Al-Mustaqbal University
Department of Artificial Intelligence Techniques
Engineering
Class one - first semester
Lecture-5

Word processing

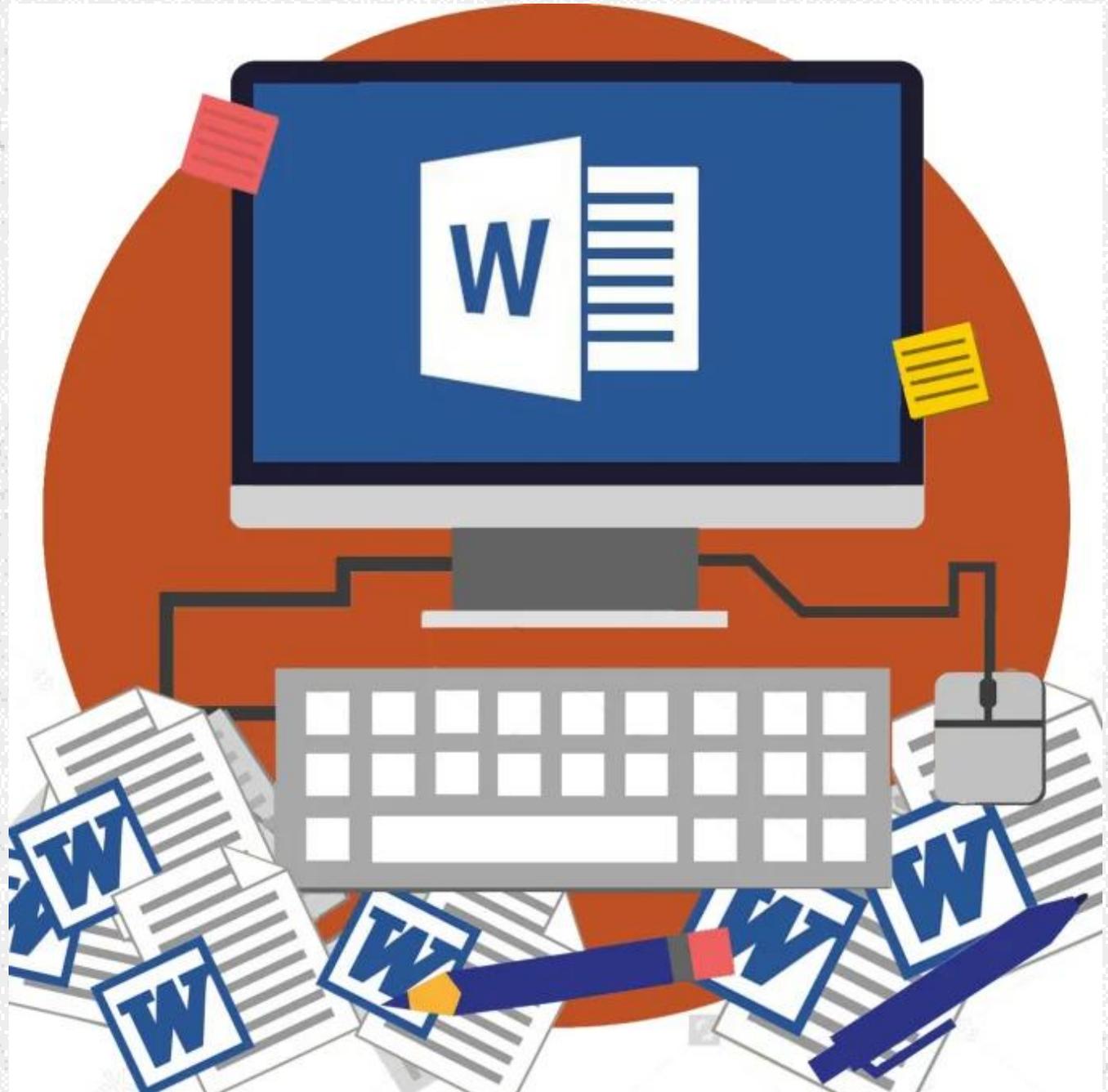م.م اسماء ضياء الماشطة

BEHAVIORAL OBJECTIVES

At the end of the lecture, the student is able to

❑ **Explain the basic of word processing.**

❑ **Knows how to open and close document.**

❑ **Able to manipulate the text.**

❑ **Able to change text techniques.**

Word Processing Basics

Word processing refers to the use of computer software to create, edit, format, store, and print text-based documents.

Word processors such as Microsoft Word and LibreOffice Writer provide tools that simplify document preparation and improve accuracy, efficiency, and presentation.

Word processing is a fundamental computer skill widely used in education, business, and administration.

ALPINE SKI HOUSE

Opening and Closing Documents

<u>Opening</u> a document allows users to access an existing file for viewing or editing.

Word processing software supports opening documents from various storage locations and in different file formats.

<u>Closing</u> a document ends the current editing session and may prompt the user to save changes to prevent data loss.

Proper use of opening and closing functions helps maintain file integrity and organization.

Text Manipulation: Inputting and Editing Text

Text manipulation refers to the process of entering, modifying, and controlling text content within a document.

Users can input text using the keyboard and edit it through operations such as insertion, deletion, copying, cutting, and pasting.

Advanced editing tools allow users to undo and redo actions, search for specific words or phrases, and replace text automatically.

These functions improve accuracy and efficiency in document preparation and revision.

Formatting Techniques: Fonts, Sizes, Colors, and Styles

Formatting techniques are used to enhance the visual appearance and readability of documents.

This includes selecting different fonts, adjusting font sizes, applying text colors, and using styles such as bold, italic, and underline.

Paragraph formatting options such as alignment, spacing, and indentation help organize content logically.

Consistent formatting is essential for producing professional documents such as reports, letters, and academic papers.

Table Creation and Management

Tables are used to organize data in rows and columns for clarity and comparison.

Word processing software allows users to create tables, insert or delete rows and columns, and adjust table size and layout.

Users can format tables by applying borders, shading, and text alignment.

Tables are especially useful for presenting structured information such as schedules, numerical data, and summaries.

Spell Check and Language Tools

Spell check and language tools assist users in detecting and correcting spelling, grammar, and language errors.
These tools automatically underline incorrect words and suggest possible corrections.
Advanced language features include grammar checking, synonym suggestions (thesaurus), and language selection for multilingual documents.
Such tools improve the linguistic accuracy and quality of written content.

Printing Documents

Printing documents involves transferring the digital document to a physical paper format using a printer.

Word processors provide print preview options, page setup controls (such as margins, orientation, and paper size), and printer selection.

Users can choose to print the entire document or specific pages.

Proper printing settings ensure accurate layout, reduce paper waste, and produce high-quality printed documents.

Q1/ What is the difference between creating
a new document and opening an existing document
in a word processor?

10 min

Q2/ What printing settings should
be checked before printing a document
to ensure correct output?

Q3/ Why is consistent formatting important in professional
or academic documents? Give one example.