

CHAPTER 8 Word Processing

Overview

Word processing software is probably one of the most frequently used packages in any organization. People use it for everything from quick notes to complex, book-length documents. In fact, it has been estimated that more than 90 percent of all personal computers have a word processor installed. **Word processing** is more than just electronic typing. It involves creating, editing, formatting and printing documents in variety of form.

You may have observed hundreds of newspapers, magazines, letters and advertisements at your workplace, home and surrounding; these are all miracles of word processing software. Businesses, Government agencies, schools and individuals create thousands of documents for numerous purposes on daily basis. In this chapter we shall discuss different features of a word processor. To make clear concepts of these features we shall also discuss MS Word 2000 as an example.

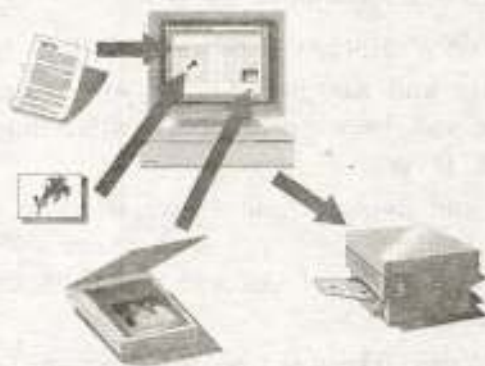


Figure 8.1: Word Processing

8.1 What is a Word Processor?

Word processor is an application (software) that provides extensive tools for creating all kinds of text-based documents. Word processor can manipulate not only the text but also it enables you to add images, sounds, charts and graphics in your document (figure 8.1). With some of advanced word processors you can embed video clips as well. Word processors can even create documents for publishing on the World Wide Web, complete with **hyperlinked*** text and graphics.

* A word, icon, or other object that when clicked jumps to another location on the document or another web page. Also called *hypertext link* or *link*

The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. If you make a typing mistake, you simply move back the cursor and correct your mistake. If you want to delete a paragraph, you simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of text from one place to another within a document, or between documents. When you have made all the changes you want, you can send the document to a printer to get a hardcopy.

8.2 A Simple Word Processor (Text Editor)

Word processors vary considerably, but all word processors support some basic features. Word processors that support only these basic features (and maybe a few others) are called **text editors** e.g. Word Pad, Note Pad etc. All word processors provide the following basic features:

- **Insert text:** Allows you to insert text anywhere in the document.
- **Delete text:** Allows you to erase characters, words, lines, or pages as easily as you can cross them out on paper.
- **Cut and Paste:** Allows you to remove (Cut) a section of text from one place in a document and insert (Paste) it somewhere else.
- **Copy:** Allows you to duplicate a section of text.
- **Page size and margin:** Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits properly.
- **Search and Replace:** Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.
- **Word Wrap:** The word processor automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.
- **Print:** Allows you to send a document to a printer to get hardcopy.

8.3 Full-featured Word Processors

Most word processors, however, support additional features that enable you to manipulate and format documents in more sophisticated ways. These more advanced word processors are sometimes called **full-featured word processors**. Full-featured word processors usually support the following features:

- **File Management:** Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.

- **Font Specifications:** Allows you to change fonts within a document. For example, you can specify bold, italics, and underlining. Most word processors also let you change the font size and even the typeface.
- **Footnotes and Cross-references:** Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **Graphics:** Allows you to embed illustrations and graphs into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.
- **Headers, Footers, and Page Numbering:** Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.
- **Layout:** Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **Macros:** A *macro* is a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to define macros allows you to save yourself a lot of time by replacing common combinations of keystrokes.
- **Merges:** Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.
- **Spell Checkers:** A utility that allows you to check the spelling of words. It will highlight any words that it does not recognize.
- **Tables of Contents and Indexes:** Allows you to automatically create a table of contents and index based on special codes that you insert in the document.
- **Thesaurus:** A built-in thesaurus that allows you to search for synonyms without leaving the word processor.
- **Document Windows:** Allows you to edit two or more documents at the same time. Each document appears in a separate window. This is particularly valuable when working on a large project that consists of several different files.
- **WYSIWYG (What You See Is What You Get):** With WYSIWYG, a document appears on the display screen exactly as it will look when printed.

A full-featured word processor can even have many other features. Microsoft Word is one of the most popular full-featured word processors. To have practical knowledge of working with a word processor, let us explore MS Word.

8.4 Starting to Use Word Processor

To understand the working of a word processor you should be familiar with its interface. The interface represents the way through which you can interact with the word processing software.

8.4.1 The Word Processor's Interface

The word processor's interface consists of a main editing window that displays a document, and several tools to manipulate it. The tools, to work with the document, are grouped together in different toolbars (figure 8.2).

