

Word Processing Program-1

1. Using Program

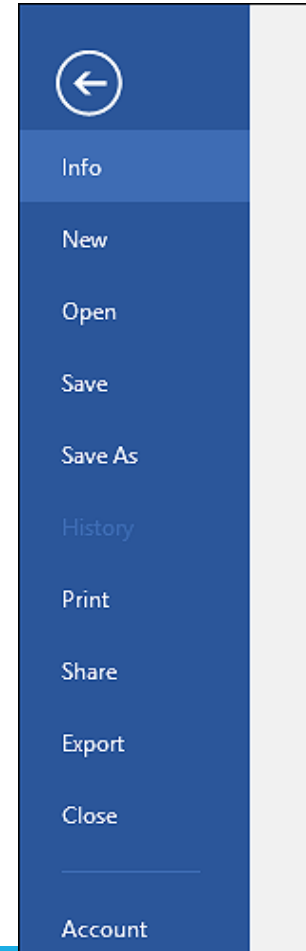
Word Processing Programs

- The programs used for entering, editing and formatting a text are called "word processing programs".
- Microsoft Word and Open Office Text Document are the most commonly used of these.



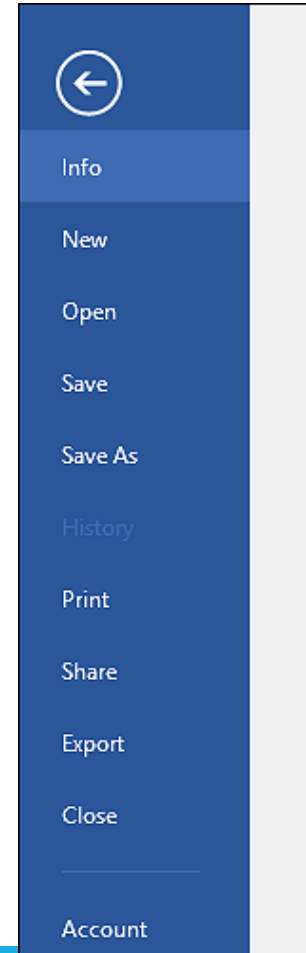
Open word processing program, open documents

- To open a word processing program, select "Microsoft Word" or "Open Office Text Document" from the "Start" menu, click the shortcut on the desktop if available, or use the quick access icon on the taskbar.
- To open a document, the file tab in the upper left corner of the ribbon is clicked. Here, "Open" option is selected to open existing documents and "New" option is selected to open a new document. Also, this section contains basic commands you will use to save and print your documents.



Creating new documents based on default and other templates

- To create a new document, click on the "New" option in the "File" tab.
- In the window that opens, "blank document" or one of the other templates can be selected. The key component "Ctrl + N" can be used from the keyboard to create a new document. In addition, a blank document can be created by clicking the "New" option in the quick launch bar.



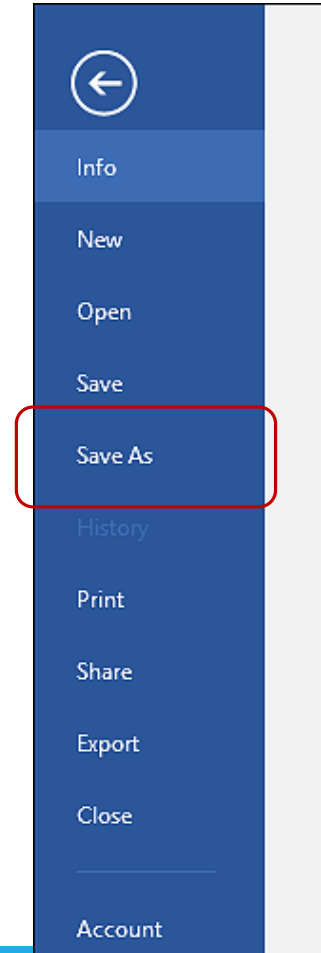
Saving a document to the driver. Saving a document with another name to the driver

- After creating and editing a document in the Word application, or after we have made changes to an existing document, we need to save for later use. For this;
 - Click the save button from the Quick launch toolbar.
 - Choose the Save command from the File Tab.
 - Press the "Ctrl + S" key component.

- If we want to save the document with a different name, click the "Save As" option in the File tab, select the location in the drive and click the "Save" button by giving a new name to the file in the window that opens.

