Technology 1

Thursday, April 30th, 2020

Topic: Word Processing Basics

Objectives
Introduction
Tool Bars used in MS-Word
Using the Help function in MS-Word
Summary
Check Your Progress – Answers

OBJECTIVES

After reading this chapter you will be able to:

- Explain the concept of Word processing and its advantages
- Identify the various aspects related to the word screen
- Describe in detail the various bars used in MS-Word
- Describe in detail the use of the Help function in MS-Word

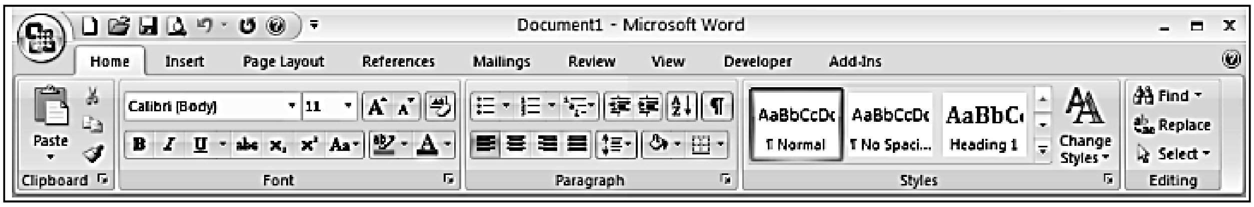
INTRODUCTION

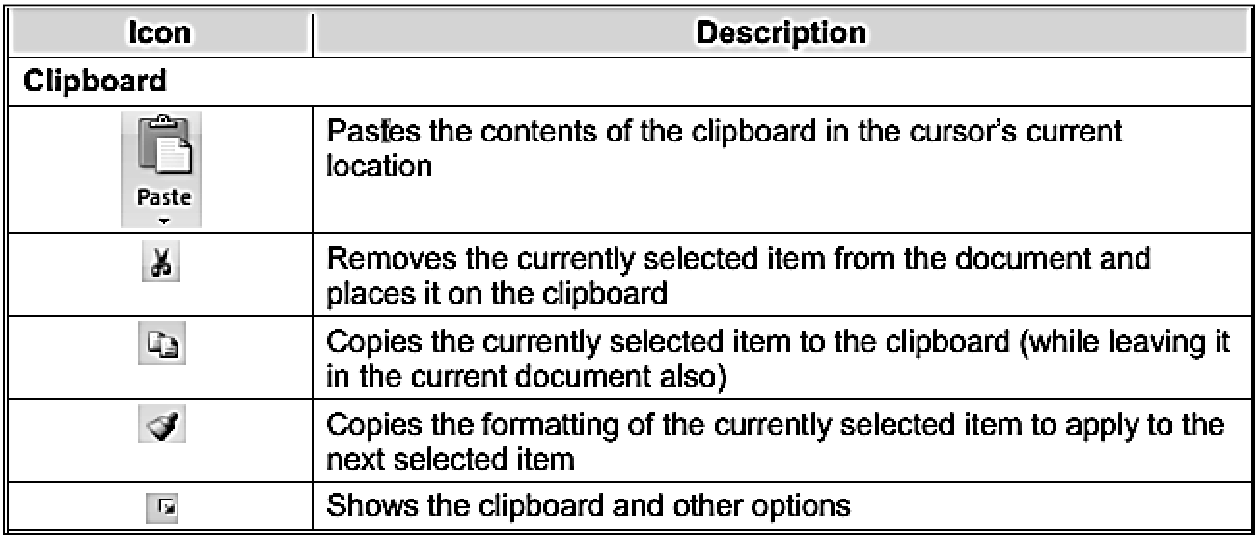
Word processing is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures, and Web pages. Using this application program you can add pictures, tables, and charts to your documents. You can also check spelling and grammar.

A word processor is an electronic device or computer application software that performs word processing: the composition, editing, formatting and sometimes printing of any sort of written material. Word processing can also refer to advanced shorthand techniques, sometimes used in specialized contexts with a specially modified typewriter. The term was coined at IBM's Böblingen, West Germany Laboratory in the 1960s. Typical features of a word processor include font application, spell checking, grammar checking, a built-in thesaurus, automatic text correction, Web integration and HTML exporting, among others.

