

## 5. WORD PROCESSING

### LEARNING OUTCOMES

By the end of this module, you should be able to:

- Explain Word Processing
- Create, Edit and Format text and use the Formatting Features
- Applying Word Processing in Real Life Scenario

### LESSON PLAN

- I. Introduction to Word Processor
- II. Creating, Editing and Formatting Word Documents
- III. Apply Word Processing in Real Life Scenario

## I. INTRODUCTION TO WORD PROCESSOR

### 1.1 What is Word Processing?

A word processor is a software program capable of creating, storing, and printing documents. They have many advantages over the standard typewriter, here users using word processors have the ability of creating a document and making any changes anywhere in the document thus editing an already written text (that cannot be done using a typewriter). This document can also be saved for modification at a later time or to be opened on any other computer using the same word processor. Today, the word processor is one of the most frequently used programs used on a computer today. They are available in a plethora of options like Microsoft Office, OpenOffice.org Writer, LibreOffice Writer, AbiWord, KWord, and LyX. As an example, we have used MICROSOFT WORD and OPEN OFFICE WRITER software in this module.

### 1.2 Getting Started with Microsoft Word

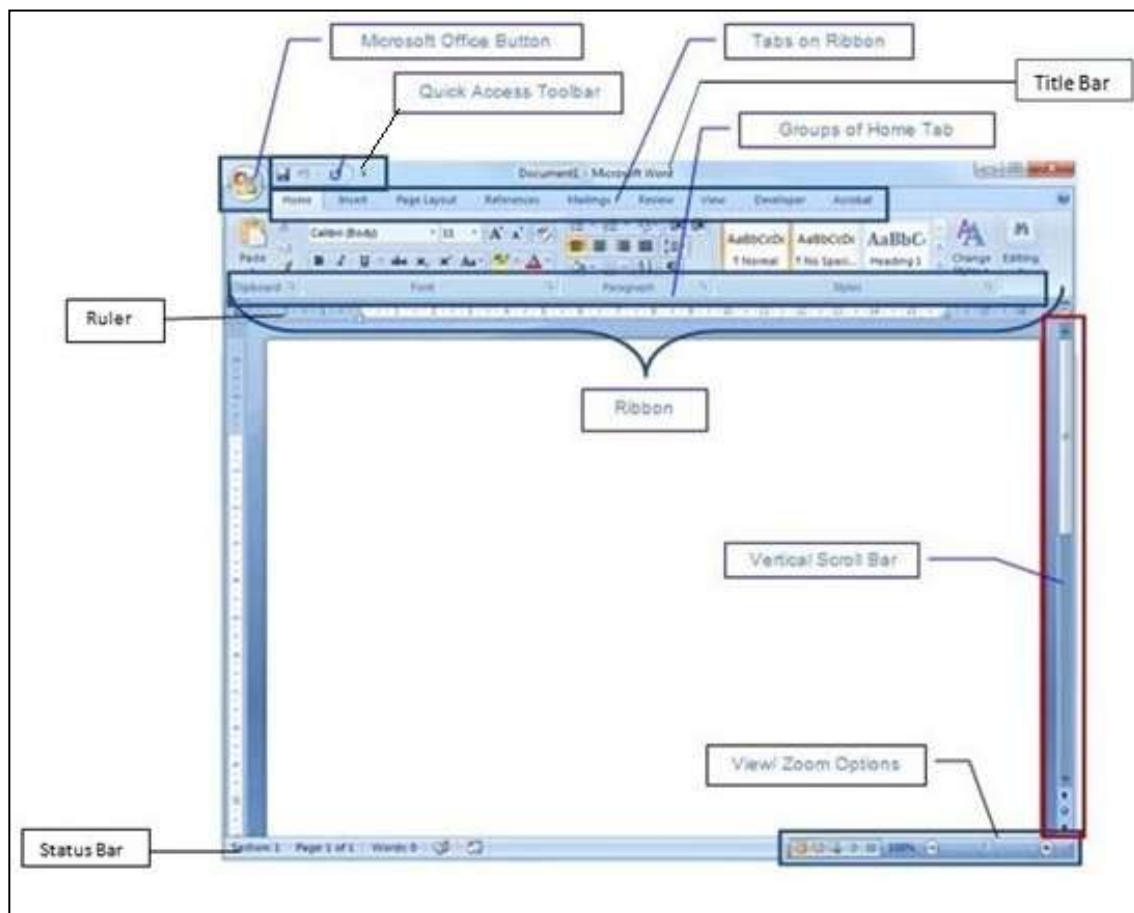
#### Introduction

The Microsoft Office Suite has one of the most used applications such as MS Word, MS Excel, MS Power Point and MS Access. Microsoft Word, MS Word or Word is a **Word Processing Programme** which is used to increase the readability of any text. It also helps in doing edit, format, print or publish of documents. By using MS Word you can create various kinds of documents such as letters, memos and reports. You can apply various font styles, font colour, insert pictures, graphs and tables into a document.

#### How to run MS Word

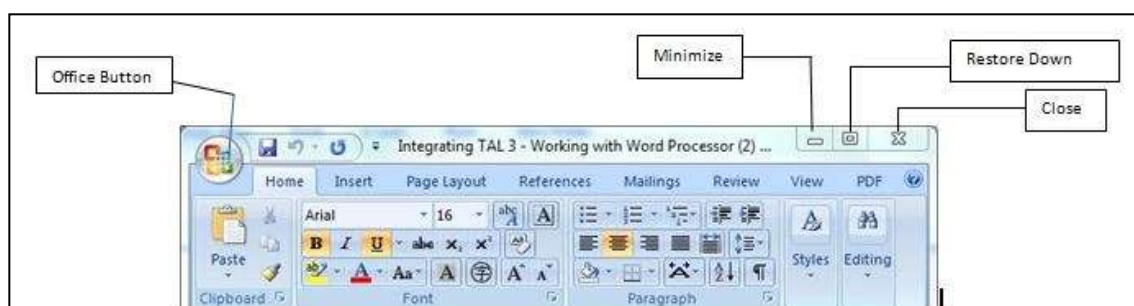
- Step 1: To run MS word click on the start button
- Step 2: Point the mouse on All Programs
- Step 3: Click on Microsoft Office
- Step 4: Click Microsoft Office Word 2007

MS Word is divided into various parts, which are: Title Bar, Quick Access Toolbar, Ribbon, Ruler, Workspace or Text area, Scroll Bar and Status Bar.



### Details about the various components of MS Word

- **The Title Bar:** The Title Bar is the top most section of the Word window. It displays the name of the current document and the program name. The size of the document can be altered by double clicking on the title bar. The title bar contains the Office button, Minimize, Restore Down or Maximize and Close buttons.



- The **Office button** displays the list of recent documents. You can click on the name of the document from the list to access it quickly. The Office button also provides various options like Create, Open, Save, Print and Publish a document.
- The **Minimize button** minimizes or reduces the document window to a task bar icon. By clicking on the icon, you can restore the window to its previous position.
- **Restore Down button** restores the document window to its original size before full screen. Maximize button helps to maximize the document window to full screen.
- **Close button** helps you close the document window and exit the word application.

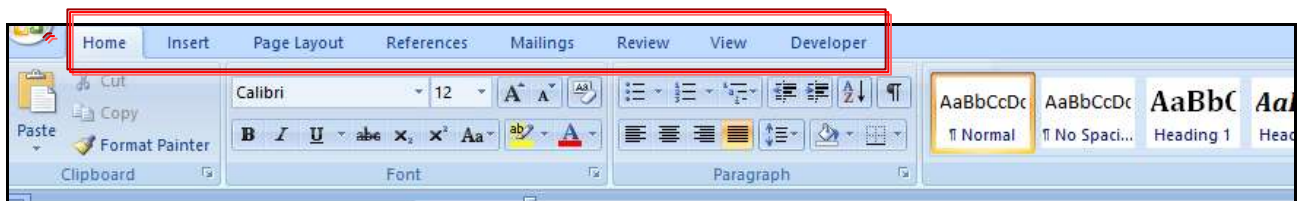
- **Quick Access Toolbar:** Helps you to quickly access frequently used tools such as Save, Redo and Undo. You can also customize the Quick Access Toolbar by selecting the items from the drop down list. By default, it is placed above the Ribbon. You can customize its location by selecting 'Show below the ribbon' option from the drop down list. You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on 'Add to Quick Access Toolbar' and a shortcut will be added.



- **The Ribbon:** Various menu items are arranged at the top of the ribbon as tabs like Home, Insert, Page Layout, References and so on. Clicking the tab displays all related menu options in the various groups.
- **Ruler:** The ruler helps you measure and line up objects in the document quickly. If the ruler is not visible click the view tab and choose the ruler option from its menu.
- **Workspace or Text Area:** The wide white space in the middle of the document is the workspace or text area which you can use to create a document. The horizontal and vertical scroll bars help you move up, down and across your document.
- **The Status Bar** is located at the bottom of the document window. It displays the information such as the current page and number of words in the currently active document. You can customize the information that you want to display in the status bar.

### Learning more about the Ribbon

The ribbon consists of various menu tabs that help you access program features. These tabs are Home, Insert, Page Layout, References, Mailings, Review, View, Design and Layout.



- The **Home** tab helps you format text and paragraphs. It contains menu options in various groups. These groups are Clipboard, Font, Paragraph, Styles and Editing.
  - The **Clipboard** menu contains the cut, copy, paste and format painter options. The cut, copy and paste options help you to move or copy any selected text in a document. The format painter helps you copy the format and apply it to another.
  - The **Font** group helps change the font face, size, type and colour of the selected text.

