



# Chapter Four



## Understanding Word Processing

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## 1. Introduction

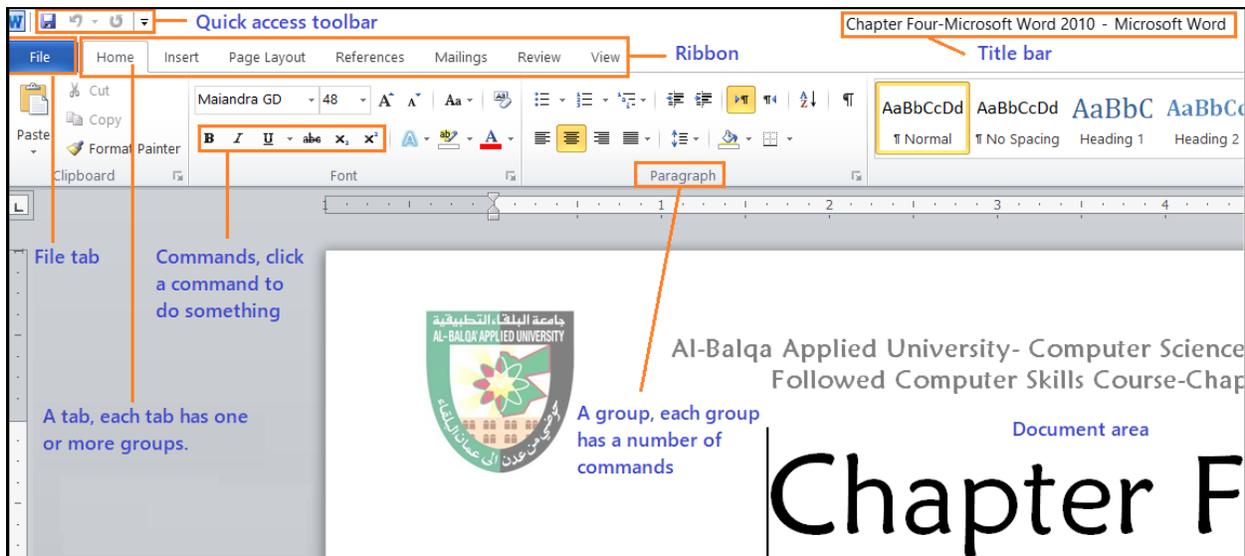
Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, and faxes.

## 2. Getting to know Word 2010

Word 2010 is a bit different from earlier versions. The toolbars are similar to those in Word 2007, and they include the **Ribbon** and the **Quick Access toolbar**. Unlike Word 2007, commands such as **Open** and **Print** are housed in **Backstage view**, which replaces the **Microsoft Office button**.

### 2.1 The Ribbon

The new **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to perform common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite **commands**. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.



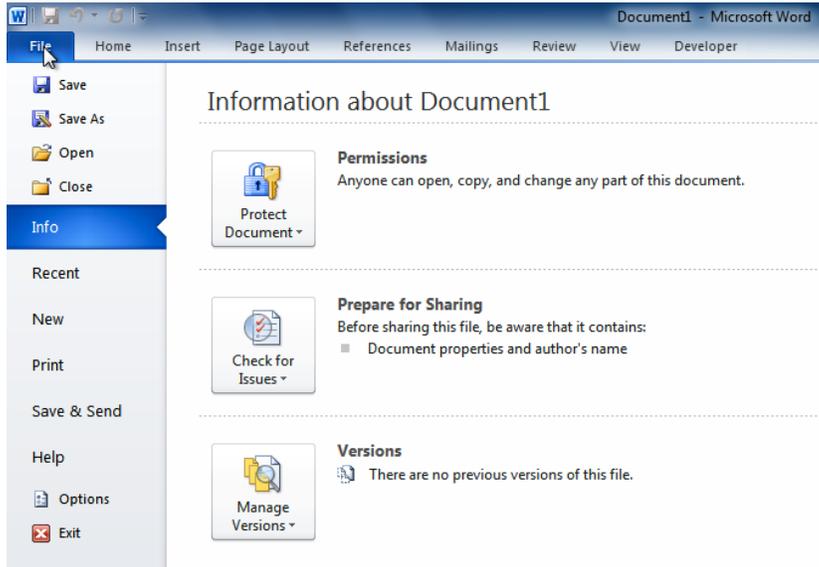
### 2.2 Backstage view

**Backstage view** gives you various options for saving, opening, printing, and sharing your files. To get to Backstage view:

1. Click the **File** tab.
2. You can choose an option on the left side of the page.
3. To get back to your document, click any tab on the Ribbon.



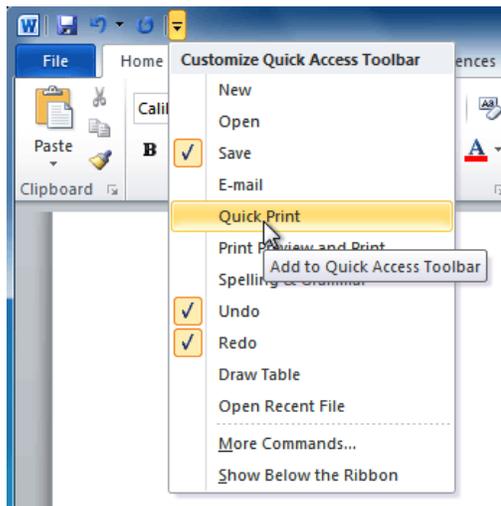
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### 2.3 The Quick Access toolbar

The Quick Access toolbar, located above the Ribbon, lets you access common commands no matter which tab you're on. By default, it shows the Save, Undo, and Repeat commands. You can add other commands to make it more convenient for you. To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the command you want to add from the drop-down menu. It will appear in the Quick Access toolbar.

