

## Handout: Word Processing (Computer Operator)

### WORD PROCESSING

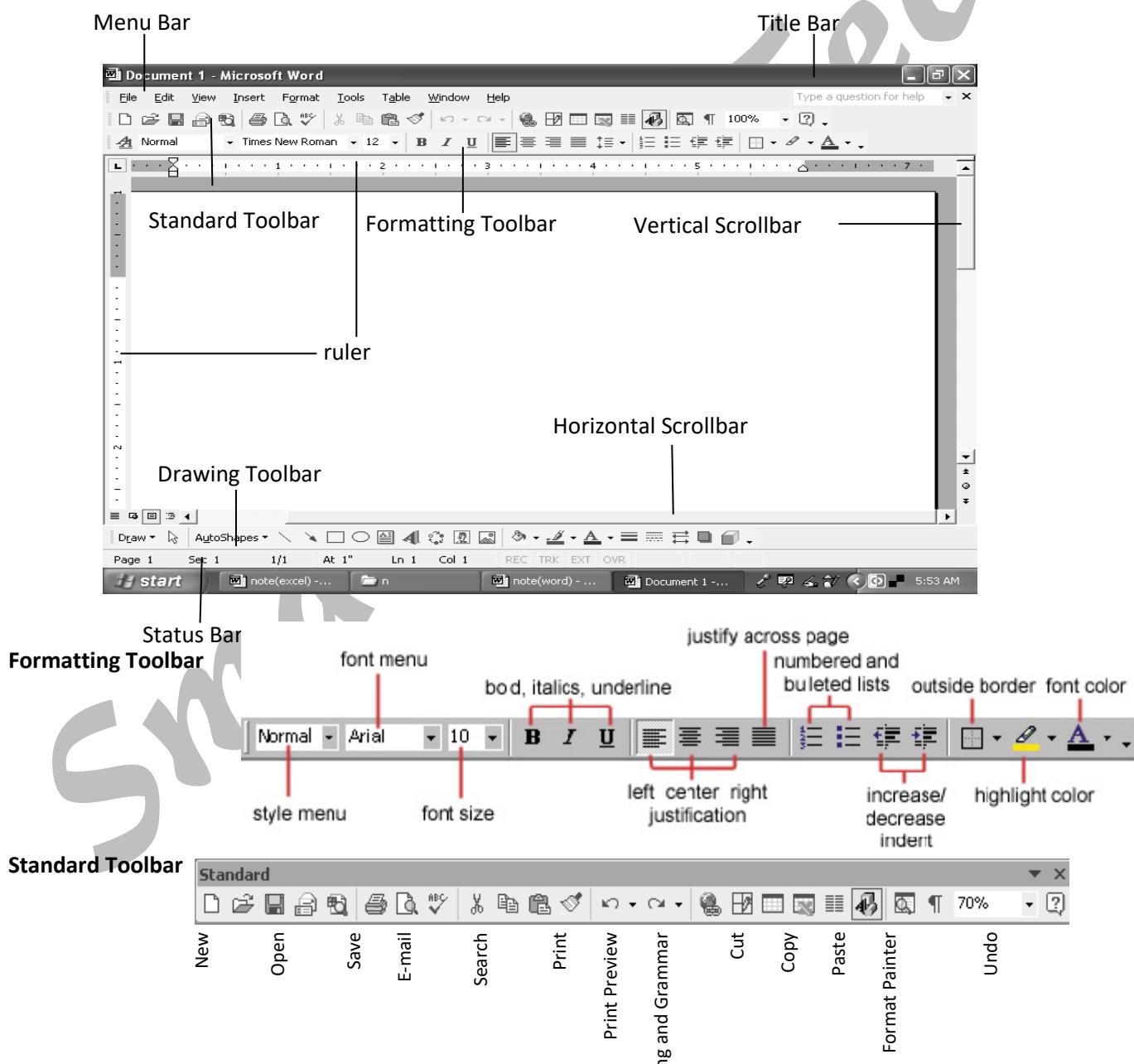
Word Processing software is an application which allows typing text, formatting them and saving it for future use. Extension of the word document for the version **2003** and earlier was **.doc** while extension of the word documents for the version **2007** and later is **.docx**.

