

WORDPAD

- ✓ WordPad is the basic word processor that has been included with almost all versions of Microsoft Windows from Windows 95 onwards.
- ✓ It is more advanced than Windows Notepad, and simpler than Microsoft Word and Microsoft Works.
- ✓ WordPad replaced Microsoft Write.
- ✓ Its extension name is .rtf (rich text file).

How to open Wordpad:

1. Using mouse:

- a) Click On “Start Button”
- b) Click “All Programs”
- c) Click On “Accessories”
- d) Click “Wordpad”

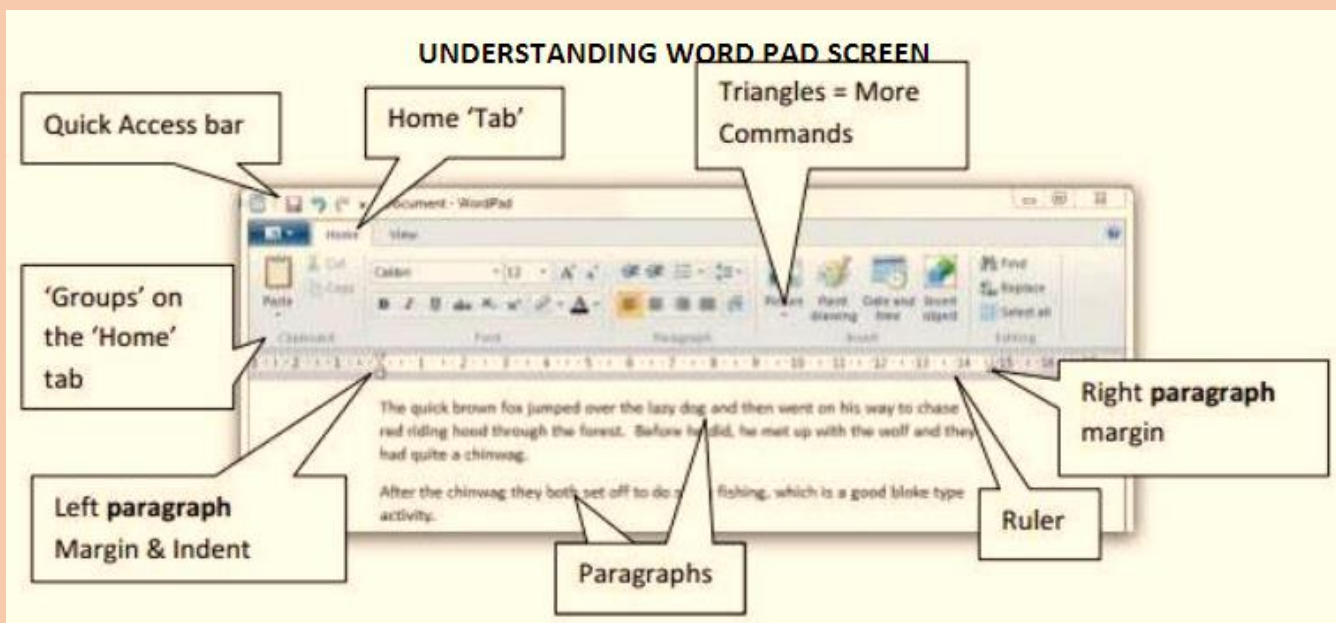
2. Using keyboard:

Process 1:

- a) Press “Win key + R”
- b) The “Run” command box will appear
- c) Inside the “Open” drop-down box type “wordpad”
- d) Then press “enter key” for “OK”

Process 2:

- a) Press “windows” key to open “Start menu”
- b) Using the arrow key, go to “All Programs” press enter to open all installed program
- c) Do same, to go to “Accessories”
- d) Then go to “Wordpad”, press enter key to open WordPad windows.



Description of Menus/ Tabs:



File Menu:

The file menu have 9 sub-menus

a) New - This will open a new notepad screen.

✓ To open a new notepad document do the followings steps:

- Open notepad.
- Go to "file" menu.
- Under the "file" menu ---◇click "New".
- Short cut is "Ctrl + N".

b) Open - This will open an existing document.

✓ To open an existing notepad document do the following steps:

Open notepad .

- Go to "file" menu.
- Under the "file" menu ---◇click "Open".
- In the "open" dialog box, inside the "file name" text box type an existing document name that you want to open.
- Then click "Open" on dialog box.
- Short cut is "Ctrl + O".

c) Save - This function is use when you make changes to an existing document and you want to resave the document with the changes.

✓ To save an existing notepad document with some changes do the following steps:

- Open notepad.
- Go to “file” menu ---◇ click “Open”.
- In the “open” dialog box inside the “file name” text box type an existing document name that you want to open.
- After open an existing document make some changes, then go to “file” ---◇ “save” ---◇ this will automatically save with changes in same document name.
- Short cut is “Ctrl + S”.

d) Save As - This function is use when you make a new document and you want to save the document with a name (give a name to your document).

