

**GPBSC INTERMEDIATE COMPUTER CLASS  
LESSON 5  
WORD PROCESSORS  
SUMMER 2016**

In this class we will learn:

What a Word Processor is

What word processors are available for a Windows 10 environments

Where to get Word Processors and how much they cost

What an Office Suite is and what it contains

How to download popular freeware word processors

**What is a Word Processor?**

Some of the functions of word processing software include:

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.
- Creating lists (like this one)

Popular Office suites (cost):

Microsoft Office (\$110 - \$399)

OpenOffice (FREE)

IBM Lotus Symphony (replaced by IBM Connections Docs) (Free)

Office Online (an on-line version of office) (Free)

Google Docs (on-line and local) (Free)

Corel

What is an Office Suite?

An Office Suite typically contains

A word processor

A spreadsheet

A drawing program

A presentation program

A database program

<http://www.investintech.com/articles/tenwordalternatives/>

What are some popular Word Processing software applications?

Notepad (simple text editor, not really a word processor)

Wordpad

Microsoft Word

OpenOffice Writer

Lotus Symphony

**Word processing software** is used to manipulate a text document, such as a resume or a report. You typically enter text by typing and the software provides tools for copying, deleting and various types of formatting. Some of the functions of word processing software include:

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Word processing includes a number of tools to format your pages. For example, you can organize your text into columns, add page numbers, insert illustrations, etc. However, word processing does not give you complete control over the look and feel of your document. When design becomes important, you may need to use desktop publishing software to give you more control over the layout of your pages. An example of desktop publishing software is Microsoft Publisher.

Word processing software typically also contains features to make it easier for you to perform repetitive tasks. For example, let's say you need to send a letter to all your customers regarding a new policy. The letter is the same for all customers except for the name and address at the top of the letter. A mail merge function allows you to produce all the letters using one template document and a table with customer names and addresses in the database.

Text editors shouldn't be confused with word processing software. While they do also allow you to create, edit and save text documents, they only work on plain text. Text editors don't use any formatting, such as underlined text or different fonts. Text editors serve a very different purpose from word processing software.

They are used to work with files in plain text format, such as source code of computer programs or configuration files of an operating system. An example of a text editor would be Notepad on the Windows platform.

Word processors store documents in file systems in various formats which include:

- .ODT    Open Document Text
- .Doc    Microsoft Word Document
- .RTF    Rich Text Format
- .TXT    Plain Text ASCII
- .HTML   Hyper text Markup Language
- .XML    Extensible Markup Language
- .PDF    Portable Document Format

The text part of documents may be stored as eight bit (one byte) entities or in Unicode (2 bytes)

From Wikipedia, the free encyclopedia

**Unicode** is a [computing industry standard](#) for the consistent [encoding](#), representation, and handling of [text](#) expressed in most of the world's [writing systems](#). Developed in conjunction with the [Universal Coded Character Set](#) (UCS) standard and published as *The Unicode Standard*, the latest version of Unicode contains a repertoire of more than 120,000 [characters](#) covering 129 modern and historic [scripts](#), as well as multiple symbol sets. The standard consists of a set of code charts for visual reference, an encoding method and set of standard [character encodings](#), a set of reference [data files](#), and a number of related items, such as character properties, rules for [normalization](#), decomposition, [collation](#), rendering, and [bidirectional](#) display order (for the correct display of text containing both right-to-left scripts, such as [Arabic](#) and [Hebrew](#), and left-to-right scripts).[1] As of June 2015, the most recent version is *Unicode 8.0*. The standard is maintained by the [Unicode Consortium](#).

<http://study.com/academy/lesson/what-is-word-processing-software-definition-types-examples.html>

Word Processors allow the author to insert executable code into the document in the form of Macros or scripts. These macros or scripts may be used by some people to insert malicious (a virus) code into the user's computer. Always beware when opening a document that you receive as an attachment from someone you do not know. Likewise, emails may contain viruses.

