UNIT:3	WORD PROCESSOR

1. INTRODUCTION:

A word processor is more formally known as document preparation system and which is a computer application used for the production that including composition, editing, formatting, and possibly printing of any sort of printable material. The Word processing is a software or Program which is used to process on the text. It allows user to enter, view, edit, manipulate, transmit, store retrieve and print text material. The text material may be letters, reports, notes, thesis, book, invoices, projects, or anything else. It is very easy to make corrections for typing or any other kind of errors. Changes and modifications in text can also be made at any time. Editor provides commands to insert or delete words, sentences or even paragraphs. Some word processing packages are Lotus WordPro, Word Star, Windows Write, Easy Writer, Sabdaratna (English/Hindi), MaC Write, Apple work – Pages, Corel WordPerfect, Microsoft Word, Microsoft Works, Sun Star Office etc. A word processor contains the ability of editing and creating plaintext documents.

Some Commonly Supported Features of the Word Processor:

1. Entering the Text
2. Editing the Text
3. Formatting page Style
4. Formatting text
5. Entering Mathematical symbols
6. Importing text, Graphics and Images
7. Searching and Replacing Text string
8. Checking spelling and Grammar
9. Saving ,Opening, Accessing and Deleting documents
10. Printing documents
11. Security and protection

Entering the Text:
This feature allows us to enter text with computer's Keyboard or key typing devices. Every character typed on keyboard is displayed immediately on computer's screen.

Editing the Text:
This feature allows us to make changes in an already entered document. In insert mode, new characters typed are inserted in the text at cursor's position. Text editing feature also supports, delete, cut-and-paste facilities where delete can deletes the entered documents, words, characters and cut-and-paste facility allows moving a block of text at several locations in a document.

Formatting Page Style:
This feature allows us to define page layout format for a document .This feature allows like spacing, numbering , placing Header and footer ,labels on the page etc.

Formatting the Text:
This feature allows us to format portions of the text in a document to improve its general appearance and readability .For instance, selection of an appropriate font size, font style, alignment justification, bullet and numbering etc.

Entering Mathematical Symbols:
This feature allows us to enter complex mathematical equations using mathematical symbols. Such as $<$, $>$, @, €, $\sum$, ∞ etc.

Importing Text, Graphics and images:
This feature allows importing text, graphics and images from some other document in to a document that we are working on currently.

Searching &Replacing Text String:
This feature enables us to quickly search for all occurrences of a specific word, phrase or group of characters in a document.

Checking spell and grammar:
This feature allows checking the spelling and grammar for the entered text document and helps to the user to make errorless and correct document. It helps users to correct grammatical mistakes and use of improper writing styles in the document.

Saving, Accessing &Deleting document:
This feature allows us to save a document on a secondary storage device such as Hard Disk, floppy disk and other devices and access it later when needed for reuse. And if we need not this document then we can delete it from the device also.

Printing the document:
This feature allows us to see print preview and print the document on printer in different mode such as portrait mode or landscape mode. This allows us to set the margins, print preview and spacing features also before printing the document, then we can make good hard copy of our document and record for the long period.

__Security and Passport Protection:__

This feature of word processing package allows user to protect his /her document with the password and Track changes the text document. Using this feature no body can open the document without accessing the password. Thus the user can secure the document.

2. MICROSOFT WORD:

MS-WORD is full –featured word processing program which can be used for any kind of work involving creating and managing text document. Using ms-word we can prepare various documents such as Letters and Reports, bills, designed brochures, vouchers, pamphlets, newsletters, magazines, invoices, office stationeries like letter-heads, envelopes, forms, advertisement etc. The MS-Word consists of various features such as page setup, inserting Header and Footer, Inserting symbols and mathematical operators, inserting table with various style, setting background colour and themes, set password for the security etc and more others. This package gives user to a platform to create and set a text document according to users required design.

IMPORTANT FEATURES OF MS-WORD

MS-Word not only supports word processing features but also desktop publishing features. Some of the important features of MS-Word are listed below:

- MS-Word program provides the Desktop Publishing features.
- Using word we can create the text documents and edit them later.
- It provides easy way to modifying the existing text, deleting/moving some part of it.
- It provides easy environment to maintain the Font size, Font styles and type of fonts.
- It provides features of including Page numbers and Header and Footer in the current document.
- Spelling can be checked and correction can be made automatically in the entire document.
- It also allows the user to mix the graphical pictures, Clips, Arts with the text.
- Tables can be created, modified and included with the text.
- It also provides the mail-merge facility.
- It supports Security and privacy maintenance with the documents.
- It also provides online help of any option.

