

COURSE ON COMPUTER CONCEPTS(CCC)

ELEMENTS OF WORD PROCESSING

Introduction

Microsoft Word :-

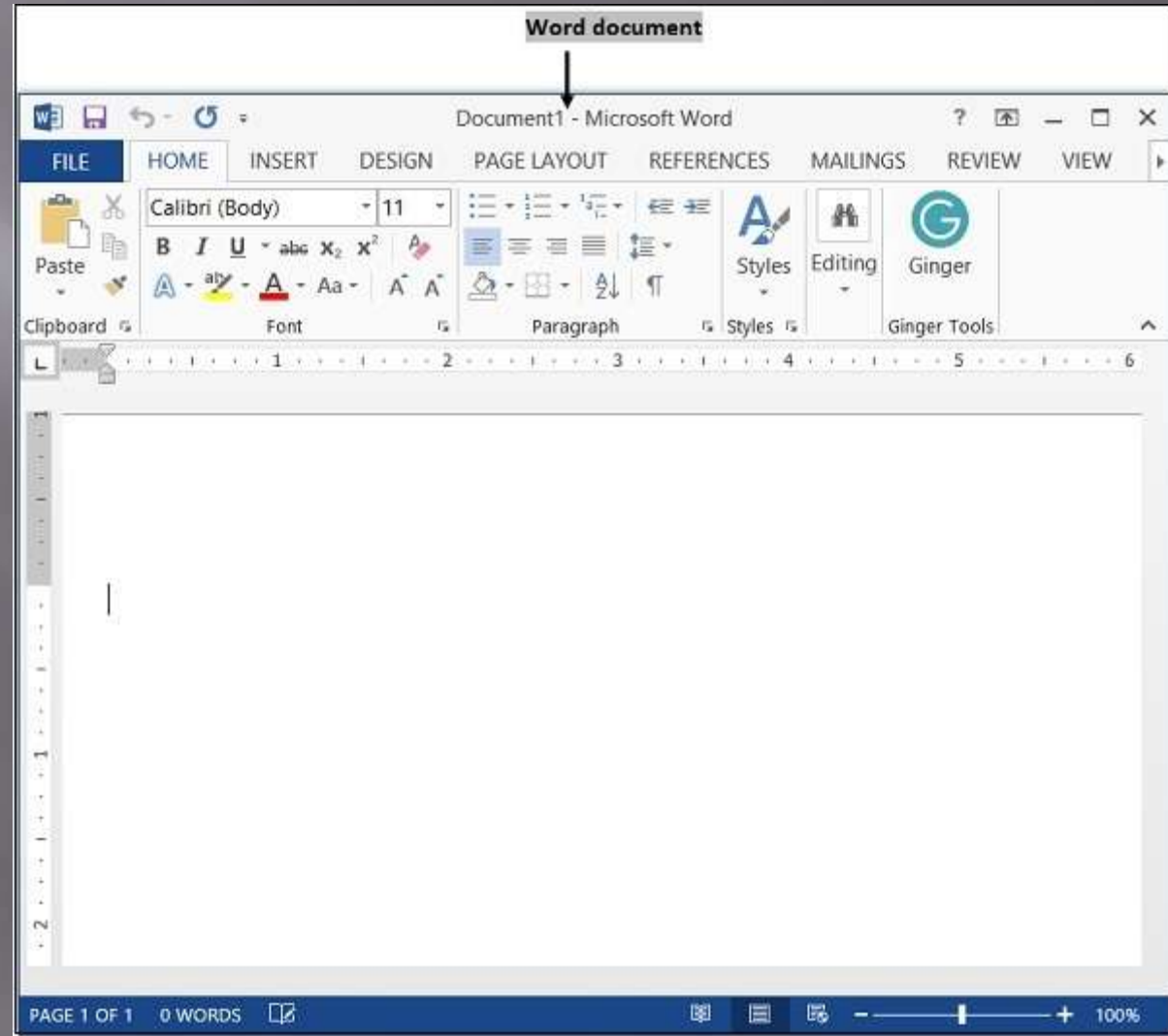
Microsoft Word is a popular word processing software. It helps in arranging written text in a proper format and giving it a systematic look. This formatted look facilitates easier reading. It provides spell-check options, formatting functions like cut-copy-paste, and spots grammatical errors on a real-time basis. It also helps in saving and storing documents.

It's also used to add images, preview the complete text before printing it; organize the data into lists and then summarize, compare and present the data graphically. It allows the header and footer to display descriptive information, and to produce personalized letters through mail. This software is used to create, format and edit any document. It allows us to share the resources such as clip arts, drawing tools, etc. available to all office programs.

In this chapter, you will learn about Concepts related to MS Word in detail. You will know about Word Processing Basics, Opening and Closing the Document, Text Creation and Manipulation, Formatting Text, and Table Manipulation.

Basics of Word Processing

Word processor is used to manipulate text documents. It is an application program that creates web pages, letters, and reports.



Objectives

Microsoft Word is part of the Microsoft's Office suite of software. It is a word processor, meaning its main function is the writing and editing of text documents. Microsoft has developed Word to be the premier word processor used by PC owners, and it is often bundled with new PC purchases. It is also available separately at many office supply and software retailers.

1. **Word Processing**
2. **Editing**
3. **Compatibility**
4. **Ubiquity**
5. **Track Changes**
6. **Protecting Your Documents**
7. **Easy to Use**
8. **Styles**
9. **Printing**
10. **Tables/Graphs/Charts**

Word Processing Basics

Introduction

Word processing is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures, and web pages. Using this application program you can add pictures, tables, and charts to your documents. You can also check spelling and grammar. In this lesson, we will learn word 2007 and use its features, tools and techniques. All professional documents will be discussed using this package only.

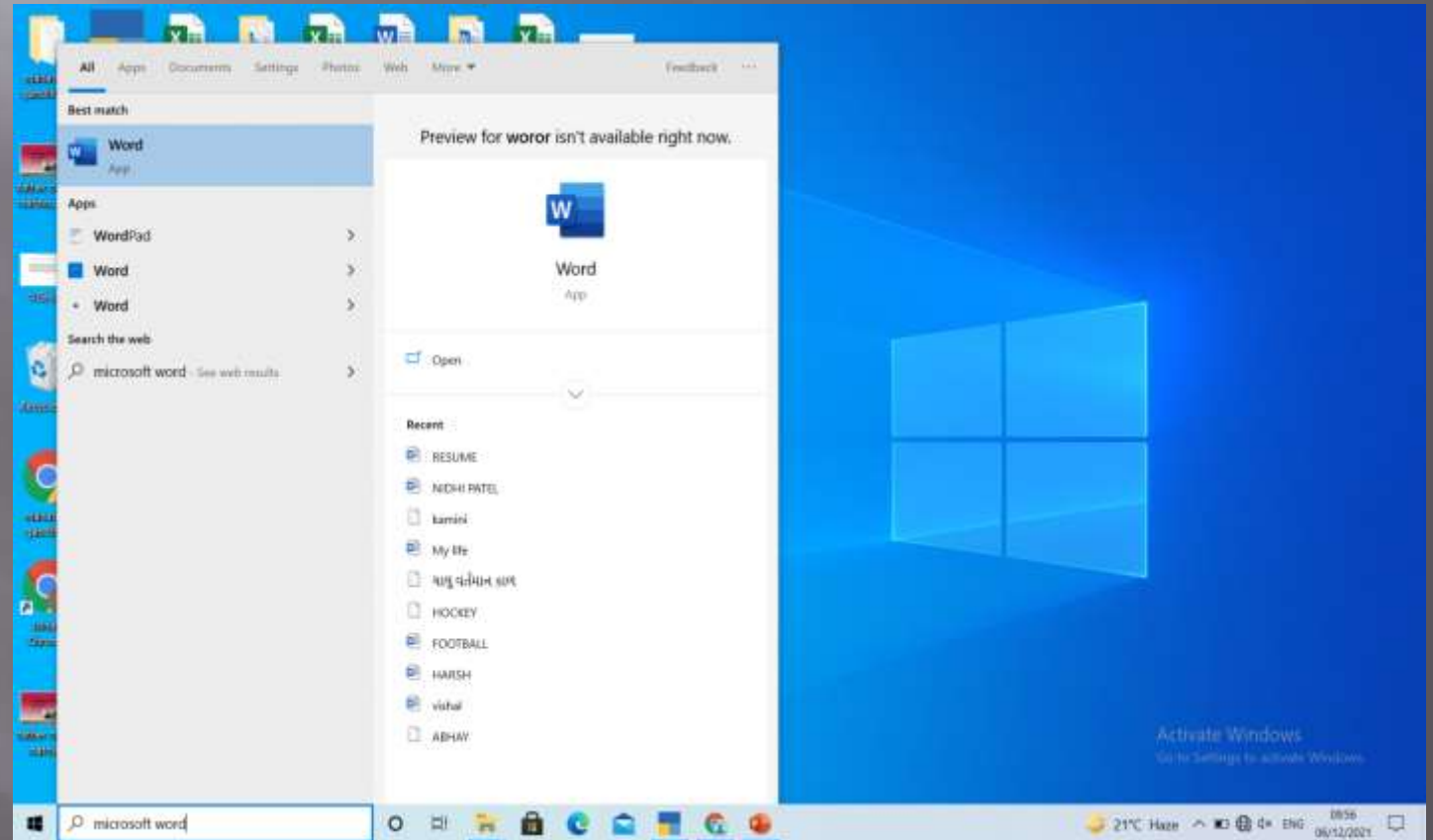
OBJECTIVES

After going through this lesson you would be able to:

- L define features of word 2007
- L explain basic menu details of word 2007
- L create, save and print new word document
- L protect a word document quickly and efficiently
- L manage word files and their printing

Opening Word Processing Package

Word processing package is mostly used in offices on microcomputers. To open a new document, click on "**Start**" button and go to "**All Programs**" and click on "**Microsoft Word**".

