


Notepad


Notepad is a basic text editor you can use for creating simple documents or for creating Web pages and any kind of file with given extension.

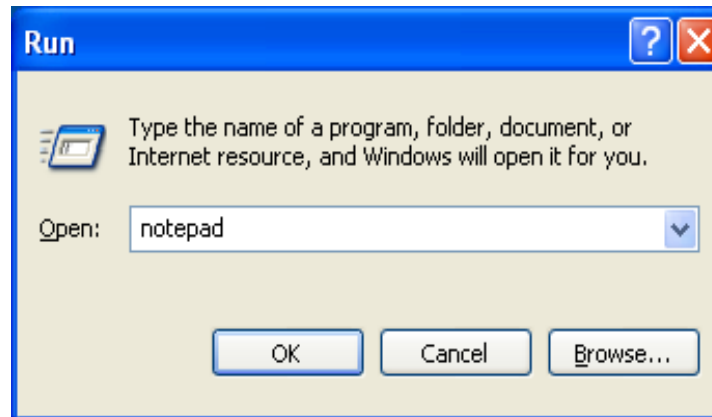
File Edit Format View Help



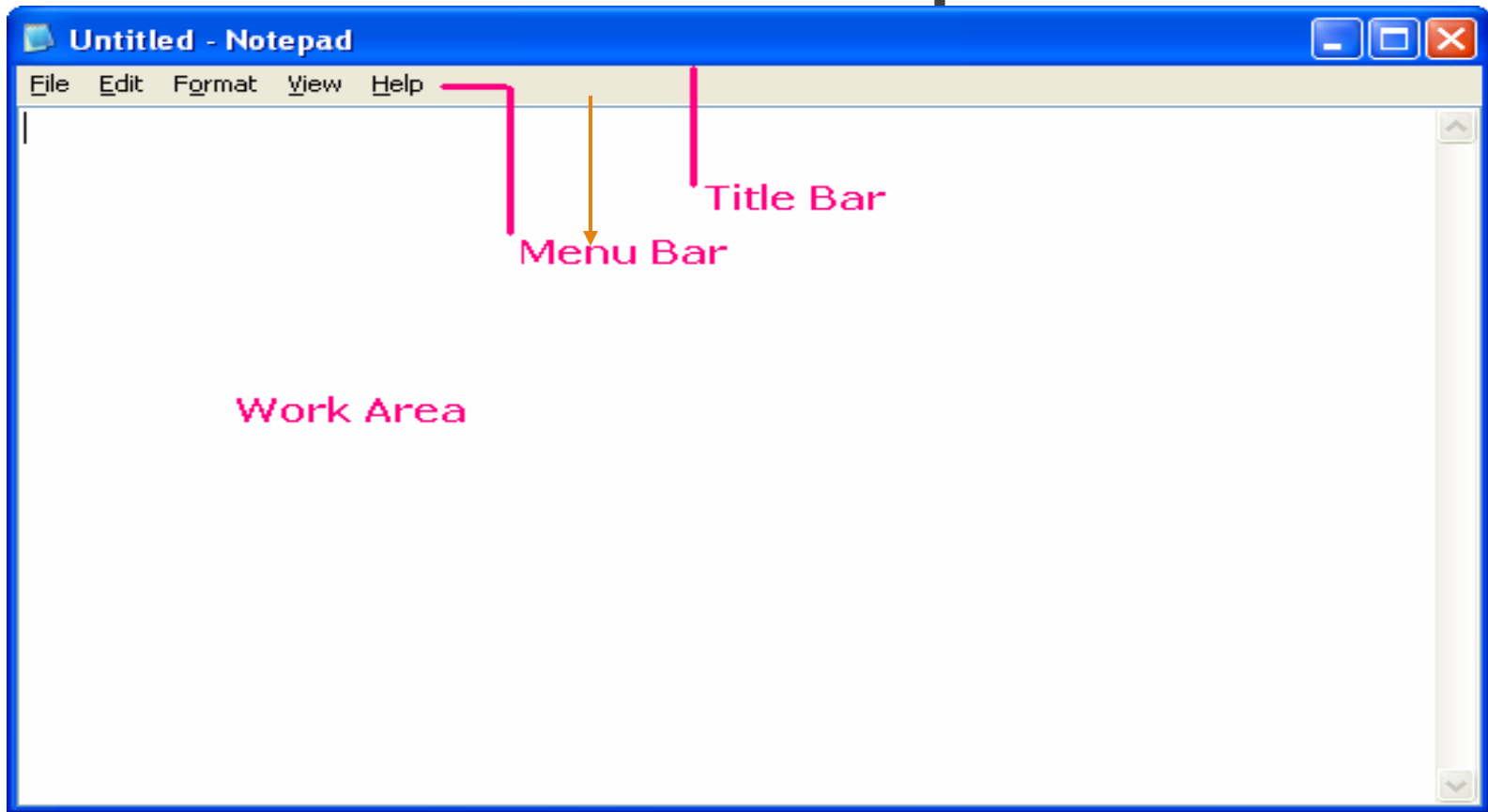
How to Open Notepad?

