

# Word processing



Region  
Östergötland

Word is a program in the Microsoft Office software suite. The other applications in the suite are Excel, PowerPoint, Publisher, Outlook and Access.

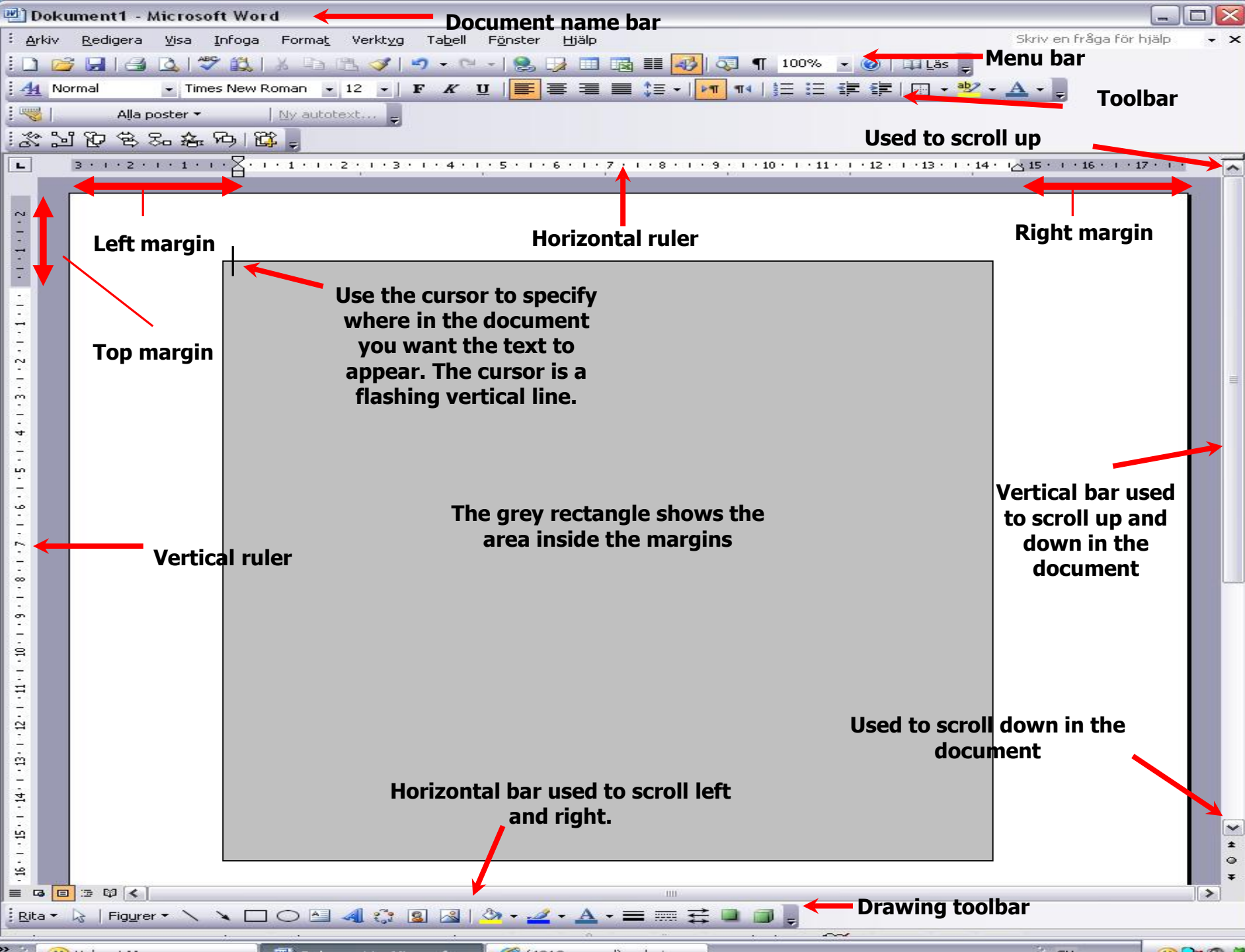
Word is a tool used to create different types of documents, such as articles, letters or reports. It is also possible to add pictures, maps and tables combined with text.

There are a few differences between the various versions of Microsoft Word, but all versions contain tools used to compose and format text documents.

Word can be used to save your text in multiple file formats. One example is PDF format. When you share a PDF file, practically anyone can read it using the free program Adobe Reader.

Microsoft Office is not free, but there are some alternative freeware programs that can be downloaded from the Internet. One example is Open Office. This is a program allowing you to open files created in Word. Word can also open files created in Open Office.

