# Word Processing 1

## Using a computer for Writing

**Microsoft Office 2016**

# Table of Contents

These notes are designed for you to work through at your own pace. These notes do not explain every feature of the program therefore you are expected to make use of the Help facility.

 **Note:** This command denotes important information – read it carefully.

 **Tasks:** This command denotes a task which should be carried out to help you gain the skills required.

If you have any comments or queries, please contact**:**

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**WORD PROCESSING 1 – Using a Computer for Writing**

**When you have completed these notes you should be able to:**

- **Open & close a document**
- **Use Word's Help facility**
- **Enter text into a document**
- **Save & print a document**
- **Edit a document and change the format of text**
- **Perform a spell check and word count**
- **Change the alignment of paragraphs**

As a student you will need to use a computer to help produce documents such as essays, reports and dissertations. The type of program used for this is a **word processor**. The word processing program most commonly used in the University is **Microsoft Word**.

The following notes will introduce the most useful features of word processing using **Microsoft Word 2016**. They do not cover all aspects of the application. For information and instructions on other features use the Help facility within the application, (see below).

**When/if things go wrong**

Before you start using word processing software, remember that when/if an error occurs try the following to rectify the situation:

**To delete a wrongly entered character:**

Use either the **Backspace** ← or the **Delete** key (**Backspace** removes the character to the left of the cursor; **Delete** removes the character to the right of the cursor).

**To rectify other problems e.g. a wrongly entered command:**

Use the **Undo** option by clicking on the **Undo** command  on the **Quick Access Toolbar** at the top left side of the screen. You can also use the keyboard shortcut **Ctrl**+**Z**.

**To close a dialogue box**

Click on the **Close** command  at the top right side of the box or click **Cancel**.

**Help**

Using Help

If there is a command or feature of MS Word you would like to use but do not know how, use the help facility within the software. This provides instructions on using all features of the software. To use the help simply click on the **Tell me what you want to do** entry field, Figure 1, in the middle above the ribbon. Some help options will be provided, or choose the **Get Help** option from the menu to type a phrase to search by in the search box.
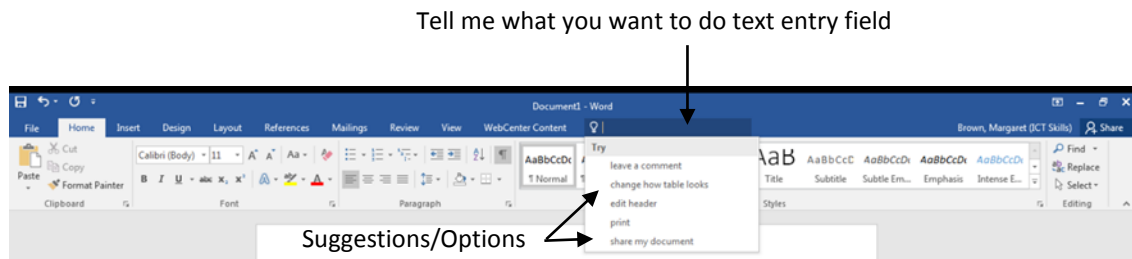
Tell me what you want to do text entry field



Suggestions/Options

**Figure 1: MS Word "Tell me what you want to do" text entry field help function**

# Opening and Starting Word

Word is opened from the **Start** menu (displayed on the **Taskbar** at the bottom left of the screen). Click the **Start** button, choose **All Programs**, **Microsoft Office** then **Microsoft Word 2016**. This will open and display Word templates to choose from, Figure 2. Choose the **Blank document** option to open the **MS Word** screen.
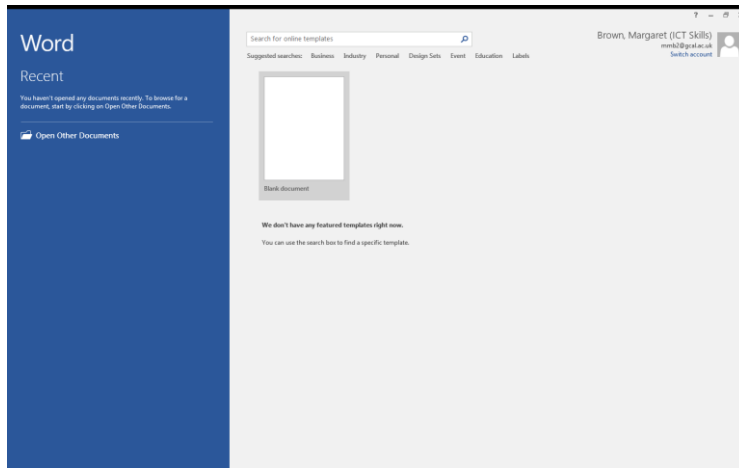


