

*** Word Pad**

It is a word processing program which allows to create, edit, save and print any document. So that it can be used to prepare a letter, notice, application, invitation, greetings etc. It allows to apply several formatting for the selected range of text.

A file created in Wordpad is known as Rich Text Document and the extension name or secondary name of file is .Rtf (Rich text Format).

Required steps to start Wordpad:-

i) Click on Start → All Program → Accessories → Wordpad
Or,

- i) Press Window Key+R
- ii) Type Wordpad or write
- iii) Press Enter key.

Title Bar :- In title bar we see file name and program name.

Toolbar :- It shows menu bar in pictorial mode. It contains tools for formatting and editing such as: copy tool, cut tool, paste tool, font list tool, font size and font style tool etc.

Formatting Toolbar :- From this bar we know about time, format and style for text.

Ruler :- By the help of ruler, we can choose the particular place for writing.

Commands of Wordpad and Their Purpose :-

1) File → New (Ctrl+N) :-

This option is used to create a new file in wordpad.

Required step :-

- i) Click on File Menu
- ii) Click on New option or Press Ctrl+N
- iii) Click on Rich Text Document option
- iv) Click on OK or press Enter.

2) File → Save (Ctrl+S) :-

This option is used to save the contents of file for future.

Required steps :-

- i) Click on File – Save or press Ctrl+S
- ii) Type desired file name
- iii) Click on save option or press Enter.

3) Edit – Find (Ctrl+F) :-

This option is used to search any text in the current file.

Required step :-

- i) Press Ctrl+Home
- ii) Click on Edit – Find or press Ctrl+F
- iii) Type desired text to be search
- iv) Click on Find Next till last searching.

4) Edit – Replace (Ctrl+H) :

This option allows to replace any text with new text.

Required step :-

- i) Press Ctrl+Home
- ii) Click on Edit–Replace or, press Ctrl+H
- iii) Type desired text to be Replace
- iv) Press Tab Key
- v) Type new text which is to be replaced with previous text
- vi) Click on Find Next
- vii) Click on Replace or Replace All.

5) Edit → Go to (Ctrl+G) :

This option allows to move on to the desired place in the document.

- i) Click on Edit → Go To or press ctrl+G
- ii) Click on Line option in Go to what list
- iii) Specify desired Line no.
- iv) Click on Go To
- v) Click on Close

6) File – Exit (Alt+F4) :-

It allows to close the current file.

7) File – Open (ctrl+O) :-

It allows to open any existed file.

***Required steps to open a file or document :-**

- i) Click on File Menu
- ii) Click on Open option or press ctrl+O
- iii) Click on the name of file which is to be open
- iv) Click on open button or press enter key

Difference between Notepad and Wordpad :-

- i) Notepad is a word processing program which allows to create, edit, save and print a pure text based document.
Word pad is also a word processing program which allows to create, edit, save and print any document.
- ii) File created in Notepad is known as 'Text Document.'
File created in Wordpad is known as Rich Text Document.
- iii) Its extension name of file is known as .txt
The extension name of file in wordpad known as .rtf (Rich Text Format).
- iv) In Notepad, there is title bar, menu bar and status bar.
In wordpad, there is also present above three bar but except these three, there is standard toolbar, formatting toolbar and ruler.
- v) In Notepad status bar is not be used.
In wordpad status for work properly.
- vi) In notepad, menu bar has five option i.e file, edit, view, format help.
In wordpad, menu bar has also above five option but there is also a new option i.e. Insert.
- vii) In notepad text is written in only one font but.
In different font during creat a file.
- viii) In notepad text is written in only one color
In wordpad text be written in different colors.
- ix) In notepad, edit – go to command is not present.
wordpad edit – go to command is present.

Required step to copy the text using tool button :-

- i) select desired text to be copied.
- ii) Click on copy tool of standard toolbar.
- iii) Click on desired place.
- iv) Click on paste tool of toolbar.

→Required steps to cut the text using tool button.

- i) Select desired text to be moved (cut).
- ii) Click on cut tool of standard toolbar.
- iii) Click on desired place.
- iv) Click on paste tool of standard toolbar.

View – Toolbar-

This option is show or hide the standard toolbar.

View- Format bar :-

It is used to show or hide the formatting toolbar.

View – Ruler :-

It is used to show or hide the ruler.

View – Status bar :- it is used to show or hide the status bar.

Insert – Date & time :-

It allows to apply current date and time in the document.

Required steps :-

- 1) Click on desired place where date and time is needed.
- 2) Click on insert – date and time.
- 3) Select desired format of date and time.
- 4) Click on ok.

Format - Font :-

It allows to change font type, style, size, color etc. for the selected text of document.

Required steps :-

- i) Select desired text to be formatted
- ii) Click on Format – Font
- i) Select desired font, style, size, color etc. for the text.
- ii) Click on OK.

Note :- The text can be formatted by using the tools of formatting tool bar as below :-

Times New Roman 12 **B I U** color (A)

Shortcuts to Format Text :-

- i) Ctrl+B= To type bold style
- ii) Ctrl+I=To apply Italic Style
- iii) Ctrl+U = To apply underline style.
- iv) Ctrl+Shift+> = To increase the font size by two points.
- v) Ctrl+Shift+< = To decrease the font size by two points.
- vi) Ctrl+shift+= :- It allows to apply super script style.

Example : a^2 or, 6^2 **Superscript style**

- vii) Ctrl+= :- It allows to apply sub script style.

Example : H_2O or, $C_6H_{12}O_6$

Sub script style

Format – Paragraph :-

It allows to change the alignment and indent of paragraph.

Required step to change Alignment :-

- i) Select desired paragraph**
- ii) Click on Format - Paragraph**
- iii) Select desired Alignment option like left or center or right etc.**
- iv) Click on OK.**

Note :- The alignment can be changed by using the tool of formatting toolbar as below.

Shortcuts to change Alignment :-

- i) Ctrl+L = To apply left Alignment.**
- ii) Ctrl+R = To apply right Alignment.**
- iii) Ctrl+E = To apply centered Alignment.**

Format – Tabs :-

It allows to change the tab stop position value i.e. 0.5 inch.

Required step :-

- i) Click on Format – tabs**
- ii) Specify desire tab stop position such as :
Type – 3 click on set
Type – 4 click on set
Type – 5 click on set**
- iii) Click on OK.**

Start typing with the help of tab key such as :

66	78	89
56	54	67
43	98	80

Format – Bullet style :- This option allows to apply bullet style for the selected paragraph.

Required step :-

- i) Select desired lines**
- ii) Click on Format – Bullet style**
- iii) Click on Bullet Tab (To apply bullets on lines)
Or click on Numbered to Apply numbering style**
- iv) Click on desire numbering style or bullet style**
- v) Click on OK.**

File – Save As (Alt+F+A) :- This option allows to save the current file with a different name or any other location by using this process, we can create a copy of current file.

Required step :-

- i) Click on File – Save As
- ii) Specify new file name
- iii) Click on Save

• **Required steps to change the indents of paragraph :-**

- i) Select desired paragraph
- ii) Click on format – paragraph
- iii) Specify desired value for the indents, like-
First line [1”]
Left [0.5”]
Right [0.5”]
- iv) Click on OK.

Insert – Object :-

It allows to apply the contents of any other file to the current file or to apply the window of any other program to the current program.

Required step :-

- i) Click on Insert – Object
- ii) Click on Bitmap Image option
- iii) Click on OK.

Help – Help Topic (F1) :-

It allows to get help about desired topic related with Wordpad.