Use the link below to download Open Office free of charge:  
<http://download.openoffice.org/index.html>



Document name bar

Menu bar

Toolbar

Used to scroll up

Left margin

Horizontal ruler

Right margin

Top margin

Use the cursor to specify where in the document you want the text to appear. The cursor is a flashing vertical line.

The grey rectangle shows the area inside the margins

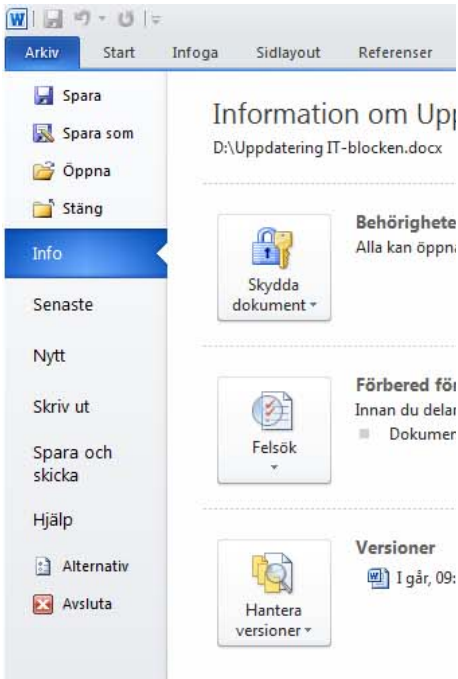
Vertical bar used to scroll up and down in the document

Vertical ruler

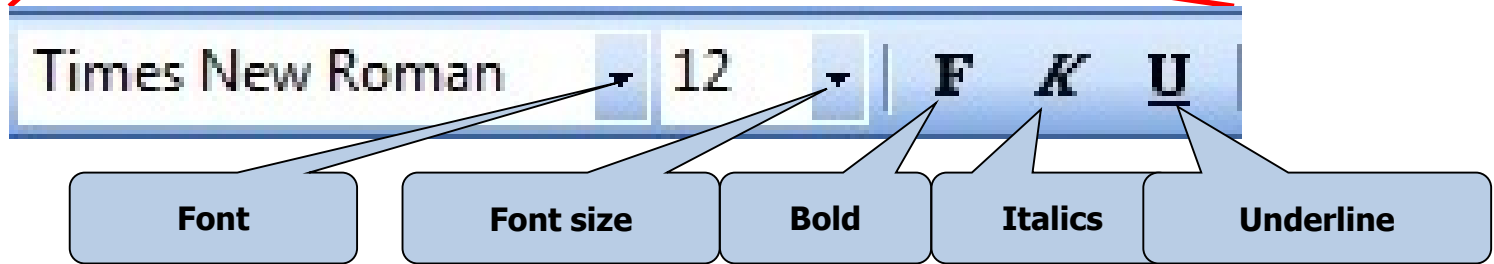
Used to scroll down in the document

Horizontal bar used to scroll left and right.

Drawing toolbar



- **Save:** Save the document after making changes, under the same file name and in the same location.
- **Save as:** Saves the document for the first time.
- **Open:** Open a document that you have already created and saved.
- **Recent:** The most recent documents you created.
- **New:** Open a new blank document.
- **Print:** Print an entire document.



## The Formatting toolbar

- **Font:** Select the font by clicking on the small arrow. There are many different fonts.
- **Font size:** Select the size by clicking on the small arrow.
- **Bold:** Click **B** in order to bold the text. Unbold the text by clicking **B** again.
- **Italics:** Click *I* in order to italicize the text. Remove the italics by clicking *I* again.
- **Underline:** Click U to underline the text. Remove underlining by clicking U again.

