

# Word Processing

## PART I

### Objectives

To discuss about the basics of word processing: various terminologies and basic features of Microsoft Word software.

### 1. Introduction

A word processor is a software package that helps us to enter text and manipulates words and phrases. It enables us to create a document, reports newsletters, brochures and store it electronically on a disk for further use, modifies it by entering commands and characters from the keyboard, and prints it on a printer as when we desire. Thus, documents created on a word processor can be made accurate, giving better look, and printed in very short time.

Many other word processing applications exist, including Microsoft Word, WordPerfect, Leap and open source applications such as OpenOffice.org Writer, LibreOffice Writer, AbiWord, KWord and LyX. Web-based word processors such as Office Web Apps or Google Docs are a relatively new category. Microsoft Word is the most widely used word processing software.

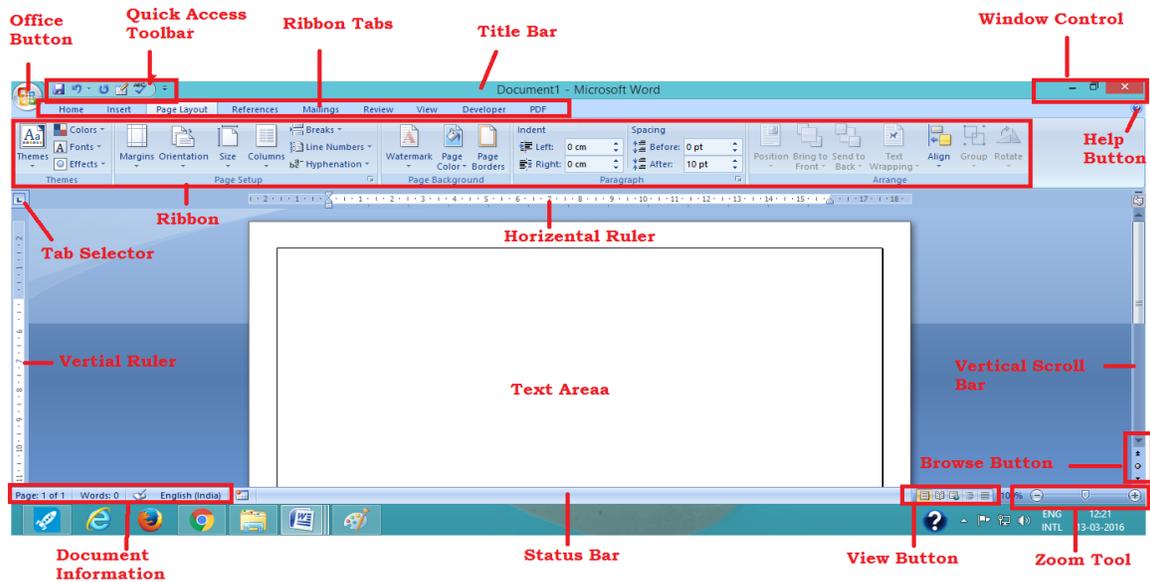
### 2. Why word processor?

Word processor can be used for printing letters, preparing mailing list, creating documents and reports. The speed of the operations is much faster than simple type writer. Number of pages added easily and margins can be properly set up in it. One can emphasize the selected words by printing them in boldface, italics or in bold italics.

A word processor can store very long letters in computer hard disc. In addition a word processor can be used to send the same letter to several different addresses using the mail-merge facility or using electronic mail facility on the internet.

### 3. Starting with Microsoft Word

MS Word is a word processor from Microsoft and a computer program that enable us to create a document, edit, format, print and also save it for future use. Please see the picture below for a visual image of parts of an active window:



**3.1 Title Bar** – At the top of an open window is the Title bar. When the document is **saved**, the name of the document is displayed on the title bar. On the right edge of the Title bar, the Minimize, Restore/Maximize and Close buttons are placed. Double clicking the Title bar of a minimized/maximized window restores a window.

**3.2 Menu Bar** – Menu bar is located just below the Title bar. It contains all the commands used in word such as File, Edit, View, Insert, Format, Tools, Table, Window, Help, Adobe PDF. When clicking on one main menu with the mouse, all the sub menus will open, displaying all the commands available under this menu. These commands have further sub commands. Many commands also have a keyboard shortcuts specified against their names.

**3.3 Standard Toolbar** - Toolbars are very helpful and convenient in quickly executing commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

**3.4 Formatting Toolbar** - This contains icons for changing the look of written text (called “formatting” in computer jargon); for example, there are icons for hanging fonts, styles, font sizes, text alignment etc.

**3.5 Ruler** - The Ruler is used to change to margins and indents, and helps to create document as per dimensions required.

**3.6 Scroll Bar** – Allows to go up and down, right and left in the document mainly by two ways: using the horizontal and vertical scroll bars with the help of the mouse; Or using the keyboard to press PgUp, PgDn, Home, End and arrow keys.

**3.7 Status Bar** - Also called the Status Area, this is the normally the last line on the screen. This gives information about Current Page, Section Number, Current/Total pages in the document, Current Cursor Position (where the cursor is presently located), Current Line Number, Current Column Number etc.

**3.8 Cursor** - Also called the Insertion Pointer, this denotes the place where text, graphics or any other item would be placed when typing, overwriting or inserting them.

#### **4. Word Processing Terminologies**

**4.1 Word Wrap** - A word processor automatically move the text to the next line when type beyond the right margin. This is known as word wrap. Unlike a type writer, there is no need to keep watch on the end of each line. In Microsoft Excel and other spreadsheet programs, word wrap is more commonly referred to as Wrap Text. Microsoft Office Word enables to wrap text easily around pictures, shapes, and tables with any position or style that we want.

**4.2 Editing Text** - On a type writer if we miss a word or a line, we need to type the whole letter again but using the word processor, new words, new sentences or even paragraphs can be easily inserted anywhere in the text typed earlier. The new text will get adjusted automatically. Similarly, we can delete any portion of the text and the remaining part of the matter will get adjusted automatically.

