

WORD PROCESSING

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A decorative graphic on the left side of the slide, consisting of white circuit-like lines and circles on a blue gradient background.

DEFINITION

Word Processing is the most used computer application! It has replaced the typewriter as the main way words are put on paper. Documents can be revised and corrected before they are ever printed. An existing document can be used as a template, or pattern, for a new one. So the user doesn't have to recreate standard documents from scratch each time. This is a major timesaver and helps keep things consistent.

PURPOSE

To produce documents

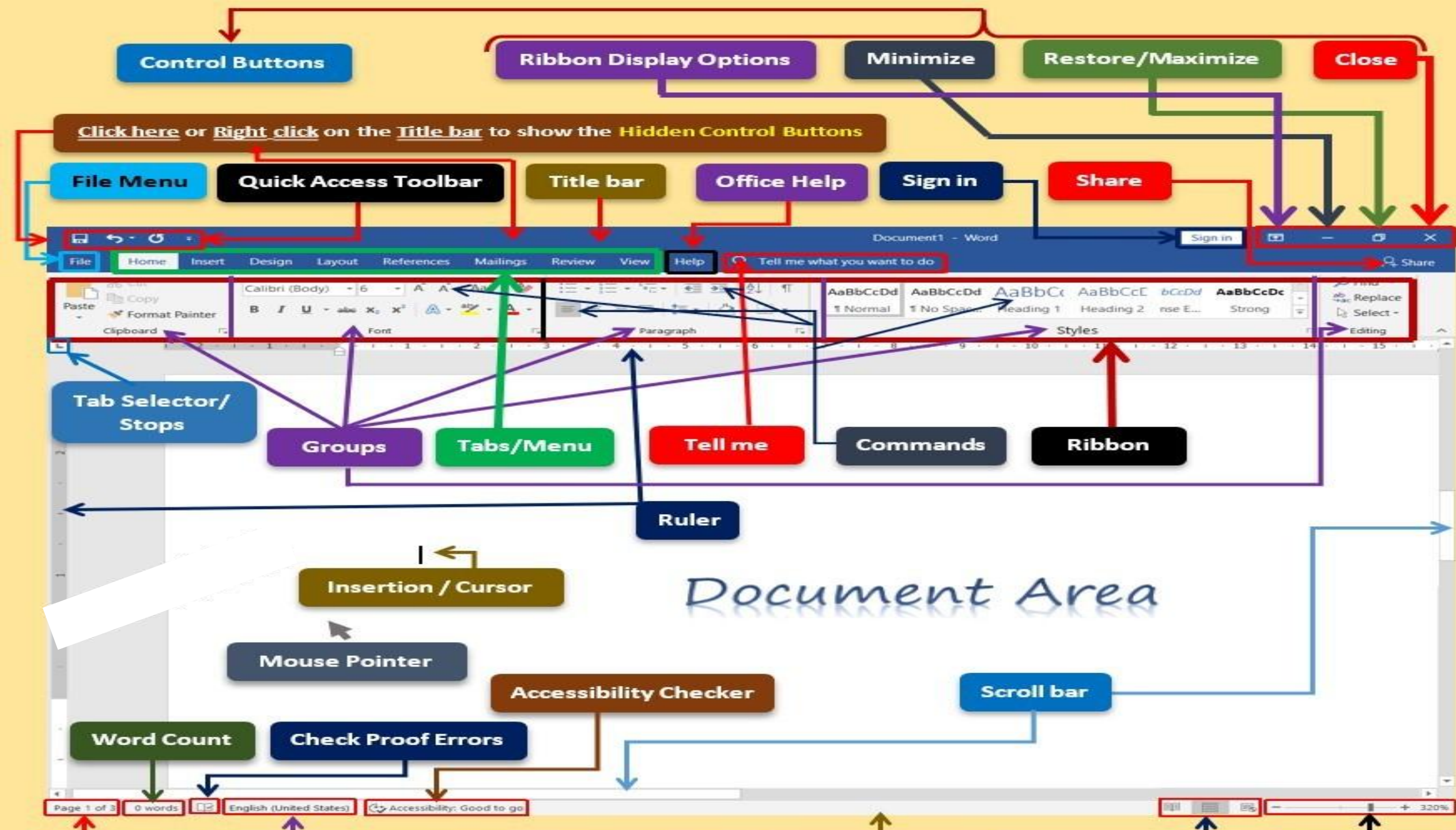
ADVANTAGE

1. Can easily change what has been done
2. Can revise existing documents as a template

Getting Started With An User Interface to Word

In word processing and other related applications, the user interface means that the user and the application in the computer system interact in a certain