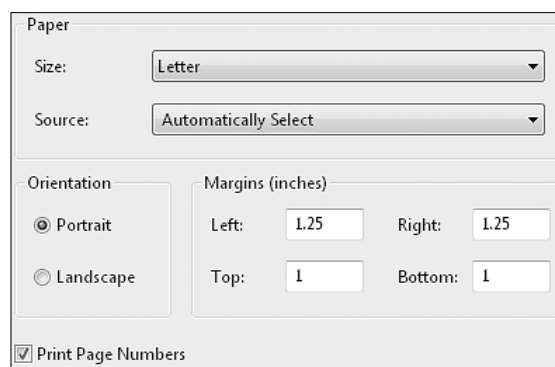
7. **Appearance –** The way an object looks, such as on the computer screen

NOTE! The word *appearance* is a noun. The word *appear* is a verb.

8. **Settings –** Information about how a program is set up

9. **Menu button** – The button you click to open a menu. There are different ways that a menu button can look.

Computer Verbs

A **verb** tells an action or what a subject is or does. The following verbs are introduced in this chapter:

VERB	MEANING	EXAMPLE
1. **Appear**	When an object shows and you can see it	*When you click the box, a checkmark will* **appear** *inside the box.*
2. **Check**	To click a box so that a checkmark appears	*When you have a few choices, you must* **check** *the one that you want.*
3. **Clear** (a box)	To click a button or box to remove what you checked before; to uncheck a box	*I changed my mind, so I have to* **clear** *the box that I checked before.*
4. **Release** (a button)	To take your finger off the mouse button	*After you finish your mouse action, you should* **release** *the mouse button.*
5. **Let up**	To release or let go of the button	*Another way to say "release the mouse button" is to say "***let up** *on the mouse button."*

NOTE! *Release* and *let up* are synonyms. *Synonyms* are words that have the same or a similar meaning.

| VERB	MEANING	EXAMPLE
6. **Play**	To use a computer game	*I like to* **play** *Solitaire and other card games on my computer.*
7. **Preview**	To see how information will look when it is printed so you can decide what you want to do	*I want to* **preview** *how the document will look before I print it.*
8. **Hold** (a button)	To keep your finger pressed on the mouse button	*Sometimes you have to* **hold** *down your mouse button for a few seconds, and sometimes you only have to tap it.*
9. **View**	To look at an object	*It is important to* **view** *the tools on the toolbar so you can see the choices.*
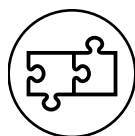
Concepts and Exercises

Common Features in Programs

A program is a set of directions that tells the computer exactly what to do to get a certain kind of job done. Not all programs look the same.

Here are examples of kinds of programs that do different jobs.
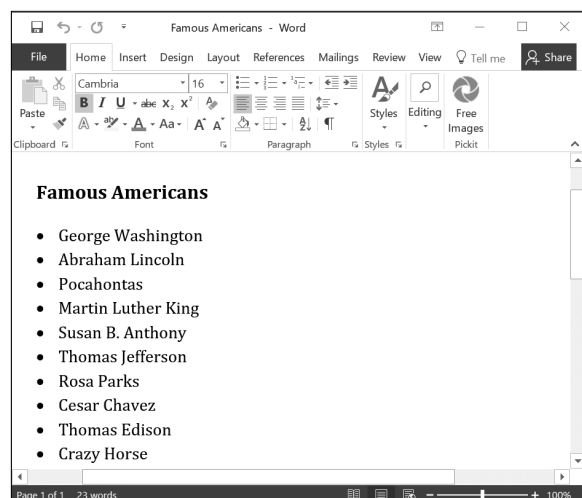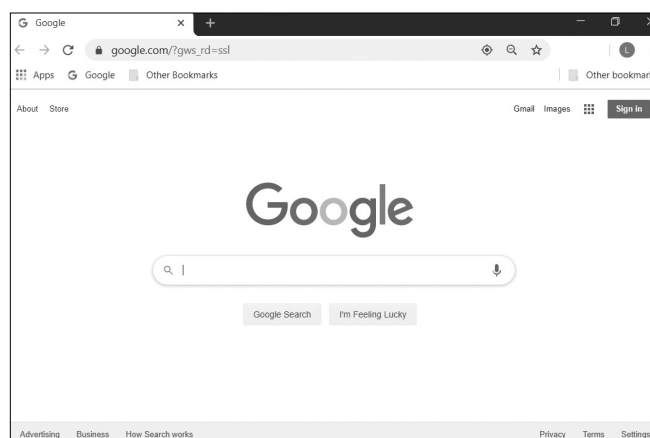
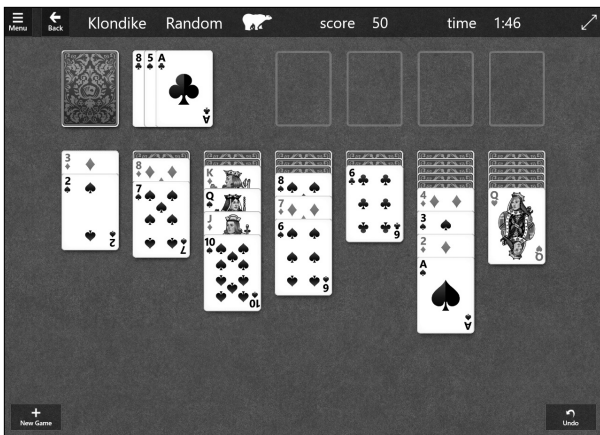A *word-processing program* is used to type text.
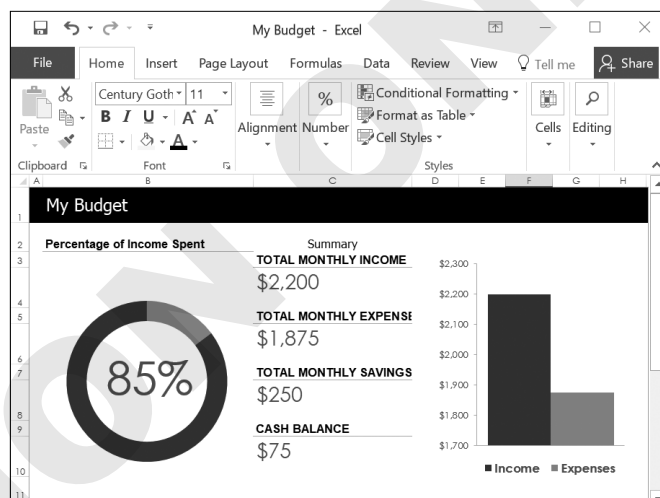
A *spreadsheet program* is used mostly for numbers.

A *graphics program* is used to make and change pictures.

A *web browser* is used to find things on the Internet.
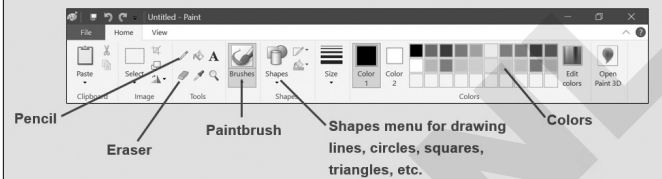
A *computer game* is used to relax and have fun.

Using Tools on a Ribbon in Paint

- The Paint program has various tools on its Ribbon
  - Use the tools by clicking on them
  - Each tool has its own symbol
    - The mouse pointer changes shape to match the symbol you choose

Pencil   Eraser   Paintbrush   Shapes menu for drawing lines, circles, squares, triangles, etc.   Colors

A *tutorial* is used to show and teach ideas.

Different programs have many parts that are the same. Most program windows have these parts.
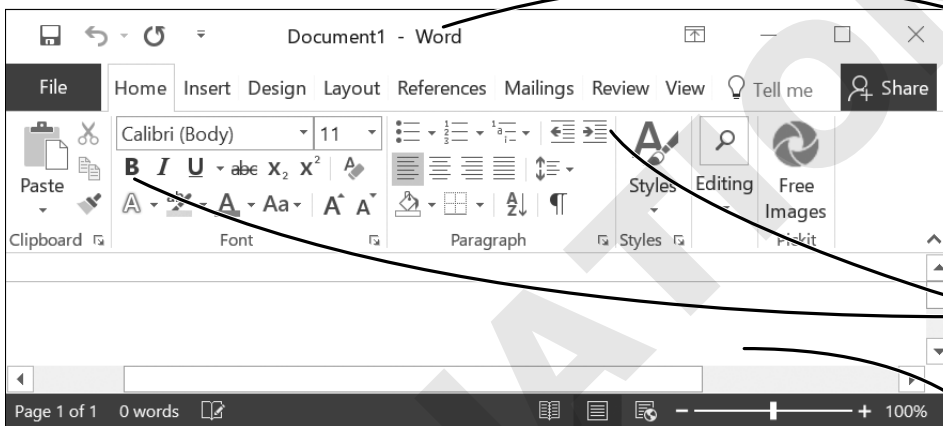
Word program window

A **Title bar:** Tells you the program you are using

B **Ribbon:** A bar with different buttons; each button does a different job when you click it

C **Buttons:** Icons that do different jobs when you click them with the mouse

D **Work area:** The place where your work shows

A second example of a program is Paint.
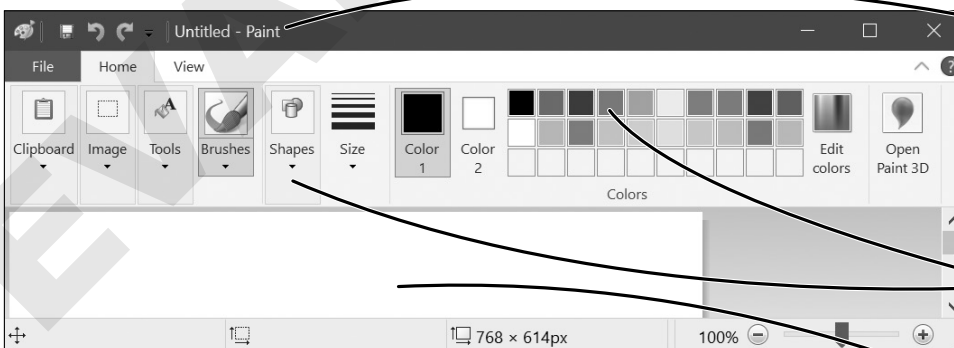
Paint program window

A **Title bar**

B **Ribbon**

C **Buttons**

D **Work area**

▶ EXERCISE 3.1

In this exercise, you will use the Start button to start the Word program. There are different versions of Word. Your computer may show a number after the program name. The recent versions of Word look and function very similarly.

