Chapter 18

Windows Accessories Menu—Notepad, WordPad, and Calculator

Notepad is a very basic word processor that lets you create a file that is just text (ASCII). Simple notes, lists, or computer programs can be written, printed and save with Notepad.

WordPad is a word processor that allows you to add bold, italics, underline, and different fonts to your document. Double spacing, centering, and right or left aligning are all possible with WordPad. It allows you to insert pictures and "Paint" files. You can save your file in Rich Text Format (RTF) so that the bold, italics, underline, and font is carried over to word processors such as Microsoft Word. There is not a spell checker in WordPad. A spell checker can be downloaded from the internet for this program.

Calculator is a program that allows you to use either a basic calculator or a Standard or Scientific mode in Windows XP, or Standard, Scientific, Programmer or Statistics in Windows 7.

Windows XP and Windows 7 both offer three programs in the Windows Accessories menu. As we learned in an earlier chapter, we can get to the Windows Accessories menu by tapping the Windows (Start) Key one time. We then tap the letter "p" until we hear or see the "Programs" menu item. We tap the Enter Key one time to open this menu and display the sub menu items. We tap the letter "a" until we hear or see "Accessories," and then tap either the Enter Key one time, or the right arrow key one time to open the "Accessories" sub menu. When we reach this point we can down arrow until we hear or see "Notepad, WordPad, or Calculator," and then tap the Enter Key one time to open that program.

Notepad and WordPad are both word processors that allow you to type a document, save it, print it, or email it. Neither has a spell checker built in, nor are they developed in any way to the level of programs such as Microsoft Word, WordPerfect, or other commercial level programs.

Notepad saves as **ASCII text**. This is pure text that has no frills. You cannot make text bold, underlined, or italicized in Notepad. What Notepad is good for is the saving of a text document that you do not want any other types of symbols included. For example,

when you save a Word document, the text is saved, along with whatever codes that Word used. This makes it difficult to open in other word processors, and the view of the document is rarely the same between the word processors. If you want the text only, Notepad is the word processor to use. Also, Notepad is the only word processor that Windows Narrator will read aloud. It is the program you have to use to have Narrator read back what you typed, or what you have copied into it from the internet or another word processor. If you go on to learn to write computer programs or scripts, it is very likely that you will use Notepad to do a lot of your work.

WordPad saves as text or **Rich Text format (RTF)**. You are able to bold, italicize and underline in RTF format. You can change the font and the font size when you use RTF. You can insert pictures or clipart into WordPad documents. At this time there is not a spell checker built into WordPad. There are programs for WordPad spell checking that you can download from the internet.

The Calculator program, especially the one in Windows 7, is a nice tool that gives you instant access to computing items such as math problems, a grocery bill, utility bills, or even figuring percentages and sales taxes. It is good for fundamental, everyday math. If you are an advanced math user, there is the Microsoft Excel program, and many commercial level programs.
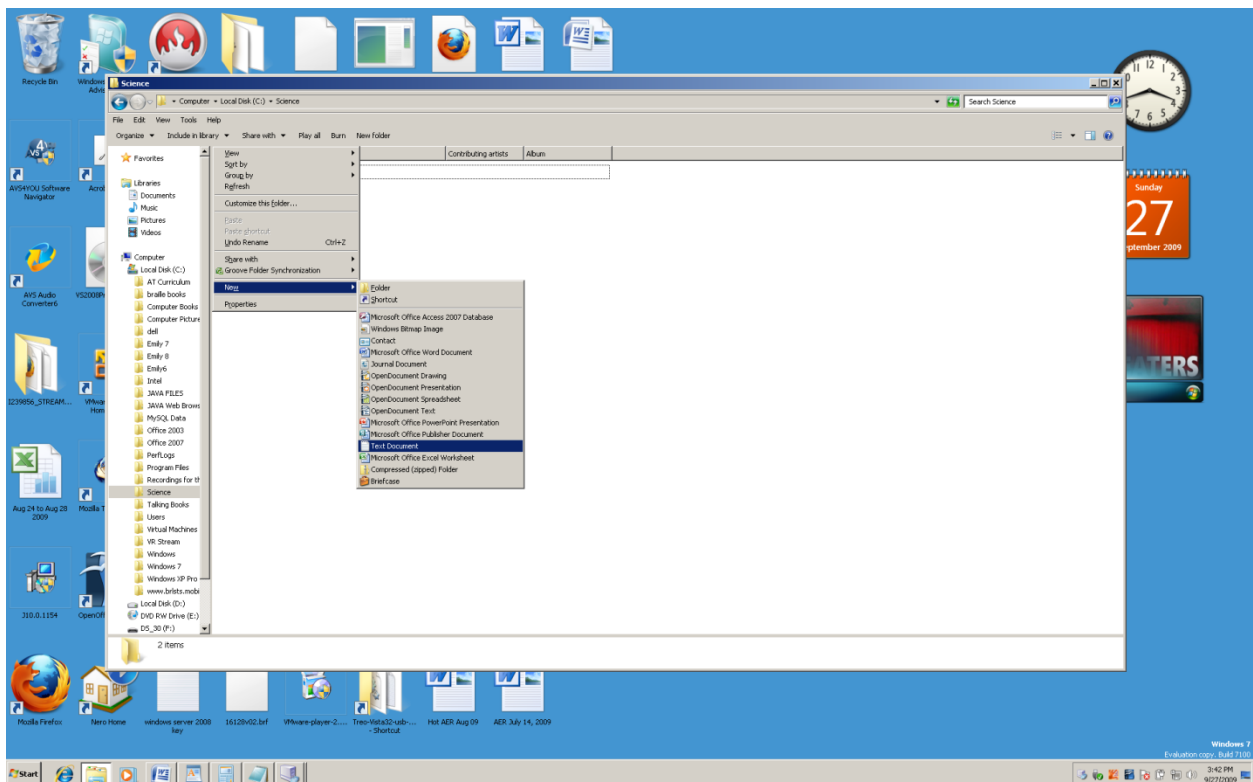
Notepad

While you can open Notepad from the Windows Accessories menu, there are two other ways to open this program. One is fast, and the other is efficient.   To quickly open Notepad in either Windows XP or Windows 7, press and hold down the Windows (Start) Key and tap the letter "r" one time. Release these keys. This will bring up the Windows "Command Line," or "Run" box. Type "notepad" (without the quotes). Tap the Enter Key one time and Notepad will immediately open.
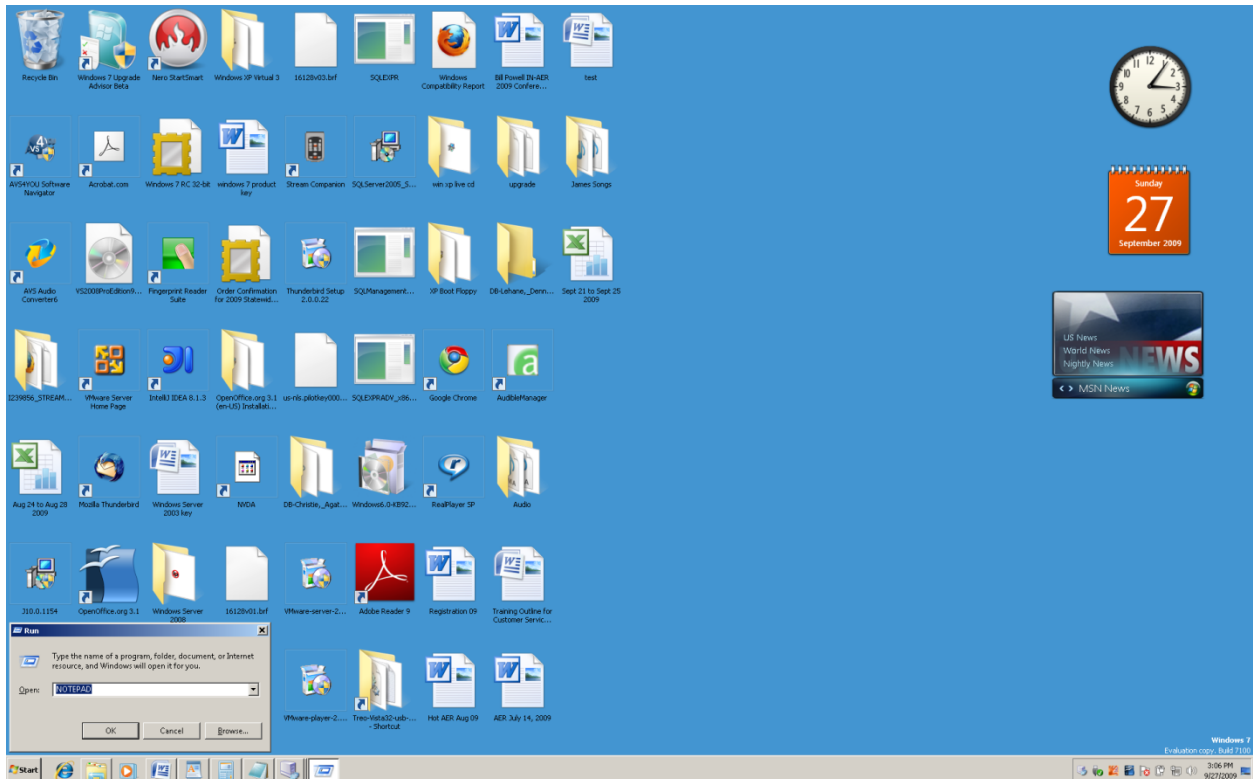

If you choose to open Notepad from either the Accessories menu or from the Windows command line, you will need to use the "Save As" dialogue box to tell the computer where you want your file saved. If you do not tell the computer where to save your file it will, by default, be saved in the "Documents" folder. While this is fine if you only have a few files, imagine having several hundred files to look through when you want to reopen the file you just created.

The most efficient way to create a Notepad file, in terms of organization, is to use the Windows File Explorer. Press and hold down the Windows (Start) Key and tap the letter "e" one time. Release these keys. If you are in "Tree View," tap the letter "l" until you hear or see "Local Drive C." If you are using a USB memory stick, you can go to it by either using the up or down arrow key, or by tapping the first letter of the name you gave it. When you reach the local (hard drive), or your memory stick, tap the right arrow key to open it, and then down arrow to the folder you want to create a Notepad file in. Tap the Enter Key one time. Tab one time to go into the "List View." Tap the Applications Key one time. Tap the letter "w" one time. Right arrow one time, and then down arrow or tap the letter "t" until you hear or see the "Text Document" menu item. If you are more comfortable using the File menu, press Alt f, release these keys, tap the letter "w," and then down arrow to or tap the letter "t" until you hear or see the "Text Document" menu item.

