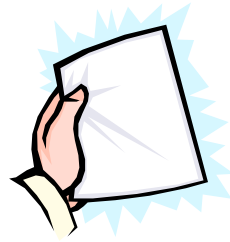


## Word Processing Basics

❖ Think of the computer as a page of typing paper with these differences:

- ◆ **Cursor**
- ◆ **Scrolling**
- ◆ **Word wrap**
- ◆ **Character insertions**
- ◆ **Character deletions**
- ◆ **Command Access**
  - ◆ Pull Down Menus
  - ◆ Toolbar Buttons
  - ◆ Shortcut keys
  - ◆ Context Sensitive Menu



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## Cursor, Scrolling, and Word Wrap

❖ **Cursor**

- ◆ Cursor shows where next character will appear in your document



◆ **Move Cursor**

- ◆ Use mouse or other pointing device
- ◆ Use keyboard arrow keys

❖ **Scrolling**

- ◆ Scrolling is necessary to see portions of a document that can't fit on screen at one time



❖ **Word Wrap**

- ◆ Words that won't fit on a line are automatically moved down at the beginning of the next line



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## Document Formatting

❖ Formatting is controlling the visual appearance of the document:

- ◆ Margins
- ◆ Tabs/Indents
- ◆ Alignment: Left, right, centered, justified
- ◆ Font face: Times New Roman is default
- ◆ Font size: 12 point for most text
- ◆ Font style: bold, italic, underline
- ❖ **Pagination** – controls appearance of pages
- ❖ **Footnotes** – used for referencing sources

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## Word Processing Edit Commands

❖ **Edit Menu commands change text content**

- ◆ Undo **Ctrl-Z**
- ◆ Redo **Ctrl-Y**
- ◆ Cut **Ctrl-X**
- ◆ Copy **Ctrl-C**
- ◆ Paste **Ctrl-V**
- ◆ Paste **S**pecial...

**Short Cut Keys**

Underlined letters are Alt-key selections used if mouse not available

**Toolbar Buttons**



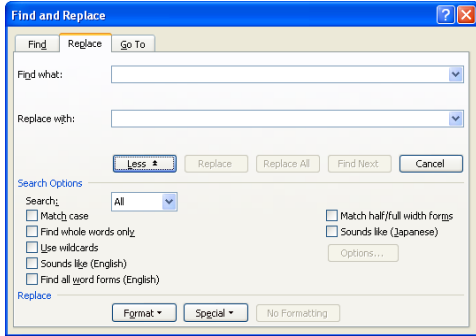
❖ **Clipboards**

- ◆ **Windows** = Paste between any applications
  - ◆ Holds only 1 item, but can be pasted multiple times
- ◆ **Office** = Paste between office applications
  - ◆ Holds 24 items and each can be pasted multiple times
  - ◆ Available as a Task Pane **Ctrl-F1**

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## Text Search and Replace

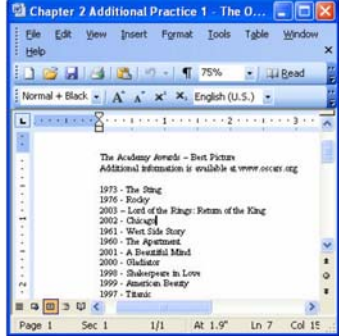
- ❖ Find            **Ctrl-F**
- ❖ Replace        **Ctrl-H**



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## Scrolling

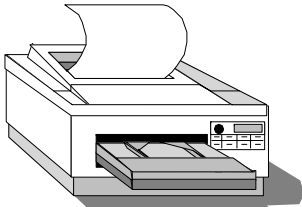
- ❖ Scrolling allows viewing of a document that can't fit on the screen at one time
- ❖ Key controls
  - ◆ Horizontal
    - ◆ Home
    - ◆ End
  - ◆ Vertical
    - ◆ Ctrl-Home
    - ◆ Ctrl-End
    - ◆ PgUp
    - ◆ PgDn



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## View Menu

- ❖ View Menu
  - ◆ Normal
  - ◆ Web Layout
  - ◆ Print Layout    ← The best for formatting
  - ◆ Reading Layout
  - ◆ Outline
  - ◆ Zoom

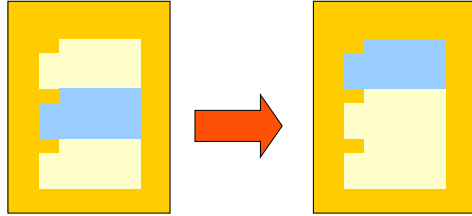


**WYSIWYG = What You See Is What You Get**

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## Moving Text Blocks

- ❖ Moving a block of text removes it from original location and moves it to new location
  - ◆ Can use Cut and Paste
  - ◆ Drag and Drop