**4.3 Select, Copy and Paste** - A selection is a group of words that are put together. A word processor can perform various operations such as copying, moving and deleting. Using command **Ctrl+A**, text can be easily moved or copied from one place to another in the same document or to another document. This saves the effort of retyping the text.

**4.4 Find and Replace** - A word processor can conduct a search for any specified word or a character in a document and replace it with another word as desired. For example, suppose we have written KOMPUTER in a document and we wish to replace it the correct word with COMPUTER then we can use **Find and Replace** feature in a word processor to do the same.

**4.5 Spelling and Grammar** - A utility that allows checking the spelling of words. The inbuilt dictionary in a word processor checks every word in the document. If the word in the document does not match with the word in the dictionary, it means that either word is misspelled or that the word is correctly spelled but not located in the dictionary.

**4.6 Thesaurus** - A built-in thesaurus that allow searching for synonyms without leaving the word processor. Right clicking on the particular word displays number of synonymous words in Microsoft word document.

**4.7 Character Style and Sizes** - A word processor can easily change the type and size of the character in a document. We can use bigger and bold letters for main heading. Italic characters can be used emphasize a word.

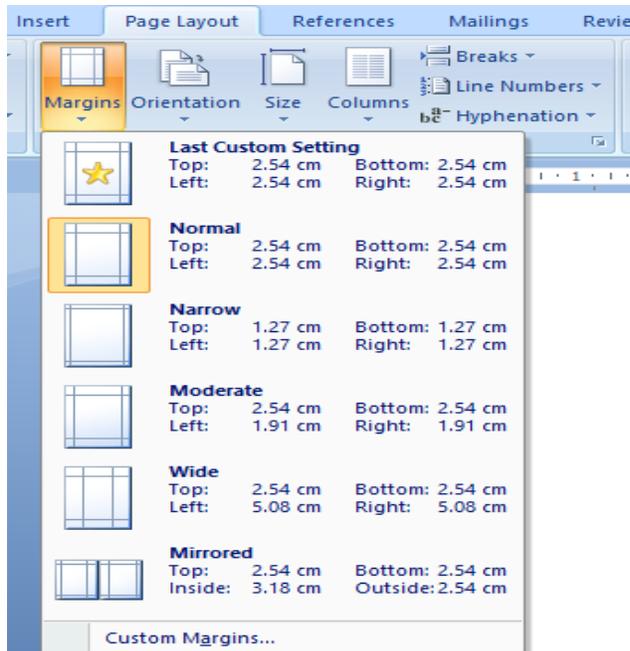
**4.8 Headers, Footers, and Page Numbering** - The word processor allows us to specify customized headers and footers at the top and bottom of every page. It automatically keeps track of page numbers so that the correct number appears on each page.

**4.9 Margin and Columns** - The left and right margins are the distances between the text, and left and right edges of the paper. It is normally one inch but one can adjust it easily. **Columns** are a good way to separate sections of a document on one page. We can create columns that span a single page or the entire document. For example, while creating a newsletter or bulletin, columns can be used to give the document a more professional look.

## 5. Other Basic features of Ms-Word

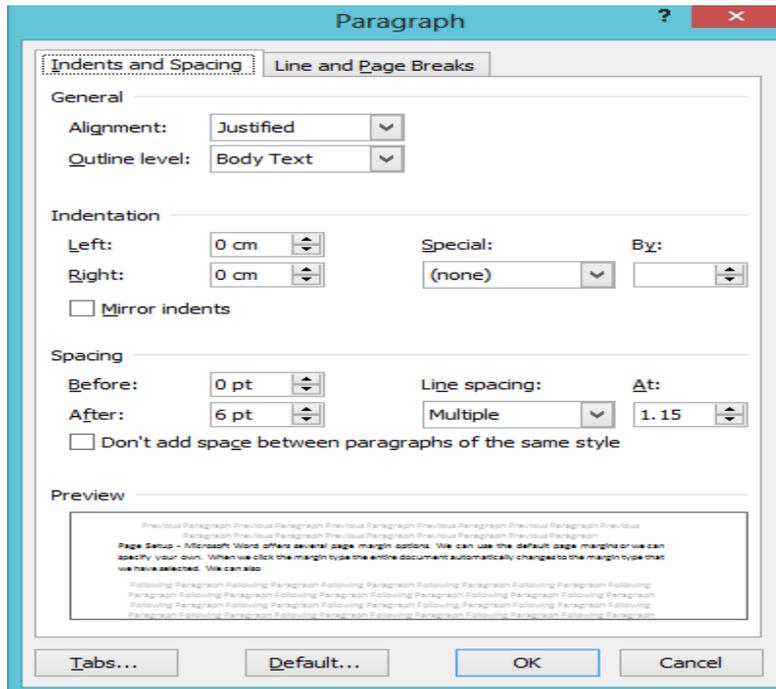
### 5.1 Page Setup

Microsoft Word offers several page margin options. We can use the default page margins or we can specify our own. When we click the margin type the entire document automatically changes to the margin type that we have selected. We can also add pages, section or column breaks to the document, split text into two or more columns



## 5.2 Adjust Indent and Spacing

Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, we can increase or decrease the indentation of a paragraph or group of paragraphs. The alignment of the text, typed within the given margins, can be left, right, centre or even justified and the spacing between lines can be adjusted either by single space, exactly, doubles, at least or multiple spaces. We can also set space before and after the paragraphs.



