

UNIT 4 WINDOWS ACCESSORIES

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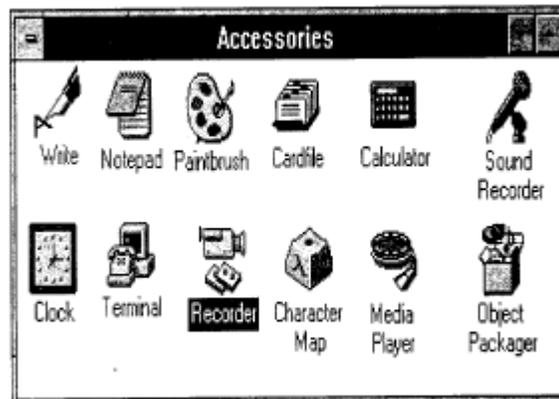
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4.0 INTRODUCTION

Windows not only includes the management utilities like File Manager and Print Manager, but also includes a set of office tools as those found on the office desk, including calculator, calendar, notepad, and clock. These tools are included among other useful programs in the Accessories group and help in performing the everyday tasks.

The programs in the Accessories group are also called "Applets" because these programs do not offer full range of functions that separate application programs do. Even so these applets are quite useful.

To start an accessory, choose an icon in the Accessories group.



4.1 OBJECTIVES

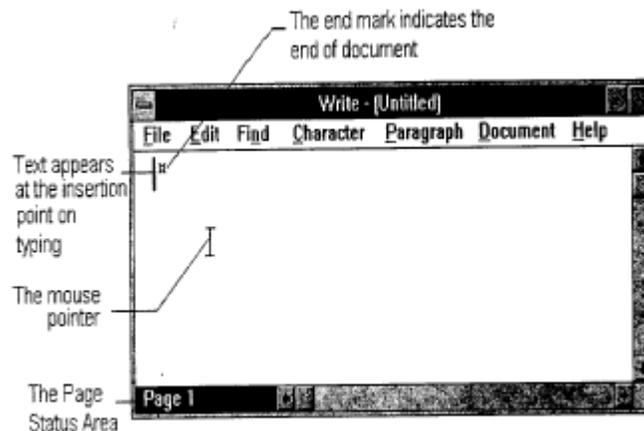
After going through this unit, a student should be able to

- open a file
- edit a file
- save the work done
- use key board options for mouse
- use drawing tool i.e. paint brush
- familiarize with other accessories

4.2 WRITE

Word processors are the most commonly used programs. Write is the word processor provided with Windows ver 3.x. Write is simple and easy to master. Though not a very powerful program, it has enough features to create professional-looking reports and documents. When you create Write. documents, you can, type, edit, and format text in the Write window; insert graphics; save the text and graphics as a file; and print your documents.

Write also supports object linking and embedding (discussed in the next unit).

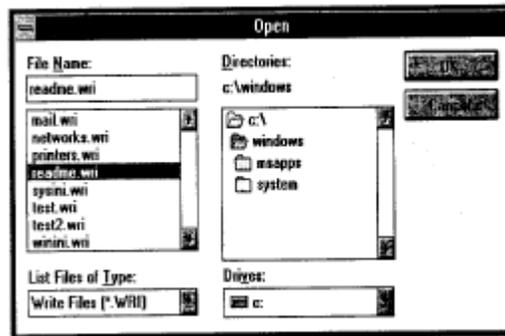


4.2.1 Opening Files

To work on a document, you must first open and display it on your screen. You can then edit, format, and print it. When you start Write, a new, blank untitled document opens. To begin working on it, just start typing and it can be saved under a new name.

To open an existing Write document

1. From the File menu, choose Open command. The Open dialog box appears.



2. Type or select the filename. If the file is on a different drive or directory, select the drive from the drives list and directory in the directory box.
3. Choose the OK button.

To open a new, untitled document

- From the File menu, choose New command. If a document is already open, windows prompts to save any changes made, before opening a new Write document.

4.2.2 Saving Files

When you open a document, it is copied from the disk and displayed in Write window. As you work, you change the copy of the document in the window. The Save command can be used to preserve your changes. When you save a document, it remains on your screen so that you can continue working. It is a good idea to save the document frequently.

To save changes to a document

- From the File menu, choose Save command.

To save a new (untitled) document or the current document under a new name

1. From the File menu, choose Save As command.
2. Type a filename. If the file is to be saved on a different drive or directory, select the drive from the drives list and directory in the directory box.
3. Choose the OK button.

4.2.3 Typing Text

When you start typing text, an insertion point marks the place where the text appears.

To type text in a new document

- Begin typing the text. Press ENTER to move the insertion point to the next line. Press the SPACEBAR to move the insertion point one space to the right.