Saving the document as another file type

- Click the Save As command to save the document in a different file type.
- In the window that appears, we choose the format in which to save our file from the Save Type option.

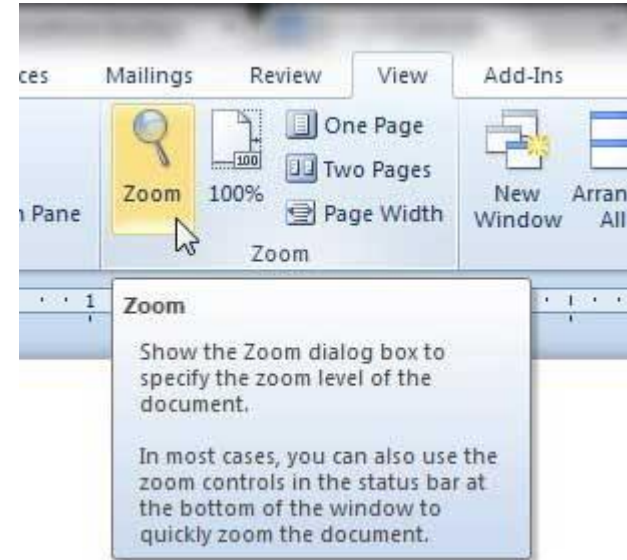


Using help functions

- To access Help Functions;
 - We press the F1 key on the keyboard.
 - We can also access the help function by clicking the question mark on the right of our title bar.
- When we click on the help function, we write whatever we want to get help on the search section in the window that appears.

Using zoom tools

- In our Word document, we sometimes need to take a closer look at the details.
- For this purpose, there is the "Zoom" command group in the View tab and the zoom tool on the right side of the Status Bar.
- We have to drag the slider to the right to zoom in and to the left to zoom out.



2. Creating Documents

Entering Text

➤ Entering text in the document

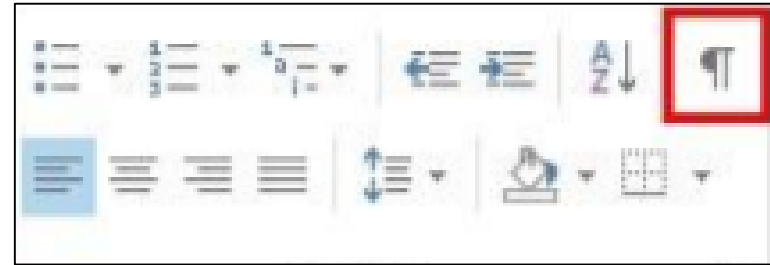
➤ Typing in a Word document is as easy as typing. To do this, click on the area in the document where text will be entered and start typing when the insertion point starts flashing. The written text will appear to the left of the insertion point. The insertion point marks where the text will appear in the document. If the text you have typed crosses the right margin, Word scrolls the text to the next line.

➤ Inserting symbols and special characters

➤ When creating a Word document, we may need to add not only characters with keyboards, but also some symbols. The Symbol Command Group on the "Insert" tab toolbar is used to add special characters and Symbols.

Show and hide marks such as spaces, paragraph marks, tab characters

To turn formatting marks on or off in Word program; In the message window, click the button that looks like a paragraph mark in the Paragraph group of the Format Text tab. (When you move your mouse over the button, the tool tip ¶ Show / Hide is displayed).



Select character, word, line, sentence, paragraph, whole text

When you want to edit or delete any text in the document in Microsoft Word, that text should be selected. Microsoft Word offers us several ways to do this.