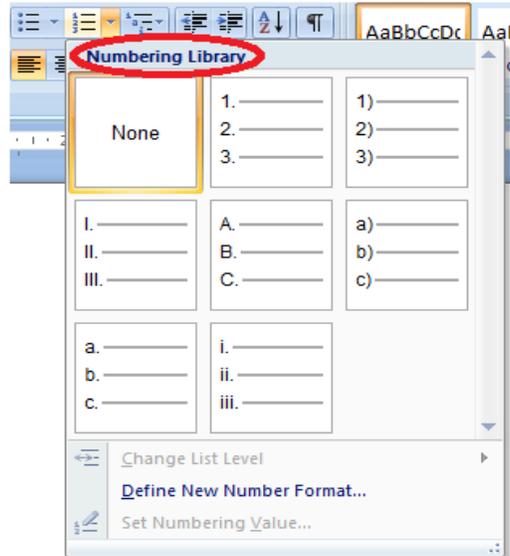
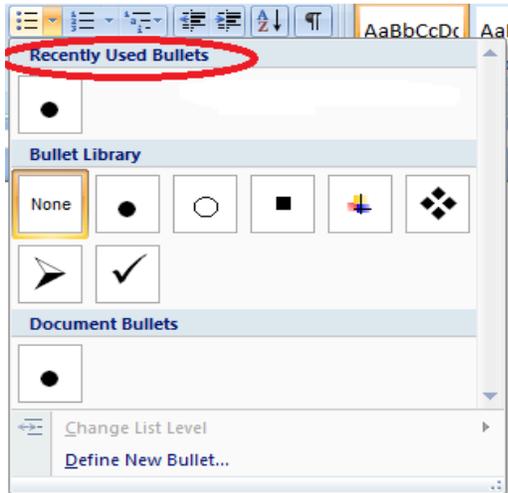
## 5.3 Tab setting

While setting tabs in a document saves us from pressing the space bar many times for moving the cursor to the specified position. Tabs are set to distribute text evenly between the left and right margins. Word's default tabs are set every half-inch.



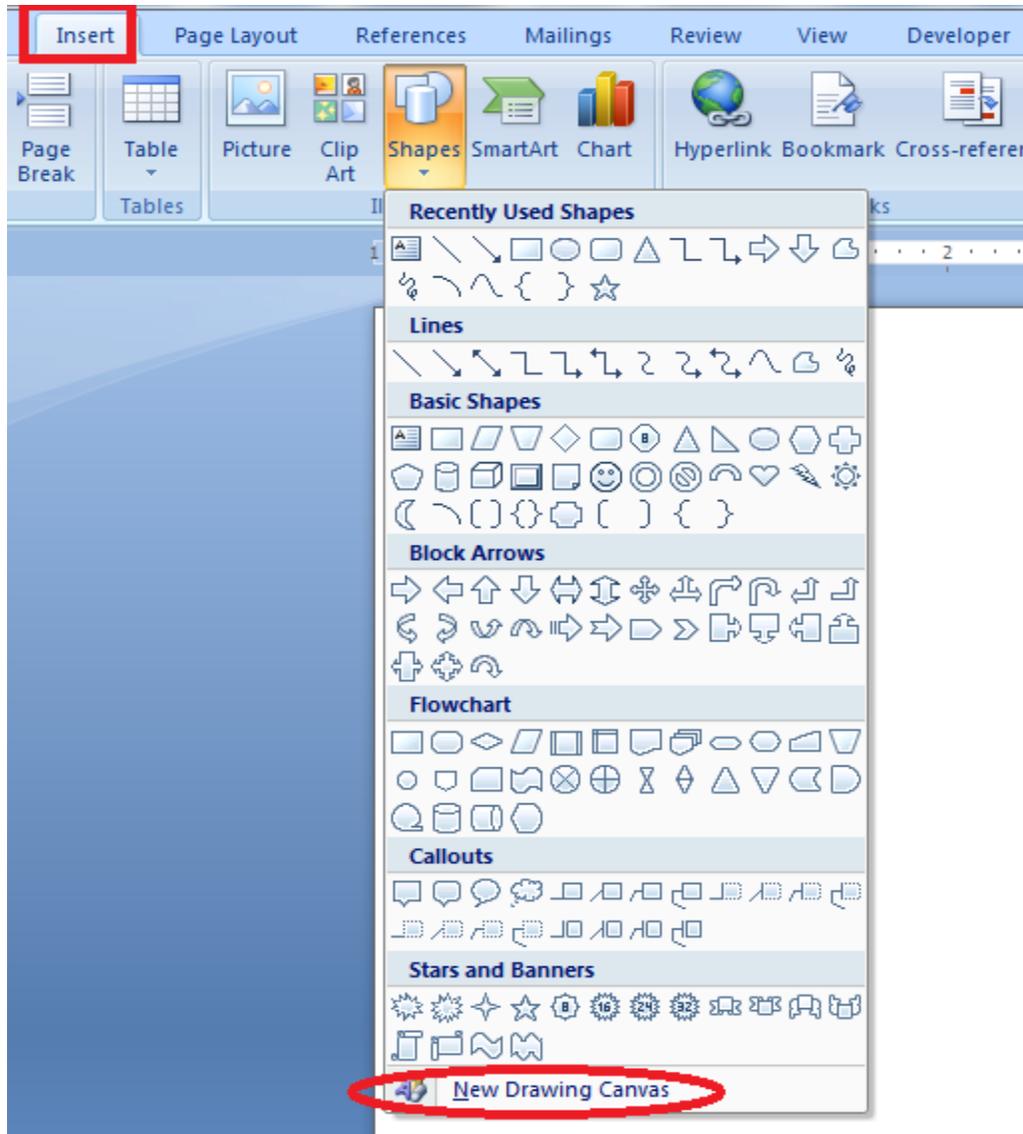
## 5.4 Bullets and Numbering

We can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as we type. By default, if we start a paragraph with an asterisk or a number, Word recognizes that and starts a bulleted or numbered list.

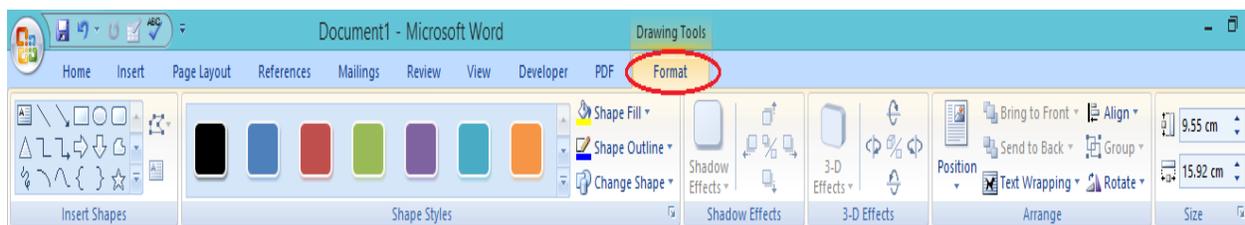


## 5.5 Drawing tool box/ Graphics

To reduce clutter, some tabs appear only when needed. For example, the **Drawing Tools** tab appears only when we select a shape, line, or other drawing object.