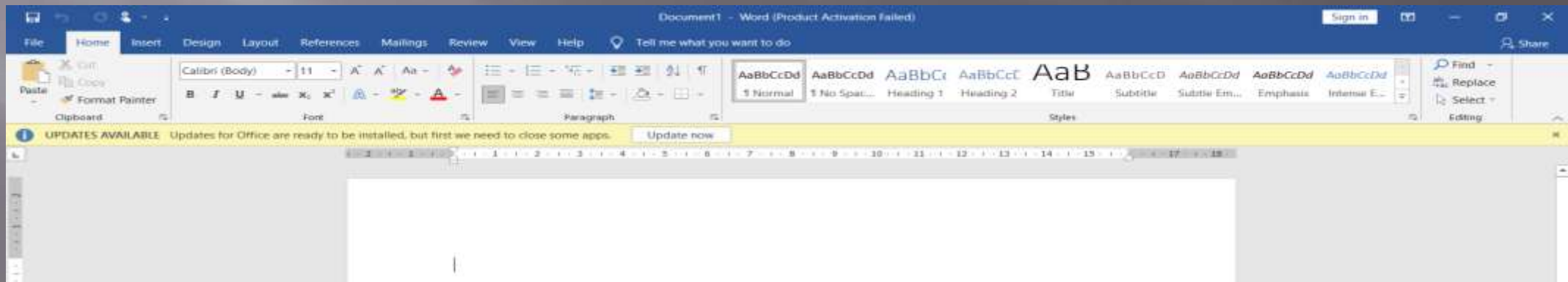


Menu Bar :-

A menu bar is located below the title bar. A menu bar is an application window to furnish application or window-specific menus. Menu bar has File Menu along with Home, Insert, Design, Page Layout, References, Mailings, Review, And View.















- **File** – It has options such as, Save, Save As, Open a New Document, Print, etc.
- **Home** – It has icons to change Font Size, Style, Alignment, Borders, etc.
- **Insert** – It has icons to insert Table, Shapes, Chart, Pictures, Screenshot, Header, Footer, etc.
- **Design** – It has icons to change Themes, Colors, Fonts, Effects, Page Borders, etc.
- **Page Layout** – It has icons to set Margins, Orientation, Size, Breaks, Indent etc.
- **References** – It has icons to Add Text, Update A Table, Insert Footnote, Index.
- **Mailings** – It has icons to start Mail Merge, Add Labels, Envelopes, etc.
- **Review** – It has icons for Spelling And Grammar Check, Thesaurus, Word Count, Comments, Tracking, etc.
- **View** – It has icons like: Zoom, Print Layout, Switch Windows, Split, etc.
- **Help** - By clicking this button, you can get help for any information you need

You may use a particular menu to give an instruction to the software. Place mouse over menu option and click left mouse button to open drop-down menu. You can use left and right arrows on your keyboard to move left and right across menu bar option. Up and down arrow keys can be used to scroll drop-down menu.



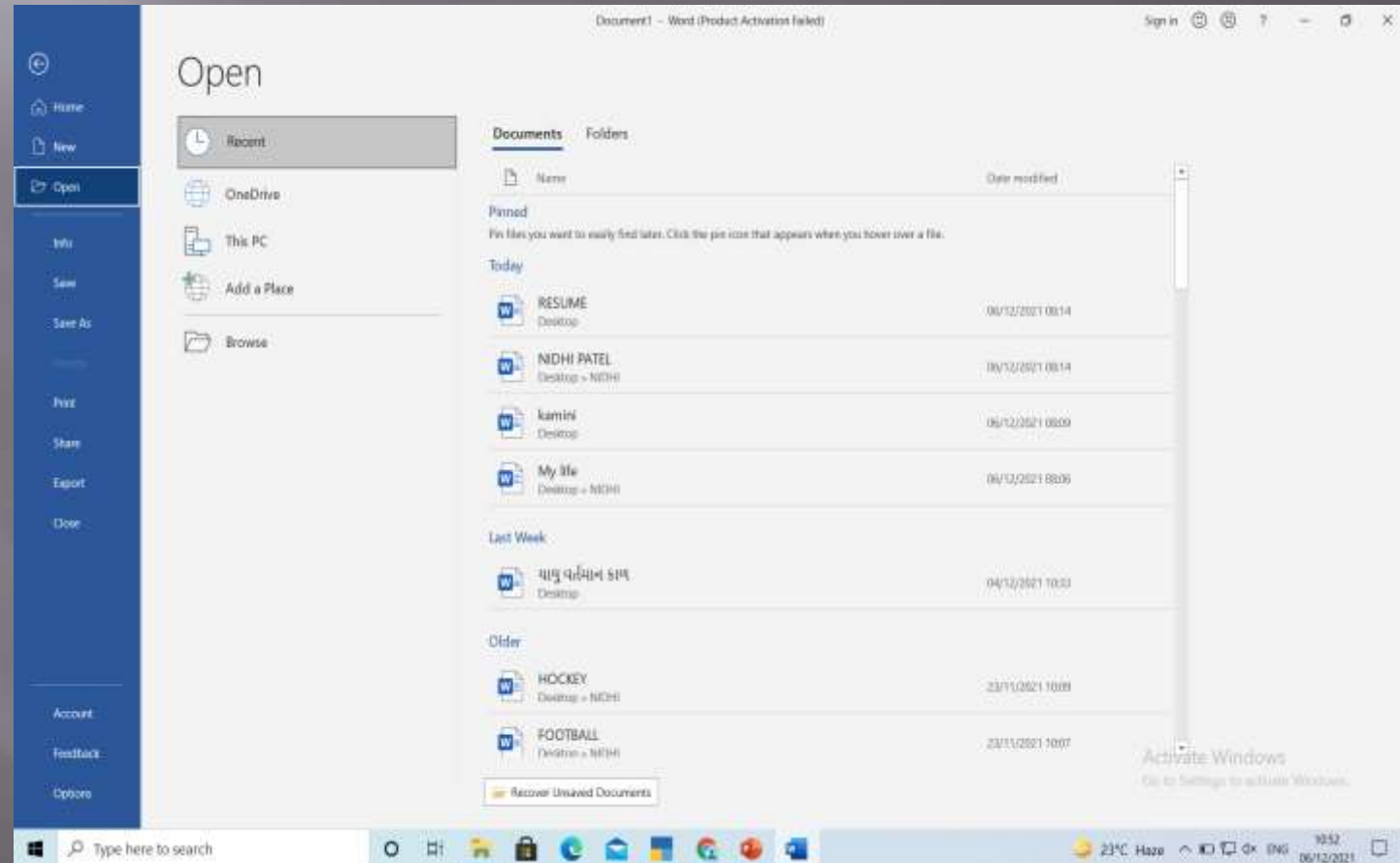
Using Icons below Menu Bar:-

The bar located below menu bar is the toolbar. Toolbar provides shortcuts to menu commands. It has icons which represent commonly used functions.

Icons	Icons Functions
	To save a file.
	To print current file.
	To check for page orientation before the document gets printed.
	To check spelling, grammar and writing style.
	To remove selected word or sentence from the document.
	To copy selected word or sentence from the document.
	To paste content from the clipboard.
	To reverse the last command. Shortcut key for undo is "Ctrl + Z"
	To redo last command. Shortcut key for Redo is "Ctrl + Y"
	To set borders to content.
	To insert a single table or more tables as required into the document.
	To change number of columns in the document.
	To change font color .
	To change font style.

Opening and Closing Documents

1. Click on the "File → Open".
2. From the window opened, select a file you want to open and double click on it or just right-click and select "open".
3. Shortcut key is Ctrl + O.



