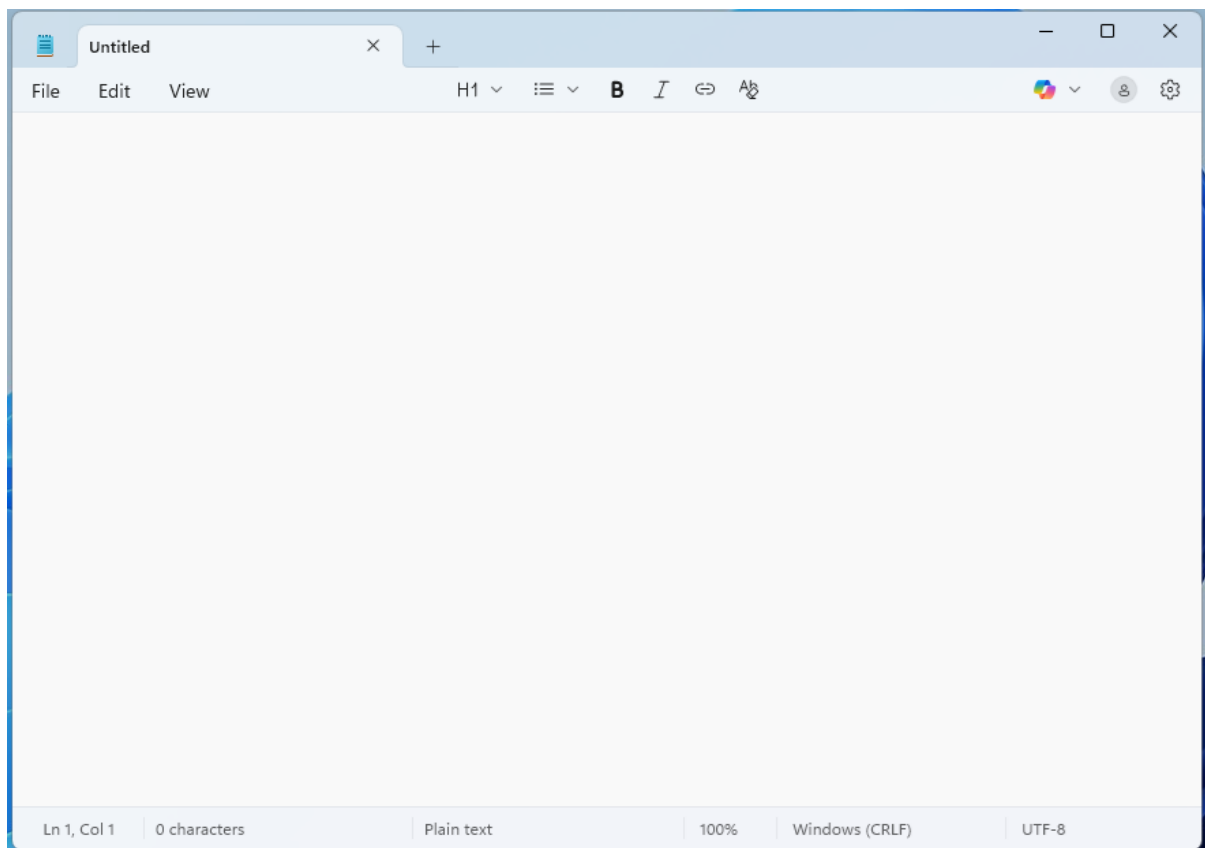


## NOTEPAD



- Introduction

Notepad is a simple text editor included with Microsoft Windows. It is used to create, edit, and save plain text files. It does not support advanced formatting like bold or italics, making it ideal for basic writing, coding, or quick notes.

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- Menu Commands

### a) File Menu

The File menu contains options related to file handling:

- New – Creates a new blank document.
- Open – Opens an existing text file.
- Save – Saves the current document.
- Save As – Saves the document with a new name or location.
- Page Setup – Sets paper size, margins, header, and footer for printing.
- Print – Prints the document.
- Exit – Closes Notepad.