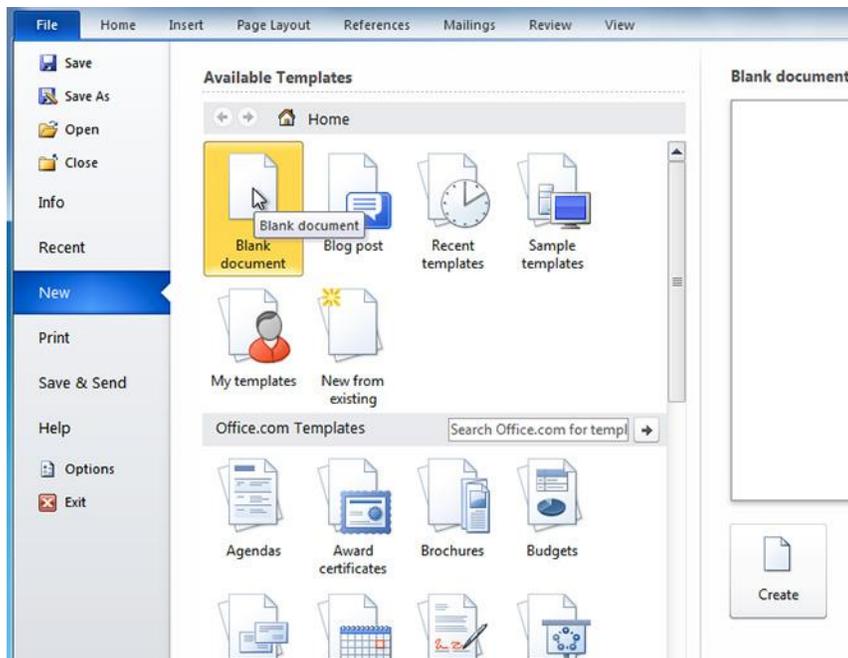


### 3. Creating and Opening Documents

Word files are called documents. When you start a new project in Word, you'll need to create a new document, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

**To create a new blank document:**

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.



4. Click **Create**. A new blank document appears in the Word window.

**To open an existing document:**

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.
3. Select your document, then click **Open**.

### 4. Working with Text

**To insert text:**

1. Move your mouse to the location where you want text to appear in the document.
2. Click the mouse. The **insertion point** appears.
3. Type the text you want to appear.



#### To delete text:

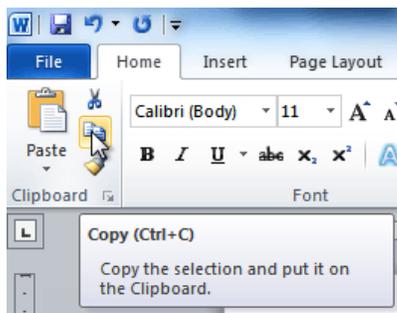
1. Place the **insertion point** next to the text you want to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

#### To select text:

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse. While holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

#### To copy and paste text:

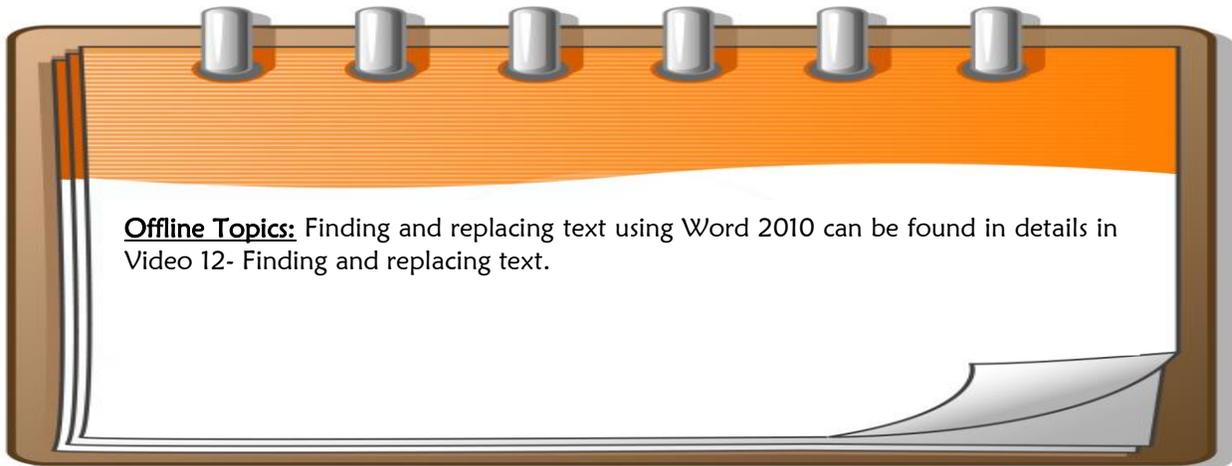
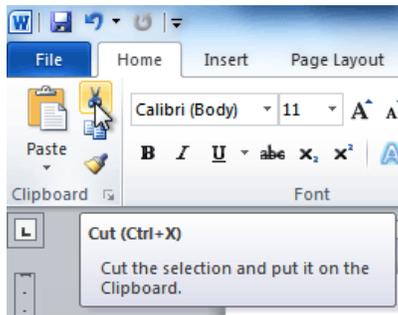
1. Select the text you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.



3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.

