



CSCA0204

Office Automation

Chapter 3

Word Processing

Introduction to Word Processing

- Word processing is the creation of documents using a word processor.
- It can also refer to advanced shorthand techniques, sometimes used in specialized contexts with a specially modified typewriter.
- A word processor (more formally known as document preparation system) is a computer application used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material.

Introduction to Word Processing

- Typical Usages
- Legal copies
- Letters and letterhead
- Memos
- Reference documents
- Writing essays
- Creating works for research and publication

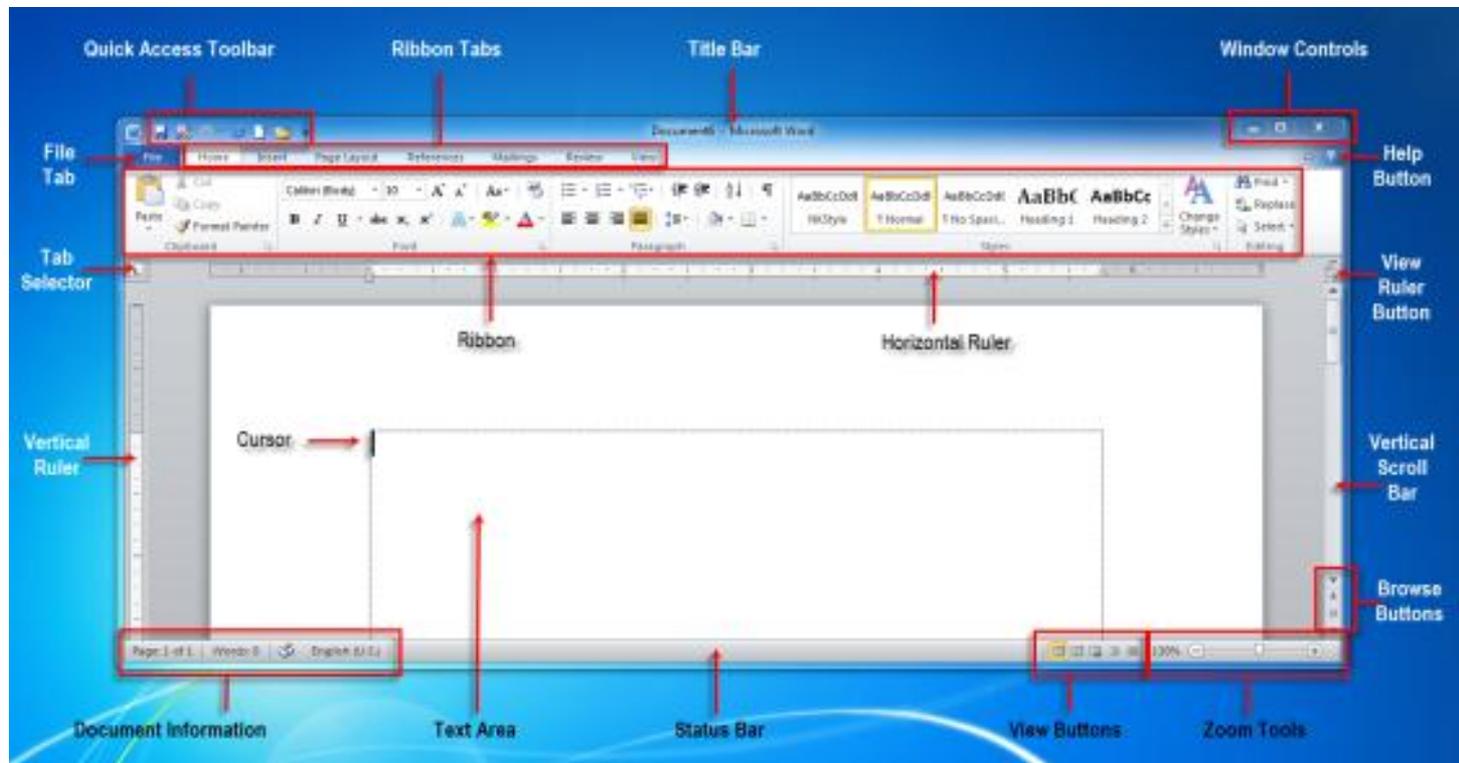
Microsoft Word



- Microsoft Word is a word processor designed by Microsoft.
- It was first released in 1983 under the name Multi-Tool Word for Xenix systems.
- Latest version:
 - Word 2010 for Windows
 - Word 2011 for Mac

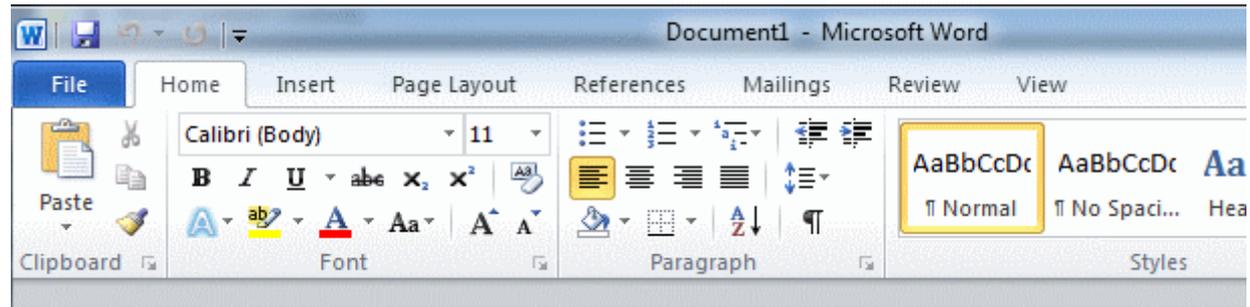
Getting Started

- Screen Layout



Getting Started

The Ribbon



- The Ribbon is the panel at the top portion of the document.
- It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word.
- Each tab is divided into groups.

