

Wordpad is a software or an application in Windows that allows you to write text in Rich Text Format.

It allows you to save your text in Rich Text Format(rtf), Text File or MS-DOS Text Format or Unicode Text Format.

Following are the icons and their task in Wordpad

Icon	Task
	For Making Text Bold
	Making Text Italics
	Making Text Underlined
	For striking through the Text
	For subscripting text or writing formulas like H <sub>2</sub> O
	For superscripting text or writing formulas like a <sup>2</sup>
	For changing colour of text
	For Highlighting text
	For left aligning the text
	For centre align text
	For right aligning the text
	For justify the text
	For changing font style and font size
	For increasing or decreasing font size one by one
	For left indent or right indent
	For creating ordered or unordered list