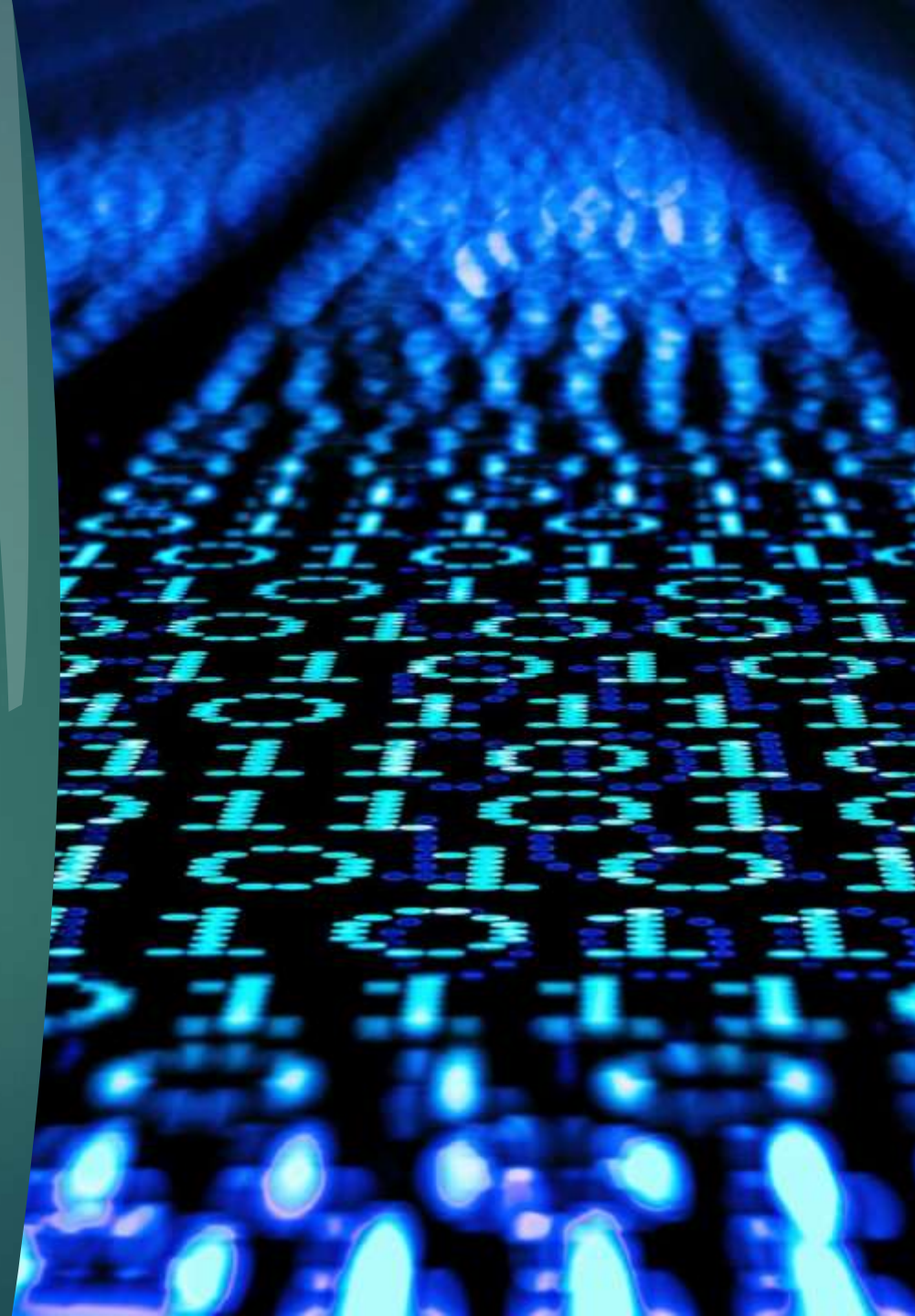
LITTERA PUBLIC SCHOOL

CLASS- 2

INTRODUCTION TO WORDPAD

WHAT IS WORDPAD?

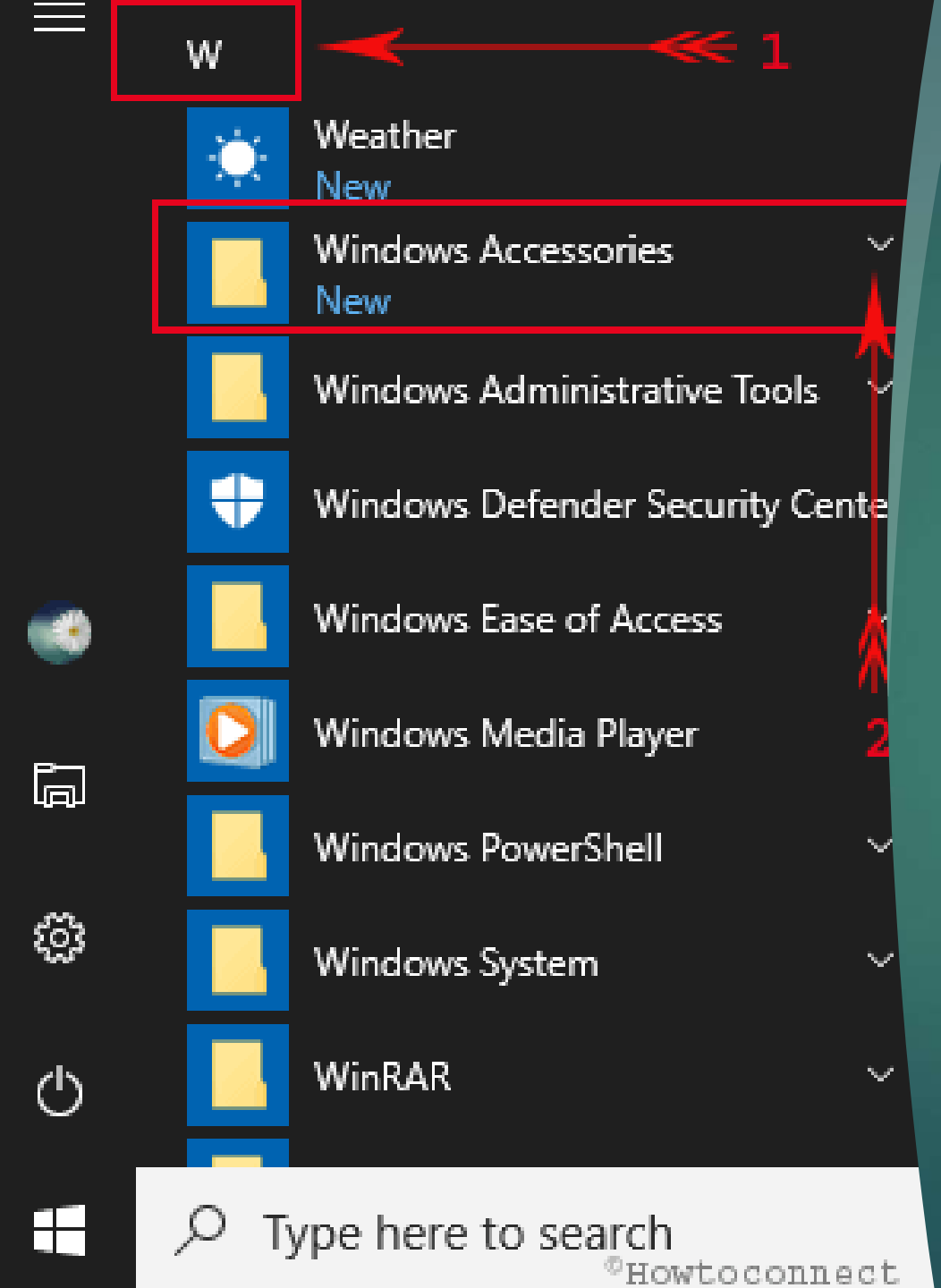
WORDPAD IS A BASIC WORD PROCESSOR THAT IS INCLUDED IN WINDOWS. A WORD PROCESSOR IS A COMPUTER PROGRAM THAT CAN BE USED TO CREATE AND EDIT FILES INCLUDED TEXT WITH DIFFERENT FONTS AND COLOURS VIEW AND PRINT TEXT DOCUMENTS.



