Word Processing I

Lesson Objectives

1. Definition of word processing and word processors
2. State the uses of word processing
3. Load and exist Ms. Word
4. Create, save and retrieve files.

Word Processing and Word Processors

Word processing is the process of using a software to create, edit, view, store, retrieve, format and print textual documents such as letters, memos, reports, letter head papers and other documents.

A word processor is a software that is used for word processing.

Examples of Word Processors (Word Processing packages)

✓ Microsoft Word
✓ Word Pad
✓ Word Perfect
✓ Word Star
✓ Corel WordPerfect
✓ Lotus Notes
✓ Word Pro
✓ Perfect Writer
✓ MultiMate Advantage
✓ Professional Write

Features of a typical word processor
Microsoft Word (Ms Word)

Microsoft word is a word processor designed by Microsoft Corporation, USA. It is the most common word processor today because of its special features. It comes in a software suite called Microsoft Office. Some of the versions are Microsoft Office word 95, 98, 2000, 2003, 2005, 2007, 2010, 2013, 2016 etc.

Below are common features available in a word processor using

1. The title bar
2. Menu bar
3. Formatting tool bar
4. Standard tool bar
5. Ruler bars (vertical and horizontal)
6. Scrollbars (vertical and horizontal
7. Maximize, minimize and close button
8. Office button
9. Text area
10. Status bar
11. Task bar

Using a word processor- Ms Office Word 2007

- **Loading Ms Word**

  To open an Ms word application, do the following

  1. Click on start (the window logo on the keyboard)
  2. Navigate to all programs
  3. Select Microsoft Office Suite
  4. Click Microsoft Word 2007

- **Opening a Document**

When loaded a new document is opened by default. The new document will have a file name Document 1. To open a new document again while the former is active do the following

1. Click on the office button
2. Select new from the displayed options
3. Select blank document from the dialog box
4. Click on the create button.

- **To close a document** if you are done with a document it is important to close the document before exiting Microsoft office word. The steps are listed below
  1. Click on the file menu
  2. Click close

- **To Save a document** Once you click on close, the program will prompt you to save the document if it is the first time before it will disappear. You can choose "Yes" and then the Save As dialog box will appear or you do the following
  1. Click on the file menu
  2. Select Save
     The Save As dialog box will appear, the user will choose the location in the computer system where the document should be saved, but by default it will be display "My Document"
  3. After selecting the location, in the file name text box type the name of the file preferably a name that relate to the document content and what the user can remember.
  4. Click Save

- **Saving a file with password**
    1. From the save as dialog box, click on tools
    2. Click on general/security options
    3. Type in the password and click ok, retype the password and click ok.
- **To exit a document** Now that the document have been saved and closed properly in a choice location, it's time to exit the program. This can be done in two ways
    1. On the title bar at the far right you will see the minimize, maximize, and close or exit button. The close button is red in color labelled X. simply click on the close button and the program exit or
    2. Click on the file menu
    3. Click on exit
- **Retrieving an existing document**
  To open an existing document do the following
    1. Load Ms. Word
    2. Click on the Ms. Office button
    3. Select open
    4. When the dialog box appears ensure the document is selected
    5. Highlight the file
    6. Click on the open button.

  Common operations of a word processor
  Most word processing application can perform the following operations to suite the desired needs of the user. Such operational features includes
    1. Copy, cut and paste
    2. Find and replace
    3. Go to

4. Spelling and grammar
5. Word count
6. Thesaurus
7. Formatting of documents
8. Kerning and paragraphing
9. Bullets and numbering
10. Inserting tables, pictures, headers and footers, page numbers, textbox, drop cap, word art, symbols , auto shapes etc
11. Mail merge
12. Printing of documents
13. Margin setting of documents