To type text in an existing document

- Move the mouse pointer to the place where the text is to appear, click once, and then start typing. Or use the arrow keys to move the insertion point to that location.

4.2.4 Moving within Text

The insertion point can be easily moved within text and placed at the desired location.

To move the insertion point using mouse

- Place the mouse pointer at the desired location and click once.

To move the insertion point using keyboard, the following are the ways

To move to the	Press
Next Line	DOWN ARROW
Previous Line	UPARROW
End of the line	END
Beginning of the line	HOME
Next screen	PAGE DOWN
Previous screen	PAGE UP
Next word	CTRL+RIGHT ARROW
Previous word	CTRL+LEFT ARROW
End of the document	CTRL+END
Beginning of the document	CTRL+HOME

4.2.5 Selecting Text

To make changes to blocks of text, the text needs to be selected. To select text the selection area can be used. The selection area is invisible and extends vertically along the left margin. The mouse pointer slants to the right when inside the selection area.

To select	Do this
A single line	From the selection area, point to a line and click the mouse button.
Several lines	From the selection area, point to a line and drag the pointer up or down within the selection area.
A paragraph	From the selection area, point to a paragraph and double-click.
Several paragraphs	From the selection area, point to a paragraph and double-click and hold down the mouse button. Drag the pointer up or down the selection area.

To select	Do This
A range of text	Select the starting line or paragraph. Press and hold down SHIFT while pointing to the last line or paragraph from the selection area. Then click. Write selects everything the two points.
The entire document	Press and hold down CTRL, and, with the pointer in the selection area, click.
A range of characters	Point to the first character. Press and hold down the mouse button, and then drag the insertion point to the last character to be selected.

To cancel the selection

- Click anywhere in the document.

4.2.6 Editing Text

Editing text includes addition, deletion, copying and moving functions.

To add text

- Place the insertion point at the desired location either using mouse or the keyboard and then add text.

To remove text

- Press DEL key to delete the character to the right of the insertion point.
- Press BACKSPACE to delete the character to the left of the insertion point.
- Select the block of text to be deleted, and press DEL key.

The Copy, Cut, and Paste commands transfer and duplicate information.

To copy text by using the mouse

1. Select the text you want to copy.
2. Move the mouse pointer to the place you want to insert the copy.
3. Press and hold down ALT, and click.

To copy text by using the keyboard

1. Select the text you want to copy.
2. From the Edit menu, choose Copy command.
3. Move the insertion point to the place you want the copied text to appear.
Or

Select the text you want to replace with the copied text.

1. From the Edit menu, choose Paste command.

To move text by using the mouse

1. Select the text you want to move.
2. Move the mouse pointer to the place you want to insert the text.
3. Press and hold down SHIFT+ALT, and click.

To move text by using the keyboard

1. Select the text you want to move.
2. From the Edit menu, choose Cut command.
3. Move the insertion point to the place you want the cut text to appear.

Or

Select the text you want to replace with the copied text.

1. From the Edit menu, choose Paste command.

4.2.7 Formatting Text

The document can be made attractive and professional-looking by formatting the text. There are different types of formatting that can be applied to a document such as, character styles, fonts, different font sizes, paragraph alignments, etc.

Changing Character Styles

More than one character style can be applied to the same characters.

To apply a character style

1. Move the insertion point to the place you want to start typing text, or select the text whose style you want to change.
2. From the Character menu, choose the style you want. If text was selected, it now appears in the style you chose. If no text was selected, the text you type will appear in the style you chose.

To cancel a character style

1. Select the text whose style you want to cancel.
2. From the Character menu, choose the style.

This does not apply to Regular style.

To cancel all character styles

1. Select the text whose styles you want to cancel.
2. From the Character menu, choose Regular.

Changing Fonts and Font Sizes

To change fonts or font sizes by using the Fonts command :

1. Move the insertion point to the place you want to change the font, or select the text you want to change.
2. From the Character menu, choose Fonts command.
3. In the Font box, type or select a font name.
4. In the Font Style box, type or select a style for the text.
5. In the Size box, type or select a font size.
6. Choose the OK button.

Change Paragraph Format

By default, paragraphs are single-spaced and left-justified. This means that the paragraphs are aligned along the left margin with a jagged edge on the right. The paragraph can be formatted according to one's choice and requirement using the commands from the Paragraph menu.

To change the paragraph format

1. Place the insertion point anywhere in the paragraph you want to change.

Or

If you want to change more than one paragraph, select text from the paragraphs.

1. From the Paragraph menu, choose another alignment or line spacing commands.

If you choose Normal, Write aligns the paragraph at the left margin and makes it single-spaced. If you make a mistake while formatting, you can choose Undo command from the Edit menu.