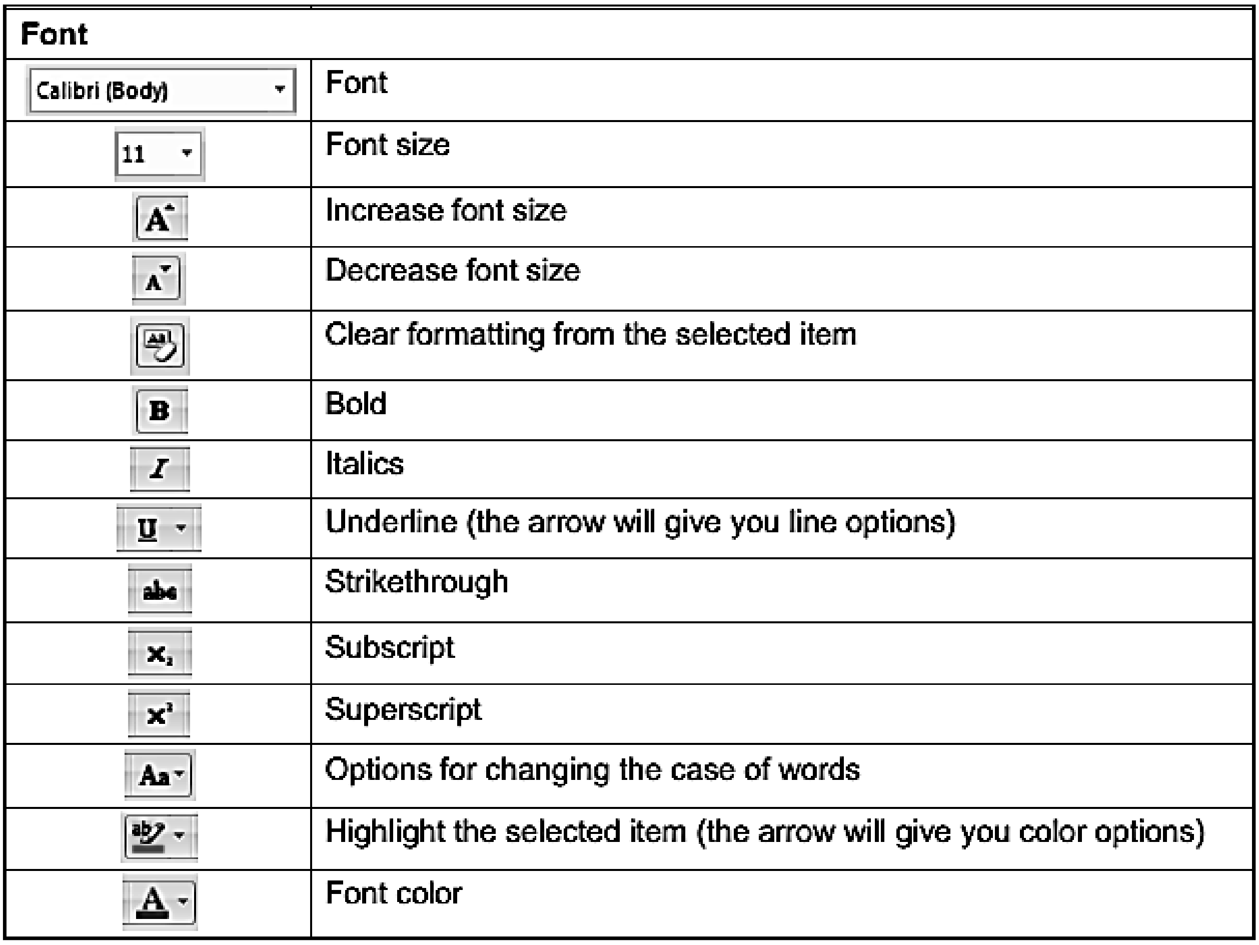
The word processor emerged as a stand-alone office machine in the 1970s and 1980s, combining the keyboard text-entry and printing functions of an electric typewriter with a dedicated computer processor for the editing of text. Although features and designs varied among manufacturers and models, and new features were added as technology advanced, word processors typically featured a monochrome display and the ability to save documents on memory cards or diskettes. Later models introduced innovations such as spell-checking programs, improved formatting options, and dot-matrix printing.

