**Lab 3**

**Word Processor**

**Introduction**

Word Processor is an application program for manipulating text based documents. Word processor includes full range tools for editing documents (deleting, inserting, rewording, and so on). Depending on the program, word processors can display documents using highlighting, underlining, italicizing, boldfacing, and other such formatting using different fonts. A word processor can also be used to create and print documents.

All word processors offer at least limited facilities for document formatting such as font changes, page layout, paragraph indentation, and the like. Some word processors can also check spelling and grammar, find synonyms, incorporate graphics created with another program, correctly align mathematical formulas, create and print form letters, perform calculations, display documents in multi on-screen windows, handle tables, and enable users to record macros that simplify difficult or repetitive operations. One of the most popular examples of word processor is Microsoft Word.

**Advantages**

Word Processor offers the following advantages:

 We can make changes in a document without retyping the entire document.

 We can easily correct mistakes.

 It is very easy to delete and insert word, sentences, or paragraphs in the middle of a document.

 We can easily move sections of text form one place to another within a document or between documents.

 We can send a file to a printer to get a hardcopy.

 We can work with tables, pictures, and charts.

 We can check spelling and grammar and find synonyms and antonyms.

**Microsoft Word**

Microsoft Word is a word processor developed by Microsoft. It is used to create, edit, format, save, and print documents. Latest versions of MS Word support most features of word processing. It is currently the most common Word Processor on the market. In this course, we will study MS Word 2003.

**New (ctrl + n)**

To create a new blank document, click on File and then New.

**Open (ctrl + o)**

To open an existing document, click on File and then Open.

**Close (ctrl + w)**

To close an opened document, click on File and then Close.

**Save (ctrl + s)**

To save a document for later use, click on File and then Save.

**Save As**

To save an existing document in a different location and/or with a different name, click of File and then Save As.

**Page Setup**

You can customize your page design by selecting options in the Page Setup dialog box. To open page setup dialog box, click on File and then Page Setup.

**Print Preview**

Print preview is a view of a document as it will appear when you print it. Click on File and then Print Preview.

**Print (ctrl + p)**

You can specify how you want to print a document by selecting options in the Print dialog box. To open print dialog box, click on File and then Print.

**Properties**

To set different properties of a document, click on File and then Properties.

**Exit**

To exit Microsoft Word, click on File and then Exit.

**Undo (ctrl + z)**

Undo is used to reverse your immediate earlier action. Click on Edit and then Undo **OR** click on button on standard toolbar.

**Repeat or Redo (ctrl + y)**

Redo is used to reverse the Undo, in other words, to revert to the first action. Click on Edit and then Repeat **OR** click on button on standard toolbar.

**Cut (ctrl + x) and Paste (ctrl + v)**

We can cut (delete) an object (text, picture etc.) from one area of a document so that it can be pasted elsewhere in the document. When we cut an object, it is stored on the Clipboard. To cut, click on Edit and then Cut **OR** click on button on standard toolbar and to paste, click on Edit and then Paste **OR** click on button on standard toolbar.

**Copy (ctrl + c) and Paste (ctrl + v)**

We can copy an object (text, picture etc.) from one area of a document so that it can be pasted elsewhere in the document. Unlike in cut, copy does not delete the object. When we copy an object, it is stored on the Clipboard. To copy, click on Edit and then Copy **OR** click on button on standard toolbar and to paste, click on Edit and then Paste **OR** click on button on standard toolbar.

**Paste Special**

You can specify how you want to paste items by selecting options in the Paste Special dialog box. For this, click on Edit and then Paste Special.

**Clear**

We can clear (delete) formats as well as contents of selected text (objects). For this, click on Edit and then Clear. When you click on Clear, you will see two options: Formats and Contents. You can also use Del key on the keyboard to delete contents.

**Select All (ctrl + a)**

We can select all the contents in a document. For this, click on Edit and then Select All.

**Find (ctrl + f) and Replace (ctrl + h)**

If you need to find a particular word or piece of text, you can use the Find command. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, highlight that area and then execute the Find command. To find a particular word, click on Edit and then Find.

