

## Word Processing: The Basics

*These instructions are for an IBM compatible Personal Computer using Word 97-2003 or Star Office. It is assumed that you can switch your computer on and launch an application.*

**Word 97-2003  
& Star Office**

Although the functions of MS Word (97-2003) are described, other Word Processing (WP) applications will be broadly similar in principle, although there will be some variation in detail and appearance. NB Word 2007 is significant different and this document is not appropriate for users of that application.

As with all Windows based systems there are always a variety of different ways of carrying out the same task. This document will use the quickest or simplest. If you uncertain of the purpose of any icon hover the cursor over it for a few seconds and a description will appear.

### ➤ **Launching your Word Processor**

There are many different Word Processors on the market (eg Word, Works, Star Office, Word Perfect) and most PCs have at least Microsoft's basic WP Word Pad.

If you have an icon for your Word Processor on your desktop double click on it to start it.



Word various versions 97, 2000, 2003



Star Office (version 8)



Word 2007

NB this version will not be covered in this document

If not use the Start button or Windows button at the bottom left of the screen to access the list of applications on your machine (if you are not sure about this look at the Zero Point handout.)

## Basic Operations

### ➤ **Creating a new Document**

When you launch your WP you will usually be presented with a blank document, the equivalent of a blank sheet of paper. If for some reason you don't get a blank document, click on the new document icon. ⇨



NB you can have more than one document on screen at a time.

### ➤ **Inputting text**

At this stage you can treat the Word Processor like a typewriter. One big difference is that you do not have to concern yourself with carriage returns. The WP will automatically wrap the text onto the new line. If you want to deliberately start a new line then press the Return Key



#### TASK

Launch your Word Processor

Type 3 lines of text; it can be anything you wish.

➤ **Correcting Errors**

If you make an error just click on the **Undo** icon ⇨  
OR select **Edit** from the menu bar and then click on **Undo**.



There are two correction keys  
The **delete** key; which will delete any highlighted text.  
The **backspace** key; (above the return key), which deletes the character just before the cursor position.

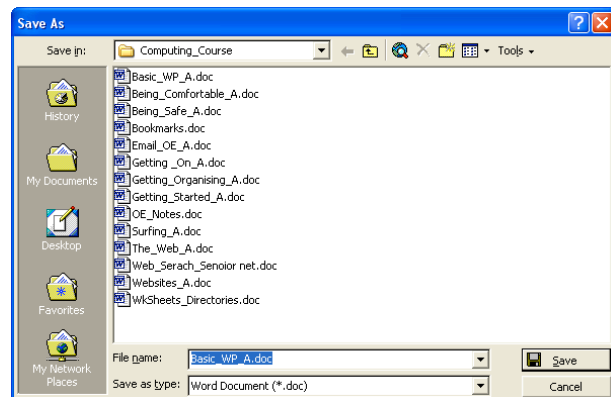
➤ **Saving a document**

To save a document click on the save icon. ⇨  
OR at the Menu Bar click on **File** then **Save**  
If the document already exists it will be over written with this new copy



If the file is completely new:-  
A dialogue box will open ⇨  
[We will consider dialogue boxes later]

You will be prompted for a file name.  
The computer will assume you want to store the file in the folder you used last, but this can be changed.  
(Remember the name)



**TASK**  
Save the document you have created and remember its name  
Close down your Word Processor



➤ **Opening an existing document**

Click on the Open icon ⇨  
Or at the **Menu bar** click on **File** and then **Open**  
A dialogue box will open which will enable you to look at all the documents in your folders. Select the one you want by double clicking on it.  
You may have to navigate about the computers file structure

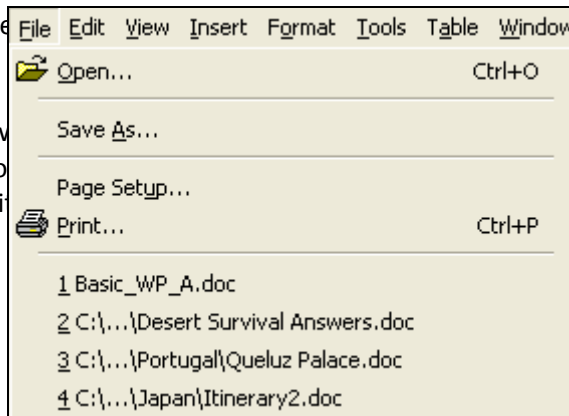


**TASK**  
Close down the document; but not the Word Processor



If you were recently working on the

At the **Menu bar** click on **File**  
The last few documents you were v  
at the bottom of the drop down bo  
Double click on the name to open i



## Editing Text

### ➤ Highlighting text

To modify any section of text you first have to mark the section of text by highlighting it.

