

ALMUSTAQBAL UNIVERSITY ➡

Department of Radiology Technologies ➡



Word Processing

lecture six

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1. Introduction to Word Processing

Word processing refers to the creation, editing, formatting, and printing of documents using specialized software known as word processors. It allows users to create professional documents, including reports, letters, and books, with ease. Modern word processors provide various tools for text formatting, spell checking, table handling, and more.





Some popular word processing applications include:

- Microsoft Word
- Google Docs
- LibreOffice Writer
- Apple Pages



WORD
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




























Clipboard

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Font



Paragraph

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18



2. Word Processing Basics

Word processing software typically provides a user-friendly interface with the following basic components:

- **Toolbar/Ribbon:** Contains tools for formatting, inserting, and editing text.
- **Document Area:** The main workspace where text is typed and edited.
- **Status Bar:** Displays information such as word count and page number.
- **Navigation Pane:** Helps users locate specific sections or headings in a document.



3. Opening and Closing of Documents

To start working with a word processor, users must open or create a document:

•Opening a Document:

Users can open existing documents or create new ones through the software's interface.

- Launch the word processing software.
- Click on **File > Open**.
- Browse and select the required document.
- Click **Open** to start editing.

•Closing a Document:

Closing documents typically involves saving changes to prevent data loss, which can be done manually or automatically

- Click on **File > Close**.
- If there are unsaved changes, save the document before closing.

4. Text Creation and Manipulation

Text can be entered directly into the document and manipulated using cut, copy, and paste functions.

Advanced manipulation includes using macros for repetitive tasks and employing text search and replace features

Creating Text:

Click on the document area and start typing.

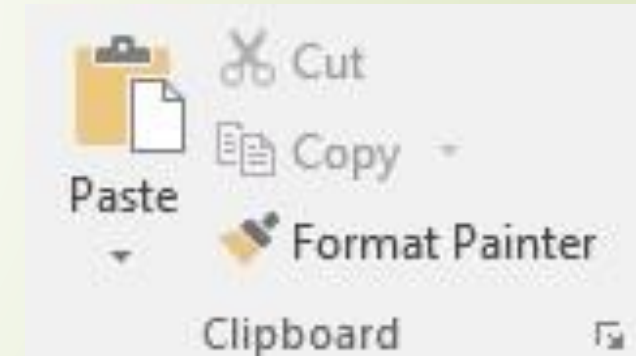
Editing Text:

Use **Backspace/Delete** to remove unwanted characters.

Copy (**Ctrl + C**), Cut (**Ctrl + X**), and Paste (**Ctrl + V**) to move text.

Find and replace text using **Ctrl + H**.

Undo (**Ctrl + Z**) and Redo (**Ctrl + Y**) for corrections.



5. Formatting of Text

Formatting enhances the appearance of text. Common text formatting options include:

Font Style: Changing the font type (e.g., Arial, Times New Roman)

Font Size: Adjusting the text size.

Bold, Italic, Underline: Emphasizing text.

Text Color & Highlighting: Enhancing readability.

Alignment: Left, Center, Right, Justified.

Line Spacing & Indentation: Improving document structure.

Bullets and Numbering: Organizing lists.



6. Table Handling

Tables help in organizing data efficiently. To insert and manage tables:

Inserting a Table:

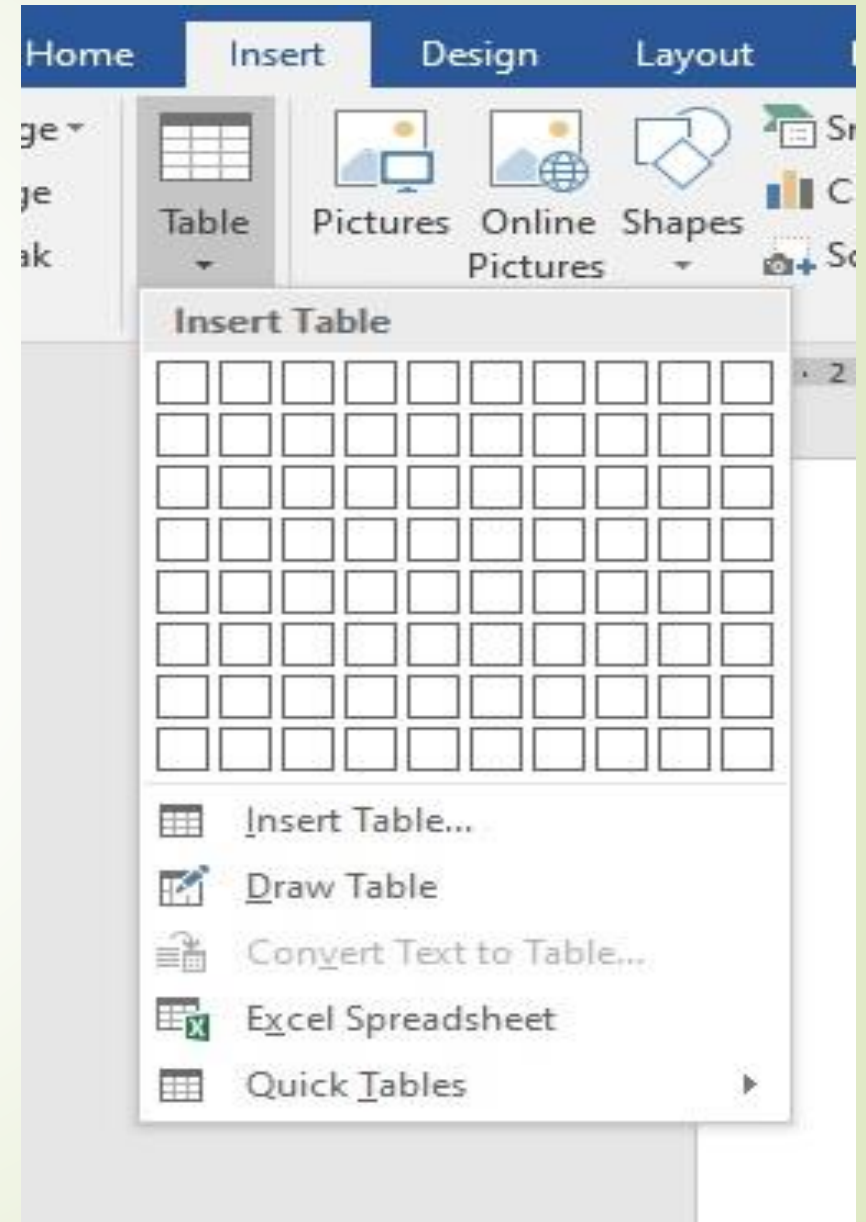
Click on **Insert > Table**.

Select the number of rows and columns.

Editing a Table:

Use **Table Tools** to modify borders, shading, and alignment.

Add or delete rows/columns as needed.





7. Spell Check, Language Setting, and Thesaurus

Spell checkers help identify and correct spelling errors, while language settings adjust the document's language for grammar and spell checking.

The thesaurus feature provides synonyms and antonyms to enhance vocabulary usage

Spell Check:

Detects and suggests corrections for spelling errors.

Enable by clicking **Review > Spelling & Grammar**.

Language Setting:

Set a preferred language under **File > Options > Language**.

Thesaurus:

Provides synonyms and antonyms for better word choices.

Access via **Review > Thesaurus**.



8. Printing a Word Document

Documents can be printed directly from the word processor, with options to adjust print settings such as page orientation and margins.

Print previews allow users to see how the document will appear on paper before printing

Click on **File > Print**.

Adjust print settings (e.g., printer selection, page range, orientation).

Click **Print** to generate a hard copy of the document.

By mastering these fundamental concepts, users can efficiently create, edit, and manage documents using word processing software.