Some steps to start MS-Word:

1. Click once on the **Start Menu** button.
2. Choose **All Programs menu** and click once.
3. After selecting All Programs menu there appears the various lists of installed programs and select Microsoft **Office** menu and click that.
4. After Clicking Microsoft office there appears the office program packages and select **Microsoft Word** option and click once.

In this way we can start Microsoft Word program. For the shortcut starting of this then see the icon of MS-Word on the desktop window and double click that icon.

3. FORMATTING THE TEXT:

This feature of the Word processor consists of the designing of the characters with various styles, size and models. Using this feature we can make our text document in to suitable format and good looking. This feature allows us to format positions of text in a document to improve its general appearance and readability. It is the process of controlling appearance or layout of text on page and inclusion of other graphics like line, shading, color etc. Generally, formatting is of three types: Character formatting, Paragraph formatting and page formatting. The formatting text includes various things such as:

1. **Selection of an appropriate font:** A word processing package comes with several standard fonts, such as Times, veranda, Cambria etc. Different fonts may be applied to different portions of the same documents.
2. **Selection of an appropriate font size:** The font size of word processor measured in points (one point is 1/72 inch).Different font sizes may be applied to different portions of the same documents.
3. **Selection of an appropriate font style:** Commonly used font styles are Italic, Bold and Underline. They are normally used to highlight individual words, phrases, or portions of text in a document.
4. **Selection of appropriate justification:** Justification is alignment of text on left or right margin, or on both margins. A word processing software accomplishes this by making micro adjustment of space between words, and sometimes even between characters on a line. This feature also allows setting words or characters in to power level or base level when required. So the formatting feature of Word processor is important for the design the text document or any portion of text document separately.

The formatting can be related with page style and can be the text formatting .About the page style formatting defines the page layout formatting, margins, page set up, print preview of page etc. About the text formatting there can be defines various format and layout with the text document. Some points with steps for change the text size, text alignment, and font style.

Firs, we have to see the formatting toolbars on the top of the current document page.If it is appeared there then we can do the above operation using shortcut icons of formatting toolbars otherwise click Toolbaars wizard on the View menu then click the **Formatting** option then formatting toolbars will be appeared on the lower below of the menu bar then we can complete the required task on the computer.

Some steps for change the suitable size of the text:
- Select the text or word which we required to change suitable size.
- See the font size icon on the formatting toolbars and pull down list of the font size and select appropriate size which available on the list.

Some steps for change the suitable Font style of the text:
- Select the text or word which we required to change suitable font style.
- See the font style icon such as **B** for Bold, *I* for Italic or **U** for Underline on the formatting toolbars and choose the appropriate icon and click that.

Some steps for change the suitable Text alignment of the text:
- Select the text or word which we required to change suitable alignment of the text.
- To set the alignment of the text we have to see the icon for the alignment(s) such as Left ,Right, Centre or Justified on the formatting toolbars and choose the appropriate icon and click that.

Another alternative method can also be used for change the font, font style and font size of the text. First click the format menu on the menu bar then click font option then we can see the font wizard bar then select the appropriate topic such as font, font style , size and complete the task using those options.

4. HYPERLINK:

A hyperlink is the process of linking the one document to another document. A hyperlink is a selectable object that includes the path information to another object. The object can be a target on the same document, a file on the same computer, or a uniform resource locator giving the location of a web page halfway around the world. The process of creating a hyperlink is exactly the same in all cases. Some point on the document or webpage is turned into an active spot which includes the path information and by clicking on it will take you to a specific destination. Creating hyperlinks allows you to switch between documents. This hyperlink can be used for any types document linking that can be image or text or sound clip or video etc.

Steps to create hyperlink:

Step:1: Place cursor there where required to hyperlink any document.

Step:2: Insert menu in the menu bar.

Step:3: Click on the Hyperlink option. or Direct press Ctrl+K keys from the keyboard.

Step:4: There will appear "insert Hyperlink " wizard and select the required document to link.

Step:5: Then click on the ok button of wizard.

Step:6: There will appear the linked address and you can see or use that linked document.

5. ALIGNMENT SETTING:

Alignment is the feature in the MS-Word which is used by the user to give different styles to a paragraph like the user want to centre his paragraph then he click on centre alignment after selecting the paragraph. It is the arrangement of text or graphics relative to a margin from the several sides.
- *Left alignment* means that text is lined up along the left margin.
- *Right alignment* lines up text along the right margin.
- *Centred alignment* means that text is aligned around a midpoint.
- *Justified alignment* means that text lines up along both margins.

