

Notepad



What is notepad?

Notepad is a basic text editing program or software. It is most commonly use view or edits text in notepad. Notepad extension is .txt.

How to see Extension?

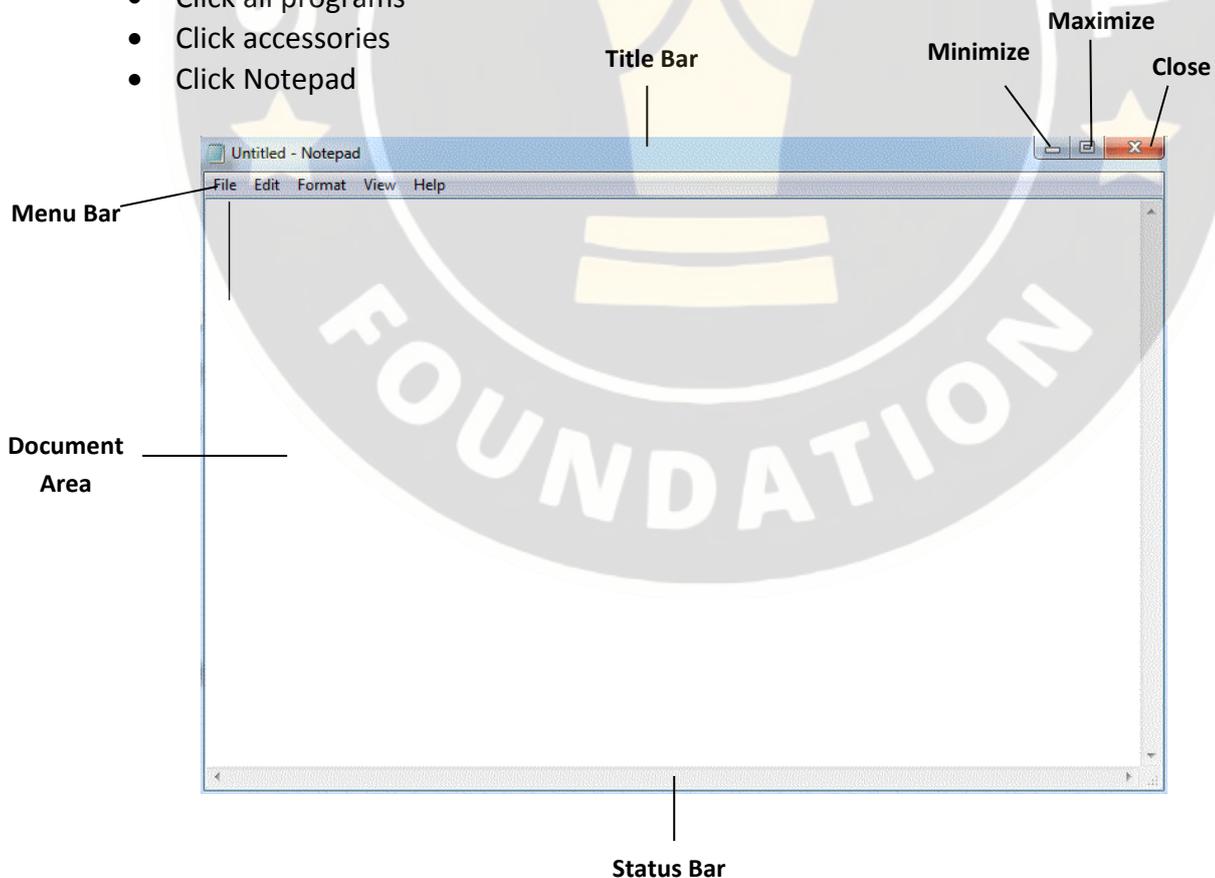
- Select File
- Click right
- Click properties
- See type of file.

For ex.

Ms-Paint:- .png
Notepad:- .txt
WordPad:- .rtf
Ms-Word:- .docs
Ms-Excel:- .xlsx
Ms-Power-Point:- .ppt

How to start Notepad?