Tap the enter key one time and you will be placed in a file name edit box. Type the name you want to give the Notepad document.
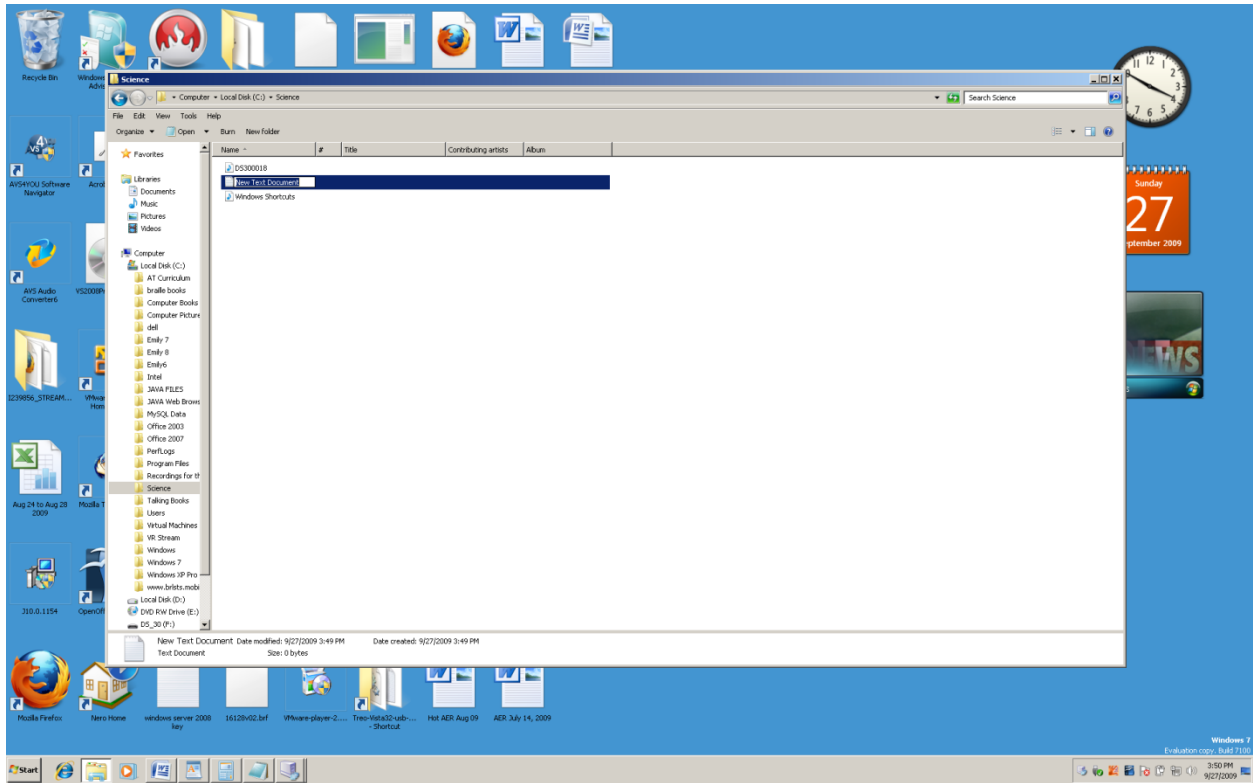
Tap the Enter Key one time and the file will be created. Notepad will not be open at this point. The important thing is that you have created this file in a folder that you preselected. This gives you the ability to organize files without having to work through the "Save As" dialogue box.
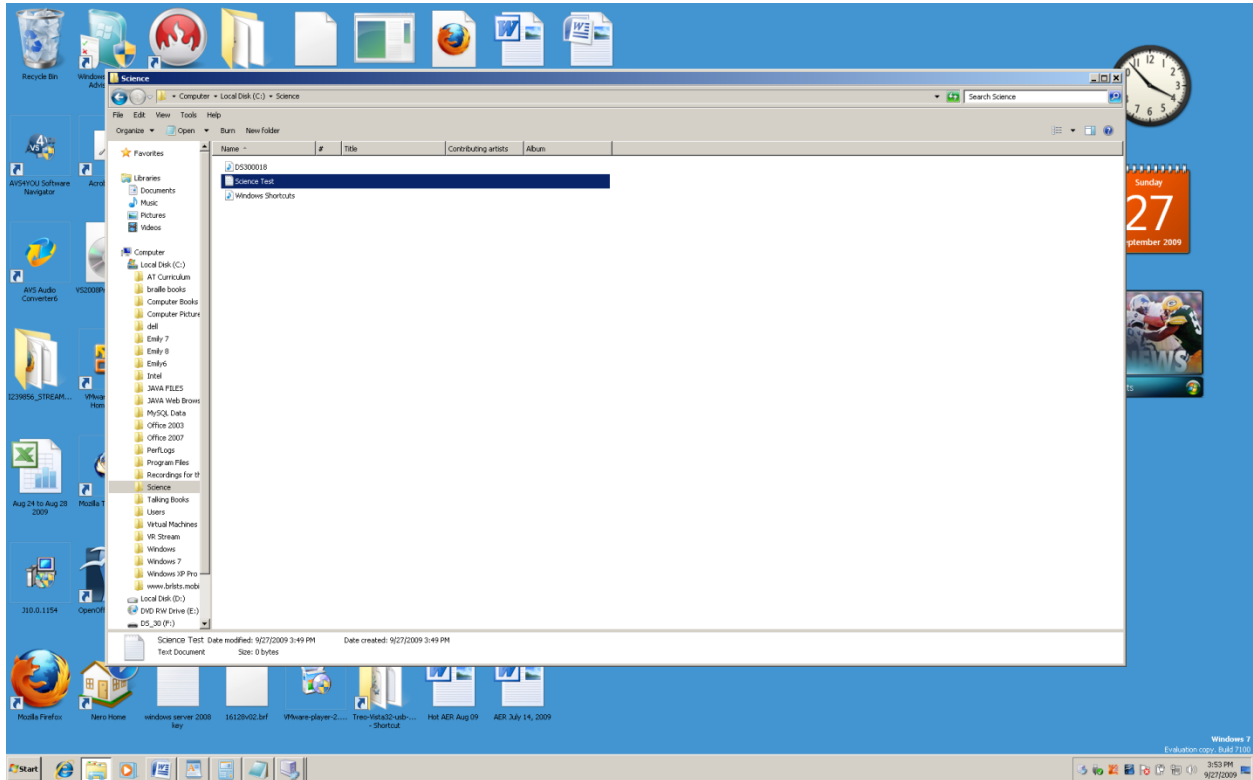
You have just created a Notepad file using Windows File Explorer. You are directly on this file. Tap the Enter (Start) Key one time and the file will open in Notepad.
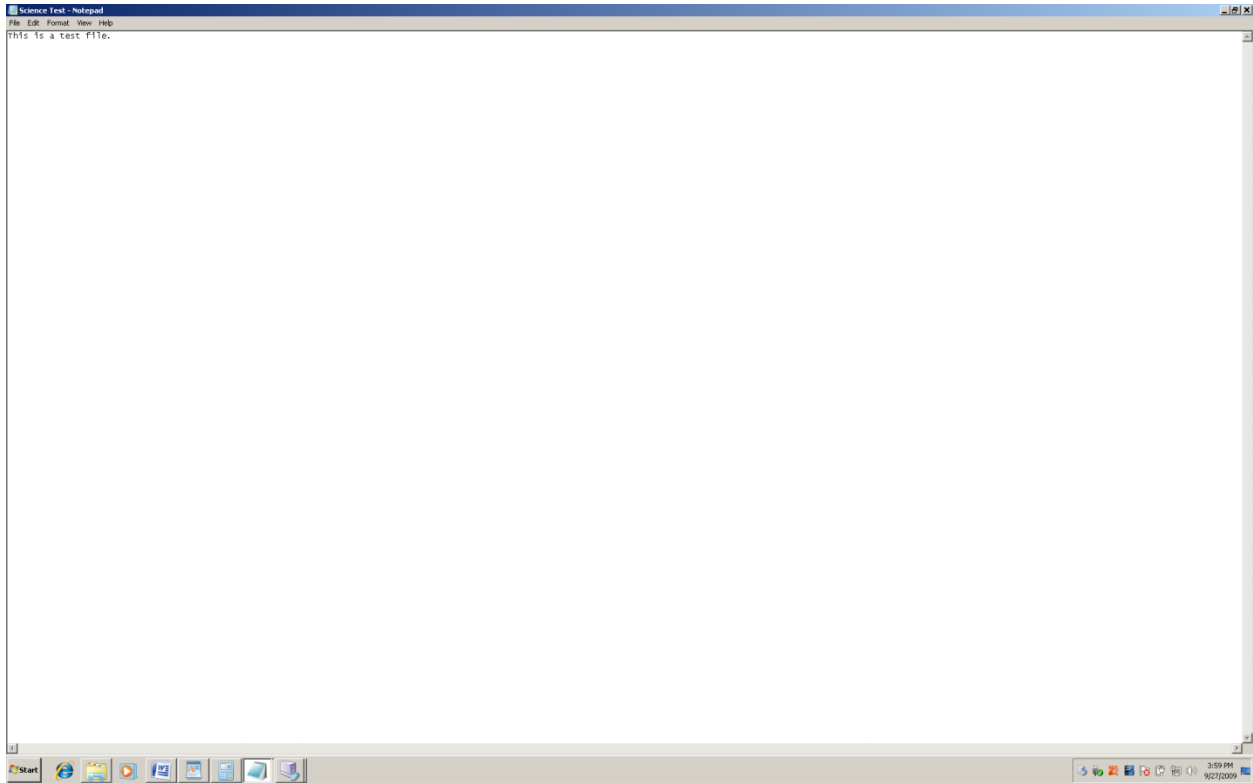

Type a sentence in Notepad. Now, you want to save your file. You do not have to go to the "File" menu to do a "Save as," or "Save." Press and hold down the Control Key and tap the letter "s" one time. Your file with the sentence is saved, and it is still in the folder on the drive where you created it. To leave Notepad press and hold down the Alt Key and tap the F4 Key one time. The program will close and you will be back in the folder where you created the file.

If you type text into your new Notepad file and forget to save before pressing the Alt F4 key combination, a box will come up with three buttons. These buttons are "Save, Don't Save, and Cancel." You are placed on the "Save" button. If you tap the spacebar one time the file will be saved and closed. If you do not want to save the text you just typed, tap the right arrow key one time to go to the "Don't Save" button, and then tap the spacebar one time to close the file without saving. If you want to return to the document to type more text, right arrow to the "Cancel" button and tap the spacebar one time— you can also tap the Escape Key one time to cancel and return to the open document.
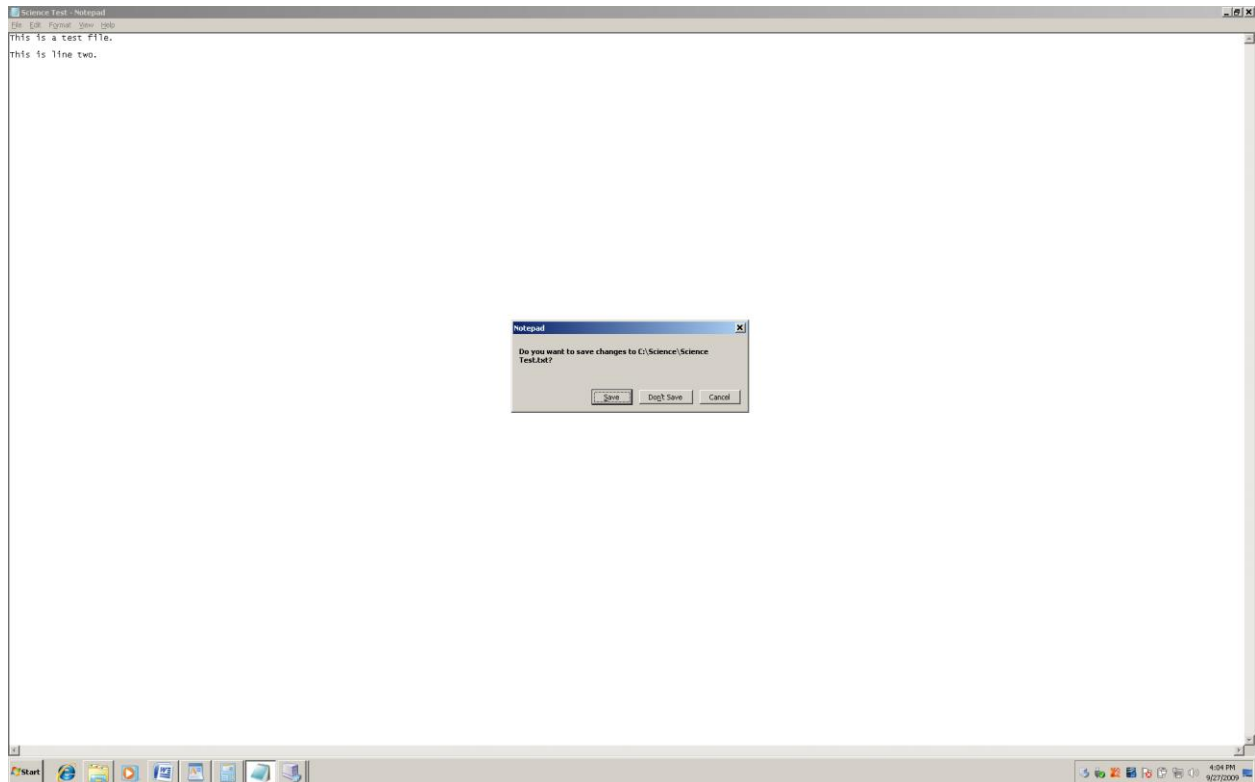
**Saving a Notepad File in Windows XP Using the "Save As" Dialogue Box**