1. Click **Start**.

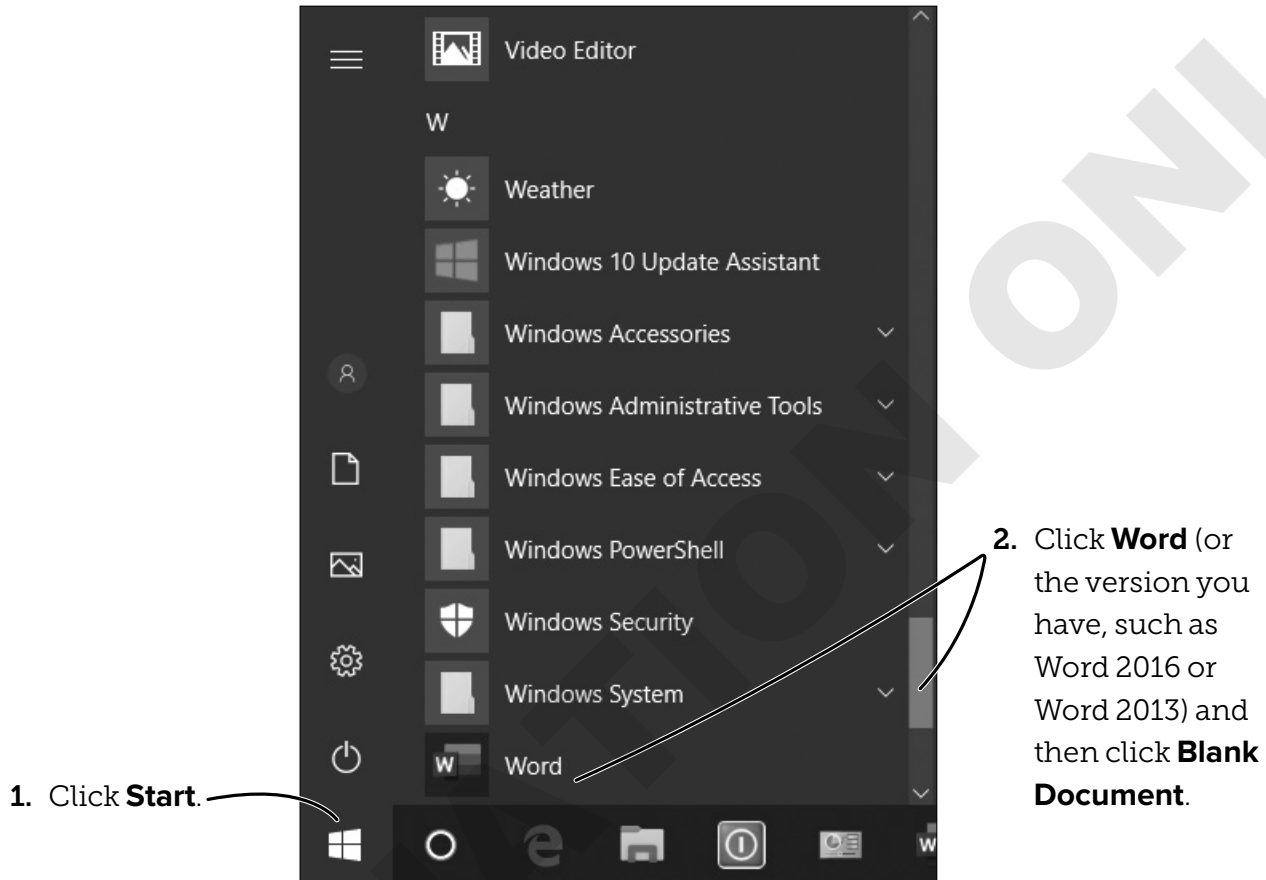**2.** Click **Word** (or the version you have, such as Word 2016 or Word 2013) and then click **Blank Document**.

🔆 **TIP!** You may have to use the scroll bar to move down to the "W" section to see it.

Word opens on the screen.

3. If the Word window does not fill the screen, click the **Maximize** ☐ button.

4. Find the title bar on the screen and point at it with the mouse.

5. Find the Ribbon and the work area. Move your mouse pointer over each part.

Leave Word open for the next exercise.

Dialog Boxes

Most programs have some type of dialog box. You can change settings by changing the information in a dialog box. Many dialog boxes have these features.
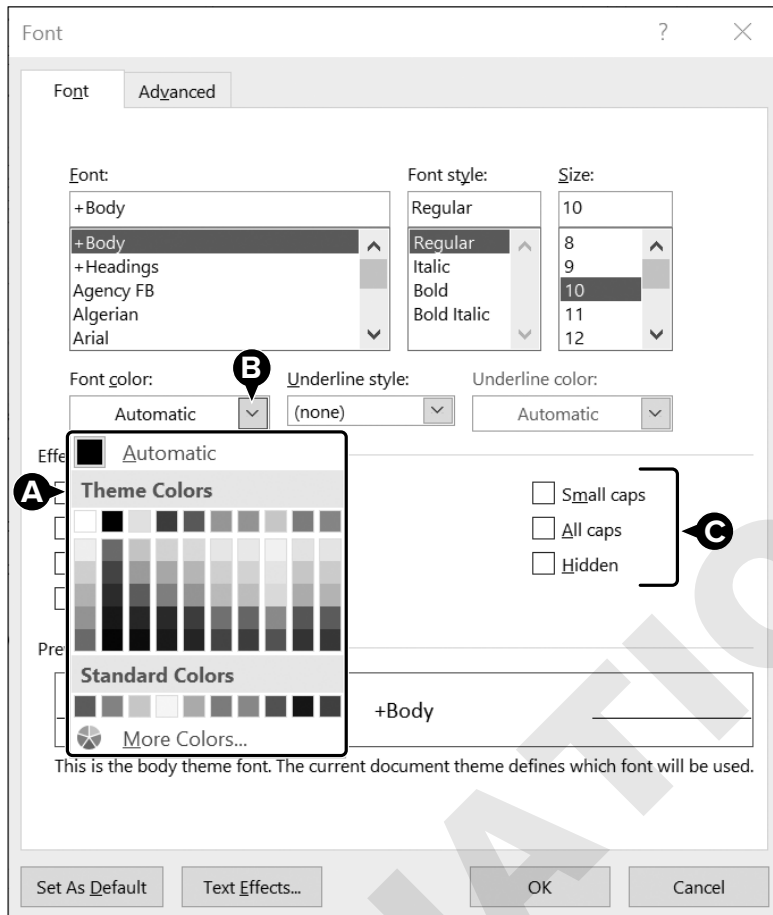
The Word Font dialog box

Ⓐ Drop-down list menu: A list of choices that opens when you click a drop-down arrow.

Ⓑ Drop-down list arrow: An arrow that points down that you can click to open a drop-down list menu.

Ⓒ Checkboxes: Click in the boxes to check or uncheck them.

▶ EXERCISE 3.2

In this exercise, you will use a dialog box in Word. The program should be open from the last exercise.

1. Click the **Home** tab.
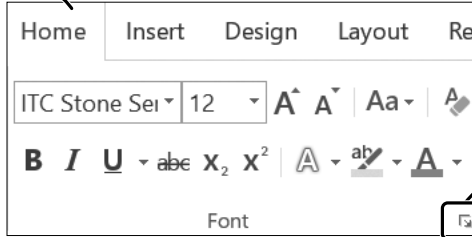
2. Click the **dialog box launcher** in the Font section.

This dialog box will appear on your screen.
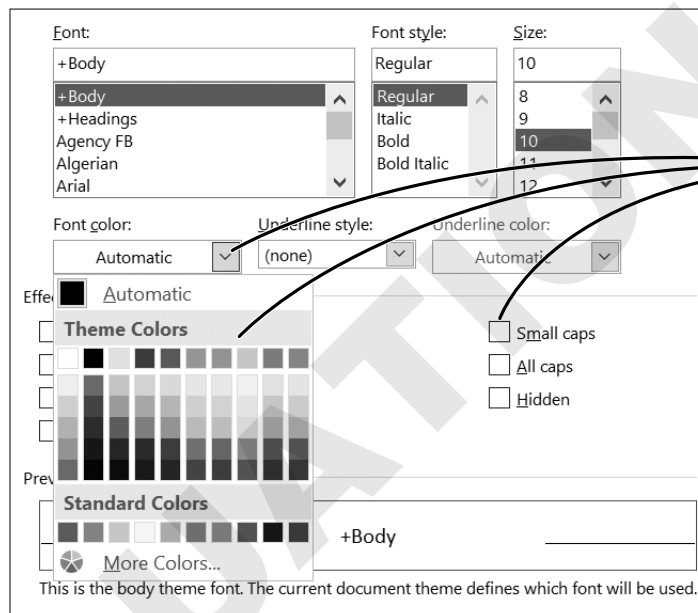
3. Find a **drop-down arrow**, a drop-down list menu, and a checkbox.

4. Click the **Font Color** drop-down arrow to open the drop-down list menu.

5. Close the dialog box with the **Close** ☒ button. Then, close Word.

Using Ribbon Tools

Paint gives you many tools to work with to make pictures. Some are easy to use, and some take a while to learn. Remember the following when working with tools:

- You can use tools on the Ribbon by clicking the tool buttons.

- When you click a tool button, a symbol appears in place of the mouse pointer. Each tool has its own symbol.

- Tools work only in the white area of the Paint window.

We will not use all of the tools, but here are a few easy ones that show you how they work:

A Pencil   E Paint colors

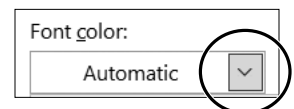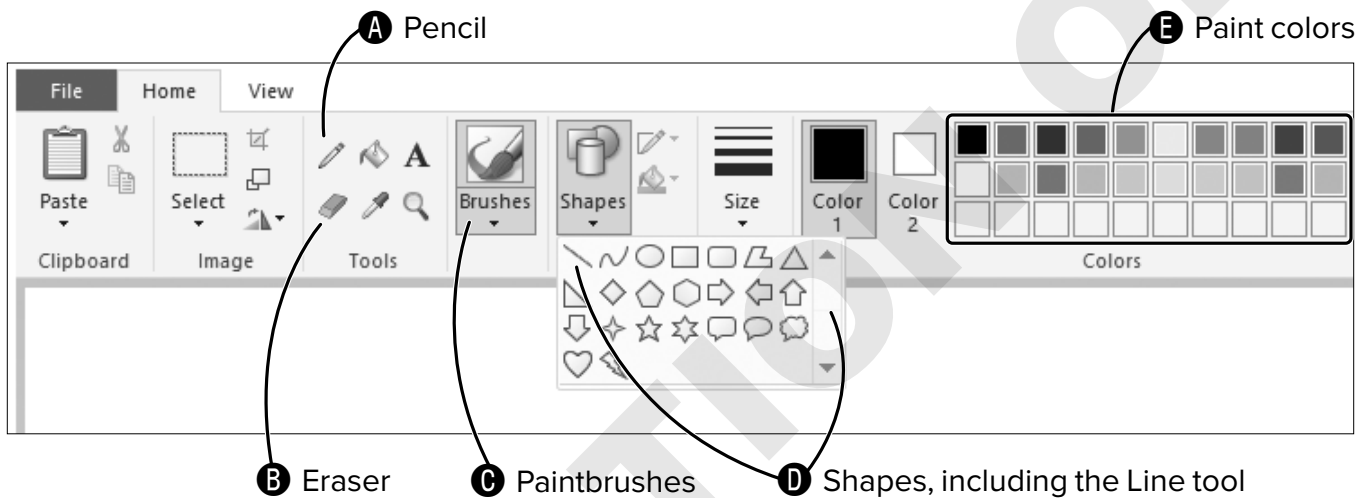B Eraser   C Paintbrushes   D Shapes, including the Line tool

If you want to change the color, click one of the colors on the right side of the Home tab on the Ribbon.

TIP! To use a tool, click the tool button.

Paint 3D is another program that comes with Windows. It has even more tools than Paint.

Dragging

To use a tool, you need to drag with the mouse. (For a definition of *drag*, see Chapter 1, "About Computer Basics.") Here is how:

1. Point where you want to start and then hold down your left mouse button.

2. Move the mouse to make your design.

3. Let go of the left mouse button when you are finished making the design.

You will use drag in the next exercise.

▶ EXERCISE 3.3

In this exercise, you will use some of the drawing tools in Paint.

