

This chapter covers the following;

- word processing
- benefits of a word processing software
- creating a document
- formatting of document
- adding clip arts and charts to a document
- opening and closing files
- mail merge
- printing a document
- shortcut keys

6.1 Word Processing

Your school principal has informed you that this year's Art Festival is going to be celebrated. The assigned task of your team is preparing necessary documents for the arts festival.

Accordingly you have to;

- Design invitations
- Prepare letters to the parents
- Design certificates



These documents should be well prepared and printed. After drafting the above documents, you now want to find out the best method of document preparation.

“We will prepare hand written invitations”, was one of the suggestions.

“Good idea, but it’s difficult to write in a similar size and a similar way. So we’ll use the type writer in the library”, was another suggestion.

“We should find attractive types of letters and add pictures. A border will give a good finish. A typewriter won’t provide such facilities, will it?” Everybody is confused. You need to find a solution for this problem.

We often use different types of documents in our day-to-day activities and preparing these documents in different styles is called word processing. In order to avoid the shortcomings of preparation of pen or pencil in based documents, typewrites were used in the early days. Even though such typed documents were better than the hand written documents, manual typewriters do not allow functions such as formatting, saving, printing in required sizes.

The computer is the best machine for such an activity. A word processing software can provide the following facilities;

- Creation and editing
- Insert objects such as images
- Saving and retrieving
- Print preview and printing
- Spell checking and grammar
- Find and replace
- Mail merge

6.1.1 Word Processing Software

Several popular word processing software are available. Some need to be purchased and some are Free and Open Source Software (FOSS).

Given below are some of the word processing softwares. You can find more information about those softwares from their websites.

Name of the software	Producer
AbiWord	Source Gear Corporation
FrameMaker	Adobe Systems Incorporated
iWork Pages	Apple
Kingsoft Office Writer	King soft
Libre Office Writer	Open Office Writer
Microsoft Office Word	Microsoft Corporation
Open Office Writer	Apache Software foundation (Open Source Software)
Word Perfect	Corel

The user can create documents using internet as well if the computer does not have a Word Processing software. For this the user can use cloud computing. There are many advantages of using cloud computing such as;

- The user does not have to install a word processing software on the computer
- The user does not have to allocate space to install software in the hard disk
- To save the document, internet itself provides facilities for space.
- The user can open or edit the document from any computer which has internet facility

Example - Google Docs, Windows 365

In addition, smart phones and tablet PC's are used for Word Processing today and word processing software is available for this purpose.

Eg: Documents To Go, Google Docs, Kingsoft Office, Polaris Office etc.

Now we will learn how to use a word processing software to prepare documents.

This chapter explains two word processing software which are commonly used today. Further, some topics and tools which are common to other software are also discussed.

6.1.2 Running a Word Processing Software

These lessons are presented based on Microsoft.

Microsoft Office Word 2019

Start → All Programs → Microsoft Office → Microsoft Office Word 2019
(This could be different depending on the operating System)

The graphical user interface of a Microsoft Word 2019 software is shown in figure 6.1

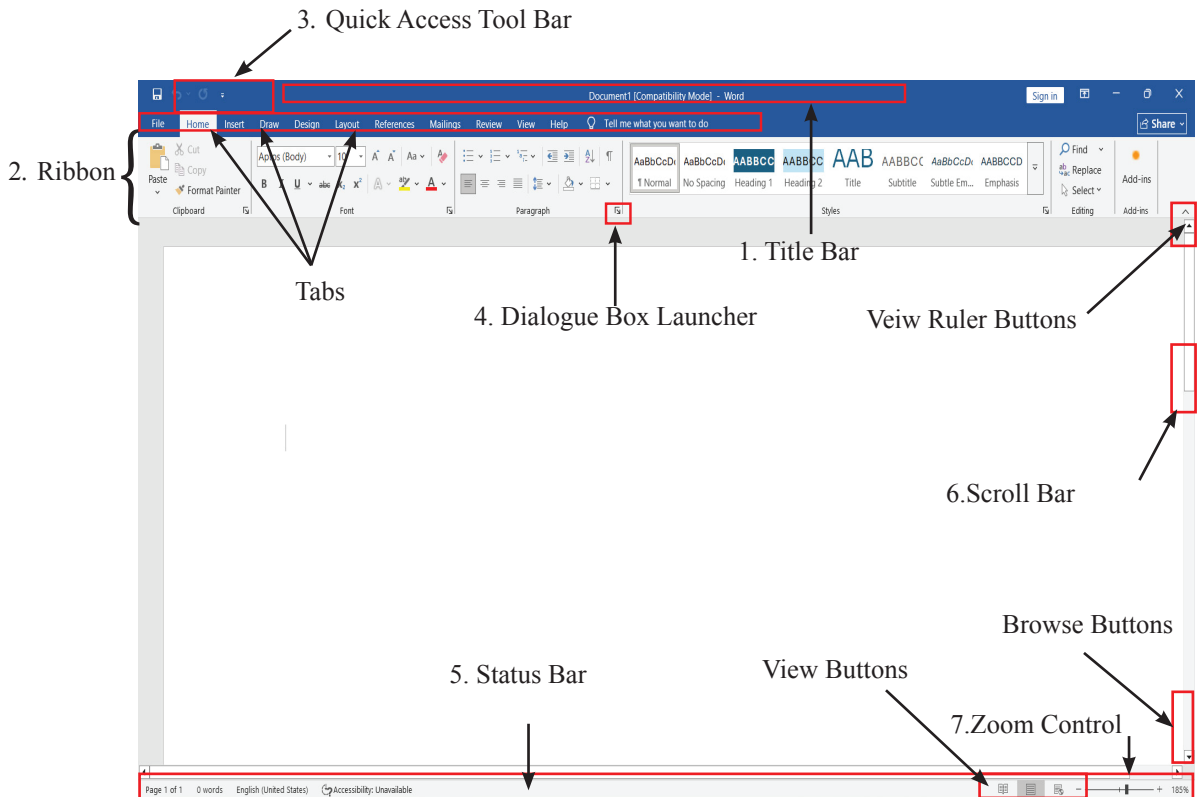


Figure 6.1 - Microsoft Office Word 2019

1. **Title Bar** - (Figure 6.2) The top most bar on a Microsoft Office 2019 window is the Title Bar. The name of the opened document will appear here. A new document is shown as Document X and 'X' is the document number. Window Minimize button, Minimize/Restore button and the Close buttons are located in the top right hand side.



Figure 6.2 – Title Bar

2. **Ribbon** – Ribbon is a special feature of Word 2019 windows. Features of this (File, Home, Insert etc) are called Tabs. The special feature of the ribbon is that the items are shown as Icons, so their functions are clear. Facilities are there for the users to adjust these tabs according to their wishes. Moreover, ribbon is divided into several classes. (Clipboard, Font, Paragraph, Styles, Editing, etc.)

