

Module 3: Word Processing Software

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Outline

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- SECTION 2 : DOCUMENTS
- SECTION 3 : EDITING TEXT
- SECTION 4 : PRINTING
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- SECTION 8 : MULTIPLE DOCUMENTS
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- SECTION 11 : MAIL MERGE
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3.1 Using the Application

Layout of the Word Screen

When Word starts you are presented with a screen with a **Ribbon** at the top and a bar along the bottom.

File tab

Quick Access Toolbar

Title Bar

Ribbon

Insertion point

Scroll Bar

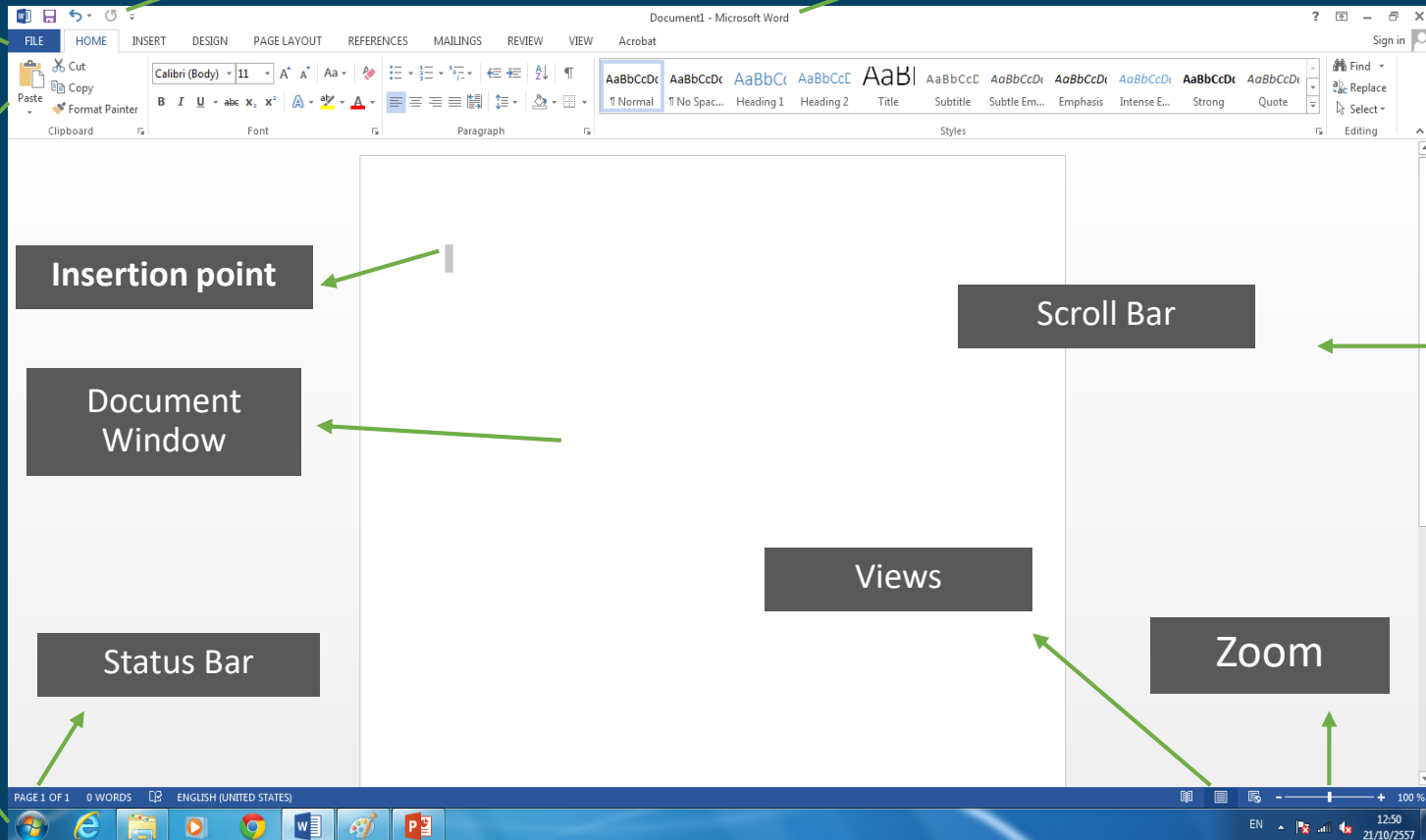
Document Window

Views

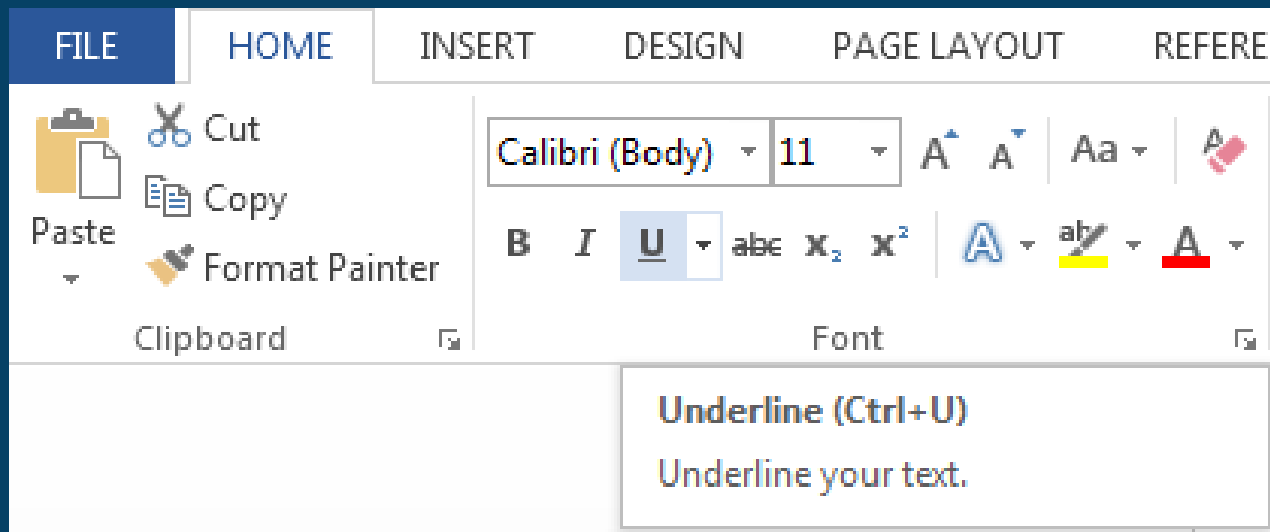
Status Bar

Zoom

Task Bar

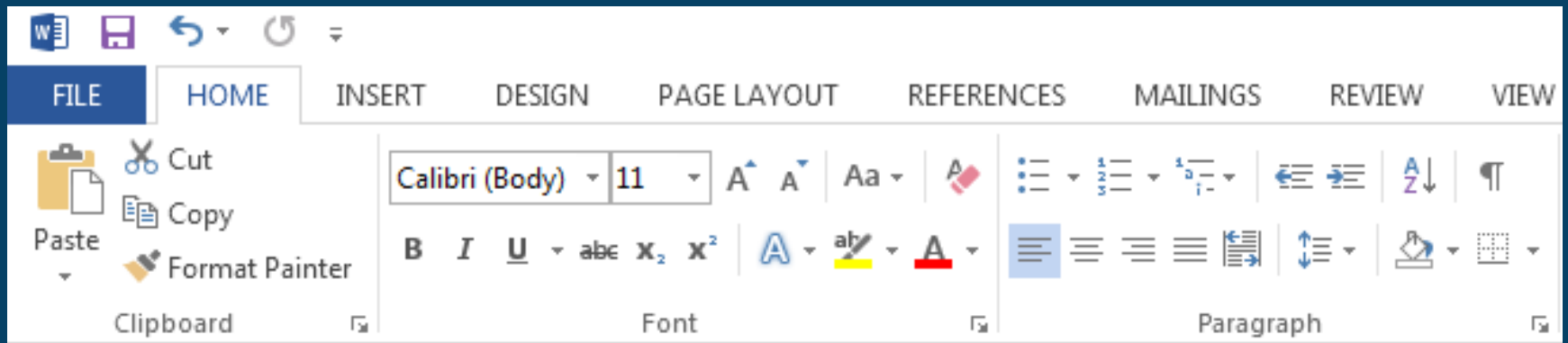


