**NOTEPAD PROGRAM**

Q1) How to open notepad programme?

Shortcut key: -

* Press windows + R key
* To open run option
* Type notepad programme
* Press enter key

Q2) what is notepad program?

Notepad is a basic test editing programme its most commonly used to view or edit text files. A file type typically identified by the .txt file name extension.

Notepad file format (secondary name): -

. Txt – Text

**Notepad shortcut key**

File menu: ------

New -ctrl + N

Open -ctrl +O

Save – ctrl +S

Save as -F12

Print – ctrl +P

Exit ….

Edit: -----

Undo - ctrl +Z

Cut - ctrl +X

Copy - ctrl +C

Paste – ctrl + V

Delete – Del, Find and replace – F5

**WORDPAD THEORY**

Q1) How to open wordpad programme

Shortcut key: -

* Press windows + R key
* To open run option
* Type Wordpad or “write” programme
* Press enter key.

Q2) What is wordpad program?

Wordpad user text editing programme you can use to create and edit documents unlike notepad wordpad documents can include rich formatting and graphics and you can link to our embedded objects such as pictures or other documents.

Wordpad file format [secondary name]: -

.rtf- Rich text format

**WORDPAD PRACTICAL THEORY**

* Font formatting: -To Change the look of text or document.

Example: -colour bold tally condolence bullet tails etc phone formatting.

There are four type of font formatting: -

* Font face: - to change the text writing under phone face default font face = calibri
* Font size: - to increase and decrease the text of documents under size

Increase =control + shift + >

Decrease = control + shift + <

Default font size = 11

Default Minimise font size = 8

Default Maximum font size = 72

Decrease minimum font size = 1

Increase maximum font size = 1638

* Font style: - to highlight marks a sector the text or documents under phone style.

Bold = Control + B

Italy = Control + I

Underline = Control + U

Default font style is not apply

* Font color: - to change the text colour under font colour

Default font colour = black

* Alignment (align): -

There are 4 types of alignment: -

Left align = Control + L

Centre align = Control + E

Right align = control + R

Justify align = Control + J

Default alignment = left

* Bullets: - It is used to listening (list wise) text.

There are 6 types of bullets: -

Disc, number, small alpha, capital alpha, small Roman, Capital Roman

Default bullet = disc

Bullet control shift l continue

Indentation (intend): -

There are three types of indentation

First line indent

Left indent

Right Indent

Default indent = 0

* Tabs: -Tab is used to equal distance of text next default tab 0.5 inch

Note: - tab setting is used to tab key

**FILE NAME**

There are two types of file name: -

* Primary file name: -primary file name defines users
* Secondary file name: - secondary file name defines computer depends on programme or application.

Example: - ankit-Bmp

Primary file name, separate, secondary file name

* File format (secondary name): -

Program name -secondary file name (file format)

Microsoft paint -.png (portable network graphics)

Microsoft paint -.bmp (bitmap image)

Notepad -.txt (Text)

Wordpad -.rtf (Rich text format)

Web page (Internet -. Html (Hyper Text markup language)

* Difference between notepad and Wordpad programme??

Wordpad program: -

Wordpad file format .rtf

Wordpad is used to create normal documents, Wordpad is formatting particular text or documents, Wordpad is colour of text or documents, Not change the wordpad secondary file name in any format, Wordpad is text editor program.

Notepad program: -

Notepad file format .txt

Notepad is used to coding of programme or application.

Notepad is not formatting particular text or documents, Notepad is not colour of text or documents, change the notepad secondary file name in any format, Notepad is text editor program.

**WINDOWS CONTENT**

Q1) How to create a file and folder on the desktop?

* Right click mouse button on your desktop,
* Click on new,
* Click on folder,
* Type your folder name,
* Press the enter key on outside area on desktop.

Q2) How to create a folder on desktop and save the file in created folder?

