

Computer Word Processing

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Introduction

- Word processing is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures and Web pages.
- Using this application program you can add pictures, tables, and charts to your documents.
- You can also check spelling and grammar.

Word Processing Features

- This section provides a brief description of many basic features that can be found in most word processing software programs:
 - Basic Commands
 - Editing Features
 - Enhancement Features
 - Formatting Features
 - Insert Features
 - Miscellaneous Features
 - Special Features

BASIC COMMANDS Features

- Basic commands include the operations necessary to view, save, print, and close a document.

BASIC COMMANDS Features

- i. **Open.** Displays lists of folders and files (documents). Use this command to locate a desired document and open (display) it on the screen.
- ii. **Save/Save As.** Saves a document on a disk while leaving a copy of it on the screen. Use **Save As** the first time a document is saved (give it a filename) and to rename a document. Use **Save** to save a revised document without renaming it.
- iii. **Print Preview.** Shows a document as it will look when printed, including multiple pages in one view.
- iv. **Print.** Prints documents. Select print options and settings (Print dialog box) before printing.
- v. **Close.** Removes a document from the display screen. If the document has not been saved, you will be prompted to save it before closing.

EDITING FEATURES

- Editing features allow the user to locate, revise, correct, and rearrange text in a document.
 - a) **Copy.** Copies selected text so it can be placed in another location, leaving the original text unchanged.
 - b) **Cut.** Removes selected text from the current location.
 - c) **Paste.** Places selected text that has been copied or cut at another location.
 - d) **Find.** Locates a specified keystroke, word, or phrase in a document.

EDITING FEATURES

- e) **Spell-Check.** Checks words, documents, or parts of documents for misspellings.
- f) **Undo.** Reverses the last change made in the text. This feature restores moved text to its original location.
- g) **Redo.** Reverses the last Undo action.
- h) **Select.** Highlights text on which various operations may be performed. Use the mouse and/or key combinations to select text.

ENHANCEMENT FEATURES

- Enhancement features improve the appearance of a document and/or emphasize important words, phrases, or sentences.
 - i. **Bold.** Prints text darker than other copy as it is keyed. Bold may be added after text has been keyed by first selecting the text.
 - ii. **Borders.** Adds a border to any or all sides of a page, paragraph, or column, as well as to a table or a cell within a table. Page border options may include small pictures.
 - iii. **Bullets.** Highlights each item in a list with a heavy dot or other character, as demonstrated in this list of features. Bullets add visual interest and emphasis.
 - iv. **Drop Cap.** Formats paragraphs to begin with a large dropped capital letter. Drop caps are objects (pictures) that can be formatted and sized.
 - v. **Underline.** Underlines text as it is keyed. An underline may be added after text has been keyed by first selecting the text.
 - vi. **Watermark.** Prints any desired text or graphics behind the main text on document pages.

FORMATTING FEATURES

- Formatting features change the arrangement, or layout, of pages.
- These features include aligning text vertically and horizontally, indenting and hyphenating text, and changing margins and line spacing.

FORMATTING FEATURES

- **Alignment.** Refers to the horizontal position of a line of text (also called justification).
 - Use **left alignment** to start text at the left margin (even left margin).
 - Use **right alignment** to align text at the right margin (even right margin).
 - Use **center alignment** to center text between the left and right margins.
 - Use **justify alignment** for even left and right margins.

FORMATTING FEATURES

- **Center Page.** Centers text between top and bottom margins of a page.
- This feature leaves an equal (or nearly equal) amount of white space above and below text.
- Inserting two hard returns below the last keyed line gives centered documents a better appearance.
- **Hyphenation.** Automatically divides (hyphenates) words that would normally wrap to the next line.
- When used with left-aligned text, hyphenation makes the right margin less ragged, making text more attractive.

FORMATTING FEATURES

- **Line Spacing.** Changes the amount of blank space between lines of text.
- **Margins.** Changes the amount of blank space at the top, bottom, right, and/or left edges of a page. Default margin settings are not the same for all software.
- **Page Break.** Inserts a soft page break automatically when the current page is full. A hard page break can be inserted manually to start a new page before the current page is full.
- **Text Wrapping.** Positions text in relation to an inserted object (graphic). Text may appear above and below, around, behind, or in front of an object.

INSERT FEATURES

- Various commands on the Insert menu are used to add page numbers, dates, headers, footers, and footnotes and to insert symbols, clip art, files, pictures, shapes, text boxes, and word art.

INSERT FEATURES

- **Date.** Automatically inserts the date into a document.
- **Footnote and Endnote.** Identifies sources quoted or paraphrased in the text or gives extra information about the main text. It prints endnotes on a separate page at the end of a report.
- **Header and Footer.** Adds text (such as a chapter title, date, filename, or name of a person or company) or graphic (a company logo, for example) in the top margin (header) or bottom margin (footer) of a page. Headers or footers often include page numbers.
- **Page Numbers.** Places page numbers in a specified location on printed pages.

INSERT FEATURES

- **Shapes.** Adds a variety of shapes (rectangles, stars, banners, arrows, flow chart symbols, etc.) to a document.
- **Clip Art.** Drawings, pictures, sounds, and video clips can be inserted into documents.
- **Text Boxes.** Frequently used for labels or callouts in a document.
- **Word Art.** Changes text into a graphic object. Most word processing software programs have a word art gallery that contains predefined styles such as curved or stretched text

MISCELLANEOUS FEATURES

- This group contains features included in most word processing software that make the keying task easier and more efficient.
 - i. **AutoFormat.** Automatically formats headings, bulleted and numbered lists, borders, numbers, symbols, and so on as a document is keyed.
 - ii. **AutoCorrect.** Automatically corrects many common keying, spelling, and grammatical errors. It can also insert certain text, graphics, and symbols automatically.

MISCELLANEOUS FEATURES

- iii. **AutoComplete.** Inserts entire items such as dates and AutoText (stored phrases) when a few identifying characters are keyed.
- iv. **Macro.** Allows the user to save (record) keystrokes and/or commands for retrieval (playback) later. Macros save time by eliminating repetitive keying and formatting.
- v. **Zoom.** Increases or decreases the size of text and amount of a page appearing on the screen.

SPECIAL FEATURES

- The word processing features listed below are used to create specific kinds of documents.
 - a) **Merge.** Combines information from two files into one merged file. The feature is often used to merge a form letter (main document) with a name and address file (data source) to create a personalized letter (merged file) to each recipient in the data source file.

SPECIAL FEATURES

- **Outline.** Automatically labels each topic (paragraph) with a number or letter. The alphanumeric outlining system uses Roman and Arabic numbers and capital and lowercase letters. For example, Level 1 items might be labeled I, II, III, etc. Level 2 would be A, B, C, etc., and Level 3 would be labeled 1, 2, 3, etc.

SPECIAL FEATURES

- **Styles.** Applies a predefined set of formatting options to text to add consistency to a document.
- **Table.** Creates a grid for arranging information in rows and columns. A table can be used to summarize information and to arrange it into easily identifiable categories. Note: Table features are discussed in the Tables section of this manual.

SPECIAL FEATURES

- **Web Page.** Creates a new blank Web page in the document window. The file is saved in HTML format so it can be viewed in a Web browser.
- **E-Mail.** Creates a new e-mail message in the document window and sends the document as the body of the e-mail.
- **Newspaper-Style Columns.** Divides a page into two or more side-by-side columns to create pamphlets, leaflets, brochures, and newsletters.

Exercise

Design a letter to ten recipients of your choices using mail merge features.

Thank You