#### To cut and paste text:

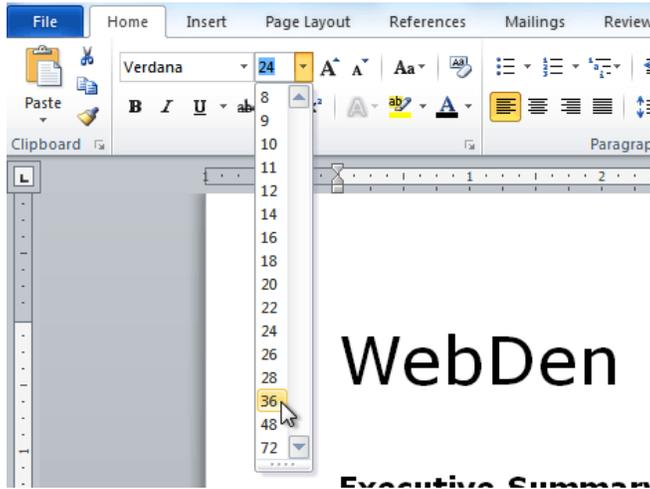
1. Select the text you want to copy.
2. Click the **Cut** command on the **Home** tab. You can also right-click the document and select **Cut**.
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.



### Formatting text

#### To change the font size:

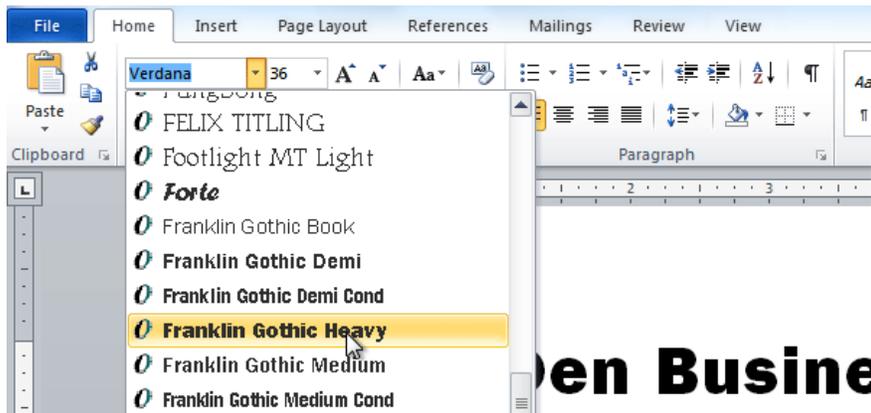
1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab. A drop-down menu appears.
3. Select the desired font size from the menu. Alternatively, you can type the value you want and then press **Enter** on your keyboard.



→You can also use the **Grow Font** and **Shrink Font** commands to change the size.

#### To change the font:

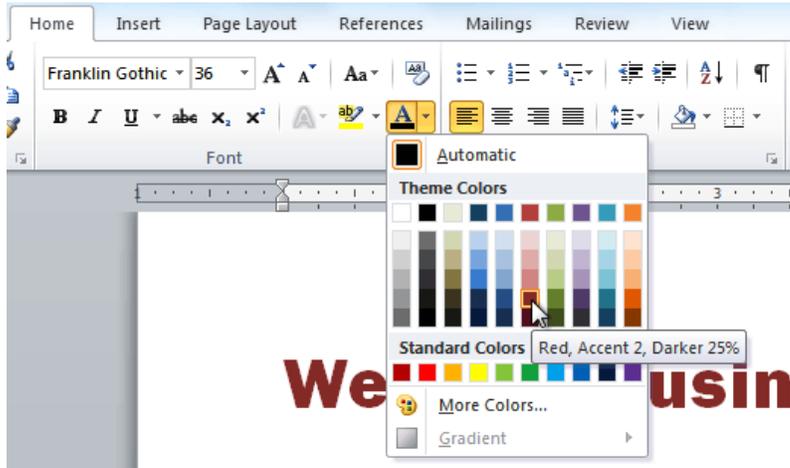
1. Select the text you want to modify.
2. Click the **drop-down arrow** next to the **Font** box on the **Home** tab. The **Font** drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.



4. Select the font you want to use. The font will change in the document.

#### To change the font color:

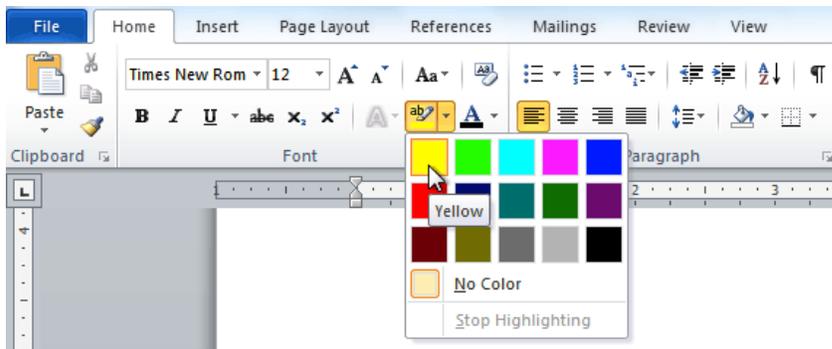
1. Select the text you want to modify.
2. Click the **Font Color** drop-down arrow on the **Home** tab. The **Font Color** menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.



4. Select the font color you want to use. The font color will change in the document.

#### To highlight text:

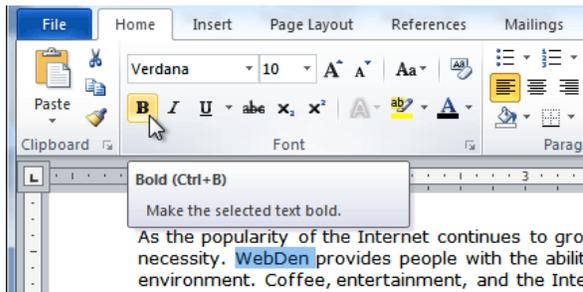
1. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.



2. Select the desired highlight color.
3. Select the text you want to modify. It will then be highlighted.
4. To switch back to the normal cursor, click the **Text Highlight Color** command.

