

COURSE CONTENTS. NOTEPAD TEXT EDITOR SOFTWARE.					
MODULE-III NOTEPAD SOFTWARE10 DAYS.					
<u>Contents.</u> Chapter-1. What Is Notepad?					
Introduction of Notepad. How to Open Notepad Software. Title Bar. How to Work In Notepad Software. How to Close Notepad Software.					
Chapter-2. File. (Alt+F)					
How to Create a Text File. How to Insert New File in Notepad. Saving Your Work Book. How to View Content of File. How to Use Page Setup Command.					
Chapter-3. Edit. (Alt+E)					
Clipboard Menu. How to Find And Replace a Text File. How to set Current Date. How to Use Select Files.					
Chapter-4. Format (Alt+O)9					
How to Use Word Wrap. How to Change Font Style. How to Change Font Size. How to Change Font.					
Chapter-5. Notepad. Keyboard Shortcut Key10					
Chapter-6. Assignment-110					
Chapter-7. Assignment-211					

Notepad Text Editor.

<u>Chapter-1. What Is Notepad?</u> नोटपैड हमारा एक प्रकार का सिस्टम साफ्टवेयर है जिसे हम टेक्स एडिटर कहते है जिसका युज हम किसी मैसेज या इनफारमेशन को लिखने के लिये करते है।

Extension Name of Notepad File. .TXT (Text Document File.).

How to Open Window Notepad?

सबसे पहले हम कीबोर्ड से Window + R > प्रेस करगे Run आयेगा और इसमे Notepad लिखकर Enter या Ok करदेगे और आप का नोटपैड साफ्टवेयर ओपन हो जायेगा।

	Run		
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.		
<u>O</u> pen:	NOTEPAD		
	OK Cancel <u>B</u> rowse		

<u>Title Bar.</u> टाइटल बार बिन्डो के टॉप मे होता है जो हमारे प्रोग्राम के नाम को बताता है इसमे तीन बटन होती है मिनीमाइज, मैक्सीमाइज, और क्लोज बटन।

Status Bar. इस्टेटस बार बिन्डो के बाटम मे होता है जो हमारे डाक्यूमेन्ट के करंट इनफारमेशन को बताता है।



Chapter-2. File. (Alt+F).

File Edit Fo	rmat View Help
New	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Save As	
Page Setu	ıp
Print	Ctrl+P
Exit	

New (Ctrl+N). इसके द्वारा हम एक नया पेज को लेते है।

Open (Ctrl+O). इसके द्वारा हम पहले से सेव फाइल को ओपन करके देखते है।



Save (Ctrl+S). इसके द्वारा हम अपने फाइल को कोइ भी नाम देकर सेव कर सकते है।



Save As (F12). इसके द्वारा हम पहले से सेव फाइल के नाम को बदल सकते है या दूसरे नाम से सेव कर सकते है।

Page Setup. इसके द्वारा हम अपने पेज के मार्जिन और पेपर साइज को सेट कर सकते है।

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and text box designs that complement each other. For	ОК	Cancel

Print (Ctrl+P). इसके द्वारा हम नम्बर आफ कापी देकर अपने फाइल का प्रिंटर से प्रिंटआउट को निकाल सकते है। 5 | P a g e

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and text box designs that complement each other. For exam	O Pages:		Collate 11 22 33]
page, header, and sidebar. Click Insert and then choose the				
different galleries.01:58 PM 26-11-2016			Print Cancel Apply	

Margin. इसके द्वारा हम अपने पेज के टॉप, बाटम, लेफ्ट, राइट, में गैप या स्पेस को दे सकते है।

Paper Size. इसके द्वारा हम A4 साइज के पेज को सेट कर सकते है।

Exit (Alt+F4). इसके द्वारा हम अपने साफ्टवेयर से बाहर आते है ।

Chapter-3. Edit. (Alt+E).

Undo (Ctrl+Z). इसके द्वारा हम अपने लास्ट कमान्ड को हटाते है।

Cut (Ctrl+X). इसके द्वारा हम अपने टेक्स या आबजेक्ट को सेलेक्ट करके काट सकते है।

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4		Select All	Ctrl+A	for the sides that had fits your document
Ľ	· (Time/Date	e F5	Jor the video that oud fits your document.

