

Accessories Group

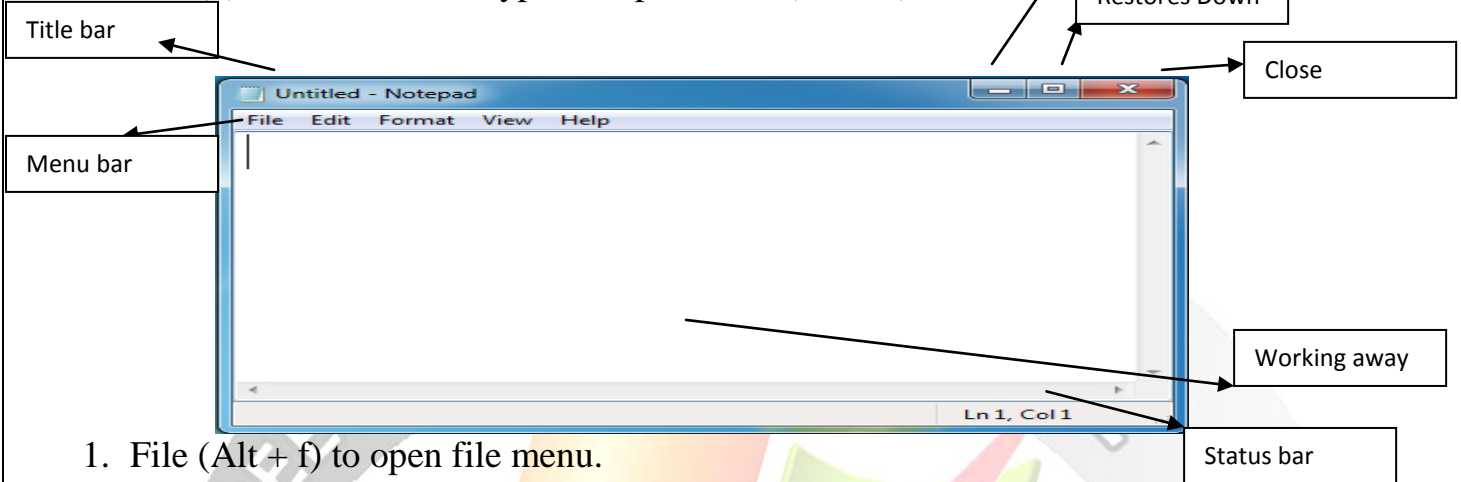
1. Notepad
2. Paint
3. WordPad
4. Calculator

Notepad

Notepad-Notepad is a simple notes writing package. It is developed by micro Soft Corporation in accessories group. With the help of notepad we can with anything & in any file.

❖ How to start the notepad?

- (1) Start button → program → accessories → notepad ↔
- (2) Start → Run → Type Notepad → ok (win+R)



1. File (Alt + f) to open file menu.
 - a. New (Ctrl + N) - To create new document file.
 - b. Open (Ctrl + O) - to open the exiting file.
 - c. Save (Ctrl + S) - To document file.
 - d. Save as (Alt + F + A) – To change the file name.
 - e. Page set up (Alt + F + U) to set the mining of the page for print.
 - f. Print (Ctrl + P) – to print the complete data of file.
 - g. Exit (Alt + f4) to close the notepad.
2. Edit (Alt + E) to open edit menu.
 - a. Undo (Ctrl + Z) to back one step.
 - b. Cut (Ctrl + X) to cut the selected text.
 - c. Copy (Ctrl + C) to copy the selected text.
 - d. Paste (Ctrl + V) to past the any copy & cut of text.
 - e. Delete (Del) to delete the selected text.
 - f. Find (Ctrl + F) to find the next word.
 - g. Find next (F3) to find next
 - h. Replace (Ctrl + H) to change one word to one the word.
 - i. Go to (Ctrl + G) to go on the number of time.
 - j. Select all (Ctrl + A) to all select one time.
 - k. Time /date. (F5) to show the current date, & time on page.
3. Format (Alt + O) to open Format menu.
 - a. Word wrap (Alt + O + W) it is use for brook the areca of line.
 - b. Font (Alt + O + F) it is use for change the font style font type's font size of text.
4. View (Alt + F) to open view menu.
 - a. States Bar (Alt + V + S) to open states Bar.

CURRICULAM VITAE

NAME: :-

Permanent Address:

At :-

Po :-

Via :-

Dist :-

Mobile :-

Email :- @gmail.com

Academic Details:

| Class | Board/University | Year of Passing | Divestion |
|------------------|------------------|-----------------|-----------|
| 10 th | B.S.E.B Patna | | |
| 12 th | B.S.E.B Patna | | |
| B.Sc | M.U. | | |

Extera Qulefaction

Hobby

Personal Details:

- Name :
- Father's Name :
- Mother's Name :
- Date of Birth :
- Sex :
- Nationality : Indian
- Religion :
- Domicile : Bihar
- Category :
- Marital Status : Unmarried
- Language Known : English, Hindi

Declaration:

I do hereby declare that the information stated above are true, complete and correct to the best of my knowledge and belief.

Place:

Date:

Signature