

# WP

## VISUAL LESSON GUIDE

Word Processing

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# Lesson 1

## Word Watch

- word processing
- software
- thesaurus
- macro
- auto correct
- auto format
- templates
- clip art
- document
- objects
- graphics
- headers
- footers
- electronic dictionary



# About Word Processing

## Learning Objectives

After completing this lesson, you should be able to:

- learn and acquire knowledge about Word Processing and Microsoft Word as an application; and
- explore, categorize and classify the features and functions of Microsoft Word.

# Word Processing Defined

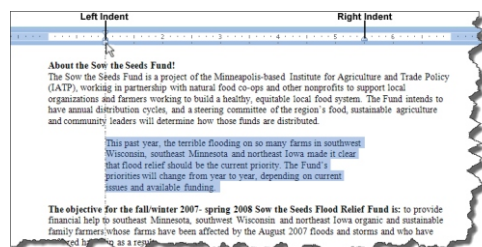
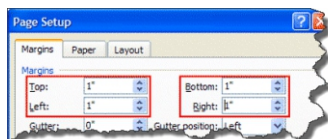
Word processing software is one of the most widely used application software. Word processing software, also called a word processor, allows users to create and manipulate documents containing mostly text, objects, tables or graphics. Most of people use word processing software every day to develop documents such as letters, memos, reports, mailing labels, newsletters, and Web pages.

## Word Processing Capabilities

To perform word processing, you need a computer, a special program called a word processor, and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

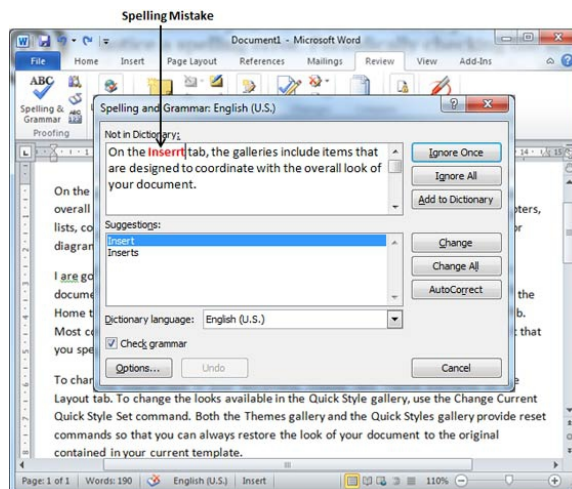
A major advantage of using word processing software is that users easily can change what they have written. For instance, you can insert, delete, or rearrange words, sentences, paragraphs, or entire sections. Word processing software also has many features to make documents look professional and visually appealing. For example, you can change the shape, size, and color of characters; apply special effects such as three-dimensional shadows; and organize text in newspaper-style columns.

Most word processing software allows users to incorporate graphical images, such as digital photos and clip art, in documents. Clip art is a collection of electronic drawings, photos, and other images. Word processing software usually includes public-domain images, proprietary images on the Web or purchase them on optical disc. With word processing software, you easily can modify the appearance of an image after inserting it in the document.



With word processing software, you can define the size of the paper on which to print and specify the margins, the portion of the page outside the main body of text, including the top, the bottom, and both sides of the paper. When you modify paper size or margins, the word processing software automatically rewraps text so that it fits in the adjusted paper size and margins. It also enables you to insert headers and footers in a document. A header is text that appears at the top of each page, and footer is text that appears at the bottom of each page. Page numbers, company names, report titles, and dates are examples of items included in headers and footers.

Word processing software typically includes a spelling checker, which reviews the spelling of individual words, sections of a document, or the entire document. The spelling checker compares the words in the document with an electronic dictionary that is part of the word processing software. You can customize the electronic dictionary by adding words such as personal names. Some word processing programs also check for contextual spelling errors, such as a misuse of homophones.



## Word Processing Functions and Features

In addition to these basic capabilities, most current word processing programs provide numerous additional features, which are listed below.

### **AutoCorrect**

As you type words, the AutoCorrect feature corrects common spelling and capitalization errors.

### **AutoFormat**

As you type, the AutoFormat feature automatically applies formatting to the text. For example, it automatically numbers a list or converts a Web address to a hyperlink.

### **Collaboration**

Collaboration allows multiple users to enter comments in a document and read and reply to each other's comments.

### **Columns**

Most word processing software can arrange text in two or more columns to look like text in a newspaper or magazine. The text from the bottom of one column automatically flows to the top of the next column.