Some features of the Home Ribbon (Figure 6.3):

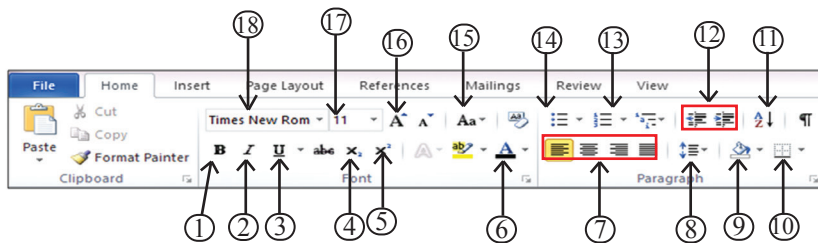


Figure 6.3 – Home Ribbon

- | | |
|-----------------|-----------------|
| 1. Bold | 10. Border |
| 2. Italic | 11. Sort |
| 3. Underline | 12. Indentation |
| 4. Subscript | 13. Numbering |
| 5. Superscript | 14. Bullets |
| 6. Font color | 15. Change case |
| 7. Alignments | 16. Grow font |
| 8. Line spacing | 17. Font Size |
| 9. Shading | 18. Font Name |
3. **Quick Access Tool Bar** (Figure 6.4) - This is always placed above the Ribbon and can be placed below the Ribbon. Quick Access Tool Bar contains quick commands such as opening a new document, saving or opening a document, Zooming, Undo, Redo, etc and this can be adjusted according to the user's requirements.

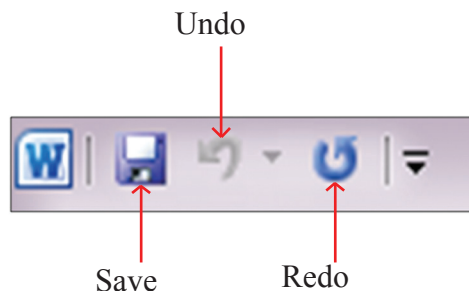
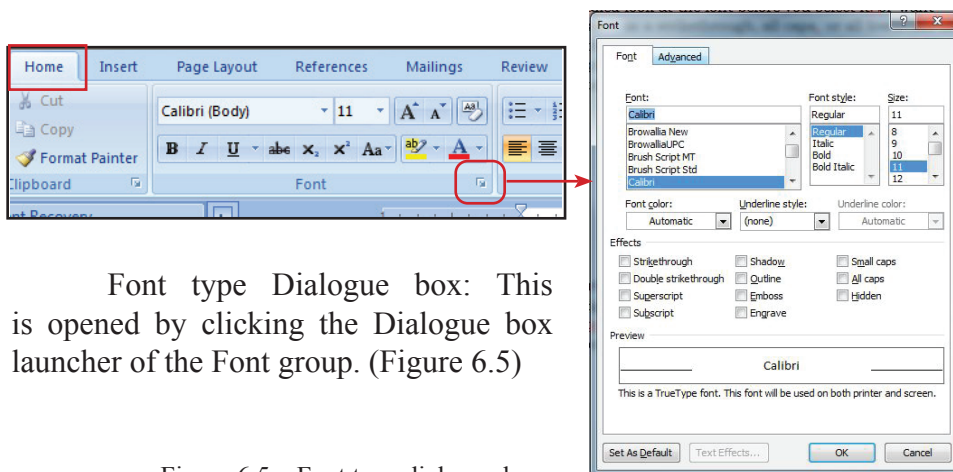


Figure 6.4 - Quick Access Tool Bar

4. **Dialogue Box launcher** Figure 6.5 - Dialogue Box launcher shows additional tools. Dialogue boxes can be opened by clicking the arrow at the right hand side of the group name. Apart from the tools which appear in the Ribbon, Dialogue boxes provide several other useful tools in document preparation.



Font type Dialogue box: This is opened by clicking the Dialogue box launcher of the Font group. (Figure 6.5)

Figure 6.5 – Font type dialogue box

5. **Status Bar** (Figure 6.6) - This is at left bottom of Microsoft Word window. This shows the number of pages and words of the document, language used, view buttons, etc. Further, status bar can be used to add slight changes to the document.



Figure 6.6 – Status Bar

6. **Scroll Bar** - used to go up and down of the document.
7. **Zoom** (Figure 6.7) - Zoom can adjust the size of the pictures on the screen. This does not affect the original document and zooming is performed as per the wish of the user. Zooming is used to check the quality of the document while editing.



Figure 6.7 – Zooming

To learn the tools which are not explained here, position the mouse pointer on tool to see the Tool Tip.

LibreOffice Writer 4.1

Start → All Programs → LibreOffice Writer (This could be different depending on the operating system.)

Figure 6.8 shows the graphical user interface of LibreOffice Writer software.

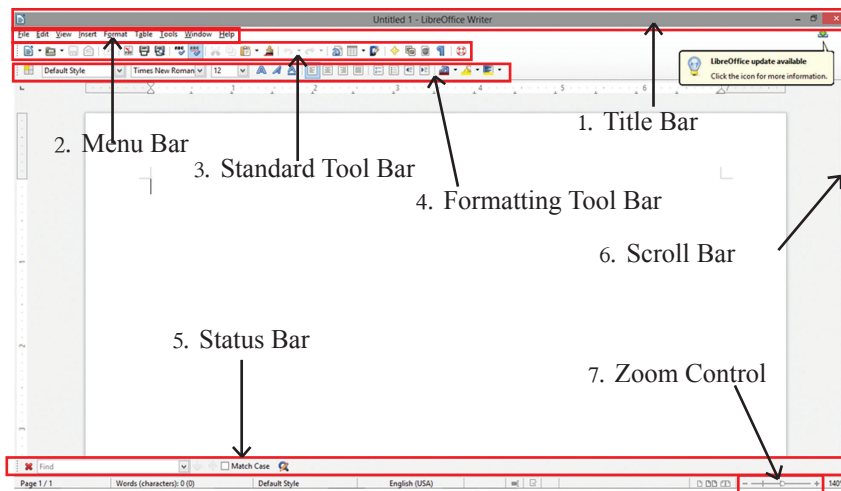


Figure 6.8 – Libre office Writer

1. **Title Bar** (Figure 6.9) - This is top most bar of Libre Office Writer window. This shows the name of the opened document. A new document is shown as Untitled X and 'X' is the document number.

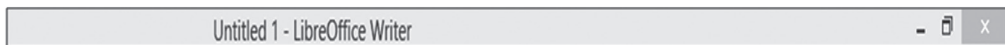


Figure 6.9 – Title Bar

2. **Menu Bar** - This is positioned below the Title Bar. The features available here are respectively File, Edit, View, Insert, Format, Tables, Tools, Window, and Help. When one function is selected, the relevant submenu for that will be opened and the available features of the submenu can be selected as per your wish.