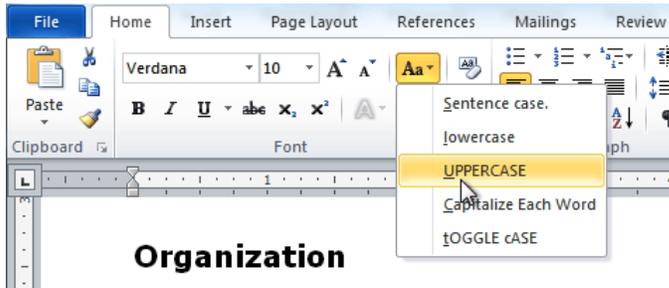
#### To use the bold, italic, and underline commands:

1. Select the text you want to modify.
2. Click the **Bold**, *Italic*, or Underline command in the **Font** group on the Home tab.



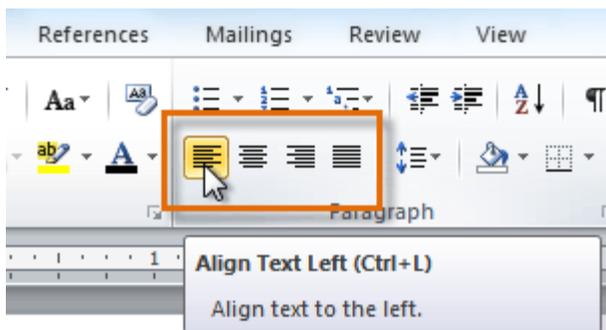
### To change text case:

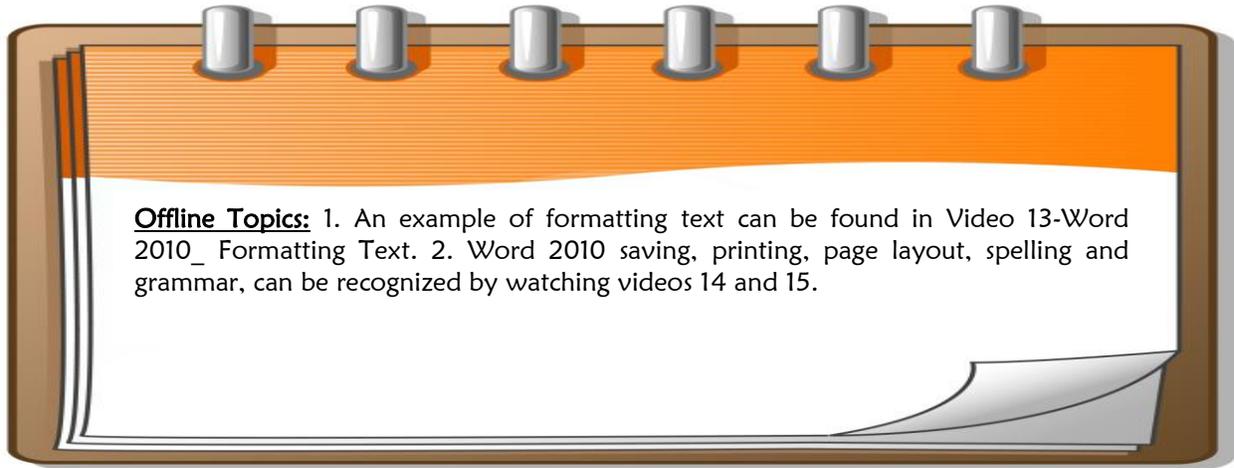
1. Select the text you want to modify.
2. Click the **Change Case** command in the **Font** group on the Home tab.
3. Select the desired case option from the list.



### To change text alignment:

1. Select the text you want to modify.
2. Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.
  - **Align Text Left:** Aligns all selected text to the left margin.
  - **Center:** Aligns text an equal distance from the left and right margins.
  - **Align Text Right:** Aligns all selected text to the right margin.
  - **Justify:** Aligns text equally on both sides and lines up equally to the right and left margins; used by many newspapers and magazines.



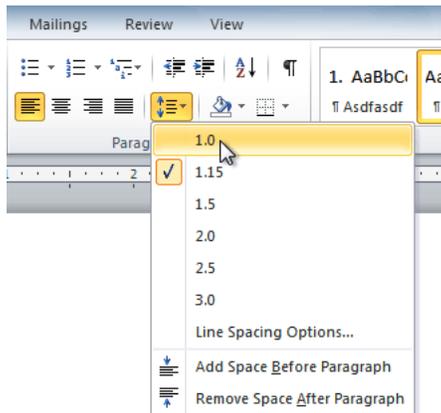


### Line spacing:

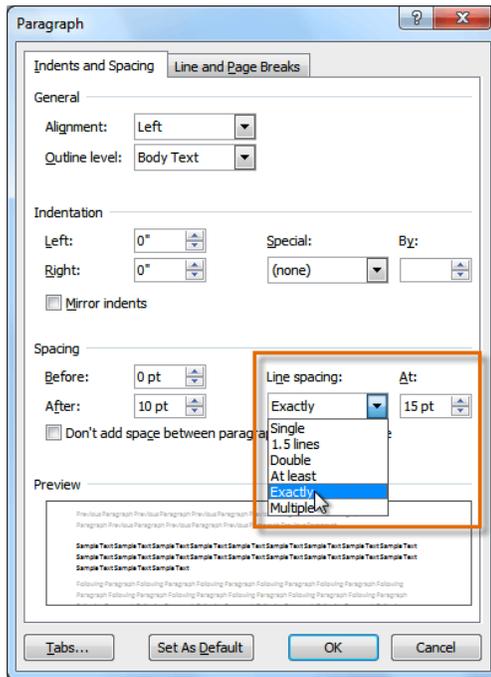
Adjusting the line spacing will affect how easily your document can be read. You can **increase** spacing to improve readability, or **reduce** it to fit more text on the page.

### To format line spacing:

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.



