

Introduction to Word Processing

2.5.1 Definition of terms

2.5.2 Introduction to Microsoft Word 2010

2.5.2.1 Editing a document

2.5.2.2 Formatting a document

2.5.2.3 Page setup

2.5.2.4 Microsoft Word tables

2.5.2.5 Working with Pictures and Objects in Microsoft Word 2010

2.5.2.6 Inserting special Symbols and equations

2.5.2.7 Mail merge

2.5.2.8 Protecting a document using passwords

2.5.2.9 Printing a document

2.5 Introduction to Word Processing

2.5.1 Definition of terms

- **Word processing** - This is the process of manipulating text, characters, words, and sentences in such a manner as to make the final document free of errors and attractive to look at.
- **Word processor** - application software that enables the user to create, save, edit, format and print text-rich documents.
- Examples of common word processors are:
 - a) Microsoft Word 2010
 - b) Corel WordPerfect
 - c) Lotus Word Pro
 - d) Word Star
 - e) AppleWorks for Macintosh.
- Advantages of Electronic Word Processor programs include;
 - ❖ Easier to use due to automated features such as Word-wrap, autocorrect and auto complete
 - ❖ They have superior editing tools such as spelling checker, the Thesaurus etc. hence making editing easier
 - ❖ Can store documents for future retrieval
 - ❖ They have superior formatting features that make a document more appealing to the reader
 - ❖ The user can produce multiple copies more easily
 - ❖ Copy and move (cut) operation make it easier to manipulate a document.

2.5.2 Introduction to Microsoft Word 2010

2.5.2.1 What is New in Microsoft Word 2010?

- Microsoft word 2010 is one of the products in the Microsoft office 2010 programs suite. The previous versions of Microsoft word include; Microsoft word 97, 2000, XP, 2003 and 2007.

NB: A program suite is a bundle of different programs packaged and sold as one unit.

➤ Starting Microsoft Word 2010

- ❖ Double click the Microsoft Word 2010 shortcut icon from the desktop

Or

- ❖ Click on start button from the task bar on the desktop
- ❖ Point at All Programs from the pull up menu
- ❖ Point at Microsoft office from the sidekick menu, then click on Microsoft Word 2010 from the sidekick menu.

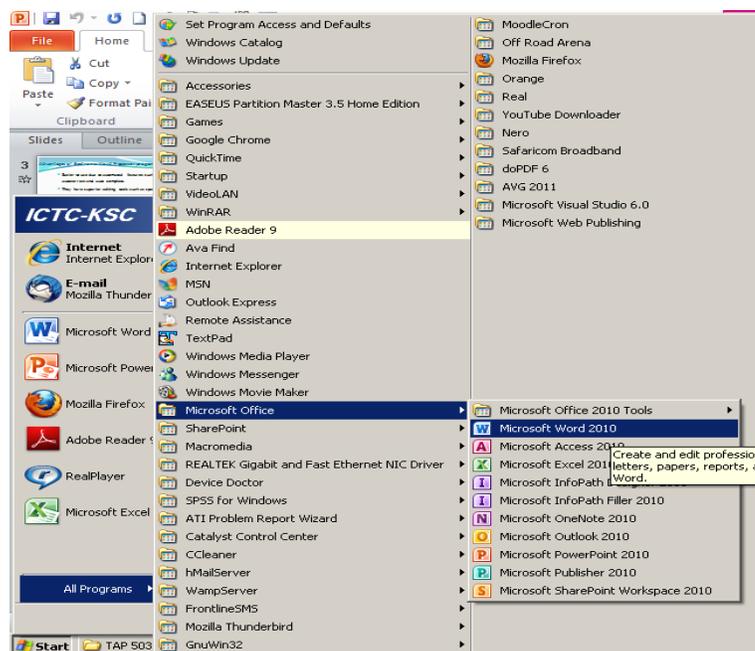


Figure 1: Starting Microsoft Word 2010

➤ Microsoft Word 2010 Screen Features

- ❖ Using Microsoft Word 2010 for composing texts is very handy because it has many features that make the process quick and rather easy.
- ❖ Below is a screen shot of Microsoft Office 2010;

