

The Principles By Which All Software Works!

By Peter Daley

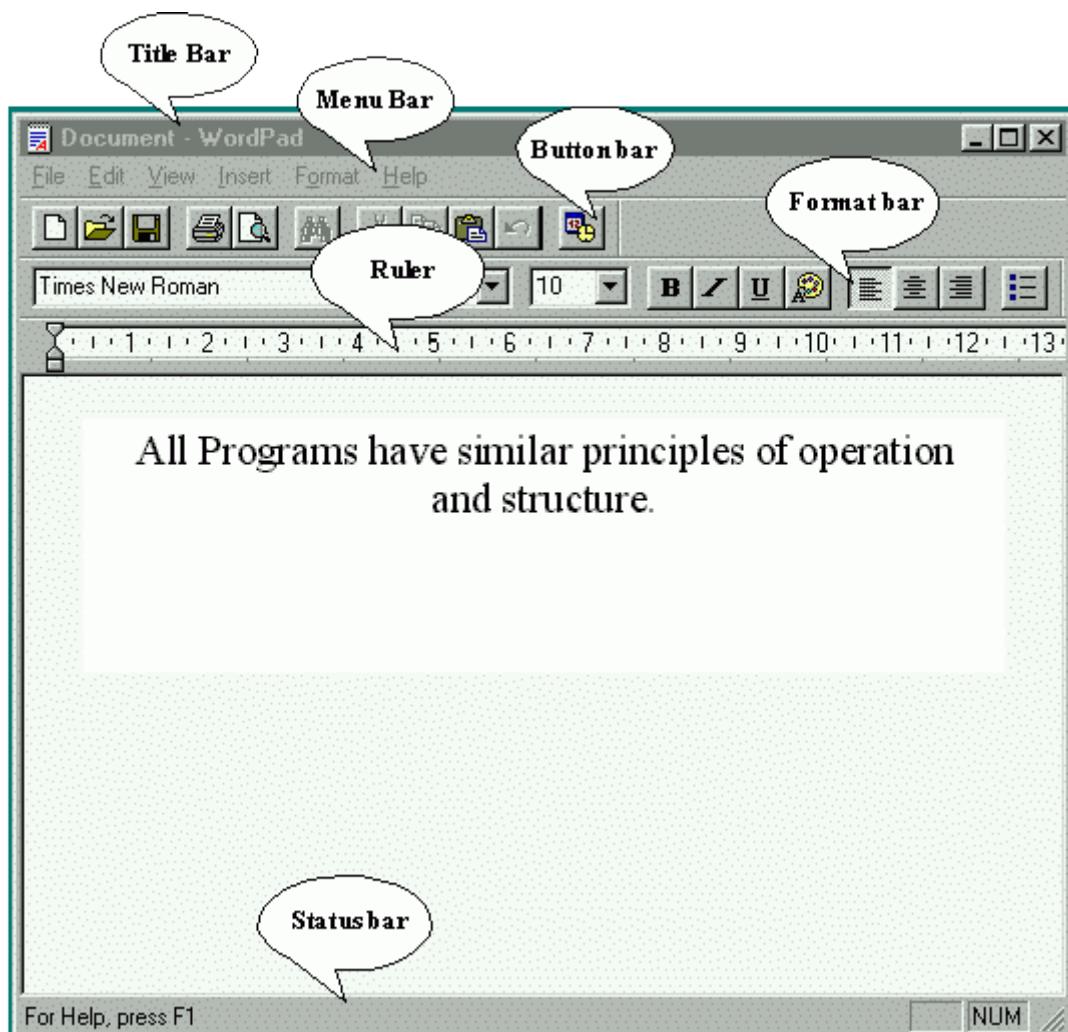
(All computer programs have the same principles of operation, whether you use Windows, Linux, or an Apple Mac computer.)

