

ADD WORDPAD TO THE TASKBAR

Microsoft's free word processing program (Wordpad) has been around since the first Windows operating system. With its upgrade in Windows 7 and carrying over into Windows 10, some users are using it for simple correspondence rather than purchasing the relatively expensive Microsoft Office.

Wordpad is built into the Windows 10 operating system and is easy to bring it out of hiding by placing it on the Taskbar.

1. Go to the Search Bar (located immediately to the right of the Windows key) and type *wordpad*.
2. Wordpad will appear at the top of the column as a "desktop app."
3. Right-click on the icon and then click on *pin to taskbar*.
4. The Wordpad icon will now appear on the Taskbar and can be opened with a single left click.