2. Click **Windows Accessories**. Use the scroll bar to help you find it.

3. Click **Paint**.

1. Click the **Start** button.
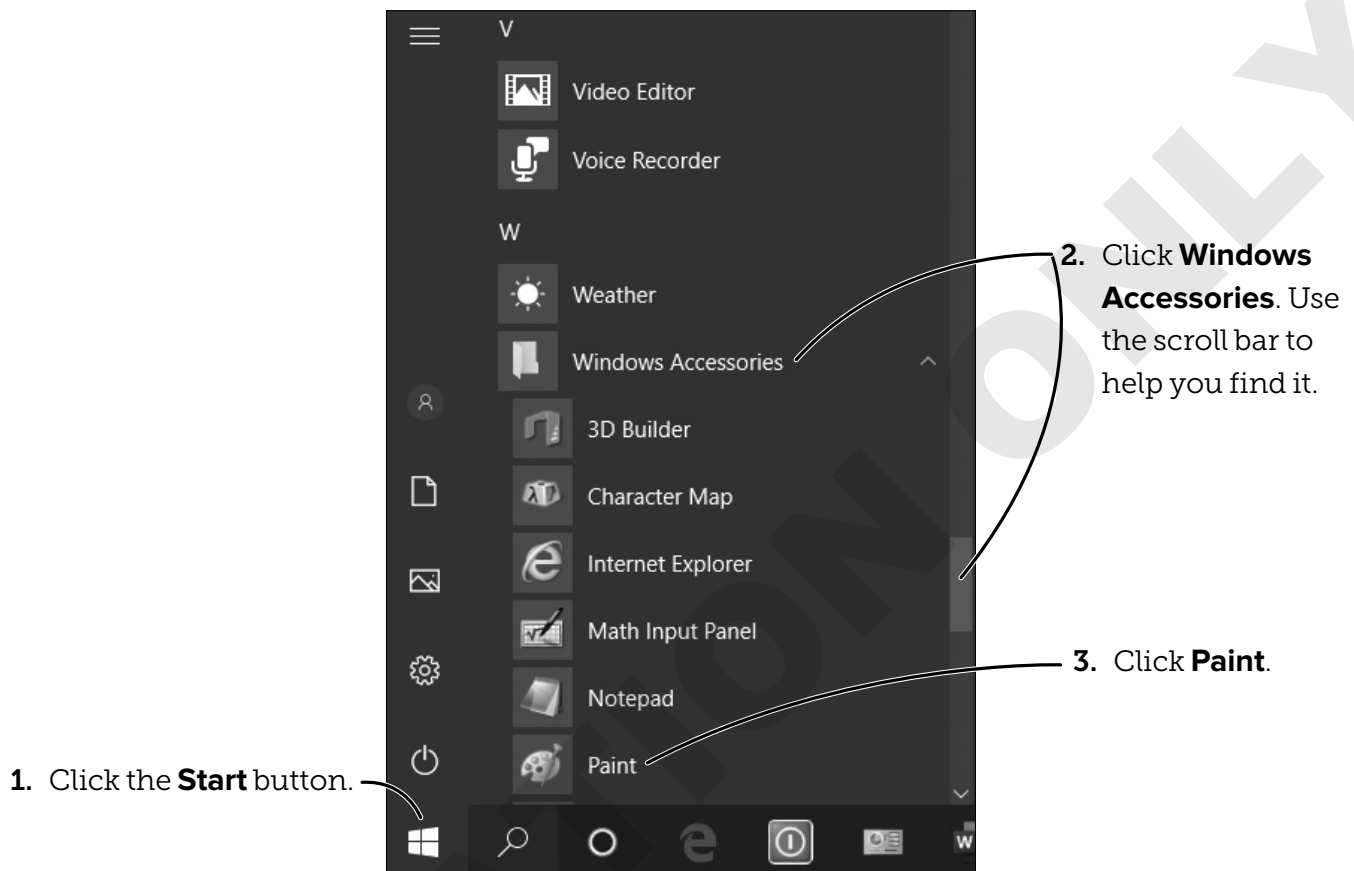
If necessary, drag the scroll box down until you see Paint.

Draw a Line

4. Maximize □ the Paint window if it does not fill the screen.

5. Locate the **Shapes** group on the Ribbon and choose the **Line** tool from the menu.

6. Point to a place on the left side of the white area. Hold down your left mouse button and keep it held down until step 8.

Untitled - Paint

File Home View

Paste | Select | Brushes | Shapes | Size | Color 1 | Color 2 | Colors

Clipboard | Image | Tools | Shapes
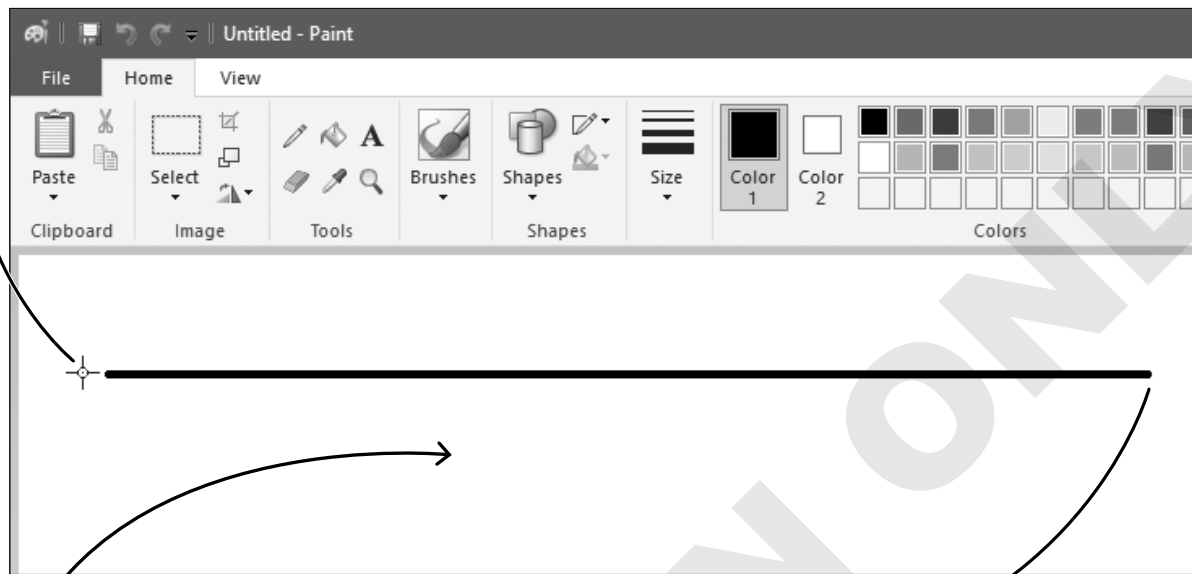
7. Move the mouse to the right. This draws a line.

You should see a line.

8. Let go of the mouse button where you want to stop the line.

Draw a Box

9. In the **Shapes** group, choose the **Rectangle** tool. If the shapes are already showing, just click the shape you want to use.
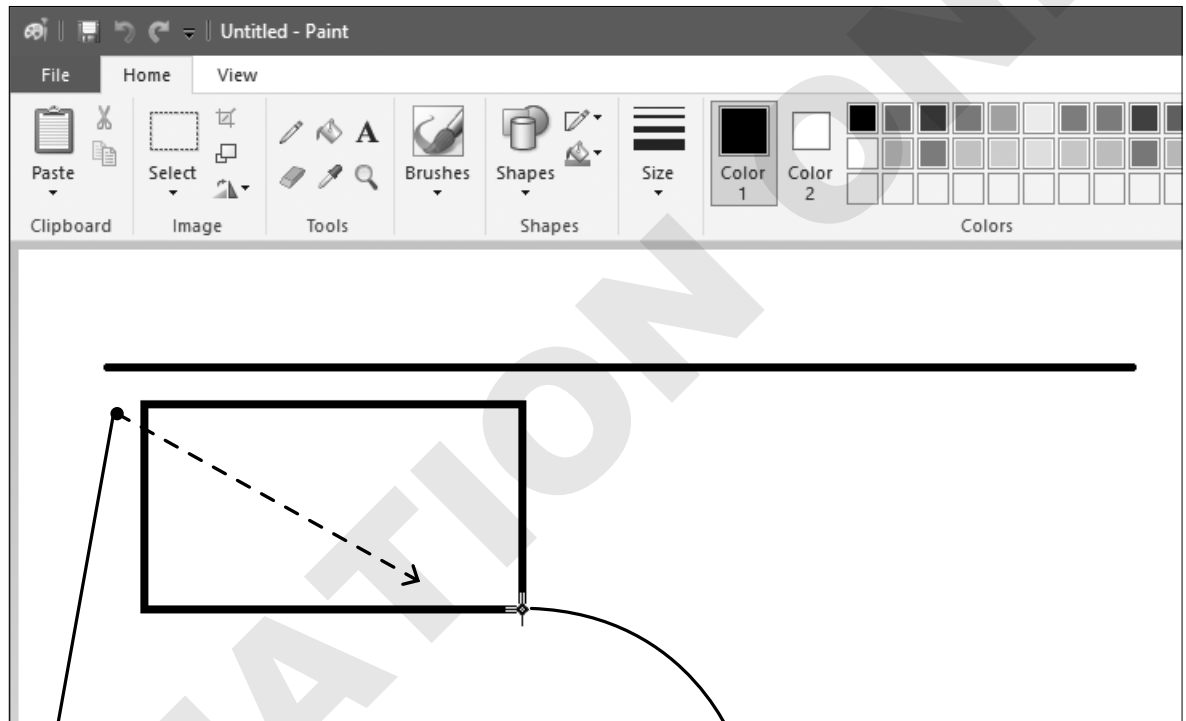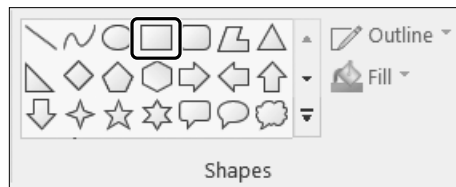
10. Point to a place anywhere on the white area. Hold down the mouse button and move it in the direction shown.

11. Let go of the mouse button.

Draw a Colored Line

12. Click the **Pencil** tool.

13. Click the color **Red** from the Colors box.
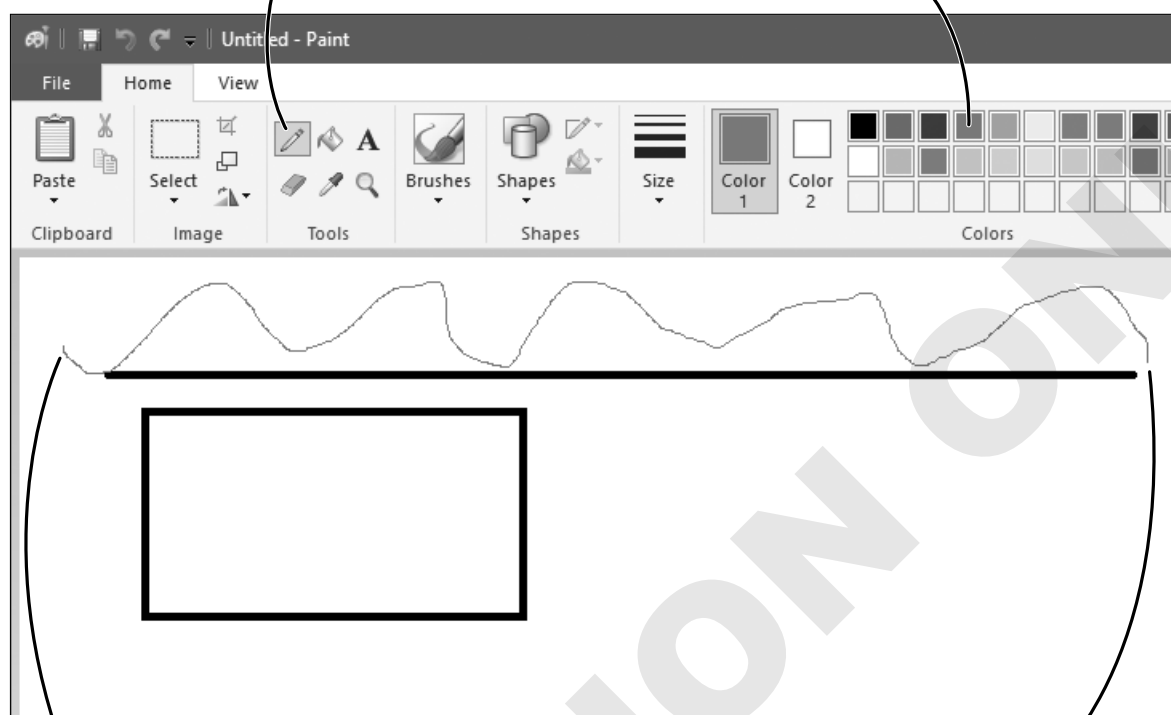
14. Point anywhere on the white area. Hold down the mouse button and then move the mouse up and down and to the right to paint a curving line.