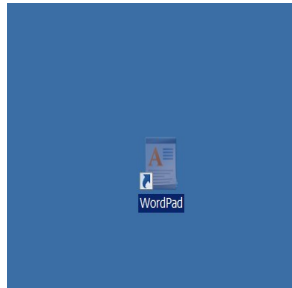
In this class we will learn how to:

- Open WordPad
- Create a document
- Save a document
- Select a string of text
- Cut and paste text
- Make type face **bold**
- Make type *italics*
- Underline type
- Center a line of text
- Insert a picture into a document
- Find text in a document
- Replace text
- Correct spelling errors
- Create a bullet-ed list

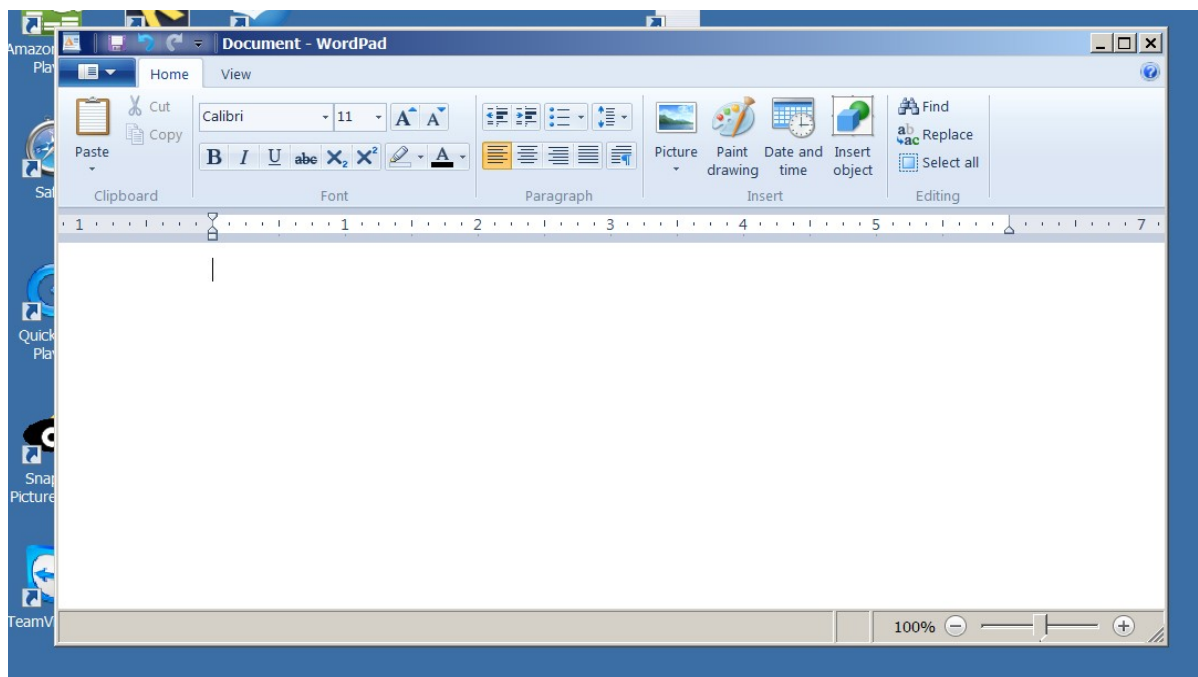
**Let's create a new document using WordPad and save that document.**

First we must open WordPad:

Double left click on the WordPad icon



This will open the WordPad program with an empty document.

