WORDPAD

DEFINITION:

Word pad is a free basic word processing program included with Microsoft windows. It's designed for creating, editing, and formatting text documents.

WORD PROCESSING PROGRAM:

Word processing program is a software application that enables users to create, edit format, and print text-based documents.

SOFTWARE EXTENSION:

Wordpad

FILE EXTENSION:

.rtf (Rich text Format)

WORKING AREA:

Page

DEFAULT NAME:

Document

HARD COPY:

A hard copy refers to a physical printout or document that you can hold in your hands. It's a representation of information or data that you can see and touch.

SOFT COPY:

A soft copy is a digital version of information usually stored on a computer or other digital devices.

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