

What is word pad?

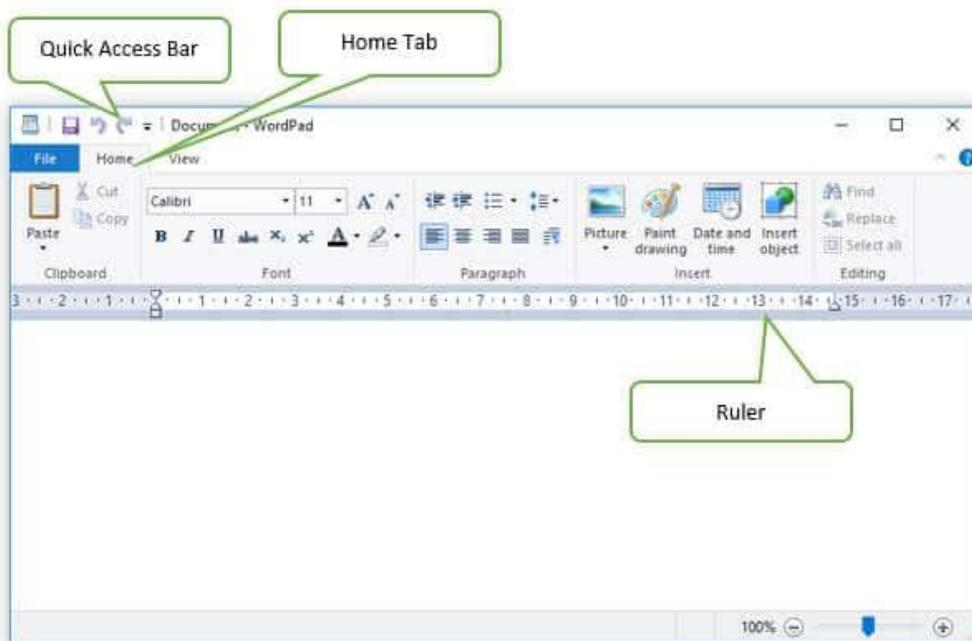
WordPad is a text-editor, which helps in creating documents with more features than Notepad but few less features than MS Word. With word pad, you can create and edit simple text documents or documents with complex formatting and graphics. The extension of word pad file is .RTF (Rich Text Files.)

To Run WordPad Using Mouse

Start Button → All Programs → Accessories → WordPad → Click

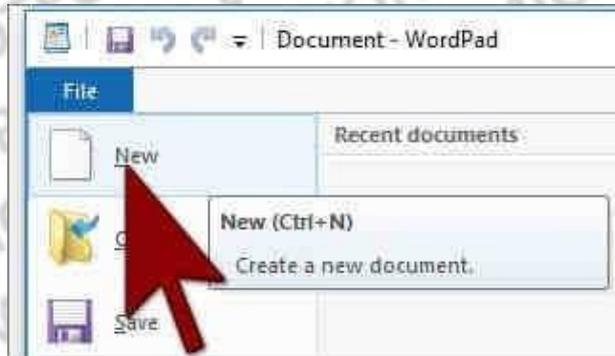
To Run WordPad Using Keyboard

Start Button → WORDPAD → ENTER KEY



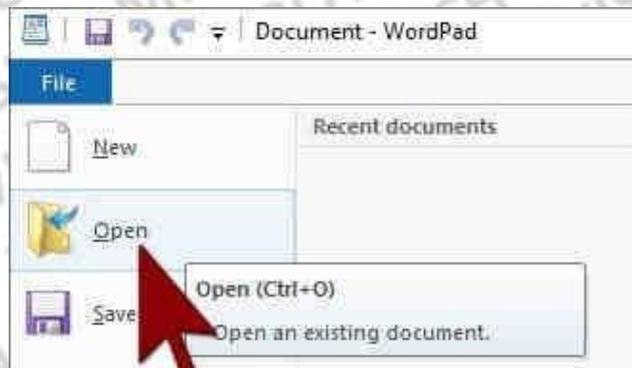
Create A New File

Click on the File menu and then click on New.