#### List of Word Processing Package

Star Office/ Open Office	Microsoft Word	WordStar	Word Perfect
WordPro	AppleWorks	GoBe Productive	AbiWord
Ability Write	602Text	Nisus Writer Express	Mariner Write
WordExpress	Thinkfree Office	CopyWrite	TextShield
KWord	WordPad		

#### Different Version of Microsoft Office

Office 4.3 Office 97, Office 2000, Office xp, Office 2003, Office 2007, Office 2010, Office 2012, Office 2013



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### Some commands and their menu in MS Word 2003

Word	Menu	Word	Menu
Auto Correct Option	Tools	Language →Thesaurus	Tools
AutoShape	Insert-Picture	New	File
Autosummarize	Tools	Open	File
Autotext	Insert	Page No.	Insert
Bookmark	Insert	Page Setup	File
Border & Shading	Format	Paragraph	Format
Break (Page/Column)	Insert	Paste	Edit
Bullet and No.	Format	Picture	Insert
Change Case	Format	Print	File
Chart	Insert	Print Preview	File
Close	File	Protect Document	Tools
Column	Format	Redo	Edit
Comment	Insert	Replace	Edit
Copy	Edit	Ruler	View
Cut	Edit	Save	File
Diagram	Insert	Select All	Edit
Document Map	View	Spelling & Grammar	Tools
File	Insert	Symbol	Insert
Find	Edit	Tab	Format
Font	Format	Text Box	Insert
Footnote	Insert→Ref.	Toolbar	View
Go To	Edit	Track Change	Tools
Header and Footer	View	Undo	Edit
Hyperlink	Insert	Word Count	Tools
Index and Tables	Insert→Ref.	WordArt	Insert

# *Smart InfoTech*

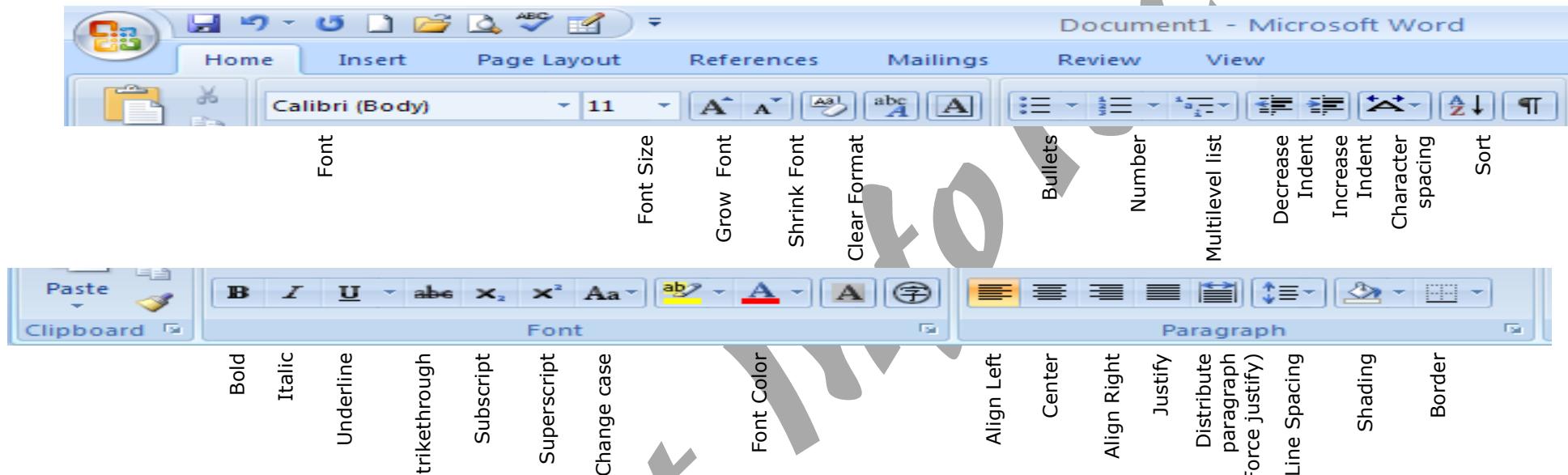
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MS WORD 2007

