

CHAPTER SEVEN INTRODUCTION TO WORD PROCESSING

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INTRODUCTION

Word processing is the creation and management of documents such as letters, reports, forms, books, brochures and web pages using Computer Software application such as Microsoft Word. A document can contain elements such as texts, graphs, tables and pictures (Yogesh, 2018). Word processing software application provides tools for the preparation and editing of document contents. Some of the functions that these tools include spelling and grammar checking, automatic correction and formatting of text among others (GCF, 2013; Microsoft, 2013; Wilson, 2014; Yogesh, 2018).

This section presents the basics of Word Processing using Microsoft Word commonly known as MS Word. At the end of this chapter, you will be able to:

1. Start Word 2013 for word processing
2. Identify the various components of Word 2013 interface
3. Enter and format text into a Word document
4. Conduct spelling and grammar checking on documents
5. Save documents using the “Save” and “Save As” commands
6. Produce a print copy of documents in Word 2013

Although the discussion holds for other newer versions of MS Word, MS Word 2013 will be used to explain word processing.

Some of the main functions that can be carried out on MS Word are:

1. Create books, letters, reports, newsletters, tables, forms, brochures
2. Add pictures, tables and charts to documents
3. Create book index, table of content and cross references
4. Automatically check spellings and grammar
5. Simultaneously work on multiple documents
6. Print documents

Starting MS Word

The MS Word application must be launched before it can be used (Microsoft, 2013; Wilson, 2014; Yogesh, 2018). There are four approaches to starting the application:

- i. Start -> All Programs -> Microsoft Office 2013 -> Word 2013
- ii. Double Click on the shortcut icon on the desktop (if it is present)
- iii. Click on the shortcut icon on the Taskbar (if it is present)
- iv. Search by typing 'Word' on the search box (beside the start button in Windows 10)

Any of the above approaches can be used to start the MS Word 2013 application.

The following section explains MS Word 2013 interface.

The MS Word Window

The window that is displayed when the MS Word application is launched comprises various components that consist of clickable menus and icons for performing various tasks, several bars that display information and current status of any document opened. Figure 1 depicts the first interface that is displayed when the application is launched.

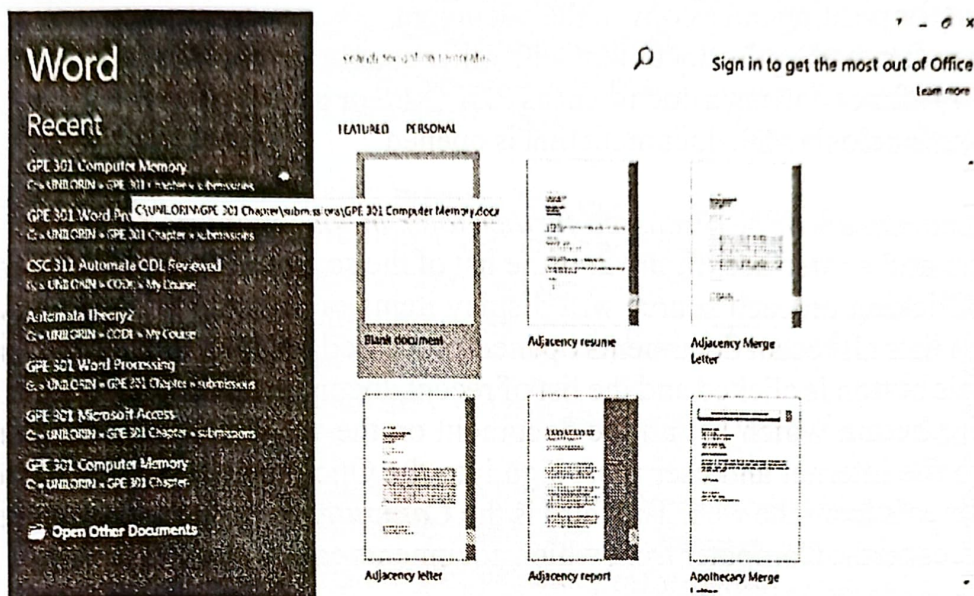


Figure 1. The first interface of Microsoft Word 2013 (Microsoft, 2013; Wilson, 2014; Yogesh 2018)

On the left hand side of the interface is a list of recent documents that have been opened or processed on the application. Each of the items on the list are clickable links to the documents. Clicking on the link opens the document for processing. Below the list of recent documents is the “*open Other Document*” link for opening other documents not listed on the recent list but residing in the computer or other storage medium attached to the computer or even on the web or cloud.

