

Introduction to Word Processing

- **Word processing** is the art of creating, saving, editing, formatting and printing text and graphic documents using electronic word processors.

Word Processing software

- A **word processor** or **word processing software** is application software that enables the user to create, edit format, save and print text documents.
- **Examples of word processors include:**
Microsoft Word, Corel WordPerfect, Lotus WordPro, Apple Works, OpenOffice.org Writer etc.

Text editors

- **Text editors** are simple word processors that are generally used to type without any special formatting.
- Text editors are mainly used to create small notes, memos and programs.
- **Examples of common text editors are:**
Notepad, Notepad++, WordPad, Gedit etc.

Advantages of Electronic Word Processors

- A document can be stored for future use unlike in typewriting where the same document may require retyping if required in future.
- It is easy and fast to make changes to the document.
- Electronic word processors have many features that enable the creation of documents that look professional and visually appealing.
- Documents can be previewed before they are printed.

- It is convenient to create form letters and mailing labels.
- Most word processors have the ability to create and import tables, text and graphics from other programs.
- It is possible to print multiple copies once with electronic word processing.
- Electronic word processors provide predefined features for generating headers, footers, footnotes, indexes and references.

FEATURES OF A WORD PROCESSOR SOFTWARE OR APPLICATION

- 1. INSERT:** Allows a user to insert text, images, graphs, shapes ...etc anywhere in document.
- 2. DELETE:** This allows the user to erase characters, words, lines and pages out of your document.
- 3. CUT AND PASTE:** (remove a section of a text); This allows the user to remove (cut) a section of a text from one place in a document and insert (paste) it somewhere else.

4. **COPY** (duplicate); It allows the user to duplicate a text or the entire document.
5. **PAGE SIZE AND MARGINS**: This feature allows the user to define various page sizes and margins and the processor will automatically re-adjust the text so that it fits between the margins you have specified.
6. **PRINTS**(document turned to hard copy): This allows the user to send the document to the printer to get the hardcopy.
7. **WORD WRAP**: This feature allows the user to automatically move to the next line when he/she has filled one line with text.
8. **HEADERS AND FOOTERS**: These allow the user to specify the customized headers and footers that the word processor will put at the top and bottom of every page.

- 9. SPELLING AND GRAMMAR CHECKER:** This is the utility which allows the user to check for spelling and grammar words, it will highlight and underline any words if it doesn't recognize them.
- 10. TABLE OF CONTENT AND INDEXES:** These allow the user to automatically create the contents and indexes based on given topics.
- 11. THESAURUS:** This allows the user to search for synonyms without leaving the word processor. Finds words or phrases with similar meaning(synonyms

12. Mail Merge: this is used to create form letters, mailing labels and envelopes. This is mainly used when similar letters have to be sent to several people. The names and addresses of each person can be merged with one single standard document then printed out

ESSENTIAL PARTS/ELEMENTS OF MICROSOFT WORD WINDOW

1. **TITLE BAR:** This displays the name of the program running and Control menu box buttons such as
 - i. Minimize (-): It shrinks the window to the task bar and the window is hidden.
 - ii. Maximise (=): This expands or enlarges the window to the fullest size to occupy the entire screen.
 - iii. Close (x): When it is clicked, the window program is terminated.

- 2. MENU BAR:** This is just below the title bar and it displays the menus such as home, insert, page, references, preview, view, when you click one of these, it displays the available commands. (sec menu)
- 3. Tool bar:** This is just below the menu bar and contains features for document formatting such as; **bold (B)**, **underline (U)**.
- 4. STATUS BAR:** This displays messages about the current available and how certain features are used such as page numbers, number of words typed...etc

5. SCROLL BAR: They are both horizontal and enables you to either navigate the document on the window either up or down (vertically or horizontally). They enable you to view the hidden work on a given page.

Terms used in Microsoft word processor

SAVE and SAVE AS;

Save is used to save changes on an existing document **while** save as lets a user to save his/her file on a specific storage location for the first time.

EDITING

This is the making of changes or modifying an existing document. Some editing operations include

- i. **deleting text:-** delete a character, a word or a block of text
- ii. **find and replace :-** finds a word or statement and replaces it with another,

Cont....

- iii. Spelling and Grammar checker
- iv. The Thesaurus
- v. Undo and Redo

FORMATTING

Formatting refers to enhancing the appearance of a document. You can format texts, paragraphs, pages or the entire document.

- **Some of the formatting features include:**
 1. Changing fonts (size, color, style, type etc)
 2. Underling
 3. Bolding
 4. Italising text
 5. Superscript & subscript
 6. Text highlight colors