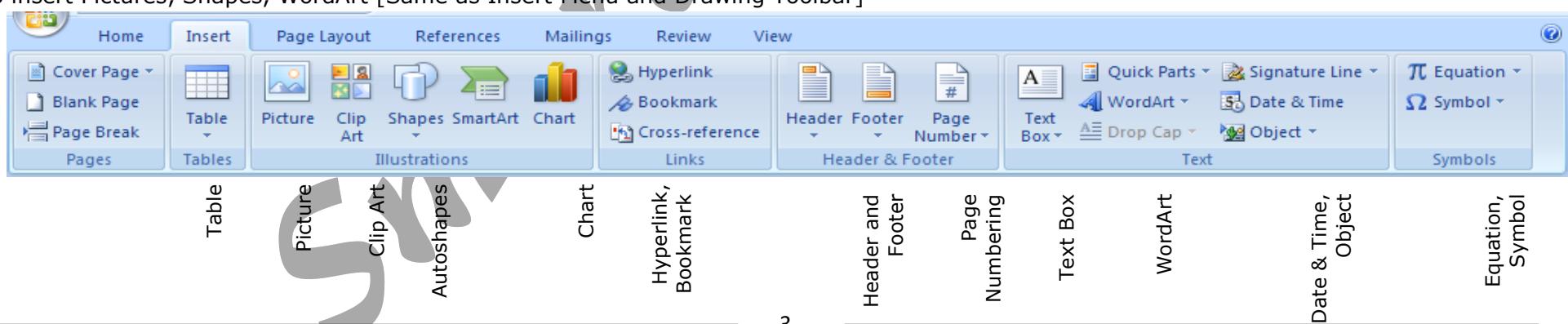
## **HOME TAB**

For formatting of text [same as Formatting Toolbar and Formatting Menu in older version]



## **INSERT TAB**

[To insert Pictures, Shapes, WordArt [Same as Insert Menu and Drawing Toolbar]]



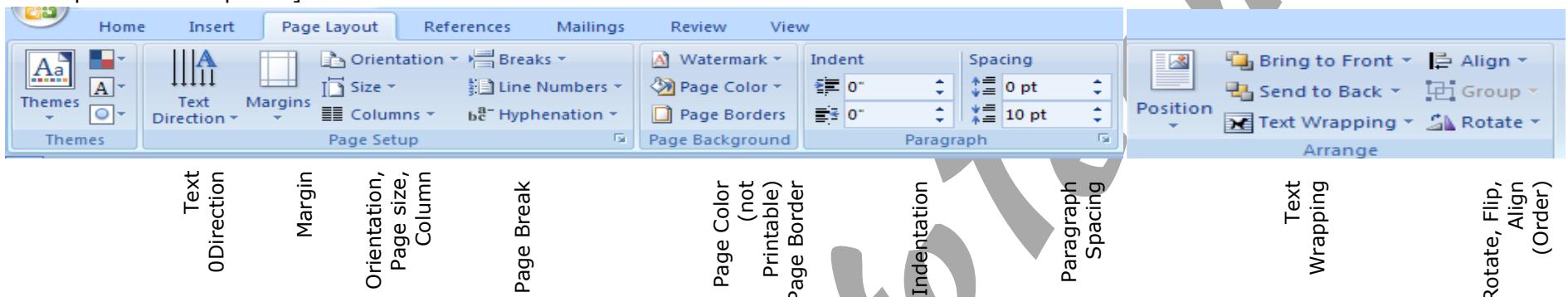
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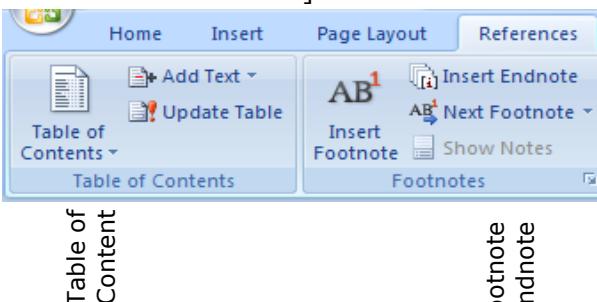
### PAGE LAYOUT TAB

[Page Setup and other options]



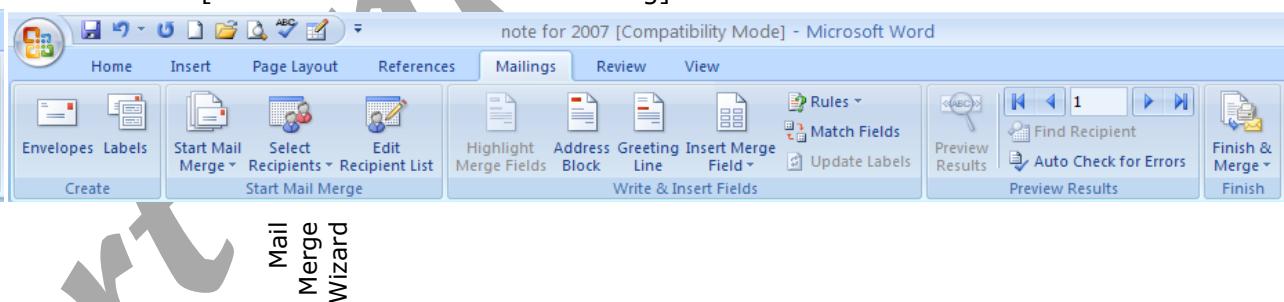
### REFERENCES TAB

[Like > Insert > Reference]



