Word Processor

Word processor is a computer application used for the composition, editing, formatting and of any sort of printable material.

Word processors have a variety of uses and applications:

➤ Business
➤ Home
➤ Education

Microsoft Word Features

1. Word Art → WordArt enables drawing text in a Microsoft Word document such as a title, watermark, or other text with graphical effects.
2. Macros → A Macro is a rule of pattern that specifies how a certain input sequence should be mapped to an output sequence according to defined process.
3. Layout issues → Word does automatic font substitution when it finds a character in a document that does not exist in the font specified.
4. Bullets and numbering → Word has extensive lists of bullets and numbering features used for tables, lists, pages, chapters, headers, footnotes and tables of content.

Starting MS – Word

1. Click on Start Button
2. Go to all program
3. Click on Microsoft Office
4. Microsoft Office Word 2010

OR

1. Open Run Dialog Box

2. We type 'winword' in open textbox
3. Click on OK button.

Microsoft Word 2007 Components

1. Title Bar :- It shows the document name. It's a horizontal label at the top of window.
2. Quick Access Toolbar :- It provides quick access to commands. The quick Access toolbar contains features that are accessed frequently and also lets we customize another major component of word.
3. Tab → Tab Contain many tool or ribbon.
4. Ruler bar:- The Rulers display the tabs, indents, margins and give the user a visual guide for alignment.
5. Text Area → Area for document text.
6. Scroll Bar →It help to move the document up, down, left, right.
7. Zoom → To get close up view.
8. Status Bar → Displays page number, section number and total number of pages, pointer position on page.

Page Layout

Page layout contain Page Setup, Paragraph, Arrange groups.

Page Setup →page setup option provide variety of formatting options that affect how content appears on the page. We can customize the page orientation, paper size and page margins.

➢ Margins →A margin is the space between the text and the edge of document. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge.

Set Page Margins

1. Click on page Layout Tab and go to Page Setup Group.
2. Click on Margins option and open drop-down list and select option.

Page Orientation

Word offers two page orientation options, landscape and portrait. Landscape means the page is oriented horizontally.

Portrait means the page is oriented vertically.

Set Page Orientation

1.Click Page layout tab and go to page setup group

2. Click on Orientation option and drop-down option open and we select it.

Page Size

BY default, the page size of a new document is 8.5 inches by 11 inches.

Set Page Size

1. Select the Page Layout tab and go to page setup group.
2. Click on Size option and open a drop-down list
3. Select or click page size option.

Columns

Columns help improve readability, but some type of documents, like newspaper articles, newsletters are often written in column format. Word also allows adjusting columns by adding column breaks.

Add columns to a document

1. Select the text we want to format.
2. Select the Page layout tab, then click the columns command. A drop-down menu will appear.
3. Select the number of columns we want to create

Add a column break:

1. Place the insertion point at the beginning of the text we want to move.

2. Select the page layout tab, then click the breaks command. A drop-down menu will appear.
3. Select column from the menu.

Line Number

Word can automatically count the lines in a document and display the appropriate number beside each line of text.

Continuous option →To number consecutively throughout the document

Restart Each Page Option →To start with number 1 after each page.

Restart Each Section → To start with number 1 after each section break.

Add line Number

1. Click on Page Layout tab
2. Go to page setup group
3. Click on Line Numbers option and open drop-down list and we select option.

Hyphenation

In hyphenation each word that is too long to fit at the end of a line is moved to the next line.

Add Hyphenation

1. Click on Page Layout tab
2. Go to page setup group
3. Click on Hyphenation option and open drop-down list and we select option.

Page Background

Page Background group help to set page color, page borders and page watermark.

Add Page Color

1. Click on Page layout tab and go to Page background group
2. Click on page color option and open drop-down list.
3. We select Theme color.

Add Page Borders

1. Click on Page layout tab and go to Page background group
2. Click on Page Borders option and open Borders and Shading dialog .
3. We select border style, color and click OK button.

Add Watermark

1. Click on Page layout tab and go to Page background group
2. Click on Watermark and open drop-down list.
3. We click on custom watermark...and open printed watermark dialog box.
4. We select Text Watermark and edit Text option
5. Click on ok button.

Managing Headers and Footers

A header is the top margin of each page, and a footer is the bottom margin of each page. Headers and footers are useful for including material that we want to appear on every page of a document such as title of the document, page number.

