



**University of Colombo School of Computing**  
Orientation Program – 2022 Batch

# Word Processing

**Outline:**

- *Introduction to Word Processing*
- *LaTex*
- *Microsoft Word 2013*
- *Libre Office Writer*
- *Google Docs*

## 1. What is Word Processing?

Word processing is the phrase used to describe using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common. To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

### **Features of Standard Word Processors**

Word processors that support only these features (and maybe a few others) are called *text editors*. Most word processors, however, support additional features that enable you to manipulate and format documents in more sophisticated ways. These more advanced word processors are sometimes called *full-featured word processors*. Full-featured word processors usually support the following features:

- **File management:** Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.
- **Font specifications:** Allows you to change fonts within a document. For example, you can specify bold, italics, and underline. Most word processors also let you change the font size and even the typeface.
- **Footnotes and cross-references:** Automate the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **Graphics:** Allows you to embed illustrations and graphs into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.
- **Headers, Footers and page numbering:** Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.

- **Layout:** Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **Macros:** A *macro* is a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to define macros allows you to save yourself a lot of time by replacing common combinations of keystrokes.
- **Merges:** Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.
- **Spell checker:** A utility **that** allows you to check the spelling of words. It will highlight any words that it does not recognize.
- **Tables of contents and indexes:** Allows you to automatically create a table of contents and index based on special codes that you insert in the document.
- **Thesaurus:** A built-in thesaurus that allows you to search for synonyms without leaving the word processor.
- **Windows:** Allows you to edit two or more documents at the same time. Each document appears in a separate *window*. *This* is particularly valuable when working on a large project that consists of several different files.
- **WYSIWYG (what you see is what you get):** With WYSIWYG, a document appears on the display screen exactly as it will look when printed.

Following are few examples of word processing tools that you can use.

- Abiword
- Apple iWork - Pages
- AppleTextEdit - Apple macOS included Word processor
- Corel WordPerfect
- Google Docs (Online and Free)
- LibreOffice - Writer (Free)
- Microsoft Office - Microsoft Word
- OpenOffice - Writer (Free)

## 2. An Introduction to LaTeX

LaTeX, which is pronounced «Lah-tech» or «Lay-tech», is a document preparation system for high-quality typesetting. It is most often used for medium-to-large technical or scientific documents but it can be used for almost any form of publishing.

LaTeX is **not** a word processor. Instead, LaTeX encourages authors not to worry too much about the appearance of their documents but to concentrate on getting the right content.

### LaTeX Features

- Typesetting journal articles, technical reports, books, and slide presentations.
- Control over large documents containing sectioning, cross-references, tables and figures.
- Typesetting of complex mathematical formulas.
- Advanced typesetting of mathematics with AMS-LaTeX.
- Automatic generation of bibliographies and indexes.
- Multi-lingual typesetting.
- The inclusion of artwork, and process or spot color.
- Using PostScript or Metafont fonts.

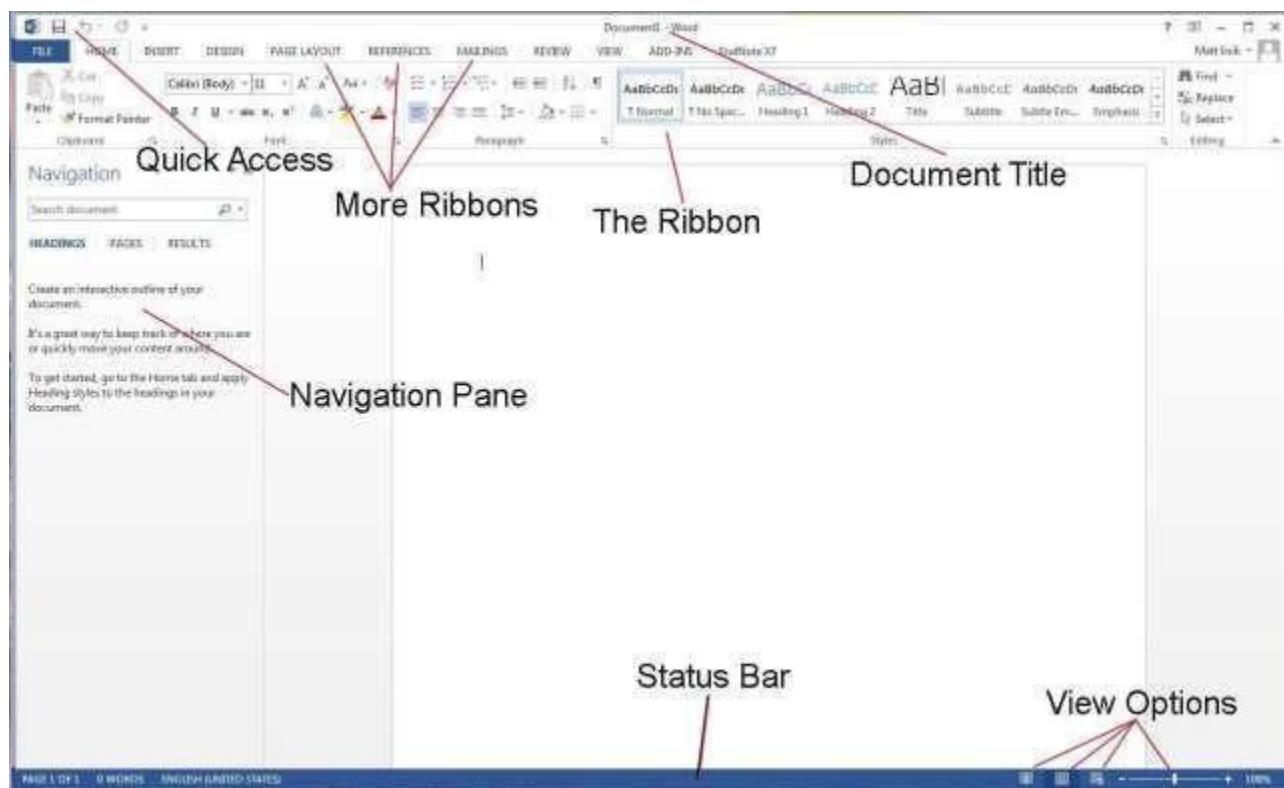
Because of these features and its convenient usages, LaTex is often used in university environments when writing dissertations, theses and research papers.

### 3. Microsoft Word 2013

Microsoft word is a word processing application, designed to help you in creating professional quality documents. With the finest document-formatting tools, word helps you organize and write your documents more friendly. Microsoft word also includes powerful editing and revising tools so that you can collaborate with others easily.

