



Word Processing (Ms word)

Introduction

- **What is word processing?**

Word processing is the process of creating or editing a document using a word processor, such as Microsoft Word, Google Docs, or OpenOffice Writer.

- **What is word processor?**

word processor is a software program capable of creating, storing, and printing typed documents.

Today, the word processor is one of the most frequently used software programs on a computer, with Microsoft Word being the most popular word processor.

Features of Ms Word

- **Easy Typing :**

In MS Word, typing is so easy because

- ☐ we need not click enter button after the end of a line as in case of type writer. The word processor itself takes the matter to the next line of the document. This facility is called word wrapping.
- ☐ There is no limit for typing the matter in word processing. You can type the matter continuously without resorting to new page or file. But in a type writer, if you complete a page, you have to take another blank page and start typing.

- **Spell Check of words :**

The spellings of words in the document can be rectified automatically. We can find alternative words to our typed words. Not only that, even the grammatical errors can also be rectified in word processor.

Features of Ms word

- **Bullets and Numbering :**

Bullets are special symbols which can be put for different points or paras in a document whereas numbers are ascending figures like 1, 2, 3, etc. Which can be assigned to different points in the para or document. In word processor we can assign such bullets or numbers automatically with a single command

- **Headers and Footers :**

A Header is the text appearing above the document and Footer is the text appearing below the document. In Word Processor, we can create these Headers and Footers in the document easily.

- **Creation of Tables :**

Tables can be created neatly in word processor. If you give directions for required number of rows and columns, word processor provides a ready made table to work .

Features of Ms Word

- **Inserting Pictures Objects :**

A picture is worth 1000 words. In word processor, we can insert the picture in the document to make it more attractive. These pictures can be obtained from *clip art* which is available in word processor.

- **Preview Facility :**

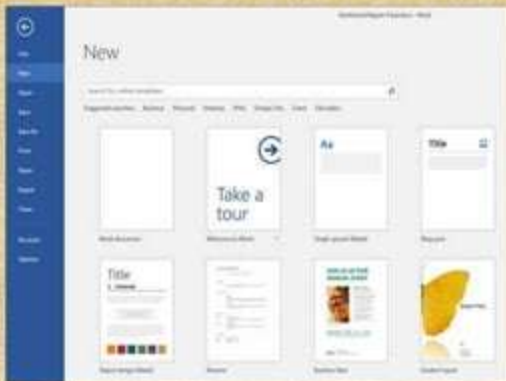
Before getting a print of our document, we can get a preview of document. If mistakes are there, we can change the document.

- **Mail Merge Facility :**

If we want to send the same information to different persons, there is a facility in Word Processor known as *Mail Merge*. The main body of the letter can be typed once and we can send the same to different addresses.

Create a word document

- To create a document, simply open Word, select a blank document or template, and start typing. Word offers many professionally designed templates to help you create letters, resumes, reports, and more.
- **Create a blank document**
 - ☐ Open Word. Or, if Word is already open, select **File > New**.
 - ☐ Select **Blank document**.

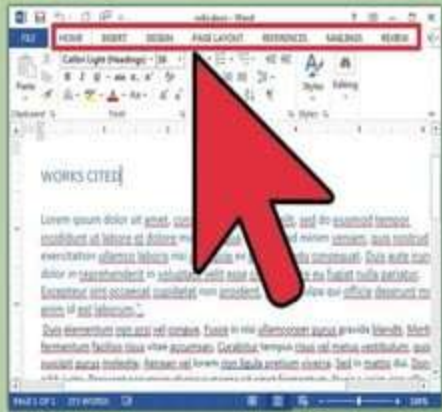


Formatting Document Layout

❑ Explore the Word user interface.

Familiarize yourself with the interface elements that hold all of your formatting tools. The Menu bar is the area at the top of the screen where you will find File, Edit, View, and other important menu commands.

- The Toolbar is directly below the Menu bar and displays common tasks like saving, printing, and opening a document.
- The Ribbon is at the top of your workspace, below the Toolbar and organizes features of Microsoft Word into categories, like the Home tab and Layout tab.

