

Estd-2001

# Siti Computer Education

A Govt. Regd. Organisation (Reg No.2007034447)

**DCA, ADCA, TALLY, DTP, DCHN**

**BELTRON, 'O' LEVEL, JAVA, C++, PYTHON**

**ETHICAL HACKING, WEB PAGE DESIGNING**

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**Add : Jai Vihar Colony, Jhurkhuria Road, Sabour, Bhagalpur**

# “Word-Pad”

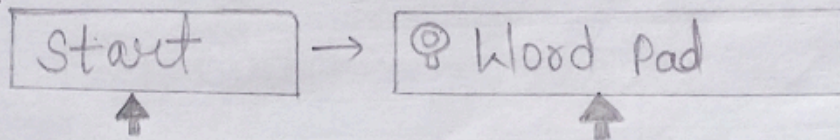
Q. what is word-Pad?

↳ word pad is a simple document program of windows accessories group, where we can type text, edit text, format text & saved it future.

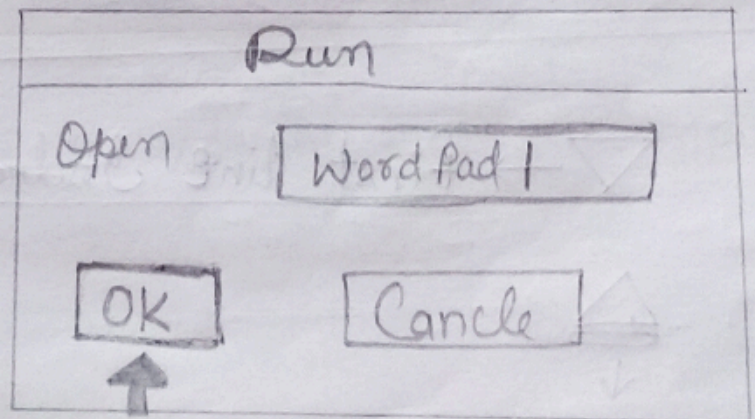
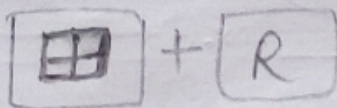
↳ Secondary name or, extension of word-pad is .Doc.

↳ How to open Word pad.