The buttons are used to select an action or basic feature. Move the cursor over any button but do not click. Read the tooltip, which gives the name of that button with a small description, e.g. Underline in the Font group, and sometimes a key press alternative for the command, e.g. <Ctrl +U>.



The Ribbon

Some tabs can be selected manually, and some only appear when certain operations are active, for example, when a **picture** is active, a **PICTURE TOOLS FORMAT** tab is displayed on the **Ribbon**.

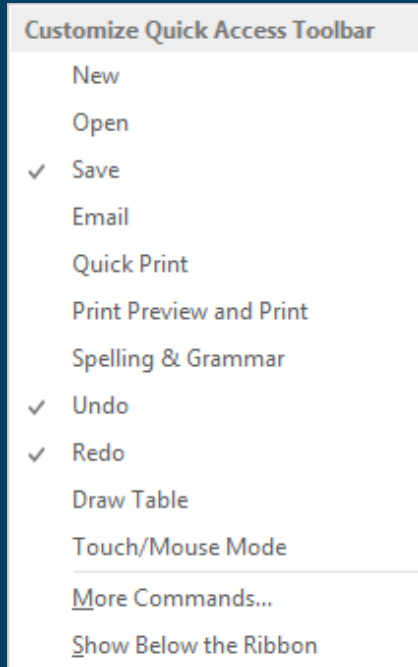


Part of the Ribbon displaying the Home tab

Quick Access Toolbar

All the available commands are accessed via the **Ribbon**. Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons.

By default this toolbar has three buttons, **Save**, **Undo** and **Repeat**. This toolbar can be customized by adding further buttons



Locate the Quick Access Toolbar.