15. Let go of the mouse button.

16. If you make a mistake, you can erase it with the **Eraser** ✐.

17. You can keep drawing to add anything else you like to your picture.

18. When you are finished, close Paint.

19. If Paint asks you to save your file, click **Don't Save**.

If you already know how to save a file, click Yes and give the file a name.

NOTE! You will learn how to save your files in Chapter 5, "More with Word."

The Windows Calculator

The Calculator is another program on the computer. You can use it to do many calculations. The program looks just like a handheld calculator and works the same way. You can type numbers or you can click the number buttons.

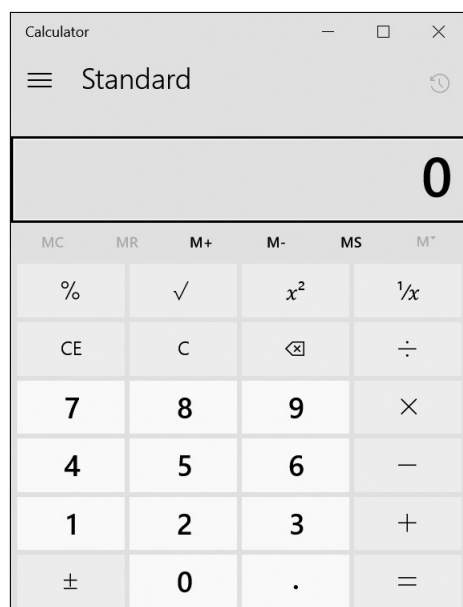| Calculator			— ☐ ✕
☰ Standard			↺
			0
MC	MR	M+ M- MS	M˅
%	√	x^2	$^1/x$
CE	C	⌫	÷
7	8	9	×
4	5	6	−
1	2	3	+
±	0	.	=

HOW TO USE THE CALCULATOR

Open Calculator: Start→Calculator
Examples of the four basic operations:

Add Two Numbers

A. Click the first number.

B. Click the plus (+) sign button.

C. Click the second number.

D. Click the equals (=) sign button.

Multiply Two Numbers

Use the multiplication (X) button: (3 X 2 = 6).

Subtract Two Numbers

A. Click the first number.

B. Click the minus (–) sign button.

C. Click the second number.

D. Click the equals (=) sign button.

Divide Two Numbers

Use the division (÷) button: (8 ÷ 2 = 4).

Concepts and Exercises **53**

▶ EXERCISE 3.4

In this exercise, you will use the Calculator to add and subtract. You do not have to type in the numbers. Just click the number buttons with your mouse.

1. Open Calculator: **Start→Calculator**

Add Two Numbers

2. Click the **2** button two times for 22.
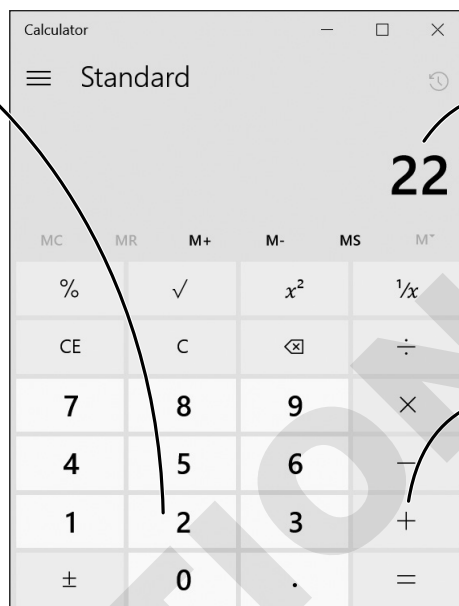
3. See the number in the number box.

4. Click the **plus sign** (+) to add the next number.

5. Click the **3** button two times for 33.
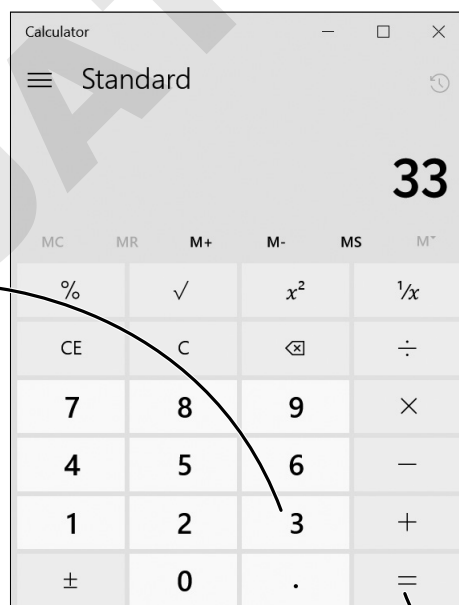
6. Click the **equals sign** (=) to finish.

You can see the answer, 55*, in the number box.*
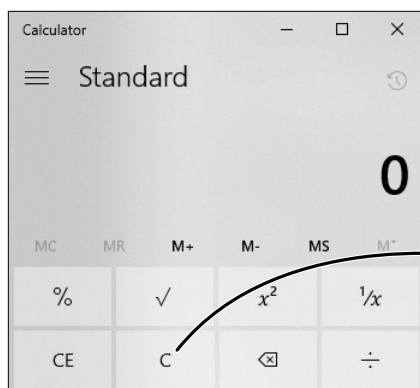
7. Click the **C** button to clear the Calculator.

Do Other Calculations

! IMPORTANT Press C to clear after you complete each of the calculations in steps 8–11.

8. Click these buttons on the calculator: **12 + 6 =**

9. Click these buttons: **100 + 75 =**

10. Click these buttons: **50 – 10 =**

11. Click these buttons: **389 – 14 =**

Leave the Calculator open for the next exercise.

Using Menus

Once you have had some practice using menus, you will find that they are easy to use. The way they work is the same in each program. What changes in each program is the list of choices in the menu.

- You can open a menu by clicking the menu ☰ button or one of the words at the top. Not all programs have menus. Some have only a Ribbon or other buttons.

- Sometimes when you click on one of the menu items, a dialog box will open.

- Sometimes a menu will show on the left side of the window.
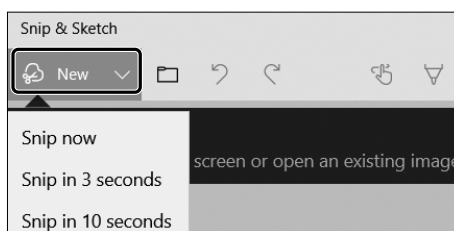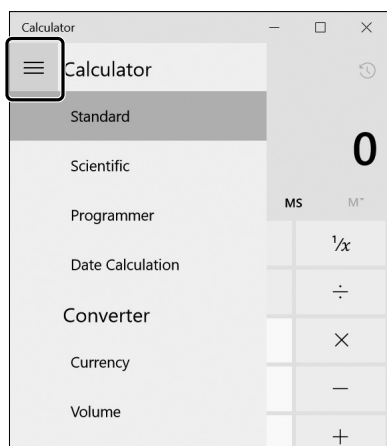
▶ EXERCISE 3.5

In this exercise, you will use a menu. Many settings can be changed only by using menus.

1. Click the **menu** button.

2. Choose **Scientific**.
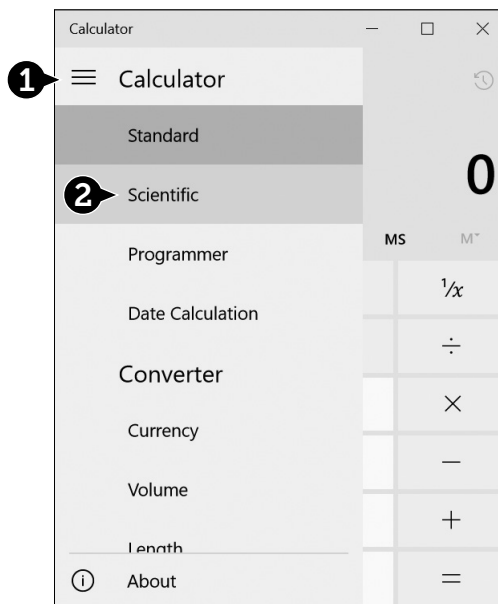
The Calculator now shows the Scientific view with more advanced buttons.

3. Click the **menu** button and then click **Standard** to return the Calculator to normal.
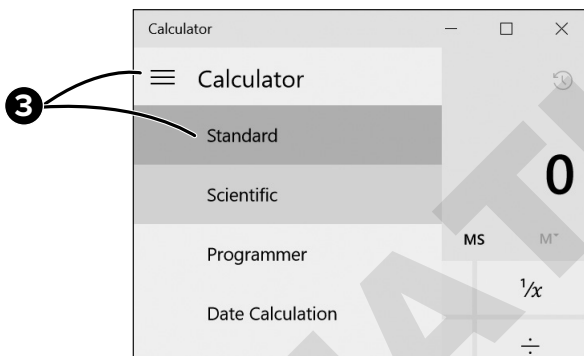
4. Close the Calculator.

(HD) Skill Builder Exercises

▶ SKILL BUILDER 3.1 **Use Paint**

In earlier exercises, you tried some Paint tools. In this exercise, you will create a real drawing.

1. Open Paint: **Start→Windows Accessories→Paint**

   Use the Start menu scroll bar to go down to Window Accessories and, if necessary, to Paint.

2. Maximize the Paint window.

3. Use some of the tools and colors to draw a picture of a sunset.

   The sunset does not have to look perfect. This is just to practice using the mouse and dragging to draw. Many programs let you do this.
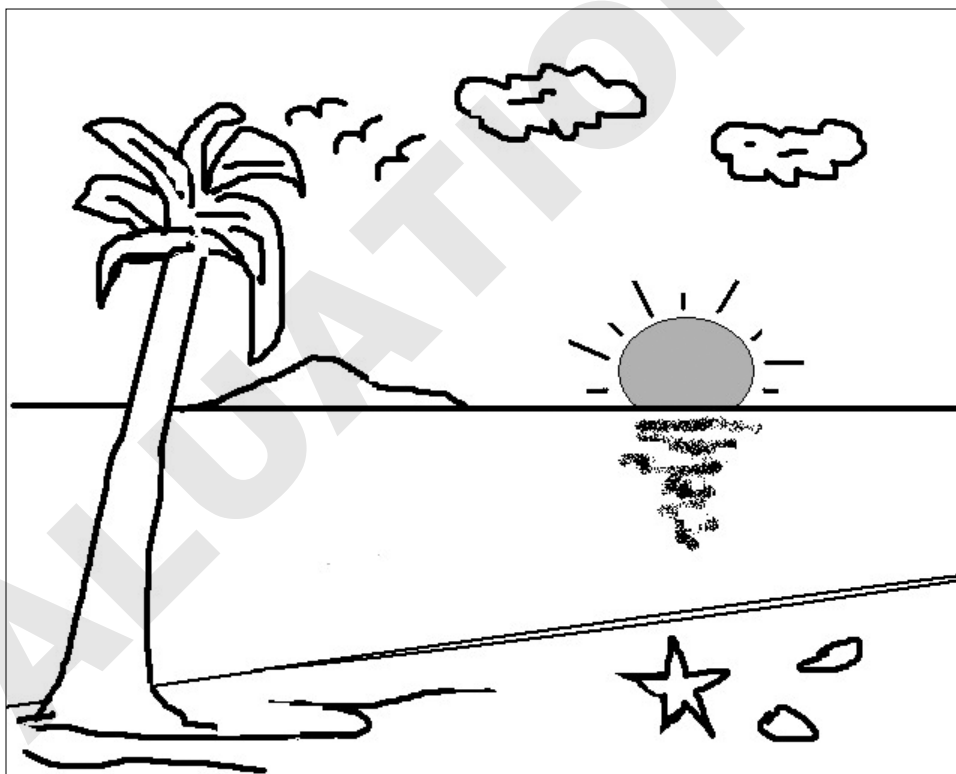
4. When you are finished, close Paint.