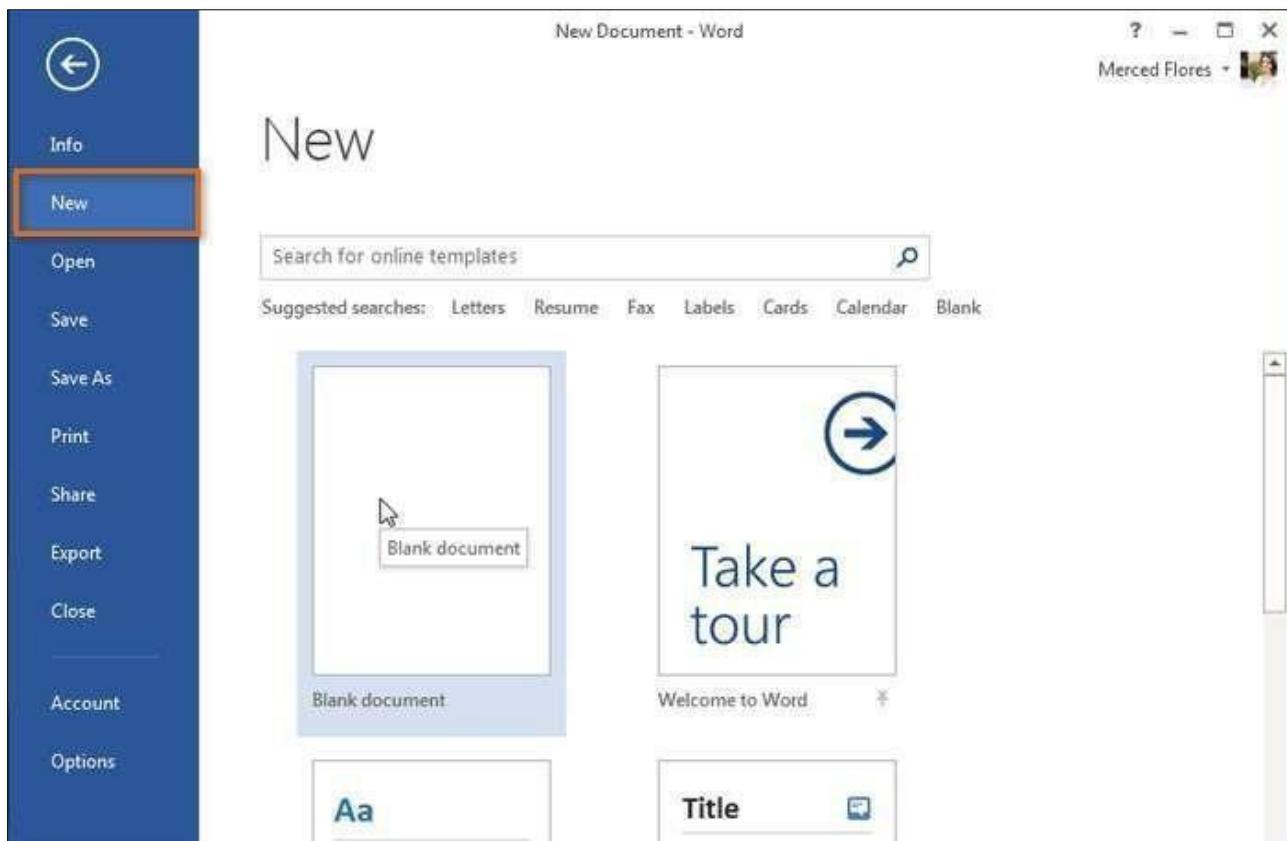
#### **3.1 Components of the document window**

Across the top of the MS Word window is the Title bar. It shows the document's title and has buttons to minimize, maximize and close the window. The ribbon holds buttons and galleries of commands and choices. The document (usually in print layout view) shows in the text area. The Status bar at the bottom shows the current status of several features, including the cursor location and zoom size of the document.



### **3.2 Create a new document**

Getting started with a basic document in Microsoft word 2013 is as easy as opening a new blank document and starting to type. Or, if you want to create a specific type of document, such as a business plan or a resume, you can save time by starting with a template.



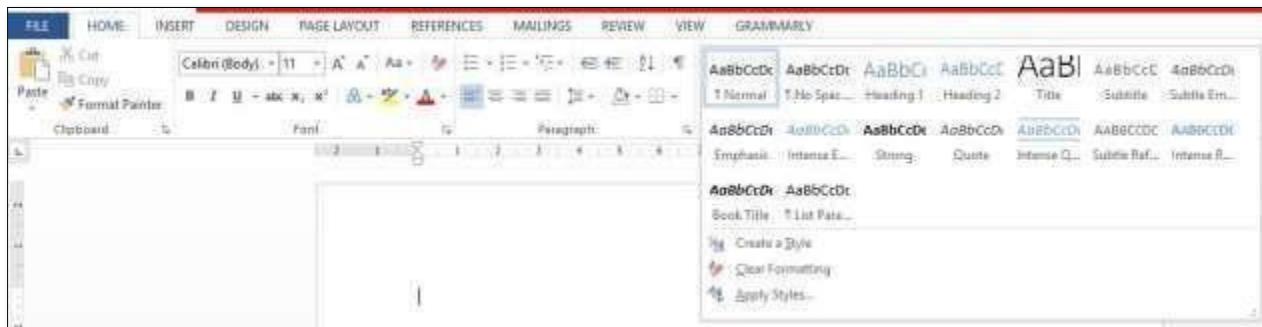
#### **Open a new document and start typing**

1. Click file tab
2. Click New
3. Click Blank Document

#### **Start document from Template**

The Templates site on Office.com provides templates for many types of documents, including resumes, cover letters, business plans, business cards and APA-style papers. You can search for any type of these templates from the search option. Otherwise, you can use any of the available templates from your computer (Click to select).

### 3.3 Format a document



#### Apply a heading style

1. Type the text of your heading and then select it.
2. On the home tab, in the styles group, click the heading style that you want. If you don't see the style that you want, click the 'More' button to expand the quick styles gallery.



**NOTE:** You can see how selected text will look with a particular style by placing your pointer over the style that you want to preview.

If the style that you want does not appear in the Quick Styles Gallery, press CTRL+SHIFT+S to open the Apply styles task pane.

3. You can change the font and formatting of a heading style.

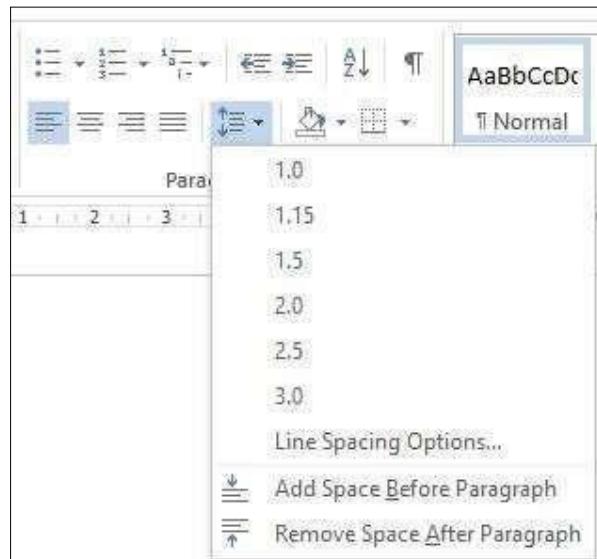
## **Adjust the line spacing between text or paragraphs**

Line spacing determines the amount of vertical space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above or below a paragraph. In Microsoft Word 2013, the default spacing for most Quick styles sets is Multiple.

- o *Change line spacing*

The easiest way to change the line spacing for an entire document is to apply a quick style set that uses the spacing that you want. If you want to change the line spacing for a portion of the document, you can select the paragraphs and change their line spacing settings.