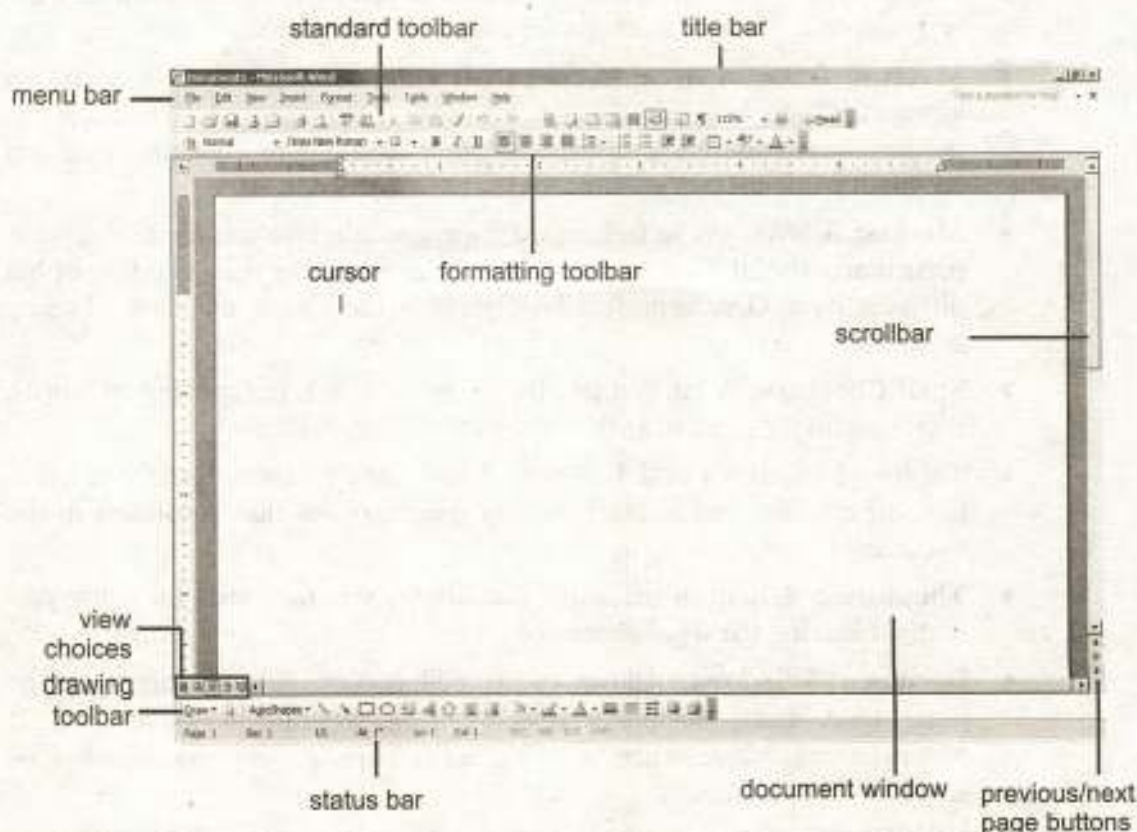


Figure 8.2: Word Processor's Interface

Title Bar:	Displays the name of the active application and document along the top of a window.
Menu Bar:	Displays all menus
Standard Tool Bar:	Displays some of the most common word processing tasks, such as opening, copying and printing files etc.
Formatting Tool Bar:	The formatting toolbar contains buttons and options that can be used to apply commonly used text formats.
Ruler:	A ruler shows you the positioning of text, tabs, margins, indents and other elements on the page.
Document Window:	A rectangular portion of the screen in which you view and edit a document.
Status Bar:	Shows information and messages at the bottom of the window that Provides statistics about the position of the insertion point, the text you see on the screen, and the status of some important keys.

8.4.2 Entering and Editing Text

To create a document the text is entered by typing on the keyboard. The word processor places a blinking insertion point (also called a **cursor**) at the top left corner of the screen (document window). The cursor represents the position where the next character will be placed in the document. As you type the cursor moves forward onto the screen. On reaching at the end of the line the word processor automatically moves it to the start of the next line.

Unlike typewriter word processing software lets you change text without retyping the entire document. Changing an existing document is called **editing** the document. There are many ways to edit an existing document e.g. by typing new or by replacing an existing text with new one etc.

Typing Modes: All word processor provide two modes of typing:

- Insertion mode
- Overtyping mode

In **insertion mode** the newly entered text is placed at the current position of the cursor whereas in case of **overtyping mode** the newly entered text is written over the existing text.

Selecting Text: To change any attribute of the text it must be selected first. Select the text by dragging the mouse over the desired text while keeping the left mouse button pressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to select the text.

Erasing Text: Two keys on the keyboard are used to erase text from a document; these are **Delete** and **Back Space** keys. The Delete key erases the character to the right of the cursor whereas the Back Space key erases the character to the left of the cursor. Both the Delete and the Back Space keys erase just one character at a time. To erase more characters, select them first and then press the Delete key.

