



# UNIQUE INSTITUTE OF COMPUTER TECHNOLOGY (UIC)

## Notepad Practical Assignment Sheet

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

### Assignment – 1 (Basic Practice)

Task:

Notepad खोलकर नीचे दिया गया text टाइप करें और save करें।

My Name is \_\_\_\_\_

I am learning Computer at UIC.

I like to learn new technology.

File Name: basic.txt

### Assignment – 2 (Formatting Practice)

Task:

नीचे दिया गया text लिखें और Word Wrap ON करें।

Computer is an electronic machine.

It works very fast.

It is used in schools, offices, and homes.

Steps:

Format → Word Wrap → ON

File Name: format.txt

### Assignment – 3 (Edit Menu Practice)

Task:

नीचे दिया गया text लिखें:

Ram is a good boy.

Ram studies daily.

Ram respects teachers.

Practice:

“Ram” को Replace करके “Shyam” करें

एक line copy करके paste करें

File Name: edit.txt

### Assignment – 4 (Date & Time Insert)

Task:

Notepad खोलें

F5 दबाएँ (Date & Time आएगा)

नीचे लिखें:

Today I practiced Notepad.

File Name: date.txt

### **Assignment – 5 (List बनाना)**

Task:

अपनी पसंद की 5 चीजें लिखें:

My Favourite Things:

1. .
2. .
3. .
4. .
5. .

File Name: list.txt

### **Assignment – 6 (Simple Paragraph)**

Task:

“Computer” पर 5 लाइन लिखें:

Computer is very useful.

It helps us in study.

We can do many works on computer.

It saves our time.

Computer is important in our life.

File Name: paragraph.txt

### **Assignment – 7 (Find Option Practice)**

Task:

नीचे text लिखें:

Computer is important.

Computer is fast.

Computer is useful.

Practice:

Ctrl + F दबाकर “Computer” search करें

File Name: find.txt

### **Assignment – 8 (Save As Practice)**

Task:

Notepad में कोई भी text लिखें

Save As करके 2 नाम से save करें:

file1.txt

file2.txt

### **Assignment – 9 (Shortcut Keys Practice)**

Ctrl + N → New

Ctrl + S → Save

Ctrl + C → Copy

Ctrl + V → Paste

Ctrl + X → Cut

Ctrl + A → Select All

Task:

इन सभी का use करके एक file बनाएं

### **Assignment – 10 (Final Practical Task)**

Task:

Notepad में एक application लिखें:

To,

The Manager

Subject: Leave Application

Sir,

I am not feeling well.

So I request you to grant me leave for 2 days.

Thank You

Your Name

File Name: application.txt

**Instructor Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_