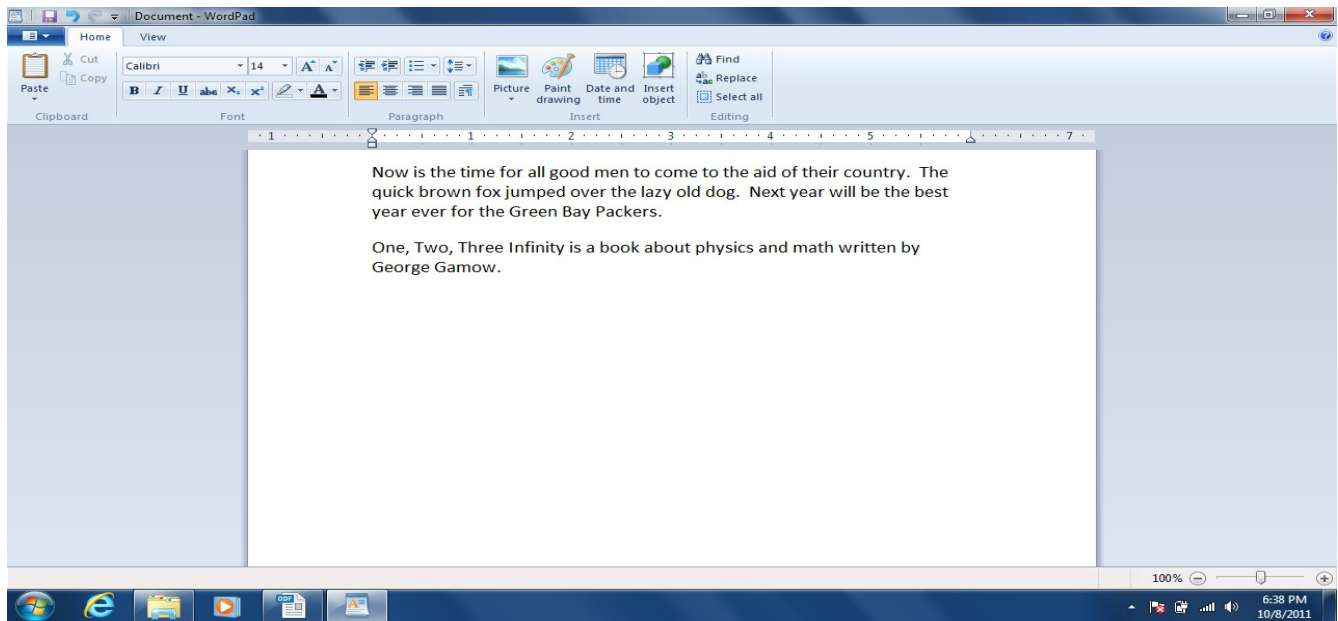


Now let's enter the following text:

Now is the time for all good men to come to the aid of their country. The quick brown fox jumped over the lazy old dog. Next year will be the best year ever for the Green Bay Packers.

One, Two, Three Infinity is a book about physics and math written by George Gamow.





### Selecting the text of the first sentence:

Place the cursor **before the first letter** of the 1<sup>st</sup> sentence

Depress and hold the **Shift** key

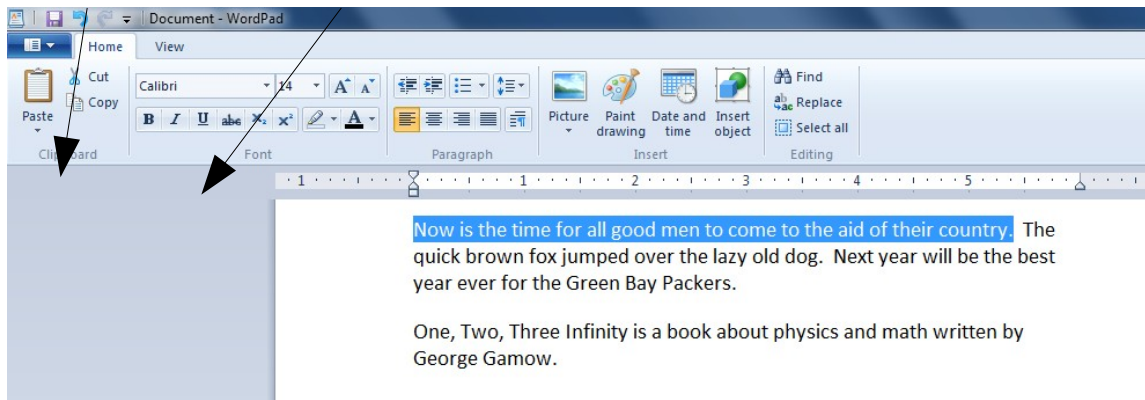
Move the cursor to the position after the period at the end of the sentence and click. Note that the sentence is now "selected" or "highlighted" (blue background).

### Now, modify the 1st paragraph by changing the order of the first and second sentence:

1. Cut the selected (highlighted) 1<sup>st</sup> sentence using one of these choices:
  - a. Click on "✂ **Cut**" -or-
  - b. Hold the **Ctrl** key down and tap the letter **X** key.
2. Move the cursor to the position after the period at the end of the 2<sup>nd</sup> sentence and click, then:
  - a. Click on the **Paste** key -or-
  - b. Hold the **Ctrl** key down and tap the letter **V** key

paste

cut



**After the cut and paste operation, the text will look like this:**

The quick brown fox jumped over the lazy old dog. Now is the time for all good men to come to the aid of their country. Next year will be the best year ever for the Green Bay Packers.