<u>Copy (Ctrl+C).</u> इसके द्वारा हम अपने टेक्स या आबजेक्ट को सेलेक्ट करके कापी कर सकते है और बाद मे इसे दुसरी जगह पर पेस्ट करके डबल कर सकते है।

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Paste (Ctrl+V). इसके द्वारा हम कापी आबजेक्ट या टेक्स को दुसरी जगह पर लेजाकर डुप्लीकेट कर सकते है।

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Delete. इसके द्वारा हम अपने आबजेक्ट या टेक्स को सेलेक्ट करके डिलिट कर सकते है।

Find. (Ctrl+F). इसके द्वारा हम अपने पैराग्राफ मे से किसी शब्द का खोज सकते है।

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a	different galleries.					

Find Next (F3). इसके द्वारा हम अपने पैराग्राफ मे से सेम शब्द को बार, बार खोज सकते है।

Replace. (Ctrl+H). इसके द्वारा हम अपने पैराग्राफ मे से एक वर्ड के स्थान पर दुसरे वर्ड को लिख सकते है।

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Go To Line (Ctrl+G). इसके द्वारा हम अपने करजर को एक लाइन से दुसरे लाइन पर लेकर जा सकते है।

Select All (Ctrl+A). इसके द्वारा हम अपने पुरे आबजेक्ट या टेक्स को सेलेक्ट कर सकते है।

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a		Go To	Ctrl+G	signs that complement each other. For example, you can add a matching cover
n		Select All	Ctrl+A	nd sidehar Click Insert and then choose the elements you quant from the

Date/Time (F5). इसके द्वारा हम अपने डाक्यूमेन्ट मे आज की करंट डेट और टाइम को इंसर्ट कर सकते है।

Chapter-4. Format (Alt+O).

Word Wrap. अगर वर्ड रैप आन है तो करजर हमारा एक लाइन से दुसरे लाइन मे लिखेगा अगर आफ है तो करजर हमारा एकही लाइन मे लिखेगा ।

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Font. इसके द्वारा हम अपने टेक्स को सेलेक्ट करके फान्ट को चेन्ज कर सकते है और फान्ट की साइज को छोटा या बडा कर सकते है ।



Chapter-5. Notepad. Keyboard Shortcut Key.		
Shortcut Key.	Option.	
File. (Alt+F).		
Ctrl + N.	New.	
Ctrl + O.	Open.	
Ctrl + S.	Save.	
F12.	Save As.	

Ctrl + P.	Print.
Alt + F4.	Exit.
Edit (Alt+E).	
Ctrl + Z.	Undo.
Ctrl + Y.	Redo.
Ctrl + X.	Cut.
Ctrl + C.	Сору.
Ctrl + V.	Paste.
Del.	Delete.
Ctrl + F.	Find.
Ctrl + H.	Replace.
F3.	Find Next.
Ctrl + G.	Go to.
Ctrl + A.	Select All.
F5.	Insert Date / Time.
F1.	Help.

Chapter-6. Assignment-1.

The Following Lists Tell You How To Say Some Things As You Dictate.

<u>Sr. No.</u>	Description.	Some Topics.
1.	Tilde	~
2.	Acute, Back quote	`
3.	Exclamation Point	!
4.	Ampersat or At	@
5.	Pound or Hash	#
6.	Dollar sign	\$
7.	Percent	%
8.	Caret or Circumflex	٨
9.	Ampersand or And	&
10.	Asterisk and sometimes referred to as star	*
11.	Open parenthesis	(
12.	Close parenthesis)
13.	Hyphen, Minus or Dash	-
14.	Underscore	_
15.	Plus	+

16.	Equal	=
17.	Open Curly Bracket	{
18.	Close Curly Bracket	}
19.	Open Bracket	[
20.	Close Bracket]
21.	Pipe, Or, or Vertical bar	
22.	Backslash	\
23.	Forward slash	/
24.	Colon	:
25.	Semi-Colon	;
26.	Open Quote	٠٢
27.	Close Quote	"
28.	Open Single Quote	6
29.	Close Single Quote	?
30.	Less Than	<
31.	Greater Than	>
32.	Dot	
33.	Comma	,
34.	Question Mark	?

Chapter-7. Assignment-2.

2) Create a notepad file and save it with. "Your name" within "notepad" folder and type the following:-

Video provides a powerful way to help you prove your point. When you click online video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click insert and then