

# WORD PROCESSING THEORY

## WORD PROCESSING

Is the use of a computer system to type, edit, store and print documents.

## WORD WRAP

Is the automatic return of the cursor to the beginning of the next line when the end of the first line is reached, without having to press enter.

## ALL DOCUMENTS

Unless otherwise indicated use a 12 Point font.

1 Point = 1 / 72 inch (high!)

Therefore, a 12 point font is  $12 / 72''$  or  $1 / 6''$  high.

How many lines to an inch (vertically) is that?

A 72 Point font is how many inches high?

## SAVE AND SAVE AS

Use the Menu: File      Save  
File      Save As

Or click on  in the toolbar

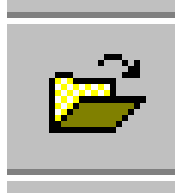
**Save**      Will ask for a file name but once the file has been named you will not be asked for a new name.

**Save As**      Always asks for a new name. This allows you to change the file type, give it a new name or save to another disk (must give it a new name).

## **OPEN A FILE**

Use the Menu: File      Open      Keyboard Ctrl + O

Or click on



in the toolbar

## **THREE RULES OF COMPUTERS**

1. SAVE
2. SAVE
3. SAVE

**Make backups of your backups!**

## AT THE TOP OF EVERY DOCUMENT

Use the Menu: View      Hheader and Footer

Add a Header with the following information:

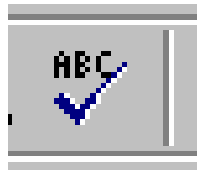
Name	Date	Teacher's Name
	Document Title (filename)	

## DEFAULT MARGINS, PAPER SIZE, PAPER SOURCE AND LAYOUT

Use the Menu: File      Page Setup... to view default settings for each tab

- Margins
  - Paper Size
  - Orientation
  - Vertical Alignment
- Allows you to change  
T, B = 1"  
L, R = 1.25"  
Header Footer = .5"  
8 ½ by 11"  
Portrait or Landscape  
Top, Center, Justified  
Headers and Footers

## SPELL CHECK



Always Spell Check before completing any document.  
Spelling errors carry severe penalties.

## SPACE BAR VIOLATION

Pressing the **spacebar 3 or more** times

## HOW MANY SPACES AFTER?

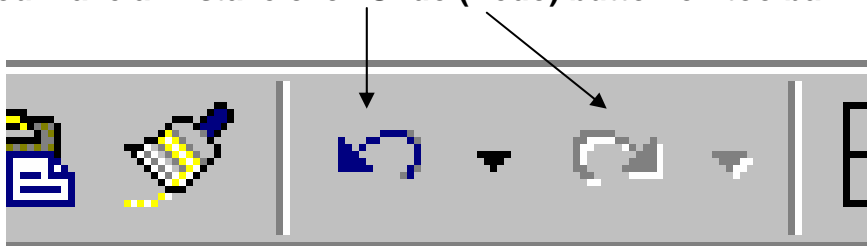
			Spaces
Period	.	→	2
Abbreviation	Dr.	→	1
Comma	,	→	1
Semi Colon	;	→	1
Colon	:	→	2

## FINEPRINT AND /OR PRINT PREVIEW

- Always check the Name of the Printer (print destination).
- Always check for any blank pages or pages containing “junk”.
- In FinePrint, click only one of the PRINT or OK buttons. Clicking both will get 2 sets of printouts.
- In most cases, it is acceptable to print “2 Up”.

## UNDO (REDO) BUTTON

If you make a mistake click Undo (Redo) button on toolbar



## FONT STYLE AND SIZE

Font (Type Style)	Attributes	Size
Arial	<b>Bold</b> <i>Italic</i> Outline A <sub>Subscript</sub> A <sup>Superscript</sup> Etc	8 point to <b>72</b> point (and larger)
Times New Roman	<b>Bold</b> <i>Italic</i> Outline A <sub>Subscript</sub> A <sup>Superscript</sup> Etc	8 point to <b>72</b> point (and larger)
Shelley Allegro BJ	<i>Bold</i> <i>Italic</i> <i>Outline</i> <i>A<sub>Subscript</sub></i> <i>A<sup>Superscript</sup></i> <i>Etc</i>	<i>8 point</i> <i>to</i> <b>72</b> point (and <i>larger</i> )

## SUBSCRIPT

This is regular. This is subscript.

## SUPERSCRIPT

This is regular. This is superscript.

