Word Processor software (Office Tools)

Word Processor: - Word processing software is used for the creation of text-based documents. It is a GUI based software. This software is used to processes textural matter and creates organised documents. There are many words processing software such as AppleWorks, MS Office, OO.org writer, Star Office, Text Maker, Word Perfect, etc.

Features of word processor software: -
1. You can open and save an existing document and make changes wherever you want.
2. Mail merge facility enables you to print a large number of letters/documents.
3. A document can be reformatted.
4. It allows user to create and include tables in the document.
5. Spell check facilities are not only capable of checking spelling mistakes but also can suggest possible alternative for incorrectly spelt words.

To get started with Open Office.org Writer, **follow these steps (Creating a document)**
Click start button→All Programs→OpenOffice.org→ OpenOffice.org Writer

Steps to Save a document
Step 1. Click on the file menu.
Step 2. Select Save or Save As option then a save as dialog box gets appear.
Step 3. Select the location, where you want to save the document using the drop-down menu.
Step 4. Enter the name of the document in File name box. Click on Save button
Step 5. The file gets saved with the typed filename.

Difference between Save & Save As Option

Save	Save As
It is used to save the file with same name. (.odt)	It is used to save the file with different names. (.odt)
Shortcut key to save a file is Ctrl+S	Shortcut key to save a file is Ctrl+Shift+S

Formatting: - A change in appearance of text is known as Formatting. For example, displaying the text in different fonts, size, bold, italic, or with underline and in different colour etc. are examples of Formatting.

Editing: - A change in the content is known as editing. For example, inserting/deleting new words, pictures, tables etc. are examples of editing.

*Default Font color is **Black, Font size** is **12 and Font Style** is **"Times New Roman"**

Use Bold, Italic and Underline Commands
> **Step 1.** Select the text that you want to modify.
> **Step 2.** Click the **Bold, Italic or Underline** button from the formatting toolbar.

Steps to format the font type
> **Step 1.** Select the text that you want to modify.
> **Step 2.** Click the drop-down arrow next to the **Font style box** from the formatting toolbar. The font style drop-down menu will appear.
> **Step 3.** Move your cursor over the various font style and select the desired font style.

Steps to format the font size
> **Step 1**. Select the text that you want to modify.
> **Step 2.** Click the drop-down arrow next to the **Font size box** from the formatting toolbar. The font size drop-down menu will appear.
> **Step 3.** Move your cursor over the various font sizes and select the desired font size.

Steps to format the font color
> **Step 1.** Select the text that you want to modify.
> **Step 2.** Click the drop-down arrow next to the **Font color box** from the formatting toolbar. The font color drop down menu will appear.
> **Step 3**. Move your cursor over the various font colors and select the desired font color.   **Page-1**

Alignment: - Alignment is the placement of the text document either in horizontal and vertical direction. (left | right | center | justify) (top | middle | bottom)

Steps to change Text Alignment
      Step 1. Select the text that you want to modify.
      Step 2. Select any one of the four alignment options from the formatting toolbar.

Command	Description
Left Alignment	Align selected text to the left margin (left side)
Right Alignment	Align selected text to the right margin (right side)
Center Alignment	Align selected text to an equal distance from the left and right margins.
Justify Alignment	Align selected text equal from both the sides.

Line Spacing and/or Paragraph Spacing: - When you reduce the leading, you automatically bring the lines of text closer together. Increasing the leading will increase space between the lines, allowing for improved readability.
Steps to format line spacing
Step 1. Select the text or paragraph that you want to format.
Step 2. Click on the line spacing from the formatting toolbar **or** Format menu ➔ Paragraph option ➔Indents & Spacing

Line Spacing	Line Height
Single (1 line)	12 points
One and one half (1.5 lines)	18 points
Double (2 lines)	24 points

