INTRODUCTION TO WORD PROCESSOR

WORD PROCESSOR

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Definition of a Word- processor.

A word processor is an application software that helps computer users to create, edit, format, print and

save word documents such as letters, books, articles, mailing lists, office documents etc.

There are many word processors in the market today. However, the commonly used ones include:

1. Microsoft Word

2. WordPerfect

3. Google Docs

4. WordPad

5. IBM Lotus WordPro

6. Apache OpenOffice

7. Libre Office Writer and

8. WPS-8 most used with handheld devices.

Purpose of word processing.

The main purpose of word processors is to write letters, reports, projects, books, essays, memos,

curriculum vitae, resumes etc.

1. **Letter preparation**
   Word processors have a special feature called Mail Merge that is used to create personalized

   letters (we will later learn about mail merge in the topic).

2. **Reports**
   Word processors have pre-formatted documents called templates that can be customized to

   create good reports more easily and efficiently.

3. **Newsletters**
   Just like reports, newsletters can easily be created by word processors. Due to their advanced

   editing and formatting features, word processors can be used to customize documents more

   efficiently.

Features in word processor that make it superior to type writers

a) Provision of storage area

b) It's easier and efficient because of automated features like word wrap, auto complete, auto text etc.

c) Have superior editing tools such as thesaurus , auto-correct, spelling and grammar checkers

d) Have superior document formatting features like Bolding, italics, underline, emboss etc

e) Ability to create tables and organize information in an organized manner

f) It's possible to print multiple copies

g) Produce neat work

h) Easier to deal with graphics

i) Can be reconfigured to correspond with user needs like indenting, setting gutters, paper size etc.

j) Are flexible and portable- i.e. can be used from one machine to another and text format can easily be converted.

k) Have powerful tools like mail merge that makes work easier, faster and efficient.

Using a Word processing package

Creating documents with word processors requires your computer to be installed with a word processor application software. There are numerous word processors available either for free or on purchase. ***In this notes, we will feature Microsoft Word from Office 2010 running on Windows 7 Operating system***.

a) **Getting started**
There are various ways to start Microsoft word from Windows 7. Such methods include:

1. Starting Microsoft Word from the desktop

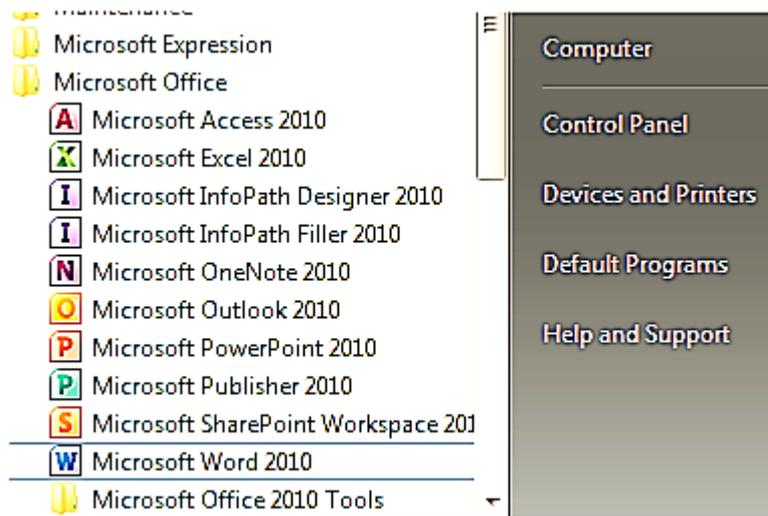i. *Double click the Microsoft Word icon (⬛) from the desktop.*

2. Starting Microsoft Word from the start menu

i. *Click* **start button** ( )