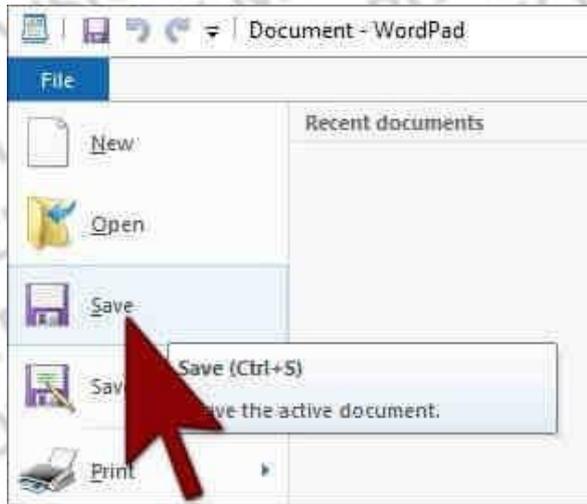
Open A File

Click the File menu, and then click Open.



Save A File

Click the File menu, and then click Save.

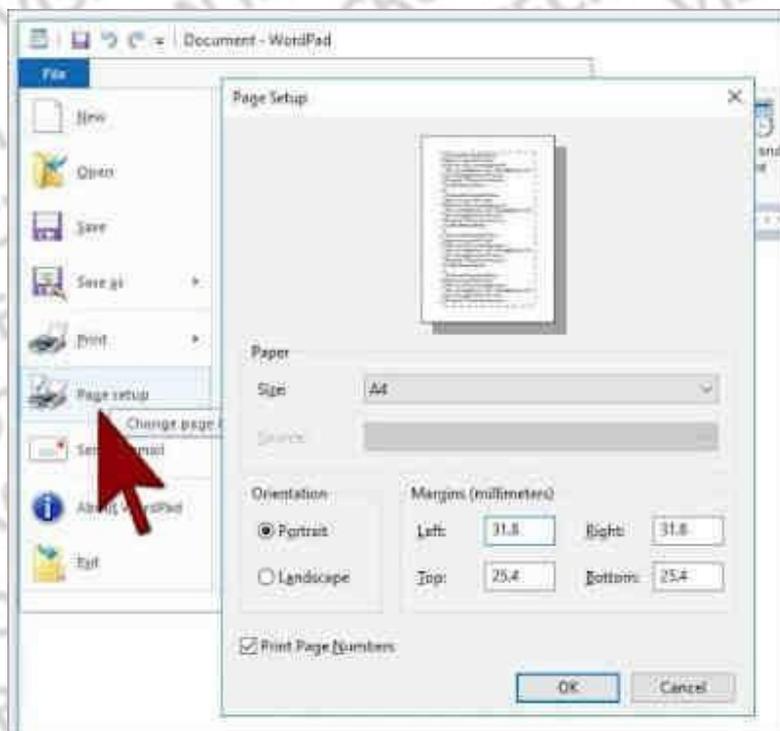


Go to the location where you want to save this file. Type the name of this file and then click on the Save button.

Page Setup

This is where you can choose Page Size, Portrait or Landscape, Margins (Top, Bottom, Side), and Print Page Number.

Click Page Setup in the File menu.



Now a dialog box of Page Setup will open. You can select the paper size from the Size drop down. Apart from this you can set the page margin from here. Type the margins of left, right, top and bottom that you want.

HOME TAB

There are five groups in Home Tab: Clipboard, Font, Paragraph, Insert and Editing.

Clipboard Group

There are three options available in this group: Cut, Copy, Paste.

Cut:

With this option you can cut and paste selected text from one place to another. (Other options are: CTRL + X or right mouse click, Cut).

