

Fourth day in Computer Class

WordPad

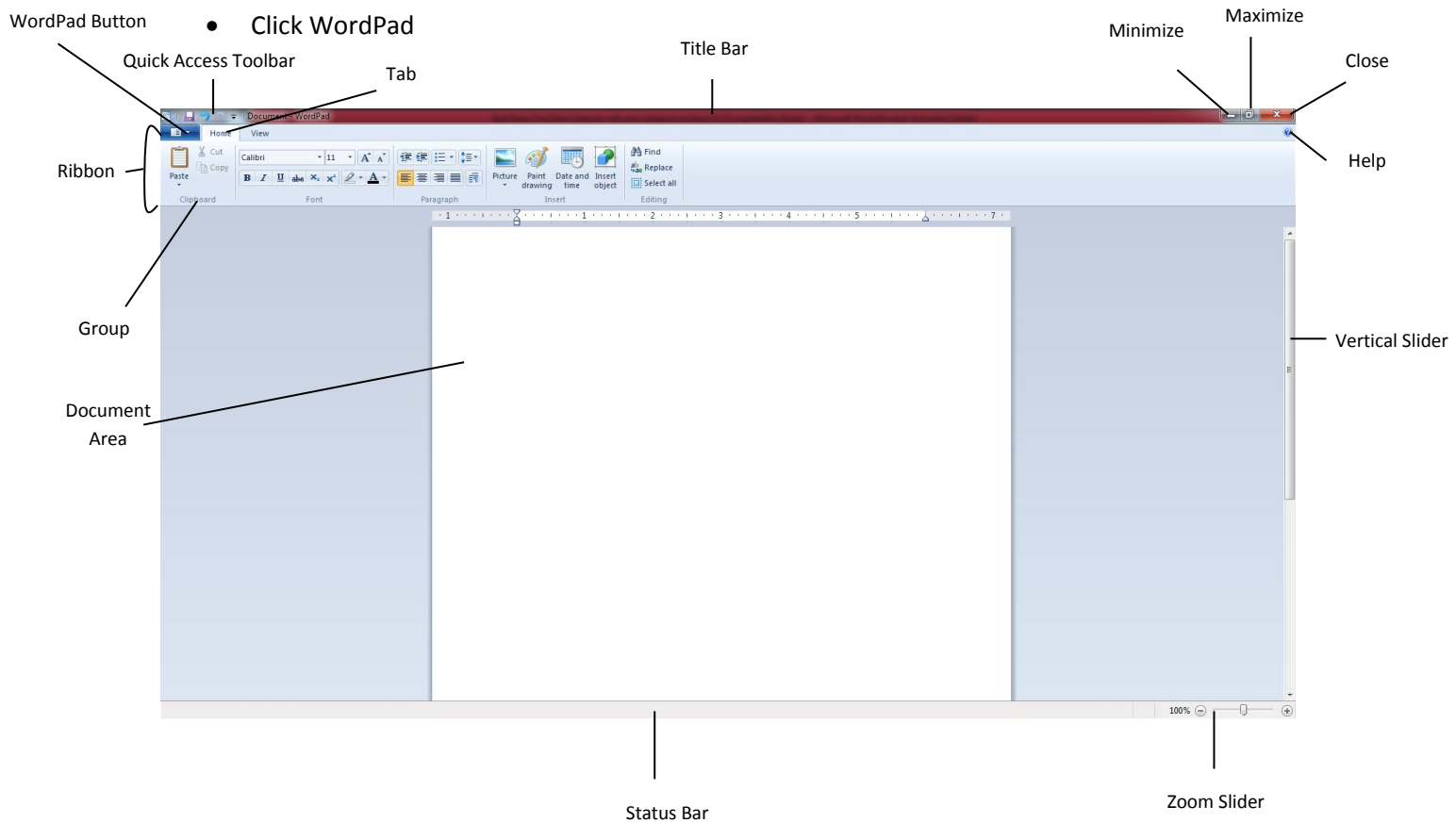


What is WordPad?

WordPad is a basic text editing program or software. You can create documents such as letters, reports, lists, and so on. WordPad can include rich formatting and Graphics unlike notepad. WordPad extension is .rtf (Rich Text Formatting).

How to open WordPad?

- Click start button
- Click all programs
- Click accessories
- Click WordPad



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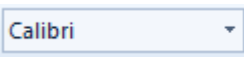











Home Tab

1). Clipboard group

- Cut  , Copy  , Paste 









- ❖ For Moving
 - Select Text
 - Cut
 - Go to place where you want to move data or file
 - Paste
- ❖ For Copying
 - Select Text
 - Copy
 - Go to place where you want to Copy data or file
 - Paste

2). Font group


- Font Family 
 - ❖ Change font or text language
- Font size 
 - ❖ Big size selected text
- Grow font 
 - ❖ Big size selected text
- Shrink font 
 - ❖ Small size selected text
- Bold 
 - ❖ Bold selected text ex. (**BOLD**)
- Italic 
 - ❖ Italic selected text ex. (*Italic*)
- Underline 
 - ❖ Underline selected text ex. (Underline)
- Strikethrough 
 - ❖ Show wrong word ex. (~~certifikate~~)
- Subscript 
 - ❖ It is used to bottom of the selected text. For Example H₂O.
- Superscript 
 - ❖ It is used to top of the selected text. For Example 10th, 12th.
- Text highlight color 
 - ❖ Highlight the selected text for ex. (**Computer**)
- Text color 
 - ❖ Change color of the selected text for ex. (Apple, Grapes, Orange)

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3). Paragraph Group

- Decrease Indent 
 - ❖ Right to left line or paragraph
- Increase Indent 
 - ❖ Left to right line or paragraph
- Bullets 
 - ❖ Create a multiple list
- Line spacing 
 - ❖ Space between two line or paragraph
- Text align left 
 - ❖ Text left side in page
- Text align center 
 - ❖ Text center in page
- Text align right 
 - ❖ Text right side in page
- Justify 
 - ❖ Adjust paragraph in your document

4). Insert Group

- Picture 
 - ❖ Insert picture in your document
 - Click picture
 - Find your picture to insert and click it
 - Click open

5). Editing Group

Find

Find any words in your document

- Click find
- Type your text in find box
- Click find next

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Replace

Replace any word in your document or file

- Click replace
- Type replace text in find what box
- Find next
- Type new word in replace with box.
- Click Replace (**Note:-** If you want to all word replace click replace all)

Select All

- Select all text , line or paragraph at a time

View Tab

Zoom in

Zoom in your page

- Click view tab
- Click Zoom in

Zoom Out

Zoom out your page

- Click view tab
- Click Zoom in

100%

Actual size your page

- Click view tab
- Click 100%

Rulers

Show page margin and set tab stop using rulers

Status Bar

It is use to show and hide zoom slider and page complete information ex. character, line, paragraph

Word wrap

It is use to work in window and under rulers.

Measurement Unit

Rulers measurement in cm, in.

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WordPad Button

