

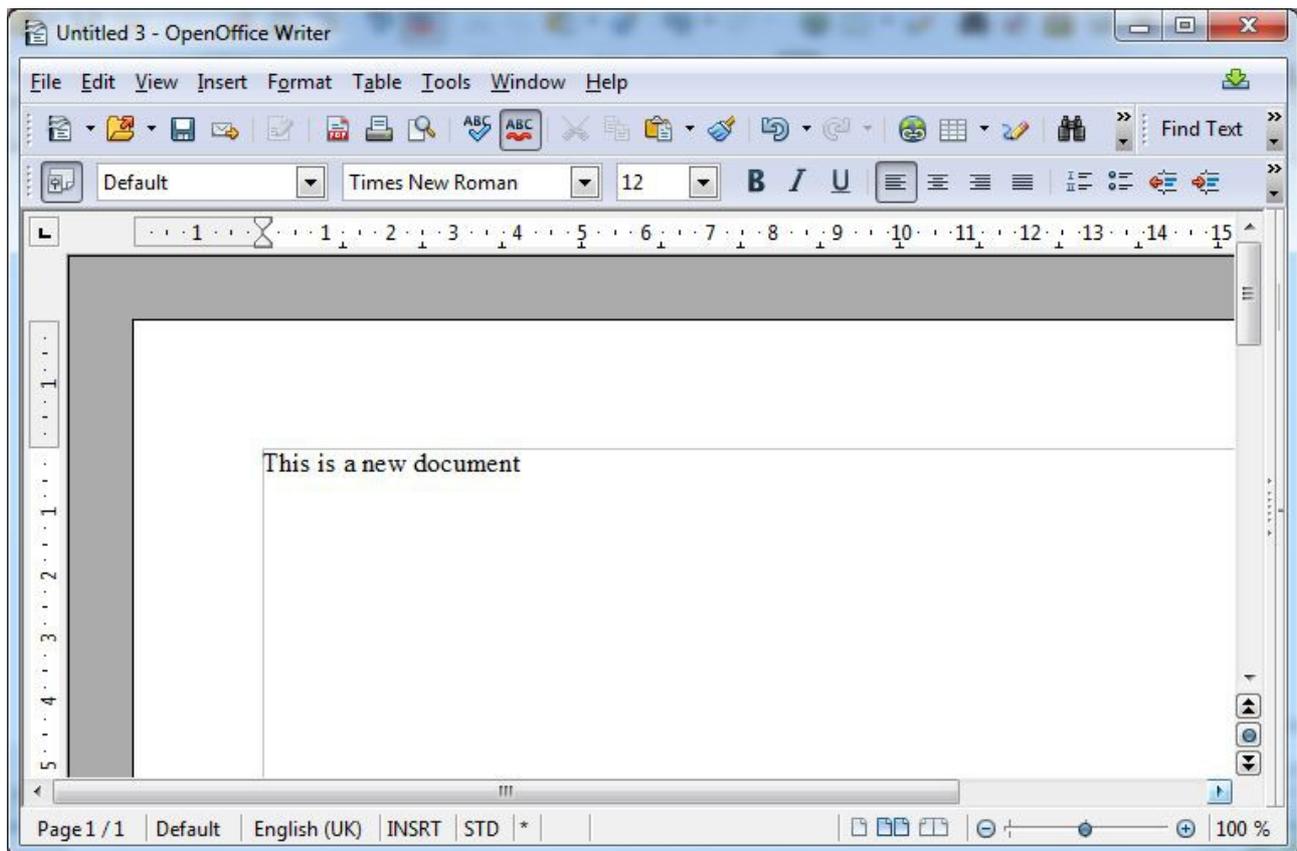
Introduction to Word Processing

What is a Word Processor

Word Processor software is used to create documents such as memos, reports, and letters. They allow you to enter, edit, organize, and format text.

Examples of Word Processing software include Microsoft Word, Openoffice / Libreoffice Writer, All Word Processors share similar functionality and characteristics.

Files created in a word processing program are referred to as documents. Many Word Processors can also be used to create simple web pages or Fliers and Handouts.



New Document and Formatting Text

Choose **File, New, then Text Document** or click the icon that looks like a sheet of paper.

Insertion Point:

The blinking vertical line that appears in a document. It indicates where the next text typed will appear.

Word wrap:

A feature that automates the process of creating new lines in a word processor. When enough text is entered to fill the current line, the word processor starts a new line.