- The **Paragraph** group provides the option to align and indent text in a paragraph. It also helps you apply list, bullet and numbering to a paragraph and sort the selected text and numerical data.
  - The **Styles** group helps you apply various styles such as normal, no spacing, heading 1, heading 2, title and sub-title to the selected text in the document.
  - The **Editing** tab helps you find and search in the document. You can also use the replace option to replace a text and its various occurrences in the document
  - The **Insert** tab helps you insert Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols into the document.
  - The **Page** layout tab provides the option to apply themes to the document like set up a page, apply page background, apply paragraph indentation and spacing and arrange various objects in the document.
  - The **References** tab helps you create the Table of Contents, insert Footnotes, Citations and Bibliography, Captions, Index and Table of Authorities.
  - The **Mailings** tab helps you form document or letter where each copy is intended to be sent to multiple recipients. The various groups in the tab helps you create labels and envelop, include recipients to your document, write and insert fields such address and greeting line and preview the results and check for errors before finalizing. Mail merge is an important feature in MS Word, wherein you can write a customized flyer or letter to all your friends in one shot.
  - The **Review** tab provides various options for proofing the document by inserting, deleting and navigating through the contents of the document, tracking changes in the document, viewing and navigating through the changes in the document, comparing multiple versions of the document and protecting the document.
  - The **View** tab helps in working with the views of the document by helping in choosing the option of showing or hiding the ruler, grid lines, message bar, document map and thumb nails. The zoom group helps you view the document in a particular size. The window groups helps you arrange the various document windows open in the application.
  - The **Design** tab helps you apply various styles to the table in the document.
- The **Layout** tab helps work with table. It helps you view properties of the table and work with rows and columns of the table.



## Getting Started with Open Office – Writer

### Introduction

Writer is the word processor component of OpenOffice.org. Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents. It also connects to your email client.

In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer also provides these important features:

- Templates and styles
- Page layout methods, including frames, columns, and tables
- Embedding or linking of graphics, spreadsheets, and other objects
- Built-in drawing tools
- Master documents—to group a collection of documents into a single document
- Change tracking during revisions
- Database integration, including a bibliography database
- Export to PDF, including bookmarks

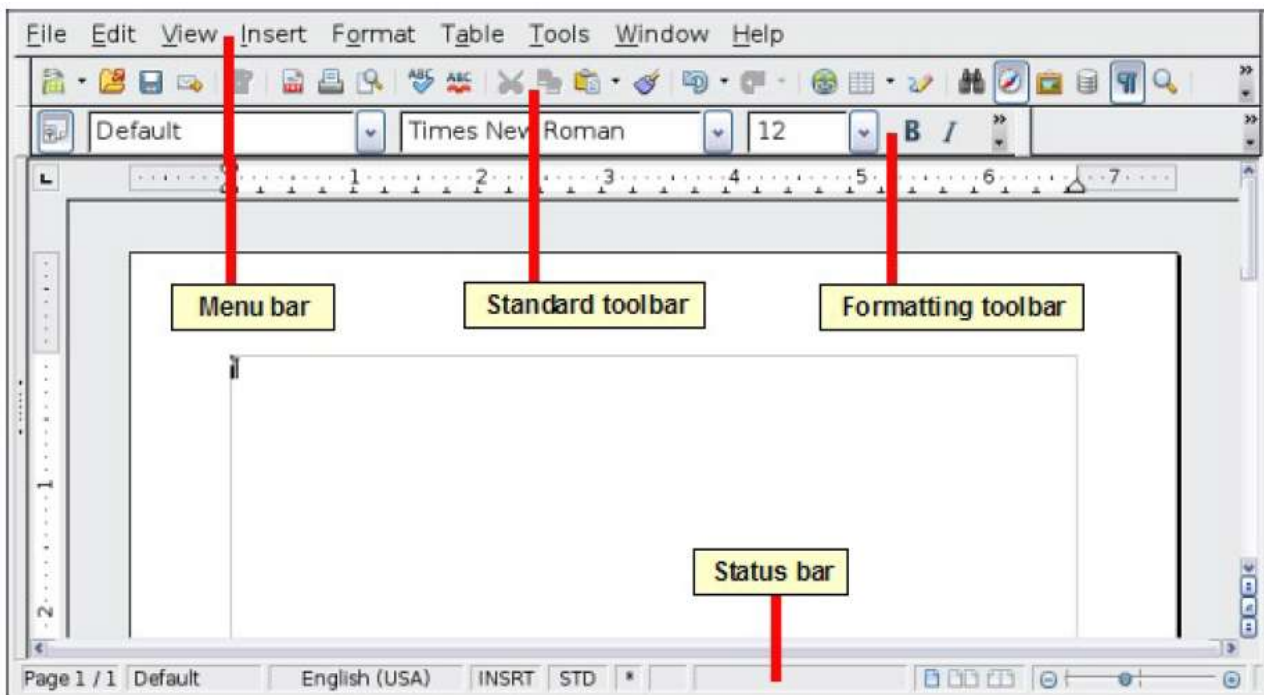
### How to run Writer

Step 1: To run Writer click on the start button.

Step 2: Point the mouse on All Programs.

Step 3: Click on Open Office Writer.

Writer is divided into various parts, which are: the menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.



**Menu bar:** The Menu bar is located across the top of the screen, just below the Title bar. When you choose one of the menus, a submenu drops down to show commands.



- **File** contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- **Edit** contains commands for editing the document such as Undo and Find & Replace. It also contains commands to cut, copy and paste selected parts of your document.
- **View** contains commands for controlling the display of the document such as Zoom and Web Layout.
- **Insert** contains commands for inserting elements into your document such as Header, Footer, and Picture.
- **Format** contains commands, such as Styles and Formatting and AutoFormat, for formatting the layout of your document.
- **Table** shows all commands to insert and edit a table in a text document.
- **Tools** contain functions such as Spelling and Grammar, Customize, and Options.
- **Window** contains commands for the display window.
- **Help** contains links to the OpenOffice.org Help file, 'What's This?', and information about the program.

### Status bar

The Writer status bar provides information about the document in convenient ways to quickly change some document features.



### Page number

This section shows the current page number and the total number of pages in the document.

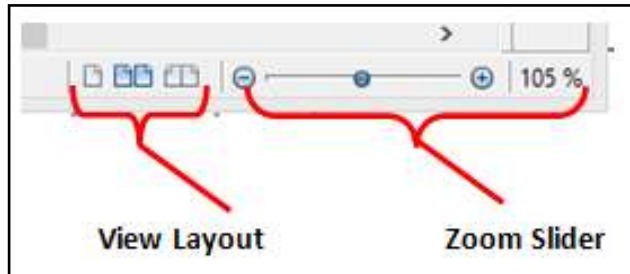
### Page style

It shows the style of the current page. To change the page style, right click on this field. A list of page styles pops up; choose a different style by clicking on it. To edit the current page style, double-click on this field. The Page Style dialog opens.



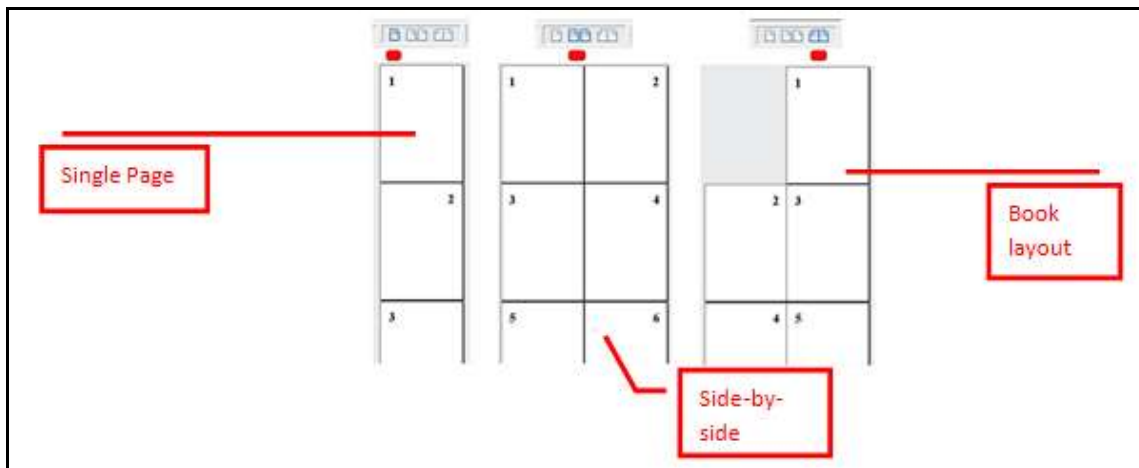
## Language

Shows the language for the selected text. Click to open a menu where you can choose another language for the selected text or for the paragraph where the cursor is located.



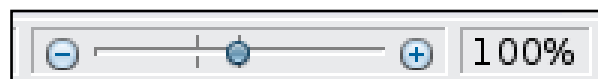
## View Layout

Click an icon to change between single page, side-by-side, and book layout views as shown below. You can edit the document in any view.



## Zoom

To change the view magnification, drag the Zoom slider, or click on the + and – signs, or right-click on the zoom level percent to pop up a list of magnification values from which to choose. Zoom interacts with the selected view layout to determine how many pages are visible in the document window.



