

Notepad Practical Assignment

Assignment 1.

To,
The RITI Institute
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Dear Sir/Mam,

In this paper you are learning Notepad at RITI Institute. This assignment work also done from your home computer and also some question done by you. Which given in below?

<< Some question of Notepad?>>

1.What is Notepad.

Ans." Notepad is a basic text-editing program and it's most commonly used to view or edit text files. A text file is a file type typically identified by the .txt file name extension.

2.What is short key of Cut, Copy, Paste, Save, Open, Print, Find, Replace, Select all, goto and date time?

Ans.'Ctrl+x, Ctrl+c, Ctrl+v, Ctrl+s Ctrl+o, Ctrl+p, Ctrl+F, Ctrl+H, Ctrl+A, Ctrl+g, F5

3.what is page setup, type of orientation, paper size and margin?

Ans.Page setup is that appear select the paper size and give the margin left, right, top and bottom then select the orientation and then ok.

There are two type of orientation.

1-potrat

2-landscape

4. About keyboard?

Ans. Function Keys- These keys have different function, depending on the program being used.

Escape Key- Generally used to cancel or interrupt an operation.

Tab- Enables you to indent text.

Caps lock Key- Switches the keyboard between all caps and normal modes.

Alt and Ctrl- Present together with other keys gives commands to the program in use.

Shift Key- Allows you to enter a capital letter or punctuation mark.

Arrow Key- These moves the cursor around the screen.

Numeric Key- Designed for users to enter number quickly.

Num lock Key- Switch the keypad between & number key and cursor movement.

Status Indicators- These light up to inform you whether & toggle key's function is on or off.

Qwerty- These are the keys that identify the most common keyboard layout.

5.Keyboard Symbol and atoz key?

Ans. !#%^*(@\$^*)134678924680-='1234"*-+/[;:/.',"

6.Today what I do?

Ans. I am completing notepad assignment work at RITI Institute Lab 2?

Your Student
Sumit Kumar

**ALL STUDENT CAN COMPLETE THIS PROJECT WORK
NECESSARY.**

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