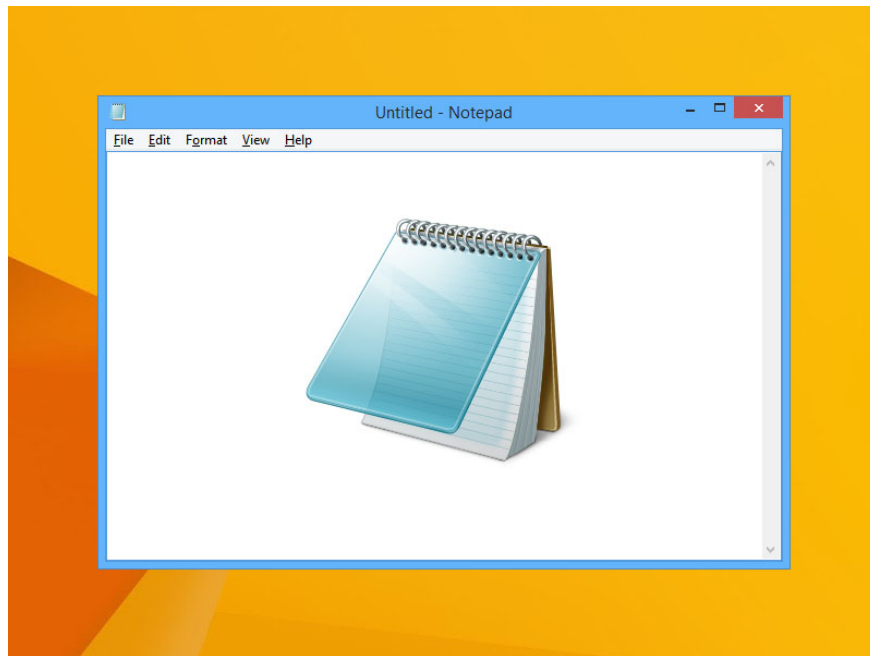


# Summary of useful shortcuts when using Notepad

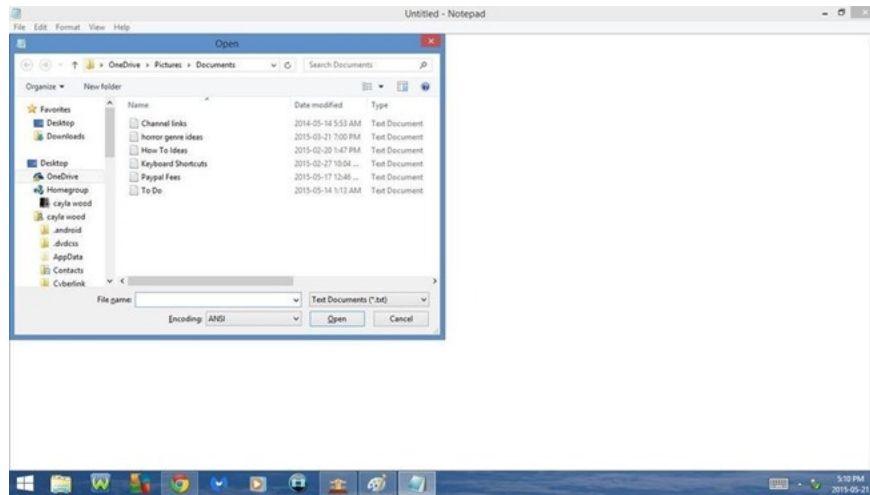
To help you lose your work as well as save time in the process of using, faster operation you can use the shortcut. In the following article, Network Administrator will introduce you to some extremely useful shortcuts when using Notepad.

Notepad is an editor built into Windows and contains only plain text.

To help you lose your work as well as save time in the process of using, faster operation you can use the shortcut. In the following article, Network Administrator will introduce you to some extremely useful shortcuts when using Notepad.