## II. CREATING, EDITING AND FORMATTING WORD DOCUMENTS

### 2.1 Creating and Saving a Document in Microsoft Word

#### Steps to Create and Save a new document:

Step 1: Click on the Start button

Step 2: Point the mouse to All Programs



Step 3: Click Microsoft Office

Step 4: Click Microsoft Office Word 2007

Step 5: Click on the Office button and select Save

Step 6: Choose the location and folder

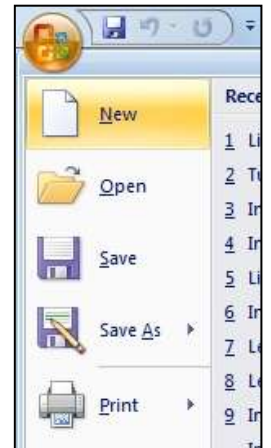
Step 7: Write file name in the File name combo box

Step 8: Select the type of document from the Save As type dropdown list

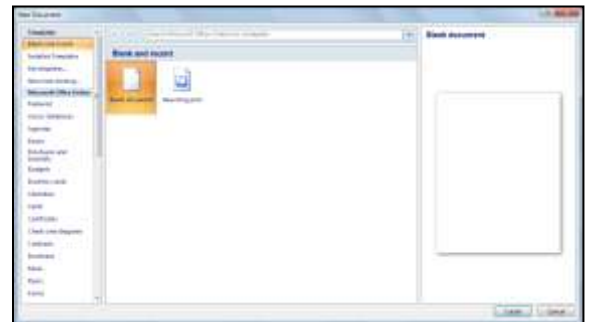
Step 9: Click Save.

There are several ways to create new documents, open existing documents, and save documents in Word:

- Click the Microsoft Office Button and Click New or
- Press CTRL+N (Depress the CTRL key while pressing the “N”) on the keyboard



You will notice that when you click on the Microsoft Office **Button** and **Click New**, you have many choices about the types of documents you can create. If you wish to start from a Blank document, click **Blank**. If you wish to start from a template you can browse through your choices on the left, see the choices on centre screen, and preview the selection on the right screen.

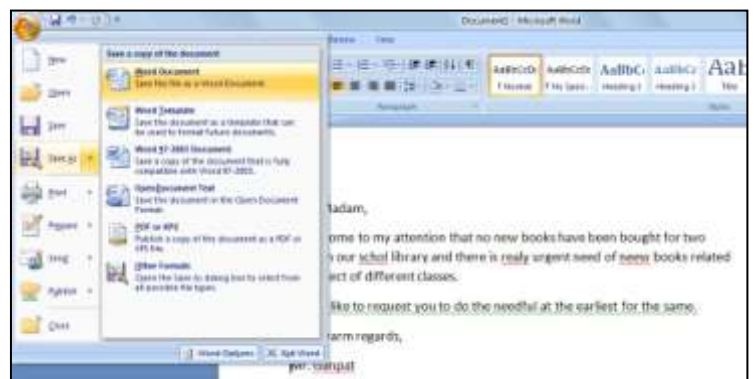


Once you are done creating a new document you need to save it, so that the text and the changes get saved.

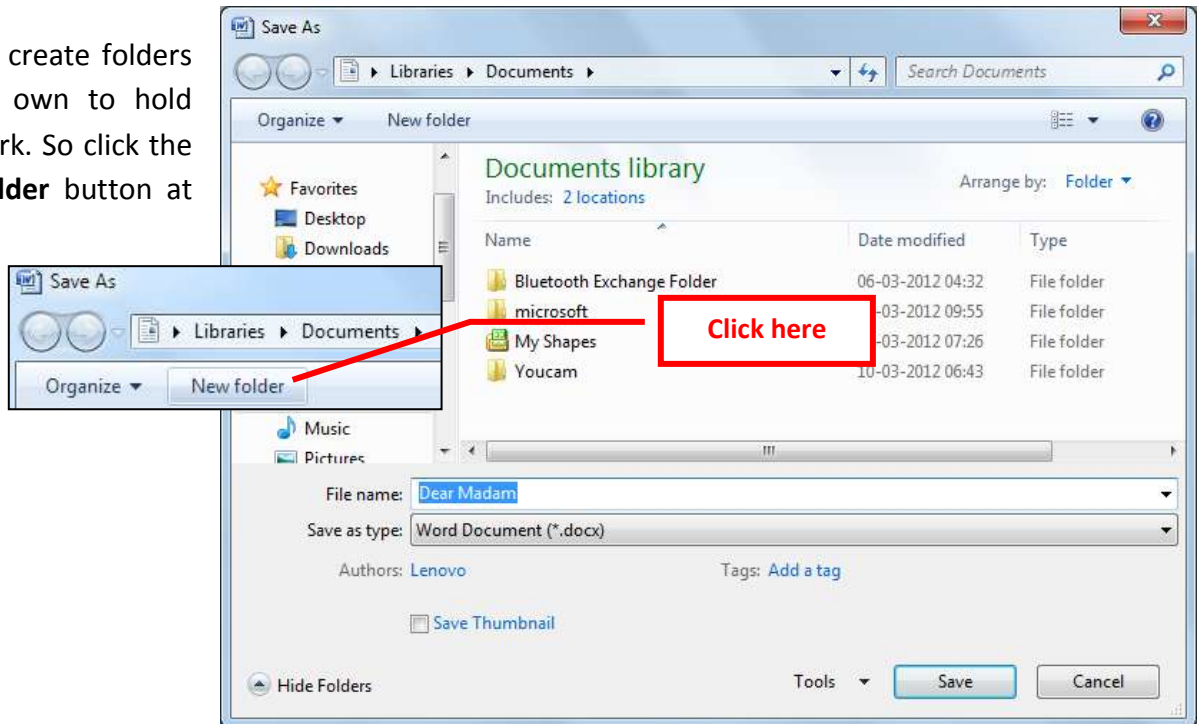
### Save, Save As and Save as Pdf

To save your new work in Word 2007, click the round Office button in the top left of your screen. Move the cursor to '**Save As**' option and Click on it. You will see a menu as below:

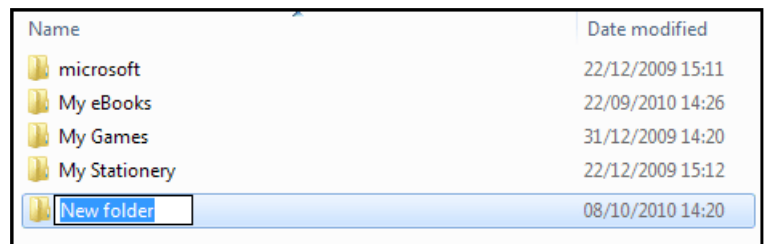
Choose the option '**Word Document**' by clicking on it. The following window will appear on the screen. You can save your file/folder with the required name in this dialogue box for example in the below given image the file is saved as "**Dear Madam**"



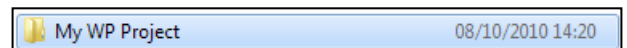
You can create folders of your own to hold your work. So click the **New Folder** button at the top:



You should see a new yellow folder appear in the main area of the Save As dialogue box, with some blue highlighting:



The blue highlighting means that it is ready to be typed over. Type the name and press the enter key on your keyboard (or just click away). The folder will then be renamed:



Now that you have created a new folder, double click the folder name to move inside of it.

### Saving your work in already existing File/ Document

To save your work in Word 2007, click the round Office button in the top left of your screen. You should see a menu appear:

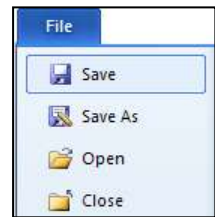


In Word 2010, click the File tab at the top of Word:

A shortcut for saving your work is **CTRL** key + **S**.

You can continue to work on a document that has been saved.

There is also an option of easily saving by clicking a button. You can just click the Office button or the File tab, then click on Save. Or click on the circled icon in the image below. This will update your document.



Word 2007



Word 2010

Remember to save your work on a regular basis. It can help you when your computer breaks down unexpectedly, so in such a case, you have a saved copy of your work, and don't lose it. When you finally get your computer to work again, if you haven't saved regularly you'll find all that hard work lost forever, with no way to get it back.

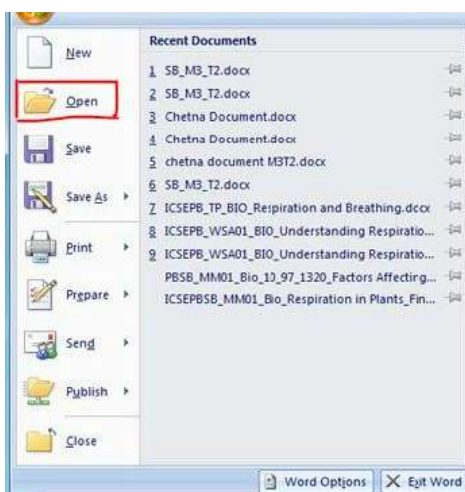


After completing your task and saving it you need to close the document. To close the document click on the office button and select close, alternatively you can click the close button on the title bar to close the document.

To exit the MS word application click on the office button and select exit word option.

## Opening an Existing Document

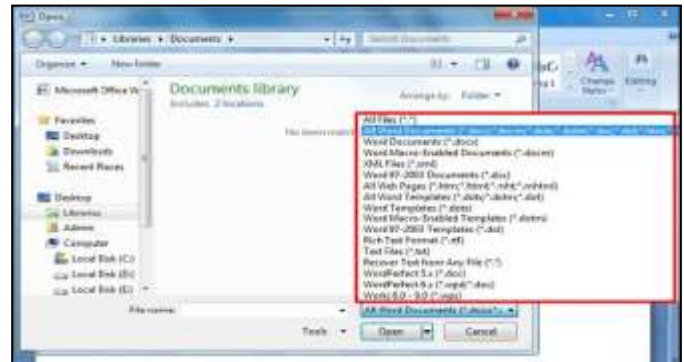
You may be required to re-open a saved document for adding some text or editing some part of it.



The office button provides an option, 'Open', to open an existing document.

In the Open dialogue box, you can explore the saved document and click Open to open the document. The open drop down menu provides options to open the document as Read only, as a copy to open and repair. By default all documents are saved in the 'My Document' folder. Therefore, open option by default opens 'My Document' folder.

To open the files saved in another folder, you need to browse through the folder in the open dialogue box. You can also open non word document using the open option. In the Open dialogue box the drop down menu box to the right of the dialogue box allows you to select the type of document you want to open. The drop down menu lists the type of menu as displayed on the screen.



