

**Course
&
Test Series**

View Tab in Wordpad

Wordpad

Module 5 - View Tab in Wordpad

 **CBSE**

Definition

In WordPad, the View menu is where you can adjust how your document is displayed on the screen. It doesn't affect the content itself but changes the layout and zoom level of the document. The options in the View menu are designed to make reading or editing your document easier.

 **ICSE**

Why We Used View Menu

The View menu in WordPad is used to customize the way your document appears on the screen, making it easier to read, navigate, or format your work. It doesn't affect the content itself, but it helps you control how the document is displayed in the editing window.

 **NTSE**

Groups of View Menu

- Zoom Group
- Show or hide Group
- Settings Group

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Zoom Group In Wordpad

In WordPad, the Zoom group refers to the options that allow you to adjust the magnification or zoom level of the document being viewed. The Zoom options help you change how the document is displayed on the screen, either making it larger or smaller, depending on your preference. This group is located under the View menu.

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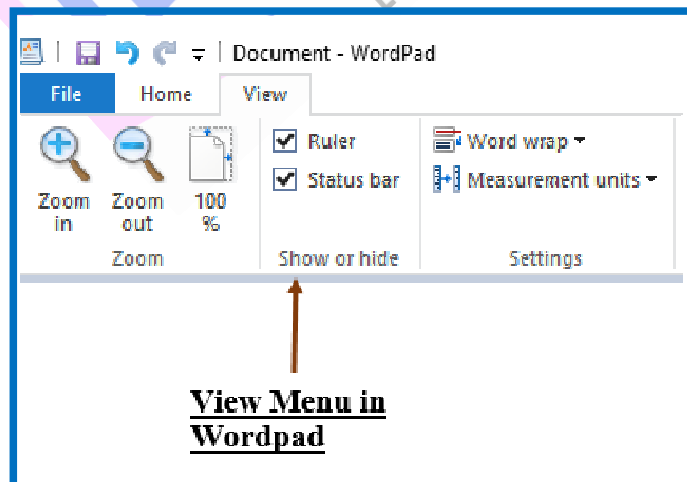
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Zoom Options in WordPad:

Zoom In:

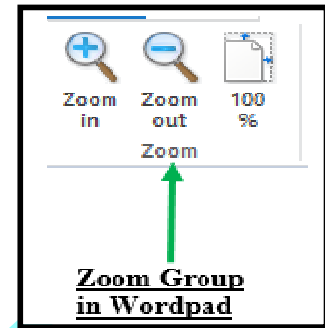
• This option increases the zoom level, making the text and content in your document appear larger. It's helpful when you need to focus on fine details or make edits to small text.

Zoom Out:

• This option decreases the zoom level, making the text and content in your document appear smaller. It's useful if you want to see more of the document at once, especially for longer documents.

100%:

• This resets the zoom level to the default size, showing the document at a standard 100% zoom, which is the normal viewing size.



**Zoom Group
in Wordpad**

Show/Hide Group In Wordpad

In WordPad, the Show or Hide group refers to the options available under the View menu that allow you to **toggle the visibility of certain elements** in the document view. These elements help with formatting and layout but can be hidden if you prefer a cleaner workspace.

Show/Hide Group - Ruler:

This option shows or hides the ruler at the top and side of the document. The ruler is useful for adjusting margins, indentation, and alignment. If you don't need it while working on the document, you can hide it for a more streamlined view.



**Show/Hide Group
In Wordpad**

How to Use Ruler:

• **Indentation:** You can drag the indent markers on the ruler to adjust the left and right indentations of your paragraphs. The markers appear as small triangles and a rectangle on the ruler.

• **Adjusting Paragraph Alignment:** The ruler helps you align text. You can set the left, center, and right alignment by dragging the markers along the ruler.

• **Tab Stops:** You can set tab stops by clicking on the ruler where you want to set them. This allows you to control where text will align when you press the Tab key.

Show/Hide Group - Status Bar:

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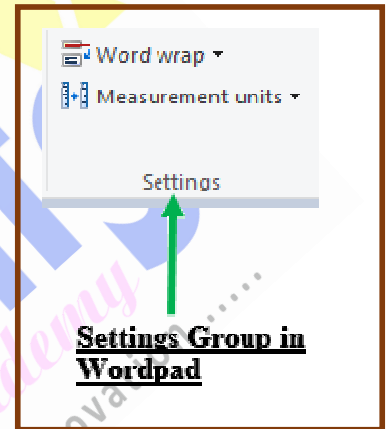
• In WordPad, the Status Bar is a small section typically located at the bottom of the window that provides useful information about the document and its current state. Although WordPad's status bar isn't as detailed as in more advanced word processors, it still gives essential feedback on your document.

How to Use the Status Bar:

- The status bar is automatically displayed at the bottom of the WordPad window, and you don't need to do anything special to enable it.
- While it provides a quick overview of your document's key details, you can't customize it in WordPad to show additional information or change its display (unlike in some other advanced text editors).

