

04

Word processing



I have to prepare a letter. Do you know how to prepare a letter using a computer?

Is there any word processing software in your computer?

Word processing software? What's that?



4.1

Let's identify Word Processing

Composing, editing (manipulating) and/or storing a text based document in any style is called word processing.

A word processor can be any tool from a simple pencil to a complicated computer software.



Exercise 1 : see Workbook 4.1



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History of Word Processing

Composing letters and documents started a long time ago. It started with writing using objects such as leaves, stone chips and skin and developed so rapidly as to use a computer software to prepare a document by now.



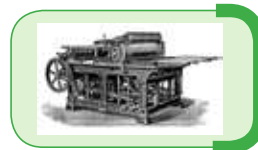
Writing using various objects that were available in the environment.
(leaves, skin, stone chips etc..)



Invention of paper and composing books by copy writing manually



Use of wood blocks and clay blocks for printing



Invention of the printing machine



Invention of the manual typewriter

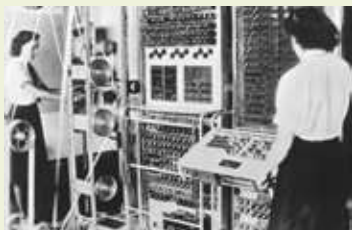


Invention of the electric/electronic typewriter



Use of computer for word processing

Special landmarks in the use of computer for word processing



Invention of the first computer for word processing (Decade 1960)



Creation of the first word processing programme (1979)



4.2

Let's learn about Word Processing Software

Word processing software can be defined as a computer programme capable of creating a document, editing its content, modifying (formatting) its colour or style and sometimes printing it in different styles.

Examples for word processing software



Microsoft Office Word



Open Office Writer



Corel Word Perfect

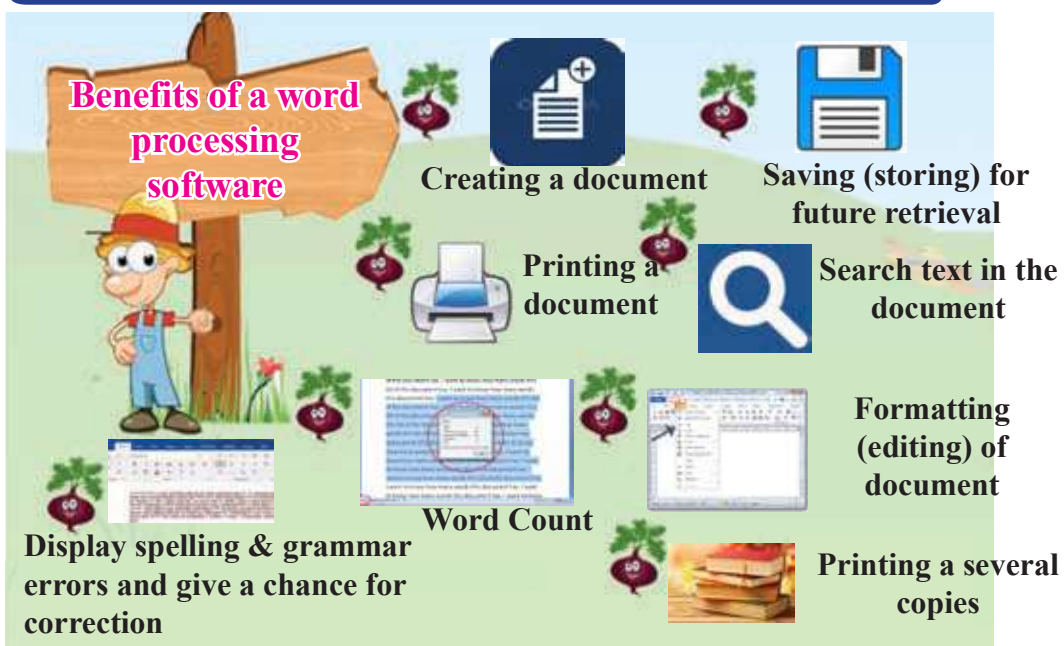


iWork Pages



Libre Office Writer

Benefits of using a Word Processing Software



Exercise 2 : see Workbook 4.2



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4.3

Let's learn about the Keyboard

It is essential to know how to use a keyboard when preparing a document with a word processing software. By practising to use the computer keyboard correctly, computer typing can become very easy and more efficient.