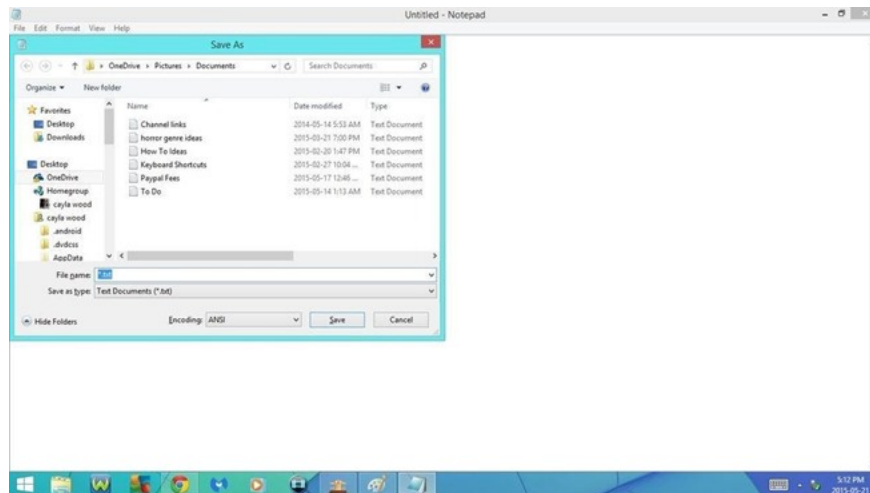


## 1. Ctrl + O



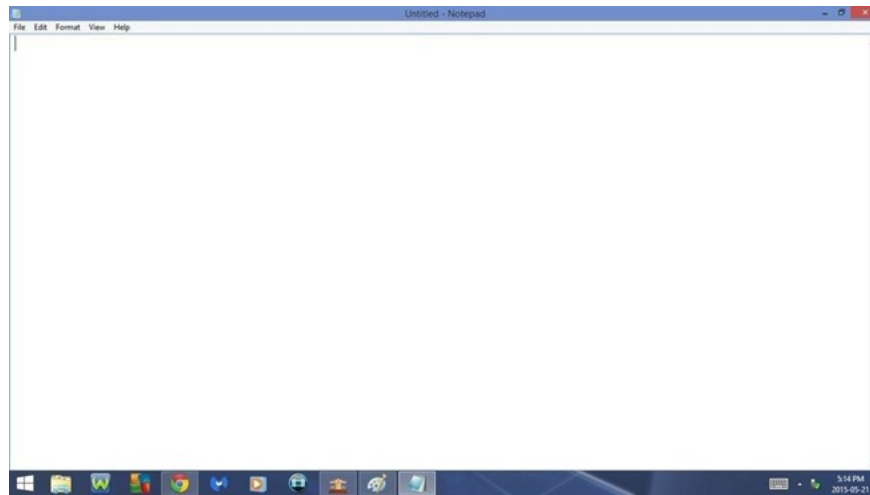
Open the previously saved Notepad.

## 2. Ctrl + S



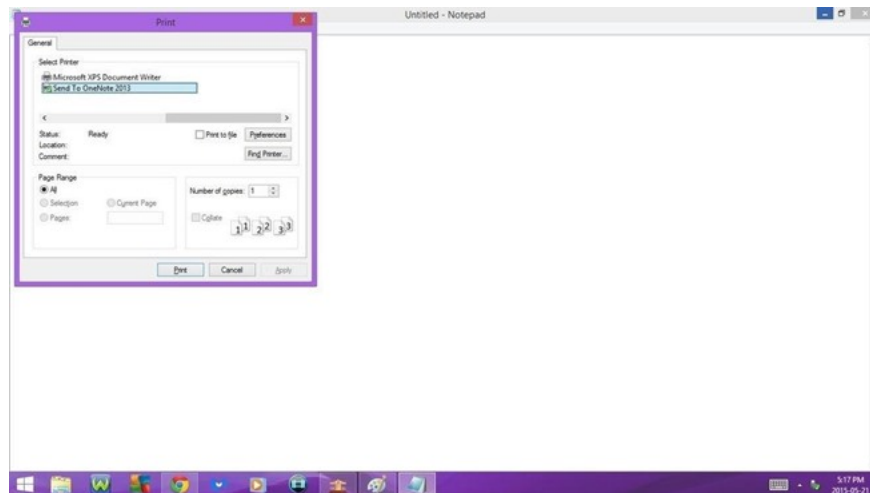
Save / Save Notepad as.

## 3. Ctrl + N



Open a new Notepad.

## 4. Ctrl + P



In Notepad.

## 5. Ctrl + Z

Undo.