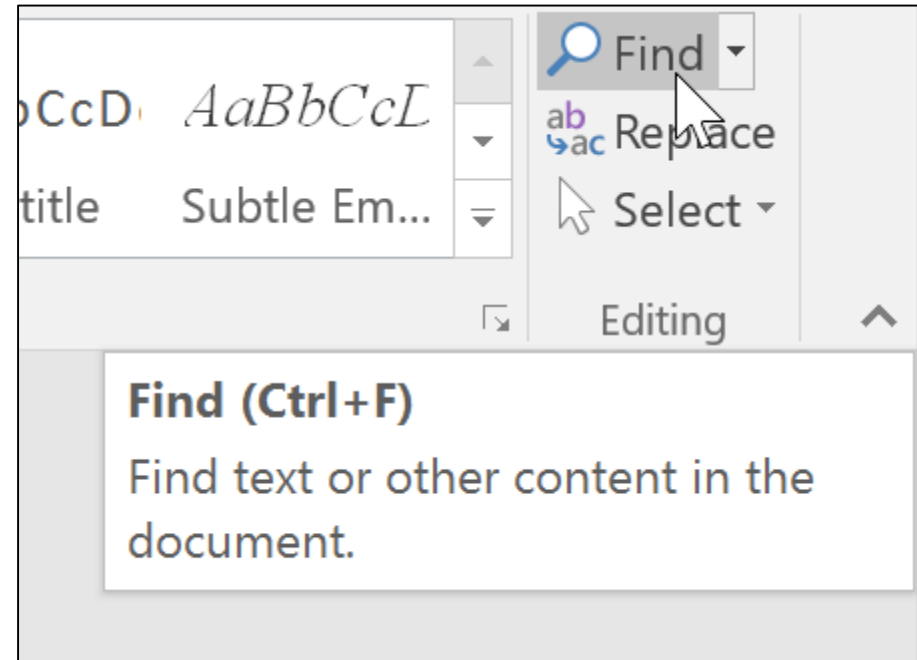
- Move the mouse while holding down the left button by placing the mouse cursor at the beginning of the text we want to select,
- Word selection can be made by double clicking on any word.
- While holding the "Shift" key on the keyboard, selection can be made by using the arrow keys.
- Wider selections can be made by using the "Home", "End", "PageUp", "PageDown" keys while holding down the "Shift" key.

Editing content by entering and removing characters, changing the location of an existing text by writing over it

The content in the Word document can be edited by entering or removing characters from the keyboard. When a text is selected, if a character is entered from the keyboard while it is selected, the selected text is removed and the entered character is written on it.

Simple search by words and phrases

- Word document can be searched for the desired letter, word or symbol and it is possible to make changes for the results found.
- The word you want to search can be found with the "Find" option in the Home menu. If there is more than one same word, it can find the same word repeatedly from the beginning to the end of the document.



Copying and moving text between open documents

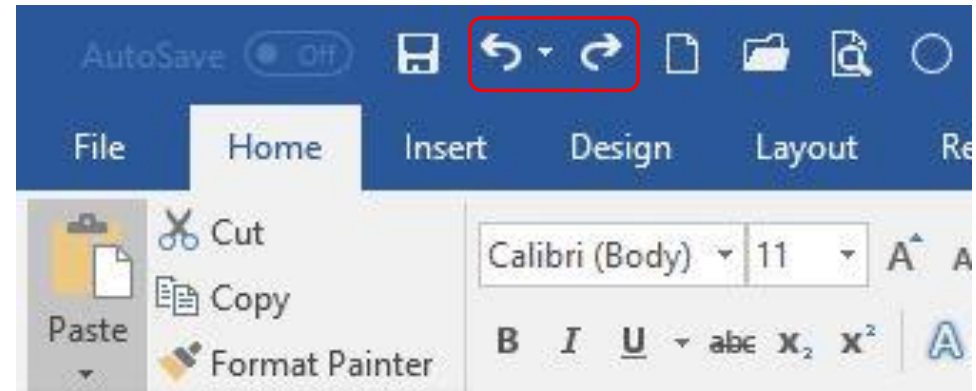
- When you paste content copied from another Word document, you can specify the following default behavior.
 - **Preserve Source Formatting (Default):** This option preserves the formatting applied to the copied text. Style definitions associated with the copied text are copied into the target document.
 - **Match Target Formatting:** This option discards most of the formatting that was applied directly to the copied text, but preserves the formatting that is considered emphasis, such as bold and italic text (when applied to only part of the selection). The text takes on the style properties of the paragraph into which it is pasted. In addition, the text takes in the direct formatting and character style properties of the text directly behind the cursor at the location where it is pasted.
 - **Preserve Text Only:** This option discards all formatting and non-text items such as pictures or tables. The text takes in the style properties of the paragraph to which it is pasted, as well as the direct formatting and character style properties of the text immediately behind the cursor at the location where it is pasted. Graphic elements are discarded and tables are converted into a series of paragraphs.

Delete text

After selecting the text you want to delete in the Word document, you can press the "Delete" key on the keyboard.

