ITEC102 – INFORMATION TECHNOLOGIES

LECTURE 6 – Word Processor Part 1

EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING AND TECHNOLOGY

Aim of the course

To have information about,

- Word processors,
- Main word processors,
- File operations in Microsoft Word 2013,
- Format text in Microsoft Word 2013,
- Paragraph formatting in Microsoft Word 2013.

Word Processors

- Text can be created using word processing software, editing, storing and printing functions can be done.
- Nowadays, these programs have the ability to save and form a single file with images, graphs, tables and other add-ons in documents that contain a large amount of data.
- Word processors are the most widely used tools among computer software.

Main Word Processors

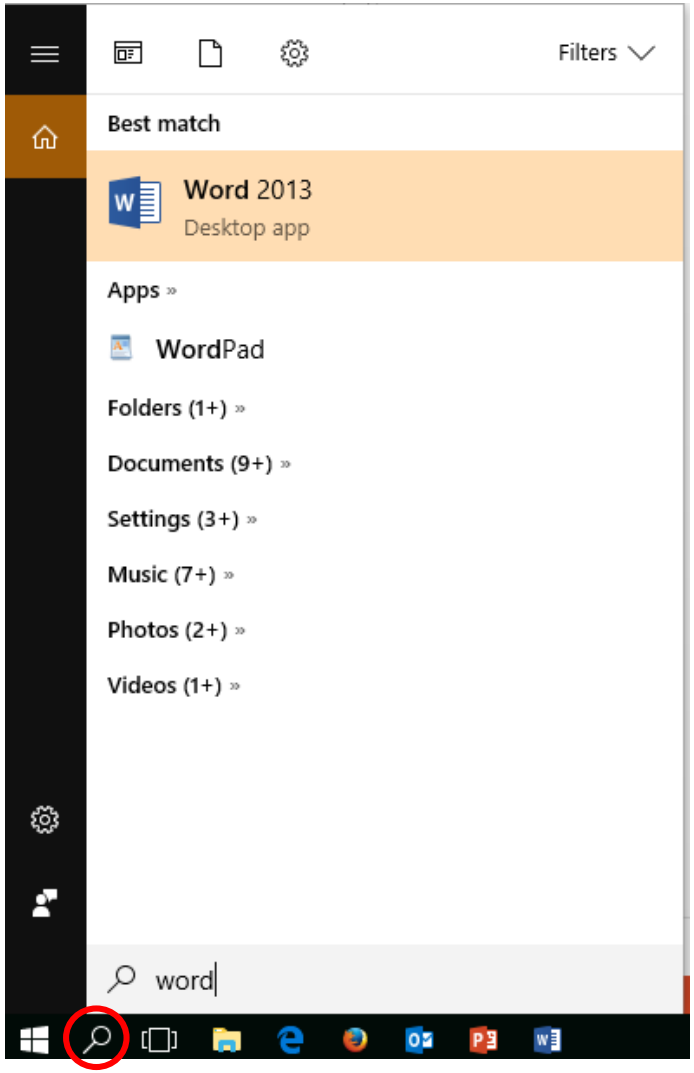
- Word processing programs are usually included in office suite software
- Microsoft Office, Apache OpenOffice and LibreOffice are mainly used software between the Office packages.
- **Microsoft Word** is a commercial program, which is the most commonly used word processing application software.
- **Apache OpenOffice Writer** and **LibreOffice Writer** software, which are free to use, are also the main word processors.

Main Word Processors

- There are different versions of the Microsoft Office suite and therefore the Microsoft Word program.
  - As an example Microsoft Word 2003, Microsoft Word 2007, Microsoft Word 2010, Microsoft Word 2013, Microsoft Word 2016, are the other version of Microsoft Word program
- The most commonly used word processing program is Microsoft Word 2013, which is included in the **Microsoft Office 2013 package**

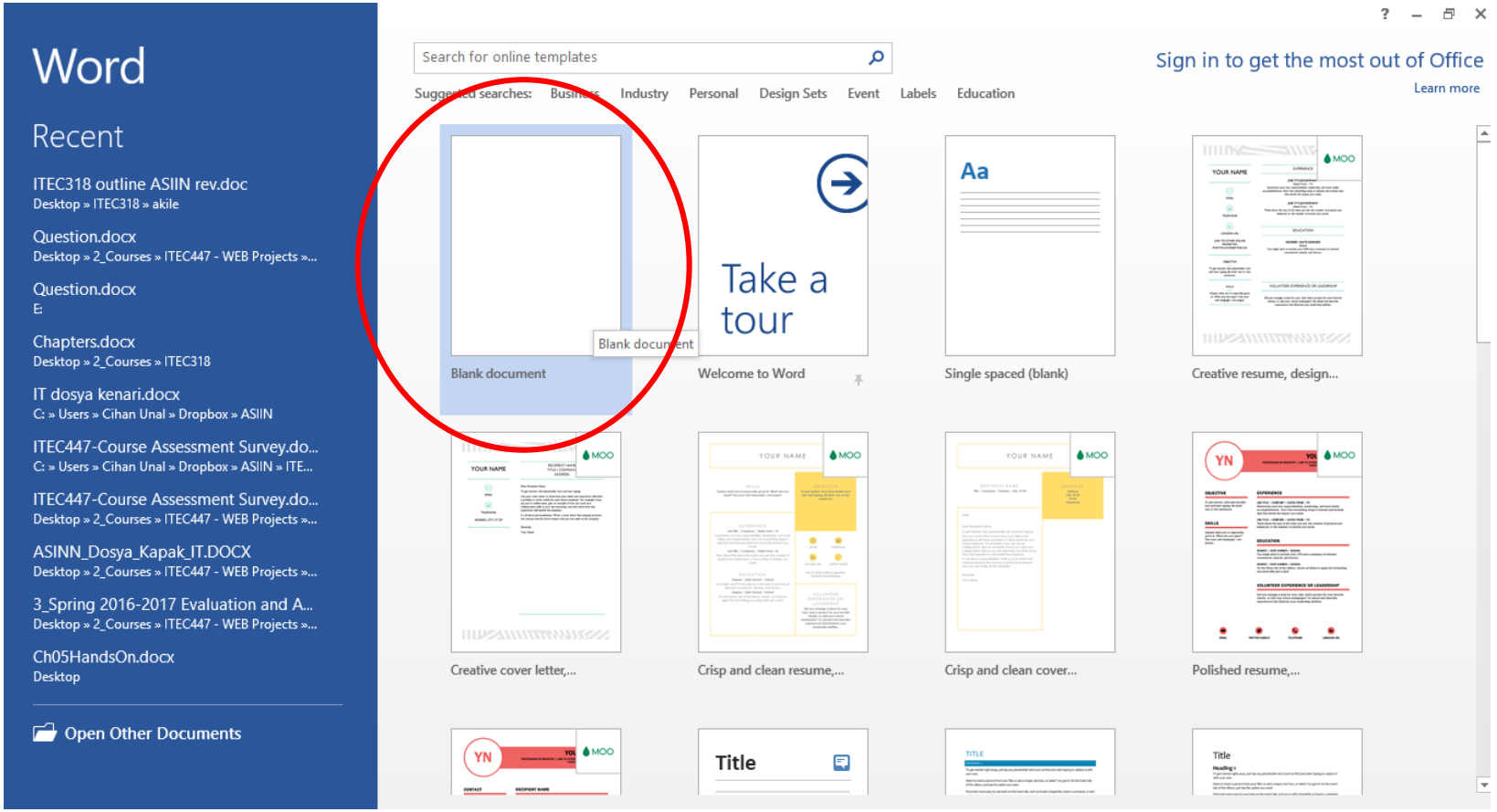
Microsoft Word 2013

- The easiest method to run Microsoft Word 2013 is to use the search box.



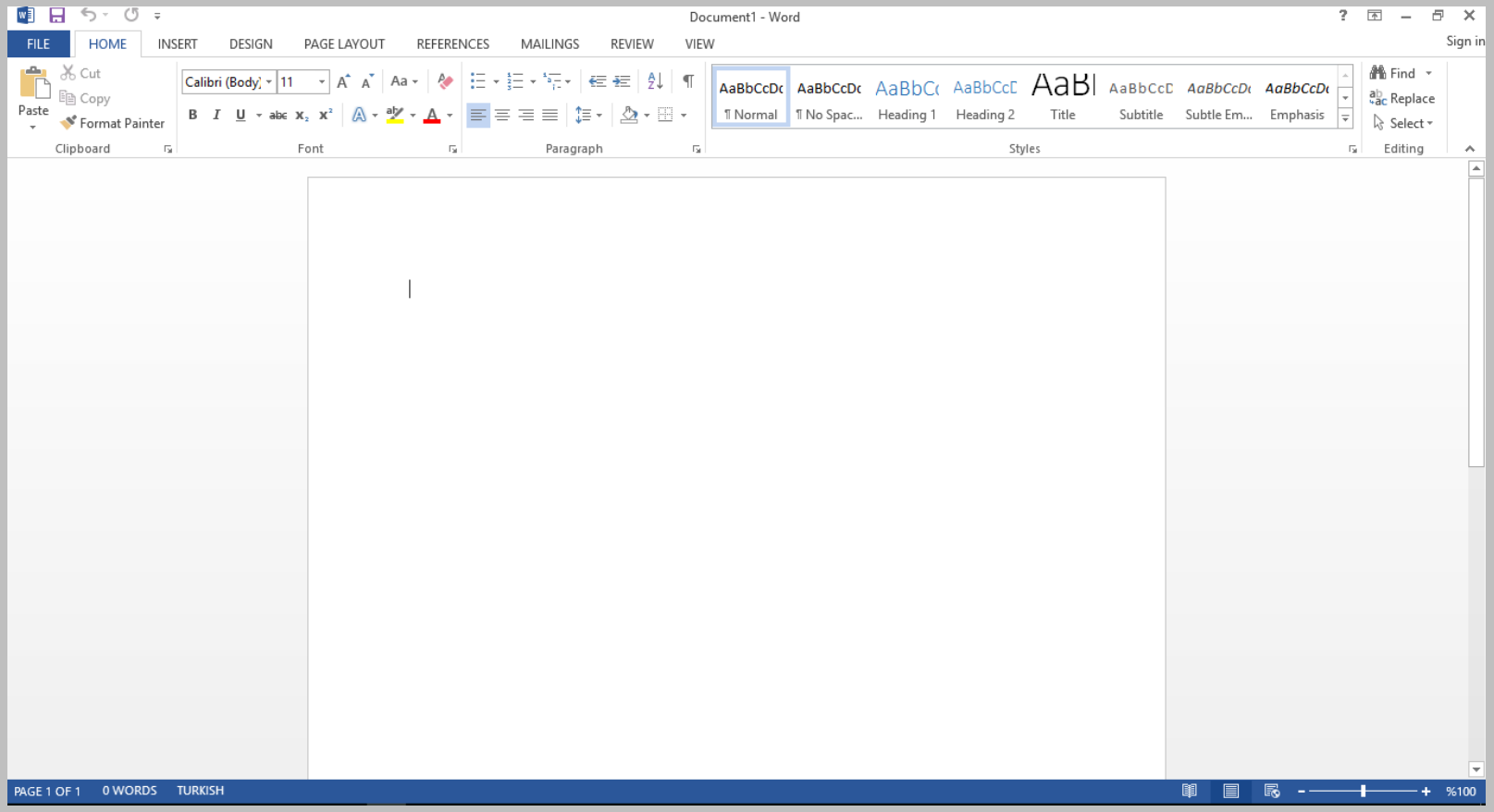
Microsoft Word 2013

- The following window will open when running Microsoft Word 2013. A template must be selected from the drop-down list.