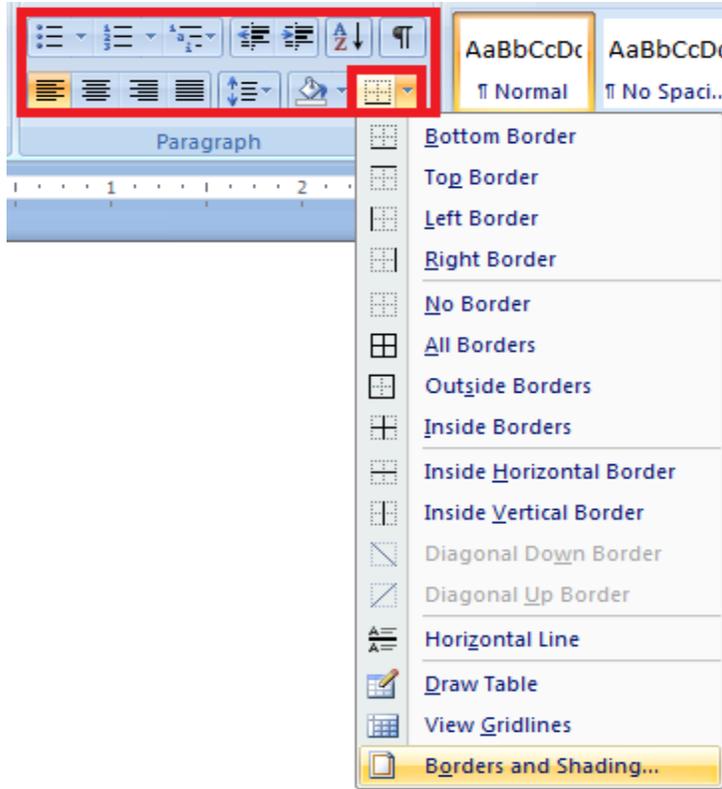


On clicking the **New Drawing Canvas**, the a new **Format** Ribbon will be added with the existing and we get more option for drawing tools and graphics.

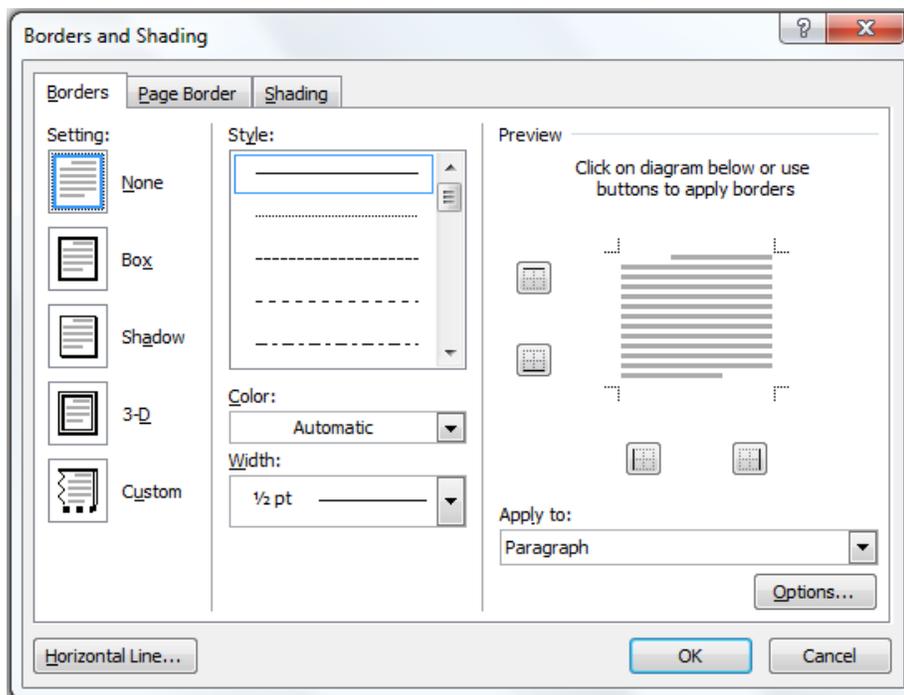


## 5.6 Border, Shading and Color

We can easily apply border to pages, an objects, tables and paragraphs on selecting, from Border list-box, in the Paragraph group under Home Tab.



For more setting of Borders, and shading text or paragraphs, go to **Borders and Shading dialog box** and choose style, color and width. The same dialog box can be found under **Page Layout ribbon**.