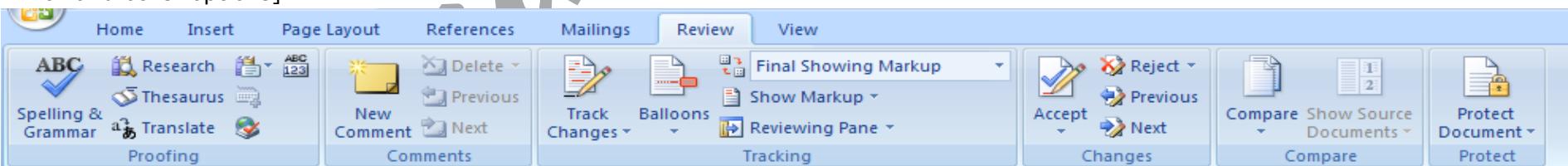
### MAILING TAB

[Like > Tools > Letter and Mailing]



### REVIEW TAB

[Grammar and other options]



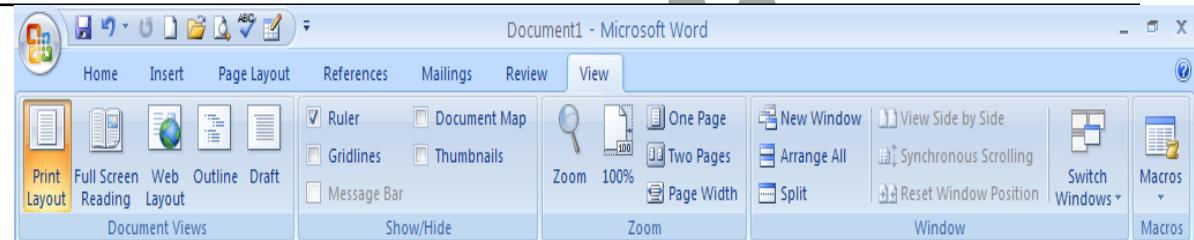
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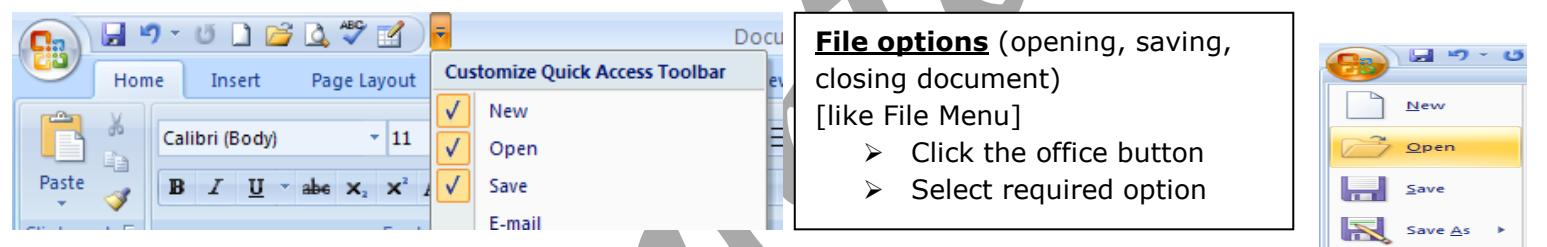
### **VIEW TAB**

Different options to view the document [like View Menu]