After you have found the word or piece of text you are searching for, you can replace it with new text by executing the Replace command. To replace with a new text, click on Edit and then Replace.

**Goto (ctrl + g)**

We can go to a particular location in your document. For this, click on Edit and then Select Go to.

**Document View**

In Word, you can display your document in one of five views: Normal, Web Layout, Print Layout, Reading Layout, or Online Layout. You can choose these views on the View menu.

*Normal View*

Normal view is the most often used and shows formatting such as line spacing, font, point size, and italics. Word displays multiple-column text in one continuous column.

*Web Layout*

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.

*Print Layout*

The Print Layout view shows the document as it will look when it is printed.

*Reading Layout*

Reading Layout view formats your screen to make reading your document more comfortable.

*Outline view*

Outline view displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it.

**Task Pane (ctrl + f1)**

Task panes appear on the right side of the screen, along with the document you are working on. The options on the task pane may change, depending on commands you have chosen. To show and hide task pane, click on View and then Task Pane.

**Toolbars**

Toolbars provide shortcuts to menu commands. Toolbars are generally located just below the Menu bar. Most useful toolbars are Standard, Formatting, and Drawing. These toolbars should be available for the user. If you want to show or remove toolbars, click on View, click on Toolbars and then select or deselect the required toolbar.

**Standard toolbar** includes buttons to perform the most frequently used operations like creating new file, opening existing file, saving file, printing files, spelling and grammar checking, cut, copy, paste, web and hyperlink, borders, columns, drawing, document map, zoom, Office Assistant (Help) operations etc.

**Formatting toolbar** includes buttons to change document styles, font, font sizes, type styles, paragraph alignment, list formats and indent levels etc.

The Standard Toolbar

The Formatting Toolbar

**Ruler**

The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly. To show or remove ruler, click View and then Ruler.

**Document Map**

Document map is a vertical pane along the left edge of the document window that displays an outline of the document's headings. You can use the Document Map to quickly move through a document and to keep track of your location in it. For this, click on View and then Document Map.

**Thumbnails**

Thumbnails are small rendering of each page in your document, displayed in a separate pane. Thumbnails give you a visual impression of the content of each page. You can click a thumbnail image to jump directly to a page. Thumbnails are available in normal view, print layout view, outline view, and reading layout view. They are not available in web layout view or in conjunction with the document map. For this, click on View and then Thumbnails Map.

**Header and Footer**

Headers and footers are used to put information at the top or bottom of each page respectively. Headers and footers can consist of text or graphics. Headers and footers often contain page numbers, chapter titles, dates, and author name. To create headers and/or footers, click on View and then Header and Footer.

**Footnotes and Endnotes**

Footnotes and endnotes are normally references to a supporting item at the end of each page and at the end of the document respectively. You can change the placement of footnotes so that they appear directly below the text. Similarly you can also change the placement of endnotes so that they appear at the end of each section. To insert footnotes and endnotes, click on Insert, Reference, and then Footnote.

To view footnote and endnote, click on View and then Footnotes.

**Markup**

Markup consists of comments and tracked changes such as insertions, deletions, and formatting changes. Click on View and then Markup to process tracked changes and comments. You can then choose to accept or reject those changes.

To insert comments, click on Insert and then Comments. Microsoft word displays the comment in a balloon in the margin of the document. To enable track changes, click on Tools menu and then Track changes.

**Full Screen**

To view your document full screen, click on View and then Full Screen.

**Zoom**

You can change the size (zoom in or out to get) to get a better look at your document. Your view is likely at 100%. You can increase or decrease the size of the view (zoom in or out). For this, click on View and then Zoom.

You can also change the size your document by selecting appropriate option from standard toolbar.

**Break**

You can specify how to divide your document by selecting options in the Break dialog box. There are three break types: *page break*, *column break*, and *text wrapping break*. **Page break** inserts a manual page break at the insertion point. **Column break** inserts a manual column break at the insertion point, that is, it moves the contents of one column to the beginning of another column. **Text wrapping break** ends the current line and forces the text to continue below a picture, table, or other item.