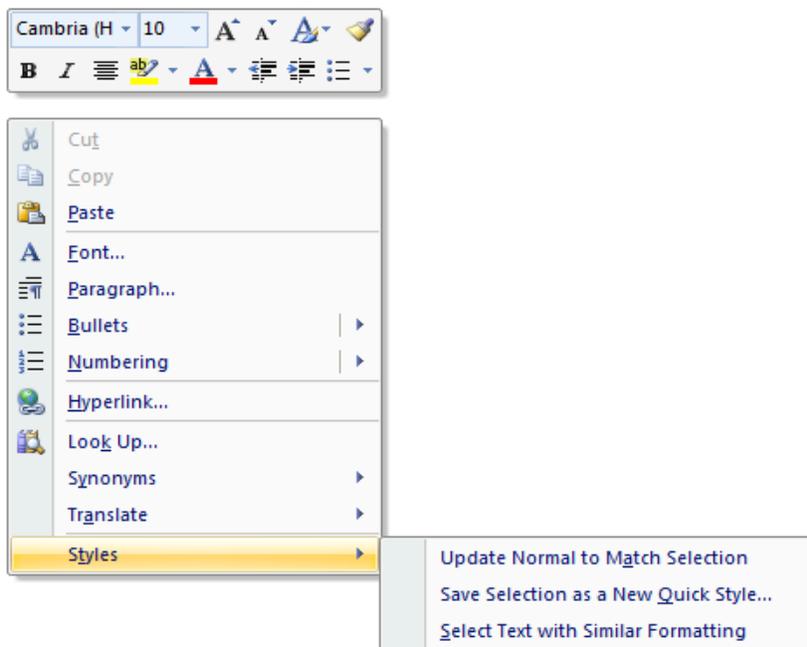


## 5.7 Quick Text Changes in Word

The Quick Parts will save time on typing. The Quick Parts is used to store the repeated words or paragraphs in its gallery.

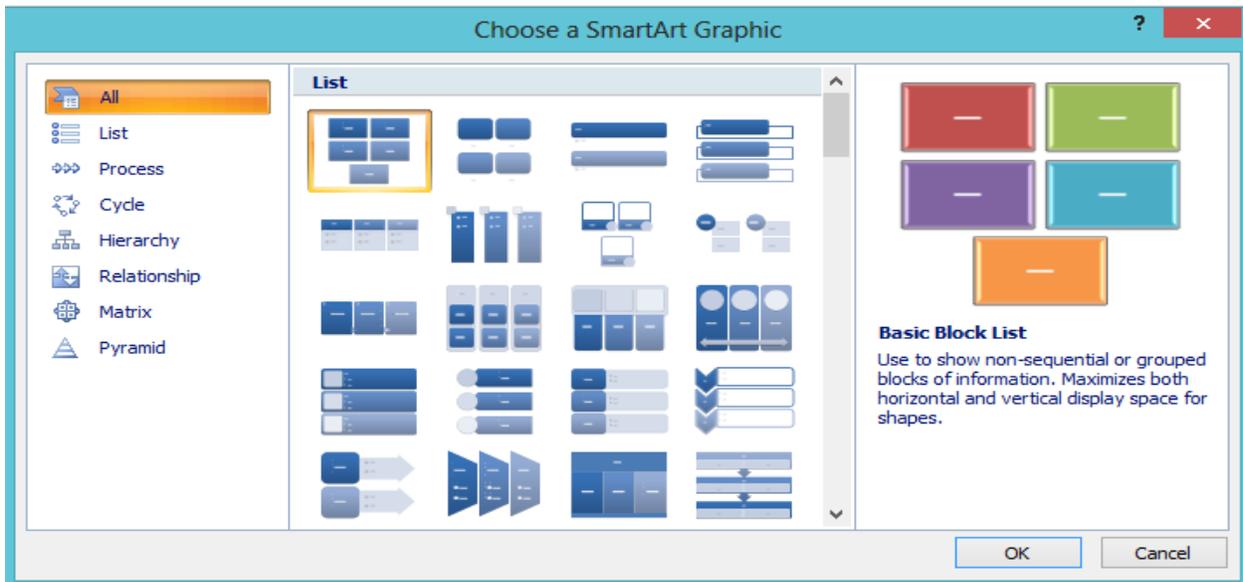
- Select the text that we want to create as a new style.
- For example, perhaps we want text that references certain aspects of our business to always appear as bold and red in our document.
- In the Home Tab that appears above our selection, click Bold and Red to format the text.
- Right-click the selection, point to **Styles** on the shortcut menu, and then click **Save Selection as a New Quick Style**.
- Give the style a name — for example, **business** — and then click OK.
- The **business** style that we created appears in the Quick Styles gallery with the name we gave it.

Now we are ready to use the same style whenever we want in the document.



## 5.8 Smart Art

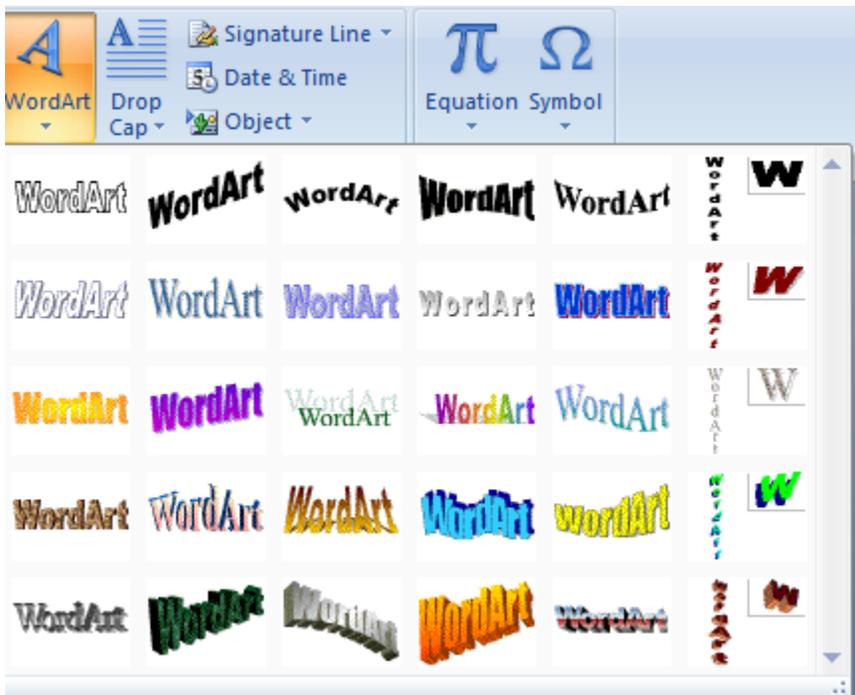
Attractive, easy to use, pre-created charts and diagrams come in handy and save time when we want to add some visual interest to a document, as an alternative to a table. Click on Insert, in the Illustration groups, select Smart Art.