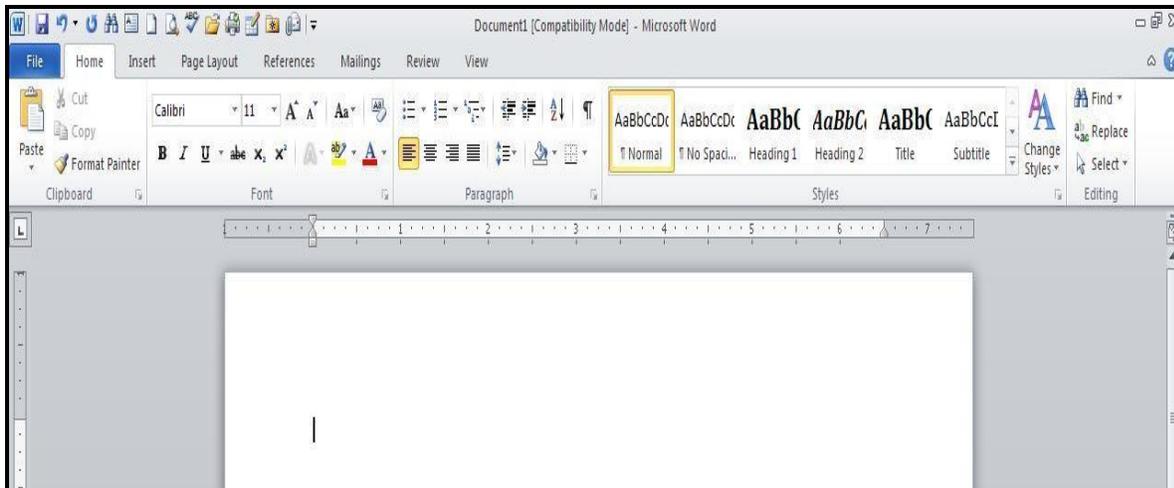
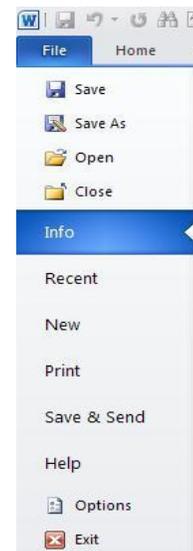


Figure 2: Microsoft Word 2010 Screen Shot

❖ Some of the features of the Microsoft Word 2010 are;

a) The File Button

❖ The Office button which was present in the Microsoft Word 2007 called File Button within the Microsoft Word 2010. The File Button has the following Save, Save As, Open, Recent, New, Print, Save & Send, Help, Options and Exit icons. On the right side you can view detailed information about the document such size, number of pages, so on and so forth



is

hand
as its

Figure 3: Microsoft Word 2010 File Button

b) The Ribbon

❖ The Microsoft Word 2010 Ribbon is the place where the toolbar contents are placed. It provides a quick and easy access to the most frequently used icons of Microsoft Word 2010.

❖ There are the File, Home, Inset, Page Layout, References, and Mailings, Review and

View tabs in the Ribbon on 2010 Word.

- ❖ Each tab has command options organized in units called **groups** for a better use of the Microsoft Office 2010 features.
- ❖ The Home tab has Clipboard, Font, Paragraph, Styles and Editing groups.