A technique where you drag selected or blackened text from one location to another.

Opening & Closing files: The process of opening a document file for usage **OR** closing a file when the user has completed using the file.

To **open** a file, choose **File, Open** from the menu bar **OR** press the icon that looks like an **open folder**.

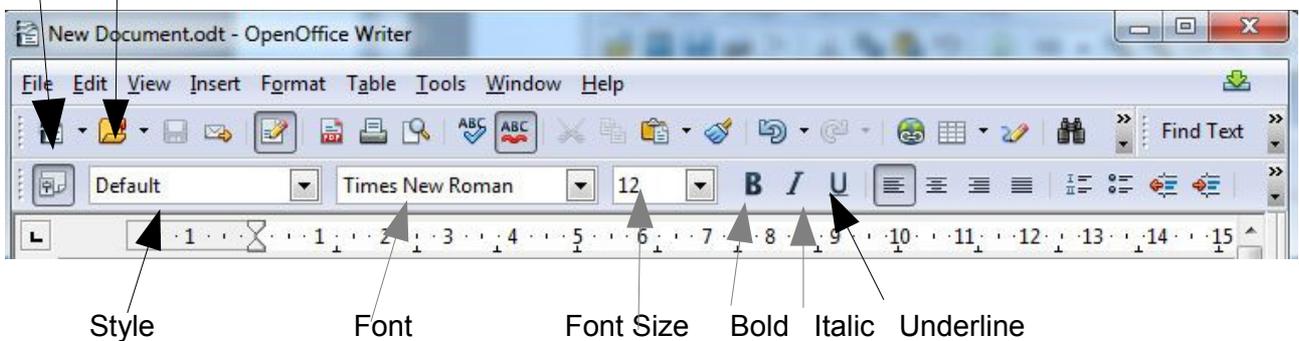
To close a file, choose **File, Close** from the menu bar **OR** the **"X"** in the right hand corner of a document window.

Title bar: he title bar displays the name of the program and the file that's currently open. It is located at the very top of the software program.

Menu bar:

The menu bar lists the names of the menus offered in the application or program. Clicking on a menu name will open that menu, then the command can be chosen.

New Open



Toolbar: Most applications or programs offer some type of toolbar or button bar below the menu bar. These are usually where the **icons** are stored. Click a button on this bar to perform a command like applying bold or formatting text you've selected.

Word Processors have toolbars:

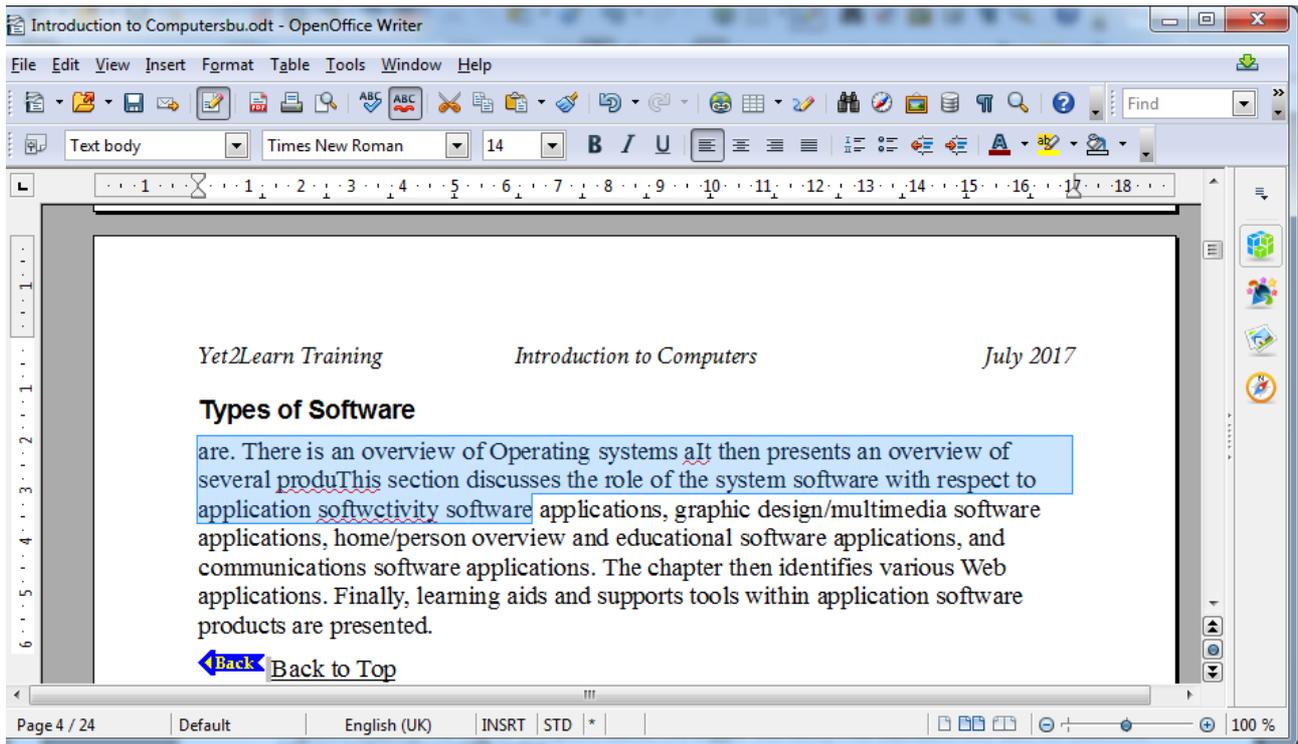
Toolbar functionality: toolbars contain **icons and buttons** for changing character and paragraph functions such as alignment and type styles (fonts).

