NOTEPAD

INTRODUCTION:-Notepad is a very useful program which is included with window notepad is text editor which are similar to the edit command of dos. This program is generally used for writing notes, e-mail, and massage. It's useful for editing and storing all textual data. It is the program through which file can open or save file in ASCII (American standard code for information interchange) mode. It does not caption any paragraph formatting. It is also used for program for programming language such as HTML (Hypertext markup language), DHTML (Dynamic Hypertext markup language), and FoxPro etc.

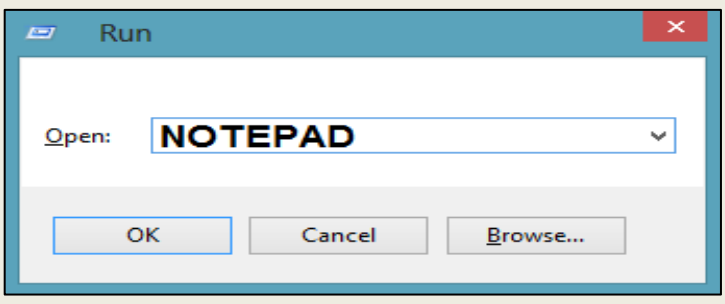
Its extension code is ".TXT" and its executive code is "notepad.exe".

To start notepad the following process:-

(1) Start > All Program > Accessories > Notepad↵

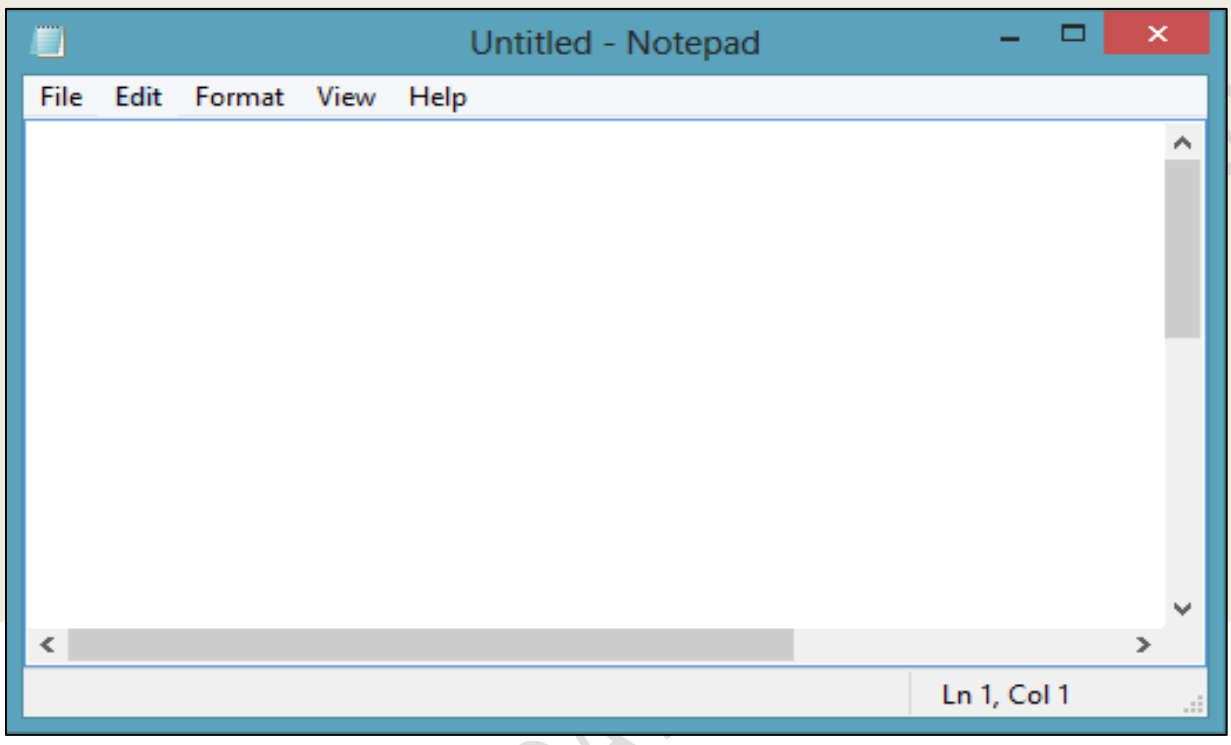
(2) Start > Run (Window key + R)

Highlight the run box. In this box type "Notepad" than click OK button



(3) Start through M.S. dos

C:\>start <space> Notepad.exe ↵



FILE MENU (ALT+F)

New (ctrl+N):-To open a new blank document.