Click on  then Click on **Programs** and Click on **Accessories** and then on **Notepad**.

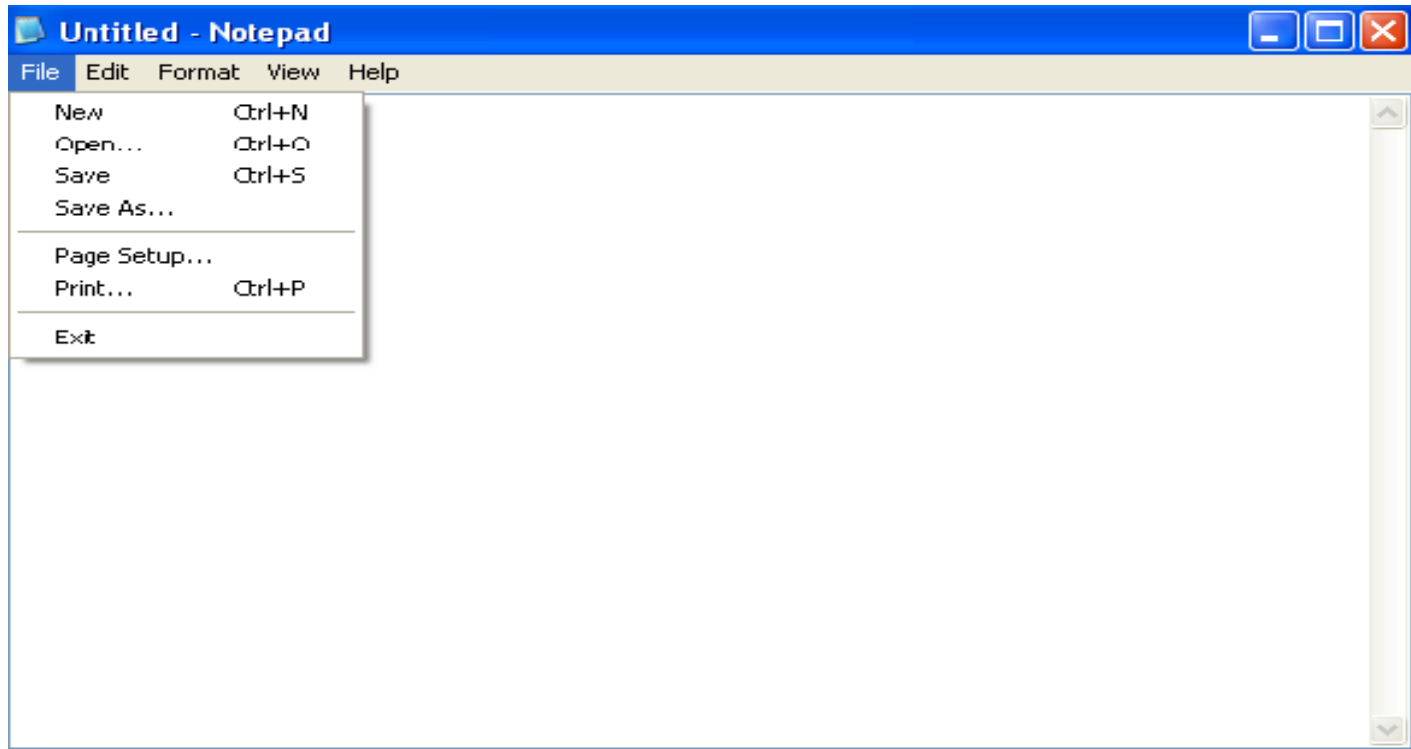
Click on  then **Run**. Type **notepad** on Run Dialogue Box and Click OK.



Window of Notepad...



Using File Menu of Notepad...



File Menu....

