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Grade Two



Chapter Two



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Word Processor

A **word processor** is program on a computer that uses to create documents. A **document** is anything you write using a word processor.

What Is Word Processing?

A **word processor** is a computer program you can use to help you write. Word processors save your work in a file called a **document**.

A document can be a story or a poem or homework. You can:

1. Fix mistakes.
2. Move letters
3. Add words.

When you make changes, it is called **editing** a document.



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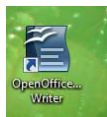
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Starting the Word Processor

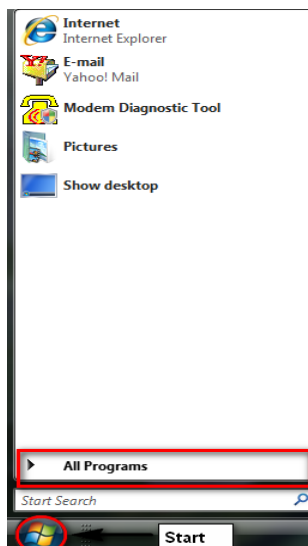
You can start the word processor in a few different ways. One way you can start it by Double-Clicking the word processor icon



on the desktop.

Or:

1. Click start
2. Click All Programs





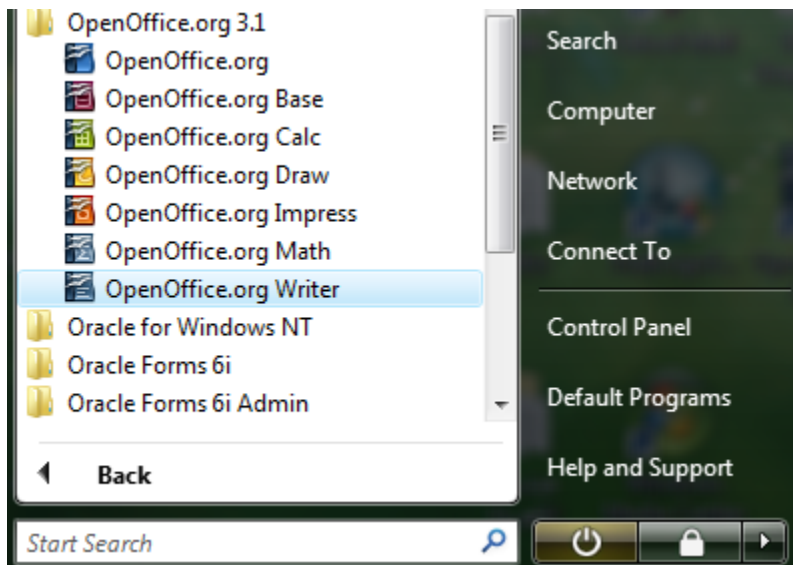
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3. Click OpenOffice.org 3.1
4. Click OpenOffice.org Writer.



Typing Capital Letters

Words have two kinds of letters, **uppercase** and **lowercase**. The letters on the keyboard keys are uppercase letters. These also are called **capital letters**. Lowercase letters are smaller. The keyboard has two SHIFT keys. Both SHIFT keys work the same way. You hold down SHIFT and then you press a letter key to type a capital letters.



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Changing Text Size

1. Type your first name.
2. Double-click your name so it is highlighted.
3. Click here [Font size arrow](#) in the Formatting toolbar.
4. Select size 48.
5. Type 6 new names make each name a different size.

Peter

Jane

Ted

Karim

Nada

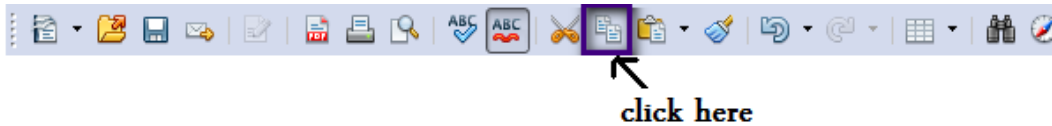
Kelly

James



Copy and Paste

- Write Hello.
- Double-click to select it.
- Click copy in the Standard toolbar.



- Click Paste.



- Paste Hello six times.
- Make each Hello bigger than the last one.
- Press space bar between each word.

Hello Hello Hello Hello Hello Hello

|

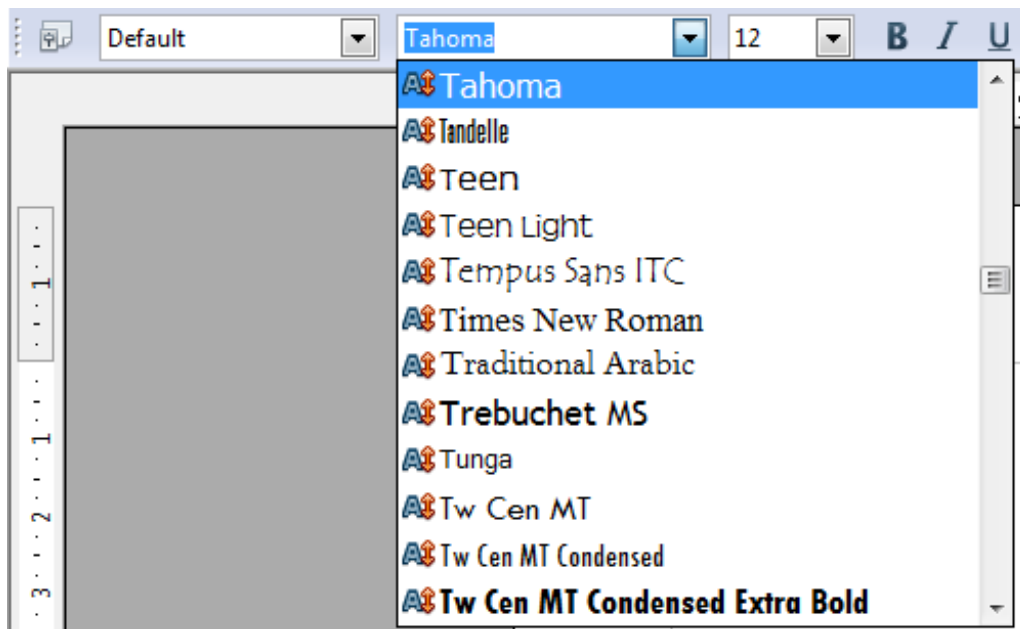


Changing Font

Letters can be typed in different fonts.

Fonts

- Choose size 24 font.
- Type the alphabet.
abxdefghijkl
- Drag across the alphabet to select all of it.
- Click Font Name arrow in the Formatting toolbar.
- Select a font.





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New line

To start anew line press

Enter



- Type these words:

Hat Cat Mat That Sat Chat Rat

- Press enter  a after each one.
- Now the list looks like this.

Hat
Cat
Mat
That
Sat
Chat
Rat



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Lists

- Choose size 24 font.
- List the months of the yewar like this:

January

February

March

April

May

June

July

August

September

October

November

December

- Make sure each month is on a new line.



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Backspace and Change

Press the  key to remove text or graphics.

The Undo command  in the Standard toolbar will reverse the last thing done.

- Type the title: Things I like.

Things I like

Playing

Drawing

Using computer

Football

- Make a list of things you like.
- Select your title Copy it.
- Paste it.
- Select the word I like.




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-  **it.**
- Type **do** instead and make another list.

Things I do


Washingup

Tidying

Eating

Reading

Delete a drawing

- Draw three shapes.
- Click on a shape to see its handles.
- Tap  to delete it.
- Click **Undo** to get it back. 