## 5.9 WordArt

WordArt is decorative text that we can add to a document. We can make changes to WordArt, such as the font size and the text color, by using the drawing tools options available automatically after we insert or select the WordArt in a document.

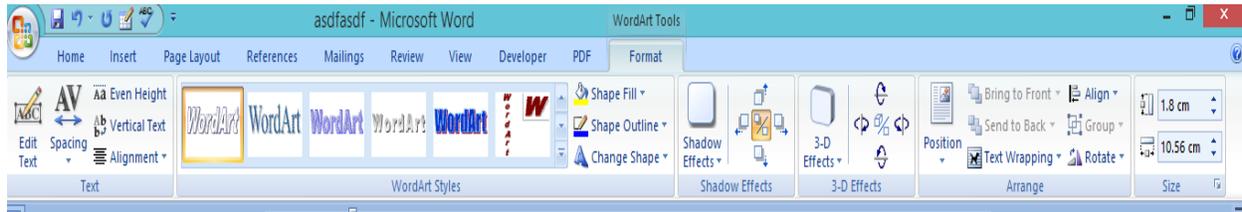
On the **Insert** tab, in the Text group, click **WordArt**



To make changes to WordArt

- Click anywhere in the WordArt text that we want to change.
- Under **Drawing Tools**, on the **Format** tab, click any option.

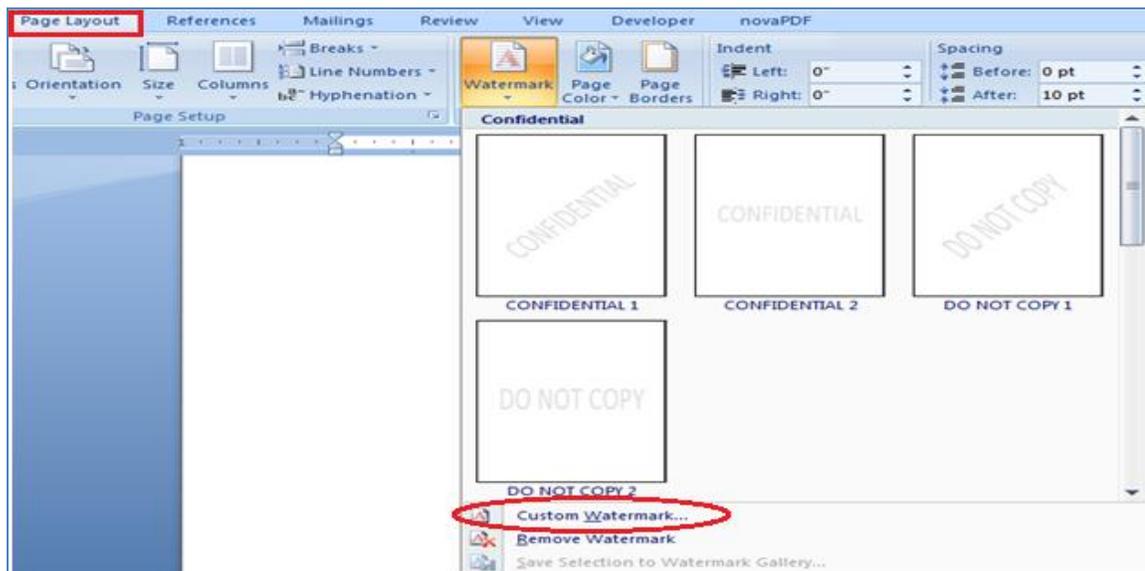
For example, we can change the direction of the WordArt text by clicking **Text Direction** in the **Text** group and choosing a new direction for the text.



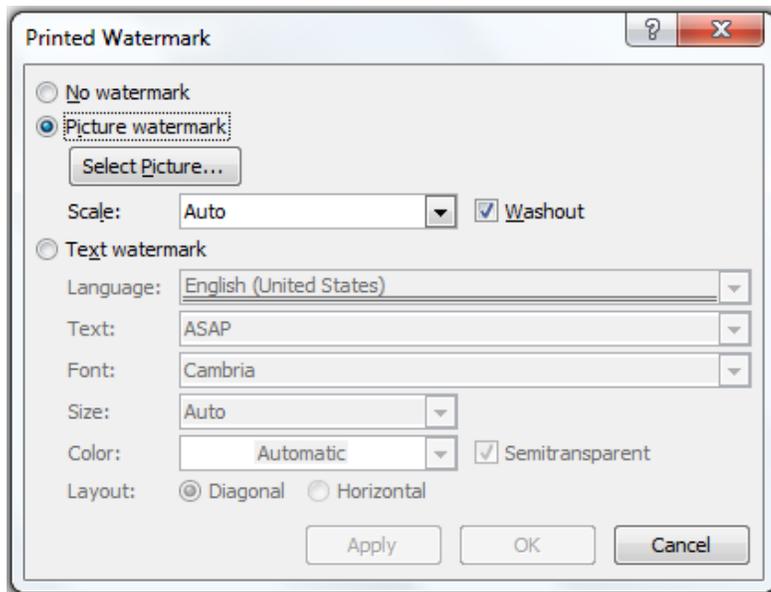
## 5.10 Watermark

A watermark can be a way of letting the reader know that the document is confidential, especially when we are circulating a draft of a document, or sharing something private with a work colleague. We can add a large grey watermark saying "DRAFT", "CONFIDENTIAL" or "URGENT" in two clicks. Watermarks are most useful for printed documents because they aren't displayed in the Web Layout view. To add a watermark, follow these steps:

- Click the Watermark button on the Page Layout tab. The Watermark gallery appears. Click one of the watermarks to insert it or select Custom Watermark from the bottom of the gallery.