Typical Keyboard

The keys in the keyboard can be divided into several groups based on the function.



Figure 4.1 Key arrangement on a typical keyboard

Control Keys)

These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt and Esc.

Character Keys

These keys are used to type in letters, numbers, punctuation marks and symbols when preparing a document.

Function Keys

The function keys are used to perform a specific task. The functionality of these keys may differ from programme to programme.

Navigation Keys

These keys are used for moving around on a webpage and for editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete and Insert keys.



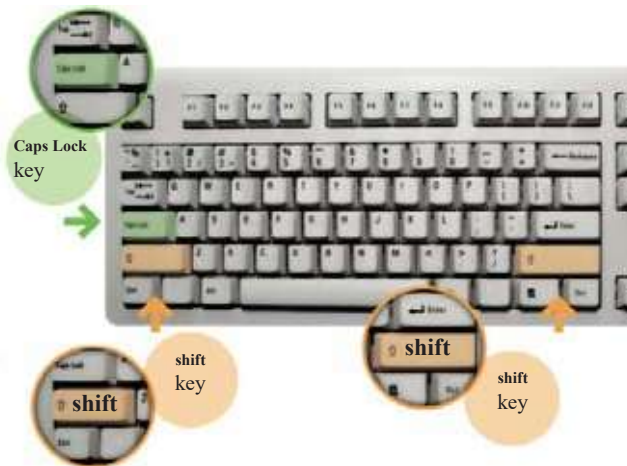
Numeric Keypad

The numeric keypad is used to enter numbers quickly.

How the keys are arranged in a typical keyboard is shown in Figure 4.1. It is also known as QWERTY keyboard considering the design for alphabets. In some cases, keyboards that are slightly different from this type of keyboard are also available.

Use of Caps Lock key

When the Caps Lock key is pressed once capital letter's are typed. When it is necessary to type normal letters, press the caps lock key again.



- Press Caps Lock key once space , C, D
- Press Caps Lock key again space a, c, d

Use of Shift Key

There are two shift keys on the right and left sides of the keyboard. When letter keys are pressed while keeping the shift key pressed, English capital letters are typed. Similarly when other keys are pressed while keeping the shift key pressed, the symbol on the top of the key is typed.

$$\begin{array}{l} \text{Shift} + \text{A} \longrightarrow \text{A} \\ \text{Shift} + \text{? /} \longrightarrow ? \end{array}$$



Space bar – It is used to create an empty space between two words. If pressed once, a single space is created and if pressed twice, two spaces are created and so on.

eg:-

Pressing once	Thank you
Pressing twice	Thank you

Tab key – It creates a somewhat big space between two words. Pressing the tab key once creates a single space and pressing it twice creates two spaces and so on.

eg:

Pressing once	Thank	you
Pressing twice	Thank	you

Enter key – Pressing the enter key once, moves the cursor down to the next line.

eg:

Pressing once	Thank
---------------	-------

you

Arrow keys – It moves the cursor up, down, left or right on the screen.

Backspace key – When pressed once, it deletes any character, space, number or any other object to the left of the cursor. (cursor's current position)



Exercise 3 : see Workbook 4.3

4.4

Let's use the Keyboard correctly

Sitting with the correct posture



As you learned in Grade 6, computer typing can be more successful, when you sit with the correct posture in front of the computer. Improper sitting will cause pain in the hands, neck, back and in other joints.

Placing the Keyboard in the right place



When sitting for typing, it is essential to keep the body right in front of the space bar of the keyboard. So that, it will enable the user to manipulate all the keys in the keyboard more conveniently.

Refrain from keeping the wrist or palm on the table



It is to be noted that while typing on the keyboard, both hands should be raised above the keys of the keyboard. (hands should not touch the keyboard or the table). So that, it will prevent numbness and pain in the fingers. Typing with the habit of resting the palm or wrist on the table may cause prolonged pain or injury in the fingers in the long run.



Pressing the keys softly



Normally it is sufficient to press a key softly to type any character, number or symbol. Pressing a key with force is an unwanted action. By doing so, fingers may experience inconveniences and the keys in the keyboard may wear out sooner as well.

Giving rest to both hands while not engaged in typing



While working on the computer, it is essential to give a rest to both hands in circumstances where you are not engaged in typing. In such occasions, both hands can be kept freely on the table or the lap.



