To delete text:

1. Position the insertion point to the right of the text to be deleted.
2. Press **BACKSPACE**

To select text:

1. Position the I-beam pointer at the beginning of the text to be selected.
2. Drag the I-beam pointer to highlight the text.

To print a document:

1. On the toolbar, click the Print button.

To close a file in WordPad:

1. From the File menu, choose New.
2. In the New dialog box, choose OK.

To exit WordPad:

1. Click the WordPad window Close button.

To open a document

1. From the File menu, choose Open.
2. In the Open dialog box, in the Look in drop-down list box, select the desired drive.
3. Open the desired folder by double-clicking its icon.
4. Select the desired file.
5. Choose Open.

To use the Paint tool box:

1. If necessary, from the View menu, choose Tool Box.
2. In the tool box, click the desired tool.
3. Use the tool to enhance or create a graphic.

To use the color box:

1. If necessary, from the View menu, choose Color Box.
2. In the color box, click the color you want to use.
3. In the tool box, click the Fill with color tool.
4. In the graphic, click the area you want to color.