Copy:

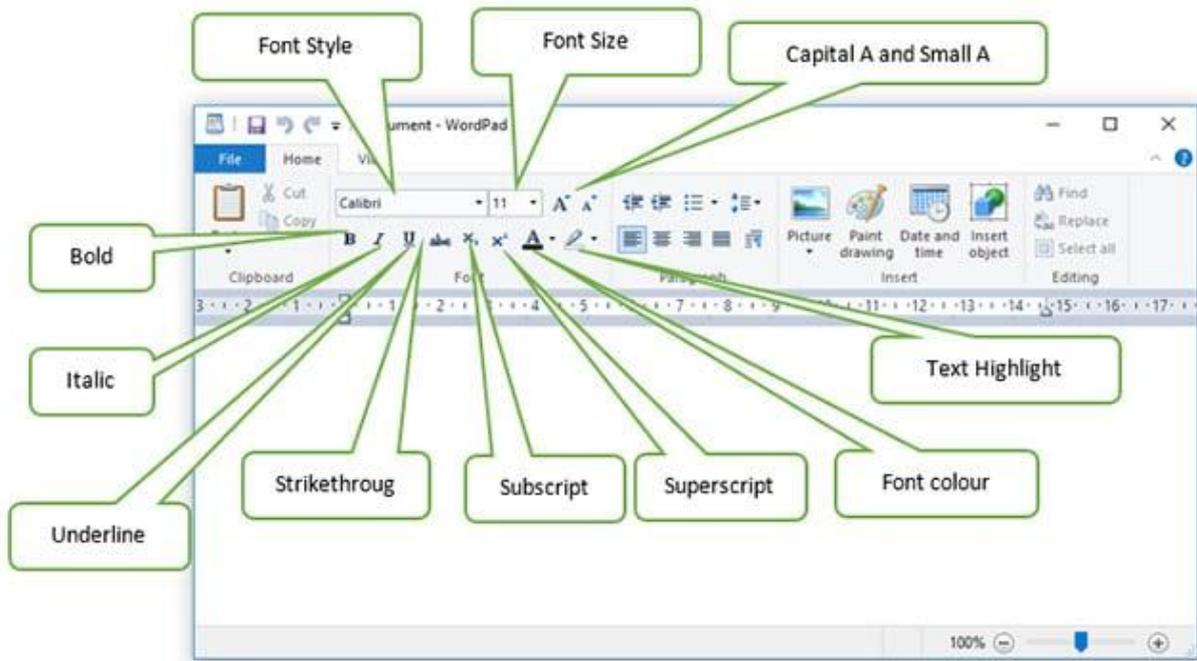
To copy the highlighted text and paste it elsewhere. (Other options are: CTRL + C or right mouse click, Copy).

Paste:

You can either cut or copy the selected text and paste it elsewhere. (Other options are CTRL + V or right mouse click, Paste)

Font Group:

From font group you can apply selected font to many font style, such as -



Font style:

The default font is Calibri. Click on the arrow below for other font styles.

Font size:

The default font size is 12. Click on the arrow below for other font sizes.

Capital A and Small A:

- Capital A will increase the font size of the selected text,
- smaller A will reduce the font size of the selected text.
- Selected text will be bold. (Another option is CTRL + B)
- The selected text will be italic (another option is CTRL + I).
- Selected text will be underlined (another option is CTRL + U).

abc (strikethrough):

A line will be drawn from the middle of the text, which will indicate that the text has been deleted.