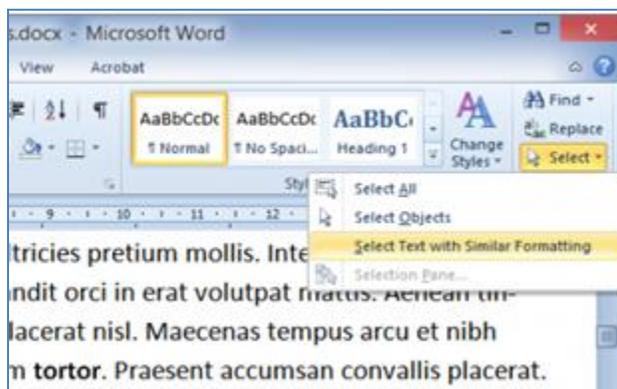
- On clicking custom watermark, the Printed Watermark dialog box appears. We can select a picture to be used for the watermark by selecting the Picture Watermark option and then using the Select Picture button to find the image we want to use. For most images, we want to leave the Washout option selected, which makes the text on top of the image easier to read.



- To select text for the custom watermark, select the Text Watermark option in the Printed Watermark dialog box. Then use the controls to select the language and the text to be used. Click OK. We can format the text by using the remaining controls, including deciding whether the text should be diagonal or horizontal.
- To remove a watermark from the document, select the Remove Watermark command from the bottom of the Watermark gallery. Without fanfare or even a goodbye, the watermark disappears.

### 5.11 Select similar formatting

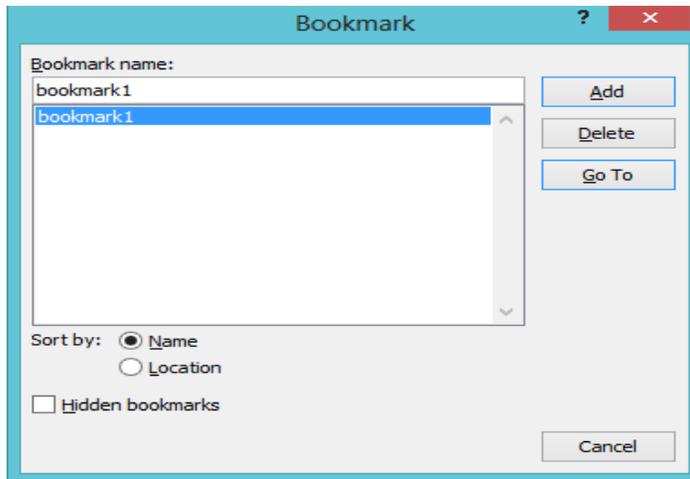
The Editing section, at the far right of the Home tab, includes the handy option to “Select all text with similar formatting” This lets us easily highlight all our ad hoc headings, captions and so forth at once and tweak their appearance in a single swoop – or apply a style for easier management in the future



## 5.12 Insertion of Bookmarks

A bookmark identifies a specific word, section, or location in a word document that we can name and identify for future reference. For example, we might create a bookmark to identify text that we want to revise at a later time.

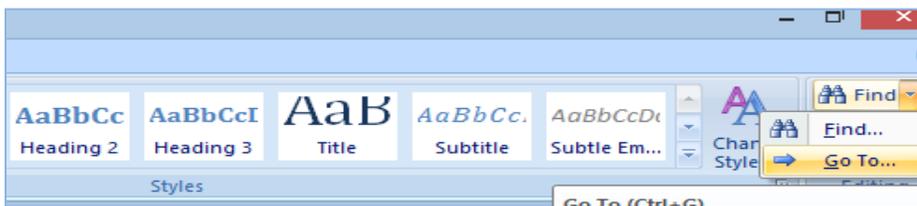
- Select the text or item to which we want to assign a bookmark.
- In the Insert Menu click the bookmark.
- In the Bookmark dialog box, under Bookmark name, type or select a name and add it.



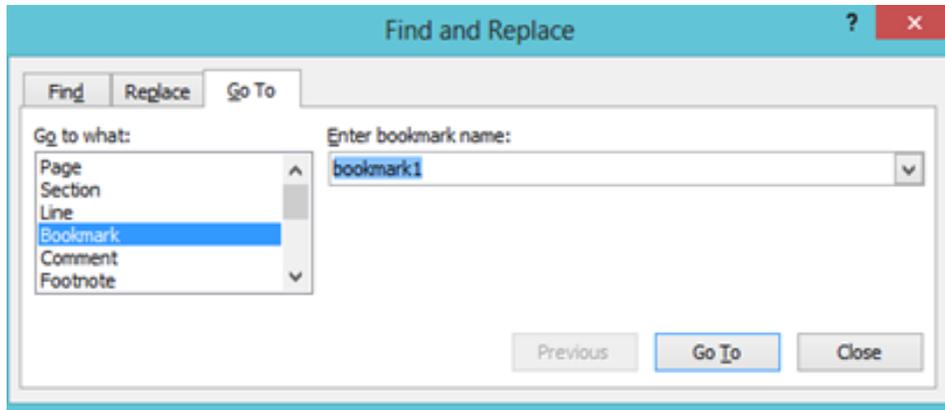
## 5.13 Go to

Go to command allows us to move the insertion point to any page in the word document. To take advantage of this feature, follow these steps:

- Under the Home tab, in the editing group, move the mouse over the **Find** command and we will find the **Go to** command.



