

LAB 2

# Word Processor

Microsoft Word — Core Operations

Create File

Open

Edit

Save / Save As

Draw Shapes

Flowcharts

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# Lecture Outline

01

## Create a New File

Start a fresh document in Word

02

## Open an Existing File

Access files from your computer

03

## Edit a Document

Type, format, cut, copy & paste text

04

## Save & Save As

Save your work and choose file location

05

## Draw Shapes

Insert rectangles, circles, arrows & more

06

## Draw Flowcharts

Build process diagrams with connectors



# 01 — Create a New File

1

## Open Microsoft Word

Double-click the Word icon on desktop or find it in Start menu.

2

## Click 'New' or 'Blank Document'

On the start screen, choose 'Blank document' for a fresh page.

3

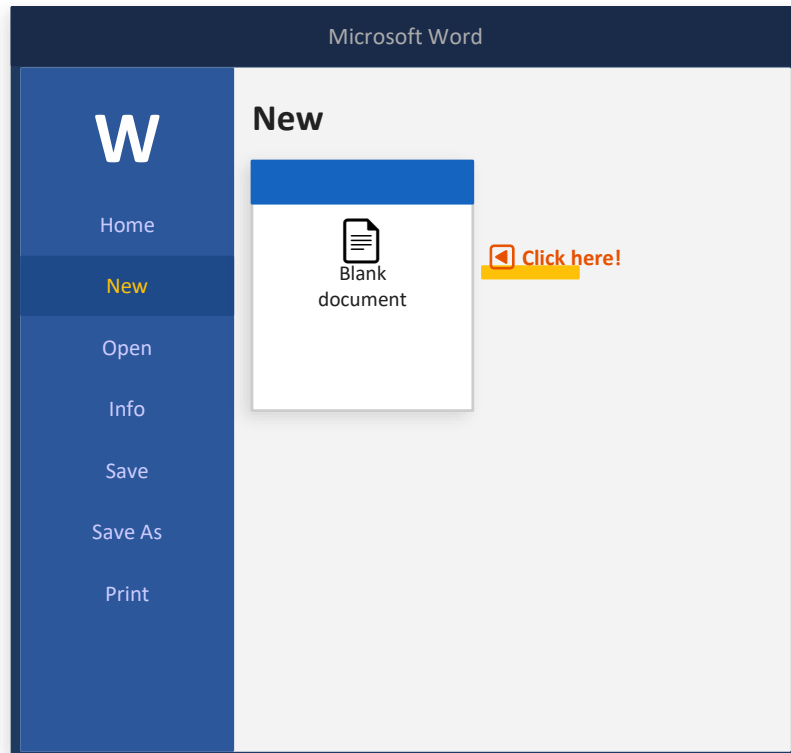
## Shortcut Method


Press **Ctrl + N** on keyboard — instantly opens a new document!

4

## Via File Menu

Click **File** → **New** → **Blank document** from the menu bar.



 Quick Tip: **Ctrl + N** is the fastest way to create a new document — remember it!

# 02 — Open an Existing File

## Method 1: File Menu

- 1 Click File in the top-left
- 2 Select Open from the menu
- 3 Browse to find your file
- 4 Double-click to open it

## Method 2: Keyboard

- 1 Press Ctrl + O shortcut
- 2 Open dialog box appears
- 3 Navigate to your file
- 4 Click Open button

## Method 3: Recent Files

- 1 Click File menu
- 2 Look at Recent section
- 3 See your last documents
- 4 Click any to open quickly



# 03 — Edit a Document

## Typing & Cursor

- › Click where you want to type
- › Use arrow keys to move cursor
- › Backspace deletes left, Delete deletes right
- › Home/End go to start/end of line

## Cut • Copy • Paste

- › Select text first (highlight it)
- › Cut: Ctrl+X (removes & copies)
- › Copy: Ctrl+C (keeps original)
- › Paste: Ctrl+V (inserts at cursor)