## Different fonts

**Arial**

*mistral*

ENGRAVERS MT

curlz MT

Times New Roman اندلسي

## Different font sizes

Font size 14

Font size 20

Font size 40

Font size 60

## Font style

**Bold** Not bold

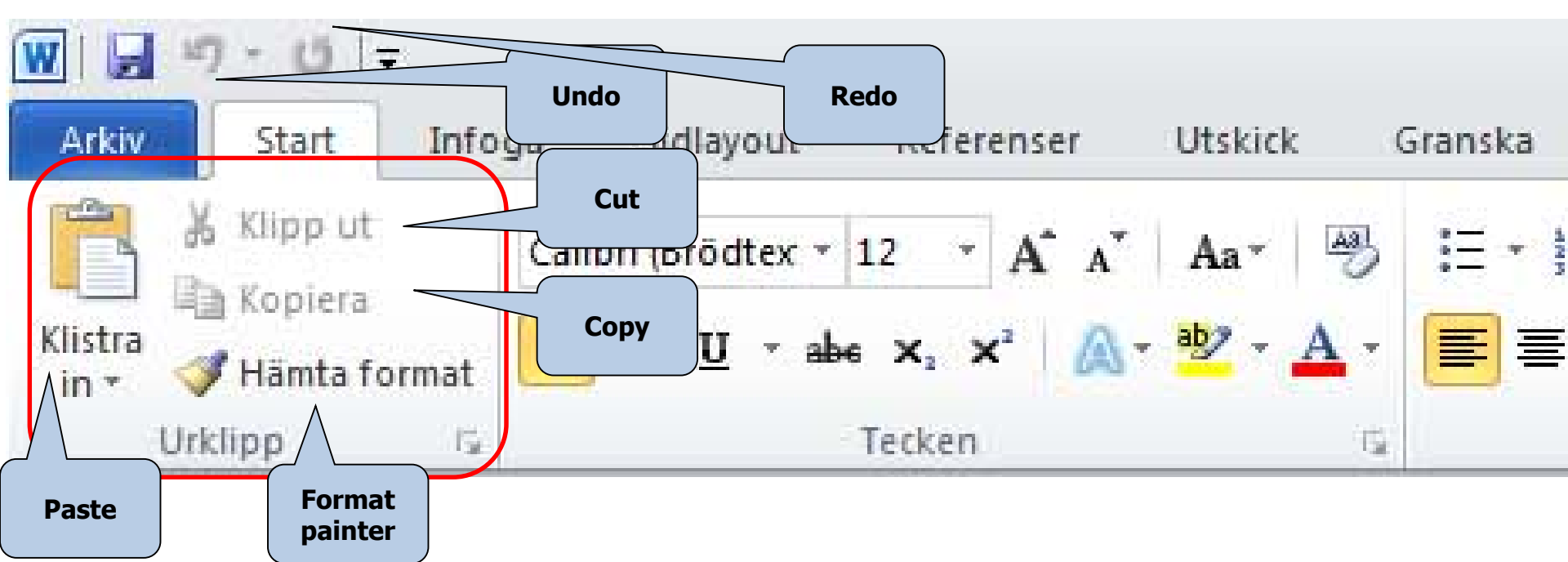
*Italics* ***Bold and Italics***

Underline

**Underline and Bold**

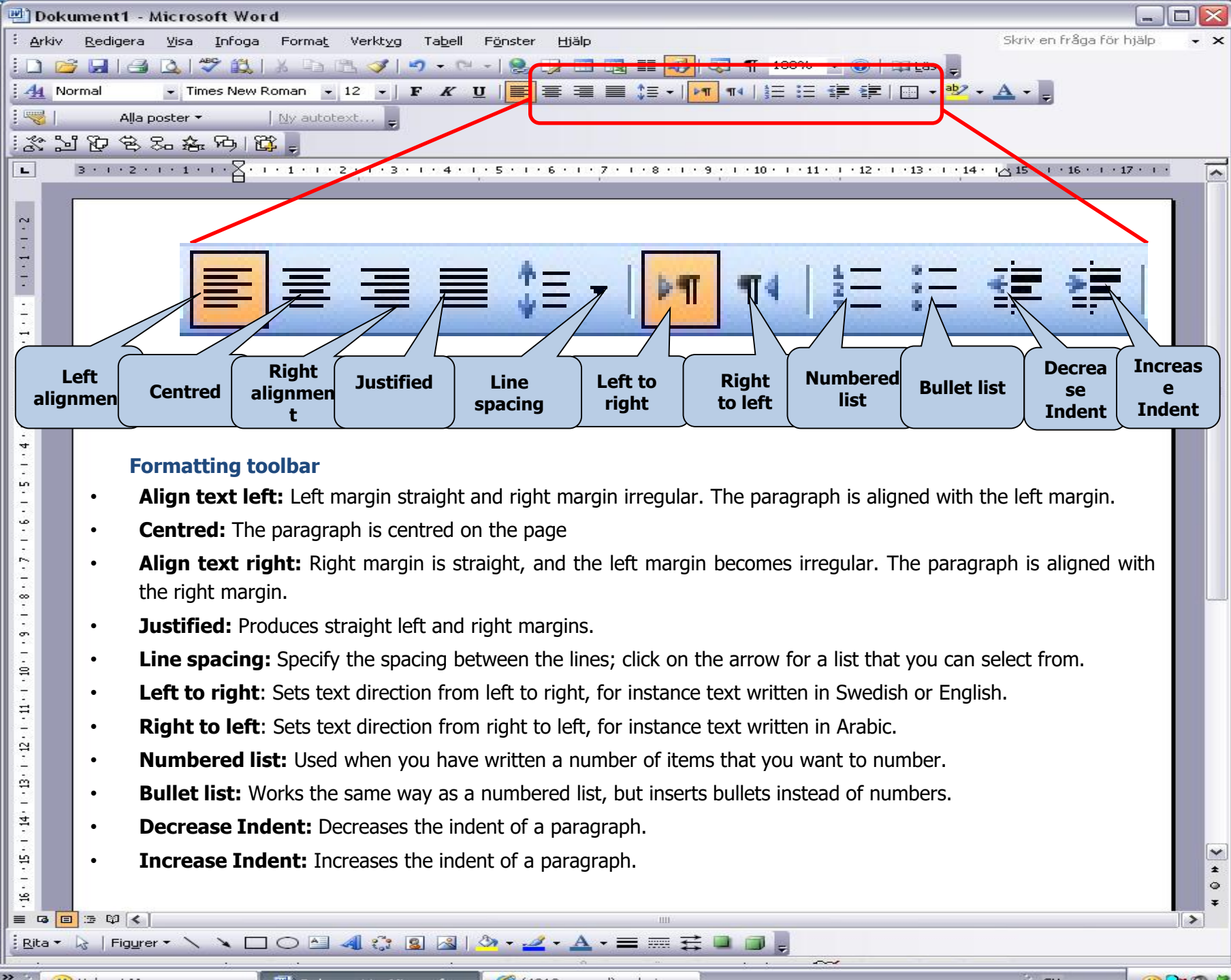
***Underline, Bold and Italics***

*Underline and Italics*



## Editing tools

- **Cut:** Used to cut out all or selected parts of the document, allowing you to paste them into another location in the document or into another document.
- **Copy:** Used to copy all or parts of the document and paste them into another location in the document or in another document.
- **Paste:** Used to paste the part of the document cut or copied in the previous step. Move the cursor to exactly where you want the text to be and then click **Paste** once.
- **Format painter:** Make a copy of the text format's *size, style, colour, font, etc.*, and copy this formatting to another part of the text.
- **Undo:** Undoes the most recent operation. If you click this arrow, you can go back in the document and undo multiple steps.
- **Redo:** Click to redo what you just undid.



- Left alignment
- Centred
- Right alignment
- Justified
- Line spacing
- Left to right
- Right to left
- Numbered list
- Bullet list
- Decrease Indent
- Increase Indent

### Formatting toolbar

- **Align text left:** Left margin straight and right margin irregular. The paragraph is aligned with the left margin.
- **Centred:** The paragraph is centred on the page
- **Align text right:** Right margin is straight, and the left margin becomes irregular. The paragraph is aligned with the right margin.
- **Justified:** Produces straight left and right margins.
- **Line spacing:** Specify the spacing between the lines; click on the arrow for a list that you can select from.
- **Left to right:** Sets text direction from left to right, for instance text written in Swedish or English.
- **Right to left:** Sets text direction from right to left, for instance text written in Arabic.
- **Numbered list:** Used when you have written a number of items that you want to number.
- **Bullet list:** Works the same way as a numbered list, but inserts bullets instead of numbers.
- **Decrease Indent:** Decreases the indent of a paragraph.
- **Increase Indent:** Increases the indent of a paragraph.