✓ To save a notepad document do the following steps:

- Open notepad.
- Start typing.
- Then go to “File” ---◇ click “save as”.
- On the “save as” dialog box, inside the file name text box type a name that you want to give to your document.
- Then click “Save”.
- Short cut is “Ctrl + S”.

e) Print - This function will print your document.

- Open the file that you want to print.
- Go to “File” menu.
- Click on “Print” option.

f) Page Setup - This is where you can select the paper size and source, portrait or landscape, margins and add header and footer before printing your document.

✓ To format the page do the following steps:

- Go to “file” ---◇ click “Page Setup”
- Page Setup” dialog box will appear.
- On the dialog box change the values for formatting the page like: paper size and source, orientation (portrait or

landscape), margins (left, right, top, bottom), and header & footer.

- When you change the values, it will show the “preview” of that changes.

➤ This changes will show when you print your document.

g) Send In Email – Send a copy of the document in an email message as an attachment.

h) About Wordpad – This option allows us to know about the version, etc. about it.

i) Exit - It is used for exit or close the document.

✓ To exit or close your document do the following steps:

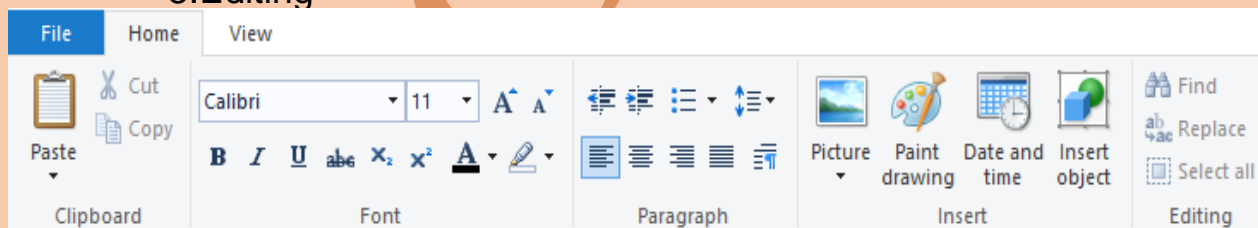
- Go to “File” menu then click “exit”.
- Now your notepad window will close.
Or
- Close your notepad window by clicking on “Close” button on the title bar, upper right corner.



Home Tab:

The home tab have 5 groups.

1. Clipboard
2. Font
3. Paragraph
4. Insert
5. Editing



1. Clipboard Group

a) Cut - This option is used for remove the selected or highlighted text from your document.

- Type some text
- Select any text from your document
- After selection go to “Home” tab, click on “Cut” option.
- Now the selected text will remove from your document
- Shortcut key is “Ctrl + X”

➤ You can also paste the cut text where you want.

b) Copy - Copy is a duplicate of selected text or program. It will leave the selected text where it is, but copy it, so you can paste it elsewhere on your document.

- Type some text.
- Select any text from your document.
- After selection go to “Home” tab, click on “Copy” option.
- Now the selected text will be copied and leave there.
- Now you can paste the copied text where you want in your document.

c) Paste - This option is used to paste both cut and copied text and paragraph wherever you choose.

- Select any text from your document.
- After selection go to “Home” tab, click on “Cut” or “Copy” option.
- Now you can paste the cut or copied text where you want to paste in your document.
- Go to “Home” tab, click on “Paste” option
- Short cut key is “Ctrl + V”

2. Font Group – The font menu is used for change font face, font style, font size, font color, etc.

- ✓ **Bold** – To make your text bold. Short Cut key is “Ctrl + B”.
- ✓ **Italic** – To make your text italic. Short Cut key is “Ctrl + I”.
- ✓ **Underline** – To make your text underline. Short Cut key is “Ctrl + U”.
- ✓ **Subscript** –
 - Click on Home Tab
 - Click On X²
 - Keyboard Shortcut: “Ctrl + =”.
- ✓ **Superscript** –
 - Click on Home Tab
 - Click On X²
 - Keyboard Shortcut: “Ctrl + Shift + =”.
- ✓ **Text Color** – To make your text colorful.
- ✓ **Text Highlight Color** – To highlight the text.

3. Paragraph Group –

a) **Indent** – This option is used to increase or decrease indent level of the paragraph.

b) **Bullets** – Bullets are used to make the selected text or lines as the list.

HOW TO INSERT BULLETS IN WORD PAD?

1ST METHOD

- Select Your Text
- Click on Home Tab
- Click on Bullets Triangle
- Click on Any Bullets

2ND METHOD

- Select your text
- Press Ctrl + Shift + L

c) **Line spacing** – This option is used to change the spacing between lines of text. It is also used to add or remove spaces between the paragraphs.

