

Word processing applications are used more often by more people every-day than any other type of computer application. The basic skills used in word processing programs are also used in one way or another in most kinds of software.

Word processing programs are used to create text documents. They are designed to make it as easy as possible for one to create the document he/she wants and to make it appear in a desired way. Most modern word processing programs share a common approach.

3.0 Learning Objectives

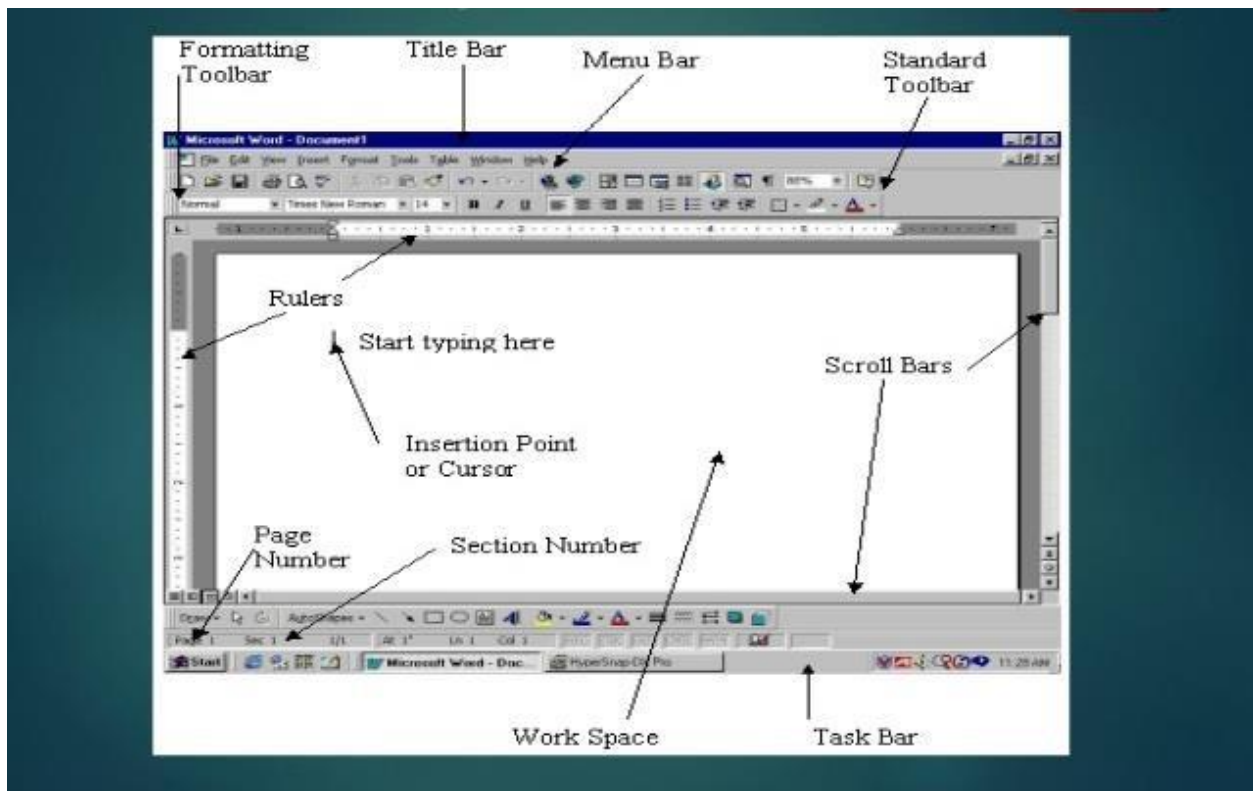
By the end of this week, you should be able to:

1. Recognize the different parts of a Word Processor's Interface and what they are used for
2. Know how to reduce a window, enlarge it, resize it and close it
3. Learn how to switch Document Views
4. Enter text
5. Save your work to a specified location with a given filename
6. Retrieve a previously saved document
7. Create a new document
8. Select words, lines and paragraphs
9. Learn the different ways in which you can edit a document.
10. Learn how to prepare to print a document
11. Demonstrate knowledge on file concepts and management

3.1 Word Processor's Interface

Word Processor's interface:

When you launch your word processing application, this is what you should see;



A window that has a **menu bar** along the top, with **toolbars** underneath. Both these can be used to give instructions to Word (e.g to save or print your work). Below the toolbars is the **ruler**, which shows you have almost 15cm across the text area for your typing (there's another 3cm each side for the **margins**).