Getting Started

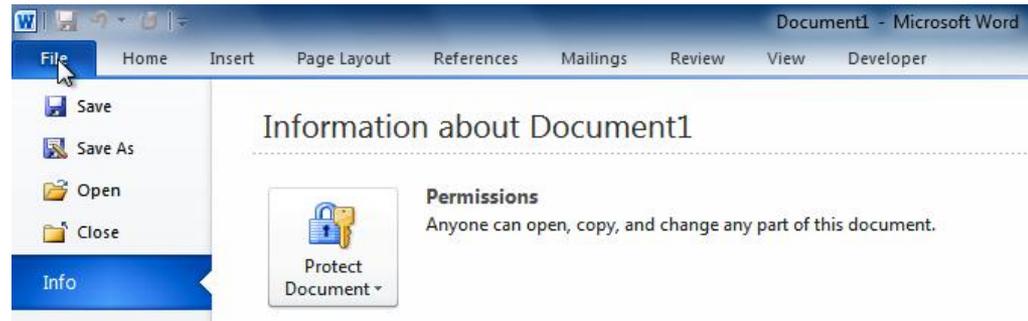
Quick Access Toolbar



- The quick access toolbar is a customizable toolbar that contains commands that you may want to use.

Getting Started

Backstage View

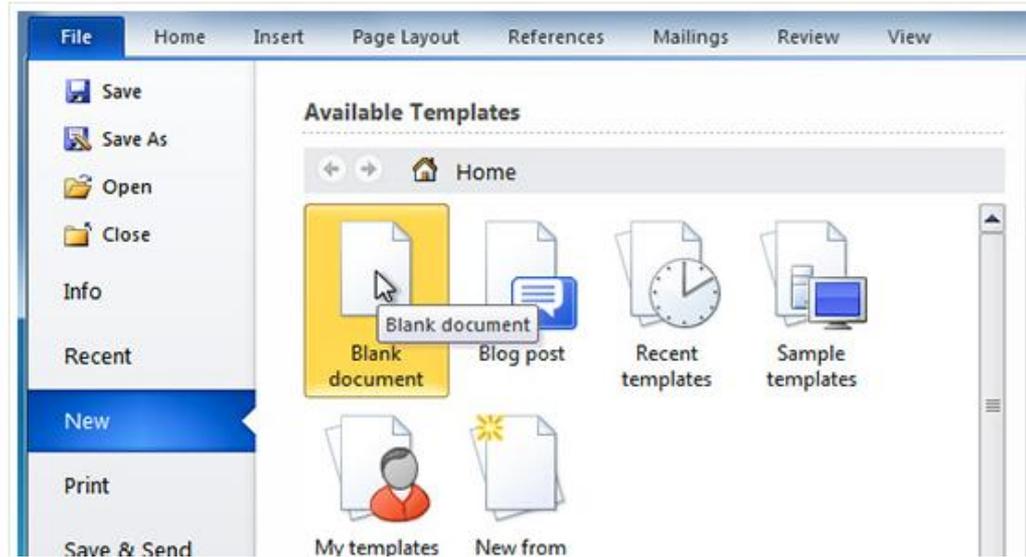


- Backstage view gives you various options for saving, opening, printing, and sharing your files.
- It's similar to the Microsoft Office button menu from Word 2007 and the File menu from earlier versions of Word.
- However, instead of just a menu it's a full-page view, which makes it easier to work with.

Working with Documents

Creating a New Document

- Click the **File** tab. Select **New**.
- or
- Press CTRL + N.



Working with Documents

Open an Existing Document

- Click the **File** tab. Select **Open**.

or

- Press CTRL+O (Depress the CTRL key while pressing the “O”) on the keyboard.
- If you've opened a file recently, you can also access it from the **Recent Documents** list. Just click on the **File** tab and select **Recent**.

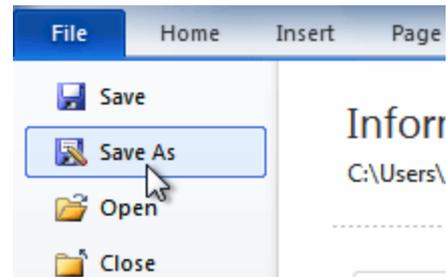
Working with Documents

Saving a Document

- Click the **File** tab. Select **Save As**.

or

- Press CTRL + S or Click the File icon on the Quick Access Toolbar



Working with Documents

Difference between **Save** and **Save As**

- **Save** writes all the changes to the same file while **Save As** always brings up a dialog.
- **Save** is quick and easy while **Save As** adds another step and can take a couple of seconds more.
- **Save** does not allow you to save to another file or format while **Save As** does.
- If a file has not been saved yet, **Save** functions just like **Save As**.

Working with Documents

Document Views

- **Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text.

Working with Documents

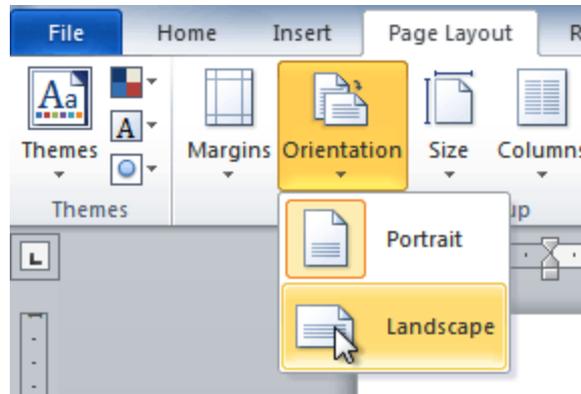
Close a Document

- Click the **File** tab. Select **Close**.

