Sandy Senior Center
Presents
an
Introduction to Word Processing

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To

Introduction

This manual is written to supplement the Sandy Senior Center classroom instruction for word processing on a Microsoft Windows based machine. It can be used with Microsoft Word, Apache Open Office or Kingsoft Writer. Most of the commands referenced below are the same for each of these products. Where they are not, the specific command sequence is given. The instructor will demonstrate different locations to find the commands covered in class for Open Office, Writer and Word.

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The following conventions will be used in this document and will be explained in the first class.

Commands will be bold and Italics, an arrow will separate each menu selection, i.e. ***Start > Programs > Word***

A multiple key selection will also be bold and italics with a + between each key that must be held down simultaneously, i.e. ***Ctrl+p***

A menu selection will be denoted by **bold print**.

An <u>underlined character</u> in the command name will denote the keyboard method of generating commands. To accomplish this, the student must hold down the Alt key while pressing the underlined character. For example, holding down the **Alt** key and simultaneously pressing the **f** key will bring down the <u>F</u>ile menu.

Table of Contents

Lesson 1

Goals
1. Learn types of word processing programs and common terms
2. Learn how to move around the document
3. Learn the difference between **Delete** and **Backspace**
4. Learn how to enable/disable toolbars for your use
5. Learn how to select, copy, cut, and paste

ABCs of Computing - **A**dvantages **B**eget **C**onfusion
>> There is always more than one way to accomplish a task
>> The original way – The Latest way – The # of revision between
>> Vendor 1's way, Vendor 2's way, etc

Operating System (OS) – Windows XP, Windows Vista, Windows 7 and Windows 8

Programs – Notepad, Wordpad, Microsoft Word, Apache Open Office & Kingsoft Writer

> Notepad – Bundled with Operating System (OS)
>> Basic word processing only
>> Notepad files have no format tags or styles
>> Can be used to open a variety of text based files, such as .LOG or .INI files

> Wordpad– Bundled with OS
>> More advanced word processor
>> Most of the features of Microsoft Word
>> Supports all documents supported by Notepad plus .RTF

> Word 95, 97, 98, 2000, 2002, 2003, 2007, 2010, 2013
>> Full-featured word processing programs from Microsoft
>> Will import and export to files supported by Notepad & WordPad plus
>>> .DOC and .DOCX
>> Contains spell checker, thesaurus, table of contents, index and table support
>> Documents can be exported as .ODF or .PDF formats
>> Stand alone or part of Microsoft Office suite

> Apache Open Office
>> Open source, free, full-featured word processor
>> Documents can be exported as .DOC or .PDF formats, not DOCX

> Kingsoft Writer
>> Commercial full-featured word processor. Free version available for home use.

File types examples

        DocName.txt – ASCII format, used by operating system, no text formatting, **Notepad** default format

        DocName.rtf – Rich text file format, no macro support, **WordPad** default format

        DocName.doc – Microsoft word format, binary (not clear text) **Microsoft Word** default format

        DocName.docx – Microsoft word XML format, binary (not clear text) **Microsoft Word** 2010 (+) default format

        DocName.wps – Word processing system format, combined binary and text, **Kingsoft Writer** default.

Moving around in the document

Mouse cursor movement – select text, position text cursor

Text cursor movement – where text will be inserted

Hidden characters, <CR><LF>, <TAB>, <format>, <indent>

Delete and Backspace

Delete key:

        Removes one character from the RIGHT of the text cursor

        Removes selected text

        Removes "hidden" characters

Backspace key:

        Removes one character from the LEFT of the text cursor

Both include a repeat function if you hold down the key

Toolbars

        Word – Ribbon on or off, **Customize Quick Access Toolbar** "Minimize the Ribbon"

            Select each tab for similar functions.

            Down arrow ⏷ indicates the presence of a dropdown selection menu.

            Look for   icon, section includes an additional window of options.

