CHAPTER # 08

WORD PROCESSING

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DOCUMENTS, TOOLBARS & WINDOWS:

Suppose you want to go to a document say, a report you‟re been working on. There are two ways to begin working from the Windows desktop:

★ You can click on the Start button at lower left and then make a selection from the pull-up menu that appears. Or

★ You can click on one of the icons on the desktop, probably the most important of which is My Computer icon, and pursue the choices offered there.

Either way, the result is the same. The document will be displayed on the window. Clicking on the My Computer icon reveals toolbars and windows.

TOOLBAR:

A toolbar is a bar across the top of the display window. It displays menus and icons representing frequently used options or command.

Examples of menus are File, Edit, View, Favorites and Help.

TASKBAR:

In Windows, the toolbar graphic at the bottom of the screen, which shows the applications that are running is called a taskbar.

WINDOWS:

When spelled with a capital „W‟, Windows is the name of Microsoft‟s system software (Windows 95, 98, Me, XP, Vista and so on). When spelled with a lowercase „w‟, a windows is a rectangular frame on the computer display screen. Through this frame you can view a file of data-such as a document, spreadsheet, or database-or an application program.

In the right-hand corner of the Windows XP toolbar are three icons that represent:

★ Minimize

★ Maximize

★ Close

By clicking on these icons, you can minimize the window (shrink it down to an icon at the bottom of the screen), maximize it (enlarge it), or close it (exit the file and make the window disappear).

You can also move the window around the desktop, using the mouse.

Finally, you can create multiple windows to show operations going on concurrently. For example, one window might show the text of a paper you‟re working on, another might show the reference section-for the paper, and a third might show something you‟re downloading from the Internet.

THE HELP COMMAND:

Don‟t understand how to do something? Forgotten a command? Accidentally pressed some keys that messed up your screen layout and you want to undo it? Most toolbars contain a Help command.

A command generating a table of contents, an index, and a search feature that can help you locate answers. In addition, many applications have context-sensitive help, which leads you to information about the task you‟re performing.

WORD PROCESSING SOFTWARE:

Word processing software allows you to use computers to create, edit, format, print and store text material, among other things.

The best-known word processing programs is Microsoft Word but there are others such as:

- ★ Sun Microsystems
- ★ Star Office
- ★ Corel Word Perfect
- ★ Word Processing components of Lotus Smart Suite

Word processing software allows users to maneuver through a document and delete, insert, and replace text, the principal correction activities. It also offers such additional features as:

- ★ Creating
- ★ Editing
- ★ Formatting
- ★ Printing
- ★ Saving

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Creating Documents:

Creating a document means entering text using the keyboard. Word processing software has three features that affect this process – the cursor, scrolling and word warp.

Cursor:

The cursor is the movable symbol on the display screen that shows you where you may next enter data or commands. The symbol is often a blinking rectangle or an I-beam. You can move the cursor on the screen using the keyboard‟s directional arrow keys or a mouse. The point where the cursor is located is called the insertion point.

Scrolling:

Scrolling means moving quickly upward, downward, or sideways through the text or other screen display. A standard computer screen displays only 20-22 lines of standard-size text.. Using the directional arrow keys, or the mouse and a scroll bar located at the side of the screen, you can move)‟scroll‟ through the display cscreen and into the text above and below it.

Word warp:

Word wrap automatically continues text on the next line when you reach the right margin. That is, the text „wraps around‟ to the next line. You don‟t have to hit a "carriage return" key or Enter key, as you do with a typewriter.

Editing Documents:

Editing is the act making alterations in the content of your document. Some features of editing are insert and delete, undelete, find and replace, cut/copy and paste, spelling checker, grammar checker, and thesaurus. Some of these commands are in the Edit pull-down menu and icons on the toolbars.

Insert & Delete:

Inserting is the act of adding to the document. Simply place the cursor whenever you want to add text and start typing, the existing characters will be pushed along. If you want to write over (replace) text as you write, press the Insert key before typing. When you‟re finished typing, press the Insert key again to exit Insert mode.

- ★ Deleting is the act of removing text, usually using the Delete or Backspace keys.
- ★ The undo command allows you to change your mind and restore text that you have deleted.

Some word processing programs offer as many as 100 layers of „undo,‟ so that users who delete several paragraphs of text, but then change their minds, can reinstate the material.

Find & Replace:

The find, or Search, command allows you to find any word, phrase, or number that exists in your

document. The Replace command allows you to automatically replace it with something else.