### **Customizing Toolbar**

- Click 'Customize quick access toolbar' button
- Tick the buttons required



### **FORMAT TAB**

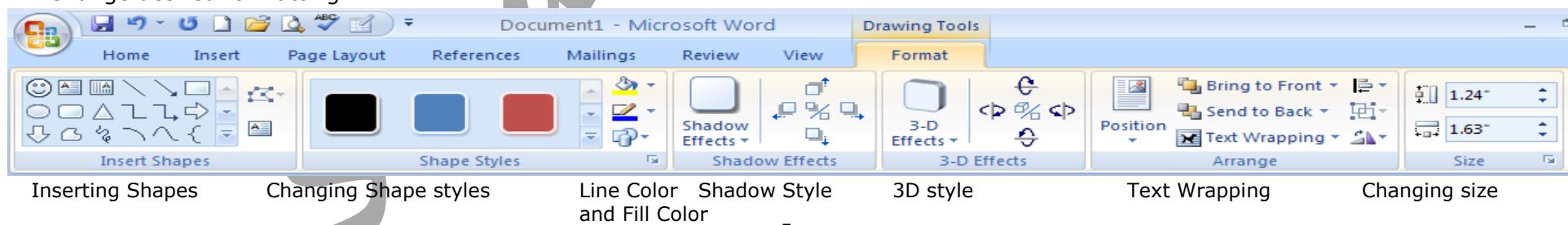
#### **Formatting Picture**

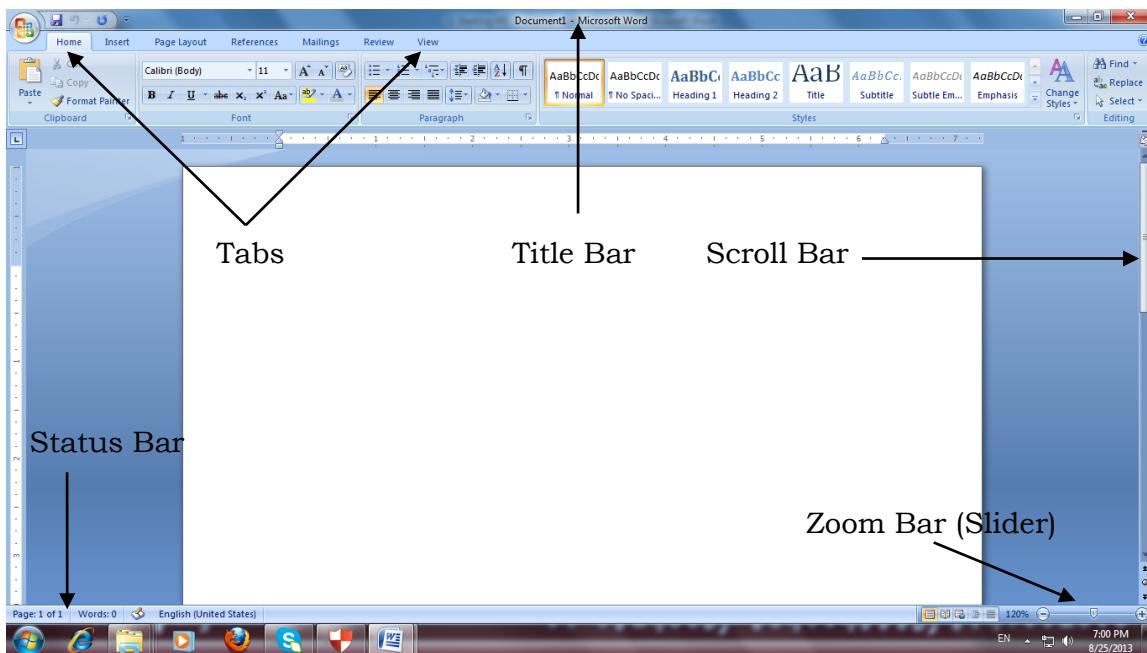
- Select the picture first
- Click 'Format' tab
- Change desired formatting



#### **Formatting Shapes**

- Select the shape first
- Click 'Format' tab
- Change desired formatting





### Some Shortcut Keys for Formatting Text

- Align Left : Ctrl + L
- Center : Ctrl + E
- Align Right : Ctrl + R
- Justify : Ctrl + J
- Bold : Ctrl + B
- Italic : Ctrl + I
- Underline :
  - Normal Underline: Ctrl + U
  - Double Underline: Ctrl + Shift + D
  - Word Underline: Ctrl + Shift + W
- Font select : Ctrl + Shift + F
- Font size select : Ctrl + Shift + P
- Font size increase : Ctrl + Shift + >
- Font size increase by 1 pt: Ctrl + ]
- Font size decrease : Ctrl + Shift + <
- Font size decrease by 1 pt: Ctrl + [
- Font size select: Ctrl + Shift + P
- Line Spacing :
  - single (1) : Ctrl + 1
  - Double (2) : Ctrl + 2
  - 1.5 : Ctrl + 5
- Bullets: Ctrl + Shift + L
- Increase Indent: Ctrl + M
- Decrease Indent: Ctrl + Shift + M
- Heading:
  - Heading 1: Ctrl + Alt + 1
  - Heading 2: Ctrl + Alt + 2
  - Heading 3: Ctrl + Alt + 3