Settings Group In Wordpad:

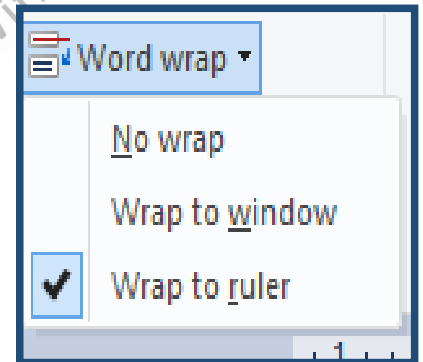
In WordPad, the Settings Group includes options like Word Wrap, which ensures text automatically moves to the next line, and Measurement Units, allowing you to set the unit of measurement for page layout (inches or centimeters).



Settings Group - Word Wrap

In WordPad, Word Wrap is a feature that automatically moves the text to the next line when it reaches the right edge of the document window, without needing to press the key. This ensures that you can keep typing continuously without worrying about manually adjusting line breaks, making it easier to write and edit text. It is typically enabled by default in WordPad.

- **No Wrap in WordPad** disables automatic line breaks, causing text to extend beyond the right edge of the window without wrapping to the next line.
- **Wrap to Window** in WordPad ensures that text automatically adjusts to fit the width of the document window, so it wraps to the next line based on the window's size, making it easier to read and edit without horizontal scrolling.



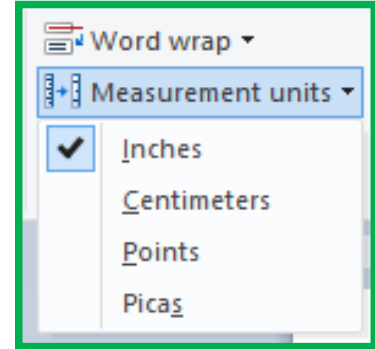
- **Wrap to Ruler** in WordPad ensures that the text automatically wraps according to the indentations and margins set on the ruler, so it adjusts based on the document's layout rather than just the window size. This helps maintain consistent formatting throughout the document.

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Settings Group - Measurement Unit:

In WordPad, the Measurement Unit refers to the unit of measurement used for the ruler, margins, and page layout settings. You can choose between inches or centimeters depending on your preference or regional standards, allowing you to adjust and align text, indents, and page margins accordingly.

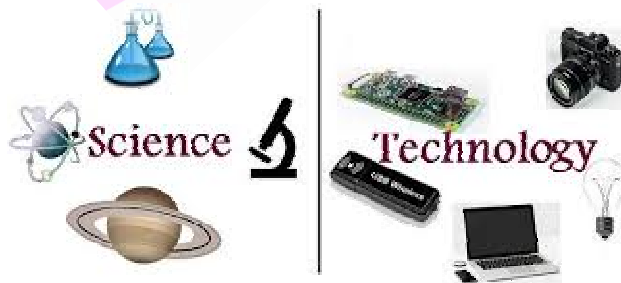


Why We Used Measurement Unit?

We use the Measurement Unit in WordPad to set the preferred unit (inches or centimeters) for accurately adjusting margins, indents, and the layout of the document. It helps ensure proper formatting and alignment based on the chosen unit, making it easier to work with standardized document sizes or measurements.

Assignment based on View Menu in Wordpad

Science and Technology have significantly transformed the world, driving progress in nearly every aspect of our lives. Advances in science have expanded our understanding of the universe, from the smallest particles to vast galaxies, while technology has provided tools to improve daily living, communication, and productivity. Innovations like the internet, smartphones, and medical breakthroughs have revolutionized industries, making life more convenient and interconnected. However, with these advancements come challenges such as ethical dilemmas, environmental impacts, and issues of access. As science and technology continue to evolve, their role in shaping the future will remain essential to solving global problems and improving quality of life.



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Science and technology are at the heart of modern civilization, continuously influencing various fields, including medicine, engineering, education, and communication. In medicine, technological advancements like robotics, artificial intelligence, and gene editing have revolutionized healthcare, allowing for more precise treatments and even cures for previously untreatable diseases. Similarly, breakthroughs in renewable energy and environmental sciences offer hope for combating climate change and reducing humanity's carbon footprint. On the other hand, the rapid growth of technology has raised concerns regarding privacy, security, and the digital divide, as access to modern tools and knowledge isn't equal worldwide. As we push forward, it is crucial to strike a balance between innovation and responsibility, ensuring that technological progress benefits all of humanity while addressing its potential risks.

Instructions:

1. You have to save this file from science technology.
2. You have to write the first paragraph in red color and keep its style bold.
3. You have to write the second paragraph in orange color and keep its style italic.
4. You should keep the zoom size at 85%.
5. You have to download a picture of science and technology with the help of internet and add it to it.