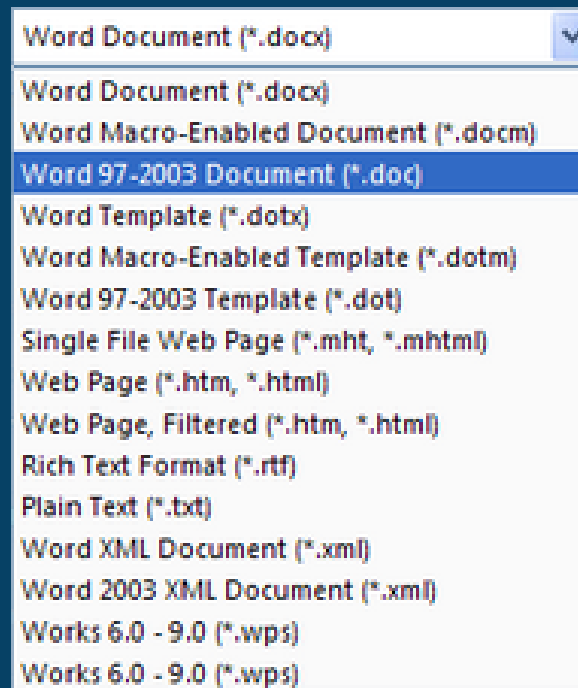


3.1.1 Working with Documents

- Open, close a word processing application. Open, close documents.
- Create a new document based on default template, other available template like: memo, fax, agenda.
- Save a document to a location on a drive. Save a document under another name to a location on a drive.
- Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.
- Switch between open documents.

Saving in a Different Format

Word Document saved as a .docx file extension
Plain Text saved as a .txt file extension

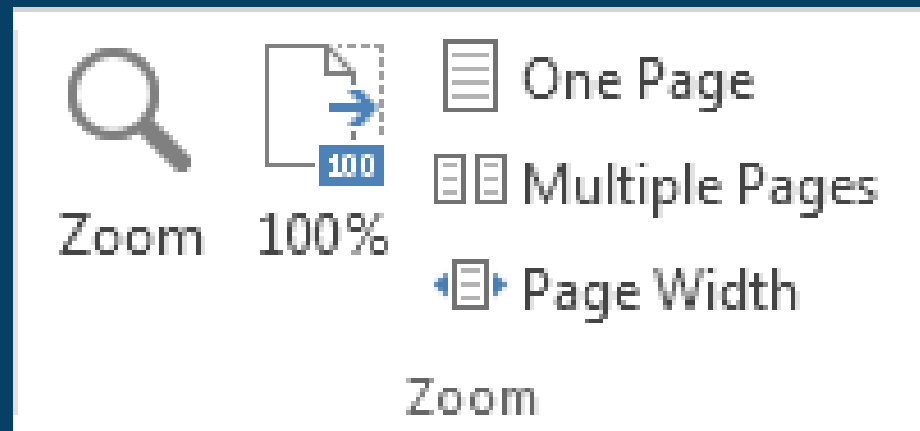


3.1.2 Enhancing Productivity

- Set basic options/preferences in the application: user name, default folder to open, save documents.
- Use available Help functions.
- Use magnification/zoom tools.
- Display, hide built-in toolbars. Restore, minimize the ribbon.

Zoom

- Zoom Control is a facility which allows a document to be viewed in various Magnifications.
- It will allow the document to be reduced or increased in size, allowing more or less of it to be displayed on screen.



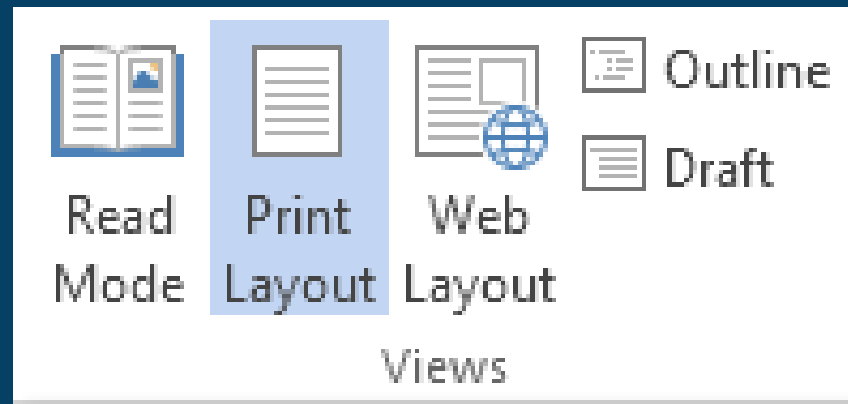
3.2 Document Creation

3.2.1 Enter Text

- Switch between page view modes.
- Enter text into a document.
- Insert symbols or special characters like: ©, ®, ™.

Views

When working in word there are several different ways to view a document, they are Print Layout, Read Mode, Web Layout, Outline and Draft.





i There are also buttons on the right of the **Status Bar** to select views.


3.2.2 Select, Edit

- Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.
- Select character, word, line, sentence, paragraph, entire body text.
- Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.
- Use a simple search command for a specific word, phrase.
- Use a simple replace command for a specific word, phrase.
- Copy, move text within a document, between open documents.
- Delete text.
- Use the undo, redo command.

Undo and Redo

The Undo command allows the reversal of the last actions performed and Redo allows reversal of the Undo. These commands, Undo , and Redo  can both be accessed via these buttons on the Quick Access Toolbar.