LET'S SEE HOW TO OPEN WORDPAD IN OUR COMPUTER

STEP-1

FIRST WE HAVE TO CLICK ON THE START BUTTON.



STEP- 2

IN START MENU WE WILL CLICK ON THE WINDOWS ACCESSORIES.

©Howtoconnect

STEP-3

IN WINDOWS ACCESSORIES LET'S FIND THE ICON OF WORDPAD AND THEN DOUBLE CLICK ON THE LEFT BUTTON OF THE MOUSE TO OPEN

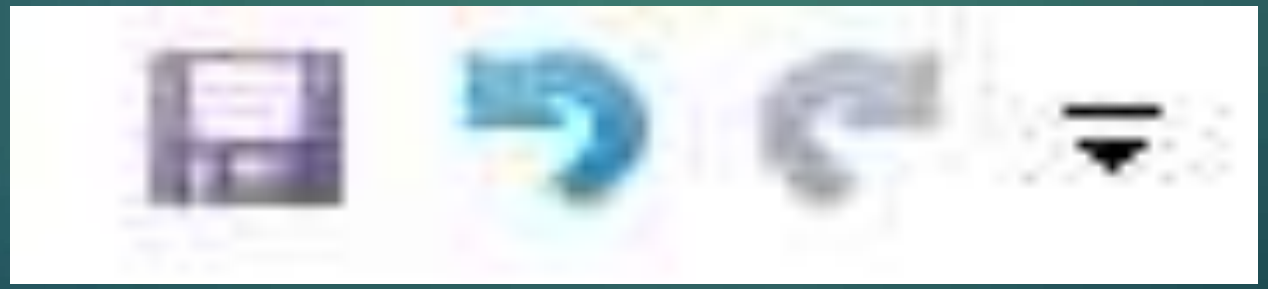
NOW LET'S SEE HOW THE WORDPAD LOOKS LIKE

NOW WE STUDY ABOUT

THE PARTS OF THE WORDPAD

1. QUICK LAUNCH TOOLBAR

IT CONTAINS SOME CONTROL BUTTONS LIKE SAVE, UNDO AND REDO

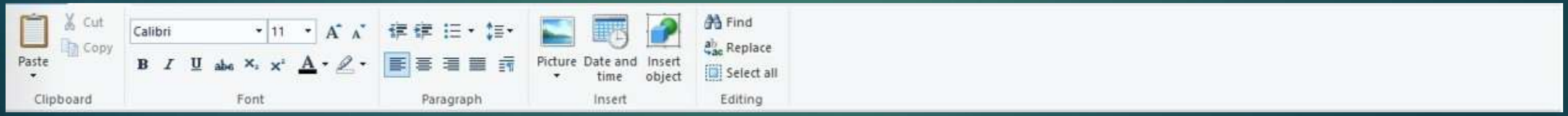


2. *FILE MENU TAB*

IT DISPLAYS A MENU OF BASIC COMMANDS LIKE OPEN, SAVE OR PRINT THE DOCUMENTS

3. *RIBBON*

IT CONTAINS THE TABS AND THEIR ASSOCIATED COMMANDS ARRANGED IN DIFFERENT GROUPS/SECTIONS

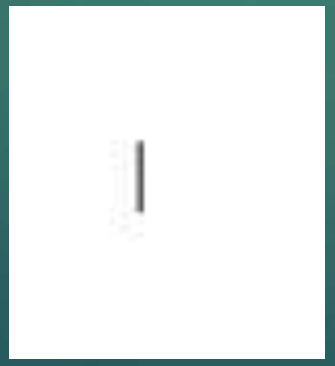


4. WORK AREA

IT IS THE WHITE SPACE TO TYPE THE TEXT

5. CURSOR

A CURSOR IS THE SMALL VERTICLE BLINKING LINR IN THE WORK AREA. YOU CAN TYPE IN THE WORK AREA STARTING FROM THE CURRENT CURSOR POSITION