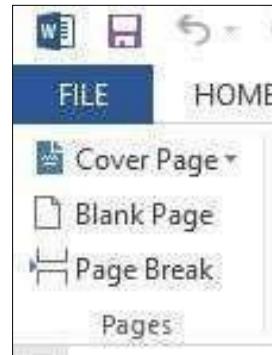
- Use a style set to change the line spacing for an entire document.
  1. On the Home tab, in the Styles group, click more button.
  2. Point to various styles available and when you see the spacing that you need, click the name of that style.
- Change the line spacing in a portion of the document
  1. Select the paragraphs for which you want to change the line spacing.
  2. On the Home tab, in the Paragraph group, click Indents and Spacing tab
  3. Click Line spacing options and then select the options that you want under spacing.



## **Insert a page break**

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break. Or you can set up rules for Word to follow so that the automatic page breaks are placed where you want them. This is especially helpful if you are working on a long document.

- o *Insert a manual page break*
  1. Click where you want to start a new page
  2. On the insert tab, in the Pages group, click page break.



## **3.4 Insert a picture from a file**

To insert a picture from your scanner or camera, use the software that came with your scanner or camera to transfer the picture to your computer. Save the picture, and then insert it by following these steps.

1. Click where you want to insert the picture into your document.
2. On the Insert tab, in the Illustrations group, click Picture.  
Locate the picture that you want to insert. For example, you might have a picture file located in My Documents.
3. Double-click the picture that you want to insert.



Microsoft Word embeds pictures in a document. To resize a picture, select the picture you've inserted in the document. To increase or decrease the size in one or more directions, drag a sizing handle away from or towards the center, while you do one of the following:

- To keep the center of an object in the same location, press and hold CTRL while you drag the sizing handle.
- To maintain the object's proportions, press and hold SHIFT while you drag the sizing handle.
- To both maintain the object's proportions and keep its center in the same location, press and hold the both CTRL and SHIFT while you drag the sizing handle.

## **3.5 Insert a table or draw a table**

The quickest way to add a table is to select the size that you think you want on the Table grid.

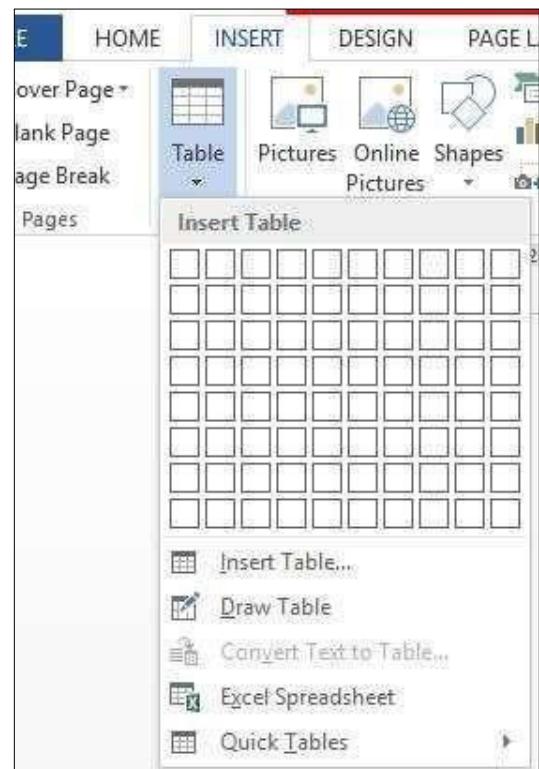
1. Click the insert tab, click Table and then move the cursor over the grid until you highlight the right numbers of rows and columns.
2. Click and the table appear in the document.

The Table Tools Design and Layout tabs also appear with options for choosing different colors, table styles and borders.

Later you can add or delete rows or columns in your table.

### **Other ways to add a table**

For more control over the table size, click the Insert tab, click Table, and then click Insert Table. Then you can set the exact number of rows and columns and use the Autofit behavior options to adjust the table's size.



### **3.6 Add or remove headers, footers and page numbers**

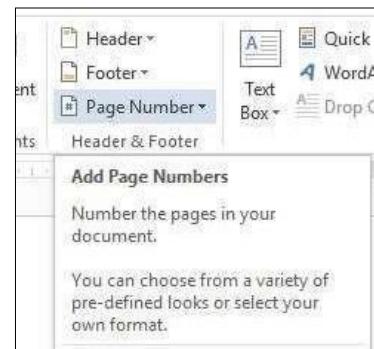
For best results, decide first whether you want only a page number or whether you want information plus a page number in the header or footer. If you want only a page number and no other information, add a page number. If you want a page number plus other information, or if you just want the other information, add a header or footer.



### **Add a page number from the gallery**

1. On the insert tab, in the Header and Footer group, click Page Number.

2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of the document, click Close Header and Footer on the Design tab (Under Header and Footer Tools).



### **Add a Header or Footer that includes a page number**

If you want to add a graphic or text at the top or the bottom of your document, you need to add a header or footer. You can quickly add a header or footer from the galleries or you can add a custom header or footer. You can use these same steps to add a header or footer without page numbers.

### **Add a header or Footer from the gallery**

1. On the insert tab, in the Header & Footer group, click Header or Footer.
2. Click the header or footer that you want to add to your document.
3. To return to the body of the document, click Close Header and Footer on the Design Tab (Under header and Footer Tools).

## **3.7 Create/Update a Table of Contents**

You can create a Table of contents by applying heading styles, for example, Heading 1, Heading 2, and Heading 3 to the text that you want to include in the Table of Contents. Microsoft Word searches for those headings and then inserts the Table of Contents into your document.

When you create a Table of Contents this way, you can automatically update it if you make changes in your document.

### **Create a Table of Contents automatically**

The easiest way to create a Table of Contents is to use the built-in heading styles.

You can also create a Table of Contents that is based on the custom styles that you have applied. Or you can assign the Table of Contents to individual text entries.

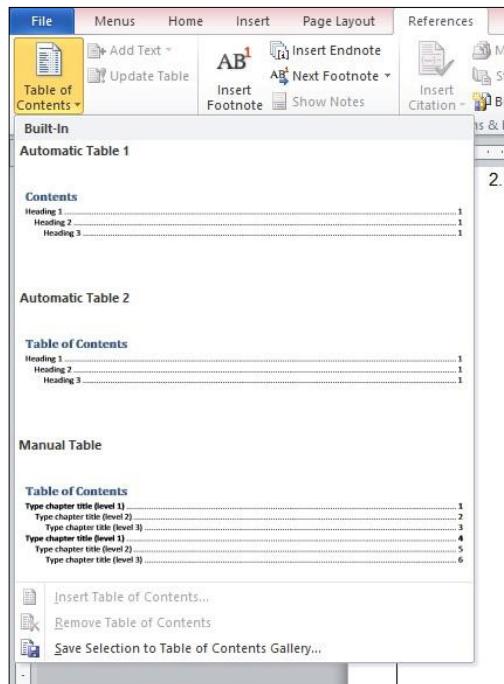
### **Mark entries by using built-in heading styles**

1. Select the text that should appear in the Table of Contents.
2. On the Home tab, in the Styles group, click the style that you want.

For example, if you selected text that you want to style as a main heading, click the style called Heading 1 in the Quick style gallery.

### **Create a table of contents from gallery**

1. Click where you want to insert the Table of Contents, usually at the beginning of a document.
2. On the Reference tab, in the Table of Contents group, click Table of Contents, and then click the Table of contents style that you want.



