



Personal Computing

EN1301

Word Processing Applications (12 hrs.)

Instructional Objectives

- ▶ Explain word processing
- ▶ Distinguish different word processing applications
- ▶ Discover the different features of a word processing application
- ▶ Prepare different types of documents using available functionality
- ▶ Use and apply macros
- ▶ Apply and work with advanced options

Sub Topics

- ▶ Introduction to Word Processing
- ▶ Get Started with Word Processing Applications
- ▶ Document formatting
- ▶ Working with Graphics and objects
- ▶ Working with Tables
- ▶ Creating a Booklet
- ▶ Mail Merge
- ▶ Document collaboration
- ▶ Working with Macros
- ▶ Advanced Writer Options

Introduction to Word Processing

- Word Processing ?

Writing, editing, and production of documents, as letters, reports, and books, through the use of a computer program or a complete computer system designed to facilitate rapid and efficient manipulation of text.

[Dictionary.com]

Introduction to Word Processing

- History

- Read History of Word Processing@

- http://users.ipfw.edu/jehle/deisenbe/compartics/History_of_Word_Processing.pdf

- Published in: Encyclopedia of Library and Information Science, vol. 49 (New York: Dekker, 1992), pp. 268-78

Introduction to Word Processing

- Examples
 - Proprietary
 - Microsoft Word, WordPerfect, Lotus Word Pro
 - Free and Open Source
 - Abiword, Kword, LyX, OpenOffice.org Writer, LibreOffice Writer ...etc
 - Online
 - Google Docs, EtherPad, WriteOnline ...etc

For more information refer:

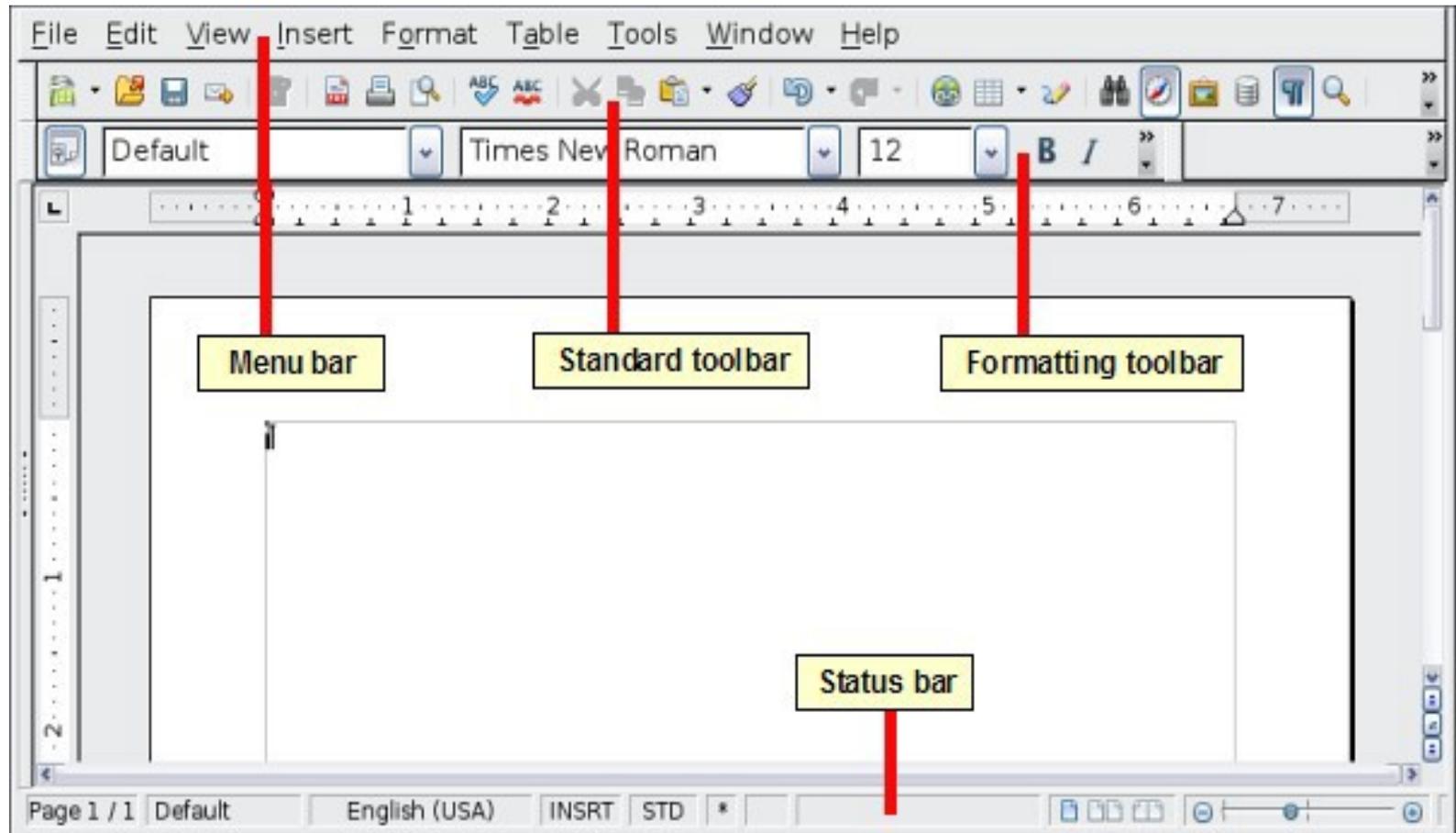
http://en.wikipedia.org/wiki/List_of_word_processors