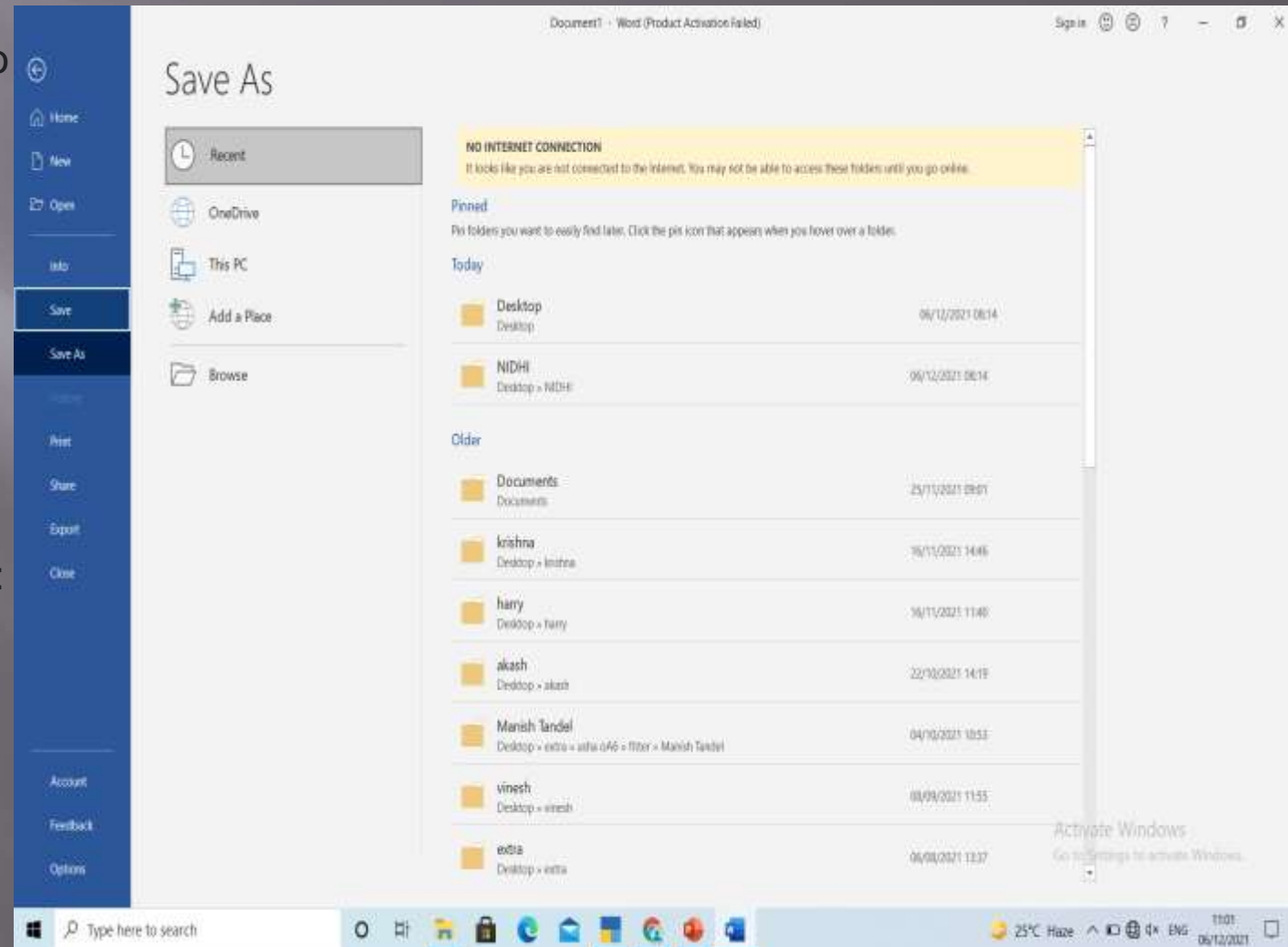
Save a document

1. Go to File > Save As (or Save a Copy).
2. Select OneDrive so you can get to your document from anywhere. Save personal files to OneDrive - Personal, and work files to your company OneDrive or SharePoint site. ...
3. Enter a name, and select Save.

Save As:-

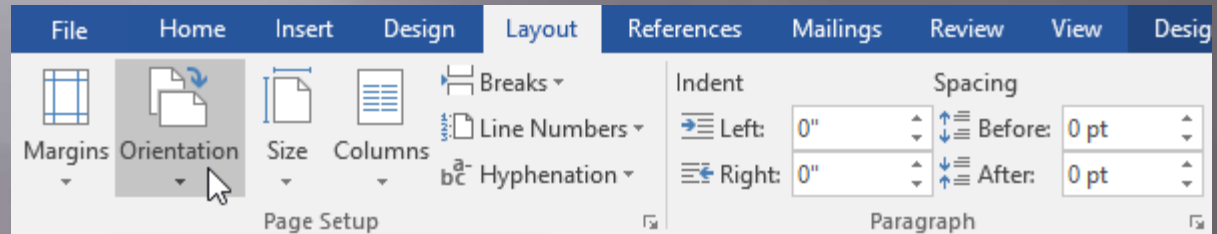
Follow these steps to perform a Save As:

1. Click File from the menu bar.
2. Select Save As. The Save As dialog box appears.
3. Type a new name for your file in the File name: box.
4. Click Save.

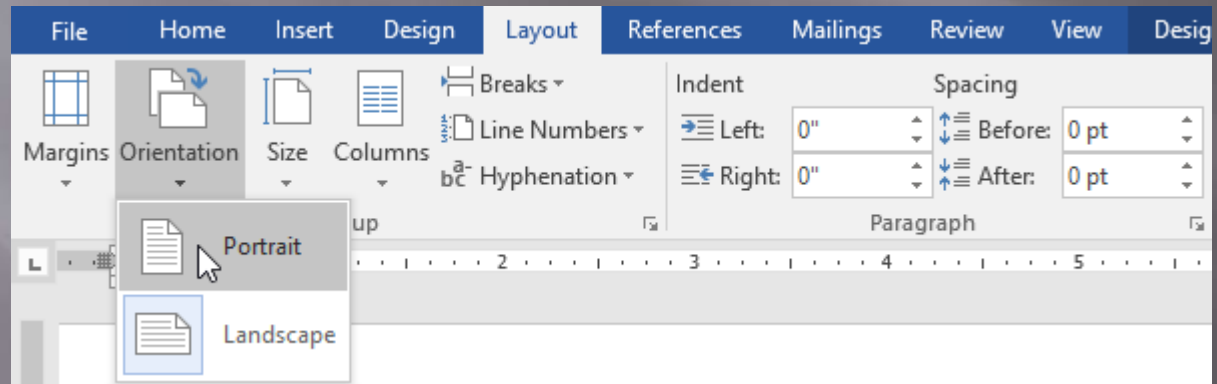


Page setup

1. Select the **Layout** tab.
2. Click the **Orientation** command in the Page Setup group.



3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.



4. The page orientation of the document will be changed.

□ PAGE SIZE

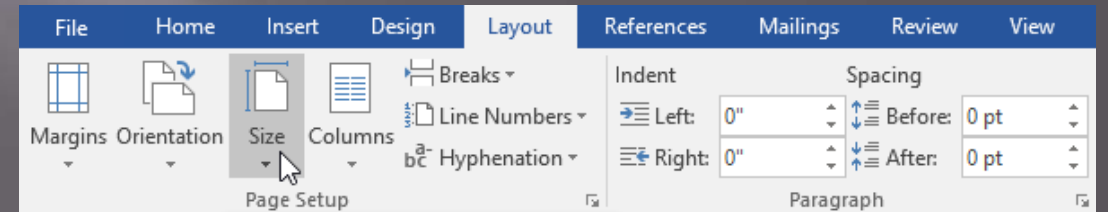
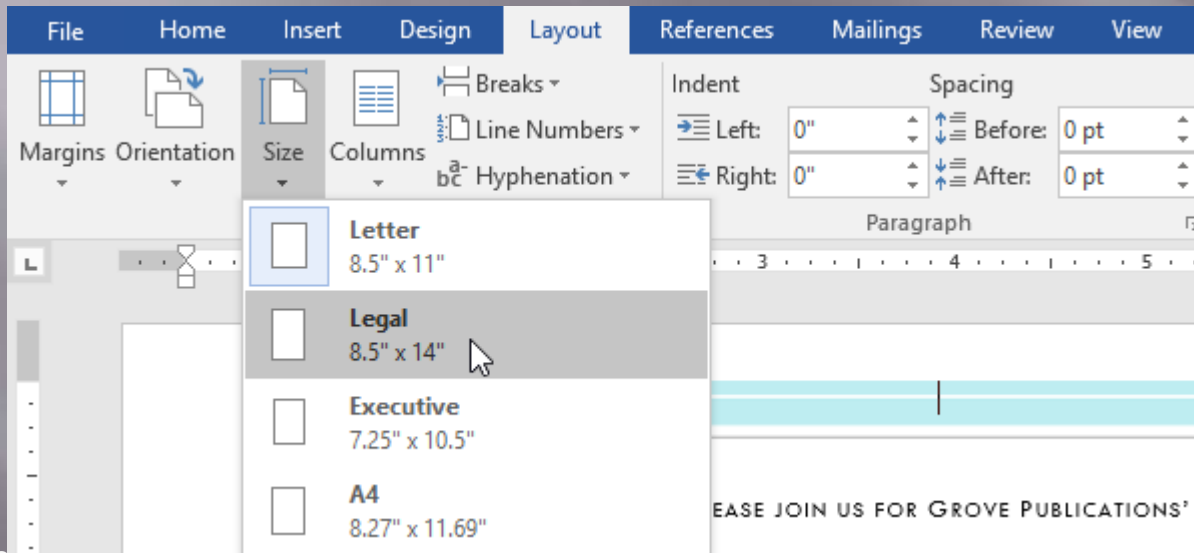
By default, the **page size** of a new document is 8.5 inches by 11 inches. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

➤ To change the page size:

Word has a variety of **predefined page sizes** to choose from.

