

## ***Assignment – 1***

1. Write the following Paragraph and do as directed

This is to certify that Mr. Chandan Kumar S/O Mr. Ajay Singh has worked with our firm “Vedanta Computer Training Centre, Paliganj” from 01/03/2019 to 01/03/2020 as Computer Lab Assistant and Trainer.

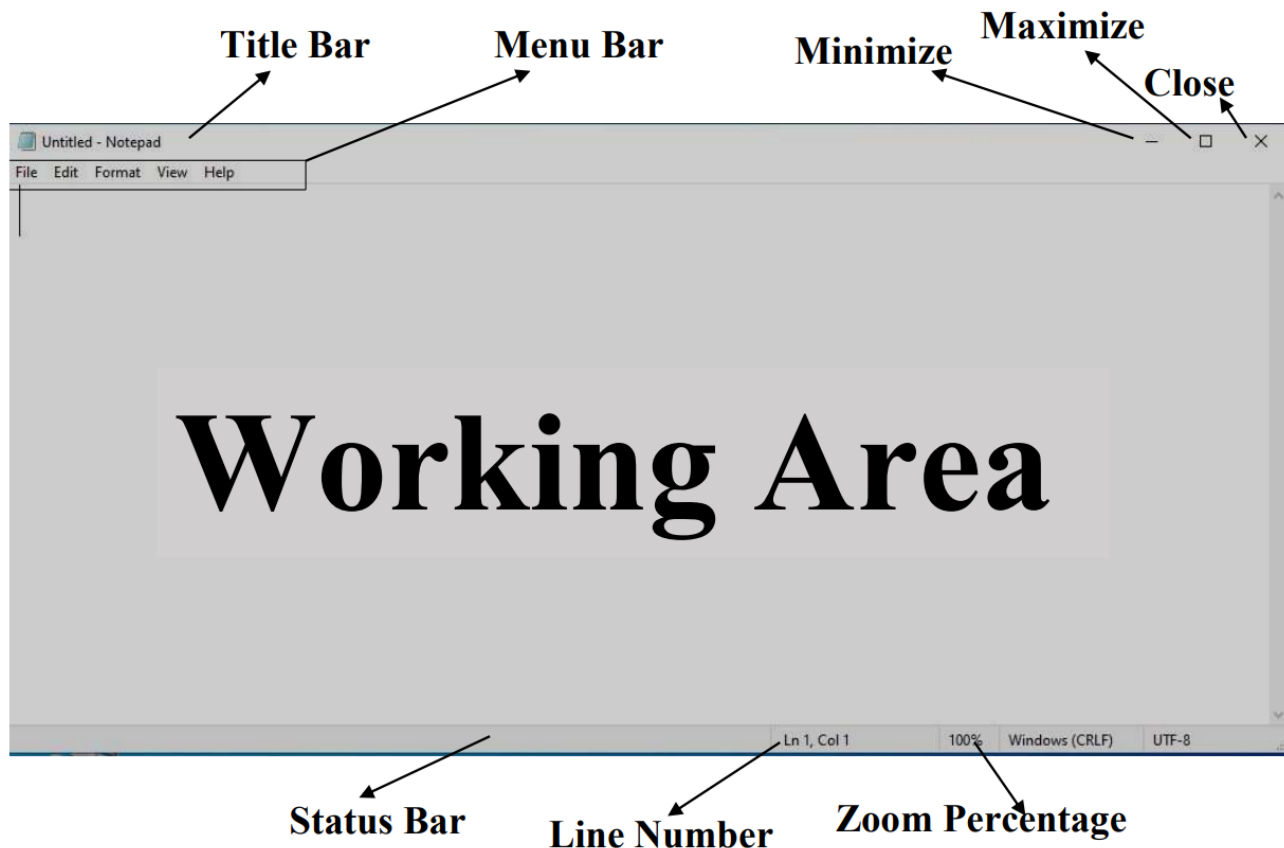
- a. Copy all the text three times in the document.
  - b. Save the document in a folder of Music directory.
  - c. And Close Notepad.
2. Now again Open Notepad and Open the saved Document.
  3. Make change in the name of document and save it with other name using Save as options. (Repeat this questions five times).
  4. Create New Document and Write few words / sentences. Again Save it.
  5. Setup the page of document as (a) Margin – 0.5 from left and right , 0.7 from top and bottom. (b) Orientation – Landscape (c) Size – A4 (d) Your name as Header and Mobile number as Footer.
  6. Do the process of Print to print 5 copy with any printer.
  7. Now Delete all the text and Bring it back using Undo option. (Ctrl +Z)
  8. Now Write Five Friends name and change its position from first line to last using Cut – Paste options.
  9. Select all the text and Copy it. Again Paste it three times.
  10. Now Find any friend name using Ctrl + F.
  11. Change the name of any one friend with Replace option (Ctrl + H).