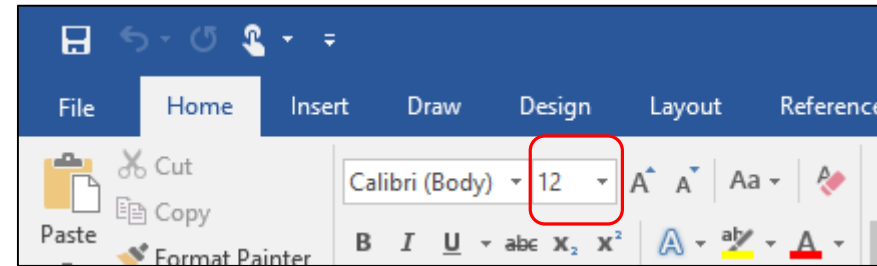
Undo and Redo

- It is possible to undo edits you have made while entering information in a Word document or to any document, or to redo an edits you have undone. For this;
 - Quick Launch Toolbar Select the "Undo" command or press the "Ctrl + Z" hotkey component.
 - Likewise, you can select the Quick Launch Toolbar "Redo" command whenever you want to advance while working on the document.



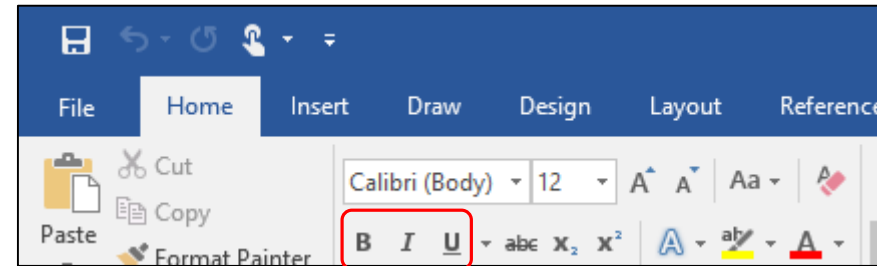
Text formatting: Font sizes and types

- To change the font size of selected text in the Microsoft Word program:
- Click the font size in the Font Size box on the Home tab. You can choose one of the text types in the box on the left.



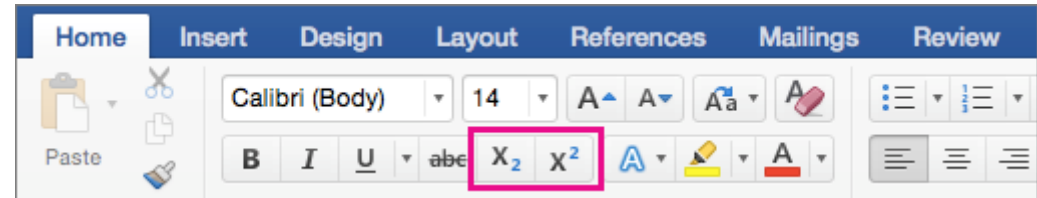
Apply formatting to text: bold, italic, underline

- You can select the text you want to format in a Word document and then choose a command from the Font group on the Home tab.
- You have many options here; these:
 - Bold
 - Italic
 - Underlined



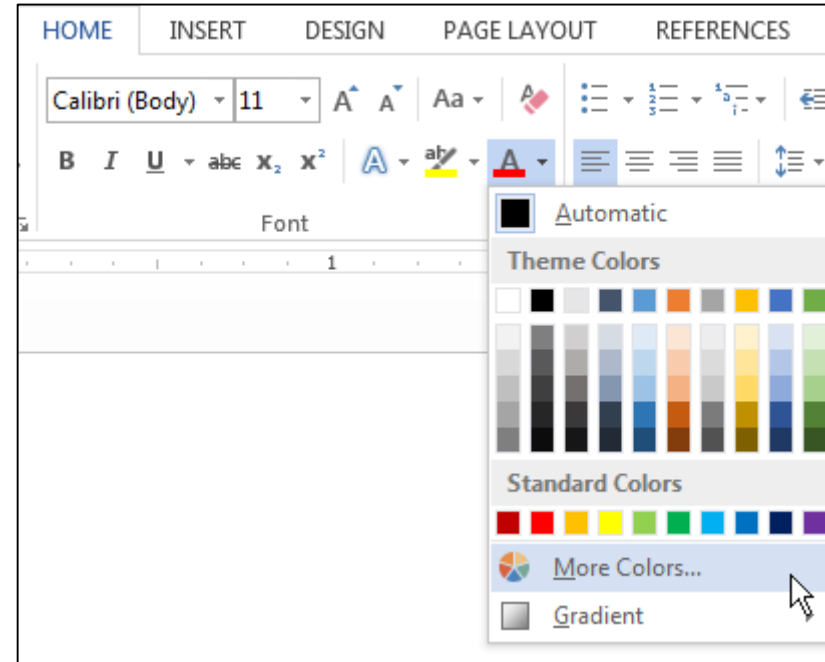
Format text: subscript, superscript

- Select the text you want to format as subscript or superscript.
- Do one of the following:
 - On the Home tab, in the Font group, click Superscript. If you want, press CTRL + =.
 - Click Subscript in the Font group on the Home tab. Press CTRL + SHIFT + =, if you want.