Cut/Copy & Paste:

Typewriter users who wanted to move a paragraph or block of text from one place to another in a manuscript used scissors and glue to „cut and paste." With word processing, it takes keystrokes. You select (highlight) the portion of text you want to copy or move. Then you use the Copy or Cut command to move it to the clipboard, a special holding area in the computer"s memory. From there, you can „paste or transfer, the material to any point (indicated with the cursor) in the existing document or in a new document.

Spelling Checker:

Most word processors have a spelling checker, which tests for incorrectly spelled words. As you type, the spelling checker – indicates (perhaps with a squiggly line) words that aren"t in its dictionary and thus may be misspelled. Special add-on dictionaries are available for medical, engineering, and legal terms. In addition, programs such as Microsoft Word have an Auto Correct function that automatically fixes such common mistakes as transposed letter – replacing „the" with „the" for instance.

Grammar Checker:

A grammar checker highlights poor grammar, wordiness, incomplete sentences, and awkward phrases. The grammar checker won"t fix things automatically, but it will flag (perhaps with a different color of squiggly line) possible incorrect word usage and sentence structure.

Thesaurus:

If you find yourself stuck for the right word while you"re writing, you can call up onscreen thesaurus, which will present you with the appreciate word or alternative words.

Formatting Documents:

In the context of word processing, formatting means determining the appearance of a document. To di this, word processing programs provide two helpful devices:
  ★ Templates
  ★ Wizards

Template:

A template is a preformatted document that provides basic tools for shaping a final document, the text, layout, and style for a letter, for example.

Wizard:

A wizard answers your questions and uses the answers to lay out and format a document. In word, you can use the Memo Wizard to create professional-looking memos or the Resume Wizard to create a resume.

Among the many aspects of formatting are the following:

Font:

You can decide what font – typeface and type size – you wish to use. For instance, you can specify whether it should be Arial, Courier , or Times New Roman. You can indicate whether the text should be, say, 10 points or 12 pints in size and the headings should be 14 points or 16. (There are 72 points in an inch.) you can specify what parts if it should be underlined italic, or boldface.

Spacing & Columns:

You can choose whether you want the lines to be single-spaced or double-spaced (or something else). You can specify whether you want text to be one column (like this page), two columns (like many magazines and books), or several columns (like newspapers).

Margins & Justification:

You can indicate the din tensions of the margins – left, right, top, and bottom – around the text You can specify the text justification – how the letters and words are spaced in each line. To justify means to align text evenly between left and right margins, as in most newspaper columns. To left-justify means to alight text evenly on the left. Centering centers each text line in the available white justify means to align text evenly on the left. Centering centers each text line in the available white space.

Pages, Header, Footers:

You can indicate page numbers and heaters or footers. A header is common text (such as a date or document name) printed at the top of every page. A footer is the same thing printed at the bottom of every page.

Other Formatting:

You can specify borders or other decorative lines, shading, tables, and footnotes. You can even import graphics or drawings from files in other software programs, including clip art – collections of ready-made pictures and illustration available online or on CD-ROM disks.

★ It's worth noting that word processing programs and (indeed most forms of application software) come from the manufacturer with default settings.

Define Settings:

Default settings are the settings automatically used by a program unless the user specifies otherwise, thereby overriding them.

For example, a word processing program may automatically prepare a document single-spaced, left-justified, with 1-inch right and left margins, unless you alter these default settings.

Printing, Faxing, or E-Mailing Documents:

Most word processing software gives you several options for printing. For example, you can print several copies of a document. You can individual pages or a range of pages. You can even preview a document before printing it out.

Previewing:

Previewing (print previewing) means viewing screen to see what it will look like in printed form before it's printed. Whole pages are displayed in reduced size.

You can also send your document off to someone else by fax attachment, if your computer has the appropriate communications link.

Saving Document:

Saving means storing, or preserving a document as an electronic file permanently on a floppy disk or hard disk.

Saving is a feature of nearly all application software. Having the document stored in electronic form spares you retrieve it from the storage medium and make the changes you want. Then you can print it out again.

Web Document Creation:

Most word processing programs allow you to automatically format documents into HTML so they can be used on the Web.

Mail-Merge:

If we want to send out the same letter to different people, you can use a process, often called mail-merge, to print customized form letters, with different names, addresses, and salutations for each letter. This process involves combining a main document with a data source document.

Macros:

A macro is a timesaving feature that lets you abbreviate a sequence of commands or a line of text. In essence, a macro is a shorthand way to record a series of keystrokes and "play" them back at any time.