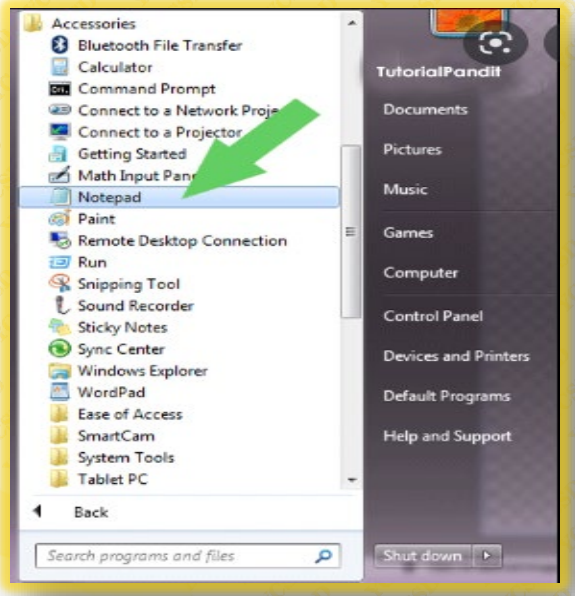
NOTEPAD

Notepad

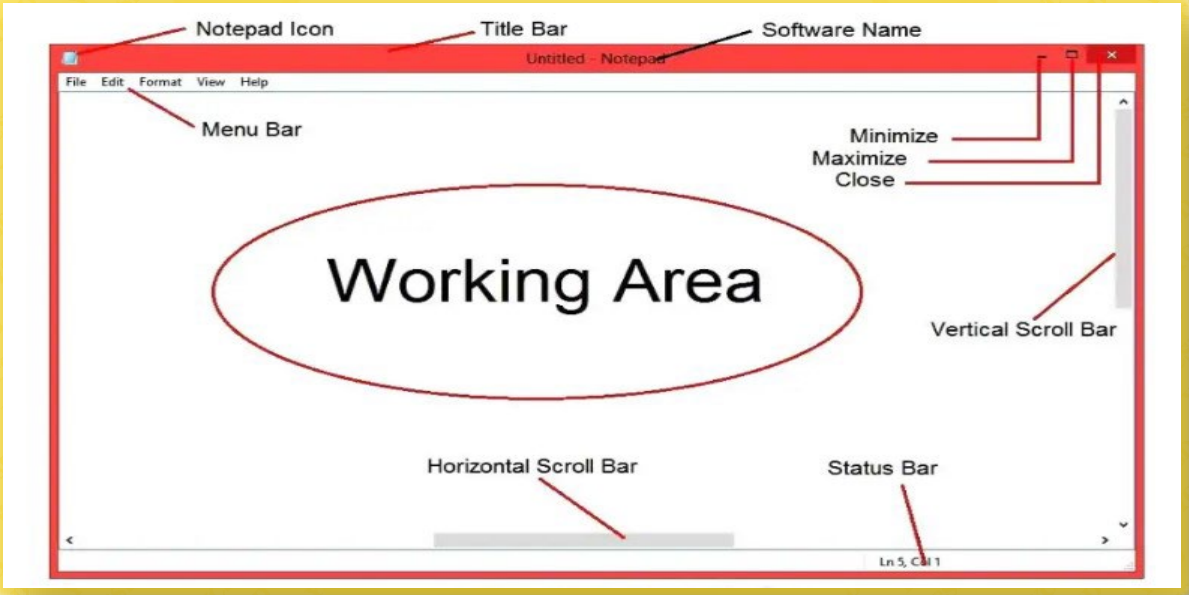
Notepad is a generic text editor included with all versions of Microsoft Windows that allows you to create, open, and read plaintext files. If the file contains special formatting or is not a plaintext file, it cannot be create & read in Notepad.



How to open Notepad

- ✓ Click on **Start Button**
- ✓ Click **All Programs**
- ✓ Click on **Accessories**
- ✓ Click **Notepad**

Notepad Window

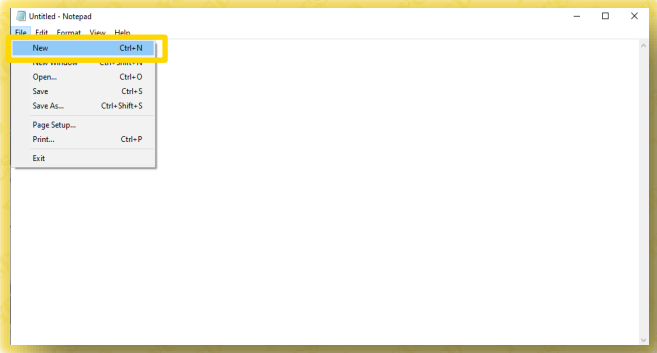


File Menu

The file menu has 7 sub-menus.
[New, Open, Save, Save As, Page Setup, Print, Exit]