Page Formatting

Modify Page Orientations

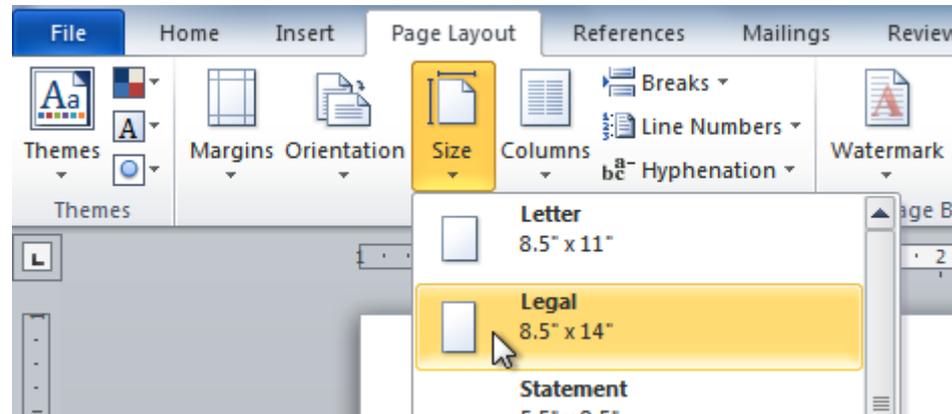
- Select the **Page Layout** tab.
- Click the **Orientation** command in the Page Setup group.
- Click either **Portrait** or **Landscape** to change the page orientation.



Page Formatting

Modify Page Size

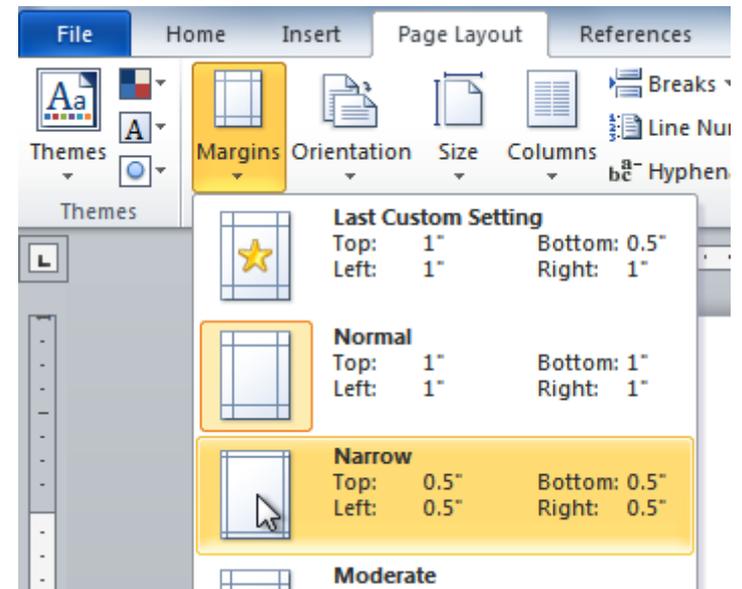
- Select the **Page Layout** tab. Click the **Size** command, and a drop-down menu will appear. The current page size is highlighted.



Page Formatting

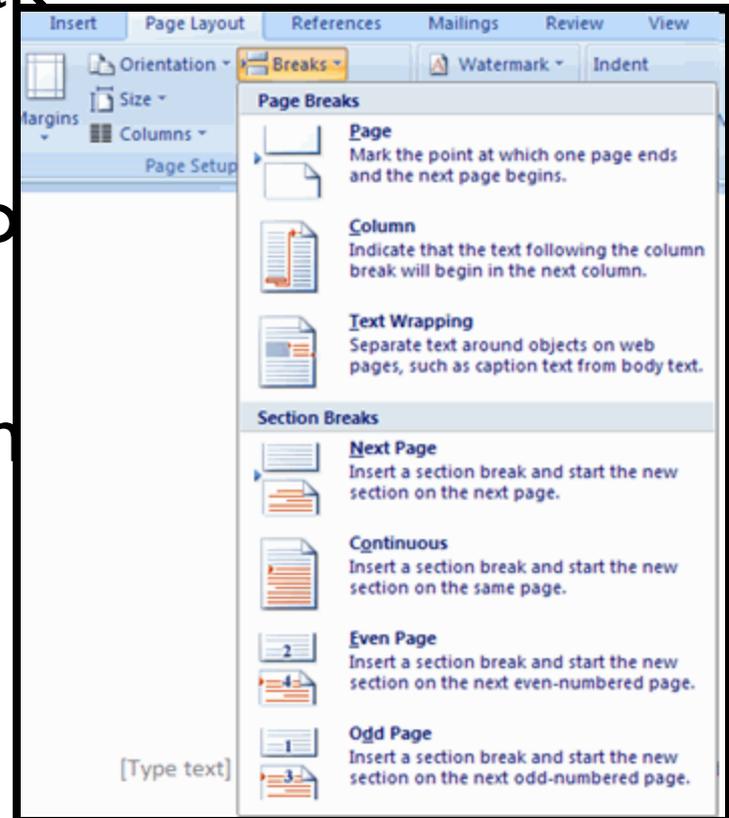
Modify Page Margins

- Select the **Page Layout** tab. Click the **Margins** command. A menu of options appears. **Normal** is selected by default. Click the **predefined margin size** you want.



Page Formatting

- Create a Page Break
- Click the Page Layout
- On the Page Setup Breaks Drop Down
- Click Page Break



Editing a Document

Typing and Inserting Text

- To enter text, just start typing.
- The text will appear where the blinking cursor is located.
- Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button.

Editing a Document

Typing and Inserting Text

- The keyboard shortcuts:

Move Action	Keystroke
Beginning of the line	Home
End of the line	End
Top of the document	Ctrl + Home
End of the Document	Ctrl + End

Editing a Document

Selecting Text

- To change any attributes of text it must be highlighted first.
- Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text.
- Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

Editing a Document

Selecting Text

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Editing a Document

Inserting Additional Text

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.