Scroll bars are provided on the right (and bottom) to let you move up and down (or sideways

across) your work. At the very bottom of the window, there is information about where you are in your document.

Menu bar- This displays titles of menus, which are lists of commands and options.

Title bar- it is the top most bar with the name of the application and your document's title. It has three command buttons.

Toolbars- these display buttons that represent frequently used commands. Be able to differentiate the Formatting toolbar from the Standard toolbar.

Rulers- The horizontal and vertical ruler will show you the position of text, margins and indents. If you don't have these showing, you can view them at the 'VIEW' command.

Scroll bars- Horizontal and Vertical will help you scroll through a document if it is too large and cannot fit inside the document area.

Some more action for you:

Double click in the title bar to maximize or restore down your window.

You can make your window taller or shorter, wider or narrower by dragging the edges of your window if your window is not running maximized.

3.2 Entering Text, Saving and Printing

We always enter text by typing at the Keyboard.

As you type, notice the movement of your cursor as it advances across the screen. Continue typing across the screen, the words will automatically spill onto a new line when you reach the right-hand side/the right margin. When your text reaches the right edge of the screen, the word processor will automatically move the cursor to the next line. This feature is called word wrap.

Don't worry about any red underlining which might appear. This shows where you have made a spelling mistake and can be corrected later after the typing is done.

3.3 Create a New Document, Open an Existing Document

Creating a New Document:

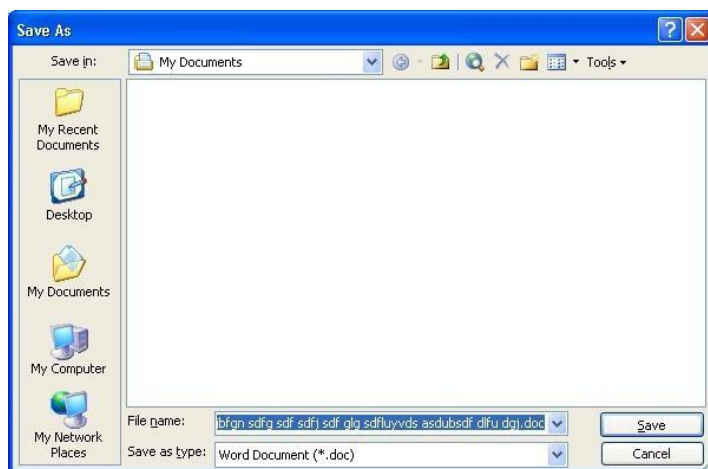
Wish to create a new document without launching your application afresh? Follow the steps below:

<FILE><NEW><Text document><Enter>

After the file has been created, what next? Save your document;

Click on <FILE><SAVE As>

A box similar to that below will appear on the screen:



❖ Type a name that your document will take on (eg lesson1)

Note: you should only use letters and numbers (spaces and hyphens are also permitted) for your file names; DO NOT use any other punctuation marks as they can cause problems.

Press <Enter> or click on **[Save]**

Once you have given your document a name, this will appear (instead of **Document1**) in the title bar of your document.

IMPORTANT: You should save your work regularly - ideally every 10 minutes so that you don't lose what you have typed should the computer stop working. Word does have an **auto-save** inbuilt option which should guard against loss of work; however this is **not** a proper save and should not be relied on.

Closing a Document:

Although you can have more than one document open in Word, if you have finished working on a file, it is a good idea to close it. To close the current document without exiting from Word:

Open the <**File**> menu, <**Close**>

To close the word applications simply click on the -x- command button on your title bar.

