UNIT 2   WORD PROCESSOR

2.0   INTRODUCTION

Computers have been in use in businesses, schools, hospitals, homes for many years now. Apart from being used to automate large systems and processes, they have made a big difference in office automation. Day-to-day office tasks such as creating documents, letters, memos, faxes, filing, storing, retrieving, mailing has become simpler and sophisticated with the use of computers. There are many software applications that help to create, edit, save and print documents, letters, mailing labels and reports. Same software can be used by students to create their project reports or assignments, at home to make a list of things to do or to buy and by anyone for any kind of document work.

Software package that enables you to create, edit, print and save documents for future retrieval and reference is known as a **Word Processor**. We will study about Word Processor, its features and how to use it in this unit.

2.1 OBJECTIVES

After going through this unit, you will be able to :

- learn what a Word Processor is and how to use it;

- create, edit, save, preview and print a document;

- format a document with different page layouts, borders, headers, footers and other settings;

- manage and Manipulate text, font, colour, size, table and images; and

- use different features available in word processor to check spelling or grammar, use dictionary or create multiple letters.

2.2 WHAT IS WORD PROCESSOR ?

A word processor is a software program capable of creating, storing, and printing documents. It helps you to create a document, format it, correct your mistakes, save, review and print it.

Word processors vary considerably, but all word processors support the following basic features:

- Cut, copy and paste text
- Insert or delete text
- Set page size and margins
- Search and replace
- Word wrap
- Print

Word Processors that support only above features (and may be few more) are called **Text Editors**. Most word processors, however, are quite advanced and support many additional features as listed below:

- Allows to create, delete, move, copy, rename and search for files.
- Allows to specify font, size, colour, header, footer, page numbering, footnote, cross-reference, bullets and numbering, table, images, graphics, table of contents and indexes.
- Allows to specify page layout, page orientation and margins.
- Allows use of spell checker, thesaurus, macros, merges.
- Allows to open and edit multiple documents at the same time in separate windows.

The word processors that support above features are called full featured word processors. There are many word processors available in the market. We will consider MS Word 2007 for our study. We will understand what the above feature are and how we can use them.

2.3   WORD BASICS

In this section we will cover how to start, open, create, save and close a word document and what do different parts in a Word window stand for. The editing and formatting of the created document will be covered in the next section.

2.3.1   Starting Word

You can start MS Word by either of the following two ways:
- Click on Start→ All Programs→Microsoft Office→ Microsoft Office Word 2007.
- Double click on the MS Word icon on the desktop (if you have one).

When word opens, a new document with default name as Document1 is opened. For each additional document you open, the number increases by one. Please note that you can open more than one document at a time.

You may also start Word by clicking on a document saved on your hard drive. Word will open automatically and the document will be displayed in the document area.

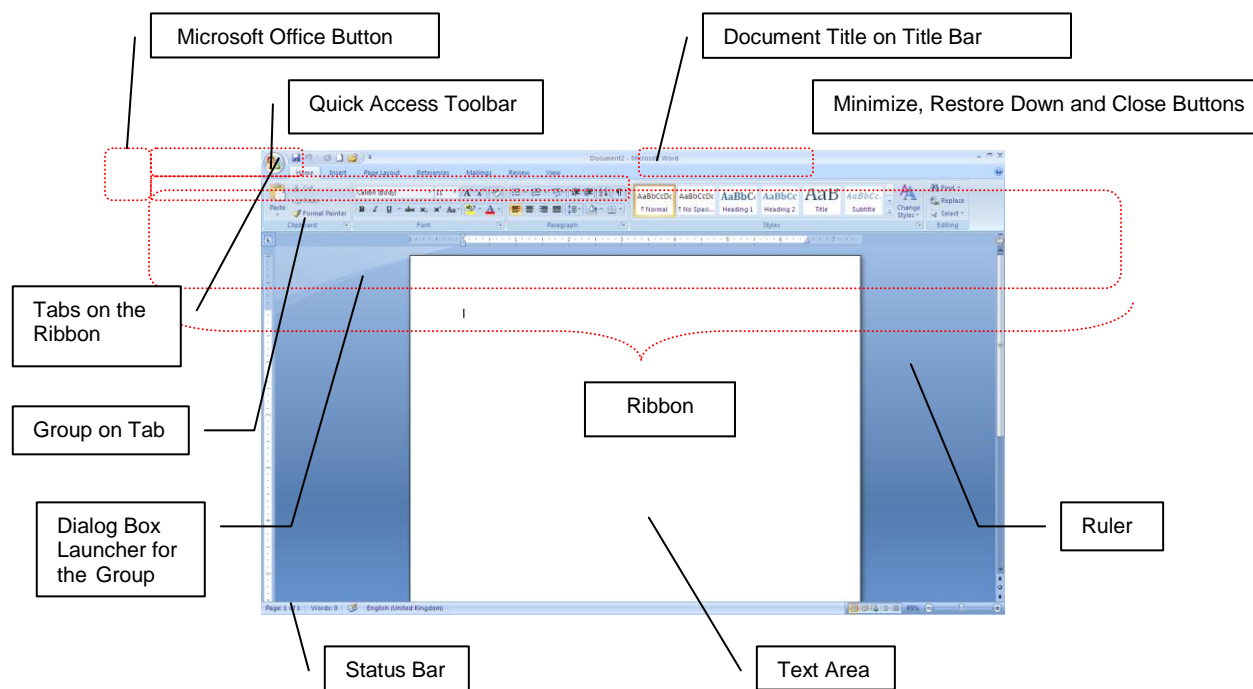When you open word from the menu or desktop icon, the screen will look like in Figure 2.1.

Figure 2.1: Microsoft Word Window

2.3.2   Introduction to Commands and Resources in Word Window

Let us familiarize ourselves with the key commands and resources in Word Window:

The Microsoft Office Button

It is the button in the upper-left corner of the Word Window. When you click on the button, it displays a menu that can be used to create a new document, open an existing document, save a document, print a document and perform many other tasks.

The Quick Access Toolbar

It is present next to the Microsoft Office Button on the top. It provides you access to the commands you frequently use. By default Following appear on the Quick Access Toolbar:

- **Save**: To save your file (you may also press keyboard button Ctrl+S).
- **Undo**: To rollback the action that you last took (Ctrl+Z).
- **Redo**: To reapply the action you rolled back or to repeat an action(Ctrl+Y).

The Title Bar

It is next to the Quick Access toolbar at the top. It displays the title of the document on which you are currently working. By default, the first new document is named as Document1. For each additional document you open, the number increases by one. You may save the documents by any legal filename you want.

The Ribbon

The Ribbon is the panel at the top portion of the document, right below the Title Bar. To begin with it has following seven tabs:

- **Home**: It has basic commands for creating and formatting the documents. It has controls for working with the clipboard, setting fonts, formatting paragraphs, applying styles and using Find and Replace.
- **Insert**: It has commands for inserting pages, tables, pictures, shapes, other illustrations, links, headers, footers, symbols, signature line and much more.
- **Page Layout**: The commands here help to set the layout of the document, apply a theme to the document to set the overall look of the document, set the margins, background colours, etc.
- **References**: It has commands that let you create Table of contents, footnotes, indexes, etc.
- **Mailings**: Has commands for creating mail merges.

- **Review**: Has commands to track changes and add comments to the documents.
- **View**: Helps to change the document views.