1. Select the **Layout** tab, then click the **Size** command.

2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

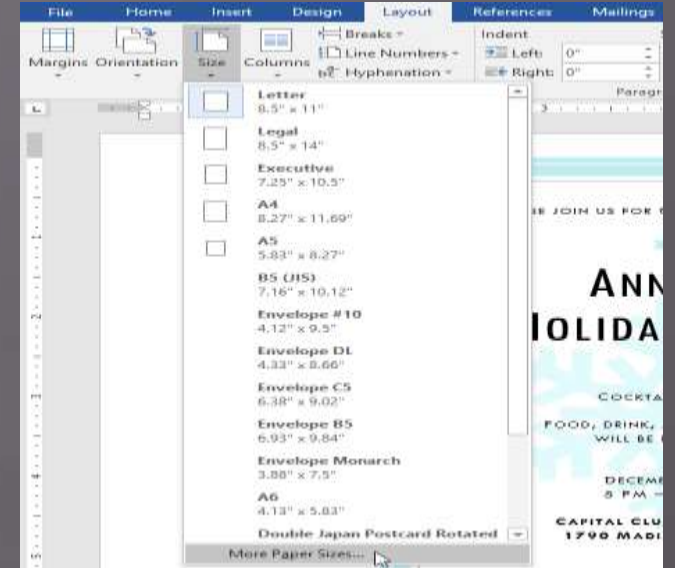


3. The page size of the document will be changed.

□ To use a custom page size:

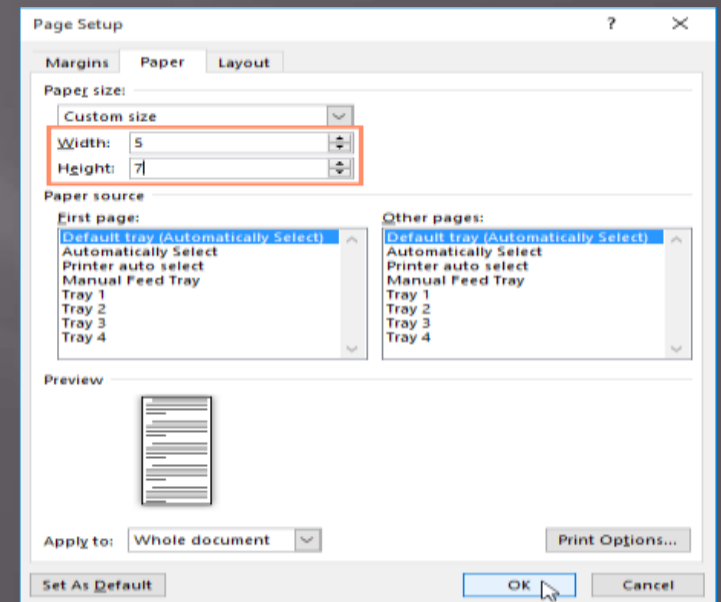
➤ Word also allows you to customize the page size in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Size**. Select **More Paper Sizes** from the drop-down menu.



2. The **Page Setup** dialog box will appear.

3. Adjust the values for **Width** and **Height**, then click **OK**. →



4. The page size of the document will be changed.

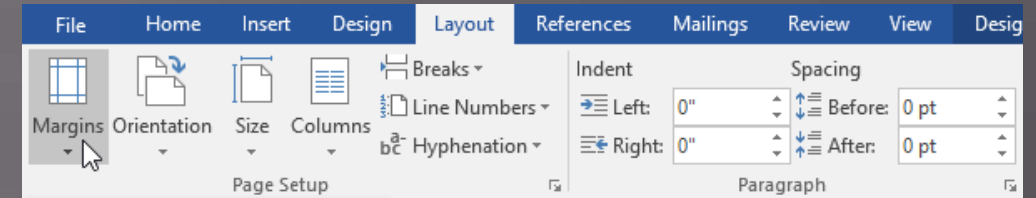
□ Page margins

- A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Layout** tab, then click the **Margins** command. →



2. A drop-down menu will appear. Click the **predefined margin size** you want. →



3. The margins of the document will be changed.

➤ **To use custom margins:**

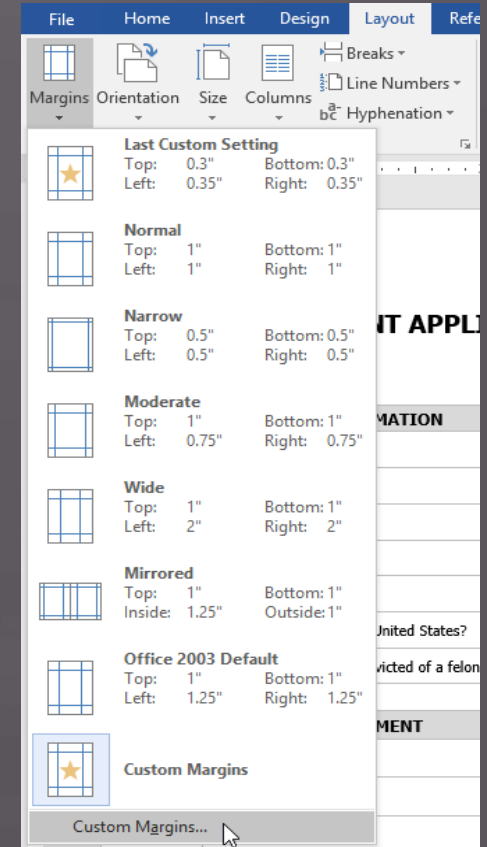
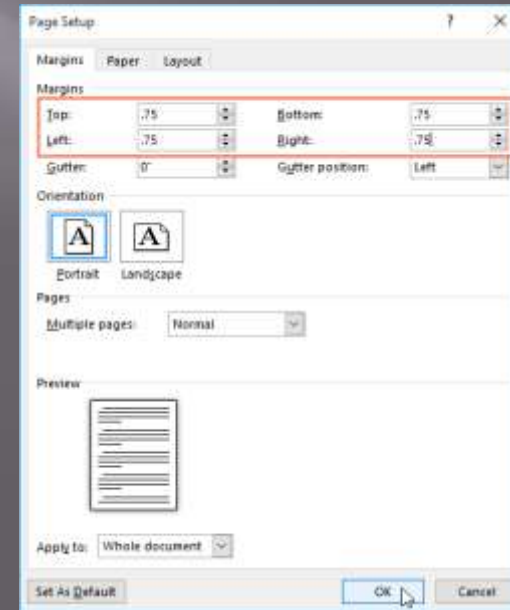
Word also allows you to customize the size of your margins in the **Page Setup** dialog box.

1. From the **Layout** tab, click **Margins**. Select **Custom Margins** from the drop-down menu.-----➔

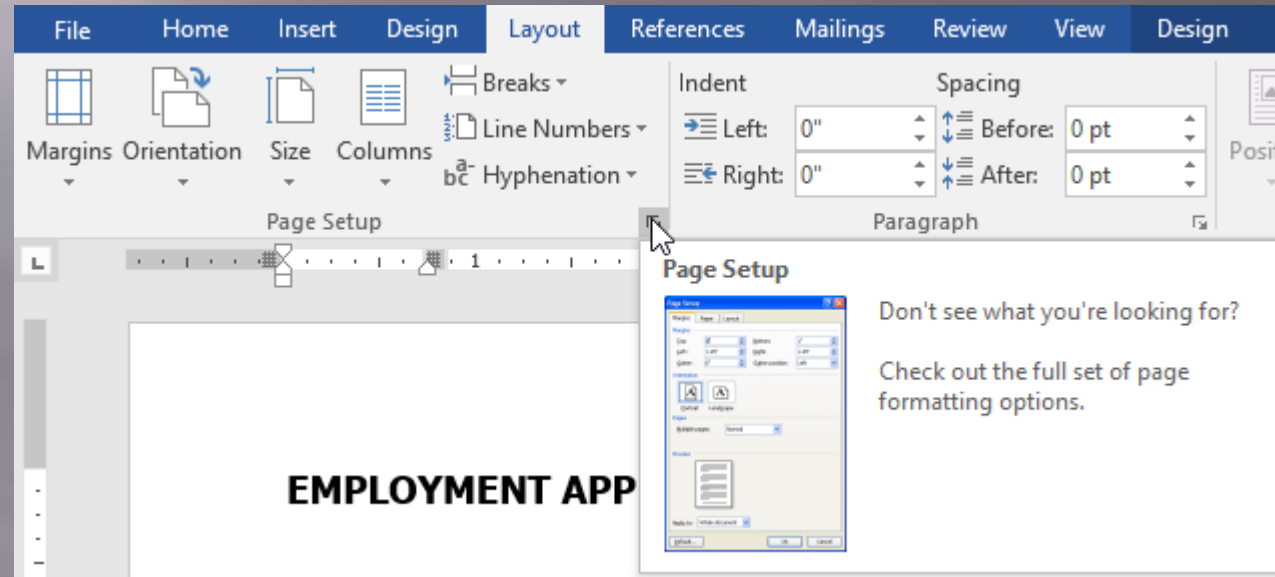
2. The **Page Setup** dialog box will appear.

3. Adjust the values for each margin, then click **OK**.-----➔

4. The margins of the document will be changed.



- You can also open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup** group.



- You can use Word's convenient **Set as Default** feature to **save** all of the **formatting** changes you've made and automatically apply them to new documents. To learn how to do this, read our lesson on [Changing Your Default Settings in Word](#).