### The steps to open an existing document:

Step 1: Click the Office button

Step 2: Select Open to display the Open dialogue box

Step 3: Double click the drive in which the folder containing the document located

Step 4: Double click the folder to open it

Step 5: Select the document that you want to open

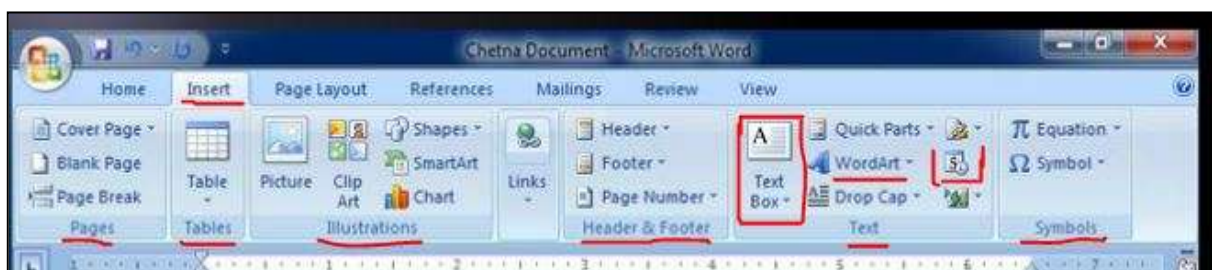
Step 6: Click Open to open the selected document.

## 2.2 Formatting in MS WORD

### Editing Text in a Document

This section deals with how to Insert, Delete, Modify and Copy text in a word document. Before you start inserting any text, you can see that the cursor is blinking at the starting point of the document. This means that whatever you write in a new document, it starts from the location where the cursor is blinking and as you type the cursor moves forward. You press spacebar in the keyboard to put one space after a word or a character. When you reach at the end of the line, Word automatically helps wrap the text to the next line.

When you press the Enter key, the cursor moves to the next line. This allows you to write text in a new line. You can also insert pages, table, illustrations, links, header and footer, symbols and other objects like word art, text box and date and time using the insert menu of the ribbon.



## Editing text in Document

You must move the cursor to a place where you have to make changes. The arrow keys in the keyboard help you to move around in a document.



Up arrow, Down arrow, Left arrow, Right arrow

The various arrow keys and their function are given below:

Arrow Key( Short Cut keys)	Functions
Up arrow, Down arrow, Left arrow, Right arrow	Up arrow, Down arrow, Left arrow, Right arrow
Ctrl+Right arrow	Next word
Ctrl+Left arrow	Previous word
Home	Beginning of the line
End	End of the line
Ctrl+Home	Beginning of the Document
Ctrl+End	End of Document
Ctrl+Page up	Previous page
Ctrl+Page Down	Next page

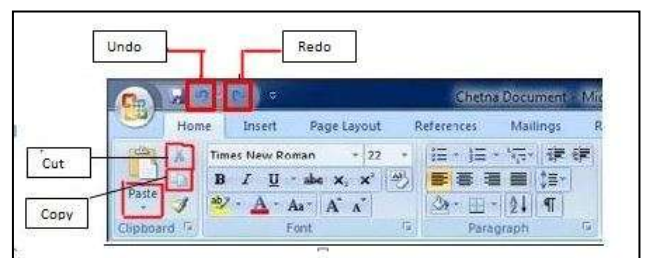
In order to edit a document, you can insert, delete, copy, cut and paste text. Word is usually in an insert mode as in type in text it is pushed to the right and down. To delete text, you need to press either the backspace or the delete key. The delete key removes the characters from its current cursor position. The backspace key moves one position from the current cursor position.



Backspace key

Delete key

You can also Redo and Undo the modifications that you have done in the current document from the Quick Access Toolbar. The undo command helps reverse actions. This could be done by pressing the CTRL Z key together. The redo command helps reverse the last undo. Therefore, if you want to restore the last deleted text by undo command, the redo command will again delete it. To redo a change, you need to click the redo button in Quick Access Toolbar





or press the CTRL Y keys together. While editing a document you can also copy or cut text, line or paragraph and paste it to other place in the document. To copy or cut text you must first select it (You can select text using keyboard, mouse or both).

**Cut & Paste:** To move a text in a document, click on the text and click on the cut and move the cursor where you want the text to be pasted. Click on the paste option to paste the text.

**Copy & Paste:** To copy texts, select the text to be copied, click on the copy option on the home menu of the ribbon. Place the cursor to the point where you want to paste the copied text. Click on the paste option, the copied text gets pasted.

### Formatting Text in a Document

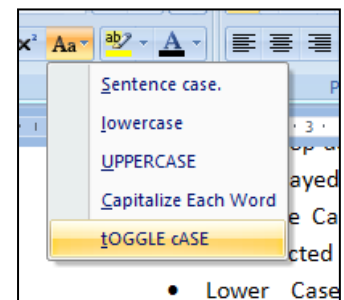
Formatting text includes selecting fonts, changing case, aligning text, indenting paragraphs and applying bullets and numbers.

**Font** is the style or manner in which the text is displayed in a word document. A font has face, style, size & colour as its attributes. You can select or change these attributes to change the appearance of text in a document. You can select a Font face from the font face drop down list. You can also select the size of the font by using the Font size drop down menu. You can change the font style of the selected text to Bold, Italics and Underline by clicking on the font style toolbar buttons. You can also change the colour of the selected text by selecting a colour from the font colour drop down menu.

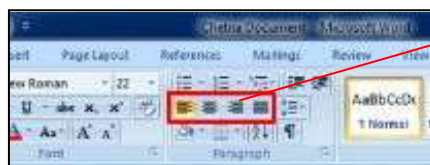


**Changing Case:** To change a case of the text first you need to select the text and then click on the change case drop down menu to select a case option. The drop down menu provides various case options as displayed on the screen:

- Sentence Case: Capitalizes only the first letter in the selected sentences.
- Lower Case: Corrects all the select text to lowercase letters.
- Upper Case: Converts all the selected text to uppercase letters.
- Title Case: Converts first characters of each word to uppercase letters.
- Toggle Case: Changes uppercase to lowercase and lowercase to upper case in all the selected text.



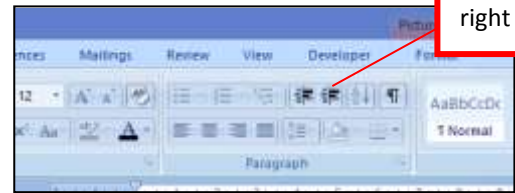
**Alignment** helps you to align text in a document. In a word document you can left align, right align, centre align and justify the text to enhance the readability.



Left align,  
Right align and  
Center align

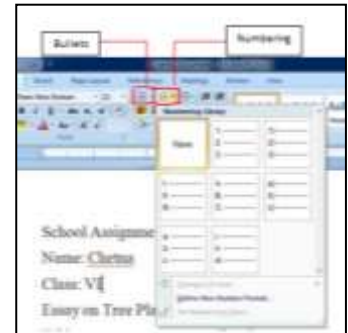
**Indents:** You can indent paragraphs to make the text more readable in a document.

**Indents** increase the wide space from the margin and decrease the text area for specific paragraphs. You can use these to increase and decrease indents in the text of a paragraph.



Left indent and right indent

**Bullets & Numbering:** You can make bulleted or numbered text in the document. You can use Format Painter on the Standard toolbar to apply text formatting and some basic graphics formatting, such as borders and fills.



### Working with Tables

Tables help us to manage information in various kinds of documents such as forms, scripts and reports. Tables are made up of rows and columns. An intersection of rows and columns is called a cell that can contain data.

#### How to create or draw tables in MS Word

1. Place the cursor at the insertion point where you want to create the table
2. Click on the insert menu on the ribbon
3. Select the table drop down menu
4. Select or write the desired number of rows and columns in the table
5. Click OK and close the insert table dialogue box



#### How to change the width and height of a cell

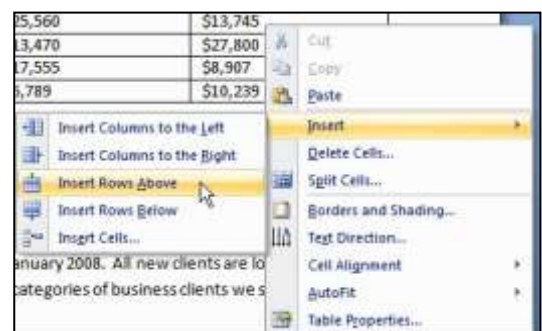
Place the cursor on the cell, row or column and right click on it; a popup menu appears. Click on the table's property option. The table properties dialogue box appears.

#### How to insert a Row or Column

1. Place the insertion point in a row below the location where you wish to add a row or column.
2. Right-click the mouse. A menu appears
3. Select insert row or column

#### How to delete a row or a column

1. Select the row or column to be deleted
2. Right click you mouse and a menu appears
3. Select Delete Column or Delete Rows



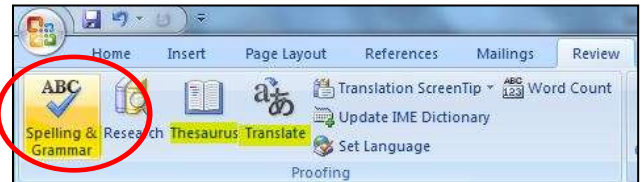


## Utility Options

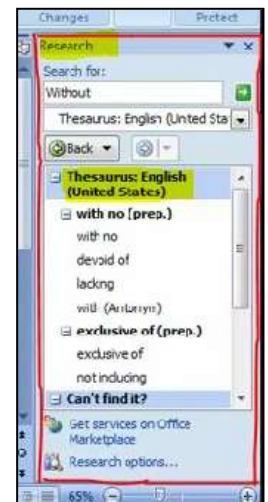
MS Word also provides various utility options such as Proofing, Comments, Tracking, etc. to help us review and track changes made in a document through the Review menu in the ribbon.