        Open Office & Writer – *View > Toolbars* – Select toolbars you use, clear others.

        Open Office – includes the function to modify the contents of each toolbar

Cut or Copy and Paste commands

1) Select – Windows (OS) command
   a) Hold left mouse button down and move mouse to select area, release mouse at end of area OR
   b) Hold <Shift> key down and use arrow keys to highlight text OR
   c) Double-click to select one word or triple click to:
      i) **Word** – select a paragraph
      ii) **Open Office** - select a sentence
      iii) **Writer** – triple-click does not work
   d) Select all
      i) **Ctrl+a**

ii) Position cursor at top of document:
    (1) Hold <Shift> key down and type **Ctrl+Shft+End**
    (2) Drag mouse over entire document

2) Copy Command – OS command
   a) Select ***Copy*** from the ***Edit*** menu or the ribbon OR
   b) Right click mouse while in selected area, chose ***Copy*** from menu OR
   c) Type ***Ctrl+c*** while text is selected OR
   d) Type the <Alt> key:
      i) **Word** – type **H** (for Home), type **C** (for Copy)
      ii) **Open Office** – hold down the <Alt> key, type the **E** (for Edit) and type the **C** (for Copy)
      iii) **Writer** – type **E** (for Edit), type **C** (for Copy)

Any of these sequences store the selected area in a temporary file called the clipboard.

3) Paste Command – OS command
   a) Move cursor to the area you want to paste
   a) Select ***Paste*** from the ***Edit*** menu or the ribbon OR
   b) Right click mouse, chose ***Paste*** from menu OR
   c) Type ***Ctrl+v*** while the cursor is at desired location

Any of these sequences insert the contents of the clipboard into the document at the location of the typing cursor.

4) Cut Command – OS command – same as Copy but deletes the original
   a) Select ***Cut*** from the ***Edit*** menu or the ribbon OR
   b) Right click mouse while in selected area, chose ***Cut*** from menu OR
   c) Type ***Ctrl+x*** while text is selected OR
   d) Type the <Alt> key:
      i) **Word** – type **H** (for Home), type **X** (for Cut)
      ii) **Open Office** – hold down the <Alt> key, type the **E** (for Edit) and type the **X** (for Cut)
      iii) **Writer** – type **E** (for Edit), type **X** (for Cut)

Lesson 2

Goals

1. Learn how to use the spelling and grammar checker
2. Learn how to set page margins
3. Learn how to use different kinds of fonts and font sizes
4. Learn how to use **Bold**, *Italics*, and <u>Underline</u> buttons
5. Learn how the justification buttons affect your document
6. Learn how to use the undo and redo functions
7. Learn how to apply text and highlight colors
8. Learn how to make a page break

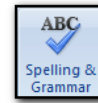Open file "Practice Story 1" from **Class Practice Files**.
>Select <u>*File*</u> > <u>*Open*</u>
>Select **My Documents > Class Practice Files**
>Select **Practice story 1.doc** from list

Spell & Grammar Check

Word – select **Review tab > Spelling & Grammar** or **<F7>**

Open Office – select **Tools > Check Spelling…** or **<F7>**

Writer – select **Tools > Check Spelling…** or **<F7>**
>Spell check only, no grammar checking

Spell Check options (exact word and placement varies by product)

<u>*Ignore (Once)*</u>	Click if word or grammar is acceptable to you
Ignore All	If the word is acceptable and you know there are more occurrences in this document of this word(s), use this command
<u>*Add (to Dictionary)*</u>	Click if word is correct and you want to add to dictionary
<u>*Change*</u>	Click if you agree with selection
Change All	Click if you know that this misspelling is repeated in document
Options	Allow you to turn on or off various functions: Check spelling/grammar as you type Ignore words in UPPERCASE or with numbers Auto correction
Auto correct	This feature maintains a list of common misspellings and automatically corrects them as you type. You do not get notified as the corrections are applied. (not supported by **Writer**)

