

Text Editor

- A text editor is used solely to write and edit text.
- You can copy, cut, paste, undo and redo. Text formatting is not available in those editors.
- Mostly text editors are used for programming purposes to write HTML, CSS, JavaScript, Php and other languages.
- An example of a text editor is sublime text or notepad++.
- Moreover usually in text editors you will keep on typing infinitely in the same line unless you click on enter to go to a new one.

Word Processor

- A word processor allows you to edit text in addition to multiple other functionalities such as text formatting (italic, bold, underline, etc.).
- In addition to that word processors allow automatic spelling and grammar checks.
- It also comes with a thesaurus for word selections.
- Some word processors come equipped with predefined themes and templates to make it easier for you to start your work.
- Some popular word processors are Microsoft Word and Apple Pages.

Notepad

- Notepad is a simple text editor for Microsoft Windows and a basic text-editing program which enables computer users to create documents.
- It was first released as a mouse-based MS DOS program in 1983, and has been included in all versions of Microsoft Windows since Windows 1.0 in 1985.
- Notepad is a common text-only (plain text) editor. The resulting files—typically saved with the .txt extension—have no format tags or styles, making the program suitable for editing system files to use in a DOS environment.
- This is especially useful when creating HTML documents for a Web page because special characters or other formatting may not appear in your published Web page or may even cause errors.

SHORTCUT KEYS FOR MICROSOFT OFFICE

- **CTRL+K** Create a hyperlink
- **CTRL+/** Display HTML tags
- **CTRL+T** Create an Auto Thumbnail of the selected picture
- **CTRL+SHIFT+B** Preview a page in a Web browser
- **SHIFT+ALT+F11** Display the Microsoft Script Editor
- **CTRL+N** Create a new page
- **CTRL+B** Bold
- **CTRL+I** Italic
- **CTRL+U** Underline
- **CTRL+C** Copy
- **CTRL+V** Paste
- **CTRL+Z** Undo
- **CTRL+S** Save
- **CTRL+P** Print
- **CTRL+O** Open

Microsoft Word 2010

- Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more

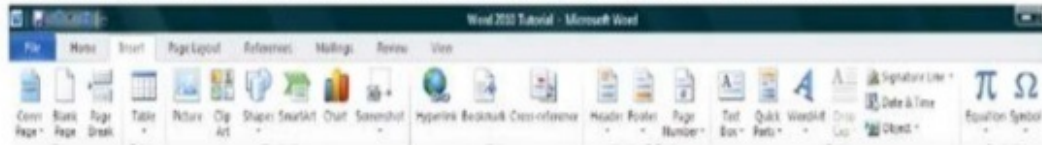


Cont....

• Insert Tab

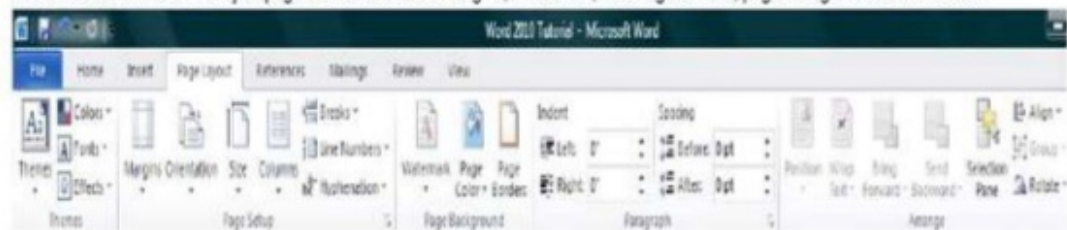
Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.



•Page Layout Tab

This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes.



Cont...

- **4. Reference Tab**

Reference Tab

This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.

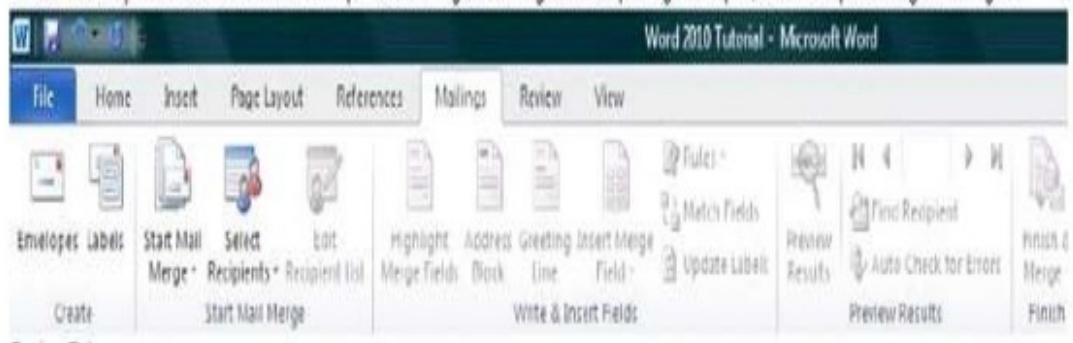


Cont...

