WordPad - Study Notes

1. Introduction to WordPad:

WordPad is a basic word processing program included with Microsoft Windows.

It is more advanced than Notepad and allows simple document formatting.

2. How to Open WordPad:

- Click Start Menu

- Type 'WordPad'

- Press Enter

3. Features of WordPad:

- Create and edit documents

- Format text (Bold, Italic, Underline)

- Change font style, size, and color

- Insert pictures

- Paragraph alignment (Left, Center, Right)

- Bullet lists

4. File Menu Options:

- New: Create new document

- Open: Open existing document

- Save / Save As: Save document

- Print: Print document

5. Home Tab Options:

- Clipboard (Cut, Copy, Paste)

- Font group (Font style, size, color)

- Paragraph group (Alignment, Line spacing)

- Insert (Pictures, Paint Drawing, Date & Time)

6. View Tab:

- Zoom In / Zoom Out

- Ruler

- Status Bar

7. File Formats Supported:

- .rtf (Rich Text Format)

- .docx

- .txt

- .odt

8. Uses of WordPad:

- Writing letters

- Creating simple reports

- Preparing assignments

- Basic document formatting practice

Conclusion:

WordPad is a simple word processor useful for beginners to learn

basic document creation and formatting before moving to MS Word.