

Project – Using WordPad to Create Personalized Stationery

Overview

This part is about

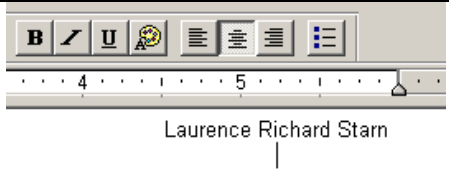
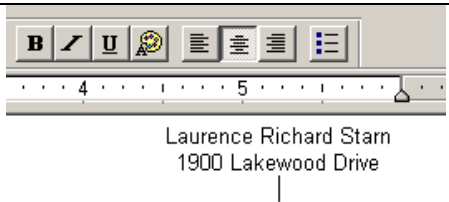
- how to create a text file using WordPad.
- how to use the keyboard to give commands in WordPad.

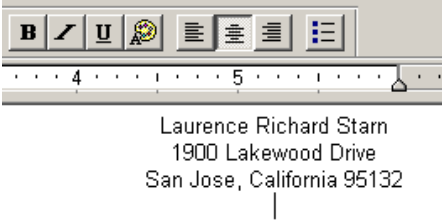
Creating a text file using WordPad

Programs such as WordPad allow you to write and edit words quickly as well as determine the way they will look when the text file is printed. For this project, you will create a sheet of personalized stationery by typing your name and address at the top of a page. While working on this project, you will see some of the ways that a computer can process words.

Using WordPad to enter words and numbers

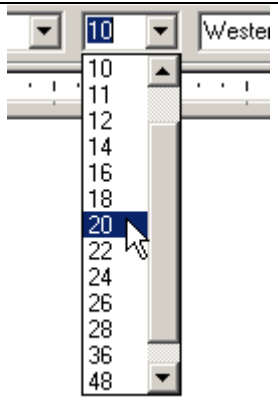
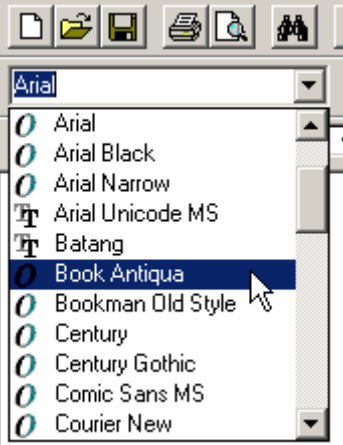
To use WordPad to enter your name and address, follow this procedure:

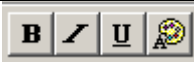
Step	Action	Reference
1	Click Start > Programs > Accessories > WordPad to open WordPad.	
2	After the WordPad window appears, click the Center button to center the cursor on the page.	
3	Type your name, then press Enter.	
4	Type your street address, then press Enter.	

3	Type the name of your city, a comma, a space, the name of your state, a space, your zip code, then press Enter.	
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Using WordPad to format words and numbers

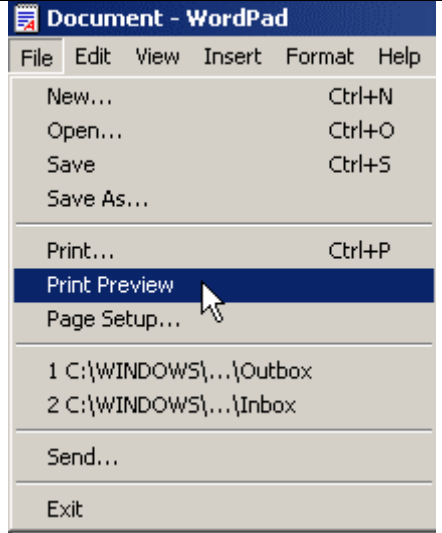
To use WordPad to set the way your name and address will appear when the file is printed, follow this procedure:

Step	Action	Reference
1	Click and drag the I-beam pointer across your name to highlight it.	
2	Click the down arrow on the Font Size menu to open it, then click 20 to change the font size for your name.	
3	Click the down arrow on the Font menu to open it, then click one of the font names to change the font for your name.	

		
4	After you have found a font that you like, you can make additional changes to the appearance of your name by clicking the Bold, Italic, Underline, or Color button on the Format bar.	

Using WordPad to preview your project

To use WordPad to preview the way your project will appear when you print it, follow this procedure:

Step	Action	Reference
1	Click File > Print Preview.	
2	After the Print Preview window appears, check the appearance of your project. If you like the way it looks, click the Print button to print it. If you do not like the way it looks, click the Close button and continue work on your project.	