**Figure 2: MS Word template choice start screen**

**Exploring the Word Screen**

The **Word** screen is similar to other Microsoft Office applications (in terms of the ribbon, tabs and groups). **Figure 3** shows the screen which opens when you start **MS Word**. A brief description of each of the screen elements follows.
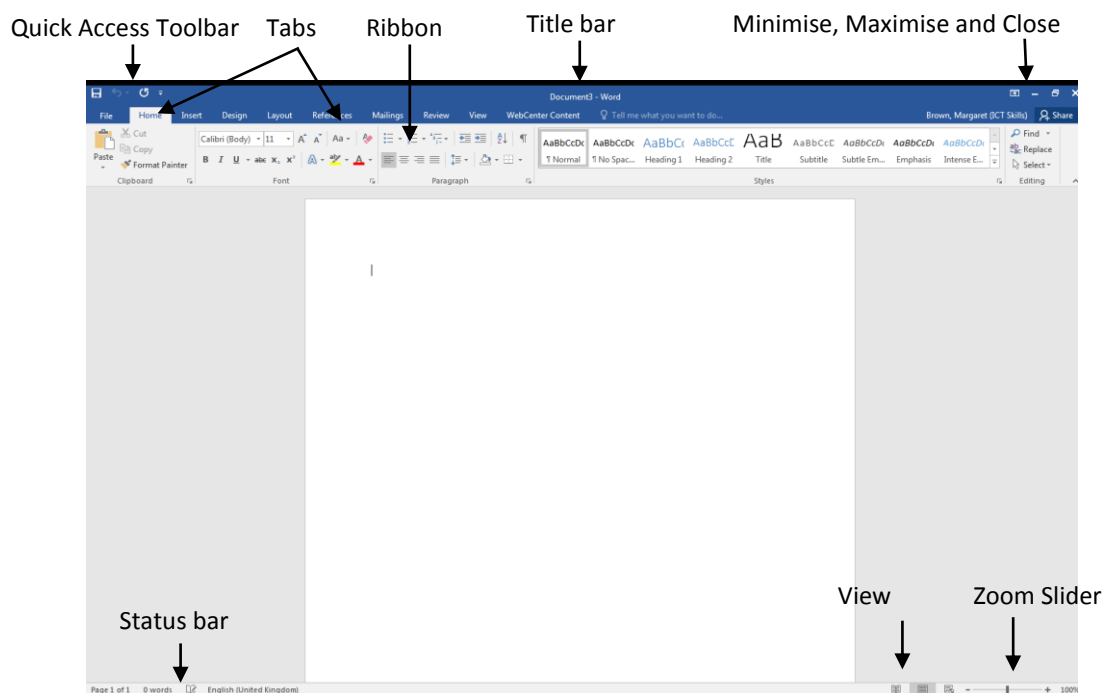


**Figure 3:** The Microsoft Word 2016 Screen

**Title bar**

This shows the name of the active document followed by the application (Microsoft Word). Documents are named Document1, Document2, etc. until they are saved with the name of your choice.

**Quick Access Toolbar**

The Quick Access Toolbar is a customisable toolbar that displays common commands. By default the **Save** , **Undo**  and **Repeat**  commands appear on the toolbar. Commands can be added quickly and easily to the Quick Access Toolbar by right clicking a command on the Ribbon and selecting **Add to Quick Access Toolbar** from the menu which is displayed. To remove a command, right click it on the Quick Access Toolbar and select **Remove from Quick Access Toolbar**.

**Word's minimise, maximise and close commands**

Used to Minimise , Maximise /Restore  and Close  the Word window. Maximise/Restore is used to switch between a full screen and a window size view of the application.

**Ribbon**

The Ribbon stretches across the top of the program's window and is divided into **Tabs** for specific activities.

**Tabs**

Tabs contain commands which are separated into specific groups according to their function. For example, within the **Home** tab is the **Font** group which contains text formatting commands.

**File Menu**

The File menu provides a "**Backstage view**" of the document. The Backstage view is used to manage files and the data about the files, such as creating, saving, printing files and setting file options. The File menu replaces the Microsoft Office Button and File menu that were used in earlier versions of Microsoft Office.

**Status bar**

Displays information such as the current page number and the number of words in the document. The status bar can be customised to display preferential information. This can be done by right clicking on the status bar and selecting the required option from the **Customise Status Bar** list.

**View commands**

View commands are used to switch between different view modes for a document: **Read**

**Mode**, **Print Layout** and **Web Layout**. The view shown in **Figure 3** is **Print Layout** view. You will most commonly use this when working with your documents.

