Text Documents – Outline

- Text document – characteristics
- Differences: text editor vs text processor
- Layout of a typical text processor
  - Menu + toolbar or ribbon + commands
  - Rulers (in Word you have to show it in *View*)
  - Page preview
- Document
  - 3 parts – header, body, footer
- Tools
  - Formatting
    - Font Formatting – font, font size, font style - bold, italic, colour …
    - Paragraph Formatting
      - Alignment – left, center, right, justify
      - Indent – left, right, first line indent
        - Don't forget 3 indicators in the ruler
      - Spaces before, after
      - Line spacing
    - Styles
      - How to use a style
      - How to modify a style
      - How to create a style
      - Related tools – navigation pane, table of contents
    - Page Layout
      - Page size
      - Orientation
      - Margins
  - Objects
    - Images
    - Autoshapes
    - SmartArt
    - Table
    - Expressions
    - Special symbols
    - Wordart
    - Hyperlinks
  - Speel chek ☺
  - Word Count
  - Comments