Editing a Document

Inserting Additional Text

- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click Cut, put your cursor where you want the text in the document and right click and click Paste.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

Editing a Document

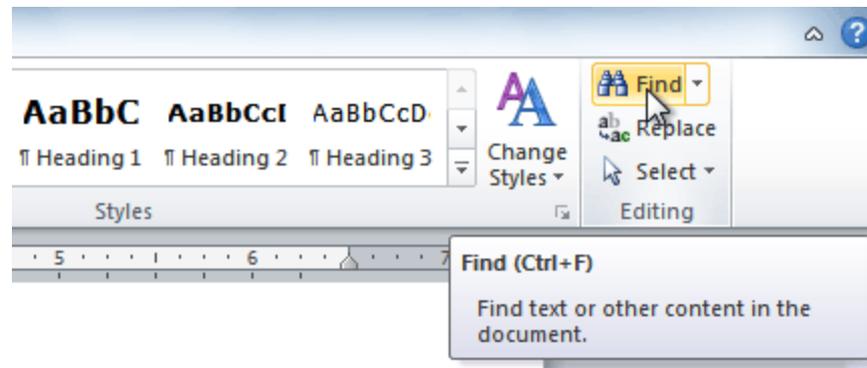
Deleting Blocks of Text

- Use the BACKSPACE and DELETE keys on the keyboard to delete text
- Backspace will delete text to the left of the cursor
- Delete will erase text to the right

Editing a Document

Find and Replace Text

- Click Find on the Editing Group on the Ribbon.
- To find and replace a word or phrase in the document, click Replace on the Editing Group of the Ribbon.



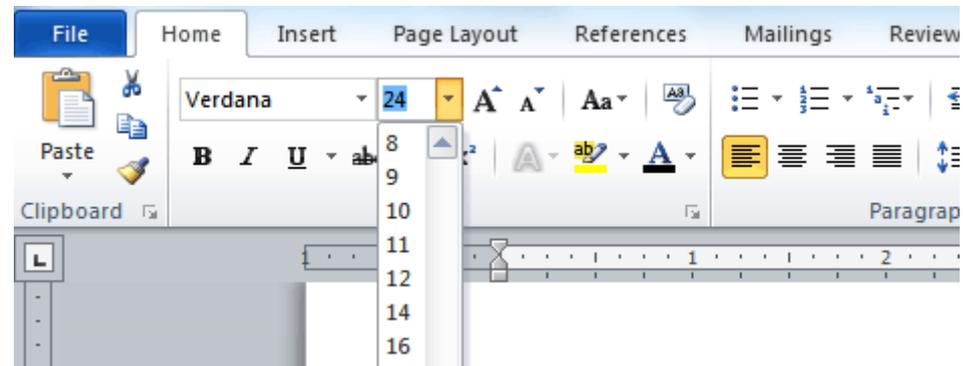
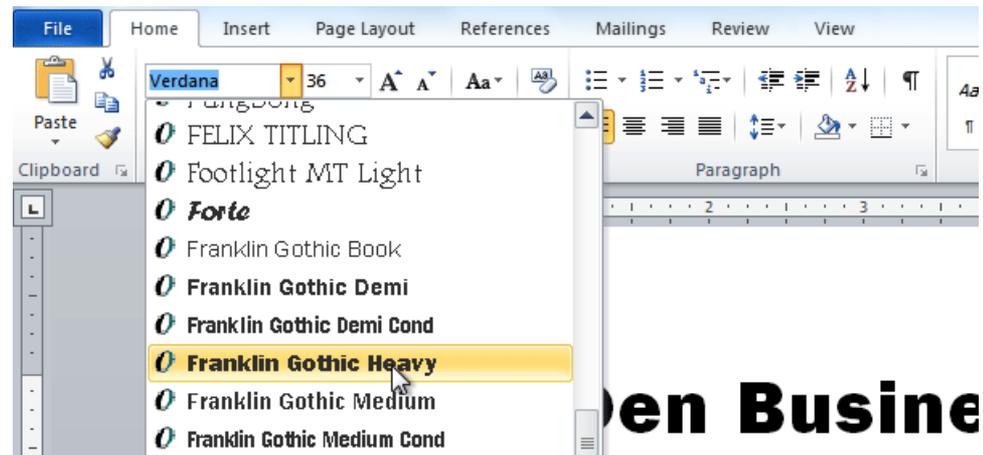
Formatting Text

Change Font and Font Size

- Select the text you want to modify.
- Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears. Select the font you want to use. The font will change in the document.
- Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears. Select the desired font size from the menu.