**Zoom slider**

The Zoom slider allows you to zoom in and out of a document.

**Rulers**

Rulers show the positions of margins, tabs, indents and table columns on the page, they are not shown by default. If you wish to view the **Ruler** click on the view tab and select the Ruler by clicking in the check box.

# Starting Word & entering text

When using word processing software, there is no need to press the **ENTER↵** key at the end of every line. The software will automatically continue with the text on a new line. This is known as **word-wrap**. Similarly, it will automatically start a new page when required. However, the **ENTER↵** key must be pressed whenever text is required to start on a new line e.g. to start a new paragraph or when entering an address.

**Task 1**

Using Word, write a few paragraphs about yourself. Put your name at the top of the document and include paragraphs on:

What you did before coming to University

What subjects you are studying

What the future holds for your career, etc.

Use the various Delete and Undo commands, if needed, to correct your work.

Use the View commands on the status bar to switch between the different views of the document. Return to Print Layout view (if you cannot see the View commands press the Escape key on your keyboard (Esc).

**Saving a Document**

To save a document, click on the **File** menu and select **Save** from the list or click the **Save** command 🖫 from the **Quick Access Toolbar**. When saving a document for the first time the **Save As** dialogue box will be displayed where a document name and location (i.e. the drive and folder) must be given. Further saves will use the same document name and 'overwrite' the previously saved version.

The **Save As** command allows the document to be saved with a new or different name, leaving the original document unchanged. This is useful for keeping different versions of a

document or saving the same file in a different location. **Save As** also provides the ability to save documents in previous versions of word, as a template or in other file formats. The **Save As** command is accessed from the **File** menu.

**Note**: Microsoft Word automatically adds the **.docx** suffix to the document name. This is used by the computer to recognise what type of file it is.

We recommend that students save in their user workspace (**H:** drive). When saving any document, a back-up copy should also be saved to a different disk, drive or folder. Therefore, if one version of the file or disk is faulty, the back-up copy of the file can be used.

**Note:** It is important to get into the habit of saving work regularly, and creating back-up copies.

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**Task 2**

Save the document created in Task 1 to your user workspace (H: drive) calling it **My Details.docx**

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**Printing a Document**

To print a document, click on the **File** menu, and then on **Print.** This will display the **Print** options, **Figure 4**, where you can select which printer you want to use, what pages to print, double or single sided as well as the number of copies by clicking on the down arrow ▼ next to the option. Once you have chosen your settings click on the **Print** button to print the document.
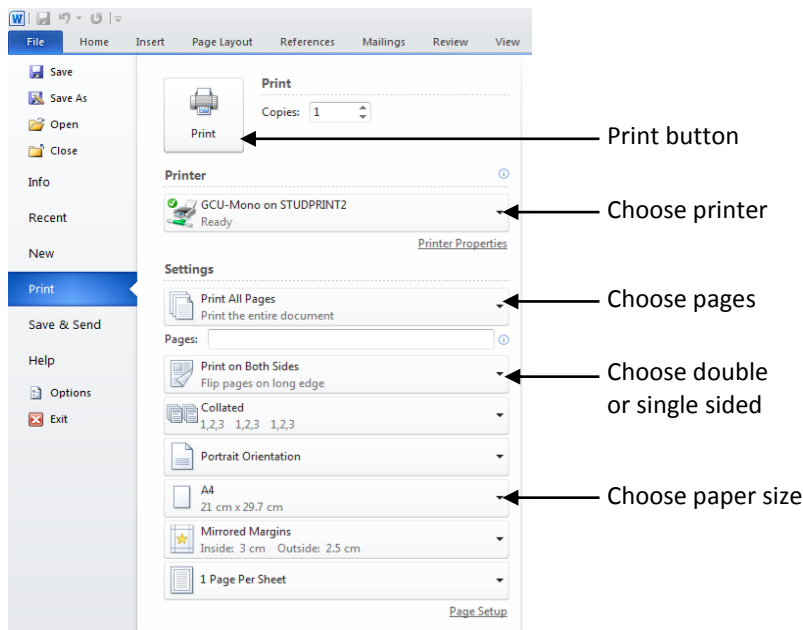
**Figure 4:** Print options

To the right of the print options you can see a print preview of your document which allows you to see what the document will look like before printing it (i.e. to see its layout).

To go back to your document click on the [←] go back arrow.

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 **Task 3**

Go to the File menu to see the print preview of My Details.docx. Click on the go back arrow to go back to edit the document.

