Unit 3: Microsoft Word and Basics of Word processing

Introduction

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A word processor is a software package that turns your personal computer into a machine that will "process words". MS Word, Word perfect, Wordstar are the examples of word processor packages. In this unit you will know word processing using MS Word. You will also learn different topics on file management. You will learn the details of creating, opening, saving, closing documents and starting or quitting Word. You will also learn the use of "Find" file command on the File menu to locate document or preview documents before printing and to open, delete, copy, print or move several documents simultaneously in lesson 2. You will use the print preview command to preview document before printing and use print command to print your active document. You will familiar to various powerful commands and learn how to use some of their more advanced features in the last two lessons.

Lesson 1: Basic File Operations

Learning Objectives

On completion of this lesson you will be able to learn :

- how to start Microsoft Word
- how to create a new document
- how to open a file
- how to save a file document
- how to close a document
- how to exit or quit MS Word.

Starting MS Word

MS Word works under MS Windows and you can quickly start Word from the MS-DOS command prompt if you are working in MS-DOS.

> *Starting MS Word*

1. At the command prompt, type **win** and Press ENTER.
2. From the Program Manager window, click MS Word/MS Office group icon.
3. From the MS Word/MS Office Window, double -click   or use the arrow keys to select   and then press ENTER.

*Note: The starting process may differ from computer to computer.*

Creating a New Document

When you start Word, a new blank document appears on your screen. Word temporarily assigns it the name Document 1. If a new document using default settings is what you want, just start typing.

a) Using File menu :
   1. From the File menu, choose New. At this time the following New dialog box will appear.
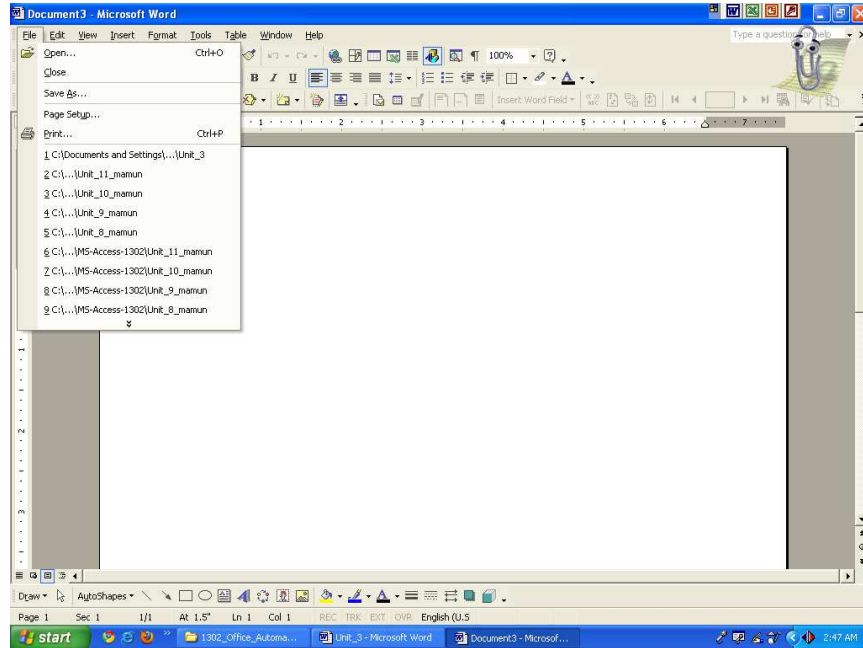
b) Using the Standard toolbar :

You can create a document quickly with the Normal template by clicking

Opening Document

Here you will learn how to open (retrieve) a file.

Note: The terms file and document are two different ways of looking at the same thing. When referring to a text object on your screen, we call it a document when referring to this same text object stored on a disk we call it a file.