Undo and Redo: While editing you may need to reverse the changes you have made to the document. For this purpose the **undo** option can be used. If you *undo* a change and then decide that the change was more appropriate and it should be reflected to the document, use **Redo** to reverse the previous *undo*.

Formatting Text: The formatting of a document includes changing the appearance of the text, adding pictures and graphics and controlling the layout of the text on the page. The formatting toolbar is the easiest way to change any attribute of text (figure 8.3).

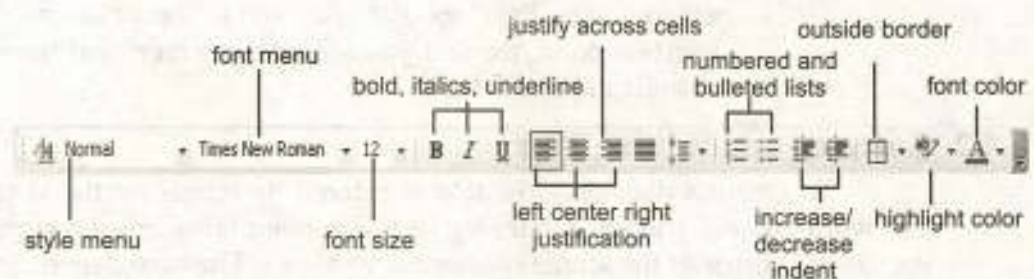


Figure 8.3: Formatting toolbar

8.4.3 Formatting Fonts

The font refers to the characteristics of letters, symbols, and punctuation marks in the document. Same characters in different fonts have different appearance. There are two general categories of fonts:

- Serif
- Sans-Serif

Serif fonts have curls or extra decorative lines at the ends of the strokes that make up each character e.g. Times New Roma; **sans-serif** fonts do not have e.g. Arial (figure 8.4).



Figure 8.4: Comparison of serif and sans serif fonts

One of the major features of a word processor is its ability to work with fonts. Microsoft Word has number of features to manipulate fonts. The formatting toolbar contains a **font menu** through which many different types of fonts can be selected such as Courier, Book Antiqua, and Arial etc.

The following font characteristics greatly affect the appearance of text on the page

- **Font Size** can be set from the formatting toolbar (figure 8.3). Font size is measured in points. A common font size used in business documents is 12-points type.
- **Font Style** is used to bold, italicize and underline the text. Formatting toolbar contains separate buttons for all of these options.
- **Font Color** is used to change the color of the text.
- In addition to these basic characteristics many **effects** can also be applied to all types of fonts e.g. strikethrough, shadow, and outline etc.

The **Font** dialog box allows you to choose from a larger selection of formatting options. Select **Format|Font** from the menu bar to access the Font dialog box.

8.4.4 Formatting Paragraph

Paragraph is defined as a group of sentences. But to a word processor the word 'paragraph' have slightly different meanings. Word processors assume the start of a new paragraph every time you press the enter key. Paragraph formatting includes settings applied only to one or more entire paragraphs. The settings include line spacing, paragraph spacing, indents, alignment, tab stops, borders and shadings etc.

In **MS Word**, to format a paragraph, place the cursor within the paragraph and select **Format|Paragraph** from the menu bar. The following dialog box will appear:

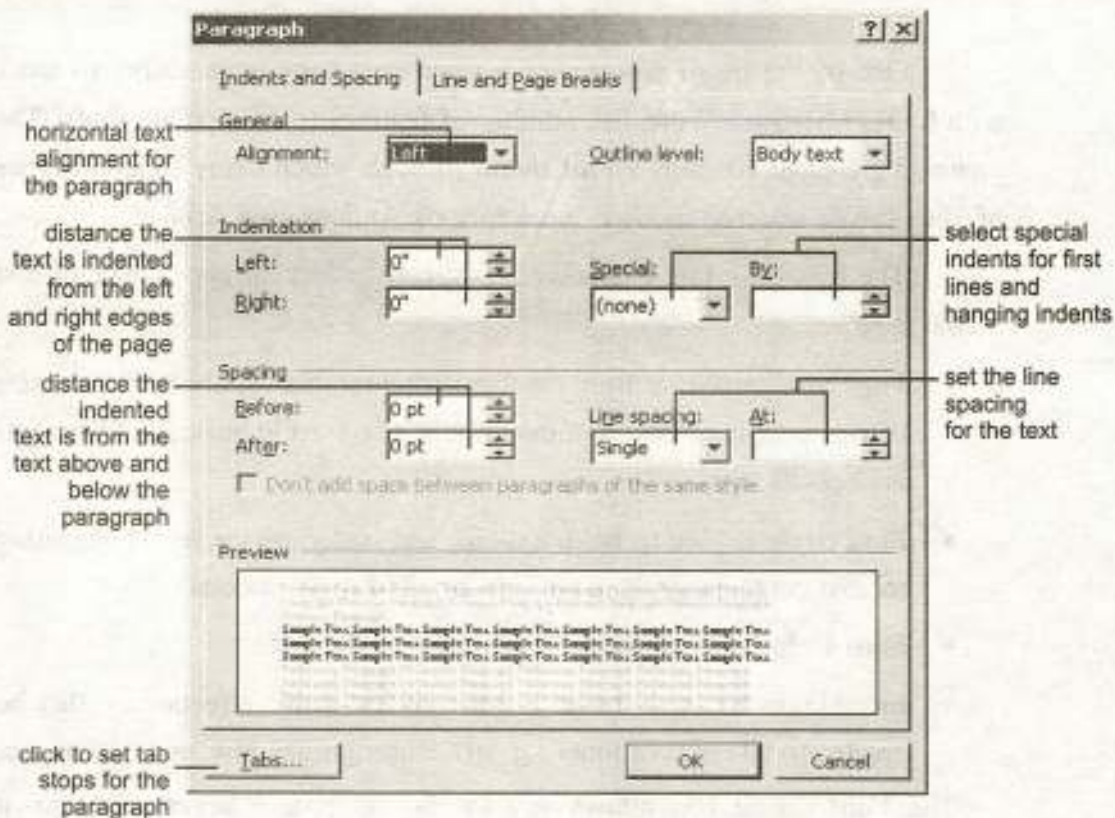


Figure 8.5: Formatting Paragraph

Here you can select the indentation (left and right), the special paragraph spacing (none, first line indent, or hanging indent), spacing **before** or **after** the paragraph, and the Line Spacing (single, 1.5, double, 2.5, triple, etc.).

- Line and Paragraph Spacing:** Line and paragraph spacing is well controlled in MS Word. You can define the space between different lines of text in a paragraph. The characteristic is known as **line spacing**. Lines can be single-spaced, double-spaced or set to any spacing you want. **Paragraph Spacing** refers to amount of space between paragraphs. By default the paragraph spacing is same as the line spacing but it can be changed.
- Margins** define the boundaries of the text. The text cannot cross these boundaries. In every document all the four margins (top, bottom, left and right) can be the same or different.
- Indents** determine the distance of each line of a paragraph to margins. You may indent some text in the document to highlight it. You can set indents so they affect every line of text or a single line in a paragraph. You

can select the paragraph (or paragraphs) that you want to indent and use the **RULER** located above the document to create the indents.

- **Alignment** refers to the orientation of the lines of a paragraph with respect to the margins. There are four alignment options – left, right, center and justified. The text to be aligned is first selected then alignment can be set from the formatting toolbar by using any of the following buttons.

Left Align



Right Align



**Center
Align**



**Justify
Align**



- A **Tab stop** is a position in the document usually measured from left to right. The keyboard's **Tab** key moves the insertion point (Cursor) forward, to the right, until it encounters a **tab stop**.
- Paragraph can be formatted with **borders** or **Shading**.

8.4.5 Formatting a Page

Page formatting refers to the size of the page, its orientation, and headers and footers. There are many other features that can be applied to page formatting. For formatting a page in MS Word, Select **File | Page Setup** and choose the **Paper Size** tab.

- **Page Size** plays an important role in the formatting of the page. Page formatting changes according to size of the page. Changing the size of the page can disturb the formatting of the whole document. So it is strictly recommended to set the page size before going to format it.
- Document dimensions are also determined by the **orientation** of the paper. By default the documents are set to use **portrait** orientation, where the document is taller than it is wide. You can also use the **landscape** orientation, where the document is wider than it is tall.
- A **header** is text that is added to the top margin of every page such as a document title or page number and footer is text added to the bottom margin. Select **View | Header and Footer** from the menu bar. The Header and Footer toolbar will appear and the top of the page will be highlighted.
- Page numbers can be assigned to every page of the document. Select **Insert | Page Numbers** to number the pages of the document.

8.4.6 Introducing Columns

You may need to present the text in columns within your document. For example in most of the newspapers and in some of the magazines the text appears in column form.

Columns are very effective format for certain types of documents. Presenting text in columns is a powerful feature of MS Word. It is very easy to make columns of the text. You can make two, three or more columns by just clicking a single button on formatting tool bar.

To place the text in columns, select **Format|Columns** from the menu bar. The **Columns** dialog box allows you to choose the properties of the columns (figure 8.6). Select the number and width of the columns from the dialog box.

