



NOTEPAD

The Text Editing Tool.





WHAT IS NOTEPAD ?

A **NOTEPAD** is a simple **TEXT EDITOR** that allows users to **CREATE** and **EDIT PLAIN TEXT** files. It is a basic tool used to **WRITE**, **EDIT**, and store text without any formatting. Notepad is often used for making quick notes, editing code, or creating simple documents.

NOTE :The Extension Name of Notepad File is **(.txt)**



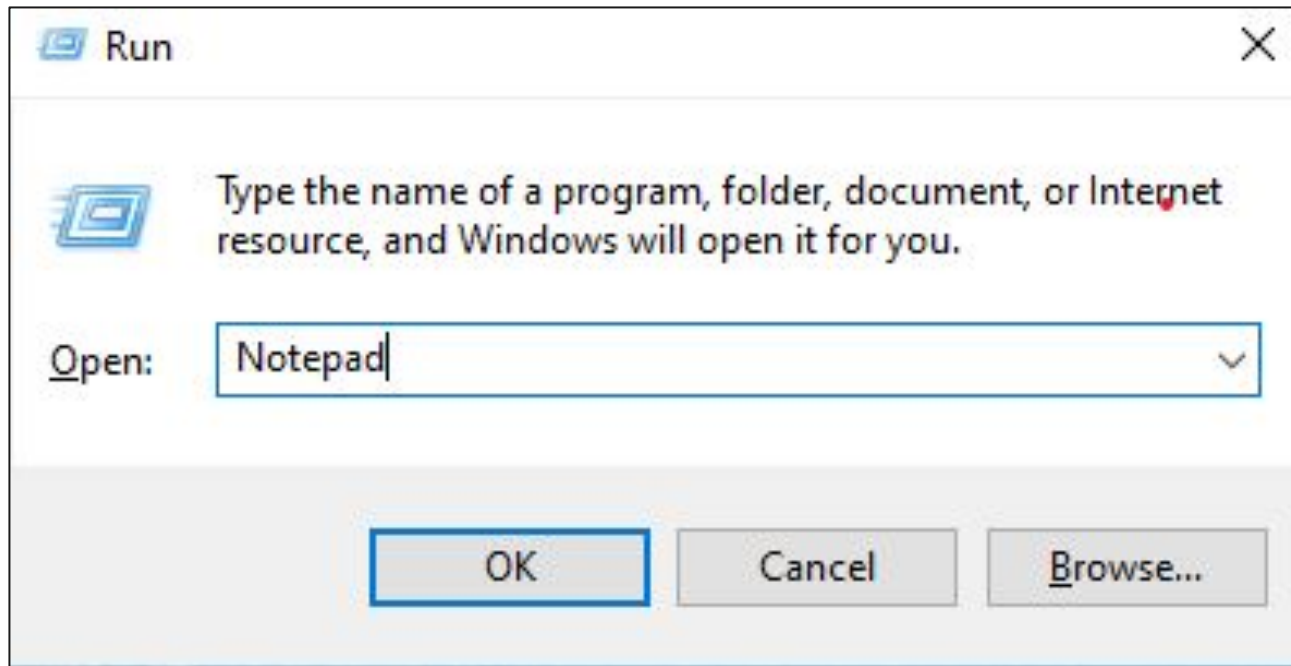
HOW TO OPEN NOTEPAD ?