The Home Tab:

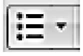
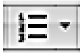
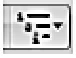
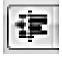
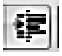
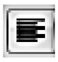
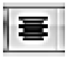
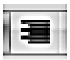
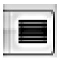
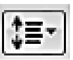
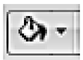
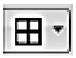

Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Paste
Calibri (Body)
11
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbC
Heading 1
Change Styles
Find
Replace
Select
Clipboard
Font
Paragraph
Styles
Editing

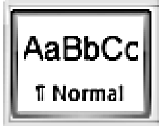
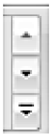
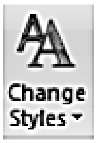
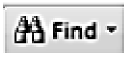
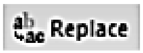
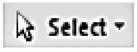


Icon	Description
Clipboard	
Paste ▾	Pastes the contents of the clipboard in the cursor's current location
✂	Removes the currently selected item from the document and places it on the clipboard
⧉	Copies the currently selected item to the clipboard (while leaving it in the current document also)
🖌	Copies the formatting of the currently selected item to apply to the next selected item
↘	Shows the clipboard and other options

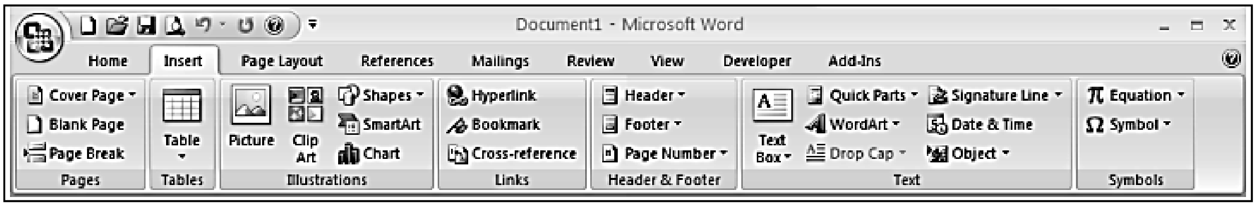


Font	
Calibri (Body) ▾	Font
11 ▾	Font size
A	Increase font size
A	Decrease font size
abc	Clear formatting from the selected item
B	Bold
I	Italics
U ▾	Underline (the arrow will give you line options)
~~abc~~	Strikethrough
x_2	Subscript
x^2	Superscript
Aa ▾	Options for changing the case of words
ab ▾	Highlight the selected item (the arrow will give you color options)
A ▾	Font color

Paragraph	
	Bulleted list (the arrow will give you bullet options)
	Numbered list (the arrow will give you number options)
	Multi-level list (the arrow will give you level options)
	Decrease indent
	Increase indent
	Left align
	Center align
	Right align
	Justify
	Line spacing
	Paragraph shading (the arrow will give you color options)
	Paragraph border (the arrow will give you border options)
	More paragraph formatting options

Styles	
	Applies the quick style to the selected text
	Scroll through the quick styles
	Change style set, colors, or fonts
	More style options
Editing	
	Find text in the document
	Replace text in document
	Item selection options (Select All, Select Objects, and Select Text with Similar Formatting)

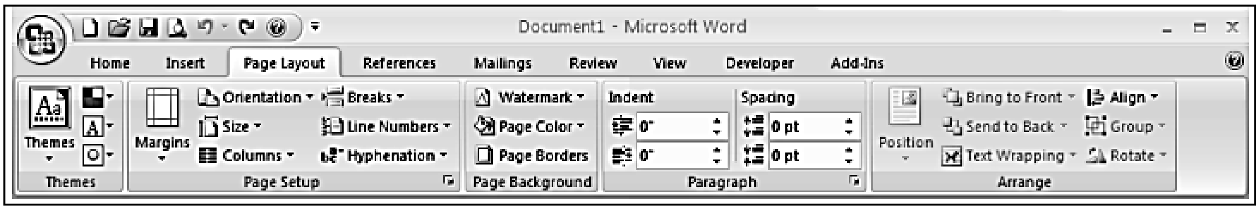
The Insert Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols

Icon	Description
Pages	
Cover Page ▾	Insert cover page
Blank Page	Insert blank page
Page Break	Insert page break
Tables	
Table ▾	Insert a table
Illustrations	
Picture	Insert a picture from a file
Clip Art	Insert Microsoft clip art
Shapes ▾	Insert shapes or drawing canvas
SmartArt	Insert a Smart Art diagram
Chart	Insert a chart
Links	
Hyperlink	Insert a hyperlink to a website
Bookmark	Insert a bookmark
Cross-reference	Insert a cross-reference
Header & Footer	
Header ▾	Insert or edit a header
Footer ▾	Insert or edit a footer
Page Number ▾	Insert a page number
Text	