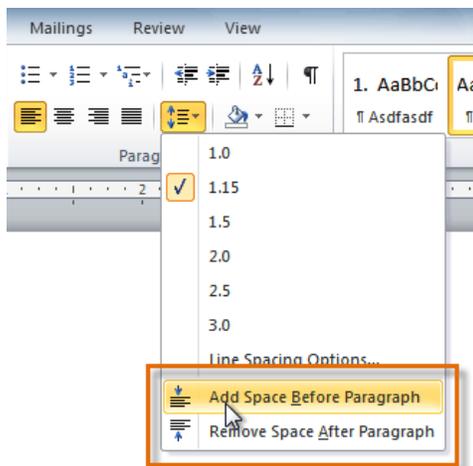
4. From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.



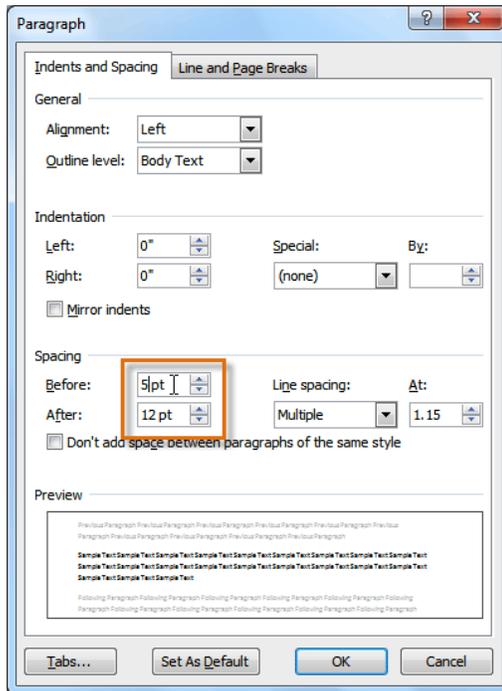
## Paragraph spacing

### To format paragraph spacing:

1. Click the Line and Paragraph Spacing command on the Home tab.  
Select Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu.



2. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.



### Using bulleted and numbered lists

When you want to organize lists in Word, you can format them as either **bulleted** or **numbered** lists. Word offers a variety of bullet options that allow you to customize your lists to suit your needs.

#### To create a list:

1. Select the text you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the **Home** tab.
3. Select the bullet or numbering style you want to use, and it will appear in the document.
4. To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

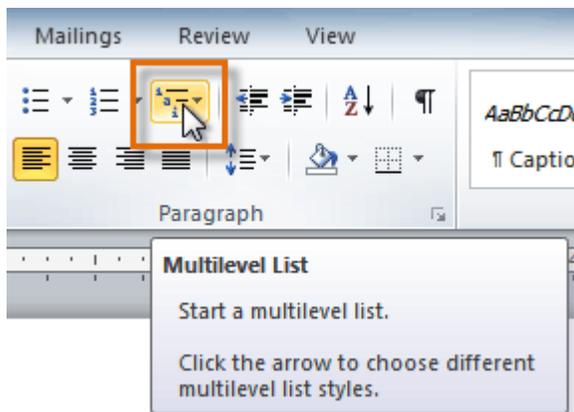
When you're editing a list, you can press Enter to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press Enter twice to return to normal formatting.



- ❖ Sporting Equipment
  - Baseball
    - Baseball glove
    - Baseballs
    - Bats
  - Basketball
    - Basketballs
  - Golf
    - Golf clubs
    - Golf balls
- ❖ Miscellaneous Equipment
  - Pool
    - Pool float (small)
    - Pool float (medium)
    - Water volleyball kit
  - Other
    - Hula hoops
    - Horseshoes
    - Sidewalk chalk

#### To create a multilevel list:

1. Select the text you want to format as a multilevel list.
2. Click the **Multilevel List** command on the **Home** tab.



3. Click the bullet or numbering style you want to use. It will appear in the document.
4. Position your cursor at the end of a list item, then press the **Enter** key to add an item to the list.

To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

#### To change the level of a line:

1. Place the **insertion point** at the beginning of the line.

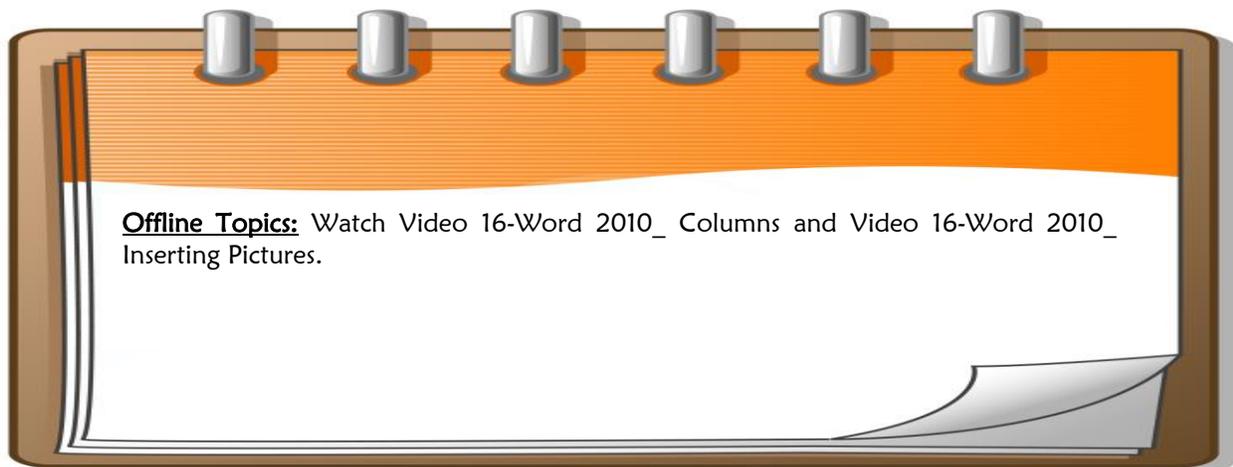


- ❖ Sporting Equipment
  - Baseball
    - Baseball glove
    - Baseballs
    - Bats
  - **Baseball helmets**
  - Basketball
    - Basketballs
  - Golf
    - Golf clubs
    - Golf balls

