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COMPUTER STUDIES  
NOTES  
FORM 2

# Word Processor

## Background

We can use word processors to more conveniently prepare different types of documents. The documents include Letters, Tables, Newspaper extracts, project reports among others.

## Objectives

**By the end of this topic, you should be able to:**

1. Define a word processor
2. State the purpose of word processing
3. Use a word processing package
4. Format and edit a document
5. Create and edit a table
6. Insert and edit Objects
7. Create and update a mail merge document
8. Print a document

## Introduction

Assume you visited a meteorological station and your teacher has asked you to gather information to guide you develop a weather project in your community.

The teacher has also asked you to include the following sub-headings in your report:

Weather Instruments, Weather Elements Weather Forecasting.

You are supposed to make your report as attractive as possible by incorporating tables, pictures and other features of your own choice. You may use different colors and both capital and small letters to make your report more appealing. This is an example of a hand written report. Some people use a type writer to write a report.

A type writer does not give options of manipulating the report to add colour, pictures and such like things. A simpler and easier way of creating an attractive report is by using a Word Processor

## Hardware, software and live-ware

Internet is defined as a network of networks that connects computers worldwide via a huge set of telecommunication links. It is a global network connecting millions of computers

## Definition

A word processor is an application software that enables a person to create, edit, manipulate objects and pictures and print text documents. Word Processors are specialized programs that allow you to change the look and feel of a text document. The programs include tools that help you to create documents by inserting tables and photographs among many other features. In this lesson you will learn how to use a word processor to create a more attractive document with ease.

## Advantages of a Word Processor

Compared to a type writer and other document creating tools, a word processor has a number of advantages that include;

Storing documents electronically for future reference in computer files that are space effective.  
Automating tasks such as insertion of a new page after reading the end of the current page and word

wrap.

Editing tools such as spelling and grammar checkers which help the user correct grammar and spelling mistakes with ease

Printing facilities that allow you to produce many copies of the same document

Formatting to produce neat documents

Easily inserting or replacing a word without affecting the neatness of a document

**Examples of word processors include:**

MS word

Corel Word perfect

Lotus AMI Pro

Open Office

Word Star

We shall use MS word because its the most commonly used word processor

*Getting started with Microsoft Word*

*Observe the video clip of getting started with Microsoft Word*

*Using Microsoft Word*

Using Microsoft word, you will find it easier to write and present a more attractive and appealing meteorological report than the one you wrote by hand. To Start MS word click on start button at the bottom left hand corner of your computer(P).

Click on programs (P) Microsoft office (P) then lastly click on Microsoft office word. The blank MS window pane opens like this one (P). Use the keyboard to type your report in the MS Open Window Pane so that it appears like this (P). Pane opens like this one (P). Use the keyboard to type your report in the MS Open Window Pane so that it appears like this (P). We shall apply some of the features available in Microsoft word to your report. After these applications, you will practice applying the remaining features on your own.

**Getting Started**

Preparing your report in MS word.

In this lesson, you wil learn how to apply bold (P), italics(P) underline (P) and drop caps(P) to your report.

**Applying Bold, Italics and Underline**

Follow instructions given to format your word document

Before you apply a feature to text, always select the text first by inserting the cursor before the text pressing on shift key and clicking at the end of the text while still pressing on shift key.

To apply 'BOLD' on the heading, "The Trip to the Meteorological Station" select the heading and then click on bold button. Click on save button to save your changes.

To underline your heading, select it and then click on underline button. Click on save button to save your changes.

Toitalize your sub-heading 'Introduction' Select it and then click on italics button. Click on save button to save your changes Italyze the remaining sub-headings. In addition, apply bold to your subheadings.

**Block Options**

**Selecting**

Always select text before editing or formatting the text. To select a word, place the insertion pointer on the word, then double click it. To select a sentence, position the mouse pointer at the left margin until it changes to an arrow bending to the right. Click once.

To select a paragraph, position the cursor at the beginning of the paragraph. Press shift key and click at the end of the paragraph.

### **Deleting Text**

Select the text to be deleted then press Delete key.

