
1.0 Introduction

Consider the following typed letter:

C-1/45
Janak Puri
Delhi-110 058

Dear Anu,

We both have holiday next Monday. What do you say to a trip to muree and a ramble in the gullies? We could start early, say 6 a.m., in my car, and take some group with us, and make a day of it up in the cool. It would be a change from this heat down here. If you agree, I will arrange the picnic, and be round at your house at a quater to six on Monday morning. Bring your camera with you.

Yours

Rohit

Just notice, in this letter, there are some spelling errors, typing mistakes, missing words, missing lines, a paragraph to be moved down and so on.

In order to make the changes, the entire document has to be retyped and if there were many documents of this sort, the time and effort required to retype each would be phenomenal.

Such work, defined above, is called **Word Processing**.

A word processor is a software package, which helps enter and edit a document much faster than the usual manual ways. Most of the word processors today allow much more than allowing one to enter and edit a document.

The following is a list of some of the functions that are possible by using a Word Processor:

- Creating the document (typing in)
- Saving the document
- Opening an existing document
- Moving or copying paragraphs from one place in the document to another
- Finding the words and replacing them with another word
- Searching for spelling errors
- Printing the document etc.

In this block, we will describe the use of a word processor: Microsoft Word (MS Word). MS Word is a windows based application and is normally available as an icon in the Application group or the MS Office group. This unit describes the various features related to typing and revising text, selecting text as a group, instead of a letter or word at a time.

Most word-processing efforts, whether a note to yourself or an annual report, are created through an iterative process of typing & editing. In this unit, we briefly cover some simple ways of revising documents.

With Word, you can search a document for specific characters, formats, or styles using the Find & Replace command.

Various editing & proofing tools including spell check have been explained. Word's spelling feature is used to check an entire document or a block of selected text against Word's built-in dictionary or against specialized dictionaries that you create.

1.1 Objectives

After going through this unit, you will be able to

- start the WORD software package.
- create and edit document.
- print a document.
- create bulleted text.
- close and save the document.
- copy and move text

finding and replacing text
correct your typed document using spell checker

1.2 Starting Word

As in the case with other window applications, to invoke MS Word, you click on the icon Microsoft Word. In application or MS Office group the following icon will be displayed. To invoke MS Word, double click on this icon

Starting Word and Opening a document

To start word and simultaneously open a word document, double-click the filename of the document in the File Manager.

1.3 The Word Screen

This section provides an overview of the major elements on the Word screen, such as menus, toolbars and status bar. When the word is started, a new, blank document appears on the word screen. The following illustration identifies each part of the word screen.

The **(Menu bar)** provides access to the word commands. These commands are grouped together in menus, with only the group (menu) name displayed on the menu bar.

The **"toolbars"** contain buttons that provide quick access to commonly used commands.

Clicking a button has the same effect as selecting the command from the menus, but can be done in a single action.

The Ruler

The Ruler allows you to accurately set the layout of the document. It allows you to set tabs, indents, and change page margins.

1.4 Getting to Word Document

This section explains the basic procedures for creating new documents, saving your work, opening existing documents, and printing.

Creating a Document

To create a new document at any time, click the new button on the Standard toolbar. While creating a document such as memo, letter, report, or resume, one can often save time by using one of the wizards or templates that come with Word.

When you open a document it is placed on the top of any existing once and becomes the active document.

The next step is to enter the text for the document.

Opening a Document

To quickly open one of the last documents you worked on, choose it from the bottom of the file menu. To open a document, click the Open button on the Standard toolbar. When the dialog box appears, select the document in the File Name box (Windows) and then choose the OK button.

Saving a Document

To save a document on disk, click the Save button on the Standard toolbar. When you save a document for the first time, Word displays the Save As dialog box so that you can type a name for the document.

Printing a Document

Before printing a document, Page breaks and choosing print preview from the File menu checks the overall appearance of the document. To view the document one page at a time, and also edit the text more easily, choose Page Layout from the View Menu. When ready to print, click the Print button on the Standard toolbar. Your default printer should be set using Windows program for printing.