Headers and Footer: - A header or footer is text or graphics such as a page number, the date, or a company logo that is usually printed at the top or bottom of each page in a document. **Header** appears at the **top** of the document whereas **Footer** appears at the **bottom** of the document.
Steps to insert header and footer.
      Step 1. Click **header** or **footer** option from **Insert menu**.   **Or**
           From **Format menu➔ Page option➔ Header and Footer tab.**
      Step 2. Insert page number, company logo or date & time, etc. from **insert menu ➔ field option.**

Steps to insert page number and date & time in a document
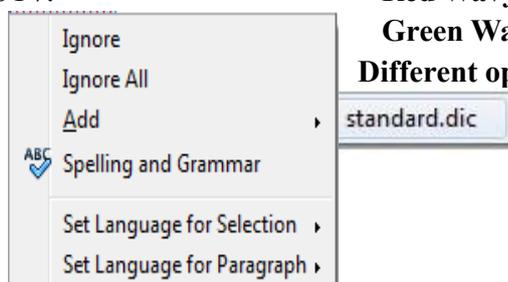   **Step 1.** Click **page number** and **date & time** option from Insert menu➔ field option.
      Step 2. **page number** and **date & time** gets inserted.

Spelling and Grammar: - The spelling and grammar option is present under **Tools menu** as well as it is present in the standard toolbar as Spelling and Grammar (ABC) button and the short cut key to activate the spelling and grammar button is F7.   **Red Wavy lines** indicates that it's a Spelling Mistake.

                             Green Wavy lines indicates that it's a Grammar Mistake.

               Different options available under Spelling and Grammar check are
           * Ignore option is used to ignore the words or lines.
           * Add to dictionary
           * select word form Suggested words

Using Superscript and Subscript
      A **Superscript** is a number, figure or symbol that appears **slightly above** a word or a letter.
           Format Menu➔ Character option➔ Position tab➔ Position➔ Superscript   **X^2**
      A **Subscript** is a number, figure or symbol that appears **slightly below** a word or a letter.
           Format Menu➔ Character option➔ Position tab➔ Position➔ Subscript   **H_2O**

Insert Symbols: - Click on Insert menu➔ Special Character option ➔ Select the desired symbol and click on ok button.

Steps to Page preview a document

       Step 1. Click **page preview** option from file menu.

       Step 2. Press **Esc key** to come back to its normal page.

Steps to Printing a document

       Step 1. Click **print** option from file menu.

       Step 2. Click print button to print a document.

Difference between Print and Print Preview.

       Print Preview is used to display the current document as it would appear when printed.

       Print is used to print the current document directly from the printer as a hard copy.

Format Paint Brush: -The use of Format Paintbrush tool is to copy formatting from a selected text or an object and apply the formatting to another text or object.

Insert Pictures: - There are two options to insert pictures in your document

       1. Click on Insert menu→Picture option→from file

       2. Click on Tool menu→ Gallery option→ Select the desired picture form different folders

Change the page setting: - Click on Format menu→Page Option→Now select three different options

       1. Page format [Format (A4, B3, A2, Letter, Legal, etc), Height and Width]

       2. Page Orientation [Portrait & Landscape]

       3. Page Margin [Left Margin, Right Margin, Top Margin and Bottom Margin]

Bullet and Numbering: - To Create Bulleted List Or Numbered List (**Format Menu→ Bullet and Numbering Option**)

Border and Shading: - Border is an outer edge of a document or a separator which is used to divide the whole document in several section. By adding a border around a text box, paragraph or the entire document.

       Shading is the darkening or coloring of an illustration.

       To create Border and Shading Go to Format menu→ Page option→ Border Tab→ select desired options.

For Border 1. Line Arrangement **2.** Line Style **3.** Line Color **4.** Line Spacing to content (**left | right | top | bottom**)

For Shadow 1. Shadow Position or Style   **2.** Distance of Shadow   **3.** Color

Table is an arrangement of text in the form of rows and columns.