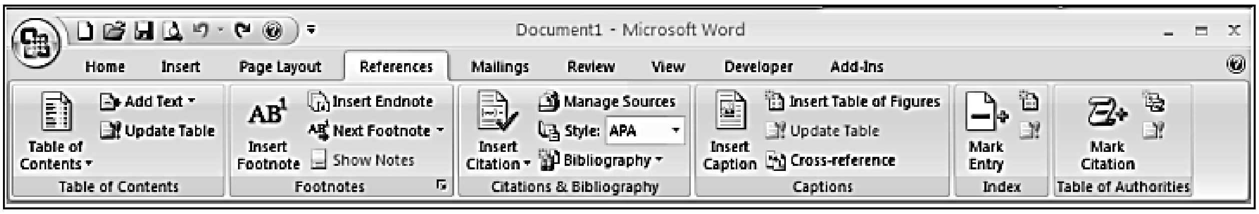
Text Box	Insert a text box
Quick Parts	Insert a document quick part (Author, Abstract, Title, etc)
WordArt	Insert Word Art
Drop Cap	Changes the first letter of the selected paragraph into a large letter while keeping the rest of the text normal sized
Signature Line	Insert a signature line
Date & Time	Insert the date and/or time
Object	Insert a range of other types of objects
Symbols	
Equation	Insert an equation (the arrow provides built-in equations)
Symbol	Insert a symbol

Page Layout Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Themes
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
0"
0"
Spacing
0 pt
0 pt
Paragraph
Position
Bring to Front
Send to Back
Text Wrapping
Align
Group
Rotate
Arrange

Icon	Description
Themes	
Aa Themes ▾	Change document theme (only works if using styles)
◧ ▾	Change theme colors
A ▾	Change theme font
● ▾	Change theme effects
Page Setup	
Margins ▾	Set margins
Orientation ▾	Set page orientation
Size ▾	Set page size
Columns ▾	Split the page into columns
Breaks ▾	Set page & section breaks
Line Numbers ▾	Show line numbers & line number settings
bc Hyphenation ▾	Hyphenation settings
↘	More page setup options
Page Background	
Watermark ▾	Set watermark
Page Color ▾	Set page background color
Page Borders	Set page borders
Paragraph	
Indent 0" 0"	Change left and right indentation
Spacing 0 pt	Change the spacing before and after the paragraph
Arrange	
Position ▾	Set the position of an object in relation to the text
Bring to Front ▾	Bring selected object to front of all other objects
Send to Back ▾	Send selected object to back of all other objects
Text Wrapping ▾	Set how the text will wrap around the object
Align ▾	Set object alignment
Group ▾	Group objects together
Rotate ▾	Rotate object

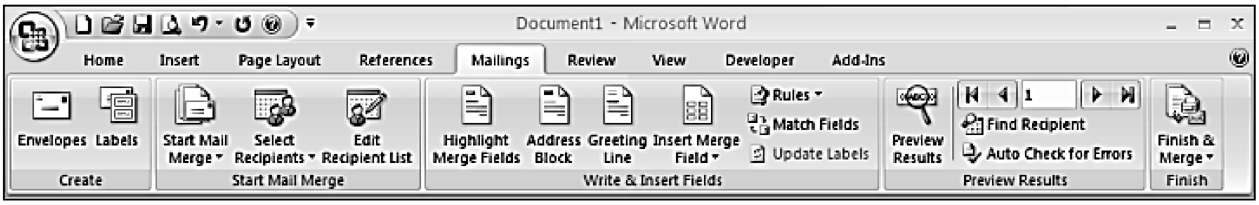
References Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Index
Mark Citation
Table of Authorities

Icon	Description
Table of Contents	
Table of Contents ▾	Create a table of contents
Add Text ▾	Add text that will show in the table of contents
Update Table	Update the table of contents to show the correct page numbers
Footnotes	
AB¹ Insert Footnote	Add a footnote
Insert Endnote	Add an endnote
Next Footnote ▾	Navigate to the next footnote (the arrow allows you other footnote and endnote navigation)
Show Notes	Scroll the document to show the location of footnotes and endnotes
↘	More footnote and endnote options
Citations & Bibliography	
Insert Citation ▾	Add a citation
Manage Sources	View the list of all sources cited
Style: APA ▾	Select the citation format for the document
Bibliography ▾	Create a bibliography
Captions	
Insert Caption	Add a caption to an image
Insert Table of Figures	Insert a table of all figures in the document
Update Table	Update the table of figures to include all entries
Cross-reference	Insert a reference to an item in the document

