

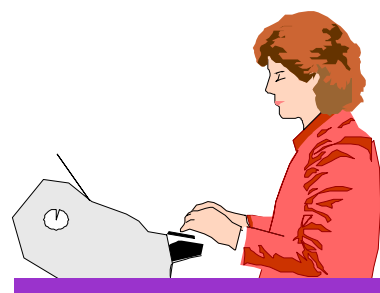
# Word Processing Basics

## Objectives:

- ✦ Introducing the basic concepts of word processing.

## What Is a Word Processor?

- ✦ A word processor lets you **enter, edit, arrange, format, proofread, save, and print** text. Compared to a regular typewriter, a word processor usually produces better looking documents in less time and with greater accuracy. In addition, the process of composing a document is separate from the process of printing.



## What You See Is What You Get (WYSIWYG)

- ✦ Most word processors nowadays display on-screen how the document will look when printed. This feature is called **WYSIWYG** (pronounced as “wizzy-wig”)—what you see is what you get.

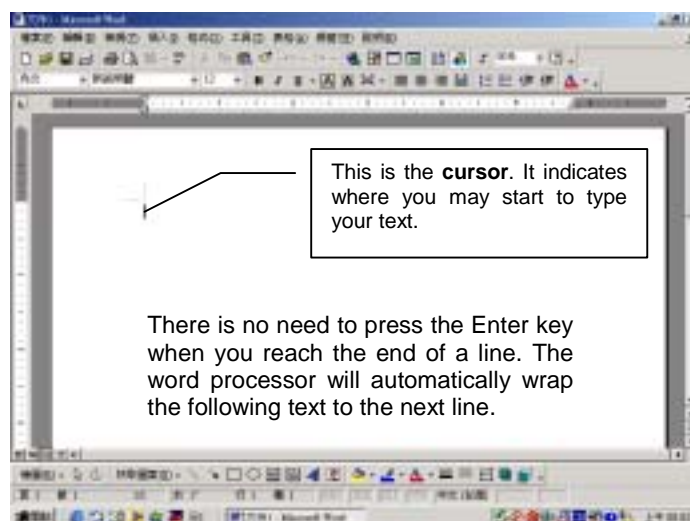
## Entering Text

### The Cursor

- ✦ The **cursor** is the flashing line on your screen that indicates where the text you type will appear in your document.

### Word Wrapping

- ✦ Unlike a traditional typewriter, there is no need to press the **Enter** (or **Return**) key when you reach the end of a line. The word processor will automatically move the following text to the next line. This is called **word wrapping**.
- ✦ In a word processor, press the **Enter** (or **Return**) key only when you want to start a new line or a new paragraph.



# Word Processing Basics

## Editing Text

### Adding and Deleting Text

- ✧ When you **add** text to your document, the surrounding words automatically move to make room for the added text.
- ✧ Similarly, when you **delete** text, the surrounding words move to fill in the holes left by the removed text.

### Undoing Changes

- ✧ Most word processor can remember the last change you made to your document. You can usually reverse the previous action by using the **Undo** feature.

### Selecting Text

- ✧ Before performing any task, you must select the text you want to work with. Selected text usually appears **highlighted** on the screen.

Before:  
 You can add **extra** text or delete **unwanted** text easily in a word processor.

After:  
 You can add **extra** text or delete text easily in a word processor.

Selected text usually appears **highlighted** on the screen.

## Arranging Text

### Copying Text

- ✧ You can **copy** and **paste** an exact copy of text anywhere in the document with the original text remains in place.

Before copy:

This is the original sentence.  
 This is a new sentence.

After copy:

This is the original sentence.  
 This is a new sentence. **This is the original sentence.**

### Moving Text

- ✧ You can **cut** and **paste** an exact copy of text anywhere in the document with the original text removed from its place.

Before move:

This is the original sentence.  
 This is a new sentence.

After move:

This is a new sentence. **This is the original sentence.**

# Word Processing Basics

## Formatting Characters

### Fonts

✧ A **font** consists of three elements: **typeface**, **type size** and **type style**. For example, a font can be described as “*Times 12 Point Italic*.” **Times** is the typeface, **12 Point** is the type size, and **Italic** is the type style.

This is Arial  
 This is Bookman Old Style  
 This is Courier New  
 This is Times New Roman  
 這是細明體

**Typeface** refers to the design of the letters.

This is 9 point Arial  
 This is 10 point Arial  
 This is 12 point Arial  
 This is 14 point Arial  
 This is 18 point Arial

**Type size** is measured in **points**, and there are 72 points per inch.

Plain	<u>Underline</u>
<b>Bold</b>	<i>Italic</i>
<b><i>BoldItalic</i></b>	<b><u>BoldUnderline</u></b>
Normal <sup>Superscript</sup>	Normal <sub>Subscript</sub>

A **type style** is a way to enhance text. Different type styles may be combined when applied to text.

