

Chapter 1

Introduction to Word Processing

In this chapter, we will learn the following to World Class standards:

- **Learn the Parts of the MS Word Display**

Learning the Parts of the MS Word Display

Word Processing is an essential skill for a professional to know, so we can communicate effectively with our partners, employees and customers. Years ago, many managers had administrative assistants, who would type our letters, prepare the monthly reports and type our annual budgets. In the present age, all supervisors have access to a personal computer, whether a desktop or laptop, and we are expected to type, correct and artfully construct the documents needed. Microsoft's Word 2003 is a software application designed to meet the needs of any user and is quite adequate for making letters, reports, textbooks and even web pages. What is critical to the process is to have a competent and well-trained person who knows the tools on the Menu bar and toolbars, so our documents are clean, crisp and easy to read.

After starting the MS Word program, we first want to familiarize ourselves with the parts of the Word Processing window, so that whenever we read or hear about these components or areas of the application, we know where to find the item on the computer display.

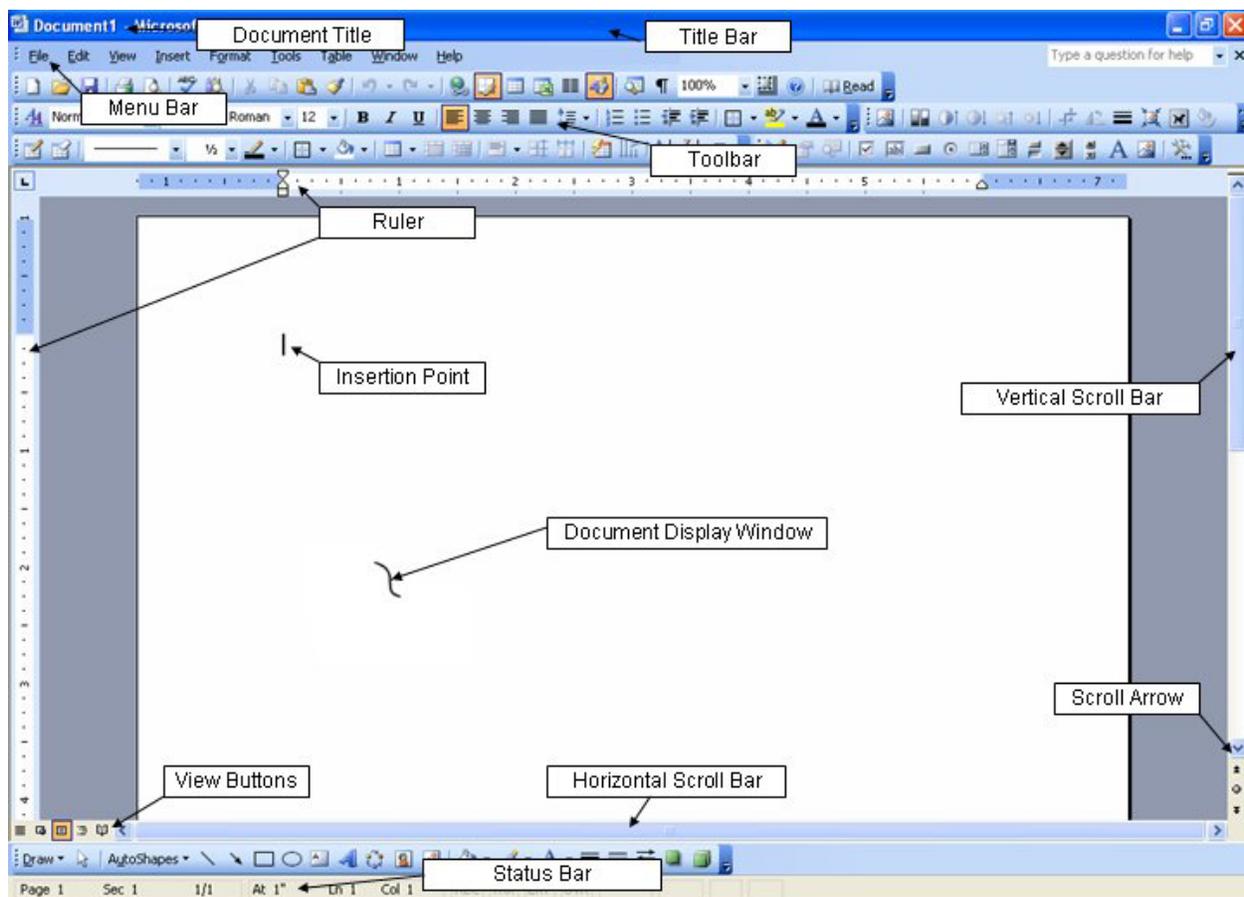


Figure 1-1 – The Microsoft Word Window

The **Title Bar** is found along the top of the MS Word window. On the right side of the Title Bar, the Minimize, Maximize (Restore), and Close buttons are located. The MS Word window can be Maximized or to fit the entire surface of the computer monitor or we can Restore the window to a reduced size by selecting the middle button. Once the MS Word window is reduced in size, we

