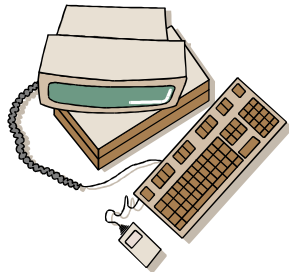


Word Processing

- ❖ Typewriters become obsolete
- ❖ Word processing lets you:
 - ◆ Create document
 - ◆ Edit document
 - ◆ Format document
 - ◆ Store document
 - ◆ Retrieve document
 - ◆ Print document



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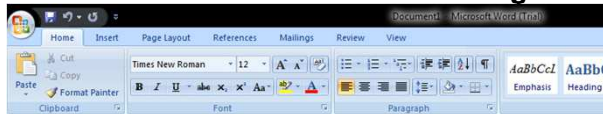
Edit and Format Document

- ❖ Edit document
 - ◆ Editing a text document means to make changes to the contents of the document
 - ◆ Insertions or deletions to fix errors, improve its content, or move text
 - ◆ Powerful replace and replace all occurrences functions available
- ❖ Format document
 - ◆ Formatting refers to modifying the appearance of the text document
 - ◆ Does not alter content—only look of the document
 - ◆ Includes alignment, fonts, line spacing, and more



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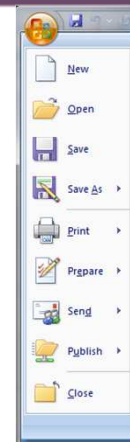
Command Access

- ❖ Pull down menus ≤ MS Office 2003 & OpenOffice
 
- ❖ Toolbar buttons ≤ MS Office 2003 & OpenOffice
 
- ❖ Ribbon ≥ Microsoft Office 2007 and higher
 
- ❖ Shortcut keys **Ctrl-A, Ctrl-X, Ctrl-C, Ctrl-V, Ctrl-Z**
- ❖ Context sensitive menu
 - ◆ Right click mouse button on object

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File Store and Retrieve Document

- ❖ Store Document
 - ◆ Storing means to save the document to disk for later use
 - ◆ **Save As...** allows you to save the current document under a new file name
 - ◆ **Save** frequently – if power is lost a recent version of document can be retrieved
- ❖ Retrieve Document
 - ◆ Retrieving means to bring stored document from disk back into computer memory
 - ◆ **File | Open** command



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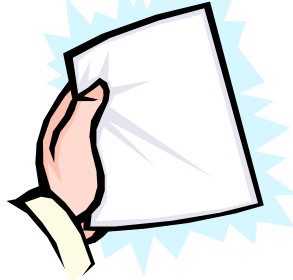
Word Processing Basics

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

- ◆ **Cursor**
- ◆ **Scrolling**
- ◆ **Word wrap**
- ◆ **Character insertions**
- ◆ **Character deletions**

- ❖ **Command Access**

- ◆ **Pull Down Menus**
- ◆ **Toolbar Buttons**
- ◆ **Microsoft Office Ribbon**
- ◆ **Shortcut keys**
- ◆ **Context Sensitive Menu**



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Character Insertions and Deletions

- ❖ Unlike typed, paper documents, word processors allow for easy corrections
- ❖ **[Ins]** Insert key functions has two modes which are **toggled**
 - ◆ **Insert Mode** – Inserts characters at the cursor position between the text
 - ◆ **Overwrite Mode** – Overwrites character to the right with entered text
- ❖ **[Backspace]** key removes unwanted characters on the left side of the cursor
- ❖ **[Del]** key removes unwanted characters on the right side of the cursor position

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Navigation 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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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 or Ribbon



- ❖ **Clipboards**

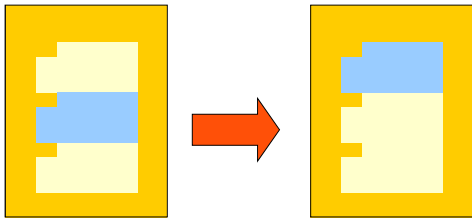
- ◆ **Windows = Paste between any application**
 - ◆ Holds only 1 item, but pasted multiple times
- ◆ **Office = Paste between office applications**
 - ◆ Holds 24 items and each can be pasted multiple times
 - ◆ Available as a Task Pane **Ctrl-F1** in Office 2003
 - ◆ Available in Ribbon in Office 2007