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a) Using the file menu :

1. From the file menu, choose Open or   Click   . . Then the
   following open dialog box will be displayed.
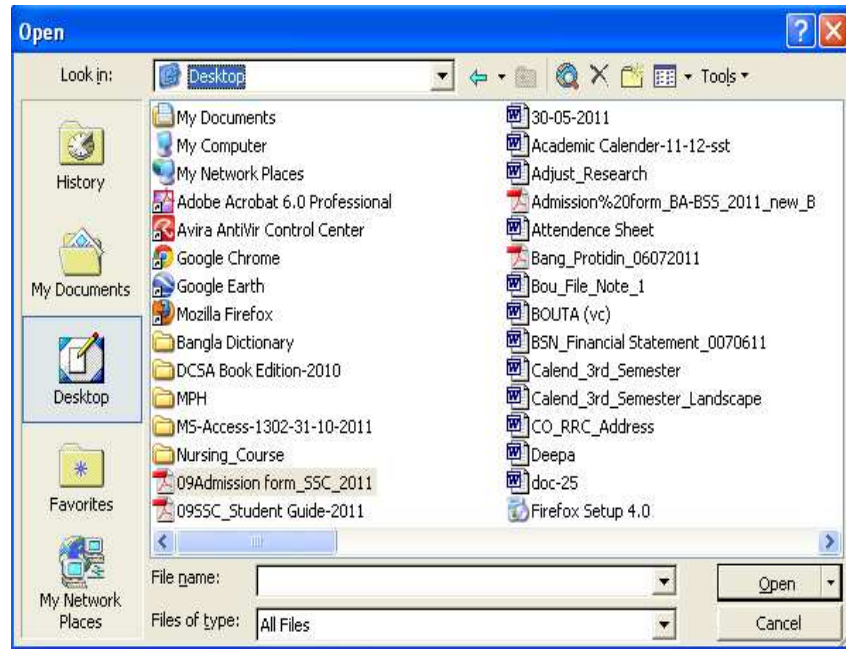
2. Select the name of the file from the File Name box
3. If you do not see the file then select the desired drive from the

   Drives list box and directory from Directories list box.
4. Choose OK button or double click on the desired file.

b) File opening short cut (short-cut method) :

Word also provides a convenient file opening short-cut, it keeps track of
the last four files that you worked on and displays their names at the
bottom of the drop down file menu. To open one of these documents,
simply choose File and click on the desired document name.
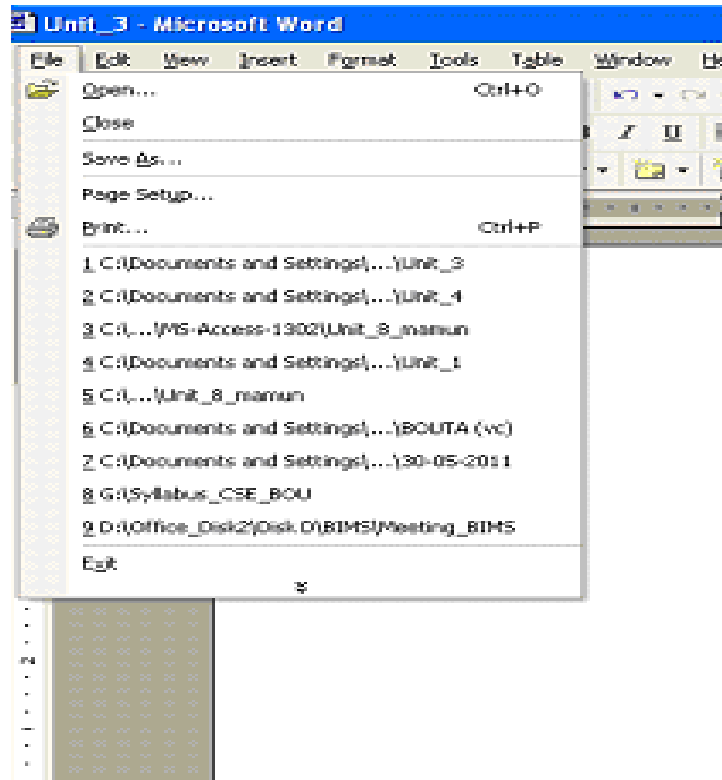
Saving a Document

When you open a document, Word copies it from the disk and displays it on your screen. Changes made to the document are stored temporarily in the computer's memory. To keep the changes permanently, you must save the document on a disk.