(We cover in detail each of the above features in the later sections of this unit.)

Besides these basic tabs, additional tabs appear from time to time, depending on the context we are working in. These tabs are called contextual tabs. For example, if you select a drawing, a Drawing Tools contextual tab appears that has commands to help you manipulate the drawing. These contextual tabs appear in a different colour to make them easy to spot.

The commands on each tab are organized into groups. Hence, a group is a collection of logically related command buttons that you can use to develop or edit your Word document. Commonly used features are displayed on the Ribbon and additional options can be accessed through the dialog box launcher at the bottom-right corner of each group.

The Ruler

The ruler can be found right below the Ribbon. The ruler is useful for document layout purposes. It is used to set the margins, tab stops, align text, graphics, tables and other elements in a document. You may change the setting to show or hide the ruler.

The Text Area

You can type you content in the Text Area. The blinking vertical line is the cursor which marks the insertion point. As you type, text displays at the cursor location. The **vertical scroll bar** on the window helps you to move up and down the document.

The Status Bar

The Status Bar is at the very bottom of the window. It provides information such as the current page and the number of words in the document. You can change what displays on the Status Bar by right clicking on the Status Bar and selecting/ deselecting the options from the menu. You may also view your document in one of the following ways using the hot buttons in the status bar:

- **Draft View**: It is used to quickly edit your document. It shows the page in a simplified format and is most frequently used view.
- **Web Layout**: Shows how a page will appear when viewed from a Web Browser.
- **Full Screen Reading**: Shows the page in a way that it makes it easy and comfortable to read your document onscreen.
- **Print Layout**: Shows the document as it will look when it is printed.

- **Outline View**: Displays the document in outline form. The outline view allows you to see either the entire contents of the document, or just chapter headings or section heading and so on.

2.3.3 Setting up Your Word Environment

Before you begin creating Word documents, you may want to set up your Word environment and become familiar with a few key tasks such as how to maximize and minimize the Ribbon, configure the Quick Access toolbar, display the ruler, etc.

Minimize and Maximize the Ribbon

- Right click anywhere in the main menu
- Select **Minimize the Ribbon** in the menu that appears. This will **toggle** the Ribbon on and off.
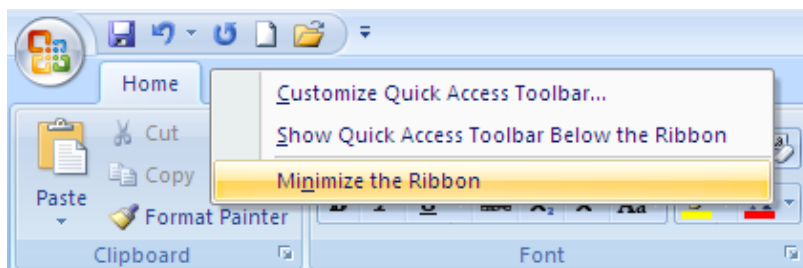

Figure 2.2 : Minimize the Ribbon

The check mark beside 'Minimize the Ribbon' option indicates the feature is active. You may choose to use this option, if you prefer not to use the Ribbon, but use different menus and keyboard shortcuts. This has the advantage of giving you more screen space to work on the document.

Add Commands to Quick Access Toolbar

- Click the arrow (customize quick access toolbar) to the right of the Quick Access toolbar.
- Select the command you wish to add from the drop down menu. The command will appear in the Quick Access Toolbar
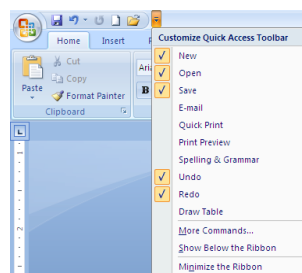

Figure 2.3 : Adding Commands to Quick Access Toolbar

You may want to add frequently used commands to your Quick Access Toolbar, to make the specific Word features more convenient to you.

Display or Hide the Ruler

- Click the View Ruler icon over the scrollbar.

Figure 2.4 : View Ruler Icon

The View Ruler icon is a toggle button that shows or hides the ruler.

Customize the Status Bar

- Right click anywhere on the Status Bar.
- From the menu that appears, select the options that you want to see on the Status Bar. Each click on an option will toggle it between show and hide on the Status Bar.

Customizing the Environment Using Word Options

The **Word options** menu allows you to customize Word 2007 according to your preferences.

- Click the Microsoft Office Button
- Click on 'Word Options' button located at the bottom of the menu.

Figure 2. 5: Word Options Button

When you click on 'Word Options' button, an extensive menu will open. It is has more than hundred configurable options, not including submenus!

You can set your preferences for Autocorrect, printing, saving, custom directories, colour scheme, spell check, grammar check, updating fields and much more. In addition this menu contains help options, such as repairing Microsoft Office or changing security settings. You may not be able to understand most of these options for now. We will take up some examples now and cover some more options while we progress through this unit.

- **Change the Colour of the Office Ribbon:**
  a. Click the **Office Button**.
  b. Click the **Word Options**.
  c. On the **Popular Tab**, under **Color Scheme**, select the preferred colour.
- **Change the Default Document Folder:**
  a. Click the Office Button.
  b. Click the Word Options.
  c. On the Save Tab, under Save Documents, click Browse button next to the Default File Location text box.
  d. Navigate to and click the folder you want to be your default.
  e. Click OK twice.

- **Reorder Items on Quick Access Toolbar:**
  a. Click the Office Button.
  b. Click the Word Options.
  c. On the **Customize Tab**, under **Customize Quick Access Toolbar**, select the command and then use the up/ down arrow key to change its position on the bar.

2.3.4   Creating a New Document

You can create a new document as follows:

- Click the **Microsoft Office Button**.
- Select **New**. The New Document dialog box appears.
- Select **Blank Document** under 'Blank and Recent' section. It will be highlighted by default.
- Click **Create**. A new, blank document appears in the Word window.

You may also use keyboard shortcut Ctrl+N to create a new document.

2.3.5   Opening an Existing Document

You can open an existing document in one of the following ways:

- Click the **Microsoft Office Button**.
- Select **Open**. Select the required document in the dialog box.

  OR

- Use keyboard shortcut Ctrl+O to select and open an existing document.

  OR

If you have recently used document then

- Click the **Microsoft Office Button**.
- Choose from the Recent Documents section.

  OR

- Go to Windows Explorer. Find your document.
- Right mouse click on the document and select **Open**.

2.3.6   Saving a Existing Document

- Click the **Microsoft Office Button**.
- Select **Save** from the menu.

  OR

- Use keyboard shortcut Ctrl+S

  OR

- Use Save on the Quick Access Toolbar

On using any of these options, the document is saved in its current location with the same file name. If you are saving the document for the first time, then **Save As** dialog box appears which accepts the document name and location (folder) where it is to be saved.

Using Save As Option

You may use Save As option as below:

- Click the **Microsoft Office Button**.
- Select **Save As** from the menu. The Save As dialog box appears.
- Select the location where you wish to save the document.
- Enter the name for the document
- Click the Save button

The Save As option can be used to:

- Create a backup copy of the document by saving it at another location or by different name.
- Save the document as a template
- Save the document in a format that is fully compatible with Word97-2003
- Save the document in other formats, for example PDF

2.3.7   Working with Multiple Documents

Multiple documents can be opened simultaneously if there is such a need. To see the list of open documents:

- Click on **View** tab of the Ribbon
- Click on **Switch Windows** in the Window group. A drop down list of all open documents is displayed.