### **Update the Table of Contents**

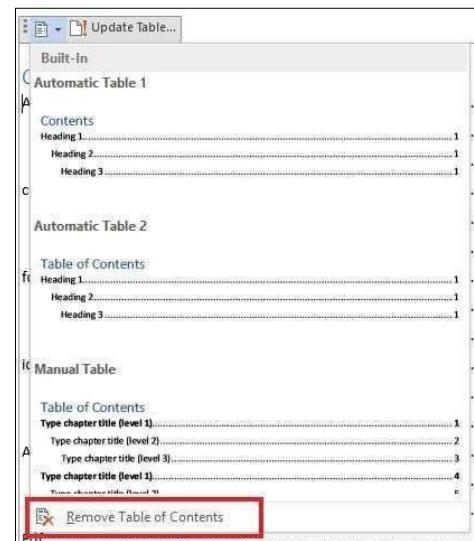
If you added or removed headings or other Table of Contents entries in your document, you can quickly update the Table of Contents.

1. On the Reference tab, in the Table of Contents group, or on the table of contents itself, click Update Table.
2. Click Update page numbers only or Update entire table



### **Delete a Table of Contents**

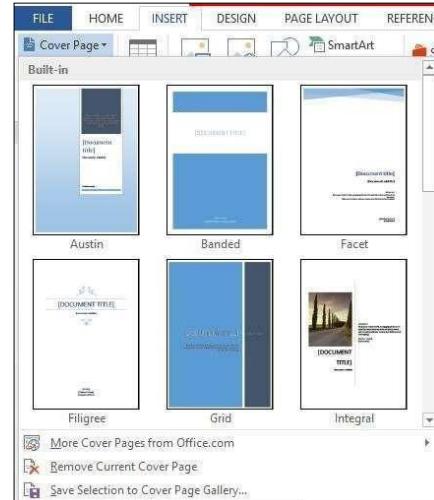
1. On the Reference tab, in the Table of Contents group, click Table of Contents.
2. Click Remove Table of Contents.



### **3.8 Add a cover page**

Microsoft Word offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

1. On the insert tab, in the Pages group, click Cover Page.
2. Click a cover page layout from the gallery of options.



After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title and typing your text.

### **Delete cover page**

To delete a cover page inserted in Word, click the Insert tab, click Cover pages in the Pages group, and then click Remove Current Cover Page.

### **3.9 Check Spelling and Grammar**

1. On the Review tab, in the Proofing group, click Spelling and Grammar.



You can access this command quickly by adding it to the Quick Access Toolbar by right-clicking the Spelling and Grammar button, and then clicking Add to Quick Access Toolbar on the shortcut menu.

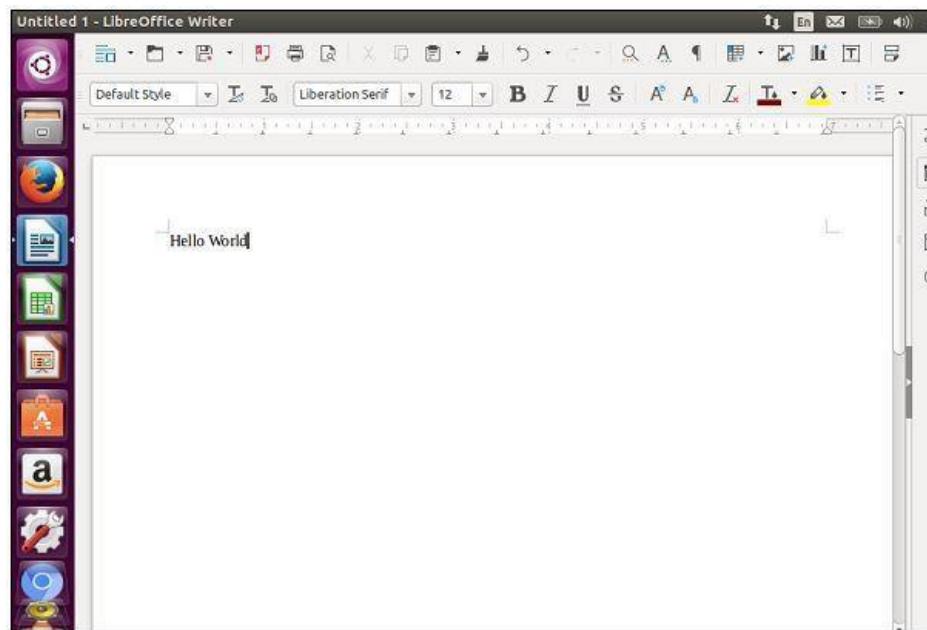
2. If the program finds spelling mistakes, a dialog box or task pane appears with the first misspelled word found by the spelling checker.
3. After you resolve each misspelled word, the program flags the next misspelled word so that you can decide what you want to do.

#### 4. Libre Office Writer

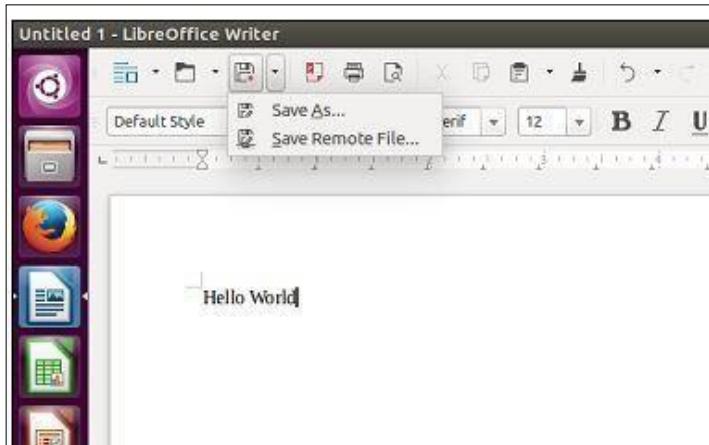
The Word processing application available in Ubuntu operating system is, “Libre Office Writer”. The application is in-built in Ubuntu and is available in the Software launcher.



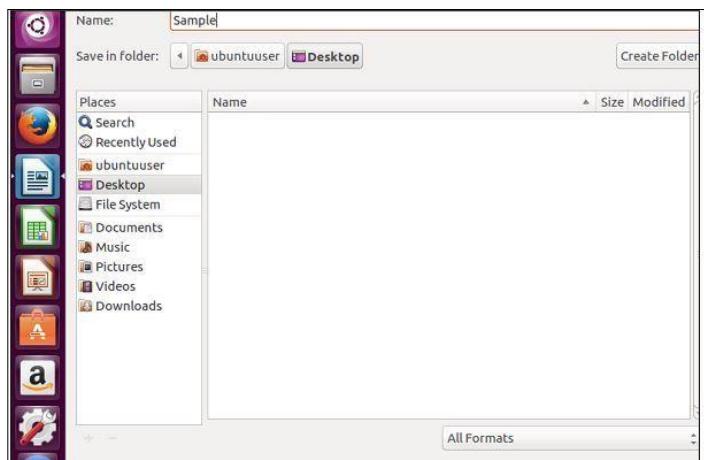
The icon is encircled in red in the above screenshot. Once we click on the icon, the writer will launch. We can start typing in the Writer as we normally would do in Microsoft Word.