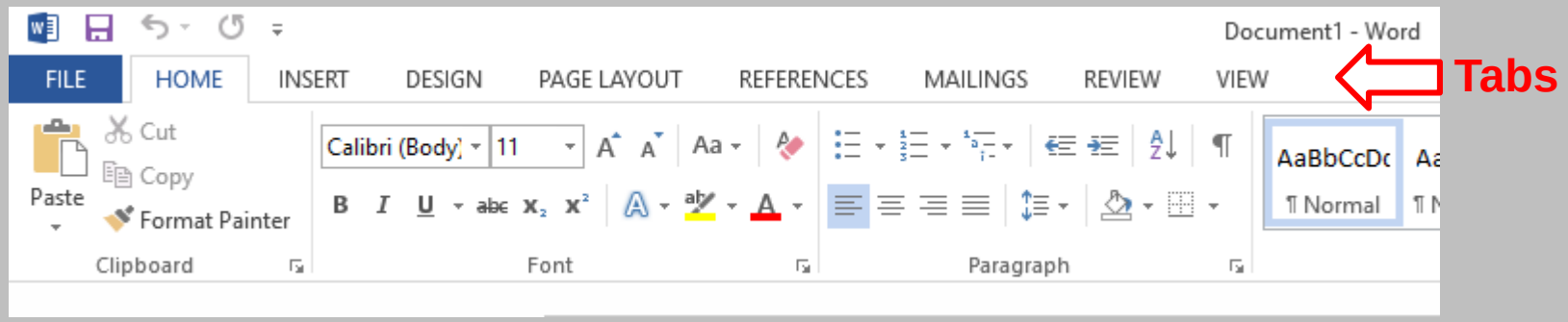
Microsoft Word 2013

- For example; when a blank template is selected, a word processor page similar to the following will appear on your



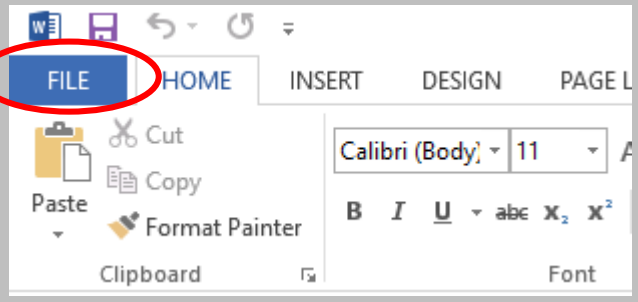
Microsoft Word 2013

- All menu options, toolbars, buttons, and settings are grouped in tabs according to their functionality
- Related buttons are positioned within each tab.

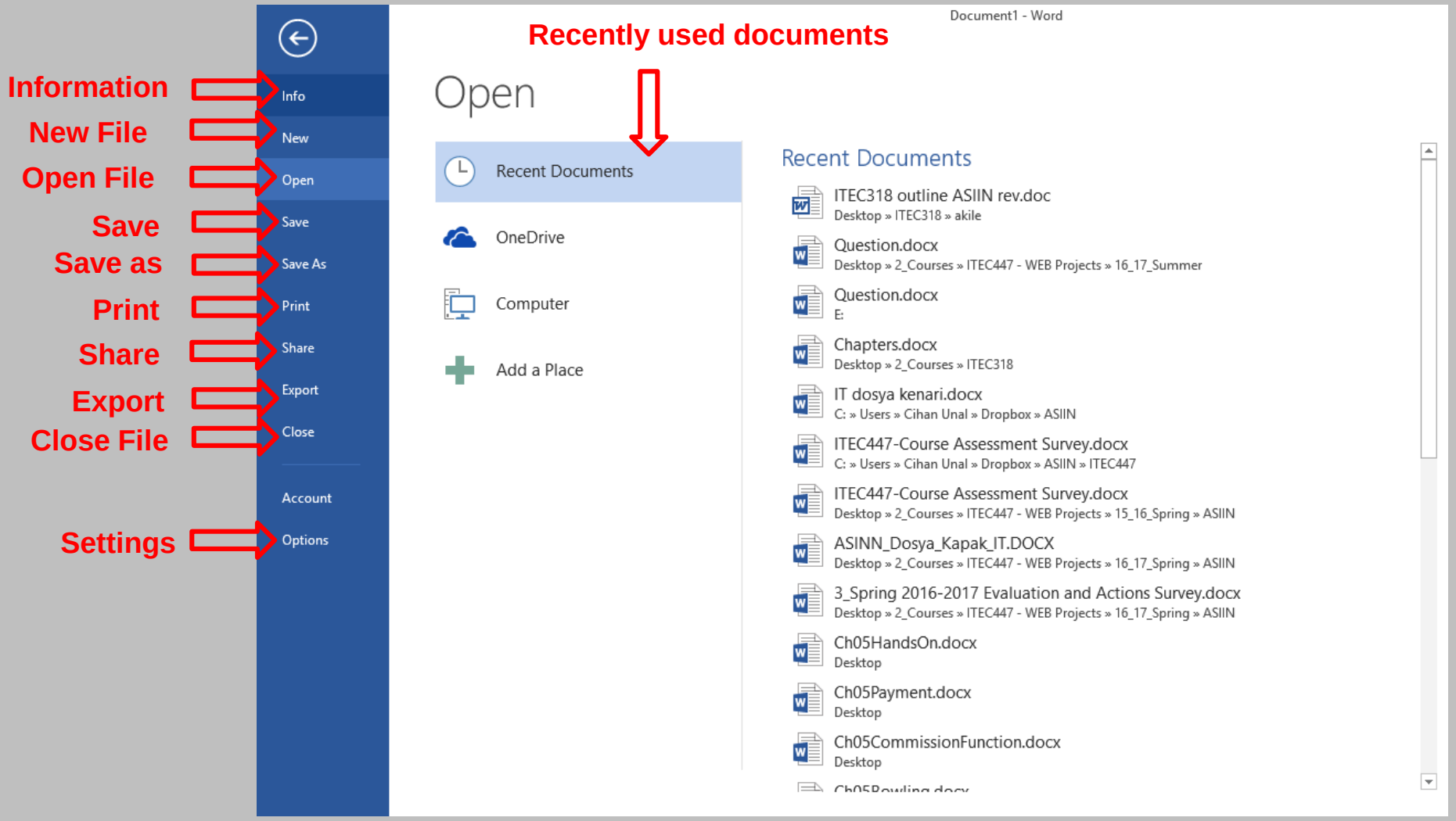


File Operations

- The first tab is the **File menu.**
- This tab can be used to open, save, close and print new files.
- When the **File menu** is first opened, a list of **recently used files** will appear on the screen.

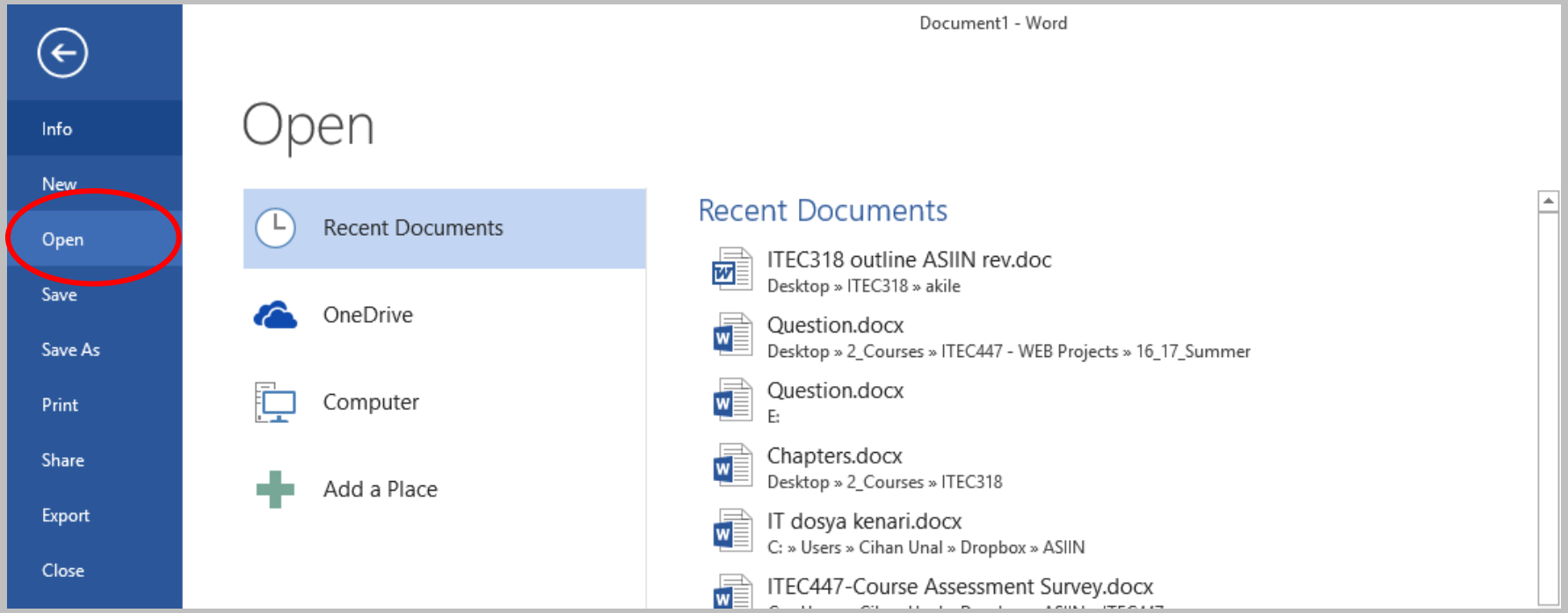


File Operations



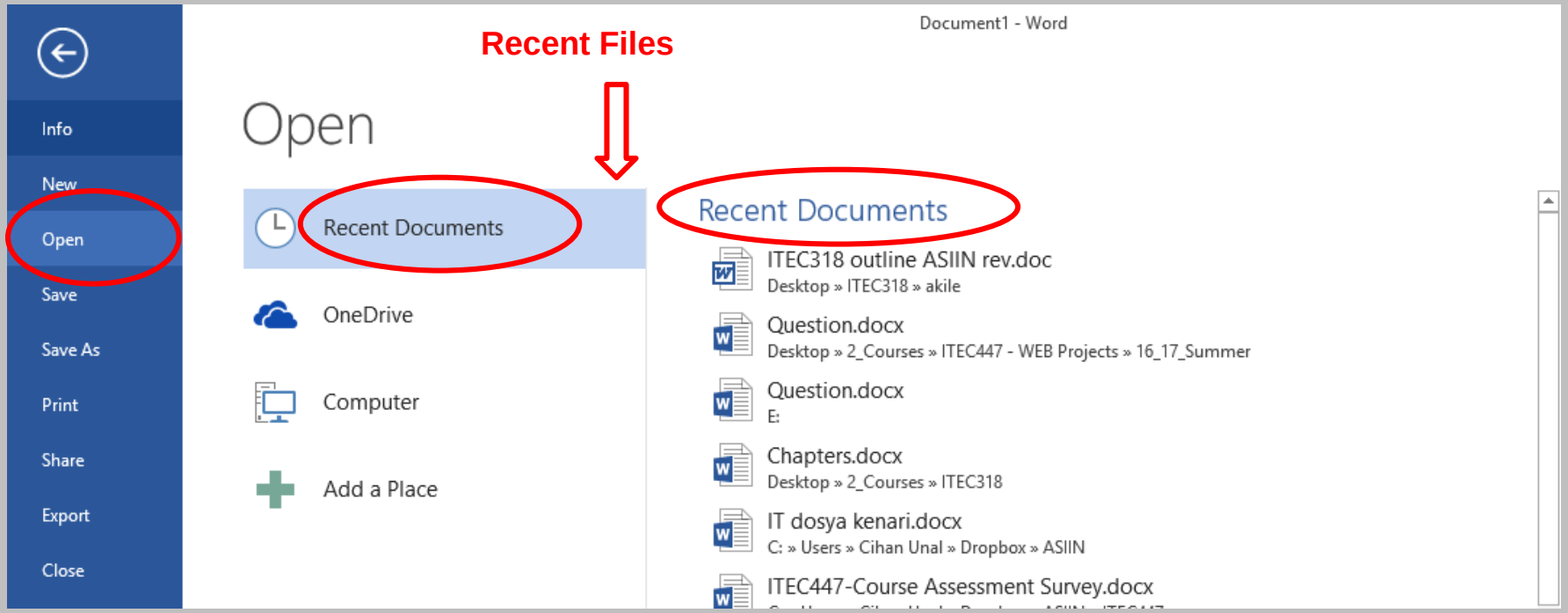
File Operations

- The **Open** option is used in the **File menu** to open previously saved files
- You can also open files by double clicking on the file located in the computer's directories.