The current document has a checkmark besides its name. You may select any document from the list to make it current.

2.3.8   Closing a Document

To close a document:

- Click the **Microsoft Office Button**.
- Select **Close** from the menu.

The current document closes. The next document in the list becomes current. If there is no other open document, then only Word window is there.

2.4   EDITING AND FORMATTING TEXT

In this section we will study how to add, delete, insert, copy, paste, drag and drop text in a document and then how to design a creative and effective document using the formatting features of Word.

2.4.1   Text Basics

In this section we will learn how to insert, select, delete, copy, paste, drag and drop text.

To Insert Text

- Move the mouse to the location where you wish the text to appear in the document and left click the mouse there.

<div align="center">OR</div>

- Use the arrow buttons on the keyboard to reach the location where the text should appear.

The insertion point (blinking cursor) appears. Start typing the text at the insertion point. You may also use the following keyboard shortcuts or **Tab** or **Enter** keys to move through the document:

- Home: To reach the beginning of the line

- End: To reach end of the line

- Ctrl+Home: To reach beginning of the document

- Ctrl+End: To reach end of the document

To Delete Text

- Place your cursor next to the text you wish to delete.

- Press the **Backspace** key on the keyboard to delete the text on the left of the cursor.

- Press the Delete key to delete the text on the right of the cursor.

To Select Text

- Place your cursor next to the text you wish to select.

- Left-click your mouse and while holding it down, drag you mouse over the text to select it. Release the mouse button. The selected text gets highlighted.

<div align="center">OR</div>

- Press the **Shift** key on the keyboard and use arrow keys to highlight the text.

When you select a text or image using mouse, a **Mini Toolbar** with formatting options appear. This happens only when the option has been selected in **Word**

Options --> Popular. Mini Toolbar makes formatting commands easily accessible.

Shortcuts for selecting a portion of the text are:

- To select **Whole Word**: double-click within the word OR use Shift+Ctrl+arrow(right or left) keys on the keyboard.
- To select **Whole Paragraph**:triple-click within the paragraph OR use Shift+Ctrl+arrow(up or down) keys on the keyboard.
- To select **Entire Document**: Use Editing → Select → Select All from the Home Tab OR
- press Ctrl+A

To Cut, Copy and Paste Text

- Select the text you wish to cut or copy.
- Click the **Copy** command on the Home Tab OR use the keyboard shortcut CTRL+C to copy the text.

OR

- Click **Cut** command on the Home Tab OR use the keyboard shortcut CTRL+X to cut the text.
- Set the cursor where you wish to paste the text
- Click the **Paste** command on the Home Tab OR the keyboard shortcut CTRL+V. The text will appear at the cursor position. In case of copy, there will be a duplicate copy of the selected text. In case of cut, the selected text will be moved from its original place to the new cursor position.

To Drag and Drop Text

- Select the text you wish to copy.
- Left-click your mouse and while pressing the mouse button, drag the text to the location where you wish it to appear. The cursor will have a text box under it to indicate that you are moving text.
- Release the mouse button and the text will appear at the desired position.

2.4.2   Formatting Text

In this section you will learn how to manage the font, font size, colour, indentation, justification, paragraphs, styles, etc to create an effective document.
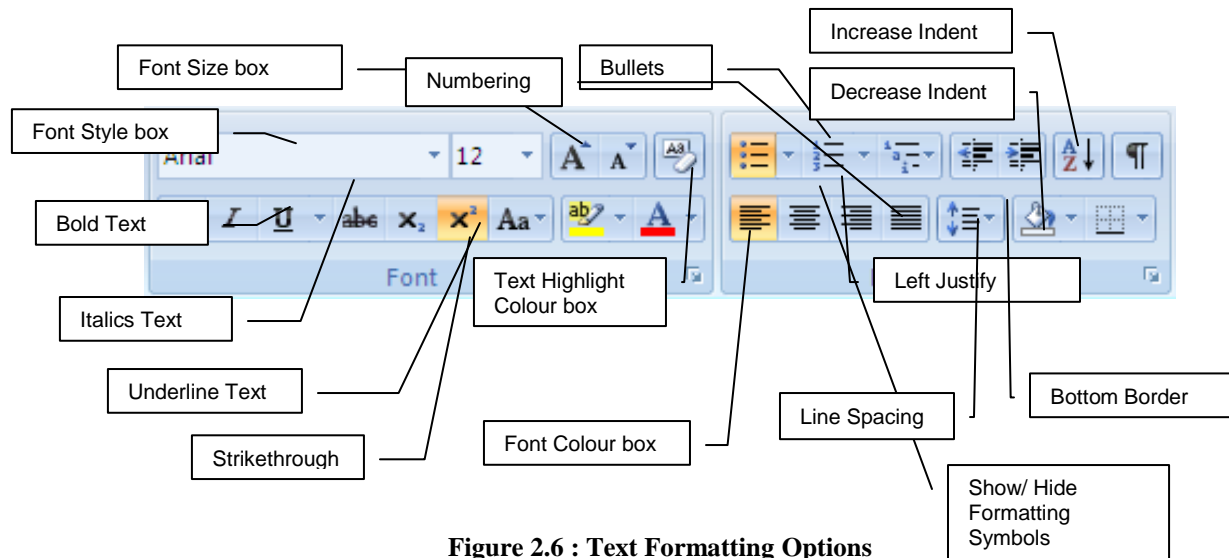
Figure 2.6 : Text Formatting Options

To understand how to use text formatting features we will work towards writing following text:

> **Invitation for**
>
> ## 36$^{\text{TH}}$ ANNUAL CONCERT

- Open a new document and type the following text:
  Invitation for 36th Annual Concert

Use Enter key for Newline: To get the text in two lines as above

- Set the cursor right before 36 and press **Enter** key from the keyboard. You will get the text as Invitation for 36th Annual Concert.

Change the Font: to change the font of the above text:

- Select the text **36th Annual Concert**.
- Click on the drop down arrow next to the font style box in the **Font Group** of the Home Tab. A drop down menu appears.
- Move the cursor over various font styles. A **live preview** of the font will appear for the selected text.
- Choose the font called **Baskerville Old Face** from the menu. Font style will change for the selected text.
- Now select **Invitation for** and set the font to **Bodoni MT** for this text.

Change the Font Size:

- Select the text **36th Annual Concert**.
- Click on the drop down arrow next to the font size box in the **Font Group** of the Home Tab. A drop down menu appears.

- Move the cursor over various font sizes. A **live preview** of the font size will appear for the selected text.
- Choose the **28** as the font size. Font size will change for the selected text.
- Now select **Invitation for** and set the font size to **18** for this text.

Change the Font Colour:

- Select the text **36th Annual Concert**.
- Click on the drop down arrow next to the font colour box in the Font Group of the Home Tab. A font colour menu appears.
- Move your cursor over the various font colours. A live preview of the colour will appear in the document.
- Choose the colour of your choice for the text. You have a choice of lot many colours than in the menu. Click on **More Colors** at the bottom of the menu to access the Colors dialog box. You can choose any colour from there also.

Note: You must have noticed that whenever you select text, a Mini Toolbar appears. You may use that toolbar also to format the selected text. The toolbar appears only if it is set in the Word Options menu.

To use the Bold, Italic and Underline Commands

- Select the text **Invitation for**.
- Click the Bold command in the font group. The selected text becomes bold.