Figure 6.10 – Menu Bar

- If 'File' menu is selected, the submenu will show options such as opening a new document, opening or saving a document, closing a document, etc.
- By opening '...' of the submenu, dialogue boxes can be selected. Figure 6.11
- By using right hand side arrows of the submenu, another submenu can be opened. Figure 6.11

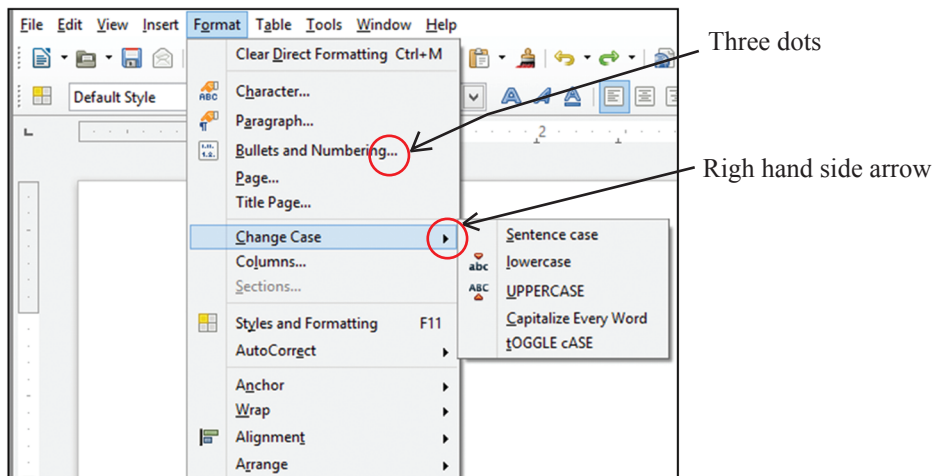


Figure 6.11 - Submenu

Tool bars - The bars positioned below Menu Bar of LibreOffice Writer window are tool bars. The Standard Tool Bar and Formatting Tool Bar will appear when the Writer window is opened and the opening or closing of the other tool bars can be done as per user requirements. For this, open 'View' menu, and then 'Toolbars' of submenu. The user can close the toolbars appear on the submenu.

3. **Standard Tool Bar** (Figure 6.12) – This contains commands in the form of Icons.

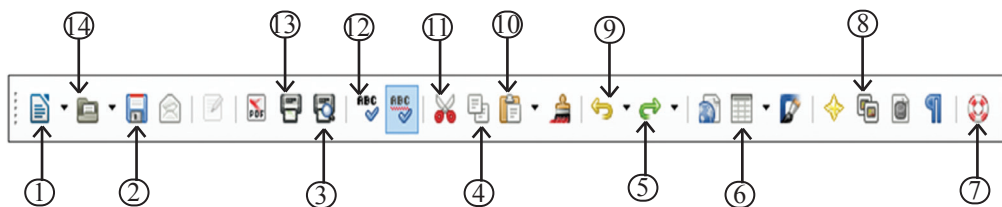


Figure 6.12 – Standard Tool Bar

- | | | |
|-----------------|------------|--------------------------|
| 1. New | 6. -Table | 11. Cut |
| 2. Save | 7. Help | 12. Spelling and grammar |
| 3. Page Preview | 8. Gallery | 13. Print |
| 4. Copy | 9. Undo | 14. Open |
| 5. Redo | 10. Paste | |

4. **Formatting Tool Bar** (Figure 6.13) - This contains a several letter formatting methods which can be used in documents. The commands appear in the form of Icons.

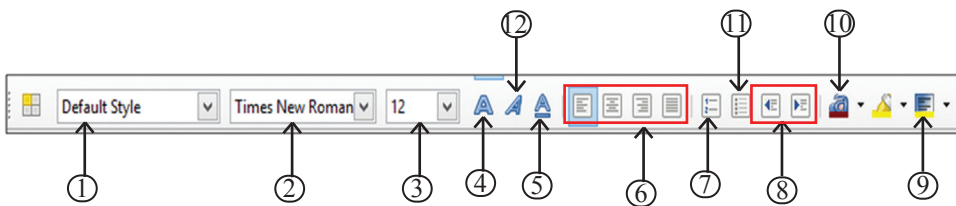


Figure 6.13 – Formatting Tool Bar

- | | |
|----------------|---------------------|
| 1. Apply style | 7. Numbering |
| 2. Font | 8. Indentation |
| 3. Font size | 9. Background color |
| 4. Bold | 10. Font color |
| 5. Underline | 11. Bullets |
| 6. Alignment | 12. Italics |
5. **Status Bar** - This is positioned at the left bottom of the Writer window and displayed the number of pages, words, the language used, zooming, etc.
6. **Scroll Button and Scroll Bar** - used to go up and down of the document.
7. **Zoom** - This allows to change the scale of the pictures that is displayed on the screen. Zoom does not affect the physical document and the scales can be adjusted by the user. Zooming is also used in editing to check the finishing quality of the document.

To learn the tools which are not explained here, position the mouse pointer on the tool see the Tool Tip.

6.2 Let us discuss some important things in preparing a new document.

Step 1

Opening a new page

Even though there is a new page when Word software is open, the user has to get a new page for another document.



For Microsoft Word ...

File → New → (Ctrl + N) → Blank Document

For LibreOffice Writer ...

File→New (Ctrl+N)→Text Document

Step 2

Saving the Document

It is essential to save the document in a proper place with a proper name. This enables the user to find the saved document easily.



Select File → Save (Ctrl + S)

- select a saving location using 'Save in'
- type a proper name for the document in 'File name'
- click 'save' button

Step 3

Saving the file by another name

Once the user save the document by giving a name, it is called 'File'. The user can save the file by another name in another place. Then the user will get two files by the existing name and the new name. Since files are saved with a file extension, it is easy to find those again.

(file extension)

MS Word 2007/ 2010 - .docx
MS Word 97-2003 - .doc
LibreOffice Writer - .odt



For this...

Select File → Save as

- Select a Saving Location from 'Save in'
- Type a proper name for the document in 'File name'
- Click Save button

Step 4

Closing the document

It is wise to close the document till it is used again. Unwanted, opened files will be a disturbance for the computer.

For this...

Select 'File → Close'

Step 5

Opening the document

The user may need to open a file saved in the computer or in a different medium.

For this...

- Select 'File → Open' (Ctrl+O)
- Select the saved file in the 'Look in' location in the open dialog box.
- Select the document from the window
- Click 'Open' button.

Step 6

Saving a document using a password

Saving a file with password provides security. Hence other cannot open the document. For this;

If it is Microsoft Word;

- Select 'File → Save'
- Select a suitable saving location from 'Save in'
- Type a suitable name for the document
- Select 'tools'
- Select 'General Options'
- Type a password in the 'password to open' box in order to open the word file.
- Click 'Ok'
- Type the same password in the 'Re-enter Password to open' box
- Click 'save' button.

If it is LibreOffice Writer;

- Select 'File → Save'
- Select a suitable saving location from 'Save in'
- Type a suitable name for the document
- Click on the box 'Save with a Password'
- Click 'save' button
- Type the password to open the file in 'Set Password' dialog box
- Type the same password in the second box and click 'Ok' button.

Activity



Open the word processing software. Perform the following;

1. Type the paragraph in activity figure 1. Save the document as “Assign1” in your folder. Close the document.
2. Open “Assign1” file. Save it in your folder as ‘Assign2’ in. Now close the document.

Word Processor

A word processor, or word processing program, does exactly what the name implies. It processes words. It also processes paragraphs, and entire papers. Some examples of word processing programs include Microsoft Word, Word perfect (Windows only), Apple Works (Mac only), and Open Office.org.

figure 1: Activity

6.3 Preparing a Document

6.3.1 Page Setup

The first step in document preparation is to use page setup.

For Microsoft Word...