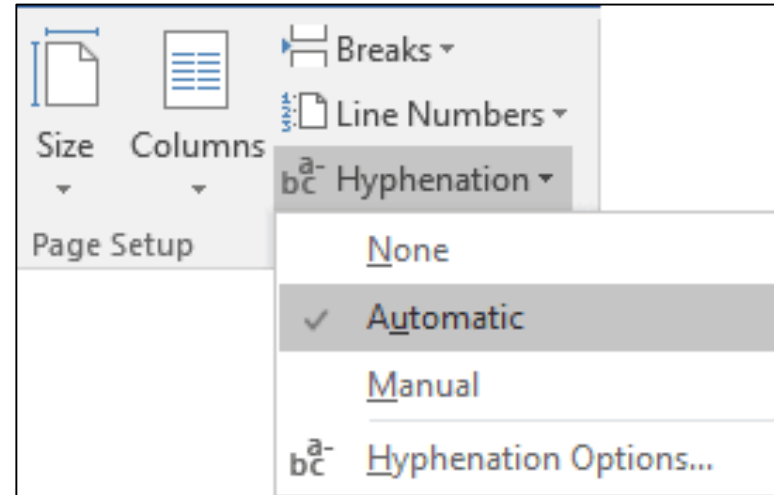
Apply different colors to text

- Select the text you want to highlight in the Word document.
- On the Home tab, click the arrow next to Text Highlight color.
- Click the color you want.



Apply auto hyphenation

- You can have Word automatically spell your text as you type or later in one go.
- You can also use manual spelling to have Word suggest spelling.
- Automatic spelling is faster and easier; hand spelling, on the other hand, provides more control. To spell text automatically:
 - On the Layout tab, click the arrow next to "Spelling".
 - Choose Automatic.



Creating and concatenating paragraphs

- When working with Word, the Enter key is used to switch to a new paragraph.
- When a line is full, never use the Enter key to move to the bottom line.
- Word automatically detects when the line is filled and automatically moves to a new line.

Add and remove line breaks

- In Microsoft Word, you can use the keyboard shortcut to add a new line to add space between paragraphs and text.
 - Click the location where you want the line break to be placed.
 - Press ALT + ENTER to add a line break.

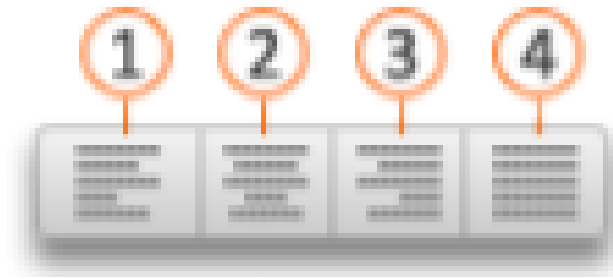
Text editing practices: align, indent, tab instead of adding spaces use

By default, tab stops in Word are set at half-inch increments; However, you can also set your own tab stops. When you set a tab stop in the document, a tab stop marker appears on the horizontal ruler at the top of the window.



Align text left, center, right

- You can align the texts you create or will create in your Word documents. For this process:
 - Select the text you want to align.
 - Click the Login tab.
 - There are options in the Paragraph section that you can make changes to the selected data.
 - Select your desired alignment buttons.