In reference to graphical objects, *alignment* describes their relative positions. Most draw programs support an align command that allows you to align two or more objects so that their tops, bottoms, sides, or middles are aligned.

6. CHECKING GRAMMER &SPELLING:

Modern word processing packages come with an electronic dictionary and a spell checker to allow us to ensure that the entered document does not contains any misspelled word. Spell checker compares every word in document with system dictionary and alerts if no match is found. In such situation, the spell checkers highlights the word and waits for the user's action such as Ignore once or ignores all or add to dictionary or change or change all or auto correct.

Some steps for spell checking:

- Place the cursor at the beginning or select the word for the spell checking.
- Choose Spelling and Grammar menu (option) form the Tools menu.
- A spell checker dialog box appears on the windows. The spell checker program immediately starts picking up each word in the document. When search the words and offers user to the suggestions such as Ignore once , ignore all , add to dictionary, change , change all ,auto correct and waits for users reply and does the actions or results according to user's suggestion.

In this way the spelling checking process can be completed and the user can make his documents error free and correct. Similar to spell checker, some advanced word processing packages come with a grammar checker that enables us to correct grammatical mistakes and use of improper writing styles in our document. Features of grammar checkers are listed below:-

- Highlighting use of double words.
- Highlighting phrases with redundant words.
- Highlighting misuse of capital letters.
- Highlighting text with subject and verb mismatches.
- Highlighting punctuation errors.
- Highlighting sentences writing in passive voice rather than active voice etc.

7. HEADER AND FOOTER:

The important and helpful feature of MS-WORD is Header and Footer .Using this feature we can print standard piece of text and or an image at the top or end of each page of the current document .The most common use of Header and Footer is to print page numbers and reference titles. This feature also can be used to draw a suitable line on the top of the page or bottom of the page. This feature also can be used for make letters head for the official purpose also. Some steps for insert Header and footer in the current document.

- Choose the Header and footer wizard on the View menu on the menu bar.
- Dashed line box will appeared on the top of the current document. To create a header, enter text or graphics in the header area or click a button on the Header and footer toolbar.(To insert page number insert page number , to insert date insert date , to insert current time insert time .)
- To create footer, click switch between header and footer to move to the footer then enter text or graphics in the footer area or click a button on the Header and footer toolbar.
- When finished click close option.

The text or graphics entered in a header or footer is automatically left aligned. We can set entered text into any place alignment and any style also.

8. BULLETS AND NUMBERS:

One of the smartest features of MS-WORD is to create numbered list. Some steps to insert numbered list into current document.

- Select and Highlight the text where hove to insert number.
- Select the format menu on the menu bar and choose the Bullets and Numbering menu and click once on that menu.
- Click on the Numbered menu on the Bullet and Numbering windows.
- Select the numbering pattern and click the appropriate pattern and click OK.
- Then the user can get the required numbered format or bullet format in to his/her documents.

9. MAIL MERGE:

In the computing approach Mail Merge is a software product that uses a file (or database) of names and addresses, together with a template document, to produce multiple copies of a letter, each personally addressed to a different

recipient. In any working environment, there can be occurred various situations when a similar type of letter or document is to be send to many persons who reside at different locations. The letters may contain the address of each recipient one way of doing this is to print the letters by changing the address each time in the document after printing such letters . This is the process of transferring selected information from one document to another document and designs the document with the different mailing addresses at a time.

Steps for organizing Mail Merge:
- First, create or Open a main document.
- Choose Mail merge wizard from the Letters and Mailing men from the Tools menu.
- Select document type such as letters or email message or envelopes or labels or directory and click once. (Here we are mainly using letters so we have to click letters option.)
- Choose current document because we already created document and Click next on the bottom side given step.
- Select the recipient's type such as Use an existing list or outlook contacts or type new list option. (If just starting then click on the Type a new list option) and click once on the Create menu.
- New Address List named window will appear there then choose the customize menu and click once then select required field list from the given list. If there have to add new list then click add new option and write the field name , if there have to remove some unnecessary fields then delete that. And click OK option and type the mailing addresses with the help of new entry option. Then click the cancel option.
- There will appear save Address List window and save the data source list by specifying new file name   of mailing addresses.
- After these above actions there will appear the mail merge toolbar on the lower down of the formatting bar then place cursor on the required place of the document and using that mail merge toolbar place the mailing address on the main document.

