



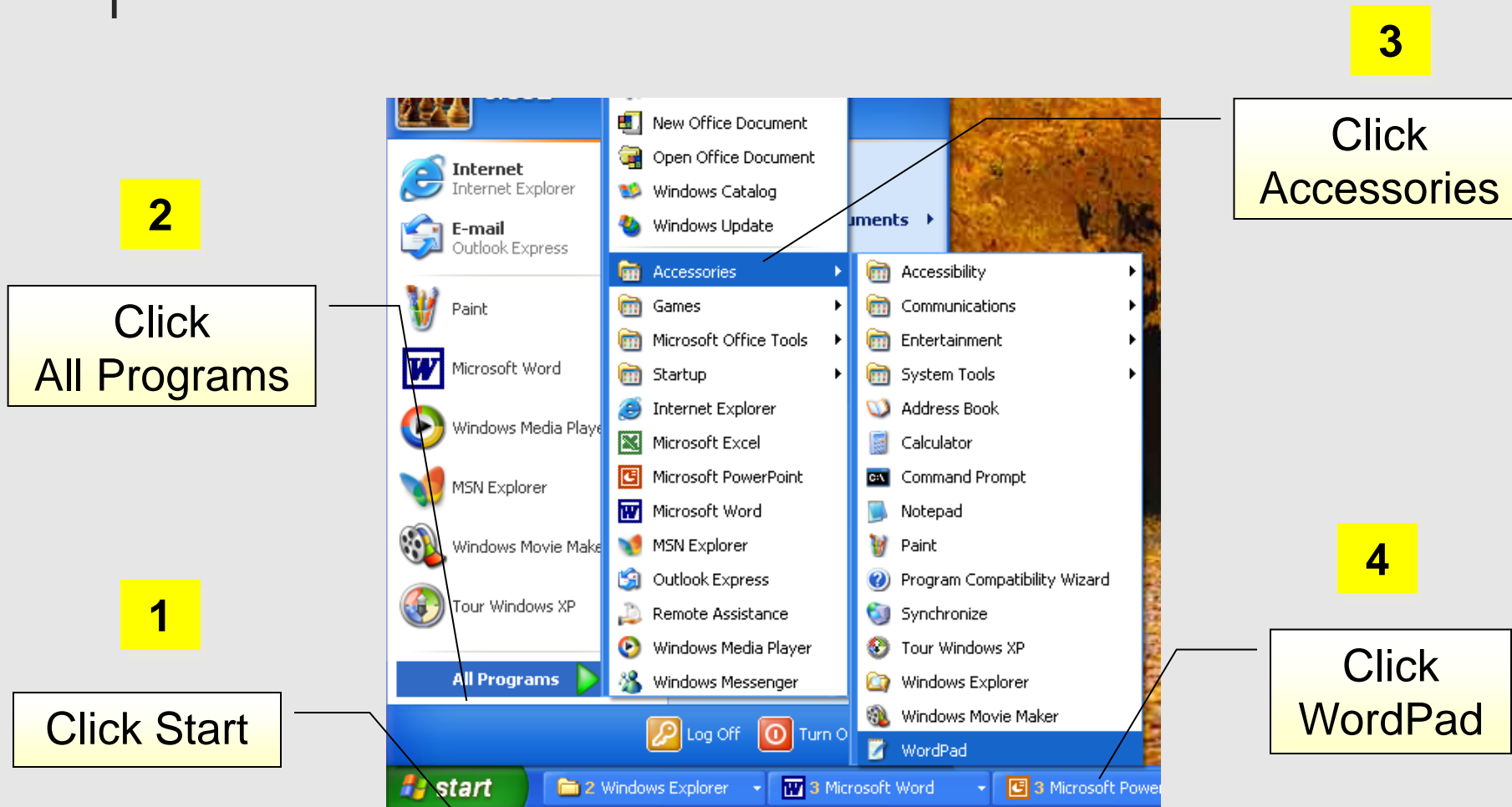
WORDPAD

MG ROAD

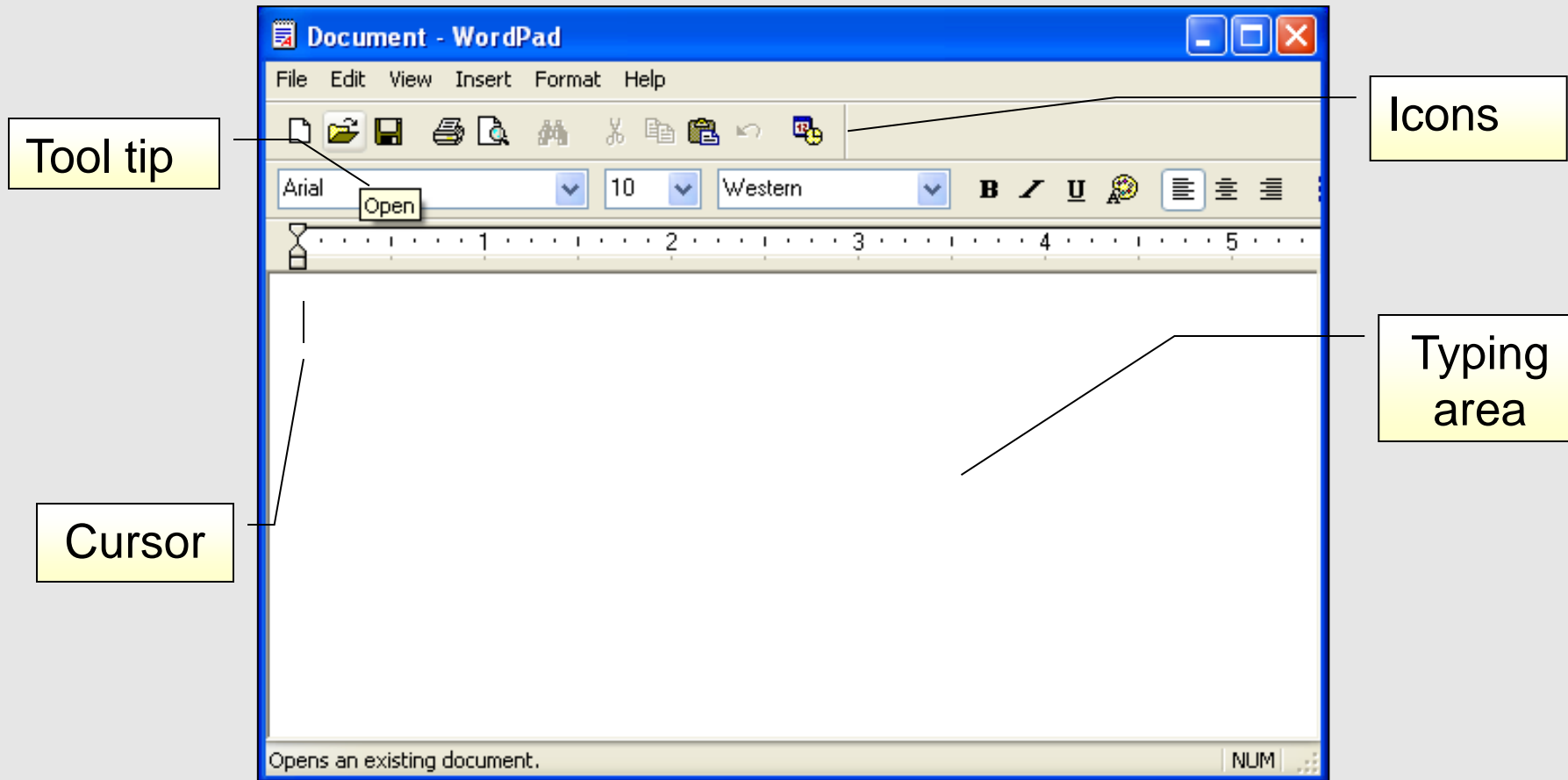
WordPad

- Is an application
- Is used for typing text on the computer

