

**Course
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Test Series**

Creating Text File in Notepad

Notepad

Module 2 - Creating Text File in Notepad

Notepad is a simple text editor included with Windows that allows you to create and edit plain text files. It is useful for writing quick notes, coding scripts, or creating simple documents without any formatting.

Use of the Shift, Tab, Caps Lock, Enter, and Backspace Keys

Key	Use
Shift	Used to type uppercase letters when held down while pressing a letter key.
	Also used to access the upper symbols (e.g., pressing Shift + 2 to type @).
Tab	Moves the cursor to the next tab stop or field (used in forms, text editors, etc.).
	Often used to indent text..
Caps Lock	Toggles between lowercase and uppercase letters.
	When Caps Lock is on, all letters are typed in <u>uppercase</u> without needing to hold Shift.
Enter	Used to execute a command or action, such as submitting a form, confirming an action, or creating a <u>new line</u> in a document.
Backspace	Deletes the character to the left of the cursor.
	Can also be used to delete selected text or files in some applications or directories.

Use of Shift Key with Numbers to Get Special Characters

Key	Shift + Key	Character
1	Shift + 1	! (Exclamation Mark)
2	Shift + 2	@ (At Symbol)
3	Shift + 3	# (Hash/Pound)
4	Shift + 4	\$ (Dollar Sign)
5	Shift + 5	% (Percent)
6	Shift + 6	^ (Caret)
7	Shift + 7	& (Ampersand)
8	Shift + 8	* (Asterisk)
9	Shift + 9	((Left Parenthesis)
0	Shift + 0) (Right Parenthesis)

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Assignment

Ques 1: Write this paragraph using caps lock, shift, tab and enter keys.

Today, I learned how to create and edit a text file in Notepad. I also discovered how the Shift key and Caps Lock key can be used for typing uppercase letters. For example, when I press the Shift key while typing, it allows me to type uppercase letters, even if Caps Lock is not on. The Caps Lock key, on the other hand, is used to toggle typing in ALL CAPS without needing to hold down the Shift key.

This is helpful when I want to quickly write in CAPITAL LETTERS without pressing the Shift key every time. While working on this assignment, I used Shift for symbols and mixed-case words, while Caps Lock was helpful for creating titles or headers in uppercase.

Ques 2: Write this paragraph using caps lock, shift and enter keys.

Welcome to the World of Coding!

Coding is fun, but it requires attention to detail. Here are some things you should remember:

Always start with a plan! Organize your ideas using numbers, like:

1. Understand the problem.
2. Design the solution.
3. Code and test the solution.

Use special characters to make your code functional. For example:

! (Exclamation mark) is used for emphasis, like in print("Hello, World!").

@ (At symbol) appears in email addresses, such as example@example.com.

(Hash) is used for comments in many programming languages.

\$ (Dollar sign) is used in variables, for example, \$price = 100.

% (Percent) is used in calculations, such as finding remainders.

Remember to use the Shift key for:

Capital letters at the start of sentences or for abbreviations, like HTML and CSS.

Special characters like &, *, and ().

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