Formatting Text

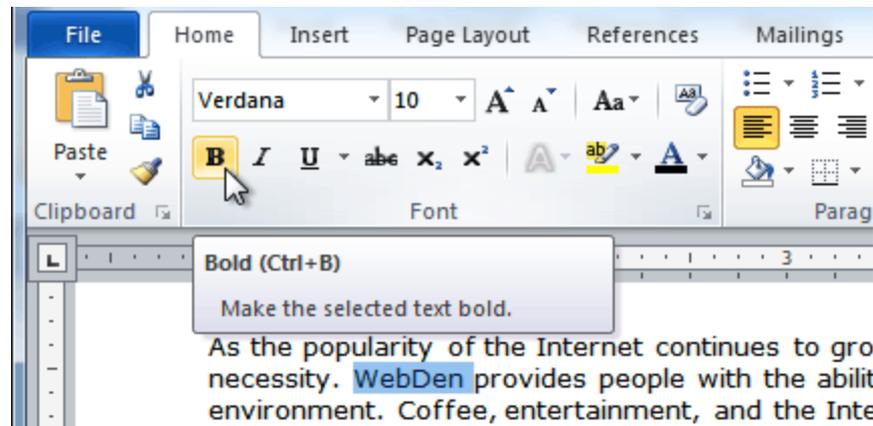
Change Font and Font Size



Formatting Text

Font Style and Effects

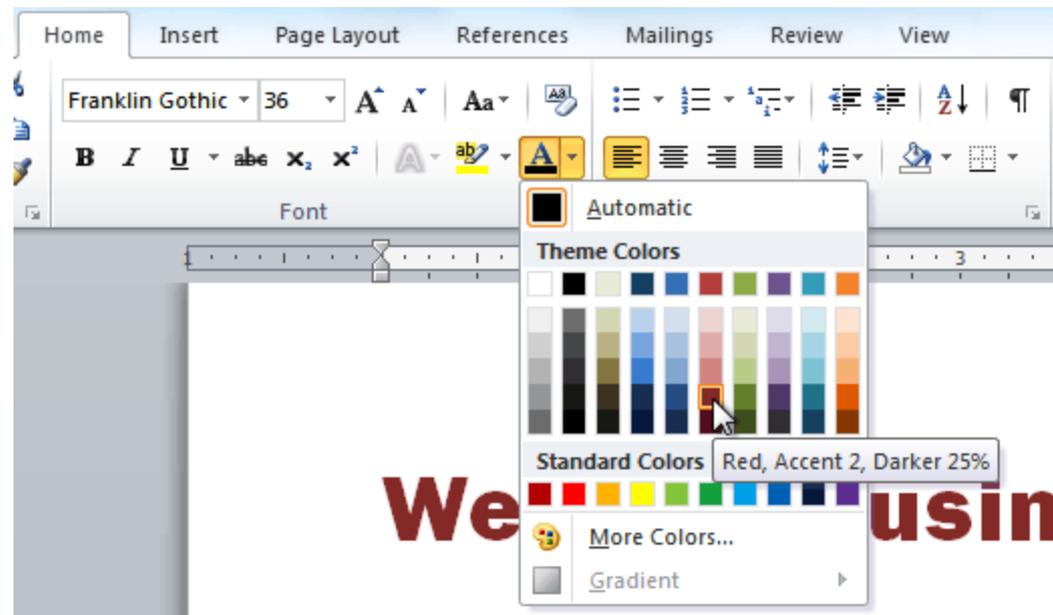
- Select the text and click the Font Styles (Bold, Italic or Underline) included on the Font Group of the Ribbon.



Formatting Text

Change Text Color

- Select the text and click the Colors button included on the Font Group of the Ribbon.

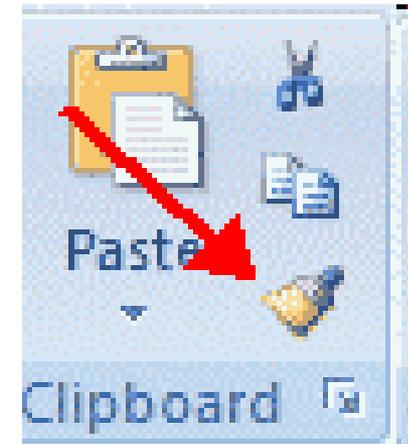


We **usin**

Formatting Text

Copy Formatting

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the Format Painter button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.



Formatting Text

Clear Formatting

- Select the text you wish to clear the formatting
- Click the Styles dialogue box on the Styles Group on the Home Tab
- Click Clear All

Formatting Paragraph

Paragraph Alignment

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.

Formatting Paragraph

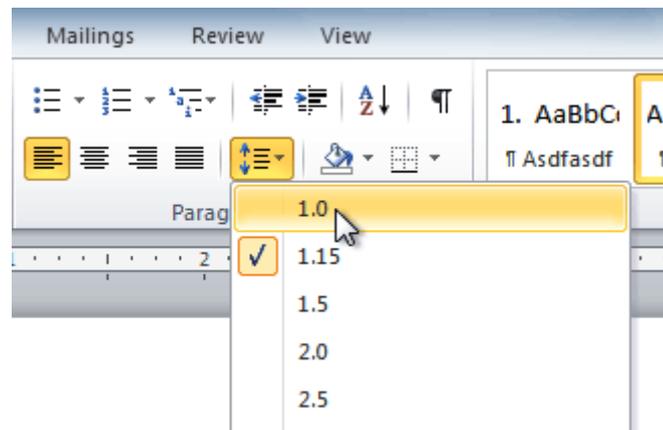
Paragraph Alignment

Alignment	Description
Align Left	the text is aligned with your left margin
Center	The text is centered within your margins
Align Right	Aligns text with the right margin
Justify	Aligns text to both the left and right margins

Formatting Paragraph

Spacing Between Paragraphs and Lines

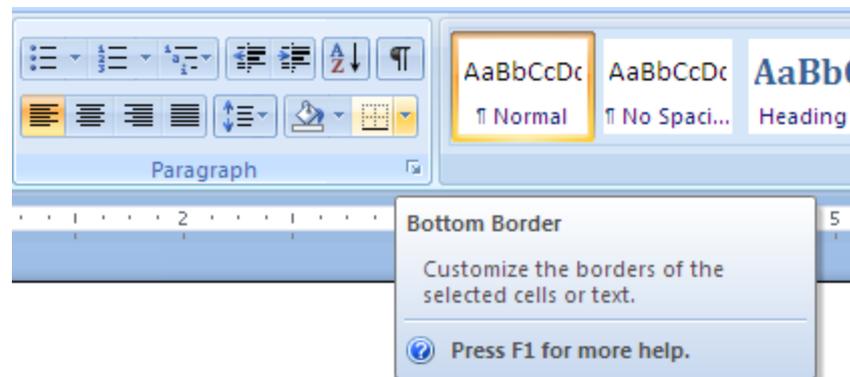
- Select the text you want to format. Click the **Line and Paragraph Spacing** command in the Paragraph group on the Home tab. Select the desired spacing option from the drop-down menu.