## 4.1 Saving Documents



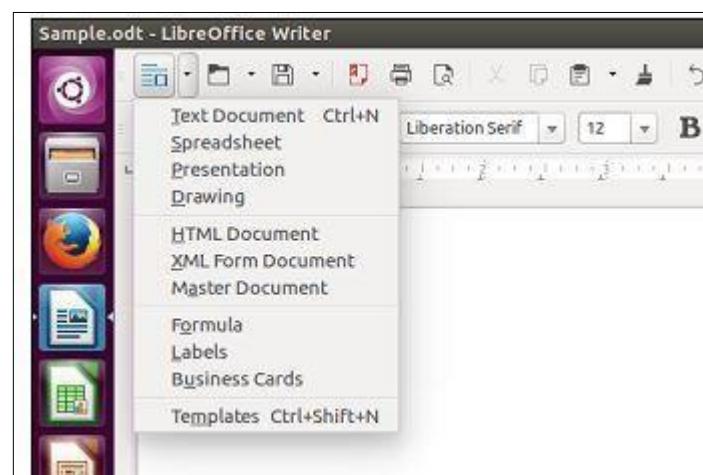
To save a document, just click on the save menu option as shown in the following screenshot.



Specify the location, the name of the file and then click the Save button

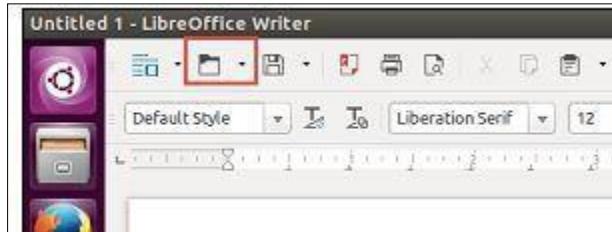
## 4.2 Creating New Documents

To create a new document, choose the new menu option as shown in the following screenshot. It shows an option to create various types of documents.



## 4.3 Opening an Existing Document

To open an existing document, choose the option of opening an existing document from the file menu options as shown in the following screenshot. The option icon is encircled in red. Once the open menu

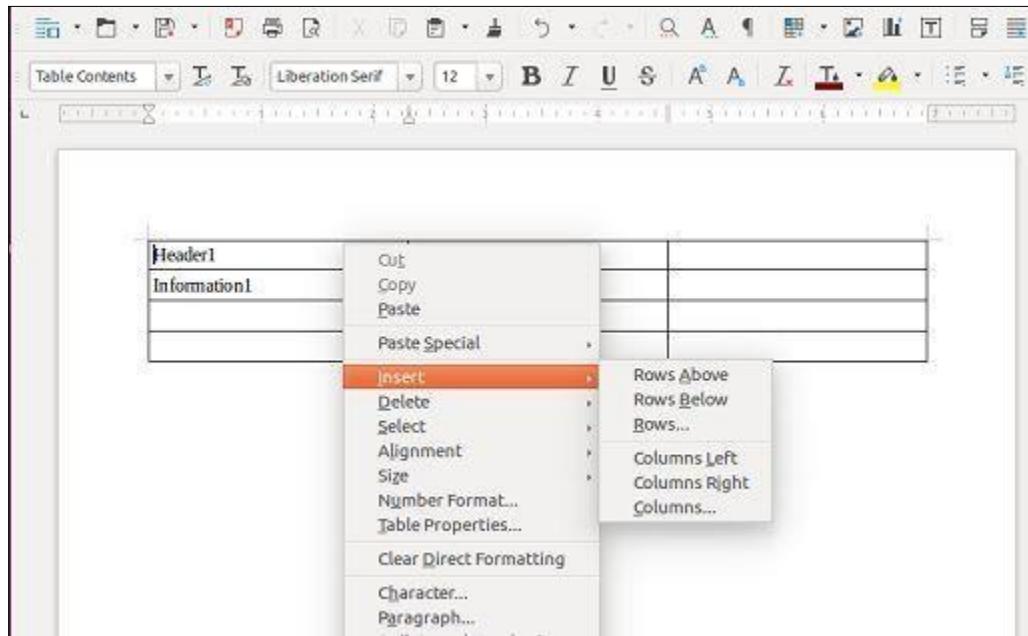


option is clicked, it presents a dialog box with an option to choose the file which needs to be opened. Click on the desired file and then click Open.

## 4.4 Working with Tables

Tables can be inserted using the Insert table option as shown in the following screenshot. Once the table has been added, we can then work on the table as we would on Microsoft Word.

To add additional rows and columns work to the table, right-click on the table and choose the various table options available. You can also work with the format of the text using the various font options in the toolbar of Word Writer.

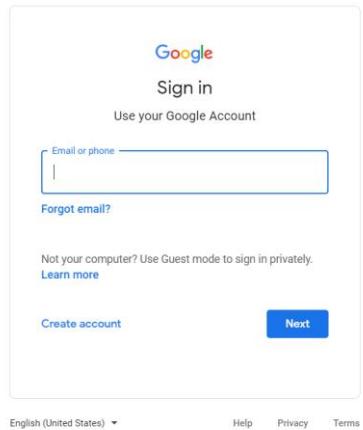


## 5. GOOGLE DOCS

- A web-based office suite: the office programs, and the documents you create with them, are all kept on a Google server and accessed via the internet at “[docs.google.com](https://docs.google.com)”.
- Available to anyone with internet access whether through a PC, laptop or mobile device;
- Free with a Google account; if you have a Gmail account you already have access to Google Docs.
- Allows you to share documents for viewing and editing, and allows multiple users to collaborate simultaneously on a project over the web.
- 1 GB of free storage space; you can purchase extra storage space.
- Google Docs has limited features; it is constantly under revision and open to change; it has very limited support and training opportunities.

### 5.1 How to open google Docs

Sign – in to Google first.