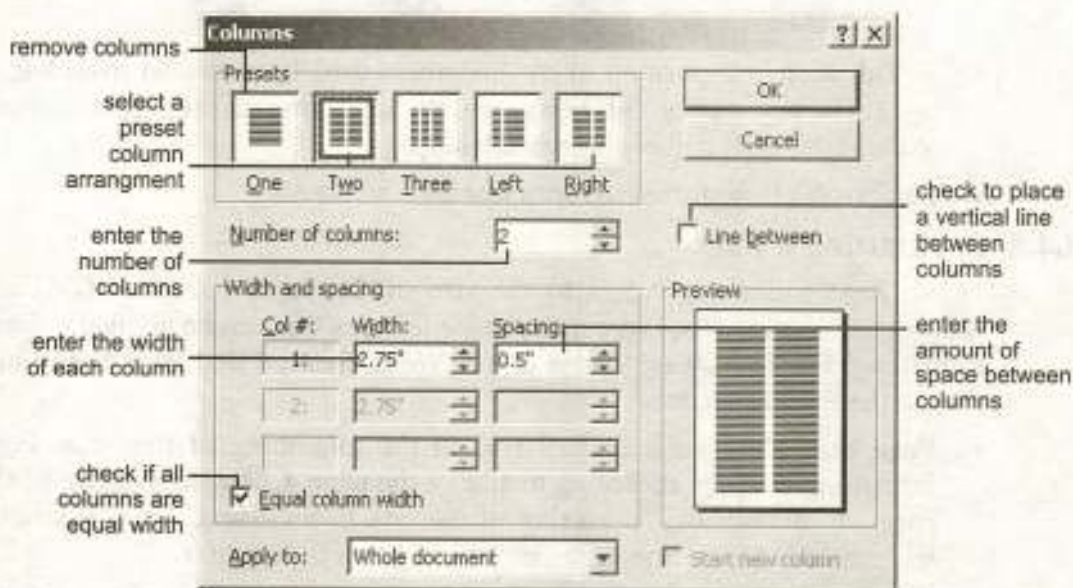


Figure 8.6: Making columns

8.4.7 Introducing Tables

Tables are used to display data. Most of the word processors provide you feature to create tables in few steps. The size of the table is limited to only by the amount of page space that can be devoted to it, and tables can be formatted in dozens of ways. Tables are also useful for arranging images and text on a page. You can intelligently use tables to create customized page layout.

- **Creating a Table:** There are multiple ways to create a table. The easiest one is to create from the menu bar. Select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click **OK** (figure 8.7).

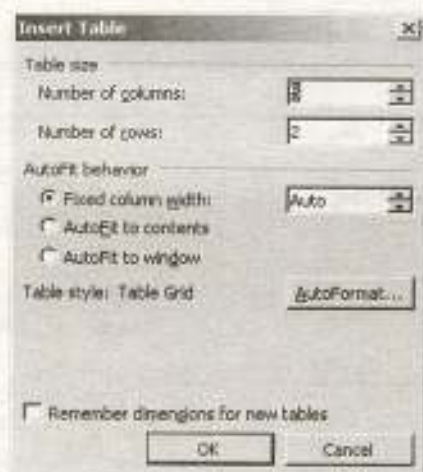


Figure 8.7: Specifying number of rows and columns

- Inserting Rows and Columns:** Once the table is created, additional rows and columns may be inserted into it. Place the cursor in the row or column you want to be adjacent to the new row or column, and Select **Table | Insert | Rows Above** or **Rows Below** or, Select **Table | Insert | Columns to the Left** or **Columns to the Right**.
- Moving and Resizing a Table:** A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table (figure 8.8). Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.

move handle

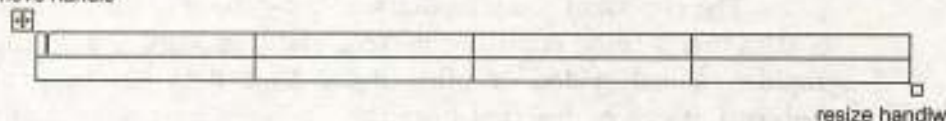


Figure 8.8: Moving and resizing table

Moreover borders and shading can also be applied to the tables. You can even find many other options to work with tables.

8.4.8 Printing a Document

Once you have completed your document, you have the ability to print it out. All word processing programs provide this feature. Select **File|Print** from the menu bar (figure 8.9).