**Section break** is used to create different types of page-specific formatting within the same document. Every section can contain unique page numbering, margin sizes, headers and footers, and page orientation. There are different types of section break types. **Next page** Inserts a section break and breaks the page so that the next section starts at the top of the next page. **Continuous** Inserts a section break and starts a new section without inserting a page break. **Even page** Inserts a section break and starts the next section on the next even-numbered page. If the section break falls on an even-numbered page, Word leaves the next odd-numbered page blank. **Odd page** Inserts a section break and starts the next section on the next odd-numbered page. If the section break falls on an odd-numbered page, Word leaves the next even-numbered page blank.

To insert break, click on Insert and then Break.

**Page Number**

Microsoft Word provides two ways to add page numbers. In either case, the page numbers appear in the header or footer. To insert page number in your document, click on Insert and then Page Number. Alternatively, you can insert page number by clicking on View and then Header and Footer.

**Date and Time**

To insert date and time in your document, click on Insert and then Date and Time.

**AutoText**

AutoText entries are divided into categories such as Closing or Salutation. To insert AutoText text, click on Insert and then AutoText.

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**Symbol**

You can use the Symbol dialog box to enter symbols that are not on your keyboard. To insert a symbol, click where you want to insert the symbol; on the Insert menu, click Symbol, and then click the Symbols tab; in the Font box, click the font that you want; double-click the symbol that you want to insert; click Close.

**Picture**

To insert a picture in your document, click on Insert, click on Picture and then select appropriate option. You can insert pictures from clip art, from file, from scanner or camera, new drawing, autoshapes, wordart, organization chart and chart.

**Diagram**

To insert a diagram, click on Insert and then click on diagram. Select the appropriate diagram (Venn, Cycle, Pyramid, etc.).

**Textbox**

A textbox is a movable, resizable container for text or graphics. To insert a textbox in your document, click on Insert and then textbox.

**File**

You can insert another file into an open document. Click on the document where you want to insert the file; On the Insert menu, click on Insert and then File; select the file you want to insert.

**Object**

You can insert different objects (equation, bitmap image, media clip, video clip, wave sound etc.) in your document. Click on the document where you want to insert the object; On the Insert menu, click on Insert and then Object; select the object you want to insert.

To insert equation, click on Insert; click on Object; select Microsoft Equation 3.0; click on OK and then crate equation.

**Bookmark**

A bookmark is a location or selection of text in a file that you name for reference purposes. Bookmarks identify a location within your file that you can later refer or link to. To create a bookmark, select the object to create a bookmark; click on Insert and then bookmark; write the bookmark name and then click on add.

**Hyperlink**

A hyperlink is a colored and underlined text or graphic that you click to go to a file, a location in a file, a web page on the World Wide Web (WWW), or a Web page on an intranet. To insert the hyperlink, select the text or graphic; click on Insert and then hyperlink; select the link and then click on OK. To remove the hyperlink, right-click the hyperlink you want to remove, and then click Remove Hyperlink. **Font**

You can specify how you want text to appear by selecting options in the Font dialog box. From font dialog box, you can select different font types (Times New Roman, Arial etc.), font styles (Regular, Italic, Bold, and Bold Italic) and font sizes (8, 9, 10 etc). You can also choose different font colors, different underline styles etc. You can also use different font effects such as strikethrough, shadow, all caps, small caps, superscript, subscript etc. you can also use different character spacing styles and text effects. You can also use formatting toolbar to change different settings of the font as shown in the figure below:

**Paragraph**

When you type information into Microsoft Word, each time you press the Enter key Word creates a new paragraph. You can format paragraphs. For example, you can indent the first line of a paragraph, you can set the amount of space that separates paragraphs, and you can align a paragraph left, right, center, or flush with both margins. In this lesson, you will learn about the various formats you can apply to a paragraph. To format a paragraph, click the paragraph you typed; click on Format; click on paragraph; choose different parameters for alignment (left, right, centered, and justified), indentation and spacing

**Bullets and Numbering**

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available. You select the one you wish to use. To create bulleted and numbered lists, click on Format; click on Bullets and Numbering; choose bullets and numbers you want to use and click on OK.