Opening an Existing Document:

You may want to do some more work on a document that you previously saved. To open it;

Open the <**File**> menu, <**Open**>

3.4 Editing a Document

After typing text, you can change it without having to retype the entire document. Making changes to an existing document is called Editing.

Before any change is made to text, it is important to first select the portion of text to which you would like to apply changes. To select is simply to highlight.

- ❖ Select a word by positioning the insertion point anywhere within the word.
- ❖ Alternatively you could double click within a word to select it.
- ❖ To select a paragraph, click within the paragraph thrice.
- ❖ Select the entire document by pressing CTRL + A
- ❖ To deselect text, click anywhere on the screen.

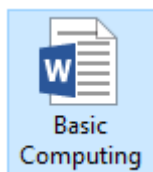
Other selection options:

- ❖ Using the mouse, Position your insertion point/ cursor at the beginning of a word, sentence or paragraph that you wish to select ,
- ❖ Drag your mouse across the word(s). To drag, depress the left mouse button and keep it depressed as you move your mouse over the word(s). At the end of the word(s), release your mouse button.
- ❖ Using the keyboard. Having trouble with the mouse? You can use the keyboard to make your selection.
- ❖ Position your cursor at the beginning of the word(s) you wish to select. Depress the shift key and keep it depressed as you use the right/ left arrow key to help you make the selection. At the end of your selection, release the shift key.

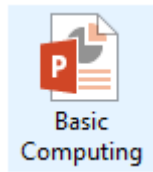
3.5 File Management and Organization Concepts

A file is an item that contains information. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon. Here are some common file icons:

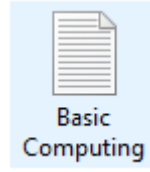
Word Processor files



Presentation files



Text documents



Images



They are different file types and they serve different purposes. For example:

- .doc/.docx - for word document.
- .ppt/.pptx for a presentation.
- .jpeg/jpg/png represent images.
- .html for web pages
- .pdf - portable document format (generally, documents you do not want edited).
- .zip for zipped or compressed files.
- .exe - executable files.
- .apk - android package (for android apps).

A folder is a container that can store one or more files. Folders can also store other folders, and those subfolders can store other "sub-subfolders". Many subfolders can be created, each holding a number of files and additional subfolders.



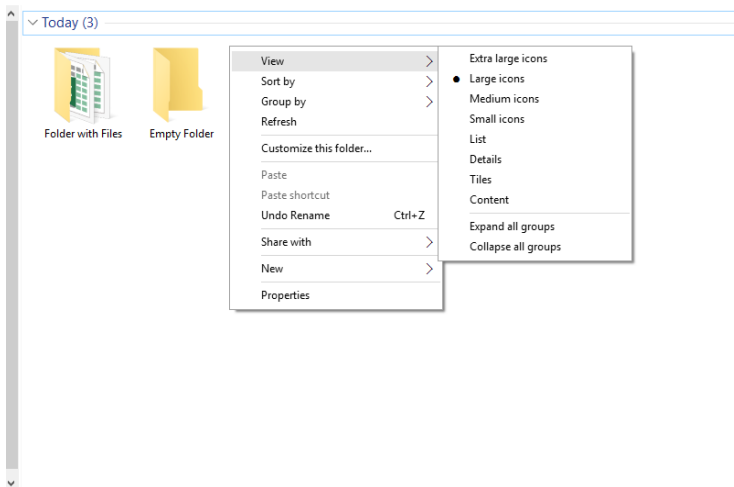
Folder with Files



Empty Folder

Viewing and Arranging Files and Folders

When you open a folder or library, you can change how the files look in the window to suit your preference. You might want your files and folders to appear with extra details or you might want them large. To make these kinds of changes, use the Views option.