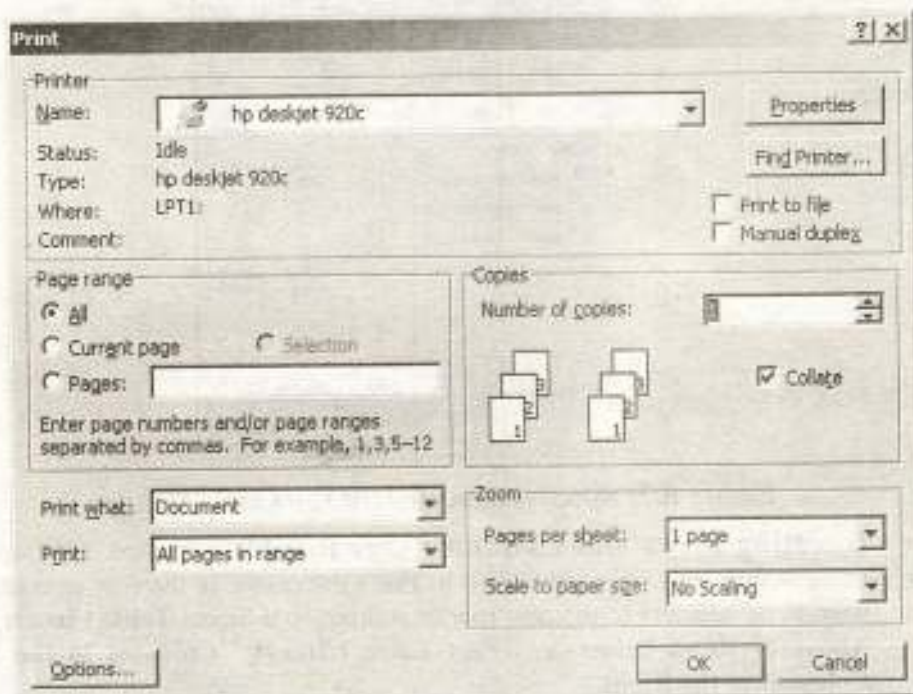


Figure 8.9: Print dialog box

The print dialog box specifies many print options, such as pages per sheet, scaling, number of copies to be printed etc. you can print a document on the or to a file by just setting the **print to file** option.

8.4.9 Using Clipboard

The clipboard is a temporary holding space in the computer's memory for data that is being copied or moved. The Clipboard is used for storing text, graphics, sound, video or other data. After data has been placed in the clipboard, it can be inserted from the clipboard into other documents, in the same application or in a different application.

For example, if you want to move a paragraph in a document, select the paragraph, and then choose the **Cut** command; the data is removed from the document and placed on the Clipboard (If you don't want to remove the paragraph from the original document then use **Copy** command). After placing the insertion point in the document where you want to place the paragraph, you choose the **paste** command; the data on the Clipboard is placed into the document. In the same way the Clipboard can be used to move data from one document to another. One important thing about the Clipboard is that it is part of the operating system; it is not a separate application.

8.4.10 Using Text Boxes

Sometimes you need to move text around on a page, free of the usual constraint of paragraphs, margins and so on. For example, you might want to place attention-getting text in margins. Or you might want to create letterhead in which the body of letters wraps around the block of material containing your name, address, and so forth.

MS Word offers you considerable flexibility in sizing and positioning text boxes, bordering and shading text boxes, rotating the orientation of text with text boxes, and more. Text box can be created by selecting **Insert/Text Box** from the menu bar or by just clicking the textbox icon from the **drawing toolbar**.

The position of the text box within the text can be adjusted by first selecting the text box and then selecting the **format/text box** option from the format menu. Text boxes offer a handy way to highlight text in multicolumn documents by forcing a small block of text to span multiple columns (figure 8.10).

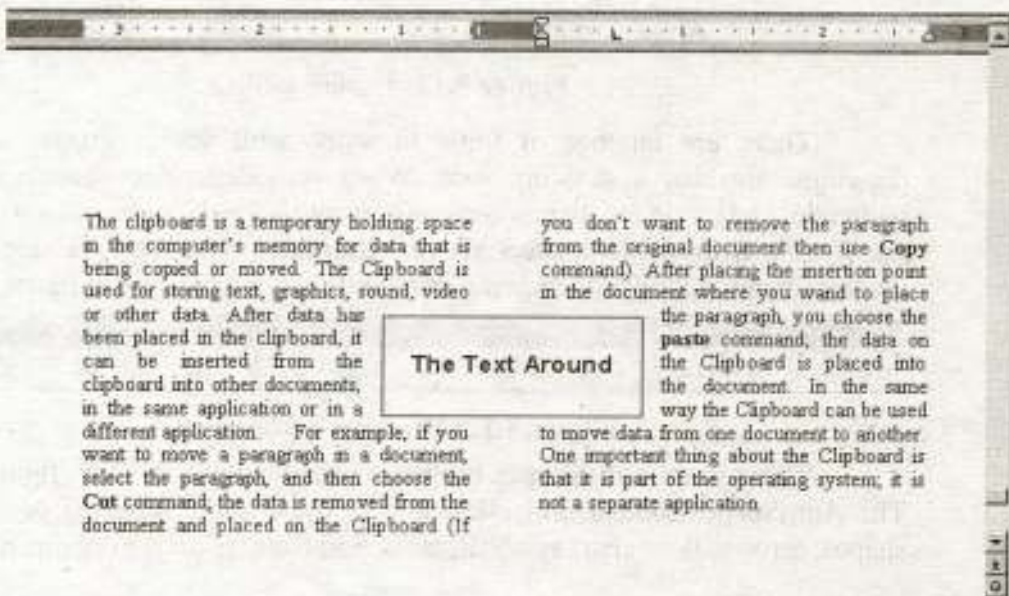


Figure 8.10: Text Box

8.4.11 Using Graphics and Word Art

The word processor remains incomplete without providing graphics handling features. Almost all word processors can handle text as well as graphics. MS Word contains number of tools for manipulating graphics. These tools are divided into two main categories: those for **bitmap graphics** and for

