

## 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?

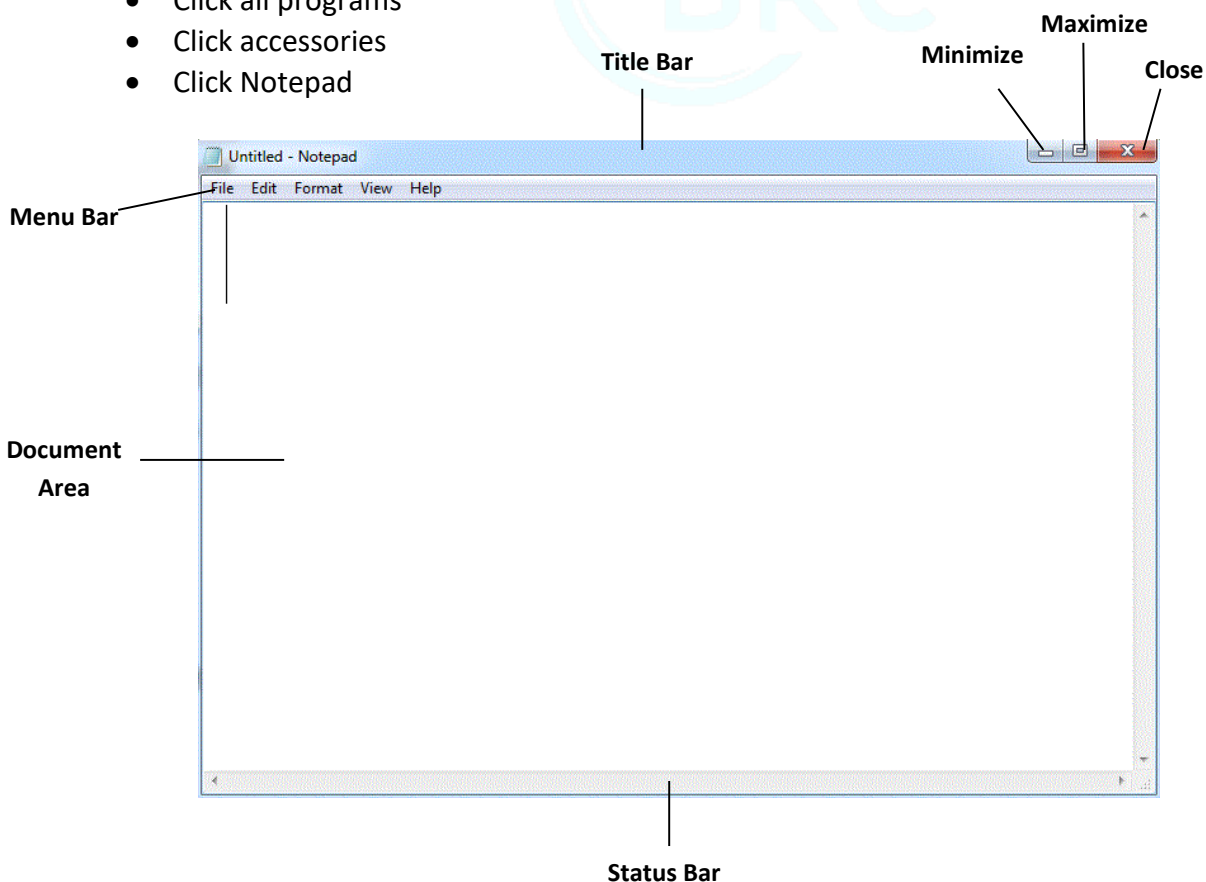
- Select File
- Click right
- Click properties
- See type of file.

For ex.




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



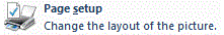

### How to start Notepad?

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



## (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**   
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

## (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

- **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



Shortcut Key	Shortcut Key Effect
Ctrl+A	Select all page content
Ctrl+F	Open find text dialog box
Ctrl+H	Open replace text dialog box
Ctrl+N	Create a new text file
Ctrl+O	Open an existing document
Ctrl+P	Open print dialog box
Ctrl+S	Save untitled or changes in a file
Ctrl+V	Paste the copied content
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Home Button	Directly move cursor at starting of the present line
End Button	Directly move cursor at end of the present line
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Delete or Ctrl+Delete	Delete single character from left side
Backspace	Delete single character from right side
F1	Open Notepad Help
F3	Find the next instance of the text in the Find dialog box
F5	Insert current computer system date and time
F10	Show/Hide the menu bar shortcut key option
F12	Save the document as a new file
Alt+F4	Close Notepad window

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