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### LIMITATION OF WORD

- Number of column in a table: 1 to 63
- Number of rows in a table: 1 to 32767
- Zoom: 10 to 500%
- Number of news paper column: 1 to 45
- Paragraph space: -1 to 1584 pt
- Indent: -55.87 to 55.87 cm (22 inch)
- Scale (Character Spacing): 1 to 600%
- Minimum paper size: .26 \* .26 cm (0.1 inch)
- Maximum paper size: 55.87 \*55.87 cm (22 inch)
- Default Font: Times New Roman (2003), Calibri (2007)
- Default Font size: 11(2007), 12(2003)
- Recent File list: 10 (0 to 9)
- Number of copies of for printing: 1 to 32,767
- Maximum size of ms word file : 32 MB
- Maximum number of bookmarks: 2,147,483,647
- (Style Definition) maximum number of styles: 4,079
- Maximum number of comments: 2,147,483,647
- Maximum number of fields: 2,147,483,647
- Number of subdocuments in a master document: 255
- Maximum number of moves: 2,147,483,647
- (Range Permission) maximum number allowed: 2,147,483,647
- Size of file Word can open: 512 MB
- Maximum number of records to display in recipients list dialog: 10000

### SOME NOTES

#### Different underlines

**Red underline:** Means the flagged text is not in Word's dictionary

**Green underline:** Indicates the text may be incorrect grammatically

**Blue underline:** correctly spelled word used inappropriately

#### Different View Options:

**Normal View (Ctrl + Alt + N):** The default view option is Normal. In this option, all you see is the body of the document. This view is used for typing when you are not concerned with the layout of the document.

**Web Layout:** This view option shows the same document if it were loaded on the internet. The formatting on the World Wide Web ignores any prior settings. If you are using MS Word as an editor for web pages, this is a good view option to remember.

**Print Layout (Ctrl + Alt + P):** This option will let you see the document from a distance with all the borders and page breaks. Typically this view option is used when you want to print a page.

**Outline (Ctrl + Alt + O):** A view that shows the headings of a document indented to represent their level in the document's structure. Outline view

makes it easy to move quickly through a document, change the relative importance of headings, and rearrange large amounts of text by moving headings. Outline option is used in cases where you have table of contents or a similar document.

**Document Map:** Outline of the documents appears at left side of the document from where we can navigate to desired location on page.

**Task Pane (Ctrl + F1):** To show/hide taskpane at side of the document

#### Section Break

Section break is used to create different sections in same ms word document so that different page formatting can be applied to different portion or section of same document. Some changes that can be applied to individual portion(section) of same document are given below:

- Margins
- Paper size or orientation
- Page borders
- Headers and footers
- Page numbering

How to break the section?

- Click on the page where we section break is to apply
- Click the **Page Layout tab** on the Ribbon.

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- Click the **Breaks** button.
- Select the desired section break type:
  - **Next Page** – forces the text following the break onto the next page.
  - **Continuous** – does not change the location of the text following the break.
  - **Even Page** – forces the text following the break onto the next even page.
  - **Odd Page** – forces the text following the break onto the next odd page.

How to give different page number format In different section?

- give desired page number with desired format
- click on the header or footer page of new section
- click the 'Link to Previous' to remove its selection
- select new page number format

### Hyperlink

Hyperlink is the link of text from a document to another document

- Select the text to link
- Under 'Insert' tab click 'Hyperlink' (Ctrl + K)
- Select the file to link
- OK

### Bookmark

It is the mark in any place in document which allows to navigate (move) to the marked place any time needed

#### Adding Bookmark

- Select the text
- Under 'Insert' tab click 'Bookmark' (Ctrl + Shift +F5)
- Give bookmark name
- Click 'Add'

#### Moving to the bookmark

- Under 'Insert' tab click 'Bookmark'
- Click bookmark name to move
- Click 'Go To'
- Close

#### Table of Content

To insert table of content in document

- Select the heading to include in table of content in document
- Under 'Home' tab select desired heading or sub heading
- After applying heading to all click 'References' Tab > 'Table of Contents' > 'Insert Table of Contents'
- Select desired format and tab header
- OK

### Citation and Bibliography

Citation is used to add sources in research document

#### Adding Citation

- Place the cursor at the end of the sentence or paragraph before the full stop
- Click 'References' tab
- In the 'Citation and Bibliography' group click 'Style' button arrow
- Select any style
- Click 'Insert Citation' > 'Add New Source'
- Select the type of source
- Fill required fields
- OK