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**Closing a Document**

After saving a document, it will still be displayed on the screen. To close a document, click on the **File menu** and on **Close** from the list of options. This closes the document but not **Microsoft Word**. You can select the **Close command** [×] at the top right of the window to close both the document and Microsoft Word.

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 **Task 4**

Close the document.

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**Opening a Document**

To open a previously saved document, ensure that **Word** is open. Select the **File menu** then **Open, from** the list of options. The **Open** dialogue box will be displayed. Select the location and name of the stored file (i.e. the drive/folder). Once the desired document has been located, select it and click the **Open** button.

**Editing and Formatting**

The contents and the appearance of a document can be changed very easily using a few simple commands. To edit the content of a document the cursor must firstly be moved to the appropriate position.

**Moving within a document**

The main ways to move around a document are to use the mouse or the arrow keys on the keyboard. When using the mouse, the **scroll bars** will be displayed within the document, click on the single arrows at the end of the bars (horizontal or vertical), or move the grey scroll bar by clicking and dragging it in the desired direction.

Useful keyboard commands include:

**Page Up** and **Page Down** – used to scroll up or down a document (one screen at a time)

**Home** and **End** – moves the cursor to the start or the end of a line of text

**Ctrl + Home** and **Ctrl + End** – moves the cursor to the start or the end of the document

**Ctrl + ↓** or **↑** - moves the cursor to the start or the end of the paragraph

**Ctrl + →** or **←** - moves the cursor one word to the right or left

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**Task 5**

Open the document My Details.docx

Using both the keyboard and the mouse experiment moving around the document using the various methods mentioned above.

Use the Help facility to find out what keyboard shortcuts can be used to Create, View and Save documents. Hint: search for **keyboard shortcuts**

Use the space below to make notes.

Close Help by clicking on the close command ☒ at the top-right of the Word Help window.

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**Selecting text**

Before performing operations on text (e.g. deleting, changing font size, etc.) it usually has to be selected first. When text is selected, it will appear highlighted on screen. Text can be selected using the mouse to click and drag, or using the following:

**To select a word** – double-click on the word

**To select a line** – click in the left-hand margin at the start of the line (the cursor changes to a north-east pointing arrow ⇗)

**To select a paragraph** – double-click in the left-hand margin beside the paragraph or triple-click anywhere within the paragraph

**Note:** When double or triple-clicking, you must click quite quickly – it is a skill you will master.

### Deleting text

To delete a few characters, the **Backspace** ← or **Delete** keys can be used (see section **When/If Things Go Wrong** on page 3).

To delete a large amount of text, the text must firstly be selected using one of the ways described previously. Then either press the **Delete** key, or the **Backspace** ← key.

### Inserting text

Text can be inserted by clicking at the appropriate point in the document and simply using the keyboard to enter the new text.

### Moving and copying text

Text can be moved by cutting it from one area and inserting (or pasting) it into another. This is a 2-stage operation known as **Cut** and **Paste**. To move text, firstly select the text and then select the **Cut command** ✂ which is located on the **Home** tab in the **Clipboard** group. This removes the text from the document and places it on the clipboard (area of the computer's memory). To **Paste** the text, click where the text is to be inserted and click on the **Paste** command 📋 from the **Clipboard** group on the **Home** tab.

Similarly, to copy text, follow the above commands but instead of selecting the **Cut command** ✂, select the **Copy command** 📋 and then **Paste** 📋. With this option, the text remains in its original location, and a copy is inserted in the new location.

### Formatting text

Formatting text includes the use of **bold**, *italics* and <u>underline</u> as well as changing the font, its size, and colour. To format text, it must firstly be selected, then:

- To use bold, italics or underline, click on the appropriate command **B** *I* <u>U</u> from the **Font** group on the **Home** tab.

- To change the font, font size and font colour use the drop-down menus within the **Font** group on the **Home** tab.

- Alternatively, select the **Font** dialogue box launcher ⌐ at the bottom right corner of the group to display the font dialogue box and make your selections from there.

Formatting can also be carried out while entering text. To carry out formatting this way select the formatting command first (e.g. Bold) then enter text. Select the command again to switch it off.

**Task 6**

Open the file My Details.docx

Move to the beginning of the document and add a main heading **My Details**. Change it to bold and the font size to 16 pts.

Add subheadings to each of the 3 paragraphs suggested in Task 1. Name them

> **Before University**
>
> **Subjects Being Studied**
>
> **Future Career**

Underline each and change the font size to 14 pts. Move the paragraph 'Future Career' (including the paragraph heading) to before 'Subjects Being Studied'.

Re-save the document.

