

ICT Word Processing – Clozed Notes

Lesson 1

Introduction to Word Processing

What Is a Word Processor?

Programs that required several other machines – keyboards, monitors, disks, computers, and printers – to create **documents**.

Give users the ability to:

- Correct your work **before** printing.
- Check for **spelling** and grammar errors.
- Verify the meanings of words and **synonyms** by using the thesaurus.
- Transfer text between **documents**.
- Format text with various **fonts**, sizes and styles.
- Format pages instantly with **structural** styles, such as lists, tables, paragraphs, and headings

The Beginning of the Word Processor

1. Started with users writing by **hand** on different kinds of paper
2. Then, the first printing **press** was introduced
3. Next, came the invention of the **typewriter**
4. Finally, in the **1970s** the word processor was introduced

Creating Documents

Users can easily create **pre-made** documents using a:

- template - provides a page design **layout** into which you can place your content.
 - Allows you to enter your **own** text and images.
 - Or you can start with a **blank** document

Popular software applications which allow you to **create** documents are Microsoft Word and Google Docs (cloud-based)

Storing Your Documents

To the Cloud:

- Provides **accessibility** to your documents from anywhere you can obtain an internet connection.
- Provides **connectivity** from your computer, smartphone or tablet – through downloaded apps for mobile devices.

To the Computer:

- Provides a **physical** location to store documents to a hard drive
- Provides **exclusive** access to information on your computer anytime
- Not **vulnerable** to unsecure documents being hacked or stolen

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Cloud Computing

To understand Cloud computing, you must first know what the “cloud” is?

- The cloud is a wide **network** of data centers (made up of large storage computers called file servers) throughout the world that can store your information and retrieve it for you from anywhere you can obtain an Internet connection.
- Cloud Computing tools that are used and accessed exclusively over the **Internet** rather than installed on a single computer.

Getting Started with Word Processing

When opening a new document in **Google Docs**, there is a menu of commonly used commands:

- **File** - Share, New, Open, Rename, Make a Copy, Move to Trash, See Revision History, See New Changes, Language, Download as, Publish to Web, E-Mail Collaborators, Page Setup, Print
- **Edit** - Undo, Redo, Cut, Copy, Paste, Web Clipboard, Select All, Find and Replace
- **View** - Print Layout, Mode (Editing, Suggesting, Viewing), Show Ruler, Show Equation Toolbar, Show Spelling Suggestions, Compact Controls, Full Screen
- **Insert** - Image, Link, Equation, Drawing, Table, Comment, Footnote, Special Characters, Horizontal Line, Page Number, Page Count, Page Break, Header, Footer, Table of Contents
- **Format** - Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Font Size, Paragraph Styles, Align, Line Spacing, Lists, Clear Formatting, Lines, Crop Image, Image Options, Replace Image, Reset Image, Alt Text
- **Tools** - Spelling, Research, Define, Word Count, Voice Typing, Translate Document, Script Editor, Preferences, Personal Dictionary
- **Table** - Insert Table, Insert row above, Insert row below, Insert Column Left, Insert Column Right, Delete Row, Delete Column, Delete Table, Merge Cells, Unmerge Cells, Table Properties
- **Add ons** - Get Add-ons, Manage Add-ons
- **Help** - Search Menus for Assistance, Docs Help, Report a Problem, Report abuse/copyright, Keyboard Shortcuts

Common Commands in Microsoft Word

When opening a new document in **Microsoft Word**, there is a menu of commonly used commands:

- **File** - Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Export, Close, Account, Options, Add-ins
- **Home** - Clipboard, Font, Paragraph, Styles, Editing
- **Insert** - Pages, Tables, Illustrations, Add-ins, Media, Links, Comments, Header & Footer, Text, Symbols, Flash
- **Design** - Document Formatting, Page Background
- **Page Layout** - Page Setup, Paragraph, Arrange

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- **References** - Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities
- **Mailings** - Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
- **Review** - Proofing, Language, Comments, Tracking, Changes, Compare, Protect, Ink
- **View** - Views, Show, Zoom, Window, Macros

Keyboard Shortcuts

Some common commands are used in word processing to save **time** and work **faster** when writing documents. Below are some examples

- **Open a File** = Ctrl + O
- **Bolding Text** = Ctrl + B
- **Finding Text** = Ctrl + F
- **Copying Text** = Ctrl + C
- **Pasting Text** = Ctrl + V
- **Undo** = Ctrl + Z
- **Select All** = Ctrl + A
- **Cut Text** = Ctrl + X
- **New File** = Ctrl + N
- **Save a File** = Ctrl + S
- **Print a File** = Ctrl + P