Soft Carriage Returns

A soft carriage return, or line break can also be viewed using Show/Hide and looks like . Soft carriage returns are used when you want text to appear on two lines, but to be treated as if it were a single line.

Section·3 Editing· Text ¶

Because a soft carriage return has been used after the 3, the two lines are treated as a single line and appear on a single line in the contents list at the front of the guide.

3.3 Formatting

3.3.1 Text

- Change text formatting: font sizes, font types.
- Apply text formatting: bold, italic, underline.
- Apply text formatting: subscript, superscript.
- Apply different colours to text.
- Apply case changes to text.
- Apply automatic hyphenation.

Subscript and Superscript

Superscript and Subscript make the text respectively higher or lower than the other text on the same line, e.g. in mathematical or chemical terms.



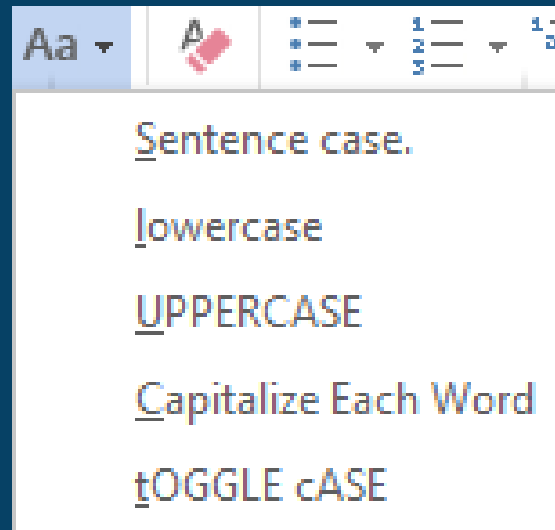
The chemical symbol for water is H_2O

$$4^3 = 64.$$

Changing Case

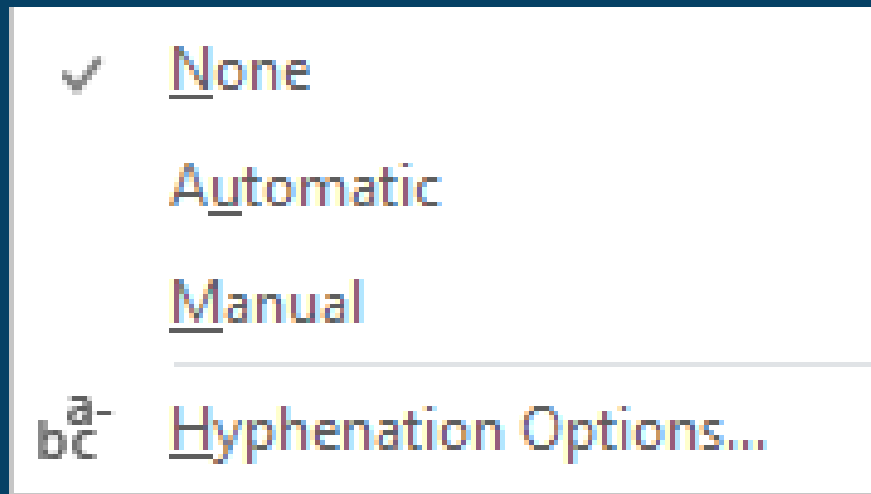
Four different text cases can be used within Word. These are:

- Sentence case the first letter of the sentence is uppercase.
- Lowercase all the letters are in small case UPPERCASE all the letters are capitalized.
- Capitalize Each Word all words begin with an uppercase letter.



Hyphenation

Hyphenation help to remove surplus space from justified text and narrow columns by splitting words on to two lines.

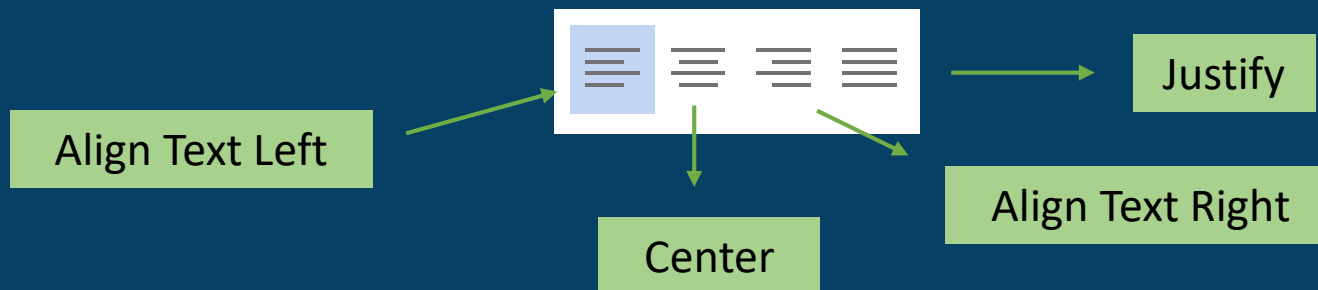


3.3.2 Paragraphs

- Create, merge paragraph(s).
- Insert, remove soft carriage return (line break).
- Recognize good practice in aligning text: use align, indent, tab tools rather than inserting spaces.
- Align text left, centre, right, justified.
- Indent paragraphs: left, right, first line.
- Set, remove and use tabs: left, centre, right, decimal.
- Recognize good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key.
- Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.
- Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.
- Add a box border and shading/background colour to a paragraph.