Clicking on the link open the interface depicted in Figure 2

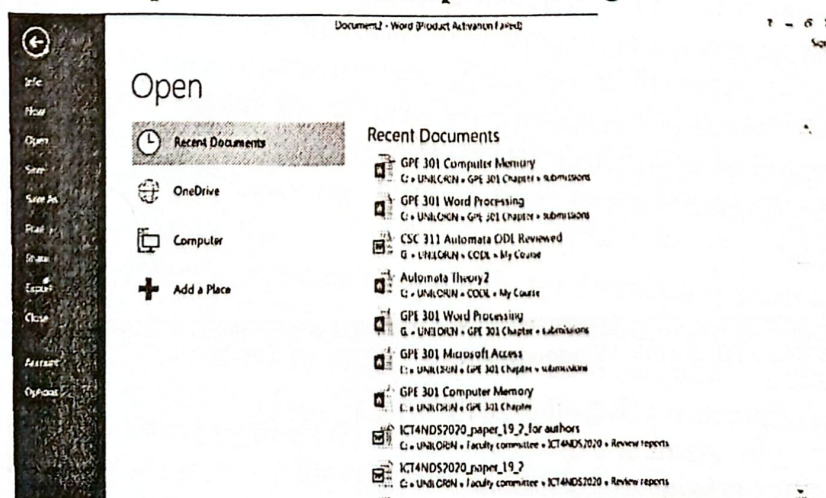


Figure 2. open document interface of Microsoft Word 2013 (Microsoft, 2013; Wilson, 2014; Yogesh 2018)

On the far left of the interface is a list of menus. Some of the menus are:

- i. **Info** for displaying some information about documents,
- ii. **New** for opening a new document,
- iii. **Open** for opening an existing document,
- iv. **Save** for saving a document
- v. **Save As** for saving a document using a different name or format
- vi. **Print** for printing out a copy of the document
- vii. **Share** for sharing the document with other people via email or other media
- viii. **Export** for exporting a document as PDF/XPS or change format
- ix. **Close** for closing the document that is opened.

Some of these menus will be discussed further later in this chapter.

At the middle of the interface, figure 2, is the list of the source from which document should be opened. Clicking on each source will display items or locations. The first is the **Recent** button which lists all recent documents opened/processed on the application –as depicted in the figure, this button is clicked and the list of recent documents are displayed. The second is the **OneDrive** button which list all the document on the web/cloud; the computer must be connected to the internet and user must sign into the OneDrive cloud storage to be able to access documents from the web. The third is the **Computer** button which will display all the storage sources on the Computer from which documents can be opened.

The Main Interface

When a new or an existing document is opened, the main interface of MS Word is displayed. Figure 3 depicts the interface with annotations in red rectangles. This interface is opens a new document by clicking on the **New** menu on Figure 2 and selecting **Blank document** on the displayed templates (ITS, 2014; Microsoft, 2013; University of Reading, 2013; Wilson, 2014).