Closing a Document and Quitting Word

When finished working in Word close the active document and then quit Word by choosing Exit (Windows) from the file menu. To work on another document in Word, close the active document by choosing Close from the file menu and then open the other document.

Also, several documents can be open at the same time. To work in a particular document, click anywhere in its window, or select the document name from the window menu.

1.5 Typing and Revising Text

When you open a new document in Word, the insertion point is at the top of the document, ready for you to begin typing. Word inserts a non-printing character called a paragraph mark at the end of a paragraph. This section gives the details about typing text and the various ways of revising text.

1.5.1 Typing Text

Typing text in MS-Word is very easy and straightforward task, because of the useful word processing features supported by it. When you create a new document in Word you can just start typing. Press the Enter key only when you have finished a paragraph.

MS-Word automatically moves the text to the next line when it reaches the right edge of the screen. This feature is known as word-wrap. When you end a paragraph, word inserts a non-printing character called a paragraph mark (¶). To display all non-printing characters, click the show/hide button on the standard toolbar.

1.5.2 Editing text

Editing Text includes selecting, deselecting, deleting, inserting, replacing text, which are described in this subsections. The cursor changes shape to an I-beam when it is over the text work area (document page). However, when you move the cursor into the left margin it changes to a white arrow. The area of the page is known as the "selection bar" and allows you to select blocks of text easily.

1. Selecting text

You can select text by dragging over the text to select it, as well as clicking actions. The actions you perform depend on what you want to do. The options are:

Selecting a word; a complete line; an entire sentence; a paragraph; a block of text, the whole document

- i) The easiest way to select a word is to double-click anywhere on the word. The selected text then appears reversed (or highlighted).
- ii) One way to select a complete line of text is to drag the cursor over it.
A simple way to achieve this is to click in the left margin beside the line (the cursor appears as a white arrow). To select several lines drag the mouse in the left margin beside the text you require.
- iii) To select an entire sentence hold down the "CTRL" key and click anywhere in the sentence. Note that the punctuation mark (if any), and the space following the sentence is also selected.
- iv) You can select a paragraph by clicking three times anywhere within the paragraph. Alternatively, double clicking in the left margin beside the paragraph can do this.

- v) To select the block of text click at the beginning of the first line, then press "Shift" as you click at the end of the last line you wish to select.
- vi) To select *the whole document* click three times in the left margin. Alternatively, you can do this by pressing the "CTRL" key and clicking in the left margin.

2. Deleting Text

Text can be deleted by using either the "Delete" or "Backspace" keys. Delete removes single characters to the right of the cursor, while backspace removes single characters to the left.

Block deletions make it easy to delete sentences, paragraphs and sections of documents. Once you have selected the text you wish to remove, pressing the "Delete" or "Backspace" key removes it from the document.

3. Inserting Text

MS-Word offers several ways of inserting text into an existing document. The simplest among all, is to move the cursor to the required position and start typing. The existing text will be pushed and adjusted accordingly.

Place the mouse pointer (the I-beam) where you want to be inserting text.

Next, click the mouse button to move the insertion point to the desired locations.

4. Replacing Text

Word can combine the steps of deleting unwanted text, positioning the insertion point, and inserting replacement text.

To replace text:

- Select the text to be removed

- Start typing the new text

- The selected text will be removed and the new text accommodated.

1.5.3 Copying and Moving

Word for windows supports all of the usual windows techniques for copying and moving information (text, graphics or an item inserted from other application)

- "Moving" means to remove (cut) the selected text or graphic from one location and insert it in another location.

- "Copying" means to make a copy of the selected text or graphic and insert it in another location, leaving the original unchanged.

Cut, Copy & Paste

The procedures used to cut, copy and paste are similar to window's editing procedures. If a portion of the text is to be moved to a different place, select the text to be moved and then use the cut option in the edit menu. The selected text will be copied to the clipboard in Windows. Now the Paste option is enabled in the Edit menu. To paste the text that is in the clipboard at some position in the document, place the cursor at the starting point of insertion and choose Edit Paste. The text will be pasted there.