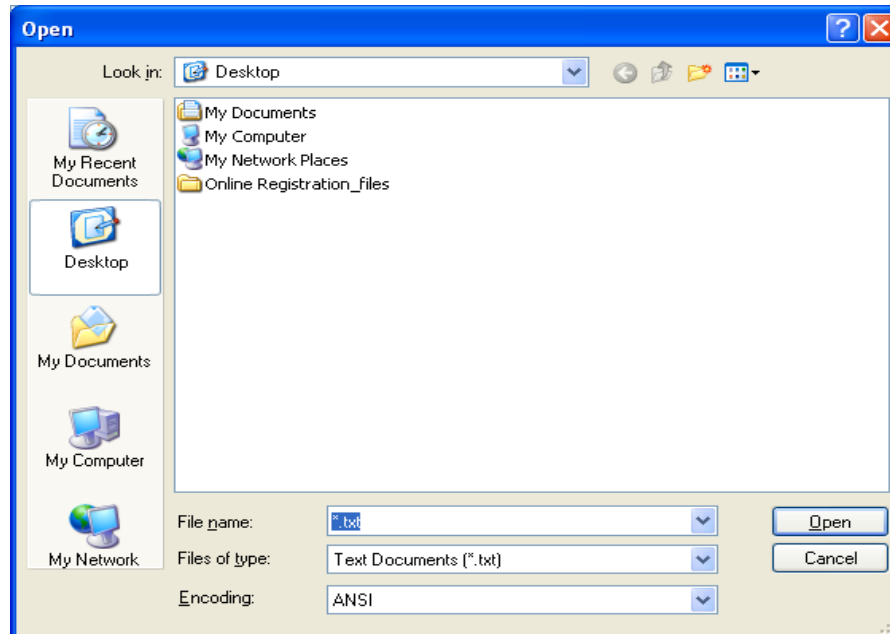
- i. New – This option is used to Create New File.
Shortcut for this option is **CTRL+N**.



File Menu....

- ii. **Open** – This option is used to Open previously saved Document for Reading or Modifying. Shortcut for this option is **CTRL+O**.

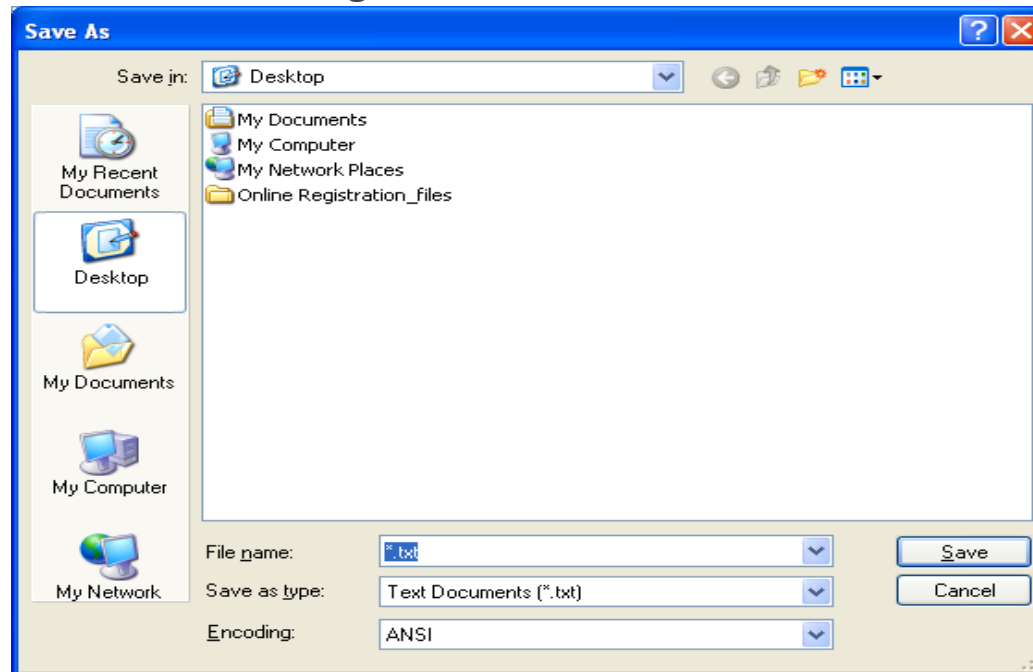
Open Dialogue Box



File Menu....

- iii. **Save** – This option is used to Save current document so that it can be accessed further or changes we made can be saved. Shortcut for this option is **CTRL+S**.