Similarly you may use Italics or underline command whenever needed. You may also use keyboard shortcuts once you have selected the text:

Bold: Ctrl+B
Italics: Ctrl+I
Underline: Ctrl+U

To change the Text Case

- Select the text **36th Annual Concert**.
- Click the **Change Case** command in the Font group on the Home tab.
- Select UPPERCASE form the drop down list. The selected text changes to all uppercase.

To Change the Text Case

- Select the text **36th Annual Concert**.
- Select **Center Align** text from the Paragraph group on the Home Tab. The selected text is centered.

There are four alignment options:

Align Text Left (Ctrl+L): Aligns all the selected text to the left margin.

Center (Ctrl+E): Aligns text an equal distance from the left and right margins.

Align Text Right (Ctrl+R): Aligns all the selected text to the right margin.

Justify (Ctrl+J): Justified text lines up equally to the right and left margins.

To Add the Border

- Select the text around which you wish to have a border.
- Click on the drop down arrow of **Border** command in the Paragraph group on the Home tab.
- Choose what kind of border you want from the drop down list. We will choose **Outside Borders** for our purpose.

To Add the Superscript or Subscript

There are instances where we need text below or above the baseline, for example in mathematical formulae (X^3) or chemical symbols (H_2O). To learn how to achieve this effect, we take the following example:

$(a - b)^2 = (a + b)^2 - 4ab$

- Type the following text

  $(a - b)^2 = (a + b)^2 - 4ab$

- Select the text 2 after (a– b).
- Select **Superscript** from the **font** group in Home Tab. $(a - b)^2$ becomes $(a - b)^2$. Similarly change $(a + b)^2$ to $(a + b)^2$.

You can choose **Subscript** from the Font group in Home tab to give the subscript effect to the select text.

2.4.3 Formatting Paragraphs, Adding Lists and Working with Styles

In Word, when you type content, each time you press Enter key, a new **paragraph** is created. You can format each paragraph by setting the font, indentation and alignment, specifying the space between two paragraphs or between lines in a paragraph.

Styles are set of formats like font size, colour, alignment, etc that you can apply to a paragraph all together in one go.

To Format Line Spacing

- Select the text you want to format.
- Click on line spacing command in the **Paragraph** group on Home tab.
- Select any of the spacing options from the drop down list

OR

- You may set it in the Paragraph dialog Box that appears when you choose **Line Spacing Options…** from the drop down menu. Set the appropriate value in the Line spacing drop down box.

To Format Paragraph Spacing

- Click on line spacing command in the **Paragraph** group on Home tab.

- Click the **Add Space Before Paragraph** or **Remove Space After Paragraph** from the menu.

<div align="center">OR</div>

- You may select Line Spacing Options… to open the Paragraph dialog box.

- Set the **Before** and **After** points in the Paragraph section.

  Line spacing is measured in lines or points, which is referred to as leading. When you reduce the leading, you automatically bring the lines of text closer together.

Using Indents and Tabs

Indentation is a good way to draw attention to a specific text. You may use **Show/Hide** command in the Paragraph group of the Home tab to see the non printing characters such as spacebar or Tab key markings. This is particularly useful while working with tabs and indents.

- Use the **Tab key** to indent a single line of text. You can also indent multiple lines together by selecting all the lines and then pressing Tab key. Shift+Tab will decrease the indent.
- Multiple lines can also be indented using **Indent commands** in the Paragraph group on the Home tab. You can use these commands multiple times.

Modify Default Indent Setting

- Select the text for which you would like to modify the indent setting.
- Select the **Page Layout** Tab.
- In the Paragraph group, under Indent, set the values for **Left** and **Right Indents**.

The Tab Selector

You can set tabs to get several lines of text indented properly. Without any tabs added, each press of the tab key moves the cursor along by one inch. You can specify precisely where you want your text to start after you press the tab key, so that you get the layout you want.
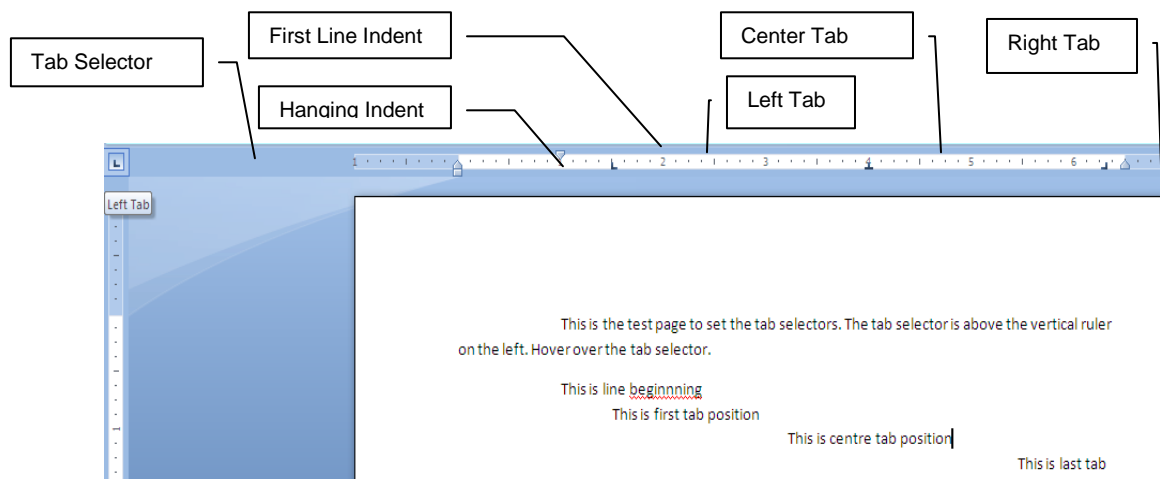
Figure 2.7 : Tab Selector

The tab selector is above the vertical ruler on the left. The tab option changes when you click on the tab selector. To set the tab stop:

- Click the tab selector till you see the tab stop you want to use.
- Click at the point on the horizontal ruler where you want that tab stop.
- To remove the tab, just click and drag it off from the ruler.

The tab options are:

Symbol   Tab Type

Left Tab - Moves the text right as you type

Center Tab – Centers text according to the tab

Right Tab – Moves text to the left as you type

Decimal Tab – Aligns decimal numbers using the decimal point

Bar Tab – Draws a vertical line of the document

First Line Indent – Inserts the indent marker on the ruler and indenets the first line of text in a paragraph

Inserts the hanging indent marker and indents all lines other than the first line

Working with Lists

Bulleted and numbered lists can be used in your documents to arrange and format text to draw emphasis. To create a new list:

- Select the text you want to format as a list.
- Click the Bullets or Numbering command in the Paragraph group on the Home Tab.
- Click the bullet or numbering style you want to use. It will appear in the document.

- When you position your cursor at the end of the list item and press Enter, an item is added to the list.

- You can also change the bullets or numbering style anytime. Select the text in the existing list and use the Bullets or Numbering command in the Paragraph group to select an alternate bullet or numbering style.

- You can use **Define New Bullet** or **Define New Number format** to change the bullet style and colour or number style and font.

Applying Styles

Styles are powerful tools that can help you create professional looking documents easily. A **style** is a predefined combination of font style, colour, size of text that can be applied to selected text.

Create a new Style

- Click the arrow in the bottom right corner of the Styles group on the Home Tab. This opens the Styles task pane.