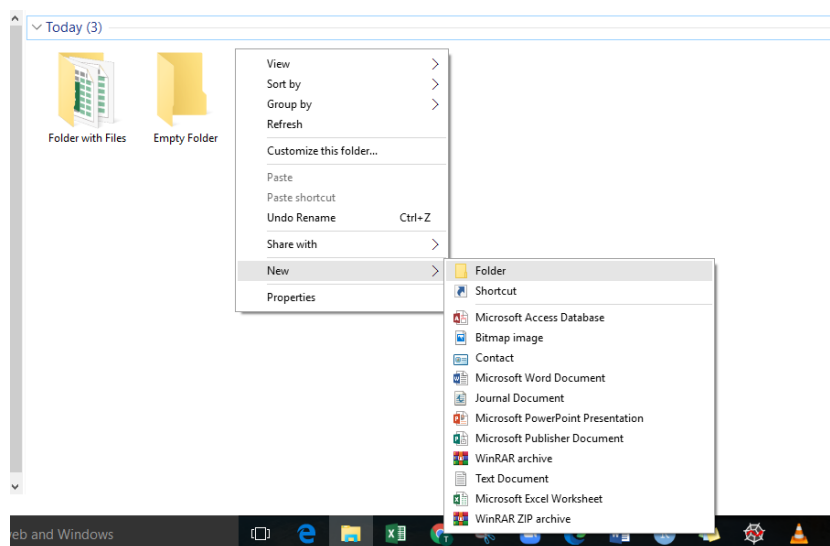


The different view options

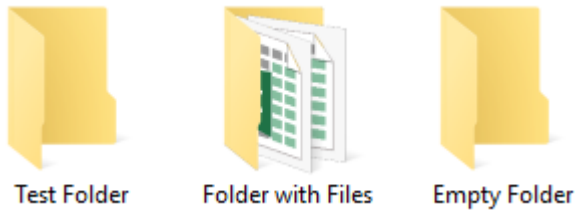
Working with Folders:

Creating a Folder:

1. Select the directory under which you want to create a subdirectory.
2. Choose File New Folder. On the right pane of the screen, a new folder is created.



3. Type in the name of the directory and press ENTER.



Selecting Folders and Files

After creating a folder, we can move files into it or create new files within the folder.

Selecting files & folders:

1. To select all the files in a folder - to select all --CTRL + A
2. To select consecutive files - use shift key + arrow keys
3. To select non-consecutive files - click the first item to be selected, hold down CTRL and then click all other items that need to be selected.

Files can be opened, copied, deleted, renamed, among others.

Copying Files & Folders

After selecting the files to be copied, the next step is to copy the files.

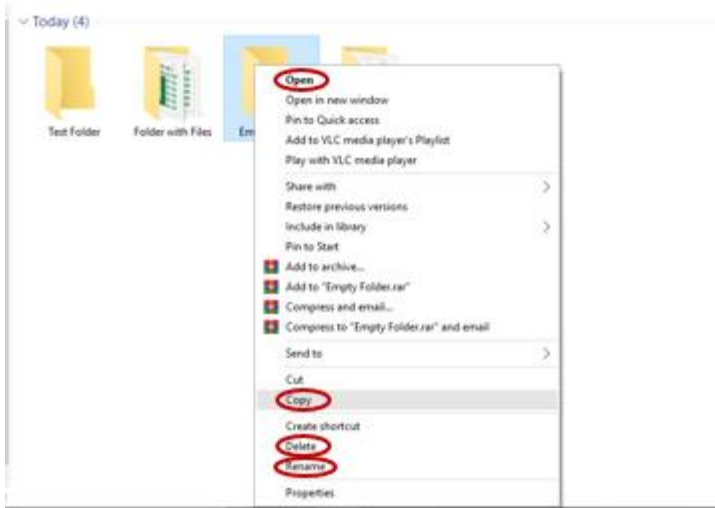
To copy the files & folders:

1. Select the file or folder.
2. Click on copy.

Copied files are copied to the clipboard. The clipboard is a location where the information you copy or cut is temporarily stored.

