



**Al-Mustaqbal University**

**College of Sciences**

**Biochemistry Department**



جامعة المستقبل  
AL MUSTAQBAL UNIVERSITY

**College of Science**  
**Department of Biochemistry**

**Lecture: (6)**

**Word Processing Skills**

**Part A: Basic word processing**

**Subject: Computer Skill I**

**Level: First**

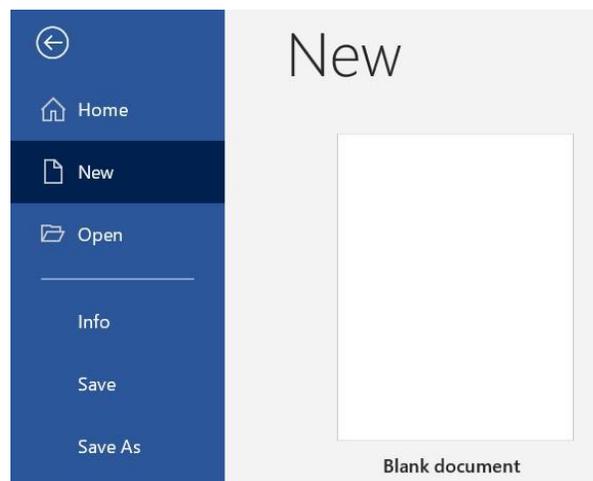
**Lecturer: *Asst. Lect. Ali Al-khawaja***



## Word processing

Word processing is the use of a program (software application) running on a computer that allows users to create, edit, format, and store documents.

### Create a Document



Steps to create a new word processing document (Word, Office 365):

1. Start **Microsoft Word**.
2. Click the **File** tab.
3. Click the **New** tab.
4. Click **Blank document**. (A new blank document appears.)
5. Type your text. The text you type will be inserted into the document.

### Edit a Document

making revisions to a document, focusing on correcting errors, improving the accuracy of language, rearranging, making words and sentences clearer and more effective, etc.



Editing in word processing may include the following tasks:

- Adding text (terms, phrases, paragraphs, etc.)
- Deleting a part of a text
- Copying text
- Moving text
- Pasting text
- Checking for grammar and spelling
- Formatting text

### Select Text

Before editing text, you'll need to select it. This is also sometimes called "highlighting text."

1. Click File Explorer icon. 
2. Go to the location where stores your file or folder (hard drive, USB, etc.).
3. Open the document you wish to edit.
4. Move the I-beam pointer  to where you wish to select text.
  1. To select a word: **double-click** the word.
  2. To select an entire line of text: move the I-beam to the left of the line until it turns into a right-pointing arrow , then click.
  3. To select a paragraph: triple-click the paragraph.
  4. To select any amount of text: click and drag the I-beam over the text to highlight it.



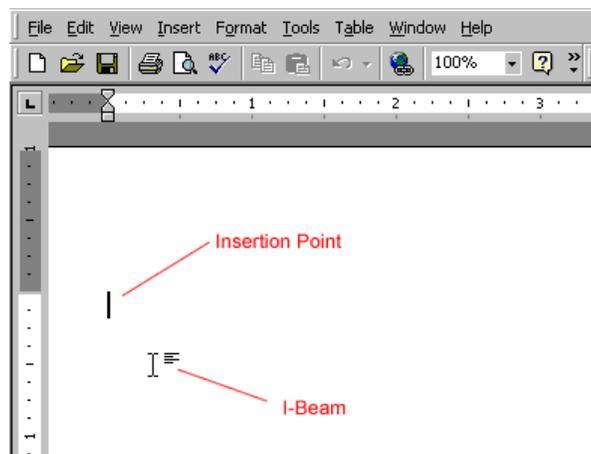
- To select an entire document: move the I-beam to the left of any text until it turns into a right-pointing arrow  , then triple-click. Or click the **Home** tab, under **Editing**, click **Select**, and then click **Select All**.

### Delete (or remove) text

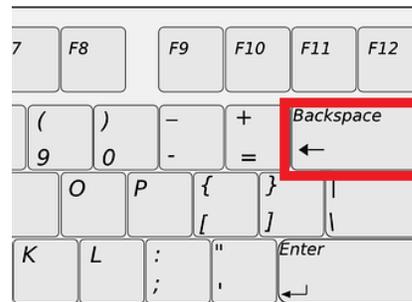
#### Method 1

- Select the text you wish to delete.
- Press the **Delete** key (on the keyboard).

#### Method 2



- Move the I-beam pointer to the text you want to delete. Click to set the insertion point there (a blinking vertical line).
- To delete text to the left of the insertion point, press the **Backspace** key on the keyboard. (On a Mac keyboard, press the **Delete** key.)





3. To delete text to the right of the insertion point, press the **Delete** key on the keyboard. (On a Mac keyboard, press the **fn** key plus the **Delete** key.)

### Copy and Paste

#### Copy vs. cut

- **Copy** – duplicates the selected item (text, symbol, table, image, etc.).
- **Cut** – removes the selected item from its original position.

