Word processing

Word processing software:

A word processor can be used to **write, edit, format** and **print** text.

Before word processors, printed documents were typed directly on to the paper using manual typewriters.

The main problem with using typewriters was that if a mistake was made it could not be corrected without leaving any trace. If a typist made too many mistakes, an entire document would have to be typed out again. This method of producing printed documents was very slow and time-consuming.

Advantages of word processing

- Mistakes can be corrected easily without leaving any trace.
- Much better presentation of text is possible with formatting features such as different font styles and sizes, coloured text and justification.
- Text can be easily inserted, deleted or rearranged without having to start again.
- Documents can be saved on disk and used again whenever necessary.
- Pictures, graphs, tables and charts can be easily included alongside text.
- Multiple copies of the same document can be easily produced.
- Personalised letters can be mass-produced very quickly using mail merge.
- Documents can be transferred instantly anywhere in the world via email.
- Spelling and grammar can be checked automatically.

Standard Features of Word Processors:

Insert text:
Allows you to insert text anywhere in the document.

Delete text:
Allows you to erase characters, words, lines, or pages.

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 margins:
Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.

Margin:
An area between the main content of a page and the edge of the page. An additional space between facing pages

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:

Automatically moves to the next line when you have filled one line with text, and it will readjust text if you change the margins.

Wrapping:

Text is written around an image in a word processed document

Print:

Allows you to send a document to a printer to get hard copy.

File management:

Provides 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.

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.

Corporate house style:

A house style is a set of rules which state how all documents and written communication from a business should be formatted. It will govern things such as:

- The official graphical design of the logo and name of a company
- The colours to be used
- The font style and size
- Where the logo should appear
- Whether text should be right, centre or fully justified
- How the address and contact details should be presented

House styles can be applied to many types of documents and methods of communication such as letters, letterheads, envelopes, folders, business cards, faxes, reports, presentation slides, brochures, advertising ...etc.

Purpose of a house style:

Used to make sure that all documents and other materials from an organisation have consistency. It also can support brand recognition and reduce the risk of mistakes in documents.

How house style can be fixed?

Use of paragraph styles for word-processed documents, use of CSS file to all web pages, use of master slide in presentations.

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.

Header:

This is an area at the top of every page. It is an area at the top margin. Text entered inside can appear at the top of each page automatically.

Footer:

This is an area at the bottom of every page. It is an area at the bottom margin. Text entered inside can appear at the bottom of each page automatically.

Gutter:

This is an area outside the margins (on the fold of a book) that is used to bind the book together.

Widow:

When the last line of the paragraph is the first line of a new page.

Orphan:

The first line of a paragraph appears alone as the last line of a page.

Lock the aspect ratio:

When you lock aspect ratio the width changes automatically as the height is increased.

Columns

Text can be formatted into columns. This can add visual interest and help to break up the text into smaller chunks.

The columns can all be of equal size or they can be set to be different sizes. For example the first column can be set to be wider than the other two columns on a three column page.

Columns can be applied to the whole document or to just a small section of text within the document.

Page Break:

It simply separates content between pages. After the page break, the following text will always start at the beginning of the page.

Section break:

It splits your document into sections and allows you to have multiple different headers/footers, margins, page numbering, portrait/landscape orientation, and page border in your document.

Why section breaks are needed?

- When you want to apply different formatting in the same page without disrupting the formatting of the whole page.
- When you want to use columns in a page, and have different amounts of columns on the same page.
- When you want to use a heading across the whole page but the text below is in several columns.
- When you don't want headers on pages with a title, but you do want them on other pages.
- To enable page orientation to change between 2 pages.

Column break:

It ends the current column and starts the next column.

NB:

- To see where page break/section break is inserted, so Show/Hide needs to be turned on.
- Page, section and column breaks are used to adjust pagination and to avoid widows and orphans.

Point:

The unit used to measure the size of a font.

Page orientation:

A page can be portrait or landscape.

Tables:

A table is a grid of cells arranged in rows and columns. Tables are useful for various tasks such as presenting text information and numerical data.

Large chunks of text can be difficult for a reader to pick out the key points. Arranging the information in a table with clear columns, rows and headings means that a lot of information can be taken in at a glance.

Features of tables:

- Insert extra rows and columns
- Delete unwanted rows and columns
- Split cells
- Merge cells
- Apply table styles
- Align text within cells e.g. top, bottom, centre
- Align text vertically or diagonally within cells
- Apply borders and shading to the whole table or specific cells

Indentation

The word indent is used to describe the distance used to separate a paragraph from the left or right margins.

