

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 message. 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.

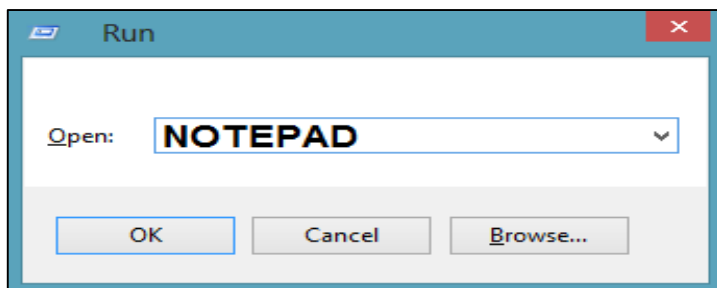
Its extension code is “.TXT” and its executive code is “notepad.exe”.

To start notepad the following process:-

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

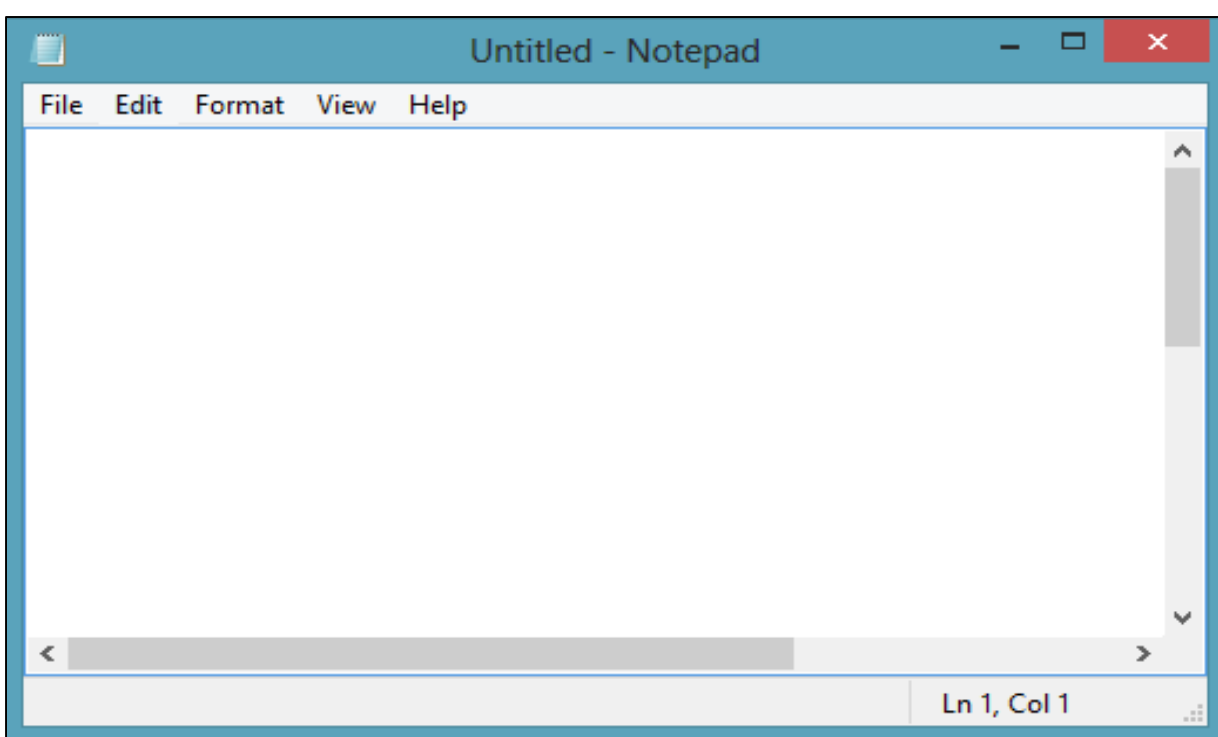
(2) Start > Run (Window key + R)

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 :-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+F4):-Exit from notepad

EDIT MENU(ALT+E)

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

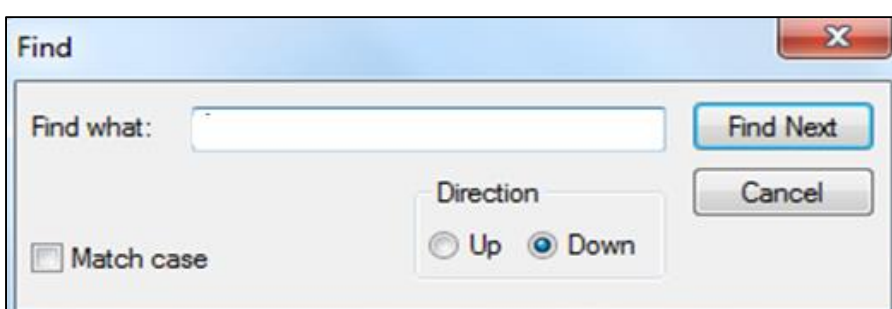
Cut (ctrl+x):-Cut the selected text and matter.