Formatting Paragraph

Add Borders and Shading

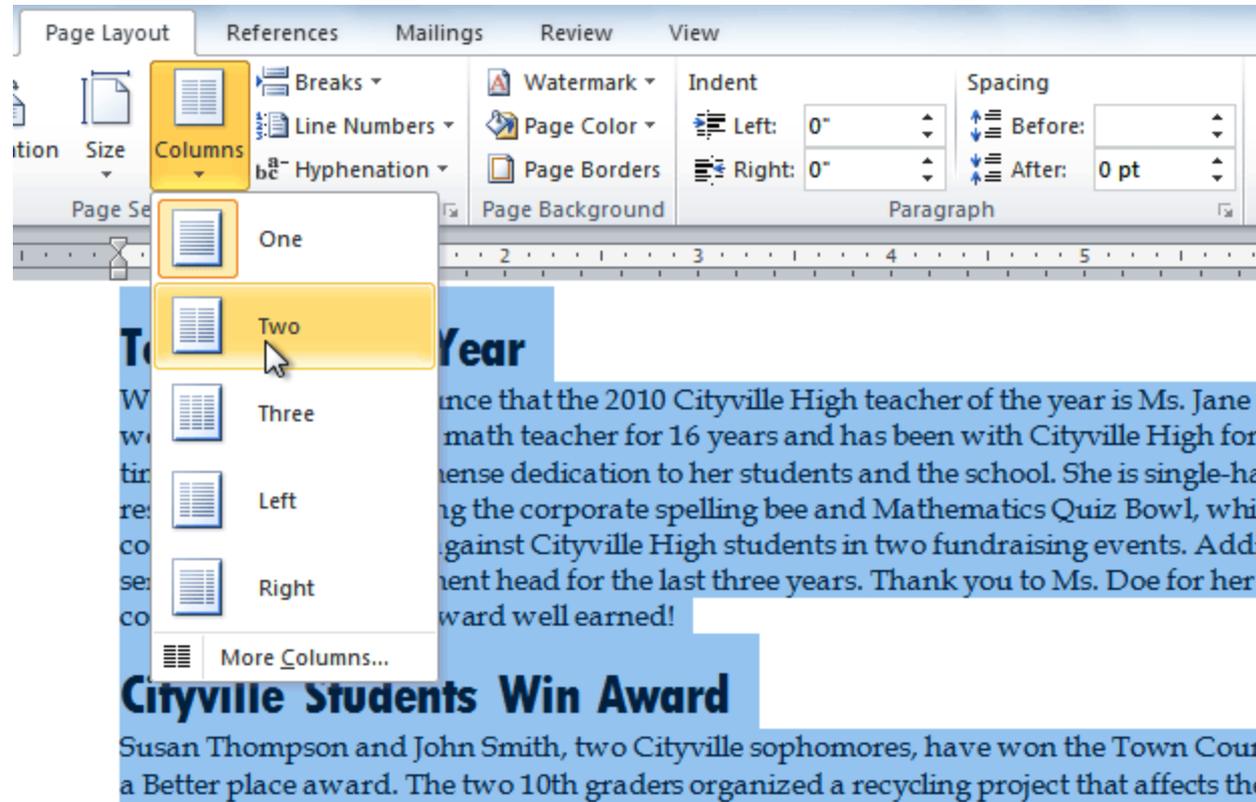
- Select the area of text where you want the border or shading.
- Click the Borders Button on the Paragraph Group on the Home Tab. Choose the Border and Shading.
- Choose the appropriate options.



Columns

- Columns are used in many types of documents, but they are most commonly used in newspapers, magazines, academic journals, and newsletters.
- To add columns to a document, select the text you want to format. Click the Page Layout tab. Click the Columns command. A drop-down menu will appear. Select the number of columns you want to insert. The text will then format into columns.

Columns



The image shows a screenshot of the Microsoft Word interface, specifically the Page Layout ribbon. The 'Columns' button is highlighted, and its dropdown menu is open, showing options for 'One', 'Two', 'Three', 'Left', 'Right', and 'More Columns...'. The 'Two' option is currently selected. The background of the document shows a news article with a blue header and text.

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nce that the 2010 Cityville High teacher of the year is Ms. Jane I
math teacher for 16 years and has been with Cityville High for
ense dedication to her students and the school. She is single-ha
ng the corporate spelling bee and Mathematics Quiz Bowl, whi
against Cityville High students in two fundraising events. Addi
nent head for the last three years. Thank you to Ms. Doe for her
ward well earned!

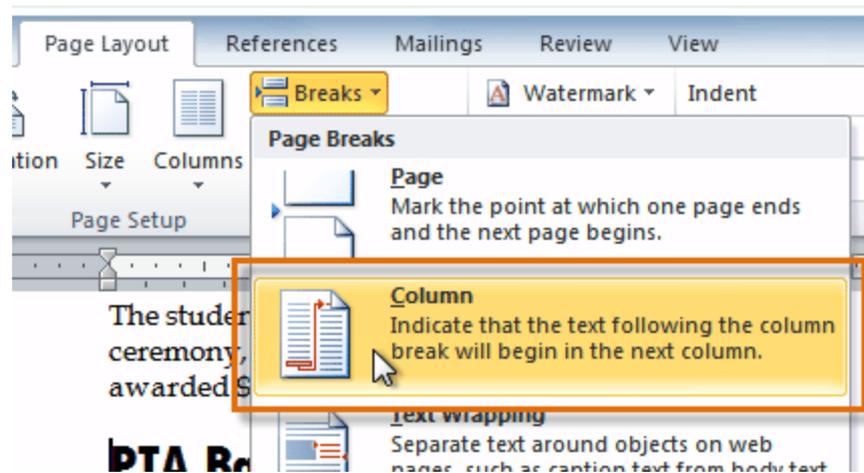
Cityville Students Win Award

Susan Thompson and John Smith, two Cityville sophomores, have won the Town Cour
a Better place award. The two 10th graders organized a recycling project that affects the

Columns

To add column breaks

- Place the **insertion point** where you want to add the break. Click the **Page Layout** tab. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear. Select **Column** from the list of break types.



