

PAINT

There are two way to open PAINT

- 1). Click on "START" Go to the "RUN"- Type in the run menu "mspaint"
- 2). Click on "START" Go to **program-accessories-paint**.

FILE

NEW - CTRL+N- To take a new page
OPEN - CTRL+O- To open a save file.
SAVE - CTRL+S- To save our work/file in a computer
SAVE AS- To save a same file with another name
PRINT PRVIEW- To see a preview/sample of image before print
PAGE SETUP- To set a page type, margins, scaling, before print
PRINT- CTRL+P- To take print out of image
Exit- ALT+F4- To exit from paint

EDIT

UNDO - CTRL+Z- It is use to go back/undo three step.
REPEAT- CTRL+Y- It is use to repeat three step
CUT- CTRL+X- To cut text so you can move it to another location.
COPY- CTRL+C- To copy text so you can paste it in another location.
PASTE- CTRL+V- To paste text you have cut or copied, click in the document where you want to paste the text.
SELECT ALL -CTRL+A- You can select all text at once by

VIEW

TOOL BOX - CTRL+T- TO Show the tool box & hide the toolbox.
COLOUR BOX - CTRL+L
STATUS BAR- To show the color box & hide the color box.
TEXT BOX - TO show the textbox & hide the textbox when text is selected

IMAGE

- 1) FLIP/ROTARE- CTRL + R-** TO rotate the image use flip/rotate. There are three types move the image
a) Flip horizontal
b) Flip vertical
c) Rotate by angle 90° 180° 270°
- 2) STRETCH/SKEW- CTRL +W-** To stretch/skew the image /object use stretch / skew You can stretch image as you like
- 3) INVERT COLOR- CTRL +I-** Invert color set page black and white color
- 4) ATTRIBUTES- CTRL +E-** You can set your page as you like ex= width, height
= black and white, color page
- 5) CLEAR IMAGE- CTRL +shift +N-** Clear image is use to clear the screen

Notepad

There are two way to open Notepad

- 1). Click on "START" Go to the "RUN"- Type in the run menu "Notepad"
- 2). Click on "START" Go to **programs-accessories-"Notepad"**.

FILE

NEW- **CTRL+N-** To take a new page
OPEN - **CTRL+O-** To open a save file.
SAVE- **CTRL+S-** To save our document/file in a computer
SAVE AS- To save a same document/file with another name
PAGE SETUP- To set a page type, margins, scaling, before print

1. On the **File** menu, click **Page Setup**. In the **Page Setup** dialog box, do any of the following:
 - To change the paper or envelope size, click a size in **Size**.
 - To change the paper source, click a tray name or a feeder in **Source**.
 - To print the document vertically, click **Portrait**; to print the document horizontally, click **Landscape**.
 - To change the margins, type a value in any of the **Margins** boxes.
2. To change your printer settings, click **Printer**. In the **Page Setup** dialog box, do any of the following:
 - To change the paper or envelope size, click a size in **Size**.
 - To change the paper source, click a tray name or a feeder in **Source**.
 - To print the document vertically, click **Portrait**; to print the document horizontally, click **Landscape**.
 - To change the margins, type a value in any of the **Margins** boxes.
 - To change your printer settings, click **Printer**.
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PRINT- **CTRL+P-** To take print out of document.

Exit- **ALT+F4-** To exit from notepad

EDIT

UNDO- **CTRL+Z-** It is use to go back/undo three step.

REPEAT- **CTRL+Y-** It is use to repeat three step

CUT- **CTRL+X-** To cut text so you can move it to another location.

COPY- **CTRL+C-** To copy text so you can paste it in another location

PASTE- **CTRL+V-** To paste text you have cut or copied, click in the document where you want to paste the text.

SELECT ALL- **CTRL+A-** You can select all text at once by

FIND - **CTRL+F-** To the find one word or selected line

FIND NEXT- **F3-** To the find word one or more time

REPLACE - **CTRL+H-** To replace the selected word

Go TO - **CTRL+GO-** To go on next page

Time/ Date- **F5-** To insert current date & time on page

VIEW

STATUS BAR- To show the status bar & hide the status bar.

