

## Word Processing

- ❖ Typewriters become obsolete
- ❖ Word processing lets you:
  - ◆ Create document
  - ◆ Edit document
  - ◆ Format document
  - ◆ Store document
  - ◆ Retrieve document
  - ◆ Print document



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## Edit and Format Document

- ❖ Edit document
  - ◆ Editing a text document means to make changes to the contents of the document
  - ◆ Insertions or deletions to fix errors, improve its content, or move text
  - ◆ Powerful replace and replace all occurrences functions available
- ❖ Format document
  - ◆ Formatting refers to modifying the appearance of the text document
  - ◆ Does not alter content—only look of the document
  - ◆ Includes alignment, fonts, line spacing, and more



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## Command Access

- ❖ Commands can be given to the Word Processing application using several methods
- ❖ Pull down menus 
  - ◆ Menu bar Located below the title bar
- ❖ Toolbar buttons 
  - ◆ Usually located just below the menu
  - ◆ Several toolbars available
  - ◆ Can be customized
- ❖ Shortcut keys **Ctrl-X, Ctrl-C, Ctrl-V, Ctrl-Z**
- ❖ Context sensitive menu
  - ◆ Right click mouse button on object

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## Create Document

- ❖ Create document means creating a document file that you enter text via a keyboard and save the document on the computer

- ❖ File | **New**
  - New**
  - Open
  - Close
  - Save
  - Print
  - Recent
  - Exit



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## Store and Retrieve Document

### ❖ Store Document

- ◆ Storing means to save the document to disk for later use
- ◆ **Save As...** allows you to save the current document under a new file name
- ◆ **Save** frequently – if power is lost a recent version of document can be retrieved



### ❖ Retrieve Document

- ◆ Retrieving means to bring stored document from disk back into computer memory
- ◆ **File | Open** command

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## Character Insertions and Deletions

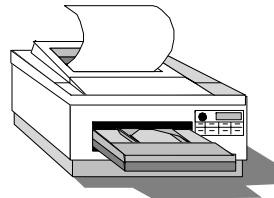
- ❖ Unlike typed, paper documents, word processors allow for easy corrections
- ❖ **[ Ins ]** Insert key functions has two modes which are *toggle*
  - ◆ Insert Mode – Inserts characters at the cursor position between the text
  - ◆ Overwrite Mode – Overwrites character to the right with entered text
- ❖ **[ Backspace ]** key removes unwanted characters on the left side of the cursor
- ❖ **[ Del ]** key removes unwanted characters on the right side of the cursor position

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## Print Document

### ❖ Print Document

- ◆ Printing produces the document on paper
- ◆ Printer must be installed on computer
  - ◆ Networked Printer is shared
  - ◆ Local Printer connected to LPT port or USB port
  - ◆ Laser Printer usually Greyscale output
  - ◆ InkJet Printer usually Color output



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## Word Processing Tools

- ❖ Spell checking
  - ◆ Spelling checkers are a preliminary proofreading devices
  - ◆ They lack scope or intuitive power of a human proofreader
- ❖ Grammar checking
  - ◆ Grammar checkers will find errors in verb tense, point out active vs. passive voice, and a host of other grammatical rules that the user may have broken
  - ◆ Not always accurate so use as a writing advisor
- ❖ Thesaurus
  - ◆ Find words with similar meaning



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