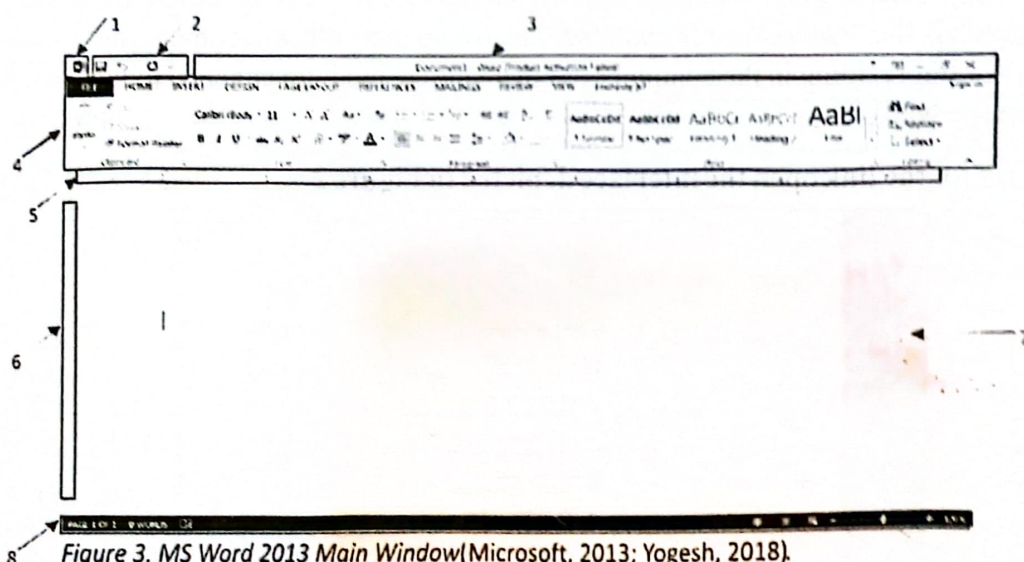


Figure 3. MS Word 2013 Main Window(Microsoft, 2013; Yogesh, 2018).

Reading, 2013; Wilson, 2014).

Description of the annotation

1. **Word Button:** provides command menus for minimizing, maximizing, moving, resizing and closing the application interface

2. **Quick Access Toolbar:** consist of frequently used function buttons such as the Save, undo and redo buttons. It is customizable
3. **Title bar:** contains the name used to save the document with *word* as an appendage. For instance the figure depict a document with the name **Document 2 – Word** –this is a default name, when the document if saved by the user, the name will be displayed in place of the default. Also on this bar is the help button signified as a question mark (?), followed by a command button for customizing the Ribbon discussed in 4 below. Minimize, maximize and close commands are located on the far left of the bar.
4. **Ribbon** which contains menus. The menus include Home, Insert, Design, Page layout, References, Mailings, Review and View. Each of the menus have clickable button commands and that arranged in groups
5. **Horizontal Ruler:** this indicates and can also be used to set the left and right margins of a document
6. **Vertical Ruler:** this indicates and can also be used to set the top and bottom margins of a document
7. **Text Area:** this is the plain area where text are entered/typed and processed. It is the canvas on which users enter text and carry out desired formatting.
8. **Status Bar:** this consist of some summary information about the number of pages in the document, the current page a user is working on and the number of words in the document.

Also on this bar are three modes in which documents can be read: read mode, print layout and web layout; and a zoom slider for zooming in and out of the document to enlarge or reduce the text for viewing.

*Each of the menus in the ribbon contains groups of commands for processing documents. For instance, the **Home** menu which is depicted in Figure 4 shows the following groups of commands.*

1. **Clipboard group:** contains the command for performing *copy* for copying selected text to the clipboard, *cut* for cutting selected text to the clipboard, *paste* for pasting text cut or copied from one location to another, and *format painting* for copying the format on a selected text to be used to format another text.
2. **Font group:** contains the commands for formatting text which includes font type and size selection, commands to Bold (**B**), Italicize (*I*) and Underline (U) text. Other functions are: text coloring, highlighting, strikethrough (abc), subscript(x_2) and superscript(x^2).
3. **Paragraph group:** contains commands for formatting paragraphs in documents. This include aligning text (Align left, Center, Align right and justify), line and paragraphs spacing for setting the spaces between lines of text and between one paragraph and the other. Other include setting the indentation, shading the color behind text, adding bullets and numbered list to document, etc.
4. **Styles group:** contains a list of predefined text styles that can be applied to text by selecting one. More of the styles can be seen by clicking on the arrows beside the list.
5. **Editing group:** this group provides functionality for finding specific text within documents by using the Find command; replacing one text with another by using the Replace command; and for selecting single or multiple text and/or object.

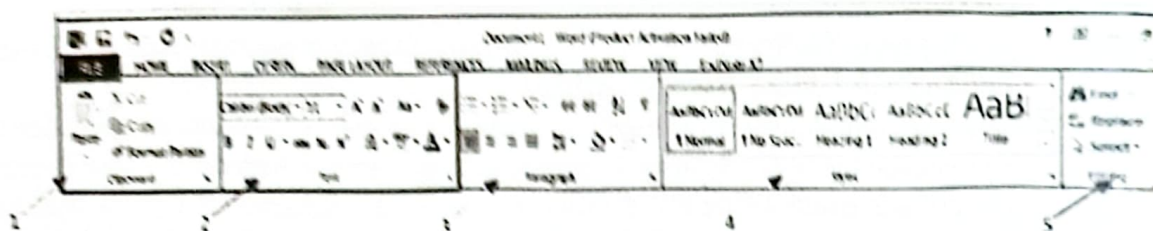


Figure 4. The Home menu ribbon

Text Processing

In preparing a document, its layout is usually set from the beginning even though this can be done at any time of the document preparation. Document layout consist of setting the margins, size, orientation and number of columns among other settings. This functionalities are accessed under the *Page Layout* menu (Microsoft, 2013; Wilson, 2014). Other commonly used functionalities include the indentation and line spacing of text in paragraphs. Figure 5 depicts this ribbon and the three groups of commands in it. Some of these commands are as described below.