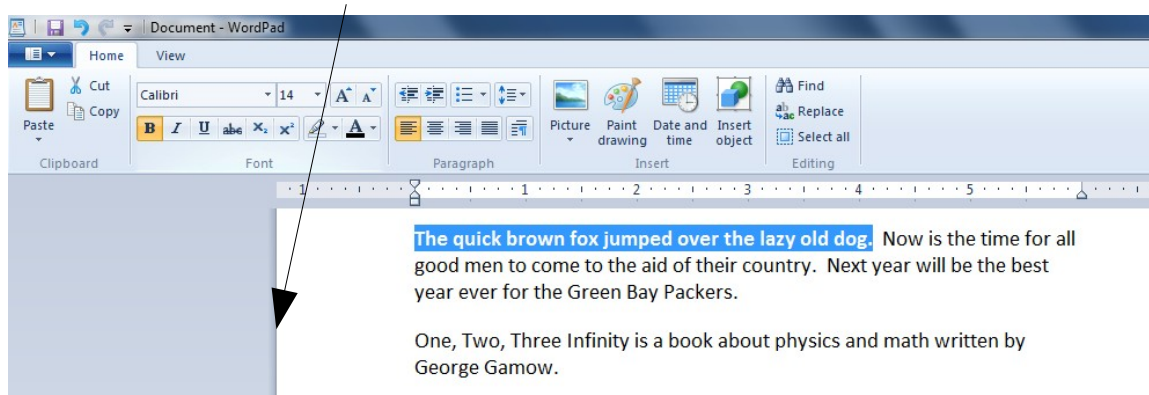
One, Two, Three Infinity is a book about physics and math written by George Gamow.

- **Making type bold**

Select the text (first sentence)

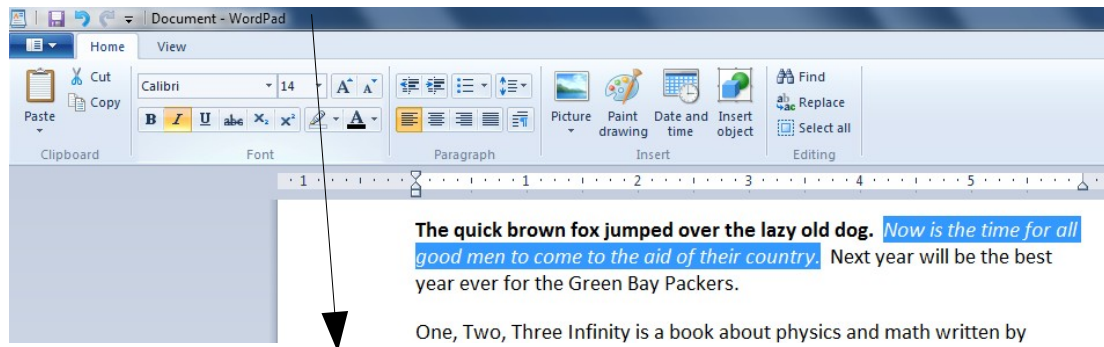
Click on the **B**(old) button (or Ctrl + letter b)

Bold



Now *Italicize* the second sentence, then underline the third sentence.

Italics



Underlining the third sentence is an exercise for the reader.

(Hint: The **U**(nderline) button is to the right of the **I**(talicize) button.)

- **Centering Text**

If the following words appear in the text on separate lines:

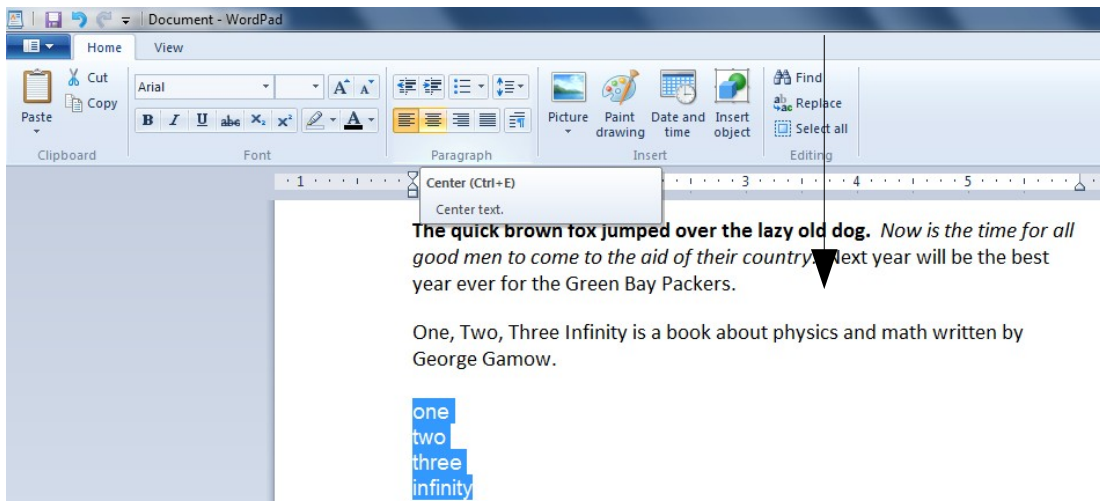
One  
two  
three  
infinity  
is a book about physics and math  
written by George Gamow.

This text can be **centered** between the two margins as follows

Select the text

Click on the “Center” button (ctrl-E)

center



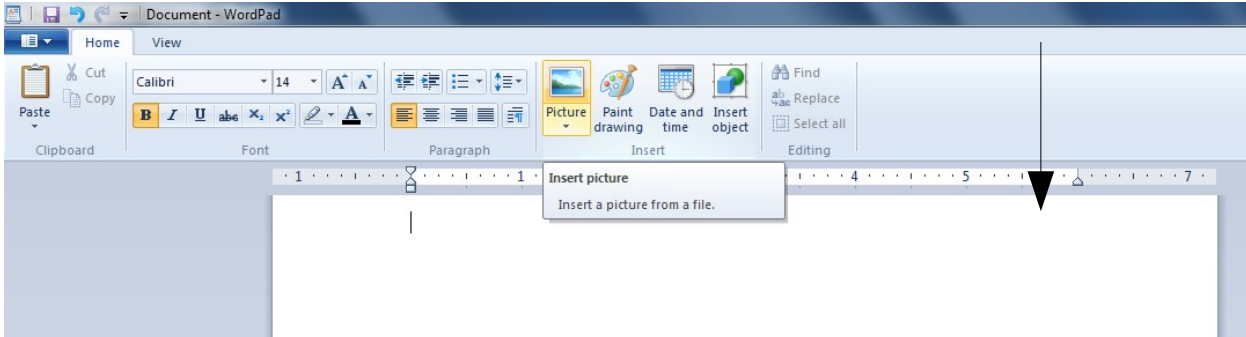
The results are:

One  
two  
three  
infinity  
is a book about physics and math  
written by George Gamow.