vector images. Roughly speaking, bitmap graphics can be thought of as “painted” pictures, while vector graphics can be thought of as line drawings. Because of the technical difference between bitmap and vector images, different tools are used to work with each of them.

Pictures can be added to the document by selecting **insert|picture** option from the menu bar. Pictures can be inserted from a file, from Clip Art, from Scanner or Camera. Charts and Word Art can also be added to a document in the same way.

A picture toolbar is alternatively available to work with pictures in MS Word. This can be accessed by selecting **view|toolbars|picture** (figure 8.11). There are so many options in picture toolbar to manipulate a picture. You can work with the shape, color, brightness, and size etc. of the picture easily.

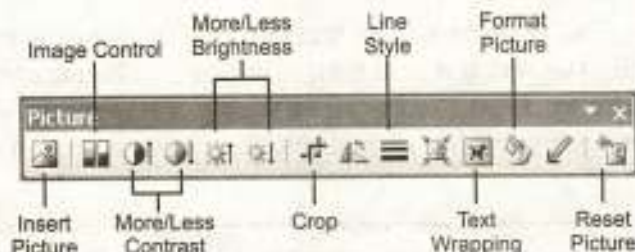


Figure 8.11: Picture toolbar

There are number of tools to work with vector images i.e. line drawings. Besides a drawing tool, Word provides basic shapes such as rectangle, and circle etc. that you can insert into your document. To work with the Word's Drawing tool select **view|toolbars|drawing**. The drawing toolbar contains many options for drawing lines and shapes as shown in figure 8.12.



Figure 8.12: Drawing Toolbar

There is an **AutoShapes** toolbar on the Drawing toolbar (figure 8.13). The AutoShapes toolbar will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document.

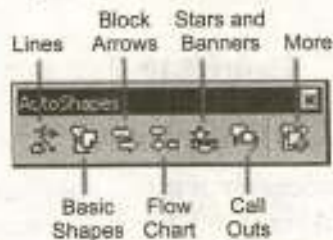


Figure 8.13: AutoShape toolbar

Word Art is a feature of Microsoft Word's drawing program. It transforms an ordinary text headline, word or phrase in a work of art. The text is transformed into an image that can be managed in variety of ways. The Word Art is done by selecting text, to be transformed into word art, and then selecting **insert | picture | Word Art**.

You have many options to select the Word Art style. To access it from the Drawing toolbar, go to the View menu and select **Toolbars | Drawing**. The Drawing toolbar appears at the bottom of the window. The Word Art button is a slanted **A** i.e.

4. The Word Art can be launched by just pressing this button (figure 8.14).

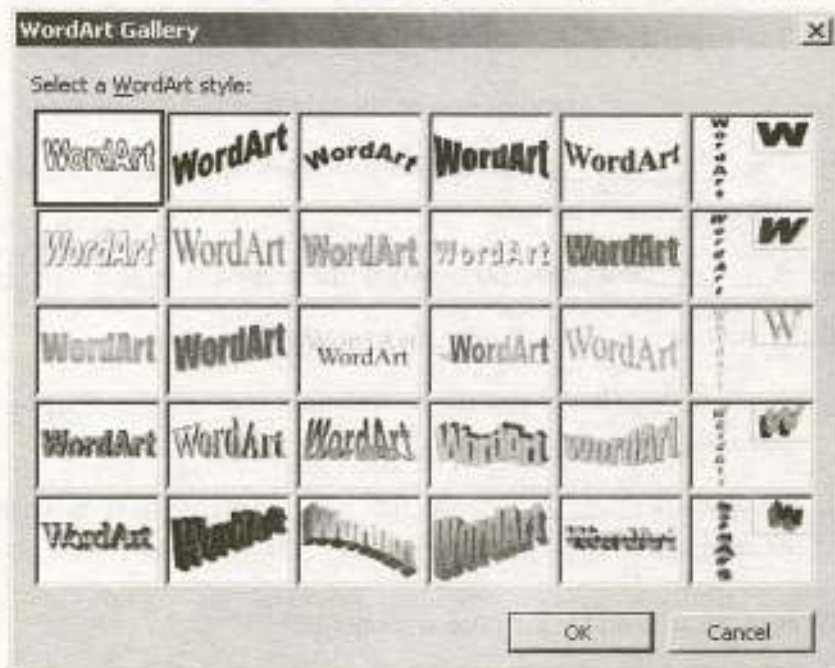


Figure 8.14: Word Art

On selecting a Word Art Style, the **Edit Word Art** dialog box appears. This allows you to **type in your text** and to **select the font type, size and to choose the style** i.e. bold, italic or underlined. As soon as you enter the text click the **ok** button, the **Word Art** toolbar will appear (figure 8.15). The toolbar contains buttons that will take you back to any of the steps you used to create WordArt.