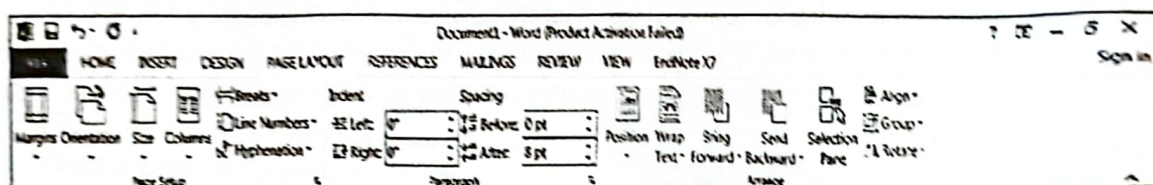


Figure 5. Page Layout Ribbon

1. Margins: list some predefined margin settings in inches. User can customize the document margin by clicking on the Custom Margins command and provide the Top, Bottom, Left, Right margins in inches as well as the gutter and its position of the document if needed. The opened dialog also gives the option of selecting the Orientation of the document.
2. Orientation: there are two types of document orientations, portrait and landscape. The portrait has a taller and slimmer size and it is the default document orientation. The landscape has a shorter but wider size.
3. Size: this list some redefined document paper size some of which are letter, legal, executive, A3, A4, A5, B4 and B5. User can select any of these sizes that is needed.
4. Columns: text can be entered into documents in columns. This command provides the options for selection the number of columns to be used in arranging the text on the document.

Exercises 1:

- i. Attempt to use the other menu commands on the *Page Layout* menu and describe their functionality
- ii. Prepare textual document(s) that use these commands

As earlier stated, the text to be processed is entered/typed into the plain white text area indicated in Figure 3. Words are typed into the area using the keyboard as shown in Figure 6.

The text are entered at the position of the cursor, a vertical and blinking line which indicates insertion point. The figure shows the entering of the first sentence of this section of the chapter. The cursor is at the end of the sentence after the word “using”

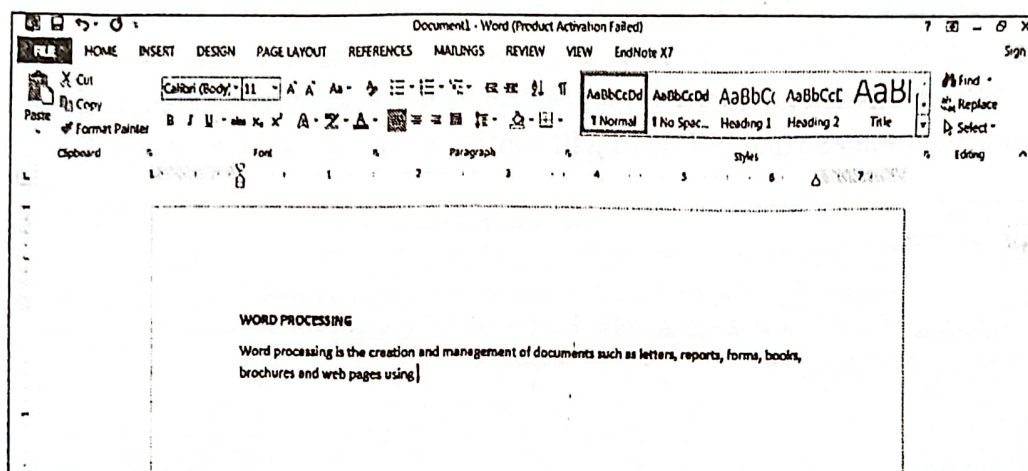


Figure 6. Text entering and formatting (CWS, 2015; Microsoft, 2013; Wilson, 2014; Yogesh 2018)

MS Word provide automatic word processing and formatting functionalities. Some of these functionalities include spelling and grammar checking, font type and size setting, margin setting, line spacing, etc. This section will explain these functionalities and also others such as saving and printing of document.