Use ‘Page Layout → Page Setup’

For Libre Office Clac...

Use ‘Format → Page’ and ‘Page’ Dialogue Box

There are common Page Setup tools available in Word Processing software. You can select paper size and format as per international standards. (A4, A5, B4, Letter) These sizes can be adjusted according to the user’s requirements. User can adjust ‘Orientation’ and ‘Margins’.

There are two types of Orientation Portrait  and Landscape 

6.3.2 Formatting

Formatting can be performed after or before typing a letter or document. This adds clarity and attractiveness to the document.

6.3.3 Methods of Selection

A document contains different features such as letters, words, shapes, images, tables, etc. User may make changes to these. User have to select the item before modification. Following are some of the methods.

A letter or letters	Drag the Mouse across the letter(s)
A word	Double click the mouse on that word
A few words	Select the first word you need to change, keep the mouse pointer there and drag till the last word
A sentence	Click on the first word of the sentence and drag till the last word
A row	Drag the mouse till you see a right arrow which is white. Click it once.
A paragraph	• Click the mouse thrice on the paragraph • Or click the first word of the paragraph and drag till the last word
A document	• Press Ctrl + A on the key board • Drag the mouse pointer till you see a right arrow which is white. Then click it thrice

6.3.4 Text Formatting

User is able to perform the following;

1. Change Font Size.
2. Change Font Style - Make letters Bold or Italic.
3. Underline letters.
4. Use different types of fonts in different languages.
5. Change font colour.

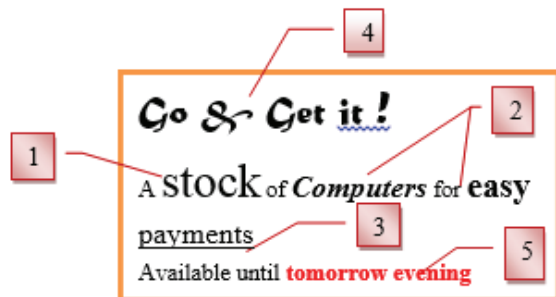


Figure 6.14 – Formatting

For Microsoft Word...

- Select your letters or paragraphs
- Click on the required tools of Home → Font. Or
- Open Font Dialogue Box

Further, mind that you can make use of several tools at the same time.

For LibreOffice Writer...

- Select your letters or paragraphs
- Use Formatting Tool Bar
- Click on the necessary formatting tools or
- Open 'Format → Character' Dialogue Box

Further, mind that you can make use of several tools at the same time.

Activity



Open the Word Processing software and perform the following.

1. Prepare your page as follows.

Size – A4	Orientation Landscape	Margins – 2' from left and right 1.5' from top and bottom
-----------	--------------------------	---

Use 'Page Setup' Dialogue Box.

Type paragraphs on Activity 2. Save that document in your folder as 'Assign2'. Close the document.

2. Open 'Assign 2' file. Format the document as in activity 3. Then save it in the folder as 'Assign3'. Close the document.

What is a computer?

A computer is an electronic device that manipulates information or data. It has the ability to store, retrieve and process data.

You can use a computer to type documents, send email and browse the Web. You can also use it to handle spreadsheets, accounting, database management, presentations, games and more.

Activity 2

What is a computer?

A computer is an electronic device that manipulates information or data. It has the ability to **store**, **retrieve** and **process** data.

Activity 3

You can use a computer to type documents, send email and browse the Web. You can also use it to handle **spreadsheets, accounting, database management,** presentations, games and more.

6.3.5 Paragraph Formatting

Alignment (Figure 6.15)

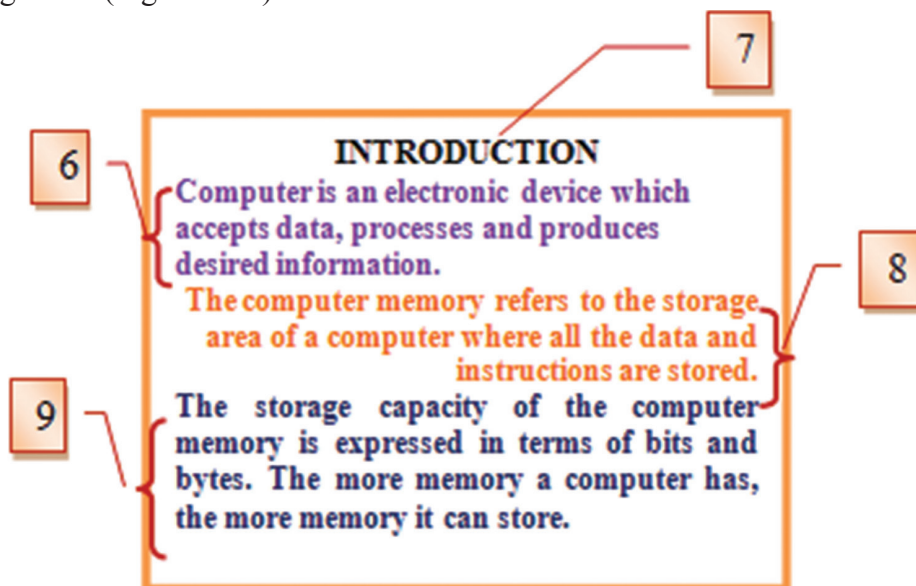


Figure 6.15

- 6. Left Align 
- 7. Center Align 
- 8. Right Align 
- 9. Justify 

- Indentation (Figure 6.16 and 6.17)

10. Left Indentation 

11. Right Indentation 

12. First Line Indentation

13. Hanging Indentation

14. Line spacing

15. Paragraph spacing 

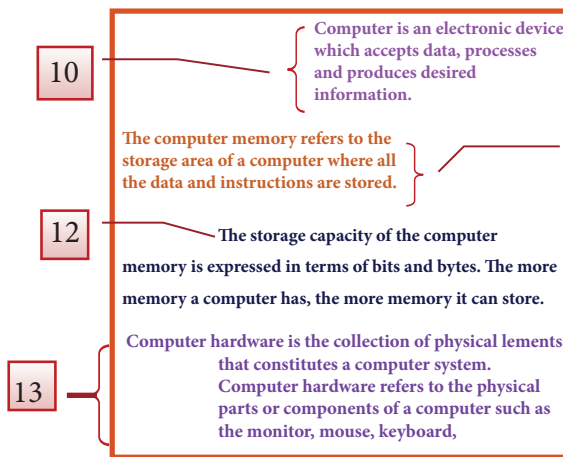


Figure 6.16 – Indentation

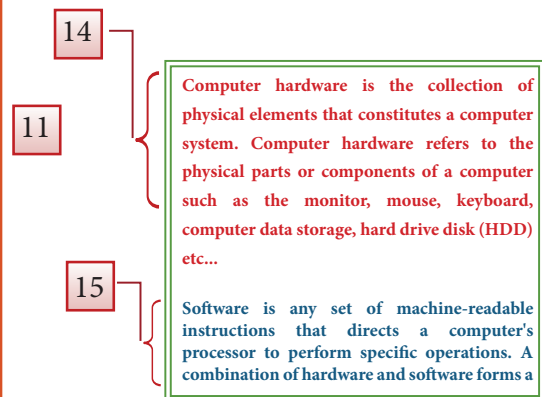


Figure 6.17 – Indentation

For Microsoft Word...

