



Introduction to Word Processing

Introduction

Friends, you learnt earlier that computers have been used to handle a variety of activities in diverse fields for the last two decades. One of the most common uses of computer is in handling office activities. It is observed that word processing, data processing, communication and presentation are the most common activities happening in the offices. Computers are used to handle these activities effectively. We know that different software is available in the market to perform such activities using computers. Since the start of computer usage, proprietary software is used, but in last few years, use of open source software has substantially increased due to obvious advantages. In previous chapters you have studied about proprietary and open source software. Since long back, software called Microsoft Office (MS-Office) is used to handle the office activities like word processing, presentation, spreadsheet and others. Similar software is available from open source community; some of these are Star Office, Libre Office and Open Office. In this chapter we shall learn about how word processing is done using software called 'Writer' which is a component of open office.

Word Processing and Word Processor

We are familiar with the word 'Document'. A document identifies contents written on a paper. In our day-to-day life we use documents for several purposes. The purpose of writing on papers may be to convey your thought to others, to preserve the content for longer period or it may be used as evidence. These documents can be letters, reports, thesis, manuscripts, legal documents, books etc. Suppose, you want to prepare a document but your handwriting is so bad that even a pharmacist couldn't read it or you are the kind of person who has to write, rewrite, and write again. Then what you need is word processing software.

The activity of word processing is the creation of documents using software (Collection of Programs) called word processor. The creation of documents means not only typing but also refers to composition, editing, viewing, formatting, storing, retrieving and printing. Thus a **word processor** is a computer application used for the production of any sort of printable material. In late 1960's the term *word processing* was invented by IBM. In the late 1970's Microsoft WordStar was the most widely used word processing software. Many other word processing applications also exist, including WordPerfect and open source applications OpenOffice.org Writer, LibreOffice Writer, AbiWord, KWord, etc. Web-based word processors, such as Office Web Apps or Google Docs, are relatively new software facilities.



Figure 9.1 : A Typical Type Writer

Need of Word Processing

In 18th century a type writer as shown in figure 9.1 was invented to impress characters on paper. It is a mechanical or electromechanical device with keys that, when pressed, cause characters to be printed on a medium, usually paper. As days passed several limitations were noticed in using type writer :

- (1) When any typing error was noticed then to correct them the whole sheet was required to be typed again.
- (2) When we needed more copies, every time the same content needs to be typed again and again.
- (3) If one wants to reproduce the same document again with minor changes, the whole document was required to be typed again. For example, if we want to send same letter to two or more persons with different addresses, we had to type the letter multiple times.
- (4) Sometimes it may not be possible to have all the required characters or symbols on the type writer we are using, and as a result we have to either type a similar character or symbol or sometimes we have to leave that space and have to write manually.
- (5) In case, if a document is to be produced in a particular format, either it may consume lots of time or it may not be possible to type the document in desired format using a type writer.

To solve the above mentioned problems with a type writer, in the year 1974 'Xerox' company introduced a new product called "electronic type writer". Changes in the content, once typed, are possible with this kind of type writer. Multiple copies can also be taken out even with minor changes. But the only problem with electronic type writer is that it has a very small sized screen and therefore it was possible to view only one or two or very few lines.

In late 1970s the limitations of electronic type writer were replaced by computers. Since then software are used for word processing. When we use word processor to create a document, the

contents of the document is displayed on the computer screen. On the screen we can navigate from one place to another and can make changes if required. After confirming that the content is error free, we can print it.

Early word processors used tag-based markup for document formatting. When a specific portion of the content needs some special effect, a particular tag is put on both the sides of the text. For example, if some portion of the content is required to be bold, a <bold> tag is put on both the sides of the portion that we want to have bold effects. From last two decades most modern word processors take advantage of a graphical user interface providing some form of what-you-see-is-what-you-get (WYSIWYG) editing. This means, the special effects on text are also visible on the screen.

Features of Word Processor

Word processing does not only provide basic ability to enter and modify the text but also provides efficient text manipulation functions that can be used for documentation. Modern word processors provide abundant attractive features. Some of the features provided by popular word processors are as listed :

- Move a selected text from one place to another place within the document.
- Copy a selected text for any number of times at any other places within the document.
- Open more than one document at a time and move or copy a selected text from one document to any other document.
- Change the font, font size and even font style of the selected portion of the document.
- Format paragraphs with word wrap, align the paragraph as left aligned, center aligned, right aligned or justified.
- Find a particular word within the document and replace the found word by other word.
- Check spelling and grammar.
- Create table, modify the size of the selected rows, columns or cells.
- Split a single cell into more than one or merge more than one selected cells into one.
- Combine one or more documents.
- Insert pictures or graphs within the document.
- Print the selected text or selected pages of the document.

Over and above the features listed, word processors also provide several advanced features like :

- Batch mailings, using a letter template and an address database (also called mail merging)
- Line and page numbering.
- Footnote numbering.
- Character count, word count, sentence count, line count, paragraph count, page count.
- Word, sentence and paragraph length.
- Editing time.

In short a word processor is powerful software that consists of one or more programs that can produce any arbitrary combination of images, graphics and text.

General Applications of a Word Processor

Word processors have a variety of uses and applications within the business world, home, and education i.e in schools and colleges. Word processors are widely used in most of the offices for preparing letters, letterheads, reports, memorandums, balance sheet report and many other different types of documents like legal copies and reference documents. Businesses tend to have their own format and style for these documents. Apart from business, word processors are useful at home. Many homes have word processors on their computers; students use it for preparing project reports and assignments. It is also used for letter writing, resume creation and card creation. Authors use word processing software for preparing articles and manuscripts of books. Researchers use word processors for preparing thesis and teachers use it for preparing question papers or study materials and notes. In short word processing is observed to be the most popular application of a computer, since preparation of varieties of documents is a common need for many people.

Office Suite

Friends, before we start the word processor – Writer, let us have a look at the Open Office suite.

Office suite is a collection of programs, which are useful for word processing, database management, presentation, spreadsheet preparation and many more such applications. There are several open source office suites like GNOME Office, NeoOffice, SoftMaker Office, Star office etc. In this book we shall learn about the components of Open Office 3.2. This suite is available in many languages and runs on many platforms. The application components of OpenOffice are Writer for word processing, Calc for spreadsheet preparation, Impress for presentation, Base for database management, Draw for drawing and others. OpenOffice.Org. is widely used Office suite. Files created in the components of this Office suite, can be read and edited in other office suites like MS-Office and vice versa. Hence we can easily share our documents with our friends who may use different office suites.