- There are three buttons at the bottom left corner of the Styles task pane. These buttons are **New Style**, **Style Inspector** and **Manage Style**. Click New Style button. A dialog box appears.

- Enter the name of the style and set all the formatting requirements like font style, size, alignment, justification, etc.

- If you want the style to be available to all the new documents from now onwards, then select the option **New Document based on this template**.

Selecting and Applying a Style

- Select text to format.

- In the Style group on the Home tab, hover over each style to see a live preview in the document. Click **More** drop down arrow to see additional styles.

- Click to select the style. The selected text is formatted in the selected style.

<div align="center">OR</div>

- Click Change Styles command on the Ribbon.

- Select the style set from the menu that appears. Change is reflected in the entire document.

Format Painter Command

Format Painter is a copying tool that allows you to copy formatting from text to text, or from one graphic or table to another. Format Painter is available in the **Clipboard** group Home Tab.

- Click the formatted text or graphics.

- Click on Format Painter button. The cursor will change.

- Click the unformatted text or graphics to change the style. The text or graphics will format exactly as the previous section.

2.4.4 Working with Tables and Illustrations

A **table** is a grid of cells arranged in horizontal rows and vertical columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data for financial reports, catalogs, etc.

An **illustration** like Pictures, Shapes, ClipArts, Charts, etc make documents visually more appealing and adds clarity and readability to the document.

Creating a New Table

- Place the cursor where you want table to appear
- Select the **Insert** Tab
- Click Table command
- Drag your mouse over the diagram squares to select the number of rows and columns in the table. Click to create the table with selected number of cells.

Modifying the Table.

When you select a table in the document, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon.

- Using commands on the **Layout** Tab, you can make a variety of modifications to the table such as adding or deleting columns and rows, merge or split cells, change cell size, align cell text, change text direction, etc.
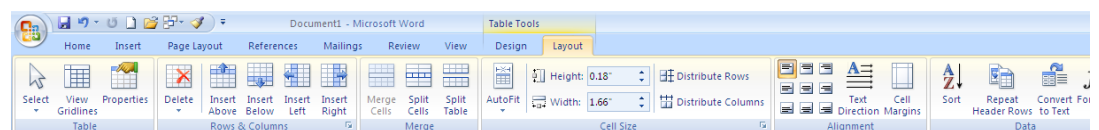

Figure 2.8 : Layout Tab

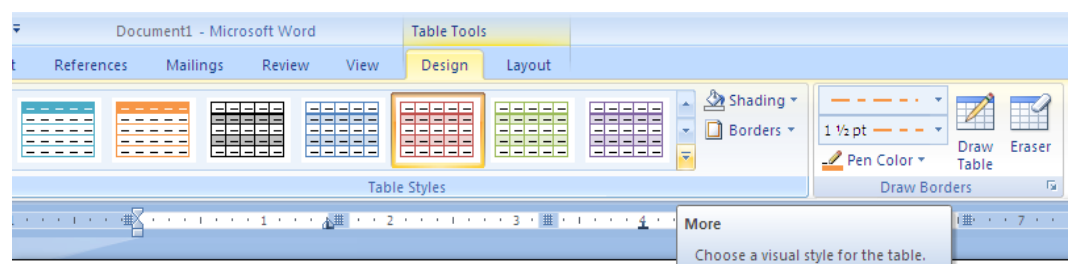- Using the **Design** Tab, you can choose a Table Style and modify table border or shading.

Figure 2.9 : Design Tab for Table Tools

You can also add your own table styles or modify the existing ones:

- Click on the down arrow of table styles for **More** Styles.
- Choose the option **New Table Style…** OR **Modify Table Style…** at the bottom of the menu.

Adding/ Deleting Row or Column with right mouse click

- Place the cursor in the row below/above which you wish to add the row.
- Right click the mouse for a menu to appear.
- Select Insert →insert rows below OR insert rows above OR insert columns to the   left OR insert columns to the right option as per your requirement.
- You can also use **Delete** option from the menu to delete the rows or columns.

Convert Existing Text to a Table

- Select the text you wish to convert.
- Select the **Insert** tab.
- Click the **Table** command.
- Select **Convert Text to Table** form the menu.
- A Dialog box appears. Choose the correct option at **Separate text at**.

Inserting and Modifying Illustrations

- Place your cursor where you want the illustration.
- Click the **Insert** Tab on the Ribbon.
- Click on Picture/ ClipArt/ Shapes/ SmartArt/ Chart depending on your requirement from the **Illustrations** group.
- The dialog box will open and you can choose the illustration of your choice.
- When you choose a shape, you have to draw it on the document after your selection. Other illustrations are automatically copied once you have chosen them.
- You will notice that following contextual Tabs appear depending on the illustration:
  - Picture/ ClipArt   :   Format under Picture Tools
  - Shapes   :   Format under Drawing Tools
  - SmartArt   :   Design and Format under SmartArt Tools
  - Chart   :   Design, Layout and Format under Chart Tools
- Using the above options on the Ribbon, you can change the style, size, colour, position, alignment, orientation, etc of the illustration.
- You can also do your setting using the Right mouse click on the picture.

- When you have text and shapes overlapping one another, you can use **Bring to Front** and **Send to Back Ordering options** so that they overlap, but still are visible. The Order option is available when right click on the object.

2.5 DOCUMENT FORMATTING, PROOFING AND PRINTING FEATURES

In this section we will learn Word features that are applicable to whole document and not just text or paragraph. We will also learn what features to use to make our document look professional and polished.

To Change Page Orientation

- Select **Page Layout** Tab on the Ribbon.

- Click **Orientation** command in the Page Setup group.

- Choose the orientation you want – **Landscape** (horizontal) or **Portrait** (vertical).

To Change Paper Size

- Select **Page Layout** Tab on the Ribbon.

- Click **Size** command in the Page Setup group.

- A drop down menu appears with all the available paper sizes. Current size is highlighted.

- Choose the size option. Page size of document changes.

To Set Page Margins

- Select **Page Layout** Tab on the Ribbon.

- Click **Margins** command in the Page Setup group.

- Choose the predefined margins from the list.

  OR

- Customize your margins by selecting Custom Margins from the menu and entering the desired margins in the appropriate fields.

To Insert a Break

- Select **Page Layout** Tab on the Ribbon.

- Place your cursor at the insertion point

- Click **Breaks** command in the **Page Setup** group. A menu will appear.

- Choose the appropriate break. A **Page break** moves text from the insertion point to a new page. A **Section break** creates a barrier between parts of the document for formatting purposes. We will study about sections a little later in the unit.

To Insert a Blank Page

- Position the cursor before which you need to add a blank page.

- Select **Insert** Tab on the Ribbon.

- Select **Blank Page** from the Pages group.

- A blank page is added before the insertion point. This option should be used minimally since at times it poses formatting problems.

To Add Borders to Page

- Select **Page Layout** Tab on the Ribbon.

- Click **Page Borders** command in the Page Background group.

- In the Page Border Tab select the appropriate border. Apply to Whole document for border on all the pages of the document.

To Add Background Colour / Pattern/ Shading to Page

- Select **Page Layout** Tab on the Ribbon.

- Click **Page Color** command in the Page Background group.

- You can choose a colour from the menu or select **Fill Effects…**

- The Fill Effects dialog box appears. It has four tabs: Gradient, Texture, Pattern and Picture. You may set any one of them at a time.