3. Click or go to the destination folder.
4. Right Click and select paste.

Alternatively, to copy a file or folder, select it and then press ctrl +C. To paste, press ctrl + V



Deleting Files and Folders

After selecting the files to be deleted, you right click and select delete or press the delete key on your keyboard. Deleted files are moved to the recycle bin. If you use “Ctrl + Delete key”, it will be deleted permanently.

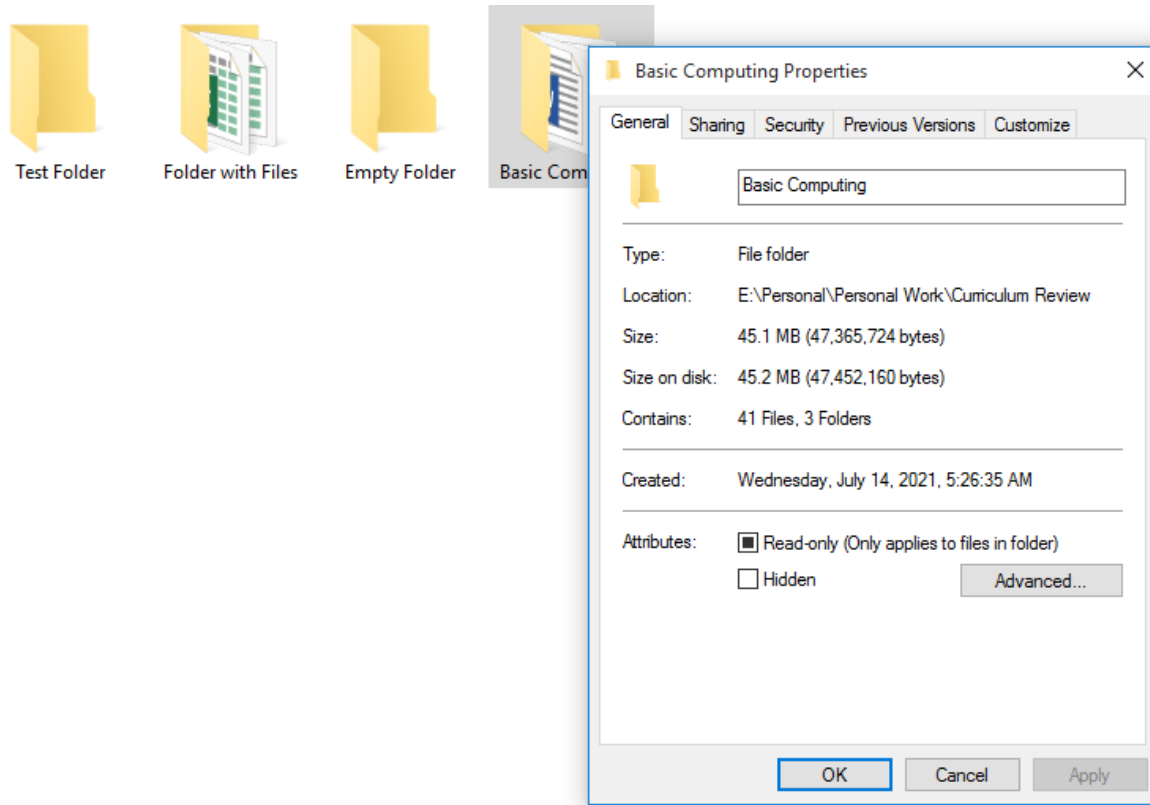
Rename Files and Folders

1. Select the file or folder you want to rename.
2. Right-click and select rename.
3. Type in the new name you want to give your file or folder.
4. Press the “enter” key on your keyboard.