Spelling and Grammar

When entering text into MS Word, the application automatically check for the correctness of the words and sentences as they are typed into the text area. As shown in Figure 7, wrongly spelt words are underlined with red line; two or more words including sentences which have grammatical errors are underline with a green or blue line. Figure 7 show that the work “creation” is wrongly spelt as “creatin”. The words “of documents” is mistakenly written with double space, and the word newsletter is written with a space between the word news and letter which is supposed to be a single word and not two (CWS, 2015; GCF, 2013; Microsoft, 2013; Wilson, 2014).

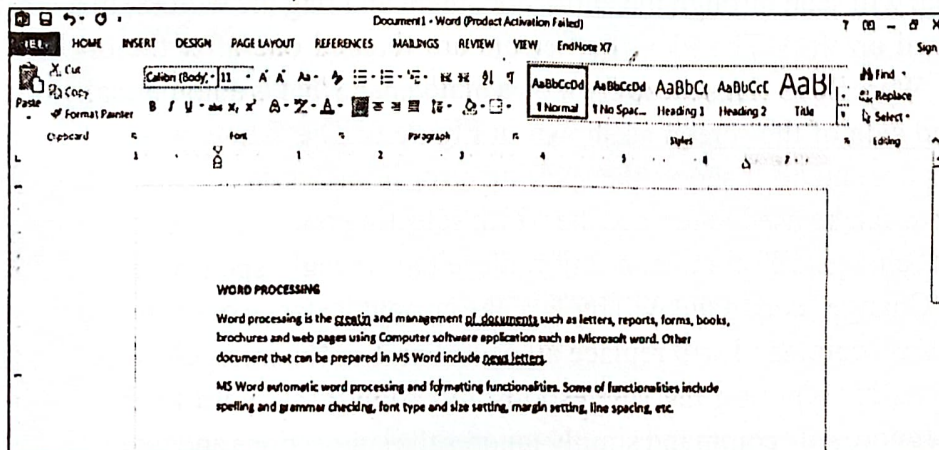


Figure 7. Spelling and grammar checking (Microsoft, 13; Wilson, 2014; Yogesh, 2018)

These spelling and grammatical mistakes can be corrected directly by typing the right words and constructs or by using the suggestion given by the application. Right-clicking on the wrongly spelt word(s) or sentence displays a context menu which gives one or more suggestion of the correct word and some other menu items that can be applied on the word as shown in Figure 8. Right-clicking on the misspelt word “creatin” suggested “creation”, “creating” and “certain” from which the user can select the desired right work. In addition to this, the user can choose to ignore the suggestion if the word is as wanted; the word can be added to the dictionary so that MS Word will continually recognize it as correctly spelt word.

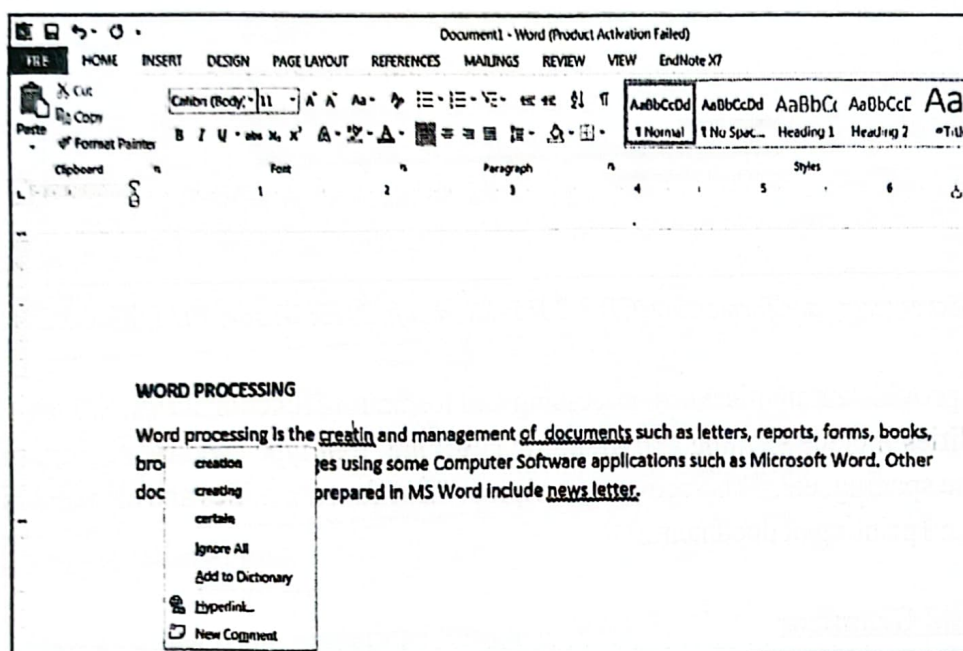


Figure 8. Spelling and grammar checking and correction (CWS, 2015; Microsoft, 2013; Wilson 2014; Yogesh, 2018)

The other grammatical mistakes can be corrected in the same way. Do this as an exercise.