- The **Proofing** group has options like - Spelling & Grammar, Thesaurus, Translate, etc. that help us proof text in a document.

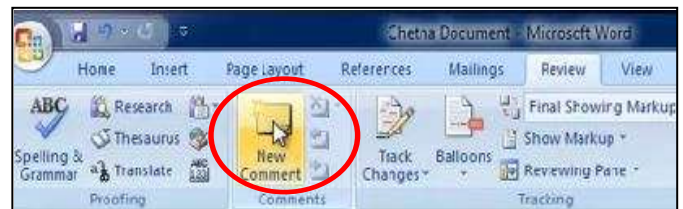
- **Spelling & Grammar:** Spelling and Grammar errors are displayed by a red and green underline, respectively. To spell check the entire document or a part of the text, you need to click on this option.



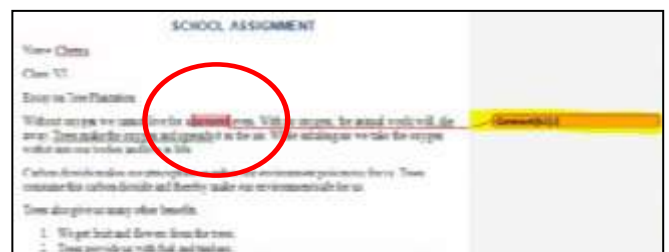
- **Thesaurus:** This is used to find similar meaning of a word. You just need to select the word and then click on Thesaurus. A research task pane appears on the right side of the window listing words of similar meanings. Point the mouse to the word and select insert from the drop down menu to replace the selected word with the suggested word.



- **Comments:** You can also add your comments in a document. To add a comment, place the cursor at the point where the comment has to be inserted or select the text and then click on New Comment in the Comments group of the review menu. A comment text box appears to the right, wherein you can type your comments.



- **Tracking:** By selecting the Track Changes option in the Tracking group, you can track all changes made to the document including insertions, deletions and formatting changes. The changes made in Track Change mode helps you to identify the changes made to the document. You can also accept or reject changes using the options available in the **Changes** group.



## Using Open Office Writer

### Steps to Create and Save a new document:

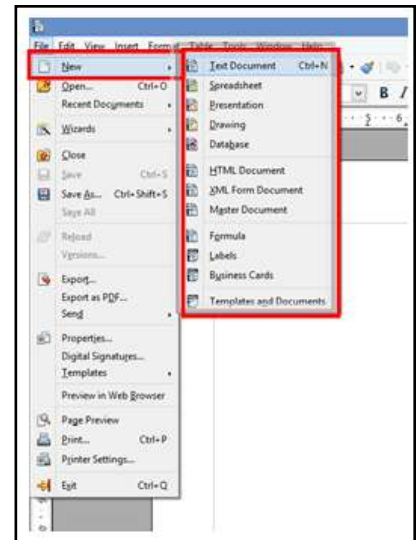
Step 1: Use File > New and choose the type of document.

Or

Step 1: Click on the arrow next to the New button on the main toolbar.

Step 2: From the drop-down menu, select the type of document to be created.

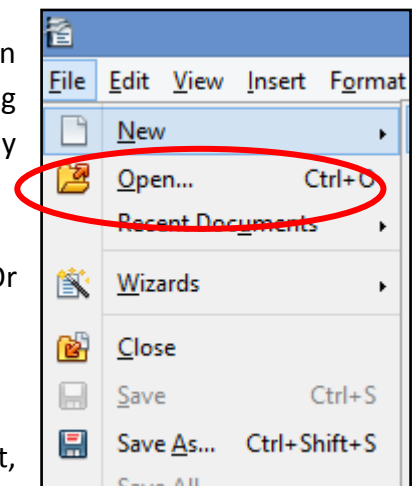
Step 3: Or you can also press Control+N on the keyboard for starting a new document.



### Opening an existing document

When no document is open, the Welcome screen provides an icon for opening an existing document. You can also open an existing document in one of the following ways. If a document is already open in Writer, the second document opens in a new window.

Click File > Open Or Click the Open button on the main toolbar Or Press Control+O on the keyboard.



In each case, the Open dialog appears. Select the file you want, and then click Open.

In the Open dialog, you can reduce the list of files by selecting the type of file you are looking for.

For example, you will only see documents Writer can open (including .odt, .doc, .txt);

You can also open an existing document that is in a Writer format by double-clicking on the file's icon on the desktop or in Windows Explorer.



## Saving Documents

Step 1: Choose File > Save.

Step 2: When the Save As dialog appears, enter the file name and verify the file type (in the given example, it is .odt).



To save an open document with the current file name, choose File > Save. This will overwrite the last saved state of the file.

## Saving a document automatically

You can choose to have Writer save files for you automatically. Automatic saving, like manual saving, overwrites the last saved state of the file.

To set up automatic file saving:

- 1) Choose Tools > Options > Load/Save > General.
- 2) Mark Save AutoRecovery information 'every', and set the time interval.

## Closing a Document

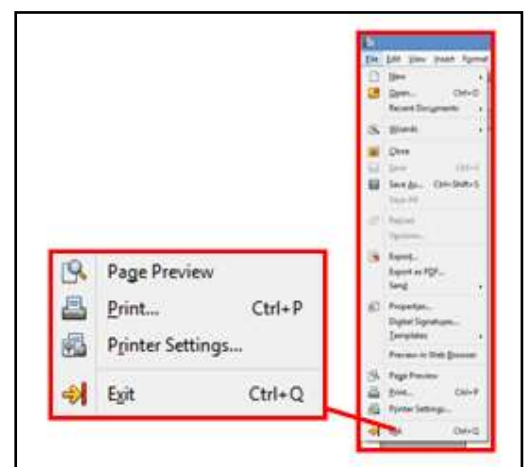
To close a document,

Step 1: Click File.

Step 2: Click Exit.

Or

You can also press Ctrl+Q, to close the document and exit.



You can also close a document by clicking on the Close icon on the document window. This button looks like the red X shown in figure.



If only one window is open, it looks like the sample shown on the right in the Figure above. Notice the small black X below the large red X. Clicking the small X closes the document but leaves Writer window open. Clicking the large red X closes window completely.

If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

- **Save:** The document is saved and then closed.
- **Discard:** The document is closed, and all modifications since the last save are lost.
- **Cancel:** Nothing happens, and you return to the document.

### Saving as a Microsoft Word file

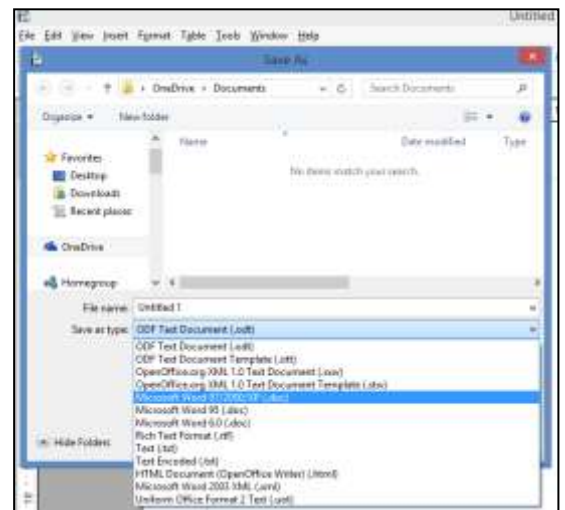
If you need to exchange files with users of Microsoft Word, you may not know how to open and save .odt files. For such cases you can also save a document as a Microsoft Word file.

**Important** - First save your document in the file format used by Writer (.odt). If you do not, any changes you made since the last time you saved will appear only in the Microsoft Word version of the document.

Step 1: Choose **File > Save As**.

Step 2: On the Save As dialog (As shown in the figure), in the **File type** (or **Save as type**) drop-down menu, select the type of Word format you need.

Step 3: Choose **Save**.



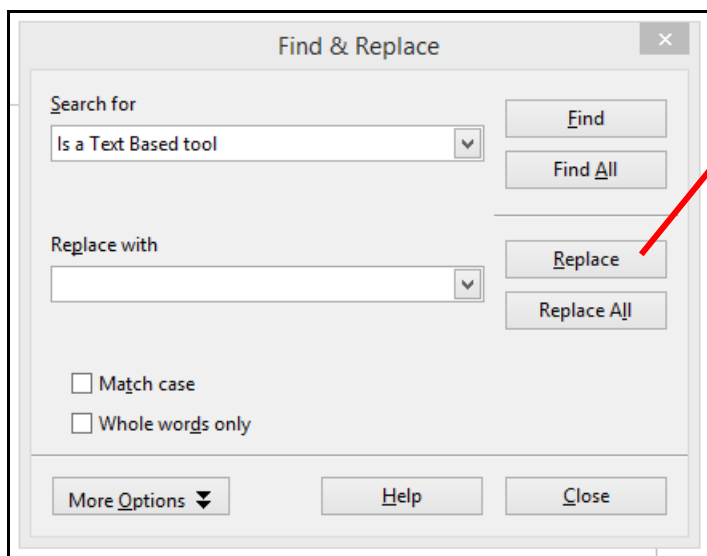
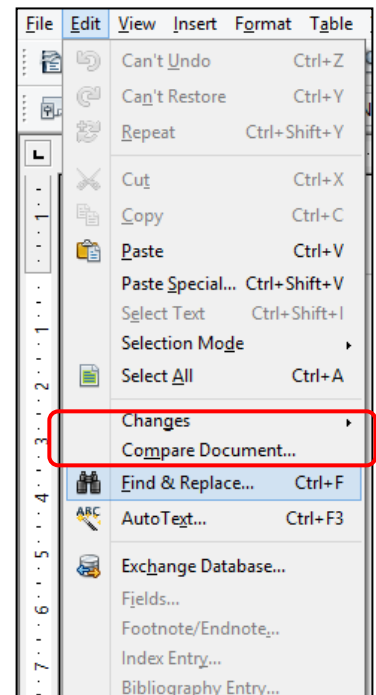
## Formatting in Open Office Writer

### Finding and replacing text and formatting

Writer has a Find and Replace feature that automates the process of searching for text inside a document. This method works similar to Microsoft Word.