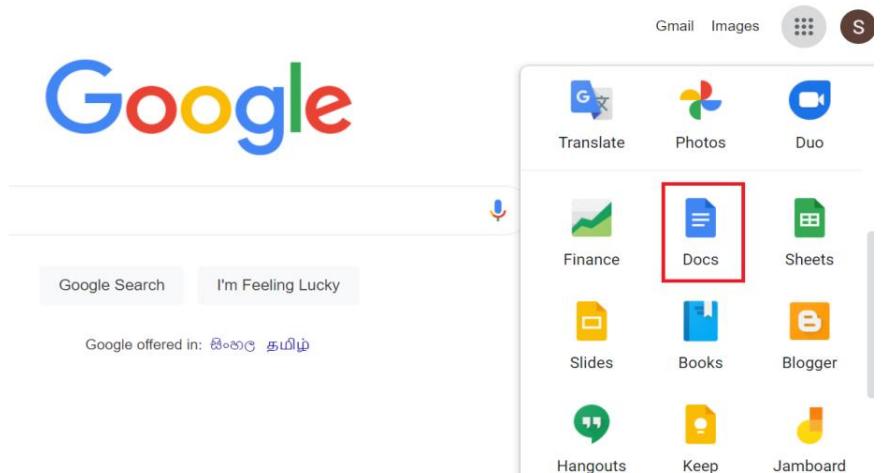


Method 01: Direct Googling

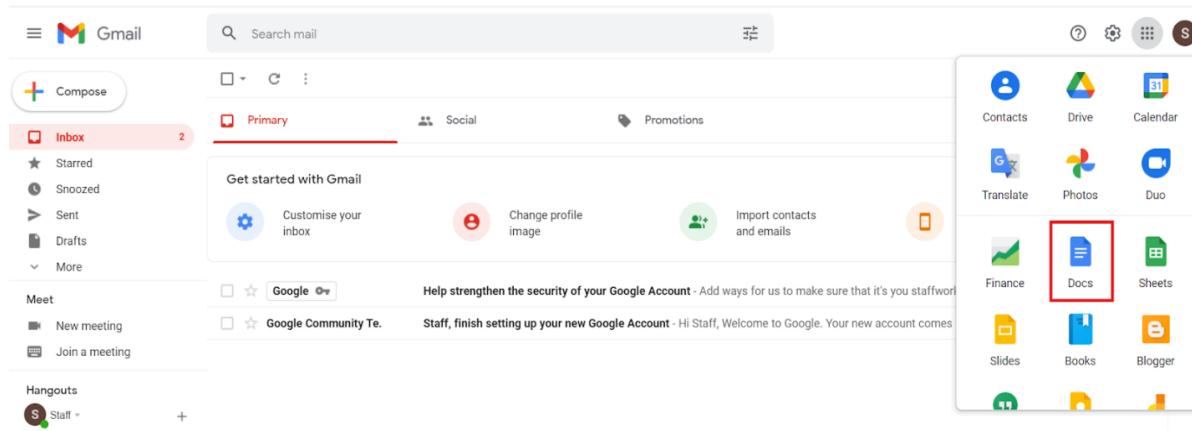
<https://www.google.com/docs/about/>

A screenshot of a Google search results page. The search bar at the top contains the query "google doc". Below the search bar, there are several search filters: "All", "Images", "Videos", "Books", "News", and "More". The "Tools" button is also visible. A message indicates "About 1,140,000,000 results (0.46 seconds)". The first result is a link to the Google Docs homepage: "https://www.google.com › docs › about". The snippet for this result reads: "Google Docs: Free Online Documents for Personal Use ✓". The second result is another link to the Google Docs homepage: "https://www.google.com › intl › en-GB › docs › about". The snippet for this result reads: "Google Docs – create and edit documents online, for free. ✓". Both snippets mention that Google Docs brings documents to life with smart editing and styling tools to help format text and paragraphs.

## Method 02: Google Apps



## Method 03: Google Apps in Gmail



## 5.2 Features in Google Docs

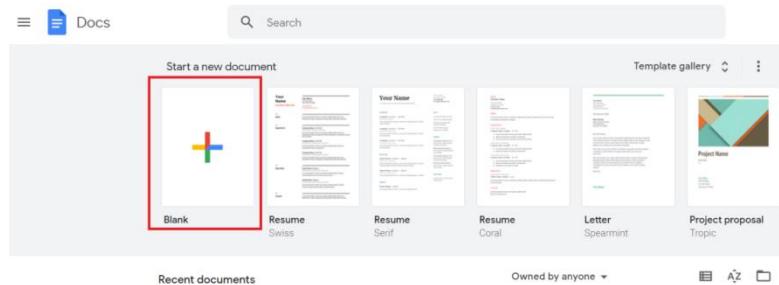
1. Manage your files
  - Create or import files
  - Edit and format a document
  - Print and download files
  - Make a copy
  - Email as attachments

2. Share and Collaborate in Google Docs
  - Share Google Docs files
  - Change access permissions
  - Un share Google Docs files
  - Comment and reply on a Google Docs file
  - Suggest edits
  - Collaborate through the chat
  
3. Special Tips
  - Access your calendar, notes, and tasks.
  - Access Google Doc files offline
  - Set an expiry date for the access of a Google Doc file
  - Mark a shared file as final
  - Present the file to a meeting
  
4. Google Docs add-ons
5. Switching to Google Docs from Microsoft Word
6. Google Docs App on Mobile Devices

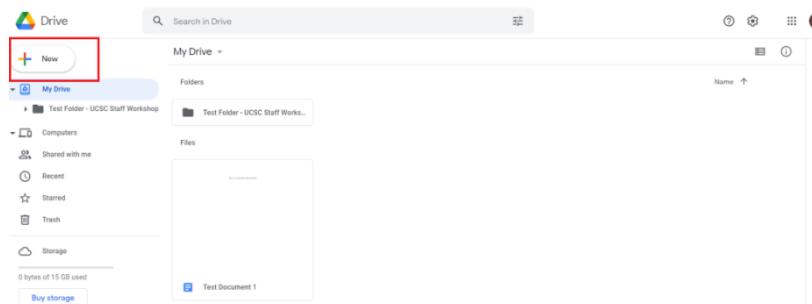
## **1. Manage your files**

Create a new file in Google Docs

- Method 1: In Docs, click on the “Create” button.



- Method 2: In Google Drive, click on the “New” button and select Google Docs



## Edit and format a document

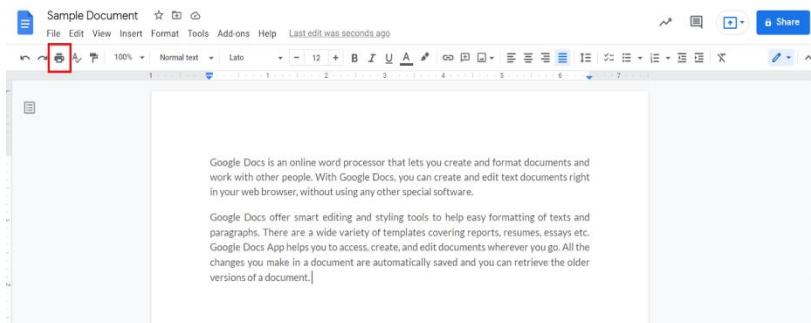
- Rename your document
- Add and edit text
- Customize your document
- Add pictures, links, tables, and more
- Create page columns

	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
Normal text   Arial   10	Change the style, font, or font size.
<b>B</b> <i>I</i> <u>U</u> <a href="#">A</a>	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.
	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.

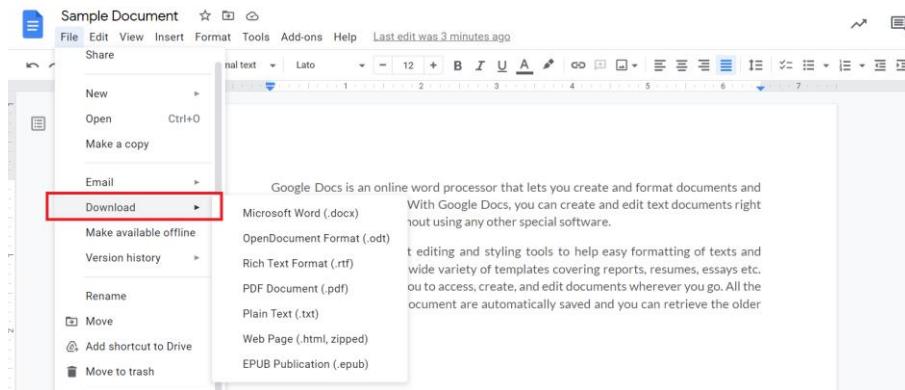
Table and image options	
	Add background color to a table or change the border color, width, or style.
	Crop an image.
Image options...	Change the color, transparency, brightness, or contrast.
Replace image	Replace an existing image with a new one.

(Source: [https://support.google.com/a/users/answer/9305685?hl=en&ref\\_topic=9296546](https://support.google.com/a/users/answer/9305685?hl=en&ref_topic=9296546).)