To Open WordPad



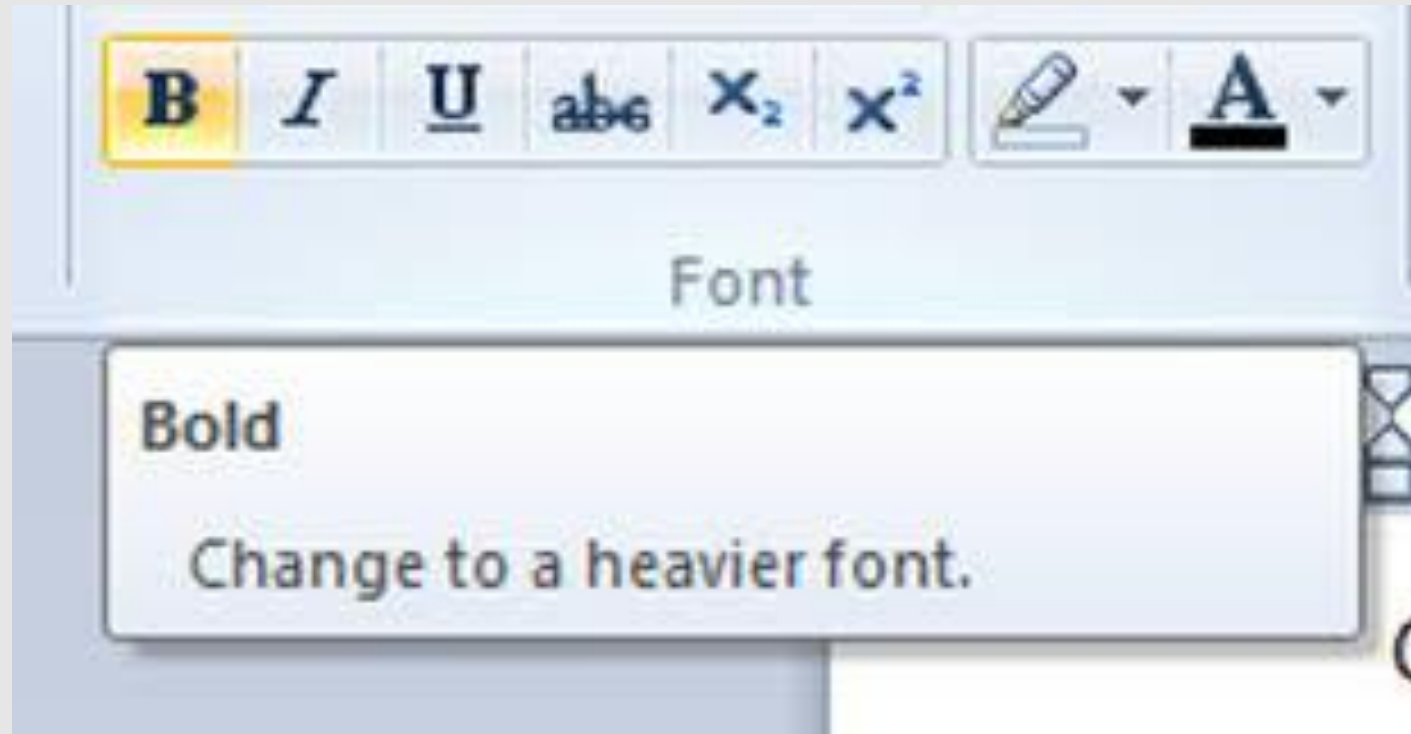
The WordPad Window



Entering input

- Type text in the typing area
- Start typing where the cursor is seen
 - Cursor is blinking line (**I**) seen in the typing area
- All the lines of text typed are part of the document
- The entire document is called a **file**