- ⊕ Position the cursor at the beginning of the section you wish to highlight
- ⊕ Hold down the left mouse button
- ⊕ Move the cursor over the area you wish to highlight
- ⊕ Then release the mouse button

This requires some practice to do accurately!

### ➤ Formatting text

Having highlighted the text, click on the appropriate icon to change the format of the area highlighted:-



Justify text to the Left



Justify text to the right



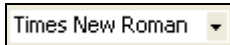
Centre justify text

TASK

Make a right justified letter head with your address

### ➤ Fonts

You may know fonts as typefaces. Computers are only limited in the number of fonts they have by the printers they have connected to them. You may have the font type and size buttons already set up on your toolbar.



Change font type (The arrow on the right gives drop down list)



Change font size (The arrow on the right gives drop down list)

This text is in Times New Roman 11point. This text is in Arial 9 point.

This document is in Calibri 11 point

If you don't have these icons; highlighted the text you want to change in the standard manner. At the click on **Format** and then **Font** and choose from the options presented.

TASK

Choose a new font for your address and apply it.

Underlining was the traditional method of making a section of a document more visible; but with the advent of computers the bold facility is now more common.



Make text bold



Make text italic



Underline text

TASK

Modify your document to a business letter address the gas board querying your last gas bill.

➤ **Checking Spelling and Grammar**

You can check the spelling and grammar (approximately) of your document by clicking on the spell check icon. ⇒ This will check the whole document.



If you only want to check part of a document, highlight that part before clicking on the icon.

If continuous checking has been enabled on your machine any spelling errors will be underlined in red (and grammar errors underlined in green).

To correct these errors position the cursor on the erroneous word and right click the mouse.

Select the correction you require with a left click of the mouse.

➤ **Copying text**

Highlight the text you wish to copy and click on the copy icon. ⇒



The text is stored on a 'clipboard' ready to be pasted into its new position.

➤ **Pasting text**

To paste text; position the cursor where you want the text placed and click on the paste icon. ⇒



Text on the clipboard which has been cut can (on some systems) only be pasted once

Text on the clipboard which has been copied can be pasted innumerable times

TASK

Open a new document (but don't close the old one).

Copy your letterhead onto this new document

➤ **Saving an existing document with a new name**

At the menu bar click on File then Save As.

A dialogue box will open [See pg 4 for info on dialogue boxes]

You will be prompted for a file name and a location to store the new file

TASK

Save this new document with the name **LetterHead**

➤ **Cutting text**

You can use the cut facility to move text to another position. Highlight the text you wish to cut and click on the cut icon. ⇒



The text is stored on a 'clipboard' ready to be pasted into its new position.

TASK

Open a new document (but don't close the old one).

Copy your letterhead onto this new document

## Printing a document

➤ **Set-up**

Before printing a document it is as well to check that the Word Processor has been set up correctly.

At the Menu Bar click on **File** and then Print **Setup**.

Three tabs are available Margins, Paper and Layout.

⊕ **Margins** enable you to set the paper orientation, and the margin sizes (+++)

⊕ **Paper** enables you to set the paper size (almost invariably A4) and the printer tray

⊕ **Layout** allows you to do fancy things with headers and footers.

➤ **Viewing the document**

Before finally printing a document you may wish to see what it looks like on the page, something that can be difficult to visualise from the standard screen view.

Click on the Print Preview icon. ⇨ [**File** then **Page Preview** in Star Office]



The screen will change to a preview mode.

You can change the size of the image using the percentage drop down box ⇨



OR by clicking on the enlarge icon ⇨ which will cause the cursor to change to a magnifying glass which you can position and click to enlarge a particular section.



