

Notepad - Study Notes

1. Introduction to Notepad:

Notepad is a simple text editor provided in Windows operating system.

It is used to create, edit, and save plain text files.

2. How to Open Notepad:

- Click Start Menu
- Type 'Notepad'
- Press Enter

3. Features of Notepad:

- Create new text files
- Edit existing files
- Save files in .txt format
- Basic editing tools (Cut, Copy, Paste)
- Word Wrap option
- Font change option

4. File Menu Options:

- New: Create new file
- Open: Open existing file
- Save: Save current file
- Save As: Save with different name/location
- Page Setup: Set margins and page format

- Print: Print document

5. Edit Menu Options:

- Undo
- Cut
- Copy
- Paste
- Delete
- Find & Replace
- Select All
- Time/Date

6. View Menu:

- Zoom In
- Zoom Out
- Status Bar

7. Uses of Notepad:

- Writing notes
- Creating simple programs (HTML, Python, etc.)
- Editing configuration files
- Taking quick text notes

8. Shortcut Keys:

- Ctrl + N (New)

- Ctrl + O (Open)
- Ctrl + S (Save)
- Ctrl + P (Print)
- Ctrl + A (Select All)
- Ctrl + Z (Undo)
- Ctrl + F (Find)

Conclusion:

Notepad is a basic but powerful text editor useful for beginners to learn typing, text editing, and basic programming.