## Text Formatting

- › Select text → drag mouse or Shift+Arrow
- › Bold: Ctrl+B | Italic: Ctrl+I
- › Underline: Ctrl+U | Size: toolbar
- › Font face: select from toolbar dropdown

## Find & Replace

- › Find: Ctrl+F (search in document)
- › Replace: Ctrl+H (swap words)
- › Type the word to find
- › Type replacement → click Replace All

 **Made a mistake? Ctrl + Z = Undo | Ctrl + Y = Redo — your best friends when editing!**



# 04 — Save & Save As



## SAVE

### Ctrl + S

- Saves over the current file
- No dialog box — instant save!
- Same file name & location
- Used for quick saves while working
- First-time save → opens Save As dialog

VS



## SAVE AS

### Ctrl + Shift + S / F12

- Opens a dialog to choose location
- Can rename the file
- Save as different format (.pdf, .txt)
- Creates a new copy of document
- Original file stays unchanged

# ◇ 05 — Draw Shapes in Word

## How to Insert Shapes:

1

### Click the Insert Tab

Find it in the ribbon at the top of Word.

2

### Click 'Shapes' Button

A dropdown of all shapes will appear.

3

### Pick Your Shape

Choose rectangle, circle, arrow, line, etc.

4

### Draw on the Document

Click & drag on the page to draw the shape.

5

### Format the Shape

Change color, border, size using Format tab.

## Common Shapes in Word



Rectangle



Oval/Circle



Arrow →



Triangle



Star



Line —



Callout ☞



Pentagon

Tip: Right-click any shape → 'Format Shape' to change fill color, border style, shadow & more!



# 06 — Draw Flowcharts in Word

## Flowchart Symbols:



**Terminal (Start/End)**

Oval / Rounded Rectangle



**Process / Action**

Rectangle



**Decision (Yes/No)**

Diamond / Rhombus



**Input / Output**

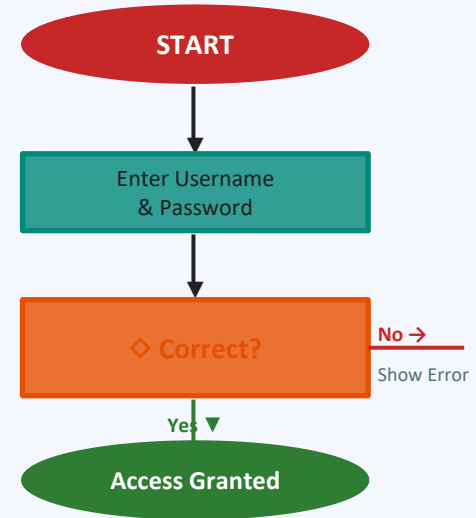
Parallelogram



**Flow Direction**

Connector Arrow

## Example: Login Flowchart





# Quick Reference — Keyboard Shortcuts

**Ctrl + N**

New Document

**Ctrl + O**

Open File

**Ctrl + S**

Save

**Ctrl + Z**

Undo

**Ctrl + Y**

Redo

**Ctrl + X**

Cut

**Ctrl + C**

Copy

**Ctrl + V**

Paste

**Ctrl + B**

Bold

**Ctrl + I**

Italic

**Ctrl + U**

Underline

**Ctrl + F**

Find

**Ctrl + H**

Replace

**Ctrl + A**

Select All

**F12**

Save As

**Ctrl + P**

Print



# Lab Summary

Today you learned these 6 core Word Processor operations:



## Create New File

Ctrl+N or File → New → Blank Document



## Open File

Ctrl+O or File → Open → Browse



## Edit Document

Type, format, cut, copy, paste text



## Save / Save As

Ctrl+S to save, F12 for Save As dialog




## Draw Shapes

Insert → Shapes → draw & format



## Draw Flowcharts

Use flowchart shapes + connectors

 Practice Task: Create a new Word document → type your name → format it → save as 'YourName\_Lab2.docx'