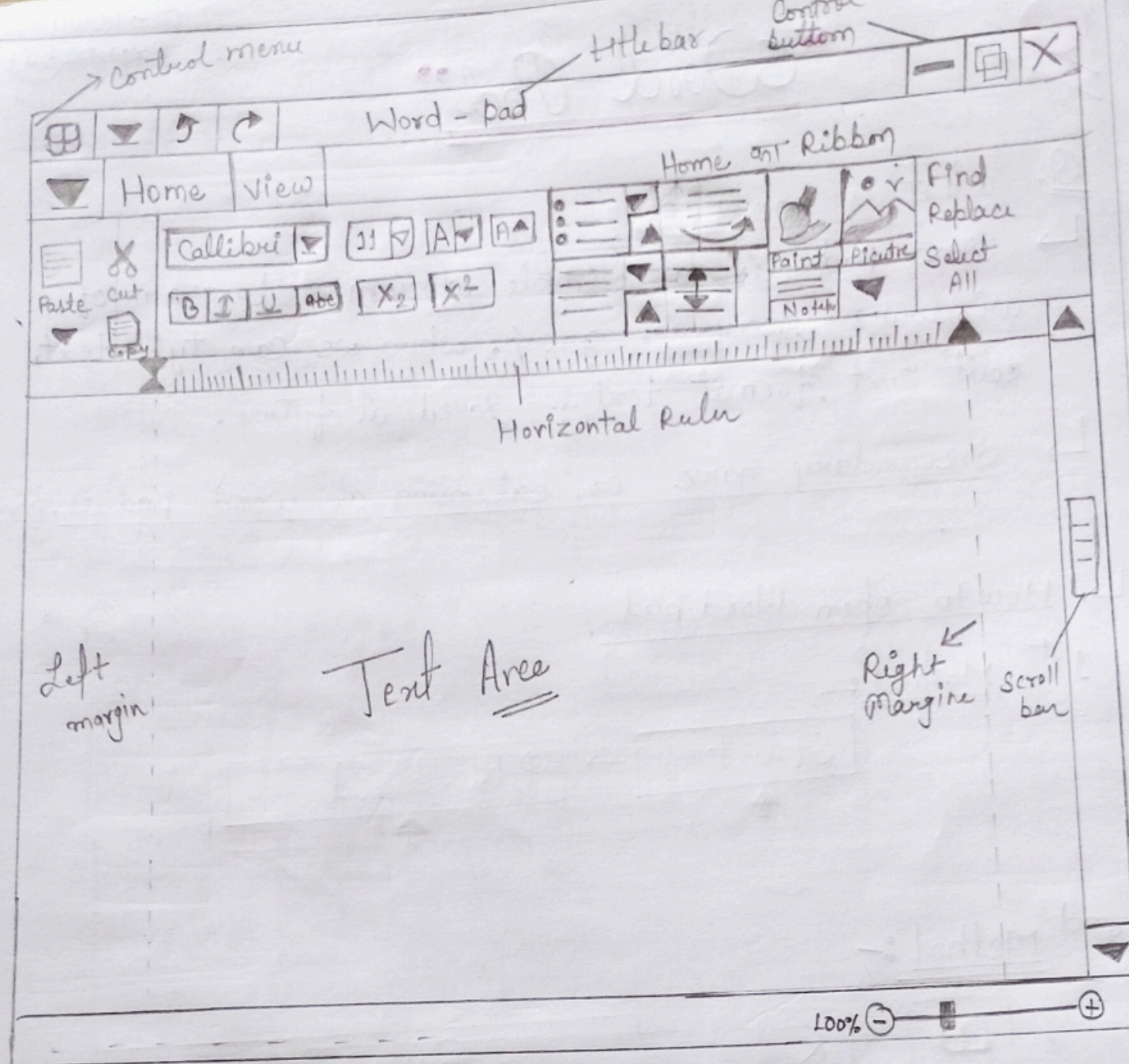
1<sup>st</sup> Method :-





2<sup>nd</sup> Method :-




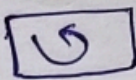
↳ Word-pad का window खुलकर Screen पर आ जाता है।

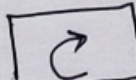


 → first line Indent

 - Right Indent

  
↓  
Left Indent

 - Undo -  $ctrl + Z$

 - Redo -  $ctrl + Y$

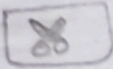
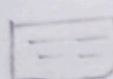
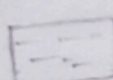
Files	→	F10 + F	शुट	Alt + F
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New - ctrl + N  
 Open - ctrl + O  
 Save - ctrl + S  
 Save As -  
 Page Setup -  
 Print - ctrl + P  
 Exit - wordpad में अंतर





Home - Ribbon पर

① Method

② Method

	- Cut -	ctrl + X
	- Copy -	ctrl + C
	- Paste -	ctrl + V

③ Method → Right click on Selected Item a Context menu appears

Cut	
Copy	
Paste	
Delete	

- ↳ Drag the Selected text and <sup>then</sup> dropped it where you want [For Move]
- ↳ Drag the Selected text while pressing ctrl button

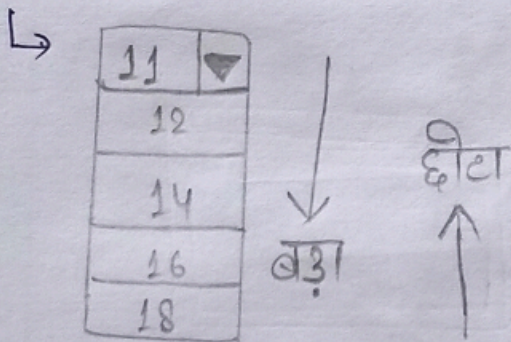
and then dropped it [for copy].