FORMAT

Word wrap- To wrap the line when line is completed

FONT- To change the font, font style, font color and font size
Select the text that you want to change.

1. On the **Format** menu, click **Font**.
2. Click the options you want.

WordPad

There are two way to open WordPad

- 1). Click on “**START**” Go to the “**RUN**”- Type in the run menu” **WordPad**”
- 2). Click on “**START**” Go to **programs-accessories-WordPad**.

FILE

NEW- CTRL+N- To take a new page

OPEN- CTRL+O- To open a save file.

SAVE- CTRL+S- To save our document/file in a computer

SAVE AS- To save a same document/file with another name

PRINT PREVIEW- To see a preview/sample of image before print

PAGE SETUP. To set a page type, margins, scaling, before print

3. On the **File** menu, click **Page Setup**.
4. In the **Page Setup** dialog box, do any of the following:
 - To change the paper or envelope size, click a size in **Size**.
 - To change the paper source, click a tray name or a feeder in **Source**.
 - To print the document vertically, click **Portrait**; to print the document horizontally, click **Landscape**.
 - To change the margins, type a value in any of the **Margins** boxes.
 - To change your printer settings, click **Printer**.

PRINT-
To take print out of document.

CTRL+P

Exit-
To exit from word pad

ALT+F4

EDIT

UNDO
It is use to go back/undo three step.

CTRL+Z

REPEAT

It is use to repeat three step

CTRL+Y

CUT

To cut text so you can move it to another location.

CTRL+X

COPY
To copy text so you can paste it in another location.

CTRL+C

PASTE **CTRL+V**
To paste text you have cut or copied, click in the document where you want to paste the text.

CTRL+V

SELECT ALL

You can select all text at once by

CTRL+A

PASTE SPECIAL
Paste the date another document and set the link of the document

FIND

To the find one word or selected line

CTRL+F

FIND NEXT
To the find word one or more time

F3

REPLACE

To replace the selected word

CTRL+H

VIEW

TOOL BAR

TO Show the toolbar & hide the toolbar.

FORMAT BAR
TO Show the format bar & hide the format bar.

RULAR

To Show the ruler & hide the ruler.

STATUS BAR

To show the status bar & hide the status bar.

OPTIONS

Format the all statement

INSERT

DATE AND TIME

To insert the current date and time

OBJECT...

To Insert or link an object into WordPad

1. On the **Insert** menu, click **Object**.
2. Click **Create from File**, and then type or browse to the path and file name in **File**.
3. To embed or link the object, do one of the following:
 - To embed the object, make sure the **Link** check box is cleared.
 - To link the object, select the **Link** check box.

FORMAT

FONT...

To change the font, font style, font color and font size

3. Select the text that you want to change.
4. On the **Format** menu, click **Font**.
5. Click the options you want.

BULLET STYLE

To create a bulleted list

1. Click where you want the bulleted list to start.
2. On the **Format** menu, click **Bullet Style**, and then type your text. When you press ENTER, another bullet appears on the next line.
3. To end the bulleted list, on the **Format** menu, click **Bullet Style** again.

PARAGRAPH

To set the indentation and alignment

To indent a paragraph

1. Click anywhere in the paragraph you want to format.
2. On the **Format** menu, click **Paragraph**.
3. Under **Indentation**, type a measurement of how far to indent the paragraph.

To change the alignment of a paragraph

1. Click anywhere in the paragraph you want to format.
2. On the **Format** menu, click **Paragraph**.
3. In **Alignment**, click a position.

TAB

To set or remove tab stops in paragraphs

1. Select the paragraphs for which you want to set tab stops.
2. On the **Format** menu, click **Tabs**.
3. In the **Tabs** dialog box, do the following:
 - To set a tab stop, type the measurement for a new tab stop in **Tab stop position**, and then click **Set**.
 - To delete a tab stop, click it in the list, and then click **Clear**.
 - To delete all tab stops in the selected paragraph, click **Clear All**.