To Add Watermark to the Page

- Select **Page Layout** Tab on the Ribbon.

- Click **Watermark** command in the Page Background group.

- You may choose from the pre-existing ones in the list OR setup a custom picture or text watermark.

- The Watermark will appear on all the pages of the document.

Working with Headers and Footers

The **header** is a section of the document that appears in the top margin, while the **footer** is a section that appears in the bottom margin.

- Select **Insert** Tab on the Ribbon.

- Select Header from the Header & Footer group.

- You can either select from the built-in options from the list OR Blank Header/ Footer OR Edit Header/ Footer from the menu.

- The **Design** tab with Header and Footer tools appears. It has all the header/ footer design option that you can use for your document.
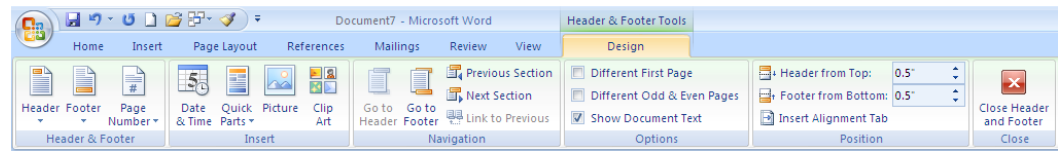
Figure 2.10 : Design Tab for Header & Footer Tools

- Type the information in the header and the footer. You may insert Date & Time, Page numbers, Author, etc. You also have an option to specify different header/ footer for first page of the document or for even and odd numbered pages.

To Create a Document in Columns Layout

Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals and newsletters. To add columns to a document:

- Select the text you want to format.

- Select the **Page Layout** Tab.

- Click on **Columns** command in the **Page Setup** group.

- Choose the number of columns you want.

- The document changes in the column format.

Applying Themes

A **theme** is a set of formatting choices of colour, font and styles that can be applied in combination to an entire document. To apply a theme:

- Select the Page Layout tab.

- Click the Themes command. Please note that the document should not be in compatibility mode for the Theme group to be enabled.

- Select a Theme from the list. The formatting like font styles, sizes, colours, lines and fill effects would change.

You cannot apply a Theme to a document without applying styles first. Themes look for and replace the formats of each of the styles.

Create Custom Theme

- First **Create New Theme Colours** using Colors command in Themes group of Page Layout. Use drop downs to change the colours for each part of the document and then enter the name for the theme colour. Save.

- Similarly **Create New Theme Fonts** and select **Effects**.

- Now, Click Themes command and select **Save Current Theme.**

- Enter the theme name and save.

Spelling and Grammar

By default, Word automatically checks your document for spelling and grammar and indicates the errors by coloured lines.

- A red line is indicates misspelled word.
- A green line indicates grammar error.
- When there is an error, just right-click on the red/green underlined and select the correct word from the suggested list. You may also choose to **Ignore** the underlined word.

You can also wait and the spelling and grammar check after completing the document. Click the **Spelling and Grammar** Command in **Proofing** group on the **Review** tab.

Find and Replace Text

If you realize that you need to change a word in the document, for example some date, location, name, etc that you know exists in the document but don't know where exactly it is you can use Find option.

- Click **Find** in the **Editing** group. You can also use Ctrl+F keyboard shortcut.
- In the Find tab enter the text you are looking for.
- You may go to the occurrence one by one using Find Next or use Find in… to see all the occurrences.
- If you want to replace the text with some other text, then use the **Replace** tab in the dialog box. Enter the text to replace with.
- You can replace once by one (Replace button) or all in one go (Replace All). And if you don't want to replace an occurrence, then click Find Next.
- You can also directly use **Replace** command in the Editing group OR Ctrl+H.

AutoCorrect Option

Autocorrect option provides feature using which you can replace as you type. It helps to correct typos and misspellings as they occur. For example, if you accidently type 'teh' Word changes it to 'the'. This feature saves time and helps eliminate errors.

Autocorrect is also used to apply special formatting, for example, (C) is changed to the copyright symbol.

Customizing AutoCorrect

- Click **Office Button**.
- Click **Word Options**.
- Select **Proofing** in the left pane.

- Click **Auto Correct Options…** button.

- Select the AutoCorrect tab.

- In the section Replace text as you type, under **Replace** add the abbreviation or the text you want to replace.

- Under the label **With** enter the correct text that you want.

- Click Add and then OK.

Thesaurus

Thesaurus quickly shows the synonyms for a word that you type.

- Right-click the word and choose **Synonym** from the menu that appears.

- A menu listing synonyms for the word appears.

- Choose the appropriate word

> OR

- Click the **Review** Tab.

- Click Thesaurus in the Proofing group.

- **Research** task pane opens with the synonyms listed of the selected word.

Preview before Printing

- Click **Office Button**.
- Select Print → Print Preview. The document open in the Print Preview mode.
- Click **Print** to print the document or **Close Print Preview** to come back to the document in original mode.

You can modify page margins, orientation, page size, etc in Print Preview mode.

To QuickPrint the Document

- Click **Office Button**.
- Select Print → QuickPrint
- The document prints to the default printer.

To Print the Document

- Click **Office Button**.
- Select Print → Print. The Print dialog box appears.
- Select the pages you would like to print – All pages, Current page or range of pages.
- Select the number of copies.
- Check the **Collate** if you are printing multiple copies of a multipage document.
- Select the printer from the drop down list.
- Click on Options… button and you can set other printing options, for example if you need to print the background colour or not.
- Click OK to print.

2.6   OTHER WORD FEATURES

There are many other features in Word that help us to create professional and error-free documents. Let us learn more about those features.

Inserting HyperLinks

A hyperlink is a piece of Text or image in an electronic document that can connect readers to another portion of the document or a different web page. To insert a Hyperlink:

- Select the text or image you would like to make hyperlink.

- Right-click on the text or image and select **Hyperlink** option form the menu.

  OR

- Select **Insert** tab.

- Click **Hyperlink** in the Links group. The Insert Hyperlink dialog box appears. The selected text will be in the **Text to Display** field OR it will be disabled for an image.

- Type the Web address in the **Address** field and Click OK.

- The image or text will now be a hyperlink

- You can use options Edit Hyperlink, Remove Hyperlink to Open Hyperlink that appear when you right click on the hyperlink.

Understanding Sections

Sections are the basis of Word's page layout formatting. You can divide your document into any number of sections. Each section can have its own page formatting with respect to paper size, margins, page orientation, number and spacing of columns, header, footer, footnotes, endnotes, page numbering or line numbering. A single page can contain multiple sections.

Create a Section

- Position the cursor where you want the new section to begin.

- Click **Page Layout** tab on the Ribbon.

- Click Breaks button in the **Page Setup** Group.

- Choose one of the Section Breaks from the drop down list:

Next Page: The new section begins from the following page.

Continuous: The new section begins from the next line of the same page.

Even Page: The new section begins on the next even numbered page.

Odd Page: The new section begins on the next odd numbered page.

Creating an Index of a Document

Indexes help to locate specific portions of the document easily. Creating an index is a three step process:

- Mark all the words and phrases within your document that you want to appear in the index.

- Create the index from the marked words.

- Carefully review the index created and fix if there are any issues.

Marking Index Entries

- Select the word or phrase you want in the index.

- Click **References** Tab

- Click **Mark Entry** in the **Index** group of the tab OR press Alt+Shift+X. It opens the Mark Index Entry dialog box.

