

Wordpad

Module 1 - Basic Text Editing and Formatting in Wordpad



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Definition

A word pad is a basic text editing software that comes pre-installed with operating systems, such as Windows. It is used for creating, editing, and formatting text documents.

WordPad is more advanced than Notepad, offering features like font styles, colors, and paragraph formatting, but it is simpler than full-featured word processors like Microsoft Word.



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Extension of Wordpad

The primary file extension for documents created with WordPad is .rtf (RichText Format). However, WordPad also supports a few other formats, including:



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Why We Used Wordpad

WordPad is used for several reasons, especially when you need a simple, lightweight text editor with basic formatting features. Here are some key reasons people use WordPad:

- **Basic Text Editing:** It provides a straightforward interface to create and edit text documents without the complexity of more advanced word processors like Microsoft Word.
- **Text Formatting:** WordPad allows you to apply basic text formatting, such as changing font styles, sizes, colors, bold, italics, and underline, making it more versatile than Notepad.
- **File Compatibility:** It supports multiple file formats, including .txt, .rtf, and docx, making it compatible with various text editing applications.



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In WordPad, the interface is organized into a **Ribbon** at the top of the window, which is divided into several **tabs**. Each tab contains **groups** of related commands to help you efficiently format and edit your documents. Below is an overview of the primary tabs and their respective groups:



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1. Home Tab:

- **Clipboard Group:** Contains commands for cutting, copying, and pasting text or objects.



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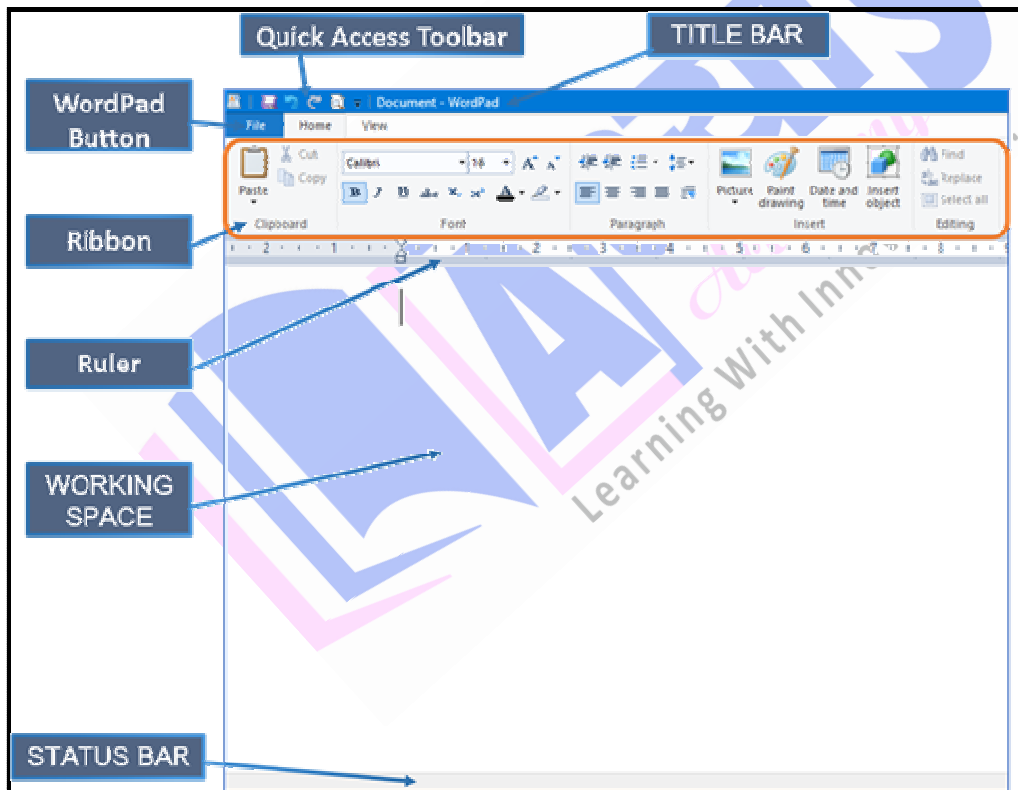
**Basic Text Editing and Formatting in Wordpad**

- **Font Group:** Offers options to change the font type, size, color, and apply styles like bold, italic, underline, and strikethrough.
- **Paragraph Group:** Includes tools for adjusting text alignment (left, center, right), line spacing, indentation, and creating bulleted or numbered lists.
- **Insert Group:** Allows you to add objects such as pictures, drawings, date and time stamps, and other media into your document.
- **Editing Group:** Provides functionalities like finding specific text within the document.

**2. View Tab:**

- **Zoom Group:** Enables you to zoom in or out to adjust the view size of your document.
- **Show or Hide Group:** Lets you toggle the display of the ruler and the status bar for better document layout control.