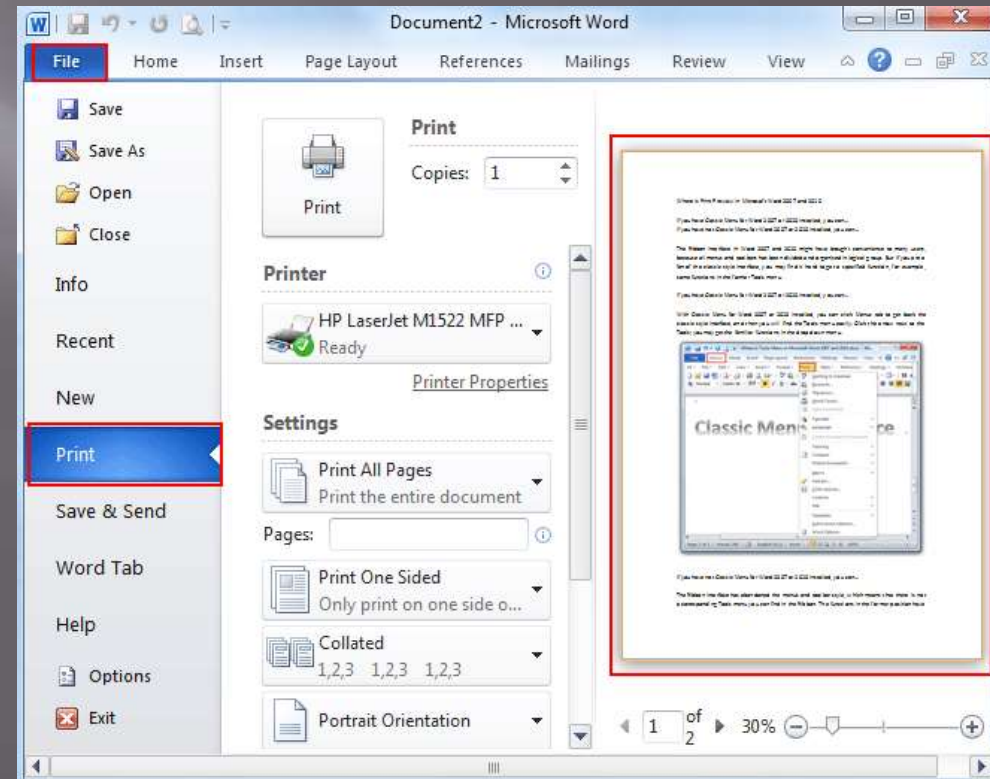
Print Preview:-

➤ **Word combines Print and Preview in the same window.**

1. Click File > Print. On the right, you'll see a preview of your presentation. ...

2. To see each page, click the arrow at the bottom of the preview, and if the text is too small to read, use the zoom slider to adjust it. ...

3. Click.



Printing of Documents

➤ Print a document in Word

- Select File > Print.

- To preview each page, select the forward and backward arrows at the bottom of the page. If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it.

- Choose the number of copies, and any other options you want, and select the Print button.

The screenshot shows the 'Print' dialog box in Microsoft Word. At the top, the word 'Print' is displayed in a large font. Below it, there is a 'Print' button with a printer icon and a 'Copies' dropdown menu set to '1'. The 'Printer' section shows a selected printer named 'b35-1525-a on prn-vcorp4tk5.redmon...' with a status of 'Ready' and a 'Printer Properties' link. The 'Settings' section contains several options: 'Print All Pages' (The whole thing), 'Pages:' (empty), 'Print on Both Sides' (Flip pages on long edge), 'Collated' (1,2,3 1,2,3 1,2,3), 'No Staples', 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Normal Margins' (Left: 1" Right: 1"), and '1 Page Per Sheet'. A 'Page Setup' link is located at the bottom right of the settings area.

Text Creation and manipulation

Document Creation

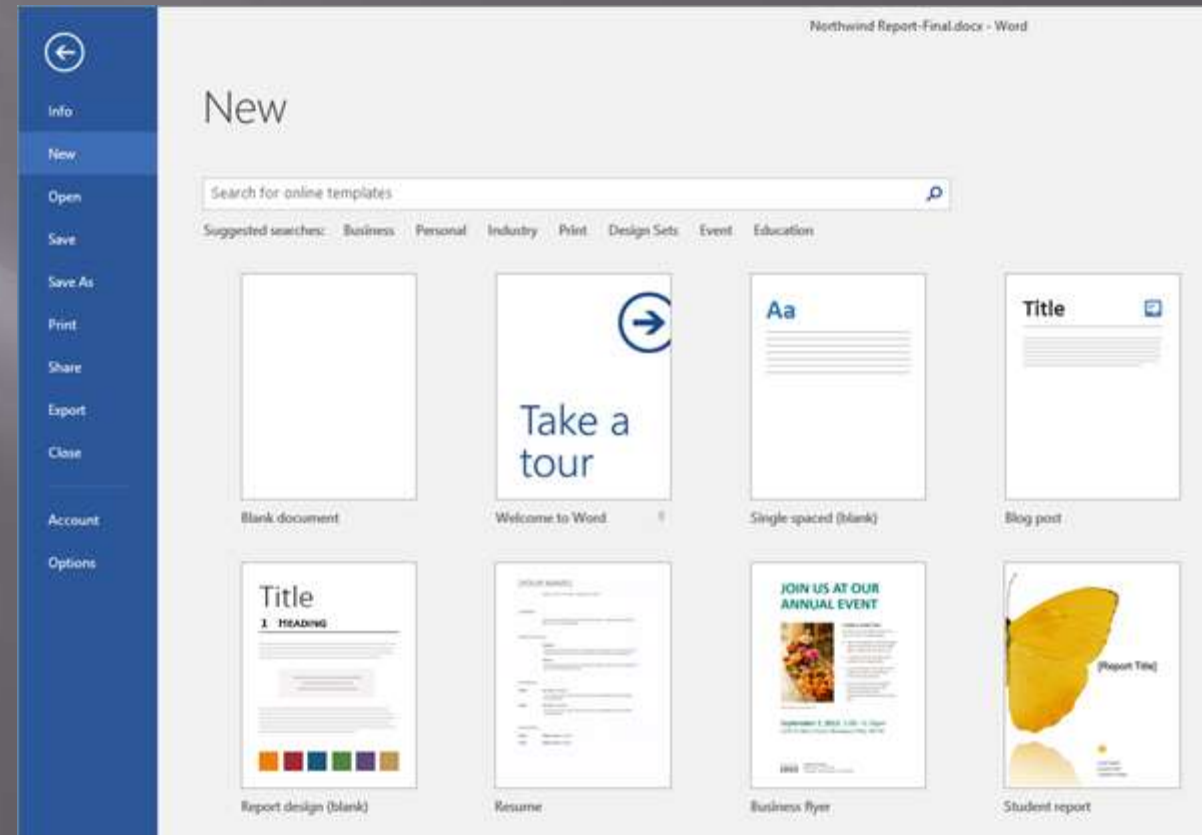
➤ Create a document

1. Open Word. Or, if Word is already open, select File > New.

2. In the Search for online templates box, enter a search word like letter, resume, or invoice. Or, select a category under the search box like Business, Personal, or Education.

3. Click a template to see a preview. ...

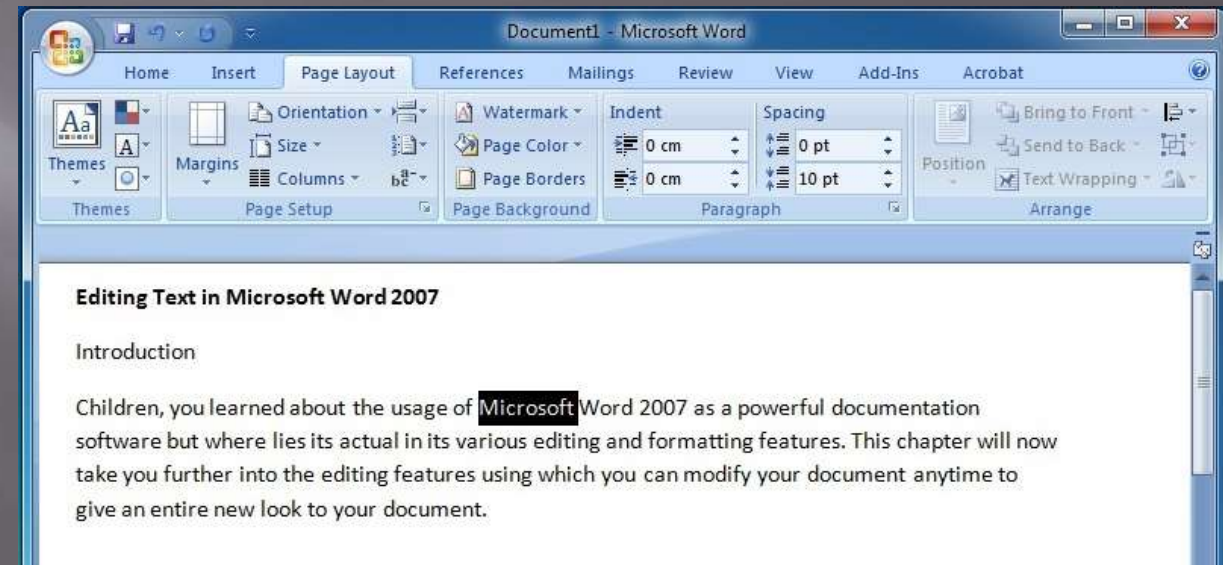
4. Select Create.