Writer - The Word Processor

As mentioned earlier Writer is part of the OpenOffice.org(OOo) – Open Office suite. It is a kind of word processor which provides almost all the features of word processing. In the previous chapter, you have learnt about an operating system. We assume that you already have Ubuntu 10.04 LTS operating system installed on your computers. You can open Writer in different ways. One of the most common ways to start Writer

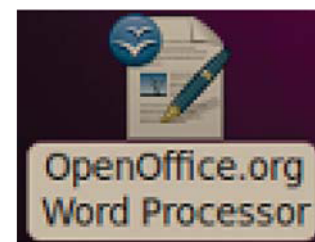


Figure 9.2 : Writer Icon

is to double click on Openoffice.org Word Processor Icon, if it is exist on the desktop (See figure 9.2). This action will open a window as shown in figure 9.3.

Alternatively you can choose Applications → Office → OpenOffice.org Word Processor (See figure 9.4).

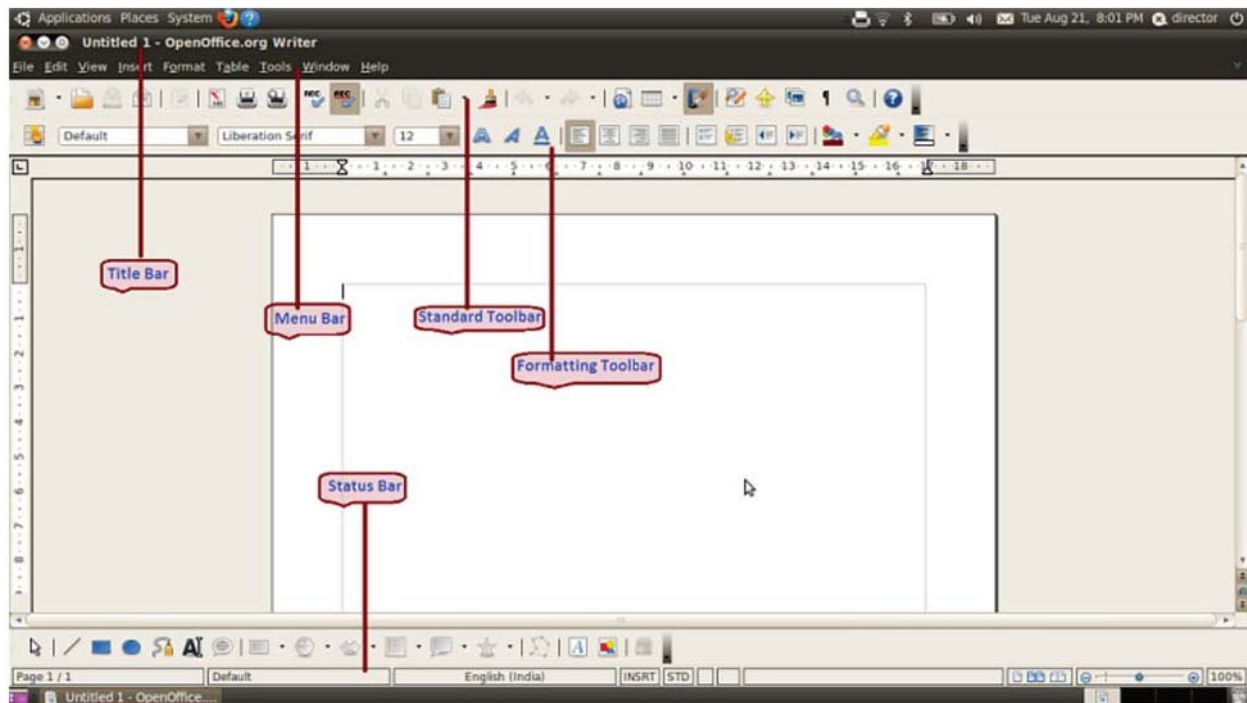


Figure 9.3 : Writer Window

As shown in the figure 9.3, the top most line in the main window is Title Bar, where the current file name is displayed and when the file is newly created, Untitled 1, will appear as file name. Second line that is just below the Title Bar is the Menu Bar, from where we can access different menus like File, Edit, View, Insert, Format, Table, Tools, Windows and Help. If you have worked in MS-Word, you can notice that the menu bar contains almost similar options. If any of the menu items is selected, a submenu drop down becomes visible, below the selected item; it allows us to select different commands.

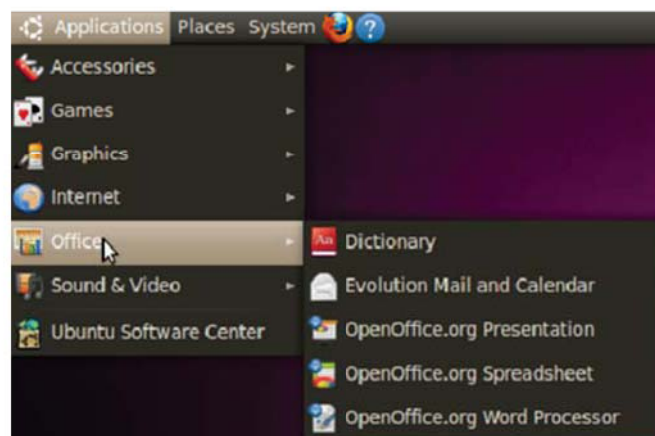


Figure 9.4 : Alternate Method to Open Writer

File menu contains the options that apply to the entire document such as Open, Save as, Print and many more. Edit menu includes the commands for editing the document such as cut, copy, paste, undo, redo, find and replace. Commands that permit to manage the display of the document such as print layout, web layout, full screen, ruler are included in View menu. Commands for inserting any objects in the document like pictures, sounds, graphs, headers, footers are the part of Insert menu. Options required for formatting the layout of the current document are available in Format menu. Bullets and numbering, styles and formatting, change case are some of the options available in Format menu. Table creation, modification in it, adjustment of rows and columns, everything related to table is done through Table menu. Options like Checking of spelling and grammar, change of language, line numbering, and word count are available in Tools menu. Window menu is normally used when more than one document is opened. Switching from one document to other and to view all the documents on screen at the same time is possible through this menu. When you want any help regarding Writer such as to know about any option of the menu you may select the last menu option Help.

Figure 9.5 shows the options available under the Tools menu. The toolbar, just under the Menu bar is known as Standard toolbar. This toolbar contains short-cuts in the form of symbols called icons, to create a file, open existing file, save file, print file and allows us to perform various other operations on a document. This toolbar is same across all the applications (Writer, Calc, Draw, and Impress) of the OpenOffice.org. For example when you click on File menu, a drop down list will appear for various options. If you select New option then a sub menu will appear to its right as shown in figure 9.6.

