

## Lesson 4 – Improve Your Keyboarding Skills

### Terms

**Word Processing:** A very commonly-used computer application. Used to manipulate (ie. create, retrieve, modify, store and print) text.

**WordPad:** A simple word processing program which comes installed on your computer with Windows XP and Windows Vista.

**Microsoft Word:** A complex word processor in which you can create tables and columns, insert graphics, spell check your work, and do many more advanced things.

**Cursor:** a blinking marker on your screen that marks the point at which a keyed character will appear or be deleted.

**QWERTY:** the type of keyboard arrangement which we normally use (notice that the top left hand keys spell QWERTY).

**Numeric Keypad:** the section of a computer keyboard which contains numbered keys in the same layout as a calculator.

**Number Lock Key:** a key on the numeric keypad which can be toggled on and off depending on whether you desire the keys to type numbers or perform the other functions they have written on them (page up, for instance).

**Caps Lock Key:** a key on the left side of the keyboard which can be toggled on and off depending on whether you want to type in capitals or not.

### Key Concepts

**1. Wordpad is a simple word processor**, great for writing quick letters, simple reports and other basic documents. It is found in the *Start* menu, under *All Programs* and then *Accessories*. The giant white page is like the blank piece of paper. The **blinking cursor** informs you of the place that a character will appear or be deleted.

Exercise: Start Wordpad and write a line of text (pp. 79-82).

Challenge: What is a function key? Where are they located? What is the function of F1? What is the other way to reach this same menu?

2. The keys on a computer keyboard are **repeat keys**. Use the **←Backspace** key to delete unwanted characters (note that the Backspace key is also a repeat key).

Exercise: Experience how keys repeat and how to delete unwanted characters (pp. 82-83).

Challenge: What is another way to delete a bunch of unwanted characters?

3. Letters can be capitalized and punctuation added by holding the **Shift** key while you press the other key. Start words on a new line by using the **Enter** key; otherwise, the words will keep flowing automatically from one line to the next.

Exercise: Practice using the Shift and Enter keys (pp. 84-87).

4. The **Cursor keys** can be used to move the cursor around your page (as can the mouse). Note that there is a beginning and an end to the text.

Exercise: Practice using the cursor keys (pp. 87-90).

Challenge: What are faster ways to get to the beginning and end of your document? (See answer on p. 91).

5. The **New... command** under the *File* menu is used to start a new document.

Exercise: Start a new document (pp. 92-93).

6. **Foreign accents and special punctuation can be added**, but your computer must be set under the *Control Panel* under *Regional and Language Options* to the language *English [United States] – United States – International* (pp 337-338).

7. Wordpad can be closed using the **Exit command** under the File menu.

Exercise: Close Wordpad.

Challenge: How else could you close Wordpad?

### **Further Exercise:**

1. Set up the formatting in Wordpad to write a letter:

Landscape layout

14 point font size

Calibri font

2. Insert the date (whichever format you desire) at the top of your letter.

3. Type the remaining contents of your letter (just something short).
4. Save the letter in the folder *My Documents*. Call it *Letter to June* (or whoever).
5. See how the letter would look if printed using *Print Preview* in the *File* menu. Close the *Print Preview* window.
6. Print 1 copy of your letter using the *Print* command under the *File* menu. (Always make sure that your printer is turned on and that it has paper in it.)
5. Close Wordpad.
6. Make a new folder entitled *My Letters* in *My Documents* and move your letter into that folder.

**References:**

Stuur, Addo. 2007. *Windows XP for Seniors*. "Chapter 3. Keyboard Skills". Visual Steps B.V.  
Encarta World English Dictionary. Microsoft Word 2007 for Windows.