2. Press the **Tab** key to increase the level.

- ❖ Sporting Equipment
  - Baseball
    - Baseball glove
    - Baseballs
    - Bats
    - **Baseball helmets**
  - Basketball
    - Basketballs
  - Golf
    - Golf clubs
    - Golf balls

3. Hold **Shift** and press **Tab** to decrease the level.

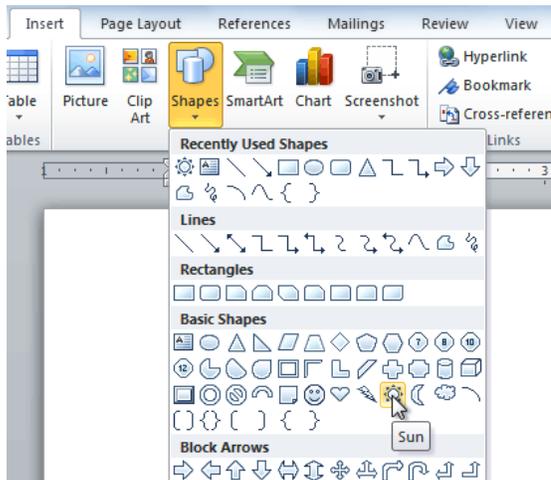


## 5. Using Shapes

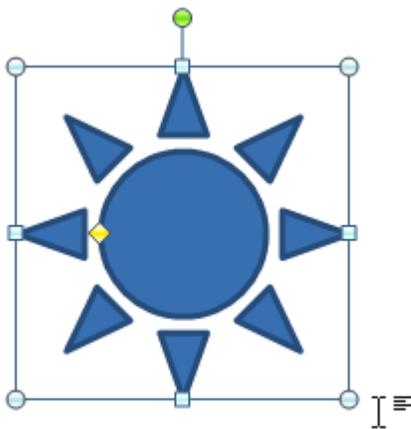
Word's large shape collection allows you to organize and design the image you want. While you may not need shapes in every document you create, they can add visual appeal. To use shapes effectively, you'll need to know how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, and **shape style**, as well as add **3D effects**.

**To insert a shape:**

1. Select the **Insert** tab.
2. Click the **Shapes** command.



3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.

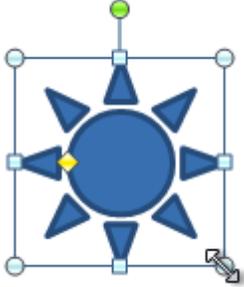


5. Release the mouse button.

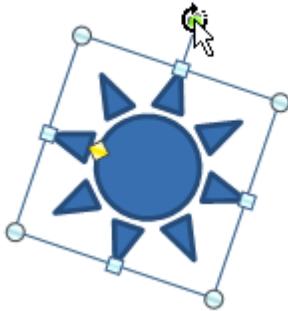
**To resize a shape:**

1. Click the shape to select it.

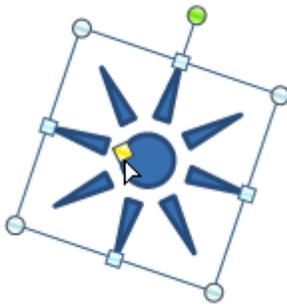
2. Click and drag one of the **sizing handles** on the corners and sides of the shape until it is the desired size.



3. To rotate the shape, drag the **green handle**.



4. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes you can adjust the length of the points.



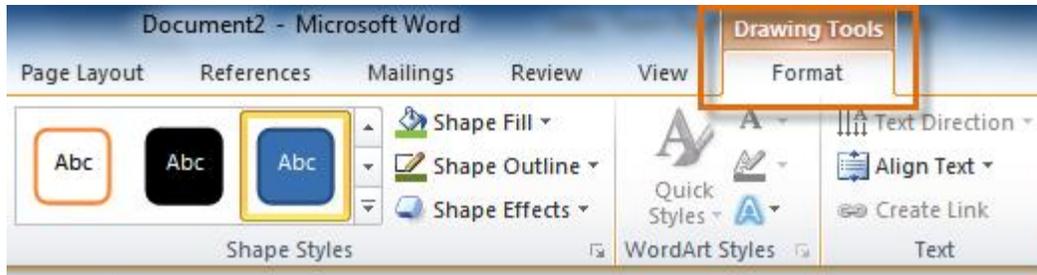
If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize **vertically**, while the handles on the left and right sides will resize the shape **horizontally**.

1. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.
2. Select the desired ordering option. The shapes will reorder themselves.

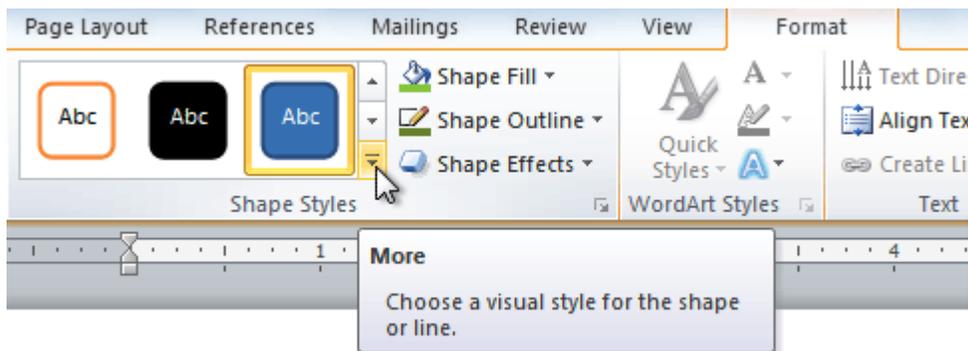
In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, select the same option again or try a different option.