Editing Text

Edit a Microsoft Word document

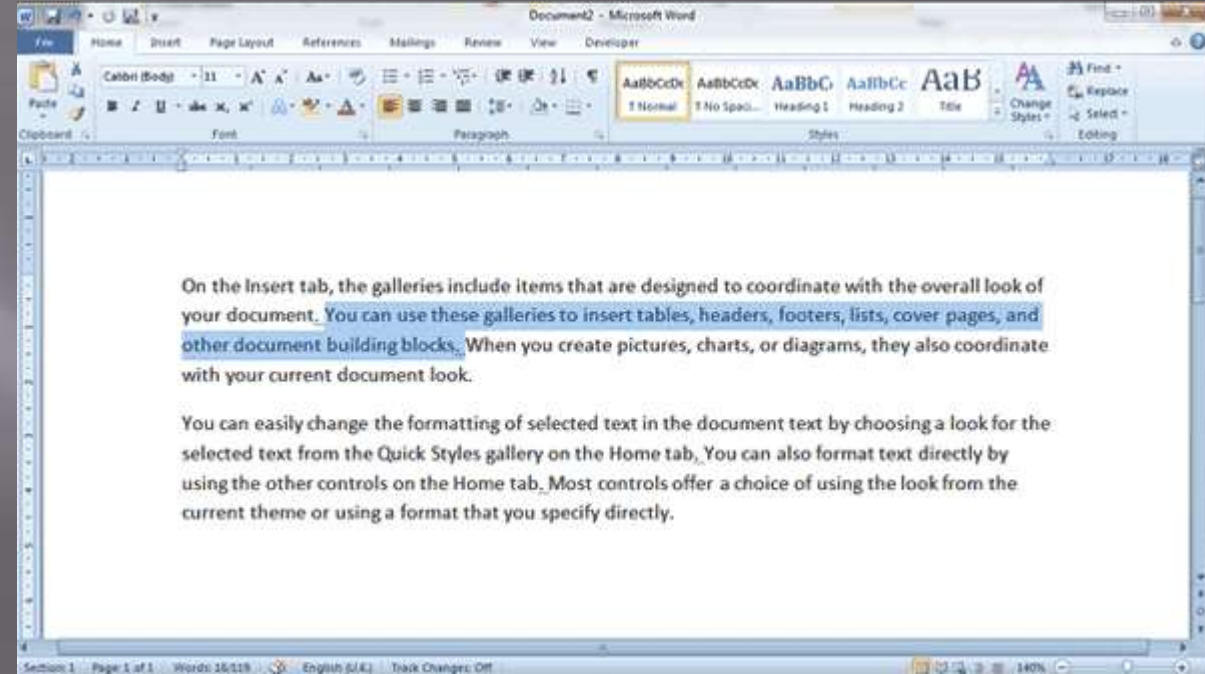
1. Click the. Edit. tab.
2. Select the text that you want to edit.
3. Using the tools in the edit toolbar, change the required formatting including font style, paragraph alignment, list formatting, and indentation options.



Text Selection

Other ways to select text

1. To select a single word, quickly double-click that word.
2. To select a line of text, place your cursor at the start of the line, and press Shift + down arrow.
3. To select a paragraph, place your cursor at the start of the paragraph, and press Ctrl + Shift + down arrow.



Cut, Copy and Paste

Keyboard shortcuts

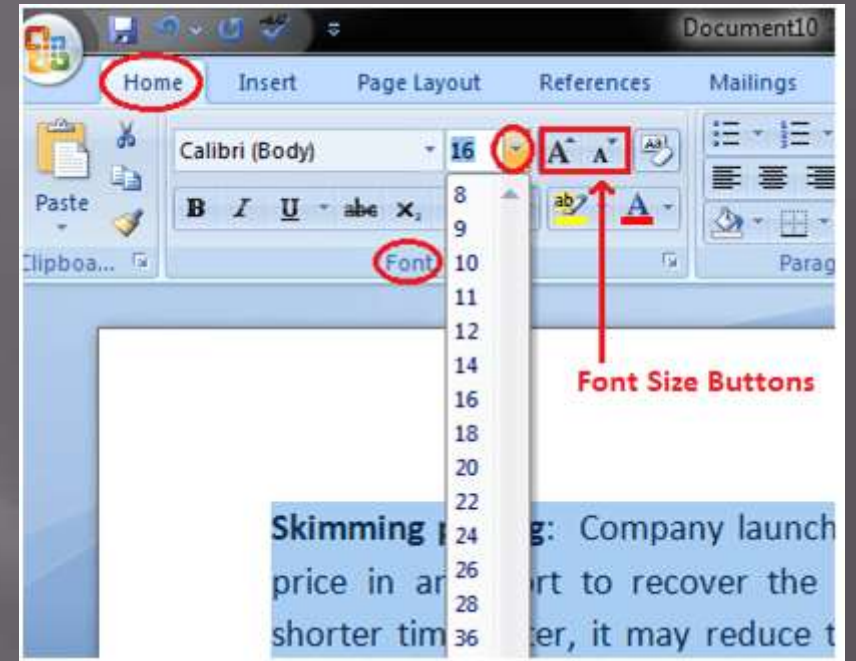
1. Copy: Ctrl + C.
2. Cut: Ctrl + X.
3. Paste: Ctrl + V.



Font and Size selection

To change the font size of selected text in desktop Excel, PowerPoint, or Word:

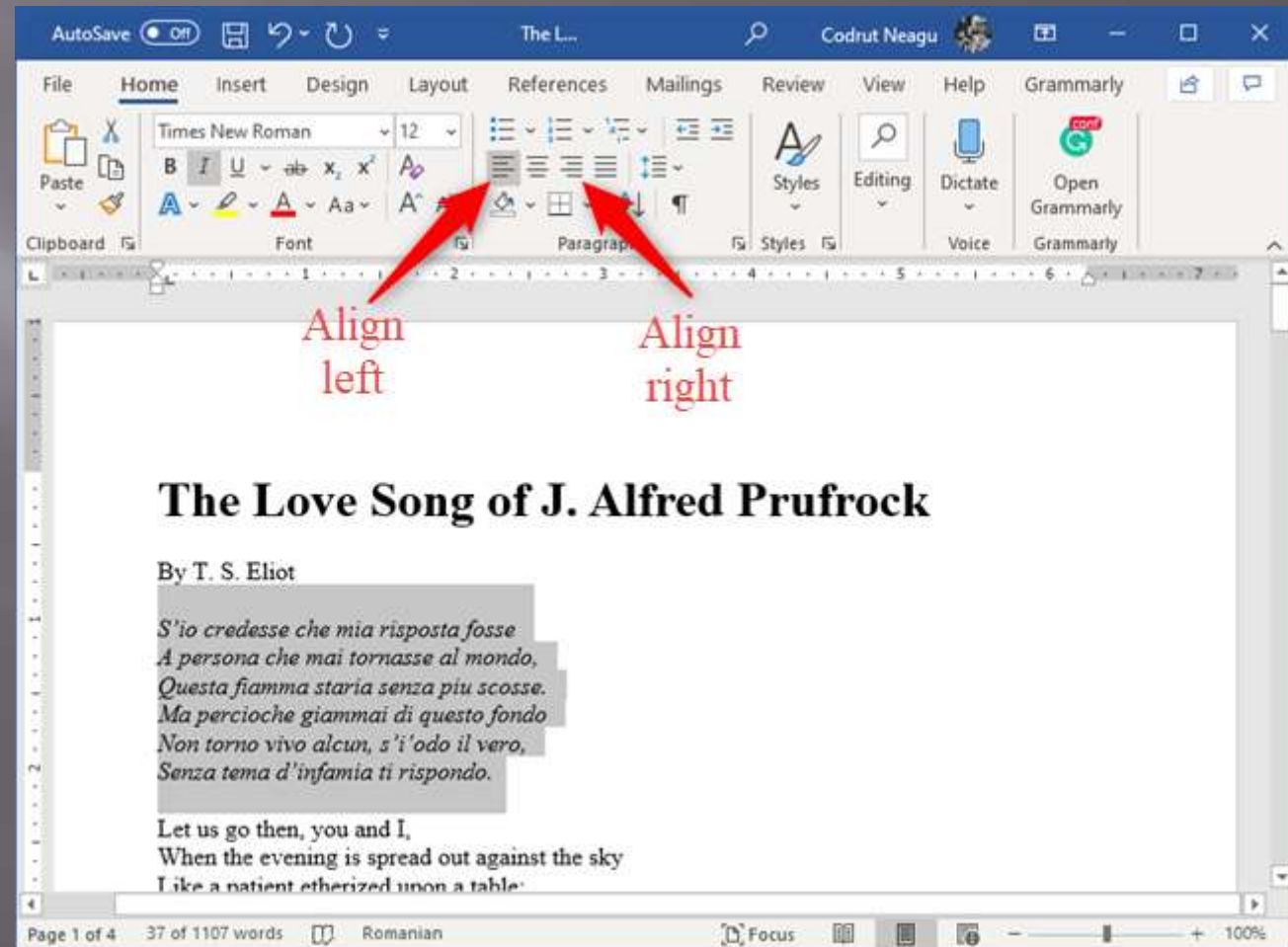
- Select the text or cells with text you want to change. To select all text in a Word document, press Ctrl + A.
- On the Home tab, click the font size in the Font Size box. You can also type in any size you want, within the following limits:



Alignment of Text

How to Adjust Paragraph Alignment in Word

- Click anywhere in a paragraph you want to align, or select multiple paragraphs.
- Click an alignment option in the Paragraph group. Shortcuts: To align left, press Ctrl + L. To align right, press Ctrl + R. To align center, press Ctrl + E. To justify, press Ctrl + J.