Get Started with Word Processing Applications

- Before moving to this section you **MUST**
 - DOWNLOAD & INSTALL OpenOffice.org 4.0
 - <http://www.openoffice.org/download/index.html>
- For more information
 - Ref2 : pp10 – pp 17
- The next few sections will be based on
 - OpenOffice.org Writer

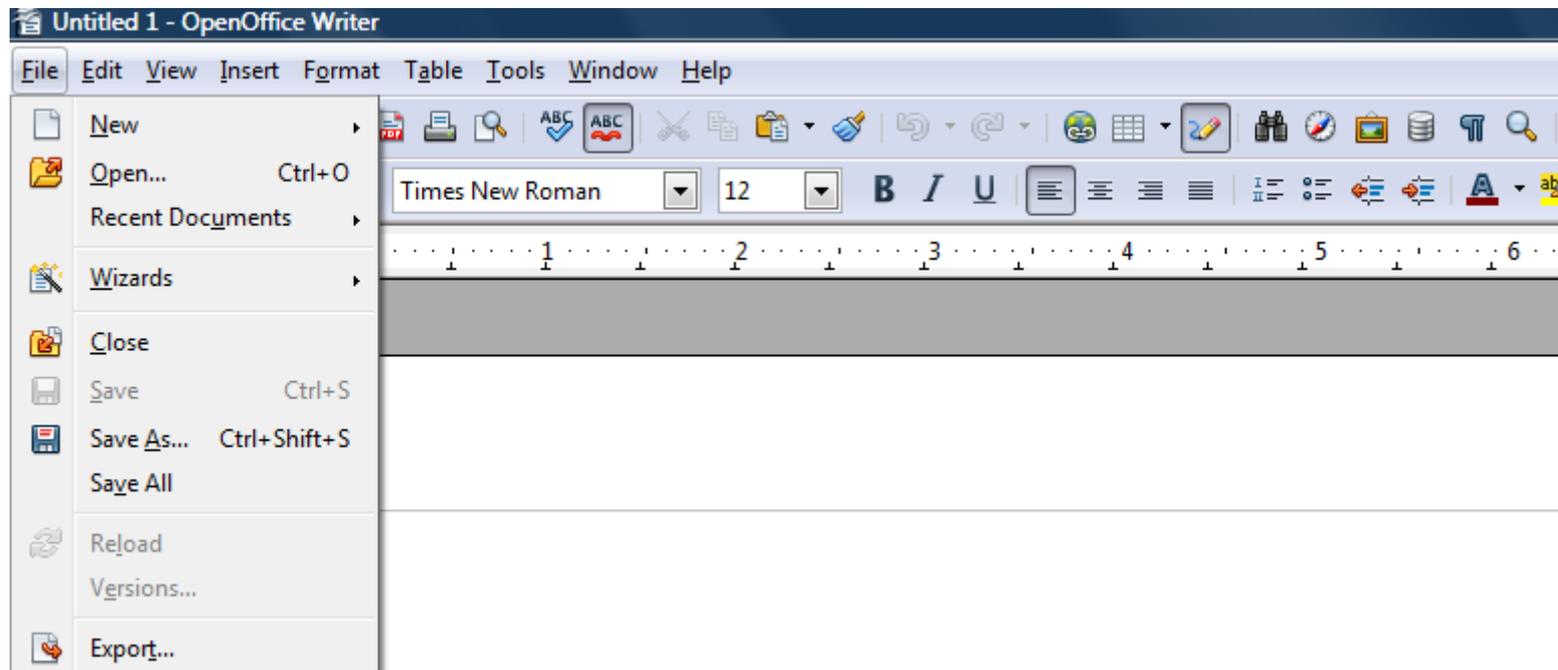
Working Environment



- For more information
 - Ref3 : p10 - p17

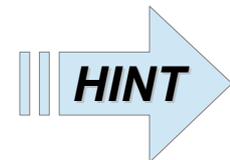
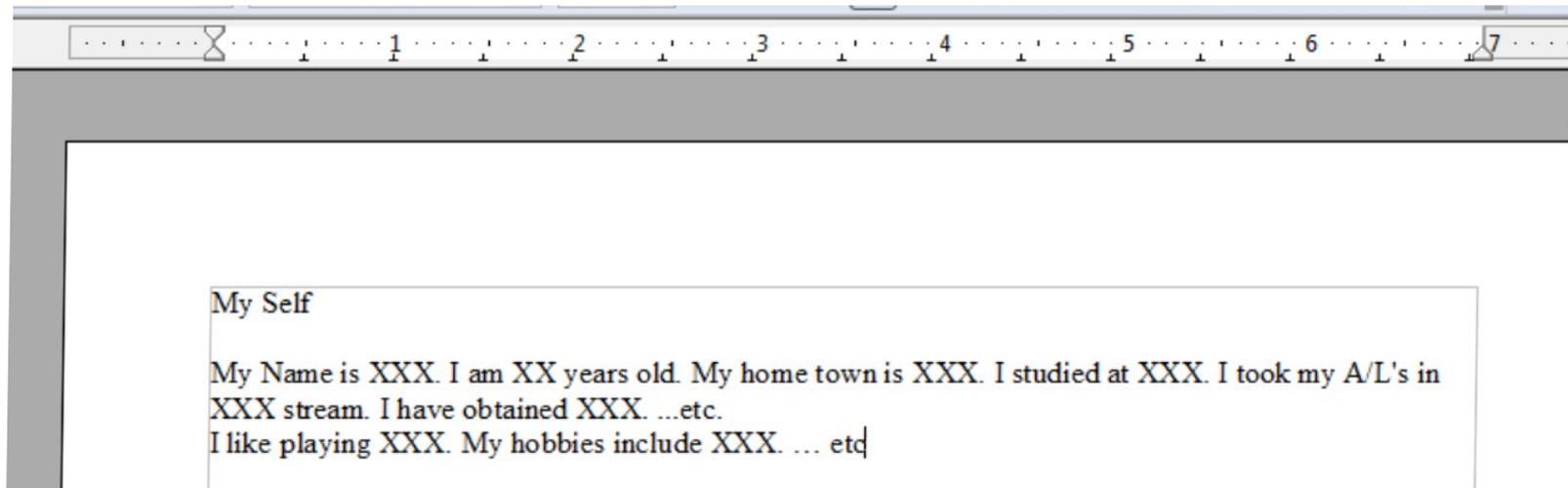
Basic File Operations

- For basic file operations refer
 - Ref3: p17 - p23



Typing a simple document

- Type a simple essay about your self using OpenOffice.org Writer and Save it as “Exercise 1_Typing”



Typing a simple document

- Open OpenOffice.org Writer
- Type the essay.
- Press enter key on the keyboard to go to a new line.
- To Save
 - Go to File ->Save
 - Select the drive and the folder
 - Type “Exercise 1_Typing” on Files Name
 - Click “Save”

Text Selection Techniques

- Try out the following.