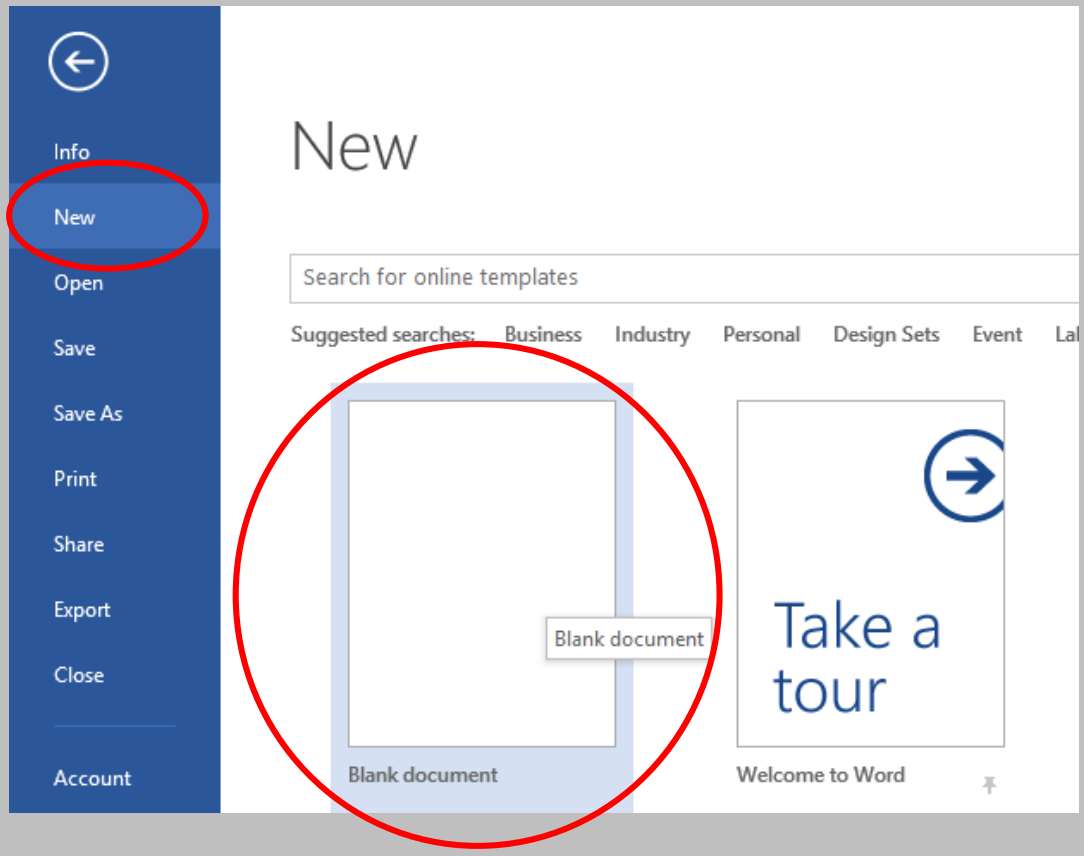
File Operations

- If the file, which would like to be opened is in the "***Recent documents***" list, it can be opened faster.



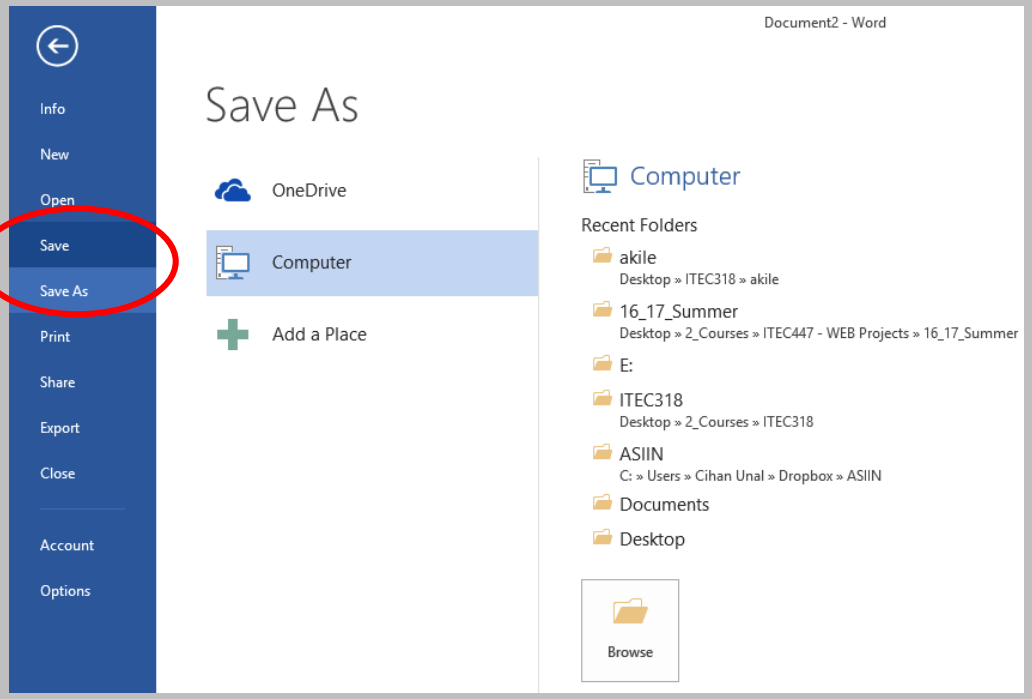
File Operations

- In order to open a new word document, **New option** under the **File** menu should be selected.
- **Blank document** should be selected from the opened window.



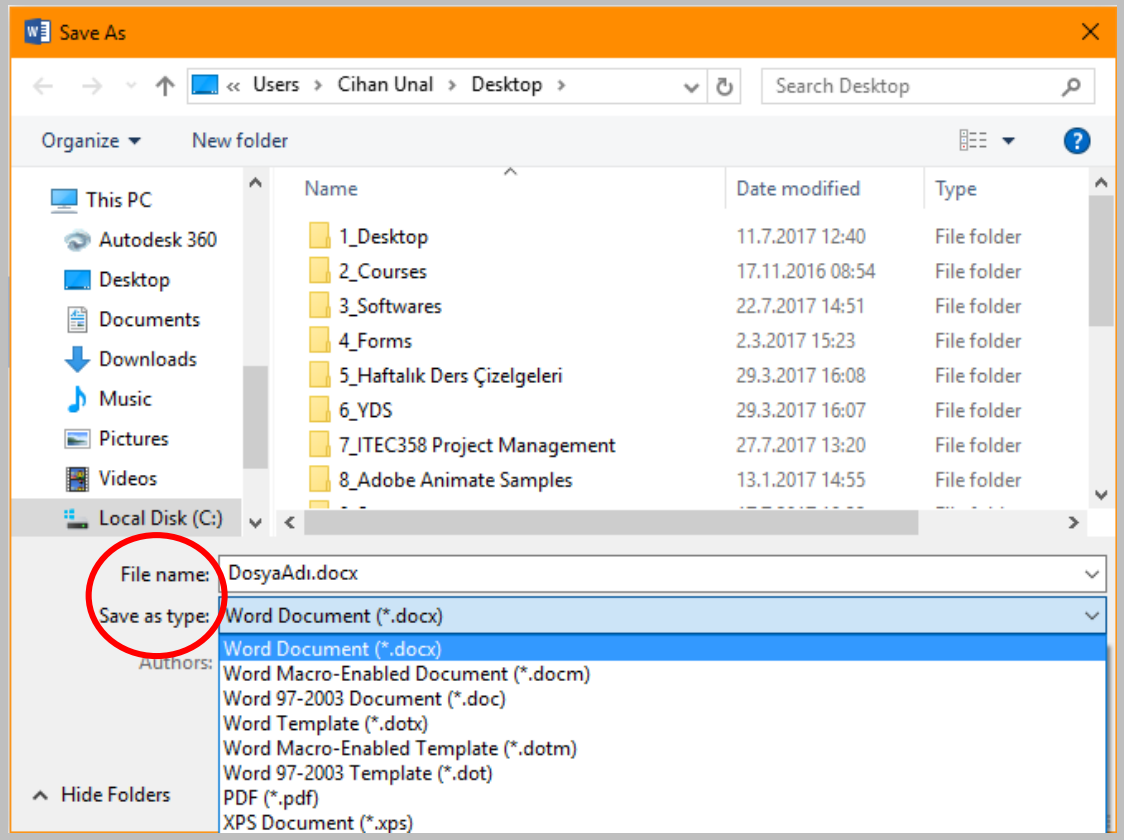
File Operations

- In Microsoft Word 2013, the **Save option** is used in the **File menu** to save the files..
- To save the file with a different name or to a different folder, **Save as** option should be selected from the **File menu**



