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WordPad Notes

- **What is WordPad?**
  WordPad is a small writing package software.

- **What is Extension of WordPad?**
  Extension Name of Paint 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**

Admin: Gangadhar Pradhan

➢ **When Caps Lock is On?**
All Words is written In Capital Letters.

➢ **When Caps Lock is Off?**
All Words is written In Small Letters.

➢ **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

➢ **There are 4 Types of Alignment**
1. Ctrl + L = Left Alignment
2. Ctrl + E = Centre Alignment
3. Ctrl + R = Right Alignment
4. Ctrl + J = Justify Alignment

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To know more about Computer,

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