Also icons or buttons used to perform common tasks such as printing and opening documents.

Selecting text: when text is selected it is appears highlighted in a different colour.

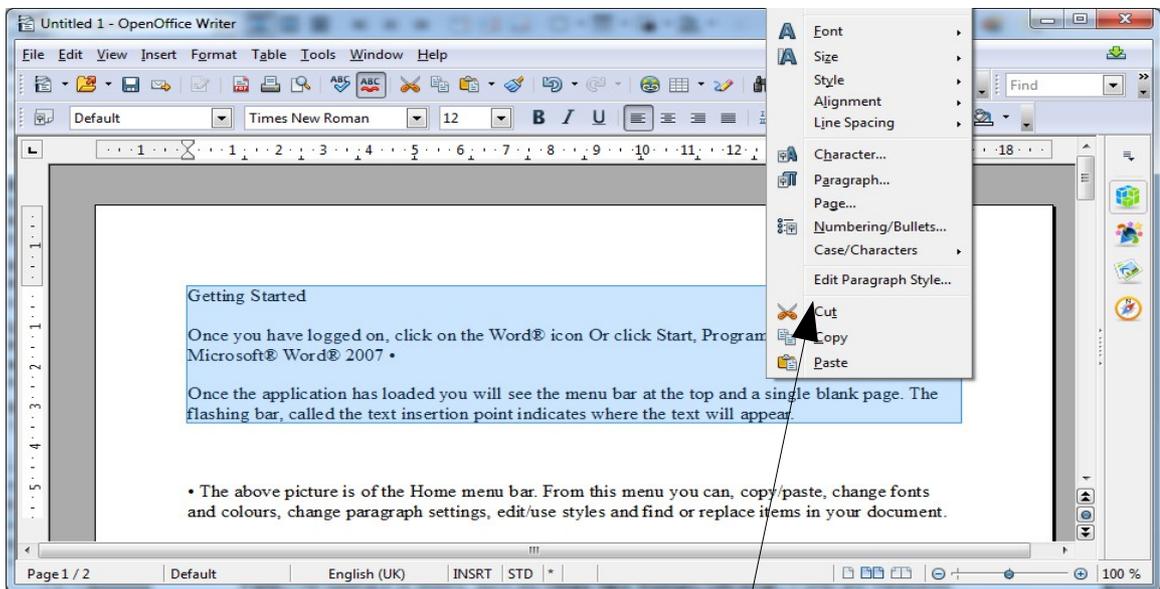
You must highlight or select text before I give it a command.

Deselecting text: It is when you take the highlight off the text. You can click anywhere outside of the black text to deselect it.



Highlighted text

Shortcut menu: the shortcut menu offers a few commands that apply to the operation being performed. Some of these commands on the shortcut menu are cut, copy, paste, font, paragraph, etc. The shortcut menu can be accessed by right clicking on highlighted text or an object.



Shortcut menu

Font: The typeface of letters, such as **Times New Roman**, **Arial**. Fonts are measured in **point sizes**. The higher the point sizes, the bigger the font. The standard font size for business letters and memos is **12 point**.



Format Font: choose the type of Font that is required want in the section entitled Format-Character – Font **or** choose the font in the drop down box.