**Spellcheck**

Word processing software can automatically check the spelling and grammar within a document. The software will detect spelling and grammar errors and offer possible corrections. Spelling errors will appear underlined in red and grammatical errors underlined in blue. To perform a spell check, click on the **Review** tab and select **Spelling & Grammar** from the **Proofing** group. This will display the **Spelling and Grammar** dialogue box with the spelling or grammatical errors and suggestions that can be applied to correct the errors. Options can be selected including automatically changing the spelling of a word to one of the alternatives offered, to ignore the detected word, or to change every occurrence of the word within the document. If the **Spellchecker** underlines a word in red that show that it has found a potential spelling error. If it underlines in blue, it signifies a possible grammatical problem.

**Task 7**

Carry out a Spellcheck on My Details.docx and correct any errors. Re-save it.

**Word Count**

Word processing software can also count the number of words within a document. This is a useful feature if you have to write essays and reports of a specified length. The word count feature also offers other statistics such as the number of pages, characters,

paragraphs and lines.

Word count is displayed by default on the status bar at the bottom of the window, and updates the count automatically. If you would like to see the word count for a specific section or paragraph, simply select the text and the word count will be given for that selected part of the document. To select sections of text that are not next to each other, select the first section, and then hold down **CTRL** key and select additional sections. By clicking on **Words:** on the status bar, the **Word Count** dialogue box will open with further statistics related to the characters, paragraphs and lines within the document.

**Note:** The number of words cannot be automatically inserted into the document; you must enter this manually.

**Task 8**

Using the word count information from the status bar, enter a line at the end of the document which sates the number of words it contains.

**Paragraph Alignment (Justification)**

The text you type into a document will automatically start at the left-hand margin and is left-aligned. In most cases, text will be uneven at the right-hand side of the page. Text alignment can be altered to change the appearance of the document. Options include:

- **Left-alignment:** Text is aligned straight to the left-hand margin and is ragged at the right-hand side
- **Right-alignment:** Text is aligned straight to the right-hand margin and is ragged at the left-hand side
- **Centred**: Text is automatically centred within each line and will be uneven at both the left and right margins
- **Justified**: Text is aligned straight to the left and right margins of the page

Alignment commands are **paragraph commands** i.e. they alter the appearance of an entire paragraph. To change the alignment of a paragraph, click anywhere on the paragraph (or select multiple paragraphs) and, either click on the appropriate command in the **Paragraph** group on the **Home** tab or click on the **Paragraph** dialogue box launcher from the **Home** tab and choose the alignment option required.

**Task 9**

Open My Details.docx and experiment with the different alignment options. See how they can radically alter the appearance of your document. Use the Undo command from the Quick Access Toolbar to reverse the alignment.

Re-save and close My Details.docx

**Supplementary Exercise 1**

Create a new document and enter the following text:

**The first step towards creating a document using a word processor is to type in text. As the text is typed, characters are inserted at the cursor or insertion point. When text reaches the end of a line, it automatically continues to the next line. This is called word wrapping. When the end of a paragraph is reached and text has to start on a new line, the ENTER key should be pressed.**

**Word processing programs allow the user to control the appearance and layout of the document, to rearrange text, change font sizes and styles, as well as changing the alignment of paragraphs. They also come with spelling and grammar-checking features.**

**When finished typing a document, it can be saved as a file and printed.**

- Now perform the following tasks:

- Spell check the document and edit any errors.

- Save the document to your user workspace (H: drive), calling it **Word Processing**.

- At the beginning of the document add the heading: **Word Processing**. Centre and Underline this heading and change the font size to 14 points.

- Change the text 'word wrapping' (in the first paragraph) to bold.

- Change the alignment of the paragraphs to fully justified.

- Delete the last sentence of the document.

- Using the word count facility check the word count and then add the number of words to the bottom of the document.

Save again the document to your user workspace (H: drive).

**Supplementary Exercise 2**

Create a new document and enter the following text:

**The first computers used in the business world were strictly designed for working with numbers and large lists of information. The task of using a computer to manipulate numbers and data was called data processing. These early computers were quite complicated and difficult to use. They required large numbers of staff to operate them, and they frequently broke down causing many problems with secretaries and peripheral staff. Computers and data processing therefore had a bad reputation with those who worked with them.**

Now perform the following tasks:

- Spell check the document and edit any errors.

- Save the document to your user workspace (H: drive), calling it **Early Computers**.

- At the beginning of the document, add a heading **Early Computers**. Centre, bold and underline this heading and change the font size to 14 points.

- Change the text 'data processing' to italic.

- Create a new paragraph at the sentence starting 'These early computers…'.

Save again the document to your user workspace (H: drive).