- Click Start button
- Click all programs
- Click accessories
- Click Notepad



(1) File Menu

- **New**  New
Create a New Page
 - File Menu
 - New
- **Open**  Open
Open an Existing File
 - File Menu
 - Open
 - Find your file or document
 - Open
- **Save**  Save
Save a New file or document
 - File Menu
 - Save
 - Select Location Where you want to save file
 - Save

Ex. Document, Picture, C Drive, D Drive etc.
- **Save as**  Save as
Save as use to alternative name already save document.
 - File Menu
 - Save as
 - Select Location where you want to save the file
 - Save
- **Print**  Print
Print your document from the printer.
 - File Menu
 - Print
 - Select Printer
 - Number of Copy
 - Print
- **Page setup**  Page setup Change the layout of the picture.
Set Page Margin
 - File Menu
 - Page Setup
 - Set Page Margin (Top, Bottom, Left, Right)
 - Ok
- **Exit**  Exit
Close your file or document after save your data
 - File Menu
 - Exit

(2) Edit Menu

- **Undo**
 - One step backward or one step forward
- **Cut , Copy, Paste**

It is use to two way in computer

 - For Moving
 - ❖ Edit Menu
 - ❖ Cut
 - ❖ Go to place where you want to move data or file
 - ❖ Paste
 - For Copying
 - ❖ Edit Menu
 - ❖ Copy
 - ❖ Go to place where you want to Copy data or file
 - ❖ Paste
- **Delete**

Delete any word on your page after select

 - File Menu
 - Delete
- **Find**

Find text in your document

 - ★ ➤ Click edit menu
 - ★ ➤ Click find
 - ★ ➤ Type your text in find box
 - ★ ➤ Click find next
- **Find Next**
 - Find next word already find text in find option
- **Replace**

Replace any word in your document or file

 - Click edit menu
 - Click replace
 - Type replace text in find what box
 - Type replacement text in replace with box.
 - Click Replace(**Note:-** If you want to all change click replace all)
- **Go to**

Direct jump one line to another line

 - Click edit menu
 - Click go to
 - Type your line number
 - Click go to

- **Select All** ➤ Select all page
- **Time and Date** ➤ Insert time and date in your document

(3) Format Menu Format

- Font ➤ Change font or text Language.
- Font style ➤ Change font style.
- Font size ➤ Change font size.

(4) View Menu View

- Status Bar ➤ Show line or Character.

(5) Help Menu Help

- If you want to any help in notepad click help



Shortcut Key

- CTRL+N
 - Create a New Page.
- CTRL+O
 - Open an existing file.
- CTRL+S
 - Save a new file.
- CTRL+P
 - Print document from the printer.
- CTRL+A
 - Select all page.
- CTRL+Z
 - Cancel the preview action done by the user
- CTRL+X
 - Cut the selected text.
- CTRL+ C
 - Copy the selected text.
- CTRL+V
 - Paste the text, which is lastly stored in the buffer.
- Del/ Delete
 - Delete the selected text.
- CTRL+F
 - Find the word in document
- F3
 - Find the next word. If it is used find option
- CTRL+H
 - Replace the text.
- CTRL+G
 - Go to one line to another line.
- F5
 - Insert the system time and date.
- ALT
 - Highlight the menu bar.
- F10
 - Highlight the menu bar.
- ALT+ENTER
 - View the properties of object
- F1
 - HELP.