## b) Edit Menu

Used for editing text:

- Undo – Reverses the last action.
  - Cut – Removes selected text and stores it in the clipboard.
  - Copy – Copies selected text to the clipboard.
  - Paste – Inserts text from clipboard.
  - Delete – Removes selected text.
  - Find – Searches for specific word/text.
  - Find Next – Repeats the search.
  - Replace – Finds and replaces text.
  - Go To – Jumps to a specific line number.
  - Select All – Selects the entire text.
- 

## c) Search Menu

Notepad does not have a separate “Search” menu.  
Search options are included inside the Edit menu:

- Find
- Find Next
- Replace

If your syllabus lists it separately, it simply refers to these search-related tools.

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## d) Format Menu

Provides text formatting options:

- Word Wrap
  - Font
- 

## e) Word Wrap

- Enables text to automatically move to the next line when it reaches the end of the window.
  - When OFF – text continues in a single long line and requires horizontal scrolling.
  - When ON – text is wrapped within the window.
-

## f) Font

Allows you to change:

- Font style (e.g., Arial, Times New Roman)
  - Font size
  - Font effects (Bold, Italic if available)
- 

## g) Help Menu

Provides information and support:

- View Help – Opens Notepad help topics.
  - About Notepad – Shows version and copyright information.
- 

## OPTIONS MENU COMMANDS

*(This section belongs to MS Paint, not Notepad, but included in many syllabi together.)*

### a) Edit Colors

Allows the user to customize colors by adjusting:

- Hue
- Saturation
- Luminosity (brightness)

### b) Get Colors

Used to pick/save custom colors from the palette.  
It loads the selected color into the palette for use in drawing.

### c) Save Colors

Saves newly created colors in the custom color palette so they can be reused.

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## DRAW OPAQUE

- When Draw Opaque is ON – The background behind selected shapes or text becomes solid and covers anything beneath.

- When OFF – The background stays transparent, allowing underlying graphics to remain visible.

*(Feature of MS Paint)*

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## HELP (General)

Provides assistance or instructions for using the application.

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## COLOR, PALETTE, DRAWING TOOLS

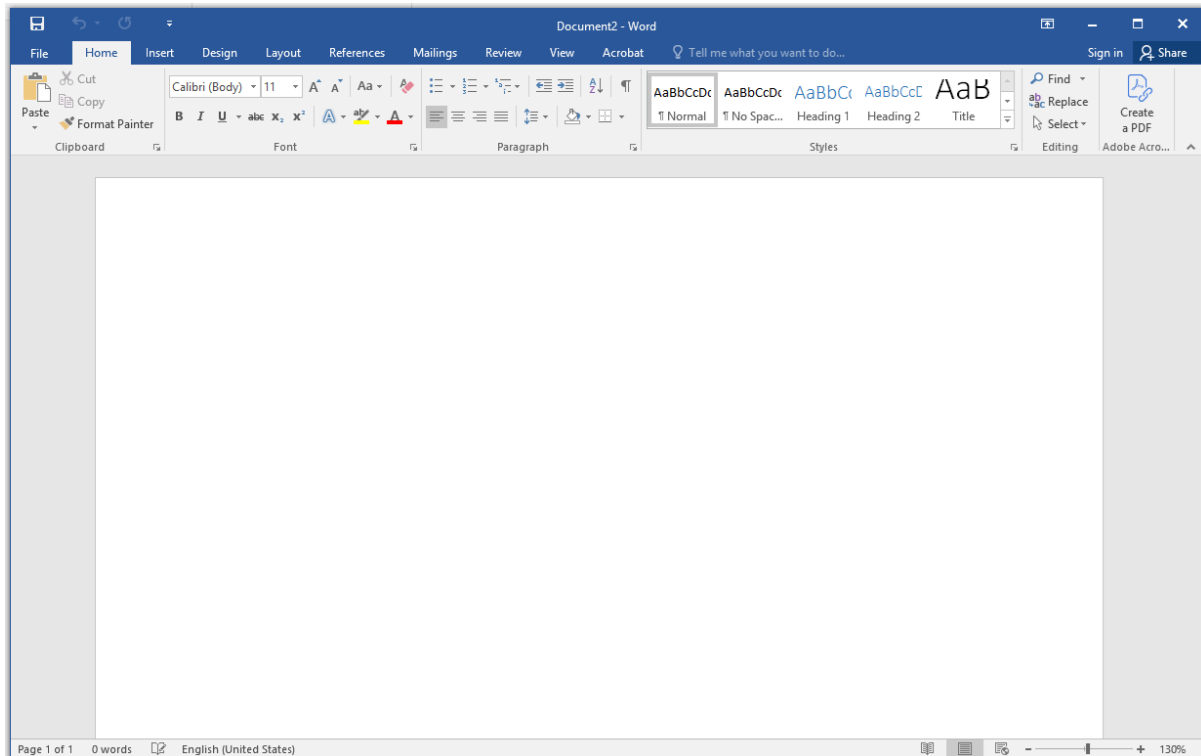
*(MS Paint section)*

- Color
  - Used to choose the foreground or background color.
- Palette
  - A collection of colors available for drawing.
  - Includes basic and custom colors.
- Drawing Tools