- 1- Align left
- 2- Align center
- 3- Align right
- 4- Justified

Paragraph indents: left, right, first line

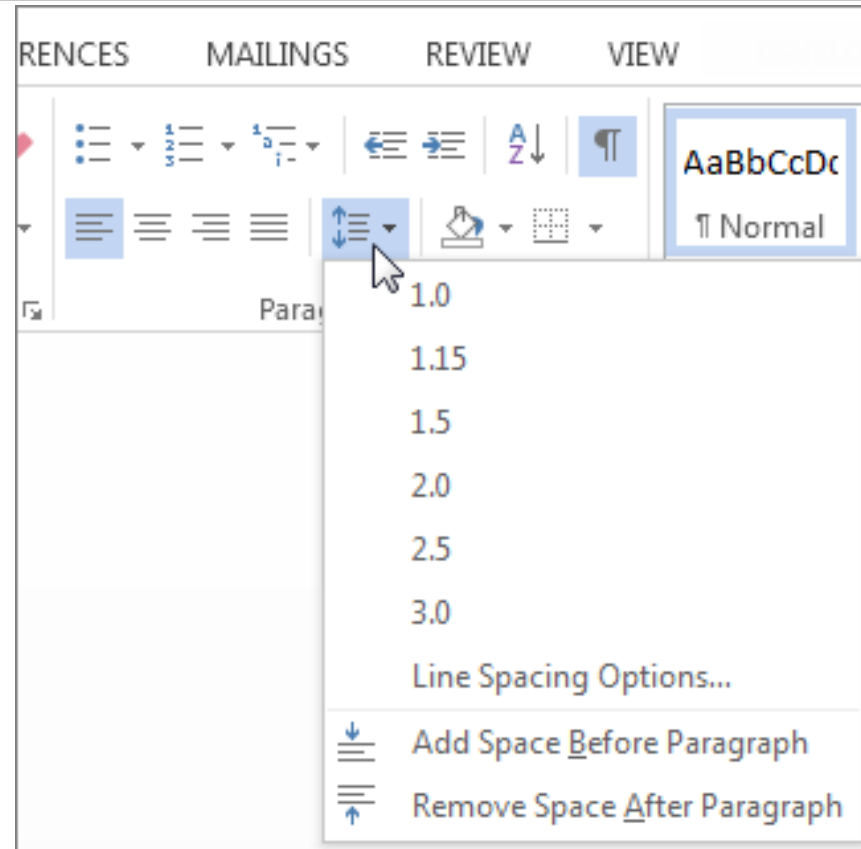
- Click Page Layout and note the options Indent left and right and gap before and after.
- Place your cursor at the beginning of the paragraph you want to set.
- To indent the paragraph, enter the distance you want in the Left or Right box under Page Layout.
- To indent only the first line of a paragraph:
 - Click the start of the line you want to indent.
 - Click the Paragraph Dialog Launcher on the Page Layout tab.
 - In the Paragraph window that opens, click the Indents and Spacing tab.
 - In the Custom list in the indent section, click on "First Line".

Paragraph spacing applications: applying spaces between paragraphs without pressing enter

In a Word document, by default, paragraphs are followed by a blank line, and headings above paragraphs have more spacing.

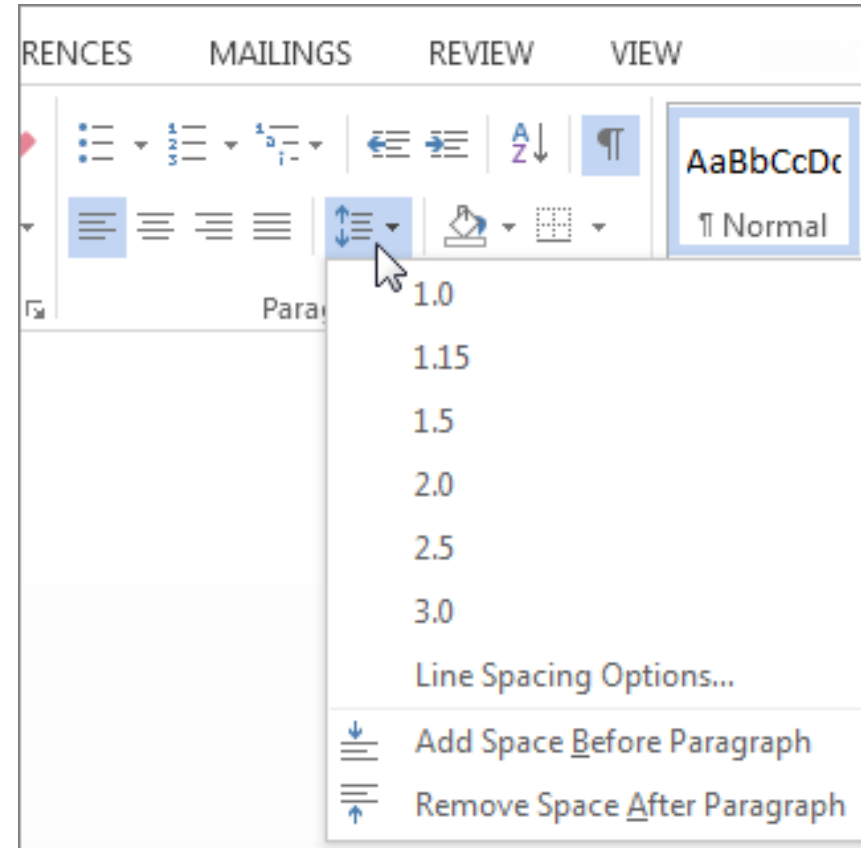
You can use the Line Spacing option in the Paragraph section of the Home tab to add or remove the existing space between paragraphs.