way. And providing limited options for recording data or process-related work in the application using input devices and software. Carefully read the following user interface tools and commands in Microsoft Word.





1. Sign In



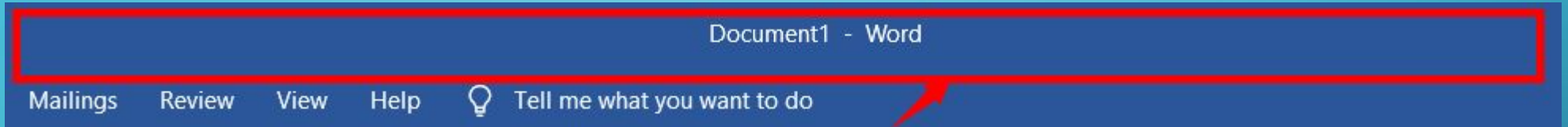
It is a Microsoft free account, used to access Microsoft services. You can save and get your documents from anywhere by using the service. You can also use this account to sign in to OneDrive, Skype, Microsoft store, and Purchase and Activate Microsoft products.

2. Share



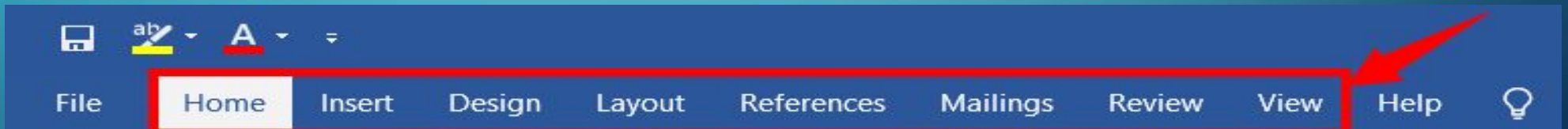
You can save your work on different platforms by sharing with caring. These Platforms are Google Cloud, OneDrive, E-mail, Blogs, and people, etc.

3. Title Bar



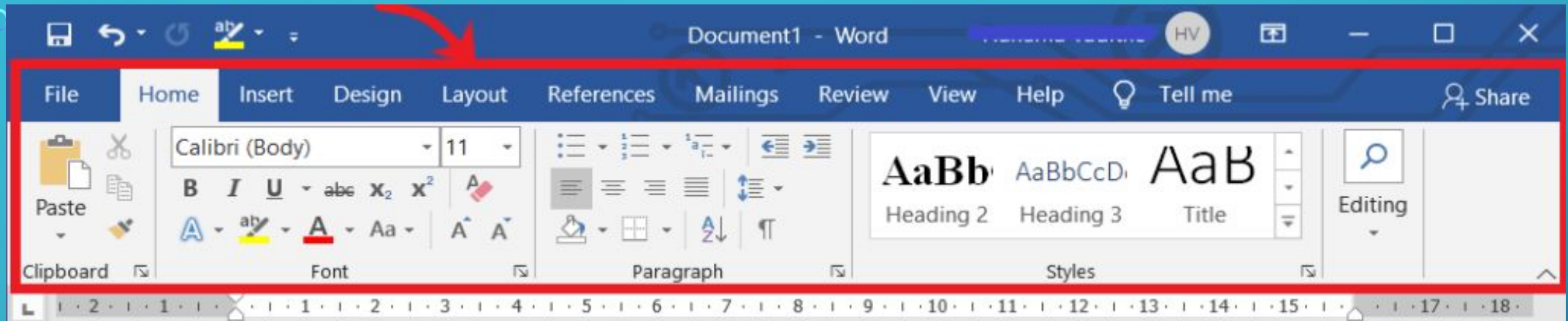
Title bar appears at the top of an application. It shows you the name of the document and the application currently being used. The document name and the application name appear in middle of the title bar.