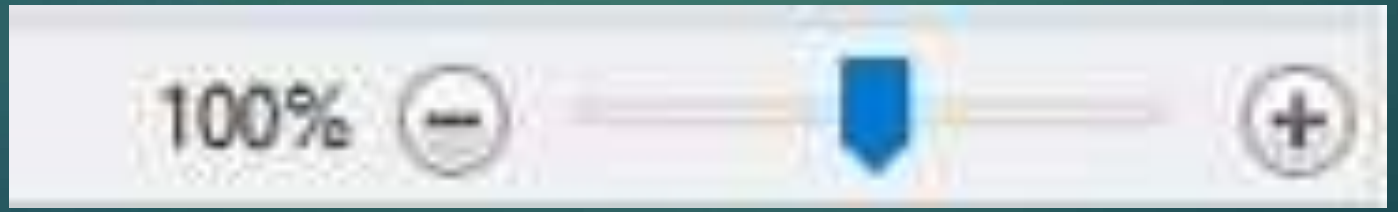


6. RULER

IT IS USED TO SET (AND VIEW) THE WIDTH OF A DOCUMENT

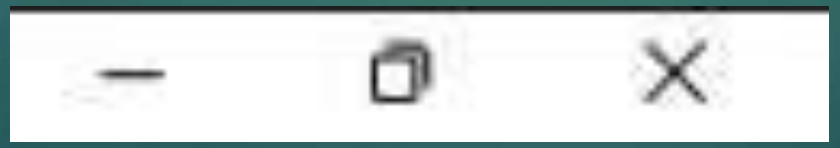
7. ZOOM IN AND OUT

IT IS IN THE FORM OF A SLIDER AND IS USED TO ZOOM IN AND ZOOM OUT A DOCUMENT



8. CONTROL BUTTONS

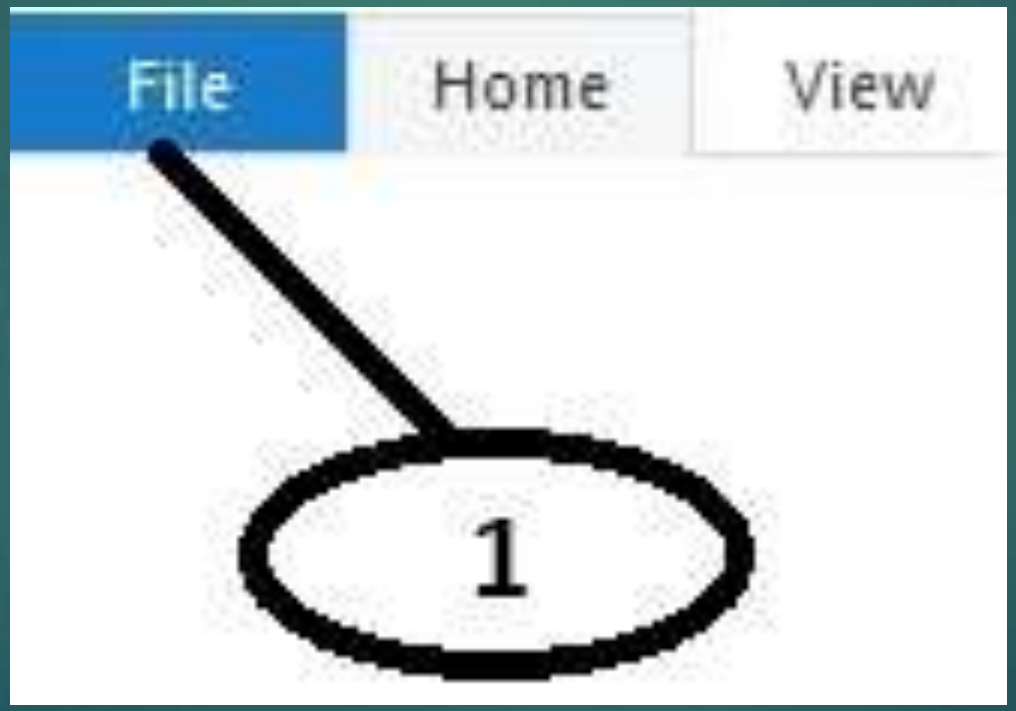
CONTROL BUTTONS ARE USED TO MINIMIZE, MAXIMIZE/RESTORE AND CLOSE THE WORDPAD WINDOWS.



NOW WE WILL LEARN HOW TO SAVE OUR WORK

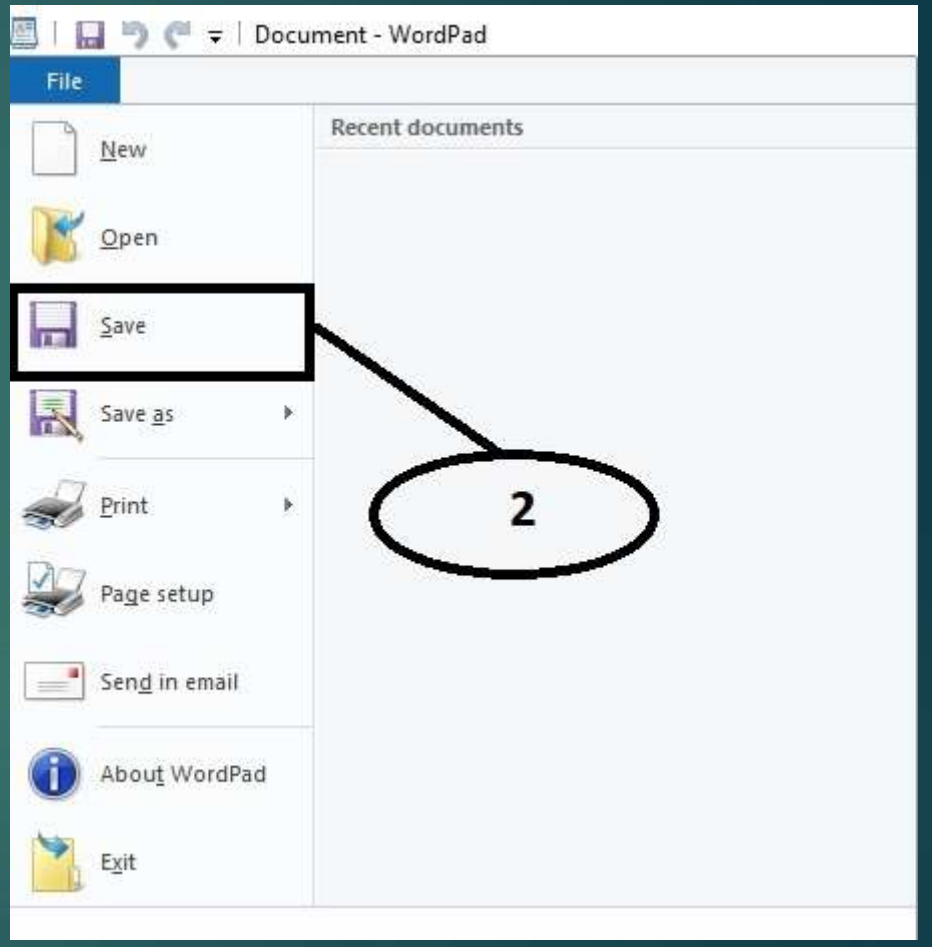
STEP- 1

CLICK ON THE FILE MENU TAB.