- Select Lines
- Click on Home Tab
- Go to Paragraph Group
- Click on Line Spacing Triangle
- Select Any Like as 1.0

d) **Alignments** – There are four types of alignments are given in the wordpad like Left, Right, Center and Justify.

- Left alignment – Ctrl + L
- Right alignment – Ctrl + R
- Center alignment – Ctrl + E
- Justify alignment – Ctrl + J

e) **Paragraph** – When we click on this option, a paragraph dialog box is appears and we apply any of the following above options.

HOW TO SET TAB STOP POSITION?

1ST METHOD

- Click on Home tab
- Go to paragraph group
- Click on paragraph
- Click on Tabs
- Tab Stop Position: 1
- Click on Set
- Click on ok

2ND METHOD

- Just Click on ruler Bar

4. Insert Group –

a) **Picture** – This option is used to insert a picture, change the inserted picture and resize it in your page.

- Click on Home Tab
- Go to Insert dialog box
- Click on Picture
- Now Browse your Picture File Location

b) **Paint Drawing** – This option is used to insert drawing created in Microsoft paint.

- Shortcut key is “Ctrl + D”.

c) **Time/Date** - When you select “Date / Time” it will automatically type the systems current date / time.

- Click the pointer where you want to type date / time.
- Go to “Home” tab select “Date / Time”
- It will automatically paste current system date / time.

d) **Insert Object** – This option is used to insert objects in your active application.

5. Editing Group -

a) **Find** - This option is used to find a specific text quickly in your document.

- Type some text

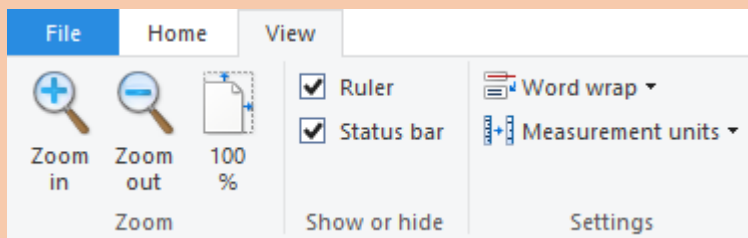
- After selection go to “Edit” menu, click on “Find” option.
 - Now the “Find” dialog box will appear.
 - Inside the “Find what” text box type your text.
 - After typing click on “Find Next” option.
 - If you type your text in upper case or lower case and find only the same case typed text then select the “Match Case” Check box.
 - Before clicking on “Find Next” choose the direction.
 - Short cut key is “Ctrl + F”
- **Find Next** - This option is used to find directly the specific word or character.
- Short cut key is “F3”
- b) Replace** - This option allows you for both find text and replace with another text in your document.
- Type some text
 - After selection go to “Edit” menu, click on “Replace” option
 - Now the “Replace” dialog box will appear.
 - Inside the “Find What” text box type your text
 - Inside the “Replace” text box type the text that you want to replace the find text.
 - After typing click on “Find Next” option to find the text and click “Replace”. It will replace one by one text.
- If you click on “Replace All”, it will replace the find text all at the same time.
- If you type your find text in upper case or lower case and find only the same case typed text then select the “Match Case” Check box.
It will replace the same case text.
 - Short cut key is “Ctrl + H”.
- c) Select All** - This option is used to select all section / text of a document.
- Short cut key is “Ctrl + A”.



View Tab -

The view tab have 3 groups.

1. Zoom
2. Show or Hide
3. Setting.



1. Zoom – This option is used to increase or decrease the zoom level of your document or pages.

- Zoom in
- Zoom out
- 100%

2. Show or Hide –

a) Ruler – It will show or hide the ruler in the page.

b) Status Bar - It will show the particular line and column of current text.

- Then start typing 5 to 10 lines.
- After typing go to “View” tab and select “Status Bar”.
- Now you will move the cursor by pressing the arrow keys.

It will show the current line and column of text.

3. Settings –

a) Word Wrap - When word wrap enabled, and you start typing in Notepad. It comes to the right side of the page; the words will wrap and start on the next line without having to press the Enter key. This does not affect printing. If there is a several line paragraph in which Enter key was never pressed then the paragraph will take up the entire width of the printed paper's margins. To turn word wrap ON click on Format menu option and then Word Wrap. A checkmark will appear next to Word Wrap.

- Select the Word wrap to wrap your text within the window and when the text reach the right margin the new line will automatically started.

- Unselect the Word wrap to wrap your text outside the window. It will write the text right of the page.
- If you want to start a paragraph from a new line then press enter key.

b) Measurement Units – This option is used to change the settings for ruler and page setup like in inches, centimeter, points, and picas.