After clicking on the paragraph whose spacing you want to change, click the appropriate option from “Add Space Before / After Paragraph” or “Remove Space Before / After Paragraph”.



Applying spaces before and after paragraphs

- Apply single, 1.5 line, double line spacing to change line spacing in a Word document:
 - Select the section where you want to change the line spacing.
 - In the Home tab, click on the "Line Spacing" option in the "Paragraph" section.
 - Select the number of line spacing you want from the drop-down options.
- If the option you want is not listed, click Leading Options. The paragraph window will open. You can edit the Range section in this window.



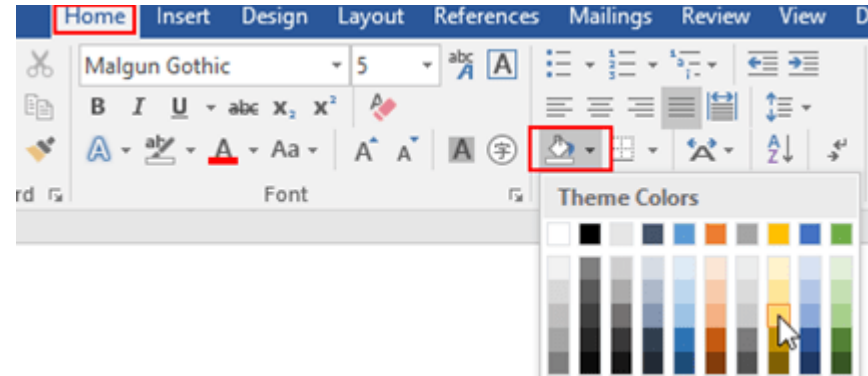
Add bullets, numbering to a list

- If you want to put the written texts into a bulleted or numbered list, you must first select that text. If you want to write your text as a list,
- Click on the point you will enter. You can use two different methods for later.
 - Home tab: Click any of the Bullets or Numbering options in the Paragraph section.
 - Right-click menu: Click on any of the Bullets or Numbering options.



Apply a background / shadow color to the paragraph

Select the paragraph in the Word document to which you want to apply the background / shadow color. Then, on the Home tab, in the Paragraph group, click the arrow next to Shading. You can choose the color you want under theme colors.



