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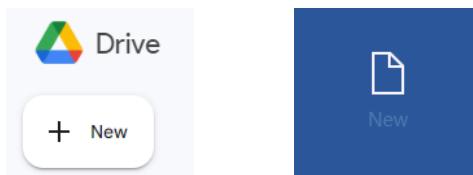
Word Processors

Introduction to Word Processors

A word processor is a software program used to create text documents. Two of the most widely used word processors today are Google Docs and Microsoft Word. Both offer a wide range of features for creating professional documents, from essays and resumes to business proposals and reports.

Google Docs is a free web-based word processor offered by Google. It's part of Google Workspace, a productivity suite that also includes Google Sheets (for spreadsheets), Google Slides (for presentations), and more. Google Docs offers real-time collaboration, commenting and suggestion mode, version history, and integration with other Google Workspace tools. It allows multiple people to work on the same document simultaneously and saves changes automatically.

Microsoft Word is a word processor developed by Microsoft, part of Microsoft 365 (formerly Microsoft Office). Word offers advanced formatting and design options, change tracking and comments, templates, and integration with other Microsoft Office applications, making it easy to insert spreadsheets, charts, and slides into documents.



Creating and Saving New Documents

To create a new Google Doc, navigate to [Google Drive](#) and sign in to your Google account. Click the "+ New" button and select "Google Docs". You can create a blank document or use a template, which we will cover later. A new document will open in a new tab. Google Docs automatically saves documents to Google Drive, but you should name them to make them easier to locate later. Click on "Untitled document" at the top left to name it.

To create a new Word Doc, open the program. Select "New" and click on "Blank Document" to create a blank document. Manually save your work by clicking on the "File" menu, selecting "Save As", choosing a save location, providing a file name, and clicking "Save".

Page Navigation, Text Entry, and Text Editing

To navigate through pages, use the PgUp and PgDn keys or your mouse's scroll wheel. If your document has multiple pages, Google Docs and Word will display page breaks.

The blinking vertical line is the cursor, indicating where the text will appear when you start typing. Editing text involves highlighting the text (click and drag over it, or use keyboard shortcuts like Ctrl + Shift + arrow keys) and then choosing an action from the toolbar at the top or using keyboard shortcuts like Ctrl + B, Ctrl + I, Ctrl + U, etc. Both Google Docs and Word offer numerous editing tools, including:

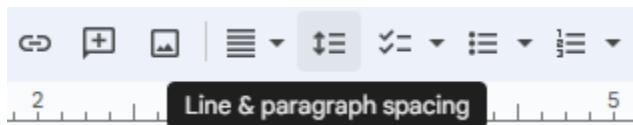
Font Type and Size

Bold, *Italic*, Underline

Text Color and **Highlight**

Line Spacing and Paragraph Alignment

Line spacing and paragraph alignment can help to make your text more readable.



For **line spacing**, click on the icon in the toolbar (in Google Docs, it's next to the "Align" icon; in Word, it's in the "Paragraph" group in the "Home" tab). Choose the spacing you want (e.g., single, 1.5 lines, double).



For **paragraph alignment**, click on the icon in the toolbar to align paragraph text to the left, center, or right, or to justify it (stretch the text to fill up the entire width of the line). Justifying text can be helpful in creating professional-looking documents, as it gives your text a more uniform appearance. However, it can also lead to unusual spacing between words in a line to make them stretch across the width of the page, which some people find visually distracting or harder to read.

Indenting

Indenting refers to adjusting the position of text relative to the left margin. It's used to enhance the readability and organization of text. Line indentation adjusts the position of individual lines within a paragraph, while paragraph indentation, also known as block indentation, modifies the position of an entire paragraph or block of text.

For line indentation, place your cursor at the beginning of the line you want to indent. Press the Tab key to move text to the right. Shift + Tab will move it to the left.

For paragraph indentation, place your cursor at the beginning of the paragraph you want to indent. In Google Docs, click on the "Increase indent" icon in the toolbar. In Microsoft Word, click on the "Increase Indent" button in the "Paragraph" group on the "Home" tab. Alternatively, use the Ctrl +] and Ctrl + [shortcuts.

Bullets, Numbers, and Checklists

Bullets, numbers, and checklists are great for organizing information.

1. Place your cursor where you want the list to start.
2. Click on the "Bulleted list" or "Numbered list" icon in the toolbar.
3. Type your first item and press Enter to automatically start a new item. To end the list, press Enter twice.

Headers and Footers

Headers and footers are areas at the top and bottom of a page where you can add supplementary information like the document title, author name, and page numbers.

1. Click on the "Insert" option in the menu or ribbon at the top.
2. Select "Header" or "Footer" from the available options.
3. In Google Docs, directly add your desired information to the header or footer area. In Microsoft Word, choose from the drop-down menu to select a preformatted design, or create your own custom header or footer.