### **Grammar Checker**

The grammar checker proofreads documents for grammar, writing style, sentence structure errors, and reading statistics.

### **Ink Input**

Supports input from a digital pen. Word processing software that supports ink input incorporates user's handwritten text and drawings in a word processing document. Ink input is popular on Tablet PCs.

### **Macros**

A macro is a sequence of keystrokes and instructions that a user records and saves. When you want to execute the same series of instructions, execute the macro instead.

### **Mail Merge**

Creates form letters, mailing labels, and envelopes.

### **Reading Layout**

For users who prefer reading on the screen, reading layout increases the readability and legibility of an on-screen document by hiding unnecessary buttons and increasing the size of displayed characters.

## **Research**

Allows you to search through various forms of Internet reference information based on selected text in a document. Research services available include a thesaurus, English and bilingual dictionaries, encyclopedias, and Web sites that provide information such as stock quotes, news articles, and company profiles.

## **Search and Replace**

The search feature finds all occurrences of a certain character, word, or phrase. The replace feature, which usually works in conjunction with the search feature, substitutes existing characters or words with new ones.

## **Tables**

Tables organize information into rows and columns.

## **Templates**

A template is a document that contains the formatting necessary for a specific document type. Templates usually exist for memos, fax cover sheets, and letters. In addition to templates provided with the software, users have access to many online templates through the manufacturer's Web site.

## **Thesaurus**

With a thesaurus, a user looks up a synonym (word with the same meaning) for a word in a document.

## **Tracking Changes**

If multiple users work with a document, the word processing software highlights or color-codes changes made by various users.

## **Voice Recognition**

With some word processing programs, users can speak into the computer's microphone and watch the spoken words appear on the screen as they talk. Users edit and format the document by speaking or spelling an instruction.

## **Web Page Development**

Most word processing software allows users to create, edit, format, and convert documents so that they can be displayed on the Web.

# 2

## Laboratory

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Word  
Processing  
VISUAL LESSON GUIDE

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## Manual

# LABORATORY MANUAL

## Lesson 1 About Word Processing

A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

### Objectives

*After completing this Laboratory, you should be able to:*

- discuss the concept of Word Processing; and
- identify the different features of Word Processing.

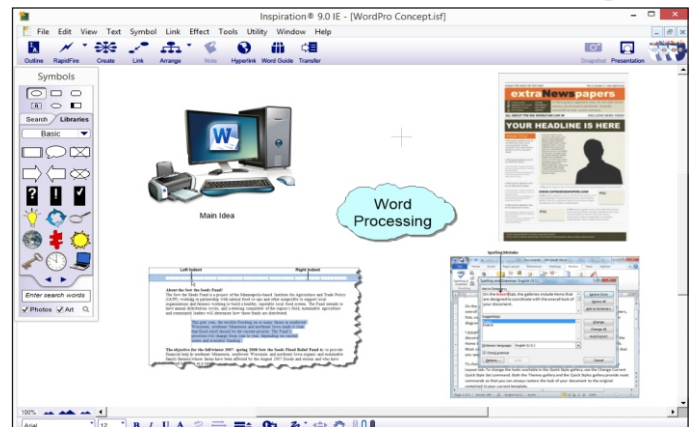
### Lab 1.1 WordPro Concept

**Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Inspiration.
2. Open and answer the activity **ICT WordPro Concept**.
3. Follow and read the directions.
4. Save the activity as **WordPro Concept done** in your own folder.

Preview:



Score



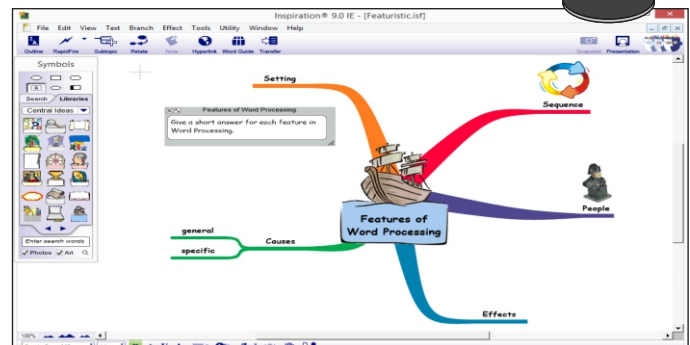
### Lab 1.2 Featuristic

**Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Inspiration.
2. Open and answer the activity **ICT Featuristic**.
3. Follow and read the directions.
4. Save the activity as **Featuristic done** in your own folder.

Preview:



Score