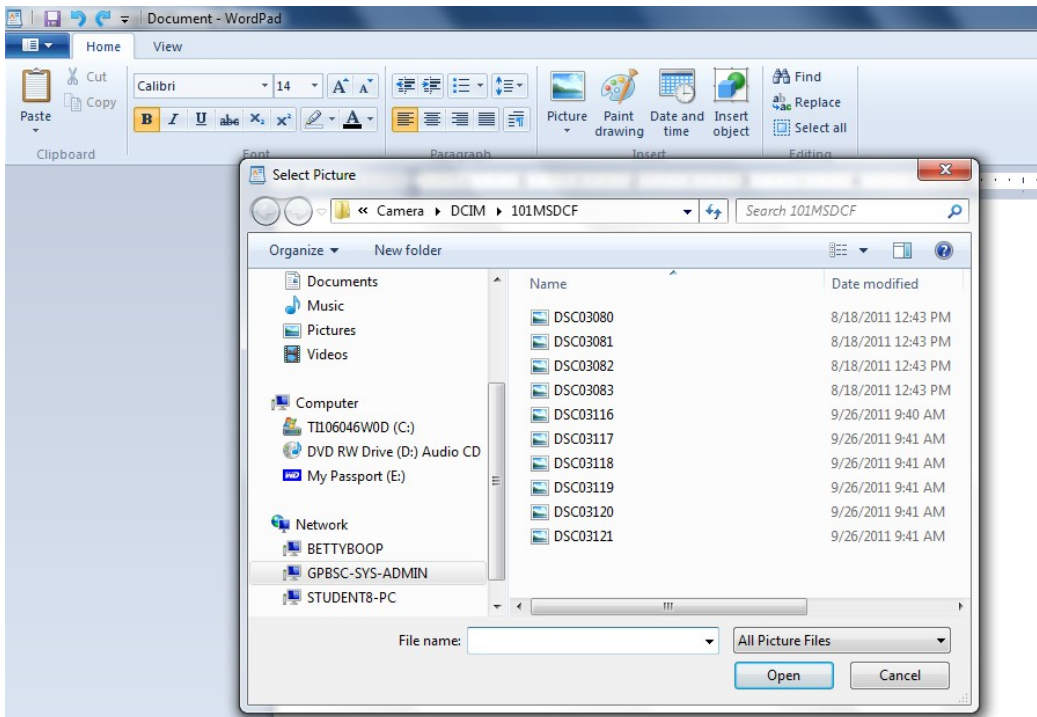
- **Inserting a picture into a document**

Locate the picture:

Insert picture



Clicking on the Picture icon will cause the following pop-up to be displayed:

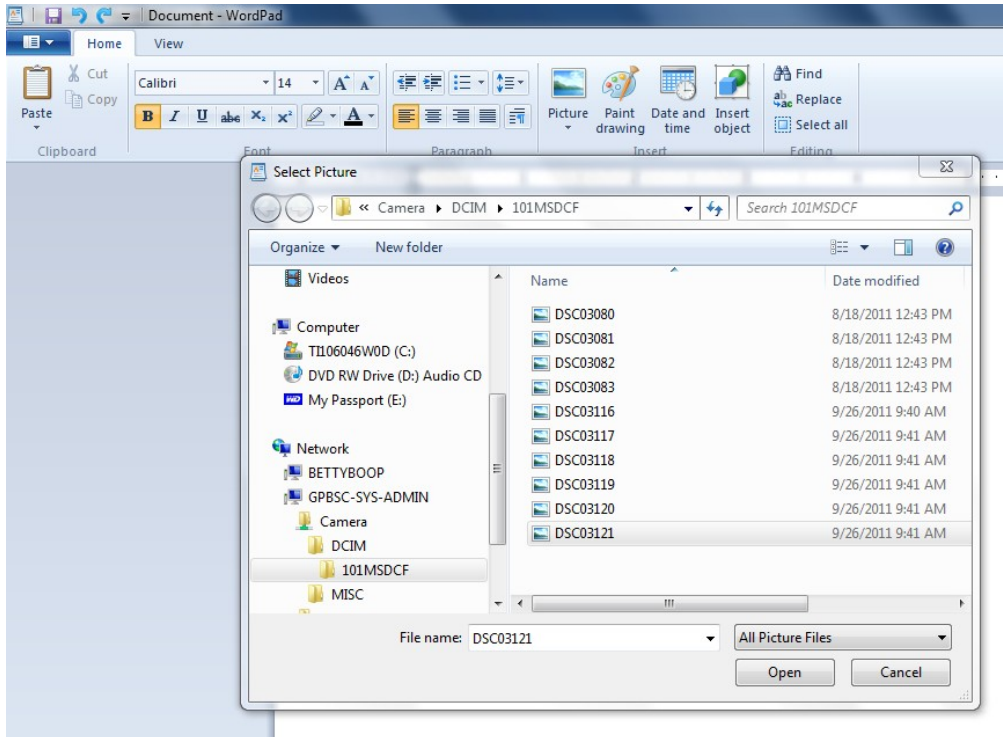


This is equivalent to the Windows Explorer display

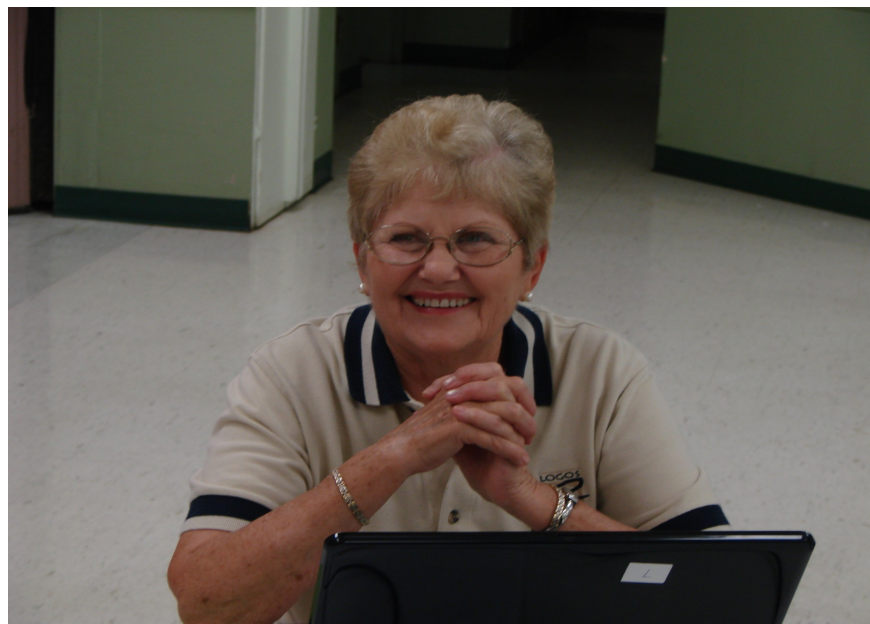
We will now navigate to the file

Network\GPBSC-SYS-ADMIN\Camera\DCIM\101MSDCF\DCS03121

and Open the picture as depicted below.



You will see the following picture:



- **Finding text in a document**

The **Find** tool helps you find specific text in a document.

Example:

Toshiba provides auxilliary power supply units (APU) featuring compactness, light weight, low noise and high performance. These APU's are directly fed from the high voltage input catenary or third rail system and provide power for specific loads, such as air conditioners, heaters, lighting and propulsion blowers.

These auxilliary inverters are based on IGBT technology and cover a range of outputs up to 210kVA per unit.

In addition to the static inverter (SIV) with AC output, Toshiba also manufactures auxilliary power supply systems with DC output or combined DC/AC output.

Redundancy can be accomplished by providing a dual mode inverter – auxilliary unit. For more information on Transportation Systems Division

In the above text, auxiliary is misspelled. To find the misspelled words we can use the find option. Click on Find and a drop-down menu appears to the left of the field. Type in the word (or phrase) you want to find, and all paragraphs containing the word “auxiliary” will appear in the left window. Click on the field(s) you wish to work in (or correct).

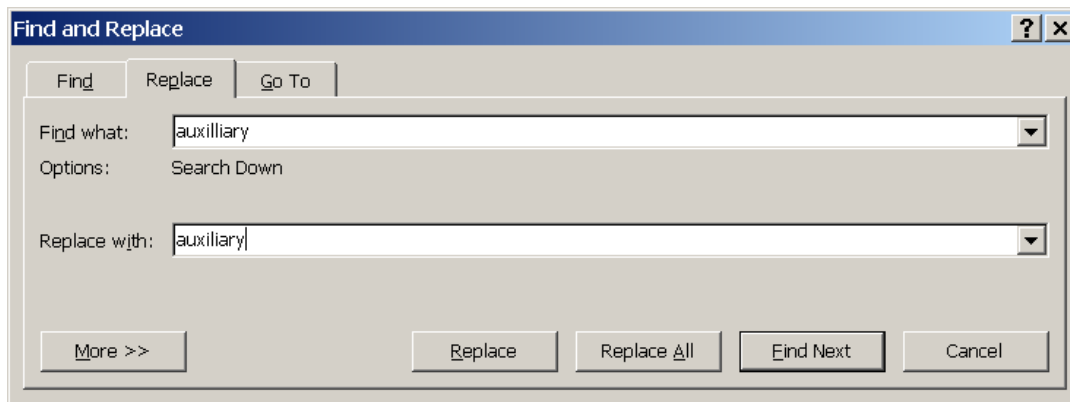
- **Finding and Replacing text in a document**

The  tab helps you find and replace specific text in a document.

