

ISBN 1-74123-830-7

**OPERATE A PERSONAL COMPUTER
BSBITU101A – Windows XP/Office 2007**



by

The Software Publications Writing Team



Software Publications

Operate a personal computer BSBITU101A – Windows XP/Office 2007

© Copyright Millbank Investments Ltd, December 2008

Software Publications Writing Team

ISBN 1-74123-830-7

Disclaimer

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, recording, or any information storage and retrieval system, without permission in writing from Software Publications Pty Ltd. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher and authors assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

Software Publications Pty Ltd (ABN 75 078 026 150)

Head Office - Sydney

Unit 10
171 Gibbes Street
Chatswood NSW 2067

Phone: (02) 9882 1000

Fax: (02) 9882 1800

Australia Toll Free Numbers:

Phone: 1 800 146 542

Fax: 1 800 146 539

Web address:

www.SoftwarePublications.com.au

Published and printed in Australia

Creating and Saving a Document

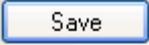
For this exercise you will create a document in WordPad. The document will be saved into the My Documents folder and also onto a USB drive.

Exercise 38

- 1 Click on .
- 2 Select All Programs, Accessories and click on  WordPad
- 3 Maximize the window if necessary.
- 4 Type in the following:

Managing a Mortgage *(press Enter twice)*

The budget is usually the first and most important consideration when you're about to build, buy or renovate a home, and for most people, that means a mortgage.

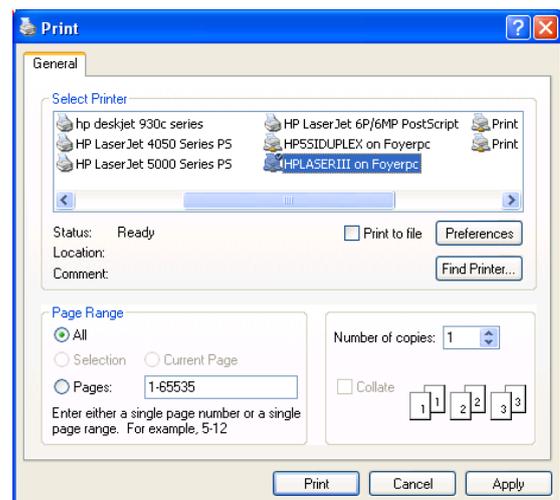
Fortunately, the days of quivering at the door to the bank manager's office are over. Banking these days is a competitive business, and there are plenty of good deals available. Banks will court you with mobile mortgage managers who come to your home, 24 hour service on approving your loan, interest 'holidays', prizes, and competitive fees and charges.
- 5 Choose [File] Save
- 6 Ensure My Documents is displayed in the Save in: . If not, click on My Documents on the Places bar at the left of the Save As dialog box.
- 7 In the File name: box type: **Mortgage**
- 8 Click on the Save as type:  and select Rich Text Format (RTF). This type of document can now be opened in any word processing program.
- 9 Click on . (The filename is now displayed at the top of the WordPad window.)

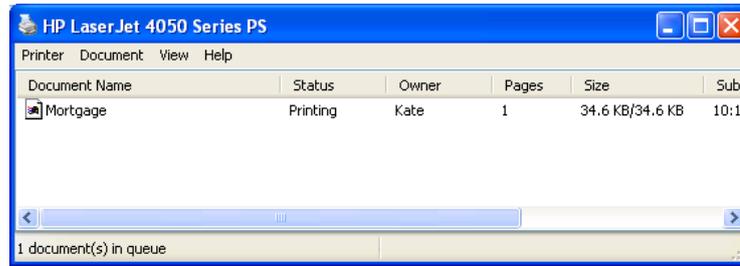
Printing and Viewing a Print Job

- 1 Choose [File] Print. Ensure the correct Printer is selected in the Select Printer box.
- 2 In the Page Range section ensure All is selected.
- 3 Click on .

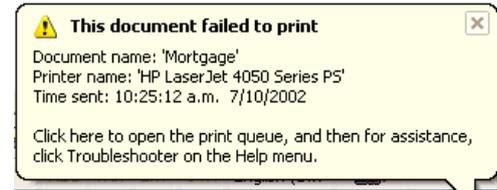
(Alternatively you can click on the Print button on the Standard toolbar.)

A printer icon will appear on the Taskbar. To view the progress of a print job, double click on the printer icon . If the print job is small you may find the printer icon appears for a second then disappears.





To cancel the print job, click on the document listed and press Delete. Click on Yes to confirm the deletion. Click on the Close button  to close the window. If the print job stalls, the printer will have a question mark beside it on the Taskbar . A message will appear indicating an error has occurred during the sending of the job as shown at the right.



If this message appears, check that the printer is turned on, the print cable is connected to the computer and there is paper in the printer. Double click on the Printer , select the print job and choose [Document] Restart which will restart the print job to the printer. Click on the Close button  to close the window.

- 4 If the WordPad window does not appear click on  displayed on the Taskbar.

Saving to a USB Drive

Exercise 39

- 1 Choose [File] Save As. Click on the Save in:  and select Removable Disk (yours may have a different name).
- 2 Ensure **Mortgage** appears as the file name in the File name: box. Click on Save.

Exiting WordPad

Exercise 40

- 1 Choose [File] Exit.
- 2 If asked to save changes click on No.

Changing your Default Printer

If you print to more than one printer you may need to specify the default printer which will be the one you will use most often.

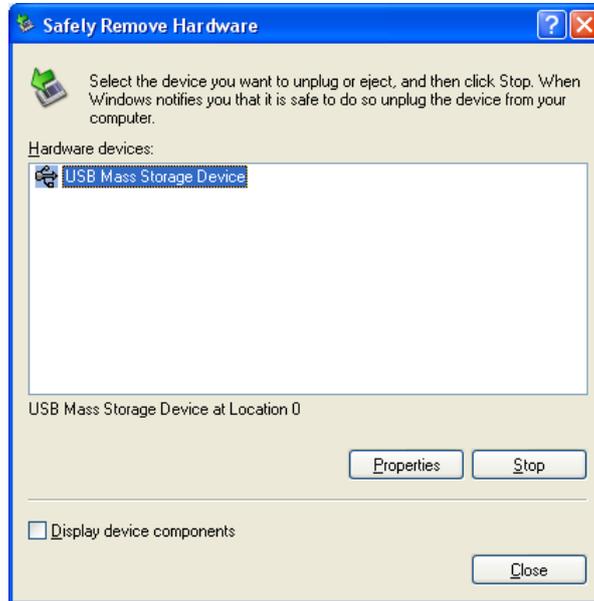
Exercise 41

- 1 Click on  and click on .
- 2 Click on the printer icon of the printer you wish to make the default printer.
- 3 Choose [File] Set as Default Printer. The symbol  will appear attached to the icon indicating this printer is the default printer.
- 4 Click on the Close button .

Disconnecting a USB Drive

Exercise 42

- 1 Double click on the Safely Remove Hardware icon  on the Taskbar. (You may have to click on the Show Hidden icons button  to display this icon.) The Safely Remove Hardware window will display.



- 2 Ensure USB Mass Storage Device (or similar) is selected. Click on Stop. The Stop a Hardware Device dialog box will display.



- 3 Ensure the correct device is selected from the list (in most cases you can select any of the devices in the list as they are simply different ways of referring to the same drive).
- 4 Click on OK to stop the drive. A message will pop up from the Taskbar when it is safe to physically disconnect the drive.