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

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

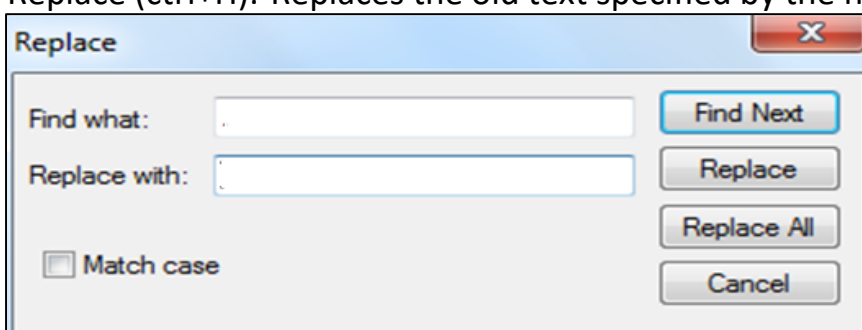
Delete (Del):-Delete the selected matter.

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

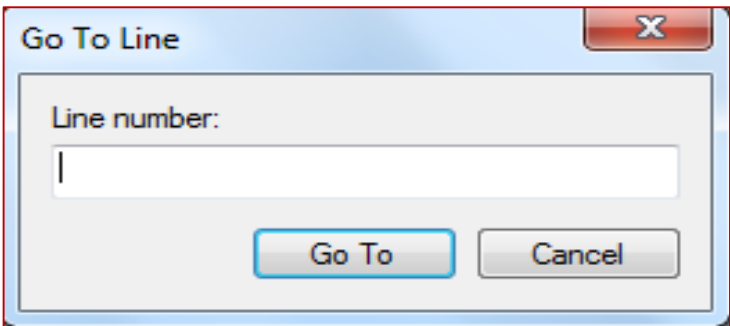


Select all (ctrl+A):-Select the whole matter in the current document.

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



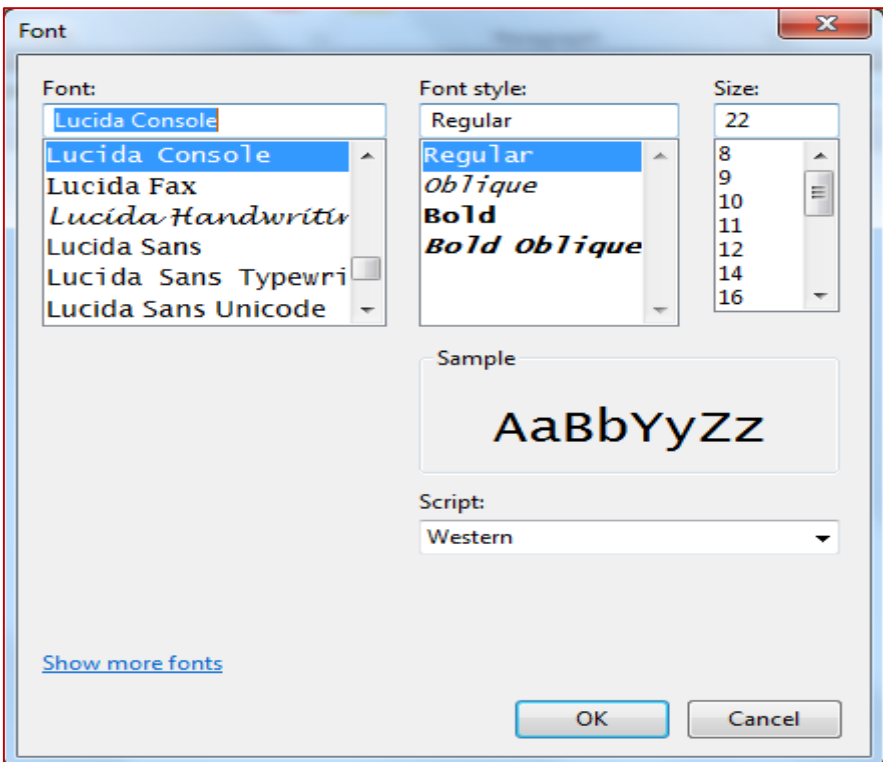
- (6) Put line number then click on Go To button

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.