To display the Find & Replace dialog, use the keyboard shortcut *Control+F* or choose **Edit > Find & Replace** from the menu bar.

- 1) Type the text you want to find in the **Search for** box.
- 2) To replace the text with different text, type the new text in the **Replace with** box.
- 3) You can select various options such as matching the case, matching whole words only, or doing a search for similar words.
- 4) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

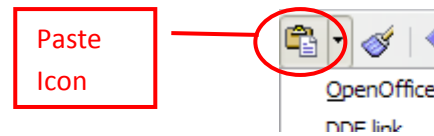


Replace  
Option

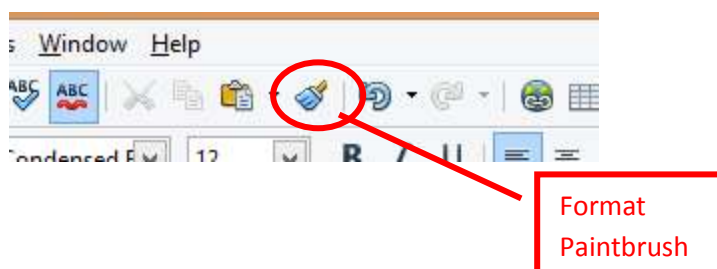
### Cut, Copy and Paste text

Cutting and copying text in Writer is similar to that of MS WORD. You can use the mouse or the keyboard for these operations. You can copy or move text within a document, or between documents, by dragging or by using menu selections, icons, or keyboard shortcuts. You can also copy text from other sources such as Web pages and paste it into a Writer document. To *move* (cut and paste) selected text using the mouse, drag it to the new location and release it.

The text retains the formatting it had before dragging. When you paste text, the result depends on the source of the text and how you paste it. If you click on the **Paste** icon, any formatting the text has (such as bold or italics) is retained. *If you do not like the results, click the **Undo** icon or press **Control+Z**.*



Also, you can use Format Paintbrush on the Standard toolbar to apply text formatting and some basic graphics formatting, such as borders and fills from one text to the other.



### Steps to use Format Paintbrush

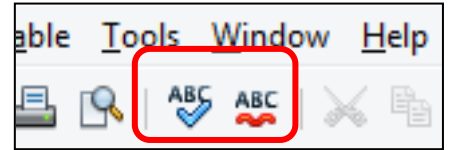
Step 1: Highlight the font to be copied	
Step 2: Click on the Format Paintbrush Icon	
Step 3: Highlight the text to be formatted	
The Text font automatically changes into font selected earlier	



## Checking Spelling and Grammar

Writer provides a spelling checker, which can be used in two ways:

### AutoSpellcheck



It checks each word as it is typed and displays a wavy red line under any misspelled words. When the word is corrected, the line disappears.

### Spelling and Grammar

To perform a separate spelling check on the document (or a text selection) click the **Spelling and Grammar** button. This check the document or selection and opens the Spelling and Grammar dialog if any misspelled words are found.

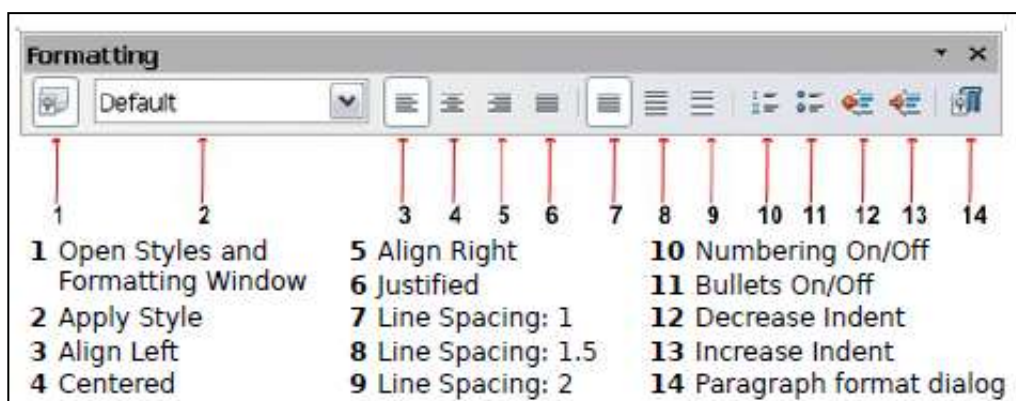
Here are some more features of the spelling checker:

- You can right-click on a word with a wavy underline to open a context menu. If you select from the suggested words on the menu, the selection will replace the misspelled word in your text.
- You can add a word to the dictionary. Click **Add** in the Spelling and Grammar dialog and pick the dictionary to add it to.

## Formatting Text

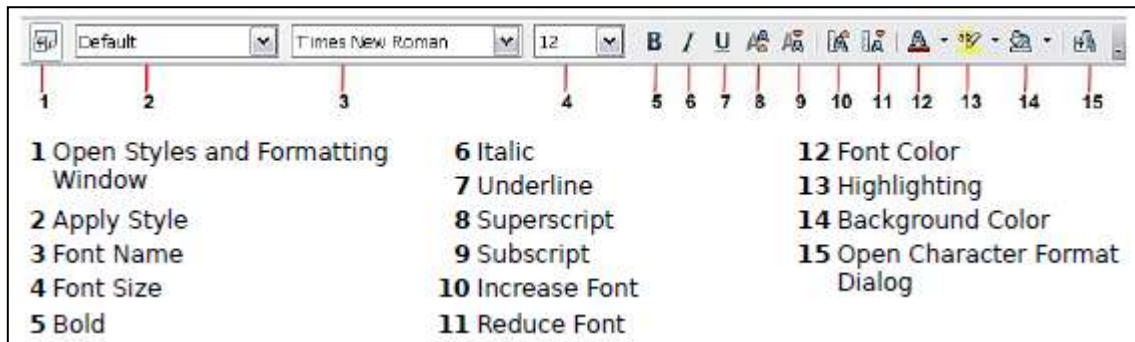
### Using Styles

Styles are central to using Writer. Styles enable you to easily format your document consistently, and to change the format with minimal effort. A style is a named set of formatting options. Writer defines several types of styles, for different types of elements: Characters, paragraphs, pages, frames, and lists. The various options available are illustrated in the image below.

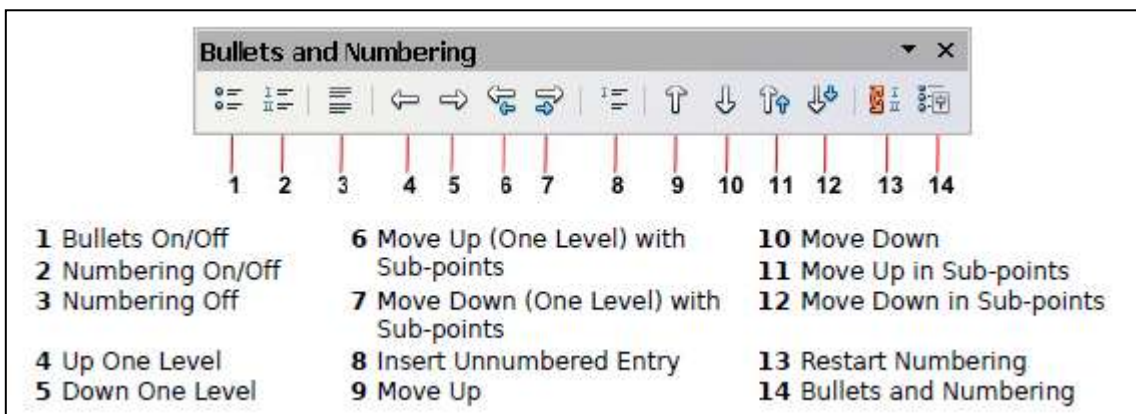




The formatting of characters can be done by using buttons in the formatting toolbar.



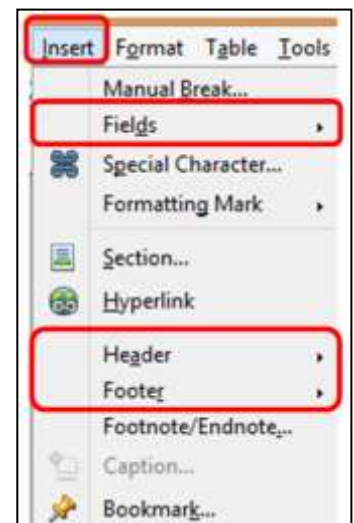
You can also apply Bullets and Numbering to your list to give it a more structured look and for adding hierarchy in the text.



### Creating Header and Footer

A header is an area that appears at the top of a page. A footer appears at the bottom of the page. Information, such as page numbers inserted into a header or footer, displays on every page of the document with that page style. Both the options are available in the Insert option in the Menu toolbar.

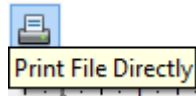
You can also add Page numbers, along with titles using the above method. You can also do so by Placing the cursor in the header or footer where you want the page number to appear and choosing **Insert > Fields > Page Number**.



## Printing from Writer

Writer provides a range of choices when printing.