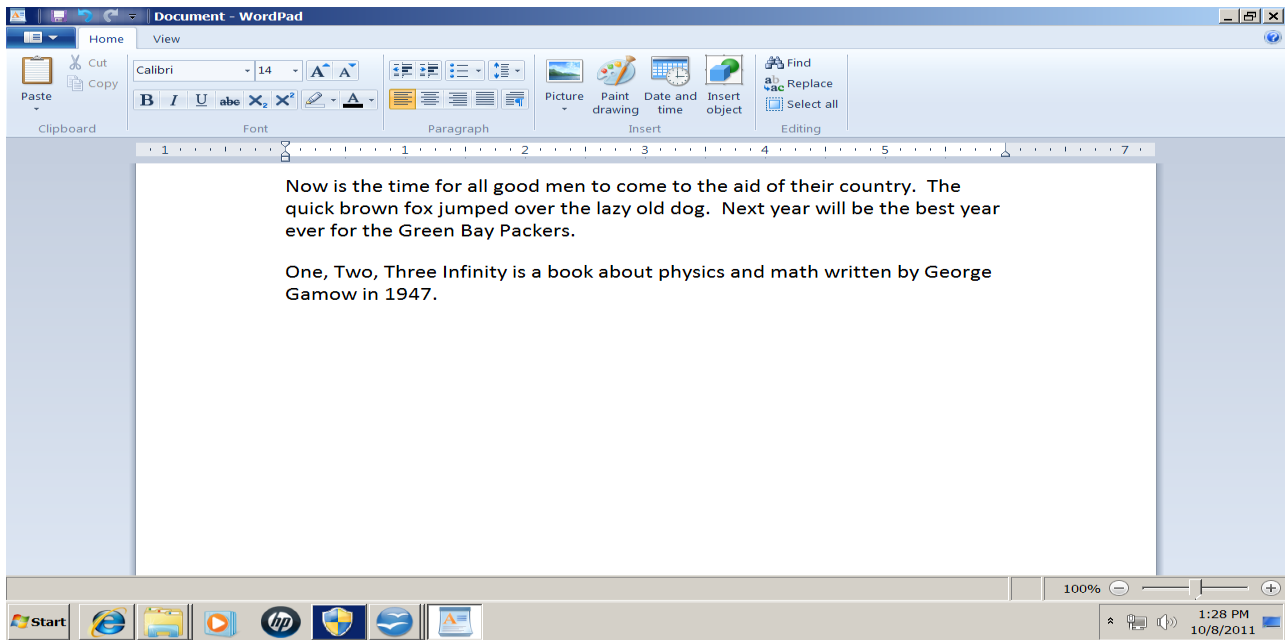
Again, in the previous text, auxiliary is misspelled. To find and correct the misspellings we can use the Replace option.

Click on Replace and a pop-up menu appears. Type in the word (or phrase) you want to replace, and the word/phrase you wish to replace it with:

- Click the “Replace” button at the bottom of the pop-up screen to replace one word.
- Click the “Replace All” button to replace all at once.
- The “Find Next” button can be used to navigate to each word for individual review before clicking “Replace”.







When typing information into a word processor, the word processor accepts a stream of input characters and treats them like a paragraph. Words are not usually broken at the end of a line and hyphenated. Instead if a word extends beyond the boundaries of the line, the whole word is moved to the next line. Whenever you press the Enter key, a new line is started and that begins a new paragraph.

One book, which I found in 1947 when I was 15 was the book by George Gamow called *One, Two, Three... Infinity*, which I still re-read from time to time. It's just a book describing the wonders of nature and, to the extent that a high school kid could understand, how we understand things about nature. That was one book I really appreciated. I remember it cost \$3.75 which, in those days, was a lot. Enter

I bought it and said to my father, "I spent \$3.75 on this book," which was like a month's allowance. And he said, "If you are going to learn something from a book then it's worth it. Pay anything for a book if the book is useful to you."

At these key points my parents came in handy and said the right things. Enter

**Sheldon Glashow**

## **Advanced functions found in other word processors:**

Save document as PDF, HTML, XML

Track changes to document

Incorporate movies and sound in document

Formatting tools

- Hyperlinks
- Headers & Footers
- Indexes
- Tables
- Table of Contents
- Scripts & Macros
- Frames