* Right click mouse button on your desktop,
* Click on new,
* Click on folder,
* Type your folder name,
* Press the enter key or click on outside area on desktop,
* Open any program,
* Create a draw, document, file, letter,
* Click on file menu,
* Click on save option (ctrl + s),
* Click on desktop
* Select created folder,
* Click on open,
* Type your file name in file name box
* Click on save.

Q3) How to create folder in D:\drive or any places and save the file in created folder?

* Right click mouse button on my computer,
* Click on open,
* Right click mouse button on D:\drive,
* Click on open,
* Right click mouse button on blank area,
* Click on new,
* Click on folder,
* Type your folder name,
* Press enter key or click on outside area,
* Close my window (ctrl + F4)
* Create a drawing, document, file, letter
* Click on file menu,
* Click on save option, (ctrl + S)
* Click on my computer
* Click on D:\drive,
* Click on open,
* Select created folder,
* Click on open,
* Type your file name in file name box.
* Click on save.

Q4) How to open on screen keyboard?

Shortcut key: -

* Press windows + R,
* To open run option,
* Type “OSK”
* Press the enter key.

Q5) How to open calculator?

Shortcut key: -

* Press windows + R,
* To open run option,
* Type “CALC”
* Press the enter key.

Q6) How to open character map?

Shortcut key: -

* Press windows + R,
* To open run option,
* Type “charmap”
* Press the enter key.

Q7) How to do mouse setting?

* Right click mouse button on your desktop,
* Click on personalize,
* Click on change mouse pointers,
* To open mouse properties dialog box.

Q8) How to change the icon of your folder?

* Right click mouse button on created folder,
* Click on properties (Alt +enter),
* To open folder properties dialog box,
* Click on customize tabs, (ctrl + tab),
* Click on change icon,
* Select icon,
* Click on ok,
* Click on apply,
* Click on ok.

Q9) How to set image/picture in your created folder?

* Right click mouse button on created folder,
* Click on properties (alt + enter)
* To open folder properties dialog box
* Click on customize tabs, (ctrl + tab),
* Click on change icon,
* Click on browse,
* Select your picture location
* Change the icon file stored in all files,
* Select image/picture,
* Click on open,
* Click on ok,
* Click on apply,
* Click on ok.

Q10) How to create a untitle folder or without name folder on desktop or any place?

* Right click mouse button on your desktop,
* Click on new,
* Click on folder,
* Press enter key or click on outside area,
* On your desktop.

Q11) How to search file and folder or others?

Shortcut key: -

* Press the F3 key,
* Type your file or folder name in search box,
* Select location,
* Again, type your file or folder name in search box,
* Click on search.

Q12) How to rename file and folder name?

Right click mouse button on your file or folder,

Click on rename,

Type your new file or folder name,

Press the enter key or click on outside area.

Q13) How to hide files and folder?

* Right click mouse button on your file and folder,
* Click on properties, (alt + Enter)
* Check the hidden option,
* Click on apply,
* Click on ok.

Q14) How to show hidden file and folder?

* Click on settings,
* Click on system,
* Then click on for developers’ option,
* Then go to file explorer option,
* Then click on show hidden and system files,
* It will show wherever you have previously saved,
* Right click mouse button on your file and folder,
* Click on properties, (alt + Enter)
* Check the hidden option to undo the criteria of hidden option,
* Click on apply,
* Click on ok.

Q15) How to set the image/pictures on your desktop or display property settings?

* Right click mouse button on your desktop,
* Click on personalize,
* Choose default option, or click on desktop background option,
* Select your background option or click on browse.
* Select your picture image location,
* Select your picture image folder,
* Click on ok,
* Choose your picture/image single or multiple,
* Click on picture position option,
* Select option feel or fit or strength or tile centre,
* Choose automatically change the picture every 30 minutes for any,
* Click on save changes,
* Close the window, (Alt + F4)

Q16) How to setting screen saver?