Change font-Bold Italic and underline

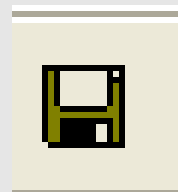


Saving a File

- For future use the file should be saved
- To save click on the icon shown

1

Click
Save icon

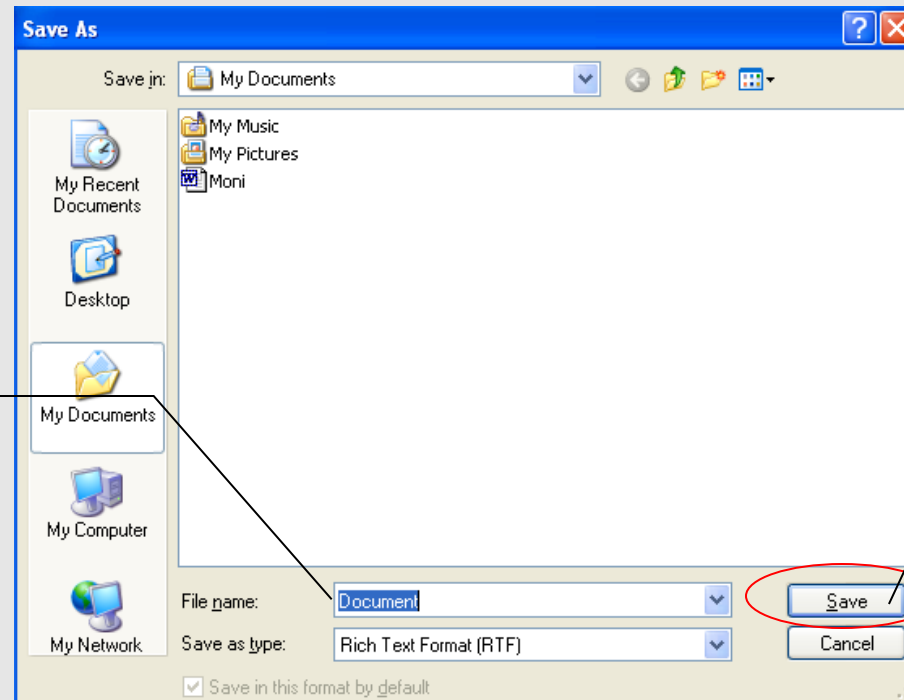


Saving a File (Contd...)

- Name your file in the box and save

2

Type filename
in Filename
textbox

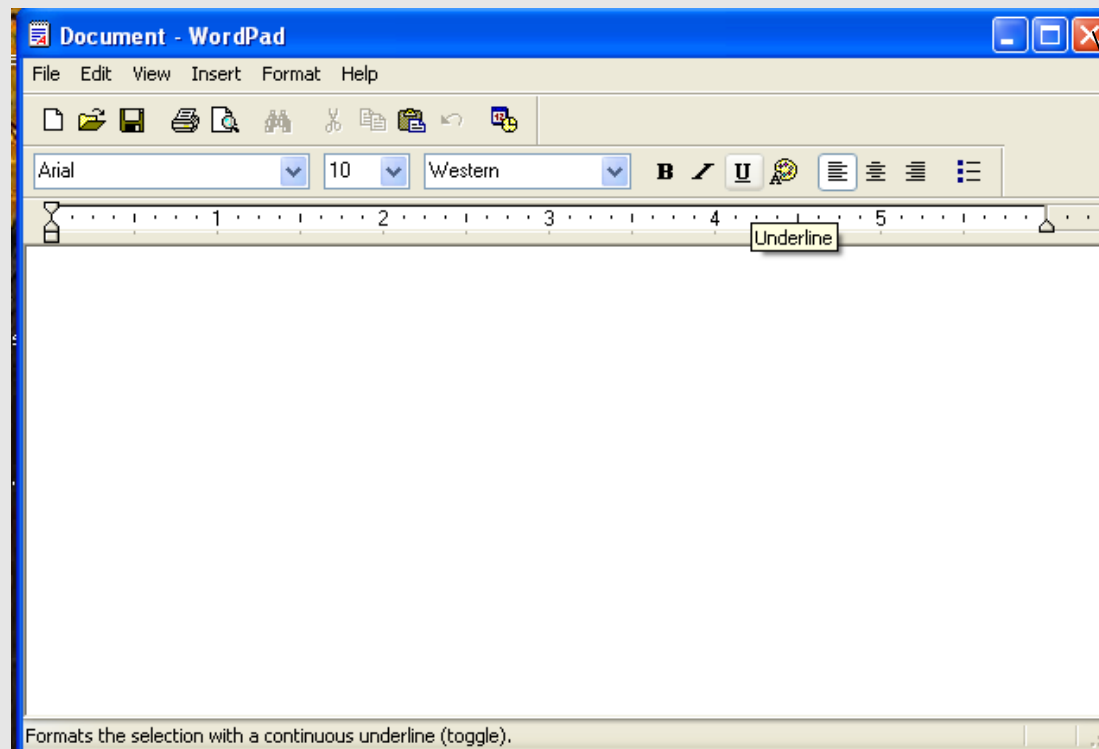


3

Click Save
button

Exiting WordPad

- To exit WordPad click the close button



Click close
button

Activity

- Enter the following text and apply the effects below:
 - MONITOR IS AN INPUT DEVICE.
 - FONT: 18
 - COLOR: red
 - Style: Bold, underline.