## 6. Ctrl + X

Cut the content on Notepad.

**If your Notepad fails to display and cannot save Vietnamese on Notepad, refer to how to fix it here.**

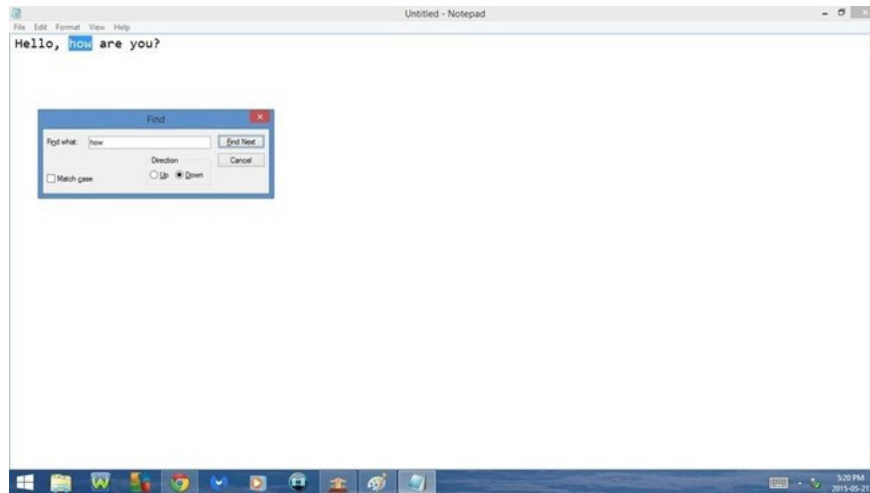
## 7. Ctrl + V

Paste (paste).

## 8. Ctrl + C

Copy (Copy).

## 9. Ctrl + F



Open Find:

Allows you to search for a specific word or phrase on Notepad.

Enter the word or phrase you are looking for, then click Find Next.

## 10. Ctrl + H

Open Replace:

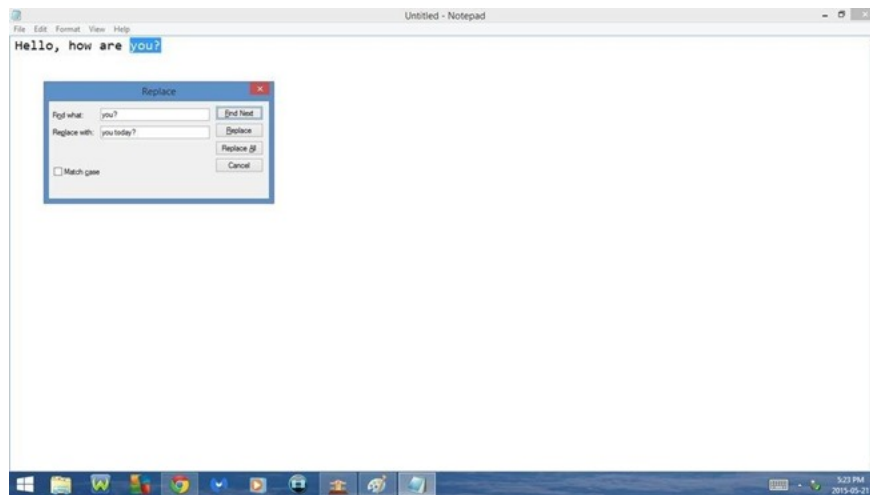
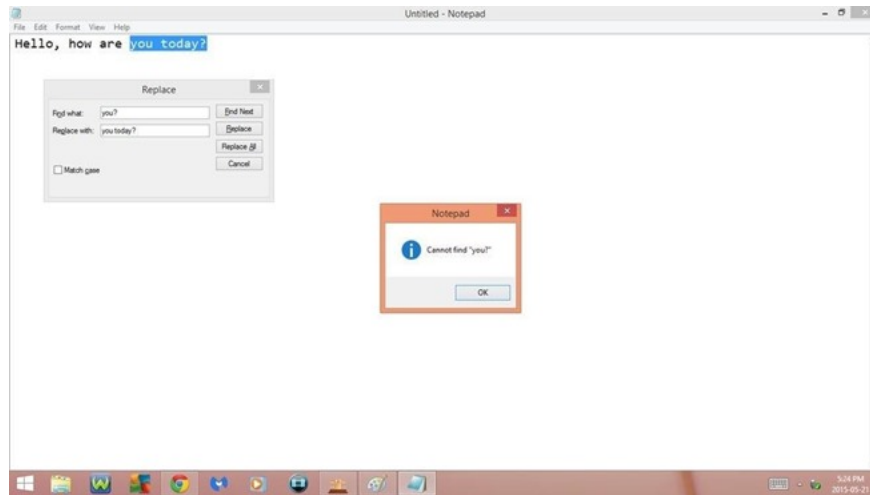
Allows you to replace 1 word or phrase on Notepad with 1 other word / phrase.