### To change the shape style:

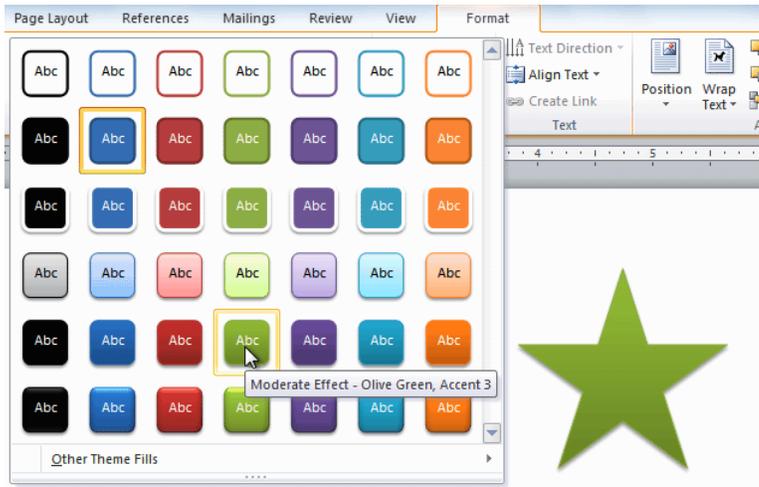
1. Select the shape. The **Format** tab appears.



2. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



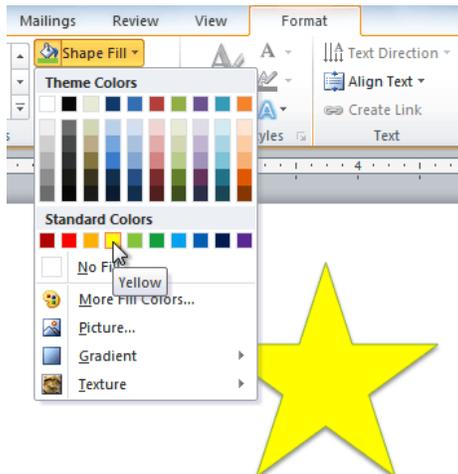
3. Move your cursor over the styles to see a live preview of the style in your document.



4. Select the desired style.

**To change the shape fill color:**

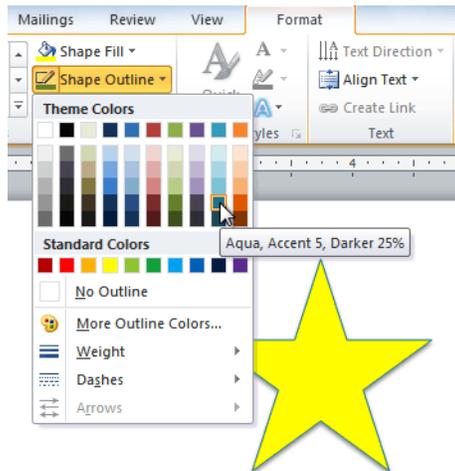
1. Select the shape. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.



4. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

**To change the shape outline:**

1. Select the shape. The **Format** tab appears.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.



4. From the drop-down menu, you can change the outline **color**, **weight**(thickness), and whether it is a **dashed** line.



## 6. Working with Tables

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

In this lesson, you will learn how to **convert text to a table**, apply **table styles**, **format tables**, and create **blank tables**.

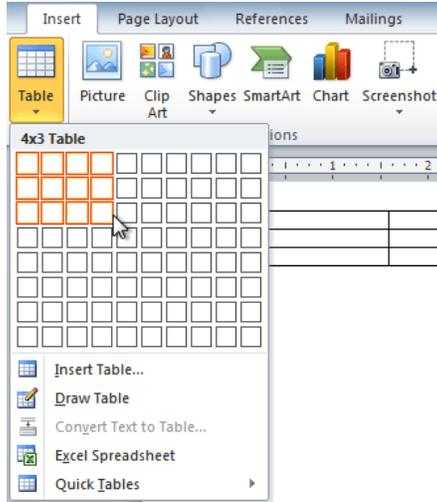
### Inserting and modifying tables

In Word, tables are useful for organizing and presenting data. You can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

To insert a blank table:

1. Place your insertion point in the document where you want the table to appear.
2. Select the **Insert** tab.
3. Click the **Table** command.

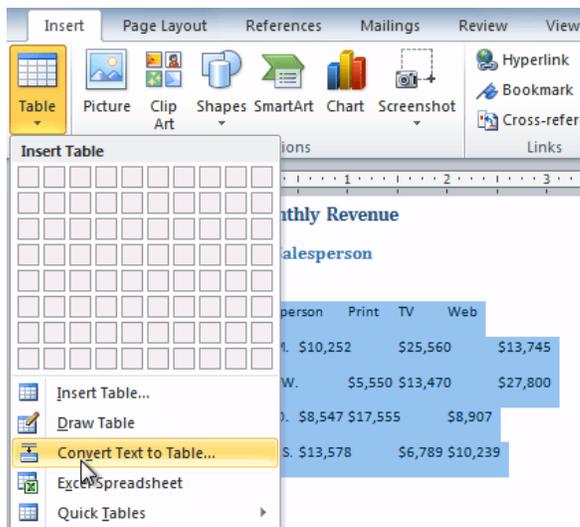
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.



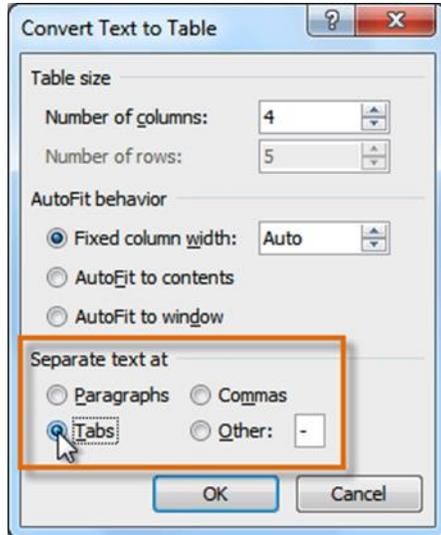
5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add text.