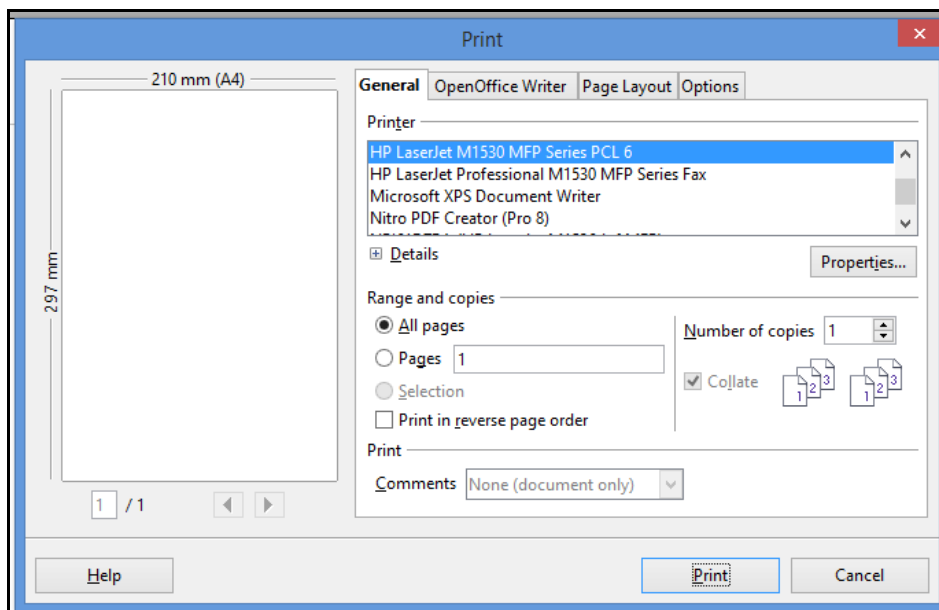
- **Quick printing**



Click the *Print File Directly* icon to send the entire document to the default printer defined for your computer

- **Controlling Print options**




For more control over printing, use File > Print to display the Print dialog box.



On the Print dialog box, you can choose:

- Which printer to use (if more than one are installed on your system) and the properties of the printer—for example, orientation (portrait or landscape), which paper tray to use, and what paper size to print on. The properties available depend on the selected printer; consult the printer's documentation for details.
- What pages to print, how many copies to print, and in what order to print them. Use dashes to specify page ranges and commas or semicolons to separate ranges; for example: 1, 5, 11–14, 34–40. *Selection* is the highlighted part of a page or pages.
- A preview of your document in the Preview pane on the left.

You can also preview your document before printing using Page Preview:

- Choose File > Page Preview, or click the Page Preview button. The Writer window changes to display the current page and the following page, and shows the Page Preview toolbar in place of the Formatting toolbar.
- Click the Book Preview icon  to display left and right pages in their correct orientation.
- To print the document from this page view, click the Print page view icon  to open the Print dialog. Choose your options and click OK to print as usual.
- To choose margins and other options for the printout, click the Print options page view icon  to display the Print Options dialog.

### III. APPLY WORD PROCESSING IN REAL LIFE SCENARIO

#### 3.1 CREATING A RESUME

Résumé's are important for applying for a job. It helps you showcase your skills, experience and accomplishments in a structured manner. It is thus a marketing tool which contains a summary of relevant job experience and education. In a resume the content should be adapted to suit each individual job application and/or applications aimed at a particular industry. The resume will be used by your potential employer as a representation of yours.

A Résumé typically has the following content:

- Personal information like name, address, contact number, generally on the top.
- Information about current work and a summary of past work experience – with the basic information.
- Your education qualifications and the courses that you have undergone.
- Information about additional skills and interests
- Any Referrals and people who can recommend you.

#### Steps on Creating the Résumé

You will now see, step by step, the methods required to be followed for writing your resume. As an example, you can see the given resume.

Abhishek Chandra  
 ABC road  
 Delhi- 123456  
 Phone - +91 3456789123  
 Email - [xyz@mail.com](mailto:xyz@mail.com)

**Summary –**

- 3 years in experience in teaching for primary and secondary school students.
- Maintain all services in Common Service Centres
- Introduced and successfully implemented Sanitation Awareness campaign in ABC school, Ghaziabad.
- Experienced with proficiency in computers , internet and software
- Masters in Education from Delhi University
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong respect and interest of knowledge among children.

**Education**

M.ED , Delhi University , 2010

B.A. Political Science , Delhi university , 2006

**Work Experience**

Teacher , Class 6<sup>th</sup> -10<sup>th</sup> **May 2011 to present**

ABC School, Ghaziabad .

**Additional Skills and Interests**

- Proficiency in Microsoft Office based programs
- Working knowledge of the Internet
- Manage all services at the Common Service Centre
- Co-ordinated a number of awareness campaigns
- Interests include –Singing ,Reading

Step 1: Start your word processing software, and open a new Blank document, as has been described above in this module.

Step 2: Type your Personal Information: Type your name and surname. Press Enter key on the keyboard to move your cursor to the next line. Then, type your address, phone number and email in separate lines.

*If you want to change the size and position of objects on the page, show the rulers and the document's grid.*

Step 3: Draw a Line:

1. Draw a straight line across your page as described above.
2. Make your line thicker
3. Save your work

Step 4: Type your Summary:

1. Press Enter once to leave some space between the line and your summary.
2. Type a heading "SUMMARY". Then press Enter.
3. Do make the heading bold.
4. In the lines, type the major tasks achieved during your work experience.

5. In the next line, type your highest education degree
6. You might want to make a bulleted list of items, for which use can use bullets and numberings.

Step 5: Information about your work experience:

1. Press Enter on your keyboard to move the cursor to the next line.
2. Type a heading "Work Experience". Then press enter.
3. Make the heading bold.
4. Kindly enter all the details required including your term of work, company details, job responsibilities, etc.

Step 6: Information about your additional Skills and Interests:

1. Press Enter on your keyboard to move the cursor to the next line.
2. Type the heading of this section as Skills and Interests.
3. Make this heading Bold.
4. Type a list of additional skills, responsibilities and interests.

Step 7: Information about references:

1. Press Enter on your keyboard to move the cursor to the next line.
2. Type the heading of this section as References.
3. Make this heading bold.
4. Give the name, credentials and contact co-ordinates of the persons whose references you want to put.

Now that you have completed your work, Save it, and Review your work. Look at the resume at a glance and confirm that the information that you have entered is correct and precise.

## Printing Documents

You can print the Résumé as required by using the following steps:

Step 1: To print your résumé, click File. Then, click Print. A Print window pops up.

Step 2: To select the printer you want to use, click the arrow in the Name list and select the printer.

Step 3: To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.

Step 4: To select more than one copy you want to print, click the up arrow in the Number of copies list.

Step 5: Click OK.

### 3.2 MAKING A BROCHURE

A Brochure is an easy and inexpensive way to advertise your business using flyer, pamphlet or leaflet that is used to pass information about the services offered to potential customers. Brochures are advertising pieces mainly used to introduce a company or organization and inform about products and/or services to a target audience.

A Brochure can be created on the computer and has following features/content:

- Can be made using a single sheet of paper that is printed on both sides.
- Contains information about the products and services offered by the business.
- Includes the company logo, history, offerings and other related information.
- Incorporates pictures that help make the written information clear or attractive to the potential customer.
- Contains information about how to contact the person and/or avail the product / Service.

An example of the same has been given below in the image.

#### FRONT PAGE



## BACK PAGE

### Courses For

- **Basics in Photography**
- **Learning about Cameras/DSLRs**
- **Videography**
- **Video Editing**
- **Photo editing**

VISIT OUR WEBSITE - [WWW.KPATELPHOTOGRAPHY.ORG/](http://WWW.KPATELPHOTOGRAPHY.ORG/)  
EMAIL - [KPATEL@KPATELMAIL.COM](mailto:KPATEL@KPATELMAIL.COM)



You can also learn, try and buy all the Camera Equipment from us at special prices and discounts offered especially to our students. We are the registered retailers for all major brands.



### Steps on How to Create a Brochure

Step 1: Set the page to Landscape:

1. Start the word processing software, and open a new, blank document.
2. Set up the page in the Landscape mode, by clicking on 'Page Layout' option.
3. Make the margins or the empty spaces along the edges of the page smaller (By going to Page Layout>Margins), so there is more room for the brochure information.

Step 2: Format Page to three Columns - Format the page so it has three columns.

Step 3: Add Information in the first Column:

1. Type a heading for the first column. Then, type few sentences about the product or service that you are offering below the heading. You can also add more information as per your need.
2. Change the look of the heading and sentences. You might want to make the heading bigger and change its style and colour so it stands out.
3. Change the line spacing or indents for the sentences.

Step 4: Insert a Picture:

1. Add Pictures as per your needs
2. Change the picture's text wrapping and move and resize it as needed.



Step 5: Insert a Column Break - Put the cursor at the end of or below the last word or picture in the first column. Then, insert a column break so you can work on the middle column.

Step 6: Add Information in the Middle Column:

1. In this column, you might want to type the address, telephone number, and even the Web site URL and Email address.
2. Change the position and look of the information any way you like and keep saving you work.

Step 7: Insert another Column Break - Put the cursor at the end of or below the last word or picture in the middle column. Then, insert a column break so you can work on the right column.

Step 8: Add Information in the Right column:

1. In this column you can put the company logo along with a slogan, or a phrase about the company and its offerings (product or service) that catches the eye of the people. You may also change the look and position of the slogan text.
2. Add a picture or insert the saved logo file, and change its text wrapping. Then, change its size and position as you wish.

Step 9: Add Information on the Panels:

1. Type a heading for the left panel, and below, type the information you want to include.
2. Add a picture, if you want.
3. If you wish, you might want to make a bulleted list of the business products and services, or use tabs to line up your information.
4. You can also change the picture into a watermark behind the words on a panel.

