

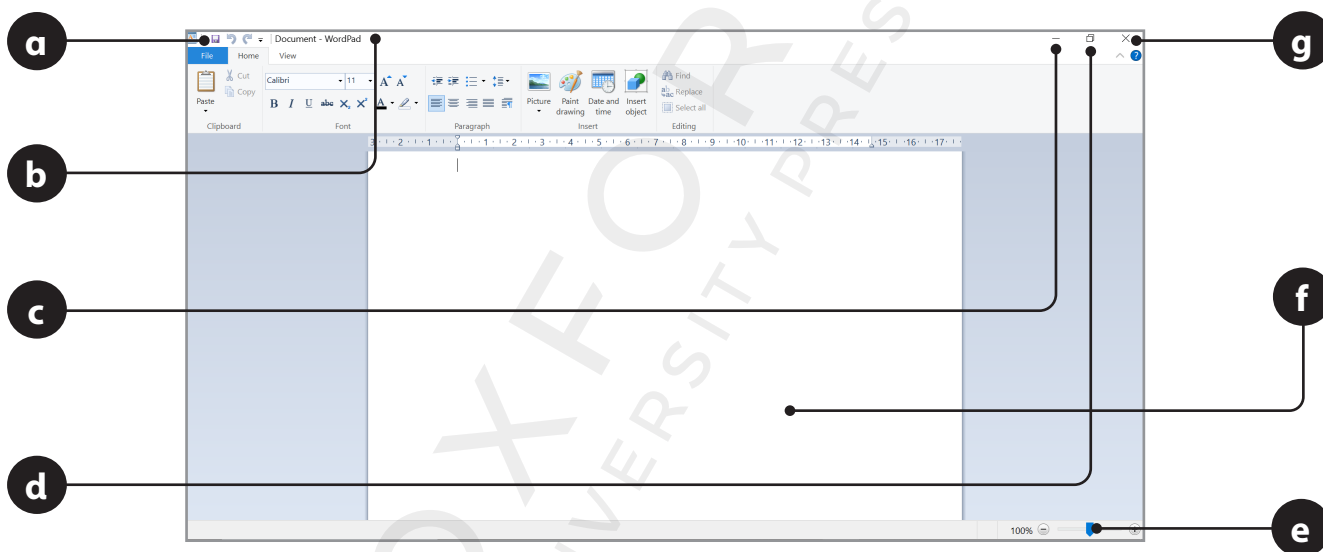
## EXPLORING NOTEPAD AND WORDPAD



## Number the Labels

1. Look at the screenshot below and number the following parts of the WordPad window:

- |                                   |       |           |       |
|-----------------------------------|-------|-----------|-------|
| • Save                            | _____ | Title bar | _____ |
| • Maximise                        | _____ | Minimise  | _____ |
| • Slider to Zoom in/Zoom out text | _____ | Close     | _____ |
| • Document window                 | _____ |           |       |

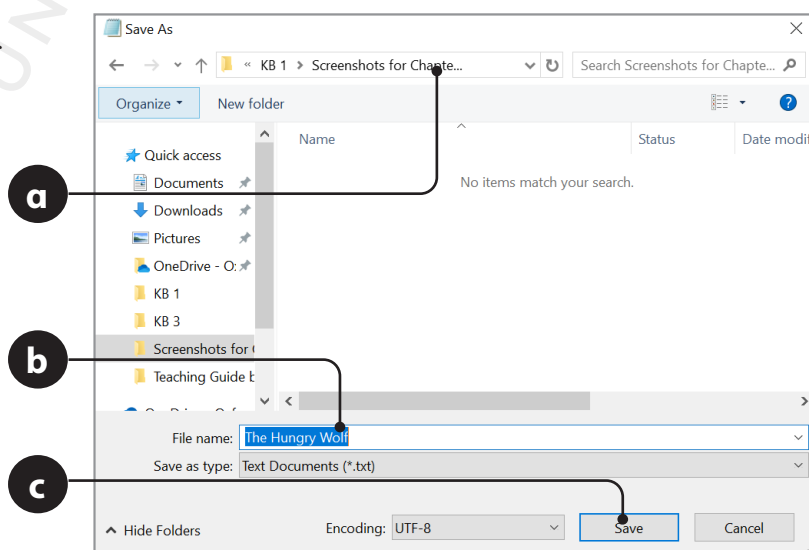


1. Look at the screenshot and number the following parts of the WordPad window:

Select the drive and the folder \_\_\_\_\_

Type the file name \_\_\_\_\_

Click Save \_\_\_\_\_



## EXPLORING NOTEPAD AND WORDPAD



## Multiple Choice Questions

1. What is Notepad mostly used for?
  - a. Text formatting
  - b. Text editing
  - c. Drawing pictures
  - d. Perform math calculations
2. What can Wordpad do that Notepad cannot?
  - a. Text wrapping
  - b. Basic text editing
  - c. Saving files
  - d. Opening files
3. What is the Quick Access Toolbar used for?
  - a. It provides shortcuts for most used steps.
  - b. It shows the file size.
  - c. It has help options.
  - d. It allows you to change the background colour.
4. Which tools is better for writing a shopping list?
  - a. WordPad
  - b. Notepad
  - c. Paint
  - d. Excel
5. What is text wrapping?
  - a. Folding a piece of paper
  - b. Wrapping a gift
  - c. Moving text to the next line
  - d. Drawing a box around text
6. Which program allows you to change the font color of your text?
  - a. Notepad
  - b. WordPad
  - c. Both Notepad and WordPad
  - d. Neither Notepad nor WordPad
7. What do the scroll bars do?
  - a. Change the color of the text
  - b. Make the text bigger
  - c. Move the document up or down and left or right
  - d. Delete the text
8. Why is it important to save your work?
  - a. To make it look pretty
  - b. To keep your computer safe
  - c. To keep your work from disappearing
  - d. To make the computer faster



## Fill in the Blanks

WordPad

Notepad

scroll bar

quick access toolbar

font style

text wrapping

size

1. When I want to write a short note, I can use \_\_\_\_\_.
2. If I want to make a colourful document, I can use \_\_\_\_\_.
3. The \_\_\_\_\_ helps me move up and down in a document.
4. The \_\_\_\_\_ helps me save or print quickly.
5. I can change the \_\_\_\_\_ of the letters to make them look different.
6. \_\_\_\_\_ helps my words stay on the page.
7. I can choose a different \_\_\_\_\_ for my words, like big or small.



## Vocabulary Matching

Text Wrapping

The things that helps you see the whole page

Font Style

Keeping your work for later

Scroll Bar

How the letters look

Quick Access  
Toolbar

Helps words stay on the page

Saving Files

Buttons for things you use a lot