Select your words or paragraphs

- Click on the formatting tools you need on 'Home → Paragraph'
- Or
- Open 'Paragraph' Dialogue Box
- Select the tools you need there
- Click 'Ok'

For LibreOffice Writer...

Select your words or paragraphs

- Click on the formatting tools you need on Formatting Tool Bar
- Or
- Open 'Format → Paragraph' Dialogue Box
- Select the tools you need there
- Click 'Ok'

Activity



Open the Word Processing software and perform the following.

1. Open 'Assign3' file. Format its paragraphs as shown in activity 4. Then save it in your folder as 'Assign4'. Close the document.
2. Open 'Assign3' file again. Format it again as shown in activity 5. Then save it in your folder as 'Assign5' and close the document.

What is a computer?

A computer is an electronic device that manipulates **information** or **data**. It has the ability to **store**, **retrieve**, and **process** data.

You can use a computer to type

document, send email, and browse the web.

You can also use it to handle **spreadsheets**, **accounting database**, **management**, presentations, games, and more.

Activity 4

What is a computer?

A computer is an electronic device that manipulates **information** or **data**. It has the ability to **store**, **retrieve**, and **process** data.

You can use a computer to type documents

send email and brows the Web.

Activity 5

6.3.6 Bullets and Numbering and other formatting methods

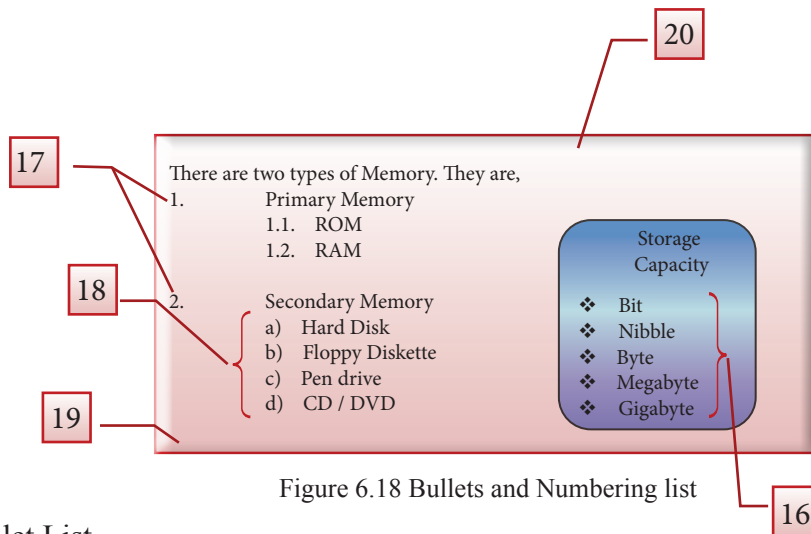


Figure 6.18 Bullets and Numbering list

16. Bullet List
17. Number List
18. Multilevel List
19. Shading/ Background Color
20. Border

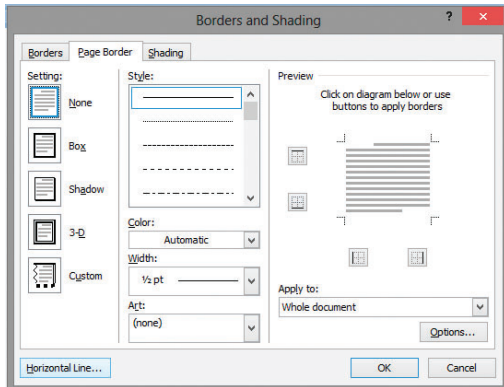
N.B. For the selected sentences, you can use 'Bullets and Numbering' from 'Paragraph' section.

1. Press Tab on the key board
2. Press Shift + Tab at the end of the Multilevel list to combine it to the main list again

21. Shading / Adding background colours and borders

For Microsoft Word...

- Select the paragraph / document
- Select 'Page Borders' from 'Page Layout' → Page Background
- Use Borders/ Page Border/ Shading for this on Borders and Shading Dialogue Box.
- Click Ok



For LibreOffice Writer...

For colours to the paragraph:

- Format → Character → Background Select a necessary colour from the tabs

For Borders;

- Select 'Format → Paragraph → Border'

For colours to the document:

Select the necessary colour from 'Format → Page → Background'

For Borders:

- select the necessary border and colour from 'Format → Page → Border'

After selecting, click 'Ok'.

Activity



Open the Word Processing software and perform the following.

1. Open a new page. Make a list of bullets as shown in Activity figure 6. Save the document in your folder as 'Assign6'. Then close the document.
2. Open 'Assign6' file you have saved. Add a border to the page. Save the changed file as 'Assign7' on Save as Type – Word 97 – 2003. Close the document.

Different type of software

- ❖ Antivirus
 - AVG
 - Semantic
 - Kaspersky
- ❖ E-mail
 - Outlook
 - Yahoo mail
 - Gmail
- ❖ Games
 - Worlds of Warcraft
 - Car race
- ❖ Internet browser
 - Firefox
 - Explore
 - Google
- ❖ Operating system
 - Windows xp
 - Windows 7
 - Linux

Activity 6

6.4 Formatting the Document

Some tools provides clarity and attractiveness to the document are shown below;
(Figure 6.20)

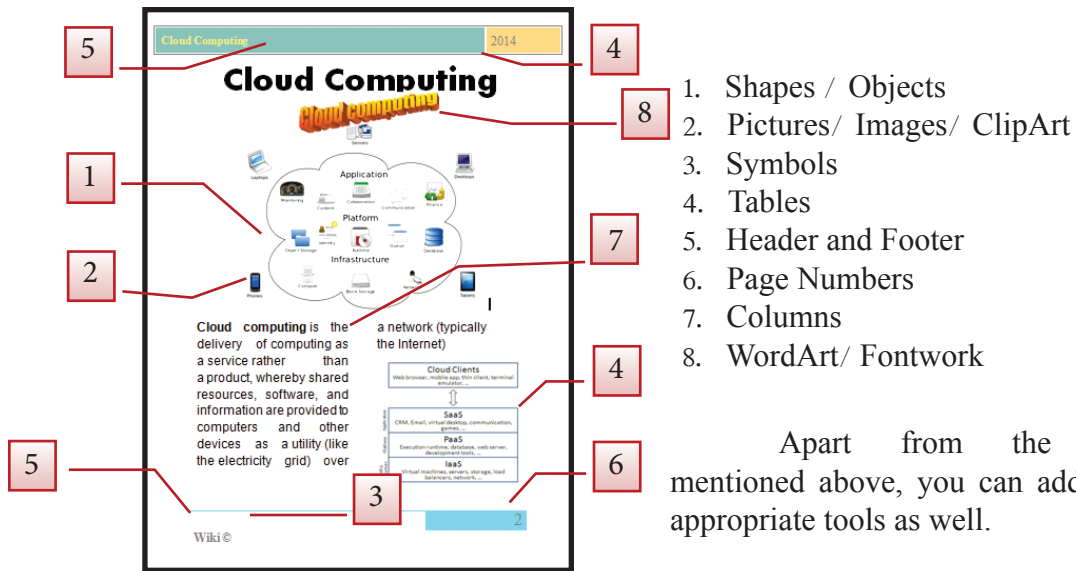


Figure 6.19

6.4.1 Shapes and Images

Shapes and images are added to provides clarity and attractiveness to the document. For this, keep the cursor in the place you wish to add the shape or image.