X2 (Subscript):

The selected text will be given a subscript effect.
(Another option is CTRL +=)

X2 (Superscript):

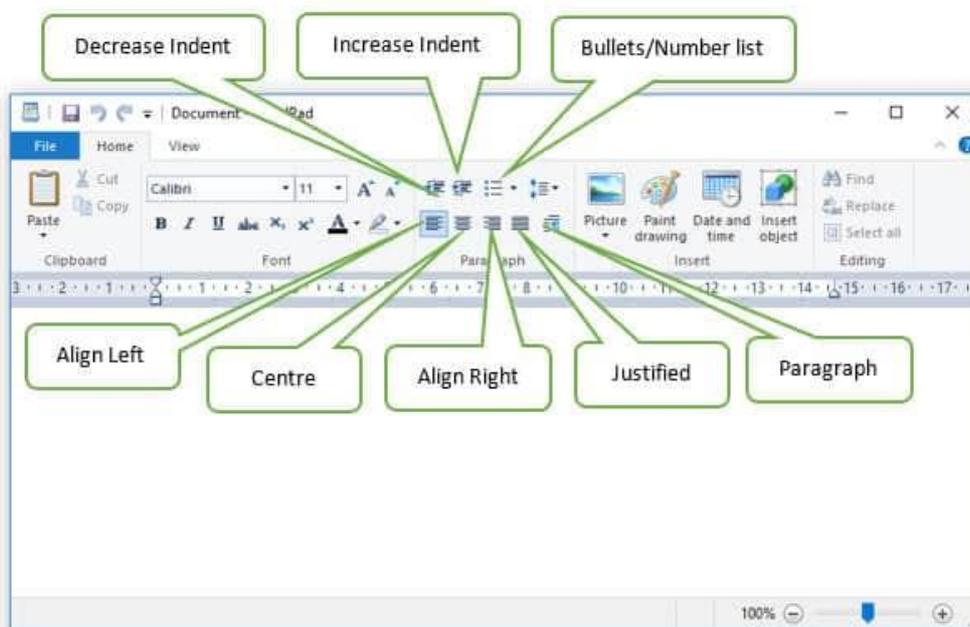
The selected text will be given the Superscript effect.
(Another option CTRL+ Shift +)

To change the color of the selected text. By clicking on the down arrow, you can select a color for the text.

Pencil (Text Highlighter):

You can use this highlighter to highlight selected text. You can choose from 12 different colors by clicking the down arrow.

Paragraph Group



With this Paragraph group, you can format your Paragraph as follows-

Decrease Indent:

With this option, you can move bulleted or numbered text to the left of the page.

Increase Indent:

With this option, you can move bulleted or numbered text to the right of the page.

Start a List:

You can give the number or bullet for your list from here.

Line Spacing:

Use this option to set line space and indent.

Left Align (CTRL + L):

To start selected text from left

Center Align:

To bring the selected text to the center. (Another option is CTRL + E)

Right Align:

To align selected text to the right (another option is CTRL + R).

Justified:

The selected text is justified, meaning both left and right are aligned.
(Another option is CTRL + J)

Insert Group

With the Insert group, you can add the following objects to your WordPad document:



Picture:

This is an option to insert an image into your WordPad document. After clicking on the Insert Picture button, select the path of your image and then click on the Open

button below.

Paint Drawing:

You can insert the paint file you created in Microsoft Paint here. (Other options are CTRL + D) To change the size of an image, click on it and then click and drag on the square of the corner.

Date and Time:

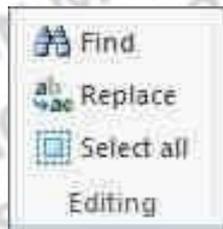
From here you can insert current date / time in your WordPat document where the cursor is.

Insert object:

You can insert objects like graphs, text from other Microsoft packages from here.

Editing Group

The following options are available in this group -



Find:

You can use this function to help quickly find a word in a document. (Another option is CTRL + F)

Replace:

Using this function, you can replace a word with another word in your document. (Another option is CTRL + H or Special Function Keys F5)

Select All:

This function selects all the text in the document. (Other options are CTRL + A)

VIEW TAB

The View tab has three groups: Zoom, Show or Hide, and Settings:



Zoom:

Zoom in:

You can enlarge your WordPad document by zooming in.

Zoom out:

You can view your WordPad document by zooming out and shrinking.

100%:

Click the 100% button to view the WordPad document in normal size.