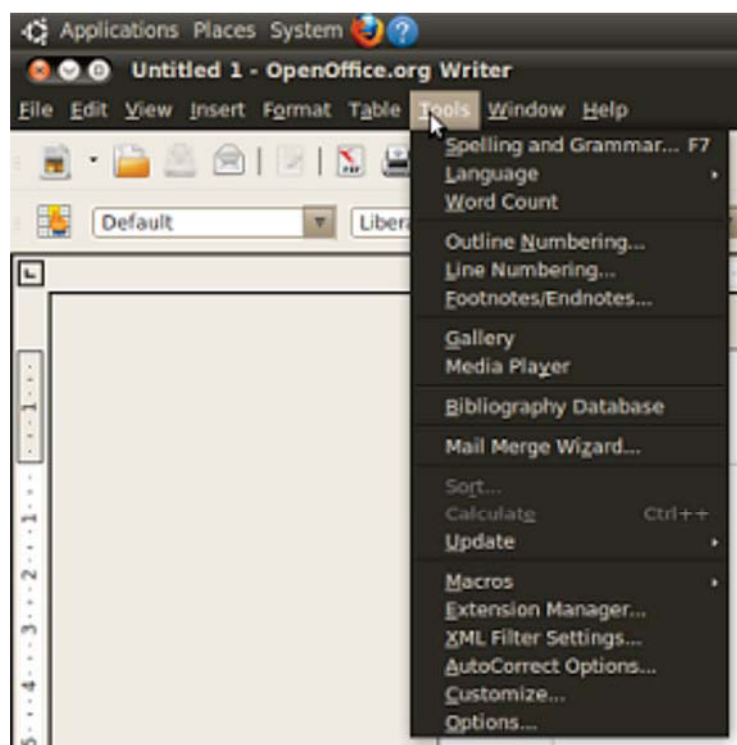


Figure 9.5 : Tools Menu

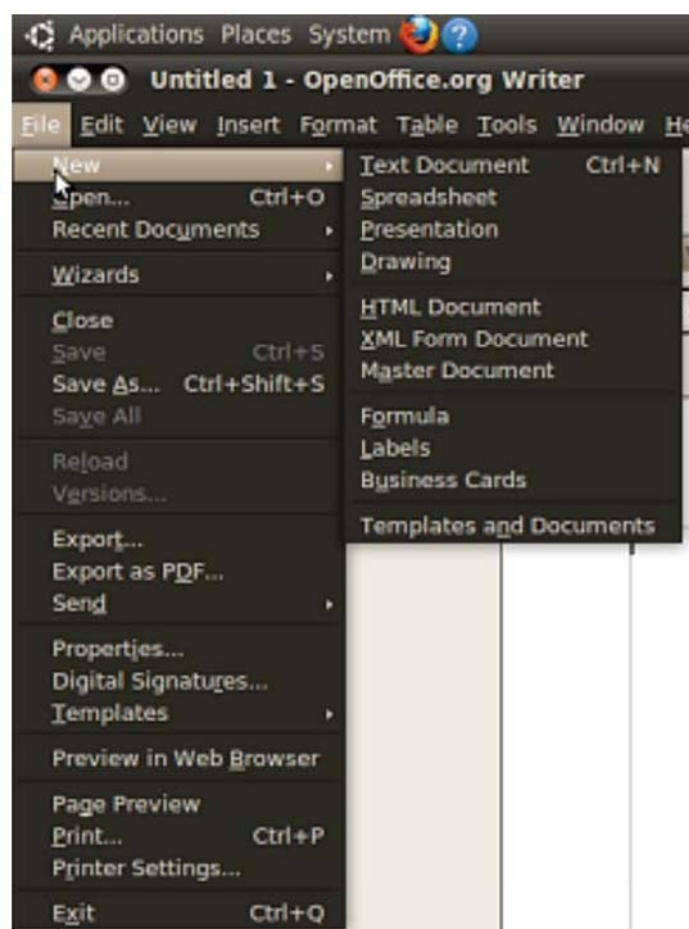


Figure 9.6 : Sub Options of New

The sub menu shown in figure 9.6 contains options for opening the file in other components of the open office. Here if you select text document then the window for creating a writer document will open and if you select spreadsheet then the window of Calc Component will be loaded and displayed on the screen.

The other toolbar is the Formatting toolbar. It shows the short cuts to various options for formatting the selected portion of the document. This is context-sensitive that is the tools are relevant to cursor position or selection. When the cursor is on picture, the Formatting bar gives tools for formatting picture, if cursor is in a table, tools for formatting table is provided and when the cursor is in text, the tools are for formatting text.

There are other toolbars, which will be discussed as and when the relevant topic will be discussed. The other toolbars can be displayed and hide as and when we wish. Select View Menu and then Toolbar option as shown in figure 9.7, you can see different toolbars. From the list, click on the name of a toolbar, you want to display. An active toolbar shows a check mark ✓ beside its name. To hide any of the active toolbar, click on the name of the toolbar you want to hide.

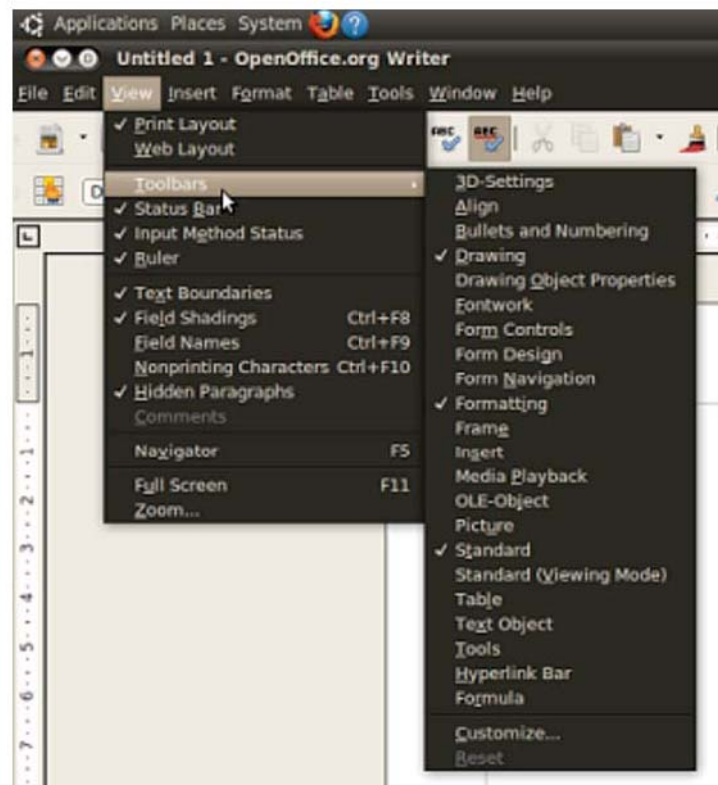


Figure 9.7 : Choosing Toolbar from View Menu

Moving Toolbars


To move a toolbar, place the mouse pointer over the toolbar handle as seen in figure 9.8, hold down the left mouse button, drag the toolbar to the new location, and then release the mouse button.