### Bibliography

Bibliography contains list the book, journal or other sources used in the research document

- Click 'Manage Sources'
- Click 'Copy' to copy items of master list to current list if not appeared
- Close
- Click 'Bibliography' button > 'Insert Bibliography'

### Mail Merge

It is the stepwise process to prepare a letter in different recipients' name

- Under 'Mailing' tab click 'Start Mail Merge'
- Click 'Step by Step Mail Merge Wizard'
- In the first step select 'Letter' option at top
- Click 'Next : Starting Document'
- Select 'Use Current Document'
- Click 'Next : Select Recipients'
- For first time, Select 'Type a new list'

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- Click 'Create' and type name, addresses and other information about recipients (click 'New Entry' to add new contact)
  - After all entry Click 'OK'
  - Give name and save the list
  - OK

[From next time, select 'Use an existing list' and click 'Browse' to open the contact list]

- Click 'Next: Write your letter'
- Start typing letter
- To insert name and address of recipient click 'Address Block' from right pane in required place in letter.
- After finishing typing the letter click 'Next: Preview your letter'
- Click button to view the letters in different recipients name
- At last click 'Next : Complete the merge'

- Now, the letter is ready to print. Click 'Print' option at right to print the letter or save the letter for future.

### Making shortcut keys

To create shortcut keys for desired command e.g. to create shortcut keys for inserting picture from file

- Click on Office button > word option
- Customize > Keyboard shortcuts > customize
- Select desired category/ menu (e.g. Insert)
- Select desired command from the list (e.g. InsertPicture)
- Click press new shortcut key box and press desired shortcut keys in keyboard (E.g. 'Alt + P')
- Click 'assign' > Close

### SOME TERMINOLOGIES

- **Alignment:** Alignment refers to the position of lines in a paragraph in relation to the documents left and right margins
- **AutoCorrect:** AutoCorrect continuously checks your document for misspelled and unrecognized words and for grammar errors. Right-click a word with a wavy red or green line beneath it to see a menu of alternatives.
- **AutoFit:** Use the AutoFit command to format each column to the width of the widest entry in that column.
- **AutoFormat:** AutoFormat is a feature that automatically changes text as you type.
- **AutoText:** AutoText refers to text and graphics that can be named, stored, and reused in Word documents.
- **Bullets:** Bullets are special characters or symbols that are used to set off a paragraph.
- **Catalog:** Catalog refers to a type of document created in Mail Merge that contains multiple records per page.
- **Cell:** A cell is the intersection of a row and a column in a table.
- **Clip Art:** Clip art consists of pre-designed images that can be placed within a document.
- **Collate:** Use the Collate option in the Copies area to have Word print complete, multiple-page documents before printing any subsequent copies of the same document.
- **Columns** In a document, columns refers to the formatting of text so that it flows side-by-side on a page like a newspaper.
- **Data Form:** A data form is a dialog box that allows you to view and edit individual records in a database.
- **Data Source:** A data source contains the information from which a merged document is created. The data source is merged with a main document, which specifies the kind of output required.
- **Database:** A database is a collection of organized information.
- **Database Field:** A field is a specific category of information in a database. Some examples of possible fields are Name, Telephone Number, and Address.
- **Default:** Default means standard. Default settings are the settings that Word uses unless you ask it to use other settings.
- **Document Field:** A field is an area in your document where a specific type of data is entered or calculated.