Alignment

- Alignment refers to where text appears on each line in relation to the margins.
- Word is capable of four types of text alignment: Left – straight left margin, uneven right margin, Centered - aligned with the center of the page, Right – Uneven left margin, straight right margin and Justified – straight left and right Margins.



Indenting Paragraphs

- An indented paragraph is one where the left edge of the text is further from the margin than the other paragraphs.
- It is possible to indent the first line of a paragraph by a different amount to the rest of the paragraph.

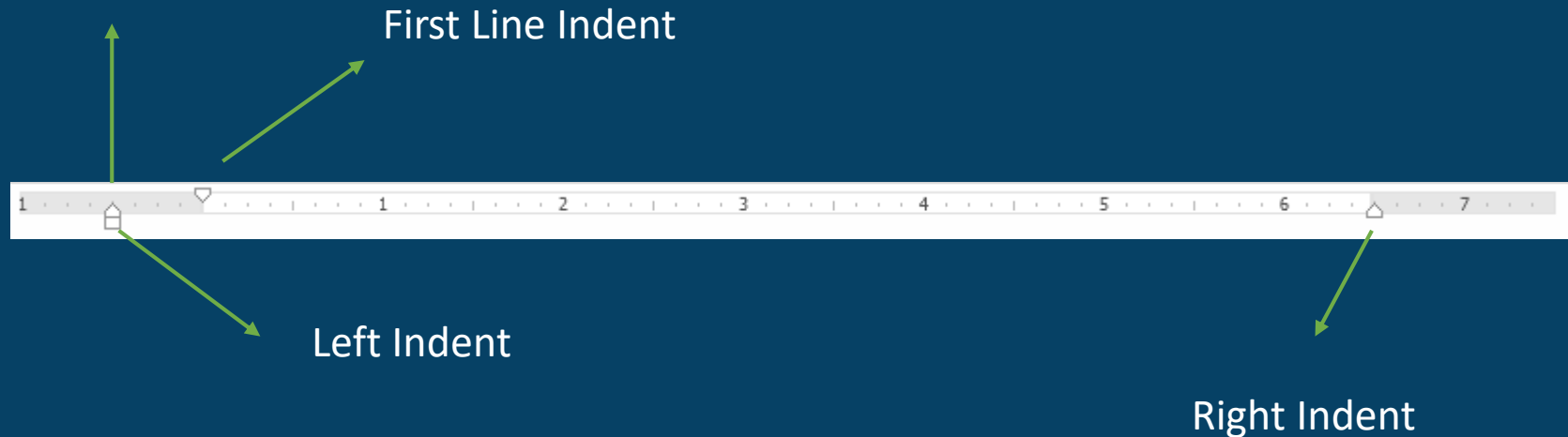
Indentation

Left:	2 cm	Special:	(none)	By:
Right:	0 cm			
<input type="checkbox"/>	Mirror indents			

Advanced Indentation

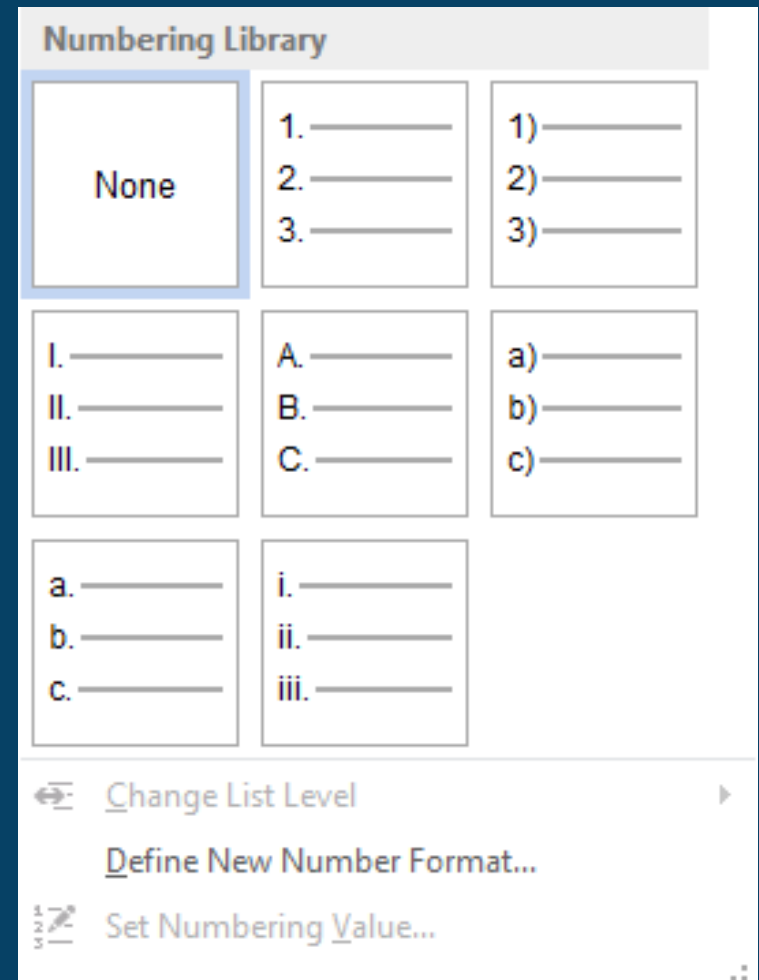
- Right, Left and First Line indent markers are displayed on the ruler.
- These enable you to produce customized indents without the need for re-setting the tabs.