File Operations

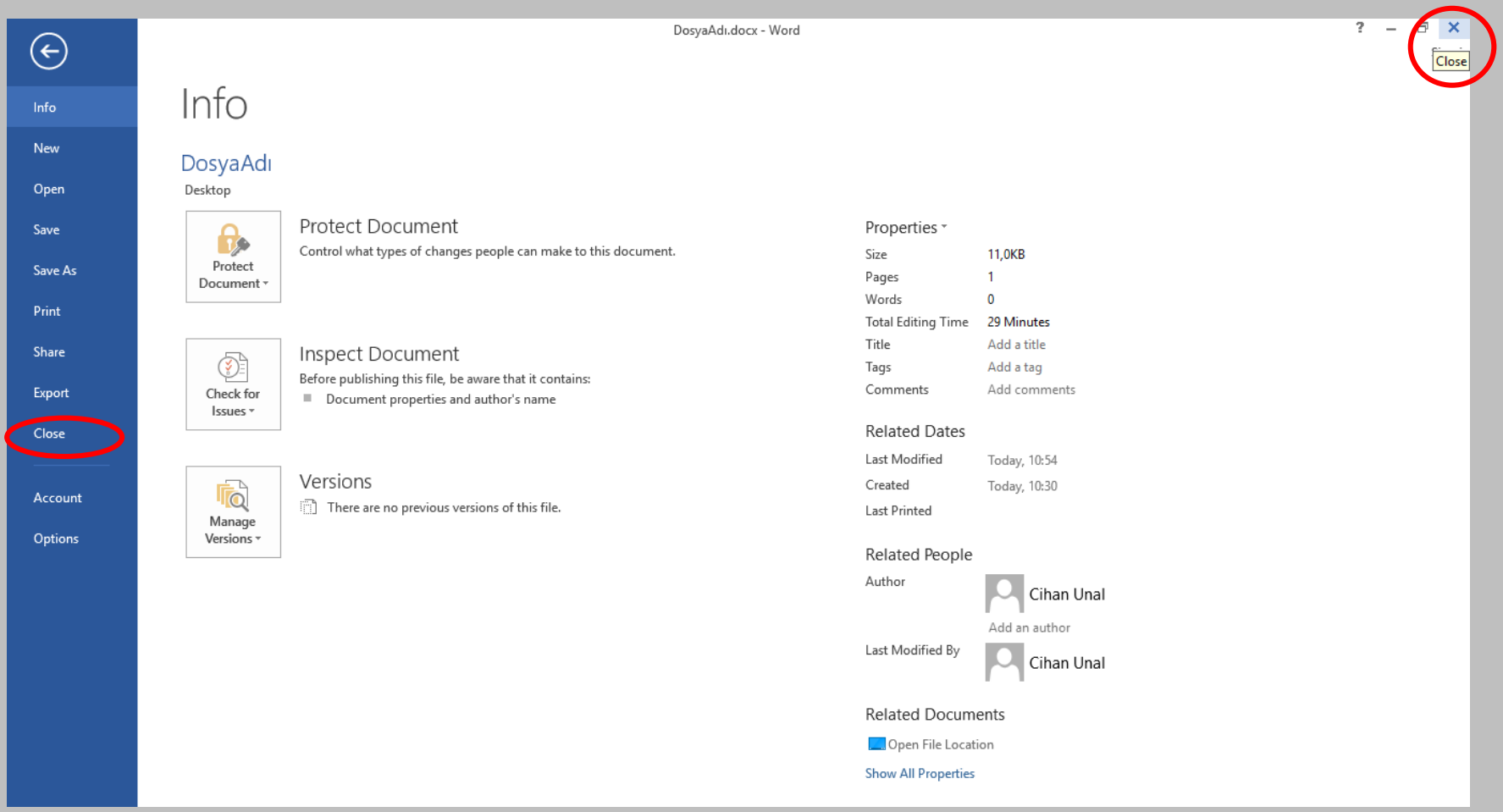
- When saving files, it is important **to name the file** and **select the folder** to save the file to.
- In order to save the file in a different file format, **Save As Type** should be selected after the file name is entered when recording is done.



File Operations

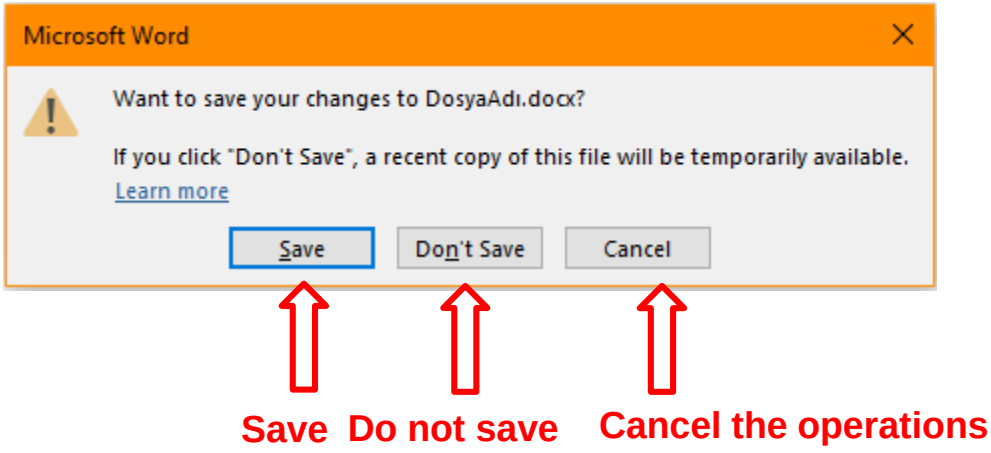
- There are different ways to close the document In MS Word 2013
  - The Close option in the File menu can be used to close the document and keep Word software open.
  - The open document and Word program can be closed using the '**X**' button on the top right of the screen.
  - **ALT + F4** keys can be used as shortcuts to close the word software and document.

File Operations



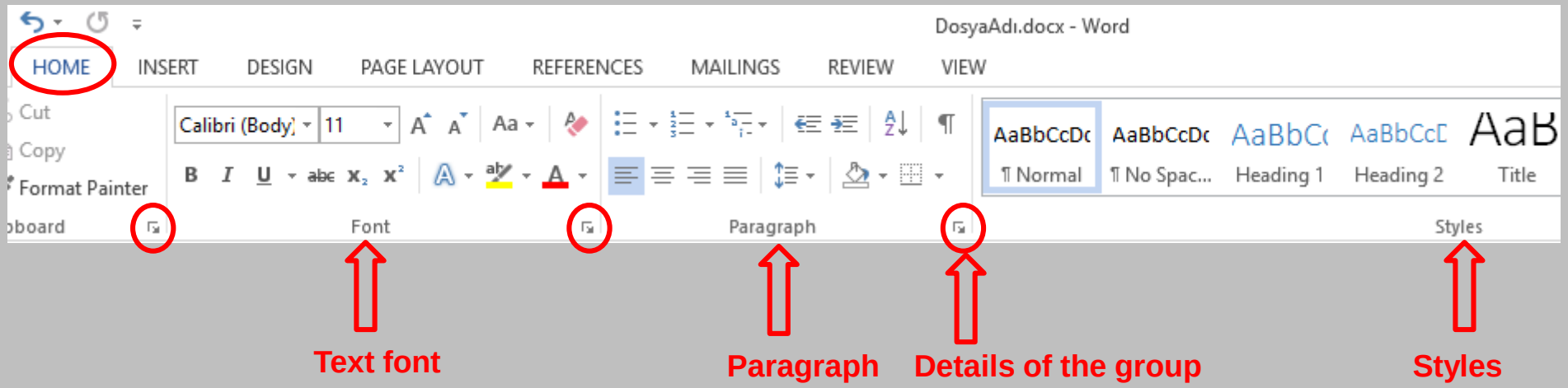
File Operations

- The Word program will ask the **confirmation question** so that the changes will not be closed without being saved if any changes have been made to the document you closed,



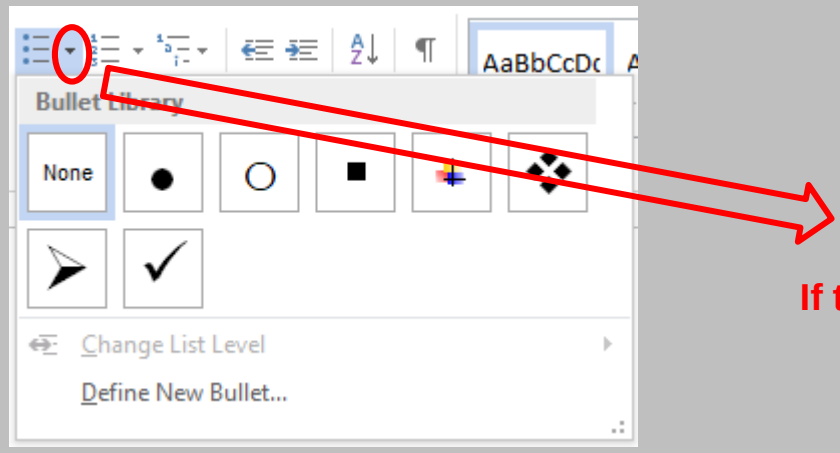
Text Formatting

- The options that can be used for font settings of the text, that is created under **Home tab**, are grouped under this tab.
- Each tab is divided into groups. For example, the **Home** tab has a **font group**, a **paragraph group**, and a **group of styles**.



Text Formatting

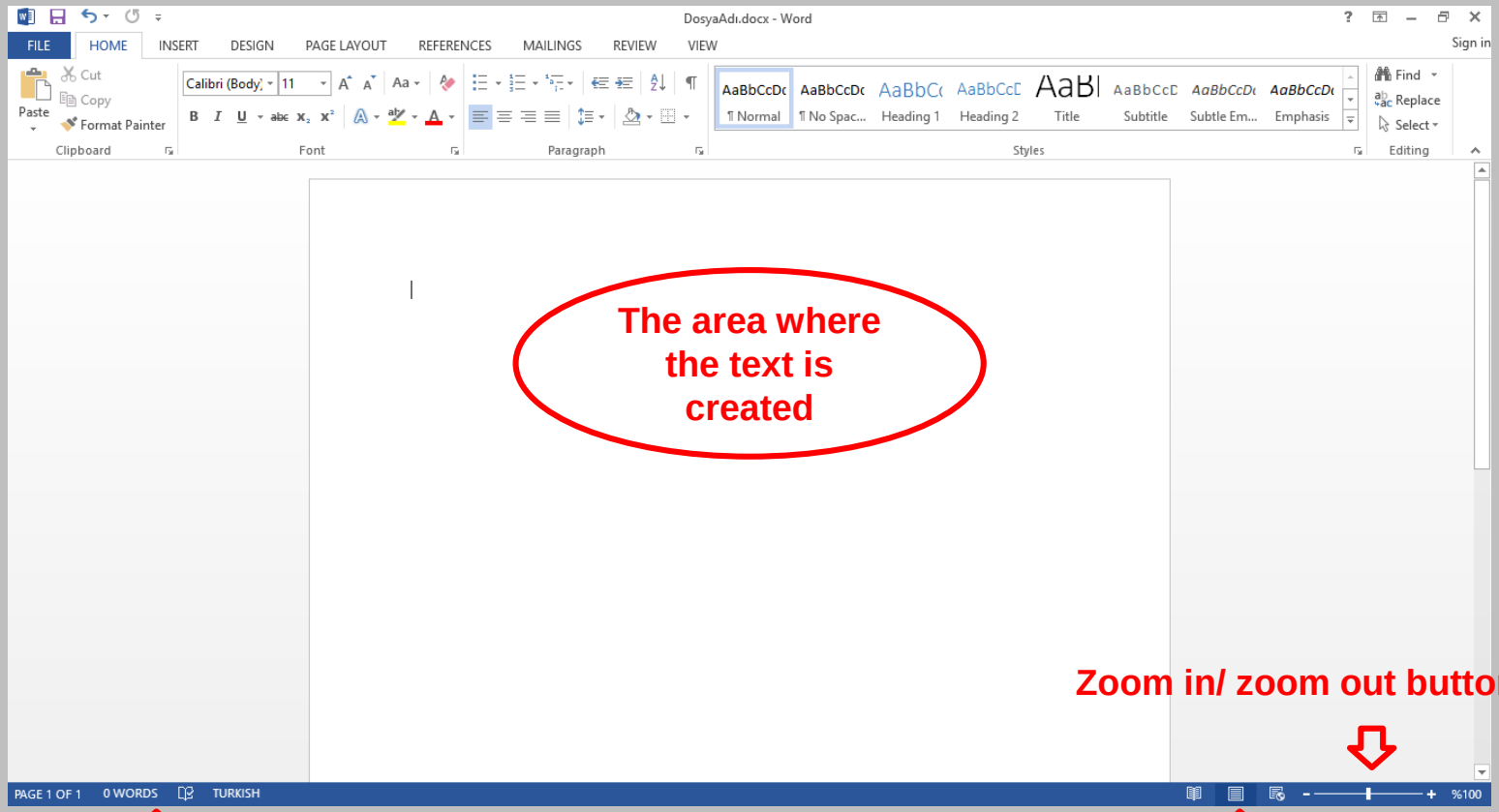
- When the arrow-looking option next to the buttons in the tabs is clicked, the details of that button will appear on the screen.