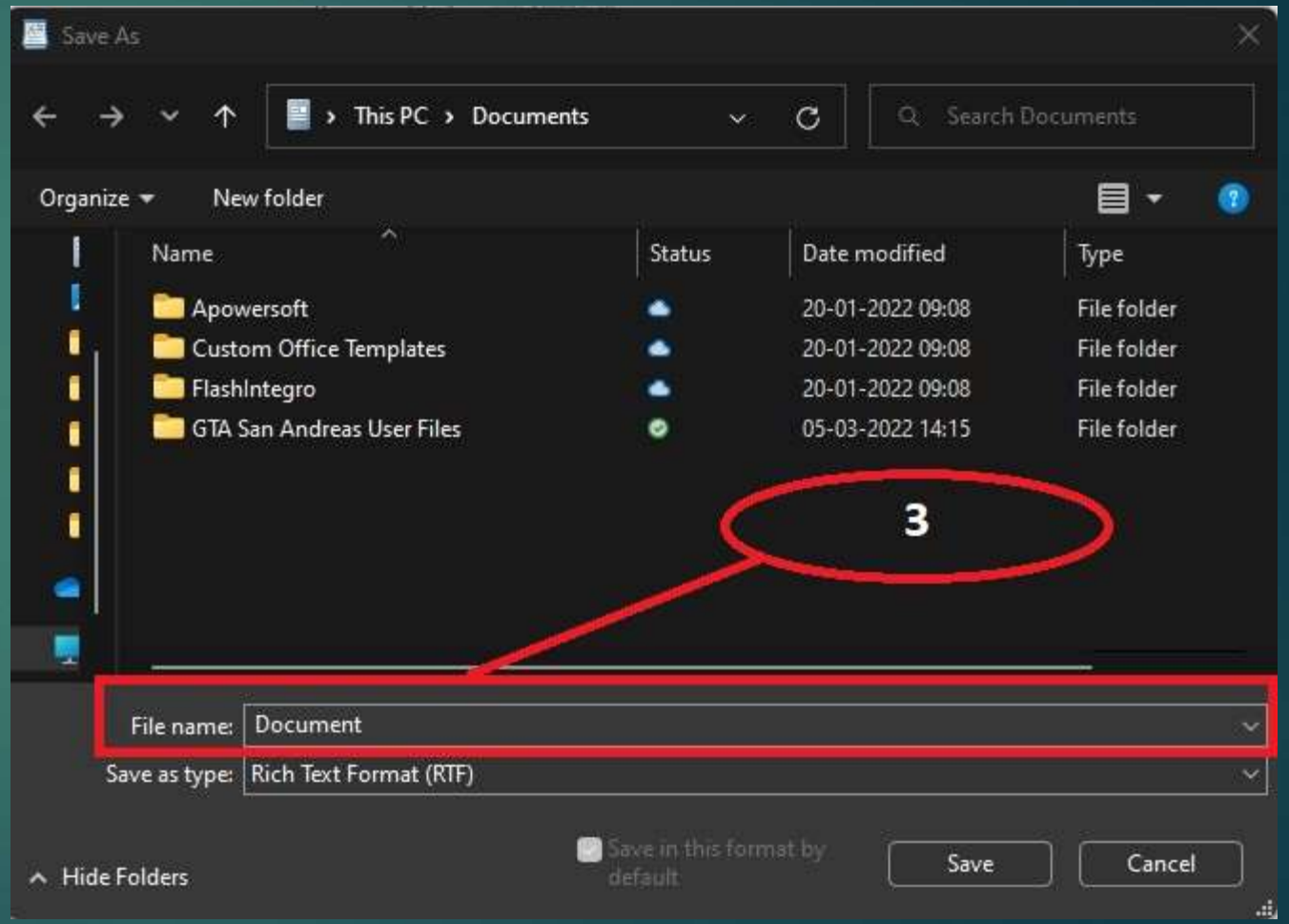
STEP- 2

CLICK ON THE SAVE OPTION.



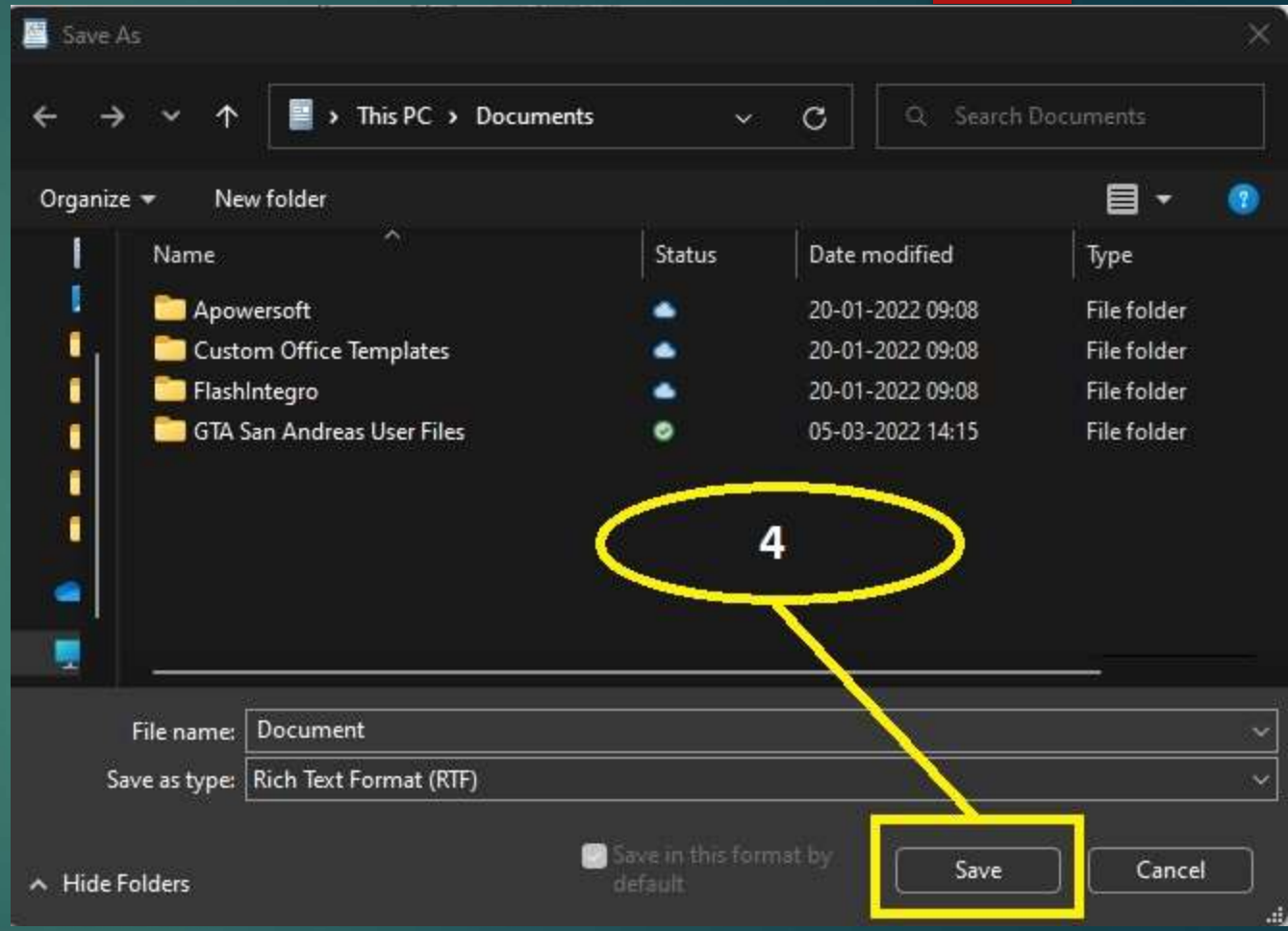
STEP- 3

TYPE THE NAME OF THE FILE.