Open (ctrl+o):-To open an existing or saved file.

Save (ctrl+s):-To save the current document.

Save as (ALT+F+A)(F12):-To saves the existing file also by another name.

Print (ctrl+P):-Print the current page.

Page setup:-To set up the margin of the current document such as left, right, up down.

Exit (Alt+F+X)(Alt+F4):-Exit from notepad

EDIT MENU(ALT+E)

Undo (ctrl+z):-Repeat just deleted text.

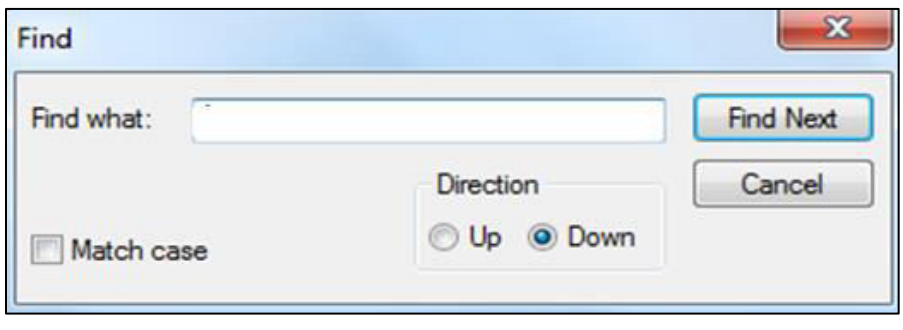
Cut (ctrl+x):-Cut the selected text and matter.

Copy (ctrl+c):-Copied the selected matter.

Paste (ctrl+v):-To paste the cut or copied matter.

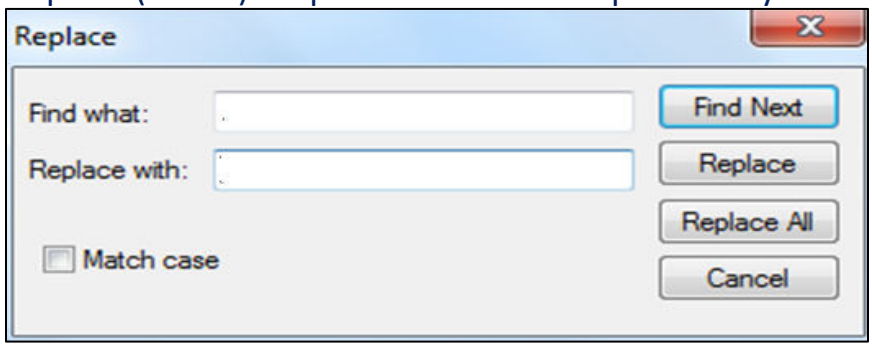
Delete (Del):-Delete the selected matter.

Find (ctrl+f):-Find the specified matter in the current document



Find next (F3):-Repeat the last option

Replace (ctrl+H):-Replaces the old text specified by the new text



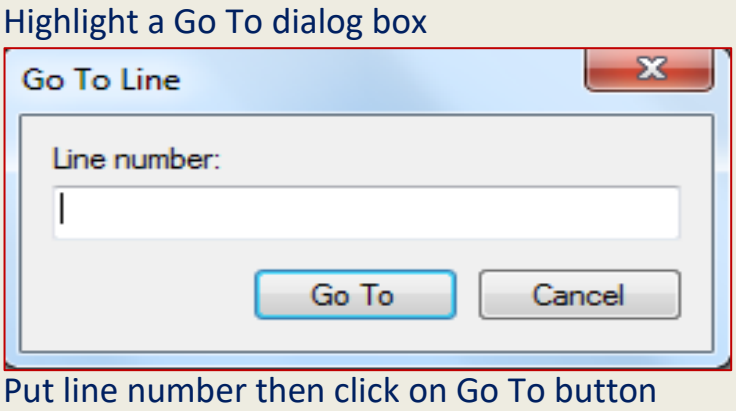
LIFE WELL FOUNDATION KYP

Select all (ctrl+A):-Select the whole matter in the current document.

Go To (ctrl+G):-Move the cursor position by the given line number in your current document.