If the button is clicked the details is seen

Text Formatting

- The workspace beneath the tabs is the area where the texts will be created.



Text Formatting

- There are different options apart from the direction keys to move on a word document.
  - **HOME** button can be used to go at the begining of a line,
  - **END** button can be used to go at the end of a line,
  - **CTRL+HOME** can be used to go at the begining of a page,
  - **CTRL+END** button can be used to go at the end of the page.

Text Formatting

- It is necessary to make a **selection** in a document for copying and pasting.
- Selection operations in the document can be done with the mouse or **CTRL, SHIFT** and **direction keys** on the keyboard.
- Some shortcuts can also be used for selection. For example, to select a word, **double-click** on the word, and to select a paragraph, click **three times** on any word in the paragraph.
- The **CTRL + A keys** on the keyboard can be used to select the entire document.

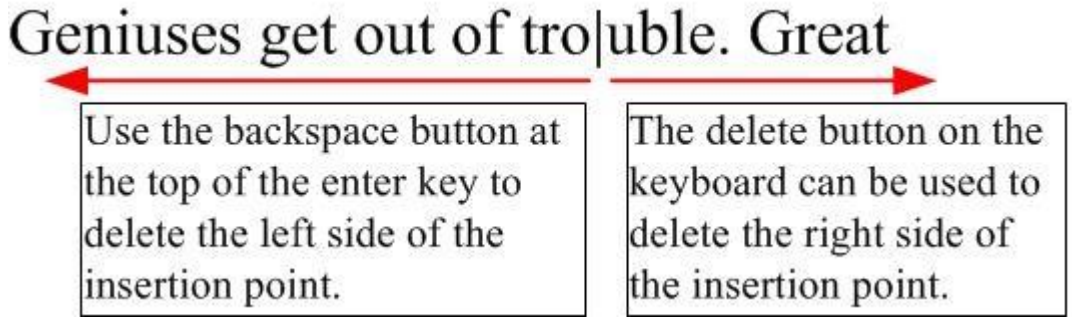
Text Formatting

- Make selections by holding down the **CTRL** key to select **independent words** and lines.

The aim of this course is to introduce the basic hardware and units of the computer and operating systems, and to provide the students with the basic knowledge and skills necessary to prepare documents, spreadsheets and presentations on the computer using the office programs.

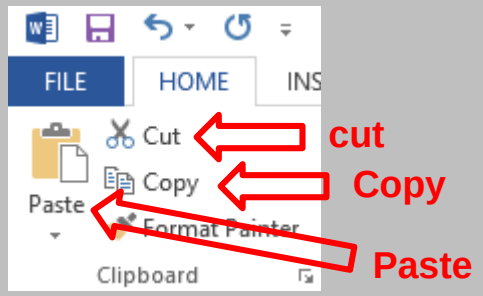
Text Formatting

- The **Delete** or **Backspace** keys can be used after selection to delete a word or paragraph.
- The same keys are used to delete individual letters

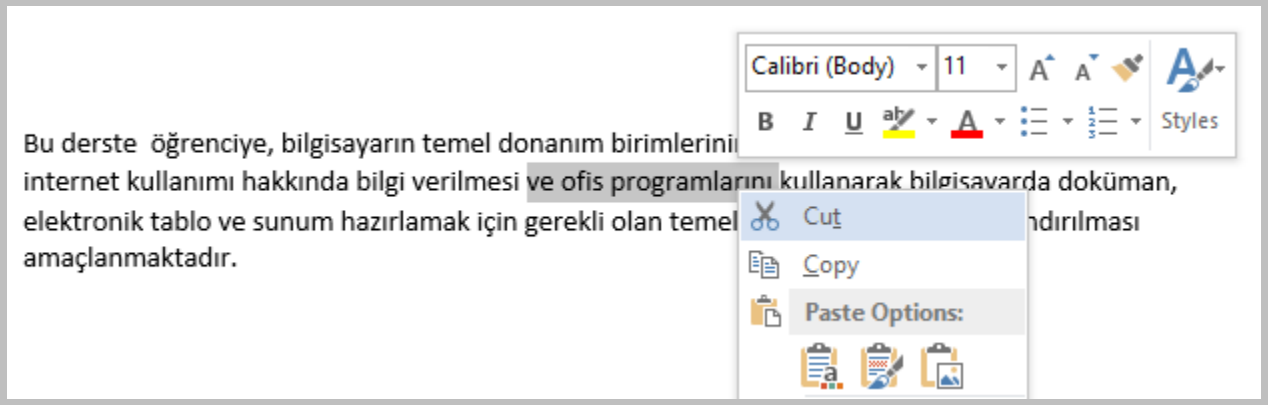


Text Formatting

- The buttons used to copy or move text are located on the **Home** tab.

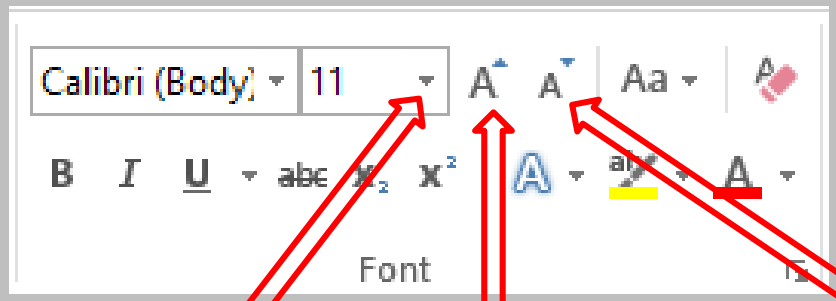


- Another option is to right-click the mouse after selecting the text and use the options in the drop-down menu.



Text Formatting

- Options on the **Home** tab are used to **format text**.
- The options shown below can be used to enlarge and reduce the font size.



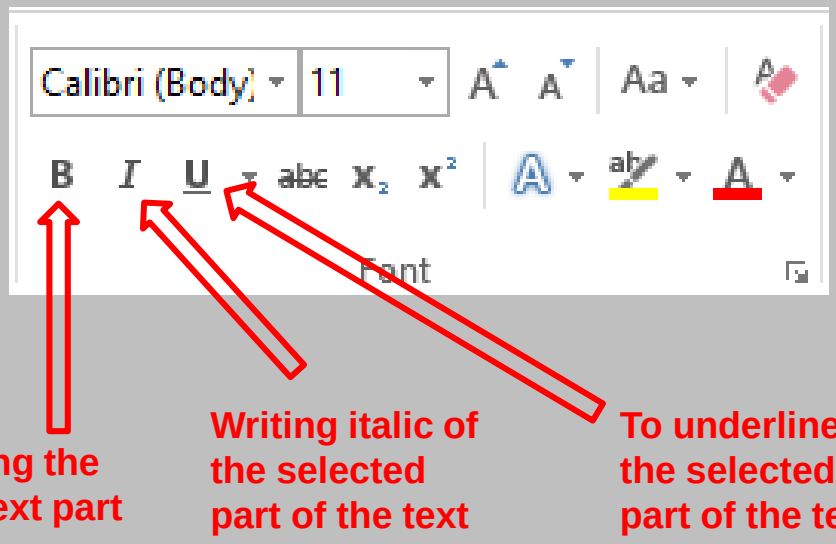
After selecting the text, by clicking this arrow you can selec the font size

The character size grows when this button is preesd

The character szize gets smaller when this button is pressed.

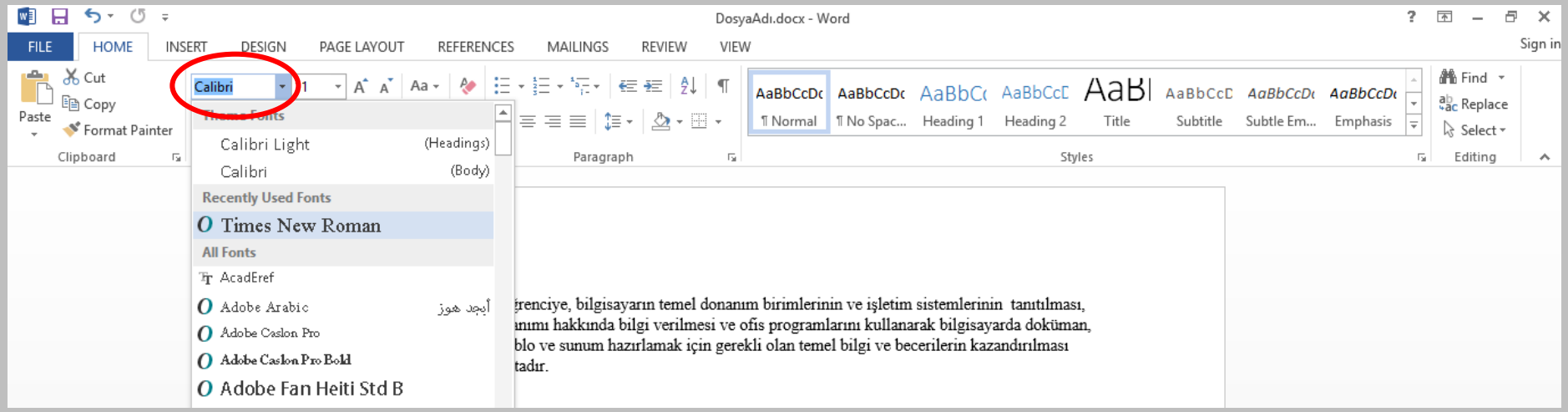
Text Formatting

- The options shown below are used for **highlighting** the text (**bold**), **italic** and **underline** typing



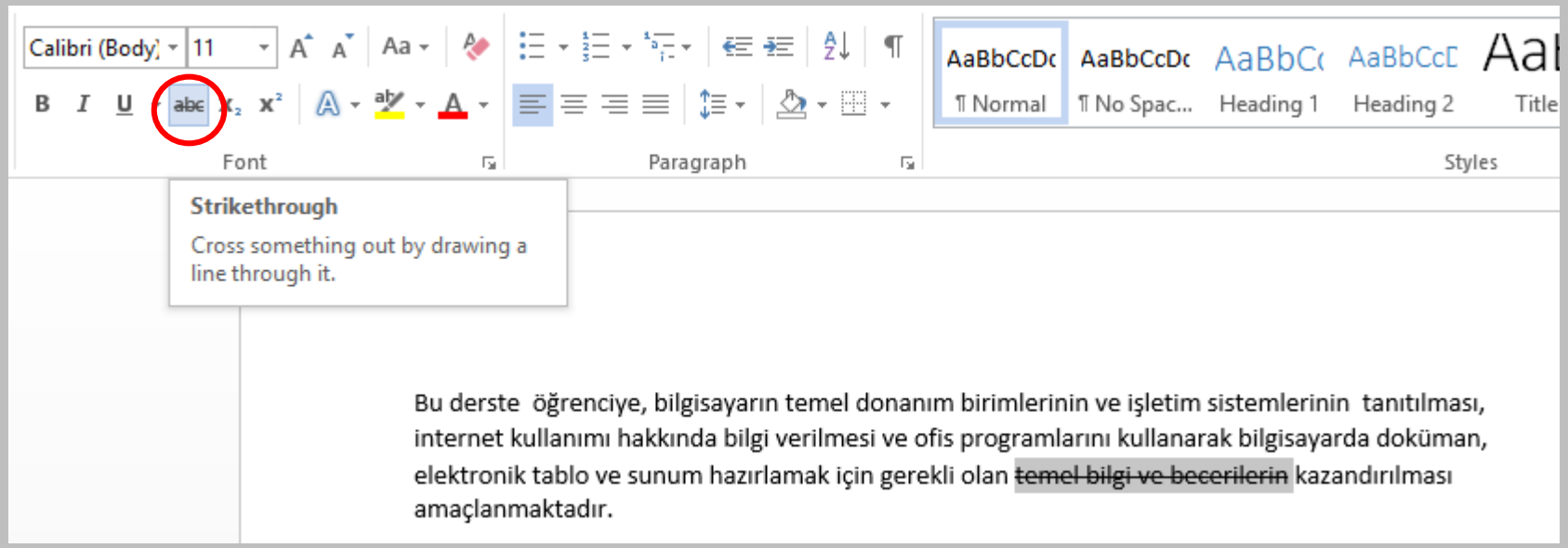
Text Formatting

- The following option is used to change the **font**.