Lists

Bulleted and Numbered Lists

- Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

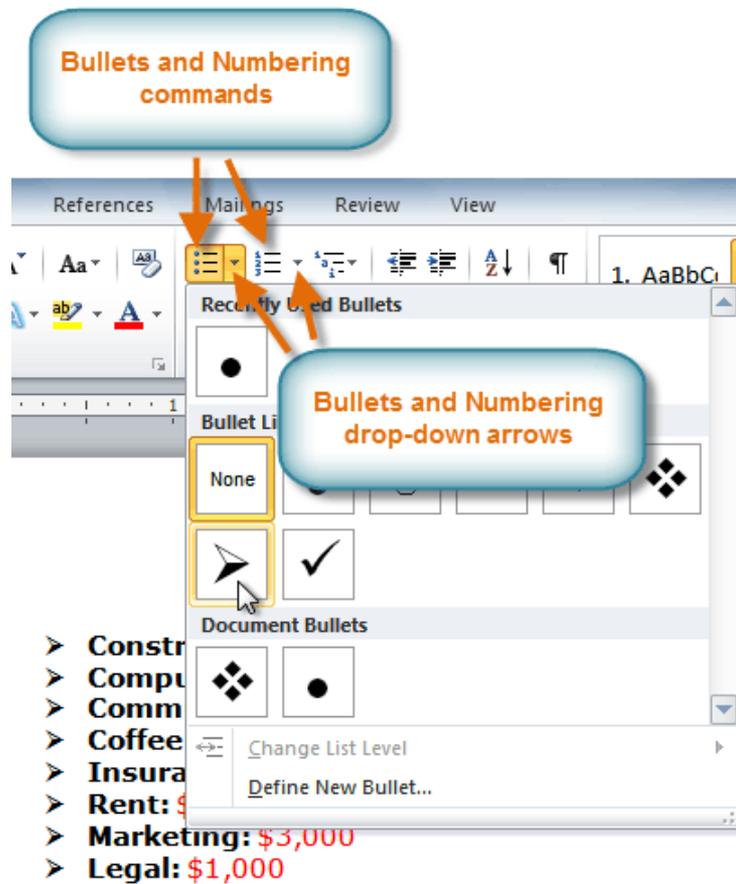
Lists

Bulleted and Numbered Lists

- To add a list to existing text, select the text you want to format as a list. Click the **Bullets** or **Numbering** drop-down arrow on the **Home** tab. Select the bullet or numbering style you want to use, and it will appear in the document.
- To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

Lists

Bulleted and Numbered Lists



Lists

Multilevel List

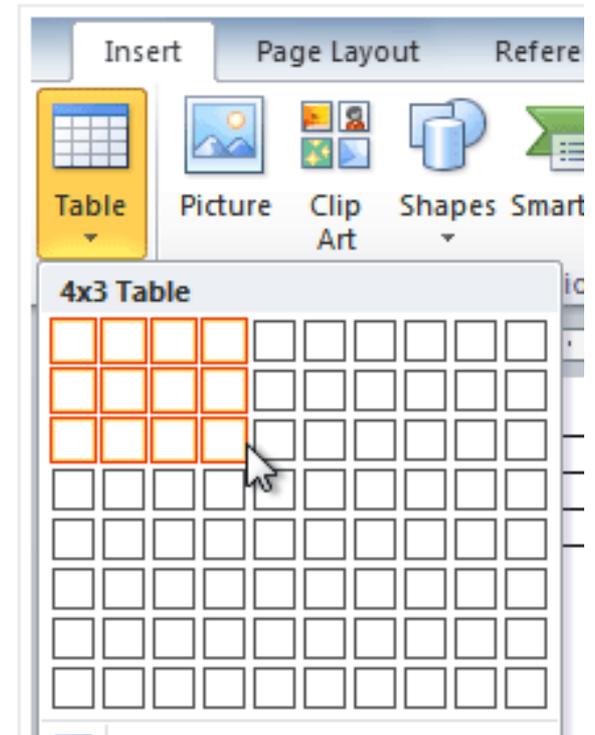
- Multilevel lists allow you to create an **outline** with **multiple levels**.
- In fact, you can turn any bulleted or numbered list into a multilevel list by placing the insertion point at the beginning of a line and pressing the **Tab** key to change the level for that line.

- ❖ Sporting Equipment
 - Baseball
 - Baseball glove
 - Baseballs
 - Bats
 - Basketball
 - Basketballs
 - Golf
 - Golf clubs
 - Golf balls
- ❖ Miscellaneous Equipment
 - Pool
 - Pool float (small)
 - Pool float (medium)
 - Water volleyball kit
 - Other
 - Hula hoops
 - Horseshoes
 - Sidewalk chalk

Adding Tables

Create a Table

- Place your insertion point in the document where you want the table to appear. Select the **Insert** tab. Click the **Table** command. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table. Click your mouse, and the table appears in the document.



Adding Tables

Modify the Table Structure and Format a Table

- Click the table and notice that you have two new tabs on the Ribbon: Design and Layout.
- These pertain to the table design and layout.
- On the Design Tab, you can choose:
 - Table Style Options
 - Table Styles
 - Draw Borders

Adding Tables

Modify the Table Structure and Format a Table

- Layout tab allows you to:
 - View Gridlines and Properties (from the Table Group)
 - Insert Rows and Columns (from the Rows & Columns Group)
 - Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
 - Merge or Split Cells (from the Merge Group)
 - Increase and Decrease cell size (Cell Size Group)
 - Align text within the cells and change text directions (Alignment Group)

Graphics

- Images are a great way to liven up a document, and Word offers a few methods to insert them. There are built-in **clip art** images for just about every topic, so you may be able to find a perfect clip art image for your document.



Hello

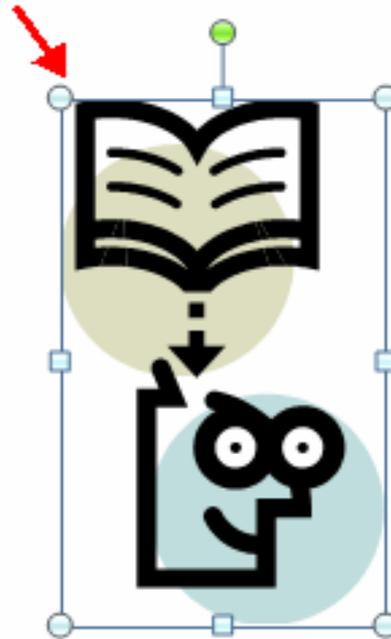
Graphics

To insert graphics:

- Place your cursor in the document where you want the graphic.
- Click the Insert Tab on the Ribbon.
- Click the Picture/Clip Art/WordArt button.