Viewing File and Folder Properties

1. Right click and select Properties.

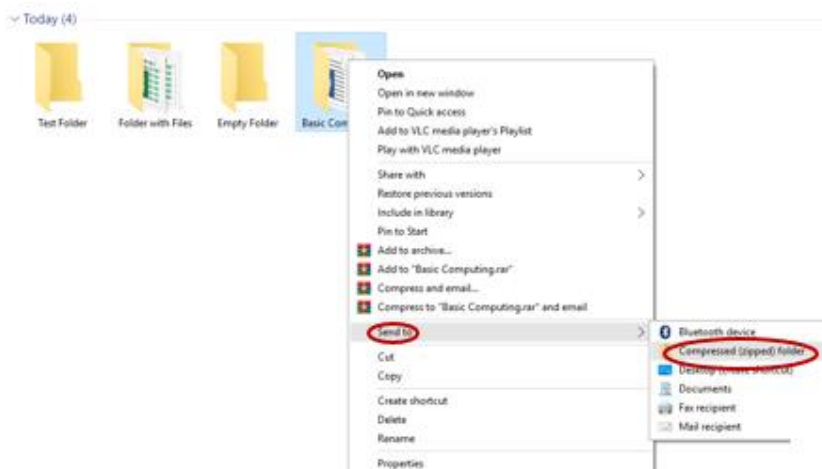
Properties tell you a lot about your file or folder like the file size, date created, security features of the file or folder, the file path, etc.



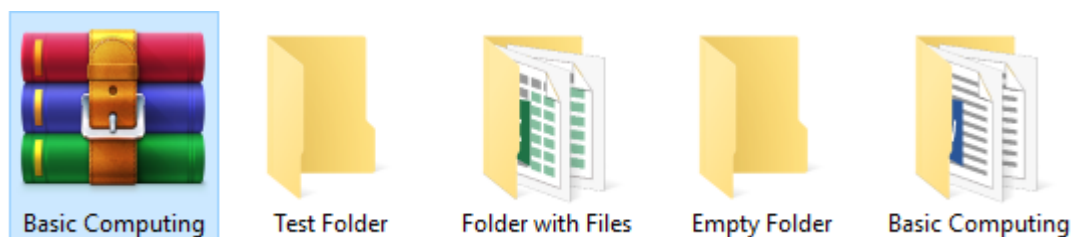
Reduce File Sizes for Storage or Transmission

Files with smaller size are easier to transmit and store. A simple file compression can help us reduce file size. Furthermore, when you want to send an entire folder via email, your email client will require you to add the file one after the other, which might be time consuming. Once you compress the folder you can send it as one file. To get the original folder back, you or the receiver will need an extraction application like WinRAR to extract the zipped files to the original folder.

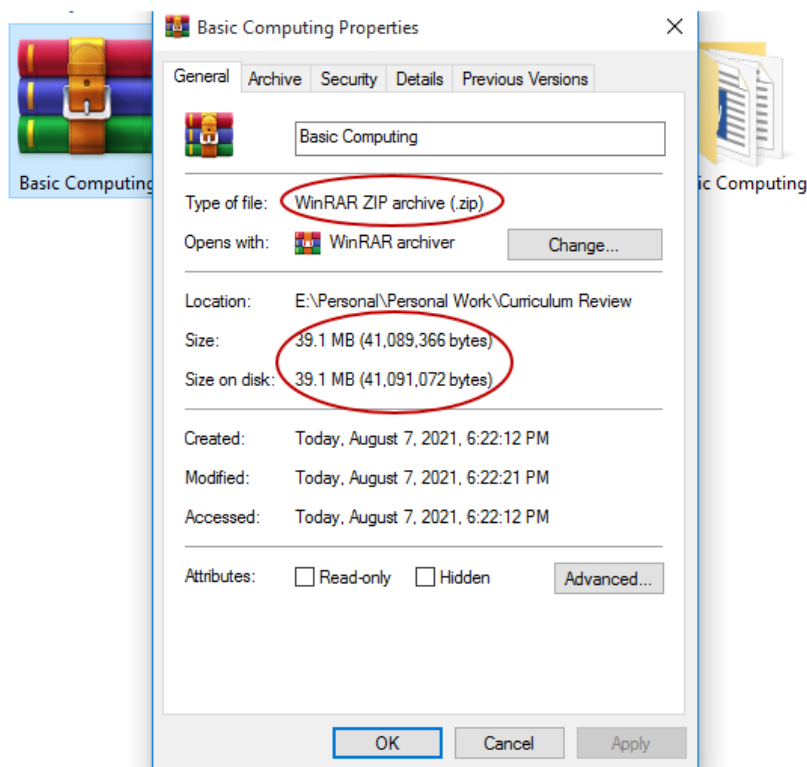
1. Select the folder you want to compress.
2. Select send to and choose



3. You can give your compressed folder a name of your choice.



You can view the properties of the compressed folder to see the changes.