4. Tabs or Menus



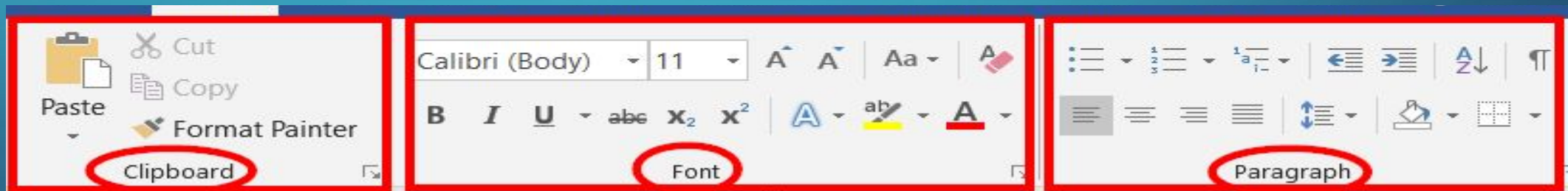
In the user interface to Microsoft Word, Tabs/ Menus are the part of the Ribbon. And these appear below the title bar, Each tab contains different groups, and each group forms with one or more commands

5. Ribbon - user interface to Microsoft word



In the introduction and user interface to MS Word, the Ribbon is all about the collection of groups, tools and functions in the MS- Office suite of applications that you can see under each tab.

6. Groups – User Interface to Word



The group is a collection of commands also, part of the ribbon and appear on all the tabs. The tabs are as Home, Insert, Design, Layout, References, Mailings, Review, and View. For example, the groups of Home tab include Clipboard, Font, Paragraph, Styles, and Editing.