WordPad

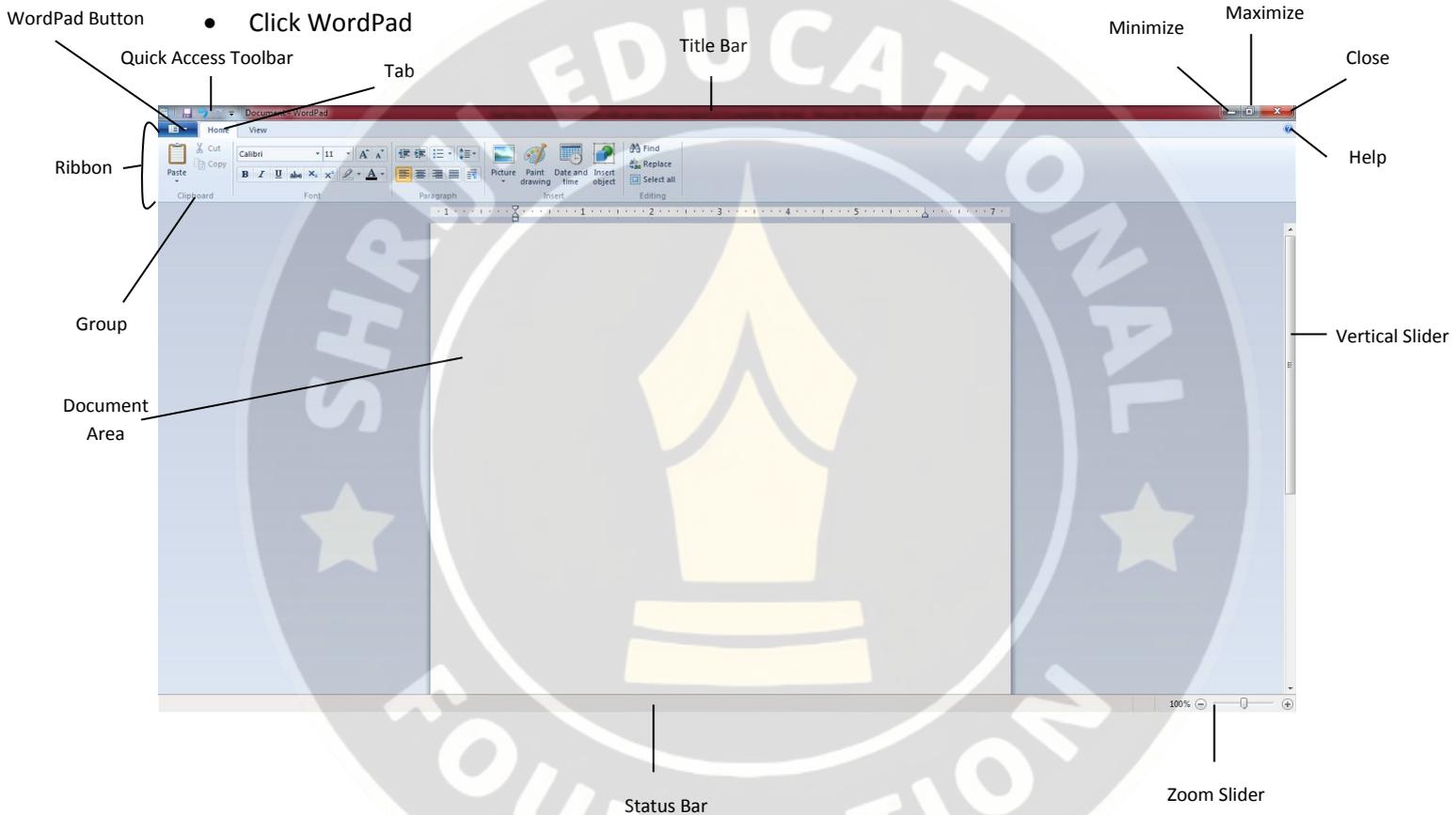


What is WordPad?

WordPad is a basic text editing program or software. You can create documents such as letters, reports, lists, and so on. WordPad can include rich formatting and Graphics unlike notepad. WordPad extension is .rtf (Rich Text Formatting).

How to open WordPad?

- Click start button
- Click all programs
- Click accessories
- Click WordPad



Home Tab

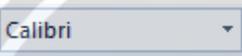
1). Clipboard group

- Cut  , Copy  , Paste 

- ❖ For Moving
 - Select Text
 - Cut
 - Go to place where you want to move data or file
 - Paste

- ❖ For Copying
 - Select Text
 - Copy
 - Go to place where you want to Copy data or file
 - Paste

2). Font group

- Font Family 
 - ❖ Change font or text language
- Font size 
 - ❖ Big size selected text
- Grow font 
 - ❖ Big size selected text
- Shrink font 
 - ❖ Small size selected text
- Bold 
 - ❖ Bold selected text ex. (**BOLD**)
- Italic 
 - ❖ Italic selected text ex. (*Italic*)
- Underline 
 - ❖ Underline selected text ex. (Underline)
- Strikethrough 
 - ❖ Show wrong word ex. (~~certifikate~~)
- Subscript 
 - ❖ It is used to bottom of the selected text. For Example H_2O .
- Superscript 
 - ❖ It is used to top of the selected text. For Example 10^{th} , 12^{th} .
- Text highlight color 
 - ❖ Highlight the selected text for ex. (**Computer**)
- Text color 
 - ❖ Change color of the selected text for ex. (Apple, Grapes, Orange)