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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

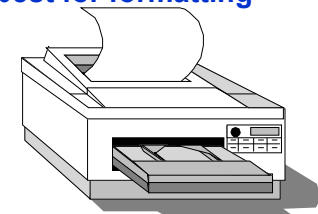


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View Menu

❖ 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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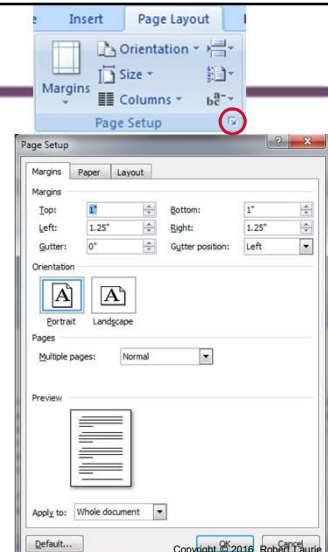
Document Formatting

- ❖ Pagination – controls appearance of pages
- ❖ 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
- ❖ Footnotes – used for referencing sources

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Page Layout

- ❖ Margins adjust
 - ◆ Top
 - ◆ Bottom
 - ◆ Left
 - ◆ Right
- ❖ Orientation
 - ◆ Portrait
 - ◆ Landscape
- ❖ Pagination
 - ◆ Page Breaks
 - ◆ Header Layout
 - ◆ Footer Layout
- ❖ Paper Size



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Formatting: Typeface

❖ Font Face (Typeface)

- ◆ **Serif** font has hooks on ends of characters
 - ◆ 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
 - ◆ Best for Headings
 - ◆ Examples:
 - Arial, Verdana, **Impact**, Lucida Console
- ◆ **Symbolic** font face
 - ◆ Example: Wingdings ☎)(■Ÿ๑๑)(■Ÿ๑

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Formatting: 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 an Printer**

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Formatting: Font Size

❖ **Font Size (Type size)**

- ◆ 12 pt font = 6 lines per inch
- ◆ 1pt = 1/72 inch

12 point

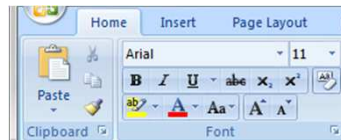
18 point

24 point

36 point

54 point

72 point

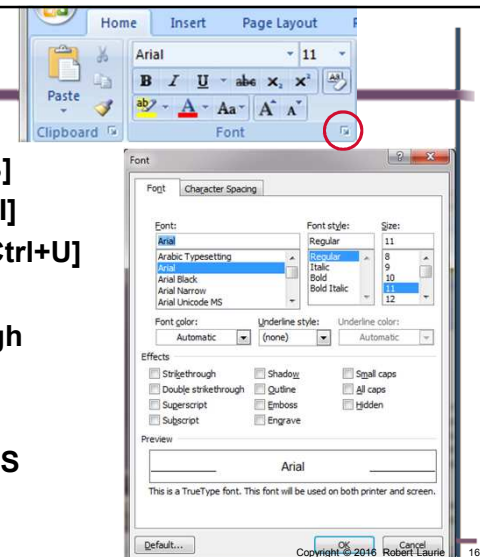


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Font Style

Font Style


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



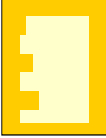
Paragraph Alignment



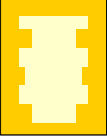
- ❖ **Alignment**
 - ◆ Flush left
 - ◆ Flush right
 - ◆ Centered
 - ◆ Justified
- ❖ **Indents**
 - ◆ Right Indent
 - ◆ Left Indent
 - ◆ First Line Indent
 - ◆ Hanging Line Indent