If the text to be pasted elsewhere is only to be copied but not removed from its original position then

- Select the text to be copied

- Choose the Edit Copy option.

- Place the cursor at the insertion point.

- Choose the Edit Paste option to paste a copy of the selected text.

The paste option can be repetitively used once the copy operation is made. To try these operations type the following lines of text:

Example:

If you choose to do a complete installation, can tell the installer which items want to install.

Now, select the word "you" from the example above. Choose **Edit → Copy**. The text will be copied to the Clipboard. Now place the cursor after the comma and choose the **Edit → Paste** option. Again place the cursor between the words items and 'want' and repeat the paste operation. The final text should look like this.

If you choose not to do a complete installation, you can tell the installer which items you want to install.

Copying From One Word Document to Another

MS-Word provides facility to copy (portions or whole) one document to another. To do this, two documents should be opened first. To edit two documents at the same time do the following:

- Open any two documents one after the other using the File menu.

- Choose the **Window → Arrange All** option. The two documents are displayed in separate windows on the screen. The highlighted title bar indicates the active window.

- To activate a document window of your choice just click on that document with the mouse pointer. The individual documents can be re-sized according to convenience using the size-boxes in the lower-right corners of the window.

- Now copy the portion of the document desired to be copied to the other document on to the clipboard using

- Edit -> Copy option option.

- Change the focus of input to the other document and place the cursor at the point of insertion.

- Use Edit -> Paste option to copy the document.

1.5.4 Typing Special Characters (Symbols)

MS-Word supports a set of special characters and symbols, which cannot be entered through the keyboard. To insert these special characters choose **Insert → Symbol**. The dialog box of all available symbols is displayed for respective fonts. Clicking on the symbol displays an enlarged version of the symbol. Double clicking inserts the characters at the current cursor position in the document.

If you don't see the symbol you're looking for, you may need to select a different font in the font box, which shows all of the fonts installed on your system. All fonts based on the ANSI or ASCII character set are listed as Normal Text.

The Special Characters tab includes additional characters such as em and en spaces, em and en dashes, non-breaking hyphens, non-breaking spaces, ©, and ®.

To display and print a particular symbol, Word needs both the screen font and the printer font that contain that symbol. If you have installed only the printer font, the symbols may be printed properly but may not be displayed correctly.

1.6 SOME COMMON Features

In this section, we will discuss some of the common features of the MS-Word.

1.6.1 Changing the Case of text

The "Change Case" command in the "Format" menu allow you to change the case of the characters in text without having to retype them.

In brief, to change the capitalization of text

1. Select the text you want to change.
2. From the Format menu, choose Change Case.
3. Select the option you want, and then choose the OK button.

For a quicker method of achieving the same results, select the text you want to replace and then press SHIFT+F3 until the text has the effect you want.

1.6.2 Moving & copying text with drag and drop

You can move text within a document by dragging it to a new location. This method of moving text is known as "drag and drop". When you move text its attributes (size, fonts, etc.) accompany it without changing the text in the new location.

To drag and drop, you first select the text you want to move, then drag it to the desired location. When the cursor is positioned over selected text it changes to a white left pointing arrow. Drag-and-drop editing is the easiest way to move or copy a selection a short distance and you can also drag and drop items between documents. However, to move or copy a selection a longer distance, the Cut, Copy and Paste commands are often more convenient.

To move text and graphics using drag-and-drop editing

1. Select the text and graphics you want to move.
2. Point to the selected text and graphics, and then hold down the mouse button. When the drag-and-drop pointer appears, drag the dotted insertion point to the new location.
3. Release the mouse button to drop the text into the selected place.

To copy text and graphics using drag-and drop editing.

1. Select the text and graphics you want to copy.
2. In Windows, hold down the CTRL key, point to the selected text and graphics, and then hold down the mouse button while you drag the dotted insertion point to the new location.