can move the window by placing our mouse pointer on the Title Bar and while holding down our left mouse button, move the window to any part of the computer desktop.

The **Document Title** is located on the left side of the Title Bar. Initially, the file is named Document1 and when we see this phrase, we know the file has not been saved. Save the MS Word file as soon as possible and the Document Title will show the name of the saved file.

Next, we see the **Menu Bar**, which has the following pull down menus: File, Edit, View, Insert, Format, Tools, Table, Window and Help. If we select a menu such as File, the pull down menu will appear as shown in figure 1.3.



Figure 1-2 – The Menu Bar

The Menu Bar and pull down menus have been a part of the MS Word application since the first versions of the program. To the left of the tool or function is an icon or picture that we can find on the toolbar that corresponds to the particular menu category. For example, the icons on the File pull down menu are on the Standard toolbar, which we will see next. On the right side of some of the function's names can be DOS keyboard shortcuts. Although, the first versions of MS Word were run in Disk Operating System (DOS) programs without graphical tools, word processing users could use the keyboard shortcuts to open files, save files, print and much more. There are lines on the pull down menus that separate groups within the list. In the File pull down menu, we have the new file tool, open an existing file tool and close the active file tool in the first category. The next class concerns itself with saving the file and searching. There is a version function to give us the chance to remark on each revision level of the document. Next, we have previews, page setup and print options. Send to allows us to communicate with other programs and properties gives us ability to input authorship entries. Lastly, in the list, we see the last four documents that we had open and the exit tool to close MS Word

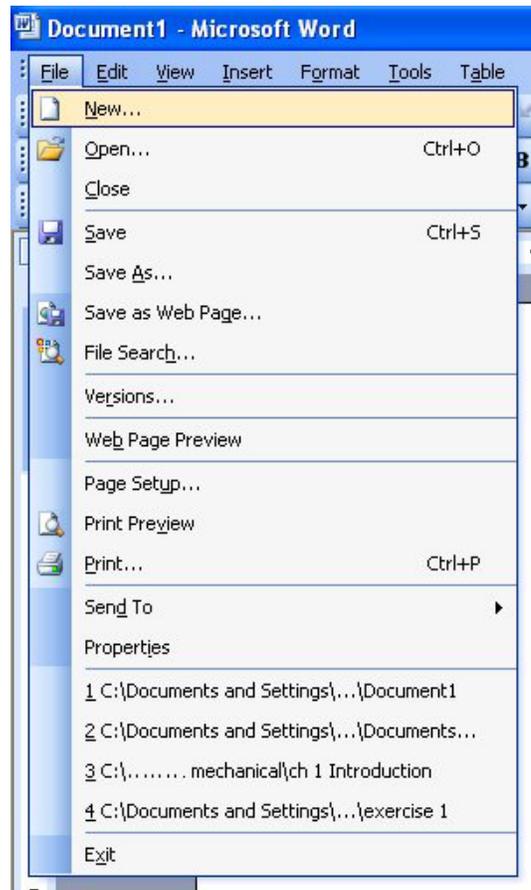


Figure 1-3 – A Pull Down Menu

Continuing down the display, we see the **toolbars** below the Menu Bar. The first toolbar in a Microsoft Office application is the Standard toolbar. As stated before in the pull down menu, we have icons that portray a function in the word processing program. For example, the save tool is a small picture of a floppy disk. The image of a printer is for printing and spell check has the

letters ABC and a checkmark. If we cannot figure out the graphic, we can float our mouse pointer over the icon and a tagline will appear, such as “Cut” when we hover over the scissors.