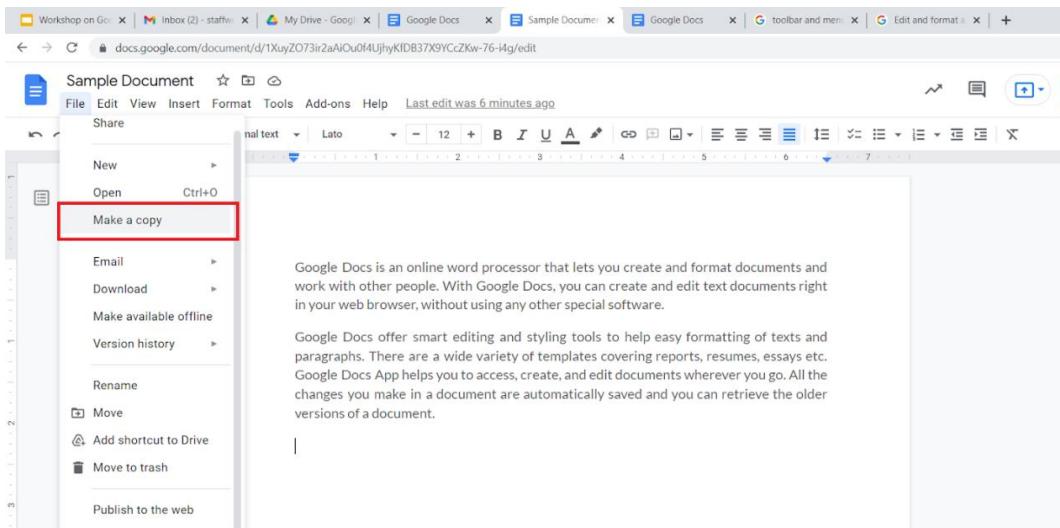
## Printing a document



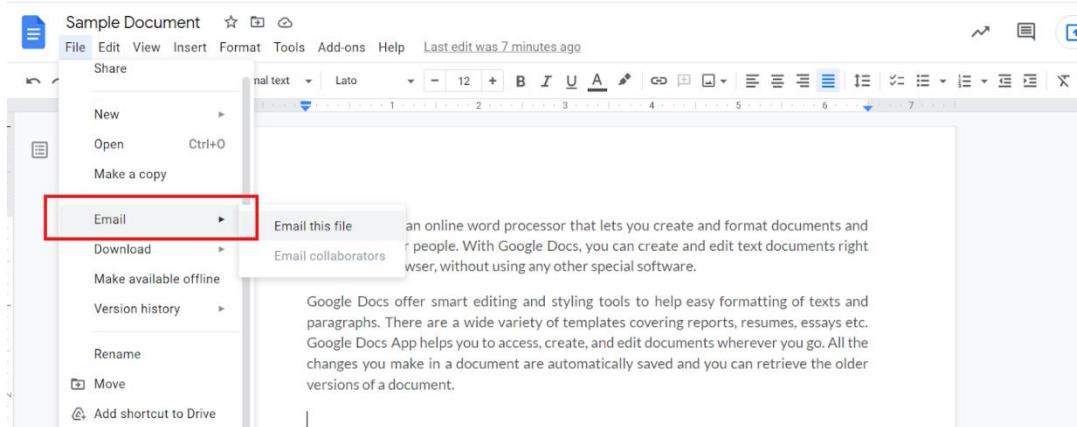
## Downloading a document



## Make a copy of file

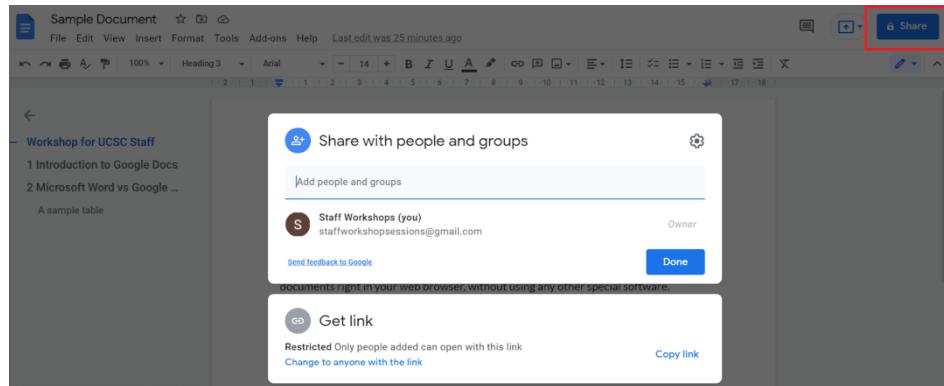


## Email the document as an attachment

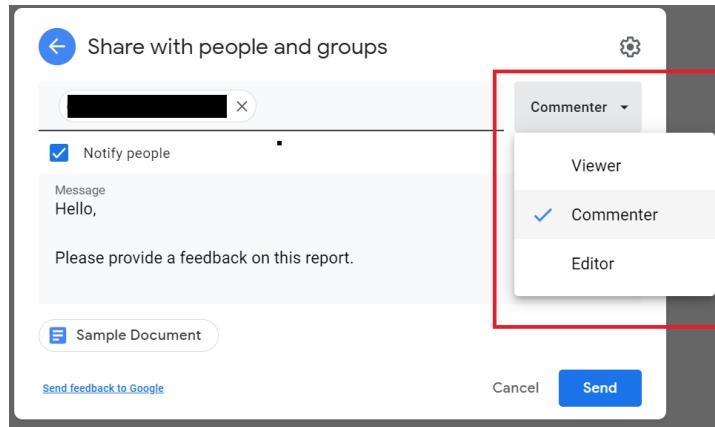


## **2. Share and collaborate on Google Docs**

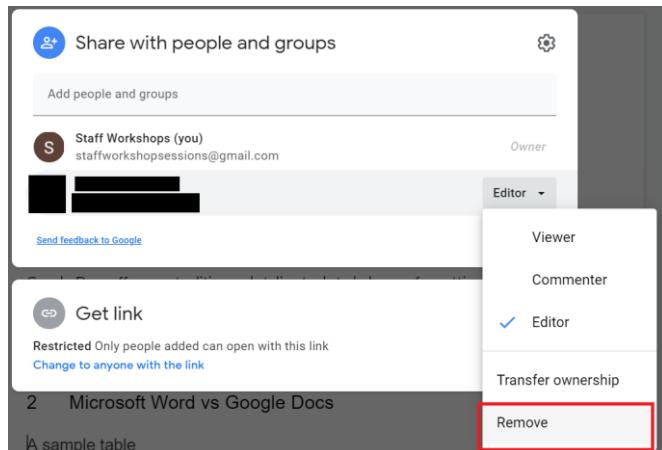
Share a file in Google Docs



Change access permission of a collaborator



Un-share Google Docs file



## Comment and reply on a document

A screenshot of a Google Docs document titled "Workshop for UCSC Staff". The document has a section titled "1 Introduction to Google Docs". A comment box is open on the right side, with the "Add comment" button highlighted with a red box. The comment box shows a profile picture of "Staff Workshops" and the timestamp "08:37 Today". The comment reads: "Include the key features as the second section."