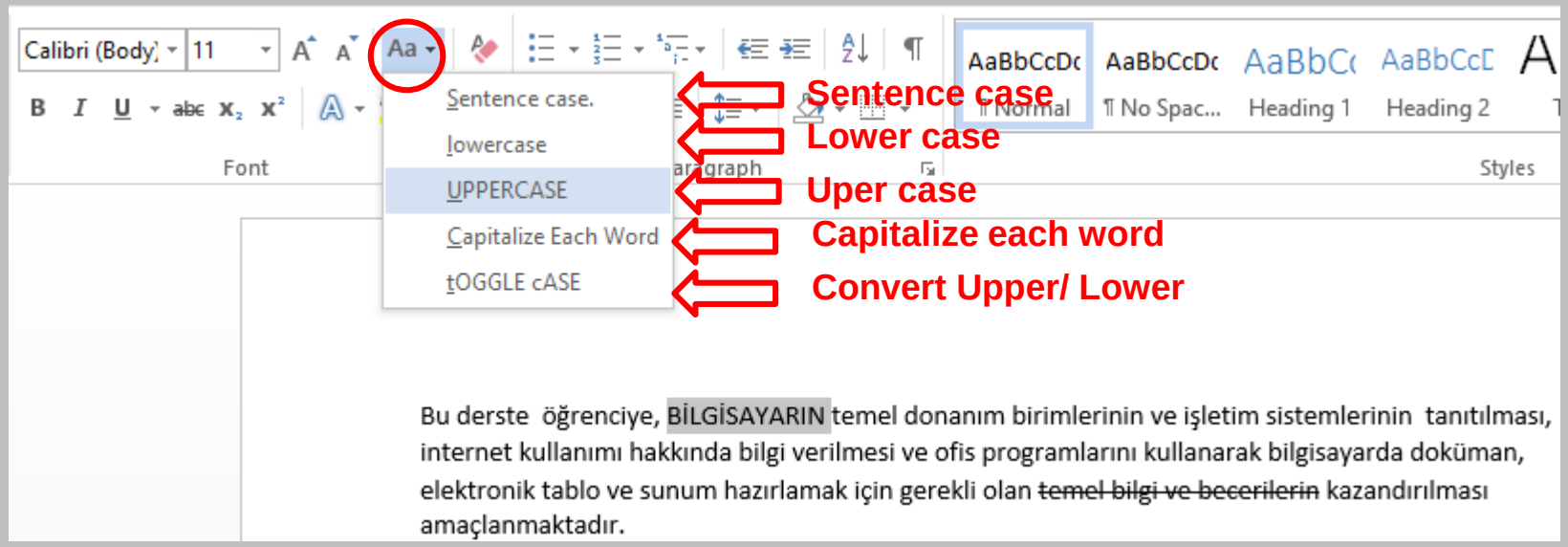
Text Formatting

- Usually, the button shown below is used to **draw a line in the middle of the text**, which is used to indicate the text has been canceled.



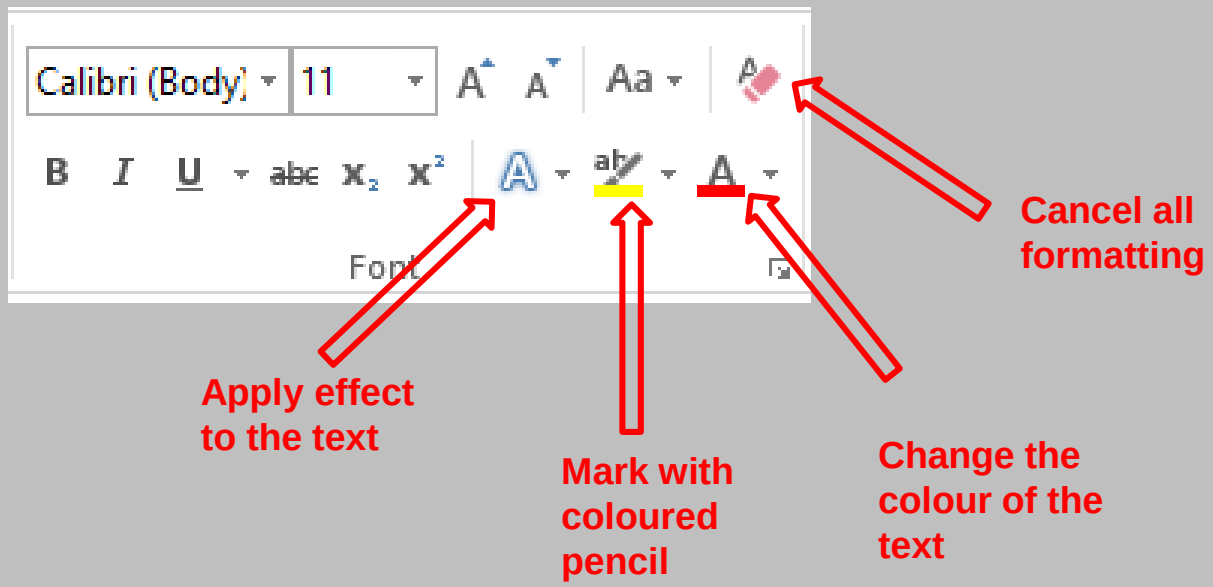
Text Formatting

- The button shown below is used to change the text in **upper case** or **lower case**.



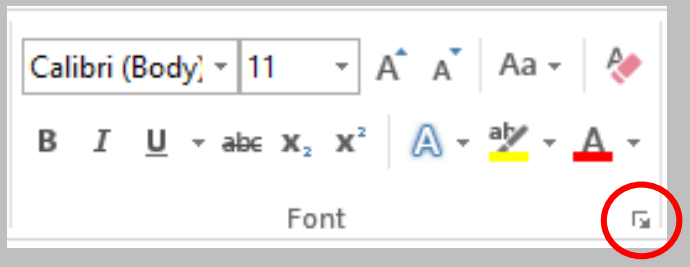
Text Formatting

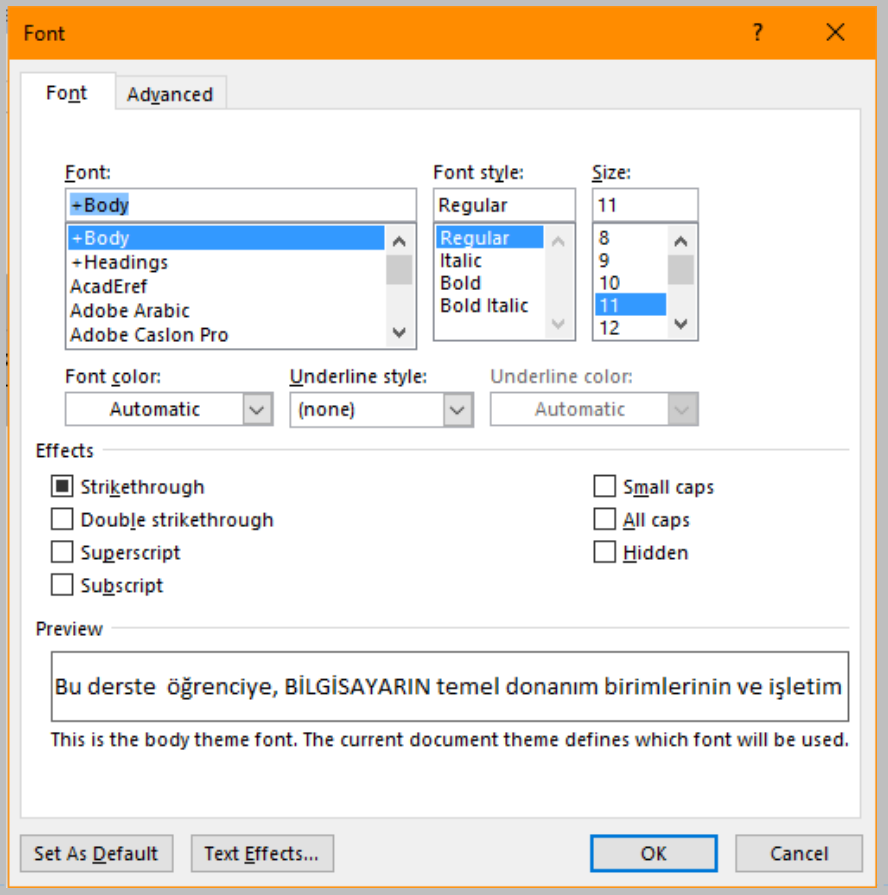
- **Home** tab has many options to alter the text font properties.



Text Formatting

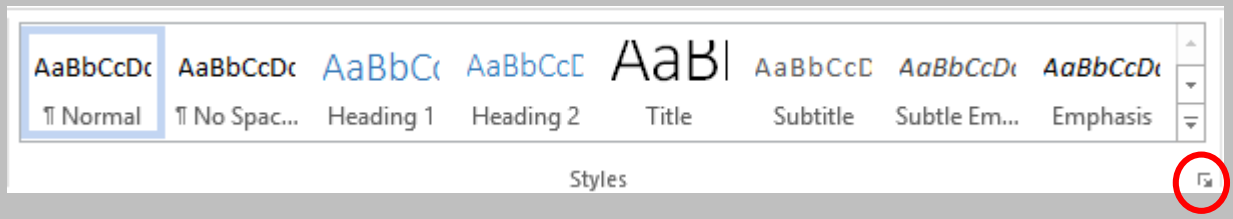
- To see the hidden options for text formatting click the arrow sign on the right bottom corner of the toolbox.