Figure 9.8 : Moving Toolbar

Creating a New Text Document

You can create a new document in many different ways in OpenOffice. One way to create a new document is to choose File → New → Text Document (see figure 9.6). Alternatively

we can press CTRL + N on the key board or clicking on New  icon on the standard toolbar.

Creating a New Text Document From Template

You can use templates to create new documents in Writer. A template is a set of predefined styles and formatting. Templates can work as the basic unit of a set of documents. You can create new documents based on them by using File → New → Templates and Documents. This opens a dialog box as shown in figure 9.9, where you can choose the template you want to use for your document. Select the desired name and click on Open.

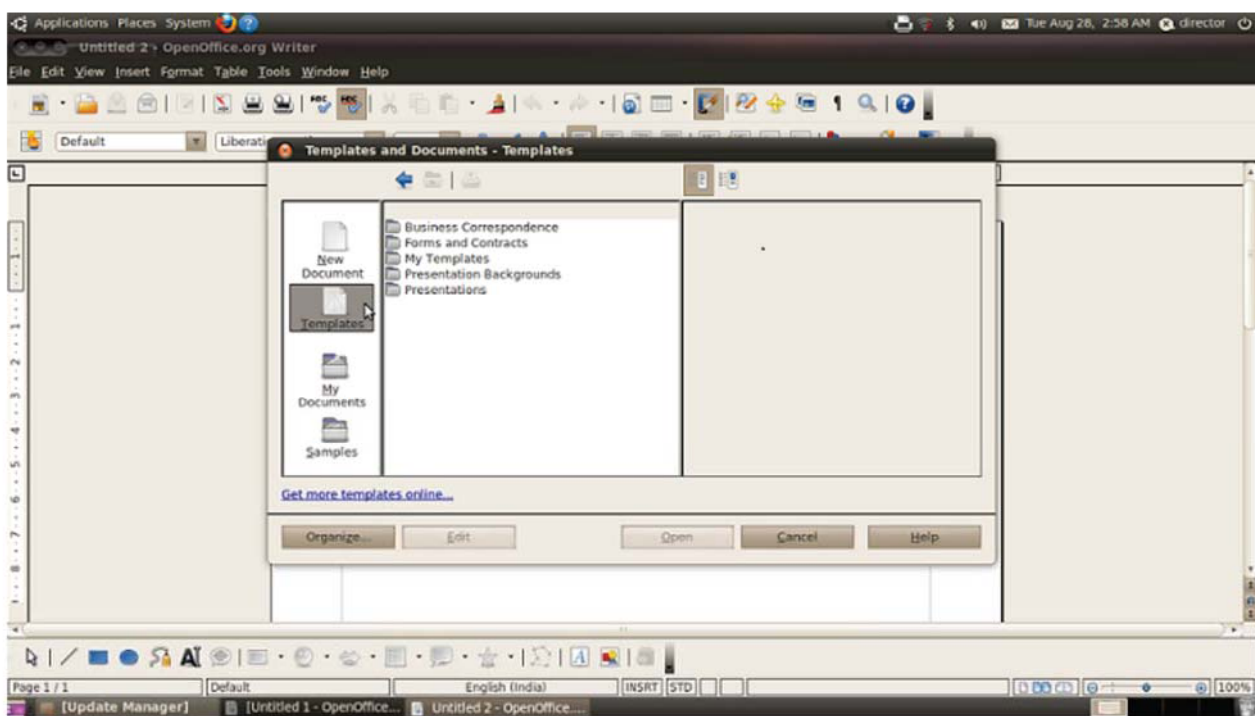



Figure 9.9 : Creating a New Text Document from Template

Opening an Existing Document

A document can be opened from any component of the OpenOffice. Simply select File → Open or Double click on Open  icon shown in figure 9.10 on Standard Toolbar or press CTRL + O on the key board. This will take you to the open dialog box. Select the file you want and then click on open button. If you want to reduce the list of files on the screen, you can select the file type in the open dialog box. Writer will open only those types of file which you select as file type, if a document is already opened the second document opens in a new window.

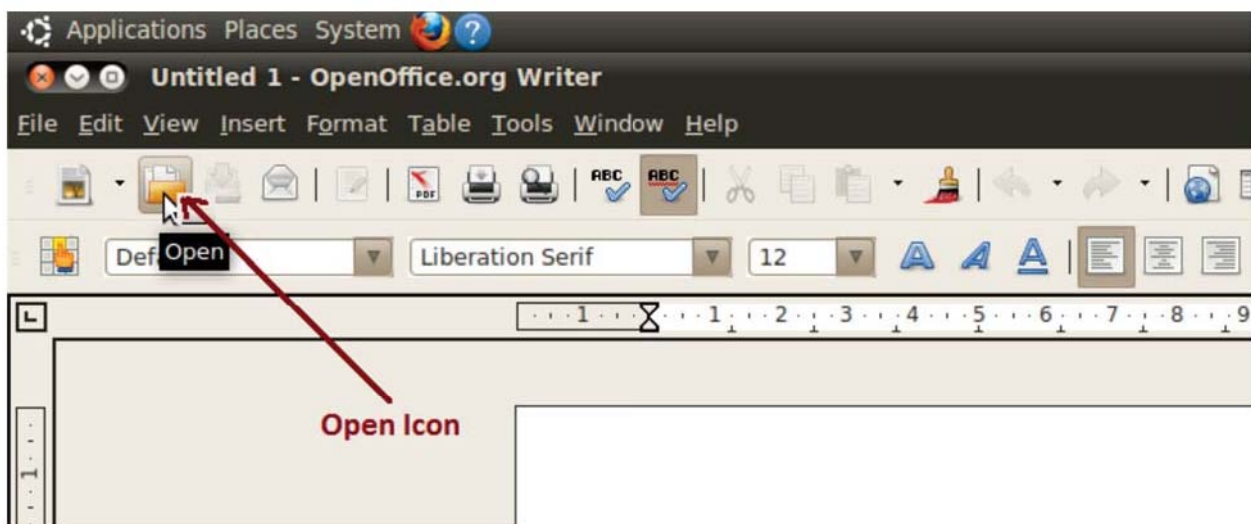


Figure 9.10 : Opening a Document

Saving a Document

We can save the documents created by performing any one of the actions mentioned herewith :

- Choose File Save
- Press CTRL + S
- Choose the save button on the standard toolbar.