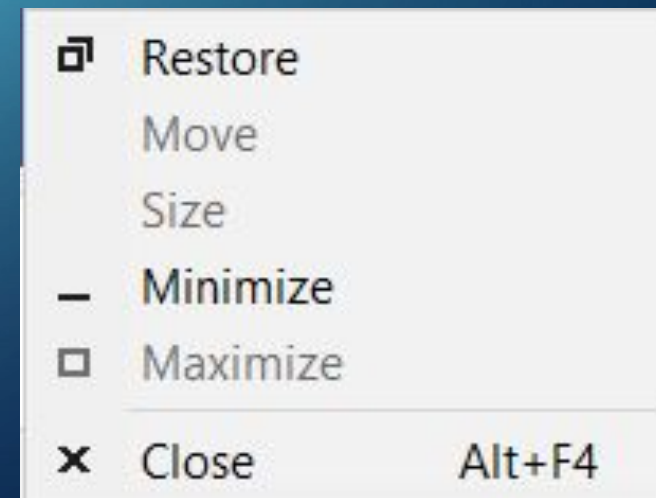
7. Commands



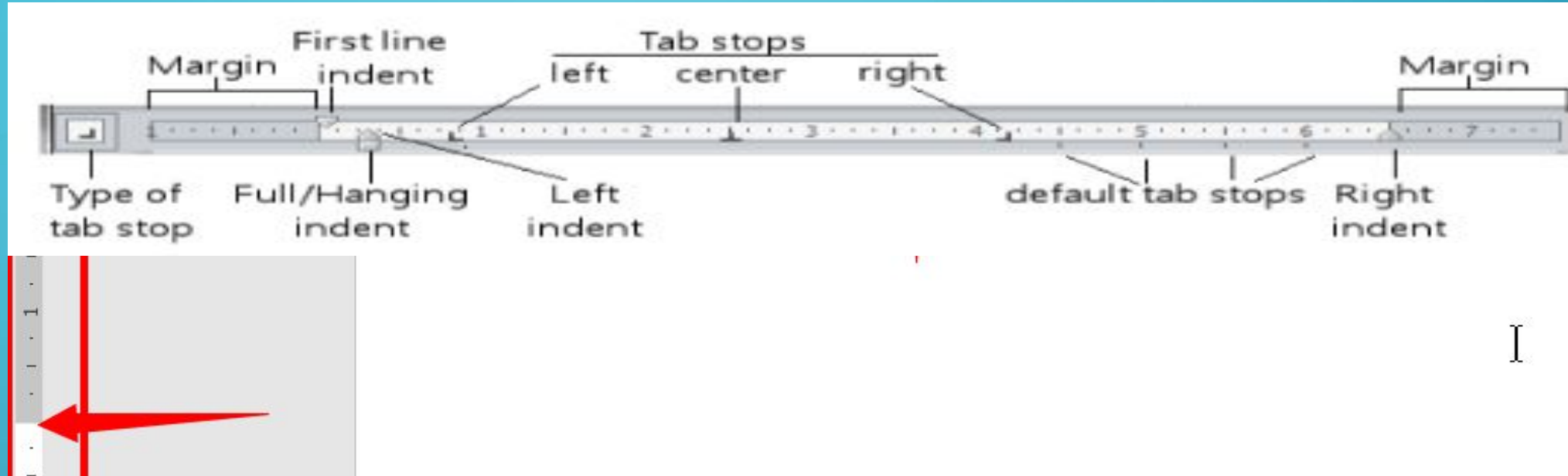
Commands are the heart of the user interface to Microsoft Word. And each command is the part of a group, each work in a word is accessible by using the commands or other shortcut keys. Example for Commands are Cut, Copy, Paste, Format Painter, Bold, Italic, etc.

8. Hidden (Concealed) Control Buttons:

The Hidden Control Buttons are logical, that seems dependent on the Left or Right click on the Title bar. There is a slight contrast between the Hidden Control Buttons and the Control Buttons. The Hidden Control Buttons incorporate Restore Down, Move, Size, Minimize, Maximize and Close.

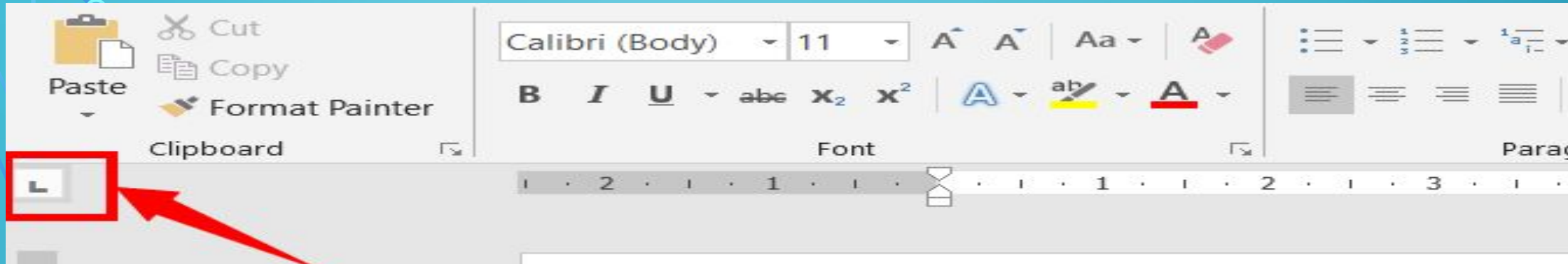


9. Rulers










the Ruler appears looking like a measurement scale. Vertically at the left end of the document and horizontally at the bottom of the ribbon (top of the word document). In word processing, we can use the ruler for setting margins, different indentations (Indent) and marking different tabs by using the tab selector. You can see tab selector at the left end of the ruler.