Figure 8.15: Word Art Toolbar

Exercise 8C

1. Fill in the blanks:

- (i) The bar which contain the name of active application is known as _____
- (ii) WYSIWYG stands for _____
- (iii) The appearance or shape of a character is referred to as _____
- (iv) The page orientation may be _____ or _____.
- (v) _____ graphics can be thought of a painted pictures
- (vi) The _____ automatically moves to the next line when you have filled one line with text.
- (vii) A _____ is a character or word that represents a series of keystrokes
- (viii) A built-in _____ allows you to search for synonyms
- (ix) A _____ shows you the positioning of text, tabs, margins, indents and other elements on the page.
- (x) In case of _____ mode the newly entered text is written over the existing text

3. Write T for true and F for false statement:

- (i) Word processor is just an electronic typewriter.
- (ii) The bar containing the drop down menus is called scroll bar.
- (iii) Font face is shown on Formatting tool bar.
- (iv) Footnote appears at the bottom of every page.
- (v) The interface represents the way through which you can interact with the word processing software.
- (vi) In insertion mode the newly entered text is placed at the current position of the cursor.

- (vii) Sans-Serif fonts have extra decorative lines at the ends of the strokes that make up each character
- (viii) Alignment refers to the orientation of the lines of a paragraph with respect to the margins.
- (ix) Line Spacing refers to amount of space between paragraphs
- (x) Clipboard is managed by Microsoft Word

2. Select the correct option:

- (i) Which of the following is a word processor
 - (a) Adobe Acrobat
 - (b) Photo Express
 - (c) MS Excel
 - (d) MS Word
- (ii) Which of the following keyboard shortcuts is used to change the case?
 - (a) Ctrl + F3
 - (b) Shift + F3
 - (c) Alt + F3
 - (d) Ctrl + Shift + F3
- (iii) In MS Word, the data that is being copied or moved is
 - (a) Temporarily stored in Recycle bin
 - (b) Permanently stored in Recycle bin
 - (c) Temporarily stored in Clipboard
 - (d) Permanently stored in Clipboard
- (iv) Which of the following can be used to launch the Word Art
 - (a) Status bar
 - (b) Ruler
 - (c) Standard toolbar
 - (d) Drawing toolbar
- (v) Which of the following feature enables you to reverse the changes you have made to the document?
 - (a) WYSIWYG
 - (b) Redo
 - (c) Undo
 - (d) GUI

4. Write a note on the following:
- Word processor
 - Clipboard
 - Word Art
5. What is a text editor? Describe its basic features.
6. Describe features of a full-featured word processor.
7. Define font and discuss its types.
8. Describe formatting features for paragraph formatting.
9. Draw the mark sheet showing your name, father name, school name, year of passing SSC examination, date of birth, list of all subjects and their respective marks, total marks, percentage and the overall grade. [Hint: You can draw a table to complete the task]
10. Arrange the text given in the following figure according to the mentioned format:

The clipboard is a temporary holding space in the computer's memory for data that is being copied or moved. The Clipboard is used for storing text, graphics, sound, video or other data. After data has been placed in the clipboard, it can be inserted from the clipboard into other documents, in the same application or in a different application. For example, if you want to move a paragraph in a document, select the paragraph, and then choose the Cut command, the data is removed from the document and placed on the Clipboard (If

you don't want to remove the paragraph from the original document then use Copy command). After placing the insertion point in the document where you want to place the paragraph, you choose the paste command, the data on the Clipboard is placed into the document. In the same way the Clipboard can be used to move data from one document to another. One important thing about the Clipboard is that it is part of the operating system; it is not a separate application.

The Text Around

Answers

- | | | |
|--------------------------|-----------------------------------|----------------|
| 1. (i) Title Bar | (ii) What You See Is What You Get | (iii) Font |
| (iv) Portrait, Landscape | (v) Bitmap | (vi) Word wrap |
| (viii) Thesaurus | (ix) Ruler | (vii) Macro |
| (x) Overtyping | | |
| 2. (i) d | (ii) b | (iii) c |
| (iv) d | (v) c | |
| 3. (i) F | (ii) F | (iii) T |
| (iv) F | (v) T | (vi) T |
| (vii) F | (viii) T | (ix) F |
| (x) F | | |