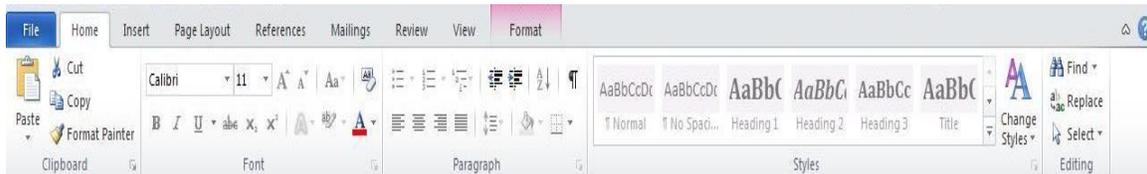


Figure 4: Microsoft Word 2010 Ribbon

- ❖ Insert tab has Pages, Tables, Illustrations, Links, Header and Footer, Text, Symbols groups
- ❖ Page Layout Tab houses the Themes, Page Setup, Page Background, Paragraph and Arrange groups.
- ❖ References tab houses of Table of Contents, Footnotes, Citations and Bibliography, Captions, Index and Table of Authorities and this tab is absolutely perfect for those who are working on a research paper, essay, and term paper or similar formal documents.
- ❖ Review, Mailings and View are also other three handy tabs of Microsoft 2010 Word that have several groups within themselves and all these are actually available with the Microsoft Word 2010 to help you complete your composing tasks easily and quickly.

c) Quick Access Toolbar

- ❖ Microsoft Word 2010 has Quick Access Toolbar which contains save, undo Repeat Typing button and Customize Quick Access drop down list icons. Within the list there are New, Open, Save, E-mail, Quick Print, Print Preview and Print, Spelling & Grammar, Undo, and Redo, Draw Table, Open Recent File icon.



Figure 5: Microsoft Word 2010 Quick Access Toolbar

d) Document window/Work Area

- ❖ This is the work area where you create your document. It resembles an ordinary piece of paper.

e) Status bar

- ❖ The status bar is the communication point between the user and the application program. For example in Microsoft Word, when saving a document the status bar may indicate *“Word is saving”*.

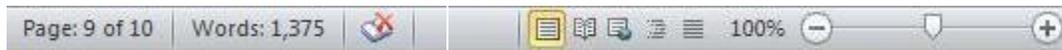


Figure 6: Microsoft Word 2010 Status bar

f) Vertical and Horizontal scroll bars/Arrows

- ❖ Used to view the hidden parts of the document. E.g. one can view text hidden at the top of the page by scrolling down and view hidden at the bottom by scrolling down the document using the scroll bars or the arrows.

g) View buttons

- ❖ Used to switch between different document views e.g. normal view. Found on the right of the status bar.

h) Cursor/Insertion pointer

- ❖ Shows where the next character will appear as you type.

➤ Creating a New Document

- ❖ A word processor provides the user with a blank screen in which you can enter text or pictorial objects such as a pictures and drawings. As you type, the cursor flows automatically to the next line when it reaches the right end of the page. This is referred to as word wrap. At the end of the page, Word automatically inserts a new page and scrolls

up the screen.

➤ Saving a Document

❖ To save a word processor document follow the procedure below;

- ✎ From the File button, click the Save As command to save the document the first time or with a new name (Save command is used when you want to save changes in the document)