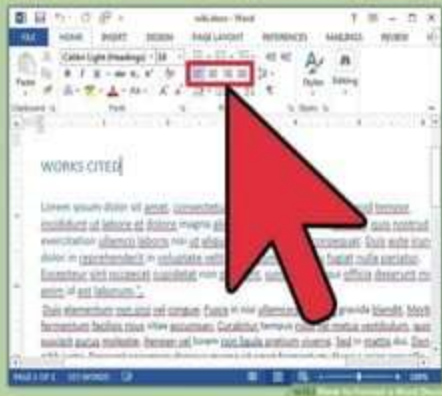


Formatting Document Layout

□ Adjust the alignment of your document.

Different types of documents call for different text alignments. You can choose whether to align your entire document to the left, right, or at the center, by clicking the Alignment buttons in the Paragraph section in the Ribbon. These are the buttons that look like a small version of a document, with small black lines according to their buttons alignment function.

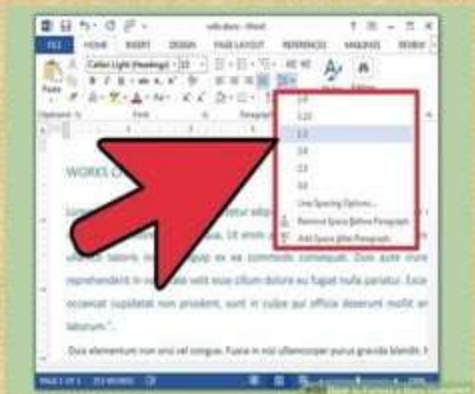
- You can find the alignment buttons toward the center of the Ribbon, after the Underline button and before the Bullets button.



Formatting Document Layout

❑ Set the line spacing of your document.

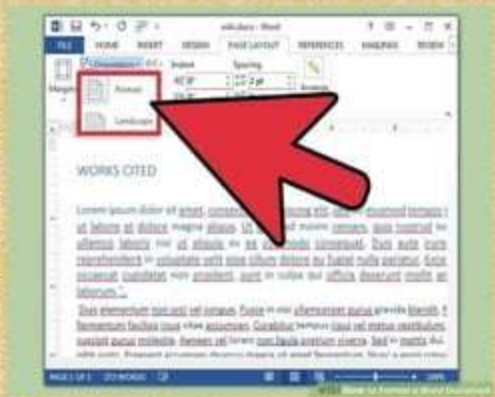
- Adjust settings by clicking the Line and Paragraph Spacing button. Every text you type after using this tool will follow the spacing you've set. Find the Line and Paragraph spacing button on the Ribbon after the Alignment buttons. This button looks like a row of lines with vertical arrows to the left of the lines pointing upward and downward.
- If you want to edit the spacing of an existing line or paragraph, highlight the context and click the Line and Paragraph Spacing button to edit it.
- You can also edit line and paragraph spacing by clicking on the Format tab on the Menu bar at the top of your screen, selecting "Paragraph" from the list, and selecting your desired spacing.
- Many professional documents like college essays and cover letters should be double-spaced.



Formatting Document Layout

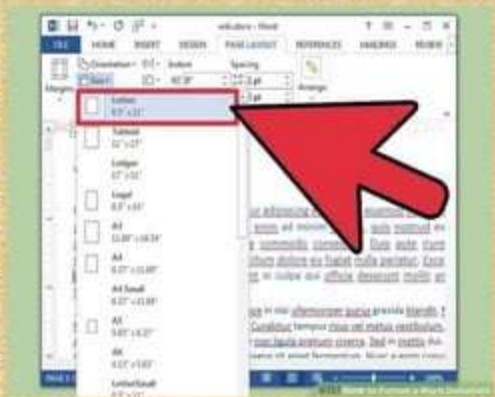
❑ Adjust the page orientation.

If you need to write the document in a different orientation, click the “Orientations” option in the Page Layout section on the Menu bar, and select either Portrait or Landscape form from the drop-down list.



Formatting Document Layout

- ❑ Change the size of the paper on the Page Layout section on the Menu bar.
- If you need to print the document on a specific paper size, click the “Size” button, and select your desired size from drop-down list. This will change the virtual size of the document you’re writing.