## ***Assignment – 2***

1. Write the process to save the file of Notepad.
  - a. Click on File Menu.
  - b. Click on Save option.
  - c. Choose any directory and then write file name.
  - d. Click on Save or Press Enter.
2. How can we open the saved file in Notepad?
  - a. Click on File Menu.
  - b. Click on Open option.
  - c. Choose directory and file name where you have stored your file.
  - d. Finally Click on Open or Press Enter.
3. How can we set the margin of the page in Notepad?
  - a. Click on File Menu.
  - b. Click on Page Setup option.
  - c. A dialog box will open, Write all four types of Margin.
  - d. Click on Ok.
4. How can we write some text as the heading that is to be print on each page?
  - a. Click on File Menu.
  - b. Click on Page Setup option.
  - c. A dialog box will open, write the text in the box of header and footer.
  - d. Click on Ok.
5. How to Print any document in Notepad?
  - a. Click on File menu.
  - b. Click on Print Option.
  - c. Choose Printer name and write number of copies to be printed.
  - d. Finally click on Print or Press Enter.
6. Write process to Close Notepad.
  - a. Press Alt + F4 from Keyboard.
  - b. Click on Exit option from File Menu.
  - c. Click on Close from right side of Title bar.
7. How to copy and paste the text of Notepad?





- a. Select the text and click on Edit Menu.
  - b. Choose Copy option or press Ctrl + C
  - c. Place the Cursor where we want to paste.
  - d. Choose Paste option Edit menu or Press Ctrl + V.
8. How can we find the particular text from the document?
- a. Click on Find option from Edit menu or Press Ctrl + F.
  - b. Write the word that we want to find.
  - c. Choose the location Up or Down.
  - d. Click of Find option or Press Enter.
9. How to Replace any word from the document?
- a. Click on Replace option from Edit menu or Press Ctrl + H.
  - b. Write old word in upper box and New word in Lower box.
  - c. Finally click on Replace all option.
10. How can we directly go to the particular line number?
- a. Click on Go to option from Edit menu or Press Ctrl + G.
  - b. Write the line number where we want to go.
  - c. Finally press Enter or Click on Go to.
- Note :- If Go to option does not work then click on Word Wrap option from Format Menu.
11. How can we write Date & Time in document.
- a. Simply Press F5 key from Keyboard.
  - b. Choose Date & Time option from Edit Menu.
12. How can we change the Text size and style?
- a. Click on Format menu and then click on Font.
  - b. A box will open, Choose the style and Size of text.
  - c. A sample will display to the bottom right corner.
  - d. Finally click on Ok.
13. How can we show or hide Ruler and Status Bar?
- a. Click on View menu.
  - b. Click on Ruler or Status Bar.
14. How can we take help in Notepad?
- a. Click on View Menu and then click on View Help.

## ***Component of Notepad Windows***



- 1. Title Bar :-** It Lies to the Top of the Windows that display the name of the document and program.

There are three out of four tools to the right side of Title Bar.

- (a) Minimize**  :- It hides the open windows of Computer.
- (b) Maximize**  :- It is used to view the open windows in large form (Full Screen).
- (c) Restore**  :- It appear in the place of Maximize that reduce the size of Notepad windows.
- (d) Close**  :- To close the Notepad application.

- 2. Menu Bar :-** There are Five Menu in the menu bar of Notepad. Each Menu has Different number of options.

Menu Name	Its Options (Tools)
File Menu	New, Open, Save, Save as , Print , Page Setup , Exit.
Edit Menu	Undo, Cut, Copy, Paste, Delete, Find, Find Next, Replace, Goto, Select All, Date & Time.
Format Menu	Word Wrap , Font
View Menu	Status Bar, Zoom
Help Menu	About Notepad, View Help.

Note :- In Windows 10, some extra option is also provided in Edit menu and Help Menu.