## Align text left

## Centred

## Align text right

**Bulleted list** - In order to compose a bulleted list:

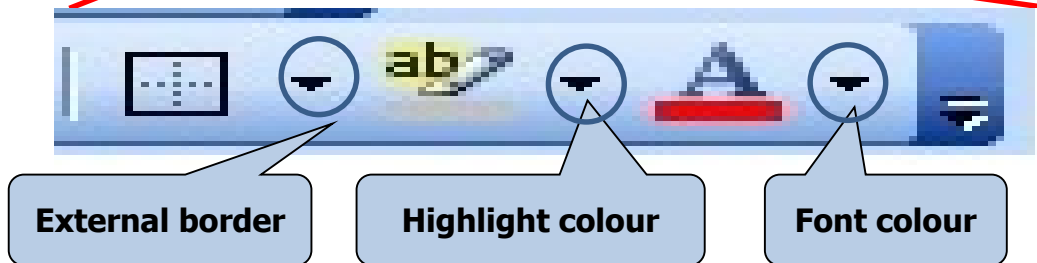
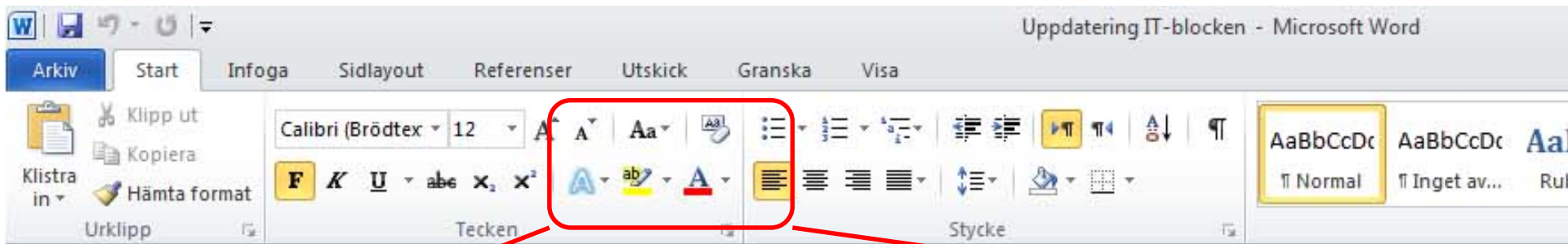
Write the first item, and then click *Bulleted list* on the toolbar. Every time you press *Enter*, a new line with a bullet is created. To complete the list, press *Bulleted list* on the toolbar again.

- The first bullet
- The second bullet.
- The third bullet.

**Numbered list** - In order to compose a numbered list:

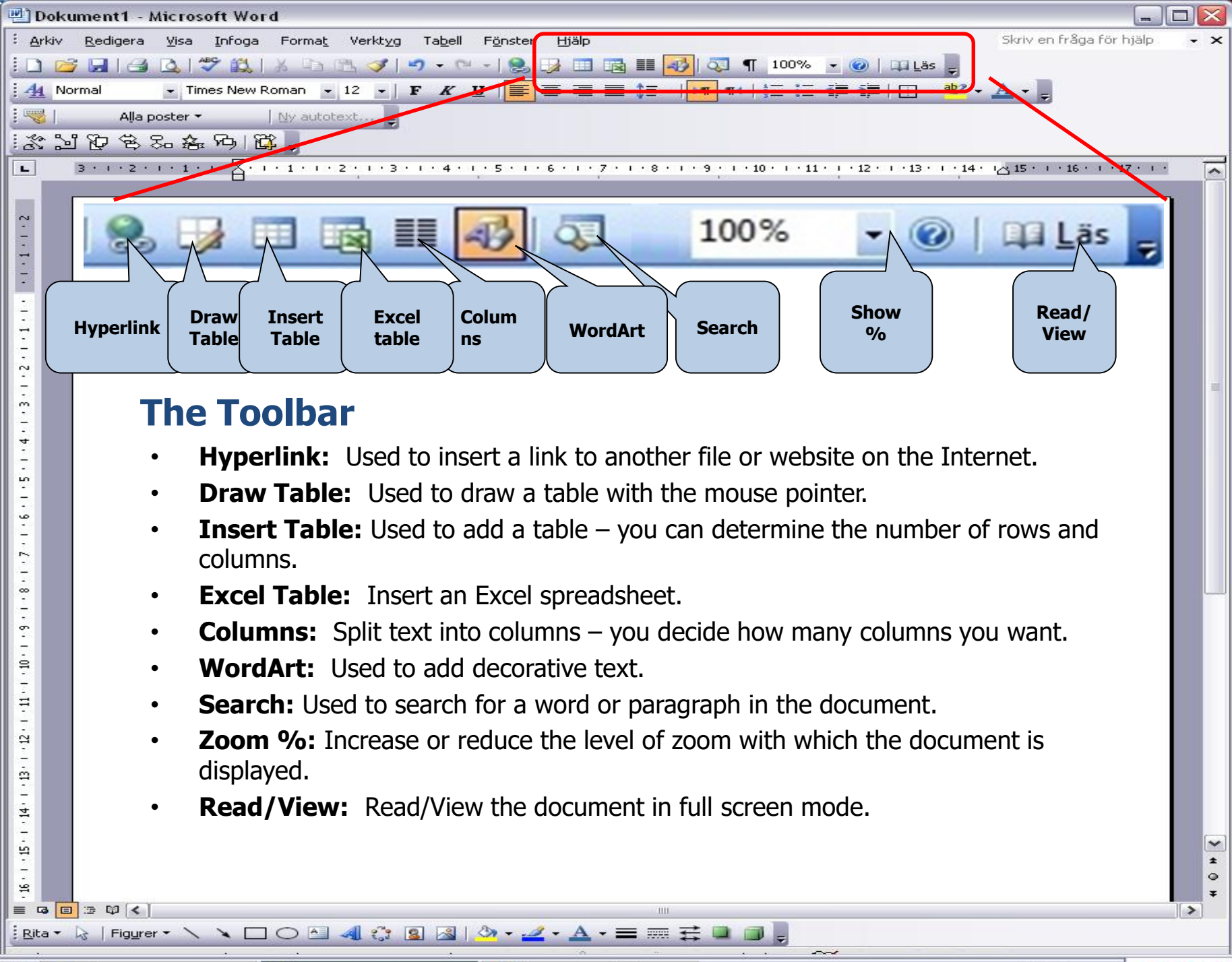
To write a numbered list, begin by writing the first item, and then press *Numbered list* on the toolbar. Every time you press *Enter*, a new numbered line is created. To complete the list, press *Numbered list* on the toolbar again.