1.6.3 Justifying text

Justification determines the way text is aligned with respect to the margins. The default for Word is left justification, which aligns text to the left margin. You can change the justification of text by using the Justification buttons on the toolbar from left to right they are:

- | | |
|------------|--|
| 1. Left | Justifies text on the left margin; |
| 2. Center | Centers all lines of text; |
| 3. Right | Justifies text on the right margin; |
| 4. Justify | Justifies text on both left and right margins. |

When you justify text the current paragraph or selected text is affected. The selected justification remains in affect for the document until you change it.

1.6.4 Creating Bulleted & Numbered lists

You can easily create a bulleted or numbered list by selecting a list and then clicking the Bullets button or the Numbering button on the formatting toolbar. Alternatively, you can click either of these buttons before you type a list. When you've finished typing the list, just press ENTER and click the same button again. The new text you type is not formatted with bullets or numbers.

1.6.5 Arranging and Moving between open documents

All the open documents can be viewed at the same time via the "Arrange All" command in the "Window" menu. The title bar of the active document becomes colored.

To move to another document, you click inside its window or via the window list in the "Window" menu.

Check Your Progress 1

1. Type in the document given below (The content of check your progress) and perform the following operations:
 - i) Go to the third line of the 1st paragraph and copy it at the bottom of the current page and at the beginning of the next page.
 - ii) Cut the first word of the paragraph and paste it at the end of the first sentence.
 - iii) Make the paragraph right justified.
 - iv) Split the screen to two portions. Set one portion of the document to page layout view and the other to Normal view.

- v) Type in the last paragraph of one portion to the other portion and watch the changes.
- vi) List the steps to remove this split, bring the document to full screen view, then close the document and quit Word.

2. Click the appropriate answer

I The toolbar in Word

- a) provides a shortcut way of accessing commands
- b) allow the current time to be displayed
- c) help in displaying the position of insertion point
- d) allow you to move around in a document

II. Print Preview is used to

- a) Save the document
- b) Print the document
- c) View how the document will appear when printed
- d) Copy the document

III. The field for current time is displayed on

- a) the toolbar
- b) the horizontal ruler
- c) the status bar
- d) the vertical ruler

- 3. What are the differences between viewing a document in Normal view and Page Layout view?

1.7 Finding and Replacing

MS-Word provides some excellent features as Find and Replace, which may be used for a number of tasks, with high flexibility. Using these features it is possible to find a specific text in a document, search for a particular pattern of text etc.

1.7.1 Finding and Replacing Text and Formatting

To find a particular text in a document, choose the **Edit->Find** option. A dialog box like the one in example below appears. This dialog box can be used to specify the text to be found. The text found by this option can be changed, by clicking the mouse at the position required, in the document. The dialog box can be reused to fetch the next instance of the text.

Example:



The Find dialog box can be used to specify the direction in which the Find operation is to be done. To do this use the Search option in the dialog box.

Special search requests like Match Case or Use Pattern Searching can be used. If the Match Case option is not checked out then MS-WORD finds all the instances of the text specified, irrespective of upper or lower case characters. For example, if the text to be found is given as "New York" then "NEW YORK", "new york", are also found as matching text.

The **Find Whole Words Only** option can be used to make searches on complete words only. If not checked out, all matching patterns of texts are shown. For example, if the word "man" is to be searched and replaced by the word "woman", then if the above option is not checked, this would lead to a search for all words containing the word "man" (e.g., words like "human", "manner", "Manmohan" are also found by MS-WORD).