Window 10

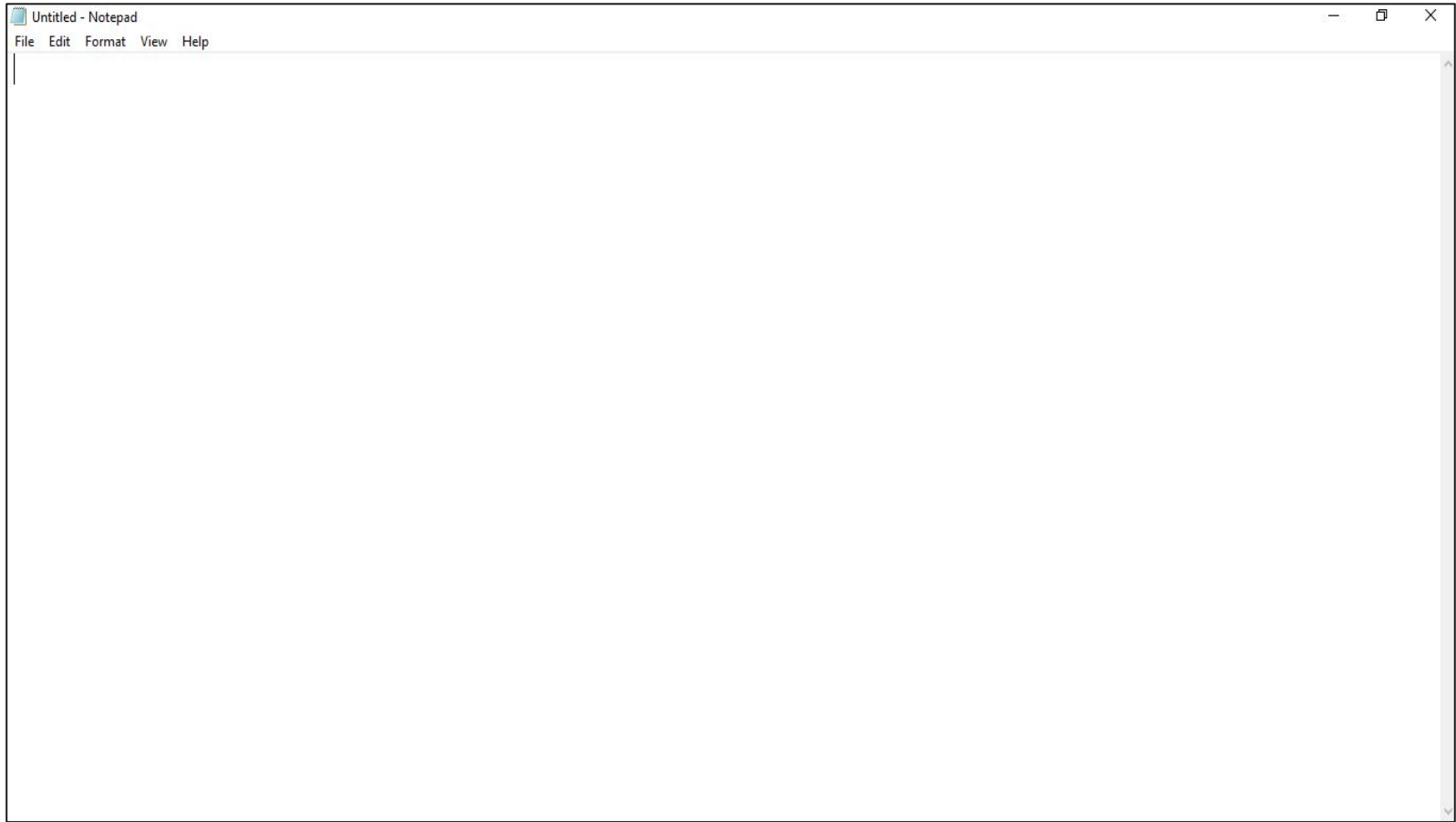
- ★ Press , window **key** + **R** to open the Run Dialog box.
- ★ The Run Dialog window will open in the lower left corner of the screen above the taskbar.
- ★ Type **NOTEPAD** in Run Dialog box and click **OK** Button.

Window 11

- ★ Press , window **key** + **R** to open the Run Dialog box
- ★ The Run Dialog window will open in the lower left corner of the screen above the taskbar.
- ★ Type **NOTEPAD** in Run Dialog box and click **OK** Button.



RUN COMMAND



Notepad Window



There are Five Menus Present in Notepad

1. File Menu
2. Edit Menu
3. Format Menu
4. View Menu
5. Help Menu



File Menu

The **File** menu include options for **CREATING**, **OPENING**, **SAVING**, and **PRINTING** files. It also allows you to exit the application.



File Menu

- ❖ **New** - Create a new document.
- ❖ **Open** - Open an existing document.
- ❖ **Save** - Save the current document.
- ❖ **Save As** - Save the current document with a new name.
- ❖ **Page Setup** - Adjust page layout settings for printing.
- ❖ **Print** - Print the document.
- ❖ **Exit** - Close Notepad.



Edit Menu

The **Edit** menu contains options for undoing actions, cutting, copying, pasting, and deleting text. It also includes search and replace functions.



Edit Menu Option

- ❖ **Undo** - Reverses the last action.
- ❖ **Cut** - Removes selected text and copies it to the clipboard.
- ❖ **Copy** - Copies selected text to the clipboard.
- ❖ **Paste** - Inserts text from the clipboard.
- ❖ **Delete** - Removes the selected text.
- ❖ **Find** - Search for specific text in the document.
- ❖ **Replace** - Replace specific text with new text.
- ❖ **Select All** - Selects all text in the document.
- ❖ **Time/Date** - Insert the current date and time.



Format Menu

The **Format** menu allows you to change text formatting options, including enabling word wrap and selecting a font.



Format Menu Option

- ❖ **Word Wrap** - Automatically moves text to the next line when the current line is full.
- ❖ **Font** - Change the font style, size, and appearance of the text.



View Menu

The **View** menu provides options for adjusting the zoom level and toggling the status bar.



SOME SHORTCUT KEYS WHICH ARE USED IN NOTEPAD.

- | | | | | | |
|--------------|---|------------------|-----------------|---|------------|
| • New | - | CTRL + N | • Find | - | CTRL + F |
| • New Window | - | CTRL + SHIFT + N | • Find Next | - | F3 |
| • Open | - | CTRL + O | • Find Previous | - | SHIFT + F3 |
| • Save | - | CTRL + S | • Replace | - | CTRL + H |
| • Save As | - | CTRL + SHIFT + S | • Go To.. | - | CTRL + G |
| • Print | - | CTRL + P | • Select All | - | CTRL + A |
| • Undo | - | CTRL + Z | • Undo | - | CTRL + Z |
| • Cut | - | CTRL + X | • Time/Date | - | F5 |
| • Copy | - | CTRL + C | | | |
| • Paste | - | CTRL + V | | | |
| • Delete | - | DEL | | | |



View Menu Option

- ❖ **Zoom** - Adjust the zoom level of the text.
- ❖ **Status Bar** - Show or hide the status bar at the bottom of the window.



Help

The **Help** menu provides access to Notepad's help resources and information about the application.

View Help - Open the help documentation.

About Notepad - Displays information about the Notepad application.

THANK YOU