## FONTS – SERIF – SANS SERIF

Typefaces that give letters “feet” and “hats” are called serif typefaces.  
Typefaces without “feet” and “hats” are called sans serif.

**Serif**

T

l

n

**Sans Serif**

T

l

n

**Script**

T

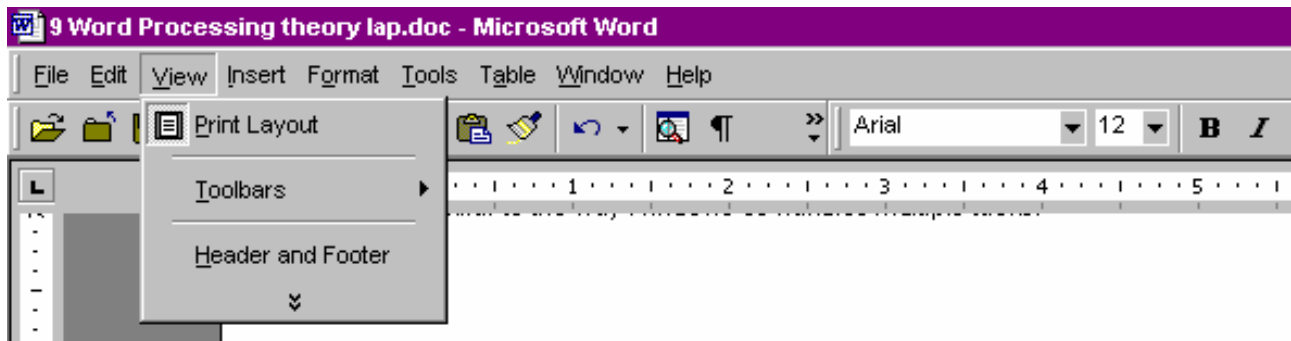
l

n

## WORD 2000 MENUS AND TOOL BARS

In Office 2000 the:

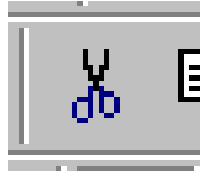
- Standard and Formatting Toolbars share one row
- Menus show recently used commands first



## DELETE TEXT


1. Backspace Key (deletes text to the left of the cursor ←)  
Ctrl + Backspace key (one word to left ←)
2. Delete Key (deletes text to the right of the cursor →)  
Ctrl + Delete (one word to right →)