Page Breaks

Page breaks allow you to control where a new page begins, which is particularly useful in longer documents. Place your cursor where you want the new page to start and go to "Insert" > "Break" > "Page Break". Alternatively, use the Ctrl + Enter shortcut.

Tab Stops

Tab stops are specific locations across a page where the cursor moves when the Tab key is pressed, used for alignment and organization of text. They can create consistent indents or align columns, such as in tables of contents or structured lists.

1. Make sure the ruler is visible. In Google Docs, go to "View" and select "Show ruler" if needed. In Microsoft Word, go to the "View" tab and check "Ruler" in the "Show" group.
2. Click on the desired location on the ruler to set a tab stop. In Microsoft Word, you have to first select the tab stop type (left, center, right, or decimal).
3. To jump to the tab stop, place the cursor at the start of a line and press Tab.
4. Adjust a tab stop by clicking and dragging the marker along the ruler.
5. To remove a tab stop, simply drag the marker off the ruler.

Columns

Columns can improve the organization and readability of your text, particularly in documents like newsletters or brochures.

1. Click on "Format" in the menu bar (Docs) or the "Layout" tab in the ribbon at the top (Word).
2. Go to "Columns" and select the number of columns you want.

Once you've set the desired number of columns, the text in your document will automatically adjust to fit the new layout. There may be instances where you want to start a new column at a specific point within your content. In such cases, you can use a column break. You can add one by going to "Insert" > "Break" > "Column Break".

Zoom and View Settings

Zoom control is located in the toolbar at the top of the screen, where it's listed as "100%" by default. This represents the default zoom level of the document. You can adjust this to various percentages, or select "Fit" which adjusts the view of the document to fit the width of the screen.

The "View" tab provides additional options for adjusting views and layouts, allowing you to customize your document display based on your preferences. These options include different view modes such as "Viewing Mode", "Print Layout", and "Full Screen" mode.

Keyboard Shortcuts

Mastering basic text management skills such as cutting, copying, pasting, and formatting text will make your life a lot easier. Keyboard shortcuts will help you be more productive and make doc editing easier. There are too many to cover here, but check out [this document](#) to learn more.

Speech to Text

Voice typing allows you to convert speech to text. In Google Docs, click on "Tools" in the menu bar and select "Voice typing". Click on the microphone icon that appears. Start speaking, and Google Docs will transcribe your speech.

In Microsoft Word, click on the "Home" tab in the ribbon at the top and click "Dictate". Word will transcribe your speech into text. Speak clearly and at a normal volume and pace. Remember to dictate punctuation where needed.

Translation Tools

In Google Docs, navigate to "Tools" in the menu bar and select "Translate document". This will create a brand new document in your chosen language, leaving your original document unchanged.

In Microsoft Word, go to the "Review" tab, select "Translate", and then "Translate Document". A sidebar will appear where you can choose your preferred language and the translated document will open in a new browser window. For translating specific sections, highlight the text, then go to "Review", select "Translate", and then "Translate Selection". The translated text will appear in a sidebar.

Spelling and Grammar Checks

Google Docs and Microsoft Word both have built-in spelling and grammar checks to help make sure your document is error-free. These tools underline potential errors with red (spelling) or blue (grammar) lines. Go to the "Tools" (Docs) or "Review" (Word) tab > "Spelling and Grammar" to show suggestions.

Personal Dictionary and AutoCorrect

You can add words to your personal dictionary so they won't be flagged as misspelled. You can also use the AutoCorrect feature to correct common typos or create shortcuts. In Docs, go to "Tools" > "Preferences". In Word, go to "File" > "Options" > "Proofing".

Find and Replace

This tool helps you quickly make changes throughout your document. Go to "Edit" > "Find and replace" and enter the text you wish to replace. Alternatively, use Ctrl + H (Cmd + H on Mac) to open the dialog box, or use Ctrl + F and click on the three dots.



Images

Adding images to your document can make things more visually appealing and help explain complex ideas.

Adding Images from the Web

You can add images directly to your document from the web using the built-in search tool in Google Docs and Microsoft Word. To do this:

1. Click "Insert" > "Image" > "Search the web" or "Online Pictures".
2. Type your search term in the search box, then press Enter.
3. Click on the image you want to use, then click "Insert".

Adding Images from Your Computer

You can also upload image files directly from your computer.

1. Click "Insert" > "Image" > "Upload from computer" (in Google Docs) or "This Device" (in Microsoft Word).
2. Navigate to the image file, select it, then click "Open".

Adding Images from Google Drive

1. Click "Insert" > "Image" > "Drive".
2. Navigate to the image file in your Drive, select it, then click "Insert".

Adjusting Images

Once you've added an image, you can adjust its size, position, and other properties to fit your document's layout.