ii. *Point to* **all programs**

iii. *Click* **Microsoft Office**
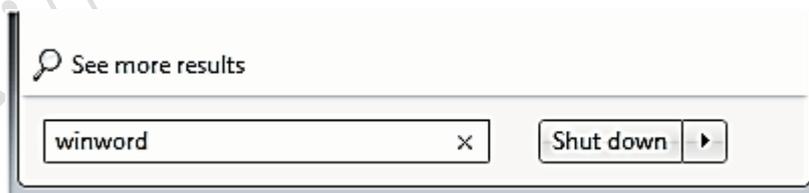

iv. *Click* **Microsoft Word 2010**

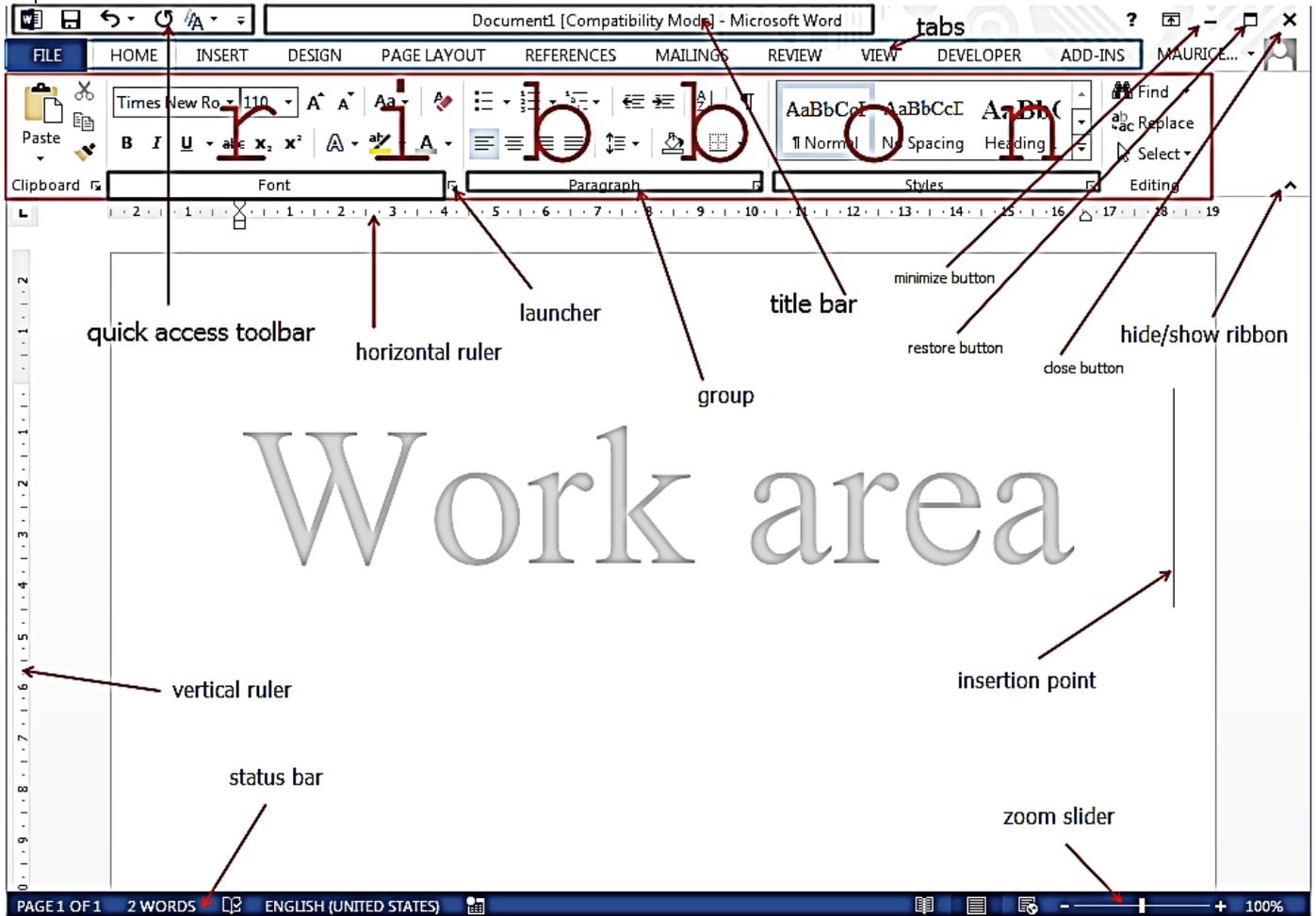3. Starting Microsoft Word from the run/search command

i. *Click* **start button** ( )

ii. *On the* **'search programs and files'** *text box, type the command* **'WinWord'**

then press enter key on the keyboard.

b) **Screen layout**

Significance of parts of a Microsoft Word screen layout

Quick access toolbar
This is a location on the screen layout that can be customized by the computer user to show frequently

used commands such as save, undo, redo etc.

Title bar
This bar has the name of the file on the left and the name of the application software on the right.

Tabs
These are controls with different tools beneath that form a ribbon.

Minimize button
This button is used to minimize the Microsoft word window to the taskbar.

Restore button
This button minimizes the window on the desktop or maximizes it to full length

Close button

Exits the window

Ribbon

Consist of editing and formatting tools for the computer user to choose from.

Ruler

Used to indent (**indenting** means customizing the text position from the page margins)

Group

This s a collection of related tools on the ribbon arranged in sections/groups.

Hide/Show ribbon

This is a tool on the ribbon that is used to hide the ribbon to create enough space for the work area and

show the ribbon when the user is formatting/editing.

Status bar

It acts as an interface between the computer user and a word processor program by showing the

position of the cursor, page position, language in use and proofing remarks.

Insertion point

This is a blinking control on the work area that directs the computer user where to type or insert a

graphic.

Zoom slider

This is a control next to the status bar that increases or decreases the work area by zooming in

different views.