- **Mailing Tab**

Mailing Tab

This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.



Cont...

- **Review Tab**

Review Tab

This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.



Cont...

- **View Tab**

View Tab

This tab allows you to change the view of your document to a different two page document or zoom.



Formatting Text

- **Modifying Fonts**



The **Font** Group allows you to change your text font style, size, color and many other elements.

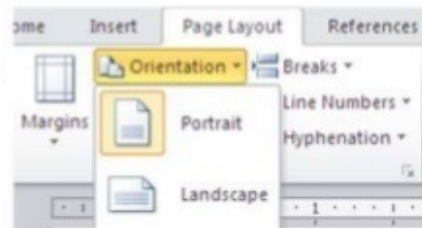
1. Highlight the text you would like to modify.
2. Click on the drop down arrow of font style and font size and select the changes you would like to make.
3. While text is highlighted you can also click on the color, bold, italics or underline commands to modify the text even more.

Change Text Case

- You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon.
- 1. Highlight the text for which you want to change the case.
- 2. On the **Home** tab, in the **Font** group, click **Change Case**.
- 3. Choose an option from the dropdown list, which includes
Sentence case, lowercase, UPPERCASE, Capitalized .

Page Orientation

- **Page Orientation** You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.
- Change Page Orientation
- 1. On the **Page Layout** tab, in the **Page Setup** group,
click **Orientation**.
- 2. Click **Portrait** or **Landscape**



Page Margins

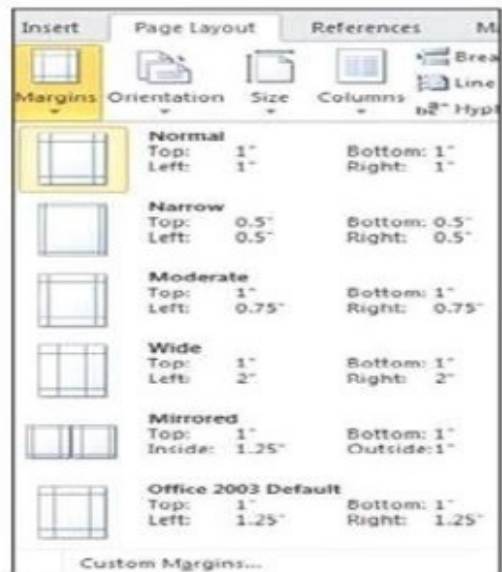
- Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins. When you change a document's page margins, you change where text and graphics appear on each page. You can change the page margins either by choosing from one of Word's predefined settings in the Margins gallery or by creating custom margins.
- Setting Predefined Page Margins
 1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**. The Margins gallery drop down menu will appear.

Cont...

- Create **Custom Margins**

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. At the bottom of the Margins gallery drop down menu, click **Custom Margins**.
3. The **Page Setup** dialog box will appear.
4. Enter new values for the margins in all or some of the Top.

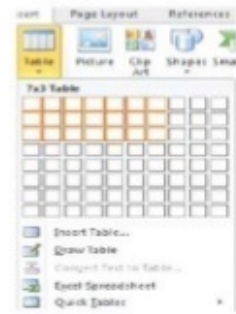
Margin Screenshot



Tables

- Inserting a Table

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**
3. A drop down box will appear; click and hold your mouse then drag to
select the number of rows and columns that you want inserted into
your document. You will see your table appearing in your document
as you drag on the grid.
4. Once you have highlighted the rows and columns you would like let
go of your mouse and the table will be in your document.



Desktop Publishing

- Desktop Publishing (DTP) allows you to go beyond word processing. You can combine text and graphics to produce creative and well designed publications.
- Along with basic skills and your own imagination it is helpful to be familiar with some basics of graphic design.

- **Page Orientation**

- Select the message



fits your

Cont...

- **Margins**
- Margins are the blank spaces bordering the written or printed area of a document page.
- **TextArt**
- **TextArt is a feature that allows you to create a wide variety of interesting text. It goes beyond what is possible**



Cont...

- The TextArt that you created appears as a graphic within your document. You can treat it like any other graphic. Resize or move it to any place on your page.
- **Graphic Images**
- **Adding a Graphic**
- You can add a graphic image to your document from several sources. WordPerfect has some images available in the **Clip Art section**. **There are many more images available on the R: Drive (Word Prefect Only)**. You can find these or a specific image on your **G: Drive** or floppy disk by browsing to them using the **From File** option.

Cont...

- From the **Insert menu, select Graphic. From here choose Clip Art or From File to browse to your image.**
- Once it is inserted, a graphic image can be moved or resized by clicking on it and dragging it into place or by using the handles around its outside.
- **Watermark**
- A watermark is as a lightly shaded image that appears behind text and other graphics on a page.
- **Wrap Text**
- When you insert a graphic image into text, funny things can happen to the position of your text.
- To help deal with this, it is good to know how to wrap text around an image.