3. Select characters and Cut

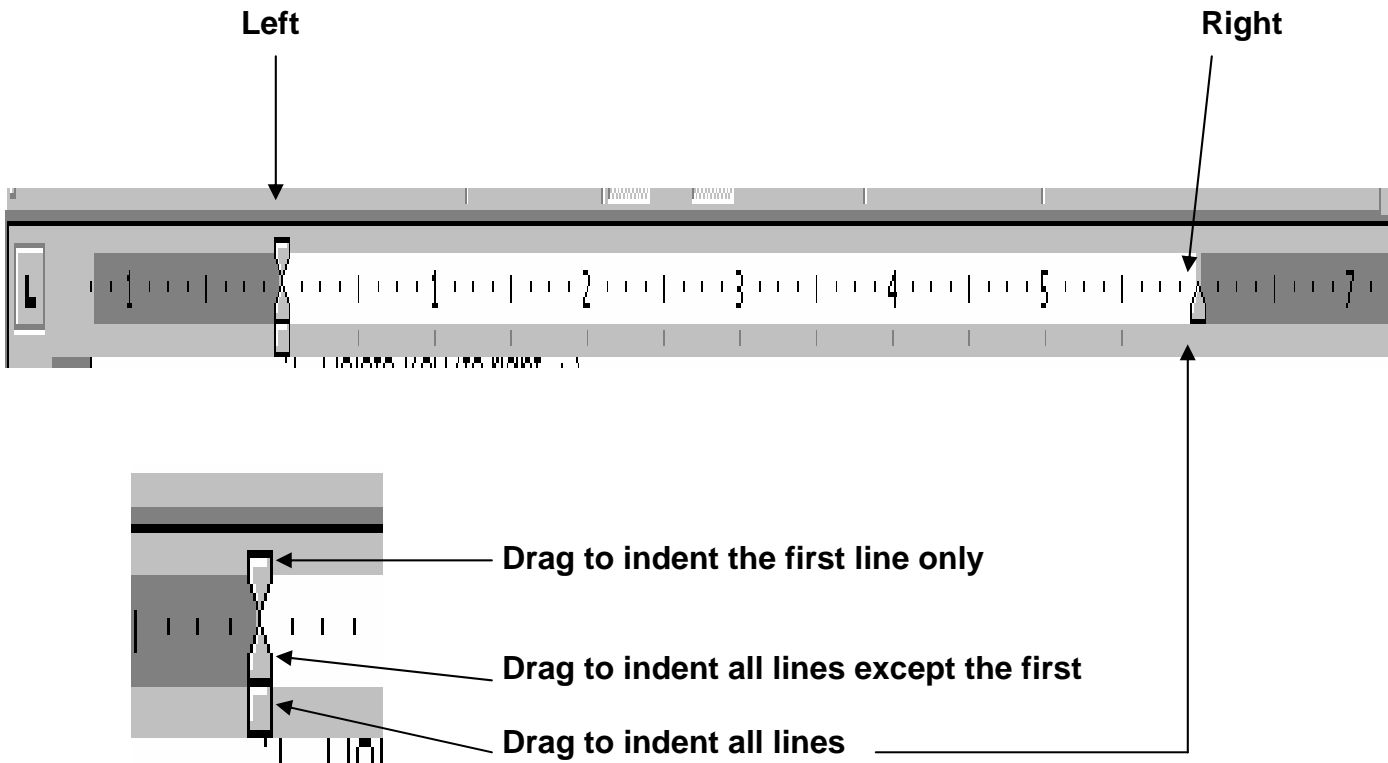


4. Select characters and Backspace

## SELECTING TEXT

1. Keyboard – press Shift and Arrow keys to highlight text
2. Click and drag mouse over text – **most common**
3. Move mouse to left side of the screen. Pointer changes to   
Click and drag down  
or  
double click to select the paragraph  
triple click entire document
4. Double, Triple or Quadruple click on words.

## INDENT MARKERS



### *DEMO*

In simple terms, think of Windows 95 in the same manner as the windows in your home. Through one window you can look into that room and through other windows, you can see other rooms. If you perform a task or several tasks in one room, you can still go to another room to do other tasks while the original one is still taking place, e.g., cooking dinner on the stove in the kitchen while folding laundry in the recreation room. The multiple tasks you perform in your home are similar to the way Windows 95 handles multiple tasks.

## **HARD SPACE / HYPHEN OR NON BREAKING SPACE / HYPHEN**

Use **CTRL + SHIFT + SPACEBAR**

or **CTRL + SHIFT + - (hyphen)**

### ***DEMO***

You would use this in a situation where you do not want a word or phrase to split at the end of a line – i.e. a phone number 905 885 1111

## **LINE SPACING**

Line spacing can be set at 1, 1.5, 2 and so on

Use the Menu: **F**ormat **P**aragraph, **I**ndents & Spacing

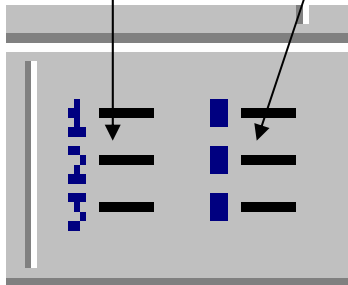
Or Highlight and press **CTRL + 2** for double spacing and

**CTRL + 1** for single spacing

### ***DEMO***

In simple terms, think of Windows 95 in the same manner as the windows in your home. Through one window you can look into that room and through other windows, you can see other rooms. If you perform a task or several tasks in one room, you can still go to another room to do other tasks while the original one is still taking place, e.g., cooking dinner on the stove in the kitchen while folding laundry in the recreation room. The multiple tasks you perform in your home are similar to the way Windows 95 handles multiple tasks.

## NUMBERING AND BULLETS

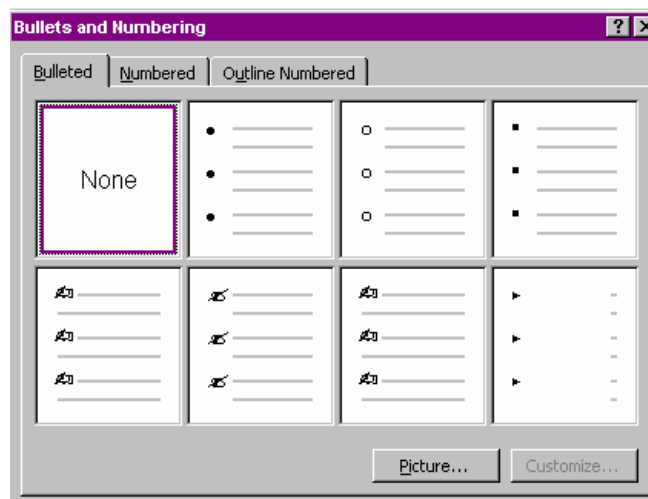


Select the above buttons on the toolbar or...

