

# ALL STUDENT CAN COMPLETE THIS PROJECT WORK NECESSARY.

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## WordPad Practical Assignment

Assignment 1.

To,  
The RITI Institute  
Goal Palace, Faizabad Road,  
Lucknow.  
[www.r-iti.com](http://www.r-iti.com)

Dear Sir/Mam,

In this paper you are learning WordPad 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 WordPad? >>

### 1. What is WordPad?

Ans WordPad is a text-editing program you can use to create and edit documents. Unlike Notepad, WordPad documents can include rich formatting and graphics, and you can link to or embed objects, such as pictures or other documents. File extension name :- .rtf (rich text format)

### 2. What is short key of Cut, Copy, Paste, Save, Open, Print, Find, Replace, Select all, Bold, Italic, underline?

Ans. Ctrl+x, Ctrl+c, Ctrl+v, Ctrl+s Ctrl+o, Ctrl+p, Ctrl+F, Ctrl+H, Ctrl+A, Ctrl+B, Ctrl+I, Ctrl+U

### 3. What is short key of Insert Drawing Created in Microsoft Paint, Center, Left, Right, Justify, New, Redo, Undo, Superscript, Subscript, Grow Font, Shrink Font, 1.0 Line spacing, 2 line spacing, 1.5 line spacing.

Ans. Ctrl+D, Ctrl+E, Ctrl+L, Ctrl+R, Ctrl+J, Ctrl+N, Ctrl+Y, Ctrl+Z, Ctrl+Shift+=, Ctrl+=, Ctrl+Shift+>, Ctrl+Shift+<, Ctrl+1, Ctrl+2, Ctrl+5.

### 4. What is Format Document?

Ans. Formatting refers to how the text in your document looks as well as how it's arranged. You can use the Ribbon, located just underneath the title bar to easily change the formatting in your document. For example, you can choose from many different fonts and font sizes, and you can make your text almost any color you want. You can also easily change how your document is aligned.

### 5. How can Insert Date and Picture and paint drawing to document?

1. On the Home tab, in the Insert group, click Date and time. ( 4/9/2019)
2. Click the format you want, and then click OK.
3. On the Home tab, in the Insert group, click Picture.
4. Locate the picture that you want to insert, and then click Open.
5. On the Home tab, in the Insert group, click Paint drawing.
6. Create the drawing that you want to insert and then close Paint



### 6. What is a Zoom Level?

Ans. To zoom in and out in a document, you can also click the Zoom in(+) or Zoom out(-) buttons on the Zoom slider in the lower-right corner of the window to increase or decrease the zoom level.

### 7. How can change the word wrap setting?

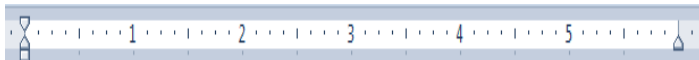
Ans. On the View tab, in the Settings group, click Word wrap, and then click the setting that you want.

### 8. How can Change the unit of measurement on the ruler?

Ans. On the View tab, in the Settings group, click Measurement units, and then click the units that you want.

### 9. Where Display the ruler?

Ans. On the View tab, in the Show or hide group, select the Ruler check box.



### 10 Where Display the Status bar?

Ans. On the View tab, in the Show or hide group, select the Status bar check box.



Your Student

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Course : O-Level and Tally.ERP9

## WordPad Practical Assignment

Assignment 2

To,

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Goal Palace, Faizabad Road,  
Lucknow.

[www.r-iti.com](http://www.r-iti.com)

Dear Sir/Mam,

In this paper you are learning WordPad 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 WordPad? >>

**1. Change how text looks in your document**

Ans. **Select the text that** you want to change, and then use the buttons on the Home tab in the Font group. For more information about what each button does, hover over the button for a description.

**2. Change how text is aligned in your document?**

Ans. *Select the text that you want to change, and then use the buttons on the Home tab in the Paragraph group. For more information about what each button does, hover over the button for a description.*

**3. How to change page margin?**

Ans. Click the WordPad menu button, click Page setup, and then select the options you want

**4. What is Superscript and Subscript?**

Ans. Ctrl+Shift+=

Superscript:-

10<sup>th</sup>

Ctrl+=

Subscript:-

10<sub>th</sub>