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## Typography: Typeface

### ❖ Font Face (Typeface)

- ◆ **Serif** font has hooks on ends of characters
  - f ◆ Makes reading easier
  - ◆ Document Body should be typed with a serif font
  - ◆ Examples:  
Times New Roman, Georgia, Courier New
- ◆ **Sans Serif** font is without hooks on letters
  - f ◆ Best for Headings
  - ◆ Examples:  
Arial, Verdana, Impact, Lucida Console
- ◆ **Symbolic** font face
  - ◆ Example: Wingdings    ♠)(■)ⓂⓃ)(■)ⓂⓃ◆

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## Typography: Typeface

### ❖ Proportional Typeface

- ◆ Variable character width
- ◆ Compressed text with more words on a line
- ◆ Examples:  
Times New Roman, Georgia, Arial, Impact

### ❖ Monospaced Typeface

- ◆ Fixed character width
- ◆ Typewriter style text
- ◆ Examples:  
Courier, Courier New, Lucida Console

### ❖ TrueType Fonts

- ◆ Appear Same on Screen as Printer

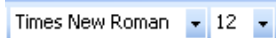


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## Typography: Font Size

### ❖ Font Size (Type size)

- ◆ 12 pt font = 6 lines per inch
- ◆ 1pt = 1/72 inch
- 12 point
- 18 point
- 24 point
- 36 point
- 54 point
- 72 point

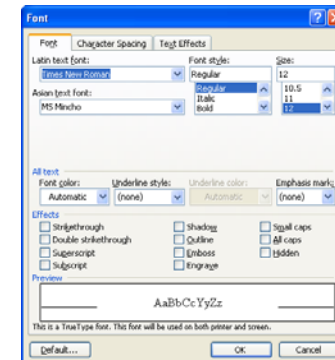


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## Typography: Size and Style

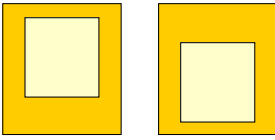
### ❖ Font Style Format | Font **B** *I* U

- ◆ **Bold** [Ctrl+B]
- ◆ *Italics* [Ctrl+I]
- ◆ Underline [Ctrl+U]
- ◆ **Shadow** **Shadow**
- ◆ ~~Strikethrough~~
- ◆ <sup>Superscript</sup>
- ◆ <sub>Subscript</sub>
- ◆ **SMALL CAPS**

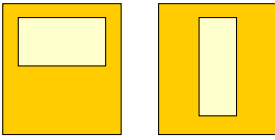


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## Margins



Top  
Bottom



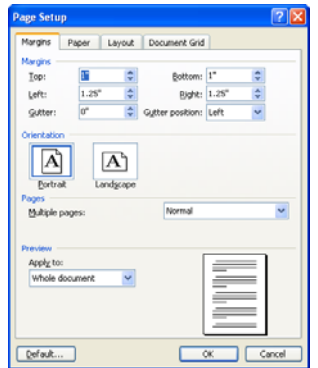
Left  
Right

- ❖ Margins define the blank white space surrounding printed text
- ❖ You can adjust margins for:
  - ◆ Top
  - ◆ Bottom
  - ◆ Left
  - ◆ Right

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## Page Setup

- ❖ Margins adjust File | Page Setup
- ❖ Orientation
  - ◆ Portrait
  - ◆ Landscape
- ❖ Pagination
  - ◆ Page Breaks
  - ◆ Header Layout
  - ◆ Footer Layout
- ❖ Paper Size




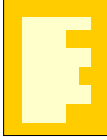
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## Paragraph Alignment


- ❖ Alignment Format | Alignment
  - ◆ Flush left
  - ◆ Flush right
  - ◆ Centered
  - ◆ Justified

Toolbar Buttons

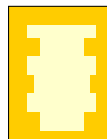





Flush Left



Flush Right



Centered

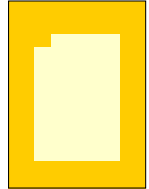


Justified


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## Paragraph Indenting


- ❖ Indents Format | Paragraph
  - ◆ Right Indent
  - ◆ Left Indent
  - ◆ First Line Indent
  - ◆ Hanging Line Indent



First Line



Hanging Line



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