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- **Drag-and-drop:** Drag-and-drop is a feature that allows you to move or copy information without using the Windows Clipboard. To use it, you simply drag a selected item from one location to another. It is best used for moving or copying small items short distances.
- **Font:** A font is a style and size of type, such as Times New Roman, 12 point, bold. A font is a set of all the characters available in one typeface and size, including uppercase and lowercase letters, punctuation, and numerals
- **Font Formatting:** Font Formatting changes the appearance of the text. Font formatting includes enhancements such as font style font size (12 pt)
- **Footer:** A footer is the contents of an area located within the bottom margin of a page
- **Format Painter** Format Painter is a Word command that allows you to copy the formatting of one paragraph and apply it to another paragraph.
- **Gridlines:** Use the Gridlines command on the Table menu to display thin dotted lines around the cells of a table. Gridlines do not print.
- **Header:** A header is the contents of an area located within the top margin of a page.
- **Heading Styles:** Heading styles refers to the nine predefined styles, called Heading 1 through Heading 9, that determine the size, numbering, and position of document headings
- **Headings:** If a table breaks to two or more pages, headings can be applied so that they appear at the top of each page.
- **Indentation:** An indentation is an amount of space measured from the page margin that is applied to a paragraph or an area of a document.
- **Index Card:** The Index card contains the titles of Help topics and subtopics that are organized alphabetically, like an index in a book.
- **Inline Picture:** Use an inline picture when you want the picture to be connected to the text around it, so that when you insert or remove any text in the document, the picture moves with its text.
- **Insert Mode:** Type using the Insert mode to insert text in the existing document. Insert mode is the default mode of Word 97
- **Insertion Point:** An insertion point is the place where text or graphics will appear in the document. It point is the flashing vertical bar that indicates the current position in the document.
- **Line Spacing:** Line spacing refers to the number of lines used by each line of text.
- **Main Document:** A main document is a type of document available in Mail Merge, such as form letters that can be combined with a data source to produce unique outputs.
- **Margin:** The margin is the amount of blank space, usually measured in inches or characters, above and below and to the right and left of the main body of a document.
- **Menu Bar:** The menu bar contains the names of Word's menus and is used to navigate through their commands.
- **Merge Cells:** Use the Merge Cells command on the Table menu to combine selected cells in a row. This results in a single cell with the combined width of the original cells.
- **Non-printing Characters:** Non-printing characters are those elements that can be seen in the document area of the screen, but that cannot be printed; e.g., paragraph marks, spaces, tabs, and gridlines.
- **Normal Style:** Normal style refers to the default text style that Word uses as a basis for defining all other styles.
- **Normal View:** View is Word's default document view and is the most practical view for performing such routine functions as typing, editing, and formatting.
- **Office Assistant:** The Office Assistant gives you tips as you work, and it can be used to get help about Word.

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- **Outline View:** Outline View provides a structured view of the document, arranging its contents according to heading levels and opening the Outlining toolbar for modifying the document's organization.
- **Overtype Mode:** Overtyping mode is the level of operation in Word where what you type replaces existing characters. Overtyping mode is activated by pressing [INSERT].
- **Page Layout View/Print Layout:** Page Layout View shows the document's margins, headers and footers, frames, and other elements, thus providing a more accurate representation of what a document will look like when it is printed.
- **Paragraph:** A paragraph in Word begins where you start typing, and it ends where you press
- **Paragraph Mark:** The paragraph mark stores all the formatting styles for that particular paragraph and applies those styles to the text preceding it.
- **Quick Access Toolbar:** A toolbar located in the upper-left corner of the program window, which displays the Save, Undo, and Repeat buttons by default but can be customized to include any command.
- **Ribbon:** An area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs.
- **Scroll Bar:** The scroll bar is a panel for moving the display horizontally or vertically within a window.
- **Section:** A section is a part of a document defined by a section break that can contain Page Setup options, headers and footers, and other formatting such as text columns that are independent of other parts of the document,
- **Section Break:** Section breaks are inserted using the Break dialog box, which is accessible by clicking Break on the Insert menu.
- **Selection Bar:** The selection bar is an unmarked area in the left margin of a document that allows for easy data selection. When you click within the selection bar, you select the line directly to the right of the mouse pointer.
- **Shrink-To-Fit:** Shrink-To-Fit is a Word command, available in Print Preview mode, that can reduce the pages of a document by adjusting its spacing and formatting.
- **Sort:** Sort refers to the function of putting records in a certain order. For example, you could sort records alphabetically by last name.
- **Status Bar:** Located at the bottom of the window, contains information about document
- **Tab:** Tab is the key you press to move the insertion point to the next indicated tab stop. Word automatically sets tabs every half inch.
- **Tabs:** Tabs are the titles of the cards found in some dialog boxes. Clicking one brings that card to the front.
- **Template:** A template is a preformatted document that serves as a model for other documents.
- **Text Wrapping:** Choose a Text Wrapping option in the Frame dialog box to specify whether text should move around the edges of a frame or stop above the frame and resume below the frame.
- **Toolbar:** A toolbar is a group of tools of usually related functions. Toolbars can contain buttons, menus, or combinations of both that can be used to quickly perform actions in Word.
- **Windows Clipboard:** The Windows Clipboard is a holding place in a computer's memory where data is stored after you use the Cut or Copy command.
- **Wizard:** A wizard is a feature of Microsoft applications that lets you work through a series of dialog boxes to help you complete a task.
- **Wrapping Text:** Wrapping text is an automatic feature of Word. When you reach the end of a line while typing, Word forces the text to break onto a new line.