1. Click on the image to select it.
2. Use the handles on the corners and edges of the image to resize it.
3. Drag the image to move it to a new location in your document.
4. Click "Format" > "Image" (in Google Docs) or "Picture Format" (in Microsoft Word) to access more options, such as cropping the image, adjusting its brightness and contrast, or applying a border.

Replacing Images

If you want to replace an existing image with a different one, you don't need to manually delete the old image and insert a new one.

In Google Docs:

1. Click on the image to select it.
2. Click "Replace image" in the toolbar, then choose the source of the new image (from the web, your computer, or Google Drive).

In Microsoft Word:

1. Right-click on the image and select "Change Picture".
2. Choose the source of the new image (from a file on your computer or online pictures).

Text Wrapping

Text wrapping refers to how text flows around images or other objects.



1. Click on the image to select it.
2. Click on the "Wrap Text" button (it may be found in the toolbar in Google Docs or under the "Format" > "Wrap Text" in Microsoft Word).
3. Choose the type of wrapping you want (e.g., square, tight, through, etc. in Word, or inline, wrap text, or break text in Google Docs).

The type of text wrapping you choose depends on your specific needs. For example, "Square" wrapping in Word or "Wrap Text" in Google Docs will wrap text around the image's border. "Break Text" in Google Docs will push all text below the image. Try these different settings to find what works best for each situation.

Special Characters

Special characters are symbols or letters not found on a standard keyboard. These include mathematical symbols, currency signs, phonetic characters, diacritics, emojis, punctuation marks, and more, such as the copyright symbol ©, the degree sign °, or the pi symbol π.

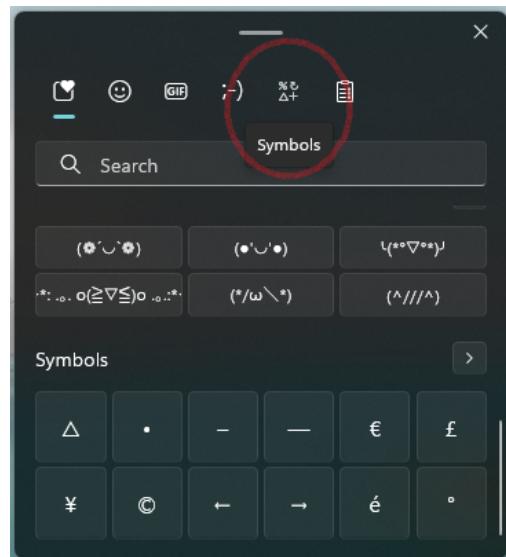
In Google Docs:

1. Go to "Insert" > "Special characters".
2. You can search for the character by name, or draw it in the "Draw a symbol" box if you know what it looks like but not what it's called.

In Microsoft Word:

1. Go to "Insert" > "Symbol".
2. Choose the character you want to insert and click "Insert".

Alternatively, the Win + V shortcut on Windows opens up the Clipboard History app which also gives you access to special characters.



Superscript and Subscript

Superscript and **subscript** are types of text formatting often used in specific fields such as mathematics, science, or in citations. Superscript is a small letter or number typed above the baseline, while subscript appears below the baseline. They're used for mathematical exponents ($E = mc^2$), chemical formulas (H_2O), or footnote indicators.

1. Select the text you want to format.
2. Go to "Format" > "Text" > "Superscript" (or use the shortcut Ctrl + .) or "Subscript" (or use the shortcut Ctrl + ,).

New Documents from a Template

Templates are pre-formatted documents designed for specific purposes, like resumes, reports, newsletters, and more. They can significantly save time and effort, especially when creating commonly used documents, as they come with a professional layout that you can edit and customize to fit your needs.

On the Google Docs home screen, click on "Template Gallery" to browse and select a template. If you're already in a document, you can click on "File" > "New" > "From template". You'll see a variety of templates categorized under "Work", "Personal", "Education", and more. In Microsoft Word, click "File" > "New", and select a template from the gallery.

Printing

Before printing your document, check to see that it looks correct.

1. Go to "File" and select "Print Preview" from the drop-down menu. This will open a new tab or window showing you exactly how your document will look when printed. Take the time to review your document.
2. If you notice that something doesn't look quite right, you can adjust your settings. This may involve changing the page layout (portrait or landscape), altering margins, or modifying the size of your text.
3. Select your printer, or choose to create a PDF instead. A PDF is a type of file that maintains its formatting regardless of the device or software used to open it, making it useful for sharing documents online.
4. Once you're satisfied with your document's appearance, click the "Print" button. Alternatively, a faster way to access the print function is to use the keyboard shortcut Ctrl + P (Cmd + P for Mac users).

Sharing

Sharing allows others to view, comment on, or edit your documents.