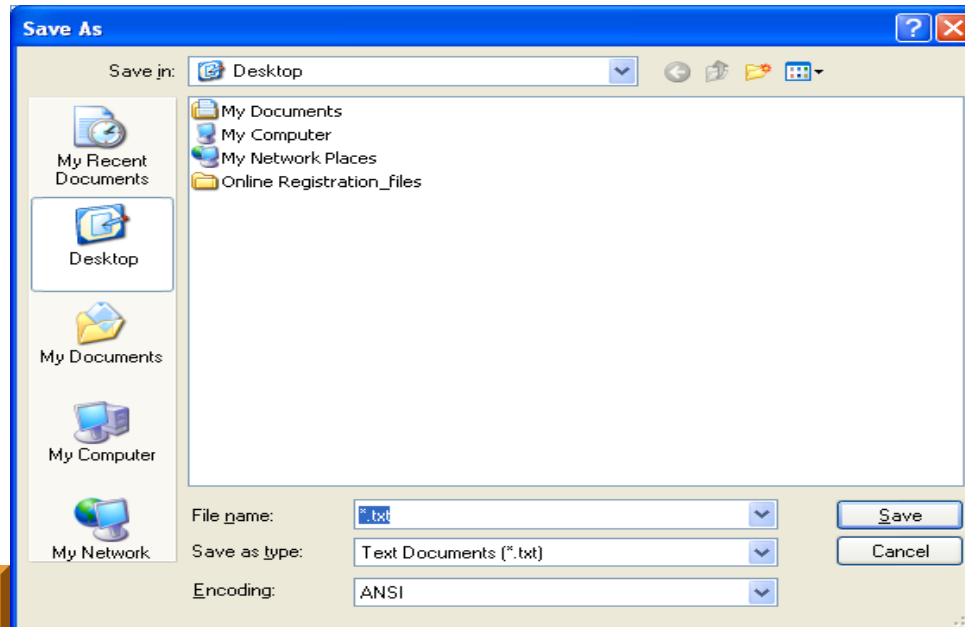
Save As Dialogue Box



File Menu....

- iv. **Save As** – This option is used to save current file, which is already saved, with different Name/Location/Format.

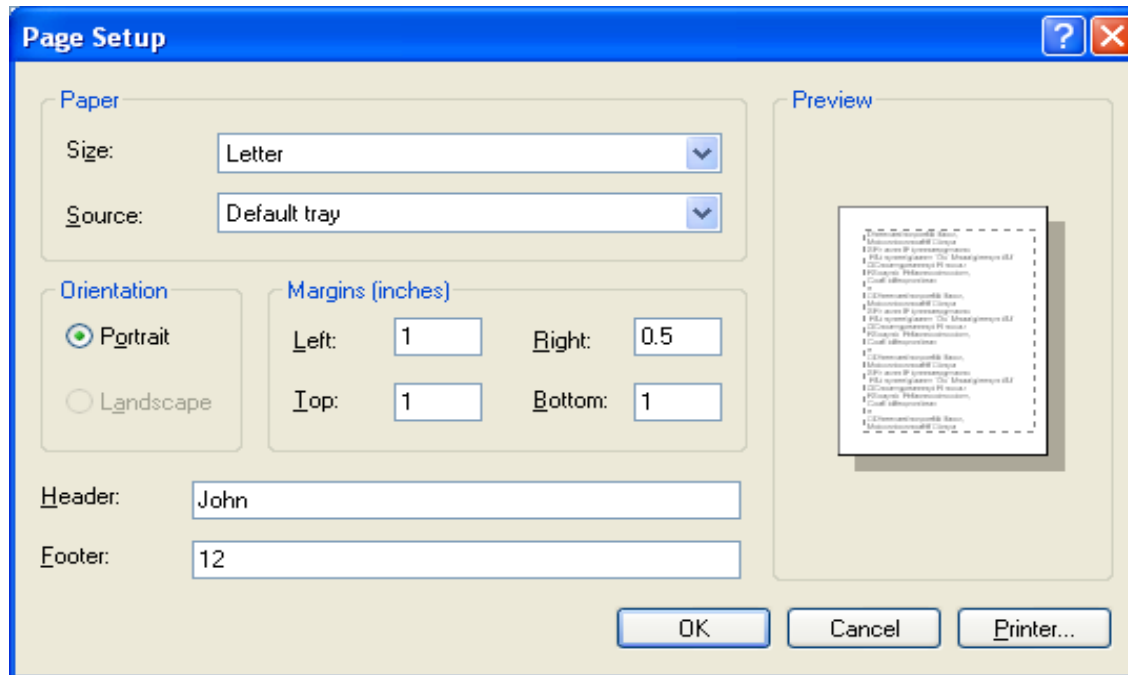
Save As Dialogue Box



File Menu....

- v. **Page Setup** – This option is used to set/change page properties like Paper Size, Orientation, Margins and Header/Footers.