## Suggest edits on a document

A screenshot of a Google Docs document titled "Workshop for UCSC Staff". The document has sections titled "1 Introduction to Google Docs" and "2 Microsoft Word vs Google Docs". A suggestion box is open on the right side, with the "Suggesting" option highlighted with a red box. The suggestion box shows a profile picture of "Staff Workshops" and the timestamp "08:37 Today". The suggestion reads: "Include the key features as the second section."

## Collaborate through chat

A screenshot of a Google Docs document titled "Workshop for UCSC Staff". The document has a section titled "1 Introduction to Google Docs". A chat interface is open on the right side, with the "Chat" button highlighted with a red box. The chat window shows a message from "Staff Workshops": "Hello, I have completed the first two sections of the document".

### **3. Special tips**

Access your calendar, notes, and tasks while working

A screenshot of a Google Doc titled "Workshop for UCSC Staff". The sidebar on the right contains a "Staff Workshops" section with a green profile picture, the text "08:37 Today", and the instruction "Include the key features as the section.". A red box highlights the sidebar area.

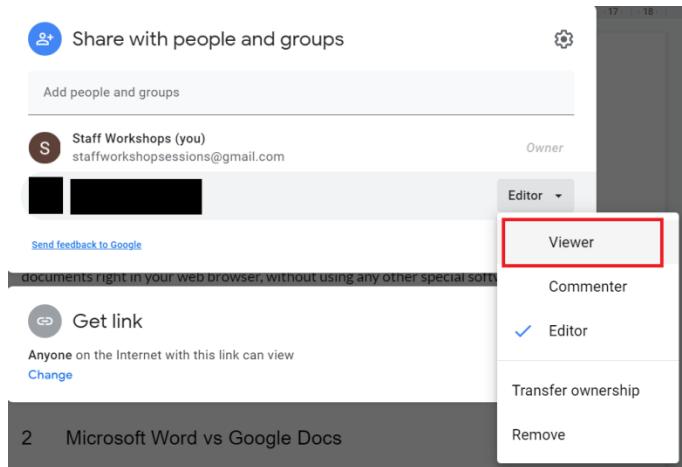
Access Google Doc files offline - Go to the settings of the Google Drive and enable Offline Editing

A screenshot of the Google Drive settings page under "General". The "Offline" section is highlighted with a red box, showing the message: "Another user [REDACTED] has already enabled offline access on this computer. You can enable offline access on another computer or use Chrome profiles to set up offline access for your account on this computer. [Learn more](#)".

Set an expiry date for the access of a Google Doc file

The image consists of two side-by-side screenshots of the Google Doc sharing settings. The left screenshot shows the "Editor" role selected in the dropdown menu, with a red box highlighting the "Give temporary access" button. The right screenshot shows the "Commenter" role selected, with a red box highlighting the "Access expires in 30 days" field, which displays the date "Fri, Dec 10 11:59 PM".

Mark a shared file as the final



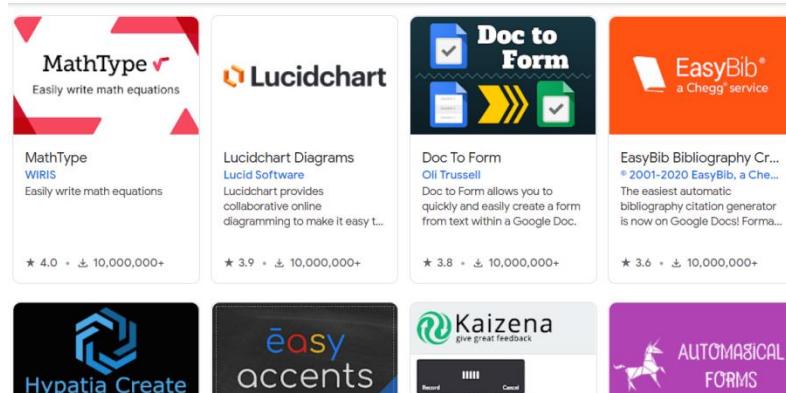
Present the file to a meeting

A screenshot of a Google Docs document titled "Workshop for UCSC Staff". The first section is "1 Introduction to Google Docs". On the right side of the screen, there's a sidebar titled "Present to a meeting" which says "There are no upcoming meetings in your calendar today". Below that is a section "Present using a meeting code". At the bottom right of the sidebar, there's a message from "Staff Workshops" dated "08:37 Today" with the text "Include the key features as the section." A red box highlights the "Share" button at the top right of the sidebar.

#### 4. Google Docs Add - On

A screenshot of a Google Docs document titled "Workshop for UCSC Staff". The first section is "1 Introduction to Google Docs". On the right side, there's a floating window for "Document add-ons" with two buttons: "Get add-ons" (highlighted with a red box) and "Manage add-ons". The main content area shows the "Workshop for UCSC Staff" document.

Works with Docs These apps can be used directly with Docs to improve your productivity.



## 5. Switching to Google Docs from Microsoft Word

Task	MS Word	Google Docs
<b>Sharing Documents</b>	Yes	Yes
<b>Collaborate in real time</b>	Yes	Yes
<b>Access version history</b>	Yes	Yes
<b>Access a document offline</b>	Yes	Yes
<b>Track changes in a document</b>	Yes	Yes
<b>Add pictures, excel charts etc.</b>	Yes	Yes

Use the Chrome extension: Office editing for Docs, Sheets & Slides

- View and edit MS Word files with Google Docs, without needing Office installed in your computer
- Can save each file back in its original Office format.

[Home](#) > [Extensions](#) > [Office Editing for Docs, Sheets & Slides](#)



Office Editing for Docs, Sheets & Slides

Offered by: [google.com](#)

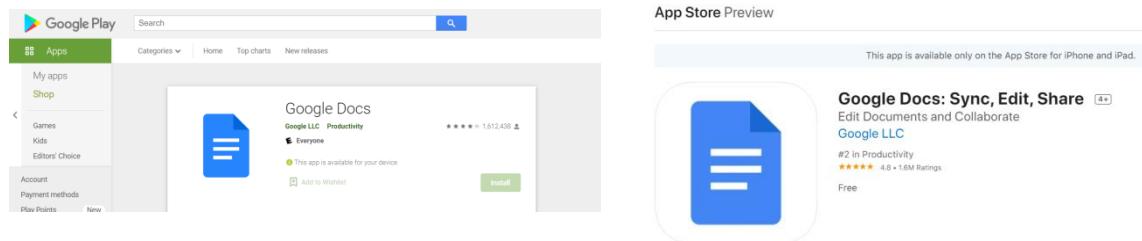
[Add to Chrome](#)

★★★★★ 5,750 | [Productivity](#) | 6,000,000+ users

By Google | Runs offline

## **6. Google Docs on mobile devices**

Available for installations in both Android and iOS devices



### **Learn more about Google Docs**

- Beginner Tips for Google Docs  
[https://support.google.com/a/users/topic/9326319?hl=en&ref\\_topic=9348378](https://support.google.com/a/users/topic/9326319?hl=en&ref_topic=9348378)
- Intermediate Tips for Google Docs  
[https://support.google.com/a/users/topic/9327400?hl=en&ref\\_topic=9348378](https://support.google.com/a/users/topic/9327400?hl=en&ref_topic=9348378)
- Advanced Tips for Google Docs  
[https://support.google.com/a/users/topic/9327401?hl=en&ref\\_topic=9348378](https://support.google.com/a/users/topic/9327401?hl=en&ref_topic=9348378)

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