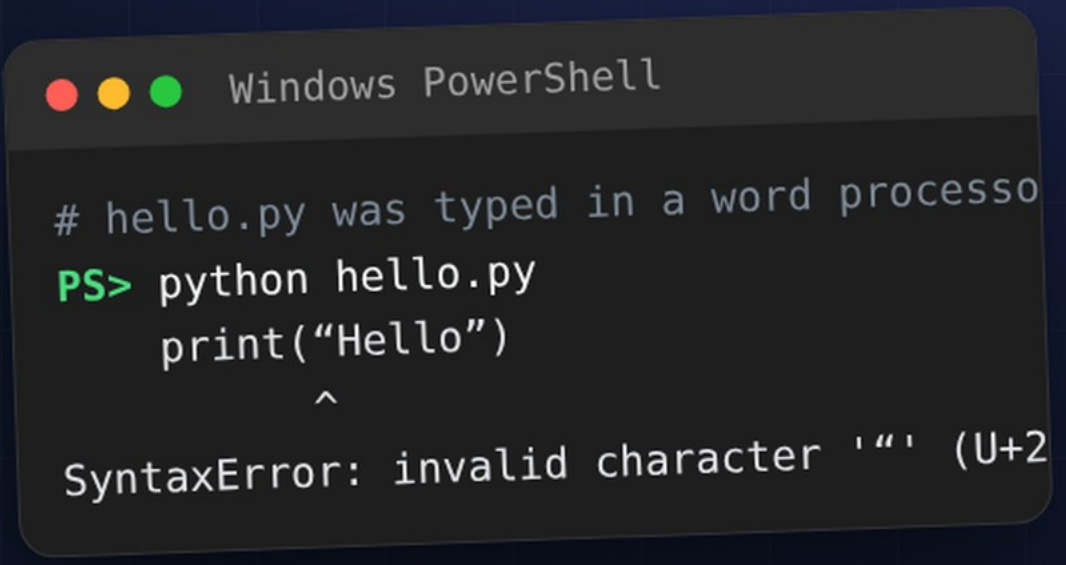
WINDOWS EDITORS · 2/6

WordPad & Word

Rich vs Plain Text



LESSON 2

WordPad & Microsoft Word: Rich Text vs Plain Text

WordPad · Word

WINDOWS EDITORS & UTILITIES | Windows | FREE

PART 1 OF 5

Plain Text vs Rich Text

1. Plain text: characters only
2. Rich text: fonts, colors, images
3. Never write code in a word processor

Windows PowerShell

```
# hello.py was typed in a word processor:
PS> python hello.py
    print(“Hello”)
          ^
SyntaxError: invalid character '“' (U+201C)
```

PART 2 OF 5

WordPad: Retired

1. Opened .rtf and .docx files
2. Removed in Windows 11 24H2
3. Now: Notepad or Word

Windows PowerShell

```
PS> wordpad
wordpad: The term 'wordpad' is not
recognized as a name of a cmdlet...
PS> notepad notes.txt     # plain text
PS> winword report.docx   # rich text
```

PART 3 OF 5

Microsoft Word

1. Styles & headings build a TOC
2. Track changes & comments
3. Word for the web: free in a browser

```
Windows PowerShell

PS> winword report.docx

Home > Styles > Heading 1
References > Table of Contents
Review > Track Changes
File > Export > Create PDF
```

PART 4 OF 5

Word Shortcuts

1. Ctrl+B bold · Ctrl+I italic · Ctrl+U
2. Ctrl+Z undo · Ctrl+Y redo
3. Ctrl+S save · F12 Save As

Windows Terminal

Ctrl+B	Bold	Ctrl+Z	Undo
Ctrl+I	Italic	Ctrl+Y	Redo
Ctrl+U	Underline	Ctrl+S	Save
Ctrl+F	Find	F12	Save As

PART 5 OF 5

Right Tool for the File

1. Scripts & data: Notepad or a code editor
2. Reports, letters, resumes: Word
3. Share as PDF

Windows Terminal

```
backup.ps1    ->  Notepad / edit
config.json   ->  VS Code
resume.docx   ->  Word
resume.pdf    ->  share this one
```

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