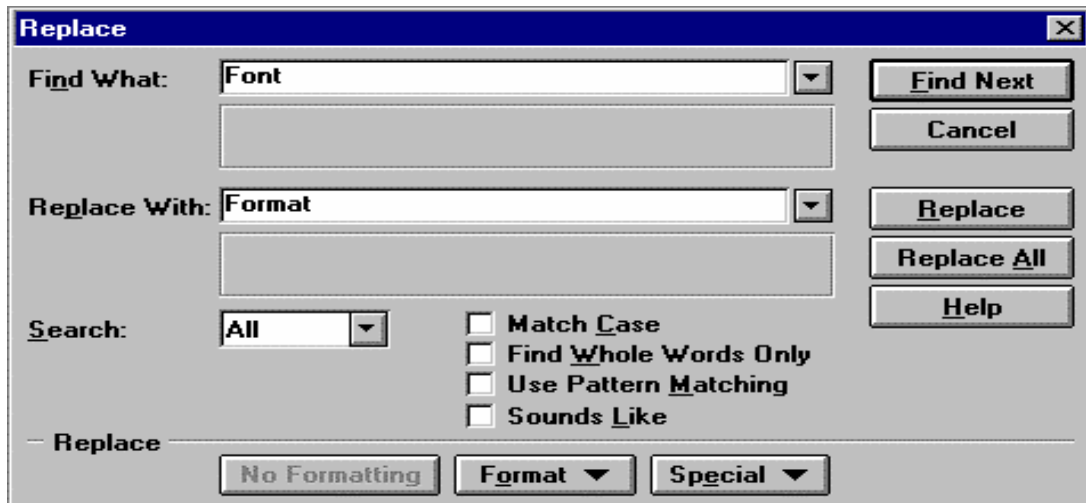
Finding Special Characters

To specify special characters like line break, tab character, white space, etc., in the Find Dialog box, choose the Special drop down list. Most of the special characters here are self-explanatory. Suppose it is required to find the words "Indian Team" with a white space in between (the white space might be a tab, a single space, 2 spaces etc.). Then the correct way to specify this is by typing the word "Indian" in the Find What box. Now choose Special-> White Space which inserts a (^W) in the Text box next to "Indian". Now type in "Team". So the correct search pattern would be "Indian^wTeam".

In the same manner the Any Letter and Any Digit options can be used.

Use the **Find->Replace** option to replace the text found, matching the specifications in the Find Dialog box. This is a very useful feature using which one can make fast editing in the existing document at specific locations. For example, a business letter can be addressed to a new person by replacing the old person's name with the new person's name but retaining the rest of the format and style.

Example:



In the Replace dialog box (example above) one can make a global replacement of text of the next pattern to verify if replacement is necessary and commit replacement.

1.8 Editing and Proofing Tools

The editing and proofing tools in Word help to improve your writing and the readability of your text. These tools can:

- Find and correct spelling errors.
- Automatically correct typing and spelling errors that you've specified.
- Locate possible grammatical or stylistic errors, suggest improvements and help you evaluate the readability of your text.
- Look up synonyms, antonyms, and related words.
- Automatically hyphenate text.
- Check text in other language.
- Display document statistics such as word count or paragraph count.

