

STP COMPUTER ---EDUCATION---

THE PREMIUM QUALITY OF COMPUTER EDUCATION

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ADVANCE BASIC COMPUTER COURSE

Chapter – 3 Wordpad Part - 1

ADMIN : ER. AMIT KUMAR



Computer Education

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Wordpad is a small writing package software.

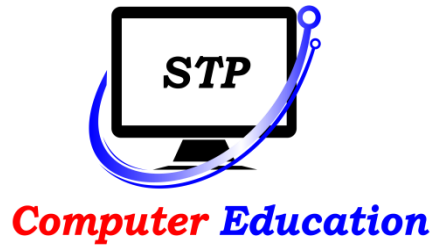
What is an Extension of Wordpad ?

Extension Name of Wordpad is → .RTF
(Rich Text Format)

There are Three Methods to Open Wordpad

1. Start → Window Accessories → Wordpad
2. Start + R = Run [wordpad]
3. Go to search and type → Wordpad

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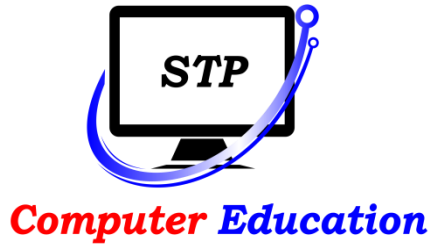
When Caps Lock is On ?

All Words is written In Capital Letters.

When Caps Lock is Off ?

All Words is written In Small Letters.

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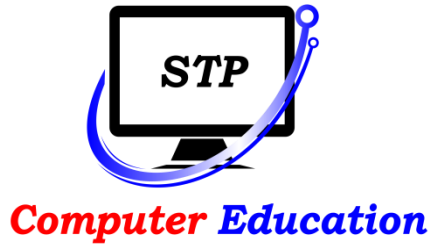
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Shortcut Keys of Wordpad

- | | | |
|---------------------|---|--------------------|
| 1. Ctrl + B | = | Bold |
| 2. Ctrl + I | = | Italic |
| 3. Ctrl + U | = | Underline |
| 4. Ctrl + Shift + > | = | Increase Font Size |
| 5. Ctrl + Shift + < | = | Decrease Font Size |

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There are 4 Types of Alignment

- | | | |
|------------|---|---------|
| 1.Ctrl + L | = | Left |
| 2.Ctrl + E | = | Centre |
| 3.Ctrl + R | = | Right |
| 4.Ctrl + J | = | Justify |

ADMIN : ER. AMIT KUMAR

President's Message

Dear Students,

A hearty welcome to the students seeking admission through our study centres. I hope that you stay at STPCE will be academically rewarding and professionally meaningful as you will be provided excellent training and guidance by a team of dedicated and experienced faculty members. Several professional job and career oriented courses are being run for the benefit of the students in general and Society in particular.

Please utilise your precious time in building your career and grooming your overall personality to the entire satisfaction of your guidance and soar to new heights. I expect that you will co-operate with us to maintain the discipline of the institution.

I am confident that you will gain good benefits from our training programmes.

Wishing you all the success for your future.

Sincerely,

STP Amit Kumar