Let's say you are using Windows XP and have started Notepad from either the Accessories menu or the Windows Key "r" command line. Unless you want your file to be saved in "Documents or My Documents," you are going to need to understand how to use the "Save As" dialogue box to save the file where you want it. In both Windows XP and Windows 7 you can access the "Save As" dialogue box in two ways. The first way naturally happens when you have opened Notepad from the "Accessories" or command line, typed, and then want to save. Press and hold down the Control Key and tap the letter "s." Because your file has never been saved and does not have a name or place, the "Save As" dialogue box will appear. After you do the first save using the "Save As" dialogue box, Control "s" will work without opening the "Save As" dialogue box for the file you have created.
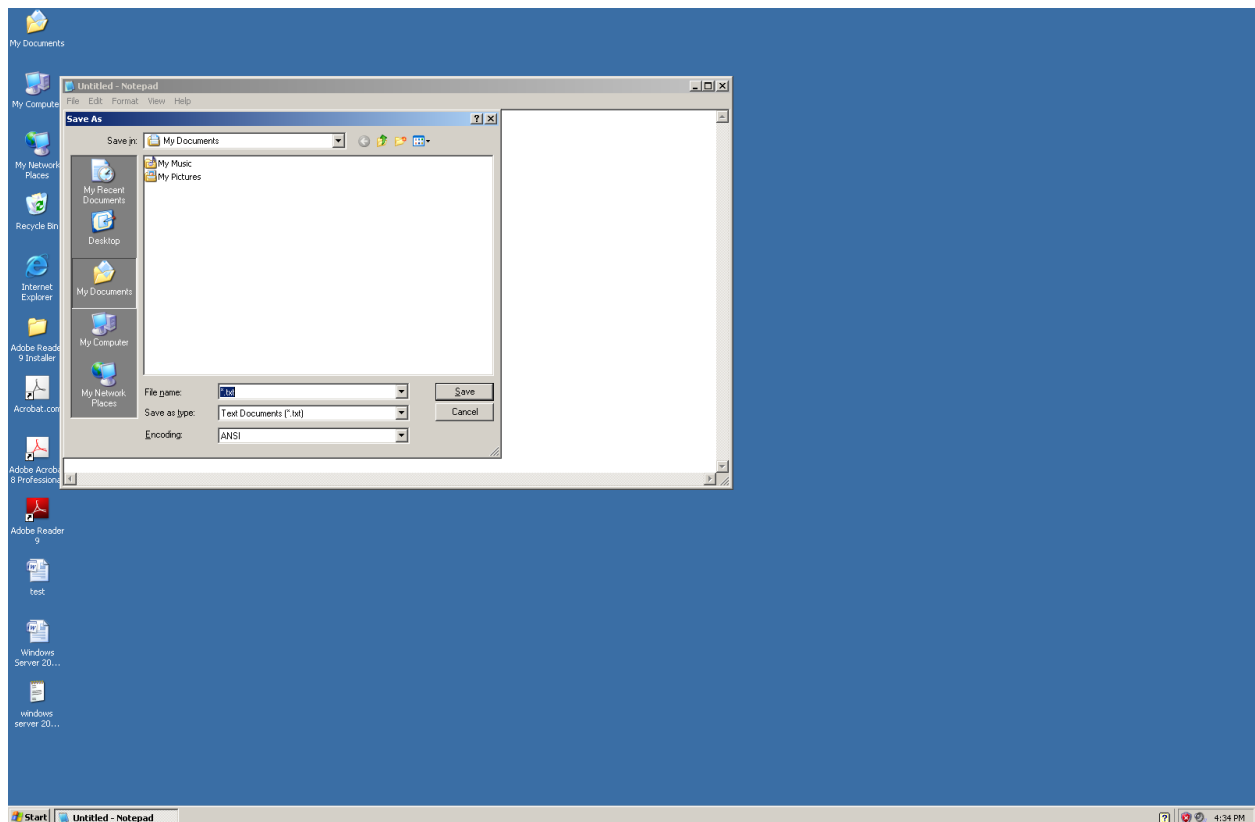
You can also access the "Save As" dialogue box from the File menu. Press and hold down the Alt Key and tap the letter "f." Down arrow to or tap the letter "a" to go to the "Save As" menu item. If you tap the letter "a" the "Save As" dialogue box will immediately open. If you down arrow to "Save As," you will need to tap the Enter Key one time to open the "Save As" dialogue box.
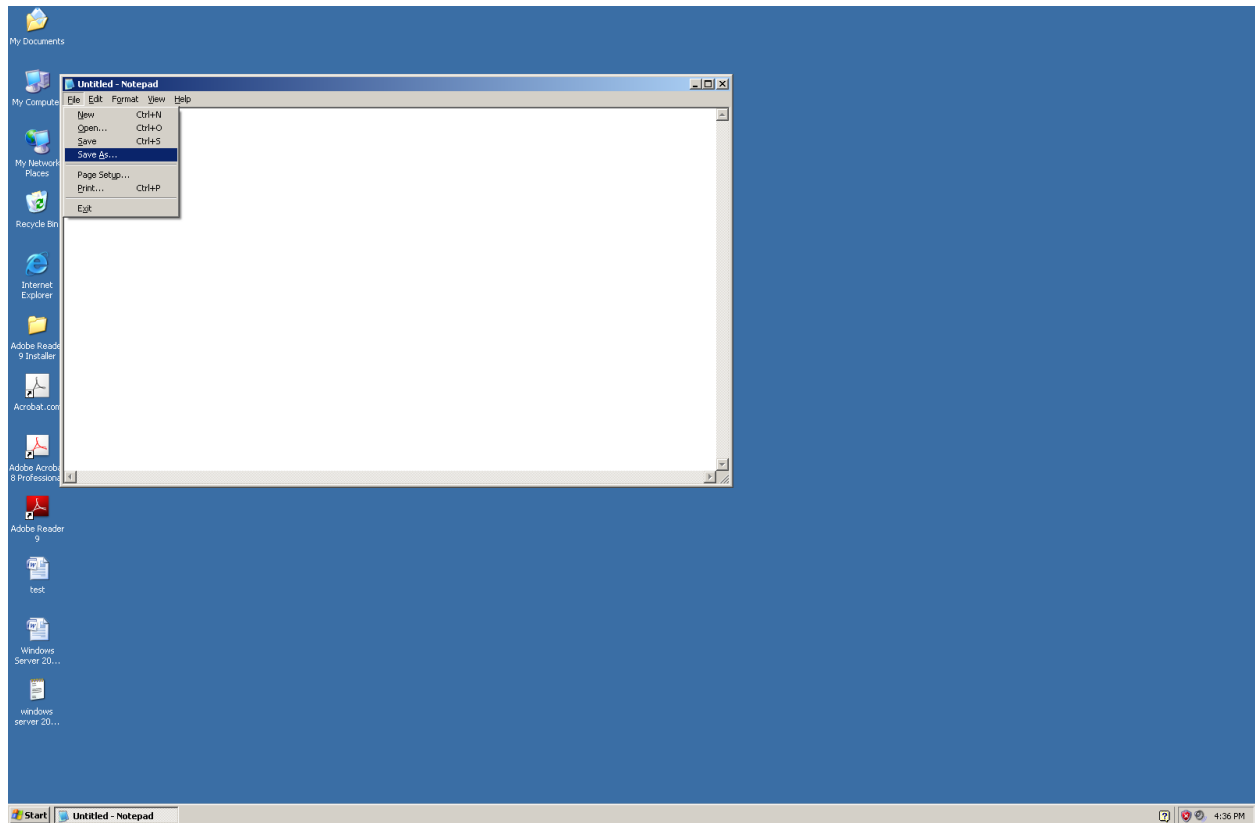
When the "Save As" dialogue box first opens you will be placed in the "File name" edit box (form field). Type the name you want to give the document. Do not press Enter at this point. Now, you have a choice of tapping the Tab Key until you arrive at the "Save in" combo box, or you can press and hold down the Alt Key and tap the letter "i" one time. Release the keys if you have used the Alt "i" key combination. You are now on the "Save in" combo box. Tap the down arrow key one time and a list drops down that shows all of the drives on your computer, including any USB memory devices that you have attached. You are by default on the "My Documents" item. Down arrow to the drive you want to save your file on. If the hard drive is where you have created the folder where you want to save this file, down arrow to "Local Drive C."
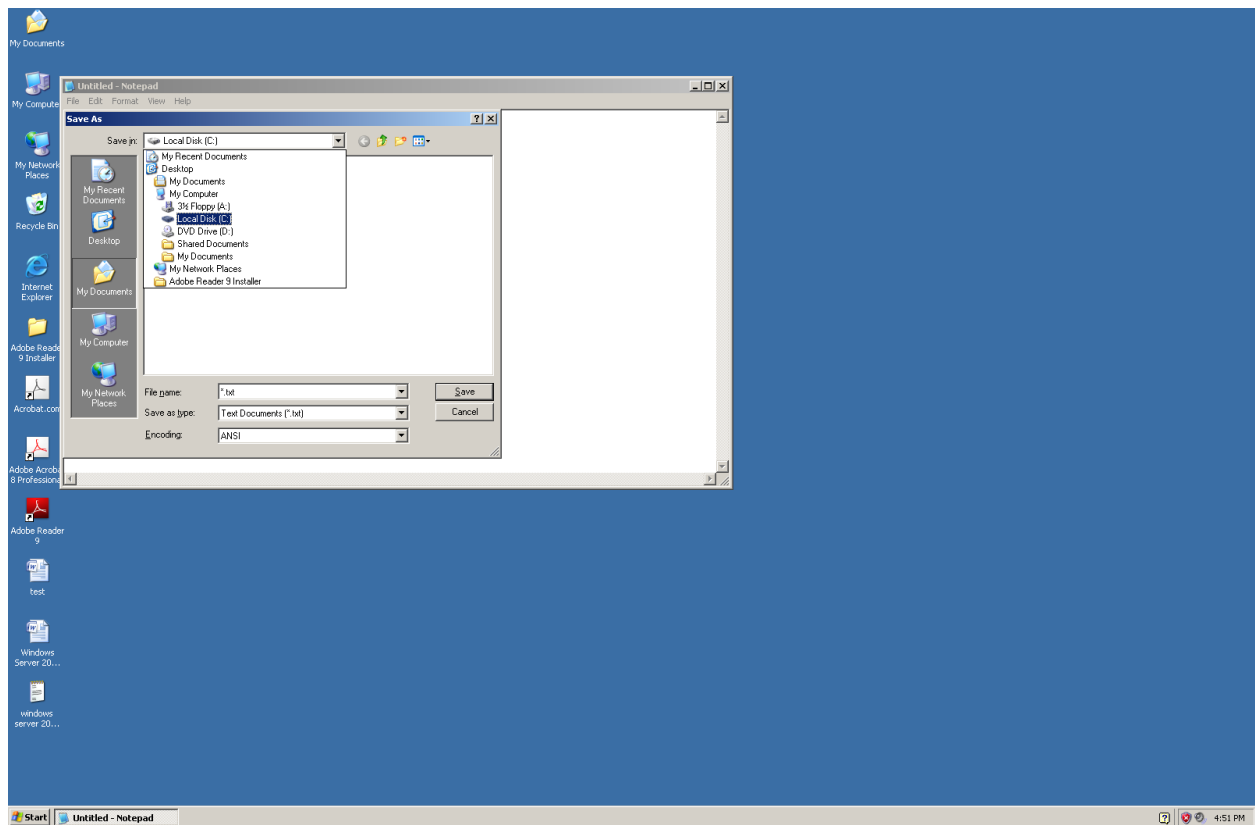
Tap the Enter Key one time. Tap the Tab Key three times and you will be in the folders for the drive you selected.
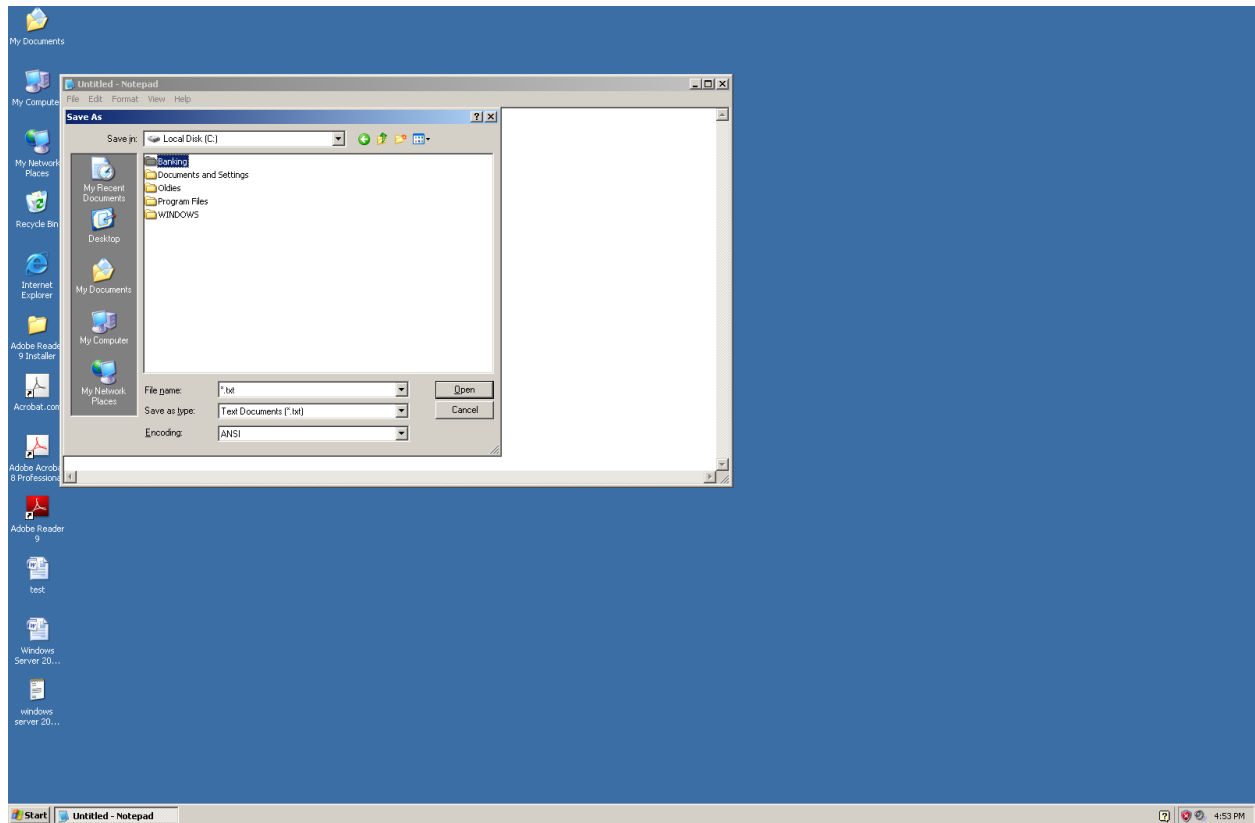
Down arrow to the folder you want to save your file in. Tap the Enter key one time and you will be in that folder.
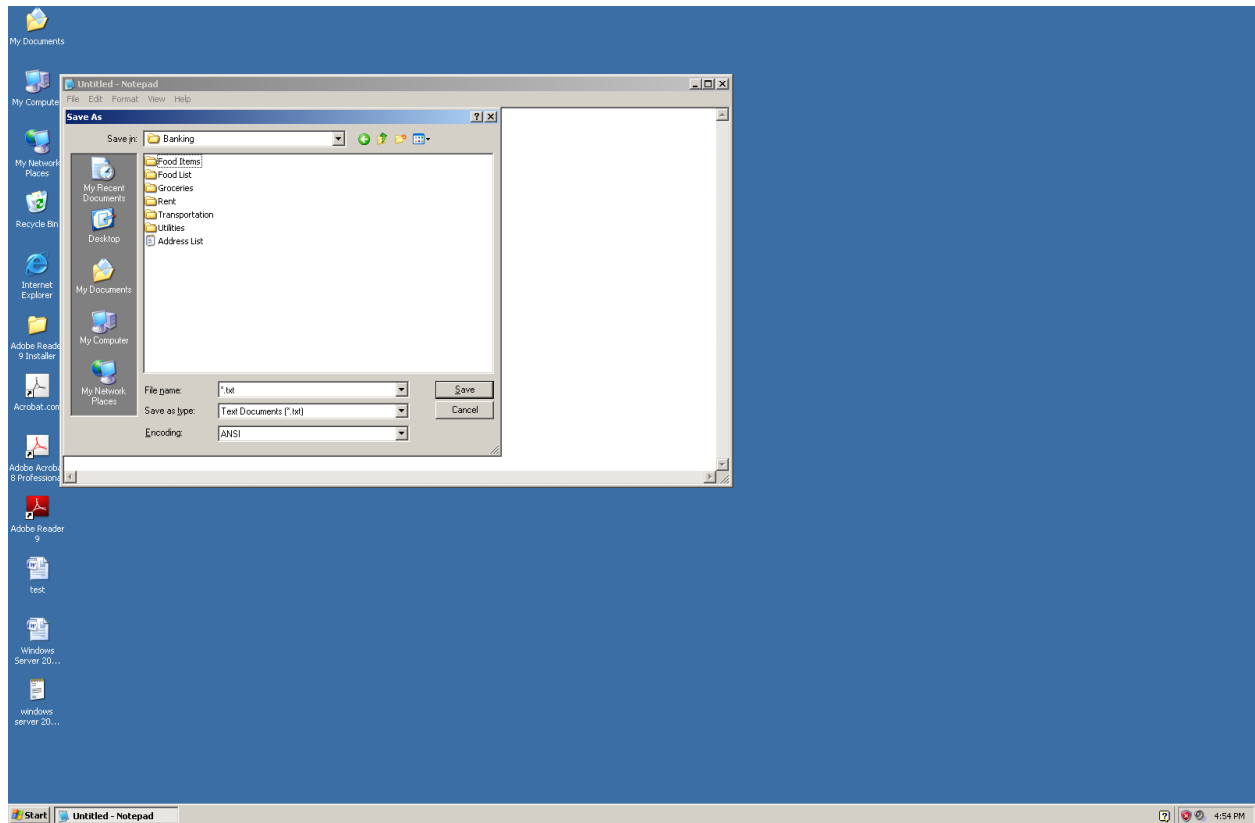
If there are sub folders in the folder you selected, you can down arrow to the sub folder you want. If you are in the folder where you want to save the file, press and hold down the Alt Key and tap the letter "s" one time. If you like to Tab, you can tap the Tab Key until you hear the "Save" button and then tap the spacebar one time. The file will be saved and you will be placed back in your Notepad document. The next time you press the Control "s" key combination you will not see the "Save As" dialogue box. The file will simply be saved with the new text you have written.