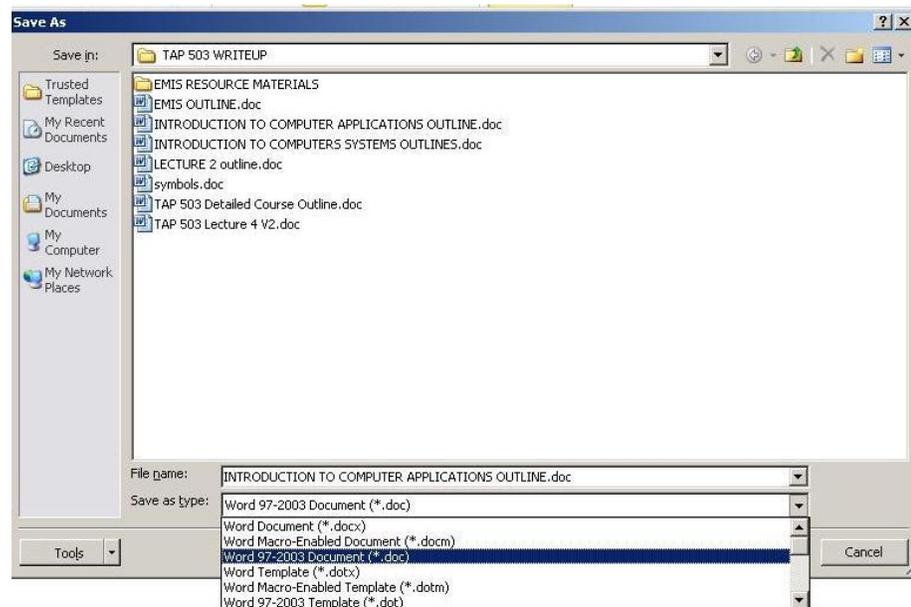


Figure 7: Save as Dialog Box

- ✎ In the Save As dialog box that appears, select the location (drive/folder) from the “Save in” list box
- ✎ Type in the name of the file in the File name box
- ✎ Choose the type of word file to save under the Save as Type e.g. Word Document (*.docx), Word 97-2003 document (*.doc) etc.
- ✎ Click the save button or press the Enter key

➤ Closing a Document and Exiting the Application

- ❖ Click on file button
- ❖ Click on Close to close the opened document and leave the application window opened or click on Exit to close document and the application window at the same time.

➤ **Retrieving an Existing Document**

- ❖ Click on file button
- ❖ Click on Open from the pull down menu. The open dialog box appears.
- ❖ In the look in box, select the location where the document is saved click on the document if seen or browse to locate the document then click on it
- ❖ Click on open command button on the dialog box. The document is opened.

➤ **Document Views**

- ❖ Microsoft word 2010 provides different views for viewing the document that include; Print layout, Full screen reading, Web layout, Outline and Draft view
- ❖ To change from one view to another, follow the steps below;
 - ☒ Click on view tab
 - ☒ Click on the type of view that you want to display

QS: What are the differences between the different views of the Microsoft word 2010 document?

2.5.2.2 Editing a document

- ❖ Editing refers to the making of necessary changes or modification to an existing document. Some editing operations include:
 - a) **Delete** - To delete a character, a word or a block of text:
 - ☒ Highlight the text to delete
 - ☒ Press the Delete or the backspace key.

NB: Delete key erases characters to the right of the cursor while the backspace deletes characters to the left of the cursor.

NB: Use the type over mode to replace characters to the right of text or insert mode to insert a character(s) by pushing the rest of the characters to the right.

b) **Redo and Undo**

- ❖ Undo is used to reverse changes made in a document while redo reverses the undo changes
 - ✎ To undo or redo changes, click either on undo or redo icons from Microsoft Office 2010 Quick Access toolbar

c) **Moving text**

- ❖ Involves relocating text. To move text;
 - ✎ Select the text to move
 - ✎ Click on Cut icon from the Clipboard group
 - ✎ Click on the location to move the text to
 - ✎ Click on Paste icon from the Clipboard group

d) **Copying Text**

- ❖ Involves duplicating text. To copy text;
 - ✎ Select the text to copy
 - ✎ Click on Copy icon from Clipboard group
 - ✎ Click on the location to copy the text to
 - ✎ Click on Paste icon from the Clipboard group

e) **Find and replace**

- ❖ This is a feature used to locate for a word or a phrase and replace it with another. To find and replace a word or phrase;
 - ✎ From home tab, click on Find in the Editing group

- ✎ The find pane appears on the left which shows the sections of the document where the found word/s are. The words automatically found in the document are highlighted
- ✎ To display the Find and Replace dialog box as in the earlier Microsoft word versions, click on the drop down triangle next to the find command button, then click on advanced find or just click on replace command button

f) **Endnotes and Footnotes**

- ❖ Footnotes and endnotes are used in printed documents to explain, comment on, or provide references for text in a document. You might use footnotes for detailed comments and endnotes for citation of sources. To insert endnotes and footnotes;

- ✎ Highlight the word you want to add an endnote or footnote for
- ✎ Click on the References tab
- ✎ Click on Insert Footnotes or Insert Endnote command button from the footnotes group

NB: A label appears as a superscript next to the highlighted word and you are prompted to type the endnote or the footnote

- ✎ Key in the endnote or footnote where prompted then click on the main document work area to continue.

