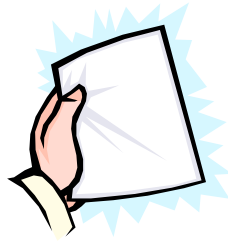


Word Processing Basics

❖ Think of the computer as a page of typing paper with these differences:

- ◆ **Cursor**
- ◆ **Scrolling**
- ◆ **Word wrap**
- ◆ **Character insertions**
- ◆ **Character deletions**
- ◆ **Command Access**
 - ◆ Pull Down Menus
 - ◆ Toolbar Buttons
 - ◆ Shortcut keys
 - ◆ Context Sensitive Menu



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Cursor, Scrolling, and Word Wrap

❖ **Cursor**

- ◆ Cursor shows where next character will appear in your document



◆ **Move Cursor**

- ◆ Use mouse or other pointing device
- ◆ Use keyboard arrow keys

❖ **Scrolling**

- ◆ Scrolling is necessary to see portions of a document that can't fit on screen at one time



❖ **Word Wrap**

- ◆ Words that won't fit on a line are automatically moved down at the beginning of the next line



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Document Formatting

❖ **Formatting** is controlling the visual appearance of the document:

- ◆ Margins
- ◆ Tabs/Indents
- ◆ Alignment: Left, right, centered, justified
- ◆ Font face: Times New Roman is default
- ◆ Font size: 12 point for most text
- ◆ Font style: bold, italic, underline

❖ **Pagination** – controls appearance of pages

❖ **Footnotes** – used for referencing sources

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Word Processing Edit Commands

❖ **Edit Menu commands change text content**

- ◆ Undo Ctrl-Z
- ◆ Redo Ctrl-Y
- ◆ Cut Ctrl-X
- ◆ Copy Ctrl-C
- ◆ Paste Ctrl-V
- ◆ Paste Special...

Short Cut Keys

Underlined letters are
Alt-key selections used
if mouse not available

Toolbar Buttons



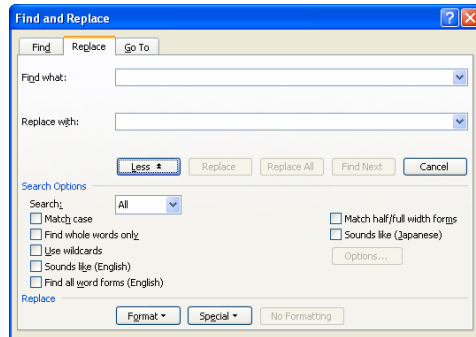
❖ **Clipboards**

- ◆ **Windows** = Paste between any applications
 - ◆ Holds only 1 item, but can be pasted multiple times
- ◆ **Office** = Paste between office applications
 - ◆ Holds 24 items and each can be pasted multiple times
 - ◆ Available as a Task Pane Ctrl-F1

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Text Search and Replace

- ❖ Find **Ctrl-F**
- ❖ Replace **Ctrl-H**



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Scrolling

- ❖ Scrolling allows viewing of a document that can't fit on the screen at one time

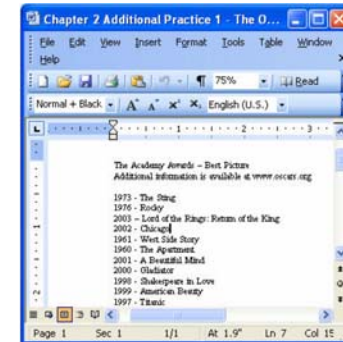
- ❖ Key controls

- ◆ Horizontal

- ◆ Home
 - ◆ End

- ◆ Vertical

- ◆ Ctrl-Home
 - ◆ Ctrl-End
 - ◆ PgUp
 - ◆ PgDn

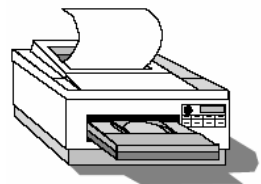


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View Menu

- ❖ View Menu

- ◆ Normal
 - ◆ Web Layout
 - ◆ Print Layout ← The best for formatting
 - ◆ Reading Layout
 - ◆ Outline
 - ◆ Zoom



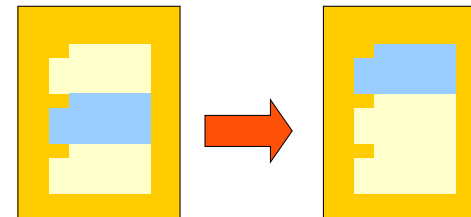
WYSIWYG = What You See Is What You Get

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Moving Text Blocks

- ❖ Moving a block of text removes it from original location and moves it to new location