# Word Processing Basics

## Formatting Paragraphs

### Justification

✧ **Justification** refers to the alignments of text on a line.

#### Left Justification

Left-justified text has a smooth left edge and a ragged right edge.

Left-justified text has a smooth left edge and a ragged right edge.

#### Right Justification

Right-justified text has a smooth right edge and a ragged left edge.

Right-justified text has a smooth right edge and a ragged left edge.

#### Centered Justification

Centered-justified text is centered between the left and right edges of the paper. Centered-justified text has a ragged left and right edges.

#### Full Justification

Fully justified text has smooth left and right edges. Fully justified text has smooth left and right edges.

### Line Spacing

✧ **Line spacing** is the amount of space between lines of text in a document.

This paragraph of text is formatted as single spacing. There is not much space between lines of text.

This paragraph of text is formatted as double spacing. There is a lot of space between lines of text.

# Word Processing Basics

## Formatting Pages

### Margins

✧ **Margins** are the distances between the text and the edges of the paper.

This is a page with narrower margins. The distances are smaller between the text and the edges of the paper.  
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 This is a page with narrower margins. The distances are smaller between the text and the edges of the paper.

**A page with narrower margins.**

This is a page with wider margins. The distances are larger between the text and the edges of the paper.  
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**A page with wider margins.**

### Headers and Footers

✧ A **header** is information that prints at the top of each page (e.g., the title of the document). A **footer** is information that prints at the bottom of each page (e.g., page number).

**Headers**

*Title of Document*  
 A header is information that prints at the top of each page.  
 A footer is information that prints at the bottom of each page. This is the second page.  
 A header is information that prints at the top of each page.  
 A footer is information that prints at the bottom of each page. This is the second page.  
 - Page 2 -

**Footers**

- Page 1 -

This is a paragraph with a footnote that serves as notes of reference for item A<sup>1</sup>.  
 This is a paragraph with a footnote that explains item B<sup>2</sup>.  
 This is a paragraph with a footnote that is a comment of C<sup>3</sup>.  
 All footnotes appear at the bottom of this page.

### Footnotes

✧ **Footnotes** are notes of reference, explanations or comments for items in the document, and usually appear at the bottom of each page.

1. Notes of reference for item A.  
 2. Explanations for item B.  
 3. Comments for item C.

**Footnotes**

# Word Processing Basics

## Indents

✧ **Indents** control the space between page margins and a paragraph, making a document easier to read.

### Normal

Indents control the space between page margins and a paragraph, and make a document easier to read.

### First line indent

First line indent refers to how far the very first line in the paragraph is indented when compared to the rest of the paragraph.

### Left indent

Left indent increases the blank space to the left of the paragraph from the left margin.

### Right indent

Right indent is the distance that the paragraph is indented from the right margin.

### Hanging indent

A hanging indent refers to where the first line is not indented, but all subsequent lines of the paragraph are.

## Tabs

✧ **Tabs** help to line up columns of information, or indent text within a line or a paragraph.

Item No.	Item	Quantity	Price
12345	HB Pencil	120	\$100.25
1235	Ruler	3	\$2.7
112609	Cutter	2	\$15
13579	Printer	1	\$1250.5
246800	Files	15	\$18.5

Right Tab

Left Tab

Center Tab

Decimal Tab

# Word Processing Basics

## Proofreading Text

- Most word processors include writing tools like **spelling checker**, **thesaurus**, and even **grammar checker** to help proofreading a document.



### Spelling Checker

- A **spelling checker** looks for spelling errors in a document. Some programs even suggest a list of possible spellings.

This set of notes is hoped to help you understand **computr** word processing. A lot of diagrams have been used to make the learning process **easy** and fun.



### Grammar Checker

- A **grammar checker** reports grammatical errors and suggests ways to correct them.



### Thesaurus

- A **thesaurus** suggests alternative words for use in the document. Some thesaurus programs can also suggest words with opposite meanings.

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Introduction **Word** Excel PowerPoint Access FrontPage

WP **B**asics  
WP Exercises

# Word Processing Basics

## Saving Text

- ✧ The work you do on the computer is stored temporarily in the computer's memory. When you exit the word processing program or turn off the computer, the memory will be erased and your work will be lost. To keep your work permanently, you have to **save** the document to a disk (either a floppy disk or a hard disk).


May 24, 1997

Dear Peter,

Long time no see! How are you? Are you still playing with your computer 10 hours a day? Please write to me.