5. If Paint asks if you want to save your work, click **Don't Save**.

   If you already know how to save a file, click Yes and give the file a name.

▶ SKILL BUILDER 3.2 **Use the Calculator**

In this exercise, you will use the Calculator program to multiply, divide, and subtract numbers.

1. Open Calculator: **Start→Calculator**

2. To multiply, press these buttons: **3 x 12 =**

3. To multiply, press these buttons: **25 x 2 =**

4. To divide, press these buttons: **80 ÷ 4 =**

5. To divide, press these buttons: **36 ÷ 12 =**

6. To subtract, press these buttons: **99 – 43 =**

7. To subtract, press these buttons: **52 – 12 =**

8. When you are finished, close the Calculator.

▶ SKILL BUILDER 3.3 **Play a Game**

In this exercise, you will play Solitaire. If you have never played Solitaire with cards, ask a friend or your teacher to explain how to play the game. Playing this game will give you good practice using the mouse.

1. Open Solitaire: **Start→Microsoft Solitaire Collection→Classic Solitaire Klondike**

2. Close any windows that may open before you see the game. Your teacher can help you if you cannot get to the game.

3. Click **Play as a Guest**, if necessary.

4. Click **Klondike** and then click **Play**.
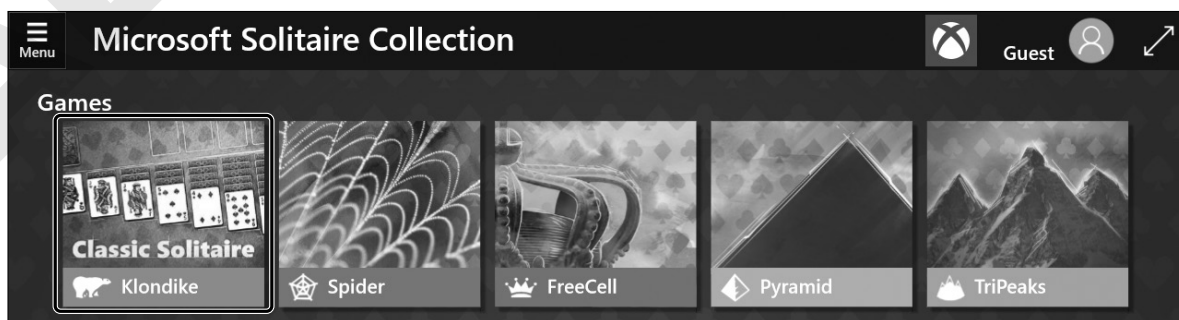
5. To move one of the cards, click on it. Hold down the mouse button and drag it to a new place. If you put a card in the wrong place, it will not stay there. It will jump back to where it was.
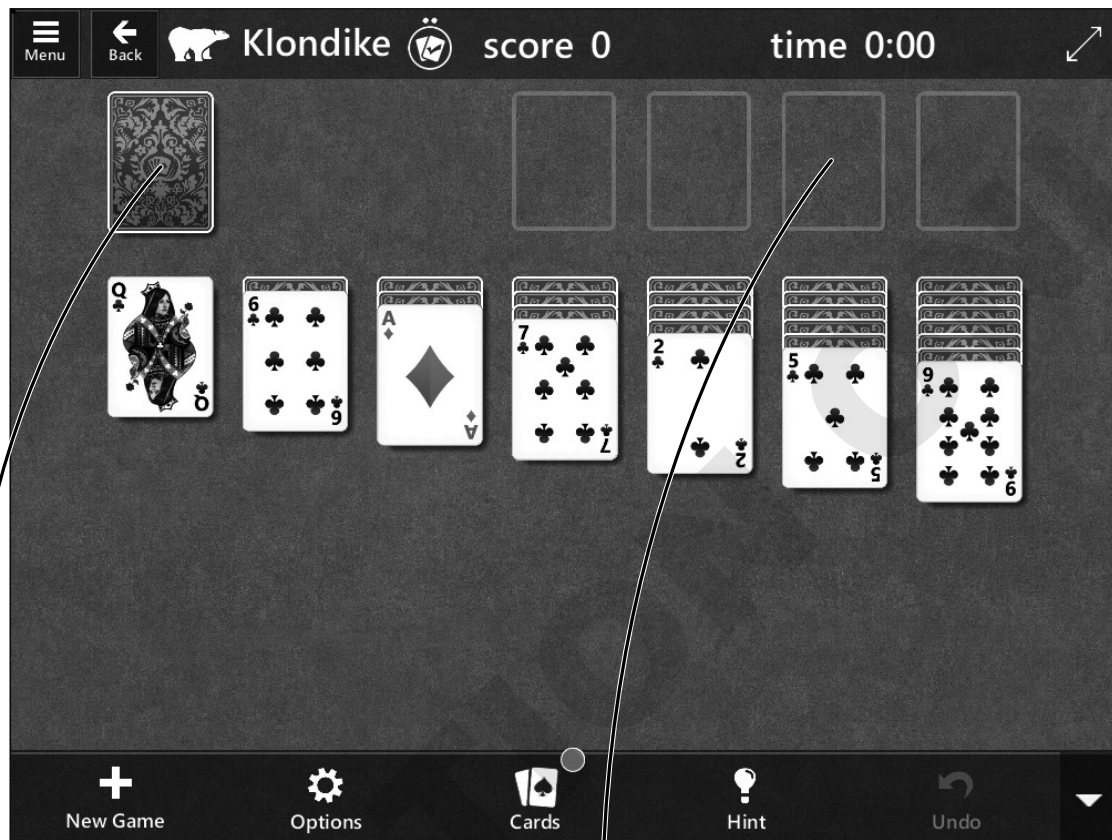
6. When you want to turn over a new card, click on the pack at the top.

7. Start putting the aces in the four shaded areas and build up from there. The suits (pictures on the cards) must match in each top pile. You must put all the cards in the top piles to win.

8. If you want to start a new game, click **New Game** on the bottom-left side of the window.

9. When you are finished playing, click the **Close** button.
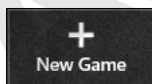
▶ PERSONAL PROJECT 3.4 Draw a Map

In this exercise, you will draw and print a simple map with the Paint program.

1. Open Paint: **Start→Windows Accessories→Paint**

2. Draw lines to create a simple street map of the area around your house.

🔅**TIP!** To draw straight lines, hold down the ⎡Shift⎤ key as you drag a new line.
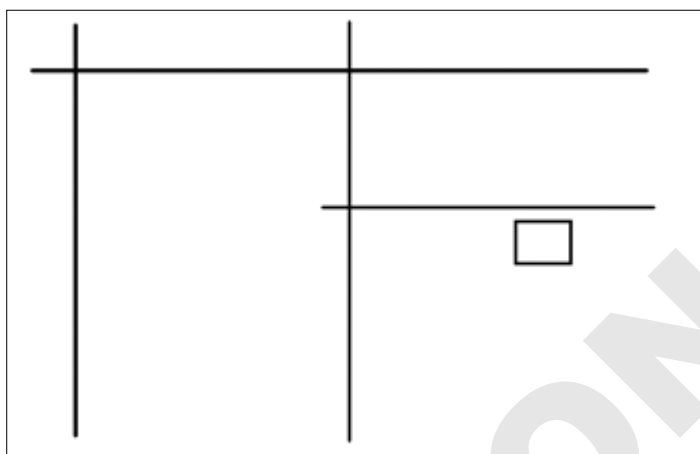
3. Use the **Text** $\boxed{A}$ tool to add street names. Click near where you want to type the words. Hold down the mouse button and drag a text box. Then you can type a street name inside the box. Make a new box for each name. After you type each street name, click outside of that text box before you make a new text box or draw another line.
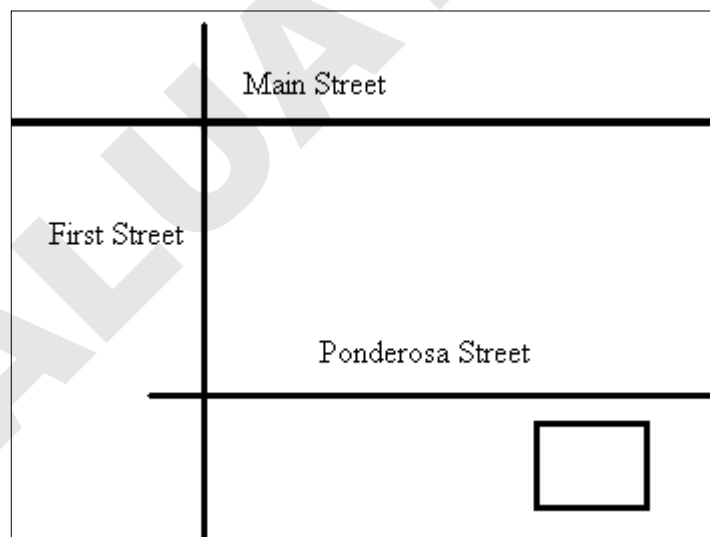
4. To print the map, choose **File→Print** and then click **Print** again.

5. Close Paint without saving the map. (Or, if you know how to save a file, use **File→Save As** to save it.)

Paired Conversation

With a partner, take turns reading the A and B parts of the conversation.

Student A	Yesterday we learned how to minimize a window.
Student B	Yes, I remember. The window disappeared but did not really close.
Student A	Do you remember how to maximize a window?
Student B	Yes. Now let's talk about what we learned today.
Student A	Today we learned about hardware.
Student B	Is that like the computer and the monitor?
Student A	Right. We also learned about software.
Student B	That is like Word and Paint that are added into the computer.
Student A	That is true.
Student B	We also learned about the dialog boxes.
Student A	Yes. Dialog boxes are important because they let you select the settings that you want.
Student B	Did you play a computer game today?
Student A	Not really. I just watched somebody else play.
Student B	We practiced using the Paint program.
Student A	I liked drawing a map and typing the names of the streets.
Student B	Well, I am so glad we are learning so much!

Chapter Review

3.1 Verb Worksheet

Fill in the blanks. Select the best answer for each sentence using the computer verbs in the Word Bank.

WORD BANK

appear	check	clear
let up	play	preview
release	view	hold

1. You can _____ a document to see how it will look when you print it.

2. To _____ is when an object shows on the screen and you can see it.

3. To uncheck a box is called to _____ it.

4. To _____ a box means to click the box so that a checkmark appears.

5. To look at something is to _____ it.

6. To _____ means to use a computer game.

7. To keep your finger pressed on the mouse button is to _____ the button.

8. To _____ means to take your finger off of the mouse button.

9. To _____ means to release or let go of a button.

3.2 Fill in the Blanks

Fill in the missing words in the sentences below. Look at the picture of the Windows Calculator to help you.