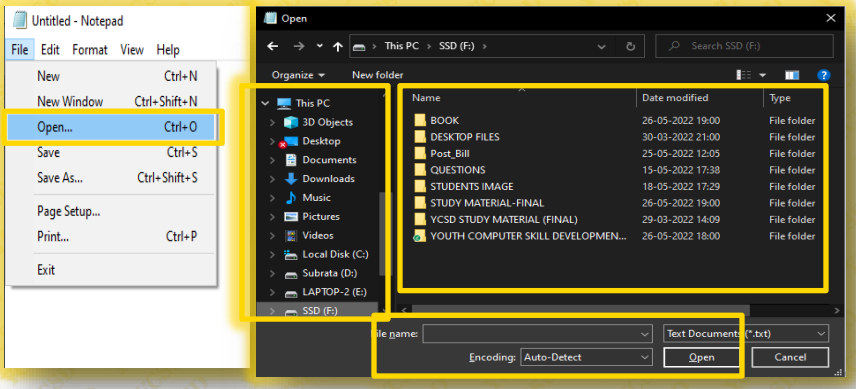
New : Create a new file

- ✓ Click on **File Menu**
- ✓ Click on **New**
  Shortcut of New is **"Ctrl + N"**



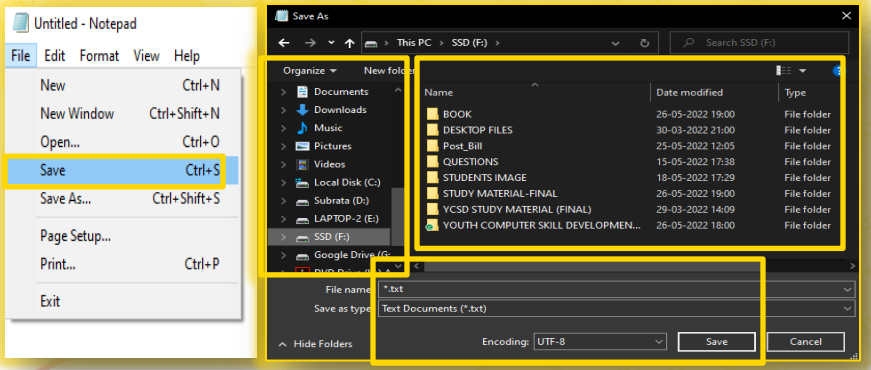
Open : Open an existing file

- ✓ Click on **File menu**
- ✓ Click on **Open**
  In the open dialog box, inside the file name text box type an existing document name that you want to open.
- ✓ Then click on **Open**
  Shortcut of Open is **"Ctrl + O"**



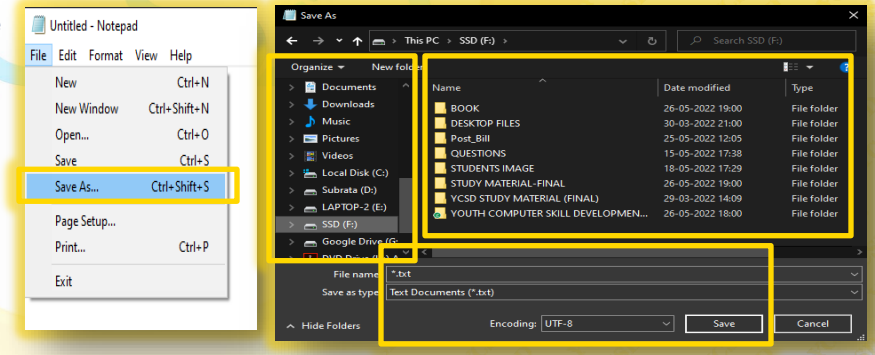
Save : Save a file for future use

- ✓ Click on **File menu**
- ✓ Click on **Save**
- ✓ Set the location where you want to save the file
- ✓ **Set a name** of a file
- ✓ Click on **Save**
  Shortcut of Save is **"Ctrl + S"**



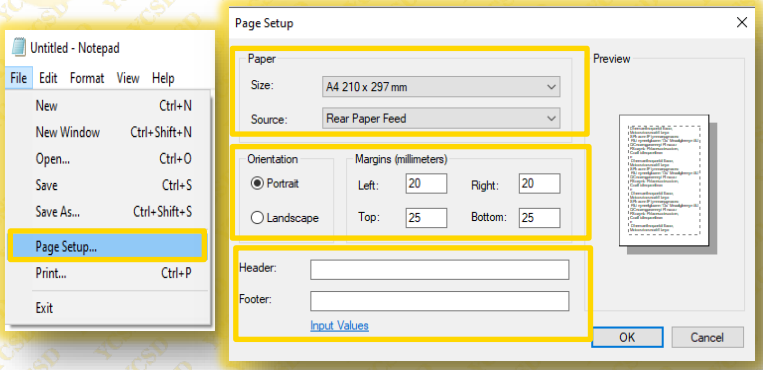
Save As : Save an existing file with different name