→ to change the Font

A Calibri ▼  
 A  
 A  
 अ त ग व      Kuntī dev - 10      → हिंदी type करना

→ Text Size को बढ़ाना - घटाना ।

↳ पहले आप जिस word का size घटाना या बढ़ाना चाहते हैं उसे Select करें।



→ Keyboard से

ctrl + Shift + > → बड़ा

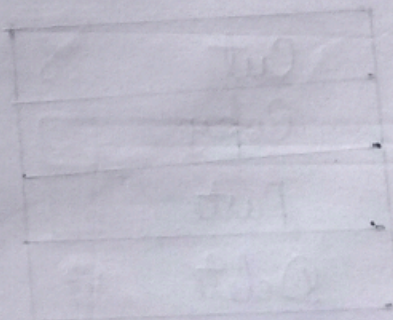
ctrl + Shift + < → छोटा

→ **I** - Italic - ctrl + I

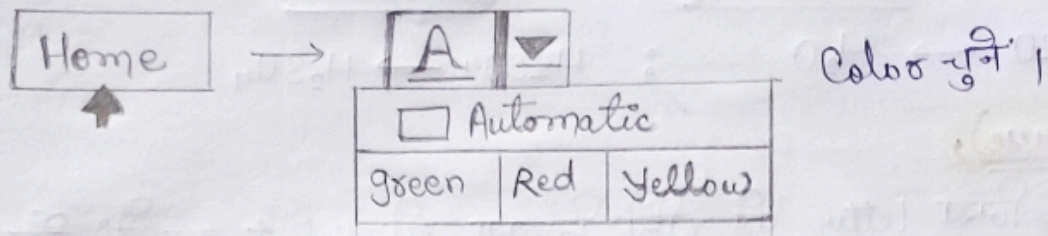
**B** - Bold - ctrl + B

**U** - Underline - ctrl + U

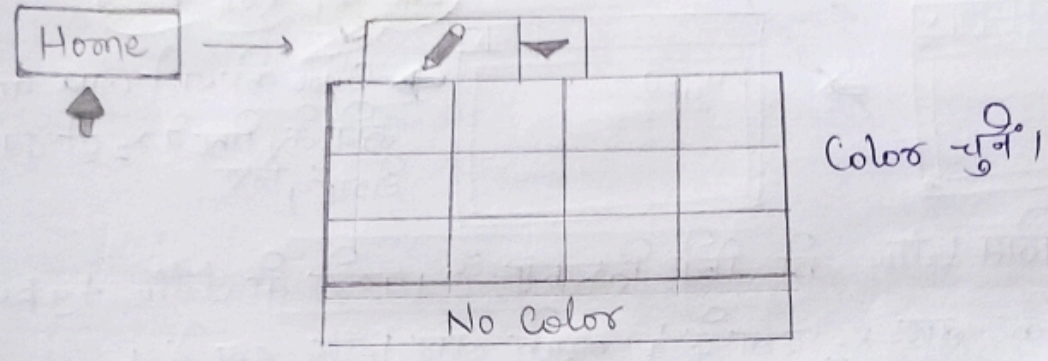
\* ~~abc~~ - Strike through



→ Selected text को color करना है तो select करके

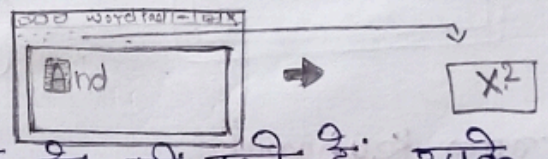


→ Text को Highlight करना है तो, select करके

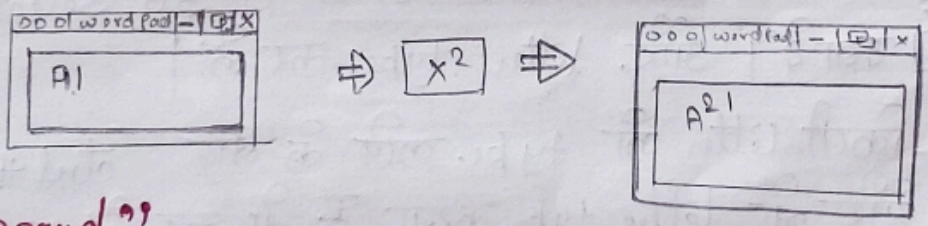


→ “Superscript” :-  $4^{th}$ ,  $2^{nd}$ ,  $a^2$ ,  $x^2$  (from mouse)

Method 1 :- जिस letter के ऊपर लिखना उसे select करे और उसके बाद  $x^2$  पर click करें।

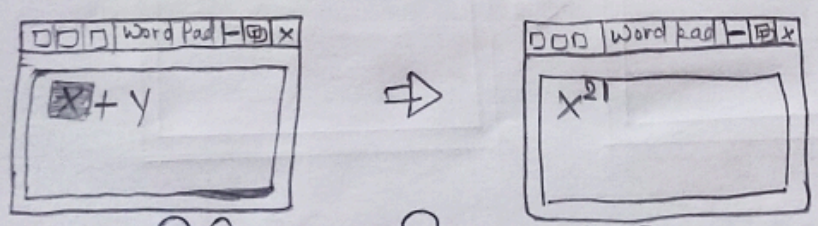


Method 2 :- पहले कोई letter लिखे फिर ऊपर वही रहने दें उसके बाद  $x^2$  पर click करें उसके बाद type करें।



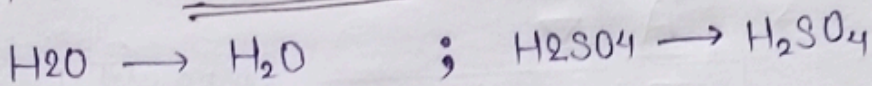
“from keyboard”

Method 1 :- जिस letter के ऊपर लिखना है उसे shift और  $\leftarrow$ ,  $\rightarrow$  की मदद से select कर लें। उसके बाद  $ctrl + shift + +$  दबा दें



फिर अगर कोई letter लिखना है तो  $shift + ctrl + +$  दबा दें नहीं तो सारे letter 'Superscript' वाले line में लिखने शुरू हो जाएंगे।

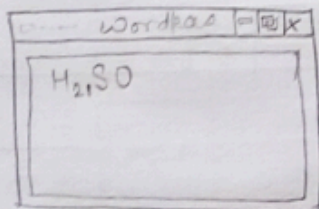
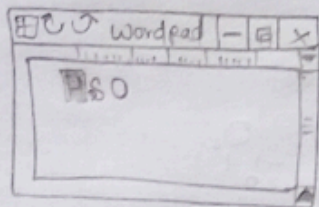
हीक उसी प्रकार Subscript करें। Subscript



from mouse,

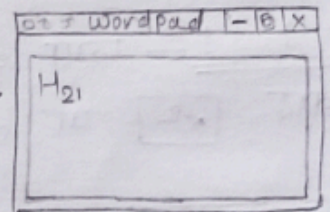
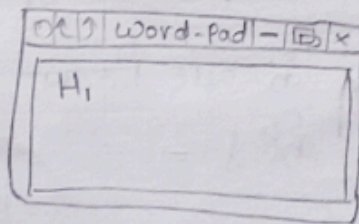
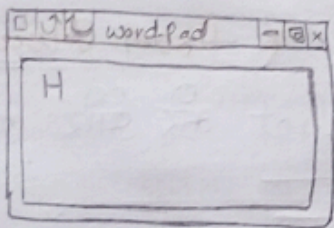
Method 1 :- जिस letter को नीचे लिखना उसे select कर लें और  $x_2$  दबा दें। उसके बाद जो letter लिखना है वो लिखा जाएगा।