Page Setup Dialogue Box



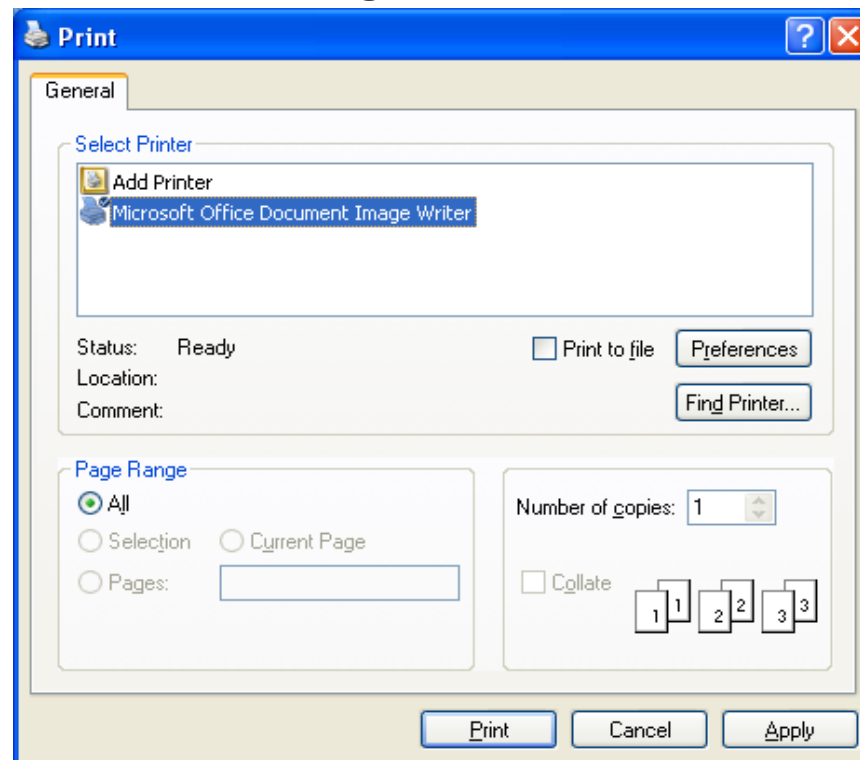
The image shows a 'Page Setup' dialog box with a blue title bar and standard Windows window controls. It is divided into several sections: 'Paper' with 'Size' set to 'Letter' and 'Source' set to 'Default tray'; 'Orientation' with 'Portrait' selected; 'Margins (inches)' with 'Left' and 'Bottom' set to 1 and 'Right' and 'Top' set to 0.5; and 'Header' and 'Footer' fields containing 'John' and '12' respectively. A 'Preview' section on the right shows a document page with margins. At the bottom are 'OK', 'Cancel', and 'Printer...' buttons. An orange house icon is visible in the bottom left corner of the slide.

| Section | Property | Value |
|------------------|-----------|--------------|
| Paper | Size | Letter |
| | Source | Default tray |
| Orientation | Portrait | Selected |
| | Landscape | Unselected |
| Margins (inches) | Left | 1 |
| | Right | 0.5 |
| | Top | 1 |
| | Bottom | 1 |
| Header | Text | John |
| Footer | Text | 12 |

File Menu....

- vi. **Print** – This option is used to print current document. Shortcut for Print command is **CTRL+P**.