If the said actions are performed for the first time, then a Save dialog box as shown in figure 9.11 will appear. Enter the file name and click Save. Here you can save the file with the same name or other name. Directly click on Save. This will overwrite the last saved file. If you give different name in File Name option then the file will be stored with the other name you have given. The file is saved with the latest changes you have made in the file and at the same time last saved file will remain with the original name. The extension of the file name will be .odt.

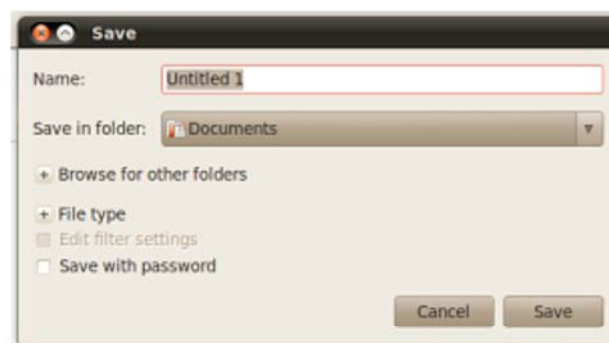


Figure 9.11 : Save Dialog Box

Saving a Document Automatically

To make sure that the data we are writing in the document doesn't get lost in case of eventualities like power failure, Open office provides a feature of auto save. Setting this option forces the Writer software to save your document automatically at regular intervals. Automatic saving, like manual saving, overwrites the last saved file. To set up automatic file saving:

- Select Tools → Options → Load → Save → General.
- Click on Save Auto Recovery information and set the time interval.

This will allow us to set the time interval. The default time interval is 15 minutes. You can change the time value as per your requirement.

Saving as a Microsoft Word Document

It may happen that you have to share your documents with others and the person you are sharing with, not necessarily use the OpenOffice Writer. Sharing with other is only possible if other person install OpenOffice on his computer or you should be able to convert your *.odt file in MS-Word form before sharing it. Fortunately Writer provides the facilities that the document created in Writer can be saved in MS-Word form. To save document in MS-Word form

- Click File → Save As. The Save dialog box will appear as shown in figure 9.12. On the Save dialog box, in the File type drop-down menu, select the type of Word format you need.
- Click Save.

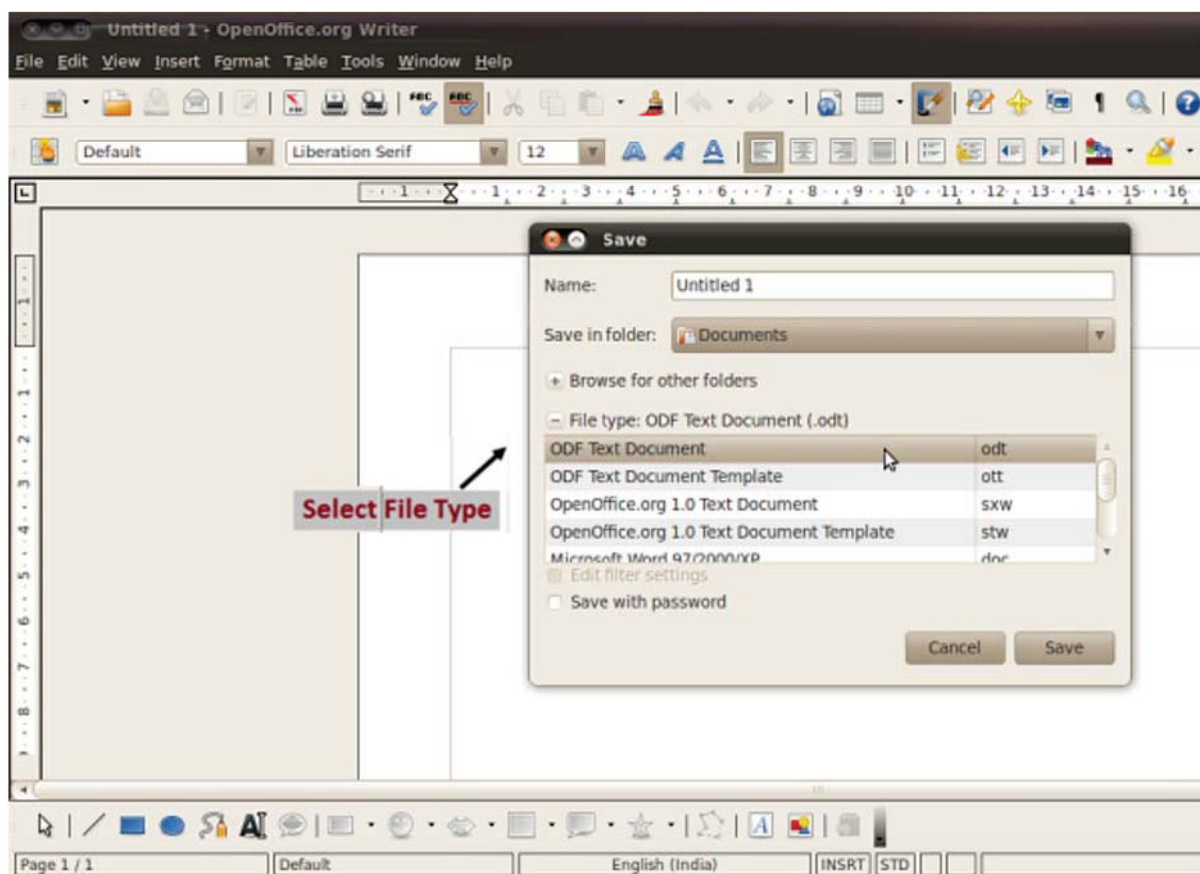


Figure 9.12 : Dialog Box to Save File in Other Formats

You should note here that before you save the document in MS-Word format, you have to save your document in the file format used by OpenOffice Writer (i.e..odt), otherwise, any changes you

made since the last time you saved will only appear in the Microsoft Word version of the document. From this point on wards, all changes you make to the document will occur only in the MS-Word document. If you want to work with the .odt version of your document, you have to open it again.

Note :

To have Writer save documents by default in the Microsoft Word file format, Go to Tools → Options → Load → Save → General. In the section named Default file format, under Document type, select Text document, then under Always save as, select your desired file format.