a) To save a document
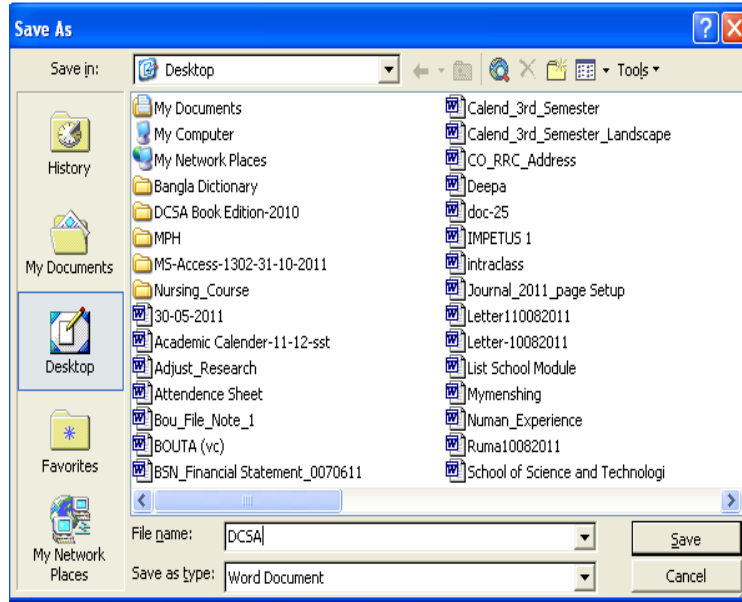
Saving a document

- From the File menu, choose Save, or click   .

b) To save a new, unnamed document :

1. From the File menu, choose Save As or click   .. Then the following save dialog box will appear.

2. Do one of the following :

To save the document	Do this
On the current drive and in the current directory	Type a name in the File Name box.
On a different drive and in a different directory	Select a different drive or directory. Or type the complete location and filename in the File Name box.

3. Choose OK button.

c) To save all open documents :
- From the File menu, choose Save All.

Note: If any open documents have not been saved before, Word displays the Save As dialog box so that you can name them.
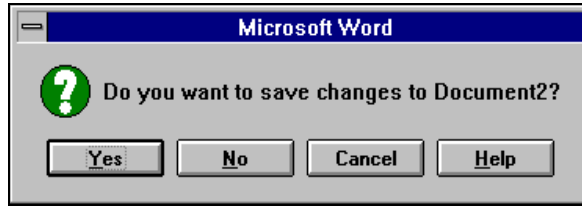
⌨ **Closing a Document**

When you finish working on a document, close it to free up memory. You can quit Word when you finish working on documents.

a) Using the File menu
- From the File menu, choose Close.

Note : If a document has changes that you have not saved , Word asks if you want to save the changes before closing. See the following dialog box.

If you choose the **Yes** button but have not named the document, Word displays the Save As dialog box, type file name, choose **OK**. If you choose the **No** button the document will be closed without saving the document.

b) **Using the mouse**

You can double-click the document control-menu box in the upper-left corner of the document window to close a document. See the following figure.

🖥️ **Quitting Word**

When you quit word, Word closes all documents. If you have not saved changes to one or more of the open documents Word asks if you want to save the documents before quitting.

To Quit Word:
Double click the Word control menu box or choose Exit from the file menu.

Hands on Practice

1. a) Start MS Word.
   b) Create a document with Normal template and type the following:

School of science and Technology offers Diploma and Advanced Diploma in Computer Applications. The aims of the Diploma programs are to train personnel to meet the recent increasing demand in the computer field. The objective of the programs are to develop skills in :

o   computer and its areas of application

o   computers for office automation, DTP, computer programming and software development.

   c) Save the document as Bou.doc.
   d) Close the Bou.doc.
   e) Exit from MS Word.

Practice the Following

1. a) Open a file using short-cut method.
   b) Close a document using the mouse.

Lesson 2: Locating and Managing Documents

Learning Objectives

On completion of this lesson you will be able to learn

- how to search documents
- how to view and edit information
- how to manage files with find file commands.

Searching for Documents

The Find File command on the File menu helps you locate documents by searching a disk, directories, or folders for filenames or for specific words or phrases in the documents.

To search for documents:

1. From the File menu, choose Search.
   Word does one of the following:

   a) The first time you use search, Word displays the Search dialog box, as shown below :
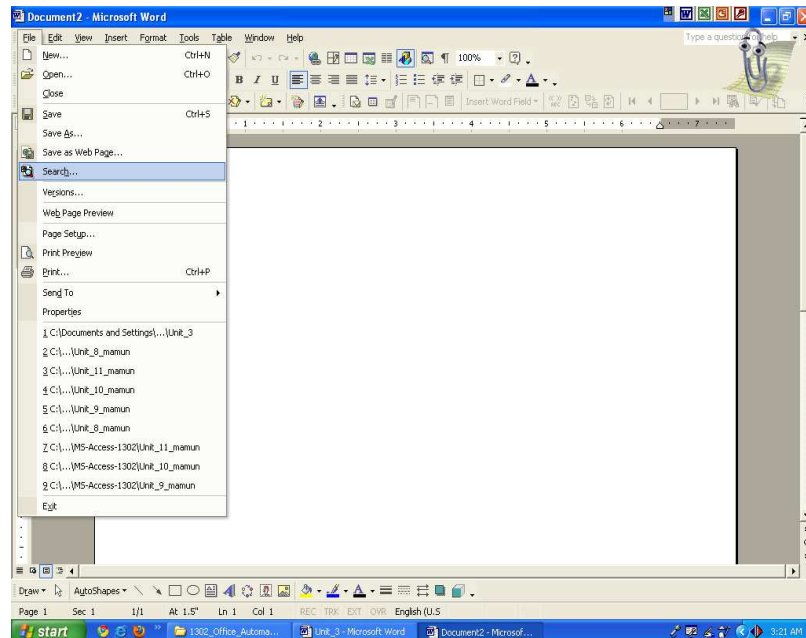
b)   If you've used search at least once before, Word uses the last search criteria you specified. Choose the Search button.

2. Type a file name or select a type of file.

3. Select the drive, type desired paths in the Location box,

4. Select the Include sub-directories check box, to search all

     sub-directories of the selected directory.

5. Choose the OK button.

6. Choose the Close   button.

Note: For specifying more complex criteria, choose the advanced search button.

To search for documents by using advanced search criteria :
1. From the File menu, choose Find File.
2. In the Find File dialog box, choose the Search button.
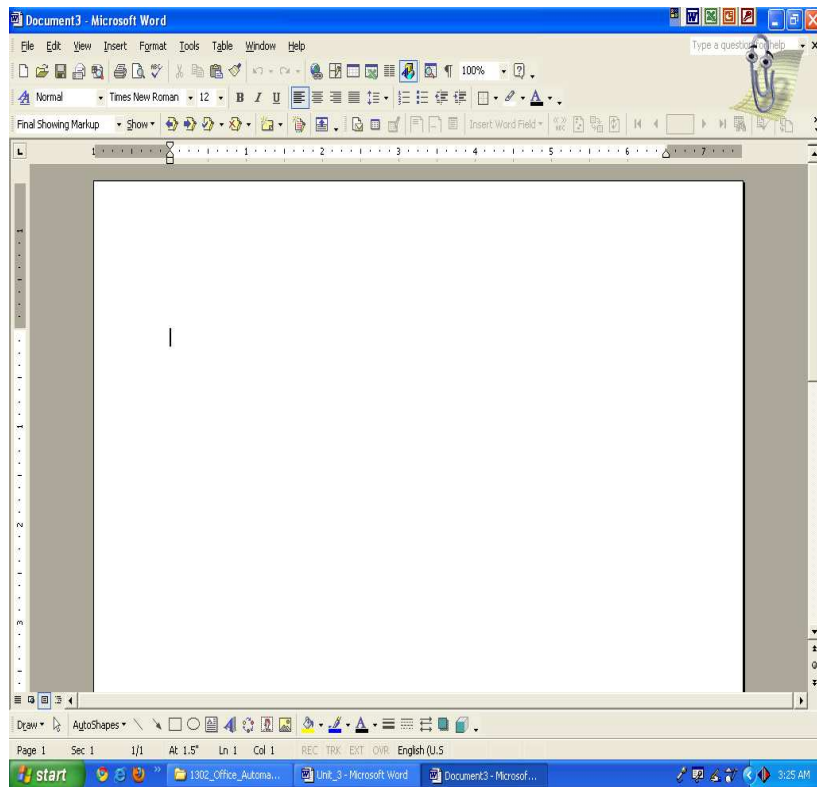
3. Choose the Advanced Search button, and then do one or more of the following :

a) To search by location, select the Location tab. To search by filename, type the name in the File Name box. To search by file type in the File Name box. To search a directory that is not listed in the Search In box, select the directory in the Directories box, and then choose the Add button. To delete a directory from the Search In box, select it and then choose the Remove button. To remove all directories from the Search In box, choose the Remove All button. To search all sub-directories of the selected directories, select the Include Sub-directories check box.

b) To search by summary information or content, select the Summary tab. Type the summary desired information.

c) To search for the date a file was created or last saved, select the Timestamp tab. Type the range of dates during which the file was created or last saved. In the by box, type the name of the person who created or saved the file.