Print Dialogue Box

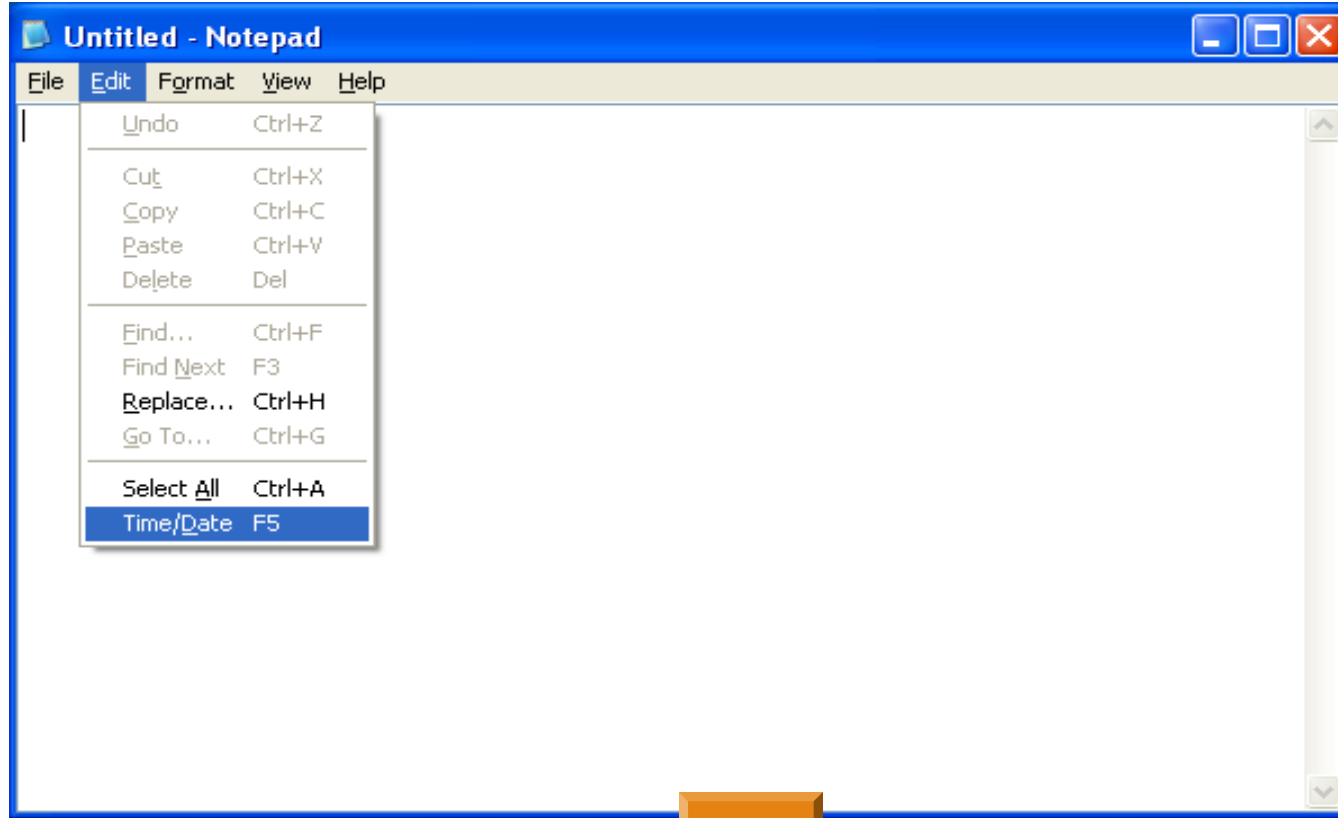


File Menu....

- vii. **Exit** – This command terminate Notepad.
Shortcut for This command is **ALT+F4**.



Using Edit Menu of Notepad...



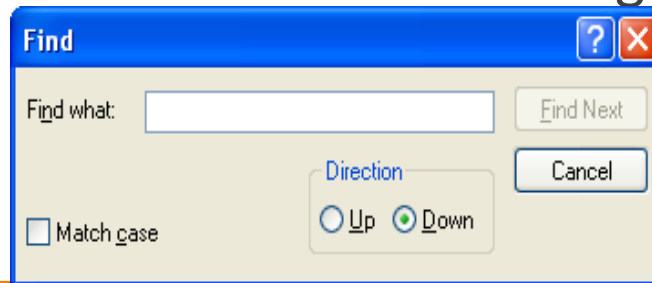
Edit Menu....

1. **Undo** – This command is used to cancel your last action within program. Shortcut for this command is **CTRL+Z**.
2. **Cut-Paste** – This command is used to move selected text to cursor point. The information is removed from the original place and is placed in its new location. Shortcut for this command is **CTRL+X**.
3. **Copy-Paste** – This command is used to copy selected text from one place to another place. While using Copy original text remains at its place. Shortcut for this command is **CTRL+C**.



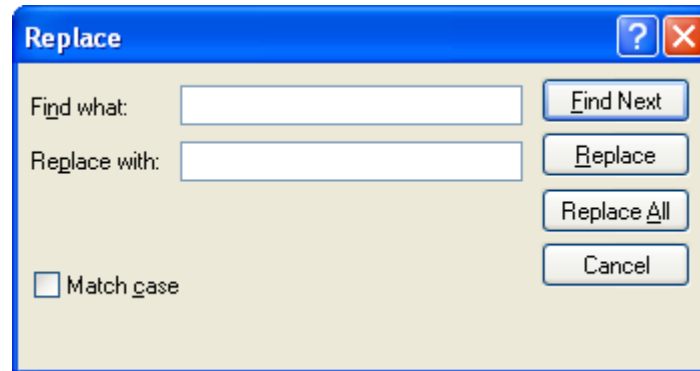
Edit Menu....

4. **Paste** – This command is used to insert previously copied/cut text at cursor point. Shortcut for this command is **CTRL+V**.
5. **Delete** – This command removes selected text from document. Such action can be undo. Shortcut for Delete command is **Del** Key of keyboard.
6. **Find** – This command finds search term within document. Shortcut for this option is **CTRL+F**. Find Next option also work same once Find command is given.



Edit Menu....

7. **Replace** – This command is used to alter text within document. Shortcut for this command is **CTRL+H**.



8. **Go To** – This command is used to go to particular line number. Shortcut for this command is **CTRL+G**. This option only activate when Word-Wrap option is unchecked.