You can also use the icons and on the formatting toolbar to create bulleted and numbered lists of items respectively.

**Boarders and Shading**

You can use different types of boarders and shadings to paragraphs, pages and sections. To use boarders and shadings, click on Format; click on Boarders and Shading and choose appropriate styles for boarders and shadings.

**Columns**

You can break your document in a number of different columns. To insert columns in your document, click on Format; click on Columns and select number of columns with different settings. You can also use the icon on the standard toolbar.

**Tabs**

The default tab setting for Microsoft Word is 0.5 inches. When you press the Tab key, the cursor moves 1/2 inch across the page and an arrow appears on the screen. To change the default tab setting, click on Format; click on Tabs and change the setting according your need.

**Drop Cap**

Drop cap is a large dropped initial capital letter. To create a drop cap, click the paragraph that you want to begin with a large dropped initial capital letter; on the Format menu, click Drop Cap; click Dropped or In margin and select any other options you want.

**Text Direction**

You can change the direction of text in a text box. To change the text direction, select the text box; on the Format menu, click Text Direction and select the direction your wish.

**Change Case**

You can change the cases (uppercase, lowercase, sentence case, title case etc.) of text using Change Case in Format menu.

**Background**

You can change the background color of your document by selecting Background in Format menu. This color does not appear in printed document.

**AutoFormat**

By using AutoFormat, you can quickly apply formatting such as headings, bulleted and numbered lists, borders, numbers, symbols, and fractions to your text. Microsoft Word can also automatically format Internet, network, and e-mail addresses as hyperlinks. To format your document automatically, click on Format and AutoFormat.

**Spelling and Grammar**

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. If you want to spell check your entire document, press F7 or click the spelling icon , or choose *Tools > Spelling and Grammar* from the menu. If you want to spell check part of your document, highlight the area you want to spell check. Then press F7 or the spelling icon , or choose *Tools > Spelling and Grammar* from the menu.

**Thesaurus (Shift + f7)**

Thesaurus is a list of words related to each other in meaning usually giving synonyms and antonyms. To find related words, click on Tools; click on language and then Thesaurus.

**Word Count**

If you need to know how many words are in your document, Microsoft Word can count them for you. Word can also tell you how many pages, paragraphs, and lines are in your document, as well as the number of characters, either including or not including spaces. For this, choose Tools and then Word Count from the menu.

**AutoSummarize** To automatically summarize a document, click on Tools and then AutoSummarize; select the type of summary you want; in the Percent of original box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.

**Compare and Merge Documents**

When you use the Compare and Merge feature to compare any two documents, Microsoft Word shows the differences between them as tracked changes. For this, click on Tools and then Compare and Merge Documents; select the document and then click on merge.

**Password Protection**

Password secures your document from unauthorized access. Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Use a strong password that you can remember so that you don't have to write it down. To set password

 On the Tools menu, click Options, and click the Security tab.

 In the Password to open box or the Password to modify box, select the placeholder symbols (usually asterisks) and type your password.

 Click on OK.

To remove the password, press DELETE, and then click OK.

To change the password, type the new password, and then click OK.

If you changed the password, reenter the new password, and then click OK.

**Mail Merge**

The mail merge facility is usually used to create a set of personalized letters, individually addressed to a number of different people, based on common form letter. It is used to produce envelopes and labels for mass mailings. Mail merge allows for the creation of custom letters, documents, labels, envelopes and emails to be sent to multiple recipients.

It usually requires two files, one storing the variable data to be inserted, and the other containing the information that will be the same for each result of the mail merge. The mail merge takes you through a three-step process:

 Select or create a Data Source

 Select or create a Main Document

 Perform the merge

The **data source** file contains the details required for the individual letters. The **main document** file contains the text of the form letter with **field codes** indicating where the details from the data source file have to be inserted. The data source files needs to be attached to the main document before the two files are merged. To create a mail merge, follow the following steps:

1. Click on Tools, select Letters and Mailings, then select Mail Merge. (A task pane will appear on the right of the word document).