Saving a Notepad File in Windows 7 Using the "Save As" Dialogue Box

Let's say you have opened Notepad from the Accessories menu, the Windows command line, or by tapping the Windows Key one time, typing "Notepad," using your down arrow key to go to the "Notepad" menu item, and then tapping the Enter Key one time. You type the text you want and now are ready to save. You press the Control "s" key combination and the "Save As" dialogue box comes up.
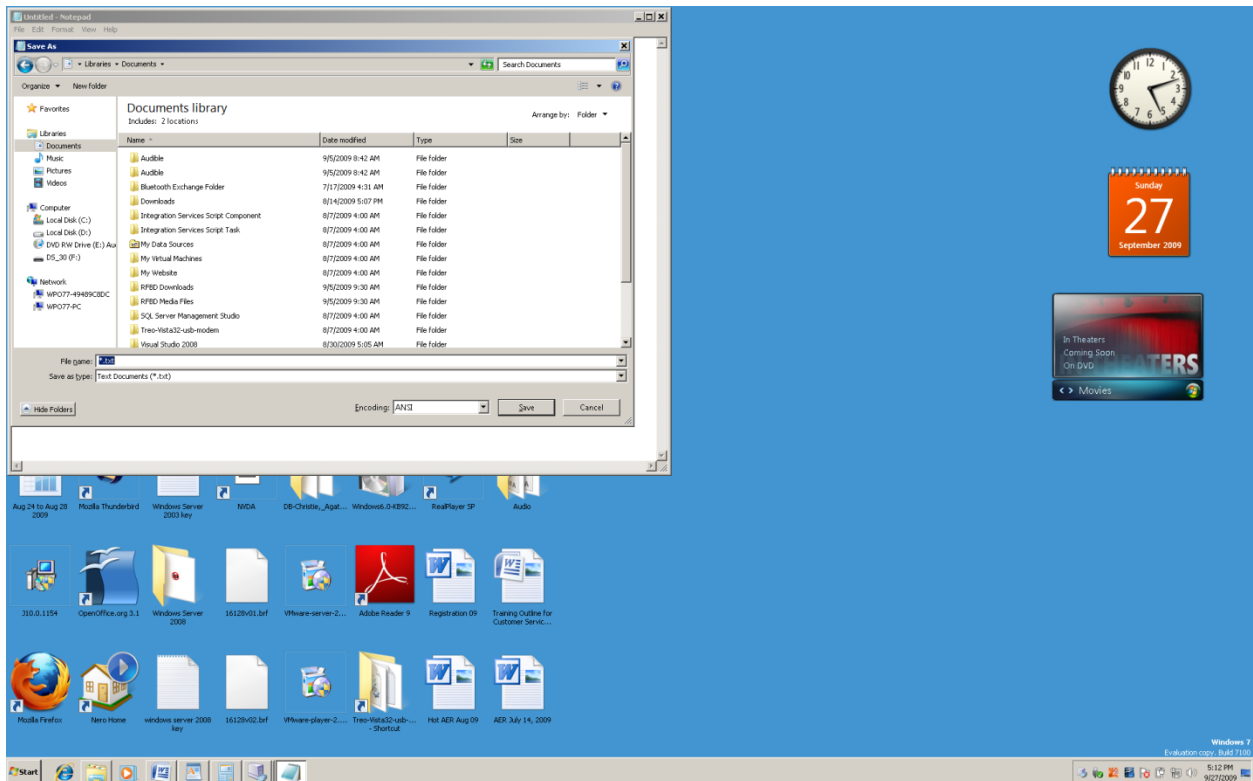
You are in the "File name" edit box (form field). You type a name for the file. If you press the Enter Key the document you are saving will by default be placed in the "Document" folder. This is fine if you only have a few files. If you have a lot of files, say one hundred or more, it will be difficult to find this file the next time you want to open it. Unlike the Windows XP "Save As" dialogue box, you cannot press the Alt "i" key combination. To get to the area of the "Save As" dialogue box where the drives on your computer are listed, you are going to have to do one of two things. 1. Press and hold down the Shift Key and tap the Tab Key five times, or 2. Tap the Tab Key nine times. You want to hear or see the "Documents" item.
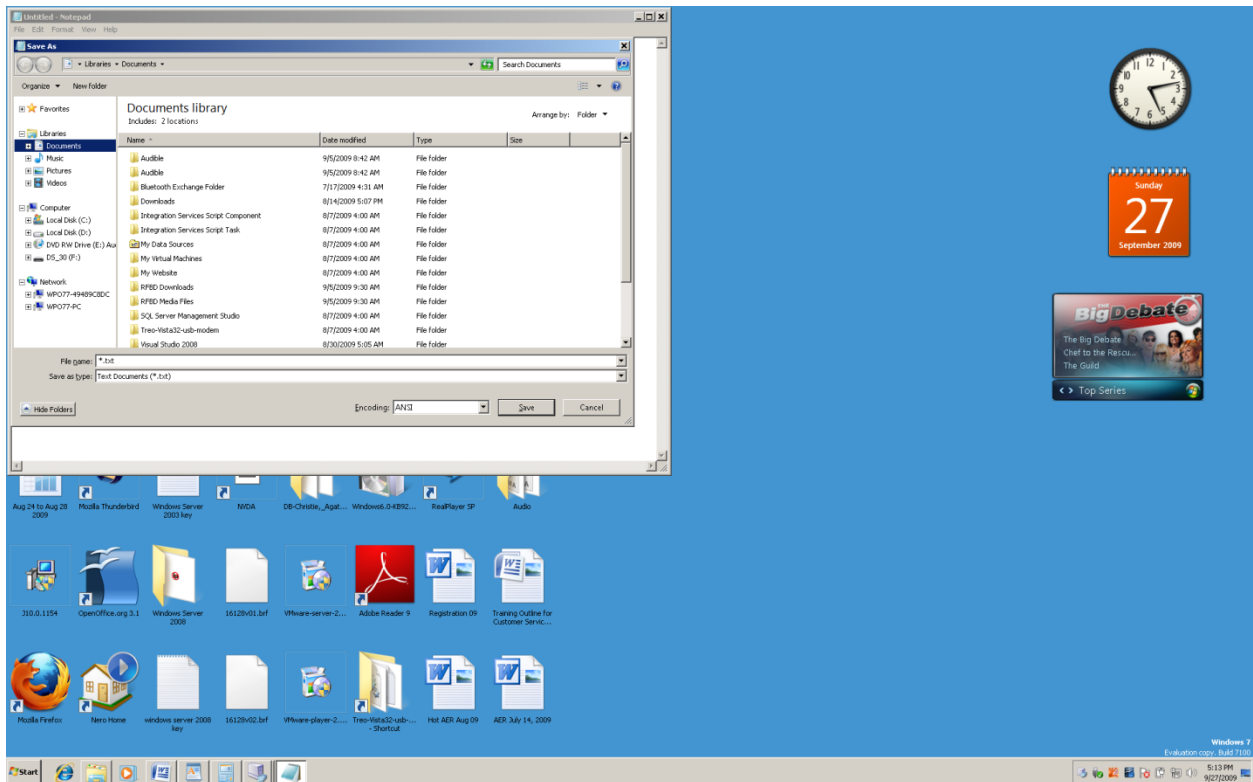
Down arrow to the drive you want. We will say that you are saving your file on the hard drive of your computer, so down arrow to "Local Drive C." Tap the right arrow one time to open this drive, down arrow to the folder you want, or tap the first letter of the name of the folder you want, and tap the Enter Key one time when you land on it.
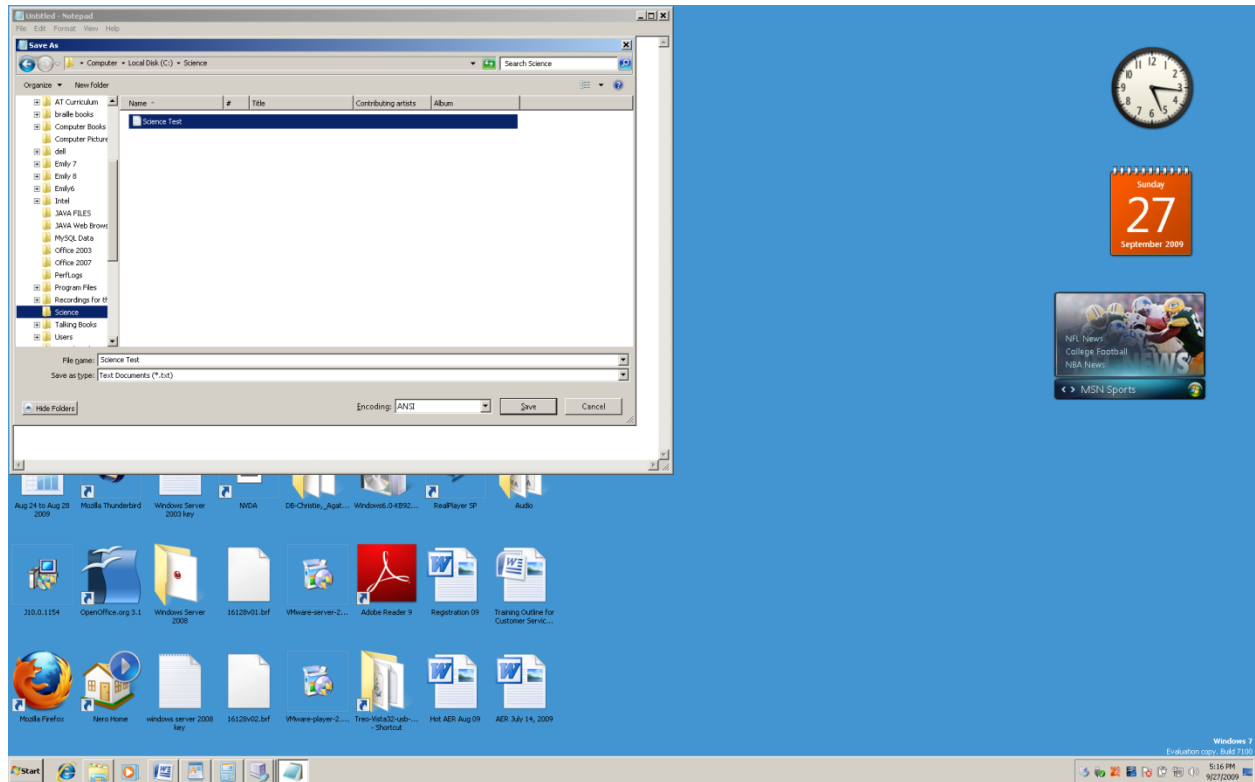
Tap the Tab Key one time to go into this folder. Either tab to the "Save" button and tap the spacebar one time, or press the Alt "s" key combination. The file will be saved on the drive, in the folder you have selected.