1

My Self

My **Name** is XXX. I am XX years **old**. My **home town** is XXX. I studied at XXX. I took my A/L's in XXX stream. I have obtained XXX. ...etc.
I like **playing** XXX. My hobbies include XXX. ... etc

2

My Self

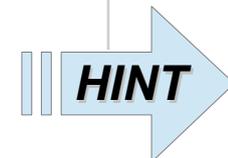
My Name is XXX. I am XX years old. My home town is XXX. I studied at XXX. I took my A/L's in XXX stream. I have obtained XXX. ...etc.
I like playing XXX. My hobbies include XXX. ... etc

3

My Self

My Name is XXX. I am XX years old. My home town is XXX. I studied at XXX. I took my A/L's in XXX stream. I have obtained XXX. ...etc.
I like playing XXX. My hobbies include XXX. ... etc

Ref3: p63 – p64



Text Selection Techniques

- 1) Select one word → Hold Ctrl → Select rest
- 2) Bring the cursor to the beginning of the sentence → Hold left mouse button → Select the sentence

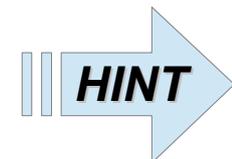
Challenge: try the same using arrow keys while holding the Shift button.

- 3) Go to Edit → Select All

Note: This is only one way to do the selection. Try out other means.

Copy, Cut & Paste

- Open “Exercise1_Part2.odt” file
- Copy “Copy this text” sentence
- Paste it 5 times on the same document.
- Cut “Cut this text” sentence
- Paste it on the beginning of the page 2 times.
- Save as “Exercise1_Part2Ans”
- Ref3: p64 - p65



Copy, Cut & Paste

- To Copy

- Select the text
Edit → Copy
Right click → Copy
Ctrl → C

- To Cut

- Select the text
Edit → Cut
Right click → Cut
Ctrl → X

- To Paste

- Copy / Cut Text
Edit → Paste
Right click → Paste
Ctrl → V

Challenge : Try out “Paste Special”

```
Cut this text
Cut this text

My Self

My Name is XXX. I am XX years old. My home town is XX
XXX stream. I have obtained XXX. ...etc.
I like playing XXX. My hobbies include XXX. ... etc

Copy this text
```

Find & Replace

- Open “Exercise1_Part1Ans.odt”
- Replace the word “text” using the word “Sentence”
- Ref3: p65 - p68

Cut this sentence
Cut this sentence

My Self

My Name is XXX. I am XX years old. My home to
XXX stream. I have obtained XXX. ...etc.
I like playing XXX. My hobbies include XXX. ... e

Copy this sentence
Copy this sentence



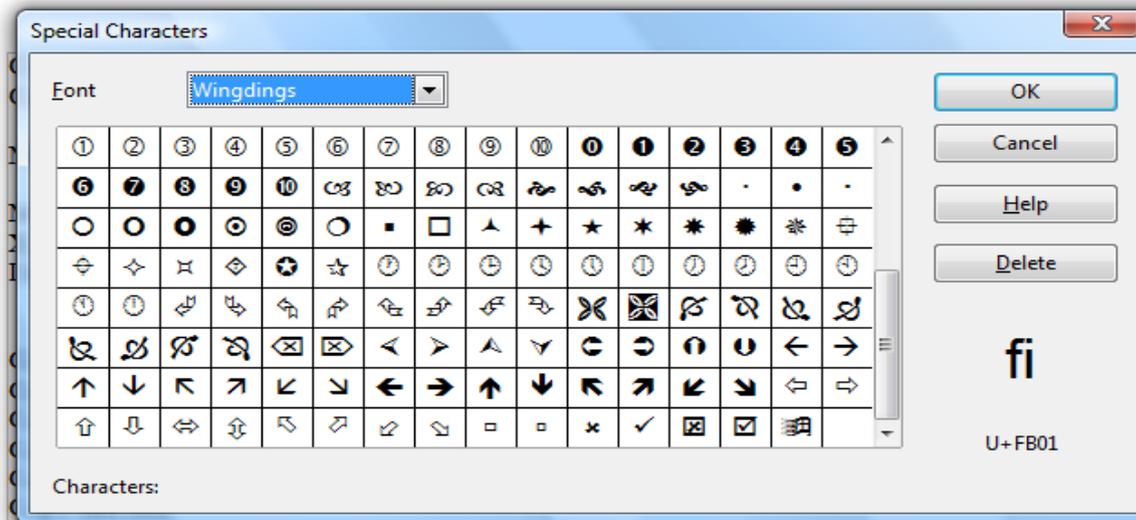
Find & Replace

- Go to Edit → Find & Replace or Press Ctrl + F
- Type the following
 - Search for – text
 - Replace with – sentence
- Click “ Replace All”

Challenge: Try out other means and possibilities. Check out more options.