गौर देने वाली बात



→ Cursor को सही स्थान पर लाने के लिए  $x_2$  ही दबाना होगा, लिख

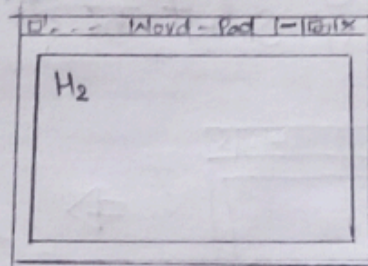
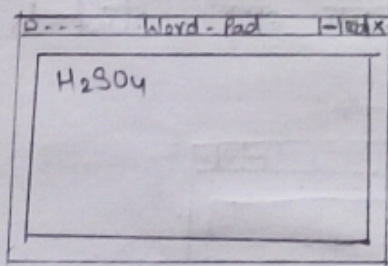
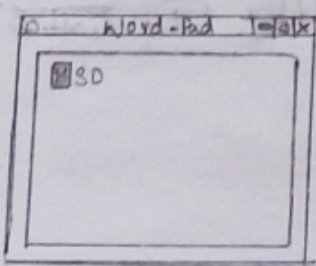
Method 2 :- जिस letter को नीचे लिखना है पहले वो letter type करें। उसके बाद  $x_2$  दबा दें। उसके बाद letter दबा दें।



from keyboard,

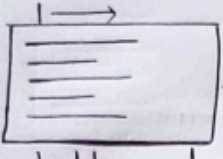
Method 1 :- जिस letter को नीचे लिखना है उसे select करें और  $ctrl + \square$  दबा दें। और letter type कर लें।

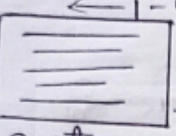
Method 2 :- किसी letter को type करने के बाद  $ctrl + \square$  दबा दें। और जो letter type करना है वो कर लें।

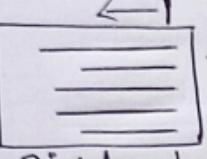


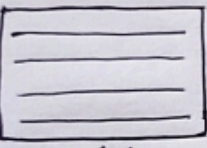
# Paragraph Alignment

-: There are four types of paragraph Alignment. (Alignment)

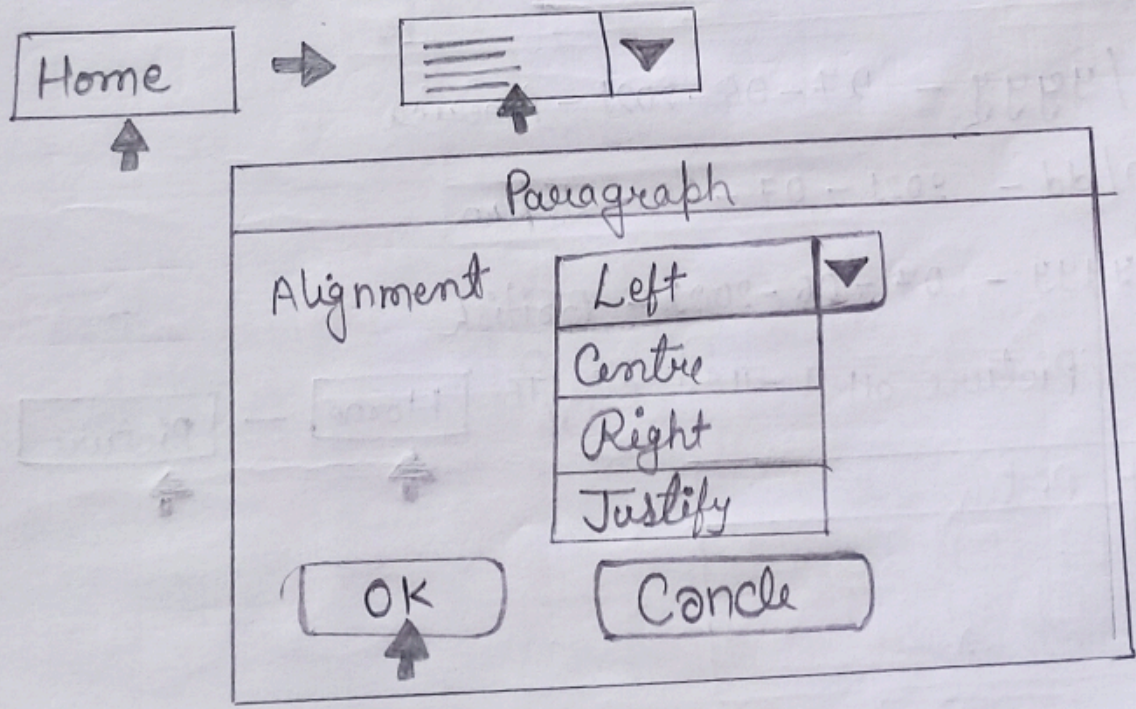
①  → by default पहले से चुना रहता है।  
→ paragraph का प्रयोग line Left Margine की ओर एक सीधे में रहता है और Right side (Margine) हुआ रहता है।  
Left → keyboard से **Ctrl + L**

②  → Paragraph centre में रहता है अर्थात् दोनों Margine हुआ है।  
→ keyboard से **Ctrl + E**

③  → Each line of Paragraph is aligned on right Margine & Left Margine is ragged.  
→ we can do this work from keyboard. **Ctrl + R**