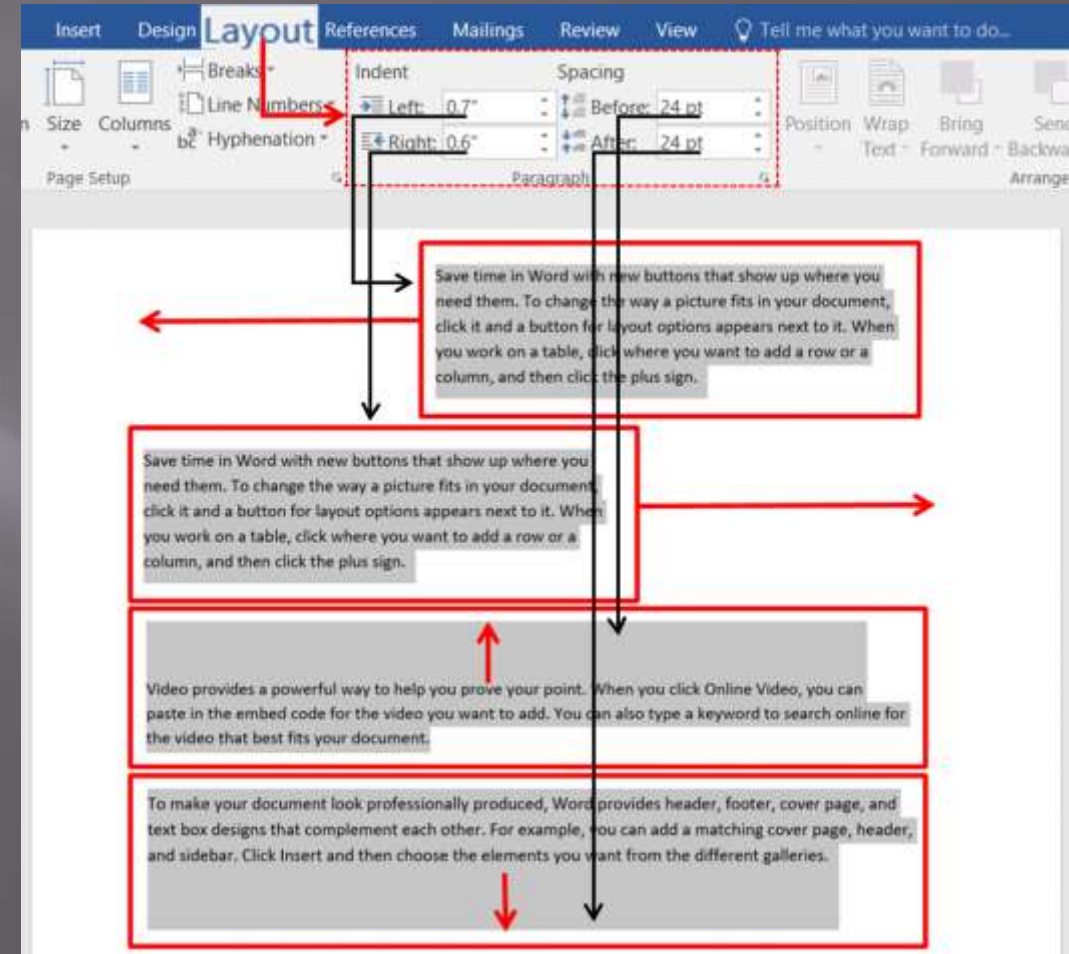


Formatting the Text

Paragraph Indenting

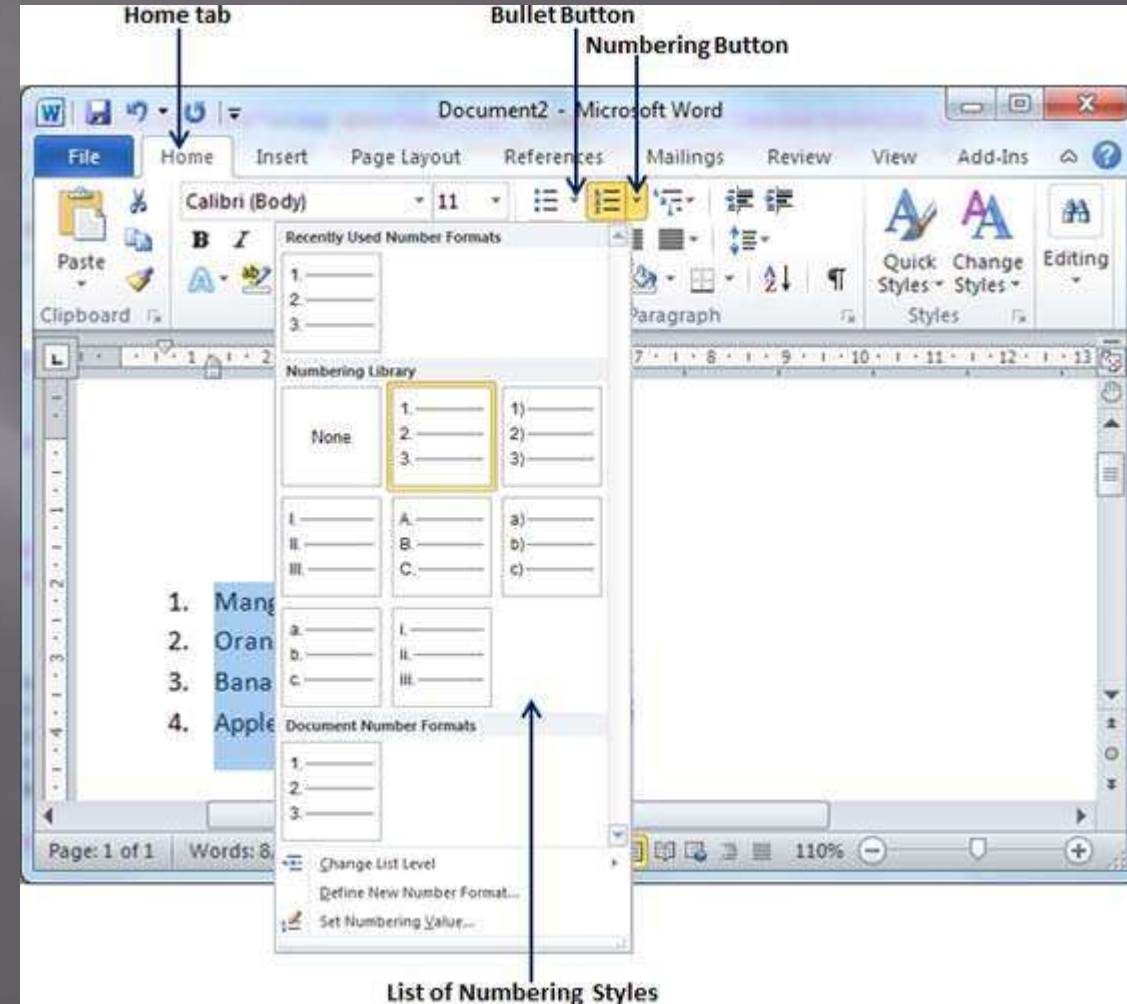
How do I indent a paragraph in Word?

1. Select the paragraph to be indented;
2. From the Home tab, Paragraph group, select the dialog box launcher;
3. Check that the Indents and Spacing tab is selected;
4. In the Indentation section set the indent value you require.



Bullets and Numbering

- Within your Microsoft document, place your cursor or highlight the text where you wish to insert a bulleted list.
- Under the [Home] tab in the “Paragraph” section, click the [Bullets] drop-down menu.
- Choose a **bullet style or select "Bullets and Numbering"** to create a customized bullet style.



Changing case

How to change uppercase and lowercase text in Microsoft Word

- 1.Highlight all the text you want to change.
- 2.Hold down the Shift and press F3 .
- 3.When you hold Shift and press F3, the text toggles from sentence case (first letter uppercase and the rest lowercase), to all uppercase (all capital letters), and then all lowercase.

