



Computer Basics 2 XP

~ CB2 XP ~

An introduction to Word Processing and Email using the Windows XP operating system

Compiled by GCCLC Volunteers

**Comments or Information, please Email
Curriculum1@gcclc.org**

**Except for personal use, reproduction is
prohibited without written permission from the
Gold Country Computer Learning Center**

© (copyright GCCLC)

GCCLC is a 100 % volunteer organization. Our members generously donate their time, energy, knowledge and skill to our programs. Each of us earns respect, satisfaction and a sense of accomplishment for a job well done.

August 2008

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

Lesson 1 – Review of Windows Basics

.....	1
Hardware	1
Software.....	1
Ergonomics.....	2
Turn on the computer	2
Logon Screen	2
Desktop.....	2
Mouse Holding and Moving	3
Mouse Buttons	3
Start menu	4
Start a Program	4
Microsoft Word window.....	5
Window Parts.....	5
Title bar.....	5
Menu bar.....	5
Toolbars	5
Ruler	5
Workspace	5
Scroll bars	6
Status bar	6
Minimize and Maximize/Restore Down buttons.....	6
Menus	6
File menu	7
Edit menu.....	7
Cursor	7
Cut and Paste	7
Copy and Paste	8
Paste again.....	8
Practice Text Editing.....	9
Cut, Copy and Paste with Toolbar Icons	9
Close Word.....	9
Sign Up for Lab Time.....	9
Turn Off Computer.....	10
Home Study	10
Displaying Toolbars.....	10
Exercises at home	10

Lesson 2 – Editing Features in Word 11

Start Computer and Logon	11
Create a Folder for Saving Files	11
Copy Files from the Hard Drive to a USB Flash Drive.....	11
Start Microsoft Word	13
Open a File From the USB Flash Drive	13
File Types	14
Mouse pointer and Cursor	14
Keyboard Review and Shortcuts	15
Word toolbars	15
Text Selection	15
Remove (deselect) the selection.....	15
Select and replace text practice	16
Text Formatting using the Format toolbar.	16
Remove Formatting.....	16
Change Fonts.....	17
Change Alignment	17
Delete text.....	17
Save – Save As (read only?)	17
Copy and Paste using Toolbar Buttons	18
Scroll Bar	18
Save using Toolbar Button	19
Close Applications	19
Safely Remove USB Flash Drive.....	19
Shut Down the Computer.....	19
Take Home Challenge – Letter.....	20

Lesson 3-- More Word Processing

Features	21
More Word Processing Features	21
Copying Files from the USB Flash Drive ..	21
Three Ways to Open a Document	21
Open a File from My Documents.....	21
Open a File from the Flash Drive.....	21
Open a File from the Word Program....	22
Home – End Keys.....	22
Change alignment.....	22
Save – Save As	23
Spelling and Grammar Checking.....	23
Print Preview.....	24
Page Setup	25
Clip Art.....	25
Print an Image of the Screen or One Window	26
Print a Document	26

Lesson 4 – Email	29
Virus Alert	29
Email Types	29
Open Outlook Express	30
Parts of an Email Program	30
Welcome Screen	30
Inbox/Folder View	31
Folders List	31
Make a New Folder	31
Open a Folder	32
Reading and Handling Messages	32
Read Message Window	32
Move a Message	32
Reply to a message	32
Forward a message	32
Flag a message	33
Sorting Messages	33
View and Save Attachments	33
Create a New Message	34

Addressing the Message	34
Subject for the Message	34
Typing the Message	34
Send the Message	35
Create a New Message with a Picture ..	35
Send pictures from My Pictures	35
Create a New Message with a File	
Attachment	36
Add Text by Pasting from Another	
Document	36
Address Book (Contacts)	36
Add a Contact	36
Getting Help in Outlook Express	37
Delete Your CB2 Folder	38
Appendix	39
Keyboard	39
Keyboard Shortcuts Guide for Works, Word	
and WordPerfect	41