

How to open WordPad



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WordPad is part of the Microsoft Windows operating system.

Follow these step-by-step instructions on how to open WordPad

This article assumes that you have a PC with Windows 7 installed.

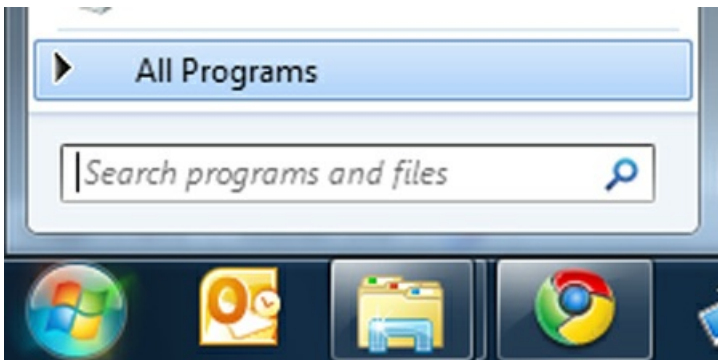
There are two ways to open WordPad:

Method 1



Step 1: Click on the 'Windows' button (*right*) at the bottom left-hand corner of your screen.

Step 2: In the menu that appears, click **All Programs**:



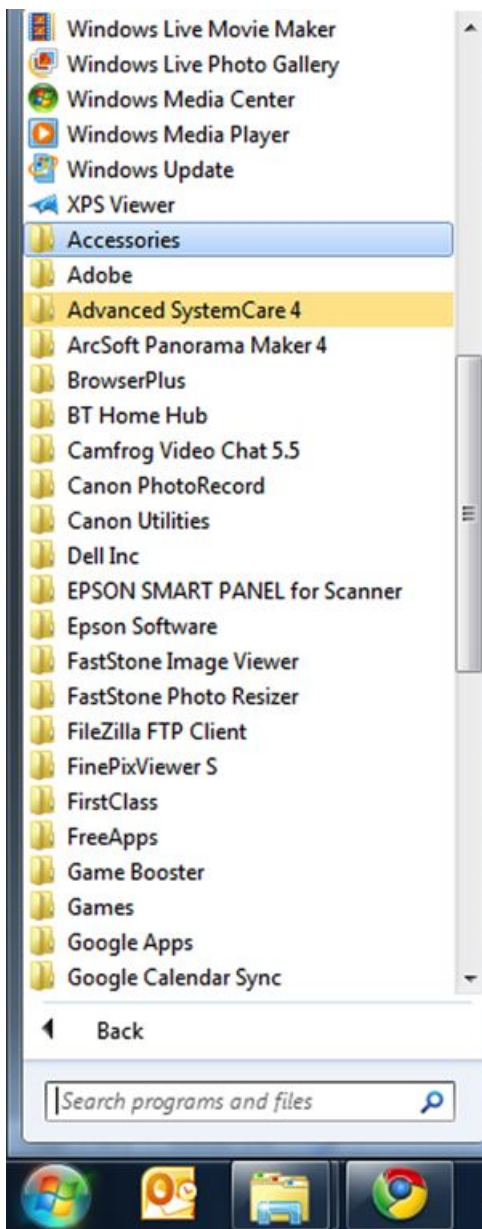
Step 3: In the new menu, click **Accessories**:

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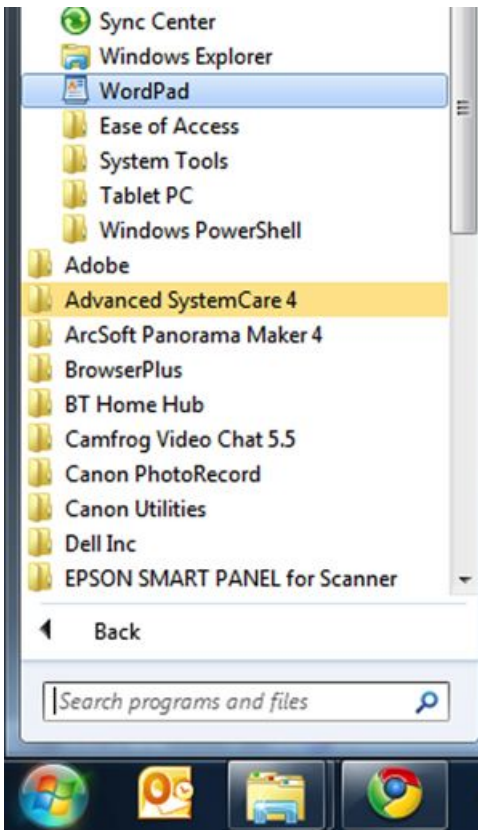
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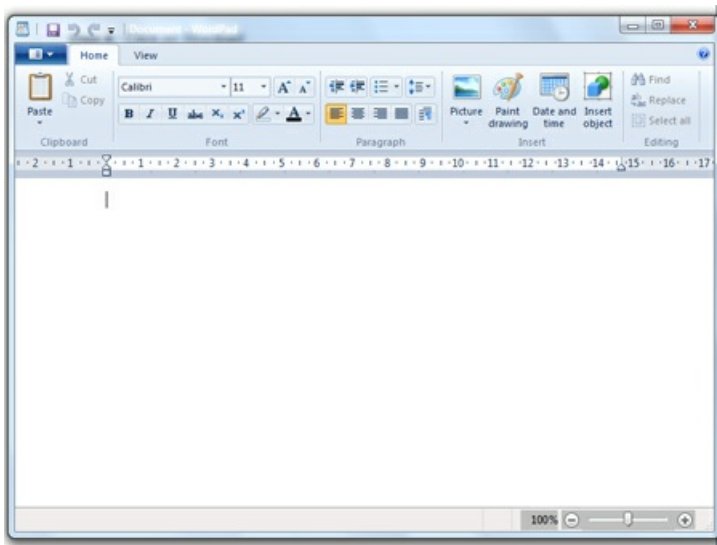
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Step 4: In the Accessories sub-menu, click **WordPad**:



Step 5: The WordPad window now opens and you can begin using the program:



Method 2

Step 1: Click on the 'Windows' button at the bottom left-hand corner of your screen (as **Step 1** above).

Step 2: Type 'WordPad' into the search box:



Step 3: Find 'WordPad' in the search results, under 'Programs':



Step 4: Click on this and the WordPad window opens (as in **Step 5** above)

Done!

Stephen Baird-Parker is a DU tutor and a qualified ICT teacher

Next steps

How to use WordPad

How to move around a document

How to print a document