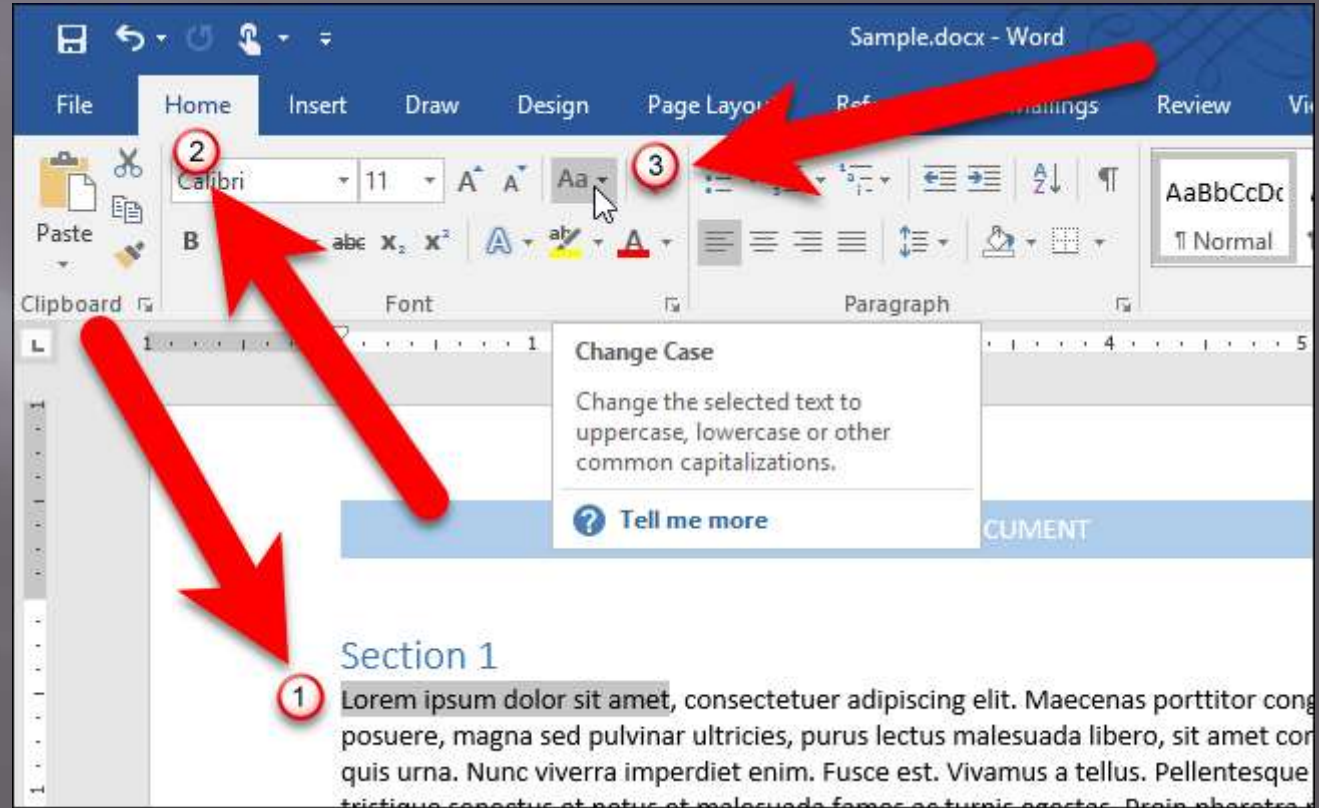


Table Manipulation

DRAW TABLE

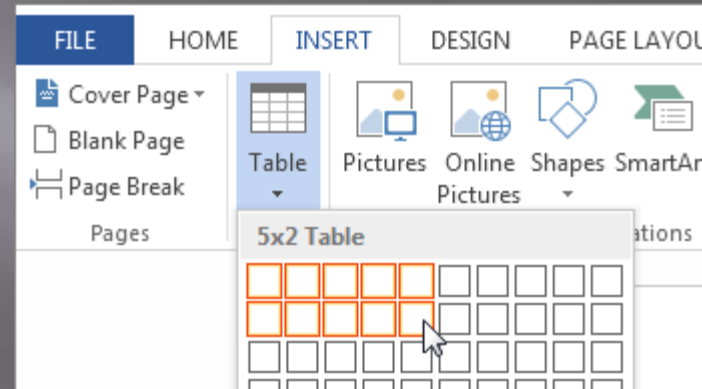
➤ To draw a table in your Word document, follow these steps:

1. Click the Insert tab.

2. Click the Table icon. ...

3. Click Draw Table. ...

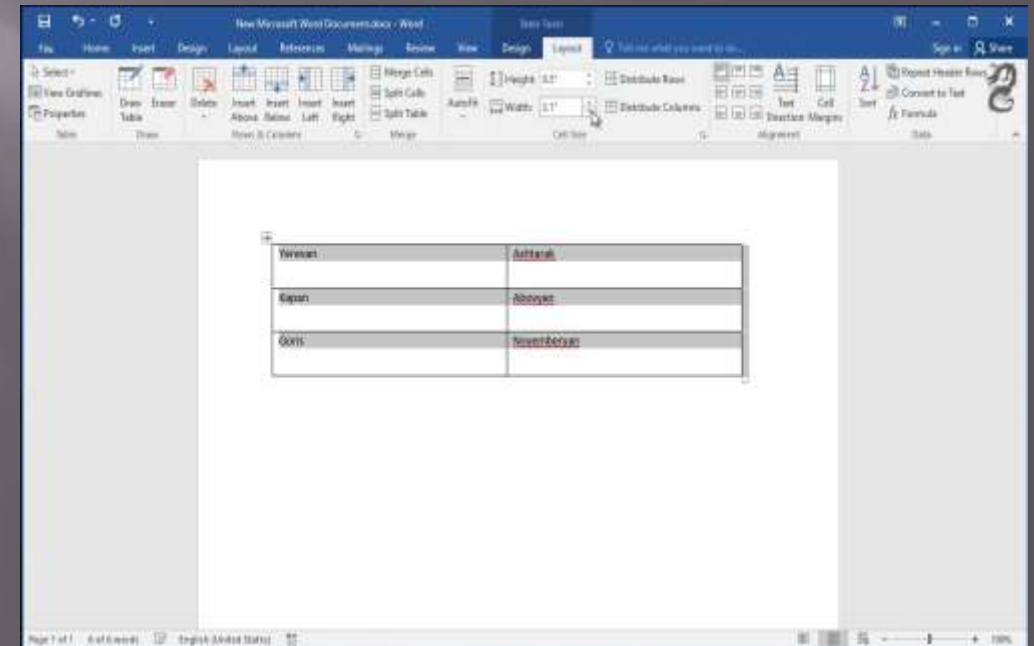
4. Move the mouse pointer where you want to draw your table, hold down the left mouse button, and drag the mouse to draw your table.



Changing cell width and height

➤ Adjusting Table Cell Height and Width

1. Select a column or row if you want to change a specific column or row height/width. ...
2. Click Table from the menu bar and select Cell Height and Width.
3. To adjust the row height: ...
4. To adjust the column width: ...
5. Click OK.

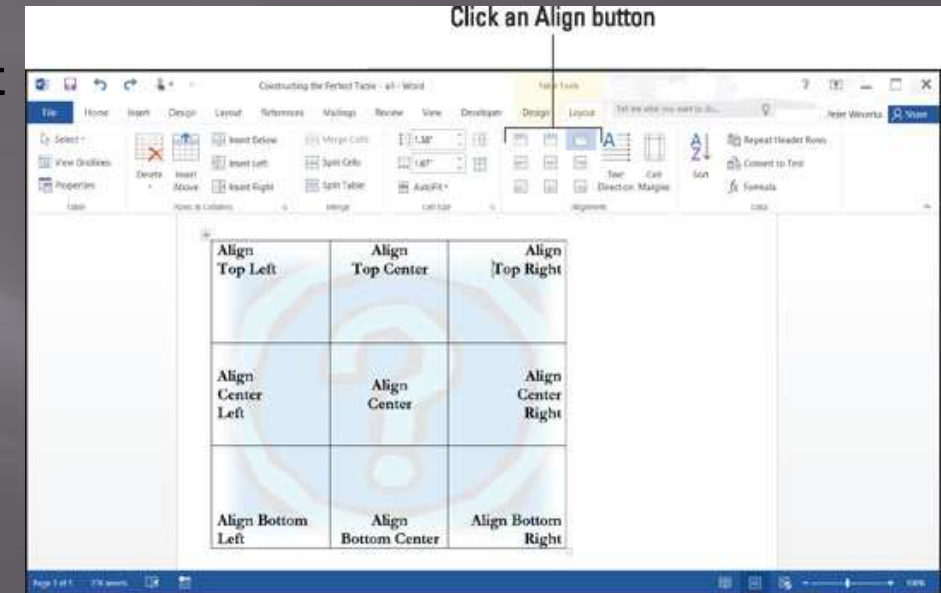


Alignment of Text in cell

Aligning text in columns and rows in Word 2016 is a matter of choosing how you want the text to line up vertically and how you want it to line up horizontally. Follow these steps to align text in a table:

1. Select the cells, columns, or rows, with text that you want to align (or select your entire table).
2. Go to the (Table Tools) Layout tab.
3. Click an Align button (you may have to click the Alignment button first, depending on the size of your screen).

The following figure shows where the Align buttons are on the (Table Tools) Layout tab and how these options align text in a table.

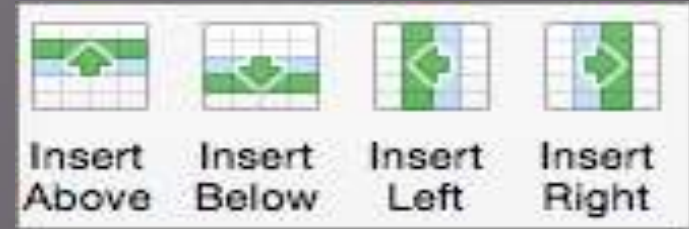


Delete / Insertion of row and column

- Add a row or column

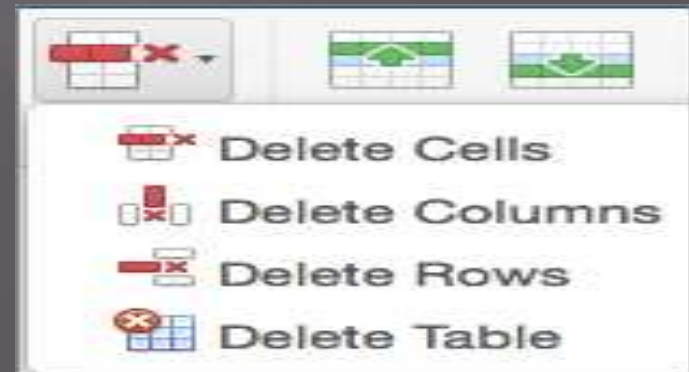
You can add a row above or below the cursor position.

1. Click where you want in your table to add a row or column and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).
2. To add rows, click **Insert Above** or **Insert Below** and to add columns, click **Insert Left** or **Insert Right**.



Delete a row, cell, or table

1. Click a row or cell in the table, and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).
2. Click **Delete**, and then click the option you need in the menu.



Border and shading

Click **Home tab**. Move to **Paragraph group**. Find out the Border and Shading button, and click the down arrow next to it. Choose the Border and Shading option, or specify the different border style.