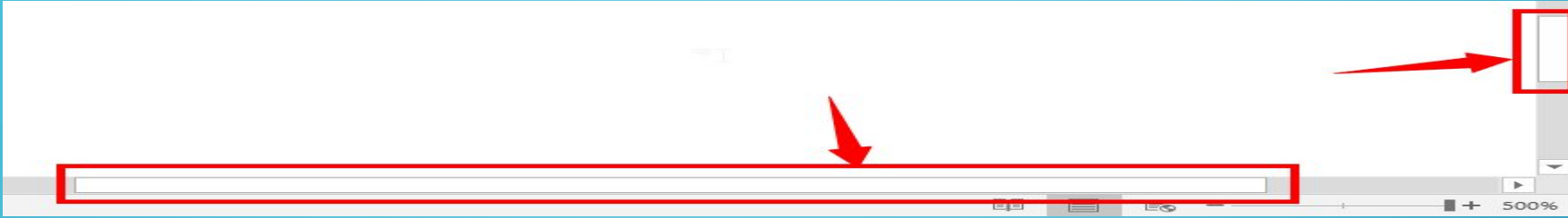
10. Tab Stops (or) Tab Selector



Tab stop is used to align the text in different ways. The tap stops include Left Tab, Center Tab, Right Tab, Decimal Tab, Bar Tab, along with First Line and Hanging Indents.

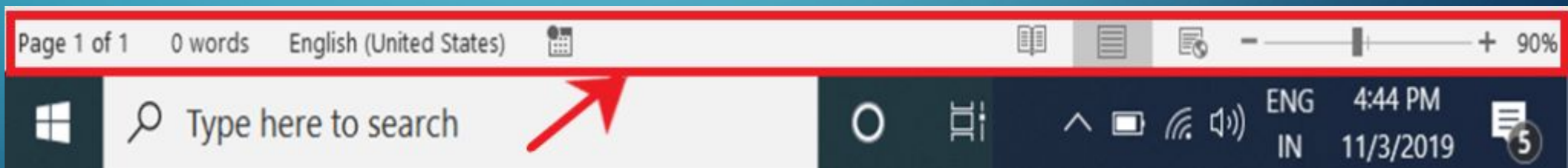
-  **Left** - Text is extended to the right of the tab.
-  **Center** - Text is centered in the middle of the tab.
-  **Right** - Text is extended to the left of the tab.
-  **Decimal** - Text before the decimal point extends to the left, and text after the decimal point extends to the right.
-  **Bar** - A vertical bar is shown on the tab.
-  **First Line Indent** - Indents the first line of a paragraph.
-  **Hanging Indent** - Indents all lines of the paragraph, except the first line.

11. Toolbar



Scrolling is an action of viewing any part of the document by moving up, down, left and right. You can scroll a document when it is more than 165% in zoom mode. There are two scrollbars you can see in your Word document such as Vertical Scrollbar and Horizontal Scrollbar.

12. Status bar



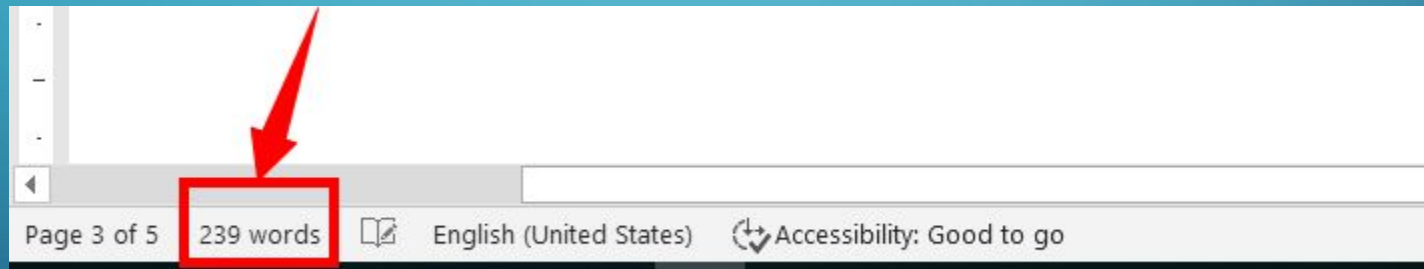
Where you can see the list of commands (word features), such as a Page information, Word count, Check proof errors, Language selection, Page view options, and Zoom slider from the beginning to end on the bottom bar. Status bar appears at the bottom of an application.