Saving a File With Password

Writer provides document protection that is you can save your file with password. This document protection is compatible with Microsoft Word file protection. To protect the file with password perform the steps mentioned:

- Use File → Save As when saving the document. When you are saving a new document for the first time File → Save option can also be used.
- On the Save dialog box, select the Save with password option, and then click Save. (See figure 9.13)

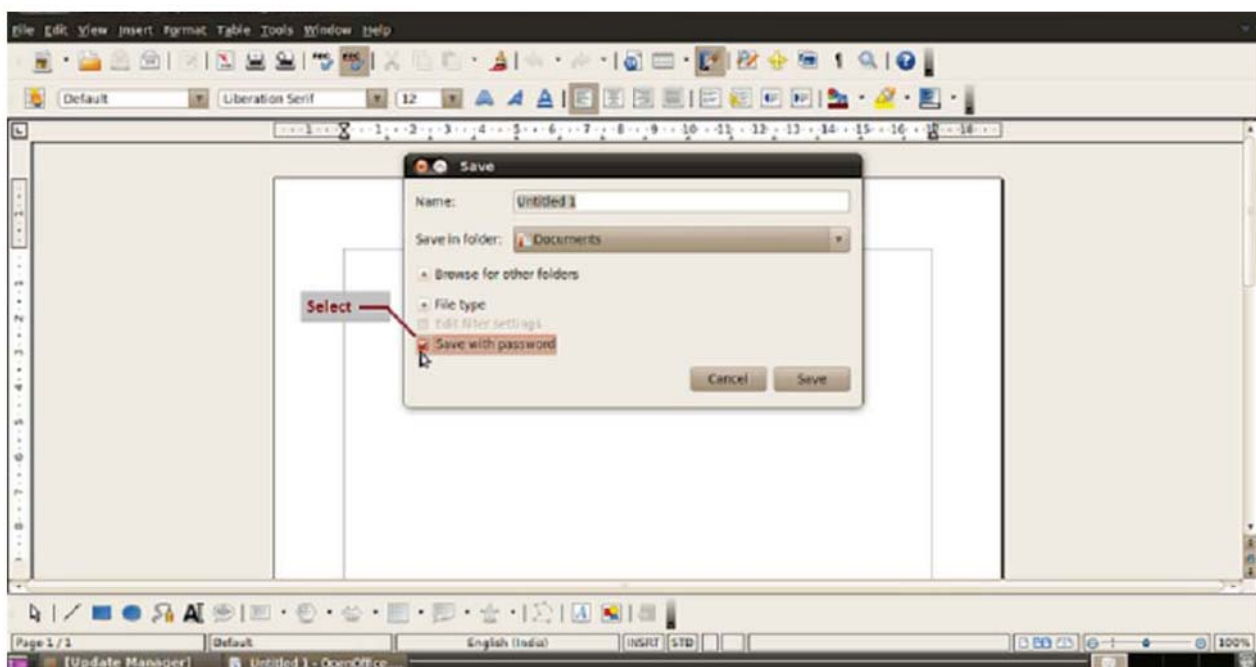


Figure 9.13 : Save File With Password

Doing so, an Enter Password dialog box will appear as shown in figure 9.14. If you type the password in Enter Password text box and then by re-entering the same password again in Reenter password text box, your file will now be password protected.



Figure 9.14 : Enter Password Dialog Box

Document View

Writer provides three different ways to view a document. They are Print Layout, Web Layout and Full Screen. Each of them is discussed in brief herewith.

Print Layout View

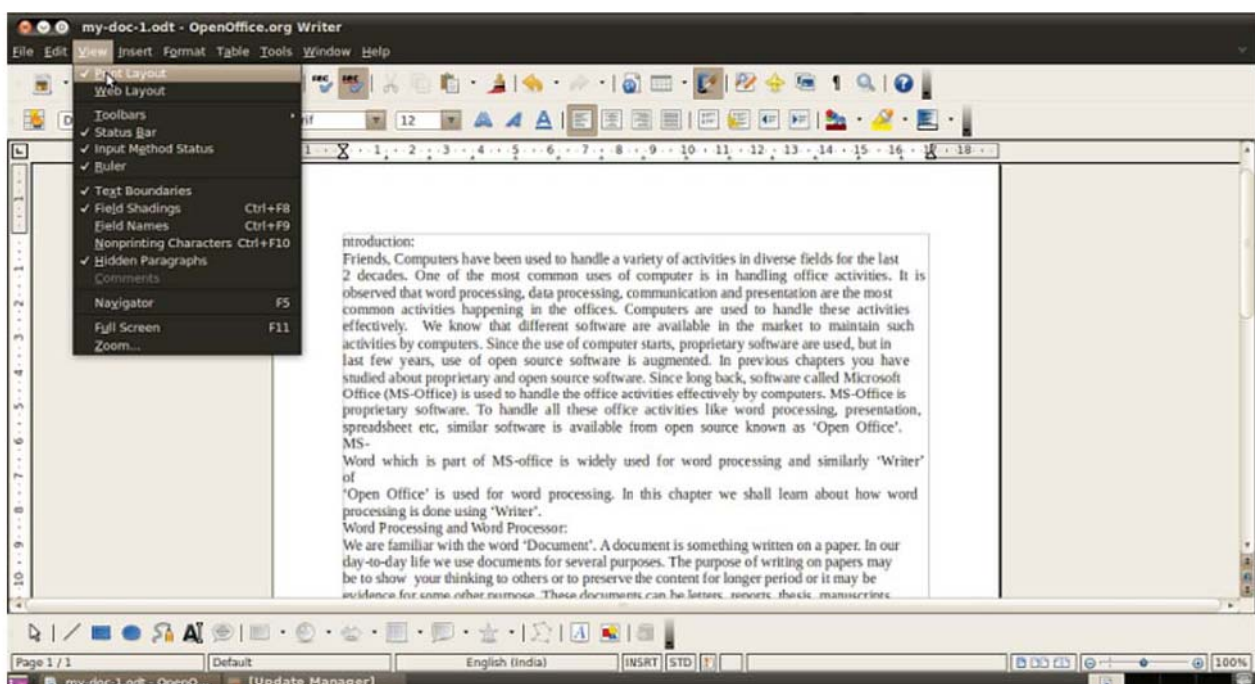


Figure 9.15 : Print Layout View

The default view option in Writer is the Print Layout view. It will show you the document in the similar manner as it will be printed (see figure 9.15). Within the Print Layout, the document can be viewed in single page, side-by-side pages and book style.

To switch from one sub view to another sub-view, respective icon shown on Status Bar, are selected. Document can be edited in any of these three layouts. Within any layout view magnification can

also be changed using Zoom slider, shown on the Status Bar shown in figure 9.17. Magnification can be reduced or amplified by clicking on the – and + signs or by dragging the Zoom slider. Alternatively right click on the zoom level percentage and then choose the desired value.