2. Under Select document type, choose one of the following: Letters, E-mail messages, Envelopes, Labels, and Directory. Tow most common types of document are letters and labels.

3. Click on Next :Starting document at the bottom of the task pane

4. Under Select starting document, select one of the following three options: Use the current document, Start from a template, and Start from existing document.

5. Click on Next: Select recipients at the bottom of the task pane.

6. Under Select recipients, select one of the three options: Use an existing list, Select from Outlook contacts, and Type a new list.

7. If you are creating a form letter, click on Next: Write your letter.

8. If you are creating a form letter, type the letter that you want to appear in every form letter.

9. Insert merge fields where you want to merge names, addresses, and other data from the data source by clicking anywhere you want in the main document to insert the field.

10. Click on Next: Preview your letters.

11. Click on Next: Complete the Merge at the bottom of the task pane.

12. Now you can edit, print and save letters.

**Macro**

A macro is an action or a set of actions you can use to automate task. You can create a macro by using the macro recorder to record a sequence of actions. To record a macro, follow the following steps:

 On the Tools menu, point to Macro, and then click Record New Macro.

 In the Macro name box, type a name for the macro.

 In the Store macro in box, click the template or document in which you want to store the macro.

 In the Description box, type a description for the macro.

 To assign the macro to a toolbar or menu, click Toolbars. Click Close to begin recording the macro.

 To assign the macro to shortcut keys, click Keyboard. In the Commands box, click the macro you are recording. In the Press new shortcut key box, type the key sequence, and then click Assign. Click Close to begin recording the macro.

To stop recording your macro, click Stop Recording.

**Note:** If you give a new macro the same name as an existing built-in command in Microsoft Word, the new macro actions will replace the existing actions. To view a list of built-in macros in Word, point to Macro on the Tools menu, and then click Macros. In the Macros in list, click Word Commands.

**Autocorrect**

This feature automatically corrects text as you type. To turn off automatic language detection in your document, clear the Detect language automatically check box in Tools > Language > Set Language. To set autocorrect, click on AutoCorrect Options on the Tools menu, and then click the AutoCorrect tab.

**Table**

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information. To work with tables, click on Table menu, click on Draw Table or Insert.

If you click on Draw table, you will see tables and borders toolbar having different tools for drawing tables.

If you click on Insert, you can insert table by giving number of columns and number of rows to draw tables. You can also insert rows, columns, and cells.

To delete table, row, column, or cell, click on Table, click on Delete, and then click on the option you need. To merge more than one cell, select the cells you want to merge; click on Table and then merge cells. And to split a cell, select the sell you want to split; click on Table and then split cells.

**Using Help (F1)**

Click on button on standard toolbar. Type the word you are going to search for and click on button. The help system displays a list containing help about the work you are searching for. Help system in word makes users easy to learn about different things about word processing.

**Templates**

A template determines the basic structure for a document and contains document settings such as AutoText entries, fonts, key assignments, macros, menus, page layout, special formatting, and styles. To use a template, click on File; click on New; on the task pane, select “On my computer” under Templates; choose the appropriate template you need; click on OK; change the document according to your need.

**Object Linking and Embedding (OLE)**

OLE is a Microsoft software technology by which information from two or more different types of files (such as graphics, spreadsheets, and word processing) can be embedded (inserted) or linked (linked file is stored as another separate file) into a document.

Here, the files remain separate but if information in one file is updated, the linked information in the other file is automatically updated. The two or more files become one file but the inserted items retain their independent existence and can be modified by double-clicking in them to call up the application by which they were originally created.

To embed an object, click in the document where you want to place the embedded object. On the Insert menu, click Object, and then click the “Create New” tab. In the Object type box, click the type of object you want to create.

To link an object, click in the document where you want to place the linked object. On the Insert menu, click Object, and then click the “Create from File” tab. Select the file you want to link and click on OK.