**WINDOWS NOTES**

**1. WHAT IS WINDOWS?**

**ANS:** WINDOWS IS A SINGLE USER MULTI TASKING OPERATING SYSTEM. IT IS GUI [GRAPHICAL USER INTERFACE] BASED OPERATING SYSTEM.

**2. WHAT IS EXTENSION NAME?**

**ANS:** EXTENSION NAME IS A NAME BY WHICH COMPUTER DEFINES A FILE AND ITS APPLICATION SOFTWARE.

**3. WHAT IS NOTEPAD?**

**ANS:** NOTEPAD IS A TEXT EDITOR. WE CAN USE NOTEPAD TO CREATE OR EDIT TEXT FILES THAT DO NOT REQUIRE FORMATTING AND ARE SMALLER THAN 64 KB.

**4. WHAT IS THE EXTENSION NAME OF NOTEPAD?**

**ANS:** THE EXTENSION NAME OF NOTEPAD IS **.TXT** T)

**5. WHY WORDPAD IS CALLED WORD PROCESSOR?**

**ANS:** WITH WORDPAD, YOU CAN CREATE AND EDIT SIMPLE TEXT DOCUMENTS OR DOCUMENTS WITH COMPLEX FORMATTING AND GRAPHICS. YOU CAN LINK OR EMBED INFORMATION FROM OTHER DOCUMENTS INTO A WORDPAD DOCUMENT.

**6. WHAT IS THE EXTENSION NAME OF WORDPAD?**

**ANS:** THE EXTENSION NAME OF WORDPAD IS **.RTF** (RICH TEXT FORMAT)

**7. WHAT IS PAINT?**

**ANS:** PAINT IS A DRAWING TOOL YOU CAN USE TO CREATE SIMPLE OR ELABORATE DRAWINGS. THESE DRAWINGS CAN BE EITHER BLACK-AND-WHITE OR COLOR, AND CAN BE SAVED AS BITMAP FILES

**8. WHAT IS THE EXTENSION NAME OF PAINT?**

**ANS:** THE EXTENSION NAME OF PAINT IS **.BMP** (BITMAP IMAGE)

**9. WRITE THE SHORTCUT KEY FOR THE FOLLOWING:**

**COPY** CTRL+C **CUT** CTRL+X **PASTE** CTRL+V **NEW** CTRL+N **OPEN** CTRL+O

**SAVE** CTRL+S **FIND** CTRL+F **REPLACE** CTRL+H

**10. WRITE THE DIFFERENCES BETWEEN NOTEPAD AND WORDPAD?**

**ANS:**

**NOTEPAD** **WORDPAD**

1) NOTEPAD IS A TEXT EDITOR 1) WORDPAD IS A WORD PROCESSOR

2) IN NOTEPAD, FORMATTING IS NOT POSSIBLE 2) IN WORDPAD, FORMATTING IS POSSBILE

3) HERE WE CAN NOT IMPORT FILES FROM OTHER 3) HERE WE CAN IMPORT FILES FROM OTHER

APPLICATIONS. APPLICATIONS.

4) THE EXTENSION NAME IS .TXT 4) THE EXTENSION NAME IS .RTF