Flush Left



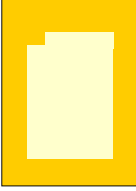
Flush Right




Centered



Justified



First Line

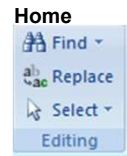
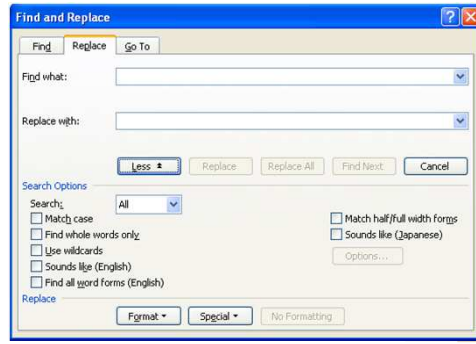


Hanging Line

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Text Search and Replace


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

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Word Processing Tools




- ❖ **Spell checking**
 - ◆ Spelling checkers are a preliminary proofreading devices
 - ◆ They lack scope or intuitive power of a human proofreader
- ❖ **Grammar checking**
 - ◆ Grammar checkers will find errors in verb tense, point out active vs. passive voice, and a host of other grammatical rules that the user may have broken
 - ◆ Not always accurate so use as a writing advisor
- ❖ **Thesaurus**
 - ◆ Find words with similar meaning



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Clip Art

- ❖ Clip art is ready-to-use art than can enhance the text design
 - ◆ Cartoon style images with relatively few colors, improves compressibility (file size)
 - ◆ Accessed in Task Pane or Drawing toolbar
 - ◆ Menu command Inser | Picture | Clip Art
 - ◆ Create your own using a painting program

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Bullet and Number Lists

❖ Organizes information by topic

◆ **Bullet List** emphasizes and separates items

- ◆ Can use different styles of bullets
- ◆ Can be used to create leveled Hierarchy

◆ **Number List** sequences or prioritizes items

- ◆ Updated automatically with insert or delete
- ◆ Outlines use Number List Leveled Hierarchy

◆ Examples

- | | | | | | |
|-----|----|-----|----|---|----|
| ▶ 1 | 2 | 3 | 4 | 5 | 6 |
| ▶ i | ii | iii | iv | v | vi |
| ▶ A | B | C | D | E | F |
| ▶ a | b | c | d | e | f |

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Outlines

❖ Helps to organize thoughts

- ◆ Leveled Hierarchy
- ◆ Topic Independence
- ◆ Sub-Topic Dependence

❖ First step when writing a college paper

❖ Good for organizing shopping lists

Shopping for a Computer

- I. Hardware
 - A. CPU
 - B. RAM
 - C. Hard Drive
- II. Software
 - A. OS
 - B. Applications
 1. Office
 - a. Word Processing
 - b. Spreadsheets
 2. Finances
- III. Warranty and Service

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Tables

❖ Organizes Information

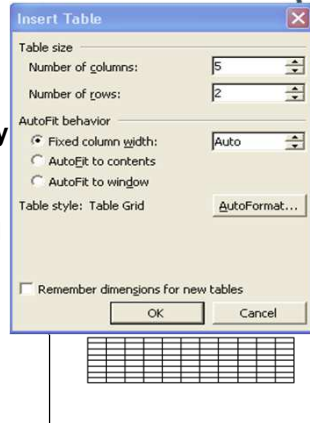
- ◆ 2 dimensional grid
- ◆ Rows, Columns, Cells

❖ Provides 2-D Layout Capability

- ◆ Can put anything in a cell
- ◆ Text, Numbers, Photos, Clip Art

❖ Table | Insert | Table command

- ◆ Insert Rows, Columns, Cells
- ◆ Delete Rows, Columns, Cells
- ◆ Merge Cells, Split Cells
- ◆ AutoFormat
- ◆ Auto Fit
- ◆ Gridlines



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Styles

❖ Uniform and consistent appearance for document elements

- ◆ Normal
- ◆ Paragraph
- ◆ Headings: Heading 1, Heading 2, Heading 3...
- ◆ User Defined Styles

❖ Used to change appearance for all occurrences of an element in document

- ◆ Paragraph Level
- ◆ Character Level

❖ Automates document formatting



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