3). Paragraph Group

- Decrease Indent 
 - ❖ Right to left line or paragraph
- Increase Indent 
 - ❖ Left to right line or paragraph
- Bullets 
 - ❖ Create a multiple list
- Line spacing 
 - ❖ Space between two line or paragraph
- Text align left 
 - ❖ Text left side in page
- Text align center 
 - ❖ Text center in page
- Text align right 
 - ❖ Text right side in page
- Justify 
 - ❖ Adjust paragraph in your document

4). Insert Group

- Picture 
 - ❖ Insert picture in your document
 - Click picture
 - Find your picture to insert and click it
 - Click open

5). Editing Group

Find

Find any words in your document

- Click find
- Type your text in find box
- Click find next

Replace

Replace any word in your document or file

- Click replace
- Type replace text in find what box
- Find next
- Type new word in replace with box.
- Click Replace (**Note:-** If you want to all word replace click replace all)

Select All

- Select all text , line or paragraph at a time

View Tab

Zoom in

Zoom in your page

- Click view tab
- Click Zoom in

Zoom Out

Zoom out your page

- Click view tab
- Click Zoom in

100%

Actual size your page

- Click view tab
- Click 100%

Rulers

Show page margin and set tab stop using rulers

Status Bar

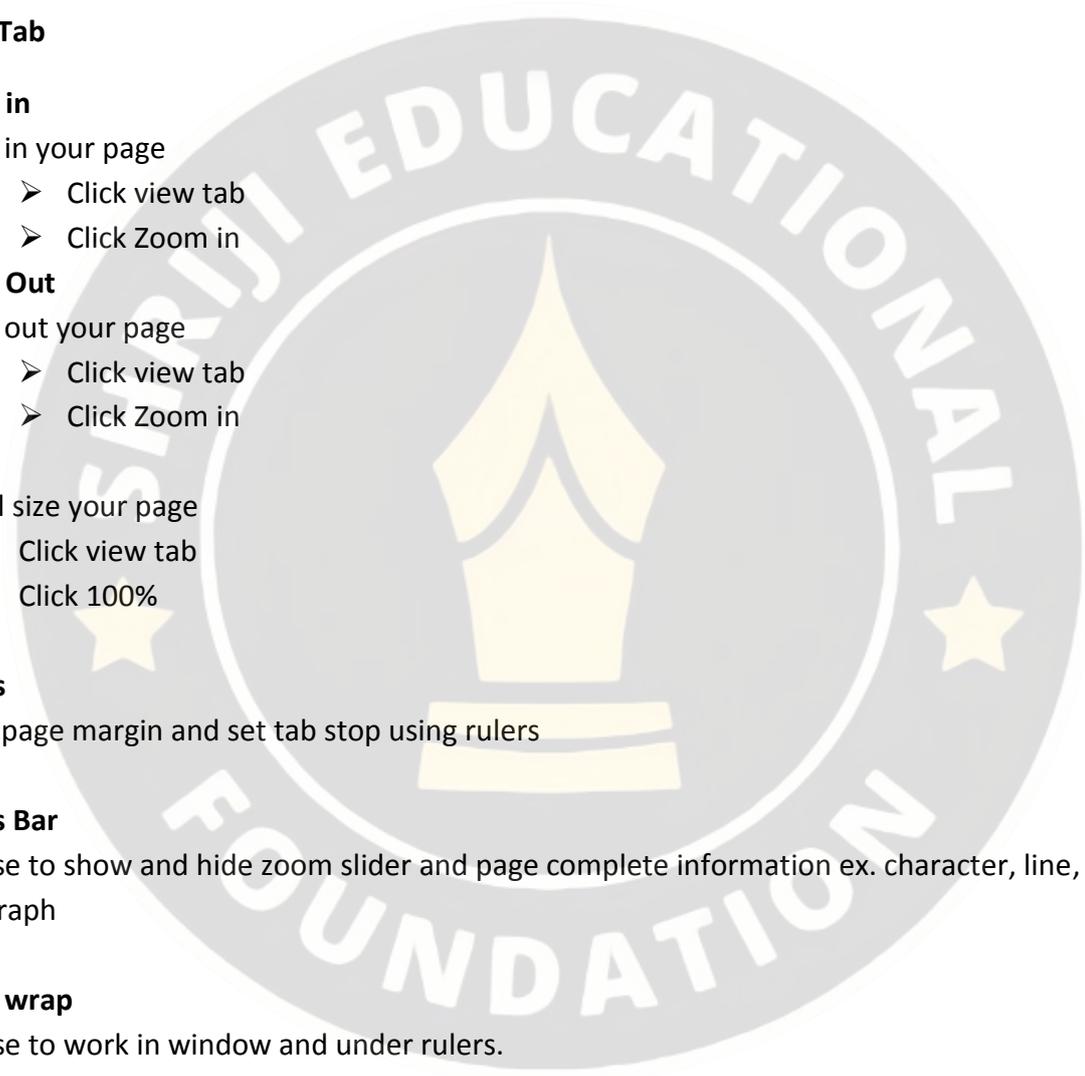
It is use to show and hide zoom slider and page complete information ex. character, line, paragraph