13. Page Information



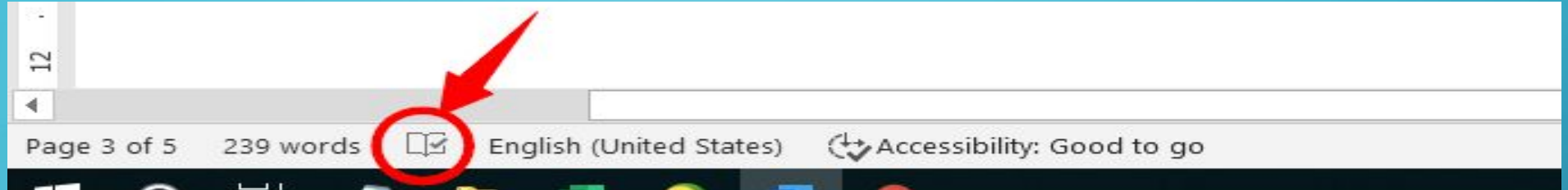
page information appears at the bottom left corner of the status bar. It gives information on which page is present and how many pages are there in the document.

14. Word Count



We can see the total number of words that are counted on the taskbar, called the Word Count. So, here not only you can see the total number of words, but also see the total number of pages, lines, paragraphs and characters with or without spaces by clicking it.

15. Check Proof Errors



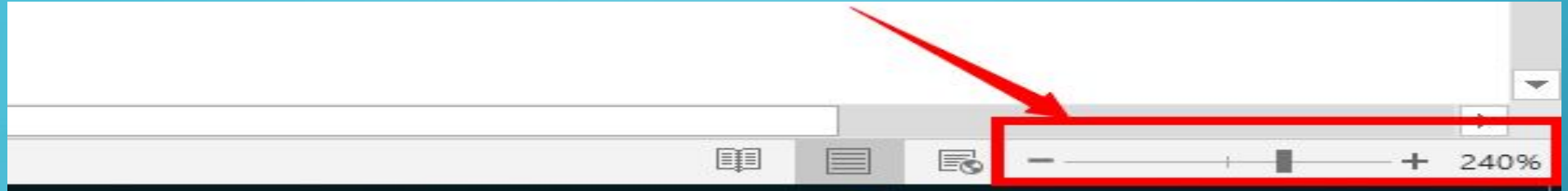
It checks and corrects the grammatical and spelling errors in a word and other application suites.

16. Page View Options



- a. **Page View** Options appear at the right but one on the taskbar.
- b. **Read Mode**: Read Mode is easier to read your content of the document.
- c. **Print Layout**: In the Print Layout Mode, You can see a document appearance as if it is printed.
- d. **Web Layout**: In the Web Layout Mode, your document appears looking like in a Webpage.

17. Zoom Slider



The **Zoom Slider** appears at the bottom right corner on the status bar. With the help of this, we can zoom in and out the document.

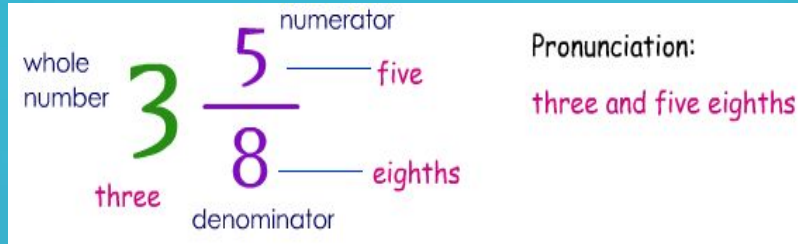
18. Control Button



Ribbon Display Options, Minimize, Restore, Maximize and Close buttons are additionally called Control Buttons. It show up at the upper right corner of the (MS Office Suite of Applications) Word.

ENGLISH SYMBOL

+	Plus / add
−	Minus / take
x	Multiply / times
=	Equals
:	colon
<	Less than
>	More than
≤	Less than or equal
≥	More than or equal
{ }	Curly Bracket
@	At sign
*	Asterisk
≠	Not equal
[]	Square bracket
÷	Divide
	Bar/Pipe
%	Percent
Ω	Ohm sign
π	Pi



™	Trademark symbol
®	Registered trademark symbol
©	Copyright symbol
/	Slash
∞	Infinity
√	Square root
∫	Integral
—	Dash / hypen
_	Underscore
&	Ampersand
“ ”	Quotation mark
;	Semicolon
?	Question mark
()	Parenthesis
‘ ’	Apostrophe / prime
#	Hash
!	Exclamation mark
. ,	Period, Decimal, Point
...	Ellipsis
½	Fraction

Vocabulary

center

to place text horizontally or vertically in the middle of a page

character

any letter, number, or symbol typed on the keyboard

clip art

pictures and drawings that can be inserted into a document

command keys

used in conjunction with another key to carry out an operation listed on a menu

Copy & paste

to highlight text, leave it where it is, and also put a copy of it in another location.