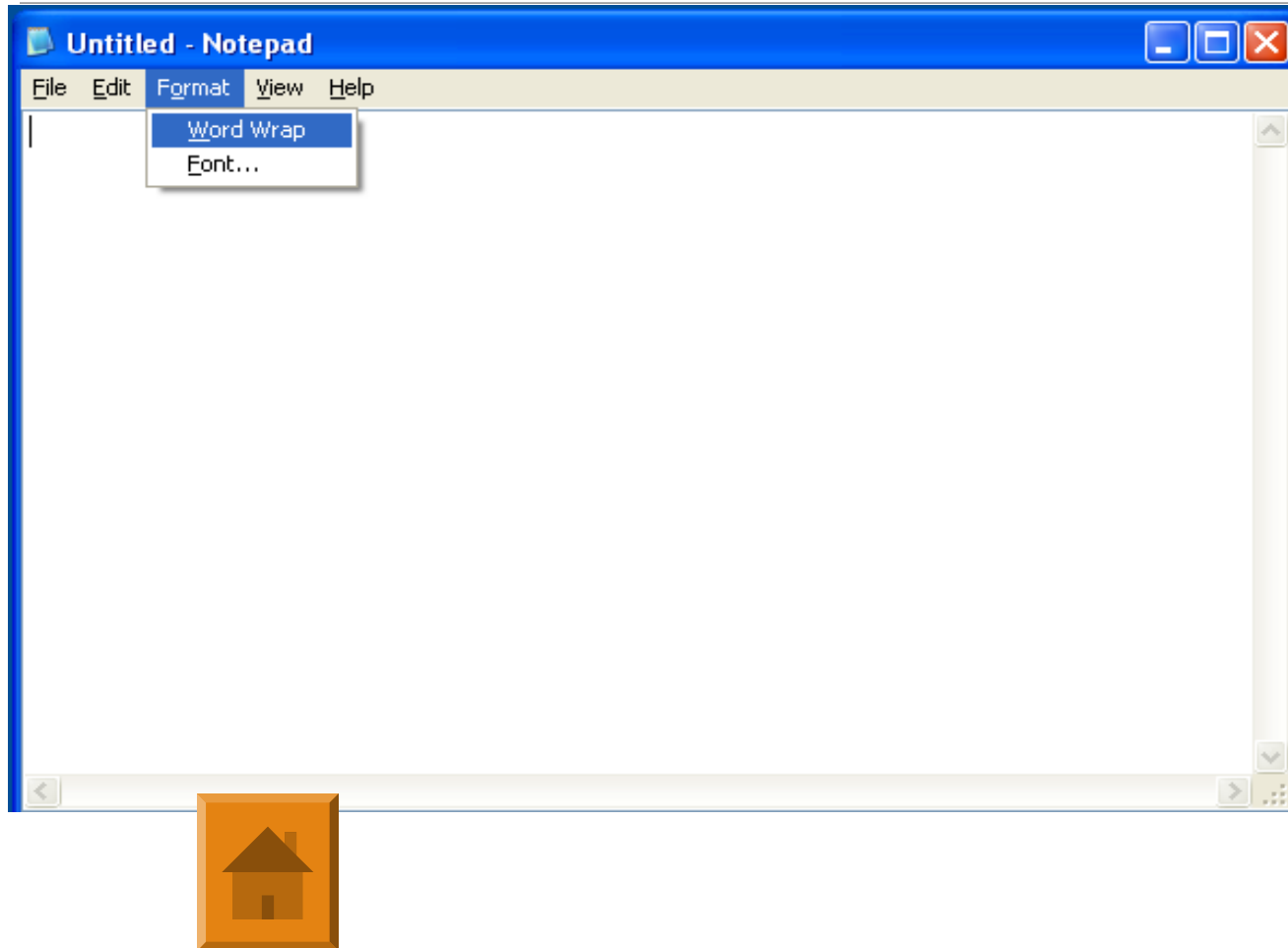
Edit Menu....

9. **Select All** – This command selects/high-lights whole document. Shortcut for this option is **CTRL+A**.

10. **Time/Date** – This option is for inserting current date and time in document. Shortcut for this option is **F5** key. This is static value.

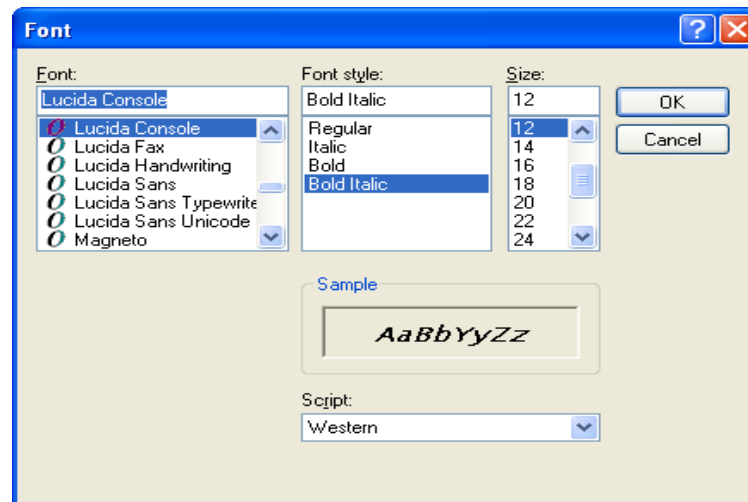


Using Format Menu of Notepad....