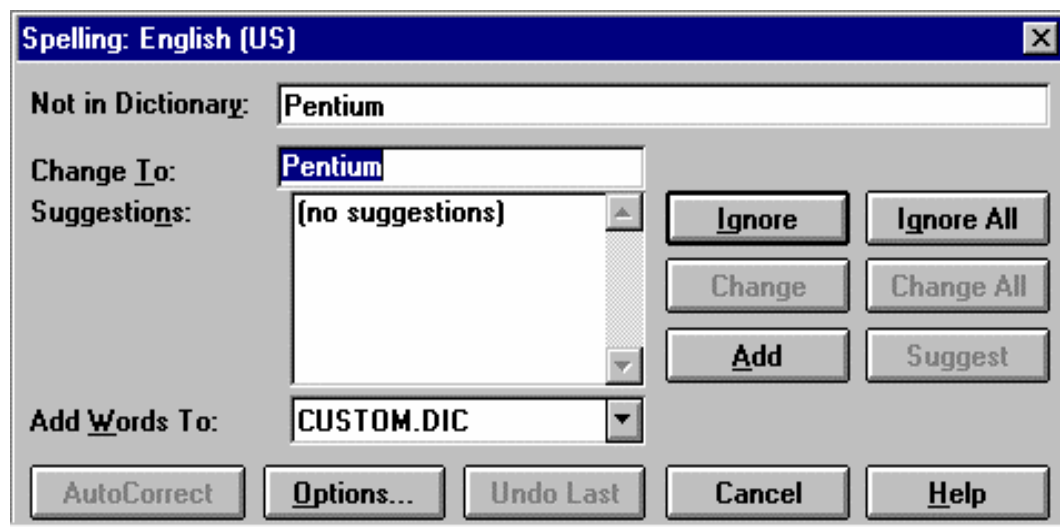
1.8.1 Using the Spelling Checker

Spell check is one of the powerful features of MS-Word. It also provides to check the spellings of the entire document including the header, footer and the hidden text. Adding words to the dictionary is possible.

The Spelling Checker provides a convenient way of correcting spelling mistakes in your documents. It compares the words in your document against its own dictionary.

You should always check your documents with the Spelling Checker before you print them.

You start the Spelling Checker via the "Spelling" command in the "Tools" menu or by clicking the "Spelling" button. The Spelling Checker automatically checks the active document.



When the Spelling Checker locates a word it cannot find in the dictionary it stops, highlights the offending word, and display it on the "Not in Dictionary" line.

You have the option to:

1. Ignore its selection;
2. Manually type in a correction to the word;
3. Replace the word with a suggested word;
4. Add the word to the dictionary.

The "Suggestions" box lists possible alternatives to the word. If it cannot find a close match this box will be empty.

To retain the word, choose **Ignore** and to ignore the change at all its occurrences in the document Choose **Ignore All**.

To change the word, choose **Change** and to change the word at all its occurrences in the document choose **Change All**.

To add the current selected word into the dictionary chooses the **Add** button.

You have the choice to add the word to the default Word custom dictionary, or a new custom dictionary that you create.

You create new customs dictionaries via the **Options** button.

Before you add a word to a dictionary, check that it is spelled correctly, otherwise it will be assumed that the misspelled word is correct.

If you have any doubts, check the word with a paper dictionary before you add it.

The Speller Checker is not foolproof and will not catch a mistake if you accidentally type in another word. The Spelling Checker does not understand the context in which the word is used in the sentence.

1.8.2 Checking Grammar

During a grammar check, Word identifies sentences that contain possible grammatical or stylistic errors and suggests improvements. For example, if you wrote "The project were completed by your team," Word could question the grammar, first for subject-verb agreement and then for passive voice. Word also question style errors, such as wordiness and the use of clichés.

You can determine how strictly Word observes grammar and style rules by using rule groups. Word provides three rule groups-formal, business, and casual-which you can customize to observe or ignore specific grammar or style rules.

You can also create up to three of your own custom rule groups.

Check Your Progress 2

1. During spell check, Word uses the English (US) dictionary as its Main dictionary, supported by
 - i. US.DIC
 - ii. SCIENCE.DIC

- iii. CUSTOM.DIC
- iv. FRENCH.DIC
- 2. The keyboard shortcut keys for undoing the modifications made to a document are:
 - i. Alt+Z
 - ii. Shift+Z
 - iii. Tab+Z
 - iv. Ctrl+Z

1.9 Summary

This unit, was an attempt to help you in editing text, finding and replacing word or text in the document; and making spelling and grammatical checks.

After going through this unit you must have become familiar with the features of Word which make it distinguished from the other Word processors. By now, you must know how Word document appears in different views. The various commands can be invoked either through the toolbar, menu or keyboard shortcut keep. In short, Word Processing job has been made easier and faster.

1.10 MODEL ANSWERS

The questions given in the 'Check Your Progress' have been designed only at the conceptual level and the answers to these questions are directly available in the unit. Therefore, Model Answers have not been provided. However, as this block is more practical oriented, therefore, students are advised to try the commands given, on their terminals.

MS-Word Basics

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