Step 10: Review Your Work - Once you have completed working on your brochure, have a brief look over your work. Make sure each has the following elements:

- Two pages with three columns of information about the company and its products and services offered
- The company logo or other information to clearly identify your business
- Pictures that help make the written information clear, understandable and/or more attractive to potential customers
- If any of these elements are missing, you can add them now. You should also make any other desired changes.

*Continue to keep saving your work, so that you do not lose it if your computer crashes. Remember to save your work when you are finished.*

### 3.3 CREATE A BUSINESS CARD

Business cards are one of the most basic and the most important marketing and networking tools in business circles. It is often the first item customers receive from you, so it is your first opportunity to make a strong, positive impression on them.

One of the typical ways that people advertise their business is by handing out business cards. They contain information like your name, designation, the company/organization you are working with and your contact details like phone number and email ID. An example has been given below:



As in the example above, a Business Card created on the computer typically has:

- The name of the business or your company/organization
- The person's name and designation
- A work address
- Telephone and fax numbers
- An email address and other information (if available)

#### Steps on How to Create a Business Card

Step 1: Draw a Rectangle:

1. Start the word processing software, and open a new, blank document.
2. Draw a rectangle that is about the same size as a business card.
3. Change the Style and border's width, style, and colour
4. Click to select the shape. Change the text wrapping style.
5. Click the Layout tab and select Tight.

Step 2: Make an Attractive Title:

1. Make an attractive title with the name of the business.

2. Change the text wrapping style. Click Format>WordArt.
3. Click the Layout tab and select Tight.
4. Resize and move the title as needed.

Step 3: Make a Text Box:

1. Make a text box in an empty space in the rectangle. Type the name of the person you are making the business cards for, and on the next line, if required, type that person's position in the business.
2. Either use the original text box or make another text box, and type the business's contact information including the address, the telephone number, and perhaps even an email address.
3. Change the look of the text to suit your needs

Step 4: Add a Picture:

1. Add a clip art picture that shows something important about the business.
2. Change the picture's look, text wrapping settings, and move and resize it as is needed.

Step 5: Copy Your Business Card - Copy and paste the business card as many times as you need, to fill the page. Move the copies of the business card around so they are neatly lined up and evenly spaced apart.

Step 6: Review Your Work:

1. Look over your business card. Make sure each has the following elements:
  - An artful title with the name of the business.
  - The name of the person or people the card is for, as well as the position within the business.
  - Contact information including an address, telephone number, and perhaps even an email address.
  - A picture that shows something important about the business.
  - A colourful border around the outside of the business card.

If any of these elements are missing, add them now. You should also make any other desired changes as required.

*Continue to keep saving your work, so that you do not lose it if your computer crashes. Remember to save your work when you are finished.*

### 3.4 WRITING A LETTER

A written letter could be helpful for either business or personal use. For example, for employment purposes, you can write a cover letter. Most people will typically send a “cover letter” along with their résumé or application for employment as a way of introducing themselves to potential employers and explaining their suitability for the desired position. Here is an example:

Anurag Verma	
12/34D . CD nagar,	
Delhi – 741852963	
Subject :- Application for Executive Position at SCS	Dated – June 12 <sup>th</sup> , 2013
Mr. Rahul Kumar,	
Head of Operations - Education,	
SCS Pvt. Ltd.	
Delhi – 963852147	
Respected Sir,	
I am interested in applying for the executive post in the education department of your company. I have completed my Bachelors in Engineering and Post Graduation in MBA. I have just completed my study and am looking for gainful employment at your esteemed company.	
Apart from academics , I also volunteer to teach children from poor families with a local NGO. This position enables me to provide these children with the basic education and awareness and necessary literacy skills	
I hope to combine my Qualifications with my ability to be an enthusiastic while spreading awareness to make a positive contribution to your company.	
I would welcome an Interview and hope to hear from you soon	
Thanking you,	
Anurag Verma	

A cover letter is used in cases where you want to apply for a new job or when you want a career change or hear about some vacancy. In this case, a cover letter provides the potential employer with an introduction about your skills and experience and your desired interest for the position applied for.

As in the example above, a cover letter for a job application created on the computer typically has:

- Personal information like name, address, contact number
- The name and address of the person receiving the cover letter
- Information about education qualifications
- Information about interest in the position applied for
- Space for signature at the end of the application

## Steps on How to Create a Cover Letter

### Step 1: Type your personal Information:

1. Start the word processing software, and open a new, blank document.
2. Type your name and surname. Press Enter key on the keyboard to move your cursor to the next line. Type your basic information, like address, phone number and email (if available) in separate lines.

### Step 2: Type Subject Line and Date:

1. Press Enter on the keyboard to leave some space between your personal information and the subject line.
2. Type "Subject -". Then type a few words about what the application is for.
3. Press Enter on the keyboard to move your cursor to the next line. Then, set and use a right-aligned tab to move the cursor to the right side of the page. Insert today's date, and pick whichever date format you like.

### Step 3: Type Name and Address of the Recipient:

1. Press Enter on your keyboard to move the cursor to the next line.
2. Type the name and surname of the person to whom you are sending the cover letter. Press Enter key on the keyboard to move your cursor to the next line. Type the person's title or designation, address, phone number and email (if available) in separate lines.

### Step 4: Type Information about Interest in the Post applied for:

1. Type "Dear" followed by the surname of the person to whom you are addressing the cover letter to.
2. Press Enter on your keyboard to move the cursor to the next line.
3. Include the following required points when you type information about your interest in the post applied for, such as:
  - a. Interest in the position
  - b. Highest educational qualification
  - c. Work experience
  - d. Additional skills
  - e. Request for an interview/meeting
  - f. Your full name and space for your signature at the end of the application

### Step 5: Review Your Work:

Look over your cover letter. Make sure it has the following elements:

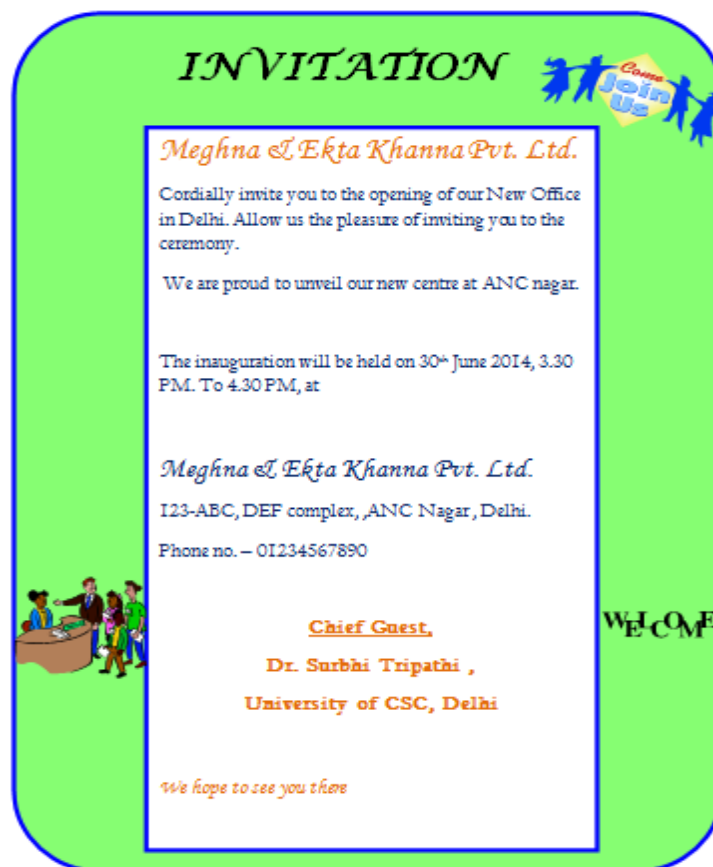
- Personal information like name, address, contact number
- The name and address of the person receiving the cover letter
- A 'subject' line about the cover letter

- Information about your interest in the position applied for
- If any elements are missing, you can add them to the letter as required.

### 3.5 CREATE AN INVITATION CARD

An Invitation Card is a card mailed out to guests when you want to invite friends to special or personal events such as Birthdays, Wedding, Anniversaries, Graduation, Naming ceremony of a child or Community events like a cultural program or school sports.

In a business, invitations might be sent for a special event like a grand opening or release of new product. Thus you can use it for many occasions. An example of the same is below:



As in the example above, an Invitation Card created on the computer typically has:

- The title that invites people
- The date, time and venue of the event
- A small message about the event
- A picture that shows something important about the event

#### Steps on How to Create an Invitation Card

Step 1: Design Your Invitation Card Border:

1. Launch the word processing software, and open a new, blank document.

2. Draw a square that is about the same size as an invitation card.
3. Change the border's look by editing its width, style, and colour.
4. Save your work.

**Step 2: Add Picture to Your Invitation Card:**

1. Add a picture to your invitation card. There are two ways you can do this:
  - a) You can start "Paint" from Start menu and make your own picture. Save your finished painting on your computer and insert it into your invitation card.
  - b) Or you can add a picture from the clip art gallery.
2. Resize and move the picture as needed.
3. Add another picture if required.

**Step 3: Add Text to Your Invitation Card:**

1. Draw a text box in an empty space in the square.
2. Type "Invitation" or any title that you want to add.
3. Change the look, style or font of the title, as needed, and move it so it fits on top of your invitation card.
4. Change the look of the words as you wish.
5. In the centre of the invitation card, make a text box. Type a small message about the event. Add the date, time and venue of the event. As needed, change the look and size of words.
6. Change the alignment of words in the text box.
7. Change the look of the text box border.
8. Move the text box so it is in the centre of your invitation card.

**Step 4: Review Your Work:**

Look over your invitation card. Make sure each has the following elements:

- A title that invites people
- The date, time and venue of the event
- A short message about the event
- A picture that shows something important about the event.
- Any other Information about important people or important events related to the above.