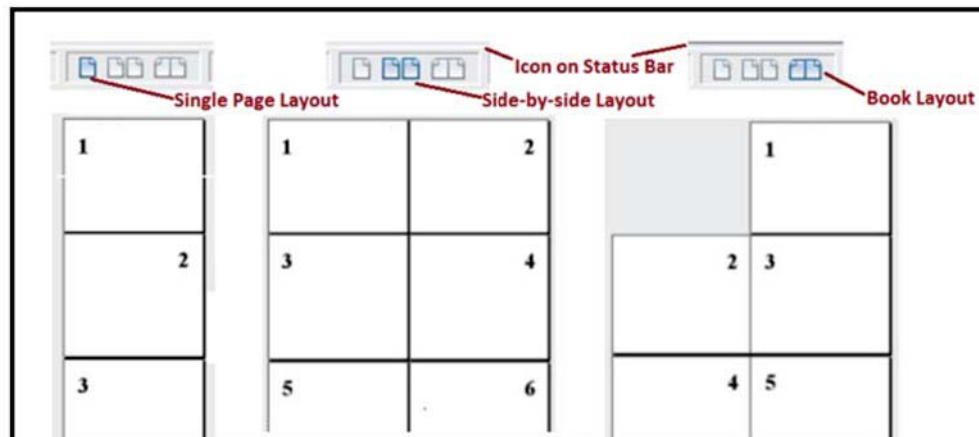


Figure 9.16 : Sub View of Print Layout



Figure 9.17 : Zoom Slider

Web Layout View

In Web Layout View, no margin, no bold or italic effect or no justification (unlike Print Layout View) is visible. Figure 9.18 shows a document opened in web layout view. The options of the Zoom & View Layout Dialog Box here are disabled. But we can use Zoom slider in Web Layout view.

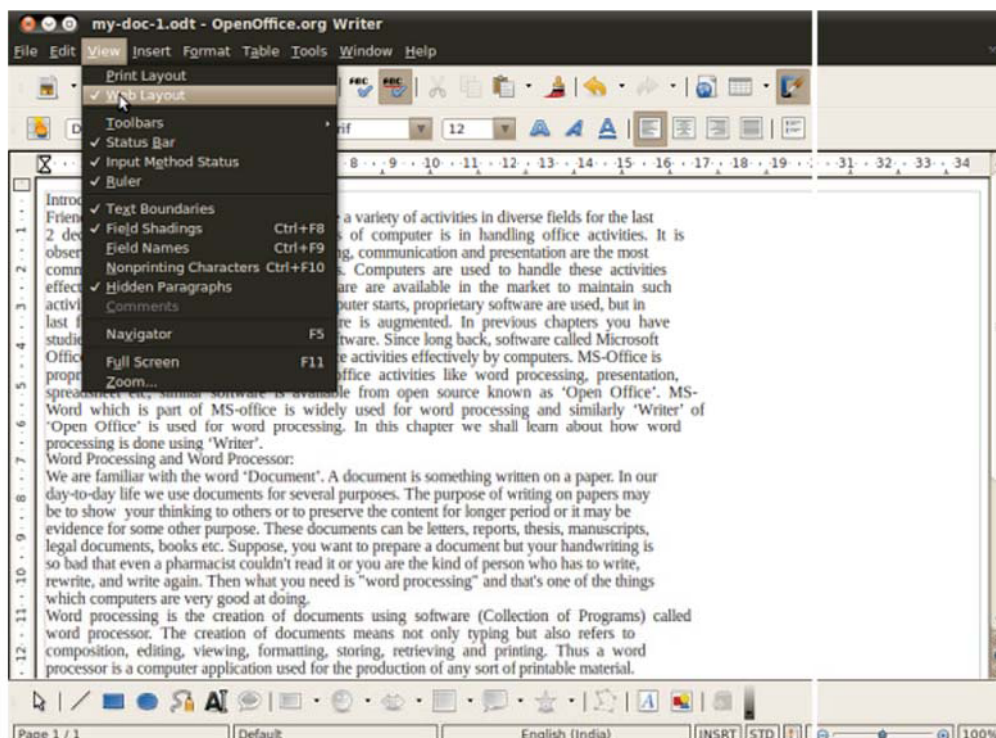


Figure 9.18 : Web Layout View

Full Screen View

In Full Screen view, Title Bar, Menu Bar and status Bar are not visible. The content and the full screen icon is visible. Rulers are also visible if it is enabled (see figure 9.19). Esc key is pressed or Full Screen Icon is clicked to exit Full Screen view. Another way to come out from the Full Screen View is to press CTRL + SHIFT + J.

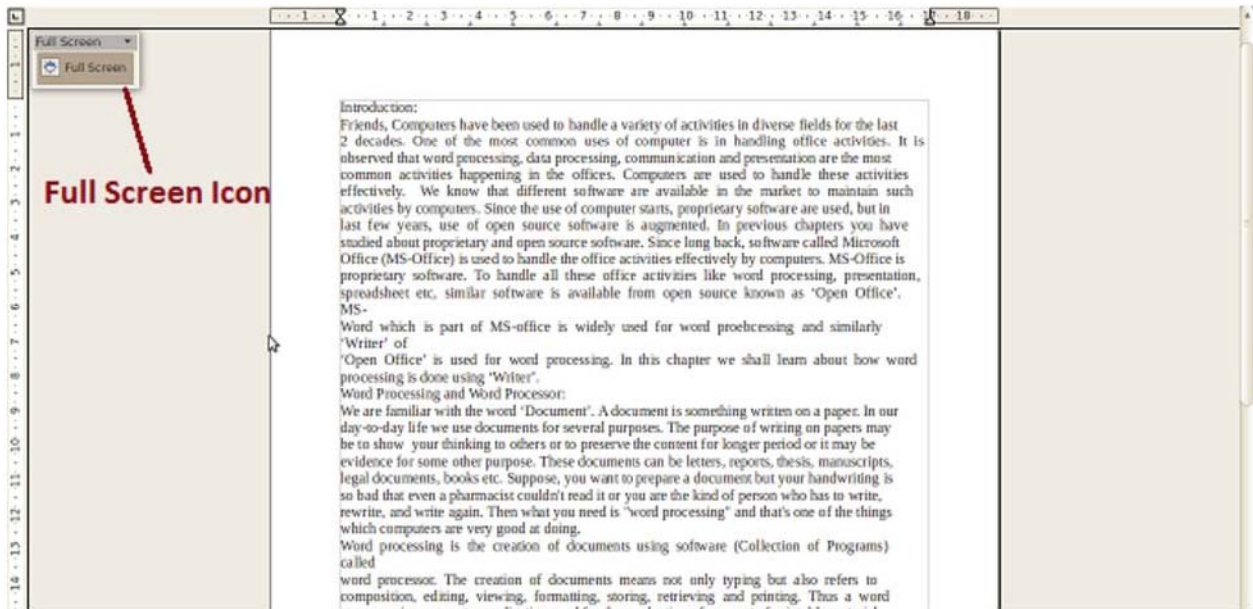


Figure 9.19 : Full Screen View

You can also choose View → Zoom from the menu bar to display the Zoom & View Layout dialog box (see figure 9.20), where you can set the same options as on the Status bar.

