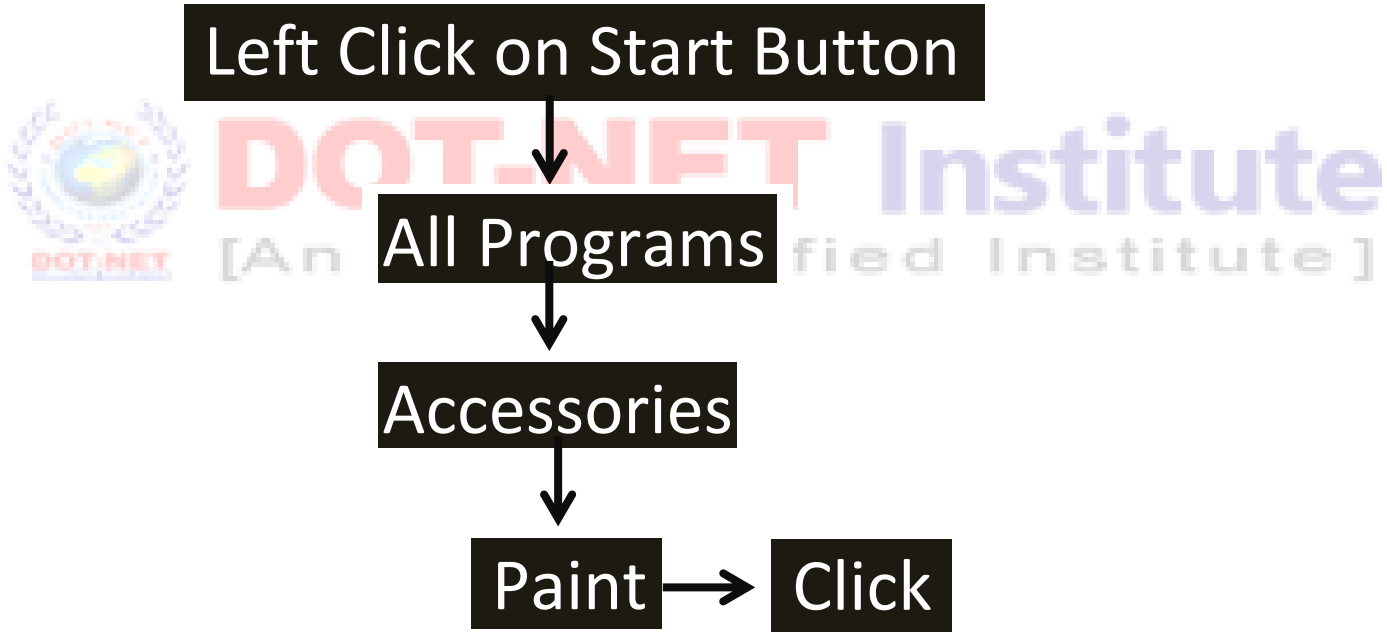# Lesson – 3

Windows Operating System
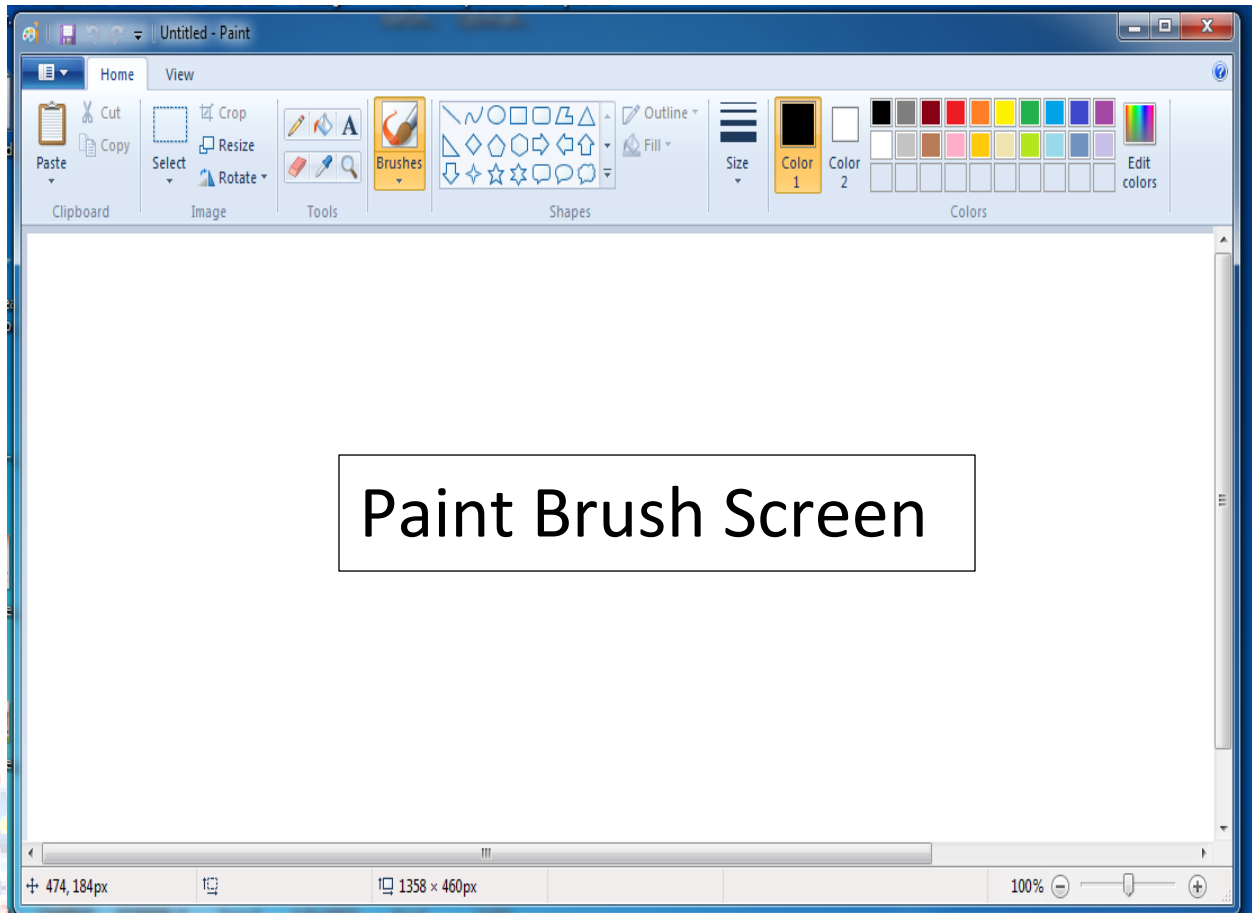
Paint Brush

MS-Paint is a graphical program that can be used for drawing picture. MS-Paint is bit-mapped program. Its drawing consists of a series of dots called pixels that can be controlled by you.

Extension - .png (Portable network graphics)

.bmp (bit mapped program) --- It was used earlier.

Steps to start the paint program:

Left Click on Start Button

↓

All Programs

↓

Accessories

↓

Paint → Click

Paint Brush Screen

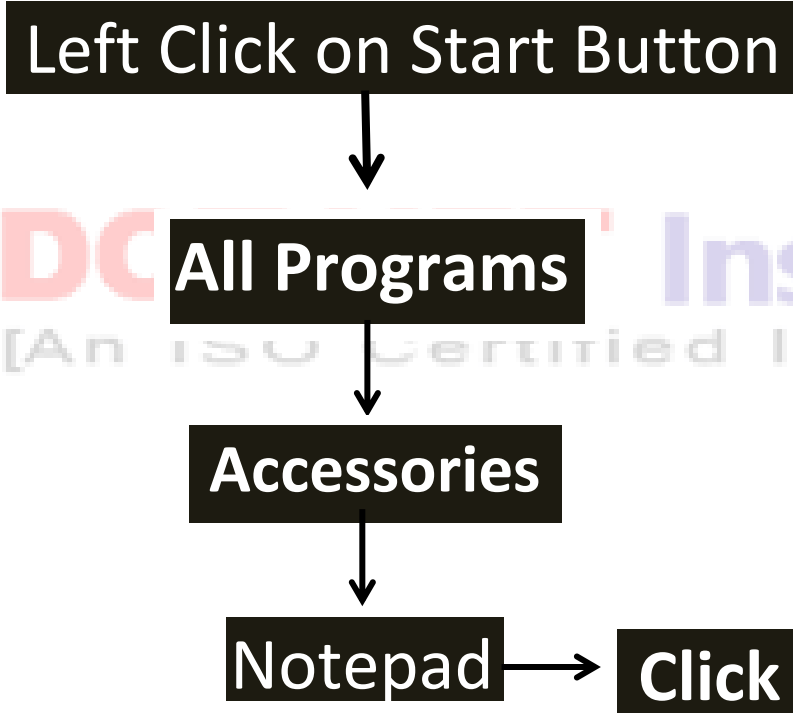**Minimum Size of the Page –** 12.5%
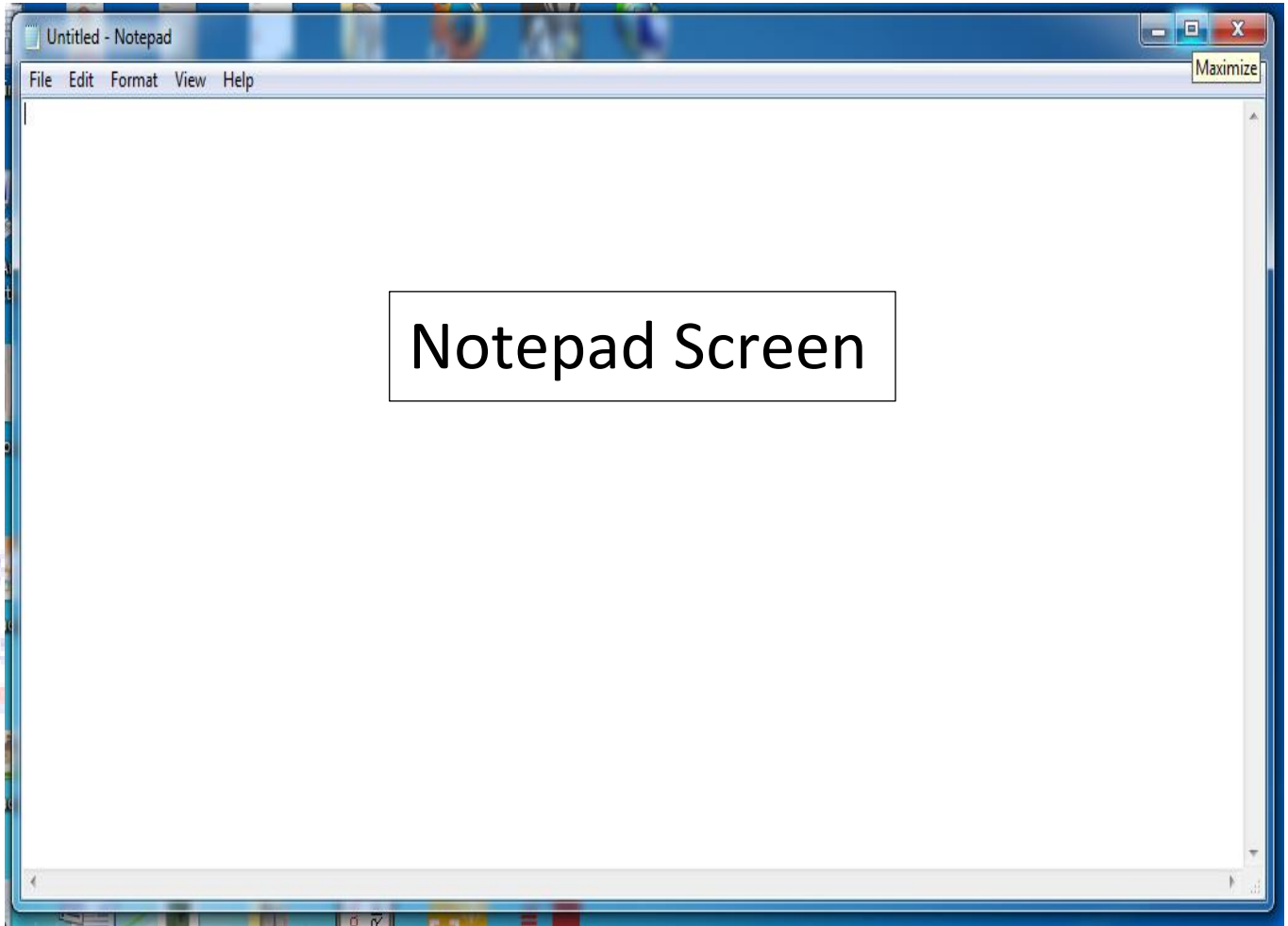
Maximum Size of the Page – 800%

Notepad

The notepad is also one of the products in Accessories group. It is used for simple typing. It can be used for writing notes, e-mails messages, etc. It is useful for editing and storing all textual data. Notepad is specially used for HTML (Hyper Text Markup Language).

Extension – .txt (Text)

Steps to start Notepad:

```
Left Click on Start Button
            |
            v
      All Programs
            |
            v
      Accessories
            |
            v
      Notepad  ---->  Click
```

Notepad Screen

WordPad

Word Pad is a word Processor inbuilt with Windows XP. It has less word processing facilities than word 2007

Extension - .RTF (Rich Text Format)

Steps to start WordPad:

Left Click on Start Button

↓

All Programs

↓

Accessories

↓

WordPad → **Click**

WordPad Screen