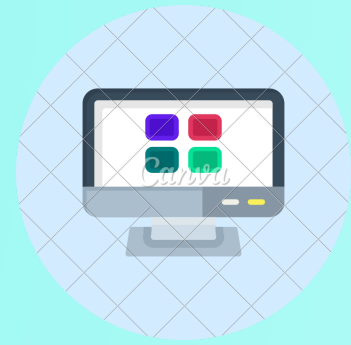


# Notepad



- **A pre-installed text editor in Ms window that helps in typing and applying limited formatting.**
  - **The extension name of notepad is .txt.**
  - **Menus available in Notepad are File, Edit, Format, View, Help.**
-



# Starting Notepad (by mouse)

1. Double click on the icon of notepad from the desktop.
2. Right click on the icon of notepad— select enter.
3. Click on start menu— All apps— Window accessories— Notepad— Enter.



# Starting Notepad (by keyboard)

1. Select window— Notepad—Enter.
2. Select window—Type the Notepad in search bar—Enter.
3. Select Window+R —Type the notepad—Enter.

**Note: Window+R is used for On Screen Keyboard.**



# Closing Notepad

**1. Mouse: Click on close button.**

**2. Keyboard: Alt+F4**

**Keyboard: Alt+Spacebar+C**