Enter the word or phrase you want to replace in **Find What** .

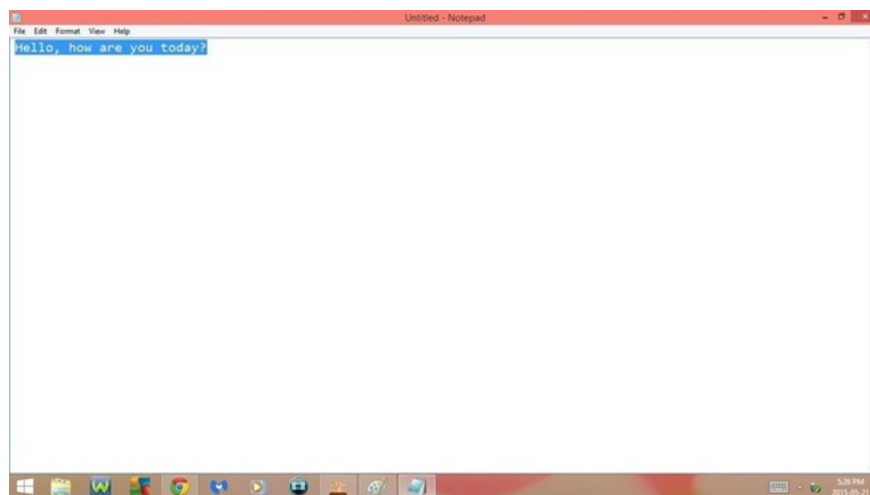
Enter the word, phrase you want to use instead of from the **Replace with section** .

Click **Find Next** to highlight the words and phrases you want to replace.

Click **Replace** to change the word / phrase.

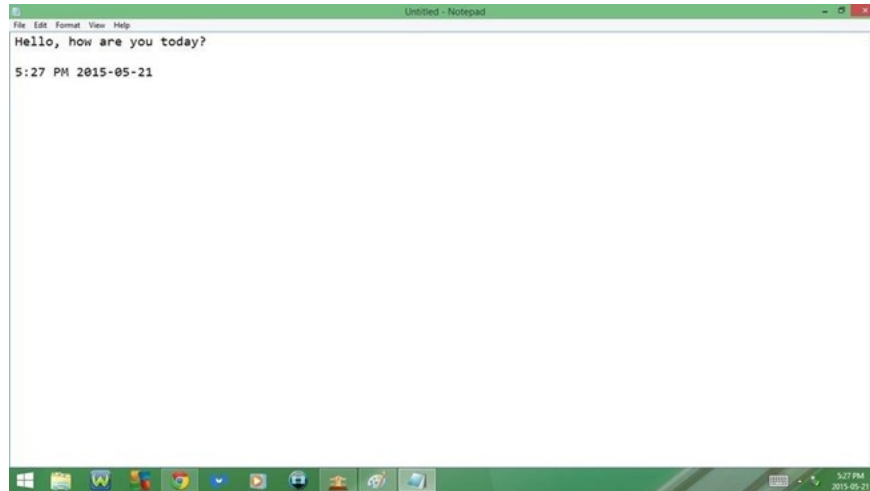


## 11. Ctrl + A



Select all content on Notepad.

## 12: F5 or Fn + F5



Insert date and time.

**Refer to some of the following articles:**

1. **The 10 most useful keyboard shortcuts anyone should memorize**
2. **Summary of shortcuts to know in Windows 10**
3. **Learn the functions of F1 - F12 keys on Windows operating system**

**Good luck!**

You finished reading the article "**Summary of useful shortcuts when using Notepad**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.