Cursor

The cursor on your screen can indicate two things: 1) where your mouse pointer is, or 2) where the next character typed will be entered in a line of text.

cut and paste

to highlight text and move it to another location

Data

Information entered into the computer to be processed that consists of text, numbers, sounds, and images.

desktop publishing

The use of a personal computer to combine and manipulate text and images to create attractive documents that look as if they were created by a professional printer.

document

anything produced in a word processing program

Vocabulary

Term	Translation
Alignment	Adjusting text position (Left, Center, Right, Justify)
Clipboard	Temporary storage when copying, cutting, and pasting
Cursor	Indicates where text will appear on the screen
Document	Any file created using Word Processing tools
Formatting	Adjusting appearance of text (font, size, style)
Indentation	Space before the start of a paragraph line
Margins	Blank spaces along page edges
Page Layout	Arrangement of text, images, and spacing on a page
Ribbon	The toolbar containing tabs, groups, and commands
Styles	Predefined formatting settings for quick design
Template	Ready-made document format used as a starting point
Toolbar	A set of quick-access icons for commands
Word Wrap	Automatic shifting of text to the next line
Zoom	Adjusts display size on the screen
Shortcut Keys	Keyboard combinations used to perform commands quickly

CONCLUSION

An introduction of Microsoft Word and user interface to Microsoft Word is very important for those who are going to learn Word. MS-Word can be easily understood by fully reading its introduction, interface and features as described above. Besides this, beginners must start with MS Word while going to learn any suite of Office applications such as MS-Excel, MS-Ppt, MS-access etc.

Learning **Word Processing**, especially through *Microsoft Word*, is a fundamental skill for students in **English for Information Technology**. Through understanding the interface—such as the Ribbon, Tabs, Groups, Commands, and Control Buttons—students gain the ability to produce professional documents efficiently.

EXERCISE I

Match These Commands (1-7) to Their Meanings

- | | |
|-----------|---|
| 1. Open | A. Alter data in the document |
| 2. New | B. Begin a new file a containing no data |
| 3. Save | C. Alter the appearance of the text (e.g change the font) |
| 4. Print | D. Start the application ready for use |
| 5. Insert | E. Enter information into the file |
| 6. Edit | F. Save the document to disk |
| 7. Format | G. Send the data to their printer to be printed out |

EXERCISE 2

Write down the formula!

1. =IF(A=20,B2,0).
2. =C2+(B7-B3)”
3. =AVERAGE(_G7*C8/C9)
4. =COUNT(D7:H7);_7-7
5. =CHOOSE-(K4;L2/L3:K8;L8/L9)
6. =IF(J3*F9;G4)-M24’/R12.N12) ≥F32
7. =NOT {≤F4 ÷K34}*F21-R32:D24
8. =MULTIIF(≥F11C X B22/G14) ≠G34
9. =NOT’(A23 ÷ C12*G2#H4)-E15
10. =SINGLEIF(G7*K33)33/4 ÷ H23
11. =SUM”(D2:J2) + SUM (J3:J10)
12. =MATCH(F7:F25)+365&F11*N14
13. =VLOOKUP(B1=0,1,3) ≤L12 ; R34
14. =COUNTIF[G2+J2]/D4%&T13%
15. =HLOOKUP[C32≥D19/32}*F34;E23)
16. =AREAS(A18;D13:W11)*C12-D14
17. =OR[H19-H32/F42”_-;D12)] >C26.F13
18. =DATE(N56-L14;L33%)*R32 ÷ F43/32
19. =LOWER(W36;K16)V18/D10:T21
20. =UPPER(A34*D11;F32)R13%-G43/20%



THANK YOU

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