



Class: First Stage

Subject: computer applications

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Windows Operating System -4-

Windows Applications



Windows Applications – Notepad, WordPad, Paint ,Calculator.

Start/Accessories menu is used to access convenient tools (application programs) included in Windows XP that can be used to perform many everyday tasks.

Notepad

Notepad is a text editor, which is a program similar to a word processor but cannot perform any special editing. No embedded codes are inserted into the document. Text files also called: unformatted text files and ASCII (American Standard Code for Information Interchange).

With Notepad, you can:

- Create simple text documents
- Multi-tasking/create/edit batch files
- Print a file

Formatting with Page Setup and Printing in Notepad

To print a Notepad document, you can locate the document with Explorer or My Computer.

Open the file. Print file by using:

- File/Print command from the menu bar.
- Select Print from the shortcut menu that comes up when you right-click the file.
- Can also drag and drop to a printer shortcut.

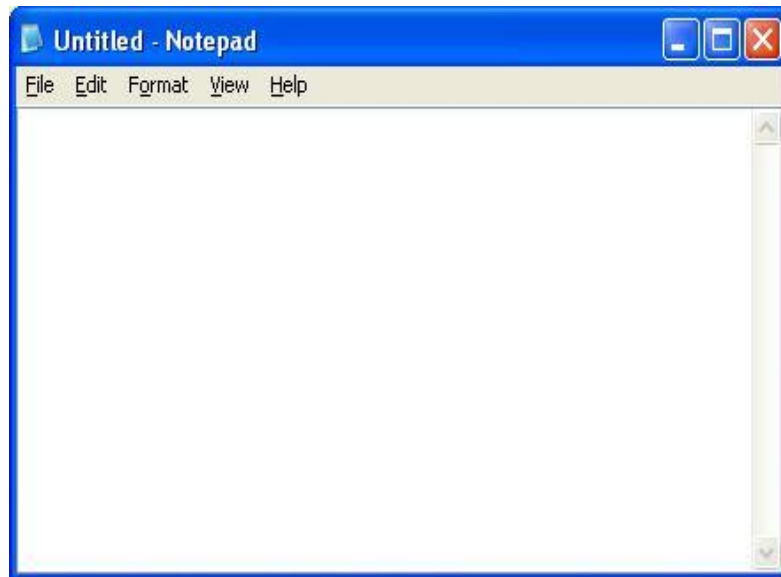
You can also open Notepad first and then open the document from

Notepad's File/Open command. Once the document is opened you can print it.

Advantage of opening Notepad prior to locating file:

- Can apply page formatting before you print.
- Can add a header or footer.

Can adjust the margins.



Features of Notepad:

Notepad has minimal editing features.

Notepad has word wrap which prevents text from running over into the margins and automatically moves text to the next line.

Used to create/save/open/edit file.

Can create time log.

Within Notepad – cut, copy, and paste text.

Copy data to Notepad from other files.

Copy Notepad text to other word processing text or database document.

WordPad

WordPad is a simple word processor.

WordPad allows simple formatting:

Change fonts.

Character level formatting.

Margins can be changed/created.

Insert bulleted charts/graphic and sound files.

Has menu bar and toolbar.

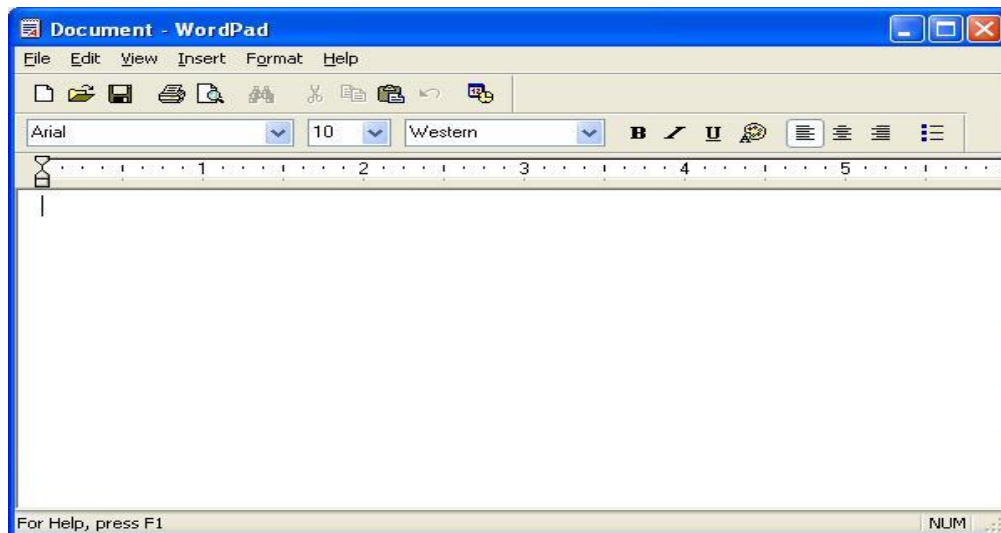
WordPad lacks the powerful features of other word processors such as creating columns, tables, and spell checking.

You do not need to press <Enter> when you reach the right margin. Word processors will move to the next line automatically. This is called a **soft return**. The only time you need to press <Enter> is to create a new paragraph. This is called a **hard return**.

Paragraphs:

Traditional English style paragraph includes a topic sentence, supporting sentences, and a concluding sentence. Indented by one tab.

A paragraph, in word processing terms, is all the text between paragraph marks (¶). It can be one character, one page, or several pages of text. To indent a paragraph you use the <Tab> key.



Features of WordPad:

Title bar/Name of document first (docucentric approach)

Menu Bar

Toolbar

Format Bar

Document Ruler

Selection Bar: unmarked column along left edge of document window.

Insertion Point: is where you begin keying in text. 2 modes – Insert mode (Default) and Typeover -Press Insert to toggle between modes. Status Bar: tells you the status of the document.

WordPad and Microsoft Word both claim .RTF extension.

Rich text format (RTF) allows the exchange of text files between different word processors in different OS.

Problems can occur when any registered file extension is claimed by more than one program. The default extension for WordPad documents is .doc. This extension is also used by Word for Windows, so if Word is installed, a document you create in WordPad might not open with WordPad when you double-click it.

•Editing a Document in WordPad

To edit text you need to move the insertion point to the correct position.

You can move the insertion point with either the mouse or the keyboard. The keyboard is usually used for keying in data. The mouse is usually used for editing.

There are several key combinations that can be used to quickly move the insertion point.

The Format Toolbar offers shortcuts to menu commands.

•Formatting Paragraphs and Using Tabs :

You can change paragraph alignment so that it is left-justified, centered, or right-justified. Left-aligned or left-justified means that the selected paragraph(s) will line up on the left margin. Right-aligned or right-justified means that the selected paragraph(s) will line up on the right margin.

Centered means that each line in the paragraph(s) will be centered between the left and right margins.

The first line of a paragraph can be indented by pressing the <Tab> key. The <Tab> key moves the first line a preset number of spaces from the left margin.

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Printing and Page Setup in WordPad

You can use the same techniques to print a document from WordPad that you used to print a document from Notepad.

In WordPad, the only formatting that you can apply to the document (Page Setup) is to alter the margins.

Headers and Footers are not supported