Index	
Mark Entry	Include selected text in the index
	Insert the index
	Update the index to include all entries
Table of Authorities	
Mark Citation	Include selected text in the table of authorities
	Insert the table of authorities
	Update the table of authorities to include all entries

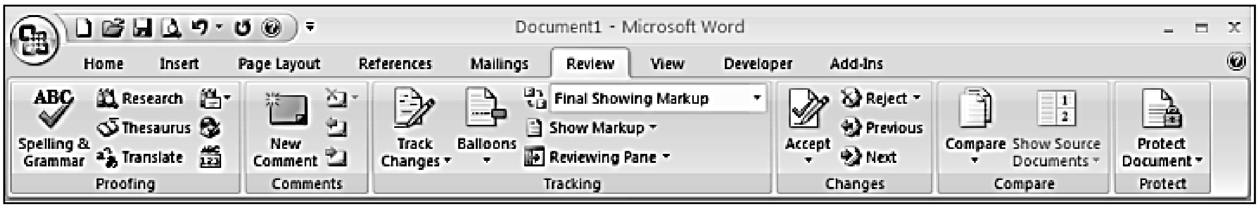
The Mailings Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Envelopes
Labels
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Preview Results
1
Find Recipient
Auto Check for Errors
Finish & Merge
Create
Start Mail Merge
Write & Insert Fields
Preview Results
Finish

Icon	Description
Create	
Envelopes	Create and print envelopes
Labels	Create and print labels
Start Mail Merge	
Start Mail Merge	Create a mail merge document (letters, emails, envelopes, labels, directory, normal document, or wizard)
Select Recipients	Select the mail merge recipients (type a list, use an existing spreadsheet or database, or select from Outlook contacts)
Edit Recipient List	View, edit, sort, filter, and select the recipients from the list

Write & Insert Fields	
Highlight Merge Fields	Highlight merge fields that have been inserted into the document
Address Block	Insert an address block
Greeting Line	Insert a greeting line
Insert Merge Field ▾	Insert a merge field
Rules ▾	Create rules to help select recipients
Match Fields	Match the source fields to the Word defined fields
Update Labels	Update labels to use information from the recipient list
Preview Results	
Preview Results	Replaces the merge field place holders with actual recipient data
⏮ ◀ 1 ▶ ⏭	Navigate through the recipient list in the preview
Find Recipient	Search for a specific recipient for previewing
Auto Check for Errors	Specify how to handle errors
Finish	
Finish & Merge ▾	Complete the mail merge

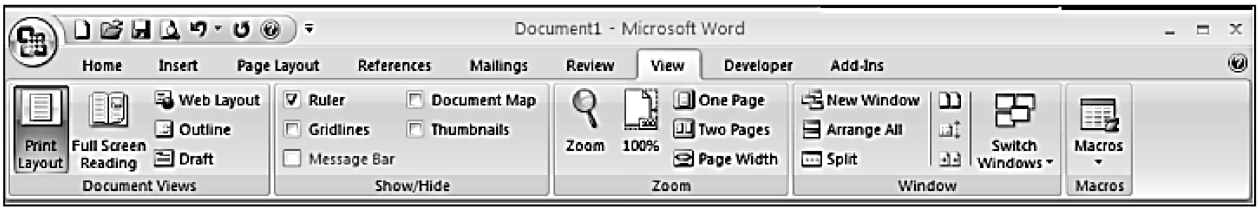
The Review Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Spelling & Grammar
Research
Thesaurus
Translate
Proofing
New Comment
Comments
Track Changes
Balloons
Final Showing Markup
Show Markup
Reviewing Pane
Tracking
Accept
Reject
Previous
Next
Changes
Compare
Show Source Documents
Compare
Protect Document
Protect

Icon	Description
Proofing	
Spelling & Grammar	Check the document for spelling and grammar errors
Research	Open research task pane (dictionary, encyclopedia, and translation service)
Thesaurus	Suggest words similar to the highlighted word
Translate	Translate the selected text to another language
	Enable the translation screen tip
	Set the language used by the spell check
ABC 123	Word count
Comments	
New Comment	Create a new comment
	Delete comment(s)
	Navigate to the previous comment
	Navigate to the next comment
Tracking	
Track Changes	Track all changes made to the document (the arrow gives you tracking options and user name change)
Balloons	Choose how to show revisions in the document
Final Showing Markup	Choose how to view the proposed changes to the document
Show Markup	Choose the kind of markup to show in the document
Reviewing Pane	Show revisions in a separate window (the arrow gives you pane options)