Word wrap

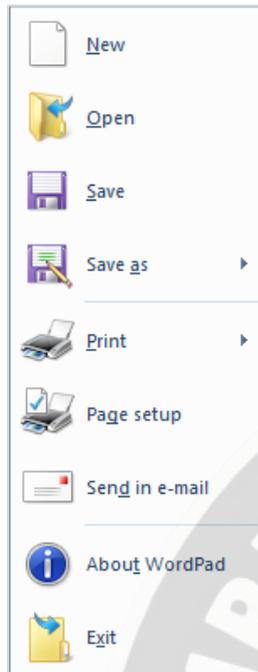
It is use to work in window and under rulers.

Measurement Unit

Rulers measurement in cm, in.



WordPad Button



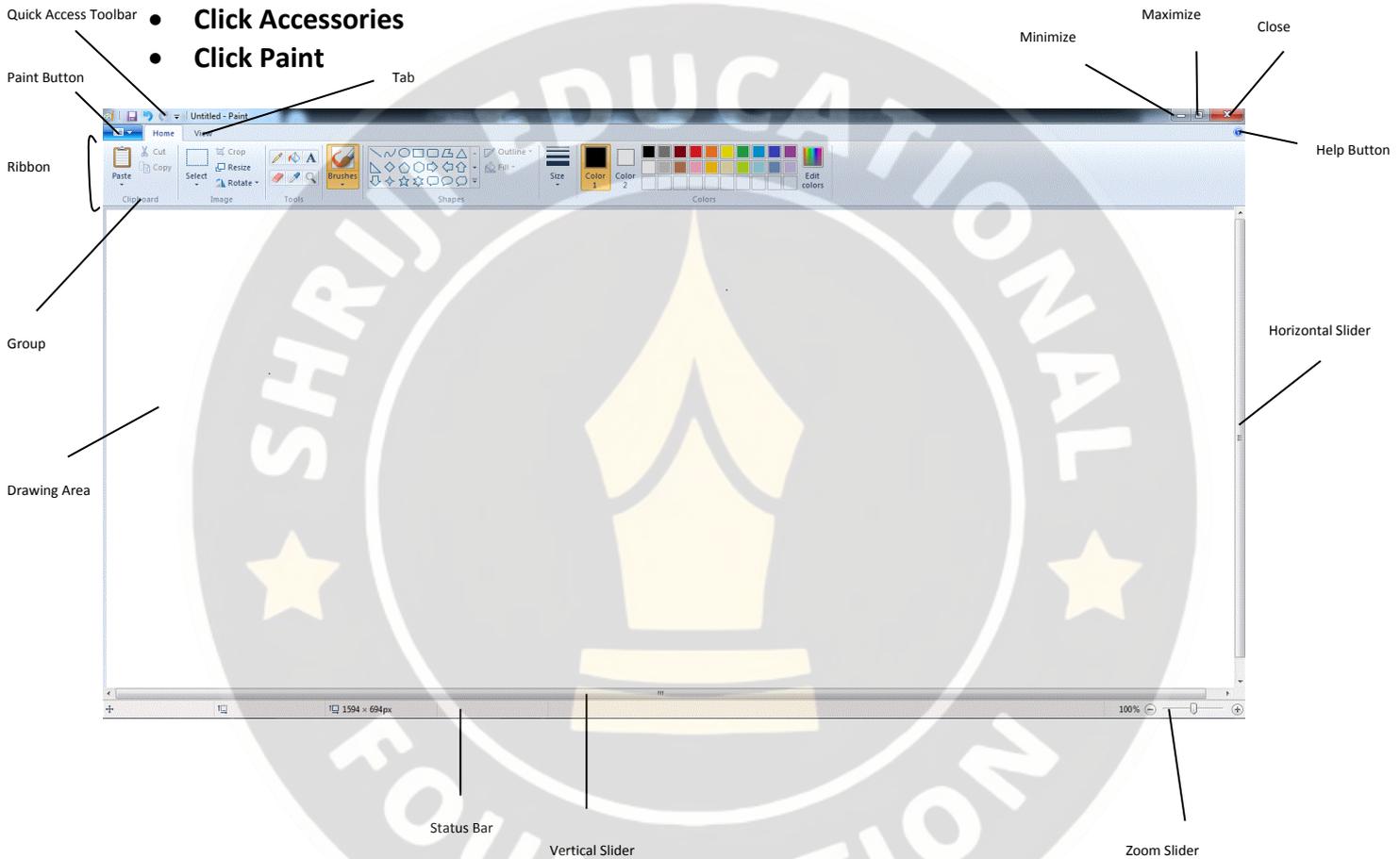
Paint

What is paint?

Paint is a create drawing on a blank drawing area. Many of the tools in paint use for create drawing.

How to start Paint in Computer?

- Click Start Button
- Click All program
- Click Accessories
- Click Paint



Home Tab

Home

Pencil Tool

Use the pencil tool create straight line of curve line.



Straight Line



Curve Line

Fill with color

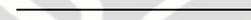
Its use to fill the color any shape or picture

