4.01

Demonstrate basic word processing concepts and functions.

Basic Word Processing
Word Processing

- Software that is designed for the entry, editing, and printing of documents.
  - Windows Version = Microsoft Word (MS Word)

- Word processing documents include:
  - Letters
  - Memorandums
  - Faxes
  - Mail Merges
  - Reports
  - One page flyers
  - E-mail
Creating Documents

Know the parts of your MS Word screen

- Title Bar
- Menu Bar
- Toolbars and Buttons
- Ruler
- Text Area
- Scroll Bars
- Status Bar
- New Task Pane
Viewing Documents

MS Word documents can be viewed in different layouts.

Print Layout (widely used)

Normal (widely used)

Documents can be switched back and forth between views depending on the user’s preference.
Viewing Documents

MS Word documents can also be viewed in layouts that allow special functions.

Web Page

Looks much like normal view but is saved in a different format (html file).

Outline

Looks much like normal view but includes various levels indicating indentions and tabs.

** Documents can be switched back and forth between views depending on the user’s preference.
Saving Documents

- Always save in a familiar location.
  - Create a folder for multiple documents.
- Be sure to name your file appropriately.
  - MS Word will add a file extension to the name.
- File names are followed by a period and a three letter extension.
  - MS Word = .doc
- Save As vs. Save
  - Save a new document with Save As.
  - To update an existing document use Save.
- Always be sure to make a back up copy.
Editing Features Include:

MS Word is equipped with many features that allow a user to easily edit (modify) a document.

- Cut/Paste
- Copy
- Insert
- Delete (right of cursor)
- Backspace (left of cursor)
- Typeover or Overwrite (press insert key)
- Search
- Find/Replace

Shortcuts:
- Ctrl X-Cut
- Ctrl V-Paste
- Ctrl C-Copy
- Ctrl F-Find
Retrieving Documents

The Search feature can be used if a file cannot be found. File name can be searched through a specific drive.
Retrieving Documents

- File names can be modified once they are named by using these tools:
  - Save As Feature
  - Shortcut Feature – Right click the file name with the mouse and select rename.

- Documents can be deleted by using these tools:
  - Right click on the file name with mouse and select delete.
  - Mistakenly deleted files can be retrieved from the recycle bin.
Before printing a final draft be sure to proofread.
- Read over the document again.
- Ask a neighbor to proofread.
- Use the Spelling/Grammar Check.

After proofreading, resave and print.
Character Formatting

- **Font**: A group of characters that have a similar appearance.

- **Font Attributes**: Additions that enhance your font for emphasis.

- **Font Size**: The size of characters.

- **Type Face**: A set of characters with a common style and design.
Character Formatting

- **Bold/Boldface**: A formatting option that makes selected words print **darker** than normal.

- **Italics**: Characters are evenly *slanted* toward the right.

- **Subscript**: Text that has been _lowered_ vertically.

- **Superscript**: Text that has been ^raised_ vertically.

- **Underline**: A __horizontal line__ that is placed beneath characters. (Do not underline for emphasis since you can do this with bold, italics, color, and font size. Reserve underlining for hot links as an underline in modern computer usage implies a link web link or other file link.)
Paragraph Formatting

- **Alignment**: The way lines of text are arranged.
  - Full, Left, Right, Center
- **Full Justified**: Lines of text are both left and right aligned.
- **Left Justification**: Alignment that allows a document to have an even left slide.
- **Right Justification**: Alignment that allows a document to have an even right side.
- **Center Justification**: A feature when activated will align the text horizontally on a line.
Character Formatting

- **Border**: A frame that surrounds pictures or text.

- **Bulleted List**: A list of key points, each preceded by a symbol for emphasis.

- **Hanging Indent**: All lines except the first line are indented.
  - Used in citing references.

- **Indent**: Insetting text from one of the margins.
Paragraph Formatting

- **Line Spacing**: The amount of space between lines in a document.
  - Single Space, Double Space, Triple Space, etc.

- **Page Break**: Indicates that the maximum number of lines have been keyed on a page and a new page is beginning.
  - Hard break - created by the user.
  - Soft break - created by the word processing program.
Paragraph Formatting

- **Tab Key**: Allows the user to move the cursor a predetermined number of spaces.

- **Text Wrap**: Feature that allows text to flow around an object or graphic.

- **Widow/Orphan Protection**: Feature that will prevent widow/orphan lines in a document.
  - **Orphan**: First line of a paragraph at the bottom of a page.
  - **Widow**: Last line of a paragraph at the top of a page.
Page Formatting

- **Margins**: Space around the edges of a page.

- **Page Orientation**: Direction a document is printed.
  - Portrait – Taller than wide.
  - Landscape – Wider than tall.

- **Headers**: Repetitive text located in the top margin.
Page Formatting

- **Endnotes**: References used to credit the source of information.
  - Placed at the end of the report.

- **Footers**: Repetitive text located in the bottom margin.

- **Footnotes**: References used to credit the source of information or add explanations.
  - Placed at the bottom of the report.
  - Superscripts are used for correspondence between the quoted/paraphrased material and the reference.
Features that can be used to enhance the accuracy of a document.

- Spell Checker
- Grammar Checker
- Thesaurus
- Wizard – step by step tutorial
- Help – Type in questions
- Office Assistant – Found in MS Office
- Comments

*These tools are sometimes called utilities.*
Word Processing Tools  
-- Comments

- Comments are notes added to a document.
  - Reviewer – person who adds comments.

- To add comments:
  - Select the text or item you want to comment on, or click at the end of the text.
  - On the **Insert** menu, click **Comment**.
  - Type the comment text in the comment balloon.

- Track Changes
  - Marks changes and keeps track of changes made by reviewers.
Examples of Comments

2790 Timling Springs Drive
Asheville, NC 28806
May 14, 2006

Dr. Marcus Andretti,
Director of Finance
Cooper Manufacturing
917 Cooper Street
Asheville, NC 28804

Dear Dr. Andretti:

The Asheville Ledger recently reported that Cooper Manufacturing is expanding its financial services department. As a recent graduate of Asheville Community College with an associate’s degree in accounting, I can create a win-win situation for us both. Your company seeks qualified accounting clerks and I am in search of an accounting career with a solid growing company such as yours.

My experience during my internship with Barker Financial combined with my coursework at Asheville Community College have provided me with a diverse and firm framework of understanding in the world of financial accounting. During my six month tenure at Barker Financial I processed payroll accounts for fifty employees, produced the quarterly budget reports and forecasts, assisted in preparing the documents necessary for the annual audit, and served as a team member in our community outreach program which educates middle school students about the career possibilities of accountants.

I am confident that my experience and education can make a productive contribution to your company. Please review my enclosed resume and call me to schedule an interview at your earliest convenience.

Sincerely,

Barbara Mansfield
Endorsement