Notepad "Word Wrap"

Notepad does not "word wrap." If you type a long paragraph it will remain in a straight line across the screen. This is a good thing if you are writing a computer program. It is not so good if you are writing a letter you want to print.

Screenshot of Notepad with "Word Wrap" Turned Off
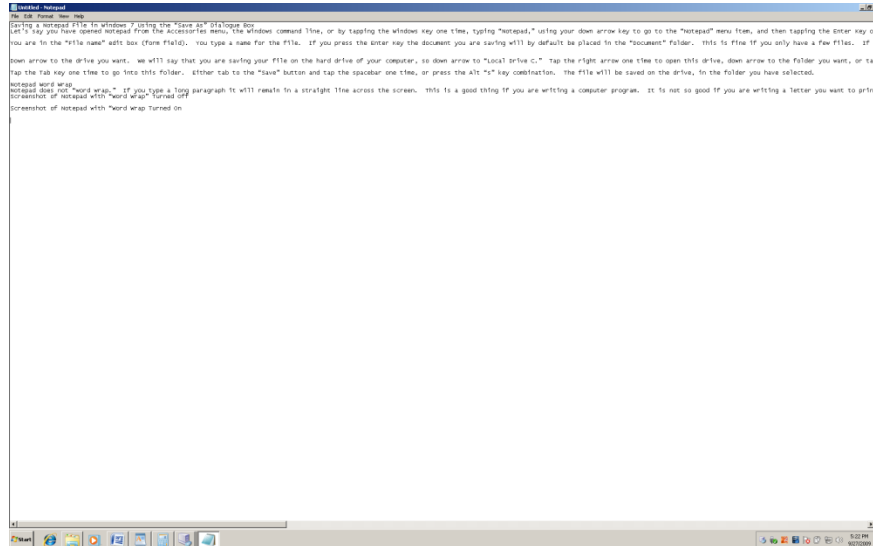
Screenshot of Notepad with "Word Wrap Turned On

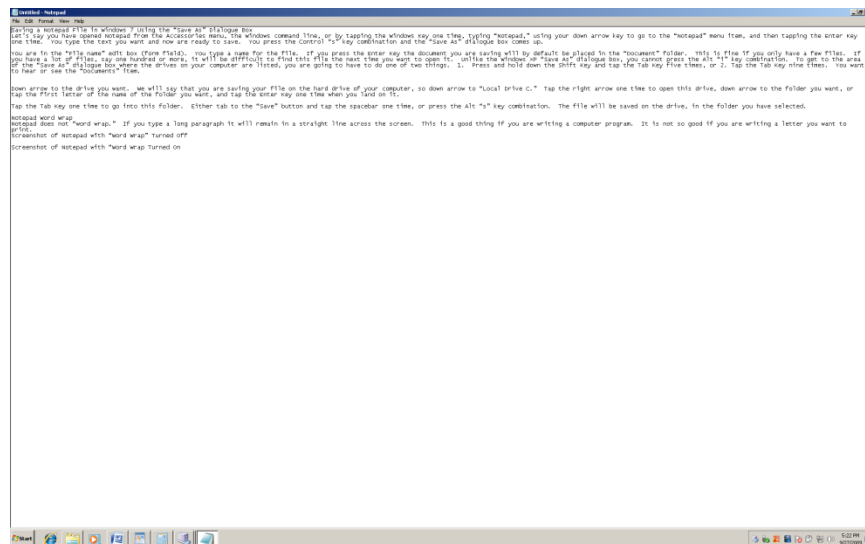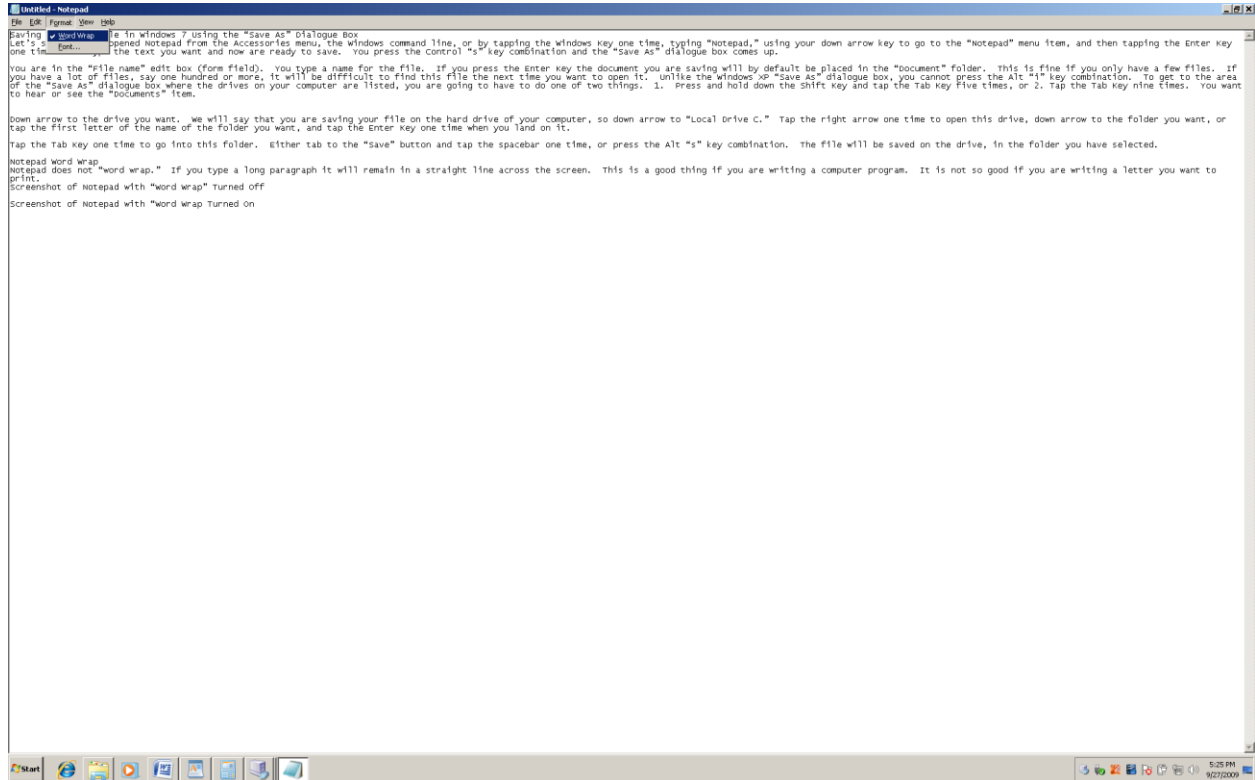To turn on "Word Wrap" press and hold down the Alt Key and tap the letter "o" one time. Release these keys. You will be placed in the "Format" menu directly over the "Word Wrap" menu item. Tap the Enter Key one time to turn on word wrap. If you need to turn word wrap back off, press Alt "o" and tap the Enter Key one time.

If you are using a screenreader and "Word Wrap" is turned off you will notice that sentences are cut off unexpectedly. If "Word Wrap" is turned on you will hear all of the text with no unexpected skipping of the text.

If you want to print the document in Notepad or any other word processor, press and hold down the Control Key and tap the letter "p" one time. Release these keys. Tap the Enter Key one time and your document will print (provided you have attached a printer to your computer).