* Right click mouse button on your desktop,
* Click on personalize,
* Click on screen saver option,
* Click on screen saver down list box,
* Click on screen saver dialog box,
* Click on ok,

Note: - If you show the screen saver then

* Click on previous option,
* Click on apply,
* Click on ok,
* Close the window, (Alt + F4)

Q17) How to delete single or multiple file and folder?

* Select single or multiple file and folder,
* Right click mouse button or selected file and folder,
* Click on delete,
* To show the message confirm delete folder, are you sure you want to move this file or two items to the recycle bin,
* Click on yes or press enter key.

Shortcut key: -

* Select you want to delete file folder,
* Press the delete key from keyboard,
* To show the message confirm delete folder, are you sure you want to move this file or two items to the recycle bin,
* Click on yes or press the entry key.

Q18) How to restore deleted files in folder under recycle bin recycle?

* Right click mouse button on your recycle bin,
* Click on open,
* Select restore files and folder,
* Right mouse button on selected file and folder,
* Click on restore.

Q19) How to delete file and folder under storing recycle bin or empty recycle bin?

* Right click mouse button on your recycle bin,
* Click on open,
* Select you want to delete file and folder,
* Right click mouse button on selected file and folder,
* Click on delete,
* To show the message confirm delete folder,
* Are you sure you want to permanently delete the file or folder.
* Click on yes or press the enter key.

Q20) How to set the names in time AM and PM?

* Click on start button,
* Click on control panel,
* To open control panel window,
* Click on view by: select small icon,
* Click on region and language option,
* To open region and language dialog box,
* Click on additional setting,
* To open customize format dialog box,
* Click on time tab, (ctrl + tab)
* Fill the time format boxes,
* Click on apply,
* Click on ok,
* Again, click on apply,
* Click on ok,
* Close the control panel window (alt + F4)

Q21) How to auto hide the taskbar?

Shortcut key: -

* Right click mouse button on taskbar,
* Click on taskbar setting,
* Then click on taskbar behaviours,
* Click on automatically hide the taskbar,
* Click on ok.

Q22) How to create shortcut file and folder on desktop?

process - 1

* Right click mouse button on your file and folder you want to create shortcut
* Click on send to,
* Click on desktop (create shortcut)

Process – 2

* Right click mouse button on your file and folder you want to create shortcut,
* Click on copy (ctrl + C)
* Go to desktop or minimise the current window (window + D)
* Right click mouse button on your desktop,
* Click on paste shortcut.

And there are many more other processes...

Q23) How to details the picture or image size?

* Right mouse button on your picture image file,
* Click on properties,
* To open picture file properties dialog box,
* Show the details of picture sizes are other.

Q24) How to reduce or resize the picture/image size?

* Right click mouse button on your picture image file,
* Click on open with,
* Click on Microsoft office picture manager,
* To open Microsoft office features manager window,
* Click on edit picture,
* Click on resize,
* Select the resize option,
* Click on ok.
* Save as the picture/image file (ctrl + S)
* Close the Microsoft office picture manager window. (alt + F4)

Q25) How to cut copy and paste the file and folder (normal method) and (drag and drop method)?

Norma method: -

* Right click mouse button on selected single/multiple file folder,
* Click on out for copy, (select your choices)
* Right click mouse button on your paste location,
* Click on paste.

Shortcut key: -

Cut: - control + X for cut file,

Copy: - control + C for copy file,

Paste: - control + V for paste file,

Drag and drop method: -

* Select single/multiple file and folder,
* Press the control (CTRL) key continue,
* Left click mouse button on selected file in folder, continue.
* Drag and drop the selected file and folder you want to paste,
* Release the control key.

Q26) How to move the file in folder normal method and drag and drop method?

Norma method: -

Right click mouse button on selected single/multiple file and folder,

Click on cut (control + X)

Right click mouse button on your paste location,

Click on paste (control + V)

Drag and drop method: -

* Select the single or multiple file and folder,
* Left click mouse button on selected file and folder continue,
* Drag and drop the selected file in folder you want to paste.