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DIGITAL DOCUMENTATION

Parts of the writer window (WORD PAD)

The various parts of the writer window have been briefly explained below.

- ❖ **Title bar:** title bar is located on the top of writer window. It shows the little of the currently opened document. The name of document means file name of the document saved on the disk. For a new document, it shows the title of the document.
- ❖ **Menu bar:** It appears below the title Bar. It shows the menu items File, Edit, View, Insert, Format, Tables, Tools, Window and Help. On selecting a menu item, its submenu will open below the menu item. You can select any item in the submenu as per the requirement.
 - Selecting the file menu, shows the submenu
 - The submenu item which shows three dots ‘...’ just after the submenu name, means, clicking on it will open the dialog box.
 - The submenu item which shows right hand side arrows ‘’. Just after the submenu name, means clicking on it will open another submenu.
- ❖ **Toolbars:** The toolbars below to menu bar. By default, the standard Tool Bar and Formatting Tool bar will appear. The other tool bars can be activated by clicking ‘View’ menu, and selecting the Toolbars of submenu. The user can choose the required toolbars by clicking on it.
- ❖ **Standard toolbar:** It contains commands in the form of icons.
- ❖ **Formatting toolbar:** it contains the various options for formatting a document. A graphical representation of commands is shown in the form of icons.
- ❖ **Status Bar:** This is positioned at the left bottom of the writer window and displays the number of pages, words, the language used, zooming, etc. It is located at the bottom of the workspace.
- ❖ **Scroll button and scroll bar:** It is used to scroll the document.

- ❖ **Zoom:** It allows to change the scale of the text and pictures in the document only for view. It does not affect the physical document. It is used to check the finishing quality of document.

CURSOR MOVEMENT

❖ **Text Cursor Movement**

- Observe the location of the Text Cursor.
- Press the different cursor control keys on the keyboard and watch how the Text Cursor moves around.

There are two keys above the cursor control keys marked as **Home** and **End**. Pressing the home key jump to the beginning of the line and pressing end key jump to the end of a line.

- Position the Text Cursor on a line of the document.
- Press the home key and observe that the Text Cursor jumps to the beginning of the line.
- Press the End key and observe that the Text Cursor jumps to the end of the line.

When these keys are pressed in combination with *CTRL* key, the cursor jumps to the beginning and end of the document.

- To jump to the beginning of a document, press the ctrl key, hold it down, then press the End key (***Ctrl+Home***).
- To jump to the end of a document, press the ctrl key, hold it down, then press the End key (***CTRL+END***).