**Interface Of Wordpad**



**Title Bar:**

- **Location:** At the very top of the WordPad window.

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- **Function:** Displays the name of the current document followed by the application name. For example, if your document is named "Report", the Title Bar will show "Report - WordPad".

### Quick Access Toolbar:

- **Location:** Just below the Title Bar, typically on the left side.
- **Function:** Provides quick access to frequently used commands such as Save, Undo, and Redo. This toolbar can be customized to include other commands you use often.

### Ribbon:

- **Location:** Below the Quick Access Toolbar.
- **Function:** Contains tabs like 'Home' and 'View', each housing related tools and options organized into groups. For instance, under the 'Home' tab, you'll find formatting options like font style, size, and paragraph alignment.

### Status Bar:

- **Location:** At the bottom of the WordPad window.
- **Function:** Displays information about the document, such as the current page number, line number, and column number. It provides real-time updates as you type or navigate through your document.

### Ruler:

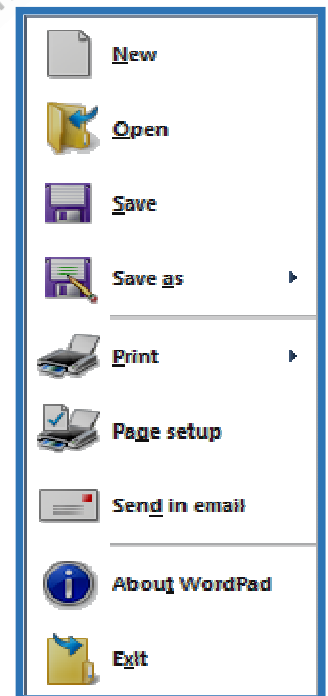
- **Location:** Horizontally at the top of the Document Area.
- **Function:** Helps in setting tabs, adjusting margins, and controlling the alignment of text and other elements. The Ruler allows for precise formatting by letting you visually set indentations and tab stops.

### Document Area:

- **Location:** The main workspace where you type and edit your text.
- **Function:** Serves as the canvas for your document creation, allowing you to input and format text, insert images, and arrange other elements as needed.

### Menus of Wordpad

- **File Menu:** It provides options to create, open, save, print, and manage documents, as well as exit the program.
- **Home Menu:** It offers tools for text formatting, editing, alignment, and organizing content, such as bold, italic, cut, copy, and paste.



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## Basic Text Editing and Formatting in Wordpad

- View Menu: It allows you to adjust the document's display settings, such as zooming in/out and toggling the visibility of the ruler and status bar.

### Shortcuts Of File Menu

- New File: Ctrl+N
- Open Existing File: Ctrl+O
- Save File: Ctrl+S
- Save as: F12
- Print Document: Ctrl+P
- Exit Wordpad: Alt+F4

### Page Setup in Wordpad:

In WordPad, the **Page Setup** dialog allows you to configure the layout of your document to suit your formatting needs. Here's how to access and adjust these settings:

#### 1. Accessing Page Setup:

- Click on the **File** menu located at the top-left corner of the WordPad window.
- From the dropdown menu, select **Page setup**.

#### 2. Page Orientation:

Within the Page Setup dialog, you can choose the orientation of your document:

- **Portrait:** The default vertical layout, suitable for most documents.
- **Landscape:** A horizontal layout, ideal for wider content.

#### 3. Paper Size:

- Select the desired paper size for your document.
- Common options include Letter (8.5 x 11 inches) and A4 (210 x 297 mm).

#### 5. Margins:

- Set the margins to define the space between the text and the edges of the paper.
- You can specify the size for the top, bottom, left, and right margins.

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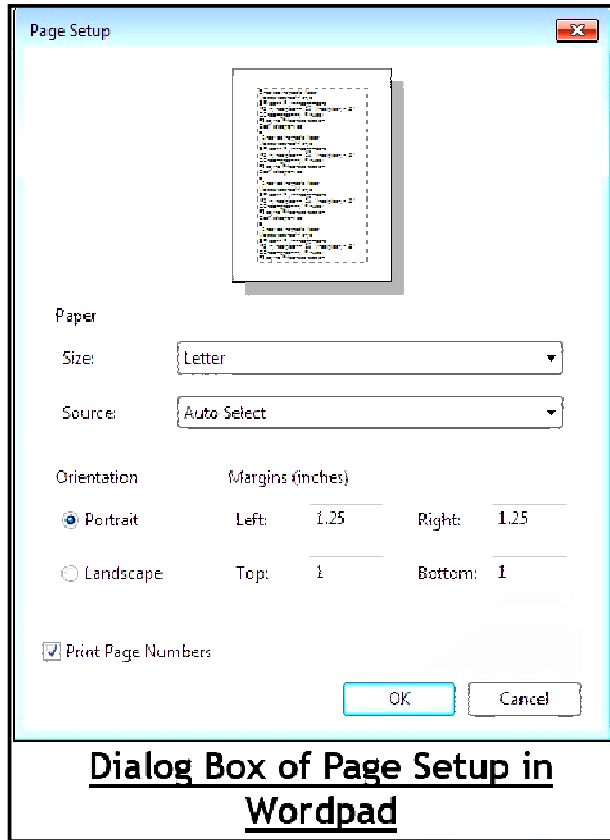
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**Dialog Box of Page Setup in Wordpad**