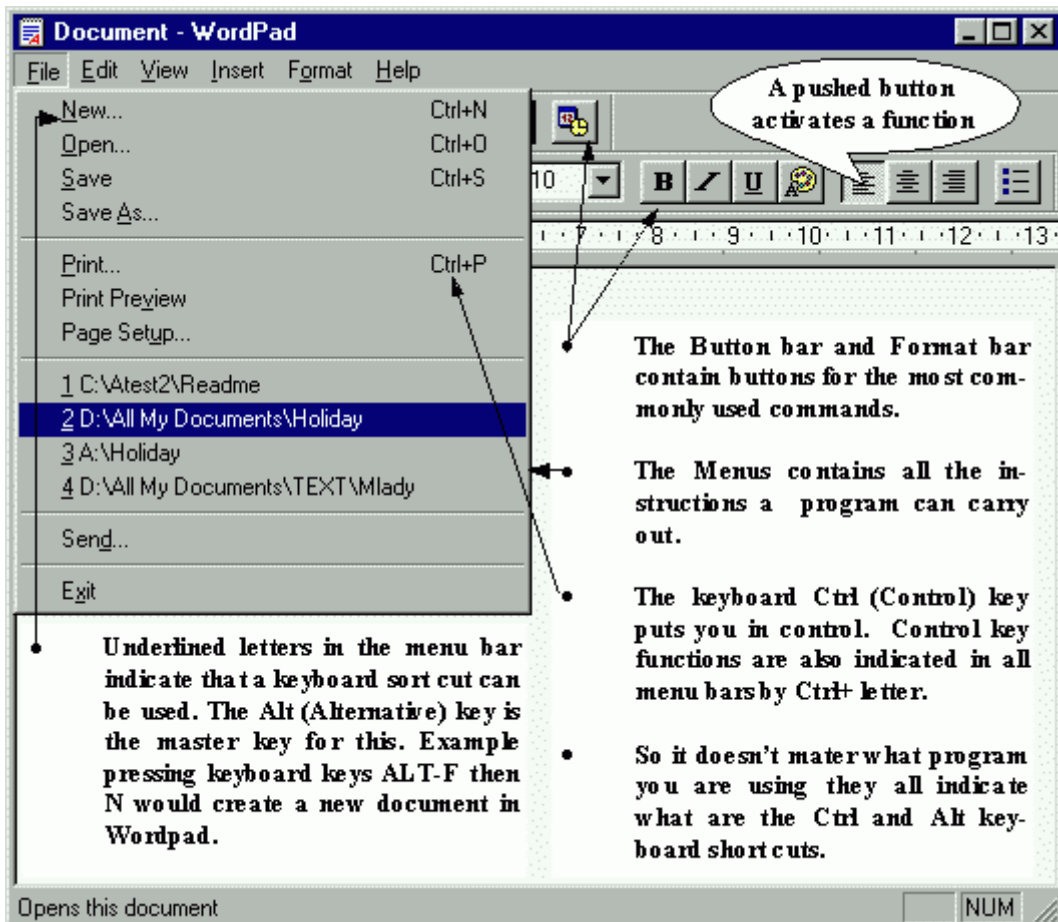
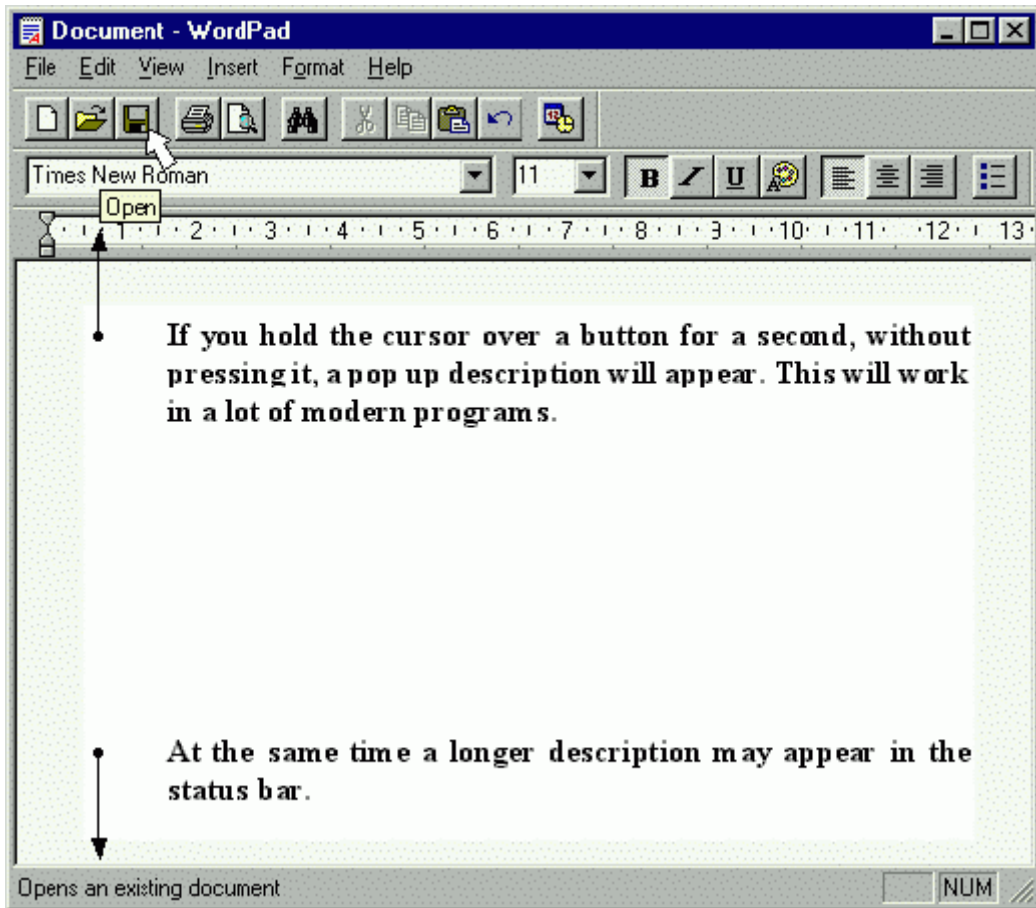
Open Wordpad and try the processes indicated while viewing this page, to open Wordpad left click Start/Programs/Accessories/Wordpad. (*Wordpad, is a very basic word processor*)

NOTE: If you don't see some of the 'Wordpad' button bar items shown in the screen shots below, then left click the "View" menu item in the "Menu Bar", and then left click on each button bar item that does not have a tick next to it, in the pop down box that appears.