Calculator			— □ ×
≡ Standard			🕘
			0
MC	MR	**M+** **M-**	**MS** M˅
%	√	x^2	¹⁄x
CE	C	⌫	÷
7	8	9	×
4	5	6	−
1	2	3	+
±	0	.	=
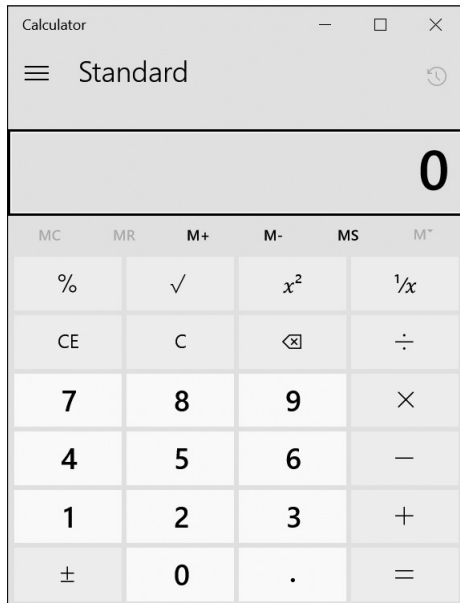
Exercise A: Add Two Numbers

1. Click the first _____.

2. Click the _____ sign.

3. Click the _____..

4. Click the _____ sign.

Exercise B: Multiply Two Numbers

1. Click the first _____..

2. Click the _____ sign.

3. Click the _____..

4. Click the _____ sign.

CHAPTER 4

Creating a Document in Word

Computers help us with our work. They can help us find information. Computers can also help us to learn English. With computers, we can learn about nouns, verbs, adjectives, adverbs, and many other words. We would love for the computer to help us with our pronunciation too.
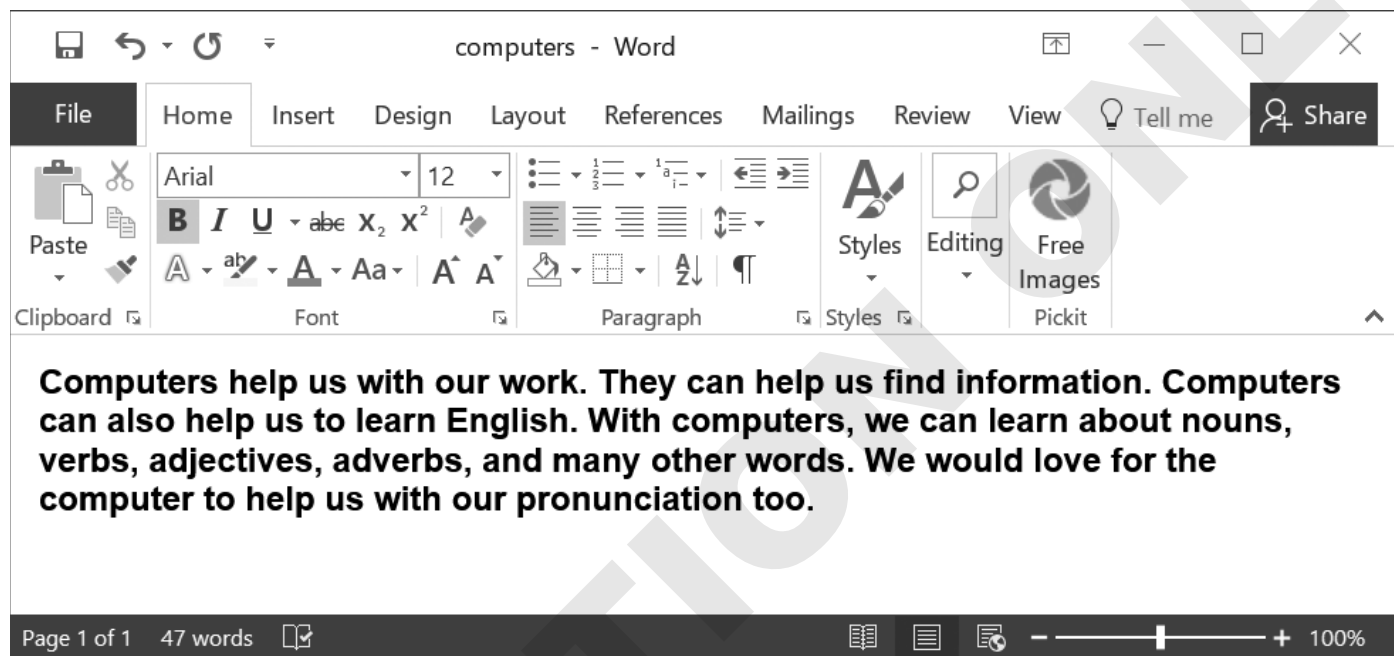
Computer Objectives

- Use the computer keyboard

- Create and edit a Word document

- Print a document

Language Objectives

- Use vocabulary words to discuss using Word and the keyboard

- Use computer verbs to describe how to use Word and the keyboard

- Use computer language to talk about how to create a document

Learning Resources: **labyrinthelab.com/silver**

📖 Vocabulary

Picture Dictionary – Nouns

A **noun** is the name of a person, place, or thing. The following nouns are introduced in this chapter:

1. **Cursor** – A line on the screen that shows where you are going to type text
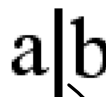
The cursor blinks on and off.

2. **Arrow keys –** Keys that move your cursor to another place without erasing

3. **Backspace key –** A key that erases what is to the left of the cursor
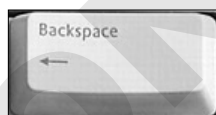
4. **Enter key –** A key that moves the cursor to the next line
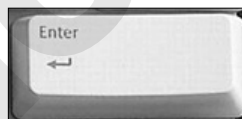
5. **Shift key –** A key that helps make a capital letter or the top symbol of a typed key

NOTE! Capital letters are used at the beginning of sentences and for the first letter of names. In English, we also capitalize the first letter of the days of the week and the months of the year, among other words.

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6. **Delete key –** A key that erases what is to the right of the cursor

7. **Spacebar –** The bar that puts a space between words

8. **Text –** The letters, numbers, and symbols you type on the keyboard

`Aa Bb Cc 1 2 3`

9. **Printer –** A machine that puts information from the computer onto a sheet of paper

Computer Verbs

A **verb** tells an action or what a subject is or does. The following verbs are introduced in this chapter:

VERB	MEANING	EXAMPLE
1. **Delete**	To take away or erase	*I typed the wrong word. I will **delete** it and type the correct word.*

NOTE! The words *erase* and *remove* are synonyms of the word *delete*.

VERB	MEANING	EXAMPLE
2. **Type**	To use the keyboard to put text on the page	*I do not know how to **type,** so I have to take a keyboarding class.*
3. **Wrap**	To make words automatically continue onto the next line	*When you type a paragraph, the computer will **wrap** the words onto the next line.*
4. **Insert** (text)	To type text between two other letters or words	*I forgot to type my middle name. I need to **insert** it between my first name and last name.*
5. **Print**	To put a document from your computer onto a sheet of paper	*I finished my letter. Now I will **print** it and mail it to my grandmother.*
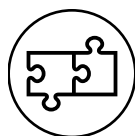
Concepts and Exercises

The Computer Keyboard

The computer keyboard has more keys than a typewriter. In this chapter, you will use the most common keys. Here are some important keyboard keys:

A Shift keys

B Enter key
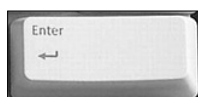
C Backspace key

D Spacebar

E Arrow keys

F Delete, Home, and other special keys

G Numeric keypad

▶ EXERCISE 4.1

In this exercise, you will find the keys on the computer keyboard.

NOTE! Your keyboard may not look exactly like the one on this page.

1. Look at the computer keyboard.

2. Look at the top row of keys. None of them are on a typewriter.

3. Find the [Backspace] key.

4. Find the [Delete] key.

5. Find the [Shift] keys.

6. Find the [Spacebar].

7. Find the [Enter] key.

8. Find the arrow keys.

9. Find the numeric keypad on the right side of the keyboard.

Using the Keyboard

It is important to learn how to type well on a keyboard. The best way is to take a keyboarding class. Your hands should rest on the keyboard like this. Notice that your fingers are resting on the middle row of the letter keys. This is called the *home row*.
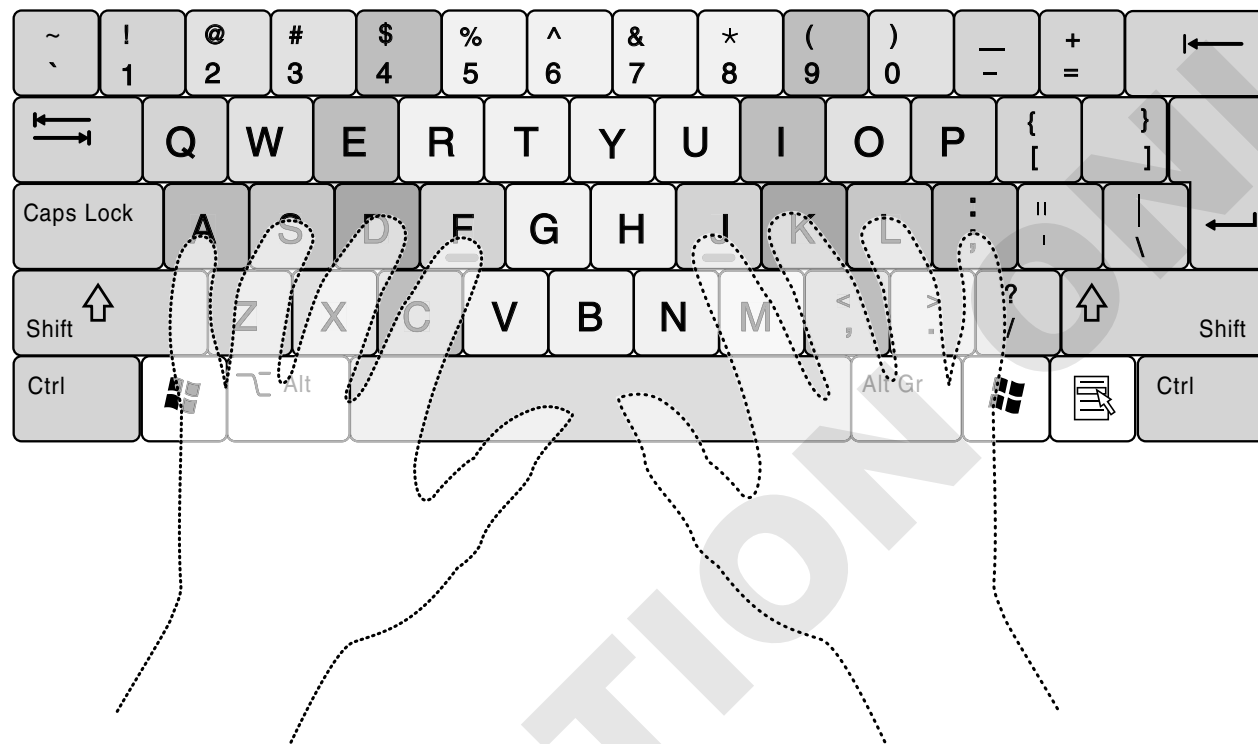
▶ EXERCISE 4.2

In this exercise, you will place your hands on the keyboard.

1. Put your hands on the keyboard with your fingers on the keys as shown above. You should feel a small bump on both the ⟨F⟩ and ⟨J⟩ keys.

2. Move your fingers up and down to touch the other keys.

Word-Processing Programs

A word-processing program helps you type on the computer. You can create letters, notes, lists, and many other things. Most computers come with a simple word-processing program. You can also use one on the Internet.

Microsoft Word is a powerful word-processing program that you can buy separately and install on a computer. Some computers come with Word installed and ready to use when you buy them. You used Microsoft Word in the last chapter.

Typing on the Computer

You type on the computer with the keyboard. Everything you type appears at the cursor position.

The Cursor

| The cursor is a blinking line that shows where the computer will type next. You can move the cursor anywhere you have typed. You will learn how to move it soon.

Word Wrap

When you are typing and reach the end of a line, the computer will automatically put the next words you type on the next line for you. That is called *Word Wrap*.

> **Computers help us with our work. They can help us find information. Computers can also help us to learn English. With computers, we can learn about nouns, verbs, adjectives, adverbs, and many other words. We would love for the computer to help us with our pronunciation too.**

This is what a paragraph looks like with Word Wrap.

> **Computers help us with our work. They can help us find information. Computers can also help**

This is how the same text shows without Word Wrap. The other words continue to the right but do not show on the page.