   Inserting table in different ways:

       1. By using **Table**   **Button**   from the standard toolbar.

       2. From **Insert Menu**.

       3. From **Table Menu.**

       4. By shortcut keys (**Ctrl+ F12**)

Inserting Columns and Rows

       1. Place the cursor in a cell you want to be adjacent to where the new column will be added.

       2. Slect Table Menu→ Insert → Rows|Columns **(After or Before row|column)**

Deleting Columns and Rows

To delete rows or columns or a table, all you need to do is to select the row and column to be deleted and then

       Slect Table Menu→ Delete → Rows|Columns **(After or Before row|column)**

Merging and Splitting Cells

      Merging refers to combining two ror more table cells into one cell.

           Table Menu → Merge Cells

      splitting means the opposite i.e, dividing one cell into two or more table cells.

           Table Menu → Split Cells **(vertical Split or Horizontal Split)**

Use auto-format: - This option helps to automatically apply formats to the current table, including fonts, shades, borders, etc. To apply auto format: Click anywhere in the table. Table Menu→ AutoFormat→ Select desired options

Track Changes: -It helps us to keep a record of formatting, text insertions, deletions and comments made by multiple editors. A final document can then be created by accepting or rejecting the proposed changes. It appears in orange color.

To Activate tracking of changes: Click on Edit menu→Changes Option→ Record

To show or hide the display of changes: Click on Edit menu → Changes Option → Show | Hide

Review Comments: - To insert a comment to be associated with a recorded change: Place the cursor at the text and click on Insert Menu → Comment Option

Using of drawing tools and shapes: - A drawing toolbar gets inserted above the status bar of Writer windows.

      View Menu → Toolbars → Drawing

    It has different options (line | rectangle | ellipse | freeform line | text | callout | basic shapes and symbols)

To insert Mathematical symbols: After that you can write formula and use it in your Writer document.

      Insert Menu → Object→ Formula

Drop Caps: - Formats the first letter of a paragraph with a large capital letter, that can span several lines. The paragraph must span at least as many lines as you specify in the Lines box.

Choose **Format menu→Paragraph option→ Drop Caps** tab

Changing the Case of Text: -When you apply a formatting to your text by **Format - Character**, the text stays the same, it is only displayed in another way. On the other hand, when you choose **Format –**

Change Case, the text is permanently changed. The various options under change case are-

Text case option	Description
lowercase	Changes the whole selected text in lowercase letters.
capital	Changes the whole selected text in uppercase letters.
Title	Changes the first letter of every word in capital case.

Non-Printing Characters: - These are the characters which do not get printed but gets displayed on screen once the option to show Nonprinting Characters is selected.

The various Nonprinting Characters are: -

      i)   ¶   → denotes paragraph break

      ii)   ⇒   → specifies tab stops

      iii) .   → specifies the space given in the text

Nonprinting Characters can be activated either by-

1. Pressing Ctrl+F10
2. Clicking Nonprinting Characters (¶) button present in the standard toolbar
3. Selecting Nonprinting Characters option present under View menu.

Some Shortcut keys which are essential for Open Office. Org Writer are as followed: -

Commands	Shortcut Keys	Commands	Shortcut Keys
To insert table	Ctrl+F12	To Undo	Ctrl+Z
To insert comment	Ctrl+Alt+C	To Redo (Repeat)	Ctrl+Y
To enable Grammar & Spell check	F7	To Cut	Ctrl+X
To toggle non-printing characters	Ctrl+F10	To Copy	Ctrl+C
To select all	Ctrl+A	To Paste	Ctrl+V
Open dialog box of Find & Replace	Ctrl+F	To Paste Special	Ctrl+Shift+V
To Open an existing document	Ctrl+O	To Select a character	Shift+left|right Arrow Key
To Create a new document	Ctrl+N		
To Save a document	Ctrl+S	To Select a Word	Shift+Ctrl+left|right Arrow Key
To Open Save As dialog box	Ctrl+Shift+S		
To Print a document	Ctrl+P	To Select a line	Shift+up|down Arrow Key
To Exit from document	Ctrl+Q		
To Close a document	Ctrl+W	To Select a Paragraph	Shift+Ctrl+up|down Arrow Key
Full Screen Mode	Ctrl+Shift+J		
Default formatting	Ctrl+M	To Select Entire document	Ctrl+A