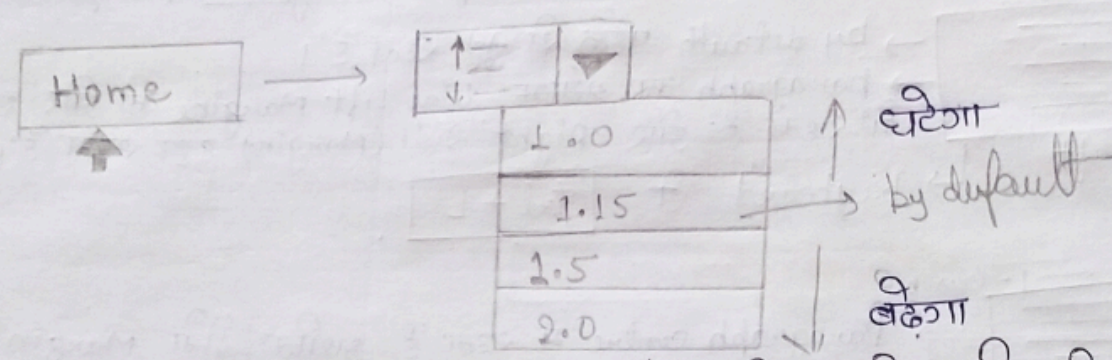
④  → In Justify both Margine is respectively aligned.  
→ we can do this work from keyboard **Ctrl + J**

↳ Right click on Selected text and then choose paragraph.

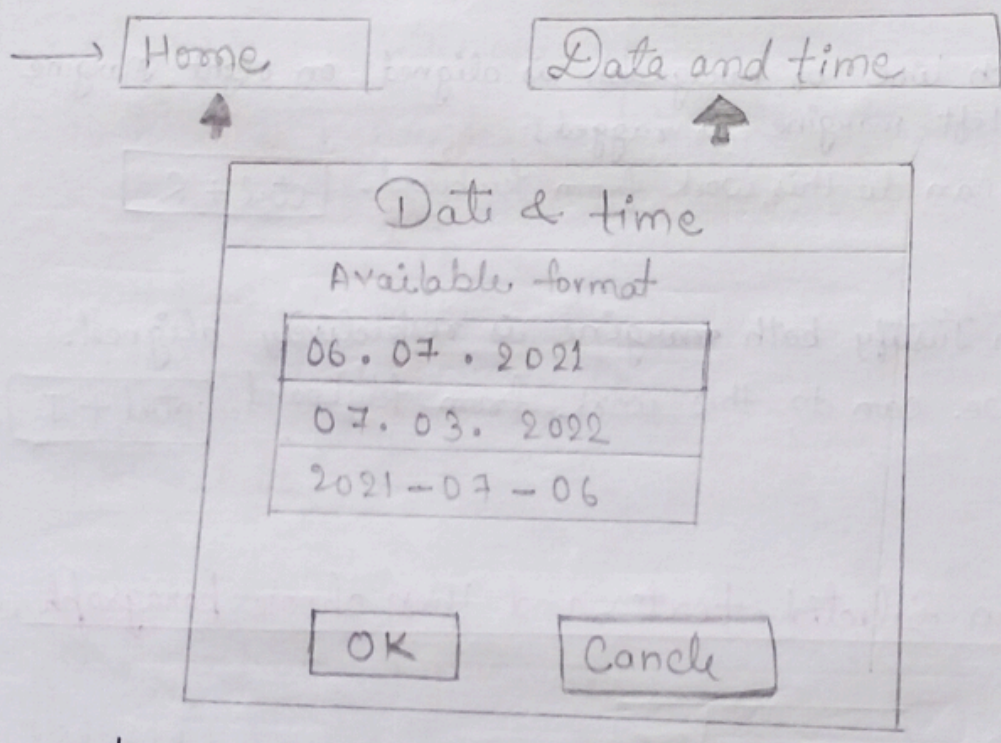




↳ दो लाइन के बीच की दूरी को बढ़ाना या घटाना चाहते हैं पहले select कर लें -

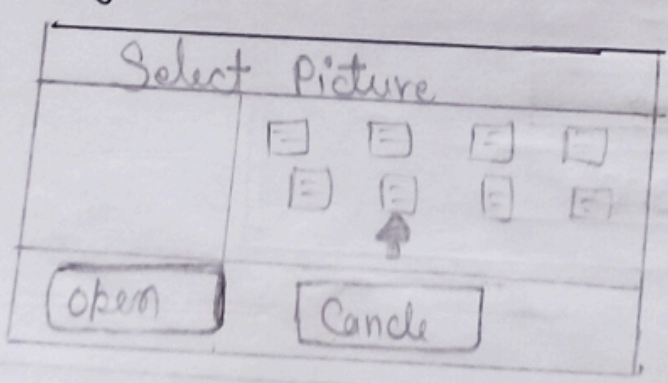


↳ Page पर आज का Date एवं time लाना चाहते हैं तो कर्सर को पहले उचित स्थान पर रखें उसके बाद -



- \* mm/dd/yyyy - 07-06-2021 - America
- \* yyyy/mm/dd - 2021-07-06 - Japan
- \* dd/mm/yyyy - 07-06-2021 - British