4. Choose the OK button.

5. In the Search dialog box, choose the OK button.
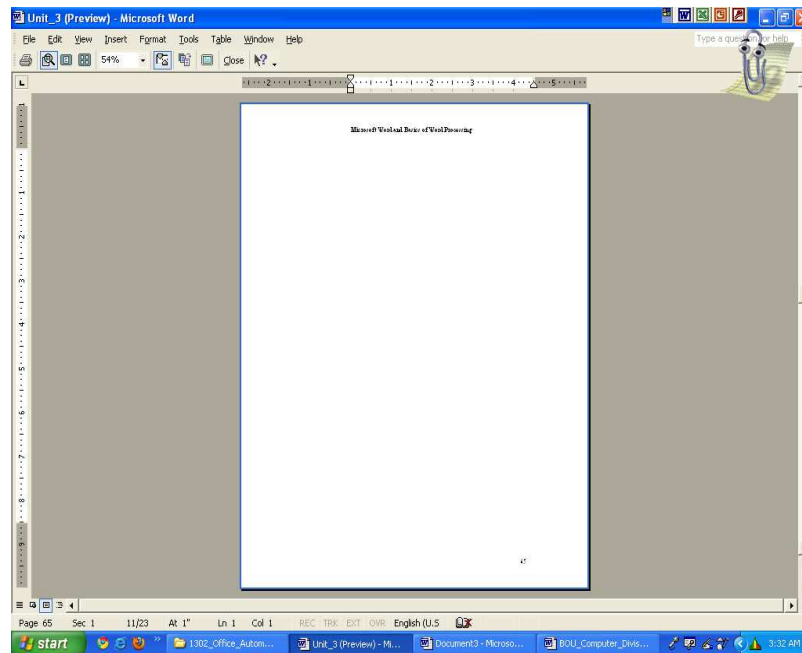
6. Choose the Close   button.

Previewing Documents and Viewing

You can preview the contents of documents or view information about a document such as its size, last modification date and its summary information.
To view and edit summary information :

1. From the File menu, choose Find File.

2. In the Listed Files box, select the file whose summary information you want to view.

3. In the View box, select Summary.

a) For editing, choose Command button

Viewing and editing summary information

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b) Choose Summary
c) Choose the OK button
4. When you finish viewing or editing summary information and choose the Close button.

Note: For viewing file information or previewing a file follow the procedure described above, except, step3, select file info or preview.

To select multiple files in the Find File dialog box :
1. From the File menu, choose Find File.
2. In the Listed Files box, click the first filename you want to select.
3. While holding down CTRL click each additional filename you want to select.

*Note: To remove a filename from the selection, hold down CTRL and then click the filename.*

Managing Documents with Find File

With the help of you can easily open, copy, print, and delete several files simultaneously without having to leave Word. To manage documents by using the Find File command, first find the files you want to work with by specifying the appropriate search criteria. When Word displays the list of files, select the files you want to work with, and then select the appropriate options in the Find File dialog box.

To manage files with the Find File command :

1. From the File menu, choose Find File.
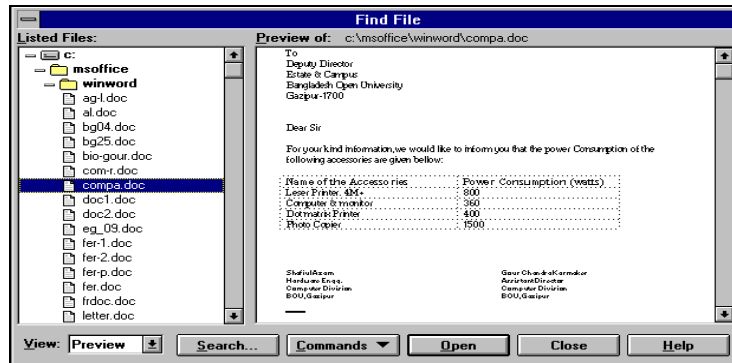
2. In the Find File dialog box, select the desired file or files,
3. To open the files normally, choose the Open button. To perform other tasks, choose the Commands button, and then choose the appropriate command to do one or more of the following :

To	Do this
Open a file as read only	Choose Open Read Only.
Print a file	Choose Print, select the desired options and then choose the OK button.
View and edit summary information and statistics	Choose Summary, and then choose the Statistics button to view statistics.
Delete a file	Choose Delete.
Copy a file	Choose Copy. In the Directories and Drives boxes, select the desired location. Then choose the OK button.
Sort files	Choose Sorting, and then select the option desired.
Create a new directory or folder	Choose Copy, and then choose. The New directory button.