Use of go to

(1) Type matter or some lines
(2) Go to format menu choose menu "word wrap"
(3) Then highlight Go To option in edit menu
(4) Click on Go To option.
(5) Highlight a Go To dialog box



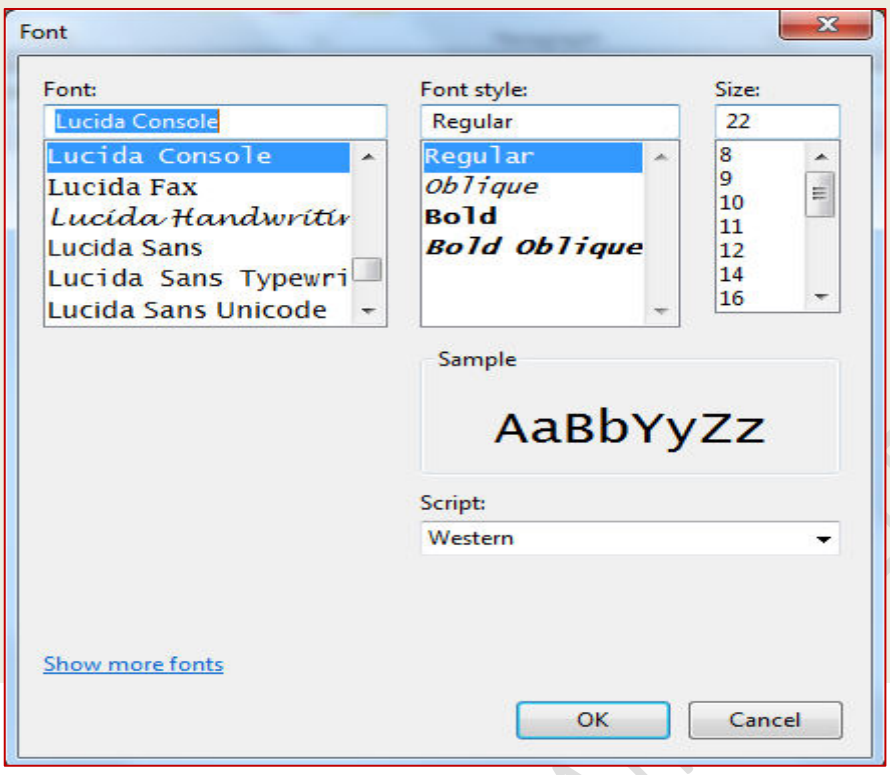
(6) Put line number then click on Go To button

Date /Time (F5):-Insert date as well as time of the place of cursor.

FORMAT MENU (ALT+O)

Word wrap:-This option wraps the matter in the current document.

Font:-To set the font style, font, face size etc. in your current document.



VIEW MENU (ALT+V)

Status bar:-To show or hide the status bar from the current document.

HELP MENU (ALT+H)

(1) To show the help about notepad.
(2) To show the help about its option.
(3)

WORDPAD

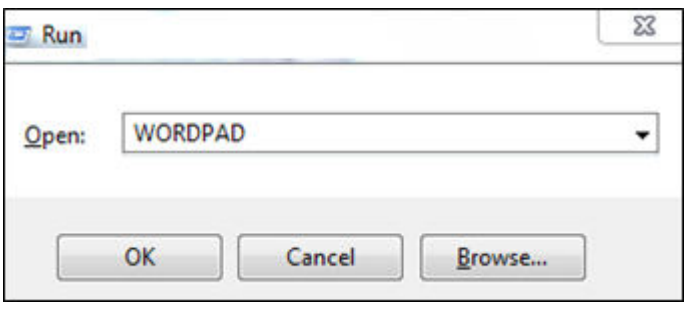
INTRODUCTION:-WordPad is a useful program which is included with window WordPad. We are calling it small as it does not contain any paragraph formatting. However it contains necessary command to format the page such as font, font size, bold, italic, alignment, bullet, etc. it also provide graphic. Its extension code is ".RTF"(Rich text format) and its executive code is "WordPad.exe".

To start wordpad the following process:-

(4) Start > All Program > Accessories > WordPad ↵

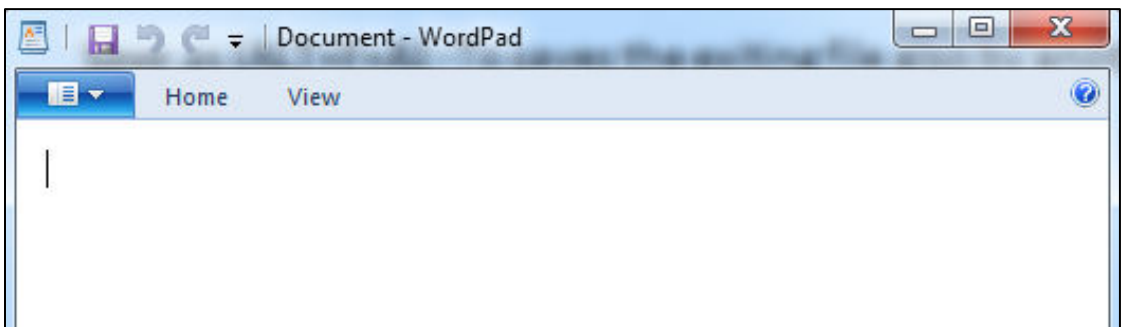
(5) Start> Run(window key+R) ↵

Highlight the Run box. In this box type "WordPad" than click OK button



(6) Start through M.S. dos

C:\>Start<space>WordPad ↵



THE WELL FOUNDATION WELFARE TRUST KYP

WordPad Button (Alt+F)

New (Ctrl+N):-To open a new blank document.