Eraser

Erase any picture or shape

Line Tool

Create straight line

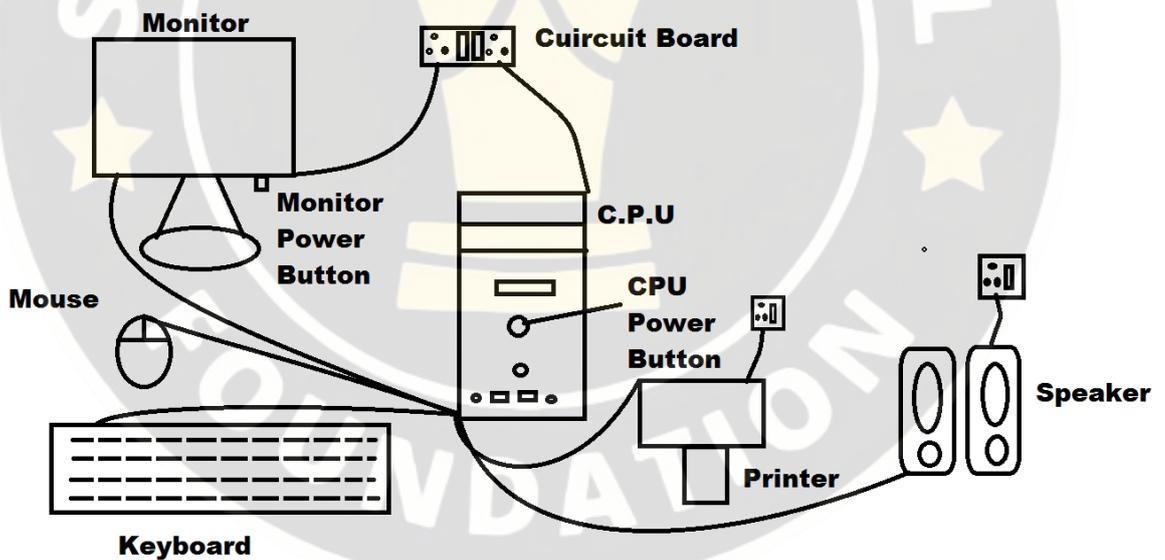


Curve Tool

Create curve line but use to three steps



Make this design



Undo 

Go to Backward.

Redo 

Go to forward.

Brush Tool 

Brush Tool use to create straight line or curve but that have a different texture. By using different – different brushes

Use the brush tool

- Click Brush Button
- Choose you want to

Polygon Tool 

Its use to draw custom shape

Color Picker 

Copy color another shape or picture

Text Tool 

Text tool use to type text in your picture

Select 

Select text or picture for editing or change color.