Work Area

This is an area on the word processor window where the user types, edits or formats his/her work

Launcher

This is a control at the bottom right of each group that gives the computer user more tools for

formatting and editing.

c) Running the programme

When word processors start, they run with default settings such as the work area which is always

white, font size is '11', font color is automatic and with built-in font styles. However these settings

can be customized to computer user's tastes and preferences.

Also note that, after a page is filled which is mostly by default letter size or A4, word processors automatically opens a new page below the current page. This can be confirmed at the status bar.

1. Creating a document

After opening a word processor, creating a new document does not necessarily require you to start the same procedure over again. This requires you to:

    a. Press CTRL + N on the keyboard or

    b. Use the file menu tab

        i. On the file menu

        ii. Select new, then either choose

            1. Blank document or

            2. Template (a template is a predefined/preformatted document designed to make your work easier and professional)

2. Saving a document

Saving a word document simply means, writing the document on a permanent storage media such as the hard disk or a portable storage media such as a flash disk or a memory card. The procedure for saving a document is as follows:

1. Click on the file menu

2. Select the save command

3. Click computer

4. Click browse

5. On the dialog box that opens

    a. On the task pane (left side of the dialog box) select the folder where you want to save your work

    b. Type the filename in the 'filename textbox'

   c. Choose the file format in the 'save as type:' textbox. Then click 'save'

3. Retrieving a document

Retrieving a document simply means tracing the document on a storage media and opening it.

There are two common ways of retrieving a document:

a. Using the search tool

i. Click on the start button

ii. On the 'search programs and files' text box, type the name of the file you are searching and it will appear on the starting list.

iii. Identify the file and click on it to open.
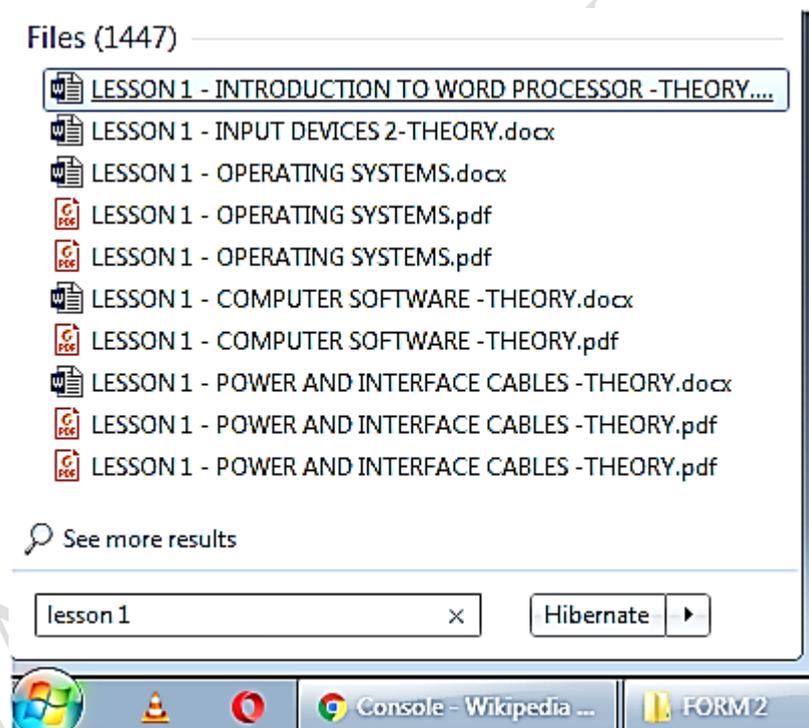

b. Using the open command

i. Open Microsoft Word

ii. Click on the file menu

iii. Click open the check your file under the 'recent document' list. If not available,

iv. Click 'computer' tab then 'browse'

v. On the 'open' dialog box that appears, locate the location of your file on the task pane. Then double click it to open.

4. Closing a document

Closing a document is mostly confused with exiting a word package. Closing a document means closing the currently active document without necessarily closing down the word package. To close a document, proceed as follows:-

    a. Click on 'file' menu

    b. Click 'close'.
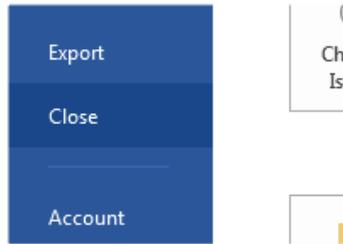
__N/B__ before closing or exiting a document, make sure that your work has been saved.

5. Exiting a word package

Exiting a word window or a document means to completely close down the Microsoft Word package. There are two common ways of closing down a Word Package.

a. Using the Keyboard

    a. Press ALT + F4

b. Using the Mouse

    a. Click on the 'close' button on the top right corner of the window or

    b. Right click the document on the taskbar then click 'close window' command