INTRODUCTION TO NOTEPAD

1. Define Notepad?

Notepad is a simple text editor for Microsoft Windows and a basic text-editing program that you can use to create documents.

2. What are the features of Notepad?

Features are :-

a) Notepad is a common text-only (plain text) editor.
b) The file saved here is with .txt extension.
c) Notepad offers only the most basic text manipulation(editing) functions, such as finding text,
   its simple interface faster and easier to use for basic text operations.
d) It is exclusively used for website designing through HTML language.

NOTE: *Notepad* is just a text editor. If you try to paste graphics(images) into it, it won't work.

3. Launching procedure of Notepad ?

Launching a notepad can be in two ways :-

Method 1:-

Click on Run option on the Start Menu,there type NOTEPAD and press enter. The notepad dialog box appears.

Method 2:-

Click on Start-> all programs->Accessories-> select NOTEPAD.The notepad dialog box appears.

4. Mention the different parts of Notepad?

Title bar, Menu bar and Text typing area,Scroll Bar and Status Bar.

5. Explain File menu in Notepad ?

The different option's are:-

New→It allows user to create a new blank page for typing.

Open→ it allows the user to open the saved file.

Save→if you are making modification (editing) to any existing file then click on SAVE button to save the changes.If you are working on is a new file ,SAVE works same as SAVE AS option.

Save As →it brings up dialog box where you can give name to the new page.By default it will be saved with .txt option. If you want to save as HTML file then type, with the *.htm* or *.html* in SAVE AS TYPE labelbox.

Page Stup→*Page Setup* offers a long list of options. In *Notepad* though, your choices are simple. You can choose the paper size and where your printer keeps the paper, the page orientation and whether to have a header and/or footer (and the text to include in each).

NOTE: By default, the text in the header is the name of the document and the date it was printed, and the text in the footer is the page number.If you don't want this information printed, just delete the codes.

Print→By clicking on this option ,the page will be sent to printer device to print.

Exit→this option is used to close the notepad application and come out of it.

6. Explain Edit Menu in Notepad?

The different edit menu's are:-

Undo→if you do any mistake or if you don't want the previous action done.Then click on Undo button.it completely deletes from the notepad.

Cut→you can select some text from your typed text,then click on CUT option to cut from the file/page.

Copy→you select text from your typed text,which you need to copy and then you can select PASTE option to paste it back in the required line or position.

Paste→Once you do CUT or COPY,then you can put it back on page or wherever you would like to put it by clicking on PASTE option.

Delete→ delete option deletes the selected text from the notepad.

Find and Find Next→ it helps to search the particular word in the paragraph.the only difference between the two is-Find it helps to search the mentioned word whereas Find Next helps to search the mentioned word and also it shows the next occurrence of that word in the paragraph.

Replace→ it helps to search the mentioned word in the paragraph and replace that word with new word.

Select All→ if there is something you want to do with your entire text at the same time,then click on this option.

Time/Date→ it displays the system date and time in the position where cursor point is positioned.

7. Explain the format menu ?

Word Wrap:-

Notepad has always come with Word Wrap turned off. This means everything you type ends up on one long line, until you press Enter, which will start another long line.

You have the option of pressing Enter when your typing approaches the right margin of the Notepad window, but that makes the lines some arbitrary length depending on the size of your window. If you'd like to see what you're typing without having to scroll all the way to the right, turn Word Wrap on.

Font :-

Normally the selected text can be changed to BOLD ,ITALICS,UNDERLINE.And you can also change the font style and font siz. You can't use one font on part of the document and another font on another part of it. It's all or nothing.

NOTE:-

In the Font dialog box, there is a less familiar option's available, the drop down menu labeled Script. This lets you choose characters that are not available in the standard "Western" style fonts. The choices are Western, Greek, Turkish, Baltic (not available in Windows 7), Central European, Cyrillic and Vietnamese (not available in Windows 7). Choose a set and you'll see some representative characters above it. The Western set is selected by default and you will need to change it to another one if necessary.

8. Explain View menu?

The View menu offers only one option, Status Bar . And that, like the Go To command in the Edit menu, is linked with Word Wrap. If Word Wrap is off, you will see a notification in the status bar of your window, showing you where the cursor is currently located in a document that is not word-wrapped. If Word Wrap is on, the status bar will be blank.

Shortcut Keys of Notepad:-

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alt + f (underline letter) ===== file menu
ctrl + n ===== new
ctrl + o ===== open
ctrl + s ===== save
alt + f + a ===== save as
alt + f + u ===== page setup
ctrl + p ===== print
alt + f + x ===== exit
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                    general key command_2 (edit)
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alt + e ===== edit menu
ctrl + z ===== undo/redo
ctrl + x ===== cut
ctrl + c ===== copy
ctrl + v ===== paste
alt + e + l ===== delete
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ctrl + f ===== find
f3 ===== find next
ctrl + h ===== replace
ctrl + g ===== go to
ctrl + a ===== select all
f5 ===== time/date
general key command_3 (format)
alt + o ===== format menu
alt + o + w ===== word warp
alt + o + f ===== font
general key command_4 (view)
alt + v ===== view menu
alt + v + s ===== status bar
general key command_5 (help)
alt + h ===== help menu
f1 ===== help
alt + h + h ===== help topic
alt + h + a ===== about notepad

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