Enter Key
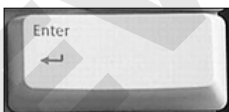
The Enter key starts a new line wherever the cursor is. You only need to use the Enter key at the end of a short line or a paragraph.

Spacebar

The Spacebar is the longest key. You use it to make a space between words.

▶ EXERCISE 4.3

In this exercise, you will type in Word and see how Word Wrap works.

1. Open Word: **Start→Word** (or your version; remember to use the scroll bar to move to the "W" section of the menu). Then, click **Blank Document**.

2. Type the sentences in the paragraph below.

   Do not *press* Enter. *When there is not enough space on the line, the words will go to the next line.*

   🔆**TIP!** To capitalize a letter, hold down Shift while typing the letter you would like to capitalize.

   ```
   Computers help us with our work. They can help us
   find information. Computers can also help us to learn
   English. With computers, we can learn about nouns, verbs,
   adjectives, adverbs, and many other words. We would love
   for the computer to help us with our pronunciation too.
   ```

   This is how your screen should look when you are finished. Your lines may end at different places. Computers have different settings and may have different line breaks. Don't worry if your lines of text are longer or shorter than what is shown in the picture.
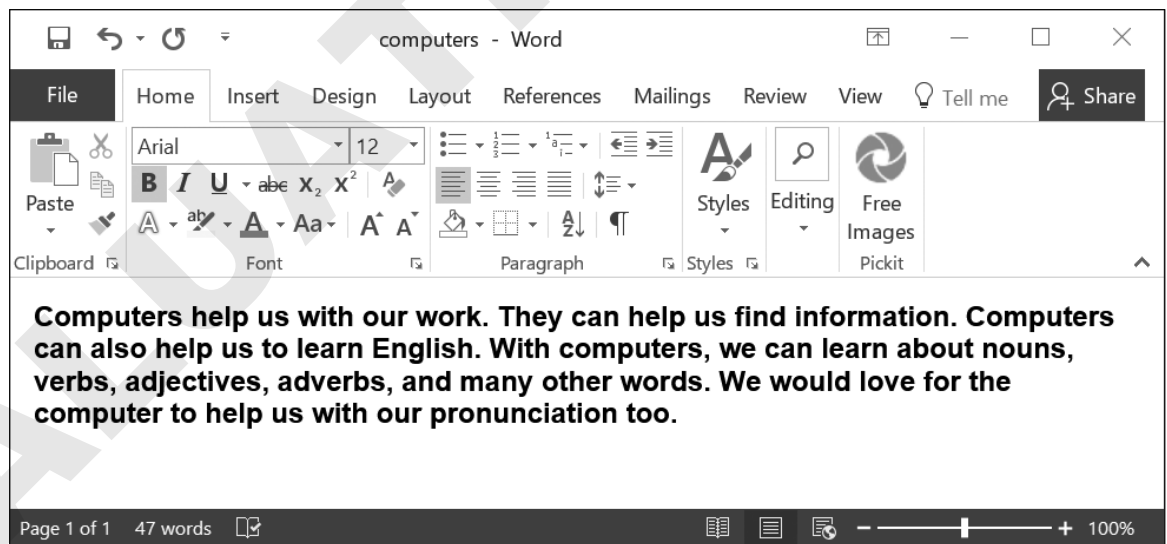
3. Leave this document open for the next exercise.

Inserting Text

You can insert text by moving the cursor and then typing. You must first put the cursor where you want using the mouse or the arrow (cursor) keys. Then when you type, the new letters appear where the cursor is blinking.

A Cursor

| Computers help us with | Computers can help us with |

Before typing

After typing

Arrow Keys

The arrow keys on the keyboard are also called the cursor keys. Each time you tap an arrow key, the cursor moves once in that direction.

▶ EXERCISE 4.4

In this exercise, you will insert a word and insert new lines into your Word document.

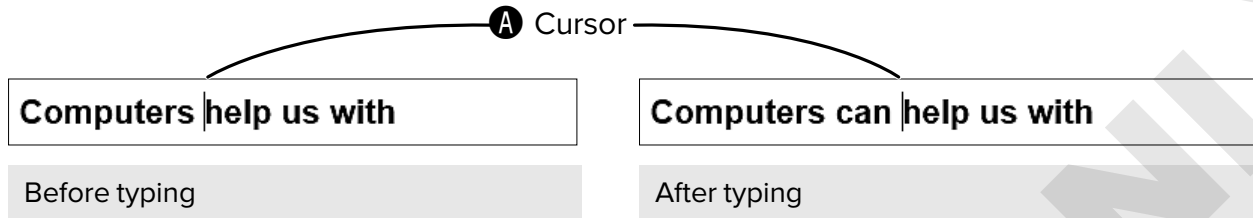**1.** Click to the left of the word *help*.

1 Computers help us with our work. They can he

2. Type **can** and press [Spacebar].

Computers can help us

2

Now you will make two blank lines.

3. Move your mouse to the left of the *C* in *Computers* at the beginning of the first sentence. Click only when you see the mouse pointer change to this symbol: |

3 Computers can help us with our work. They c
Computers can also help us to learn English.
about nouns, verbs, adjectives, adverbs, and

4. Press [Enter] to make a new line.

4
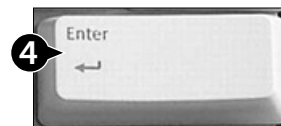
5. Press the **up arrow** key once (to get to the top of the document).

5

Now you are ready to type a new line.

6. Type the new line: **Typing in a Word Processor**

> Typing in a Word Processor
>
> Computers can |help us with our work. Th

It is easy to add new lines or words at any time.

7. Leave this document open for the next exercise.

Deleting Text

You can delete (remove) letters, words, and even entire lines from a word-processing document. There are two ways to do this: by using the Delete key or the Backspace key.

Delete Key

This key deletes letters to the right (→) of the cursor. You remove one letter or space each time you tap the ⎡Delete⎤ key.

Ⓐ Cursor

> Computers | can help us with our work. 1

Before Delete

> Computers |help us with our work. 1

After Delete
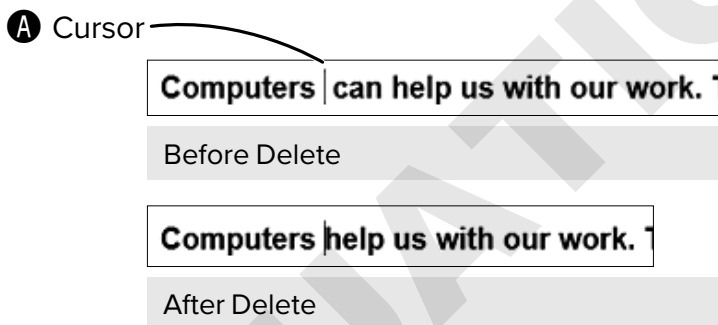
Backspace Key

This key deletes letters to the left (←) of the cursor. You remove one letter or space each time you tap the ⎡Backspace⎤ key.

Ⓐ Cursor

> Computers can |help us with

Before Backspace

> Computers |help us with our work. 1

After Backspace delete

▶ EXERCISE 4.5

In this exercise, you will delete some words from your document. First you will use the
Delete key to delete text to the right of the cursor. Then you will use the Backspace key
to delete text to the left of the cursor.

Use the Delete Key

1. Click to the left of the word *can*
in the second line of text.

> **Typing in a Word Processor**
>
> **Computers │can help us with our work.**
>
> ❶

2. Press Delete Delete Delete Delete
to erase the word *can* and the
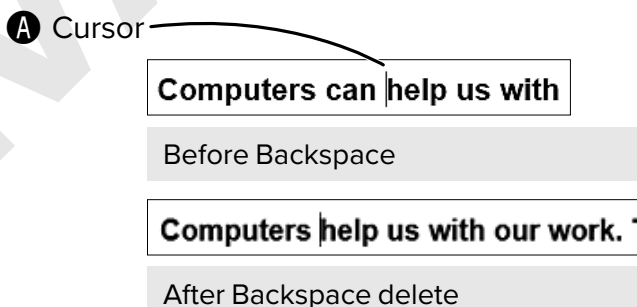space after it.

> **Typing in a Word Processor**
>
> **Computers │help us with our work.**
>
> ❷

Use the Backspace Key

3. Click to the right of the sentence *They can help us find information.*

> **Typing in a Word Processor**   ❸
>
> **Computers help us with our work. They can help us find information.│Computers**
>
> ← – – – – – – – – ❹ – – – – – – – •

4. Press Backspace until the whole sentence is gone
and then one more time to take out the extra space.

This is what the screen should look like after step 4.

> **Typing in a Word Processor**
>
> **Computers help us with our work. │Computers can also help us to learn English.**

5. Leave this document open for the next exercise.

Printing Your Work

You will often want to print documents that you type. Some programs have more than one method you can use to give the print command.

Here is how to print in Word:
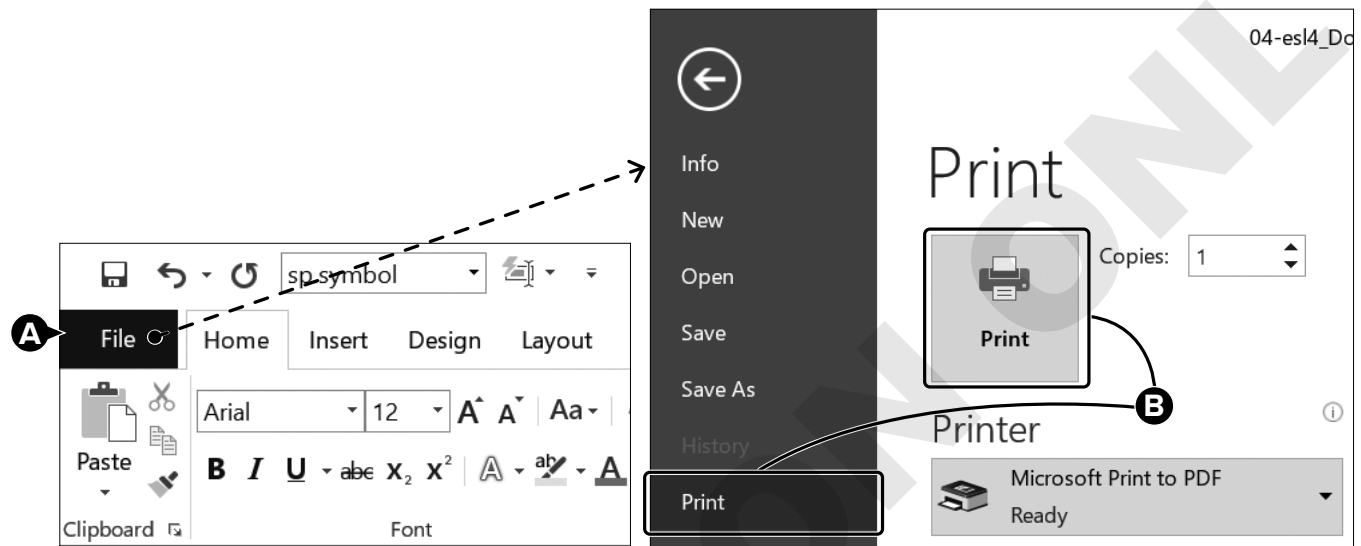
A Begin by clicking File at the top-left part of the Ribbon.

B Choose Print from the menu and then click the big Print button.

Your computer sends the document to the printer, and the printer puts it onto the paper.

▶ EXERCISE 4.6

In this exercise, you will add your name to your Word file and then print it.