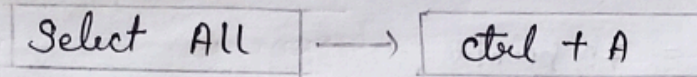
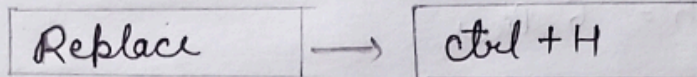
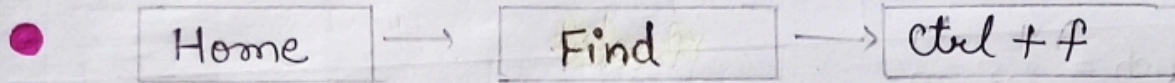
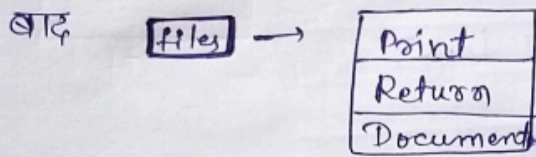
↳ Page पर Picture लाना चाहते हैं तो **Home** - **Picture**



↳ Picture चुनकर **open** पर click करें।

↳ Paint में किए गए drawing को wordpad के लाना है ही **Home** →

**Paint drawing** पर click करें जो भी drawing बनाना है बना लें उसके



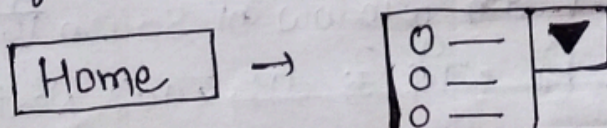
## "Bullet Number"

→ Bullet & Numbering used to indicate any list or any item.

Step:- First of all select your list.

Rohan
Ram
Vday
Sankar

→ after that click on



● —	1. —	I. —	i. —	None
● —	2. —	II. —	ii. —	
● —	3. —	III. —	iii. —	

→ To remove bullet & Numbering from your list choose **None.**

View

- Zoom in

- Zoom out

Normal Zoom - 100%

Maximum Zoom - 500%

Minimum Zoom - 10%

Show/Hide

Ruler

Status Bar

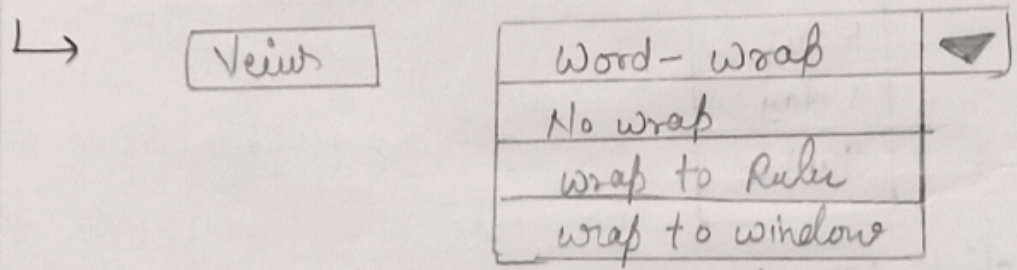
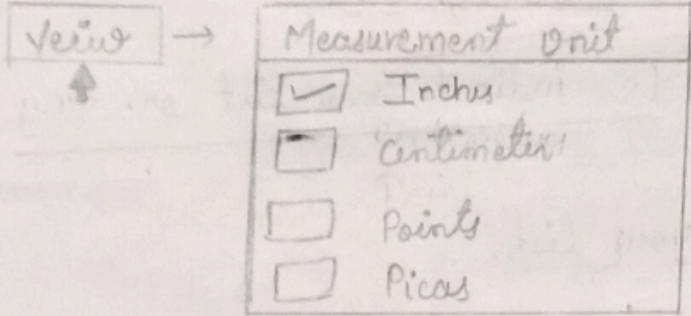
\* 1 inch = 2.5 cm

\* 1 inch = 6 Picas

\* 1 Pica = 12 Points

\* 1 inch = 72 points

↳ To change measurement unit of ruler.



↳ wrap to window :- इसमें text जहाँ तक window का screen दिखा रहा है। वहाँ तक type हो जाने के बाद स्वतः Next line में आ जाता है।

↳ No wrap :- एक ही लाइन पर text type होता रह जाता है। दूसरे लाइन पर आने के लिए बार-बार Enter दबानी पड़ती है।

↳ wrap to ruler :- text left margin से type होकर Right margin पर आते ही Next line पर automatically आ जाता है।

# “Desktop item”

- (1) [Computer / My Computer / This pc] - System icon
- (2) Recycle Bin
- (3) Files [Notepad, wordpad, vedio, Picture, Pdf]
- (4) Folder
- (5) Shortcut
- (6) Apps Icons

Q. What is File?

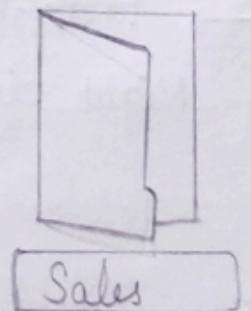
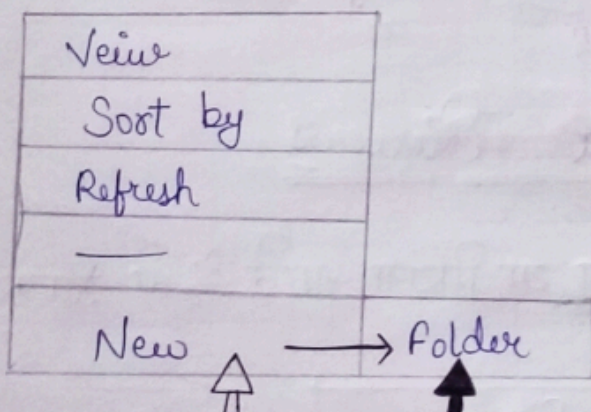
→ File is collection of related data or any information.  
eg :- Notepad's file, word-pad's file etc

Q. What is folder?

→ Folder is collection of files or subfolder.