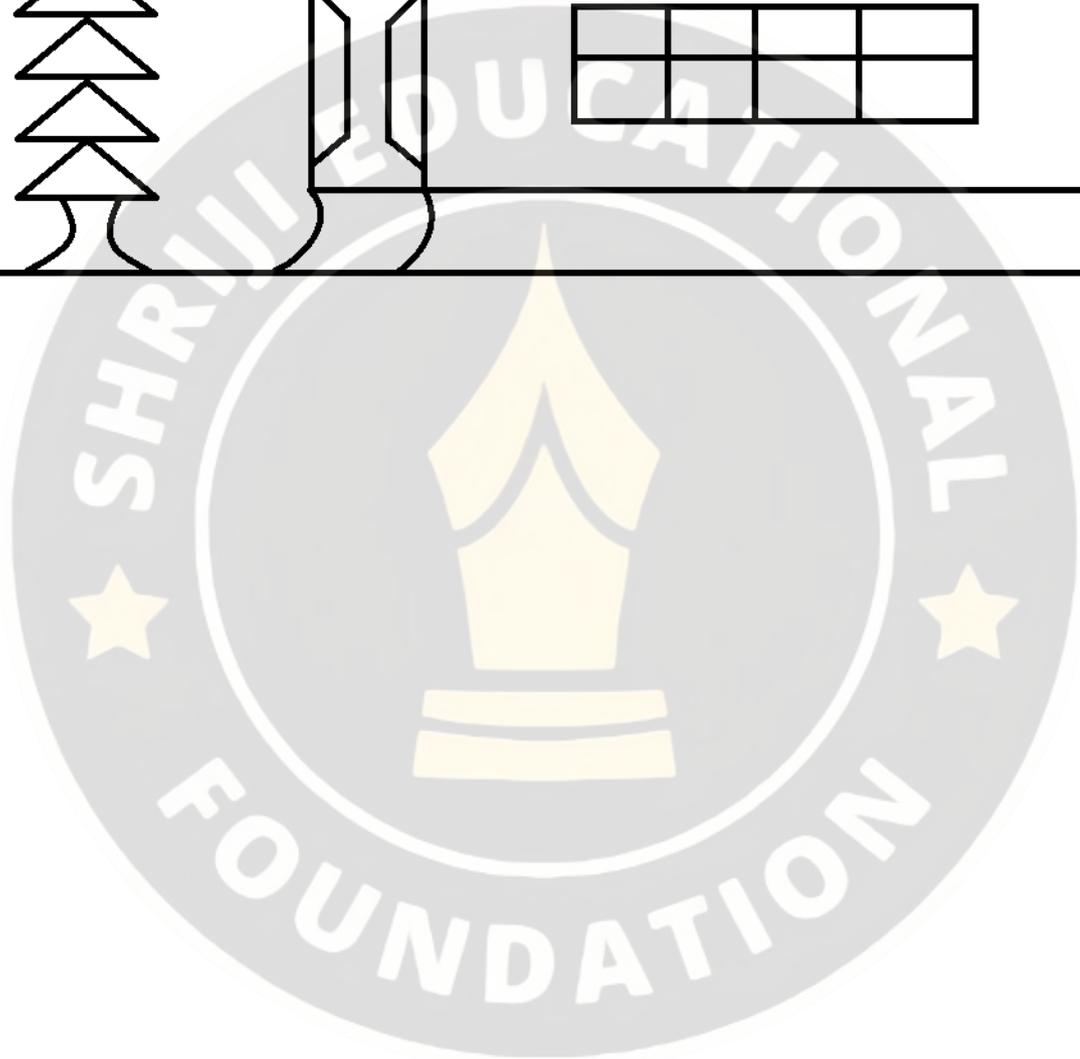
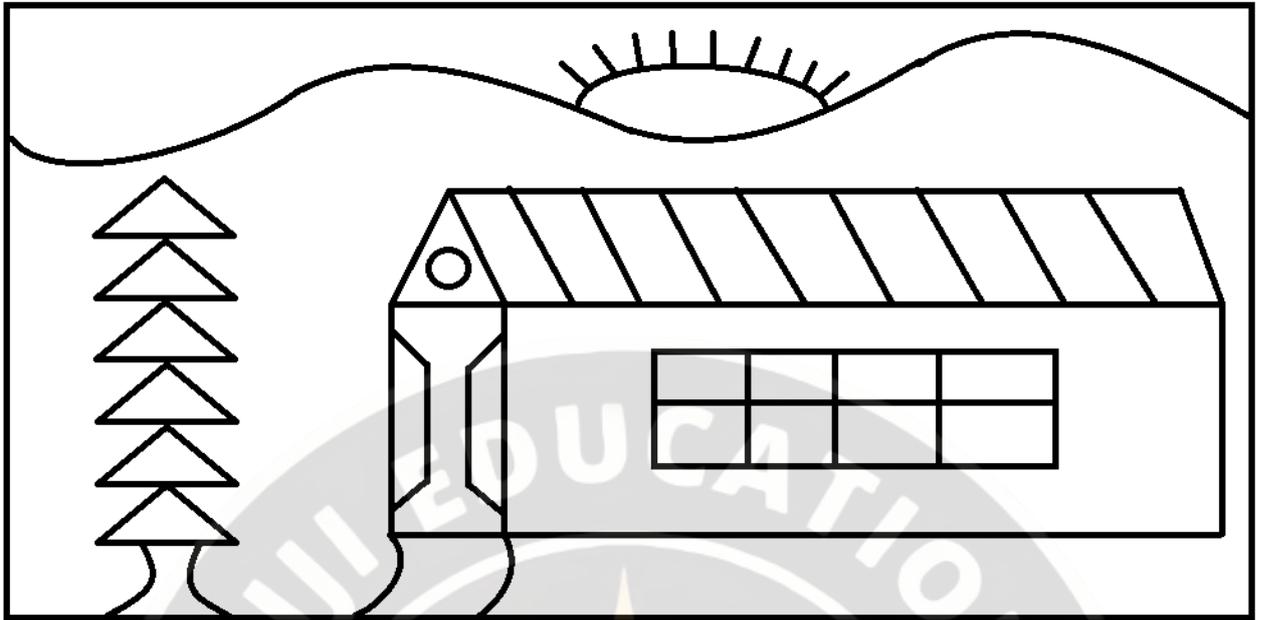
Shapes 

