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What is WordPad?

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WordPad is a Microsoft Windows program that you can use to create documents such as letters, notes and posters. It's less complicated than a full word processor but still lets you perform a range of tasks:

- create, open, and save documents
- format documents – that is, change the size and style of print, the look of a page, etc.
- insert dates, pictures and hyperlinks
- view a document
- change page margins
- print documents.

There are different versions of WordPad in different versions of Windows.

Next steps

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▶ How to open WordPad

▶ How to use WordPad

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