

Get Help with Notepad: -

Notepad is a basic plain text editor that you can use to create simple documents. The resulting files typically saved with the .txt extension. This article describes several ways to open Notepad and customize its text in Windows 10. This makes Notepad better to use for viewing or editing text (.txt) files.

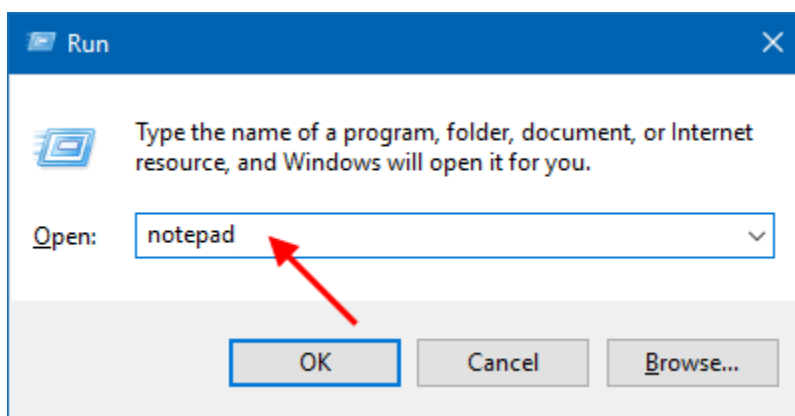
How to Open Notepad in Windows: -

There are several ways to launch a Notepad and create a new text document.

Way 1: Open Notepad via Run

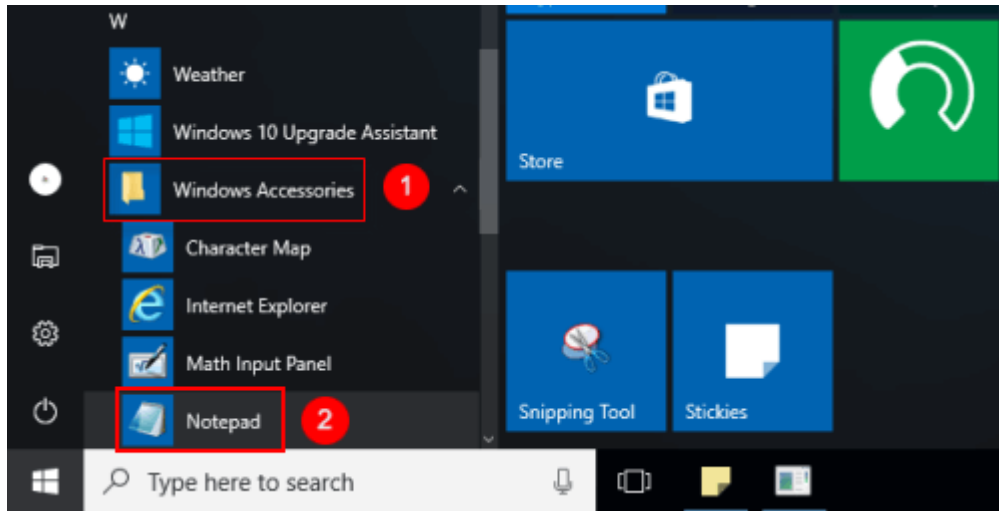
Press Win+R to open Run box. Input notepad and hit Enter.

A new blank and untitled notepad will be automatically launched on your computer.



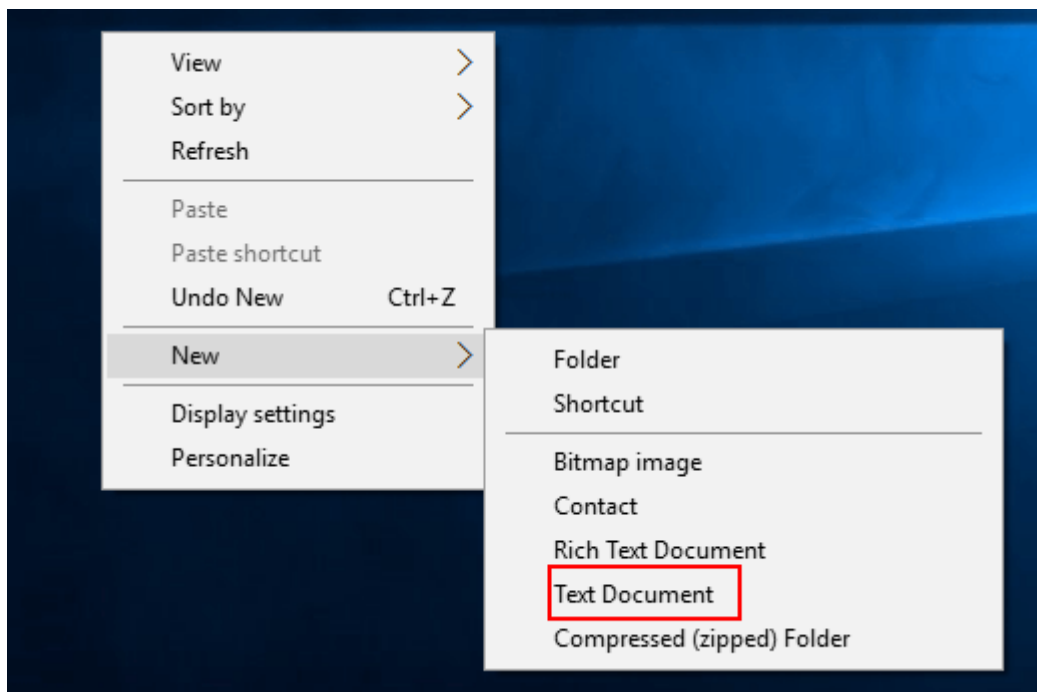
Way 2: Open Notepad from Start Menu

Go to the Start Menu and click **All apps**, you can find it under **Windows Accessories** folder.



Way 3: Open Notepad via Context Menu

Right-click on a blank area in Desktop or File Explorer, select **New > Text Document**.



How to Format Text in Notepad

With these steps below, you can customize the default font, font style, and font size in Notepad.

To do: Click on **Format** menu, select **Font**.

It offers you a list of all your installed fonts, and the option to use bold, italic, and so on. You can select the desired formatting. When done, click OK. The change of font immediately affects the entire document.

How to use file menu in Notepad

- Go to file menu and click open to open an existing txt file.
- Go to New to create a new txt file.
- Go to save to save the txt file.
- Go to save as to save the file with a different extension.
- Go to Exit to exit Notepad.

How to use Edit menu in Notepad: -

- Go to find to find a word, letter, character or a sentence in the text field.
- Go to find and replace to replace a word, letter, character or a sentence in the text field with another.
- Go to Undo to undo your last activities.
- Go to Redo to redo your last activities.
- Go to Time/Date to get the time and date in its proper format.
- Go to select all to select all the content in the text field.

How to use format menu in Notepad

- Go o font to change the fonts.
- Go to background to select background colours.

How to use Help menu in Notepad

- Go to help if you need help with the program.

- Go to About the program to learn more about the program.

For further questions and queries, please inbox us to following emails: -

- saeeda.bsics3800@iiu.edu.pk
- huda.bsse3378@iiu.edu.pk
- zuhaa.bsit289@iiu.edu.pk