Spelling and grammar checking can also be manually done by clicking on the **Spelling & Grammar** command under the **Proofing** group of the **Review** menu. This will launch the checker which will scan through the entire document and flag the word(s) that have spelling or grammatical error(s). The identified errors are flagged one after the other as they are encountered. Word 2013 flags these error on a dialog pane that is automatically displayed on the right hand side of the screen as shown in Figure 9. The figure presents an instance of checking this document. It shows the spelling error in the word “creatin”. It gives a list of suggestion that can be used to replace the word; selecting one of the options and clicking on “Change” or “change all” command will replace the wrongly spelt word with the selected option. The “Change” command will replace the current instance of the misspelt word while the “Change All” command will replace all occurrence of the misspelt word. The pane also provide options for ignoring the suggestions and adding the word to the dictionary. The “Ignore” or “Ignore All” command simply ignores the suggestions and retain the word as it is

while the “Add” command adds the word as it is to the dictionary so that next time it encounters it, it will be seen as a correctly spelt word. All these are at the discretion of the user. The pane also provides the function for hearing the pronunciation of the word; clicking on the speaker icon pronounces the word to the hearing of the user.

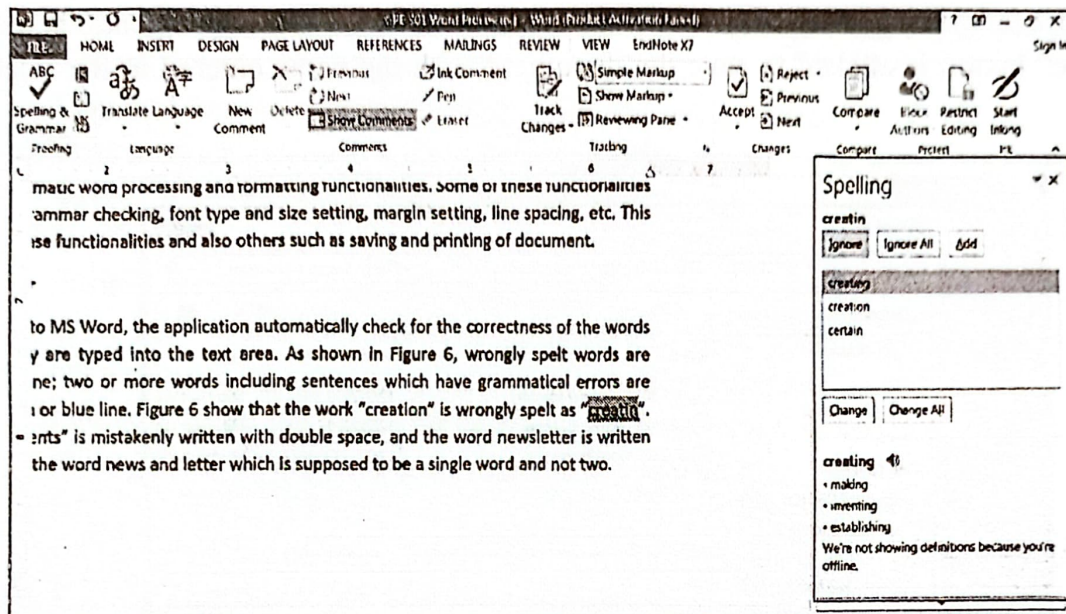


Figure 9. Manual Spelling & Grammar checking.

Saving Documents

Having entered text and other objects, the document can be saved by using the “Save” or “Save As” command under the *File* menu which is always highlighted in **blue** and depicted in Figure 2.

For a new document, the “Save” and “Save As” commands perform the same function of saving the document with a name and on a desired memory location (Microsoft, 2013; Wilson, 2014). Figure 10 presents the save document interface.

Documents can be saved on the cloud using the *OneDrive*, or on a location on the Computer.