Hanging Indent



Bullets and Numbering

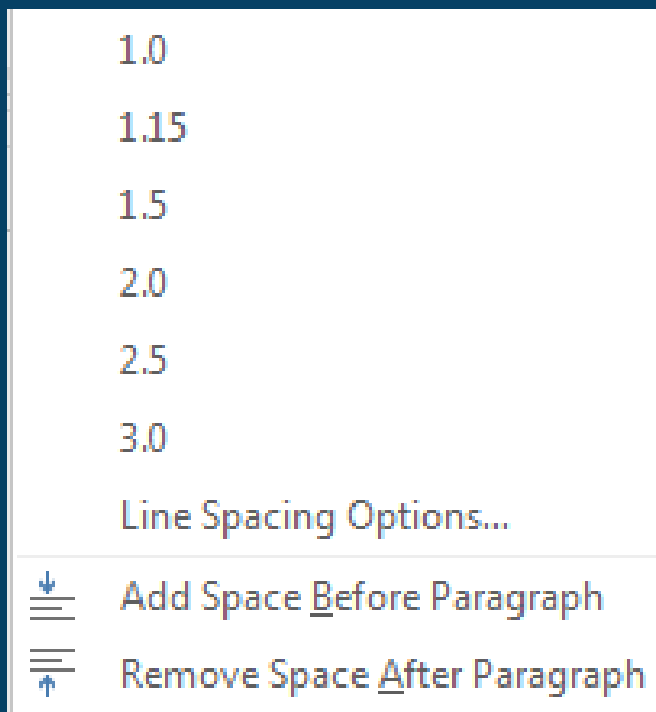
- Lists and paragraphs can be automatically numbered.
- This separates the text from the numbering and improves the appearance of the document.
- Different styles of numbering and Bullets can be applied to text, using the drop downs on the buttons.



Line Spacing

Lists spacing offers a simple way of improving the appearance and readability of a document.

The default setting for line spacing in Word 2013 is 1.08 lines.



Spacing Between Paragraphs

Spacing

Before: 24 pt

After: 12 pt

Line spacing: Multiple

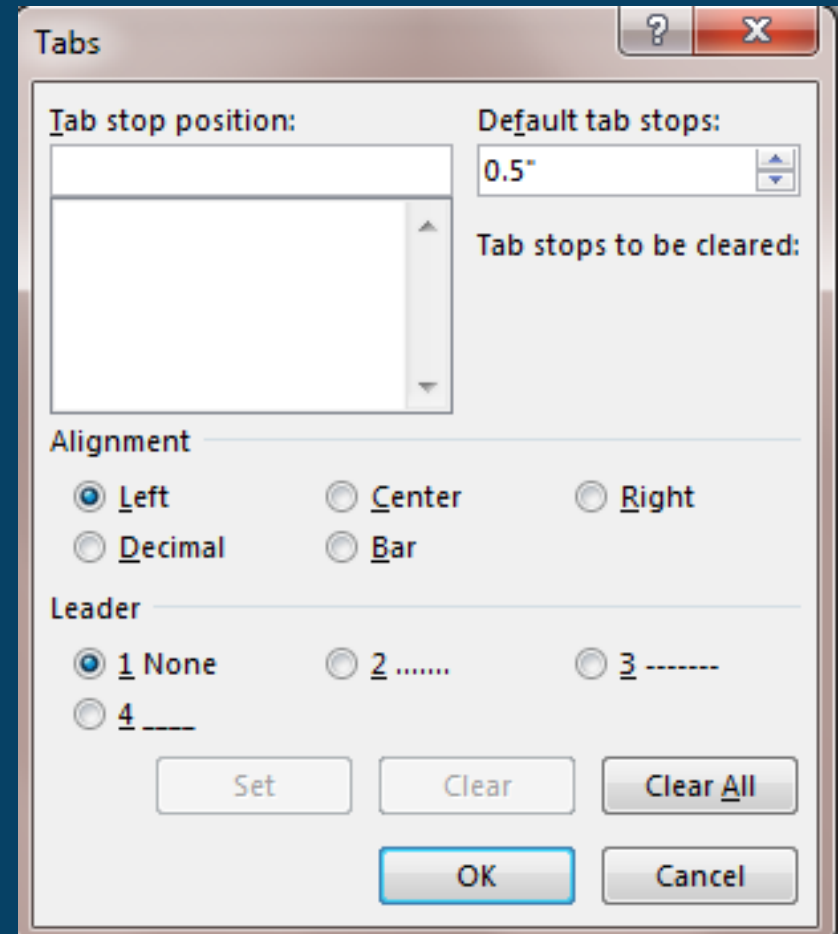
At: 1.5

Don't add space between paragraphs of the same style

- Spacing between paragraphs can also be adjusted.
- Spacing is measured in pt. 12pt is 1 line for a size 12 font.