- ◆ Can use Cut and Paste
 - ◆ Drag and Drop



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Typography: Typeface

❖ Font Face (Typeface)

- ◆ **Serif** font has hooks on ends of characters
 - f ◆ Makes reading easier
 - ◆ Document Body should be typed with a serif font
 - ◆ Examples: Times New Roman, Georgia, Courier New
- ◆ **Sans Serif** font is without hooks on letters
 - f ◆ Best for Headings
 - ◆ Examples: Arial, Verdana, Impact, Lucida Console
- ◆ **Symbolic** font face
 - ◆ Example: Wingdings ☿)(■♪♫☹)(■♪♫

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Typography: Typeface

❖ Proportional Typeface

- ◆ Variable character width
- ◆ Compressed text with more words on a line
- ◆ Examples: Times New Roman, Georgia, Arial, Impact

❖ Monospaced Typeface

- ◆ Fixed character width
- ◆ Typewriter style text
- ◆ Examples: Courier, Courier New, Lucida Console

❖ TrueType Fonts

- ◆ Appear Same on Screen and Printer



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Typography: Font Size

❖ Font Size (Type size)

- ◆ 12 pt font = 6 lines per inch
- ◆ 1pt = 1/72 inch
- 12 point
- 18 point
- 24 point
- 36 point
- 54 point
- 72 point

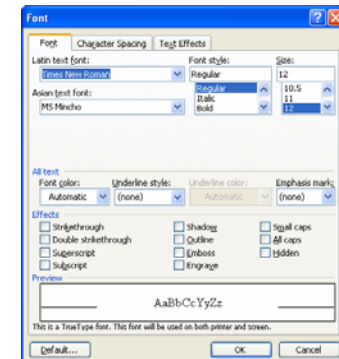
Times New Roman 12

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Typography: Size and Style

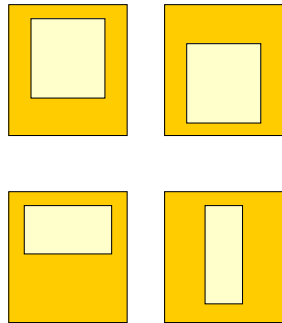
❖ Font Style Format | Font **B** *I* U

- ◆ Bold [Ctrl+B]
- ◆ Italics [Ctrl+I]
- ◆ Underline [Ctrl+U]
- ◆ Shadow Shadow
- ◆ Strikethrough
- ◆ Superscript
- ◆ Subscript
- ◆ SMALL CAPS



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Margins

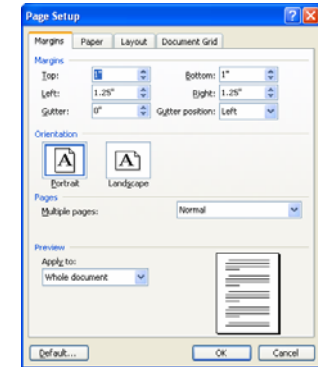


- ❖ Margins define the blank white space surrounding printed text
- ❖ You can adjust margins for:
 - ◆ Top
 - ◆ Bottom
 - ◆ Left
 - ◆ Right

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Page Setup

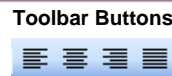
- ❖ Margins adjust File | Page Setup
- ❖ Orientation
 - ◆ Portrait
 - ◆ Landscape
- ❖ Pagination
 - ◆ Page Breaks
 - ◆ Header Layout
 - ◆ Footer Layout
- ❖ Paper Size



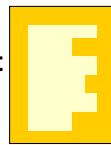
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Paragraph Alignment

- ❖ Alignment Format | Alignment



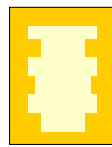
- ◆ Flush left
- ◆ Flush right
- ◆ Centered
- ◆ Justified



Flush Left



Flush Right



Centered



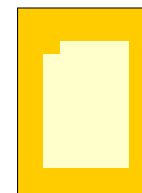
Justified

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Paragraph Indenting

- ❖ Indents Format | Paragraph

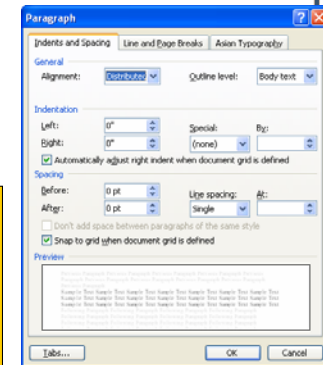
- ◆ Right Indent
- ◆ Left Indent
- ◆ First Line Indent
- ◆ Hanging Line Indent



First Line



Hanging Line



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