Common tools include:

- Pencil
- Brush
- Eraser
- Fill With Color
- Text Tool
- Line Tool
- Rectangle, Circle, Polygon
- Airbrush
- Color Picker
- Magnifier

## MS WORD



- Introduction to MS Word

MS Word is a word-processing software developed by Microsoft. It is used to create, edit, format, and print documents such as letters, reports, assignments, resumes, and more. It offers powerful tools for text formatting, inserting images, spell checking, tables, and page design.

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- Steps for Starting MS Word

You can start MS Word using any of the following methods:

1. Start Menu → Microsoft Office → Word
  2. Search Bar – Type *Word* and press Enter.
  3. Desktop Shortcut – Double-click the MS Word icon.
  4. Run Command – Press Windows + R, type winword, and press Enter.
-

- Components of Word Screen

When MS Word opens, the main screen includes:

- Title Bar – Shows the document name and application name.
  - Quick Access Toolbar – Contains Save, Undo, Redo buttons.
  - Ribbon – Contains tabs like Home, Insert, Design, Layout, References, Review, View.
  - Groups – Each tab is divided into groups (Font, Paragraph, Styles, etc.).
  - Document Area – Main workspace where text is typed.
  - Status Bar – Shows page number, word count, view options, zoom slider.
  - Scroll Bars – For navigating through the document.
  - Rulers – For adjusting margins and indentations.
- 

- Creating a New Document

1. Open MS Word.
  2. Click File → New.
  3. Choose Blank Document.
  4. A new empty page will appear on the screen.
- 

- Opening an Existing Word Document

1. Open MS Word.
  2. Click File → Open.
  3. Browse and select your document.
  4. Click Open to load it.
- 

- Word Processing

Word processing refers to creating, editing, formatting, and printing text-based documents using a computer.

Examples: Letter writing, resumes, reports, notices, etc.

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- Important Features of MS Word

- Spell Check & Grammar Check
- AutoCorrect and AutoText
- Text formatting (font size, color, style)

- Paragraph formatting (alignment, spacing, indentation)
  - Inserting images, tables, shapes, charts
  - Header, Footer & Page Numbers
  - Mail Merge
  - Templates
  - Find & Replace
  - Save as PDF
  - SmartArt & WordArt
- 

- Editing in MS Word

#### a) Typing Text

Place the cursor in the document and start typing using the keyboard.

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#### b) Selecting the Text

Ways to select text:

- Click and drag the mouse.
  - Double-click to select a word.
  - Triple-click to select a paragraph.
  - Use Ctrl + A to select the entire document.
- 

#### c) Copy, Cut, Paste the Text

- Copy (Ctrl + C) – Duplicates selected text.
  - Cut (Ctrl + X) – Removes selected text and stores it in clipboard.
  - Paste (Ctrl + V) – Inserts copied/cut text.
- 

#### d) Deleting the Text

- Press Delete to remove text to the right of the cursor.
  - Press Backspace to remove text to the left.
  - Select text and press Delete to remove it completely.
- 

- Saving the Document

1. Click File → Save or press Ctrl + S.
  2. Choose the location (Desktop, Documents, etc.).
  3. Enter file name.
  4. Click Save.
- 

- Printing the Document

1. Click File → Print.
  2. Choose printer.
  3. Select number of copies.
  4. Adjust settings (orientation, pages, margins).
  5. Click Print.
- 

- Introduction to Internet and Its Importance

The Internet is a worldwide network of computers that allows people to share information and communicate globally.

Importance:

- Fast communication (email, messaging, video calls)
- Access to information and learning resources
- Online shopping and banking
- Entertainment (videos, music, games)
- Online services (forms, applications, govt. services)
- Social media and connectivity
- Research and education support