Chapter-8

Starting WordPad

Answer the following questions:

1. What is a WordPad? Explain any two features.

Ans. WordPad is a text editor or word processing software.

The two features of WordPad are:

(a)It is used to insert pictures.

(b)It save data for future use.

2. Explain the function of maximize button.

Ans. Maximize button is used to enlarge the window to its possible maximum size.

3. Where you type and edit the text?

Ans. We use to type and edit the text in the document area.

4. What does Ribbon consist of?

Ans. Ribbon consists of two parts- tab and group.