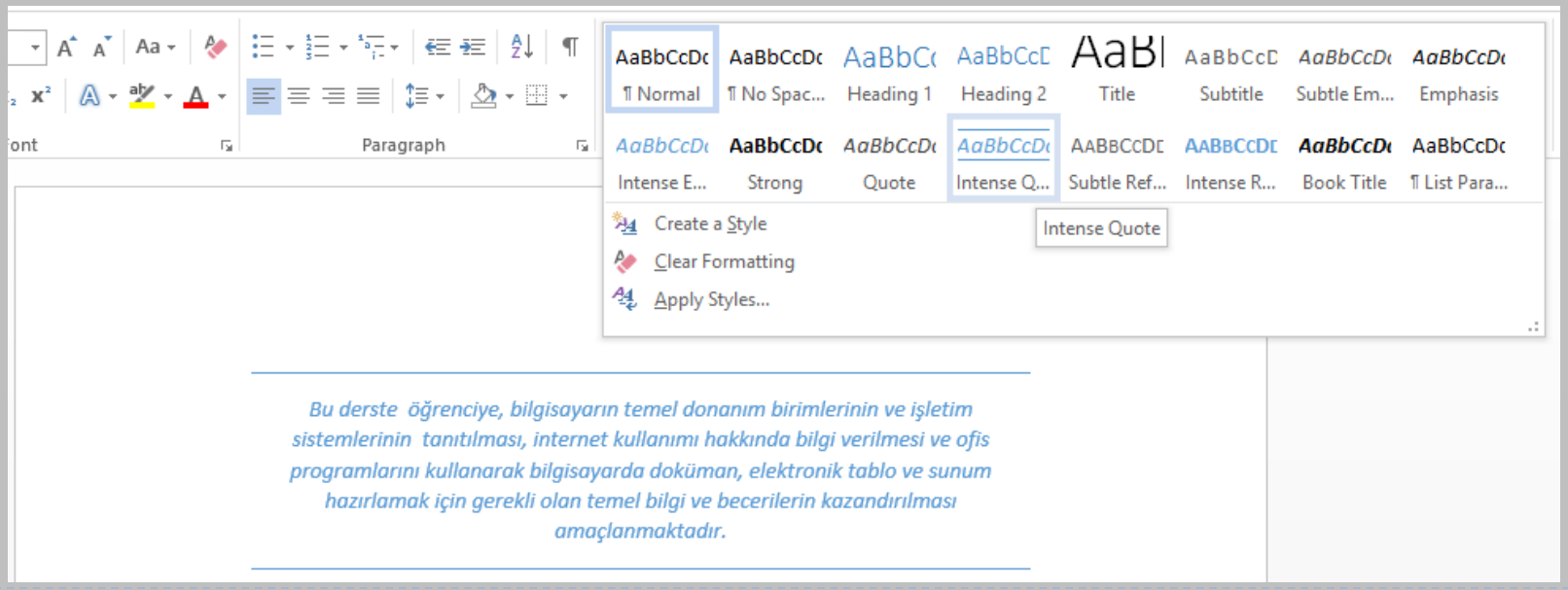




Text Formatting

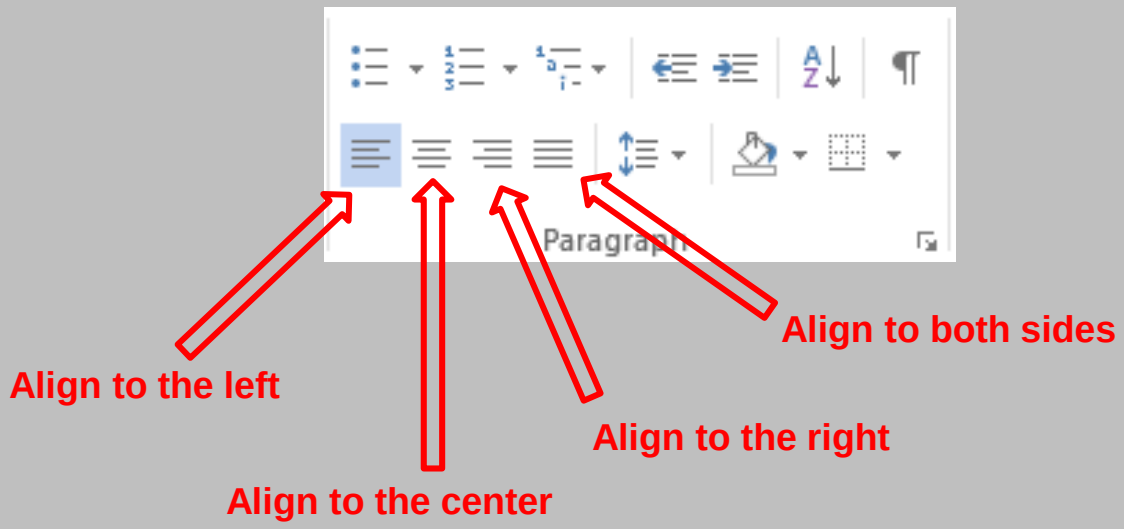
- **Ready styles** can also be used to change the font and size. After selecting the text, click on the desired style option.





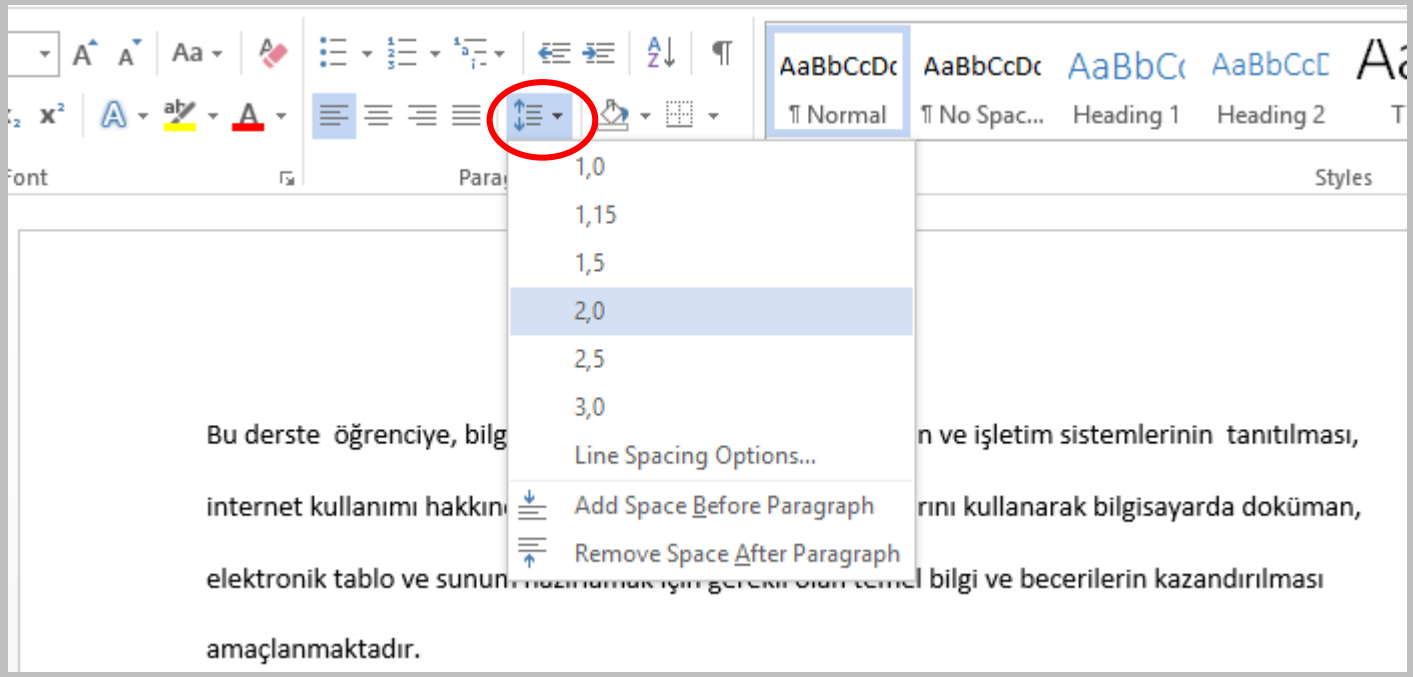
Paragraph Formatting

- The buttons in the **Paragraph group** on the **Home tab** are used to perform formatting operations for paragraphs
- Paragraphs can be aligned to the left, to the right, or to the center in the document.



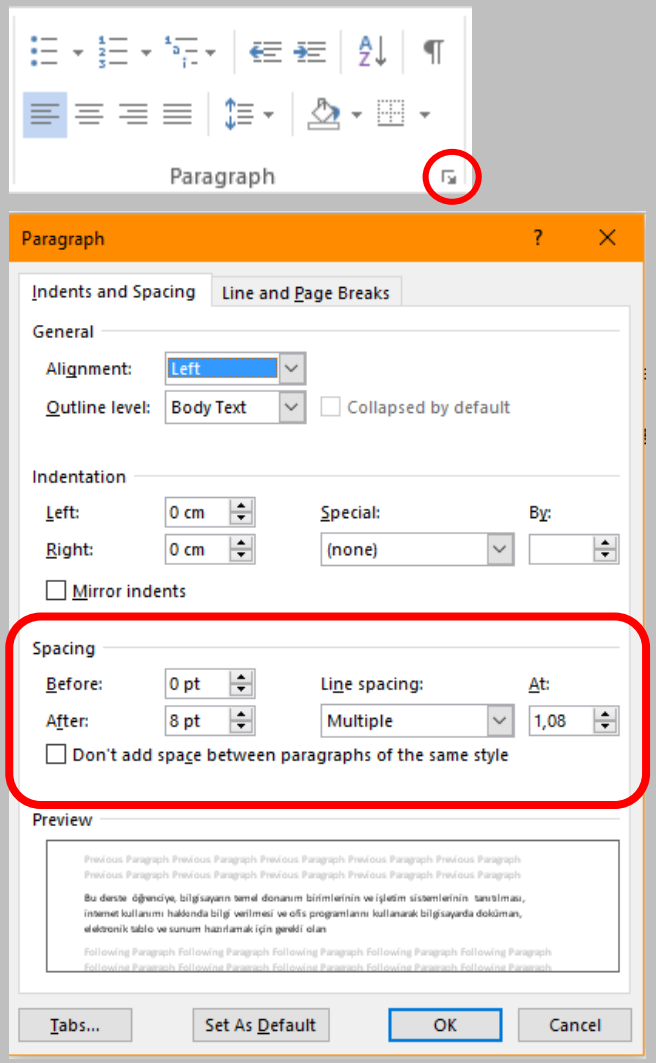
Paragraph Formatting

- After the paragraph is selected, the **line-spacing button** should be used to change the line spacing of the text within the paragraph



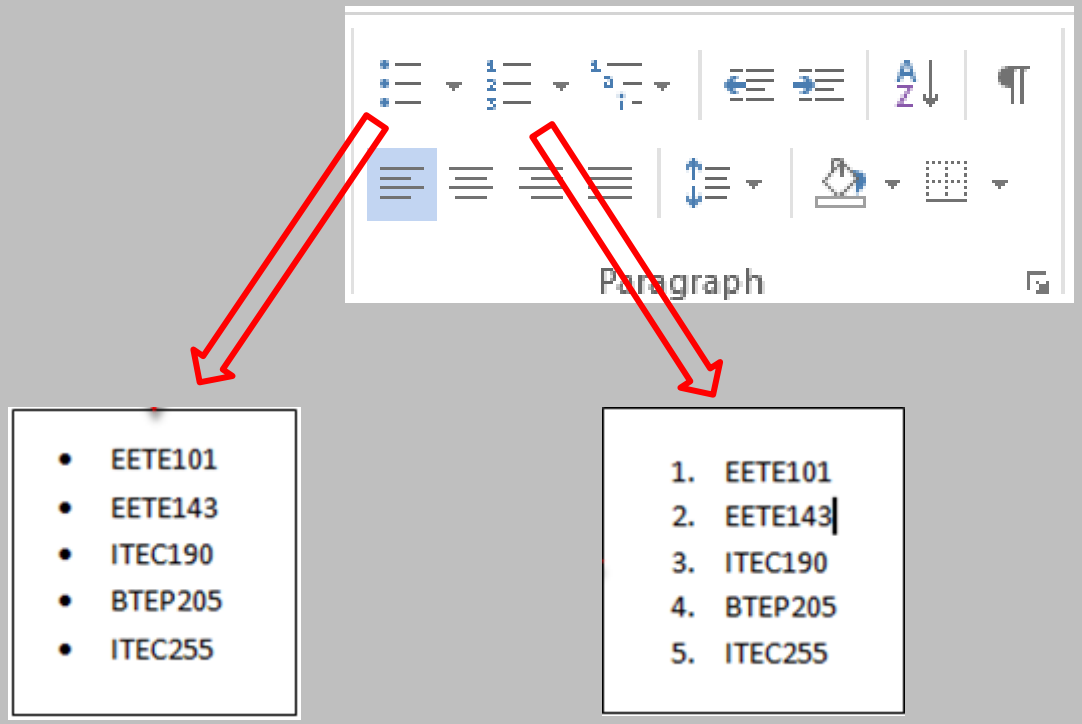
Paragraph Formatting

- For detailed paragraph settings, click on the arrow at the bottom right of the paragraph group to open the paragraph options.
- To determine the spacing between one paragraph and the other paragraphs, the **Before** and **After** options in the **Spacing section** should be used.
- The **line spacing option** should also be used to duplicate the line spacing within the selected paragraphs.