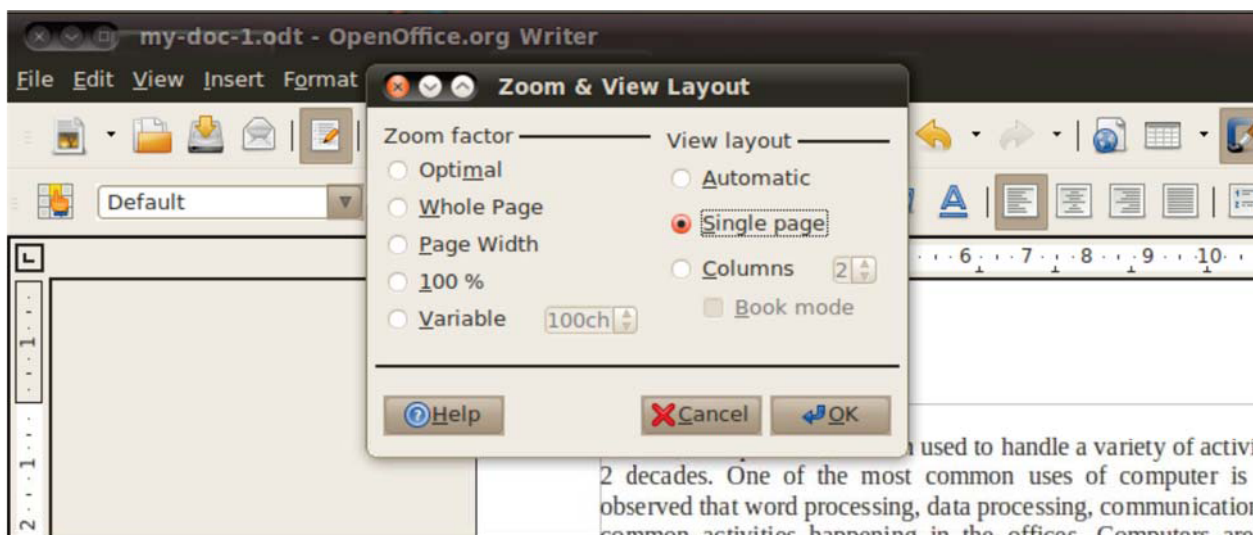


Figure 9.20 : Zoom and View Layout Dialog Box

Closing a Document and Closing OOO Window

To close a document, select File → Close or Click the Close icon on the left top of the document window (see figure 9.21) on the document window. By doing so, the document and the Writer

will be closed, if only one document is opened. If more than one window is open, then current window will be closed and the other OOO windows will remain open.



Figure 9.21 : Close Button

If the document has not been saved since the last change, a message box is displayed. You will have three options. Save, Discard and Cancel. If you choose Save; The document is saved and then closed. In case when Discard is chosen all modifications since the last save are lost and the document is closed. If Cancel is chosen then nothing happens, and you return to the document. Writer can also be closed by selecting File → Exit.

Getting Writer Help

Writer provides several forms of help. By pressing F1 a full Help can be attained or selecting Help → OpenOffice.org Help from the menu bar.

Summary

In this chapter we have learnt about word processor software, characteristics of word processing software. We also saw the working of open source word processor called Writer and how to create a document using it. We learnt how to save and protect your document with password.

EXERCISE

1. What do you understand by Word Processing ?
2. Which are the components of Office suite ?
3. Write at least one advantage and one disadvantage of Electronic Type Writer.
4. Why word processing is required ?
5. Write all the menu options of Writer.
6. Write the steps to move a selected block in the beginning of the document.
7. Can you save a Writer Document as a Microsoft Word Document ? If yes, How ?
8. Write steps to save a file with password.
9. What will you do to save your file automatically after every 30 seconds ? Write all the steps clearly.
10. Which are the different views to display a document ?
11. **Choose the most appropriate option from those given below :**
 - (1) Which of following is not the component of the Office Suite ?
 - (a) Writer
 - (b) Impress
 - (c) Internet Explorer
 - (d) Base

- (2) The most widely used word processing software in late 1970's is :
- (a) Word Perfect (b) Word
(c) Word Star (d) Writer
- (3) We can change the mistakes noticed in which of the following ?
- (a) Electronic type writer (b) Word processor software
(c) Simple type writer (d) Both (a) and (b)
- (4) To insert Header and Footer we have to go to which of the following menu ?
- (a) File Menu (b) Insert Menu
(c) View Menu (d) Edit Menu
- (5) To hide / view ruler we have to go to which of the following menu ?
- (a) Tools Menu (b) Insert Menu
(c) View Menu (d) Edit Menu
- (6) To check the grammar we have to go to which of the following menu ?
- (a) Tools Menu (b) Insert Menu
(c) View Menu (d) Language Menu
- (7) To replace a word Bombay by Mumbai, we have to go to which of the following menu ?
- (a) Tools Menu (b) Insert Menu
(c) View Menu (d) Edit Menu
- (8) To close an opened document, we have to go to which of the following menu ?
- (a) File Menu (b) Insert Menu
(c) View Menu (d) Edit Menu
- (9) Which of the following is the default extension of the writer file ?
- (a) .obt (b) .doc
(c) .odt (d) .docx

State whether the statements given below are True or False :

1. To open word processor 'Window' menu option is selected.
2. Current file name is shown in Status Bar.
3. Open icon for opening a file is part of Standard Tool Bar.
4. Format Menu contains the options that apply to whole document.
5. It is possible to open a MS-Word file in Open office – Writer.
6. We cannot open Open Office – Writer file in MS-Word.
7. A Tool Bar can also be moved like a selected block of a document.
8. Templates are pre-defined and exist in the office suite, we cannot create our own.

9. If we close a document, Writer itself will be closed when only one document is opened.
10. To open a document from a pen drive, it is required to be copied on the desk top first.

PRACTICAL EXERCISE

Perform the following exercise on your computer and write all the steps :

1. Open Writer with the help of icon and Exit. Again open Writer from the Applications options available on the desktop.
2. Draw all the icons of Standard Toolbar and write its use in your practical note book.
3. Draw all the icons of Formatting Toolbar and write its use in your practical note book.
4. Create a new text document (using Menu bar) showing your name, address and the name of your school. Save this file with name **mydocument1** at the desktop location.
5. Open the document **mydocument1**, modify it by adding your division and name of your class teacher. Save this file as **mydocument2** at any other location.
6. Open both the documents and switch from one to other. Close one of them and save other as **mydocument3** with password.
7. Open the document **mydocument3** and zoom it for 50%, 75%, 130% and 200%.