T. S. Wong

**Save**



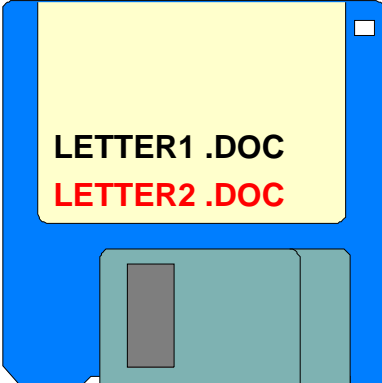
Filename      Extension

**LETTER1 .DOC**

- ✧ When you save a document, you give it a **filename**. A filename can have up to *eight* characters plus a *three-character* extension (e.g., LETTER1.DOC) in the **MS-DOS** or **Microsoft Windows 3.1** environment, but it is more flexible in **Windows 95** and above.
- ✧ Files created by different applications may have different filename extensions (e.g., a **.DOC** extension for documents created by **Microsoft Word**).
- ✧ It is always a good practice to use **meaningful** filenames so that you can recognize them when you want to use them later.

### Save vs. Save As

- ✧ When you make changes, only the version of the document in the computer's memory is changed. The version on the disk (i.e., LETTER1.DOC, for the above example) will not be changed until you **save** the document again.
- ✧ When you are ready to save your document again, you can save the changes in the original document or you can **save** the document **as** a new file with a new name (e.g., LETTER2.DOC). In this way, your original document (i.e., LETTER1.DOC) remains unchanged and you have a new file (i.e., LETTER2.DOC) with the changes you made.



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# Word Processing Basics

## Printing Text

- After you have saved your work, you may want to **print** it so that you can have a **hard copy** of your document. Before you print, you can also choose the **paper size** and **page orientation** for your printout.

## Paper Size

- The **paper sizes** available to you depend on the printers you use. The following table gives the measurements of some common paper types.

Paper Type	Measurements
US Letter	8.5" wide, 11" high
US Legal	8.5" wide, 14" high
A4	21 cm wide, 29.7 cm high
B5	17.6 cm wide, 25 cm high
Tabloid	11" wide, 12" high
International Fanfold	8.25" wide, 12" high
Computer Paper	14" wide, 11" high
Custom	User-specified

## Paper Orientation

- You can also choose either **portrait** (vertical) orientation or **landscape** (horizontal) orientation to print your document.



Portrait Orientation



Landscape Orientation

## Print Preview

- Some word processors also allow you to **preview** your document as a reduced image on the screen so that you can have an overall idea about how the document will look like when it is printed. This function is called **print preview**.

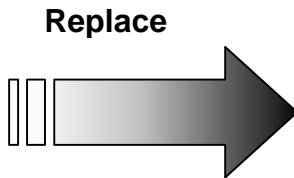
# Word Processing Basics

## Other Special Features

### Search and Replace

- ✧ A word processor can **search** through the document for certain text, or even **replace** occurrences of certain text with others.

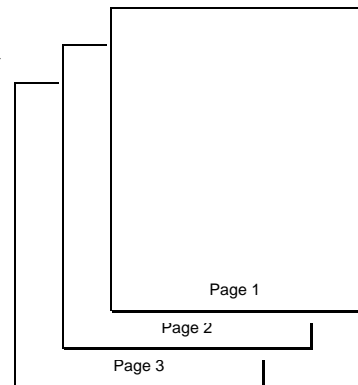
**Peter** is a good boy. He works hard and everyone likes him. **Peter** is also good at sports. He is the sport captain of his school basketball team. **Peter** was elected the most outstanding student of his school last year.



**Tom** is a good boy. He works hard and everyone likes him. **Tom** is also good at sports. He is the sport captain of his school basketball team. **Tom** was elected the most outstanding student of his school last year.

### Automatic Page Numbering

- ✧ Word processors can automatically number the pages in a document. You can also specify the position of the **page numbers** on each page (e.g., at the footers).



### Tables

- ✧ Some word processors automatically create **tables** in order to help you organize information into **rows** and **columns**.

Position	Class	Name	Time
1 <sup>st</sup>	3D	Peter Lam	12:09
2 <sup>nd</sup>	2C	Tony Wong	12:30
3 <sup>rd</sup>	3A	David Chan	12:40

# Word Processing Basics

## Multi-columns

Some word processing programs can split text into two or more **columns**.

This page is a one-column design. Most documents use this format. This page is a one-column design. Most documents use this format.

This page is a one-column design. Most documents use this format. This page is a one-column design. Most documents use this format.

This page is a one-column design. Most documents use this format. This page is a one-column design. Most documents use this format.

This page is a one-column design. Most documents use this format. This page is a one-column design. Most documents use this format.

This page is a two-column design. Brochures and newsletters usually present materials in columns.

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This page is a three-column design. Brochures and newsletters usually present materials in columns.

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## Graphics

Most word processors allow you to create graphics inside the program or import graphics from other sources (e.g., clip arts) to enhance the appearance of your document.

**What is a computer?**  
A computer is a calculating device that processes data according to a series of instructions.



It costs a lot, doesn't work the way you think it should, and becomes obsolete three days after you buy it.

## Mathematical Typesetting

Some word processors allow you to typeset complex **mathematical formulae** within the program.

The equation of the mean is:

$$\bar{x} = \frac{x_1 + x_2 + \dots + x_n}{n} = \frac{\sum x}{n}$$