Inserting special characters

- Try and see how to insert special characters
 - Insert → Special Character
- Ref: p68 - p70



Document Formatting

- Read Ref3: p70 – p92 & p97 - p101
- Now open “Exercise2.odt”
- Format the document to match the formatting given in “Exercise2_Ans.pdf”
- Save as “Exercise2_Ans.odt”



Document Formatting

- In this exercise you may learn
 - Character formatting : Bold, BoldItalic, Italic, Underline, Hyperlink, Font effects(Change case), Font Color
 - Paragraph formatting : Indents & Spacing, Alignment, Borders
 - Bullets & Numbering
 - Manual breaks
 - Page formatting: Header, Footer
 - Spelling & Grammar

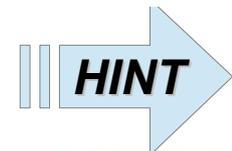
Document Formatting

- Open “Exercise3.odt”
- Format the given data to view the following and Save as “Exercise3_Ans.odt”.



Name.....	Sub1	Sub2	Sub3	Sub4	Total
S1	34	43	12	13	
S2	23	43	54	65	
S3	45	75	34	23	
S4	78	12	32	54	
S5	67	12	45	78	

- Ref3: p72 - p73



Document Formatting

- Select the given Data
- Go to “Format → Paragraph”
- Select “Tabs”
- Set the following Position, Type & Fill Character respectively and Click OK.
 - 1.0, Centered,
 - 2.0, Centered, None
 - 3.0, Centered, None
 - 4.0, Centered, None
 - 5.0, Decimal, _____
- Use the Tab Key on the Keyboard to format the given Paragraph.

Page Formatting

- Ref3: p102 – p144
- Challenge: Try out the following
 - Page layouts
 - Page background
 - Page Header & Footer
 - Page borders
 - Columns
 - Footnotes

Working with Graphics & Objects

- Read Ref3: p236 – p263
- Try out the drawing tools.
- Add an image to a document.
- Format the image as desired.

Challenge : Create an image map

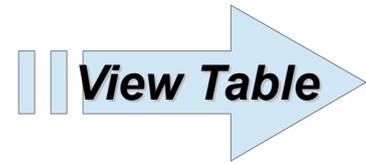
Working with Tables

- Ref3: p265 - p287
- Open “Exercise3_Ans.odt”
- Convert the data into a table using
“Table → Convert → Text to Table” to get
the following.



Name	Sub1	Sub2	Sub3	Sub4	Total		
S1	34	43	12	13			
S2	Adjust table column		54	65			
S3	45	75	34	23			
S4	78	12	32	54			
S5	67	12	45	78			

Working with Tables



- Delete the last two empty columns.
- Calculate the Total.
- Insert two more rows to the bottom of the table.
- Name one row as “Maximum” and the other as “Minimum”
- Calculate the maximum and minimum values for each subject.
- Format the table using Auto Format Option.
- Sort the data using the field “Total”.

Working with Tables

<i>Name</i>	<i>Sub1</i>	<i>Sub2</i>	<i>Sub3</i>	<i>Sub4</i>	<i>Total</i>
<i>S1</i>	34	43	12	13	102
<i>S4</i>	78	12	32	54	176
<i>S3</i>	45	75	34	23	177
<i>S2</i>	23	43	54	65	185
<i>S5</i>	67	12	45	78	202
<i>Maximum</i>	78	75	54	78	
<i>Minimum</i>	23	12	12	13	

- At the end of this exercise you will learn
 - Basic table operations
 - Formatting tables
 - Converting techniques
 - Sorting and Calculations

END of PART 1

- Topics covered
 - Introduction to Word Processing
 - Get Started with Word Processing Applications
 - Document formatting
 - Working with Graphics and objects
 - Working with Tables

Next go to PART 2

PART 2

- Topics to be covered
 - Creating a Booklet
 - Mail Merge
 - Document Collaboration
 - Working with Macros
 - Advanced Writer Options.