Menu Commands are:

- **Format**      **Bullets and Numbering...**      and make choice

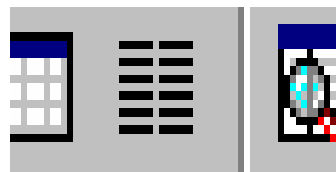
Different bullets can be selected by clicking on **Customize**



## ADD COLUMNS

Use the Column button

NEW COLUMN



**Ctrl + Shift + Enter** forces the insertion point to move to the next column in a multi column section.

## TEXT ALIGNMENT (JUSTIFICATION)

Menu Commands are: **F**ormat      **P**aragraph   **A**lignment  
Or Click Buttons on toolbar

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXX X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXX XX XXX XXX XXX X XX XXXX XXX XX  
XXXXXX XX XXX XXX XX

**Align Left**

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXX X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXX XX XXX XXX XXX X XX XXXX XXX XX  
XXXXXXXX XX XXX XXX XX

**Align Right**

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXX X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXX XX XXX XXX XXX X XX XXXX XXX XX  
XXXXXXXX XX XXX XXX XX.

**Centre**

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXX X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXX XX XXX XXX XXX X XX XXXX XXX XX  
XXXXXX XX XXX XXX XX XXXXX XXXX XXXX XX.

**Full  
Justification  
or  
Justified**

## TABS AND INDENTS

Menu Commands are: **Format** **Paragraph** Indentation  
Or use the Indent Markers on the Ruler

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX XXXXXXXX  
X X XX XXXX XXX XXXXX XXXX XX XXX XXXX XX  
XXX XXX XXX X XX XXXX XXX XX XXXXXXXX XX XXX  
XXX XX.

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXXXX X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXX XX XXX XXX XXX X XX XXXX XXX XX XXXXXXXX  
XX XXX XXX XX.

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX  
XXXXXXXX X X XX XXXX XXX XXXXX XXXX XX  
XXX XXXX XX XXX XXX XXX X XX XXXX  
XXX XX XXXXXXXX XX XXX XXX XX.

XXXXXXXXXX XXX XXXX XXX XXX  
XXXXXXXX XXXXXXXX X X XX XXXX XXX  
XXXXX XXXX XX XXX XXXX XX XXX XXX  
XXX X XX XXXX XXX XX XXXXXXXX XX XXX  
XXX XX.

XXXXXXXXXX XXX XXXX XXX XXX  
XXXXXXXX XXXXXXXX X X XX XXXX  
XXX XXXXX XXXX XX XXX XXXX  
XX XXX XXX XXX X XX XXXX XXX  
XX XXXXXXXX XX XXX XXX XX.

XXXXXXXXXX XXX XXXX XXX XXX XXXXXXXX XXXXXXXX  
X X XX XXXX XXX XXXXX XXXX XX XXX  
XXXXX XX XXX XXX XXX X XX XXXX XXX XX  
XXXXXXXX XX XXX XXX XX.

**Standard Paragraph**

**Tab**

**Left Indent**

**Right Indent**

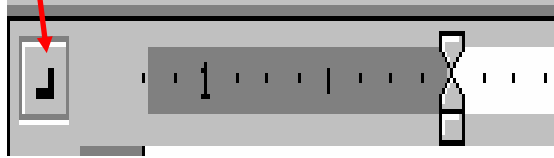
**Double Indent**

**Hanging Indent**

## SETTING TABS

Menu Commands are: **F**ormat **T**abs

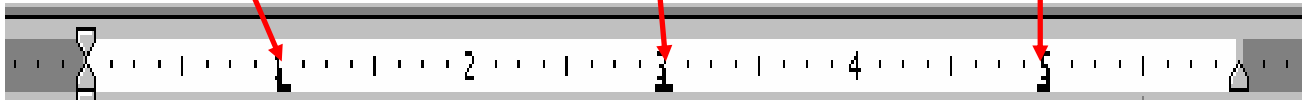
Or use the Tab Marker on the Ruler to select the type of tab and position.