Create new shapes for ex. Square, Circle, Triangle, Star, Heart, and Arrow.



For Ex.

Make This Design



Paint Button



1) New



- Create a new page
 - Click Paint Button
 - Click New

2) Open



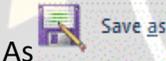
- Open an existing picture
 - Click Paint Button
 - Click open
 - Find your picture
 - Click Open

3) Save



- Save a new document or picture.
 - Click Paint Button
 - Click Save
 - Find your Location
 - Enter File Name
 - Click Save

4) Save As



- Click Paint Button
- Click Save As
- Find your Location
- Enter File Name
- Save

5) Print



- Click Paint Button
- Click Print
- Select Printer
- Click Print

- 6) Print Preview  **Print preview**
Preview and make changes before printing.

- See your document or picture before printing
 - Click Menu
 - Click Print
 - Click Print preview
 - See your picture before printing

- 7) Print Setup  **Page setup**
Change the layout of the picture.

- Set page margin
 - Top
 - Bottom
 - Left
 - Right

- 8) Set as desktop background  **Set as desktop background**

- Set your picture in desktop background.
 - Click Paint Button
 - Click save
 - Click set as desktop background

- 9) Properties  **Properties**

- Set drawing area page width and height
 - Click paint button
 - Click properties
 - Enter width and height
 - Click Ok

- 10) Exit / Close  **Exit**

- Close your document after save

Clipboard Group

Cut, Copy, Paste

- 1) For Moving  **Cut**

- Select Text or Picture
- Click Cut
- Go to place where you want to move
- Click Paste

- 2) For Copying 
- Select Text or picture
 - Click Copy
 - Go to place where you want to copy
 - Click Paste

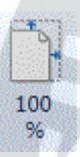
View Tab 

- 1) Zoom in 

- Big size your picture

- 2) Zoom Out 

- Small Size your picture

- 3) 100% 

- Actual size your picture

Rulers 

Show set your margin from the page setup

- Show Rulers
 - Click ruler check box
- Hide rulers
 - Click ruler check box

Status Bar 

Show or hide zoom slider and give the details page width and height

Full Screen 

Full screen your picture after click