



# Typing with Notepad

## LESSON PLAN

**After this lesson, students will be able to:**

- » Identify Notepad as a text editing application.
- » Start Notepad.
- » Open a new file.
- » Label the Notepad window – Menu bar, Title bar, Cursor, Text area.
- » Identify and describe the purpose of the cursor.
- » Type text.
- » Change the text size and style.
- » Save a file.
- » Open a saved file.

## WARM UP

Write the steps to open Notepad:



## CHAPTER NOTES

- » Notepad is a text editor.
- » It is a part of the Windows software.

- » Notepad is used to type text.
- » It does not support audio, video or pictures.
- » A file in Notepad gets saved as a text file.
- » The Notepad window consists of:
  - Title Bar
  - Window Controls
  - Menu Bar
  - Text Area
  - Status Bar
- » We can create, save and open files in Notepad.

## **DEMONSTRATION**

- » Open Notepad
- » Create a new file
- » Type, edit and format text
- » Save a file
- » Open a saved file
- » Use shortcut keys

## **LAB ACTIVITIES**

- 1. Write the following nursery rhyme in Notepad. Use Times New Roman, red colour, 30 points.**

Jack and Jill

Went up the hill

To fetch a pail of water

Jack fell down and broke his crown

And Jill came tumbling after.

## 2. Type a birthday letter to your friend. Now do the following.

For your friend's name – Use font Calibri, size 18.

For the birthday message – Use font Arial, size 22.

For your name – Use font Times New Roman, size 16.

## ASSESSMENT

Teacher can assess the students by making them do the following activities:

- » Open a Notepad file.
- » Give it a title and then save it.
- » Write a letter to your friend.
- » Minimise and then restore the window.
- » Save and exit Notepad.

## SUGGESTED CLASS ACTIVITIES

### A. Label the following parts of the Notepad window.

- |              |                    |              |
|--------------|--------------------|--------------|
| 1. Title Bar | 2. Window Controls | 3. Menu Bar  |
| 4. Text Area | 5. Scrollbar       | 6. File Name |

### B. Answer in one word.

1. Name of Window's text editor.
2. Menu used to save a file.
3. Menu used to copy and paste.
4. Menu used to format text.
5. Topmost bar of the Notepad window.

**C. Write the shortcut keys to do the following. Take your teacher's help.**

1. Open a new file
2. Save a file
3. Open a saved file
4. Copy
5. Paste