- Ensure that the content in the Main Entry Field is correct and click the **Mark** button.

- To index an entry under a different word, type the alternative entry in the Main Entry Field and click the Mark button again.

- Mark any additional index entries by highlighting them in the document and clicking the Mark button.

- After you mark all of the index entries you want, click the Close button.

Inserting the Index

- Place the cursor where you want Index to appear.
- Select the **Reference** Tab on the Ribbon.
- Click **Insert Index** button in the **Index** group.
- Select the index style from the **Formats** drop down in the Index dialog box that opens.
- Set the other controls as per your needs.
- Click OK

The index is inserted into the document.

Adding Footnotes and Endnotes

Footnote is the additional information that is found at the bottom of a page. Often a footnote will contain the source of the information or additional information about the text contained in the document.

Endnote is additional information or credits given at the end of the document instead of at the end of each page.

To insert a footnote or an endnote:

- Place the cursor where you want the little footnote reference number to appear in the text.
- Click on the **References** Tab.
- Click the **Insert Footnote/ Insert Endnote** button in the **Footnotes** group.
- Type the footnote/ endnote.

To make any changes:

- Click on the arrow in the lower right corner of the **Footnotes** group to launch the Footnote and Endnote dialog box.
- Make the required changes. You can change a footnote to endnote or vice versa as needed, using the **Convert** button in the dialog box.
- To delete a footnote, select the footnote reference number in the text and press Delete.

Building Table of Contents

Table of Contents (TOC) is a listing of all the headings (each with the page number) you designate throughout your document beforehand. When you create a TOC, Word searches your document for heading paragraphs to include in the table, recognizing them by the styles you assign to them.

- Apply Heading styles to your chosen headings.
- Move the cursor to the place where you want to see your TOC.
- Click **Reference** Tab.
- Click Table of Contents button in the Table of Contents group.
- Choose the TOC style you wish to use from the menu list.
- To Customize, click the TOC button and select **Insert Table of Contents…**
- A Table of contents dialog box appears. Choose the options for your table:

Show Page Numbers: to display/ not display the page numbers in TOC.

Right-Align Page Numbers: to place page numbers either right next to the corresponding text or at the right margin.

Tab Leader: to change or remove the dotted line that connects each TOC entry to the page number

Formats: to select one of several predefined formats for the TOC.

**Show Levels**: to specify which heading level to include in the table.

Re-Building Table of Contents

After you create TOC, it does not reflect later changes you make to the document. You need to update or rebuild it as follows:

- Click the Update Table button in TOC group on References tab.
- Click OK to update the table.

Adding Comments

Comments are simple notes, suggestions, questions, thoughts, Ideas or advice that can be transparently added to the document without altering the text. Comments are always labeled with your initials and a sequential number. If number of people are commenting on the document, then each persons' comment appear in a different colour. To add a comment in your Word Document:
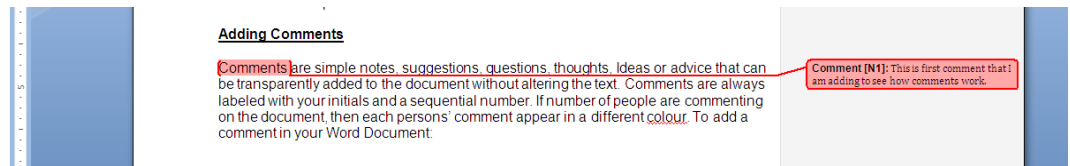
Figure 2.11 : Adding Comments

- Select the text for which you wish to add a comment.
- Click the **Review** Tab.
- Click on **New Comments** button in the Comments Group. In the markup area, you see a comment bubble containing the comment number and writer's initials.
- Type your comment. Comment is added in the markup area.
- To close the comment window click the X (Close) button.

Track and Review Changes

To note the changes in a document, you need to activate revision tracking feature.

- Click Review Tab.
- Click Track Changes button in the Tracking group.
- To turn off revision, click the track changes button again. The only clue that you have properly activated revision tracking is that Track Changes button appears highlighted in the Ribbon.

  With revision tracking, any new text that you add appears in red underline. Text you delete is colored with red strikethrough.
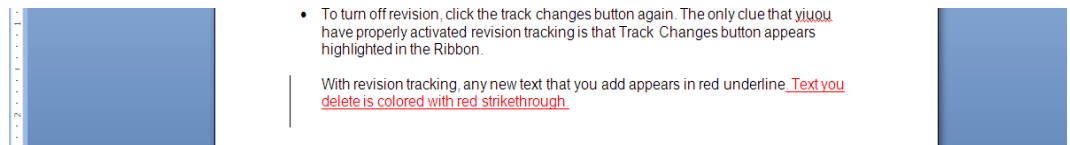
Figure 2.12 : Adding text with Track Changes On

Begin at the start of the document and Click **Next** button in the **Changes** group of Review tab to go to the next change in your document.

- To accept the change, click Accept button.
- To reject the change, click Reject button. Change is removed from the document.
- You can also accept or reject all changes in one go.
- You can also right click any revision mark to accept or reject it.

Save the final document.

Document map enables you to see a quick overview of a document's structure, especially when using the heading styles.

- Click **View** tab on the Ribbon

- Select **Document Map** check box in Show/ Hide group. A DocumentMap task pane opens, summarizing various heading styles in use.

- Click a heading inside the map to instantly jump to that part of your document.

Protect Document

You can protect your document from being modified or changed by other.

- Click the **Review** tab on the Ribbon.

- In the **Protect** group, click the Protect Document button.

- Choose an option from the drop down list. You can limit the formatting styles and restrict certain types of document editing.

2.7   MAIL MERGE

Mail Merge is a tool that allows you to easily produce personalized multiple letters, labels, labels and more using information stored in a list, database or spreadsheet.

To use mail merge:

- Select Mailings Tab on the Ribbon.

- Click on the **Start Mail Merge** command

- Choose **Step by Step Mail Merge Wizard…**

The Mail Merge Task Pane appears that will guide you through the **six main steps** to complete the task. You will have many decisions to make during the process. The following is an example of how to create a form letter and merge the letter with a data list.

- Select Letters for the document type in the Mail Merge Task Pane.

- Click **Next:Starting document** at the bottom of the task pane to move to Step 2.

- Select the Starting Document. Choose **Start from a template** and then select any template from **Letters** tab for our example.

- Click **Next:Select recipients** at the bottom of the task pane to move to Step 3.

- Select **Type a new list** button, since we don't have an existing list of recipients.

- Click on **Create** in the task pane to create a data source. A New Address List dialog box appears.

- Enter the data only for the columns Title, First Name, Address Line1, City, Pin Code. Enter the complete name in the First Name column itself. Click **New Entry** to add more than one record.

- You may Customize the address list by clicking on the customize button. You can add new columns, delete the column you don't need, rename a column or change the column order in the **Customize Address List** dialog box. For example, we will delete the columns Last Name, State and Country from the column list. Select these columns one by one and click delete button after each selection. You will need to confirm each deletion. After deleting all the required columns, rename the column 'First Name' to 'Name'. Click Ok to save the changes.

- After data entry, when you click OK, it asks for the file name and location. Provide the required information and click **Save**.

- The **Mail Merge Recipients** dialog box appears and displays all the records in the list.

- You can refine the recipients list using sort, filter or other options available in the dialog box.

- Click OK once you have ensured that the data list is correct.