4.3 PAINTBRUSH

Paintbrush is the tool that can be used to create simple or elaborate drawings. It is almost entirely mouse-driven. Unlike other accessories, Paintbrush makes use of both mouse buttons. The right mouse button is used for certain specified tasks only, but almost all the functions are performed using the left mouse button.

4.3.1 Basic Concepts

The major portion of the Paintbrush window is taken by the drawing area where you create or change a drawing.

The Toolbox containing the tools used to create and change a drawing is arranged to the left of the window. Any tool can be selected by clicking on the desired tool from the toolbox.

The Linesize box containing the available drawing widths is in the lower left corner, with an arrow pointing to the current line width. The line width can be changed by clicking the desired line width or dragging the arrow to it.

The color Palette is at the bottom of the window. The box to the left of the palette displays the selected foreground and background colors. The foreground color is in the center and the background color in the border. When you start Paintbrush, the background color is white and the foreground color is black.

To select a different background colour

- Point to the color in the Palette, and then click it using the right mouse button.

To select a different foreground colour

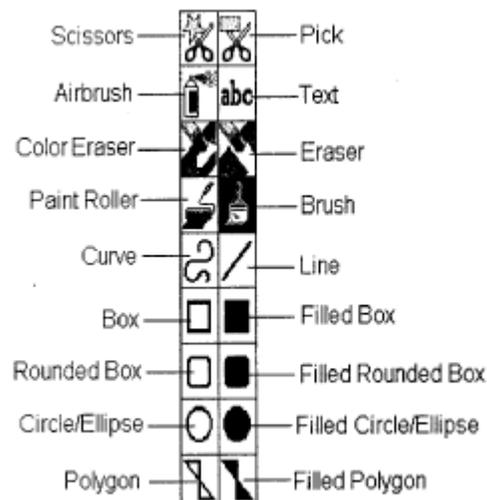
- Point to the colour in the Palette, and then click it using the left mouse button.

The palette not only contains colors but also the patterns.



4.3.2 Working with the Tools

The toolbox contains the tools for drawing in which each tool has a different function. The following list briefly describes each tool's function:



This tools	Does this
Scissors	Defines an area to cuts, copy, or change
Pick tools	Defines a rectangular areas to cut, copy, or change
Airbrush	Creates a circulars spray of dots
Text tools	Adds text to the drawing
Color Erasers	Changes portions of the foreground colors to the background colors, or changes every occurrence of one color to another color
Eraser	Changes foreground colors to the selected background color
Paint Roller	Fills any closed shape or area with color

This tool	Does this
Brush	Draws freehand shapes and lines
Curve	Draws curved lines
Line	Draws straight lines
Box	Draws hollow squares and rectangles
Filled Box	Draws squares and rectangles filled with color
Rounded Box	Draws hollow round-cornered squares and rectangles
Filled Rounded Box	Draws round-cornered squares & rectangles filled with color

Circle/Ellipse	Draws hollow circles and ellipses
Filled Circle/Ellipse	Draws circles and ellipses filled with color
Polygon	Draws polygons from connected straight lines
Filled Polygon	Draws polygons filled with color

4.4 OTHER ACCESSORIES

There are more accessories other than Write and Paintbrush that can also be used. The following list describes how use the accessories :

Use	To
Calculator	Do simple, advanced scientific and statistical calculations.
Calendar	Record daily appointments and see monthly schedule at a glance.
Cardfile	Organise and manage information such as names, addresses and phone numbers.
Character Map	Insert extended characters not-found on most keyboards into documents.
Clock	Keep track of time.
Media Player	Play multimedia files, such as sound or animation, and control hardware devices, such as a videodisk player.
Notepad	Create notes, write short memos, and edit and create batch files.

Use	To
Recorder	Record a sequence of keystrokes and mouse actions to play back later.
Sound Recorder	Play, record and edit digitized sound files.
Terminal	Connect your computer to other computers and exchange information.

For the functioning of the Terminal, Media Player and the Sound Recorder relevant hardware is required to be installed on the computer. The rest of the accessories do not require any specific hardware.

Check Your Progress

- Fill in the blanks :
 - As the programs in the Accessories group do not offer full range of functions, they are called
 - To move to the next line in the document, press
 - The command is used to open an existing file.
- Apart from the drawing area and the parts of the windows, what else is seen in !he Paintbrush window. Explain them briefly.

4.5 SUMMARY

This unit gave an overview of all the programs in the Accessories group, except the two Write and Paintbrush that are covered in detail. Write is a full-fledged word processing program. Although it is not as powerful as some other windows-based word processing programs, but it does have the capability to format text, adjust spacing, and align paragraphs.

Paintbrush is a powerful drawing program for creating free-hand drawings. Even if one is not skilled artistically, still can easily create graphics that combine text and basic geometric shapes.