Hands on Practice

1. a) Open Bou.doc [Hands on Practice: Lesson 1, Unit 3]
   b) Create a new sub directory named SST.
   c) Save Bou.doc to SST sub-directory
   d) Search win.exe
   e) Search autoexec.bat.
   f) Search findviru.exe
   g) Search Bou.doc
   h) Save Bou.doc as Bou1.doc.

2. a) View the summary information of Bou.doc
   b) Preview Bou.doc

3. a) Sort all the files in SST sub-directory.
   b) Copy Bou.doc to a floppy diskette.
   c) Delete Bou1.doc
   d) Select all the files in SST sub-directory.

Practice the Following :

- Search for documents by using advanced search criteria.

Lesson 3: Previewing a Document before Printing

Learning Objectives

On completion of this lesson you will be able to learn

- how to preview a document before printing
- how to edit text in print preview
- how to move margins in print preview.

Previewing a Document Before Printing

Print preview provides a miniature view of how a document will look when it is printed. You can use print preview to examine and adjust the layout of a document before actually printing it. You can edit text, control the placement of text on the page by changing the margins, print active document & view two or more pages at a time.

Print Preview Toolbar.

To preview a document before printing :

1. From the File menu, choose Print Preview or Click _____ . Then the following figure will appear.
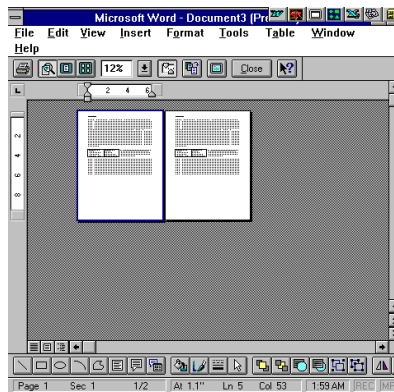
Note : Word repaginates the document so that the page numbers are correct, and then it displays one or more pages, including the page that contains the insertion point.

2. To view different pages in the document, do any operation you desire from the view Table.

3. Click ![printer icon] to print the document or click the Close button to exit print preview.

To	Do this
Display one page at a time.	Click ![icon].
Display two or more pages at a time.	Click ![icon], and then drag over the grid to select the number and configuration of pages.
View a magnified area of the document.	Move the mouse pointer to the location you want to view and then click the mouse button. To return to the original magnification, click the mouse button on the toolbar.
Reduce or enlarge the page(s) displayed.	Click the down arrow next to the Zoom Control box, and select a magnification or type a percentage.
Hide all screen elements except the displayed page(s) and the Print Preview toolbar.	Click ![icon]. To return the hidden elements to the screen, click the button again, or press ESC.

Table : View

Editing Text in Print Preview

To edit text in print preview :
1. In print preview, display the desired page .
2. Move the mouse pointer over the document.

Editing text in Print Preview

Note: *If the pointer does not resemble a magnifying glass, click the left mouse button.*

3. Click the desired location in the document.

4. Click [icon] to restore the I-beam pointer, and then edit the document.

5. Click [icon] and then click in the document, to return to the original magnification or click [icon], to print the document or click the Close button to exit print preview.

[icon] **Moving Margins in Print Preview**

To move margins in print preview :

1. Click [icon],If the rulers are not displayed.
2. Do one of the following:

To	Do this
Move the left or right page margin.	Drag [icon] on the horizontal ruler .
Move the top or bottom page margin.	Drag [icon] on the vertical ruler.

3. Choose [icon] to print the document or choose the Close button to exit print preview.

Hands on Practice

1. a)   Preview a document.
    b)   Display two pages at a time.
    c)   Reduce or enlarge the page (s).
    d)   Return to single page view.

2. a)   Move the Left margin to 1.5" position.
    b)   Move the Right margin to 6.5" position.
    c)   Move the top margin to 1".
    d)   Close the print preview window.