Lab Exercise 3.1

1. Start the Word Processing Application
2. The best way for one to learn is by looking at your screen. What do you see?
 - a. The Word Processor has several tools. With your tutor's help identify the following parts
 - i. Menu Bar – This displays titles of menus, which are lists of commands and options
 1. Point your mouse to one of the options and click to view the list dropped down for you.
 - ii. Title Bar – It is the top most bar with the name of the application and your document's title. It has three control buttons
 1. What do you notice when you click on the first control button? (It looks like a minus sign)
 2. Restore your window back
 3. If your window is running maximized (covering the entire screen), the second control button will help you unmaximize/ restore your window down
 4. The third and last button looks like an X and it will close your application. (if you do not want it closed, do not click on it)
 - iii. Toolbars – These display buttons that represent frequently used commands. Differentiate the Formatting toolbar from the standard toolbar.
 - iv. Rulers – The horizontal and vertical ruler will show you the position of text, margins and indents. If you do not have these showing, you

can view them.

- v. Scrollbars – Horizontal and Vertical will help you scroll through a document if it is too large and cannot fit inside the document area

- vi. Status bar – Located at the bottom of your document, not your screen. It indicates the status of your page including the page count, and information related to your position in the document.
- vii. Document/ Text area – This is the area that will hold text when it is entered using the keyboard. You will notice a blinking bar at the beginning of the document area. This is the Insertion point also referred to as the cursor. It simply indicates where the next character will appear as you type.

- 3. You are going to move the toolbars.
 - a. If the formatting toolbar and the standard toolbar appear on separate lines, drag one of them till you have both toolbars displaying on the same line.
 - b. If the formatting toolbar and the standard toolbar appear on the same line, drag one of them till you have both toolbars displaying on separate lines.
- 4. What do you do if you cannot view some toolbars? If your drawing toolbar is missing, view it. Go to View>Toolbars>Drawing. Follow the same procedure if you want to eliminate some of the toolbars in your window.
- 5. Some more action for you.
 - a. Make sure your window is not running maximized
 - i. Make it taller or shorter.
 - ii. Make it wider or narrower.
- 6. There are several possible views of your document.
 - a. Switch to each of the following views and notice the difference.
 - i. Print Layout ii. Web Layout iii. Outline

Lab Exercise 3.2

1. Make sure you are in the print layout view before you enter the following text.
You enter text by typing at the keyboard.
2. As you type, notice the cursor advancing across the screen.
3. Do not press the enter key before you get to the end of a paragraph. The paragraph ends just before the URL. Pressing the Enter key indicates to the word processor that you are creating a paragraph.

Making a Chicken Pie

You can make a chicken pie starting off with a whole chicken or just as easily from the remaining chicken meat left over from a roast chicken dinner made previously.

A traditional chicken pie will contain plenty of fabulous fresh vegetables including carrots, peas, leeks or onions. Nowadays, you can add almost anything to your chicken pie, for example mushrooms, potatoes, sweet corn, parsnips or ham.

<http://www.helpwithcooking.com/pastry-guide/chicken-pie.html>

4. Save your work
 - a. Specify the location to which you would like to save your work for example,
Desktop or Documents Folder
 - b. Give your file a file name
 - c. Click on the Save button.

What is the difference between the Save and Save As command?