WordPad (Windows XP)

WordPad is found in the Windows "Accessories" menu. It can be opened there, or by pressing and holding down the Windows (Start) Key and tapping the letter "r." Release these keys and the Windows command line appears. Type "wordpad" (without the quotes). Tap the enter key one time and WordPad will open. In Windows Vista and Windows 7 you can tap the Windows (Start) Key one time, type "wordpad" (without the quotes), and then down arrow to the "WordPad" menu item. At that point, tap the Enter Key one time and WordPad will open. If you have installed Microsoft Word, or any other word processor, you will not be able to open WordPad in the Windows File Explorer.

You can center, right align, left align and double space in WordPad. Font type and color can be changed, as can the size of the font. Following is a small list of universal key commands for formatting in WordPad.

Control e means center

Control r means right align

Control l means left align

Control 2 means double space

Control 1 means single space

Control b turns on bold and pressed a second time turns off bold

Control I turns on italics and pressed a second time turns off italics

Control u turns on underline and pressed a second time turns off underline

Setting up fonts in WordPad is possible by going to the "Format" menu. Press and hold down the Alt Key and tap the letter "o" one time. Release these keys and you will be over the menu item called "Font."
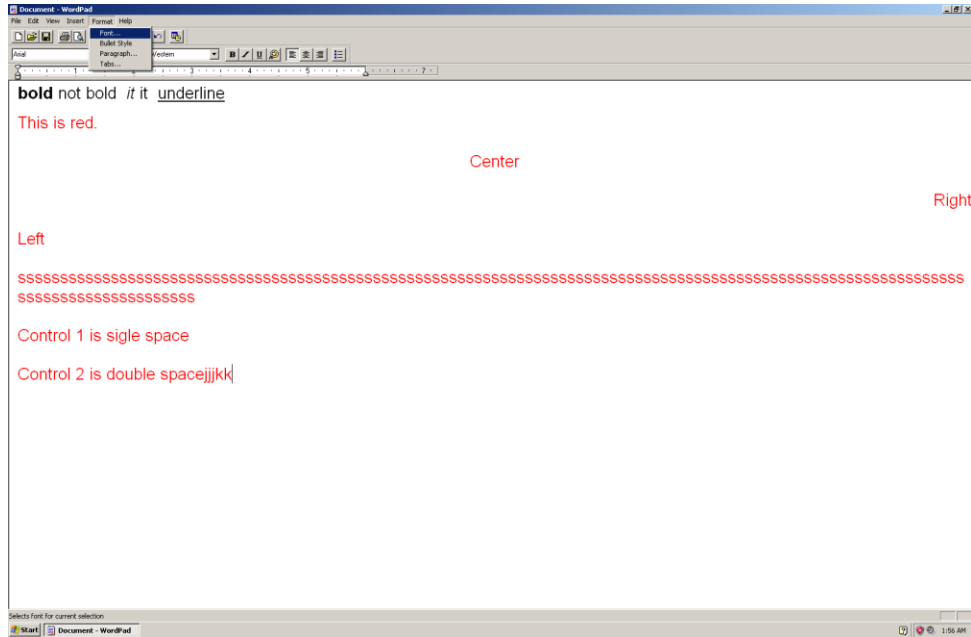
Tap the Enter Key one time and you will be in the Font dialogue box.

You are place in a combo box that allows you to type the beginning of the name of the font you want to use, and then down arrow until you hear it. After hearing the font, tab one time and you will be in a combo box where you can down arrow to select items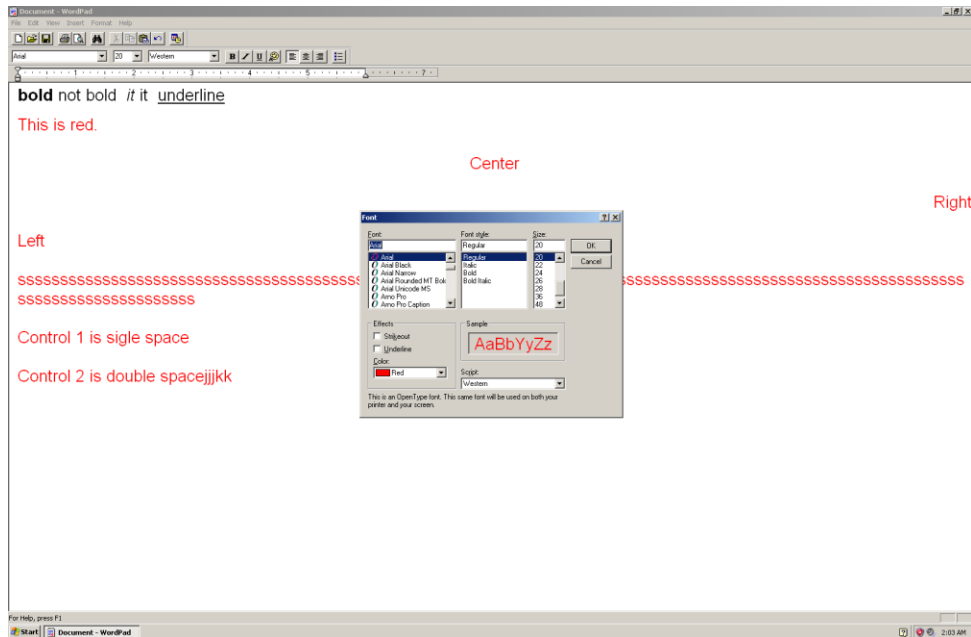 such as "Regular, Italic, Bold, or Bold Italic." We just covered the key commands for this above, and it may be quicker to use a Control "b" key combination that to open the Font dialogue box. Tab again and you will be in the "Size" combo box. You can either type in the size of the font (usually 12) for reports and research papers, or essays. The font size can be made very large or very small. Tab again and you will be in the "Effects" area, and over the first of two checkboxes. The first checkbox is "Strikeout," and the second checkbox is "Underline." You can tap the spacebar on either of these to check the box. Tab again and you will be on the "Color" combo box. Press and hold down the Alt Key and tap the down arrow key one time. Release these keys and a drop down list of colors will appear. Down arrow to the color you want and tap the Enter Key one time. When you type again, your text will be in the color you selected.
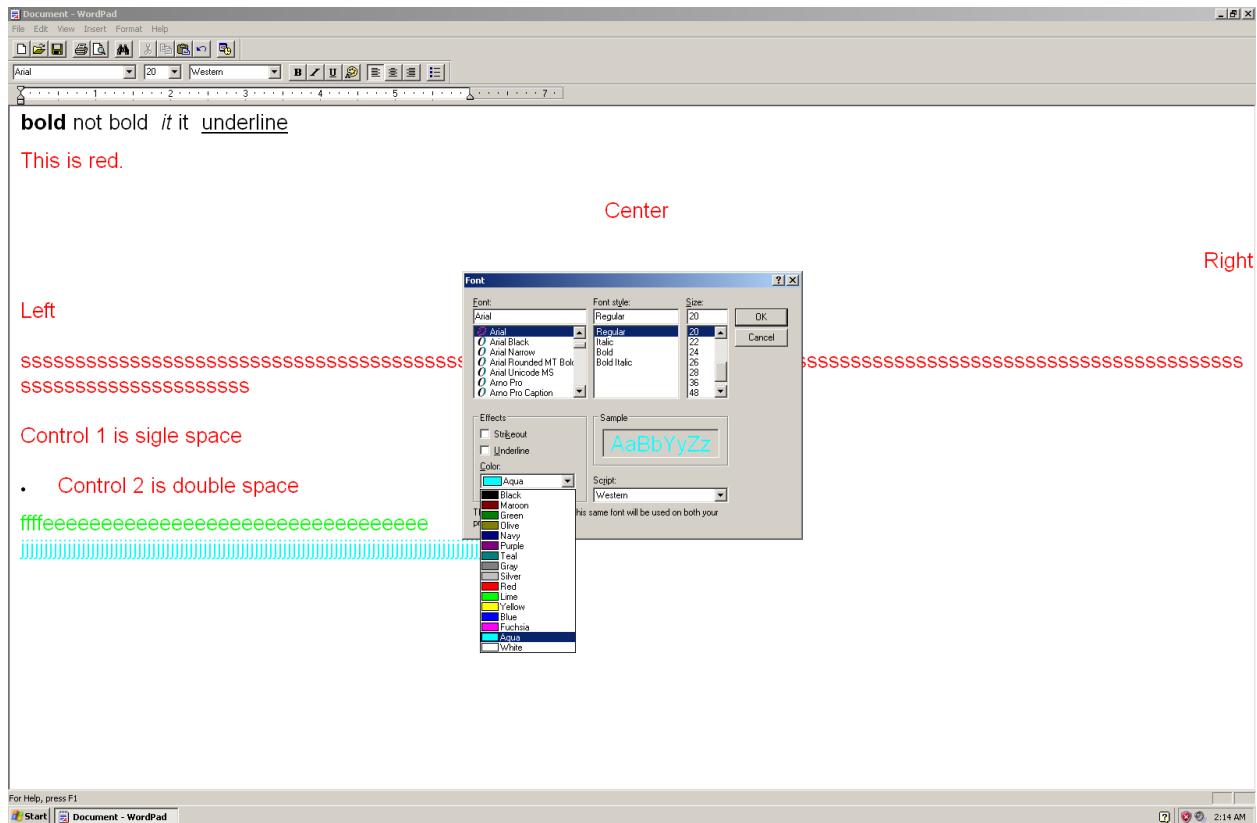
There are times when you need to make a bulleted list. This might be for a grocery list, a list of topics to cover in a meeting, or items to study for before a text. Press the Alt "o" key combination to go to the "Format" menu. Down arrow one time to "Bullet Style" and then tap the Enter Key one time. Type a word, tap Enter one time, type another word, and tap Enter one time. You have just created a simple bulleted list. To leave the bullet list setting, tap the Enter Key two times after the last item on your list.
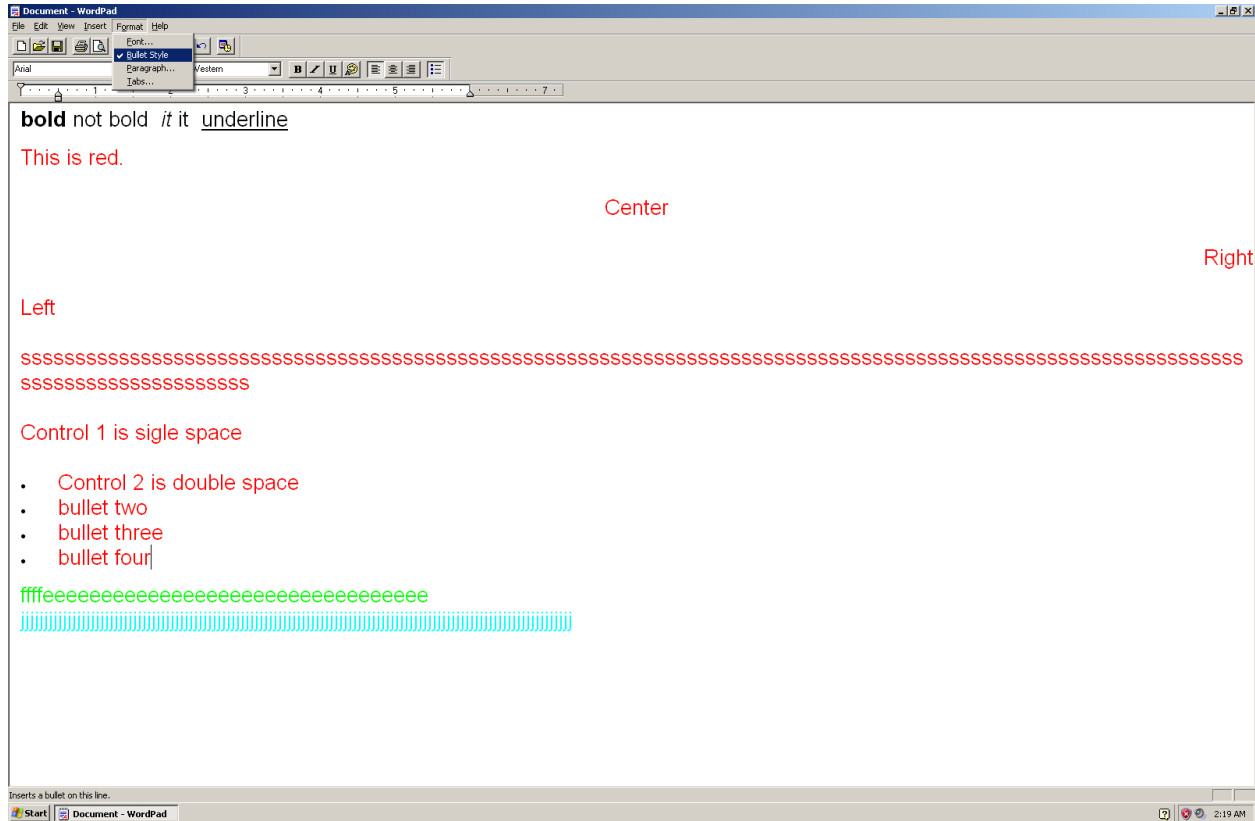
You can change the indentation of a paragraph on both the left and right side by press the Alt "o" key combination, down arrowing to "Paragraph" and tapping the Enter Key one time. A dialogue box will come up with three edit boxes (form fields), one combo box, and two buttons. The edit boxes are "Left, Right, and First Line." The combo box starts with "Left, then Right, and finally Center." The first button is the button is "OK," and the second button is "Cancel." Before you change the paragraph alignment, write down the original settings. You will need in many cases to return to these settings at a later time. Visually an indented paragraph looks like an inset, single spaced paragraph in the middle of a standard documented, even a double spaced document.
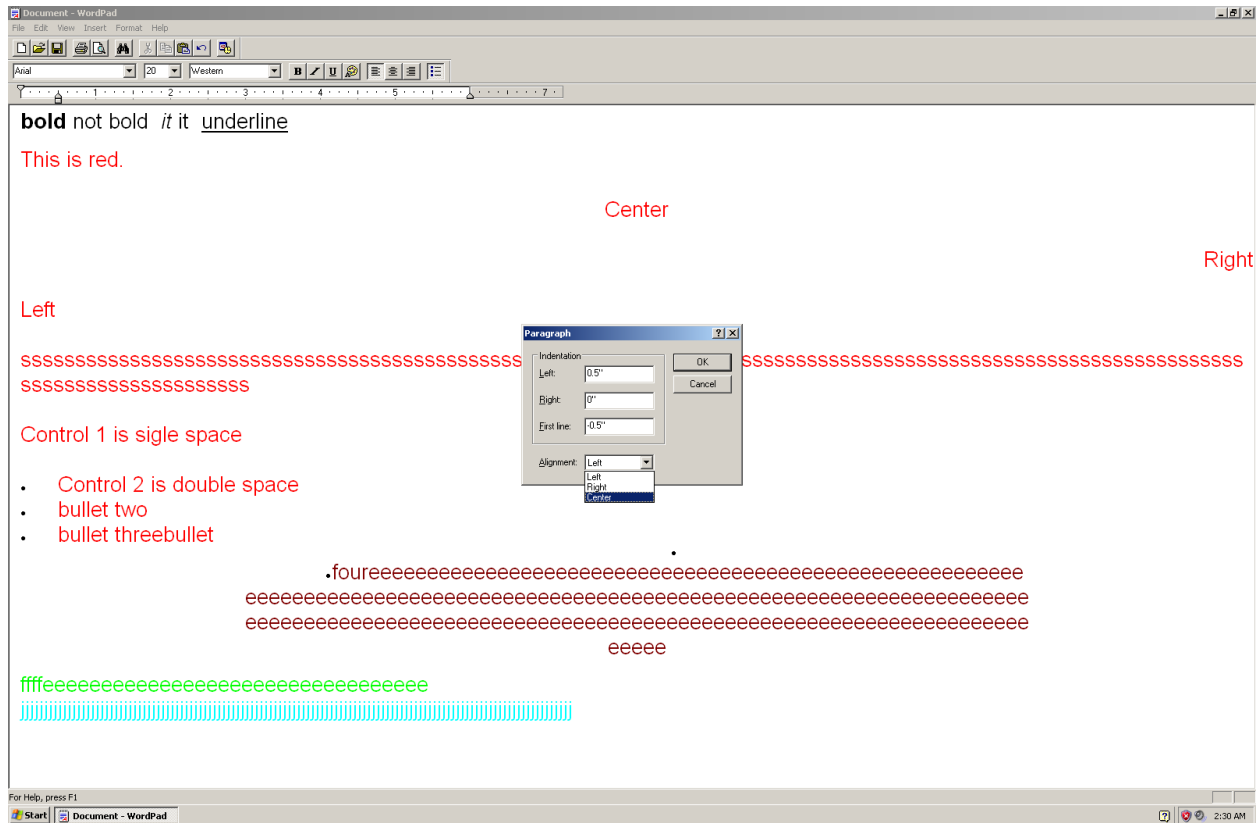
If you want to insert a picture into a WordPad document, press the Alt "i" key combination. Release these keys. Down arrow one time to "Object," and tap the Enter Key one time. A dialogue box will come up with a list of files you can create. Press and hold down the Shift Key and tap the Tab Key one time. You are now on the "Create New" radio button. Down arrow one time and you will be on the "Create From File" radio button. Press Alt "b" to browse your computer. You will, by default, be placed in a "Browse" dialogue box, in the "My Documents" folder. Press Alt "i" and then down arrow to the drive you want. Tab three times, and then down arrow to the folder you want. Down arrow to the file (probably a picture) you want to insert into the WordPad document.