Lesson 4: Printing Documents

Learning Objectives

On completion of this lesson you will be able to learn

- how to select the printer
- how to control the printing of your documents
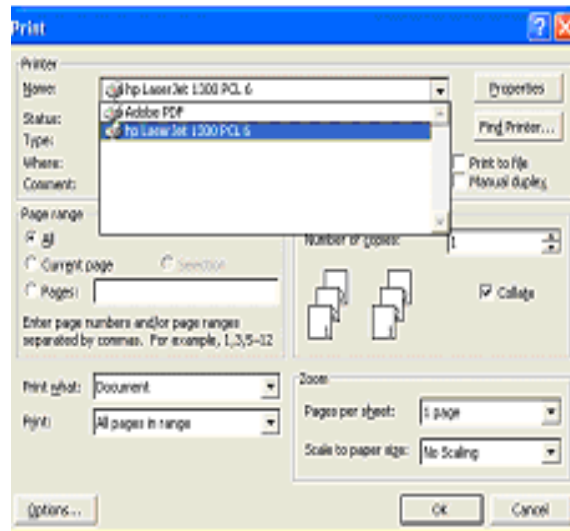- how to create and print envelope.

Selecting the Printer

To select the printer :

1. From the File menu, choose Print
2. From the Print dialog box, choose Printer button. Then the following Print Setup dialog box will appear.

3. Select a printer from the list in the Printers box.
4. Click the Set As Default Printer button.
5. Click the Close button.

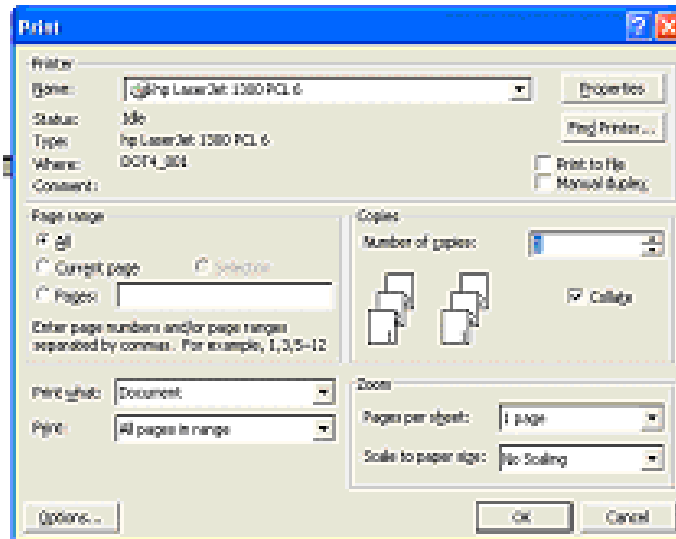## Controlling the Printing of your Documents:

The Print command controls how a document is printed. Before using this command, you must install and select a printer.

To Control the printing of your documents :
1. Select the file or text to be printed.

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2. From the file menu, choose Print. See print dialog box.

3. Choose the desired Print options from print option table.
4. Choose OK button.

Printer	Displays the name of the active printer and the printer connection.
Print What	Select the type of information you want to print. Default choice is the current document.
Copies	Type or select the number of copies you want to print.
Page Range	**Specify the pages you want to print.**
All	Print the entire document.
Current Page	Print the selected page or the page containing the insertion point.
Selection	Print only the selected text.
Pages	Print specified pages and type page numbers separated by commas, or a range of pages with a hyphen between the page numbers. For example, to print pages 2, 4, 5, 6, and 8, type 2,4-6,8.
Print	Select the order in which you want the pages to be printed.
Print To File	Prints a document to a new file on the drive you specify instead of routing it directly to a printer.
Collate Copies	Organizes pages when you print multiple copies. Word prints a complete copy of the first document before it begins to print the first page of the second document.
Printer	Select a printer and a printer connection.
Options	Select additional printing options.

Table : Print options.

🖥 Creating and Printing an Envelope

Use the following procedure to print an address directly onto an envelope or to store an address in your document for printing later.