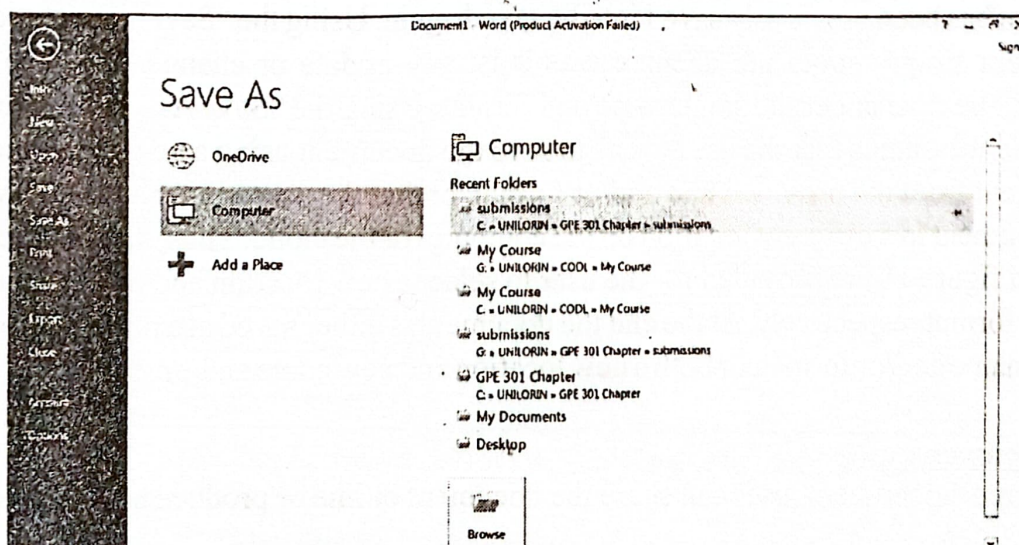


Figure 10. Save Document Interface (Microsoft, 2013, Wilson, 2014)

To save on the cloud, user need to sign in on the *OneDrive* and provide the name with which the document will be save. To save on the Computer, user will click on the **Computer**; Word provides a list of the locations that have been visited by the user including the present location of the document if it is an old one and not a new one. User can also browse through the computer to select a new location for saving the document. Haven selected a location, Word display the “Save As” dialog box, depicted in Figure 11, on which user can enter the name to use for the document and select the format in which to save the document. Thereafter the “Save” button is clicked to save the document with the name entered in the selected format

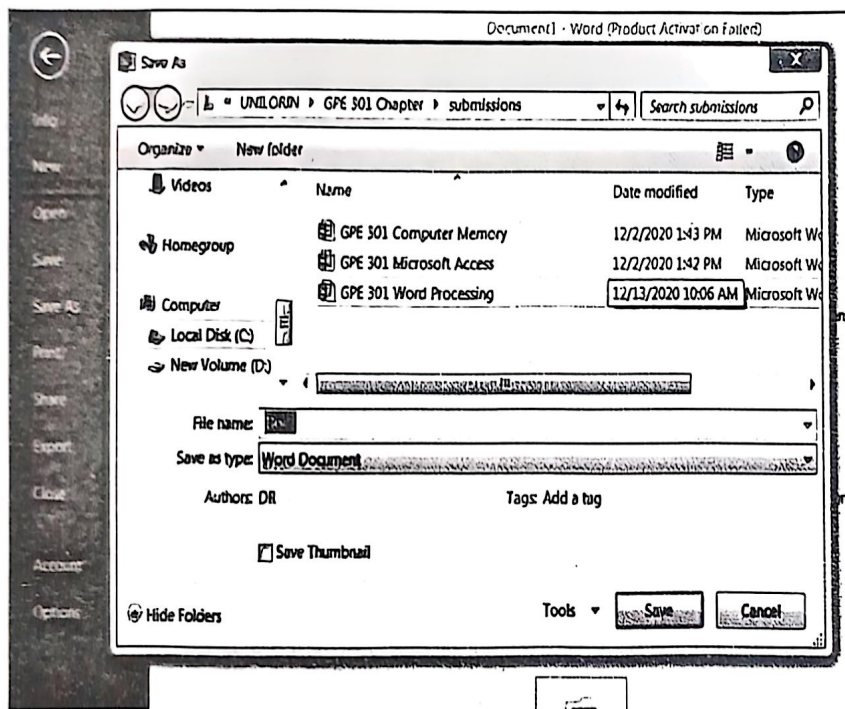


Figure 11. Word Save dialog box (CWS, 2015; GCF, 2013; Kaceli, 2014, Microsoft 2013; Wilson 2014, Yogesh 2018)