Q. How to create folder

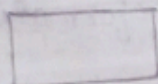
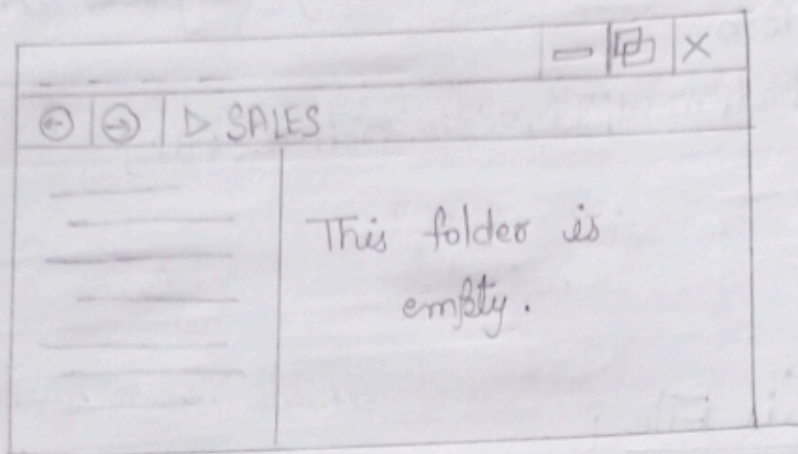
→ Right click on empty area of desktop, a menu appears like below.



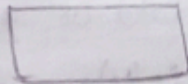
folder का नाम  
नाम type करें।

→ How to open any folder

- ↳ Right click on that particular folder and then choose open
- ↳ Simply double click on that particular folder



Sales

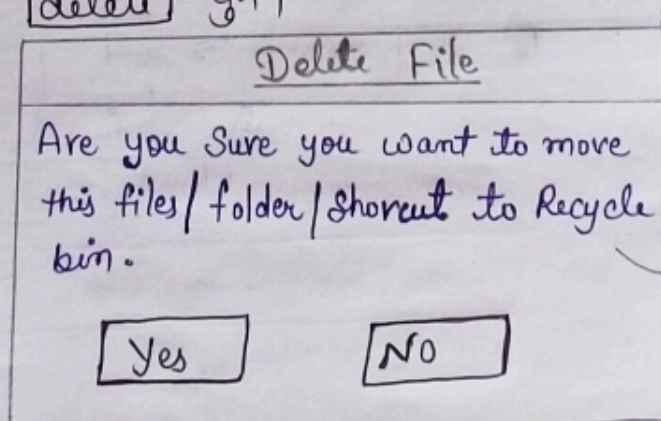


Tax

- ↳ folder के अन्दर files save करें।
- ↳ दी या दी से अधिक folder बनाकर देखें -
- ↳ folder में file को Move एवं Copy करके देखें।
- ↳ folder के अन्दर subfolder बनाकर देखें।
- ↳ folder का नाम बदलना ही तो उस folder पर Right click करें एवं Rename चुनें नया नाम type कर दें।

## Micro Soft Windows

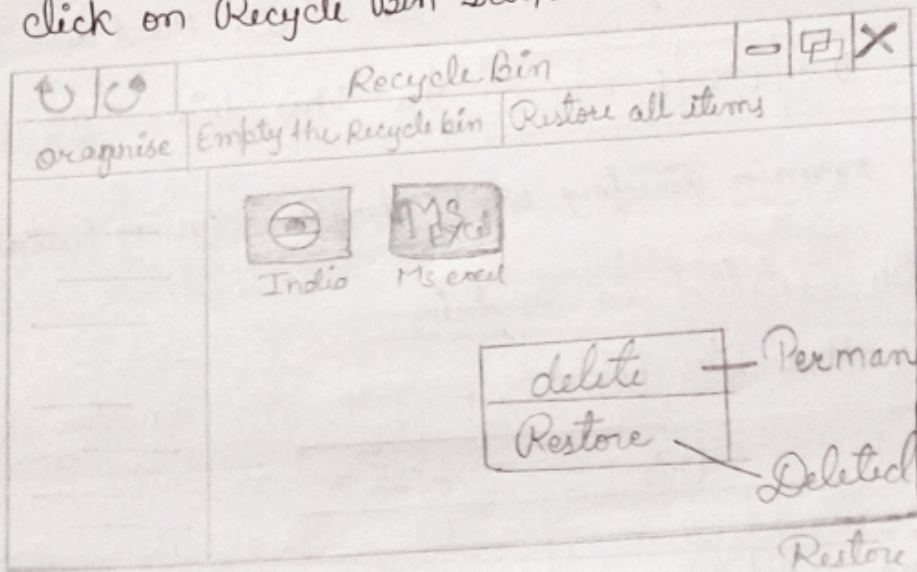
→ किसी भी files या folder को हटाना या मिटाना चाहते हैं तो उस पर Right click कर **delete** चुनें।