5. Preview your document for printing. This is a good practice.

6. To print your document, you need to have a printer connected to your computer. Several options are possible, using the menu option under the title File, using an icon on your standard toolbar, or using a keyboard shortcut.
 - a. These options will launch a print dialog box from which you can specify the following:
 - i. Name of the printer
 - ii. Page Range
 - ❖ All - if you want all pages printed
 - ❖ Current Page – if you only want the current page printed
 - ❖ Pages (e.g. 2-4) – if you want pages from 2 to 4 printed.
 - iii. Specify the number of copies you want, pages to be printed by sheet.
 - iv. You could also specify the page orientation, either portrait or landscape.
7. Close the Word Processing Application.

Lab exercise 3.3

Enter the text below into a Word Document.

Champions Never Quit, Never Surrender By [Daniel](#)

[Sitter](#)

<http://ezinearticles.com>

What makes a champion? Is it an unrelenting attitude, belief in yourself, focus and determination? A champion is a strong competitor who never quits and never surrenders. A true champion would rather fall down while striving and exerting maximum effort, than to sit down because she is tired.

Quitting is never an option for winners.

At Wimbledon this year, we witnessed a true champion in action: According to the Associated Press, "Hobbled and hurting and essentially playing on one leg, Serena Williams managed to gut out a three-set victory." At one point, Williams fell to the ground, experiencing a crippling leg cramp. *"I thought about not finishing, but very briefly. I thought I wouldn't be able to live with myself if I hadn't at least tried"* she said after the event. Serena Williams summoned all of the strength and fortitude within her and found victory, as a true champion will. Against all odds, she prevailed.

The same attitude and characteristics also describe the successful entrepreneur. Although it may appear sometimes that there is little hope, you must remain hopeful. There is always something to be learned from past experiences, something that we can reach inward for that will furnish the drive and inspiration to prevail.

1. Deleting text

a) Using the backspace key

Position the cursor after the word Quit in the title and press the backspace key. What do you notice?

b) Using the delete key

You can now use the delete key. What do you notice?

What is the difference between the backspace key and the delete key?

2. Undo and Redo

The Undo command enables you to cancel the last several commands you performed in a document. The Redo command helps you to redo actions after they have been undone.

- i. Go to Edit (Menu)> Select Undo
- ii. Go to Edit (Menu)> Select Undo
- ii. Use the Undo Icon on the Standard toolbar.
- iii. Use the Redo Icon on the Standard toolbar
- iv. Keyboard Shortcuts for Undo and Redo are CTRL+Z and CTRL+Y respectively.

3. Copying and Pasting

a) Select the first paragraph

b) Copy it using any of the options below

- i. Edit>Copy
- ii. Icon on Standard toolbar
- iii. Keyboard Shortcut CTRL + C
- iv. Right click and Select the option Copy

When you copy text, it is temporarily held in the clipboard from which you can paste it

- a) Position your cursor after the second paragraph and press enter
- b) Paste your work in that position using any of the following options:
 - i. Edit>Paste
 - ii. Icon on Standard toolbar
 - iii. Keyboard Shortcut CTRL + V

Right click and Select the option Paste *How many copies of the information do you have?*

4. Moving Text

This is similar to the steps in 3 above

- a) Select the second paragraph
- b) Move it using any of the options below
 - i. Edit>Cut
 - ii. Icon on Standard toolbar
 - iii. Keyboard Shortcut CTRL + X
 - iv. Right click and Select the option Cut

When you cut text, it is temporarily held in the clipboard from which you can paste it

- a) Position your cursor after the third paragraph and press enter
- b) Paste your work in that position using any of the following options:
 - i. Edit>Paste
 - ii. Icon on Standard toolbar
 - iii. Keyboard Shortcut CTRL + V
 - iv. Right click and Select the option Paste

How many copies of the paragraph do you have? What is the difference between Copying text and Moving text?

5. Find and Replace Text

Find the word champion and replace it with the word winner using the Find and Replace tool.

- i. Edit > Find & Replace
- ii. CTRL +F
- iii. Locate the Find & Replace icon on the standard toolbar.