Changes	
	Accept the current change and move to the next proposed change (the arrow gives you acceptance options)
	Reject the current change and move to the next proposed change (the arrow gives you rejection options)
	Navigate to the previous proposed change
	Navigate to the next proposed change
Compare	
	Compare or combine multiple versions of a document
Show Source Documents	Choose which source document to show
Protect	
Protect Document	Restrict how people can access the document

The view Tab:


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Document Views
☑ Ruler
☐ Gridlines
☐ Message Bar
☐ Document Map
☐ Thumbnails
Show/Hide
Zoom
100%
One Page
Two Pages
Page Width
Zoom
New Window
Arrange All
Split
Switch Windows
Window
Macros
Macros

Icon	Description
Document Views	
Print Layout	View the document on the screen as it will appear on the printed page
Full Screen Reading	View the document full screen
Web Layout	View the document as it would appear as a web document
Outline	View the document as an outline
Draft	View the document as a draft to quickly edit text (headers and footers will not be available in this view)
Show/Hide	
☑ Ruler	Check the box to show the ruler in the document
☐ Gridlines	Check the box to show the gridlines in the document
☐ Message Bar	Check the box to show the message bar in the document
☐ Document Map	Check the box to show the document map in the document
☐ Thumbnails	Check the box to show a thumbnail of each page for easy navigation
Zoom	
Zoom	Open the zoom dialog
100%	View the document at actual size
One Page	Zoom the document to fit one page in the window
Two Pages	Zoom the document to fit two pages in the window
Page Width	Zoom the document to fit the page width in the window
Window	
New Window	Open a new window with a view of the current document (allows you to view multiple views at once)
Arrange All	Tile all open windows side-by-side on the screen

SUMMARY

In this chapter, we have discussed about the overview of the Microsoft word. We have discussed about different menus.

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.

Some of the main features of word processing applications discussed here are:

- Create professional documents fast, using built-in and custom templates
- Work on multiple documents simultaneously
- AutoCorrect and AutoFormat features catch typographical errors automatically and allow you to use predefined shortcuts and typing patterns to quickly format your documents.
- The nested tables feature supports putting one table inside another table.
- Batch mailings using form letter template and an address database (also called mail merging);
- Tables of contents with section titles and their page numbers;
- Cross-referencing with section or page numbers;
- New versions of a document using variables (e.g. model numbers, product names, etc.)

MS Word 2007 has useful features and tools introduced to produce professionally created documents. You can easily create, format, edit professional-looking user document using comprehensive set of easy to use tools provided by MS Word. It uses the MS Office Fluent user Interface concept. This interface uses a new component called Ribbon to group the tools by task, within task by sub tasks and related commands that are used more frequently. The new user result oriented interface presents the tools to you in a more organized and efficient manner, which are easy to locate.

1. Tabs are more task oriented such as Home, Insert, Page Layout
2. Within each tab, the related sub-tasks are grouped together
3. Related command buttons are also grouped together to execute a command or to display a command menu

We have also discussed about the buttons on the menus in tabular form with their symbol and description.

CHECK YOUR PROGRESS – ANSWERS

to 1.3 **a) Fill in the Blanks**

1. Shorthand
2. Microsoft Word
3. Contextual

& 1.5 **a) Fill in the Blanks**

1. Quick access
2. Protect

3. Help

QUESTIONS FOR SELF - STUDY

Answer the following:

1. Discuss the typical features of a word processor in detail.
2. Comment on the new features of the spelling checker in MS-Word 2007.
3. Enlist any five sub-tabs provided in the 'Home Tab' of MS-Word 2007.
4. Enlist any five sub-tabs provided in the 'Page Layout Tab' of MS-Word 2007.

Answer in one line:

1. Word processing is an application program that allows you to create?
2. The appearance of text, tables, and graphics can be changed by which MS-Word 2007 feature.
3. The Word screen contains a number of objects such as.
4. How can the help function in MS-Word 2007 be accessed?

SUGGESTED READINGS

1. Using Microsoft Office Home and Student 2007

2. 2007 Microsoft® Office System Plain & Simple Office 2007 Bible

❑❑