#### ***Restoring deleted Text***

Click the Edit menu, then the undo command.

### **Copying and Pasting text and objects**

1. Highlight the text to be copied.
2. Click edit then copy.
3. Position the insertion pointer where you want the text to be placed. Click edit then paste.

### **Applying Drop Caps**

#### ***Applying Superscript, Subscript and Different Cases***

To apply superscript, select in the first in paragraph 2 (P) and while the cursor is blinking (P) click on the superscript button on the menu bar (P). Save your changes.

To apply subscript, select c in the second oC in paragraph 2. (P). Click on the subscript button on the menu bar (P)3. To apply different text case caps, Select your heading, (P). Click on 'change case button' and select capitalize each word(P).Save changes

### **Components of a Spreadsheet**

Nearly every part of the spreadsheet has its own term and it is quite useful to know your spreadsheet vocabulary to make using Excel easier. There are three basic parts of an Excel Spreadsheet: The worksheet, databases and graphs.

1. Column - The vertical segments that you see on the spreadsheet are called columns. (P). The illustration below shows column 'A'. Excel uses letters to represent columns. (P)
2. Row -(P)The horizontal segments, that run left-to-right, are referred to as rows. The illustration below shows row 1.(P)Excel uses numbers to represent rows.(P)
3. Cell - The intersection between a row and column is referred to as a cell. (P) The illustration below shows a cell.
4. Worksheet- comprises rows and columns(P)
5. Database- a container for related data contained in a worksheet(P)
6. Graph- A pictorial representation of a worksheet (P)

### **Excel Cells**

To apply Undo, Redo, Drag and Drop, Cut and Paste and Alignment

#### ***Applying undo and redo***

Key in the text I am a Form 2 student after introduction

Click on unto button and observe what happens

Observe what happens to your document by clicking redo and unto buttons again.

Applying Drag and Drop

Select the text Nairobi(P).

Position the mouse pointer over the selection and hold down the left mouse button while moving it (P).

A dimmed insertion point moves in the document (P). This shows you the position to which the selected text will be transferred when you release the left mouse button.(P)

### ***Applying Cut and Paste***

Select the text Nairobi(P)

Click on the 'Cut' button on the Standard toolbar (P)Position the cursor after the word station at the (P)4.

Click on (P).

**Applying the alignment features:** Left, Centre, Right and Justify (P)1. Select the whole text document (P)2.Click on each one of the following buttons as you observe the changes that occur in each case:Left (P) Centre(P) Right (P) and justify(P)Align your text left(P)

### ***Applying bullets and numbering and Indenting paragraphs***

Inserting a Picture

Position the insertion point after paragraph one .

From the Insert menu, select Picture

Click the insert button to insert the picture

Resize the picture using the arms around it.

Practice Inserting pictures of weather instruments after paragraph two .

Your teacher will resize for you your pictures to 340 by 240 pixels

Position the insertion point after paragraph one(P)

From the Insert menu, select Picture(P) and then select the folder where the picture is (P).

A preview of images appears(P)In the Pictures list box, select the picture you want to use(P)If you rest the pointer on the picture for a short while some key words which help one identify the purpose or message of the picture appear(P)

Click the Insert button to insert picture(P)

Creating and modifying a table

### **Creating a table**

To create a table, position the cursor after the paragraph elements of weather Click on the table button. Click insert table (P) and choose 2 rows and 5 columns.Fill in the rainfall data that you had collected at the meteorological centre.

### **Modifying the table**

To add a row to the table, select the row next to which you want to add the row as follows : Right click on the selected row . Select add rows above row adds above the selected row. In the same way, select a column. Right click on the selected column and select add a column on the right. Fill more rainfall data in the table.

Presenting data into a bar chart.

You can present rainfall data in a table into a bar chart as shown:

Inserting and editing Objects

1. Select any object in your document to apply 3-D effects(P)
  2. Click the 3-D icon from the Drawing toolbar(P)
  3. Select the desired style and click(P)
4. Experiment inserting and editing other objects(P)

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