Open (Ctrl+O):-To open an existing or saved file.

Save (Ctrl+s):-To save the current document.

Save as (ALT+F+A):-To saves the exiting file also by another name.

PRINT

Print (Ctrl+P):-Print the current page.

Print preview:-This option shows the preview before printing.

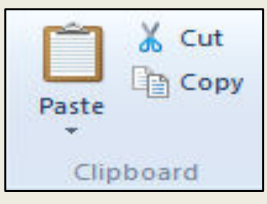
Page setup:-To set up the margin of the current document such as left, right, up down.

Send in email:-Send a copy of a document in an e-mail message as an attachment.

About WordPad:-Show the version of WordPad.

Exit (Alt+F+X):-Exit from WordPad.

HOME TAB (Alt+H)



 # Clipboard

Cut (Ctrl+X):-This option cut the selected matter from the current document.

Copy (Ctrl+C):-This option copied the selected matter from the document.

Paste (Ctrl+V):-This option paste cut/copied matter from the document

Paste special (Alt+Ctrl+V):-This option provides the facility to paste the special format like BMP, JPEG, PSD, Etc. from the document.

To do the process

(1)First of all we open the M.S. paint
(2)Then after draw any shape
(3)Selected the shape by using the rectangle selected tool
(4)After then press "Ctrl+C" for copy
(5)Then after we open "WordPad"
(6)Go to home tab choose paste in paste special highlight the paste special dialog box
(7)In this box choose "bitmap image object" or "paint brush picture" then click on ok button
(8)The bit map image come through WordPad

 # Font

Font family:-Change the font family.

Font size:-Change the font size.

Grow font (Ctrl + Shift + >):-Increase the font size.

Shrink font (Ctrl + Shift + <):-Decrease the font size.

Bold (ctrl+B):-Bold the selected text.

Italic (ctrl+I):-Italic the selected text.

Under lines (ctrl+u):-underlines the selected text.

LIFE WELL FOUNDATION WELFARE TRUST KYP

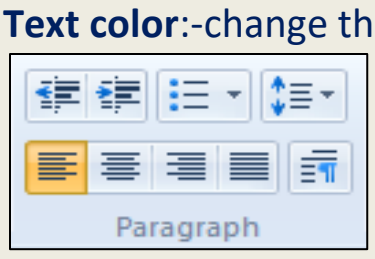
Strikethrough:-Draw a line selected text in middle.

Subscript (ctrl+=):-Create small letter below the text baseline.

Superscript (Ctrl+Shift+ (+)):-Create small latter above the line of text.

Text highlight color:-Highlight the important text from the selected color.

Text color:-change the text color.



 # Paragraph

Decrease indent:-Decrease the indent level of paragraph

Increase indent:- Increase the indent level of paragraph

Bullet (Shift+Ctrl+L):-Set bullet and click the arrow select different bullets style.

Line and paragraph spacing:-Set space between two lines.

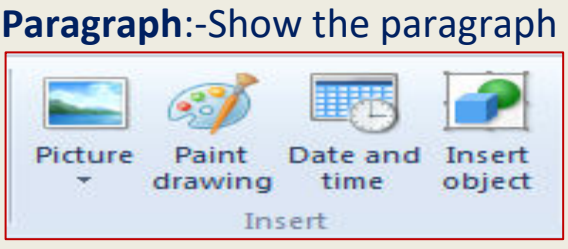
Align left (Ctrl+L):-Write matter to left side of page.

Align right (Ctrl+R):- Write matter to right side of page.

Center (Ctrl+E):-write matter to middle of page.

Justify (Ctrl+J):-Justify the paragraph.

Paragraph:-Show the paragraph dialog box.



 # Insert

Picture:-Insert picture from a file in your current document

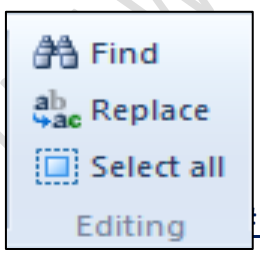
Paint drawing:-Insert drawing create in paint in your current document

Date and Time:-Insert date and time format in your current document

Insert object:-Insert other document in your current document.