For Microsoft Word...

Use 'Insert' tab and its Ribbon.

- If it is a shape
Select Insert → Shape
- Click a shape on it and drag it to the page clicking the Mouse
- If it is an image, select 'Picture/ ClipArt' on 'Insert' tab.
- Open any image you like

For LibreOffice Writer...

Use Insert tab on Menu Bar

- If it is a shape Select 'Insert Object → OLE Object' Or Select a shape from Drawing tool, click it and drag it to the page using Mouse.
- If it is an image, select 'Insert → Picture From File'
- Open any image you like

6.4.3 Symbols

User may use different symbols in document preparation. However, there is a limited number of symbols on the keyboard. Additional symbols are available for use.

For Microsoft Word...

Open the Dialogue Box by clicking 'Insert → Symbols'. Then click 'Insert' to add the necessary symbols to the Document.

For LibreOffice Writer...

Open the Dialogue Box by clicking 'Insert → Special Character'. Then click 'Ok' on the symbols you need to include to the document.

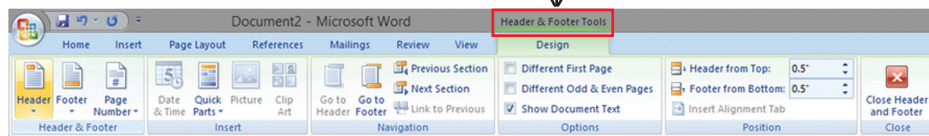
6.4.4 Header Footer and Page Numbers

It is essential to add Header and Footer and the page numbers in a document For this purpose;

'Insert → Header and Footer' and 'Page Numbers'

For Microsoft Word...

Header and Footer tool



6.4.5 Column

This feature is often used in newspapers and magazines. Columns can be made before or after typing.

For this, select the paragraph.

For Microsoft Word...

'Page Layout' → 'Columns' → select the number of columns you need.

For LibreOffice Writer...

'Formatting' → 'Columns' → select the number of columns you need.

Activity



1. Open the Word Processing software and perform the following.
2. Open a new page. Type the paragraphs given in Activity 7. Then format the paragraphs as given below. Save the document as Assign10 with the password 'WordPass' password. Close the document.

Electronic Waste Disposal



Electronic waste (e-waste): what is it and how do we get rid of it ?

This term applies to consumer and business electronic equipment that is near or at the end of its useful life. There is no clear definition for electronic waste (e-waste) at this time, but if you can plug it in an electrical

outlet or it contains circuit boards or chips, it is most likely e-waste. These products can contain heavy metals like cadmium, lead, copper, and chromium that can contaminate the environment. Do NOT dispose of these items in the trash or your recycling bins.

Examples of electronic waste include, but not limited to :

- ★ TVs, computer monitors, Printers, Scanners, Keyboards, mice, cables, circuit boards, lamps, clocks, flashlight, calculators, phones, answering machines, digital / video cameras, radios, VCRs, DVD players, MP3 and CD players.
- ★ Kitchen equipment (toasters, coffee makers, microwave ovens)
- ★ Laboratory equipment (hot plates, microscopes, calorimeters)
- ★ Broken computer monitors, television tubes (CRTs)

Student E - waste Recycling Options

Any laboratory equipment that has the possibility of being contaminated with chemical, biological, or radioactive substances must be cleared through EH&S and Departmental Facilities Office before disposal.

If you live on - campus you can dispose of your electronic waste easily and conveniently by creating a Fix It Ticket or contacting your college maintenance office.

If you live off - campus, learn more about the Santa Cruz County electronic waste disposal program:

Additional information on disposal / recycling of e-waste and other regulated items can be found in all college mailrooms, Graduate Student Housing Mailroom and the Village Laundry Community room. Multibins are blue cabinets built to collect batteries, small electronics, printer cartridges, and CDs. They are located in every college mailroom.

6.4.6 Tables

User may need to tabulate data in documents. For this purpose, you need to prepare a standard table. Word Processing software provides facilities to prepare tables. Some of them are;

- Insert or draw the required rows and columns.
- Delete unnecessary rows / columns.
- Merge cells.
- Split cells.
- Colour the table.
- Change text direction.
- Text Direction.

TIME TABLE						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
		Interval				
			ABC	XZY		

Diagram illustrating a table structure with annotations:

- Split Cells:** Indicated by arrows pointing to the first two columns (Time and Monday).
- Merge Cells:** Indicated by an arrow pointing to the 'Interval' row, which spans multiple columns.
- Text Direction:** Indicated by an arrow pointing to the 'XZY' cell, which is oriented vertically.

- To insert the Table

For Microsoft Word...

- Insert → Table
- Select the necessary rows and columns
- Insert the necessary rows and columns in 'Insert Table'
- Click 'Ok'

For LibreOffice Writer...

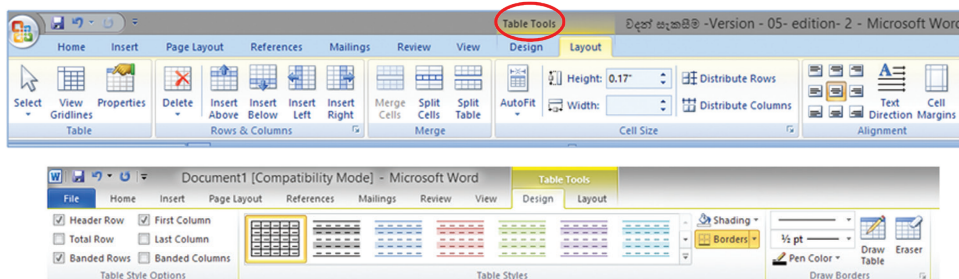
- Table → Insert → Table
- Insert the necessary rows and columns in 'Insert → Table'
- Click 'Insert'

- Select Table, rows, columns, cells before you create the table.
- To move from cell to cell, use arrow keys on the key board, Tab key or click mouse.

Format tables;

For Microsoft Word...

Table Tools



After creating a table, Table Tools Ribbon will be opened when you select that created table. You can select the adjustments you need to add for the table/ rows/ columns/ cells from 'Design' and 'Layout' ribbons.

E.g.: Merging

1. Select the rows/ columns/ cells you wish to merge.
2. Click 'Layout' ribbon on 'Table Tools'. Click on 'Merge Cells'.

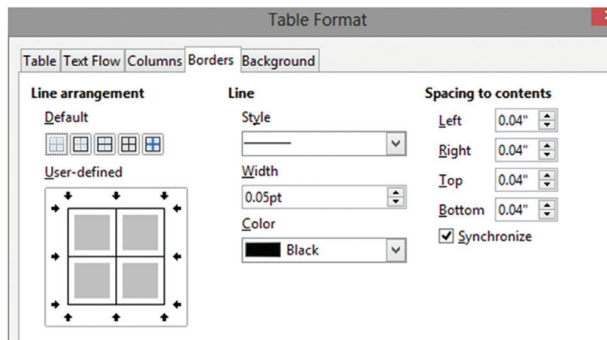
id processor
and processor, or word processing program, does exactly what
e implies. It processes words. It also processes paragraphs, page
ending, papers. Some examples of word processing programs are
Microsoft Word, WordPerfect (Windows only), AppleWorks (Mac or
OpenOffice.org

For LibreOffice...