10. MACRO:

A Macro is a series of Microsoft word command and instructions that grouped together by the user as a single command or as a single controlled key to accomplish a task automatically. The user can perform any task repeatedly in Microsoft Word or other similar package by using a macro function or command. For example: if we want to insert designed table with a specific size and style and with specific numbers of rows and columns repeatedly then we can use here macro for the above task also. After recording the macro if need later then we can paste those actions using shortcut key in which macro recorded.

Some uses of the macro are:
- To speed up routine , editing and formatting
- To combine a multiple commands
- To make the option in a dialog box more accessible.
- To automate a complete series of tasks.

Some guidelines to create a macro:

We can create a macro by using the macro recorder to record a sequence of actions or we can create a macro from visual basic application.

- On the tools menu, point to the macro and then click record new macro menu.
- There will appear "Record New Macro" named window box then type the macro name there.
- In the store macro box type a description of the macro.
- Select the assigning option of the macro as toolbar.(which carryout various commands) or Keyboard (which contains various shortcut key functions)
- To assign the macro to a toolbars: click the toolbars option then again click the commands tab. In the command box click macro which are recording and drag it to the toolbar or a menu where we want to assign. Then click close to begin the recording with the macro recorder.
- Too assign the macro to shortcut key: Click the keyboard option. There will appear customize keyboard named windows and we can see there the various options. In the command box click macro and in the place of "Press new shortcut key box" type the shortcut key which want to declare or assign there and then click assign option. Click the close option to begin the recording the macro.
- Perform the actions which want to include in the macro.
- To stop recording the macro click stop recording from the appeared icon box.
- When required those actions which performed on the macro and recorded into shortcut key they can recall or insert by pressing that key or command later.

Some guidelines to run a macro:
- On the tools menu, point to Macro and then click Macros.

- In the macro name box select the recorded macro name
- Click run
- OR Press N then shortcut key which assigned before for recording the actions.

11. PASSWORD PROTECTION:

Password protection is the most of the important feature of MS-Word. This feature prohibits the unauthorized access of the document. Anybody needs to know the password to access the MS-Word document. Protecting documents is not only saving document with password. It also protects the document for adding, deleting and modifying the text of document. After protection, users are not allowed to type and modify any text on the document but they can open document file.

Some steps for protecting documents:

1. Open the document you want to make protect or read only.
2. Choose **Tools menu and** select **Protect Document.**
3. On the right side **Protect Document** named bar will appear.
4. Check the box under "Editing restrictions". Make sure the drop down menu is selected as "read only".
5. Check the button "Yes, starts enforcing protection" and you will be prompted for a password.
6. Enter the password and save the document.

In this way made document is read only. Users can still open and read the document knowing the password. The password is required only if the user want to edit or modify the document. For modify the document the user required to click "stop protection" and has to enter given password.

12. Creating New Document Using the Templates features:

Microsoft Word provides several ways to create new document. You can start with a new, blank document or you can use a predefined template. A template is a sample document or pattern, which you can personalize. To use a template firstly select file: New from the main menu. The New Document task pane will be appeared there. Then look in the templates section of the new document task pane .You can access template from three ways:

- Template on Office Online
- On the Computer System
- On the website.

13. OBJECT LINKING AND EMBEDDING:

What do you mean by OLE?

OLE is stands for object linking and Embedding. It is Microsoft Corporation's compound document technology. Briefly a compound document is something like a display desktop that can contain visual and information objects of all kinds such as text, calendars, animations, sound, and motion video, 3-D, continually updated news, controls, and so forth. Each desktop object is an independent program that can interact with a user and also communicate with other objects on the desktop. With OLE, the user can dynamically link files and applications together. An object is a combination of data and the application needed to modify that data. The user can embed objects in or link them to documents created with a different application. For example, A Microsoft Excel sheet can be embedded within a Microsoft Word document using OLE. Double –Clicking the embedded spreadsheet will launch Excel and allow the user to modify the sheet. Some applications include small applets that are used to create objects. For instance, Microsoft word includes a drawing tool like Drawing and a tool for manipulating characters as Text Art which can be launched only via OLE.

Different between object linking and embedding:

Sr	OBJECT EMBEDDING	OBJECT LINKING
1.	It is the process to import the objects such as pictures, files, videos etc.	It is the process to insert the object but by establishing the relation between source place and used object.
2.	After importing the objects, there is no relation between source object and working object.	After inserting the object, we can double click over it to go its source place. After modification, again we can insert the object on working place.
3.	For example: Inserting the file from other system like Excel file, MS-Word files etc.	For example: Inserting object from paintbrush, Clip gallery etc.