**To convert existing text to a table:**

1. Select the text you want to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.



- Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



- Click **OK**. The text appears in a table.

Salesperson	Print	TV	Web
Jamal M.	\$10,252	\$25,560	\$13,745
Belal W.	\$5,550	\$13,470	\$27,800
Lara A.	\$8,545	\$17,555	\$8,907
Ahmad M.	\$13,578	\$6,789	\$10,239

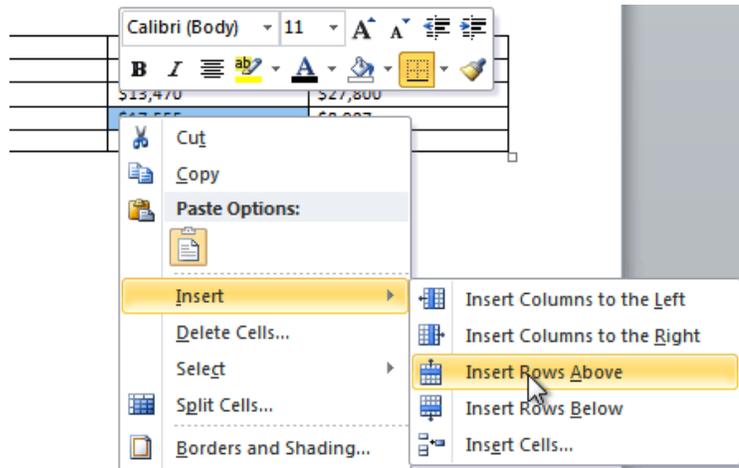
To add a row above an existing row:

- Place the insertion point in a row **below** the location where you want to add a row.

Salesperson	Print	TV	Web
Jamal M.	\$10,252	\$25,560	\$13,745
Belal W.	\$5,550	\$13,470	\$27,800
Lara A.	\$8,545	\$17,555	\$8,907
Ahmad M.	\$13,578	\$6,789	\$10,239



- Right-click the mouse. A menu appears.
- Select **Insert** → **Insert Rows Above**.



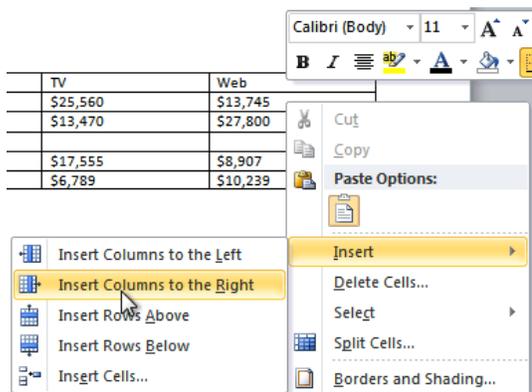
4. A new row appears **above** the insertion point.

Salesperson	Print	TV	Web
Jamal M.	\$10,252	\$25,560	\$13,745
Belal W.	\$5,550	\$13,470	\$27,800
Lara A.	\$8,545	\$17,555	\$8,907
Ahmad M.	\$13,578	\$6,789	\$10,239

You can also add rows below the insertion point. Follow the same steps, but select **Insert Rows Below** from the menu.

**To add a column:**

1. Place the **insertion point** in a **column adjacent** to the location where you want the new column to appear.
2. Right-click the mouse. A menu will appear.

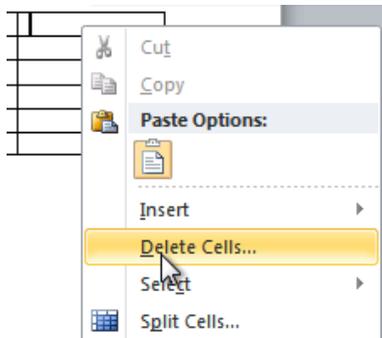


3. Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

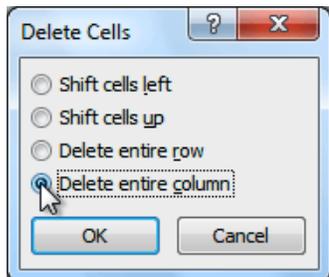
Salesperson	Print	TV	Web	
Jamal M.	\$10,252	\$25,560	\$13,745	
Belal W.	\$5,550	\$13,470	\$27,800	
Lara A.	\$8,545	\$17,555	\$8,907	
Ahmad M.	\$13,578	\$6,789	\$10,239	

#### To delete a row or column:

1. Select the row or column.
2. Right-click your mouse. A menu will appear.
3. Select **Delete Cells**.



4. Select **Delete entire row** or **Delete entire column**, then click **OK**.

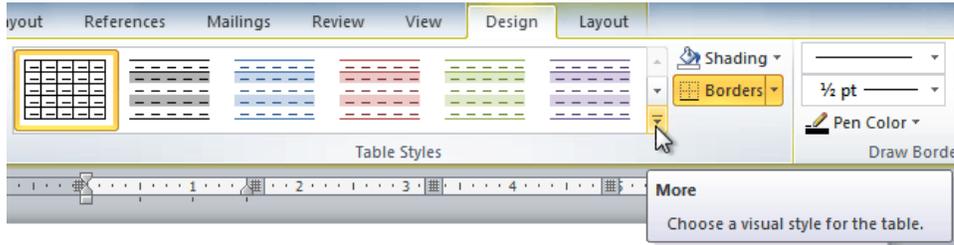


#### To apply a table style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



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4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style. The table style will appear in the document.

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Jamal M.	\$10,252	\$25,560	\$13,745
Belal W.	\$5,550	\$13,470	\$27,800
Lara A.	\$8,545	\$17,555	\$8,907
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