Return the screen to its normal view by clicking on the Close icon ⇨



➤ **Printing the document**

If you wish to print the whole document click on the print icon.

OR if you wish to print part of a document or want to print more than one copy in the Menu Bar click on **File** and then **Print** and chose the appropriate options.

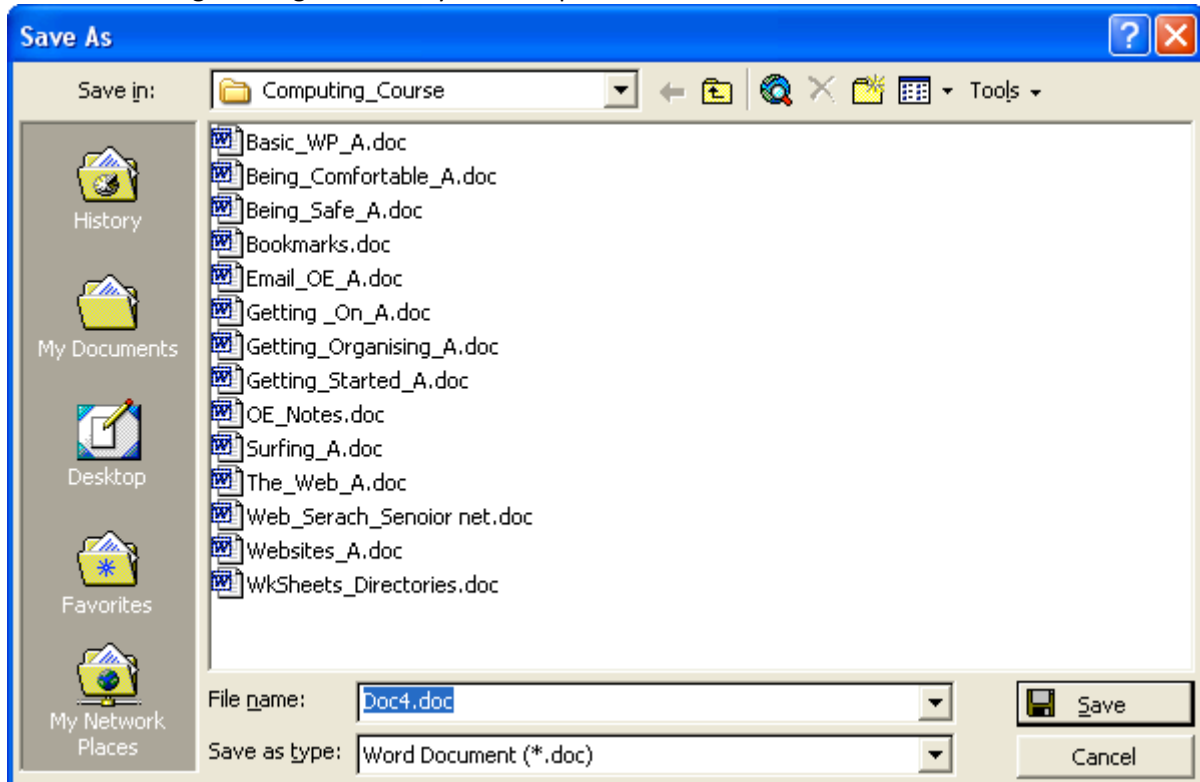


**PTO**

➤ **Dialogue boxes**

Dialogue boxes are one of the ways your PC tries to understand what you want it to do. They appear in a variety of different circumstances but although their purpose may be different, each time the basic operating principles remain the same.

This is the dialogue box given when you attempt to save a new document.



The buttons along the top are a series of useful function:-

**Save in**



The name of the folder whose contents are being displayed



Access recently used files (greyed out so it is not available in this case)



Move up one level in the folder structure



Search the Internet (not really useful in this case)



Deleted the selected folder (greyed out as no folder has been selected)



Create a new folder within the existing folder

Change the format of the information being displayed

**File name:**

is where (in this case) you enter the name you wish the file to be called (Word always makes a suggestion)

**Save As Type:**

is where (in this case) you choose the file type you wish to save.  
All applications will suggest a preferred file type.

NB Other dialog boxes will have different features depending on their particular purpose.