Margin Setup
Word
Page Layout > Margins   select from options
Open Office
Format > Page… > Page   set margins
Writer
File > Page Setup… > Margins   set margins

Change Fonts
Select text, select Font on **Home** ribbon tab or toolbar
Right click on selected text, select **Font**
Type **Ctrl+d** (Word & Writer)

Change Font size
Select text, select size on **Home** ribbon tab or toolbar
Right click on selected text, select size
Type **Ctrl+>** or **<** (Word)

Use Bold, *Italic* and <u>Underline</u> attribute buttons
Select text, select attribute on **Home** ribbon tab or toolbar
Right click on selected text, select **Font** then select **Font Style**
Type **Ctrl+B** or **I** or **U**

Left, Center, Right, and full justification buttons
Select text, select justification on **Home** ribbon tab or toolbar
Right click on selected text, select **Paragraph** then select **Allignment**
Type **Ctrl+L** or **E** or **R** or **J**

Undo and Redo functions
Undo - Left curved arrow on tool bar or *Ctrl+z* or *Edit – Undo* (last)
Redo – Right curved arrow on tool bar or *Ctrl+y* or *Edit – Redo* (last)

Text Color and Highlight
Select text, select Font color or Highlight color on **Home** ribbon tab or toolbar
Word & Writer have several color pallets from which to choose a color including custom definition of colors by either Red, Green, Blue or Hue, Sat, Lum.

Insert a Page Break
Position typing cursor where you want the page inserted.
Select **Insert > (Page)(Manual) Break > (Page) Break** OR
Type **Ctrl+<Enter>**

Homework: Open Practice Story 2 and practice all of the commands used in today's lesson. Don't be afraid to experiment. Jot down your questions and difficulties for the next class.

Lesson 3

Goals
1. Learn additional page setup commands
2. Learn about headers and footers
3. Learn how to insert page numbers
4. Learn how to add symbols to your document
5. Learn how to do tab settings
6. Learn some function keys
7. Solve any homework difficulties

Open file "Practice Story 1" from **Class Practice Files**.
> Select ***File > Open***
> Select **My Documents > Class Practice Files**
> Select **Practice story 1.doc** from list

Further Page Features
> **Word –** *Page Layout* tab on ribbon
> **Open Office –** *Format > Page…*
> **Writer –** *File > Page Setup…*

> Set page orientation – portrait or landscape
> Set page size – letter, legal, other
> Set page margins – default or specific by page
> Set number of columns – 1, 2, 3, also set separation between columns

Headers and Footers
> **Word –** *Insert > Header (or Footer)*
> **Open Office -** *Insert> Header (or Footer)*
> **Writer –** *View > Header and Footer*

> Create headers and/or footers; insert text or variable data to be printed at the top or bottom of each page.

Page numbering – inserted into an existing or concurrently created footer
> **Word –** *Insert > Page numbering*
> **Open Office –** *(Insert > Footer) (Insert > Field > Page Number)*
> **Writer –** *Insert > Page Numbers*

Insert Symbols
> **Word –** *Insert tab > Symbol*
>> Select symbol or More Symbols table OR
>> Select Special Character – many of which have keyboard shortcuts OR
>> Use Autocorrect feature to insert desired symbol

Open Office – *Insert > Special Character…*
> Allows selection of symbol from several tables OR
> Use Autocorrect feature to insert desired symbol

Writer – *Insert > Symbol*
> Allows selection of symbol from several tables
> (Autocorrect feature not supported)

Setting Tabs

> Types of tabs: **Left, Right, Center, Decimal**
> Select tab type by clicking on tab symbol on the left of the ruler
> Click on the ruler to create this tab type where you want it
> Move tabs by dragging them to a new position
> Clear tabs by dragging it off of the ruler
> Indent tabs:
>
>> First line indent position:
>>
>> Hanging indent position:
>>
>> Right side margin position:

Function keys

> *Insert* key – Toggles mode between insert (INS) and overwrite (OVR) (No longer supported in MS Word)
>
> *Home* key – cursor goes to beginning of line
>
> *Ctrl+Home* – cursor goes to beginning of document
>
> *End* key – cursor goes to end of line
>
> *Ctrl+ End* – cursor goes to end of document
>
> *Page Up* and *Page Down* – skips to next or previous page
>
> *F1* – Help document
>
> *F5* – Go To window (also Find & Replace
>
> *F7* - Spelling (and grammar) check

Homework assignments for Lesson three to be completed before lesson four.

1. Review lesson three. Make sure you can repeat what we did in class

2. Define these buttons on the following tool bars. Describe its name and what each

    "tool button" used for.

Standard toolbar:

Format toolbar:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Lesson 4

Goals
1. Learn how to insert a table
2. Learn how to print an envelope
3. Learn how to insert a picture or text box
4. Learn about Tables of Contents
5. Learn about Indexes
6. Discuss other word processing features available
7. Learn how to use the help command
8. Resolve any homework problems

Open file "Practice Story 1" from **Class Practice Files**.
>Select *File > Open*
>Select **My Documents > Class Practice Files**
>Select **Practice story 1.doc** from list

Insert a table
>What tables are used for, differences from spreadsheets
>**Word**
>>Select *Insert tab > Table*
>>Quick tables – templates
>>Excel spread sheet
>**Open Office**
>>Select *Insert > Table*
>>Convert Text to Table and vs.
>>Insert formulas
>**Writer**
>>Select *Tables > Insert > Insert Table*
>>Convert Text to Table and vs.
>>Insert formulas
>Adjust table & cell parameters
>Adjust borders and colors
>Add/delete columns & rows
>Merge/split cells

Printing addresses on envelopes
>**Word**
>>Select *Mailings tab > Envelopes*
>>>Enter Delivery address & Return address
>>>Click on envelope icon to select envelope size
>>>Select Envelope & Printing Options
>>Print a sample on plain paper to confirm orientation
>**Open Office**
>>Select *Insert > Envelope…*
>>>Enter Addressee & Sender address on Envelope tab
>>>Select envelope size in Format box on Format tab

Select Envelope orientation & Printing Options on Printer tab
Print a sample on plain paper to confirm orientation

Writer

Writer does not have a print envelope feature

Insert Pictures and other objects

Word

Select *Insert tab >* (whatever type of object is desired)
Includes: pictures from clipboard or file, clip art, shapes, SmartArt, text
box & charts

Open Office

Select *Insert > Picture*
Includes: pictures from clipboard or file, movie & sound & data chart

Writer

Select *Insert > Graphics*
Includes: pictures from clipboard or file, WordArt, text box & data chart
(from Kingsoft Spreadsheets)

Table of Contents

All products require that header lines be identified by marking them with a header
style, Header1, Header2, etc.

Word

Position cursor where you would like TOC
Select *References tab > Table of Contents*
Select type of TOC

Open Office

Position cursor where you would like TOC
Select *Insert > Indexes and Tables > Indexes and Tables > Index/Table*
Select **Type "Table of Contents"** and define the look, click **OK**

Writer

Position cursor where you would like TOC
Select *Insert > Reference > Table of Contents*
Select TOC option, click **OK**

All products: if the page numbering changes, select the TOC, right click and
select to **Update Field** to refresh the page numbers in the TOC.

Index

Word

Mark all words you want in the index: Select word: select *References >*
Mark Entry > Mark or *Mark All*
Position cursor where you would like index
Select *References > Insert Index*, define the format and click **OK**

Open Office
>Mark all words you want in the index: Select word: select ***Insert > Indexes and Tables >Entry…***, select **Apply to similar texts** if you want all occurrences indexed. Click **Insert**.
>Position cursor where you would like index
>Select ***Insert > Indexes and Tables > Indexes and Tables > Index/Table***
>>Select **Type "Alphabetical Index"** and define the look, click **OK**

Writer
>I was not able to find this feature in the free version

>Both products: if the page numbering changes, select the index, right click and select to **Update Field** to refresh the page numbers in the index.