Insert Headers and Footers

1. Click on insert tab and go to Header & Footer group
2. Click on the Header/Footer button
3. A pull down list appears. It provides some pre-formatted header/Footer option.
4. The header area activates at the top and footer area activates at the bottom of the page.
5. Type the text to be set as a header/Footer

Inserting Page Number

Page numbers can be inserted at the top or bottom of the page.

1. Click on insert tab and go to header & Footer group
2. Click on page number option and a pull down list appears.
3. Click on the style of page number.
4. Page number is inserted on every page of the document.

Create Template

1. Create a well formatted document.
2. Click on File Menu and Office button
3. Click on Save As option and select Word template in save As Type and type file name in "File Name box".
4. Click on Save button.

Note:- Template will be saved as .dotx extension .

Page and Section Break

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

Section Break splits document into sections and allows to have multiple different headers/footers in document. Each section can have its own header/footer formatting.

Add Page Break

1. Click on Page Layout tab and go to Page setup option.
2. Click on Breaks drop-down list and select page.

Insert Section Break

1. Click on Page Layout tab and go to Page setup option.
2. Click on Breaks drop-down list and select Next Page.

Deleting a break

1. Click the Show/Hide button on the Home tab in the paragraph section.
2. Click on the section/page break you need to delete.
3. Press Delete on the keyboard.

<u>Applying Character Formats</u>

ın Character formatting , we can change text format like Font Face, Font Size, Font color etc.

1. Font face →It provides the list of all the font faces installed on computer like impact, arial etc.
2. Font Size → It allows selecting or specifying desired font size.
3. Grow Font → This button increases font size of selected text after each click.
4. Shrink Font → This button decreases font size of selected text after each click.
5. Strikethrough:- It makes the text strikes through like ~~this~~
6. Subscript and superscript →These option place the text slightly below the base line and above the normal top line of the text respectively. Like this H_2O ,X^2.
7. Clear Formatting :- It clears the applied formatting from the selected text.
8. Text Highlight Colour:- It provides a set of colours to be displayed as background of the selected text like this.
9. Font Color:- Use this option to change the colour of the selected text.
10. Change Case:- This help us to display the text in various cases .
    a. Sentence case:- The first character in the first word of the selected sentence will be converted to capital Letter.
    b. lower case:- The selected text will be converted to small letters.
    c. UPPER CASE:- The selected text will be converted to capital letters.

d. Capitalize Each Word:- In this option first character in all the words of the selected sentence will be converted to capital letter.

e. tOGGLE CASE:- In this option, small letters in selected text will be converted into capital letters and capital letters will be converted into small letters.

Insert Graphical Objects and illustrations

1. **Insert Image**
   a. Click on Insert Tab and go to Illustrations groups
   b. Click on Picture option and open insert picture dialog box.
   c. Select picture and click on insert button

2. **Insert Clip Art**
   a. Click on Insert Tab and go to Illustrations groups
   b. Click on Clip Art option and open Clip Art pan in right side.
   c. We search clip art and click on clip art image.

Resizing Picture

a. Click on the picture to select it.Resizing handles appear.
b. Put the mouse cursor on any resizing handles, it changes into a two-side arrow cursor.
c. Click and drag the mouse to increase or decrease the picture size.

Rotating Picture

1. Select the picture A rotating icon appears at the center of top side of the picture.
2. Click and drag the rotation button in the direction that we want to rotate the shape.

Text Wrapping

Text wrap is a feature supported by many word processors that enables to surround a picture or diagram with text. The text wraps around the graphic.

Steps to wrap text around the picture are

1. Select the picture that we have to wrap text arrow.
2. Format tab display and we go to arrange group
3. Select text wrap option

Inserting Objects

Object linking allows a component of one application to be made available in another application.

Steps to Insert object

1. Click on insert tab and go to Text group.
2. Click on Object Option
3. Open Object Dialog box and its display two tab (Create New and create from File)
4. In create New tab, we create new document and Create from file, we select old document.

Insert Shapes, Symbols and special Characters

Insert Shapes

1. Click on insert tab and go to illustrations group
2. Click on Shapes and open drop down list and we select shape Or double click on the shape which we want to insert into the document.

Insert Symbols

1. Click on insert tab and go to symbols group
2. Click on symbol option and open drop down list and we select symbol or more symbol... option.

Special characters

1. Click on insert tab and go to symbols group
2. Click on symbol option and open drop down list and we select s more symbol... option.
3. Open Symbol dialog box appears.
4. Click on the special Characters tab.
5. Select special character and click on Insert button.