Graphics

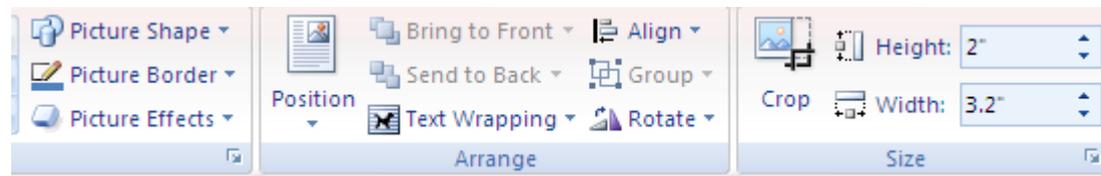
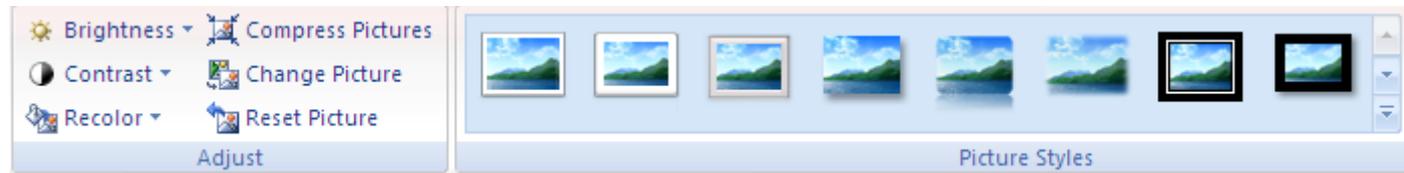
- All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.



Graphics

Basic Image Formatting

- You can use Word's **picture tools** to help you modify the picture **style** and **shape**, add a **border**, **crop**, add **artistic effects**, and even **compress** pictures.



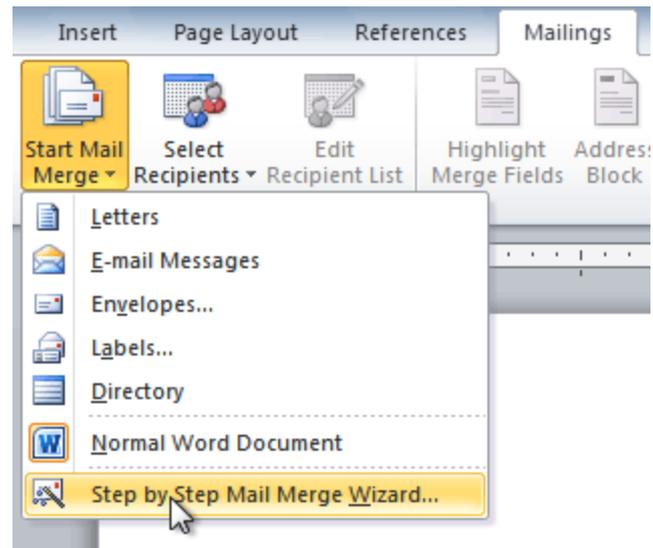
Mail Merge

- Mail Merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet.
- When you are performing a Mail Merge, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an Excel workbook.

Mail Merge

To use Mail Merge:

- Open an existing Word document, or create a new one. Click the Mailings tab. Click the Start Mail Merge command. Select Step by Step Mail Merge Wizard.



Header and Footer

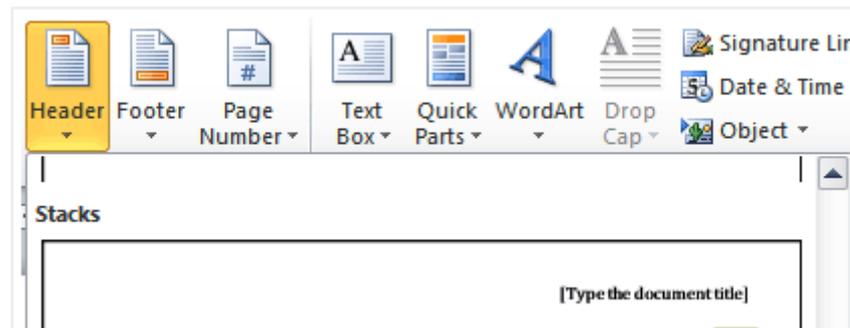
- The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**.
- Headers and footers generally contain information such as the page number, date, and document name.



Header and Footer

To insert a header or footer:

- Select the **Insert** tab. Click either the **Header** or **Footer** command. A drop-down menu will appear. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



Printing

To view the **Print** pane:

- Click the **File** tab to go to **Backstage view**.
- Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.

To print:

- Go to the **Print** pane. If you only want to print certain pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
- Select the **number of copies**. Check the **Collate** box if you are printing multiple copies of a multi-page document.
- Select a **printer** from the drop-down list. Click the **Print** button.

Printing

The screenshot shows the Microsoft Word interface with the Print dialog box open. The ribbon at the top includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The left sidebar contains options like Save, Save As, Open, Close, Info, Recent, New, Print (highlighted), Save & Send, and Help. The Print dialog box is divided into several sections: a 'Print' button, a 'Copies' dropdown set to 1, a 'Printer' section showing 'HP Color LaserJet 2800 Series' as 'Ready', and a 'Settings' section with options for 'Print All Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Normal Margins', and '1 Page Per Sheet'. A 'Page Setup' link is at the bottom of the settings. To the right is a preview of a letter dated June 22, 2009, addressed to Roger Powell, Sales Manager at Quality Paintings. The letter text includes a thank you for a meeting, a mention of a sales training program, and a request for consideration for a Sales Associate position. The footer of the letter identifies Donald Weston as the sender.

File Home Insert Page Layout References Mailings Review View

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print
Copies: 1

Printer
HP Color LaserJet 2800 Seri...
Ready
[Printer Properties](#)

Settings
Print All Pages
Print the entire document
Pages:
Print One Sided
Only print on one side of th...
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Letter
8.5" x 11"
Normal Margins
Left: 1" Right: 1"
1 Page Per Sheet
[Page Setup](#)

June 22, 2009
Roger Powell
Sales Manager
Quality Paintings
125 West Hammer Road
Raleigh, North Carolina 27601

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom. And with the competence of the staff at Quality Paintings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Paintings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Paintings.

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program and the National Business Institute, several techniques covered in the program are sure to be of great use. Also, increased customer satisfaction. I look forward to having the chance to implement them at Quality Paintings.

Thank you again for your consideration in filling the Sales Associate position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.

Sincerely,

Donald Weston
(703) 225-1234
dweston@gmail.com

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