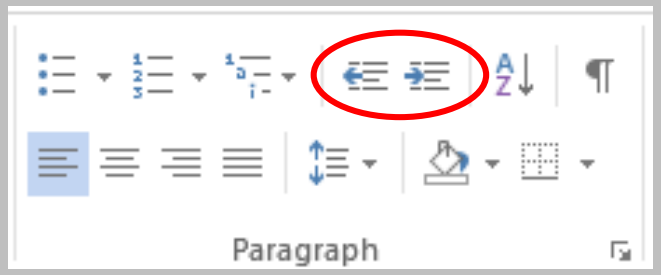
Paragraph Formatting

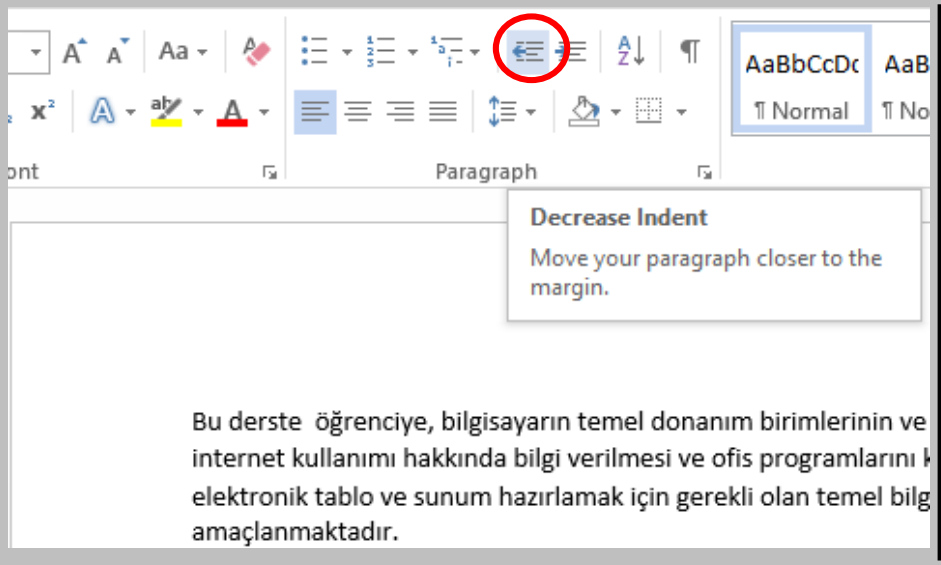
- The buttons shown below should be used to create a **numbered** or **itemized** list.

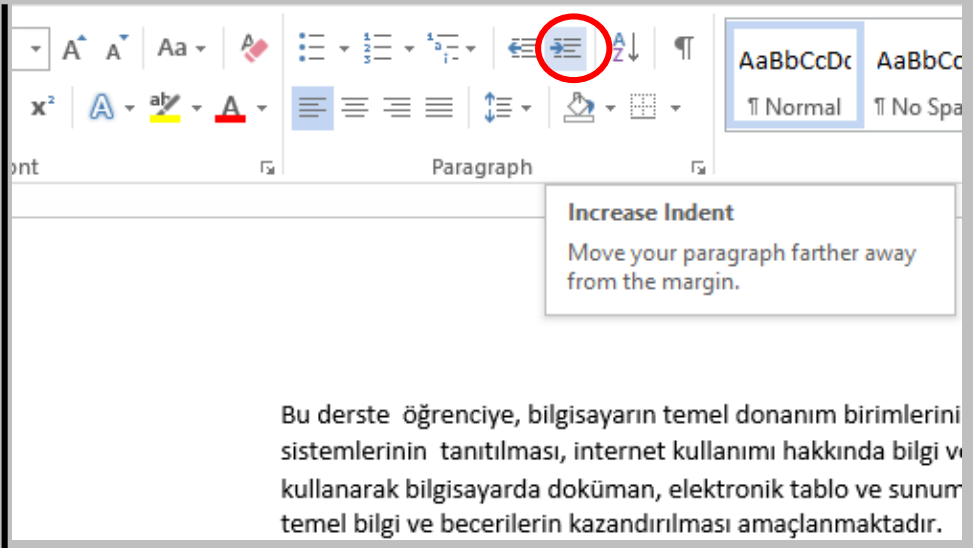


Paragraph Formatting

- The distance of the paragraphs in the document from the edge line can be changed with the **increase indent** and **decrease indent** buttons.

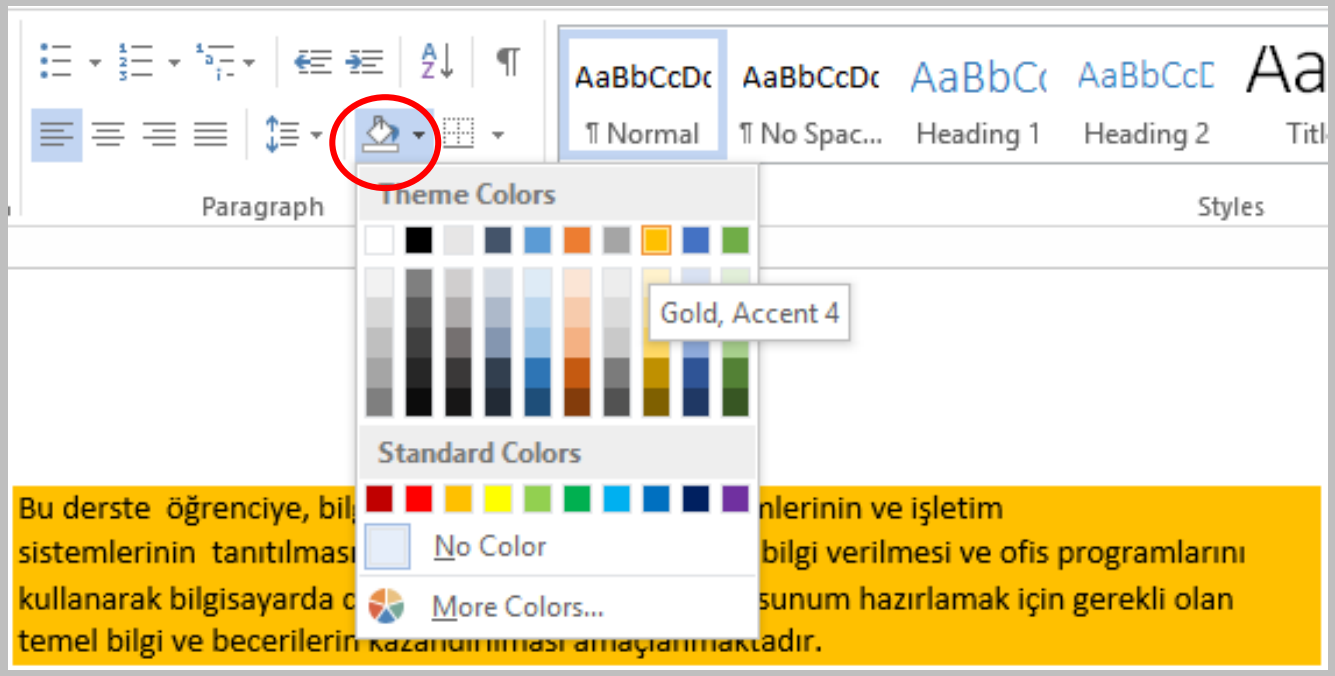


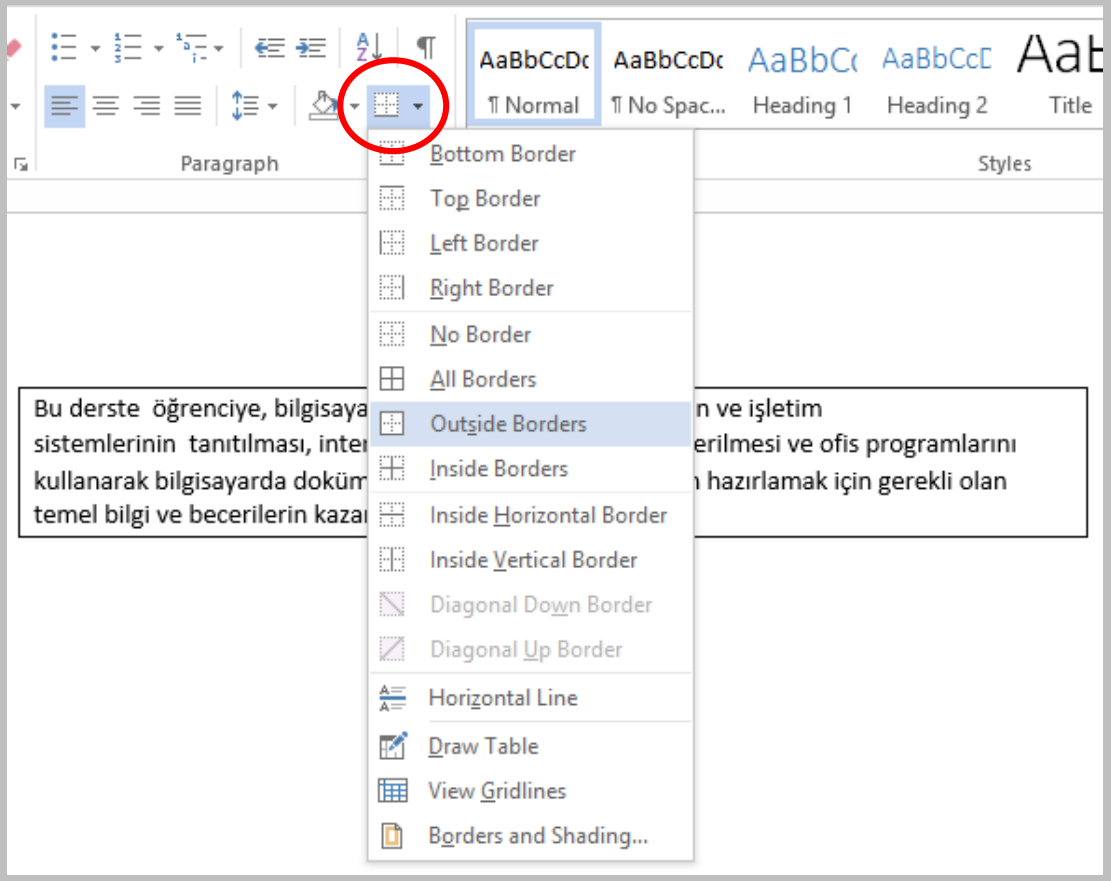




Paragraph Formatting

- The following button is used inorder to colored the background of a paragraf or a text.



Paragraph Formatting

- The button shown below is used to add a border to text or paragraphs.