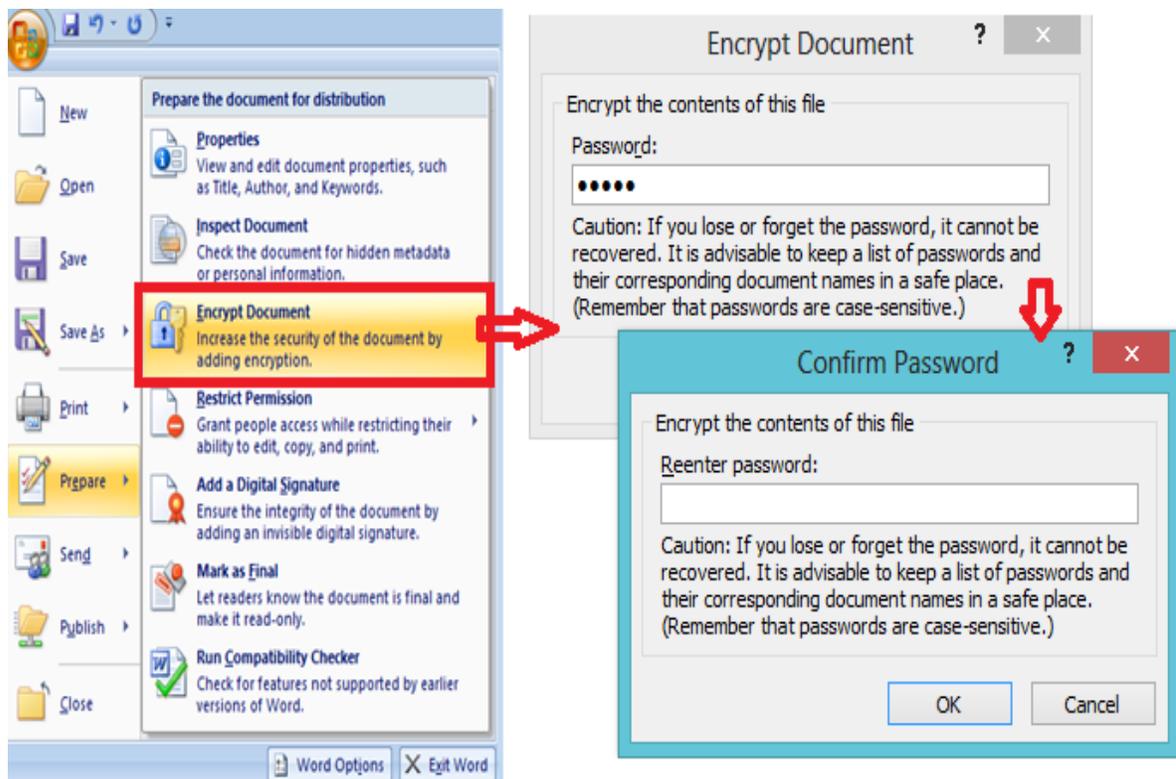
- Suppose we edit the exact word or paragraph that we have earlier bookmarked, click on the **Go To** command and select appropriate bookmark. We will reach exact word or paragraph for changing/editing.



## 5.14 Securing Files with Password

In the Microsoft Office system, we can use passwords to help prevent other people from opening or modifying our documents, workbooks, and presentations.

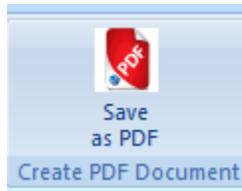
- Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.



- In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.
- In the **Confirm Password** dialog box, in the **Re-enter password** box, type the password again, and then click **OK**.

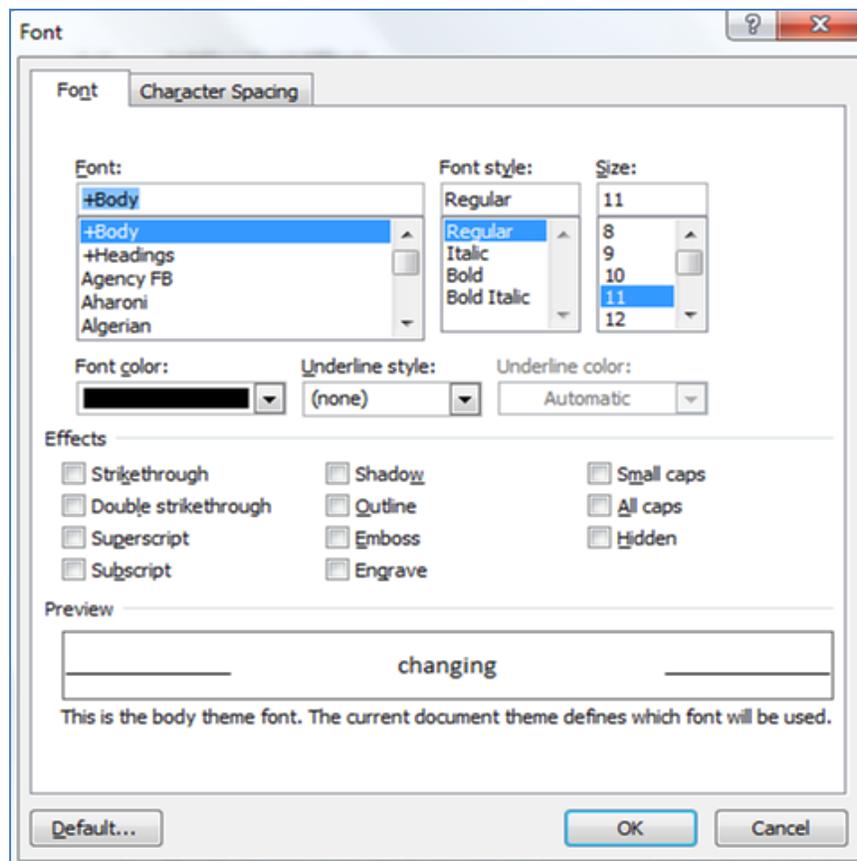
### 5.15 Save as PDF

Using this option, we can save the current document as a PDF directly from Word with no additional software required



### 5.16 Adding Text Effects using Font

With the help of **Font** tool, we can change the looks of texts by changing the fonts, its style and size, also fill color and adding effects, such as shadows, outline, or caps etc.



## 6. Short keys for Handling MS Word Document

Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G
Select all - entire document	CTRL+A
Select from cursor to beginning of line	SHIFT+Home
Select from cursor to end of line	SHIFT+END
Go to beginning of document	CTRL+Home
Go to end of document	CTRL+End
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Change case	SHIFT+F3
Go to previous document	SHIFT+Tab

### Summary

In this chapter we have discussed different word processing terminologies and features of Microsoft word such as book mark, go to command, securing files with password, bullets and numbering, drawing tool box/ graphics, border, shading and color, adding text effects using font, quick text changes in word, watermark, tab setting, page setup, adjust indent and spacing, smartArt, save as PDF, select similar formatting and wordArt.