The difference between the “Save” and the “Save As” command is when an existing document that has been previously saved is to be saved again. Using the “Save” command on such document simply saves the document as it is; any update or changes made to the document will be save under the same name and format. Using the “Save As” on an already saved document assumes that the user wants to save the document using a new name and/or format different from the present name and/or format, or that the user is interested in saving the same document in a different location on the computer or the cloud. Thus, the interface in figure 10 and figure 11 are provided for the user to select a new location and provide a new name and/or format respectively. At the end the document is either saved at a new location or under a new name and/or format, or both a new location and new name and/or format.

Printing Document

Haven prepared a document, user can share the document online or produce a print copy of

Printing Document

Haven prepared a document, user can share the document online or produce a print copy of the document for usage. To produce a print of the document, the **Print** command under **File** menu as depicted in Figure 2 is used (CWS, 2015; GCF, 2013; Kaceli, 2014; Microsoft, 2013; Wilson, 2014; Yogesh, 2018).

*The Print interface depicted in figure 12 is displayed when the **Print** command is clicked. Several options for printing are provided:*

1. Copies: User can entered the number of copies to be printed
2. Printer: user can select the specific printer to use in printing the document in cases where the user's Computer is connected to different printers. Underneath this option is the Printer properties link that can be used to set some desired properties of the selected printer.
3. Print Pages: user can select to print all the entire pages of the document or the current page in view on which the Computer cursor is placed or enter the page numbers to be printed. The numbers can be entered in series (e.g. 1, 2, 3) or in range (e.g. 4-5) depending on what the user wants.
4. Other settings includes:
 - Printing on one side of the paper or on both sides
 - Print outs should be collated or not
 - Paper orientation: portrait or landscape
 - Paper size.

The Print interface provides a preview of the document on the right hand side of the interface. The preview shows exactly how the document will look when it is printed out. The document is sent to the printer when the Print command is clicked. The command is located at the left hand side of where the number of copies is set and right under the Print label of the interface

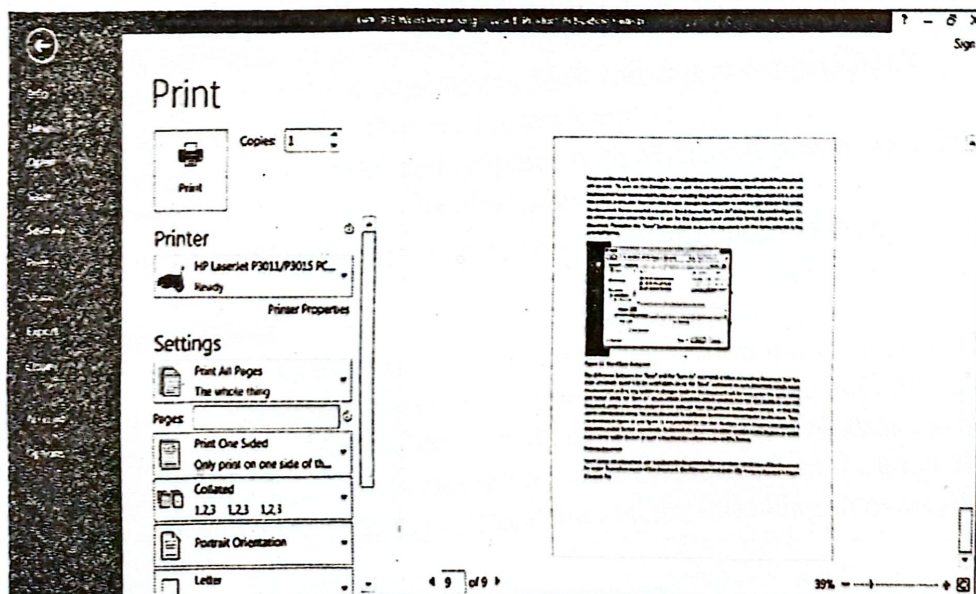


Figure 12. Word Print Interface (CWS, 2015; GCF, 2013; Kaceli, 2014; Microsoft, 2013; Wilson, 2014; Yogesh, 2018)

Exercises 2:

1. Prepare documents and print them using different setting provided in the Print interface
2. What does the preview do when document is to be printed

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