In Google Docs:

1. Click the "Share" button at the top right.
2. Enter the email addresses of people you want to share with and set their permissions.

In Microsoft Word:

1. Click "File" > "Share" > "Share with People".
2. Enter email addresses and set permissions.

Publishing

Publishing makes your document accessible to anyone with a link. Publishing is different from sharing. It's ideal for broad distribution where no interaction is required, while sharing is better for collaboration.

In Google Docs, click "File" > "Publish to the web". In Microsoft Word, you can save your document to OneDrive, then share a link for others to view or edit it.

Paragraph Styles

Paragraph styles are used to maintain consistency throughout a document. Both Google Docs and Microsoft Word offer styles such as Title, Normal text, Heading 1, Heading 2, and so on.

In Google Docs:

1. Select the text you want to format.
2. Click on the "Styles" dropdown in the toolbar at the top of the page.
3. Select the style you want to apply, such as "Heading 1" for main headings or "Normal Text" for regular body text.

In Microsoft Word:

1. Select the text you want to format.
2. Go to the "Home" tab in the ribbon.
3. In the "Styles" group, select the style you want to apply.

You can modify paragraph styles by using "Update [style name] to match" or "Modify".

Hyperlinks

Hyperlinks are used to link to web pages, email addresses, or other parts of the same document. To insert and edit hyperlinks:

1. Select the text you want to turn into a hyperlink.
2. Click "Insert" > "Link" (or use the shortcut Ctrl + K).
3. Type or paste the URL in the box that appears, then press Enter.
4. To edit a hyperlink, click on the linked text, then click "Edit Link" (in Google Docs) or "Hyperlink" (in Microsoft Word).

Bookmarks

Bookmarks are a very helpful tool when working with longer documents. They work much like bookmarks in a web browser or a real book, allowing you to mark specific places in your document for quick access later. They also allow you to create internal links within your document, making navigation easier for your readers, especially in more extensive, complex documents like reports or manuals.

1. Place the cursor where you want to create a bookmark.
2. Go to "Insert" > "Bookmark". In Word, type a name for the bookmark.

To use the bookmark in Docs, hover over the bookmark icon and click "Copy link". You can insert this link anywhere in your document and it will direct back to the bookmark. For example, [this link](#) will direct you back to the Images heading. You can also share the link with others to direct them to the bookmark.

In Word, go to the "Insert" tab, click on "Bookmark", and you'll see a list of all your bookmarks. Click on the one you want to go to, and click "Go To".

Comments

Comments are useful for collaboration and review. To add comments:

In Google Docs and Microsoft Word:

1. Select the text you want to comment on.
2. Click "Insert" > "Comment" (or use the shortcut Ctrl + Alt + M in Google Docs, or Ctrl + Alt + M in Microsoft Word).
3. Type your comment in the box that appears, then click "Comment".

Footnotes¹

Footnotes provide additional information or citations at the bottom of a page.

1. Place your cursor where you want to insert a footnote.
2. In Docs, click "Insert" > "Footnote" (or use the shortcut Ctrl + Alt + F). In Word, click "References" > "Insert Footnote".
3. Type your footnote in the box that appears at the bottom of the page.

Table of Contents

Creating a table of contents can help navigate your document, especially if it is lengthy.

1. Go to "Insert" > "Table of Contents".
2. Choose your preferred style.

A table of contents will be generated based on the headings in your document. You can click on _____. If you make changes to your document that affect the table of contents, you can update it by clicking the "Refresh" or "Update Table" button that appears when you click on the table of contents.

Version History

Google Docs and Microsoft Word both allow you to view the version history of your document, which can be particularly useful when you want to restore previous versions.

In Google Docs:

1. Click "File" > "Version history" > "See version history".
2. Here, you'll see a panel on the right showing different versions. Click on a version to preview it.
3. To restore a previous version, click on the version you want to restore, then click "Restore this version".

In Microsoft Word:

1. Go to "File" > "Info" > "Version History".
2. Here you'll see a list of autosaved versions. Click on a version to preview it.
3. To restore a previous version, click on the version you want to restore, then click "Restore".

¹ This is a footnote.

Downloading Documents

Downloading your document allows you to keep an offline copy or use it in a different program.

1. Go to "File" > "Download".
2. Choose your preferred format (e.g., .docx for Word, .pdf for a PDF file).

Installing Add-Ons

Add-ons are tools that enhance the functionality of Google Docs and Microsoft Word. These include bibliography makers, diagram tools, and more.

In Google Docs:

1. Click "Extensions" > "Add-ons" > "Get add-ons".
2. Browse or search for the add-on you want, then click "Install" to add it.

In Microsoft Word:

1. Click "Insert" > "Get Add-ins".
2. Browse or search for the add-in you want, then click on it.
3. Click "Add" to install it in your Microsoft Word.