Word Processing Program Preparation

• *View* Documents in Normal (standard or draft mode)
• Set up *tool bars* for QUICK access to the commands
  – Standard tool bar: Most frequently used commands
  – Formatting toolbar: General purpose formatting
• Turn on feature to see the invisible characters
  – Tabs → → and spaces ⋯
  – End of line character ¶
  – Line break character
Selecting Text Using

- Select by using the Mouse and at times a key stroke
  - Word
  - Sentence
  - Paragraph
  - Document

- Select through short-cuts key sequences
  - Line by Line
  - Paragraph
  - Document
Affecting the Selected Text or Object

- **Three ways** to make the special effects
  - Tool Bar Buttons
  - Menus and their Options
  - Right Click to bring up a Context Sensitive menu
- **Undo** and **Redo** special effects
  - Remove previous actions
  - Redo previously removed actions
  - Levels of Undo and Redo are limited.
Word Wrap

• Word Processing program handles end-of-line
  – Allows the user to freely type without worry of the end-of-line.
  – Upon reaching the end-of-line the word typed which now cannot fit on the line is placed automatically on the next line.

• Enter key **ends the paragraph** (& word wrap on that line)

• **Special effects only work with word wrap** – justification in paragraphs, lists, tables, and others.
Formatting

• Normally use the default settings of the word processor.
  – The settings are preset when the word processor is first installed
    OR
  – Preset by the user for all documents
• Set your sights to do both of the following adequately
  – Enter text and at a later time format
    OR
  – Adjust the format as text is entered
Cut-And-Paste

• Within the Document
• Between Documents
• Across Applications
• Menu Based
  – Edit → Copy
  – Edit → Cut
  – Edit → Paste
  – Edit → Paste Special for Object Linking and Embedding
• Short Cut Keys
  – Ctrl-C for Copy
  – Ctrl-X for Cut
  – Ctrl-V for Paste
Saving a Document

• The default is the document’s internal file type.

• Many other options are available
  – Can save in an earlier version of the Word Processor
  – Can save in the competitor’s slightly older version
    • *Conversion is not perfect!*
    • *Editing changes are often needed!*
  – Can save as a Web document to be viewed via a Web Browser
  – Some may allow publishing to PDF
Microsoft Word – Page Setup

• File → Page Setup…
  – Margins Tab:
    • Set margins including space for header, footer, & binding
    • Page orientation: Portrait or Landscape.
  – Page Tab: Set the paper size
  – Layout Tabs:
    • Use the defaults that have been set up
    • These advanced features will be learned through your efforts.
  – Click on the OK button to initiate the changes
Microsoft Word – Toolbar Setup

• Document Viewing Mode:
  – View → Normal
  – View → Ruler

• Tool Bars: Standard and Formatting
  – View → Toolbars → √ Standard
  – View → Toolbars → √ Formatting

• Viewing the *Hidden characters and spaces*: ··· → ¶
  – On the Standard Toolbar: Click on the Paragraph Mark
  – OR Using the menus: Tools → Options → View tab
    • Under *Formatting marks* section, select **All** check box
    • Click on the **OK** button
To View or Not to View Special Symbols

• With no Paragraph Marks
  
  This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.

  How many times was the Enter Key pressed?

• With Paragraph Marks – Notice the special marks
  
  This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.

  How many times was the Enter Key pressed?
Selection of Text Using the Mouse/Key I

• Word
  – Position mouse pointer anywhere on the word
  – Double Click

• Sentence
  – Hold down CTRL
  – Click anywhere in the sentence
Selection of Text Using the Mouse/Key II

• Paragraph
  – *Position mouse pointer left of the paragraph.* Mouse pointer will change into an arrow that points to the right.
  – *Single Click* to select a line in the paragraph
  – *Double Click* to select the entire paragraph

• Document
  – *Position mouse pointer to the left of any document text.* Mouse pointer will change into an arrow that points to the right.
  – *Triple-click.*
Selection of Text Using the Short-Cut Keys

• Line by Line
  – \textit{SHIFT+DOWN ARROW} select current line
  – \textit{SHIFT+DOWN ARROW} done again to select next line

• Paragraph
  – \textit{CTRL+DOWN ARROW} position the insertion bar to the beginning of the next paragraph
  – \textit{CTRL+SHIFT+DOWN ARROW} to select text to the end of the current paragraph

• Document
  – \textit{CTRL+HOME} position the insertion bar at start of document
  – \textit{CTRL+END} position the insertion bar at end of document
  – \textit{CTRL+A} select entire document
Line Break – Preserves Word Wrap

• **SHIFT-ENTER** keys
  – Starts a new line
  – However, it does not create a new paragraph

• *Word wrap is still preserved!*
Example of **Word Wrap** with the *Special Effects*

- **Align Left Justification**
  
  → This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs. |

  How many times was the Enter Key pressed? |

- **Justified both left and right**
  
  → This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs. |

  How many times was the Enter Key pressed? |

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ICS Word Processing Concepts 16
Word Wrap with *Line Breaks – Special Effects*

- **Line Break & Align Left Justification**
  
  → This is a simple text example. Can you see the special symbols? →
  
  You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.¶
  ¶
  How many times was the Enter Key pressed?¶

- **Justified both left and right. Notice the Effect**

  → This is a simple text example. Can you see the special symbols? ←
  
  You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.¶
  ¶
  How many times was the Enter Key pressed?¶
Special Efforts *will not work* without *Word Wrap*

- Press the Enter key at the end of each line. *There is no word wrap.*

  → This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.

  How many times was the Enter Key pressed?

- Justified both left and right. There is no special effect!

  → This is a simple text example. Can you see the special symbols? You can if you have turned on the feature to see the white spaces: the end-of-lines, spaces, and tabs.

  How many times was the Enter Key pressed?