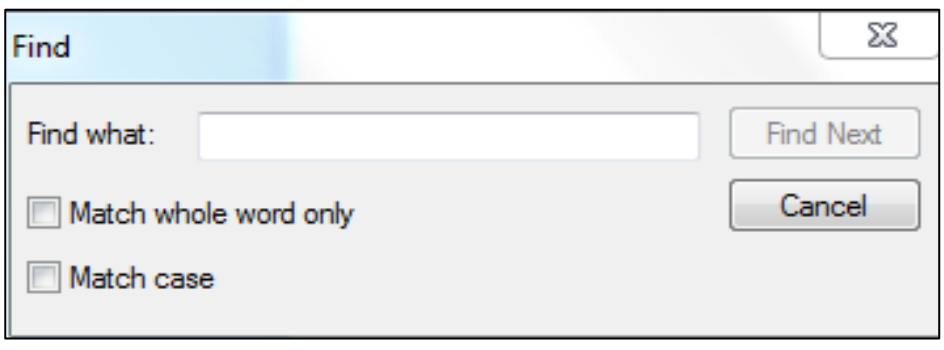
To do process

(1)Click insert object
(2)Show the insert object dialog box
(3)Choose Microsoft word document
(4)Show Microsoft word
(5)Type some paragraph and close M.S. Word
(6)Show massage in your WordPad

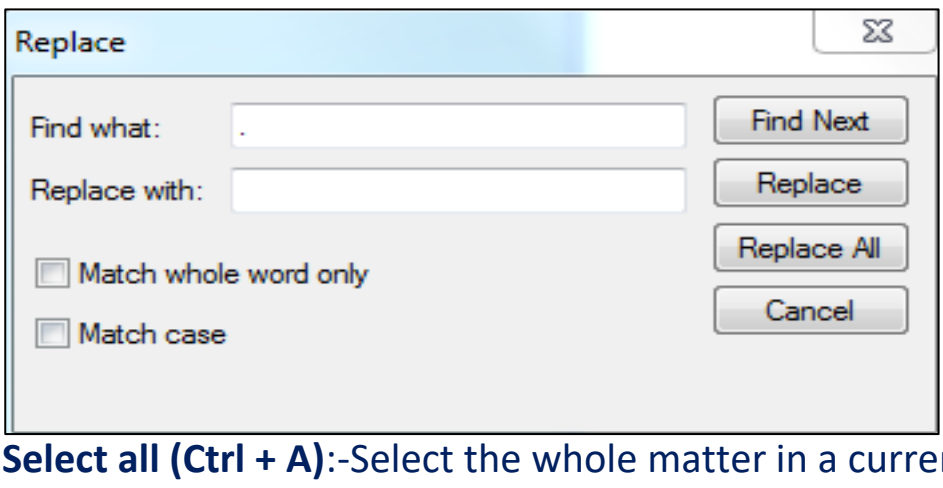


Editing

Find:- Find the specified matter in the current document.

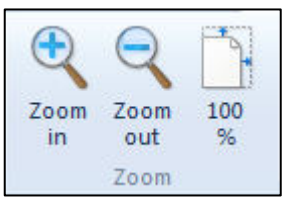


Replace (Ctrl+H):-Replaces the old text specified by the new text.



Select all (Ctrl + A):-Select the whole matter in a current document.

VIEW TAB (ALT+V)



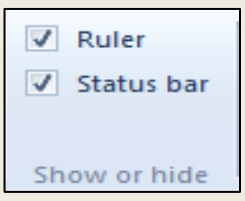
WELL FOUNDATION WELFARE TRUST KYP

 # Zoom

Zoom in (Ctrl+PageUp):-Zoom in on the current document.

Zoom out (Ctrl+PageDown):- Zoom out on the current document.

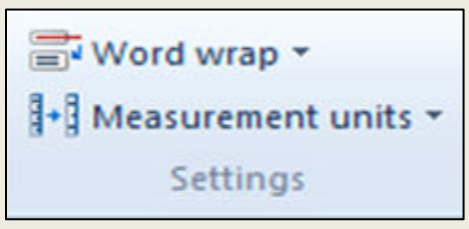
100%:-Zoom to 100% of the normal size.



 # Show or Hide

Rulers:-It show or hide the rulers on your current document.

Status bar:-It show or hide the status bar at the bottom of the window.



 # Settings

Word wrap:-This option wraps the matter in the current document. Click word wrap option show the three option no wrap, wrap to window, and wrap to ruler.

Measurement units:-Change ruler unit such as inches, centimeters, point, picas.

LIFE WELL FOUNDATION WELFARE TRUST KYP