1. By left mouse clicking on a button bar item in the "View" menu that does not show a tick next to it, it turns on that hidden button bar.

2. By left mouse clicking on a button bar item in the "View" menu that does show a tick next to it, it turns off that button bar.





Document - WordPad

File Edit View Insert Format Help

Times New Roman 10 B I U

1 2 3 4 5 6 7 8 9 10 11 12 13

Right mouse clicking is very powerful in Windows 95/98, it activates intuitive pop up boxes. These boxes contain a selection of commands that can be carried out. Usually, the most used commands for the particular object or area, that has been right clicked.

Selection of an item in the box is done by a left mouse click.

You can also use keyboard short cuts because letters are underlined. In this case though you don't need to hold down the Alt key!

If you don't wish to activate a command in one of these pop up boxes simply click outside the box and it will disappear!

Selects font for current selection

NUM

Document - WordPad

File Edit View Insert Format Help

Times New Roman 20 B I U

1 2 3 4 5 6 7 8 9 10 11 12 13

Computers need to know what you are working on before an action can be carried out on that object. This is done by

HIGHLIGHTING

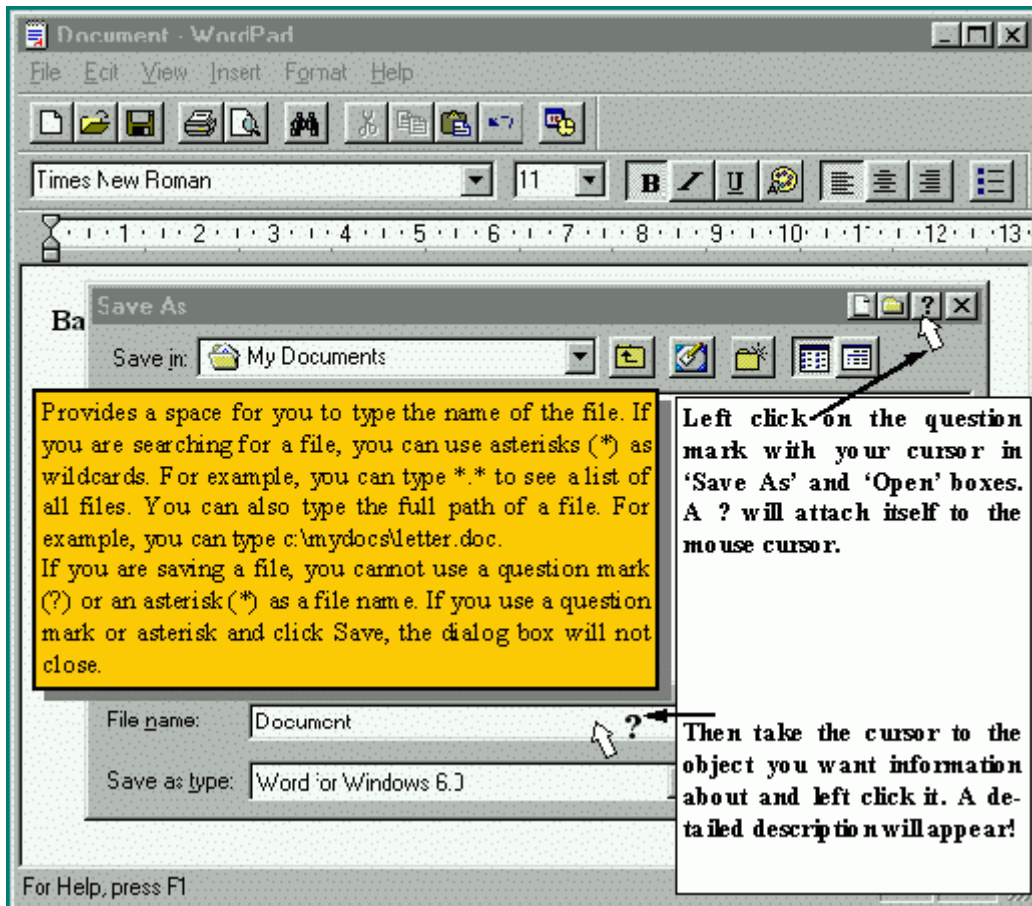
objects, or where you are working by the position of the blinking cursor → |

Highlight by taking the cursor to the object, (text in this case), then while holding down the left mouse button drag the cursor over the object.

The 'Enter' key in conjunction with the keyboard arrows can be used as an alternative to the using the mouse, for moving the cursor. Holding down the 'Shift' key is the same as holding down the left mouse key, if used in conjunction with the arrow keys, to highlight an object.

For Help, press F1

NUM



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