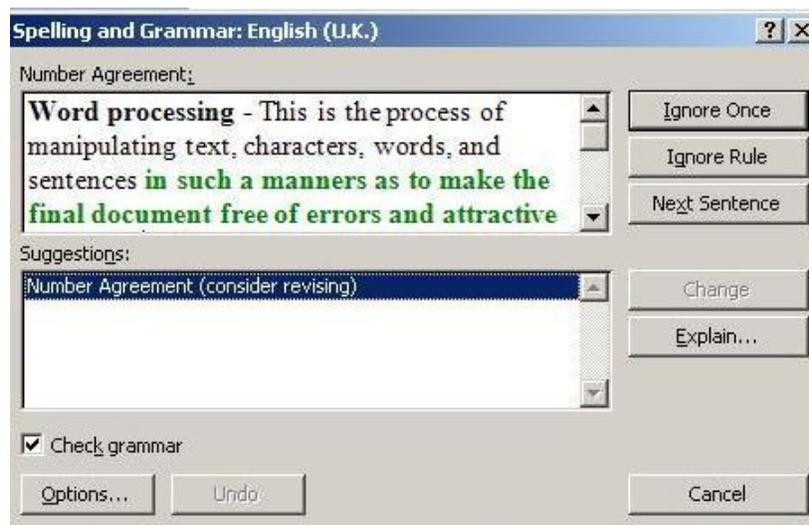
NB: For more options on footnotes and endnotes as in the earlier Microsoft word versions, click on the arrow button on bottom right of the footnotes group to display the Footnote and Endnote dialog box and make the appropriate format options e.g. number format.

g) **Proof – Reading a Document**

- ❖ Proofreading refers to the checking whether a document has typographical and grammar errors. Microsoft-word 2010 tools used for proof-reading a document are: Spelling and Grammar checker, Thesaurus, auto complete and autocorrect.

❖ Spelling and grammar checker

- ✎ Spelling and grammar checker lets you automatically locate for misspelled words and grammatical errors. To spell check a document;
- ✎ Click on the Review tab then click on the Spelling and Grammar command button from the Proofing group or press F7. The spelling and Grammar dialog box below appears;



- ✎ In the displayed dialog box, misspelled words are shown in red while grammatically incorrect phrases are in green
- ✎ From the suggestion list, select the correct spelling or grammar.
- ✎ Click on change to correct the word or click on change (All) button to correct all instances of the misspelled word. To ignore the error once, click on ignore or click the ignore all to ignore every instance of such a word.

❖ Thesaurus

- ✎ Thesaurus lets the user to automatically find words or phrases with similar meaning (synonym) or opposite meaning (antonym) to the selected. To use thesaurus;
- ✎ Highlight the word to look for its synonym, antonym or meaning

- ✎ Click on Review button then click on Thesaurus from the proofing group
- ✎ A pane appears on the right showing the synonyms, antonyms or meaning of the highlighted word

2.5.2.3 Formatting a Document

- ❖ Formatting refers to enhancing the appearance of your document. You format text, paragraphs, page or the entire document.

i) Text formatting

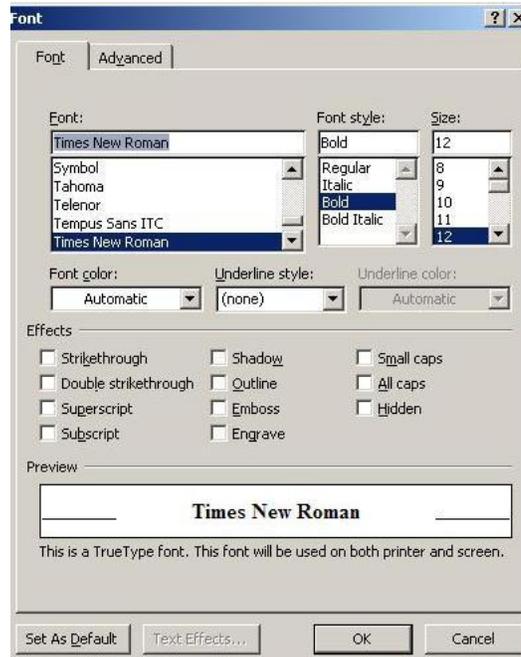
- ✎ You format text by applying different font types, style, size, colour and other attributes.