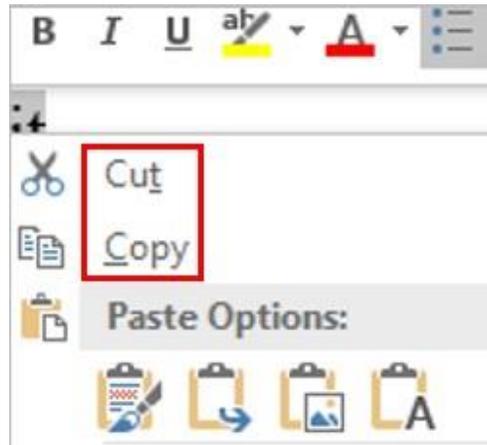
#### Copy and paste vs. cut and paste

- Copy and paste – duplicates the selected item. The selected item can be found in both original and the new, pasted location(s).
- Cut and paste – duplicates the selected item then deletes the original. The selected data can be found only at the new, pasted location (the item has moved from one location to another).

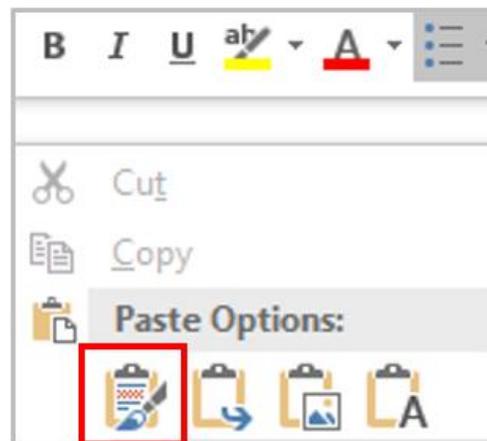
#### Steps to copy / cut and paste

##### Method 1

1. Open the document you wish to edit.
2. Select the item you wish to **Copy** or **Cut**.
3. Right-click the highlighted item and click **Copy** or **Cut**. You can also use your keyboard:
  - a. Copy: **Cntr + c** (On a Mac, it is **Cmd + c**)
  - b. Cut: **Cntr + x** (On a Mac, it is **Cmd + x**)



4. Position the insertion point where you wish to insert the item.
5. Right-click and click the **Paste**  icon. You can also use your keyboard by pressing **Cntr + v** (On a Mac, it is **Cmd + v**).

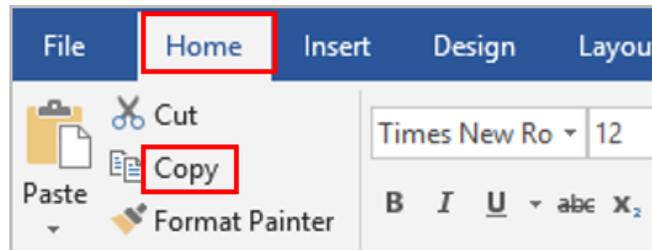


## Method 2

1. Open the document you wish to edit.
2. Select the item you wish to copy or cut.

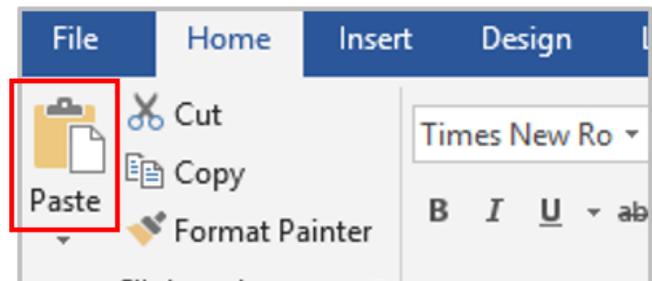


3. Click the **Home** tab at the top (on the ribbon). Click the **Copy** button.



4. Position the insertion point where you wish to insert the item.

5. Under the **Home** tab at the top, click the **Paste** button.



6.

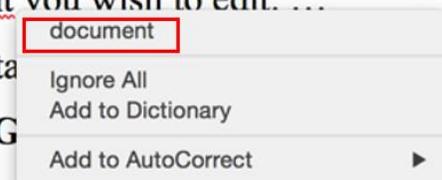
### Review a Document

#### Check Spelling and Grammar

##### Method 1

1. Open the document you wish to edit.
2. Right-click a word that is underlined with a wavy line (that indicates a misspelled word).

- Open the document you wish to edit. ...
- Click the **Review** tab
- Click **Spelling & Grammar**

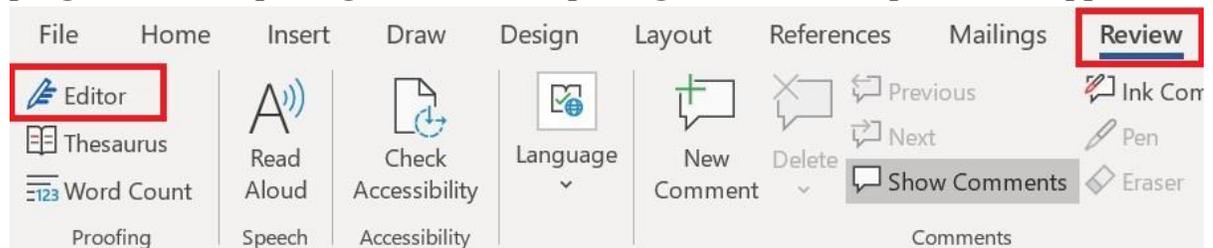


3. Select the correct spelling from the suggestion list to correct the spelling error. For each error, Word will offer one or more suggestions.