Exercise 4: see Workbook 4.4

4.5

Let's create a Document using the Keyboard

Before creating a document, it is necessary to know how to use a computer keyboard correctly



How to find a letter that we need out of many letters on the keyboard?

Before creating a document, one should have a good understanding about how hands should be kept on the keyboard and manipulate keys.



It is essential to follow the measures given below in order to gain correct computer keyboard skills.

- While starting typing is started, keep the left hand fingers on keys A, S, D and F and right hand fingers on keys J, K, L.



- Use fingers of both hands and always start typing having placed both hands on the correct row of the keyboard.(as shown in the picture)



- Use appropriate keys for the appropriate fingers.





Touch typing

The act of typing quickly and accurately without looking at the keys is called touch typing.

4.6

Use of typing Tutor Software

There are a lot of benefits in learning touch typing. For this, use of a typing tutor software can be shown as the most suitable and the easiest way (method) to learn touch typing.

So, you can search and find several software by browsing the internet.

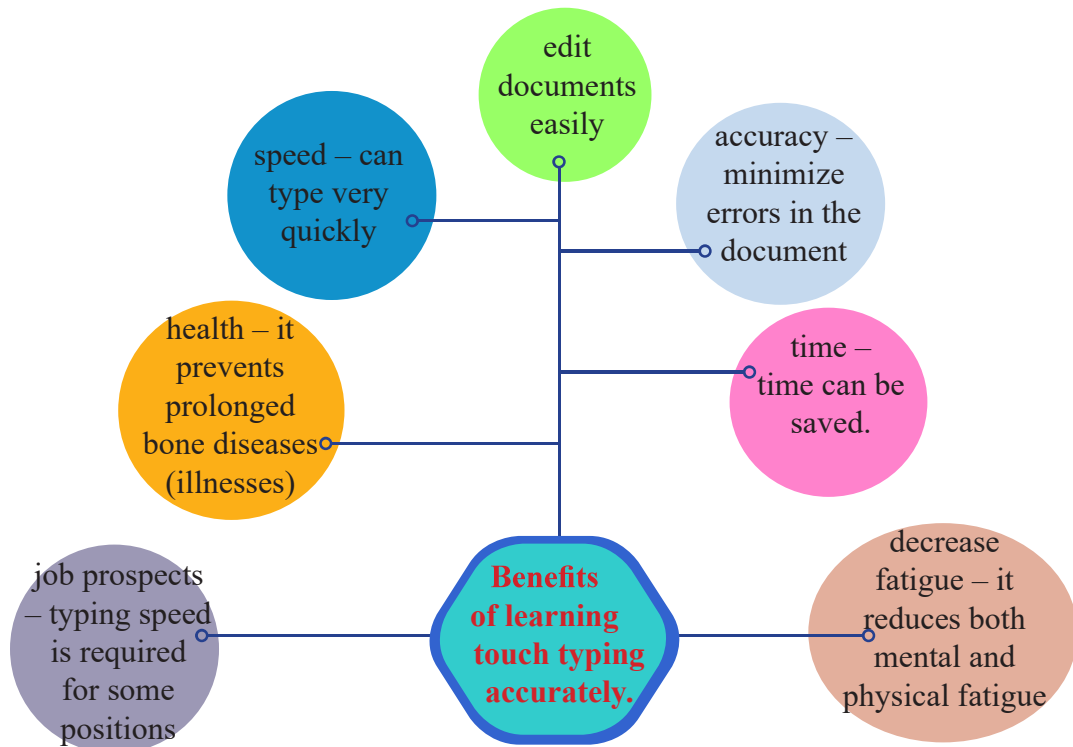


Figure 4.2 Some benefits of learning touch typing accurately






Exercise 5: see Workbook 4.5



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Meanwhile, some examples for typing tutor software that can be downloaded freely from the internet and their web addresses (URLs) are shown below.