a) Fonts

- ✎ To format text font;
 - ✎ Highlight the text to change font
 - ✎ Click on Home tab
 - ✎ Click on the font option/s to apply from the Font group shown below;



NB: Point at an icon when not sure the option to apply to see a screen tip describing the icon pointed. For more Font options as in the earlier Microsoft word versions, click on the arrow button on bottom right of the Font group to display the Font dialog box below and make the appropriate format options.



b) **CHANGE cASE**

- ✎ The cases applied to text are; lowercase, UPPERCASE, Sentence case, title case and TOGGLE cASE. ¶ change case;
- ✎ Highlight the text to change case
- ✎ Click on Home tab then click on the drop down triangle next to the Change case icon from the Font group
- ✎ Click on the change case to apply from the drop down list

c) **Superscript and Subscript**

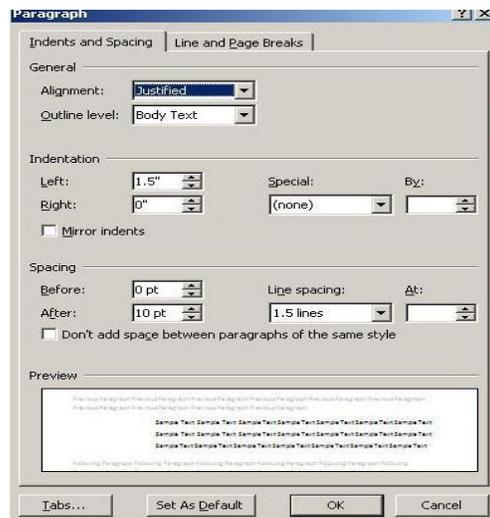
- ✎ A superscript appears just above the rest of the characters as in cm^2 while a subscript appears just below other characters as in H_2O . To make text superscript or subscript;
- ✎ Highlight the character(s) to superscript or subscript
- ✎ Click on Home tab then click on either superscript or subscript icon from the Font group

ii) Paragraph Formatting

A paragraph is a separate block of text dealing with a single theme and starting on a new line or indent. Some of the formatting features you can apply onto a paragraph include alignment, indentation, line spacing, tabs, numbers and bulleting, paragraph border, drop cap etc. To format a paragraph;

- ✎ Click on the paragraph or Highlight the paragraph
- ✎ Click on Home tab then click on the alignment option to apply from the paragraph group

NB: Point at an icon when not sure the option to apply to see a screen tip describing the icon pointed. For more Paragraph formatting options as in the earlier Microsoft word versions, click on the arrow button on bottom right of the Paragraph group to display the paragraph dialog box below and make the appropriate format options.



2.5.2.4 Page Formatting

- ❖ This involves setting the document layout into columns, page setup, page breaks, column

breaks, section breaks, page numbers, header & footer, page background etc.

a) **Inserting columns**

- ❖ Columns subdivide a page into several vertical sections. To set columns;
 - ✎ Highlight the text or click at the point from where to set the columns
 - ✎ Click on Page Layout tab
 - ✎ On the page Setup group, click on the drop down triangle under the Columns icon
 - ✎ Click on the number of columns to apply or click on More Columns for more options

b) **Page and Column Breaks**

- ❖ Page, section and column breaks are used to force the cursor to move from a new page, section or column even before the end of the current. To insert a break;
 - ✎ Position the insertion pointer where you want to break
 - ✎ Click on the insert menu
 - ✎ Click Page Layout then click on drop down triangle next to Breaks icon
 - ✎ Choose the break type to apply from the drop down list

c) **Page setup**

- ❖ Page set up options let you define the paper size, margins and operations. To set up a page;
 - ✎ Click on Page Layout tab
 - ✎ Click on the page setup options to apply from the Page Setup group e.g. Click on Margins button to set up page margins, Size button to specify the paper size, Orientation button to specify the layout of content on the page etc.