## Method 2

1. Open the document you wish to edit.
2. Click the **Review** tab.
3. Click the **Editor** button (it may also say, “Spelling and Grammar”). If the program finds spelling errors, the Spelling & Grammar pane will appear.



4. Click one of the options from the **suggestion** list to change the spelling error. The program will move to the next misspelled word.

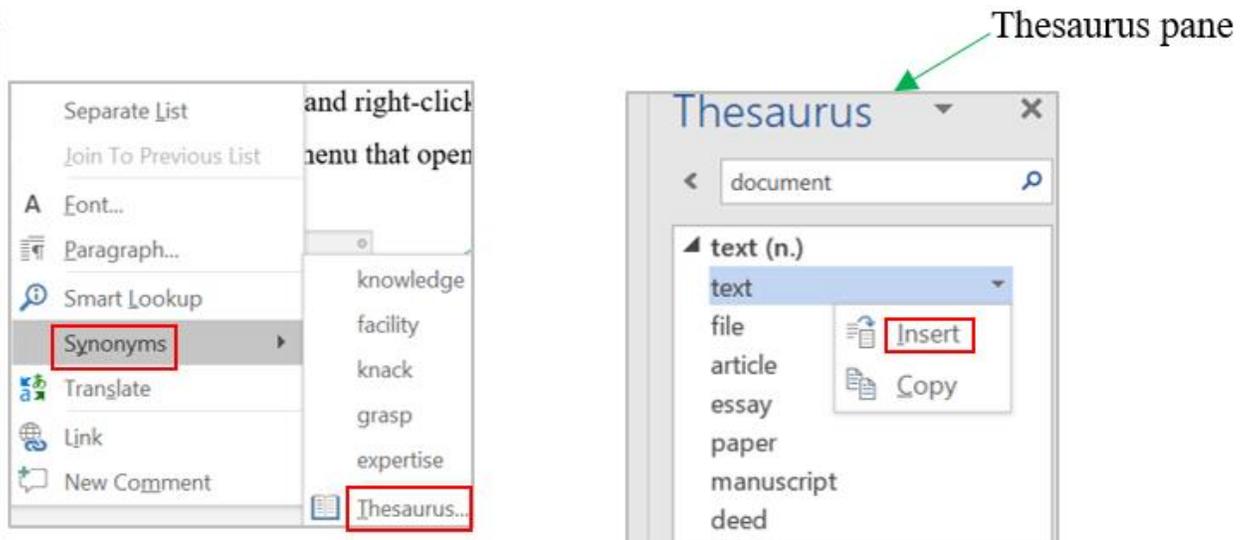
## Find Synonyms

### Method 1

1. Open the document you wish to edit.
2. Right-click a word for which you wish to find a synonym for.
3. Click the **Synonyms** command from the pop-out menu.
4. Find a desired word in the list and click it to replace the original word.
5. If none of the synonyms are desired, click the **Thesaurus** command to open the full thesaurus. (The Thesaurus pane will appear.)
6. Find a desired word in the Thesaurus pane list and right-click it and then click **Insert**.

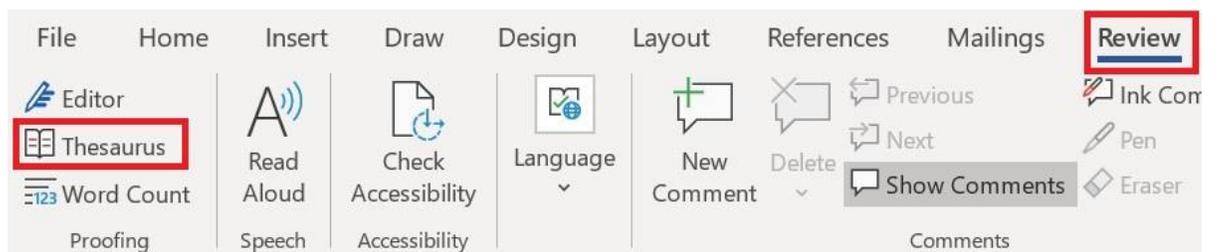


7. Close the Thesaurus pane.



## Method 2

1. Open the document you wish to edit.
2. Select a word for which you wish to use the thesaurus.
3. Click the **Review** tab.
4. Click the **Thesaurus** button.



5. Find a desired word in the “Thesaurus” pane and right-click it and then click **Insert**.
6. Close the Thesaurus pane.