Formatting Document Layout

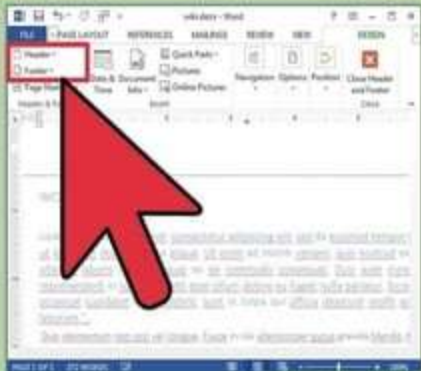
☐ Adjust the document headers and footers.

A header contains details that will appear on every page of the paper. To set the header of your document, double-click on the topmost part of the page and the header field will appear.

Adjust the document footers. Footers are just like document headers. All text in the footer will appear at the bottom of each page of your document.

To set the footer of your paper, double-click on the bottommost part of the page and the footer field will appear.

You can also format your headers and footers by selecting the "View" tab from the Menu bar at the top of your screen and clicking "Header and Footer" on the list. This action will open the headers and footers on your page and allow you to create them.

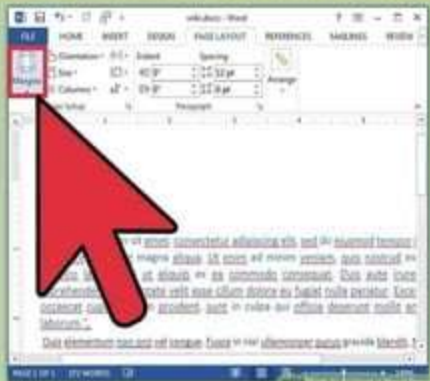


More to Format a Word Document

Formatting Document Layout

❑ Adjust the margin.

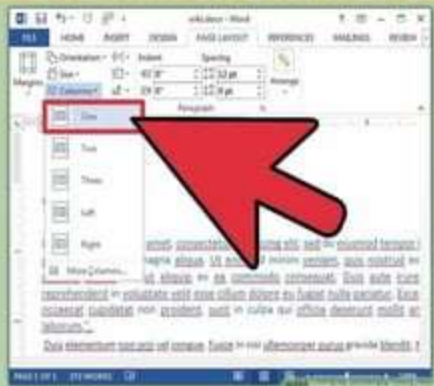
Click the “Margins” button on the Page Setup section of the Page Layout tab and select a margin from the pre-defined margin settings listed on the drop-down list. If you want to use your own margin measurements, click “Custom Margins” at the very bottom of the drop-down list to set your own.



Formatting Document Layout

❑ Add columns.

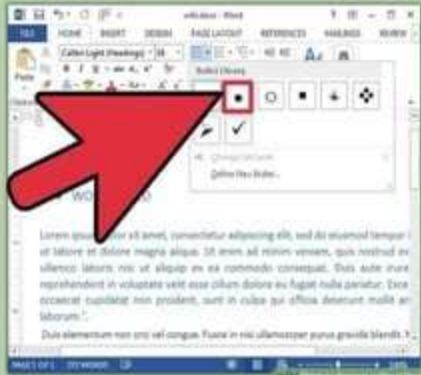
If you need to create a newspaper-like document, you can do so by adjusting the format of the document to columns. Select the "Columns" option from the Ribbon and choose the number and alignment of columns you desire from the drop-down list. You will find the Columns button on the top row of the Ribbon. This button has a green icon showing a small rectangle divided in half. If you want to create one, two, or three columns, you can do so from the preset options. If you'd like to create more, you'll need to choose "More Columns."



Formatting Document Layout

☐ Add bullets and numbers.

- Highlight the text that you would like to be numbered or bulleted and click the Numbering or Bullets button on the Ribbon. These buttons can be found side by side on the Ribbon, after the alignment buttons. The Numbering button displays three small lines with numbers to the left of the lines and the Bullets button displays three small lines with bullet points to the left of the lines.