Types of indentation:

- Paragraph indentation
- First line indentation
- Hanging indentation
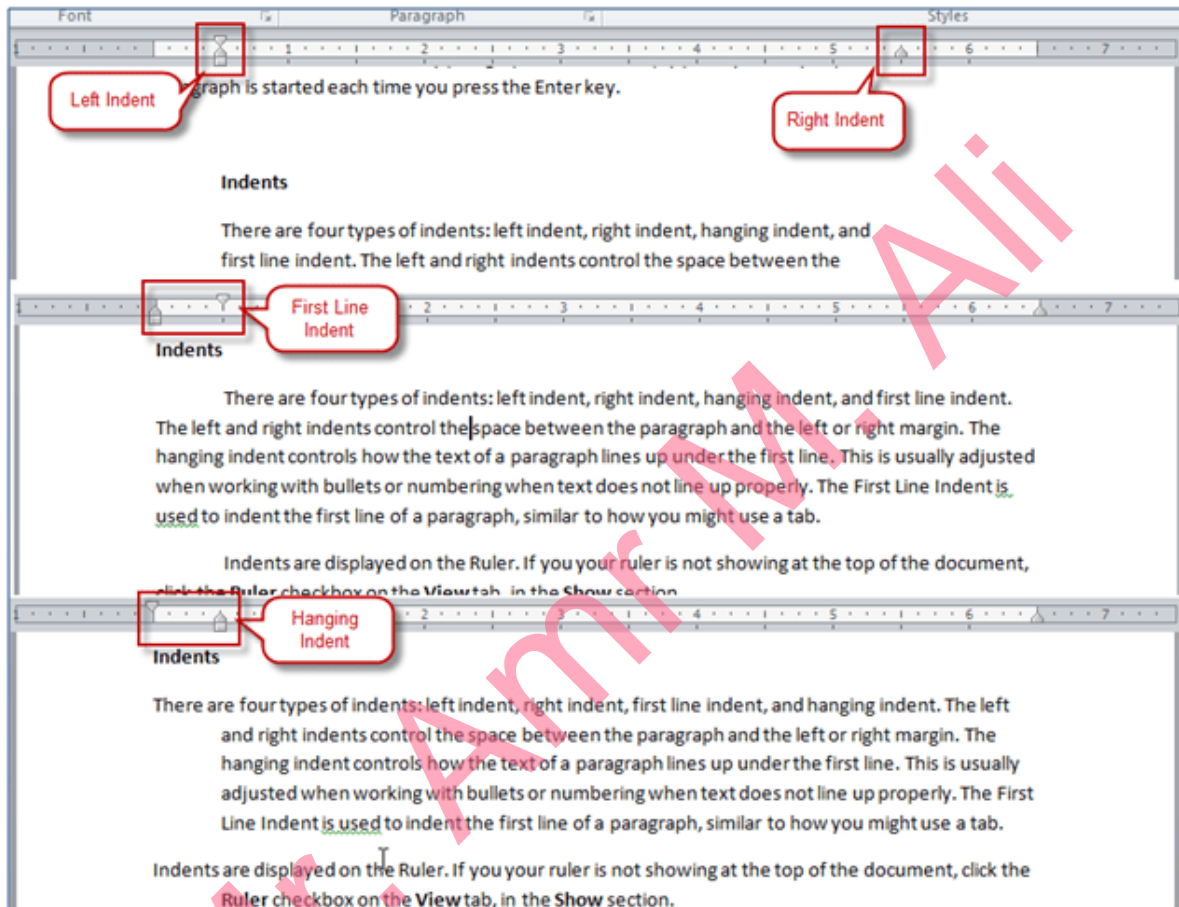
Bullets and numbering (Listing):

Bullet point lists

Bullet points are symbols which are used to produce a list of items. Bullet points can be displayed in different ways from a simple circle to shapes such as diamonds, hearts or even small images. Using bullet points to create lists makes them easy to read and helps to draw the reader's attention to the list.

- English
- Math
- ICT
- Biology
- Chemistry

✓ English
✓ Math
✓ ICT
✓ Biology
✓ Chemistry

Numbered or alphabetical lists

Numbered or alphabetical lists can also be created in a similar way to bullet point lists. The beauty of a numbered or alphabetical list is that once the list has been created it is easy to insert or delete an item and the list will automatically update renumbering all of the previous items

1. English
2. Math
3. ICT
4. Biology
5. Chemistry

A. English
B. Math
C. ICT
D. Biology
E. Chemistry

Mail Merge:

Mail merge is a word processing feature that allows users to personalise letters with names and addresses from a database.

Advantages of mail merge:

- One standard letter can be written and sent to all customers without having to manually add each name and address.
- It's a very fast way to produce hundreds of personalised letters.
- It can produce more personal such as having the recipient name and address
- Mail merged letter will be of better quality and look more professional
- Easier to target specific recipient by using filter facility
- Address labels are easier to produce using the data from the database

Disadvantages of mail merge:

- Letters can lack the personal touch.
- The database that provides the information for the mail merge letter must be kept up to date if it is going to be useful.

Proofreading:

This is to check for errors in the typing/spelling/grammar.

Spell checking:

Identifies words that don't appear in a standard dictionary.

Disadvantages of spelling checker:

- The language/dialect used in checking the spelling could be different, e.g. English (US)
- Names/proper nouns might be highlighted as an error
- Similar sounding words need to be checked, i.e. where, were, wear
- The spell checker may not understand the word if it is very badly misspelt
- The word may not exist in the spell checker dictionary/dictionary might not be up to date

Macro:

A macro is a small program, or set of commands, that runs inside another application. They allow you to record and automate procedures that take many steps, and repeat then with a keystroke or the click of a button.

It is a saved sequence of command s or keyboard strokes that can be stored and then recalled with a single command or keyboard stroke.

Explain why headers and footers are needed?

Header and footer are needed to present some information that may be useful for the readers to identify.

What are punctuation marks?

The marks, such as full stop, comma, and brackets, used in writing to separate sentences and their elements and to clarify meaning.