NB: Point at an icon when not sure the option to apply to see a screen tip describing

the icon pointed. For more Paragraph formatting options as in the earlier Microsoft word versions, click on the arrow button on bottom right of the Paragraph group to display the paragraph dialog box below and make the appropriate format options.

d) Page Number

- ❖ Page numbers are used to organize a large document for ease of reference. To insert page numbers;
 - ✎ Click Insert tab then Click on Page Number from the Header & Footer group
 - ✎ Choose the position and number format to apply

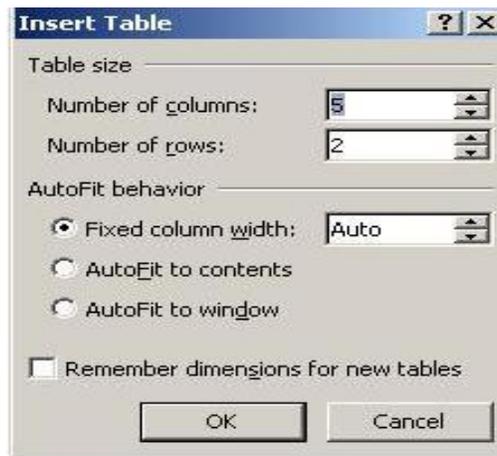
e) Header and Footer

- ❖ Headers are lines of text that appears at the top margin of every page or selected pages while footers appears at the bottom margin. To insert a header or footer;
 - ✎ Click on the Insert tab
 - ✎ To insert a Header or a Footer, click on the drop down triangle below the Header or Footer command buttons in the Header & Footer group
 - ✎ Click on the header or footer type to insert from the drop down list. For more options, click on Edit Header or Edit Footer from the drop down list

2.5.2.5 Microsoft Word Tables

- ❖ A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information. Columns are the vertical divisions while rows are the horizontal divisions of the table. Intersections between columns and rows form cells which are the units for holding data.
- ❖ To create a table in Microsoft Word 2010;
 - ✎ Click where you want to create a table then click on the Insert tab
 - ✎ On the Table group, click on the drop down triangle below the table Option

- ✎ Click on Insert Table from the drop down list. The Table dialog box below appears;



- ✎ Under Table size, select the number of columns and rows.
 - ✎ Under AutoFit behaviour, choose options to adjust table size.
 - ✎ To use a built-in table format, click **AutoFormat**.
- ❖ More table options are on the Table Tools Tab that appears above the ribbon when you click inside the inserted table e.g. to insert a row below or above an existing row, click to on the row above or below which to insert a new row, click on the Table Tools above the ribbon, click on the layout tab, then click on either Insert row below or Insert row above from the Rows & Columns group.

2.5.2.6 Working with Pictures and Objects in Microsoft Word 2010

- ❖ You can insert a picture object such as a picture, a clip art or drawing on to your document.
To insert a Picture/object;

- ✎ Click on the Insert Tab then click on Picture button in the Illustrations group
- ✎ Choose the location of the picture/object to insert then click on insert. The picture/object is inserted

NB: The Picture Tools Tab appears above the ribbon when you select the picture inserted. This provides more tools for manipulating the picture. Some of the tools include crop tool, brightness & contrast settings, shadow effects etc.

NB: Pictures can also be inserted from the clip art. Equations and Symbols are inserted using the tools on the Symbols group. You can also draw and manipulate objects using Shapes option in the Illustrations group.