1. Use the arrow keys or the mouse to go to the very bottom of your Word document text.

2. Press [Enter] two times.

3. Type your name at the bottom of the document.

4. Choose **File→Print**.

5. When the Print screen opens, click the **Print** button to finish the command.
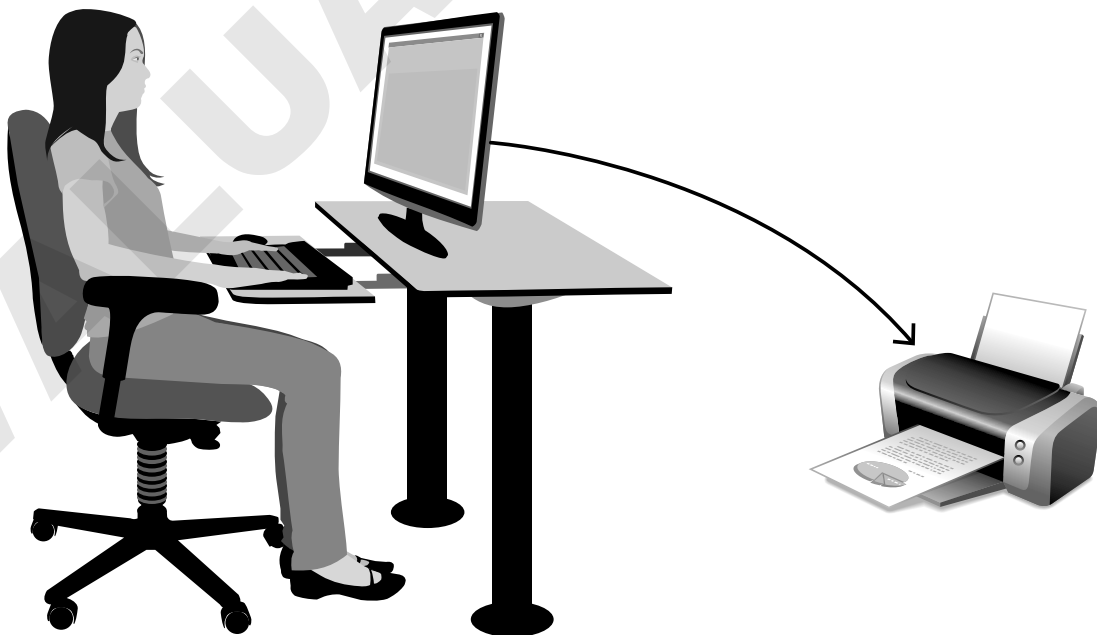
6. Go to the printer and get your document.

7. Close the Word window.
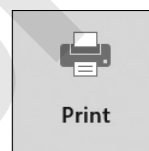
   Word will ask if you wish to save changes to your document.

   Microsoft Word ✕

   ⚠ Want to save your changes to Document1?

   If you click "Don't Save", a recent copy of this file will be temporarily available.

   Learn more

   [Save]   [Don't Save]   [Cancel]
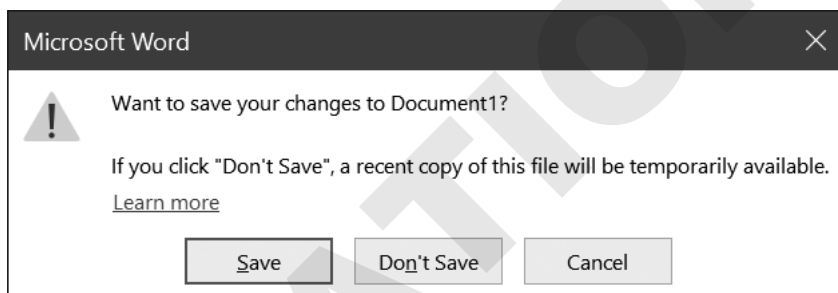
8. Click **Don't Save** to close the Word program without saving your document.

   You will learn how to save your documents in Chapter 5, "More with Word."
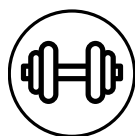
⬤ Skill Builder Exercises

▶ SKILL BUILDER 4.1 **Type Sentences**

In this exercise, you will type a simple document with Word.

1. Open Word: **Start→Word** (or your version) and click **Blank Document**.

2. Type the following sentences.

   Use Shift *to make capital letters. Press* Enter *only where it appears below.*

   The cursor shows where you are going to type text. Enter

   You use a keyboard when you want to put letters or numbers into the computer. Enter

   The Shift key lets you type a capital letter or the top symbol on a key. Enter

   Press the Enter key when you want to start typing text on another line. Enter

   Arrow keys are used to move to another place without erasing. Enter

   Place the cursor to the left of text and press the Delete key to erase. Enter

   Place the cursor to the right of text and press the Backspace key to erase. Enter

3. Choose **File→Print→Print** to print your work.

4. Close Word. Click **Don't Save** when Word asks if you want to save your work.

▶ SKILL BUILDER 4.2 **Type the Punctuation Marks**

In this exercise, you will type a list of punctuation marks with Word. Then you will insert a title for the list.

1. Open Word: **Start→Word** (or your version) and open a new document.

2. Type the following sentences.

You must use Shift *to type some of the punctuation marks. Press* Enter *only where it appears below.*

. A period is used at the end of a statement or a command. Enter

, A comma is used to separate words or phrases. Enter

: A colon is used to introduce a list. Enter

! An exclamation mark is used at the end of a sentence that shows surprise or strong feeling. Enter

? A question mark is used at the end of every sentence that asks a question. Enter

When you finish, your screen should look like this:

. A period is used at the end of a statement or a command.

, A comma is used to separate words or phrases.

: A colon is used to introduce a list.

! An exclamation mark is used at the end of a sentence that shows surprise or strong feeling.

? A question mark is used at the end of every sentence that asks a question.

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Insert a Title for the List

3. Put the cursor at the top left of the list. (Use the arrow keys.)

3 ▸ . A period is used at the e

, A comma is used to sep

4. Press [Enter] two times.

4 ◂

. A period is used at the e

, A comma is used to sep

5. Press the up arrow [↑] key two times to move the cursor to the top.

5 ◂ |

. A period is used at the e

, A comma is used to sep

6. Type the title: **Punctuation Marks**

6 Punctuation Marks

. A period is used at the e

Now your screen should look like this:

Punctuation Marks

. A period is used at the end of a statement or a command.

, A comma is used to separate words or phrases.

: A colon is used to introduce a list.

! An exclamation mark is used at the end of a sentence that shows surprise or strong feeling.

? A question mark is used at the end of every sentence that asks a question.

7. Choose **File→Print→Print** to print your work.

8. Close Word. Click **Don't Save** when Word asks if you wish to save your work.

▶ SKILL BUILDER 4.3 **Type a Paragraph**

In this exercise, you will type a paragraph with Word.

1. Open Word: **Start→Word** and open a new document.

2. Type the following paragraph.

    Do not *press* Enter *until the end of the paragraph. Let Word Wrap move your words to the next line for you. Your lines may end at different places than they do in this example.*

    It is important to sit correctly at a computer to keep yourself from pain. You should sit in a comfortable chair that supports your back. Your eyes should be almost as high as the top of the screen. Your forearms should be parallel to the floor. Keep your wrists straight. Your feet should be flat on the floor. Relax your shoulders. Enter

3. Choose **File→Print→Print** to print your work.

4. Close Word. Click **Don't Save** when Word asks if you wish to save your work.

▶ PERSONAL PROJECT 4.4 **Type a Paragraph**

In this exercise, you will type a paragraph. Then you will print the paragraph.

1. Open Word: **Start→Word** (or your version) and open a new document.

2. Type a paragraph about why you want to speak English well.

3. Choose **File→Print→Print** to print your work.

4. Close Word. Click **Don't Save** when Word asks if you wish to save your work.

Paired Conversation

With a partner, take turns reading the A and B parts of the conversation.

|	
Student A	Hello. Are you learning to use the computer?
Student B	Yes, I am.
Student A	Will you show me how to type a résumé so I can look for a job?
Student B	Yes. We will learn how to do that later. First, we need to learn to use the Word program.
Student A	I do not know how to do that.
Student B	To open Word, first click the Start button. Then click Word.
Student A	Oh! I see "Word" on the title bar!
Student B	Do you see the cursor blinking on the screen?
Student A	Yes, I do.
Student B	The computer is telling you that it is ready for you to type your text.
Student A	Is there anything else I should know before I start?
Student B	Yes. At the end of a paragraph, press the Enter key.
Student A	Okay. Anything else?
Student B	You can also erase a word with the Backspace key.
Student A	Thanks so much for helping me.
Student B	You're welcome.

Chapter Review

▶ 4.1 Fill in the Computer Keyboard

Exercise A

On each key in this picture of the keyboard, write the letter, number, or symbol from your computer keyboard. (Your keyboard may look a little different.)
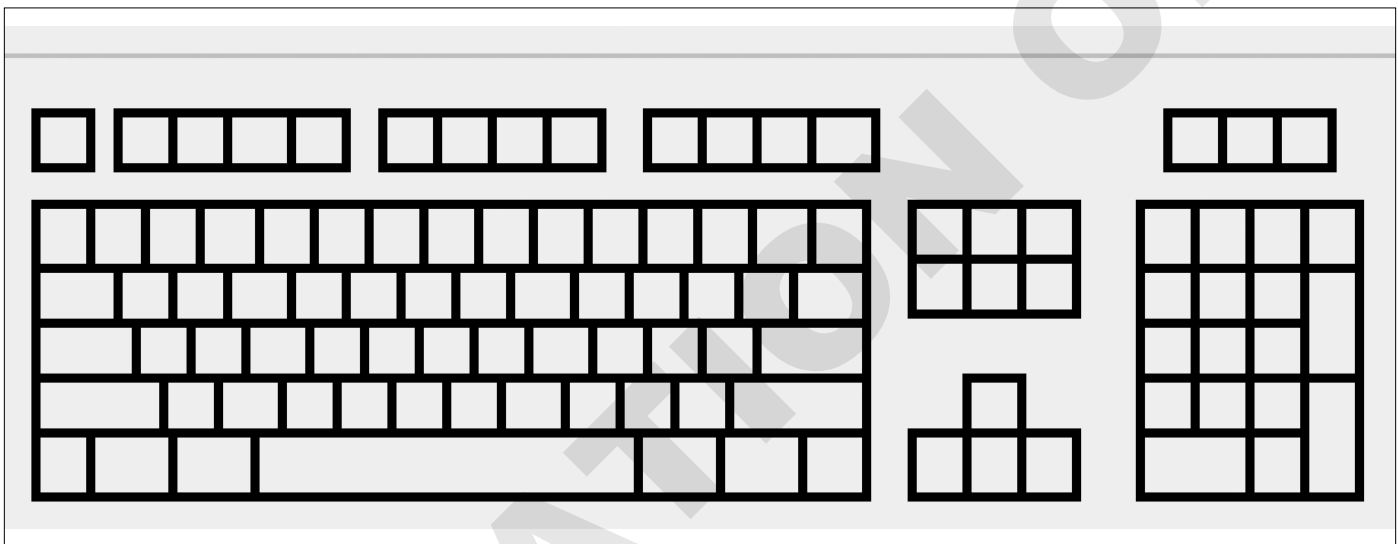
Exercise B

After you have finished labeling the keyboard, draw hands with the fingers on the correct keys for typing.

▶ 4.2   **Identify and Match**

Match the items in Column 1 with the correct text in Column 2. Write the correct letter from Column 2 on the line next to the number in Column 1.

COLUMN 1

_____ **1**. Shift key

_____ **2**. Word Wrap

_____ **3**. Delete key

_____ **4**. Word

_____ **5**. Backspace key

_____ **6**. Cursor

COLUMN 2

A. A blinking line that shows where the computer will put the next word

B. A powerful word processor that you must buy separately and install on a computer

C. The key that deletes letters to the left (←) of the cursor; you remove one letter or space each time you tap it

D. A key that helps make a capital letter or the top symbol of a typed key

E. The key that deletes letters to the right (→) of the cursor; you remove one letter or space each time you tap it

F. When you are typing and reach the end of a line, this feature will automatically put the next words you type on the next line for you