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Word Processing

(Using Microsoft Word)

A word processor allows you to create, view, edit, format, print and store text. Most modern word processors have many advanced and Microsoft Word is no exception. Some of these features are incredibly useful, while others are not. We will look at some of the more common features here.

Creating documents

A new document can be created by choosing **New** from the **File** menu. Once the document is created, you can enter new text by simply typing on the keyboard. The position where the text appears is indicated by a *cursor*, and is known as the *insertion point*. The cursor usually appears as an I-beam (a vertical line), which blinks. Some word processors use a solid blinking rectangle or an underscore to represent the cursor. The location of the cursor can be altered by clicking the mouse at a new position in the text, or by using the cursor keys (arrow keys). When the text reaches the end of the page, it automatically continues on the next line. This feature is known as *word wrap*, and does not occur in some text editors and typewriters, where the machine must be manually told to start a new line by hitting a carriage return key (enter key on some keyboards). It is important to realise that Microsoft Word uses the return key to signify the end of a paragraph. You should always allow the word processor to decide how to wrap words, using a carriage return only to signify the end of a paragraph of text.

Viewing a documents

A document contains content (text) and information about how to display the content (formatting information). Using Microsoft Word, you have different choices about how to view your document. Normal view is used for all the usual word processing tasks, however it does not display the page exactly as it will appear when printed. To view the document as it will be printed, you should choose Page Layout (Print Layout) from the View menu. Viewing a document using Page Layout (Print Layout) is slower because the computer must calculate more information, so there may be delays while the screen updates. It is more accurate, and must be used for any complex layout involving multiple columns, drawing or pictures, page breaks, headers, footers etc.

In many cases it is difficult to tell how the page is actually formatted. You cannot tell by looking at the screen whether the words have merely wrapped to the next line, or if the paragraph ends and a new paragraph begins on the following line. It is also difficult to see how many spaces there are between words, or how many tabs have been used. It would be useful to be able to view these formatting characters, and in most word processors there is an option to do exactly that. To view these special characters, choose **Options** from the **Tools** menu. In the **View** Tab, you can select which non-printing characters to display on screen.

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☐ Hidden text	
모실	
	☐ Hidden text

Select All. Notice how hidden characters become visible. These *non-printing* characters will not be printed, whether you can see them on screen or not. Being visible on screen just makes the job of formatting easier, without altering the printed page.

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Notice	the	marker	used	for	the	paragraph	q
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Editing a document

The act of modifying or changing the content of your document is known as editing. Some programs (known as text editors) provide the tools to edit text, but provide no way of printing, altering layout, changing presentation or formatting a document. The most common editing features are explained below

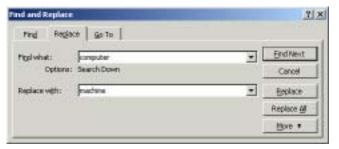
Inserting and deleting text.

Text can be inserted by placing the insertion point (cursor) at the place desired and simply typing on the keyboard. Deleting text can be achieved by using the backspace key or the delete key (on extended keyboards). The backspace key deletes the character to the left of the cursor, the delete key removes the character to the right of the cursor. On the Macintosh keyboard, the backspace key is usually called delete, and the delete key is called del. To remove a large block of text, select the text to remove (by dragging the mouse) and then press backspace or delete.

Find and Replace.

If you need to find a word in a document, then you can use the **Find** command from the **Edit** menu. To replace the word with an alternative, you should use the **Replace** option (again from the **Edit** menu).

This replace command can be extremely valuable if you need to make major changes to a document. If you select the **More** button, you will be given more options, including the ability to search and replace special characters such as tabs, paragraph markers (i.e. return key), formatting styles and more.



The Clipboard

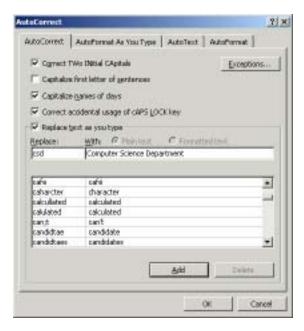
The clipboard is used to cut, copy and paste pieces of text from one position to another. Remember that the clipboard can only keep one clipping at a time, so if you copy more than one piece of text, only the most recent text is retained for pasting.

Spelling, Thesaurus, Grammar Checker

These tools are provided to help authors produce more professional documents. Some word processors automatically check the spelling and grammar as words are typed. Any words spelt incorrectly are underlined in red (this red colour is not printed, but used only to alert the author of a problem). Words can be added to the users personal dictionary to expand the number of words the computer can recognise (such as proper names or technical terminology).

A recent feature added to many word processors is the ability to auto-correct words. The computer maintains a list of words that should be changed to other words. This feature helps correct any mistakes the author makes (since you can have a misspelling being changed to a correct spelling), and also allows them to use acronyms or shorthand which is automatically expanded by the computer (example: you could get the computer to convert csd to computer science department). When the user types any of the words, they are automatically changed to the correct version

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Formatting Documents

Once the text in a document is correct, the presentation may need to be altered. In a word processor, the presentation is known as the *format* of the information. Many aspects of a document may be altered to provide a wide range of presentation options. The formatting toolbar provides many of these options which can be applied to the current selection with a single click. However, more detailed options are usually found in the Format menu. The most commonly used formatting options are detailed below..