STEP- 4

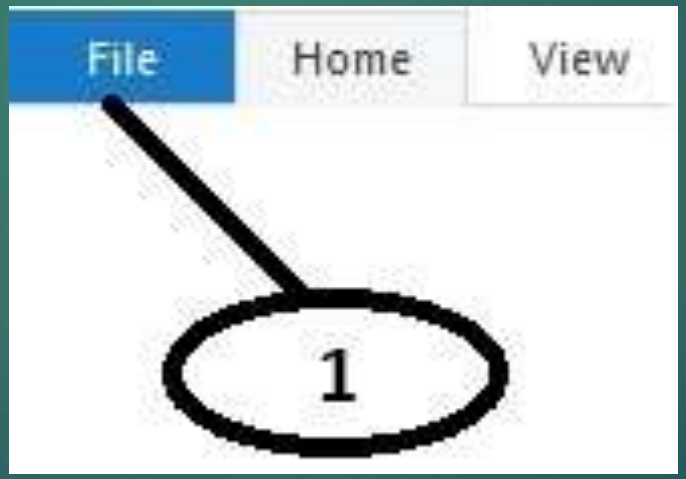
CLICK ON THE SAVE BUTTON TO SAVE THE FILE



LET'S LEARN HOW TO OPEN A NEW DOCUMENT

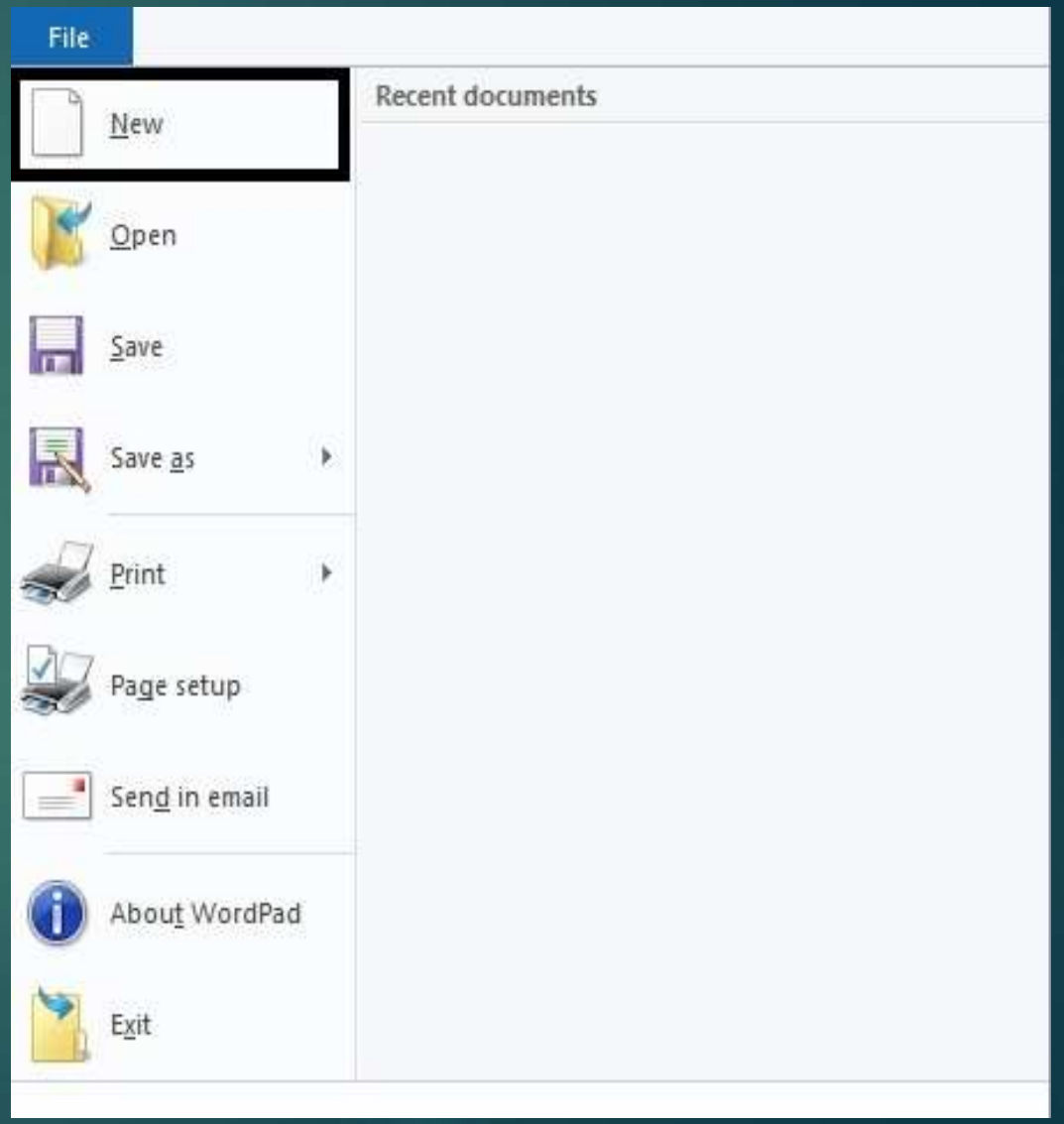
STEP- 1

CLICK ON THE FILE MENU