Bold: A formatting attribute applied to characters in an application. Bolding turns the characters thicker and darker. **Format, Font, then Bold** under Font Style **OR**, choose the icon/button that looks like a "B" **OR** press **Ctrl + "B"**.

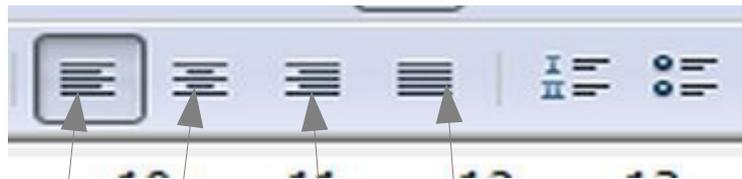
Italic: An attribute or style you apply to text to make it look slanted or italicized. **Format, Font, then Italics** under Font Style **OR** choose the icon/button that looks like a "I" **OR** press **Ctrl + I** on the keyboard.

Underline:The underline feature underlines text or numbers in any application. **Format, Font,**then choose your underline in the **Underline section of the window OR** choose the icon/button that looks like a "U" **OR** press **Ctrl + U** on the keyboard.

Alignment

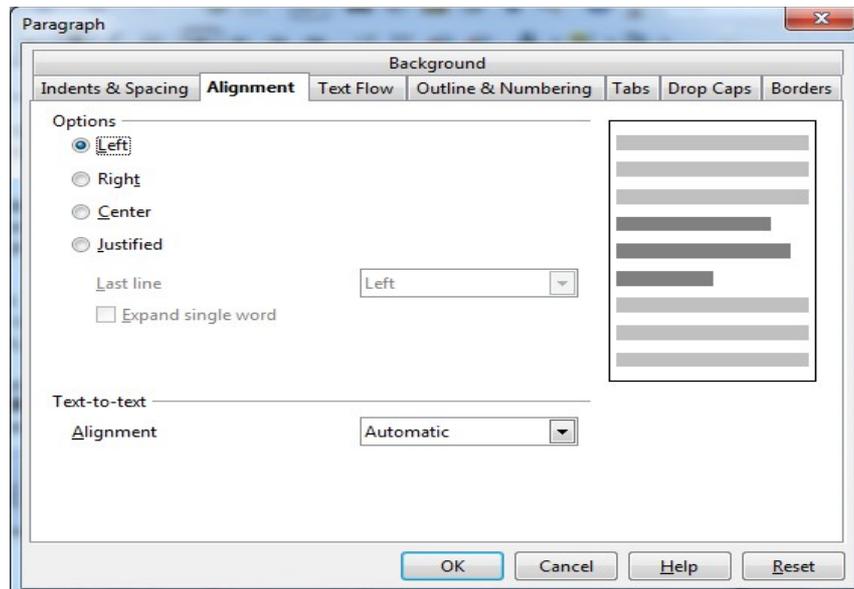
- 1) This is how text is positioned on the page.
- 2) It shows if text is **centered** (*text in middle of line or page*), **aligned left** (*text is positioned along the left margin*), **aligned right** (*text is positioned along the right margin*), **or justified** (*text is even along the left and the right margins*).