- Click **Next:Write your letter** to move to Step 4.

- Since we had started with a template, we need not type any letter. Else, you can type a letter now if you don't have one.

- Also notice <<AddressBlock>> and <<GreetingLine>> in the letter. This is where the personalized information will appear in the completed letter after merging.

- To see how to add these information, simply place your cursor where you want to insert the information. Click on Address Block or Greeting Line and a dialog box appears. Specify what and how you want the information to appear and Click OK. You can see a placeholder has appeared in the document.

- You can display more fields by using the option **More items…** from the task pane and selecting the required field from the Insert Merge Field dialog box.

- Once you have set all the place holders for the information and completed your letter, click **Next:Preview your letters.**
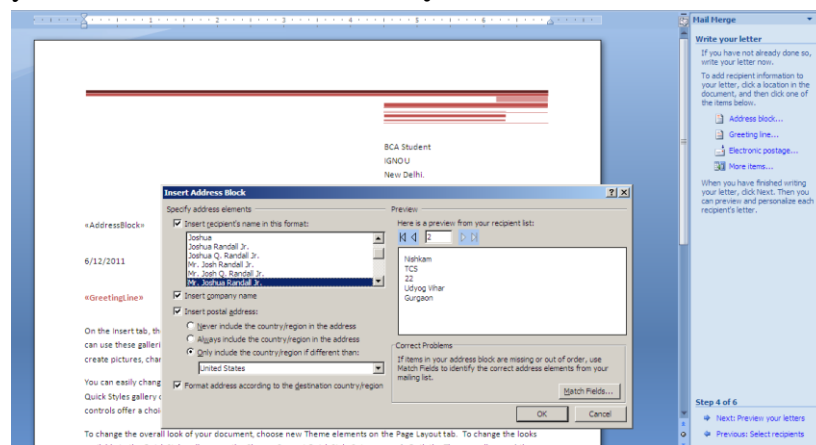

Figure 2.13 : Mail Merge – Setting Address Block

- When you have previewed the letters to ensure that the information from the data records appeared correctly in the letter, click **Next:Complete the Merge**.
- Click **Print** to print the letters. Select All and click OK.

2.8   SUMMARY

Word Processor software is the key to quickly create a formatted and professional looking document. Its features allow us to create a document with any kind of layout, formatting, data, graphics, tables and for any purpose. The document once created can be saved and revisited for further improvements. It helps us to create an error free content, enables us to ensure that we will get what we want through preview option and eventually print the document.

Word processor is an extremely useful tool for all kinds of people. It helps businesses to create legal copies, letters, letterheads, memos, mailing lists, reference documents. It helps students to prepare their project reports, assignments, to do list, create work for research and publication. It is useful at home to write letters, create shopping list, resume's and cards.

Hence, the utility of a feature rich word processor is immense and abound.

2.9   LIST OF USEFUL KEYBOARD SHORTCUTS

Keystroke	Action
F1	Word Help
Ctrl+S	Save the document
Ctrl+O	Open an existing document
Ctrl+N	Open a New document
Ctrll+P	Print the document
Ctrl+W	Close the document
Ctrl+C	To copy text to the clipboard
Ctrl+X	To cut text and paste it on the clipboard
Ctrl+V	To paste text from the clipboard
Ctrl+Z	Undo/ rollback previous action
Ctrl+Y	Reapply/ repeat an action
Ctrl+B	Bold the selected text
Ctrl+U	Underline the selected text
Ctrl+I	Italicize the selected text
Ctrl+L	Align Left
Ctrl+E	Center
Ctrl+R	Align Right
Ctrl+J	Justify
Ctrl+A	Select the whole document
Ctrl+F	Find Text

Ctrl+H	Replace Text
Home	Beginning of a line
End	End of a line
Ctrl+Home	Beginning of the document
Ctrl+End	End of the document
Page Up	Up one Screen
Page Down	Down one Screen

2.10 LAB EXERCISE

1. Open Word. Set the Word environment as follows:
   a. Minimize the Ribbon
   b. Display the Ruler
   c. Add New and Open commands to the Quick Access Toolbar
   d. Show Quick Access Toolbar below the Ribbon
   e. Customize Status Bar to show Formatted /Page Number, Line Number and Caps Lock on/ off.
   f. Close Word Window without saving anything.

2. Using the right mouse click at appropriate location, do the following:
   a. Add the Word Options menu to the Quick Access Toolbar
   b. Add following items in this order to the Quick Access Toolbar:
      Format Painter, Font, Font size, Bold, Italic and Underline.
   c. Remove font size icon from the Quick Access Toolbar

3. Using 'Word Options' do the following customizations:
   a. Add 'Style' to the Quick Access Toolbar
   b. Add a Separator before 'Style' added as above.
   c. In the 'Popular' tab check 'Show Mini Toolbar on selection' and 'Enable Live Preview'
   d. Set 'Save Autorecover Information' to every 5 minutes
   e. Enable 'Checking Spelling as you Type' option
   f. Enable 'Show Shortcut Keys in Screentips' option

4. Create a new Word Document. Save it by the name FirstDocument in a folder called IGNOUBCA. Now save the same document
   a. by the name SecondDocument in the same folder IGNOUBCA.
   b. In a different folder but by the name FirstDocument
   c. Save it as PDF file
   d. Save it in a format compatible with Word 2003

You should now have both FirstDocument and SecondDocument open in the Word window. Open one more Word document. View the list of all the open documents. Switch to FirstDocument. Close all documents.

5. Design a flyer for sale at a Garments shop. Use different font style, size, colours, effects, alignments, etc. to create it. It should contain the text 'Now 40$^{%}$ 50$^{%}$ off'.

6. Create following lists:
    a. A multilevel day wise list of things to do. The days should be numbered (1,2,3…) and for each day, things to do should be in alphabetical order(a,b,c…)
    b. A bulleted shopping list. Also change the line spacing of the list

7. Create a Tab delimited list of subjects and marks as follows:
    S No.   SubjectMarks
    1   English   79
    2   Maths   95
    And so on…

    Now convert this list into a table. Give a shade of any colour to the first row.

8. Create a new document. Type in some text with a heading. Create your own Style and format the text using that style. Create your own table design for the document. The design should have red coloured borders in dotted or dashed line. Create a table using the table design you created.

9. Create a new document. Add a Picture from the sample pictures. Resize it to make it smaller. Add fifteen lines text to the document for the picture. Tight wrap the text around the image. Now set the image at the center of the page using Position option. Change the shape of the picture to oval. Save the document.

10. Create a three page document. Set its background colour and add 'confidential' as the watermark. Give your document a title which should be displayed in the header. The header/ footer of the first page should be different from other two pages. Also add author name and date/ time in the header. The footer should have the page number.

11. Create a Newsletter in two-column layout. Each page should have a border. And page should be Landscape oriented.

12. Insert an index for a document. The document should be at least a four page document. You may copy the text from anywhere else to create the document.

13. Build Table of contents for a document. You may use all the headings from this unit. For your purpose.

14. You are applying for a job at lot of places. Create a standard cover letter and use mail merge to generate the customized letters. You will need to create a database of all the companies where you wish to apply. Also generate labels for the same.

2.11 FURTHER READINGS

Word 2007 All-In-One Desk Reference for Dummies By Doug Lowe.

Teach Yourself Word 2007 By Moira Stephen.

Word 2007 for Dummies By Dan Gookin.