Software	Downloadable web address
Rapid Typing Tutor 	http://www.rapidtyping.com/downloads.html
TIPP10 	https://www.tipp10.com/en/download/getfile/4/
Typefaster 	http://www.typefastertypingtutor.com/



Exercise 6 : see Workbook 4.6



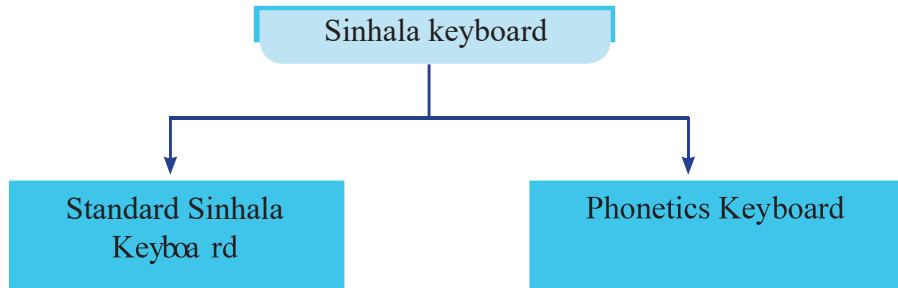
Basically the keyboard has been produced for English language. However, various techniques have been introduced into this keyboard for different nationals to type (in) their own language through this keyboard. In our country, Sinhala and Tamil keyboards are widely used.



Using Sinhala and Tamil Keyboard

Using Sinhala keyboard

Sinhala keyboards can be seen in two types based on the manner of entering Sinhala letters.



Sinhala characters can be entered to the computer both by character keys located in the keyboard and by phonetics keys too.

• Use of Standard Sinhala Keyboard

In this model, it is essential to remember the location of keys on the keyboard. This Sinhala keyboard is used (operated) in present computers and other data communication devices as well. This model is used in Unicode system too.

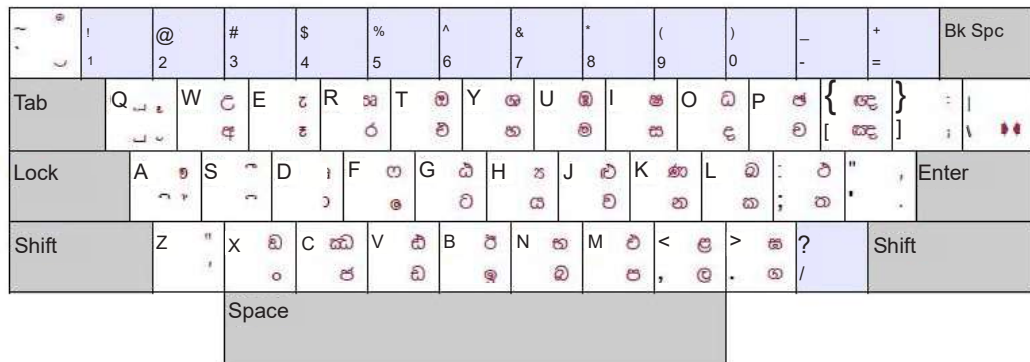


Figure 4.3 – Standard Sinhala Keyboard (Wijesekara Sinhala Keyboard)

• Phonetics Keyboard

This is somewhat an easy method and the keyboard can be used according to Sinhala sounds (based on Sinhala sound). Therefore it is not necessary to know the location of the appropriate letters. You can send SMS messages in mobile phone using this method. Therefore, you are already familiar with this method.





Figure 4.4 - Sinhala Phonetics Keyboard

Use of Tamil Keyboard

Unicode keyboard is mostly used when typing in Tamil letters.



Figure 4.5 - Tamil Phonetics Keyboard



To read a letter prepared by using Unicode font, it is not necessary to have installed Unicode font in the computer of the user. However, to read a letter prepared by using a font other than Unicode font, the relevant font should have been installed in the computer of the user (user's computer).

The Unicode font is an open source software. So it can be downloaded freely from the internet.

In addition to Unicode font, several other fonts such as FMBindumathi, FMAbhaya etc.. can be used to type in Sinhala letters while several other fonts such as Bamini, Kalaham etc., can be used to type in Tamil letters.





Exercise 7 : See Workbook 4.7

Summary

- ★ Creation of letters and documents needed in day to day life easily is called word processing.
- ★ Skill to use the keyboard correctly is essential in word processing through the computer.
- ★ The keyboard that we use normally (day to day) is identified as QWERTY keyboard.
- ★ The QWERTY keyboard can also be used for other languages such as Sinhala and Tamil.
- ★ The Typing Tutor software can be used to practice the use of keyboard correctly.