After creating a table, select the table. Click on the 'Table' tab on Menu Bar.

Make use of tools such as Delete, Select, Insert, Split, Merge on the Menu Bar.

Also make use of the Dialogue Box opened by selecting Table → Table Properties → Table Format.



Activity



1. Open a new page. Create a table as shown in activity 8.
2. Save that document in your folder as 'Assign11'.

Class Time Table - Grade 10

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1					
Period 2					
Period 3					
Period 4					
INTERVAL					
Period 5					
Period 6					
Period 7					
Period 8					

Activity 8

6.5 Proof reading

6.5.1 Correcting Spelling and Grammar

Spelling and Grammar errors will be indicated automatically, and also the possible words will be shown. Spelling errors are underlined in red colour and grammar errors are underlined in green colour.

Step 1 Drag the cursor to the opening of the document.

For Microsoft Word.....

- Use 'Review → Spelling and Grammar'

For LibreOffice Writer.....

- Use 'Tools → Spelling and Grammar'

- Step 2** Click 'Change' after selecting the correct word for the red or green underlined wrong word. Click 'Ignore' for the words which are not there in English Dictionary. (names of people, villages, countries)

6.5.2 Thesaurus

Thesaurus can be used to find synonyms for the words in documents. For this purpose,

- Select the word you have typed.

For Microsoft Word...

Review → Thesaurus

For LibreOffice Writer...

- Tools → Language → Thesaurus

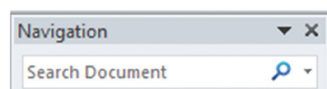
6.5.3 Find and Replace Words

Suppose that the user has to delete a word in the document. If the document contains many pages, finding the word would not be easy. You can use 'Find' facility for this.

- Get the cursor to the beginning of the document.

For Microsoft Word...

- Click 'Find' in Home → Editing



- As shown above, type the word you need to find in Search Document on Tool Bar.

For LibreOffice Writer...

Click Edit → Find

Find Next



Type the word you need to find in 'Find' place in the Tool Bar as shown above. Then click 'Find Next'.

- To replace a word in the document with another word, replace facility is used. For this,

For Microsoft Word...

- Click 'Replace' in 'Home → Editing'

For LibreOffice writer...

- Click 'Replace' in Edit Menu

- In the Window you get, type the word you need to find in 'Find What' or 'Search for'. Then click Replace / Replace All. Figure 6.22

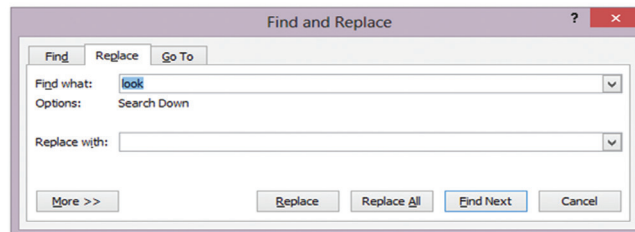


Figure 6.22 – Find and Replace

Activity



Open the Word Processing software and perform the following.

1. Type the paragraphs given in Activity 9. Save that document in the folder as 'Assign12'.

Cloud Computing

Cloud computing is the delivery of computing services over the Internet. Cloud services allow individuals and businesses to use software and hardware that are managed by third parties at remote locations. Examples of cloud services include online file storage, social networking sites, webmail, and online business applications.

The cloud computing model allows access to information and computer resources from anywhere that a network connection is available. Cloud computing provides a shared pool of resources, including data storage space, networks, computer processing power, and specialized corporate and user applications.

Activity figure 9

2. Change letters of the following words as.

- Businesses – Businasses
- Computing – camputing
- Network – natwork
- Promises – prommises
- Resource – resourses

3. Then correct those words using Spelling and Grammar facility.

4. Find the following words using 'Find' facility.

Webmail, information, storage

5. Replace the following words using Replace facility.

- Business – trade
- Expensive – luxurious
- Connection – relation

6. After replacing words, save your document in your folder as 'Assign13'.

6.6 Print

6.6.1 Print Preview

Print Preview is useful to check the document before printing. User can check whether the document is prepared as needed such as indentation, borders, etc.

6.6.2 Print

This tool is used to print the document.

Get the 'Print' dialogue box by selecting 'File → Print'. The following are images of Microsoft Office Print (Figure 6.23) and LibreOffice Print (Figure 6.24)

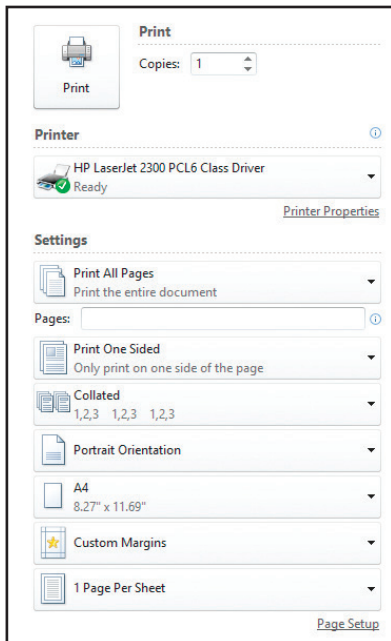


Figure 6.23 - Microsoft Office Print

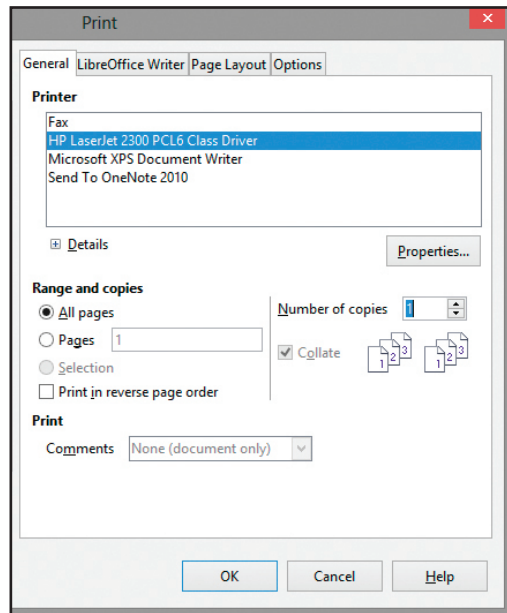


Figure 6.24 - LibreOffice Print

Print dialogue box opened in the word processing software allows to;

- Select the printer
- Print the current page, a few pages or the whole document. (current page, Pages or All)
- Specify the number of copies.