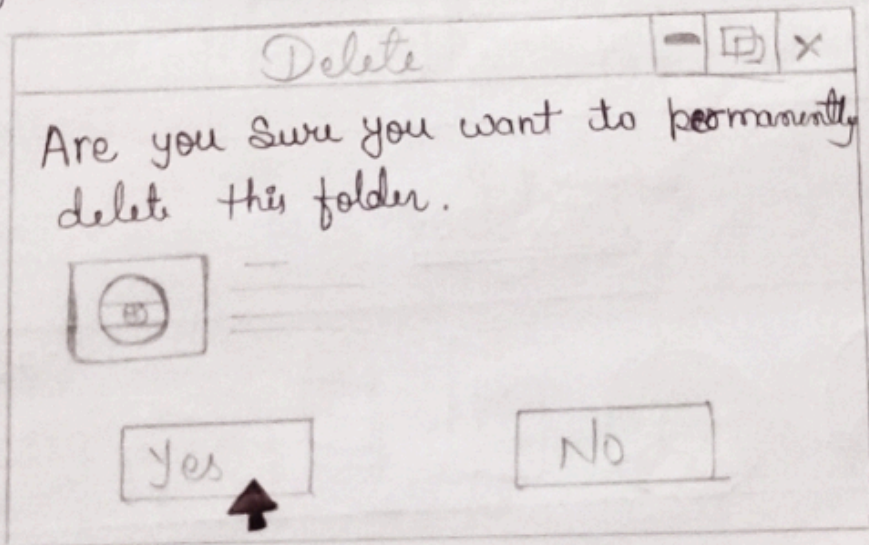
# Recycle Bin

↳ Recycle Bin is used to store all types of deleted files, which is temporarily deleted, these files may be recall from Recycle Bin.

↳ Double click on Recycle Bin Icon.

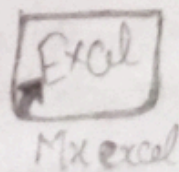


↳ Permanently direct delete करना है तो **Shift + delete** दबावें!



## Shortcut

→ From Shortcut we can open any program directly.

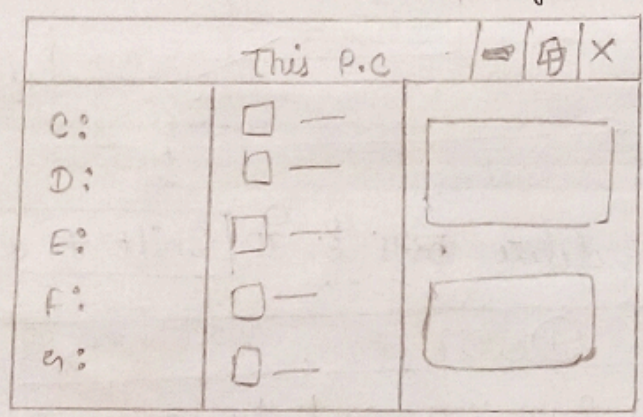


7 XP 8,10  
COMPUTER / MY COMPUTER / THIS PC  
 ↑ Double click करें।

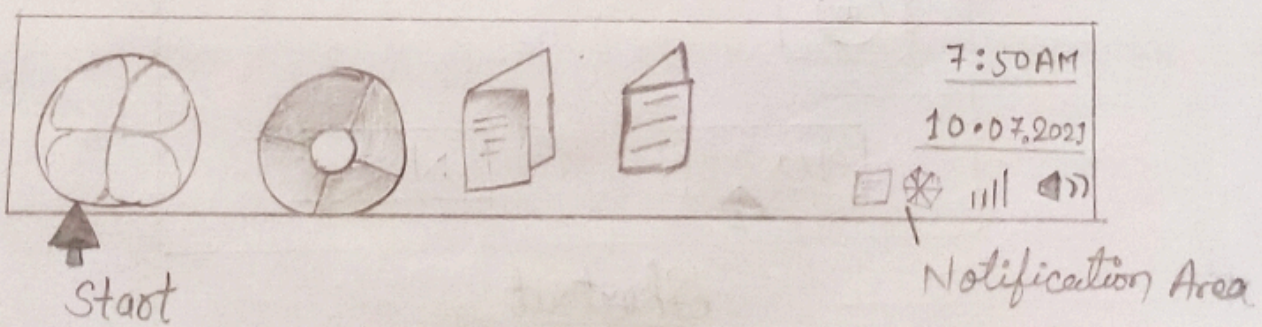
→ My Computer / Computer / This PC Stores all Hard disk drive like

C: | D: | E: | F: | G: In this drive C: drive is root directory or main directory whose operating system installed

- ↳ All apps also installed in C: drive.
- ↳ we can store other files folder & program on another drive.



Taskbar



- ↳ we can place taskbar on any corner of desktop.
- ↳ इसके लिए taskbar को drag करके जिस side पर जाना चाहे है उस side पर ले जाकर छोड़ दें।

↳ Right click on taskbar

ON/OFF  Lock the taskbar  
 ↓  
 taskbar Move नहीं करेगा।

Ok / Checked  
 14/7/2021

Govt. Regd. No. - 200703447



**A RIGHT WAY TO SELF DEPENDENT**

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