Font

The font describes the typeface and type size which are used to display text. The font can usually be displayed in normal, bold, italic or underlined form. Each individual character in a document may be displayed using different combinations of font formatting. All the options can be altered by choosing **Font** from the **Format** menu.





Paragraph

You are able to alter the spacing between lines in a document, or alter the alignment (left aligned, right aligned, justified, or centered) of a paragraph of text. These options may be accessed by choosing Paragraph from the Format menu.



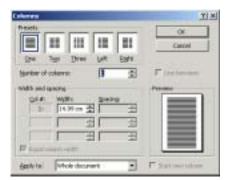
Document

The Page Setup option from the File menu allows you to alter formatting which affects the entire document. The margins and overall layout may be altered here. You can also set the location for the header and footer to appear.



Columns

Choosing **Columns** from the **Format** menu allows you to select the number of columns to use for displaying the text.



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Page and Section breaks

Page breaks are used to finish a page at a particular point. Any text after that point will be displayed on the following page. To break the page, place the cursor where you wish to end the page, and choose **Break** from the **Insert** menu.

A section break is used if you want to divide the document up into different sections. Each section can use different formatting for margins, tab settings, header and footer, and number of columns. A section break is invisible unless you are showing all the non-printing characters.



Header and Footer

To alter the contents of the header and footer, choose Header and Footer from the View menu. The header appears at the top of every page, while the footer appears at the bottom of every page.

Once you are viewing the Header and Footer, simply type the text inside the box. A special toolbar will appear allowing you to insert text commonly used in headers and footers (such as date, page number etc.).



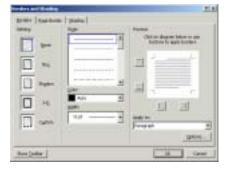
Footnotes

You can add footnotes to your document by placing the cursor in the desired position and choose **Footnote** from the **Insert** menu. A reference mark (a small number) will appear at the position of the cursor, and you will be required to enter your footnote text which will appear at the bottom of the page. To delete the footnote, you must delete the reference mark in the body of text. Note that you are given an option to enter an endnote or footnote when you select **Footnote** from the **Insert** menu.



Borders and Shading

You can place a border around paragraphs of text, or around every page in the entire document. Choose **Borders and Shading** from the **Format** menu.

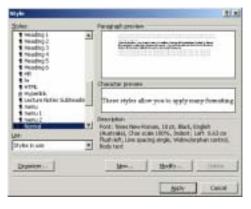


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User Defined Styles

A list of common styles are provided in the Style pull-down menu on the formatting toolbar.

These styles allow you to apply many formatting changes at the same time. Instead of altering the typeface to Times, then changing the size to 14 point, then making the text bold, the entire style of the text can be altered at once by choosing the appropriate style from the style menu. Of course, there must be an existing style with all the appropriate formatting before you can select it. Some common styles are already created, but if none of these are suitable, you can create your own style. You are able to create new styles or modify existing ones by choosing Style from the Format menu.



To create a new style, click on the **New** button. You can enter a name for the new style, which will be used to refer to it in the Style menu on the Formatting toolbar. Make sure you choose a sensible name for your style. A style can be of two types: **Paragraph** or **Character**. A paragraph style applies to the entire paragraph. A character style can be applied to individual characters within a paragraph. If you want the entire paragraph to use the same formatting (e.g. font style, margins) then create a paragraph style, but if you want to apply the style to individual words, then it should be a character style. By selecting the **Format** pull-down menu, you can create the style so that it contains the formatting you desire.

When you have finished creating the style, it is added to the **Style** menu. To apply the style, select the text to alter, then choose the appropriate style from the menu. All the formatting of the text will change to that used by the style.

If you have formatted the document using the styles, then you will find it easier to alter later. For example: if you decide that the style used for Headings is too small, then simply modify the format of that style (the Headings style). All the text formatted according to the style will change when you modify the style definition. You can make many changes at once using this method, saving much time and effort and ensuring that the document is consistently formatted. It is easy to try a few different styles of presentation for your work, without having to carefully alter every piece of text.

Printing Documents

You can use Print Preview from the File menu to see what the document will look like when it is printed. Make sure you check the Page Setup to make sure the paper size is correct.

Storing Documents

All word processors will be able to understand plain text, since they all understand ASCII. However, to display the different methods of presentation (e.g. bold, italic, font typeface, style, margins), the word processor needs to encode the information. If another program uses a different method of encoding, the document will not be able to be understood. Whenever you save a document, make sure you are aware of the Format the information is saved in. In the Save Dialog box, you will see an option to Save as Type.... The default is the type that the application uses (such as Microsoft Word document), but most programs are able to translate the file format into a form understood by some other applications. This can be useful if you are trying to use the information on another computer system.

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