



4.00 Use word processing software with alternative input devices.

4.01 Demonstrate basic word processing concepts and functions.

Word Processing

- Software that is designed for the _____, editing, and printing of documents.
 - Windows Version = Microsoft _____ (MS Word)
- Word processing documents include:
 - Letters
 -
 - Faxes
 - Mail Merges
 -
 - One page flyers
 - E-mail

Creating Documents

Know the parts of your MS Word screen

- Title Bar
-
- Toolbars and Buttons
- Ruler
-
- Scroll Bars
-
- New Task Pane

Viewing Documents

MS Word documents can be viewed in different layouts.

- Print Layout**
(widely used)
- Normal**
(widely used)

MS Word documents can also be viewed in layouts that allow special functions.

Web Page

Looks much like normal view but is saved in a different _____ (html file).

Outline

Looks much like normal view but includes various levels indicating indentions and _____.

Saving Documents

- Always save in a familiar location.
 - Create a _____ for multiple documents.

- Be sure to name your file appropriately.
 - MS Word will add a file _____ to the name.

- File names are followed by a period and a _____ letter extension.
 - MS Word = _____

- Save As vs. Save
 - Save a new document with Save _____.
 - To update an existing document use _____.
 - Always be sure to make a _____ copy.

Editing Features Include:

MS Word is equipped with many features that allow a user to easily _____ (modify) a document.

- Cut/Paste
-
- Insert
- Delete (right of cursor)
- Backspace (left of cursor)
- Typeover or Overwrite (press insert key)
-
- Find/Replace

Shortcuts:

- Ctrl X- _____
- Ctrl V- Paste
- Ctrl C- Copy
- Ctrl F- _____

Retrieving Documents

The _____ feature can be used if a file cannot be found.
File name can be searched through a specific drive.

- File names can be modified once they are named by using these tools:
 - Save As Feature
 - Shortcut Feature – _____ click the file name with the mouse and select _____.

- Documents can be deleted by using these tools:
 - Right click on the file name with mouse and select _____.
 - Mistakenly deleted files can be retrieved from the _____ bin.

Printing Documents

- Before printing a _____ draft be sure to proofread.
 - Read over the document again.
 - Ask a neighbor to _____.
 - Use the _____/Grammar Check.
- After proofreading, _____ and print.

Character Formatting

- Font:** A group of characters that have a similar _____.
- Font Attributes:** Additions that _____ your font for _____.
- Font Size:** The size of _____.
- Type Face:** A set of characters with a common _____ and _____.
- Bold/Boldface:** A formatting option that makes selected words print _____ than normal.
- Italics:** Characters are evenly _____ toward the _____.
- Subscript:** Text that has been lowered _____.
- Superscript:** Text that has been raised _____.
- Underline:** A _____ that is placed beneath characters. (Do not underline for emphasis since you can do this with bold, italics, color, and font size. Reserve underlining for hot links as an underline in modern computer usage implies a link web link or other file link.)

Paragraph Formatting

- Alignment:** The way lines of text are _____.
 - Full, Left, Right, Center

- Full Justified:** Lines of text are both _____ and _____ aligned.

- Left Justification:** Alignment that allows a document to have an even _____ side.

- Right Justification:** Alignment that allows a document to have an even _____ side.

- Center Justification:** A feature when activated will align the text _____ on a line.

- Border:** A _____ that surrounds pictures or text.

- Bulleted List:** A list of _____, each preceded by a symbol for emphasis.

- Hanging Indent:** All lines except the _____ line are indented.
 - Used in citing references.

- Indent:** _____ text from one of the margins.

- Line Spacing:** The amount of space _____ lines in a document.
 - Single Space, Double Space, Triple Space, etc.

- Page Break:** Indicates that the _____ number of lines have been keyed on a page and a _____ page is beginning.
 - Hard break - created by the _____.
 - Soft break - created by the word processing _____.

- Tab Key:** Allows the user to move the cursor a _____ number of spaces.

- Text Wrap:** Feature that allows text to _____ around an object or graphic.

- Widow/Orphan Protection:** Feature that will prevent widow/orphan _____ in a document.

- Orphan:** First line of a paragraph at the _____ of a page.

- Widow:** Last line of a paragraph at the _____ of a page.

Page Formatting

▪**Margins:** Space around the _____ of a page.

▪**Page Orientation:** _____ a document is _____.

▪Portrait – Taller than wide.

▪Landscape – Wider than tall.

▪**Headers:** _____ text located in the top margin.

▪**Endnotes:** References used to credit the _____ of information.

▪Placed at the end of the report.

▪**Footers:** _____ text located in the _____ margin.

▪**Footnotes:** References used to credit the _____ of information or add _____.

▪Placed at the bottom of the report.

▪Superscripts are used for correspondence between the quoted/paraphrased material and the reference.

Word Processing Tools

Features that can be used to enhance the _____ of a document.

▪

▪Grammar Checker

▪

▪Wizard – step by step tutorial

▪Help – Type in questions

▪Office Assistant – Found in MS Office

▪Comments

These tools are sometimes called utilities.

-- Comments

▪Comments are notes added to a document.

▪Reviewer – person who adds comments.

▪To add comments:

▪Select the text or item you want to comment on, or click at the end of the text.

▪On the **Insert** menu, click _____.

▪Type the comment text in the comment balloon.

▪Track Changes

▪Marks changes and keeps _____ of changes made by reviewers.