

## Teaching Notes

These teaching notes were originally developed for computer classes at Durbar High School in Kathmandu, Nepal, using Windows 95 and Office 95. Since then they have been rewritten for Office 97 and extended. Lesson plans have also been developed for some topics to help Cambodian teachers prepare their lessons.

We wrote the notes for our own use so that we have a clear picture of what we will be teaching. They are not really students' notes, though we do encourage students to read them on the computer *after* lessons and to practise the exercises again.

We offer them freely for use by non-profit organisations in the spirit of co-operation. The copyright notice must be left intact on all the pages and modified versions of the documents must not be redistributed.

We realise that they are not perfect, so if you find any mistakes or think certain sections could be clearer then we would appreciate your feedback via e-mail to [andy\\_price@hotmail.com](mailto:andy_price@hotmail.com)

Happy teaching!

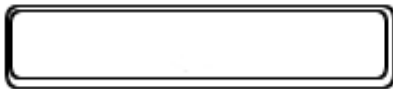
Andy & Ming  
9th October 2002

## Notes (2) - Notepad

### Writing in notepad – use of the keyboard and control of the cursor

**Notepad** – simple to learn and to use text editor, a small program and portable.

You need to know how to move the cursor (the cursor shape is | in Notepad) around in any program. One way is to click where you want it to be with the mouse, but you can also use various keys, and some small changes are easier using keys. Some useful keys are:

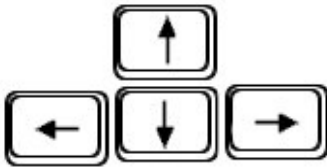


to give a blank space

**Space Bar**



to give a line break (new line)



to move cursor around – right , left, up or down

**arrows**



to position cursor at start of the line



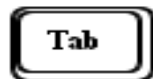
to position cursor at end of the line



to clear what is to the left of the cursor. Also to move to the line before



to clear what is to the right of the cursor



to indent

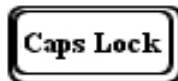
Type the following text and practise the use of the above keys:

My name is Dara.  
I live in Cambodia.  
I speak Khmer.

### two ways of writing in capitals



- hold down the *shift* key and type the letters you want to be in capitals. This method is good when only a few letters need to be in capitals e.g. My name is Dara.



- press the *CapsLock* down and type the letters you want to be in capital. Notice the CapsLock light comes on. This method is good when you want a string of capital letters, e.g. DANGER - KEEP OUT! Remember to press CapsLock again when you finish, to return to small letters.

The *shift* key also gives you access to the characters on the top of each of the keys e.g. the \$, ?, ! signs.

*Practice:* In Notepad you have to manually set “word wrap” if you want the text to continue on the next line without pressing the enter key at the end of the line. On the menu bar click on Edit then Word Wrap. You must do this for both the example exercise and on the new Notepad before you start:

PC-01\Practical\ Common Keys

PC-01\Practical\ Example Table

PC-01\Practical\ Shutdown

**Note:** To do the above exercises, you have to know how to open a document in PC-01 over the network. Also when you have done some work, you will want to save it. The standard practice here is to save your work into your own folder in My Documents. First you will have to create a folder of your own and learn how to save your documents into your own folder. Our standard practice here is for students’ work to start the name with ‘ss’ followed by the same name as the example you are using, e.g. ss Example Table. You also have to know how to open an existing document. Creating a new folder and saving and opening a document are explained in more detail in Notes 4 – File Management.

### Revision

1. What key do you use to bring the cursor to the start of the line?
2. What key do you use to bring the cursor to the end of the line?
3. How do you do a line break?
4. When would you use the shift key?
5. How do you indent a line?
6. How do you clear a word to the right of the cursor?
7. What is the backspace key use for?
8. How do you know CapsLock is on or off?
9. What is the space bar use for?
10. What is Notepad?