Tap the Enter Key one time and a link to the picture will be inserted into your document, where the cursor is located.

There is no spell checker for WordPad. You can go onto the internet and search for WordPad spell checkers that you can "download" into your computer.
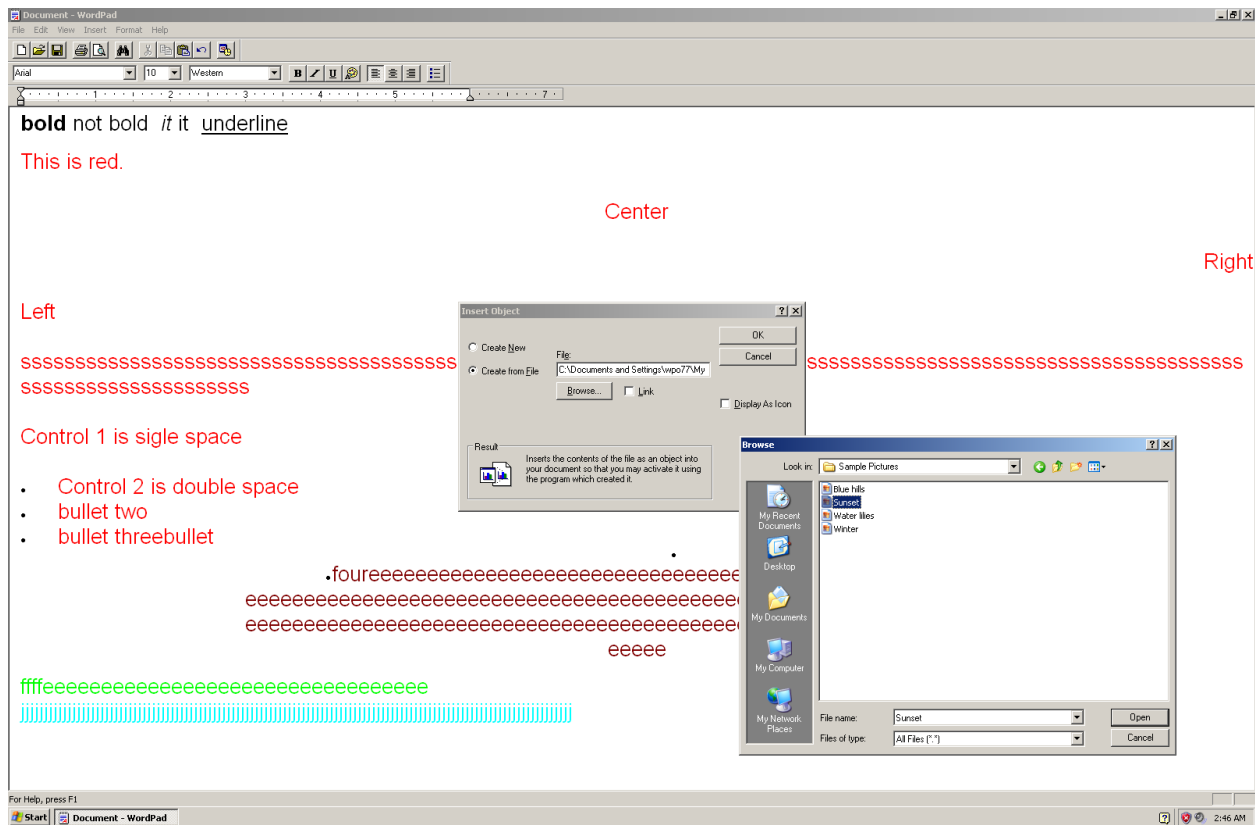
Saving a WordPad document is the same as saving a Notepad document, with one difference. When you press Control "s" for the first time in the document, and the "Save As" dialogue box comes up, type the name you want for your file, and then tap the Tab Key one time. Down arrow one time and you will be on the first of four choices. This first choice is "Rich Text Format." If you want to keep the formatting and font colors of your document, this is the choice you want. Simply tab on. If you want just text, down arrow to one of the other three choices, and then tap the Tab Key.
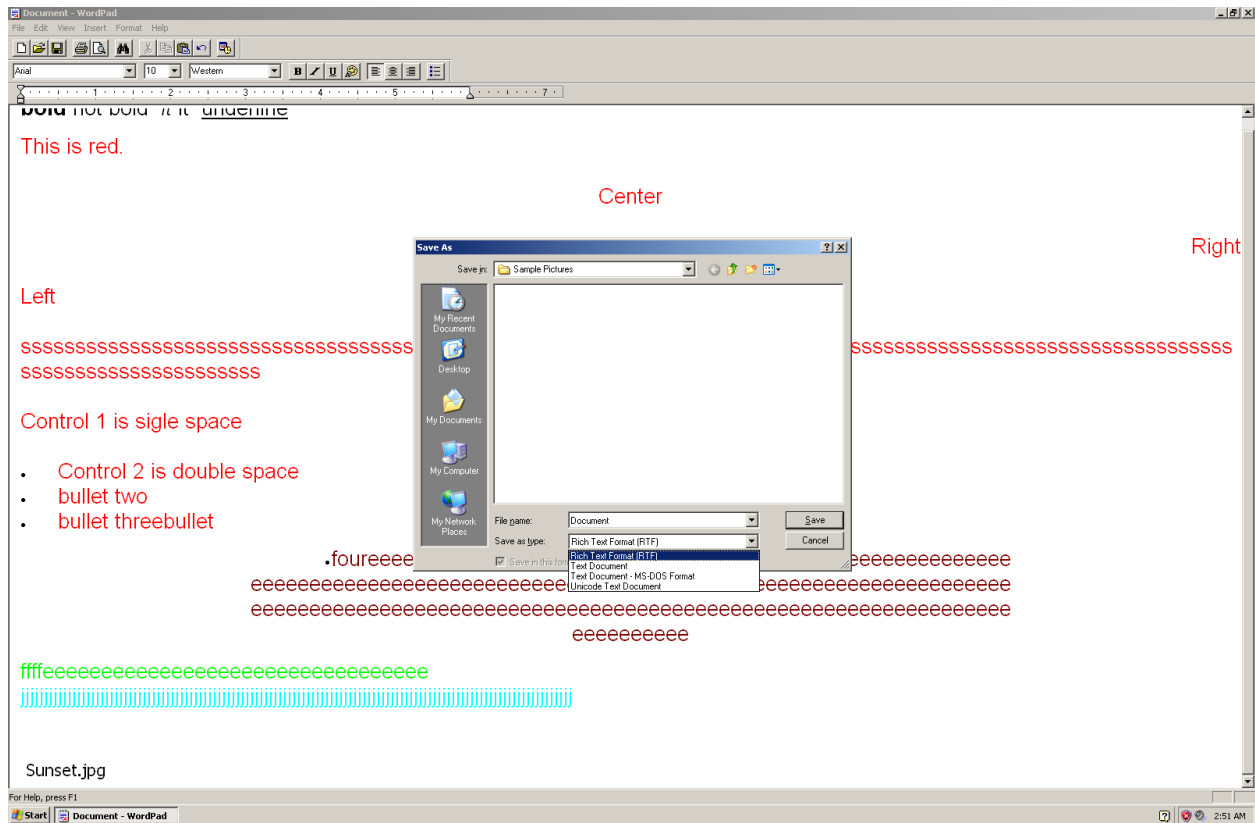
WordPad (Windows 7)