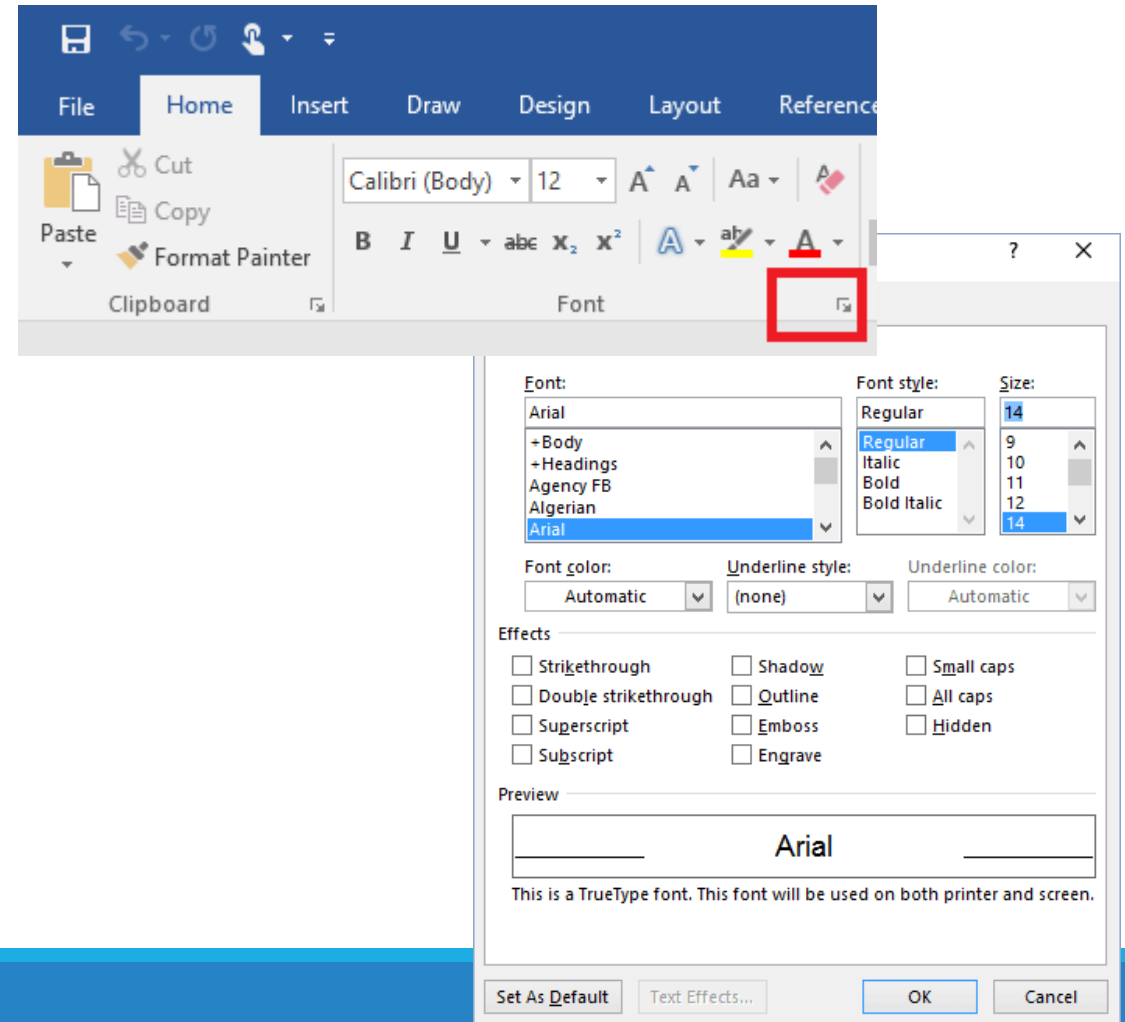
Apply a font to the selected text

Select the text to apply the font in the Word document.

Later; Click the Font Dialog Launcher on the Home tab, and then click the Font tab.

Select the options you want to apply to the default font, such as font style and font size.

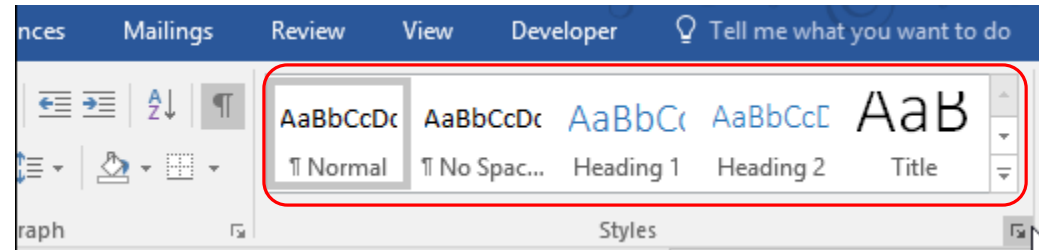
Click Set As Default and set the scope of your changes.



Apply a paragraph style to a paragraph

The Styles gallery has a visual menu on the Home tab.

To apply a style, just select the paragraph you want to format, and then click the style you want in the styles gallery.



Using the format painter tool

- You can use the Format Painter on the Home tab to quickly apply the same formatting, such as color, font style, font size, and border style, to multiple pieces of text or graphics.
- The Format Painter lets you copy all the formatting of one object and apply it to another object; You can think of it as copy and paste for formatting.
- Select the text or graphic with the formatting you want to copy.
- Click the Format Painter icon on the Home tab.
- The pointer changes to a paint brush icon.
- Use the brush to paint the text or graphic selection to apply formatting. This only works once. To change the format of multiple selections in your document, you must first double click the Format Painter.
- Press ESC to end formatting.