Other features to introduce
>Templates
>Styles
>Watermarks
>Hyphenation
>Footnotes
>Citations / bibliography
>Mail merge
>Thesaurus
>Tracking changes / version control
>Encryption
>Macros

>The ***Help*** command can be used as a reminder on how to accomplish tasks learned in this short course or to venture on your own to more advanced word processing. F1 or the question mark icon will also bring up the help menu. ***Index*** is a predefined list of help topics and will answer many questions. ***Find*** is a search command for the help files located on your computer. It requires a database to be generated so that any word in the help files can be found. Try to find "float" in the index and then try in the database.

Don't be afraid to experiment when creating your documents. You can always use the undo command to recover if need be. Also, if you save the document before you experiment, you can always exit without saving and go back to the last saved copy of the file. Have fun!

Kingsoft Writer keyboard shortcuts

System Shortcuts:

To do what	Shortcuts
Kingsoft Writer Help	F1
Task window	Ctrl+F1
Task window	Ctrl+F1
Support	Support

Editing Shortcuts:

To do what	Shortcuts
Copy	Ctrl+C
Paste	Ctrl+V
Copy format	Ctrl+Shift+C
Paste format	Ctrl+Shift+V
Select all	Ctrl+A
Find	Ctrl+F
Replace	Ctrl+H
Go to	Ctrl+G
Undo	Ctrl+Z
Redo	Ctrl+Y
Insert a bookmark	Ctrl+Shift+F5
Insert a page break	Ctrl+Enter
Insert a newline character	Shift+Enter
Insert a blank field	Ctrl+F9
Count words	Ctrl+Shift+G

Formatting Shortcuts:

To do what	Shortcuts
Font	Ctrl+D
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Grow font	Ctrl+Shift+. (full stop) or Ctrl+]
Shrink font	Ctrl+Shift+, (comma) or Ctrl+[
Superscript	Ctrl+Shift+=
Subscript	Ctrl + +
Justify	Ctrl+J
Align center	Ctrl+E
Align left	Ctrl+L
Align right	Ctrl+R
Distribute	Ctrl+Shift+J
Increase indent	Alt+Shift+Right
Decrease indent	Alt+Shift+Left

Feature Comparison of Word Processing Programs

December 2012

Feature	Notepad	WordPad	Open Office	Writer	MS Word
Cut, Copy, Paste	X	X	X	X	X
Spell Check			X	X	X
Auto Correct			X		X
Margin set	Default	Default	Document	Document	Document
Indentations		X	X	X	X
Fonts	All text	X	X	X	X
Size	All text	X	X	X	X
B, *I*, U Attributes	All text	X	X	X	X
Paragraph Justification		X	X	X	X
Undo, Redo	1 undo	X	X	X	X
Font and Highlight Colors		X	X	X	X
Page Breaks		X	X	X	X
Multiple columns of text			X	X	X
Headers & Footers	Manual only		X	X	X
Page numbers	Manual only		X	X	X
Tabs & indents		X	X	X	X
Insert symbols			X	X	X
Printing addresses on envelopes			X		X
Tables			X	X	X
Insert pictures		X	X	X	X
Table of Contents			X	X	X
Index			X	not sure	X
Templates			X	X	X
Styles			X	X	X
Watermarks			x	X	X
Auto hyphenation			X		X
Footnotes			X	X	X
Citations / bibliography			X		X
Mail merge			X	X	X
Thesaurus					X
Tracking changes / version control			x	X	X
Encryption			x	X	X
Macros			X		X
Export as .PDF			X	X	2007+
Word Count			X	X	X