

# Word Processing

*And Beyond...*

## Units of Word Processing

- The smallest unit:

*Character*

Q 7 ” ”

## Units of Word Processing

- Then:

*Word*

constitution

## Units of Word Processing

- Then:

*Line*

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## Units of Word Processing

- Then:

*Paragraph*

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## Units of Word Processing

- Then:

*Section*

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## Units of Word Processing

- Then:

*Document*



## Units of Word Processing

- A unit from another point of view:

*Page*



- Pages have:
  - Size
  - Orientation
  - Layout:
    - Margins
    - Body
    - Header & Footer

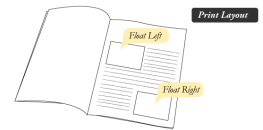
## What should we use for Word Processing?

- Preferably, a Word Processing **application**.
- In other words, a **Word Processor**.
- Most commonly, **Microsoft Word**.



## What can you do with Word Processors?

- Enter (Record) **text**.
- **Format** different units.
- **Insert** Breaks, Symbols, Pictures, etc.
- Open, Save & **Print** documents.



## How do you enter (record) text?

- Via **typing**.
- **Caution!**  
Hit *<Enter>* only at **the end** of each Paragraph!



## How do you format different units?

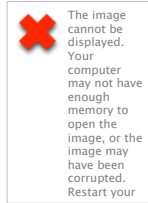
- **First!**  
Always **select the unit** you want to format.

Unit	Action
Word	Double Click
Line	Single Click on the Left Margin
Paragraph	Triple Click

- And then...

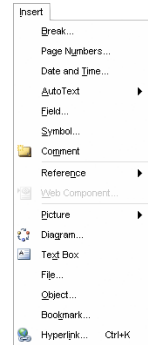
## How do you format different units?

- Go to the **Menu Bar**:
  - Format > **Font...**
  - Format > **Paragraph...**
  - File > **Page Setup...**



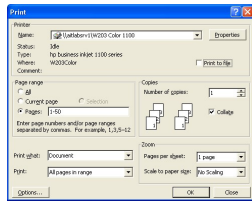
## How do you insert different elements?

- Go to the **Menu Bar**:
  - Insert >
    - **Break...**
    - **Symbol...**
    - **Picture...**
    - **Text Box...**
    - **Hyperlink...**



## How do you print a document?

- Go to the **Menu Bar**:
  - File >
    - **Print...**



## Why do we have to format text?

*To achieve*

# CONTRAST!

## How can we do this?

- With **Font size, style**, etc.

### Paragraph Title

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## How can we do this?

- With **spacing and alignment**.

### Paragraph 1 Title

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### Paragraph 2 Title

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.