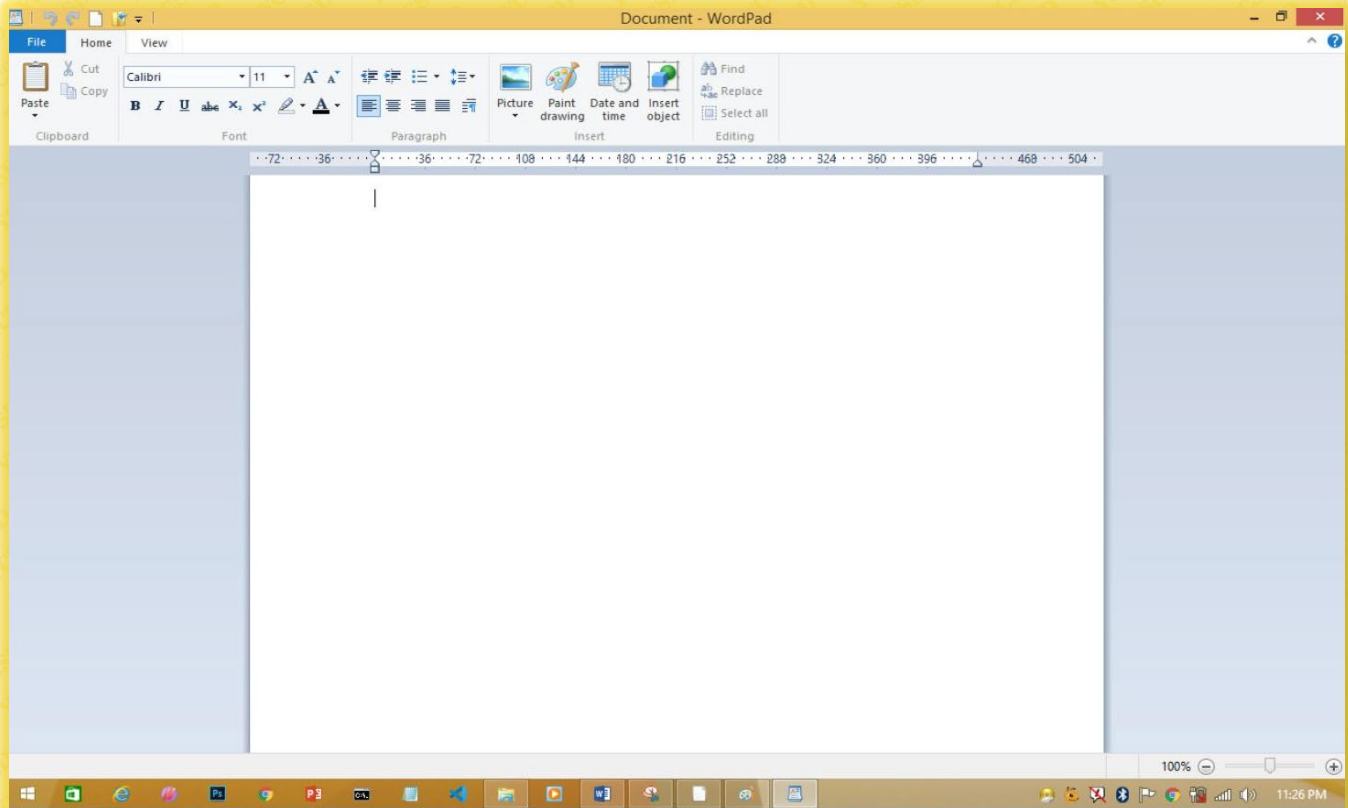# WORDPAD

WordPad

Introduction:

WordPad is a text for short documents though this accessory does not have advanced features of full-blown word processors like MS-Word. It is also a part of Windows. We can create some document with the help of MS-WordPad in the absence of Microsoft Word. It is a small writing Package.

Start > All Programs > Accessories > WordPad to open the Main WordPad Window.

File Menu

New:
The new command is used **to create a new file document.**

Open:
The open command is used **to opens an existing document.**
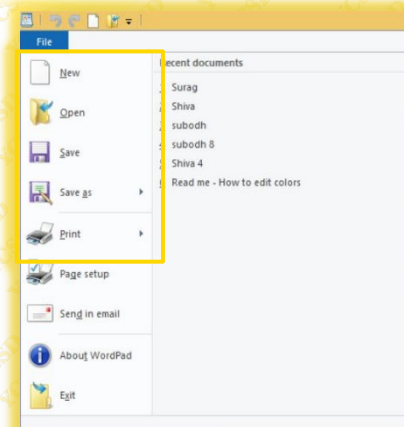
Save:
The save command is used **to save the active document or the changes in the existing file.**

Save As:
The Save As command is used **to save the active document with a new name.**

Print:
The print command is used **to print the active document and sets printing options.**

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