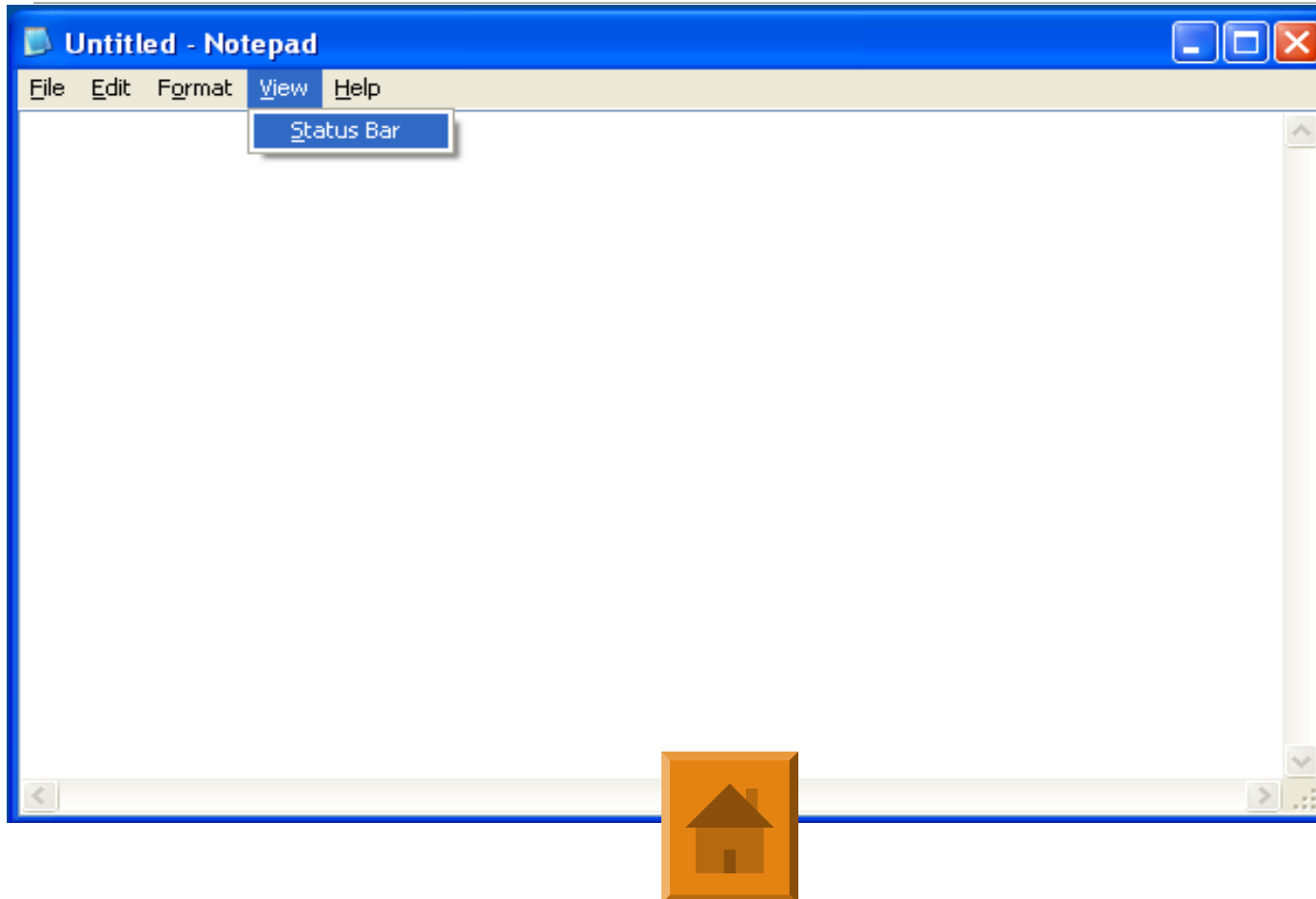


Format Menu....

1. **Word Wrap** – This setting controls whether text is wrapped onto the next line when the screen is full in *Notepad*.
2. **Font** – This option shows you Font Dialogue box from which you can change font name, style and size.



Using View Menu in Notepad....



View Menu....

1. **Status Bar** – This option is used to Show/Hide Status Bar. This option is activated only when Word-Wrap option is unchecked.



Using Help Menu of Notepad....

1. **Topic Help** – When we click on this option Help Document for Notepad opens. We can search topic and view indexed help topics.
2. **About Notepad** – This is information about software.

