

# Third Day in Computer Class

## Notepad



### What is notepad?

Notepad is a basic text editing program or software. It is most commonly use view or edits text in notepad. Notepad extension is .txt.

### How to see Extension?

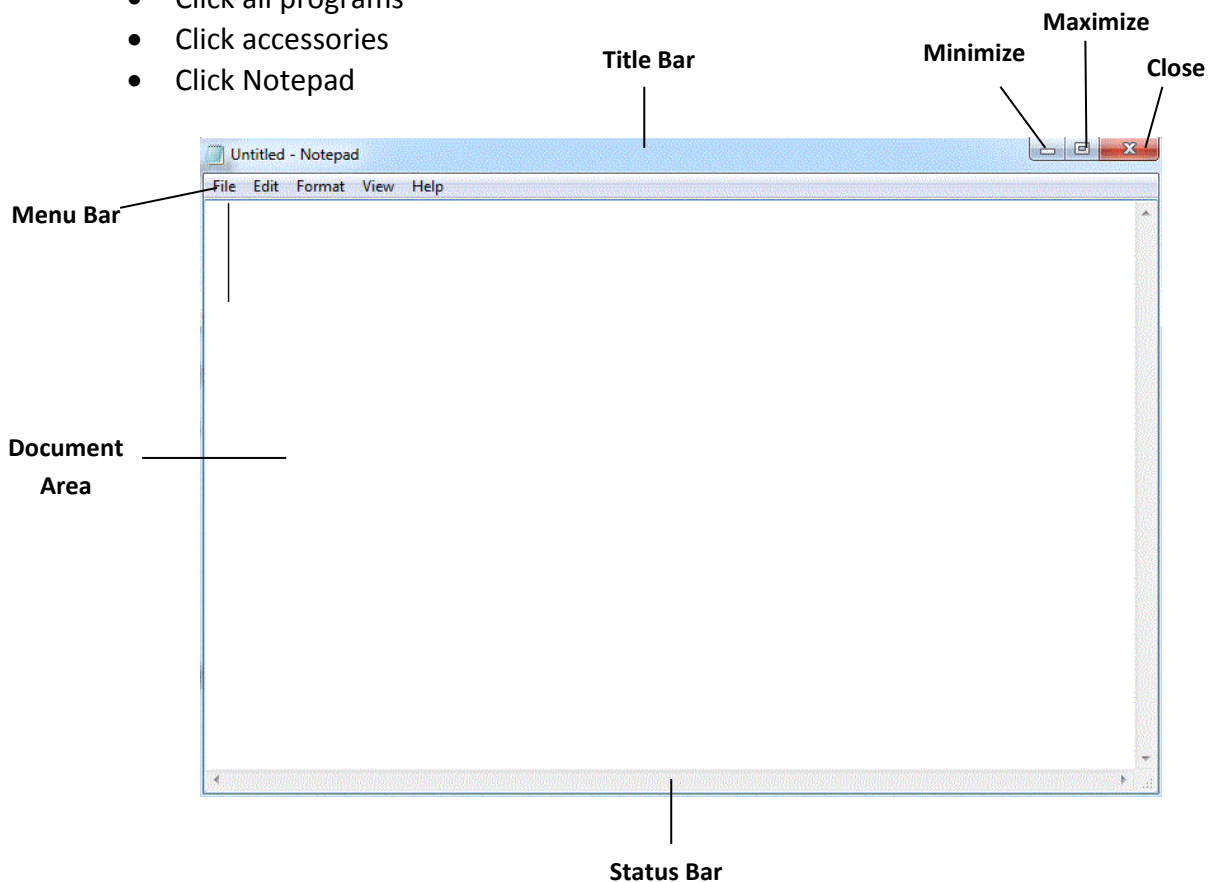
- Select File
- Click right
- Click properties
- See type of file.

For ex.

<b>Ms-Paint:-</b>	.png
<b>Notepad:-</b>	.txt
<b>WordPad:-</b>	.rtf
<b>Ms-Word:-</b>	.docs
<b>Ms-Excel:-</b>	.xlsx
<b>Ms-Power-Point:-</b>	.ppt


### How to start Notepad?

- Click Start button
- Click all programs
- Click accessories
- Click Notepad




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## (1) File Menu

- **New** 

Create a New Page


  - File Menu
  - New
- **Open** 

Open an Existing File


  - File Menu
  - Open
  - Find your file or document
  - Open
- **Save** 

Save a New file or document


  - File Menu
  - Save
  - Select Location Where you want to save file
  - Save

Ex. Document, Picture, C Drive, D Drive etc.
- **Save as** 

Save as use to alternative name already save document.


  - File Menu
  - Save as
  - Select Location where you want to save the file
  - Save
- **Print** 

Print your document from the printer.

  - File Menu
  - Print
  - Select Printer
  - Number of Copy
  - Print
- **Page setup** 

Change the layout of the picture.

Set Page Margin

  - File Menu
  - Page Setup
  - Set Page Margin (Top, Bottom, Left, Right)
  - Ok
- **Exit** 

Close your file or document after save your data

  - File Menu
  - Exit

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### (2) Edit Menu

- **Undo**
  - One step backward or one step forward
- **Cut , Copy, Paste**

It is use to two way in computer

  - For Moving
    - ❖ Edit Menu
    - ❖ Cut
    - ❖ Go to place where you want to move data or file
    - ❖ Paste
  - For Copying
    - ❖ Edit Menu
    - ❖ Copy
    - ❖ Go to place where you want to Copy data or file
    - ❖ Paste
- **Delete**

Delete any word on your page after select

  - File Menu
  - Delete
- **Find**

Find text in your document

  - Click edit menu
  - Click find
  - Type your text in find box
  - Click find next
- **Find Next**
  - Find next word already find text in find option
- **Replace**

Replace any word in your document or file

  - Click edit menu
  - Click replace
  - Type replace text in find what box
  - Type replacement text in replace with box.
  - Click Replace( **Note:-** If you want to all change click replace all )
- **Go to**

Direct jump one line to another line

  - Click edit menu
  - Click go to
  - Type your line number
  - Click go to

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- **Select All** ➤ Select all page
- **Time and Date** ➤ Insert time and date in your document

### (3) Format Menu **Format**

- Font ➤ Change font or text Language.
- Font style ➤ Change font style.
- Font size ➤ Change font size.

### (4) View Menu **View**

- Status Bar ➤ Show line or Character.

### (5) Help Menu **Help**

- If you want to any help in notepad click help

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### Shortcut Key

- CTRL+N
  - Create a New Page.
- CTRL+O
  - Open an existing file.
- CTRL+S
  - Save a new file.
- CTRL+P
  - Print document from the printer.
- CTRL+A
  - Select all page.
- CTRL+Z
  - Cancel the preview action done by the user
- CTRL+X
  - Cut the selected text.
- CTRL+ C
  - Copy the selected text.
- CTRL+V
  - Paste the text, which is lastly stored in the buffer.
- Del/ Delete
  - Delete the selected text.
- CTRL+F
  - Find the word in document
- F3
  - Find the next word. If it is used find option
- CTRL+H
  - Replace the text.
- CTRL+G
  - Go to one line to another line.
- F5
  - Insert the system time and date.
- ALT
  - Highlight the menu bar.
- F10
  - Highlight the menu bar.
- ALT+ENTER
  - View the properties of object
- F1
  - HELP.