N.B.: Since it is difficult to print documents for each student in the school laboratory, you can save the document with 'pdf' format and. For this purpose,

- File → Print → Microsoft XPC Document
- or
- Writer Adobe PDF → Print → Give a names for the file → Save

6.7 Mail Merge

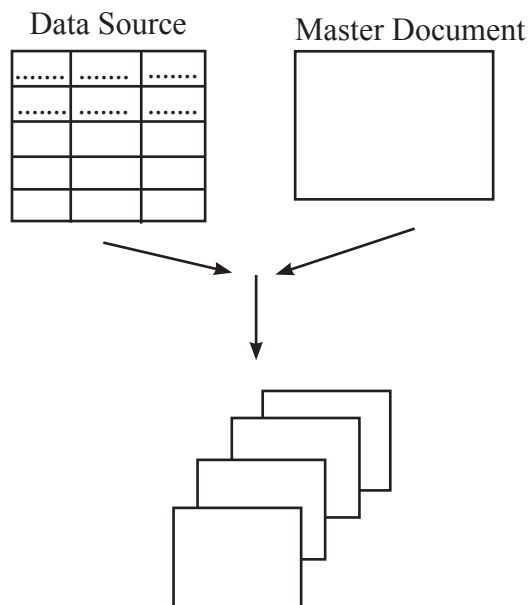
Mail Merge is used to send a invitations, letters or to print certificates to several people. For this process, you can use the data etc saved in address box saved using Mail Merge. User can create address for labels print.

In this lesson you can learn,

- How to create and save the Data Source / Address List.
- How to create letters, labels and post cards using the Data Source.
- How to format a document before printing.

Use Mail Merge:

- Type the document first.



Mail merge process: Letters, Address Label

For Microsoft Word...

- Step 1. Select Mailing Tab.
- Step 2. Select 'Start Mail Merge → Letter'
 - To create or select Data Source...
- Step 3. Select 'Select Recipient → Type New List'.
 - *N.B.: To retrieve saved data, select 'Use Existing list'.
- Step 4. By clicking 'Customize', change the fields in New address list window. Those are,
 - a. Add (for a new field)
 - b. Delete (to delete a field)
 - c. Rename (to change field name)
- Step 5. After changing, click Ok.
- Step 6. Type the necessary data. For this, use
 - a. New Entry (for a new address)
 - b. Delete Entry (to delete an address)
 - c. Find (to find an address which is saved)
- Step 7. After changing, click Ok and save.
- To create Address Block, use
 - a. More
 - b. Match Field
- Step 8. Click 'Next' or 'Ok' after changes.
- Step 9. Use this tool to add Greeting Line.
- Step 10. After necessary changes click 'Next' or 'Ok'.
 - You can use additional fields by using 'Insert Merge Field'. For this, keep the cursor at the necessary place. Then,
- Step 11. Add necessary fields to the document by clicking 'Insert Merge Field'.
 - To get letters separately;
- Step 12. Select 'Finish & Merge edit Individual documents'.
- Step 13. Save the prepared documents and print.

For LibreOffice Writer...

- Step 1. Select Tool → Mailing Wizard.
- Step 2. Select 'Select Starting document → Use the current document → Next'.
- Step 3. Select the document type → Letter → Next
 - To create or select the Address List,
- Step 4. Select 'Insert Address Block → Select Address List → Create'
 - *N.B.: To retrieve data which is saved, select 'Add'.
- Step 5. Change the fields as required for the document by clicking 'Customize' in 'New address List' window. For this, use
 - a. Add (for a new field)
 - b. Delete (to delete an unnecessary field)
 - c. Rename (to change the name of the field)
- Step 6. After changes, click Ok.
- Step 7. Type the necessary data. For this,
 - a. New (for a new address)
 - b. Delete (to delete an address)
 - c. Find (to find an address which is saved)
- Step 8. After changes click Ok. Then save it in a proper place with a proper name.
- Step 9. Click Ok again.
- Step 10. Follow step 2, 3, 4 respectively which are in 'Insert address block' window.
 - a. To decide Address Block. This can be used for
 - b. More
 - c. Match Field
- Step 11. After necessary changes click Next.
- Step 12. Use this window to create a salutation. Do necessary changes.
- Step 13. Click Next.
- Step 14. To place your address, use 'Adjust layout of address block and salutation' window. Click Next.
- Step 15. Use Preview and edit the document window to select the people who get letters and to get a preview of the document.
- Step 16. Personalize document allows you to find addresses and to make one document.
- Step 17. Connect to Mail Merge Menu by clicking Return to Mail Merge Wizard. Go ahead while clicking Next.
- Step 18. Use 'Save, Print or send document window' for various savings and printing.
 - a. Save starting document – to save the initial letter
 - b. Save merged document – to save the merged letter
 - c. Print merged document – to print the merged letter
 - d. Send merged document as E-mail – to email the merged letter

Activity



Open the Word Processing software and perform the following.

1. Type the letter shown in Activity 10. However, do not type the words and symbols which appear in between <...>. Keep one space. Then save the document in your folder as 'Assign10'.

Computer Resouce Centre
Senkadagala
28. 04.2014
<Title> <First Name> <Last Name>
<Address Line 1>
<Address Line 2>

Teacher Parent Interact day

Please take this opportunity to discuss the progress of your child
<child's Name> by meeting the class teacher on <Date> at <Time>
at the classroom.

Principal

Activity 10

2. Use Mail Merge. For Data source / Address List, enter data of 10 people as shown in the table below.

Title	Firts Name	Last Name	Address 1	Address 2	Child- Name	Date	Time
Mr.	Chaminda	Sampath	Pelawaththa	Battaramulla	Yawaha	26.06.2014	9.00 am
Mrs.	Pushparani	Chandrabose	Mattakkuliya	Colombo	Derwin	26.06.2014	9.30 am
Mr.	Mohamed	Amith	Hills Street	Dehiwala	Sharmila	26.06.2014	10.00 am

Activity



1. Open the Word Processing software and prepare the following.
 - Certificates
 - Invitation cards
 - Forms
 - Letters
 - Announcements
 - A banner
2. Save the document you have prepared. Create a PDF file.

6.7.1 Shortcut Keys

Shortcut keys are used for the efficient use of the application. The following are some of the shortcut keys. User can save time using the shortcut keys.

Shortcut Key	Function
Ctrl + N	Get a new document
Ctrl + S	Name the document and to save
Ctrl + O	Open a document
Ctrl + A	Select the document
Ctrl + C	Copy letters / objects
Ctrl + X	Cut letters / objects
Ctrl + V	Paste letters / objects
Ctrl + H	Replace words
Ctrl + HOME	Get the cursor to the opening of the document
Ctrl + END	Get the cursor to the end of the document

Summary

What is Word Processing, benefits of using a Word Processing software

- Types of software (Commercial and Free and Open Source)
- Graphical User Interface of a Word Processing software

Important things in preparing a new document

- Preparing a new document
- Methods of saving
- Opening a file which is saved

Preparing a document'

- Page Setup
- Methods of selecting
- Formatting – text formatting, paragraph formatting, using bullets and numbers, shading, adding borders

Formatting the document

- Adding and changing shapes and images
- Using symbols
- Adding Header and Footer, Page Numbers
- Creating columns
- Inserting and changing tables

Proof reading and Printing

- Finding and correcting spelling and grammar errors
- Using Thesaurus
- Finding and replacing words
- Printing documents

Mail Merge

- Preparing Data Source
- Adding fields to the Mail Merge
- Printing.