- ✓ Click on **File menu**
- ✓ Click on **Save As**
- ✓ Set the location where you want to save the file
- ✓ **Set a name** of a file
- ✓ Click on **Save**
  Shortcut of Save As is **"Ctrl + Shift + S"**



Page Setup : This is where you can select the paper size and source, portrait or landscape, margins and add header and footer before printing your file.

- ✓ Click on **File menu**
- ✓ Click on **Page Setup**
- ✓ Set Paper size, Margins, Orientation & Header & Footer
- ✓ Click on **OK**

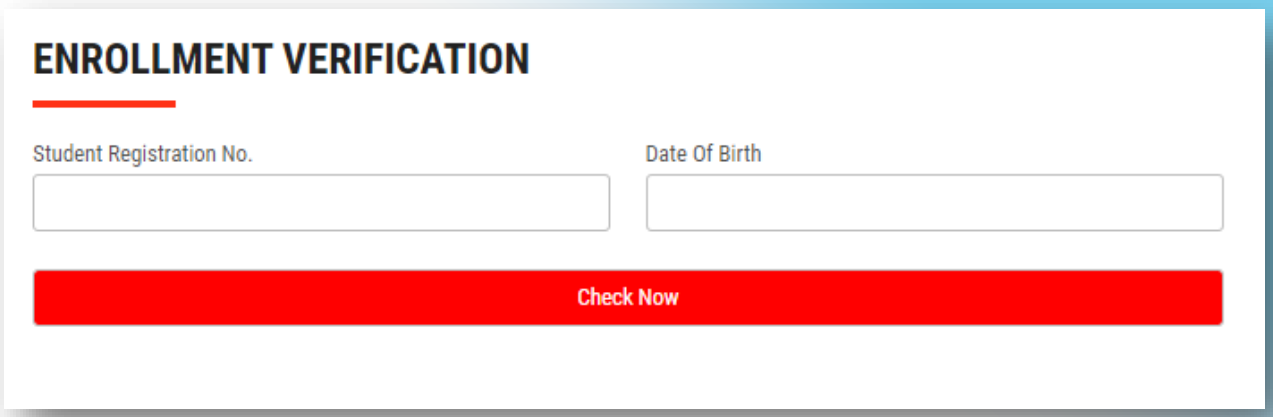


Welcome In YCSD

For Access Entire Study Materials

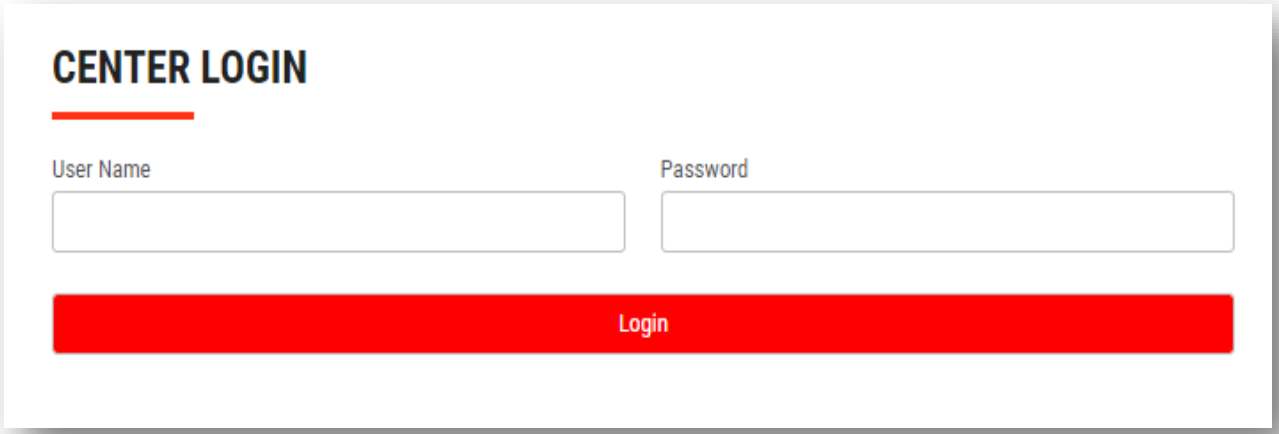
For Student

Please Ensure Your Enrollment Verification



For Franchise

Please Login Via Franchise Id & Password



Thank You for Visiting Us

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