2.5.2.7 Mail Merge

- ❖ A feature that enables one to create a standard document e.g. form letters to be received by many recipients. One can use the Mail Merge Wizard to create form letters, mailing labels, envelopes, directories, and mass e-mail and fax distributions. This is done in **four** basic steps:

a) Open or Create a Main Document

- ✎ **Main document:** In a mail-merge operation in Word, the document that contains the text and graphics that are the same for each version of the merged document, for example, the return address or salutation in a form letter. It can be the current document you are working on.

b) Open or Create a Data Source

- ✎ **Data source:** A file that contains the information to be merged into a document. For example, the list of names and addresses you want to use in a mail merge. You can create a new one if there none exists. The data source can be from a database in your

computer or database server.

c) **Add or customize merge fields**

❖ **Merge Field:** A placeholder that you insert in the main document. For example, insert the merge field «City» to have Word insert a city name, such as “Nairobi,” that's stored in the City data field in the main document.

d) **Merge data** from the data source into the main document to create a new, merged document.

☞ You can quickly mail merge using Step by Step Mail Merge wizard in Microsoft Word. You can start the step by step mail merge wizard by;

☞ Click on Mailings Tab. All tools for creating a mail merge are displayed

☞ Click on the drop down triangle below Start mail Merge option in the Start mail Merge group

☞ From the drop down list, click on Step by Step Mail Merge Wizard. A mail merge task pane is displayed on the right with the steps that will enable you to mail merge.

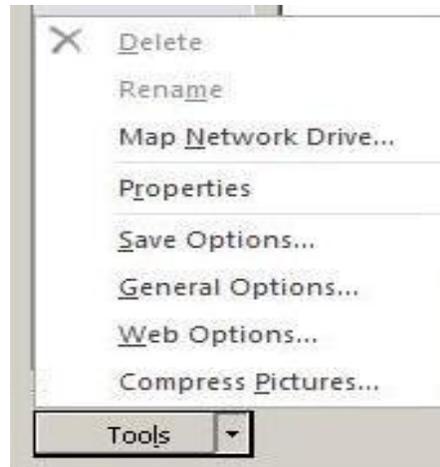
☞ **Exercise:** *Using mail merge feature in a word processor, write letters to all parents/guardians of the students in your school inviting them for a parents' day.*

2.5.2.8 Protecting a Document Using Passwords

❖ To protect a document from unauthorized access or modification, use password. Since password is case sensitive, avoid mixed case, preferably use lower case. To create a password;

☞ Click on File button then click on Save As from the drop down list. You can do this when saving the document for the first time or on an already saved document as long as one does not change file name

☞ Click on the drop down triangle next to Tools option on the bottom left of the Save As dialog box shown below;



- ✎ Click on General Options on the pull up menu
- ✎ Type in a password in the Password to open box and/or the Password to modify box. Click Ok to reenter the password/s
- ✎ Click Save from the Save As dialog box.

2.5.2.9 Printing a Document

- ❖ Word processing is not complete without producing a hardcopy. To print a document, first preview it by clicking on the Print Preview and Print icon from the Quick Access Tool. To print the document follow the steps below;

- ✎ Click on the File button then click on Print from the pull down menu
- ✎ Set the print options as desired e.g. print range, number of copies and other options from the side list.
- ✎ Click on the Print button on the top of the side list.

NB: Some print problems may occur when you are printing such as;

- ✎ **Lack of two-way communication** due to poor installation of the printer software (drivers), if the printer is off or not connected. Check to ensure that your computer is connected and drivers installed in your computer
- ✎ **Paper jams** due to use of poor quality of paper or paper folds. See technical assistance

if unable to remove the papers causing jam

- ✎ **Poor quality print** due to poor quality ink or toner used. Check and replace the toner or cartridge if used up

2.5.2.10 Application of Electronic Word Processors in Procurement

- ✎ Procurement managers use word processors for generating memos, letters, questionnaires etc.
- ✎ Procurement office use Word processors for preparing seminar/workshop presentations
- ✎ Procurement officers Word processors for creating and compiling procurement reports