Figure 1-4 – The Standard Toolbar

There are four vertical Dots on the left side of the **toolbar** and when we place the mouse pointer over the feature, the move handle appears. We can hold down our left mouse button and move the **toolbar** anywhere on the computer display. **Toolbars** can be parked anywhere around the edge of the document display. The Standard and Formatting toolbars are typically parked on the top of the document display and the Drawing toolbar is parked just below the document display. Although these are classical positions, MS Word users can position toolbars in the areas of their choosing.

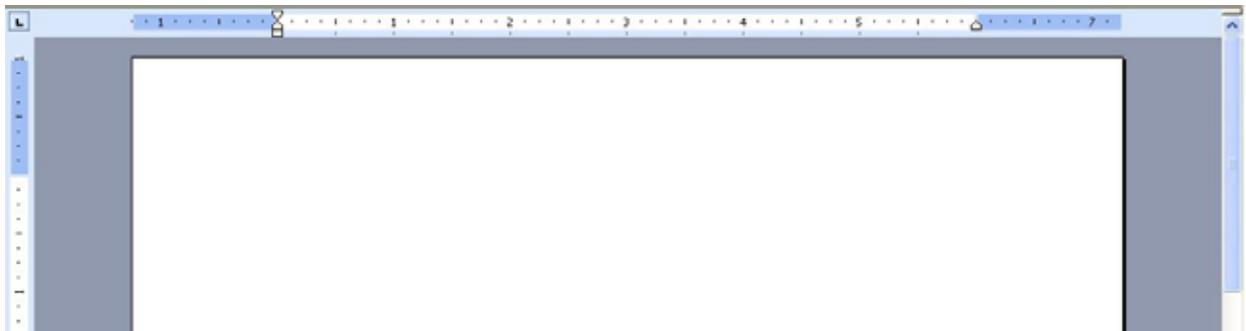


Figure 1-5 – The Rulers

We see the **rulers** at the top and to the left of the document when we are in the Print Layout mode. The default measurement we see is 1.25 inches for the left and right margin, so the available area for typing when we first open a document is 6 inches in width. The top margin is 1 inch as is the bottom margin, so we have 9 inches of potential height. We can adjust the page margins easily using the Page Setup tool on the File pull down menu.

The **insertion point** is located at the top left corner of the document when we open the file.

The **document display window** appears as the default 8.5 inch wide by 11 inch tall paper.

The **vertical scroll bar** is on the right side of the document display. We can place the mouse pointer on the scroll bar and move the page up and down.

The **horizontal scroll bar** is on the bottom of the document display. We can place the mouse pointer on the scroll bar and move the horizontal scroll bar left and right.

The **scroll arrows** are on the ends of each scroll bar. When we click on a scroll arrow, we will move the scroll bar in the direction of the arrow.

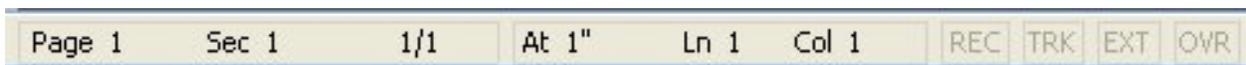


Figure 1-6 – The Status Bar

The **status bar** is at the bottom of the document. Reading the information from the left, we have number of the current page shown, the section number, and the page number of the total number of pages. The next data given is the measurement in inches of the insertion point from the top margin of the document. Then we observe the line number, which is a vertical distance from the top and the column number, which is a horizontal length from the left of the page.

There are four functions on the status bar. REC is record macro, TRK is track changes, EXT is extend selection and OVR is overtype. If we double click on the letters, we will turn the functions on and the light grey letters will turn to black. Double click on the tool and the feature is turned off and the letters on the status bar return to their grey state.

The display buttons are Normal View, Web Layout View, Print Layout View, and Reading Layout. Most users like to keep the document in Print Layout View, since they can see the paper and the margins. This allows word processors to adjust their text and images based upon what the document will look like once printed.

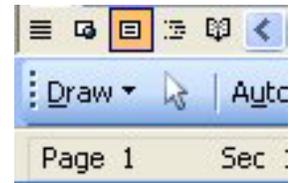


Figure 1-7 - Display

In the upcoming exercises, we will learn how to use the tools in MS Word and follow procedures to increase our efficiency. Some of the exercises give the user the ability to create cover letters, resumes, newsletters, announcements, reports, and manuals. Through practice, we will acquire the necessary skills to impress ourselves and those who get to read our work.

*** World Class CAD Challenge 30-0 * - Complete this textbook in 40 hours of classroom training. Pass your Microsoft Word Levels 1, 2 and 3 certifications to be ranked among the best in the world.**