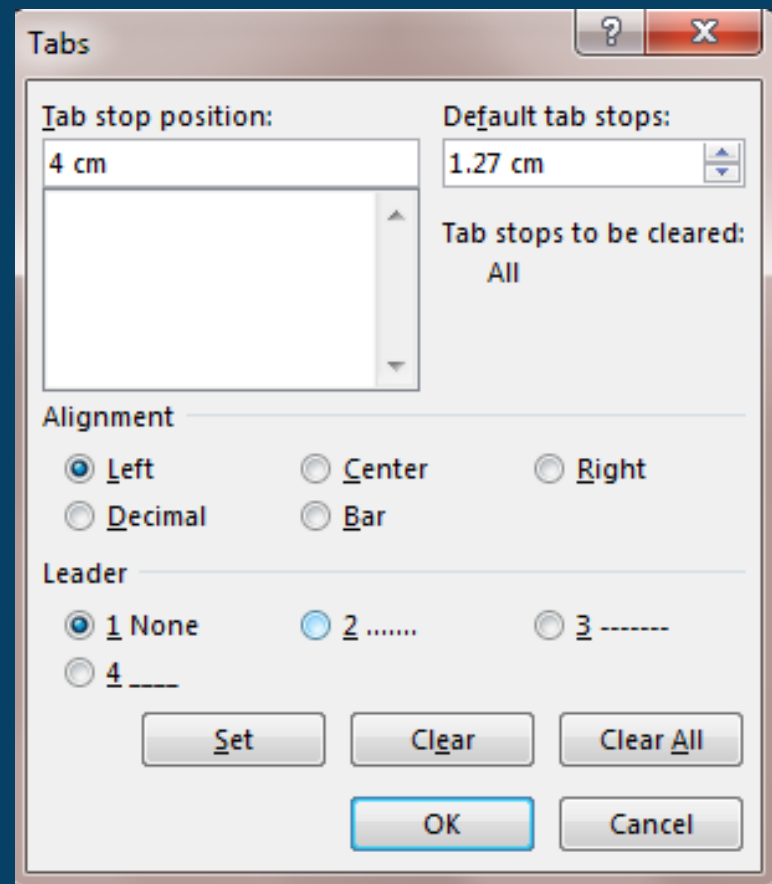
Tab Settings

- Tabs are a precise measurement for aligning vertical rows of text in a document.
- New tab settings will only apply to text that has been selected, or is yet to be typed.



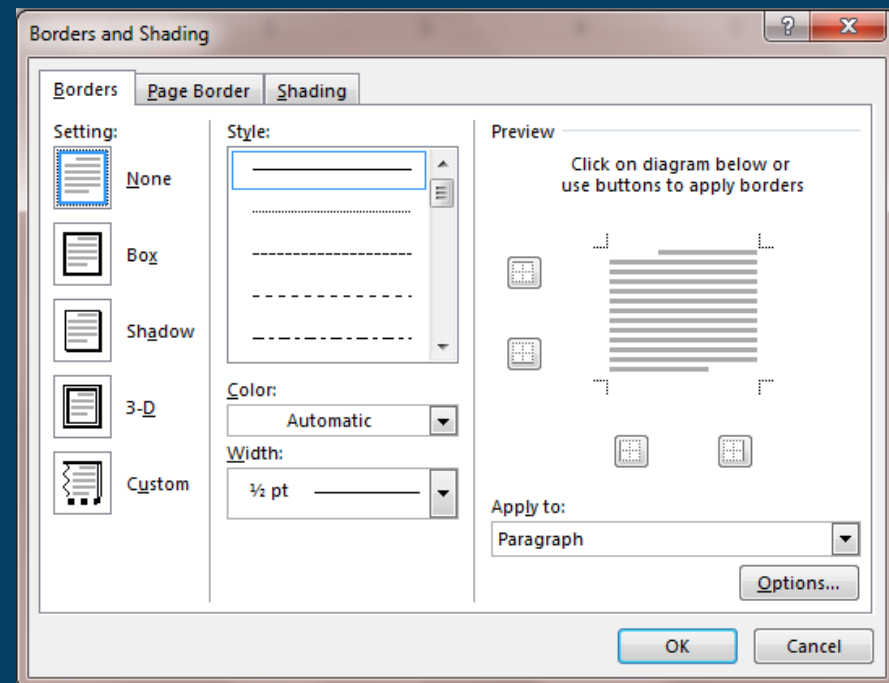
Tab Alignment

- Word has seven types of tab setting.
- The important four are Left, Centre, Right and Decimal.