STEP- 2

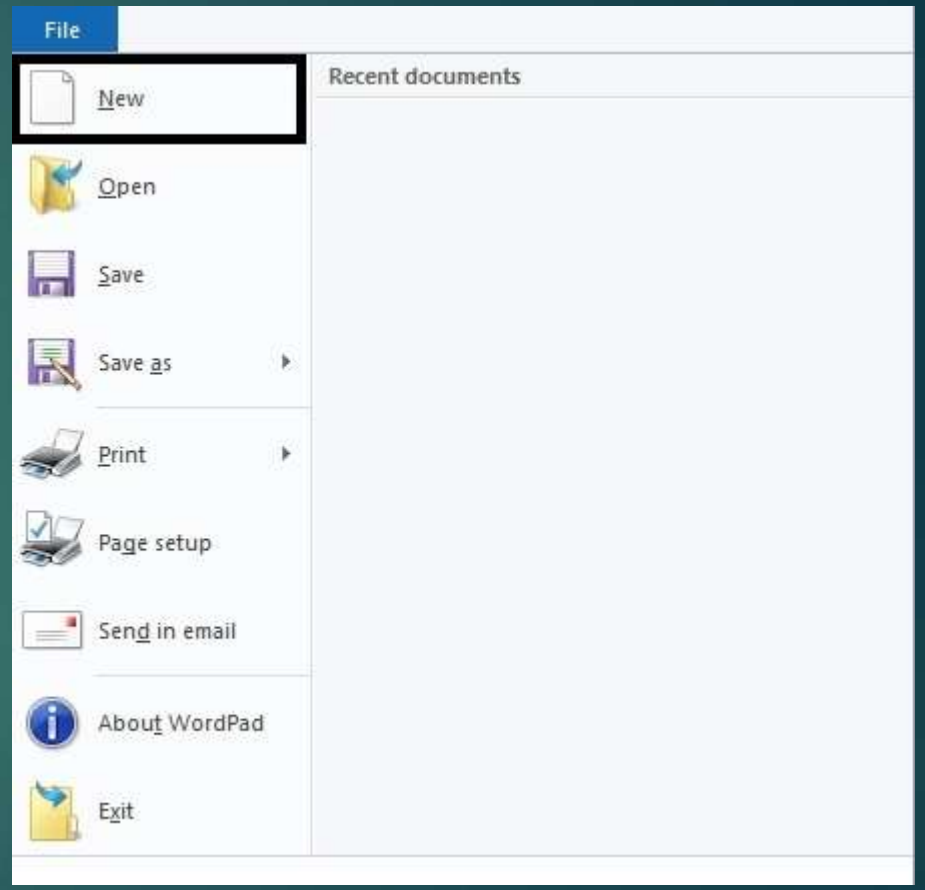
CLICK ON THE NEW OPTION



LET'S SEE HOW TO OPEN A NEW FILE

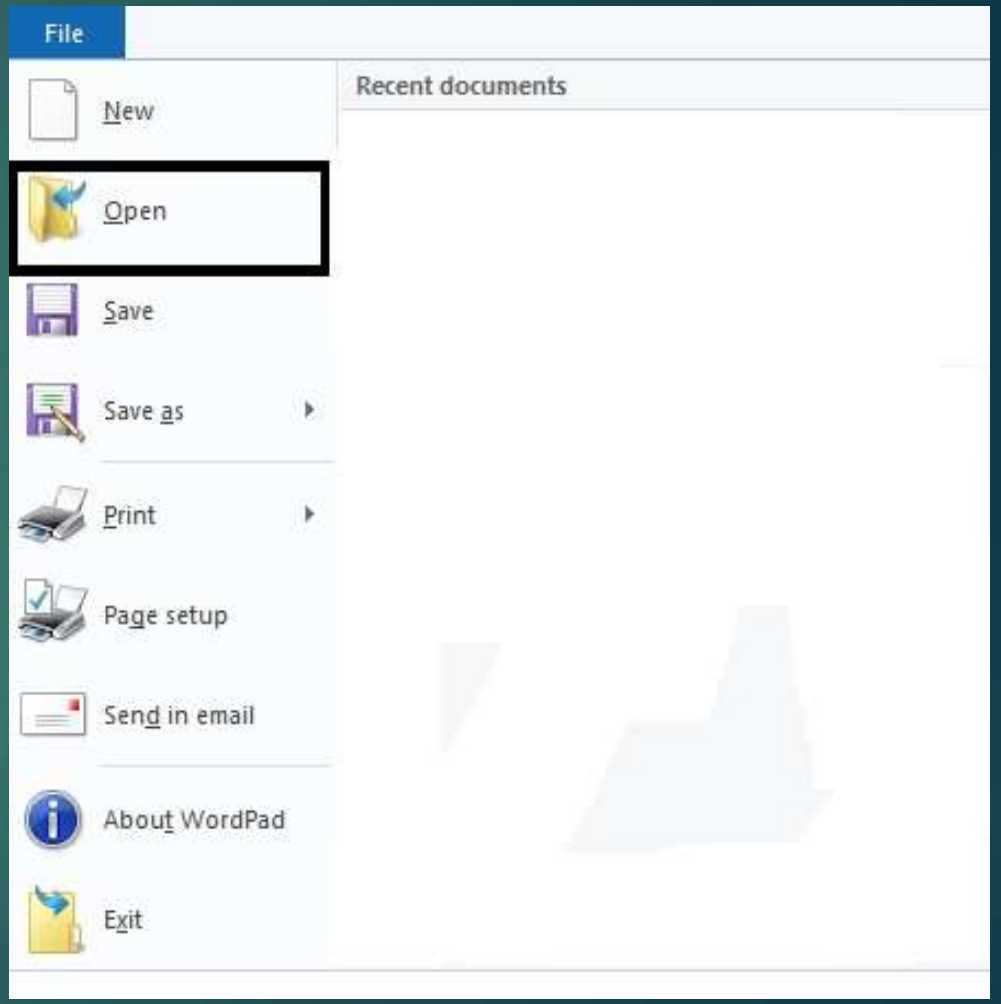
STEP- 1

CLICK ON THE FILE MENU TAB



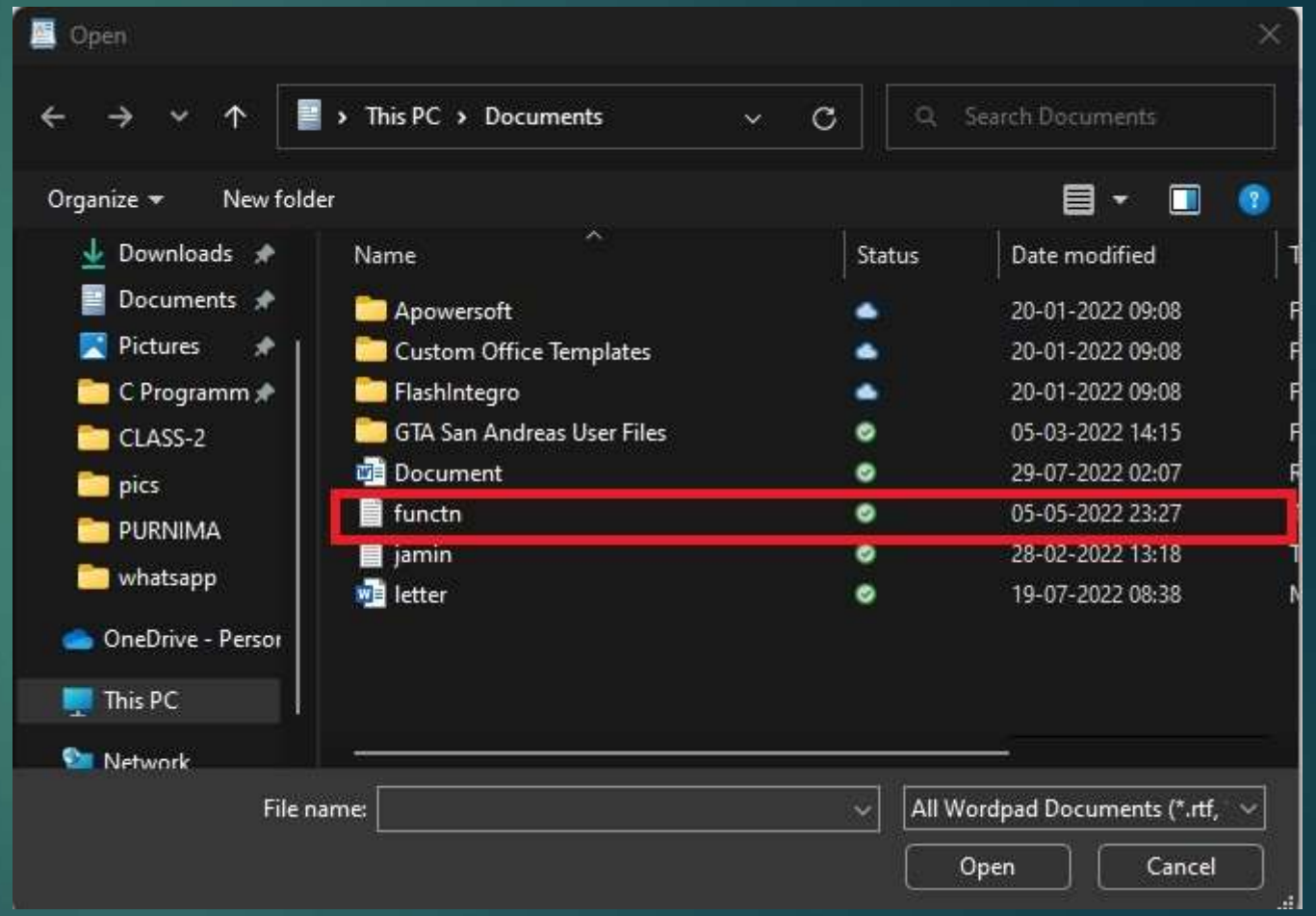