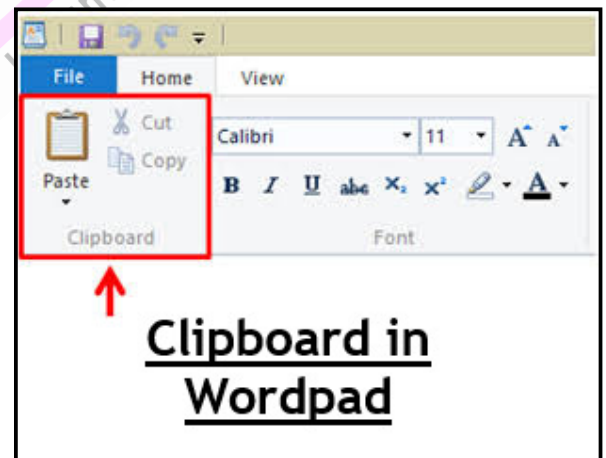
**Clipboard Group in Wordpad**

In WordPad, the Clipboard is a fundamental feature that facilitates the Cut, Copy, and Paste operations, allowing you to move or duplicate text and images within your documents.

- "Cut" is the action of removing text, files, or data from its original location and temporarily storing it in the clipboard to be moved elsewhere.
- "Copy" is the action of duplicating text, files, or data, leaving the original intact, and storing the duplicate in the

**Shortcuts of Clipboard**

Cut: Ctrl+X  
Copy: Ctrl+C  
Paste: Ctrl+V



**Clipboard in Wordpad**

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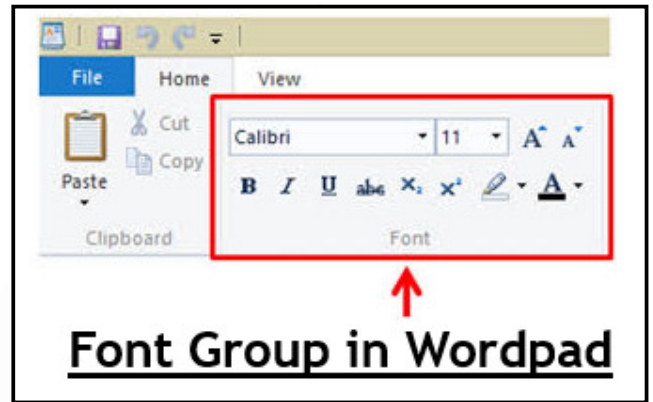
clipboard.

- "Paste" is the action of inserting copied or cut text, files, or data from the clipboard into a new location.

**Font Group in Wordpad**

Font Group: it is a collection of tools designed to help you format and customize the appearance of your text.

- Font style (Calibri is default setting). Click on down arrow for other font styles.
- Font size (12 is default setting). Click on down arrow for other font sizes.
- Capital A and Small A: The capital A will enlarge the highlighted text font size; the smaller A will reduce the highlighted text font size.
- B will Bold text. Another option is CTRL + B.
- I will Italicise text. Another option is CTRL + I.
- U will underline text. Another option is CTRL + U.
- abc (strikethrough). Places lines through text to indicate it is to be deleted.
- X2 (used for subscript). Another option is CTRL + =
- X2 (used for superscript). Another option is CTRL + Shift ++
- Pencil (text highlighter). Will highlight text as if you had used a highlighter. The down arrow will give you the choice of 12 different colours.
- The A will change the colour of your words or letters. Select colours by clicking on the down arrow.



**Assignment**

Ques: Write these sentences using Font Group in Wordpad

**Computer Awareness (Bold and Underline)**

1. **Computers are electronic devices that process data and perform tasks based on instructions. (Bold and Red)**
2. *The central processing unit (CPU) is the brain of the computer, executing instructions. (Italic and Dark Red)*
3. Software refers to the programs that run on a computer, such as operating systems and applications. (Bold and Grey)

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4. The internet allows computers to connect and share information globally.  
(Bold and Black)

5. **A computer's memory stores data and instructions for quick access.** (Arial Black, Bold and Purple)

6. **Computers use input devices like keyboards and mice to receive user commands.** (Berlin Sans FB, Orange and Bold)

7. Output devices, such as monitors and printers, display or print processed information. (Size 20, Candara Light, Green and Bold)

8. Security awareness is crucial to protect computers from viruses, malware, and unauthorized access. (Dark Blue and Bold)