WordPad in Windows 7 operates with the "ribbon." You cannot use Alt "o" for the "Format" menu, nor Alt "i" for the "Insert" menu. Visually, the "ribbon" goes from the left to the right, across the top of the document. It looks like a ribbon that you might find on a package, or an award ribbon turned sideways. On this "ribbon" are items that set up fonts, line positioning, inserting, and many other things. The best way to approach this "ribbon" is to tap the Alt Key one time. **Next, tap the Tab Key until you hear or see the item you want, and then tap the Enter Key one time to open that item. You can go backward through the "ribbon" by pressing and holding down the Shift Key and repeatedly tapping the Tab Key.** Also, your bold, italic, underline, center, right and left align key commands still work in this version of WordPad. You save your file in the same way you did in Notepad for Windows 7.
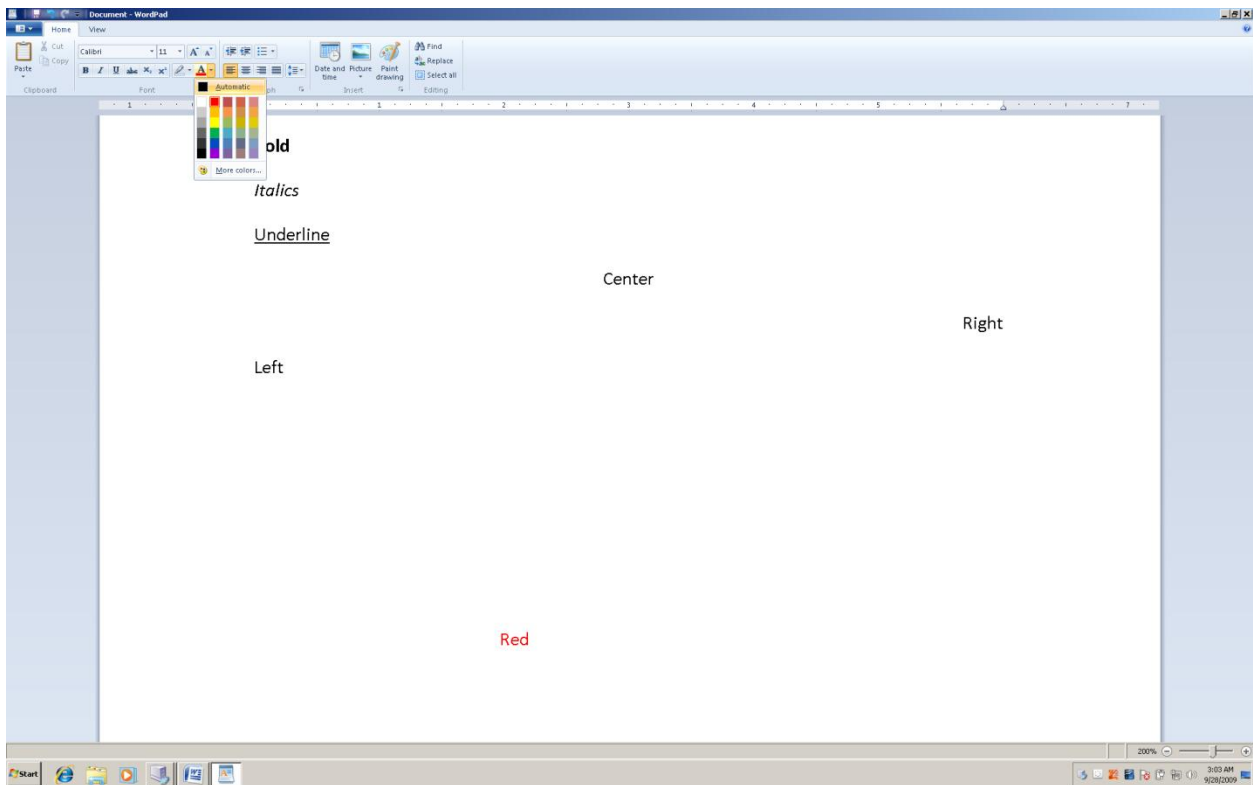
Calculator

You can open the "Calculator" from the Accessories menu. You will not be able to open the Calculator from the Windows Key "r" command line. In Windows 7 you can tap the Windows (Start) Key one time, type "calculator" (without the quotes), down arrow to the "Calculator" item, and then tap the Enter Key one time to open it.
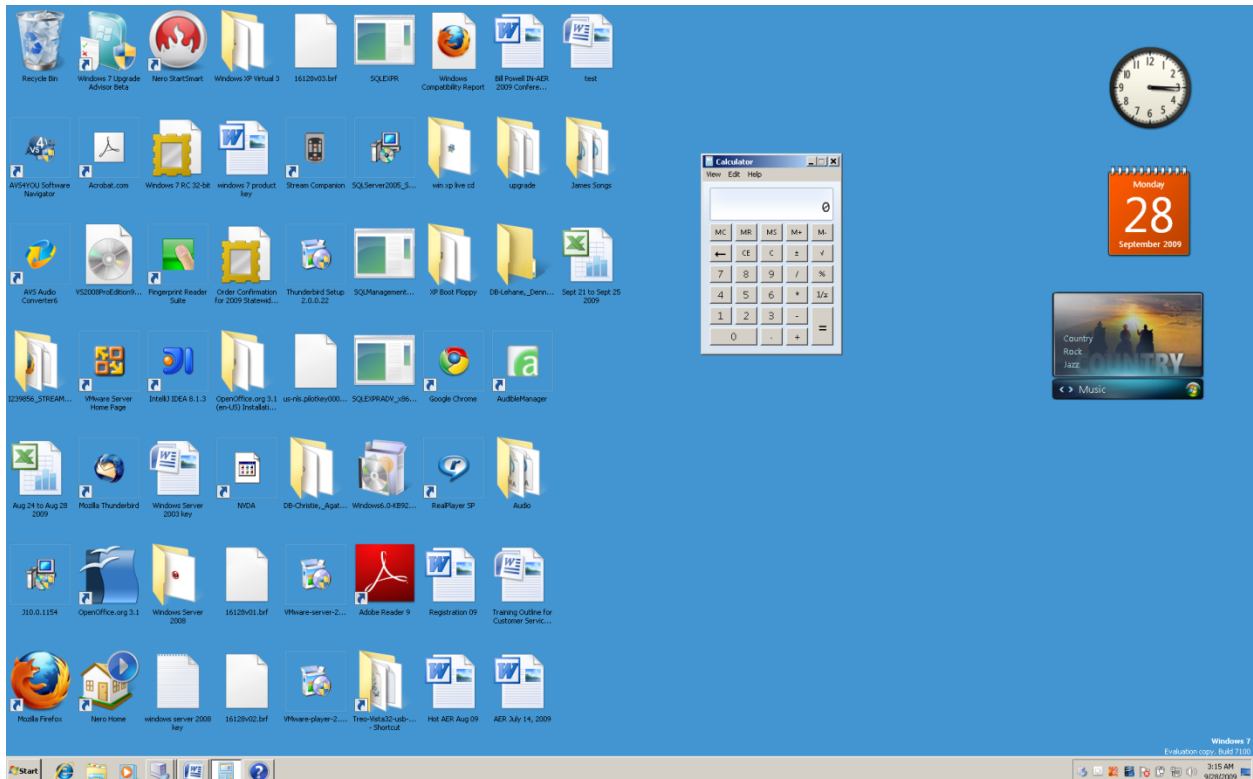
Once the Calculator has started you can use you numeric keypad to write basic math problems and tap the Enter Key to calculate the answers. There are many things you can do with the Calculator, and a number of different modes you can put it in. Following is a list of the main four modes that you can place the Calculator in.

Alt 1 is Standard mode

Alt 2 is Scientific mode

Alt 3 is Programmer mode

Alt 4 is Statistics mode

The face of the Calculator is graphical; therefore Microsoft has created a long list of key commands. The following list is copied directly from the "Help" section for the Calculator, and is exclusively owned by the Microsoft Corporation.

The following table contains **keyboard shortcuts for working with Calculator**, and is taken directly from Microsoft material.

Press this key	To do this
Atl+1	Switch to Standard mode
Alt+2	Switch to Scientific mode
Alt+3	Switch to Programmer mode
Alt+4	Switch to Statistics mode
Ctrl+E	Open date calculations
Ctrl+H	Turn calculation history on or off
Ctrl+U	Open unit conversion
Alt+C	Calculate or solve date calculations and worksheets
F1	Open Calculator Help
Ctrl+Q	Press the M- button
Ctrl+P	Press the M+ button
Ctrl+M	Press the MS button
Ctrl+R	Press the MR button
Ctrl+L	Press the MC button
%	Press the % button
F9	Press the +/− button
/	Press the / button
*	Press the * button
+	Press the + button
-	Press the − button
R	Press the $1/\times$ button
@	Press the square root button
0-9	Press the number buttons (0-9)
=	Press the = button
.	Press the . (decimal point) button
Backspace	Press the backspace button
Esc	Press the C button
Del	Press the CE button
Ctrl+Shift+D	Clear the calculation history
F2	Edit the calculation history
Up Arrow key	Navigate up in the calculation history

Press this key	To do this
Down Arrow key	Navigate down in the calculation history
Esc	Cancel editing the calculation history
Enter	Recalculate the calculation history after editing
F3	Select Degrees in Scientific mode
F4	Select Radians in Scientific mode
F5	Select Grads in Scientific mode
I	Press the Inv button in Scientific mode
D	Press the Mod button in Scientific mode
Ctrl+S	Press the sinh button in Scientific mode
Ctrl+O	Press the cosh button in Scientific mode
Ctrl+T	Press the tanh button in Scientific mode
(	Press the (button in Scientific mode
)	Press the) button in Scientific mode
N	Press the ln button in Scientific mode
;	Press the Int button in Scientific mode
S	Press the sin button in Scientific mode
O	Press the cos button in Scientific mode
T	Press the tan button in Scientific mode
M	Press the dms button in Scientific mode
P	Press the pi button in Scientific mode
V	Press the F-E button in Scientific mode
X	Press the Exp button in Scientific mode
Q	Press the x^2 button in Scientific mode
Y	Press the x^y button in Scientific mode
#	Press the x^3 button in Scientific mode
L	Press the log button in Scientific mode
!	Press the n! button in Scientific mode
Ctrl+Y	Press the y√x button in Scientific mode
Ctrl+B	Press the 3√x button in Scientific mode
Ctrl+G	Press the 10x button in Scientific mode
F5	Select Hex in Programmer mode
F6	Select Dec in Programmer mode
F7	Select Oct in Programmer mode
F8	Select Bin in Programmer mode
F12	Select Qword in Programmer mode
F2	Select Dword in Programmer mode
F3	Select Word in Programmer mode

Press this key	To do this
F4	Select Byte in Programmer mode
K	Press the RoR button in Programmer mode
J	Press the RoL button in Programmer mode
<	Press the Lsh button in Programmer mode
>	Press the Rsh button in Programmer mode
%	Press the Mod button in Programmer mode
(	Press the (button in Programmer mode
)	Press the) button in Programmer mode
|	Press the Or button in Programmer mode
^	Press the Xor button in Programmer mode
~	Press the Not button in Programmer mode
&	Press the And button in Programmer mode
A-F	Press the A-F buttons in Programmer mode
Spacebar	Toggles the bit value in Programmer mode
A	Press the Average button in Statistics mode
Ctrl+A	Press the Average Sq button in Statistics mode
S	Press the Sum button in Statistics mode
Ctrl+S	Press the Sum Sq button in Statistics mode
T	Press the S.D. button in Statistics mode
Ctrl+T	Press the Inv S.D. button in Statistics mode
D	Press the CAD button in Statistics mode

Chapter 18 Review

Test Your Knowledge

1. Name the word processor programmers might use to write computer programs.
2. Name the three Font changes that can be done using a combination of the Control key and a letter key.
3. Name the three line position for text key commands that utilize the Control Key and a letter key.
4. Name the item in WordPad for Windows 7 that gives you access to fonts, colors, and other items.
5. Name the program in Windows that allows you to do math.