STEP -2

CLICK ON THE OPEN OPTION



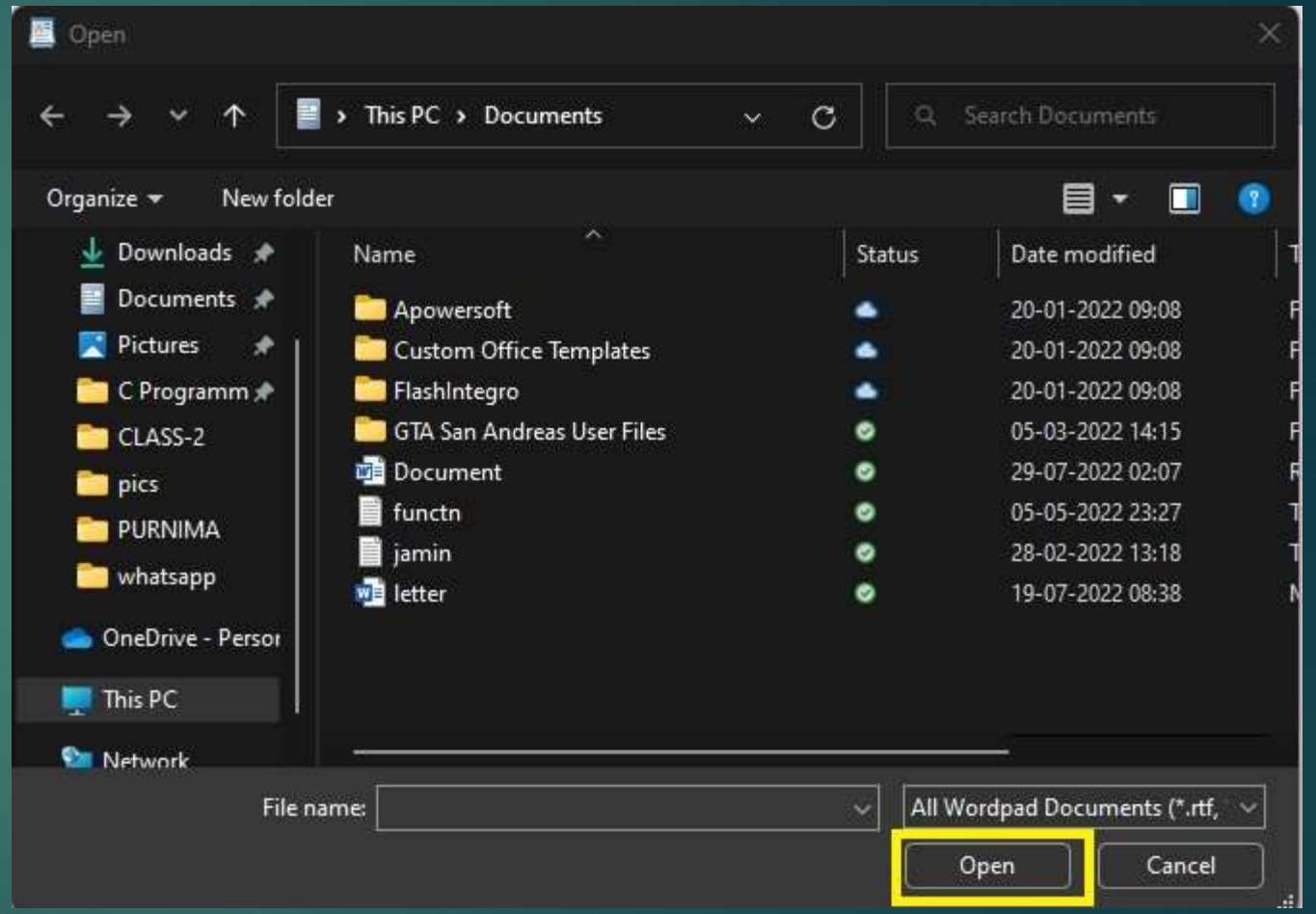
STEP- 3

SELECT THE FILE YOU WANT TO OPEN



STEP- 4

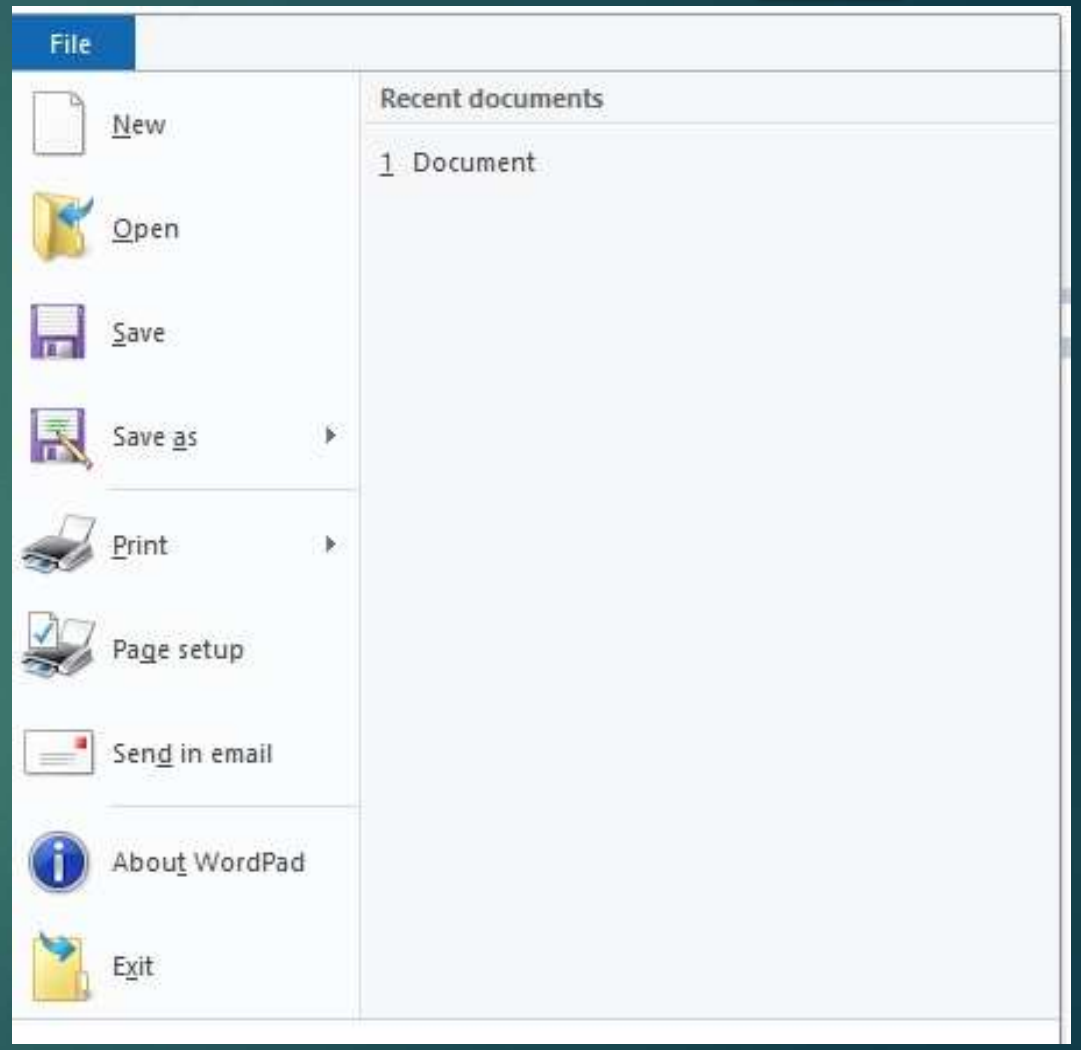
CLICK ON THE OPEN BUTTON