LEFT TAB

CENTRE TAB

RIGHT TAB



Looks like

Left

Centre

Right

Decimal Tab

23.78  
107.983

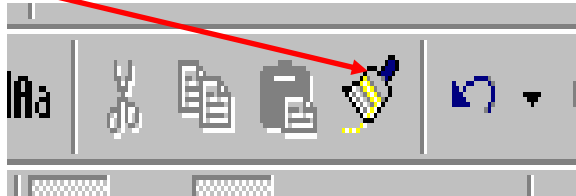
Decimal Tab with dot leaders

Floppy Disk..... 23.78  
Hard Disk ..... 107.983

## **FORMAT PAINTER**

Used to copy character and paragraph formats.

First select the text or paragraph that you want to copy and then click on the Format Painter button on the toolbar.



Single click for one use, double click to turn on and off.

*Demo*

***THIS IS A TEST***

**This is a test**

**This is a test**

**This is a test**

## **HARD PAGE**

**CTRL + ENTER** forces Word to start a new page.

## **CUT & PASTE & MOVE**

<b>Cut</b>	Deletes text and places it in the clipboard (temporary storage area)
<b>Paste</b>	Retrieves text from the clipboard (temporary storage area)
<b>Copy</b>	Copies text (does not delete it) and places it in the clipboard (temporary storage area)
<b>Drag and Drop</b>	Moves text (one step cut and paste).

### ***DEMO (REMEMBER UNDO BUTTON IF YOU MAKE A MISTAKE)***

In simple terms, think of Windows 95 in the same manner as the windows in your home.

Through one window you can look into that room and through other windows, you can see other rooms.

If you perform a task or several tasks in one room, you can still go to another room to do other tasks while the original one is still taking place, e.g., cooking dinner on the stove in the kitchen while folding laundry in the recreation room.

The multiple tasks you perform in your home are similar to the way Windows 95 handles multiple tasks.

## **REPEAT THE LAST ACTION**

Press F4 to repeat the last action you typed

Example - Type “ : ” plus “ - ” plus “ ) ”

## **HELP**

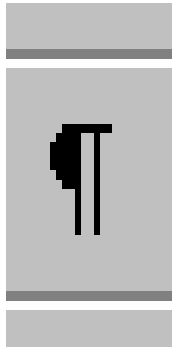
Press F1 - Example - Type in “Tab”

## PAGE NUMBERING

Menu Commands are:

- a) View                      Hader Footer      choose #
- b) Insert                    Page Numbers...    make your choice

## SHOW / HIDE BUTTON (PILCROW OR PARAGRAPH MARK)



Reveals hidden codes in a document

**Tabs**  
**Spaces**  
**Non Breaking Spaces-Hyphens**  
**Regular Spaces-Hyphens**  
**Enters or New Paragraphs**  
**Page Breaks**

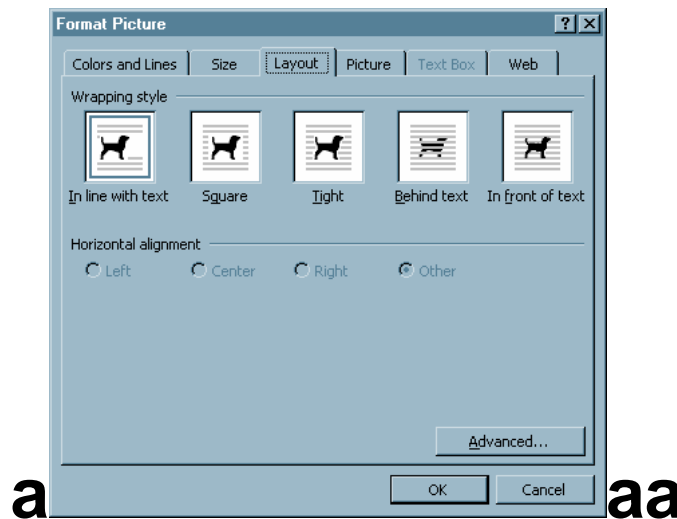
## ADD GRAPHICS OR PICTURES

Use the menu: **I**nsert **P**icture and choose

Once you have put a graphic in you can right click on the picture to determine how you picture will behave:

Choose **F**ormat Picture **L**ayout **I**n line with text

And the item will behave like a character in your document (use Show / Hide to see the difference)



or pick **S**quare to have the picture separate from the text

Click on the picture to picture is anchored to.

This can help solve problems.

This compatibility is need to share a file with running DOS and Windows 95 programs filenames. When naming files in these programs, follow the rule about the eight characters for the filename and three characters for the extension



see which line the

certain behaviour

necessary when you other computers Windows. NOTE: Pre-do not recognize long