Formatting Document Layout

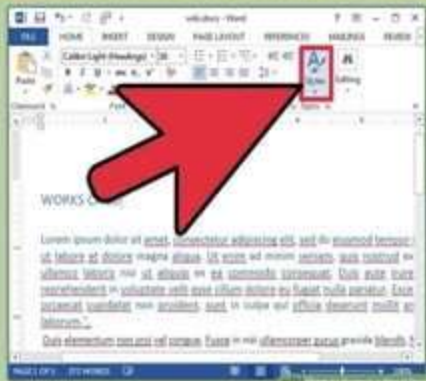
☐ Format your document style.

All documents have standard built-in styles (for example, Normal, Title, Heading 1). The default style for text is Normal. The template that a document is based on (for example, Normal.dotx), determines which styles appear on the Ribbon and on the Styles tab. Before you apply a style, you can see all of the available styles and preview how they will appear when applied.

On the Home tab or under the Format tab on the Menu bar, under Styles, select a style and click your desired style.

You can also click the Modify button on the Styles tab to create your own style.

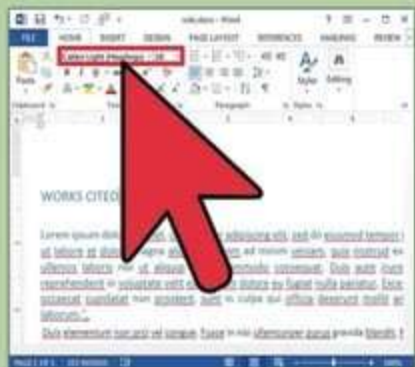
By default, Word applies a paragraph style (for example, Heading 1) to the entire paragraph. To apply a paragraph style to part of a paragraph, select only the specific part that you wish to modify.



Formatting Font

❑ Adjust the font settings.

On your Ribbon, you will see drop-down menus for font and size. To make changes to text you first have to select the text that you want to work with. You can select individual characters, specific words, or entire paragraphs. After you select text, you can format it. For example, you can change the font, size, and color. Click on to the left of the first word you wish to select and hold the cursor while dragging the cursor over all the words you wish to select.



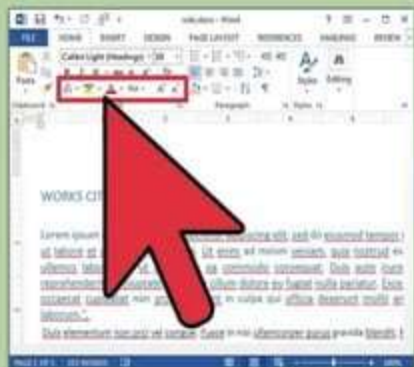
Word 2010 to Format a Word Document

Formatting Font

❑ Change size, color, and highlighting.

Navigate to the drop-down section on the Ribbon to choose your desired font, size, color, and highlighting. You will see the font button first, to the left right after the Style button. Next, you will find the size button with your default size (usually size 12 font). Always consider the formatting guidelines of the document you are writing when choosing the font style and size.

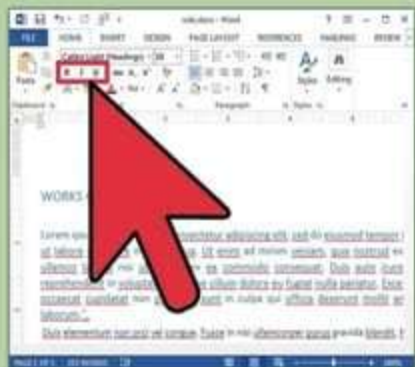
The standard font for most college and professional papers is Time New Roman size 12 font.



Formatting Font

☐ Choose the text emphasis formatting you want to use.

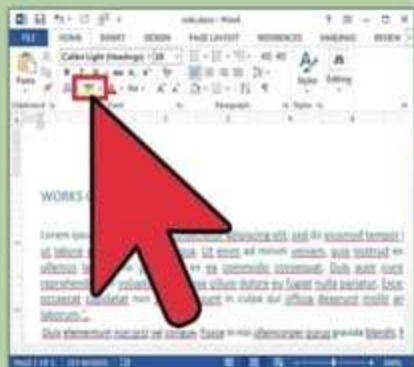
Besides setting the font style and size, you can also adjust the emphasis of words and lines in your document. Beside the size button, you will see the Bold, Italics, and Underline button. The Bold button is a bolded capital B, the Italics button is an italicized capital I, and the Underline button is an underlined capital U. Just click the buttons on the Ribbon once you have selected the font you want to modify.