NOW AT LAST WE WILL KNOW HOW TO CLOSE THE WORDPAD

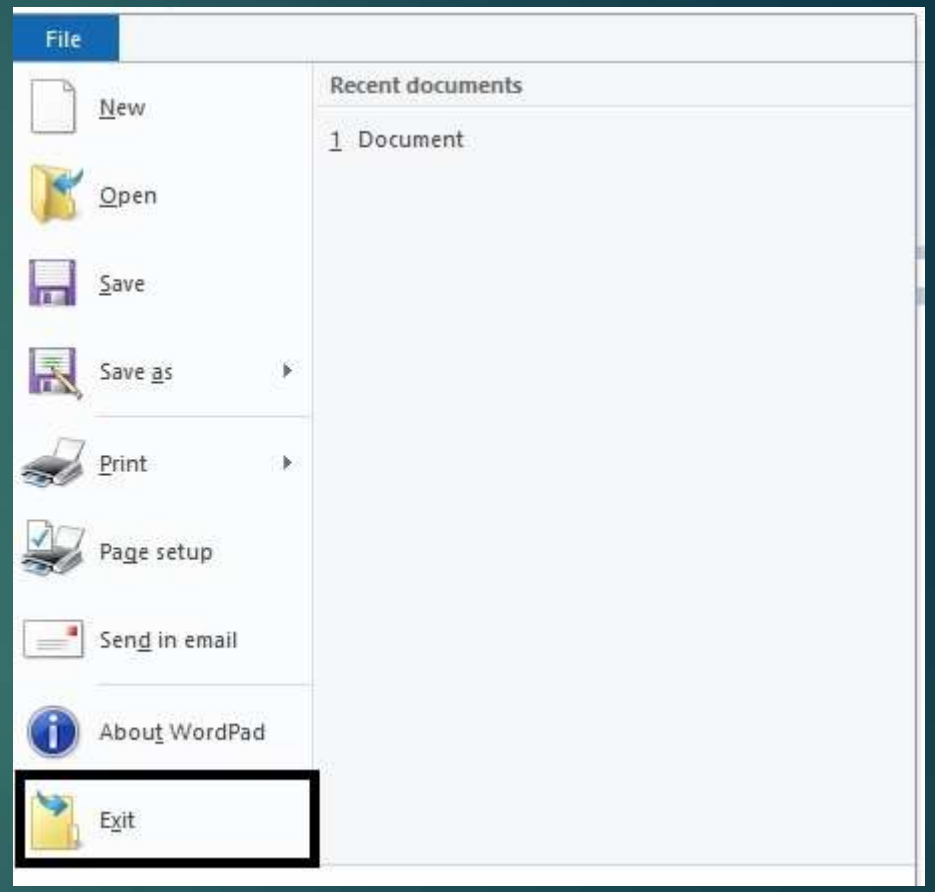
STEP- 1

CLICK ON THE FILE MENU TAB



STEP- 2

NOW WE WILL CLICK ON THE EXIT TO CLOSE THE WORDPAD



THANK YOU