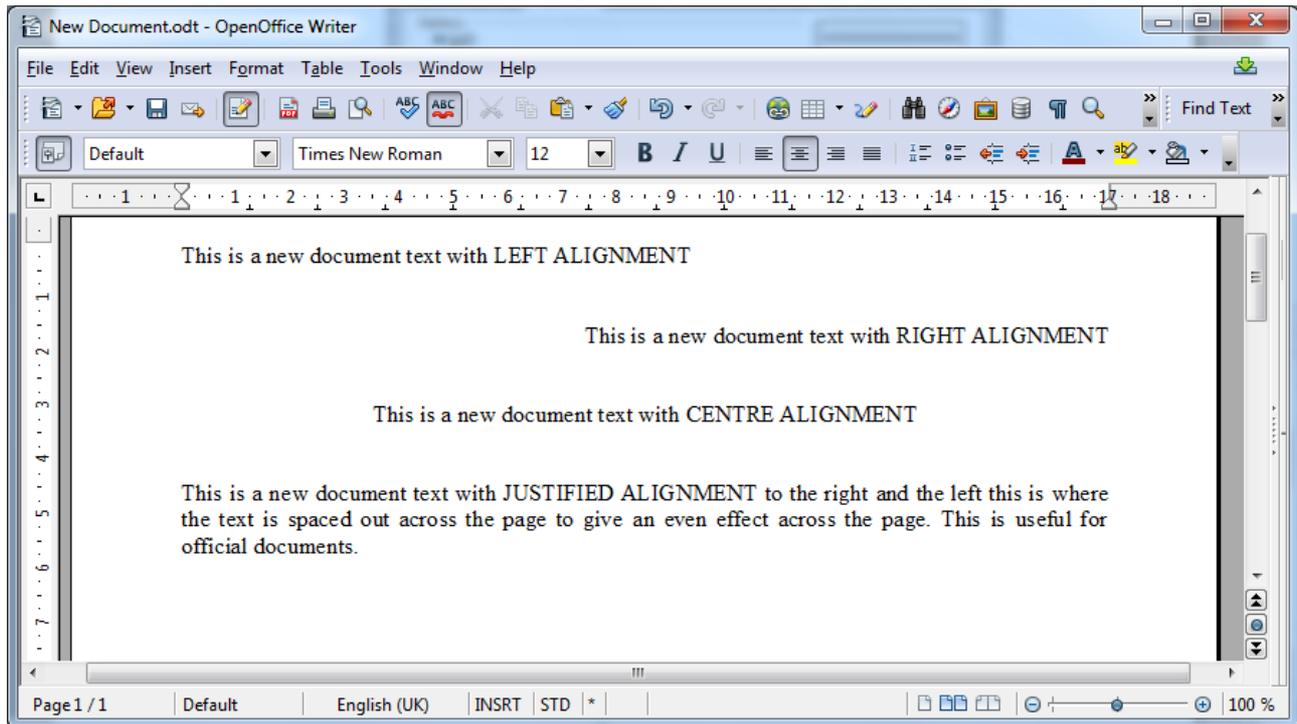
How do I align text? Choose the icon/buttons entitled "**Center**", "**Align Left**", "**Align Right**" or "**Justify**" on the Formatting toolbar **OR** choose **Format, Paragraph, then under the Alignment** section choose your desired alignment.



Alignment:

Left Centre Right Justified





Cut: To remove a selection and place it on the **Clipboard** (temporary buffer space to hold cut and copied items). You can then paste the cut selection to another location.

Edit, Cut OR press the icon/button that looks like scissors **OR** press **Ctrl + X** on the keyboard.

Copy: To duplicate selected text or objects. Copying objects places them on the **Clipboard** (temporary buffer space to hold cut and copied items). Then paste the copied selection to another location. **Edit, Copy OR** press the icon/button "**Copy**" **OR** **Ctrl + C** on the keyboard.

Paste: When you insert cut or copied information from the Clipboard into another location.

Edit, Paste OR press the icon button that says "Paste" **OR** press the **Ctrl + V** on the keyboard.

Print Preview: feature which lets you see how a file or document will appear when you print it. **File, Page (or Print) Preview OR** press the icon/button that looks like a **sheet of paper with a magnifying glass**.

Tab stop: A tab stop in a word processing document is a location (or measurement) that you use to align text. Tabs pull text in either from the **left or right margins**. They can also be custom set by the user. Tabs are **pre-set (defaulted) at .5 inches or 1/2 inch** unless the user specifies otherwise.

Press the Tab key on the keyboard for a quick tab from the "left margin" **OR** you can set your own custom tabs by using Format, Tabs from the menu-bar.

Indent: To set one or more lines of a paragraph "in" from the left or right margin in a document. Indents are **pre-set (defaulted) at .5 inches or 1/2 inch**.

First line indent (where only the first line is indented); **Left indent** (where all the lines on the left margin are indented); **Right indent** (where all the lines on the right margin are indented); **Hanging indent** (where all the lines except the first line are indented)

How do I indent? Choose **Format, Paragraph**, then choose the appropriate indent under the "Indentation" section, **OR** use the **indentation markers on the ruler**.

File Saving and Printing

File Saving: The process of naming and storing a file or document to a hard-drive (C-drive), USB drive, external / internal CD / DVD writer, or internet drive. **File, Save As** (used for the first time you save), **OR File, Save** (used to save after the 1st time of saving), **OR** choose the icon/button that looks like a diskette, **OR** press the **Ctrl + S** on the keyboard.

File Name: Names given to files when saving a file. They provide a unique description of the document or file.

- 1) use a meaningful name for the file for easy recognition
- 2) When naming a file, the user is limited to a maximum of 255 characters or letters.
- 3) The filename can also have spaces within the name , but some characters are excluded.