Formatting Font

- Set the text highlights and font colors.

If you would like to add colors and highlights to your document, you can do so by selecting the part of the document you like to add colors to and clicking the Text Highlight or Font Color buttons on the Ribbon. Navigate to the far right of the Ribbon to find the Highlight button, a blue ABC with a white bar underlining it, and the font color button, a letter A with a black bar underneath.



Create and edit tables

❑ Click the Insert tab.

This tab is to the right of the "Home" tab in the top-left corner of the Word window.

❑ Click Table.

It's the grid icon directly beneath the "Insert" tab.



Create and edit tables

❑ **Hover the mouse cursor over a square.**

You should see a drop-down menu with a series of squares below the **Table** button; hovering the cursor over a square will cause the pertaining table to appear in your document. For example, selecting a section four squares down and eight squares right will create a table with eight columns and four rows.

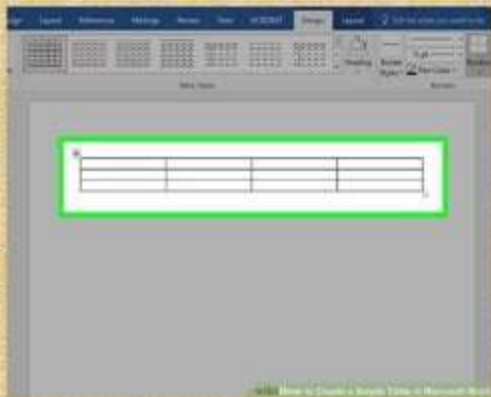


Create and edit tables

☐ Click your preferred square.

Doing so will create a table with your selected number of rows and columns.

You can edit the table though the Design tab by selecting the design you want



To Create and edit charts

- ❑ Open Microsoft Office Word and locate the “Insert” tab.

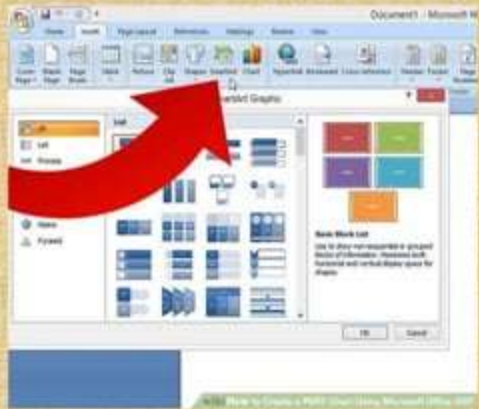
The “Insert” tab allows you to insert objects such as shapes, smart art, clip art, pictures, charts, etc.



To Create and edit charts

- Click on the “Smart Art” button.

Choose from many design/template that best suits your project. Smart Art offer many styles to choose from: lists, processes, cycle, hierarchy, relationship, matrix, and pyramid charts..



To Create and edit charts

- ❑ Use the "Design" tab to make customizations.

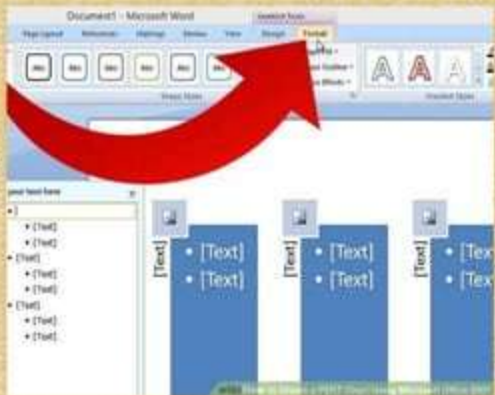
The design tools will allow you to make changes to the layout and styles. Do not be afraid to play around with the design tools and use your creativity to customize your PERT chart.



To Create and edit charts

- ❑ Use the “Format” tab to format your chart.

Here you can adjust the shape outline, fill, and word art formatting.



ANY QUESTION
???

END OF LECTURE 05

By: Deacon. Mwanga