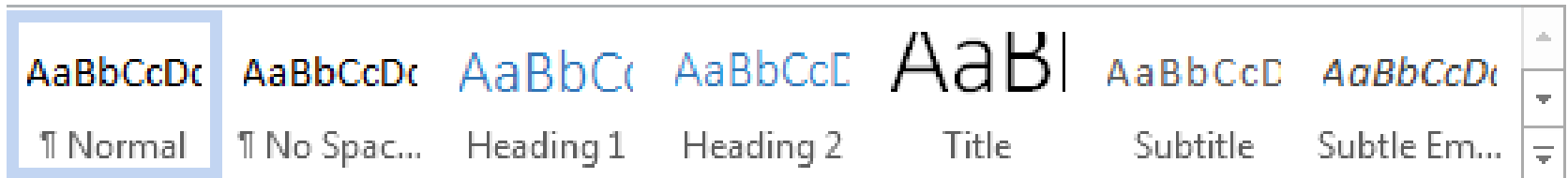
Adding Borders

The options are: None – removes borders, Box – same border around the whole object, Shadow – a drop shadow around the text. 3-D – offsets and highlights the border, While Custom allows borders to be applied around any side independent of the other sides.



3.3.3 Styles

- What are the style
- Styles are pre-created formats consisting of paragraph and font formats.
- When they are applied, text will be formatted accordingly.
- Styles also ensure that formatting is consistent throughout a document.



Modify an existing style

- Modify a style by updating it to match formatting in your document
- Modify a style manually in the Modify Style dialog box

3.4 Objects

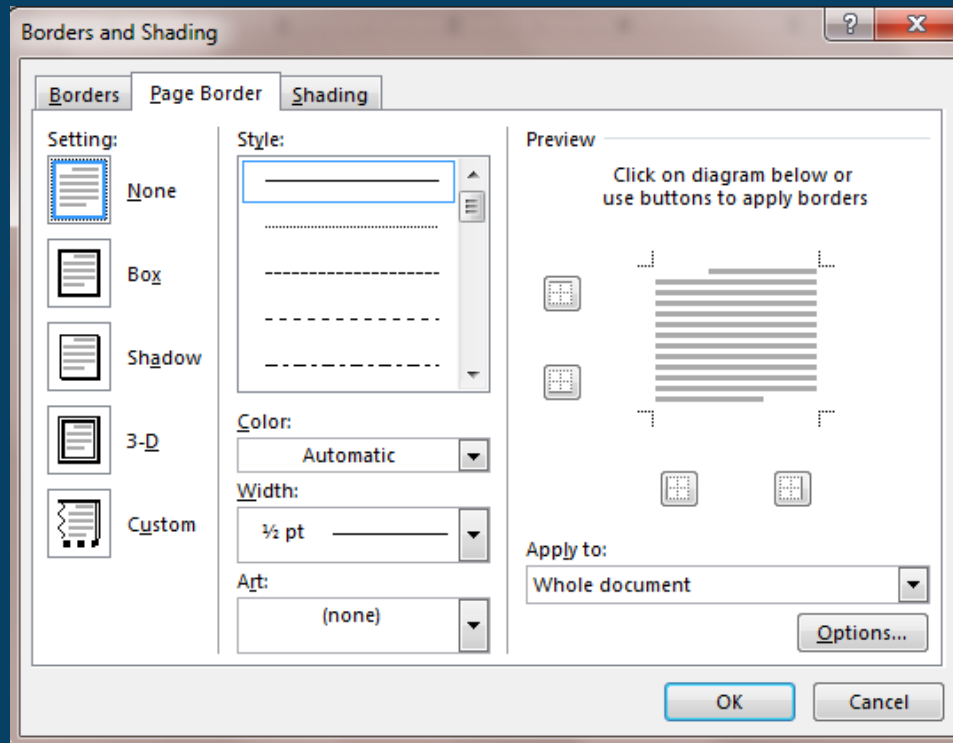
3.4.1 Table Creation

- Create a table ready for data insertion.
- Insert, edit data in a table.
- Select rows, columns, cells, entire table.
- Insert, delete, rows and columns.

3.4.2 Table Formatting

- Modify column width, row height.
- Modify cell border line style, width, colour.
- Add shading/background colour to cells.

Table Borders/Shading



Various types of lines, borders and shading can be added to an entire table, or to selected cells, rows or columns.

3.4.3 Graphical Objects

- Insert an object (picture, image, chart, drawn object) to a specified location in a document.
- Select an object.
- Copy, move an object within a document, between open documents.
- Resize, delete an object.

3.5 Mail Merge

3.5.1 Preparation

- Open, prepare a document, as a main document for a mail merge.
- Select a mailing list, other data file, for use in a mail merge.
- Insert data fields in a mail merge main document (letter, address labels).

3.5.2 Outputs

- Merge a mailing list with a letter, label document as a new file or printed output.
- Print mail merge outputs: letters, labels.

3.6 Prepare Outputs

3.6.1 Setup

- Change document orientation: portrait, landscape. Change paper size.
- Change margins of entire document, top, bottom, left, right.
- Recognize good practice in adding new pages: insert a page break rather than using the Return key.
- Insert, delete a page break in a document.
- Add, edit text in headers, footers.
- Add fields in headers, footers: date, page number information, file name.
- Apply automatic page numbering to a document.

3.6.2 Check and Print

- Spell check a document and make changes like: correcting spelling errors, deleting repeated words.
- Add words to a built-in custom dictionary using a spell checker.
- Preview a document.
- Print a document from an installed printer using output options like: entire document, specific pages, number of copies.