

## WordPad

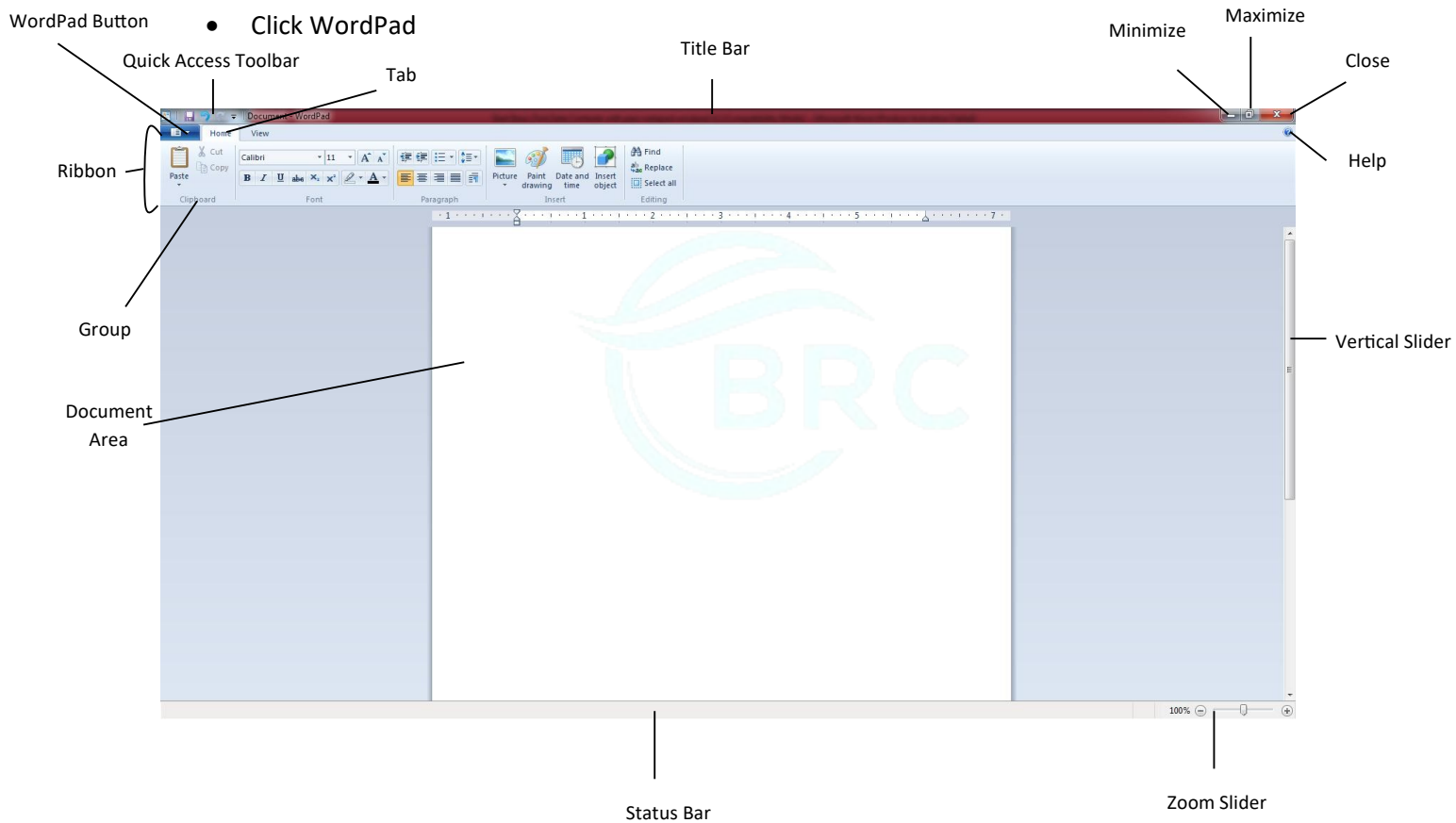


### What is WordPad?

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



## Home Tab

### 1). Clipboard group

- Cut  , Copy  , Paste 

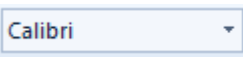











- ❖ For Moving

- 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  $H_2O$ .
- Superscript 
  - ❖ It is used to top of the selected text. For Example  $10^{th}$ ,  $12^{th}$  .
- Text highlight color 
  - ❖ Highlight the selected text for ex. ( **Computer** )
- Text color 
  - ❖ Change color of the selected text for ex. ( Apple, Grapes, Orange )

### 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

## 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

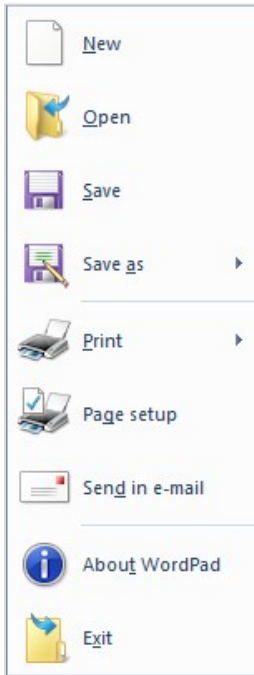
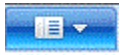
It is use to work in window and under rulers.

## Measurement Unit

Rulers measurement in cm, in.



WordPad Button



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Shortcut Key	Shortcut Key Effect
Ctrl+A	Select all page content
Ctrl+B	Make selected text bold
Ctrl+C	Copy the selected content
Ctrl+D	Insert a Ms-Paint drawing
Ctrl+E	Align selected content in center alignment
Ctrl+F	Open find text dialog box
Ctrl+H	Open replace text dialog box
Ctrl+I	Italicize the selected text
Ctrl+J	Align selected content in justify alignment
Ctrl+L	Align selected content in left alignment
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+P	Open print dialog box
Ctrl+R	Align selected content in right alignment
Ctrl+S	Save changes to a document
Ctrl+U	Underline the selected text
Ctrl+V	Paste the copied content
Alt+Ctrl+V	Paste Special
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change/ forward change
Ctrl+Z	Undo a change/ backward change
Ctrl+1	Set single line spacing
Ctrl+2	Set double line spacing
Ctrl+5	Set line spacing to 1.5
Ctrl+=	Activate or deactivate subscript
Ctrl+Shift+=	Activate or deactivate superscript
Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+A	Change selected text into small or capitals case
Ctrl+Shift+L	Apply or change bullet style
Ctrl+Home or Ctrl+Up Arrow	Directly jump to beginning of the document
Ctrl+End or Ctrl+Down Arrow	Directly jump to end of the document
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Page Up	Move one page up
Ctrl+Page Down	Move one page down
Delete	Delete single character from left side
Backspace	Delete single character from right side
Ctrl+Delete	Delete the next word
F1	Open WordPad Help
F3	Find the next instance of the text in the Find dialog box
F10	Show/Hide the menu bar shortcut key option
F12	Save the document as a new file
Alt+F4	Close WordPad window