To create and print an envelope:

1. Select the desired delivery address, if the document contains more than one address
2. From the Tools menu, choose Envelopes and Labels. Then the following Envelopes And Labels dialog box will be displayed
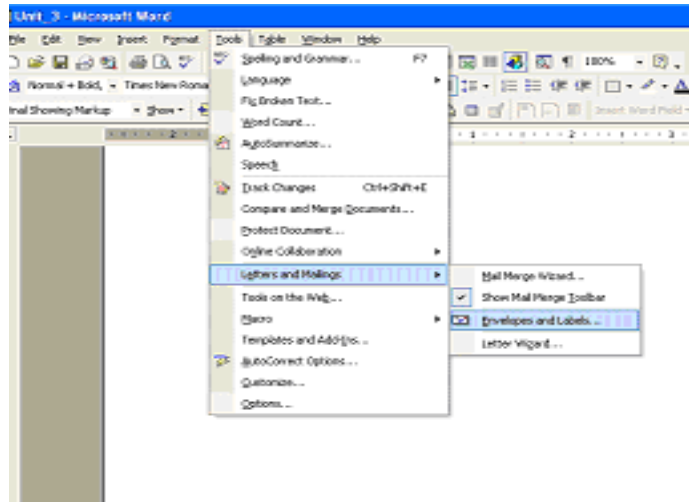
3. Select the Envelopes tab.
4. In the Delivery Address box, accept the proposed delivery address or type the address to which you want to send the letter.
5. Accept the proposed return address in the return Address box or type an address, to print a return address or select the omit check box, if you do not want to print a return address.
6. Choose Options button. Then the following Envelope options dialog box will be found.
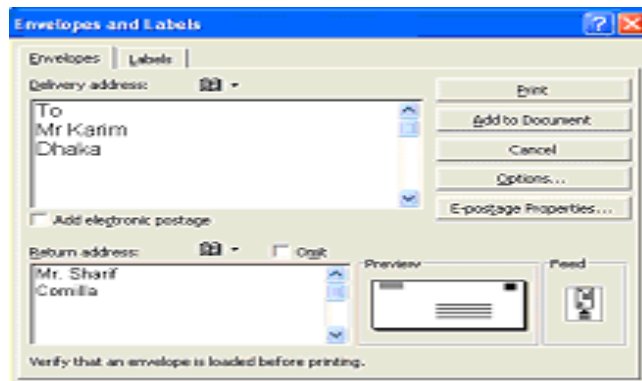
7. Select an envelope size from the Envelope size box.
8. Select Printing options tab from the Envelope options dialog box and select Feed method. See the following dialog box.
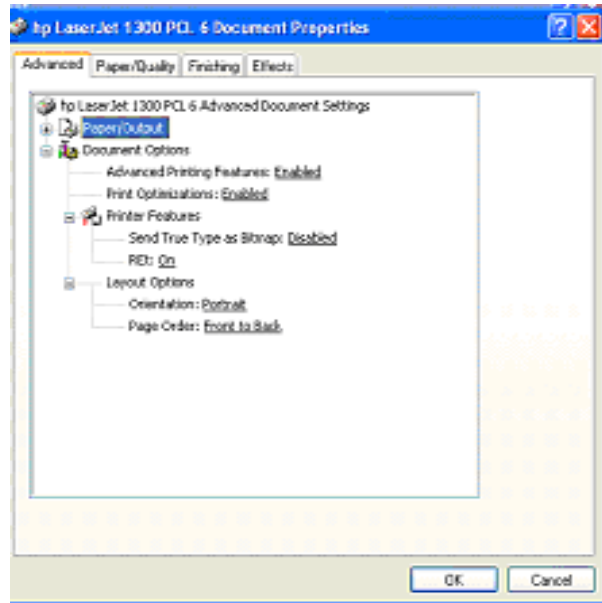
9. Choose OK button
10. Do one of the following:

To	Do this
Print the envelope	Insert the envelope in the printer as shown in the Feed box, and then choose the Print button.
Add the envelope as a separate section at the beginning of the document.	Choose the Add To Document button.

Note: On the Printing Options tab, make sure the selected feed method options are those recommended by your printer's manufacturer.

Hands on Practice

1 a) Display the Print dialog box.
     b) Print Current page of a document.
     c) Print from page 2 through page 4 of a document.
     d) Print two Copies of the current page of a document.

2. a) Display Envelopes and labels dialog box.
     b) Type the following delivery address and Return Address :

Delivery Address :   To
                        Douglas Hard
                        Texas University
                        Austin, USA.

Return Address :   From
                        Professor T. H. Khan
                        School of Science and Technology
                        Bangladesh Open University.

     c) Select the envelope size as size 11.
     d) Print the envelope.

3. Select the printer HP Laser Jet 4Plus / PM Plus on LPT 1.