1. The first number.
2. The second number.
3. The third number.



## Formatting toolbar

- **External border:** Used to draw a border around the text.
- **Highlight colour:** Used to select the characters' background colour. You can select any colour from the list by clicking on the arrow.
- **Font colour:** Select the font colour from the list by clicking on the arrow.



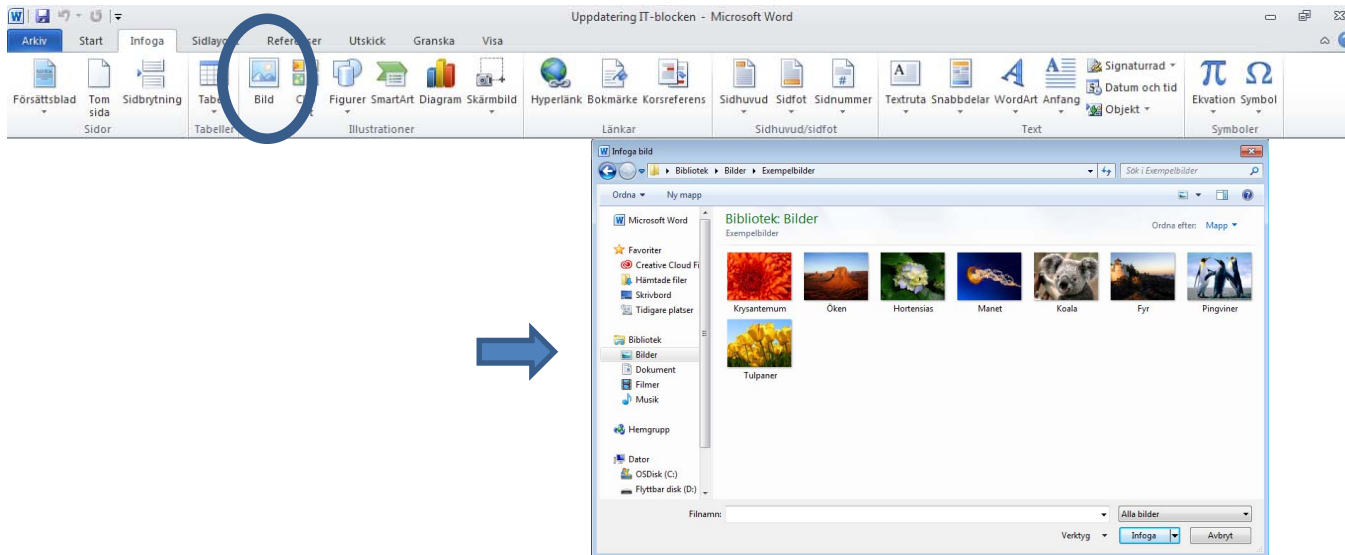
## The Toolbar

- **Hyperlink:** Used to insert a link to another file or website on the Internet.
- **Draw Table:** Used to draw a table with the mouse pointer.
- **Insert Table:** Used to add a table – you can determine the number of rows and columns.
- **Excel Table:** Insert an Excel spreadsheet.
- **Columns:** Split text into columns – you decide how many columns you want.
- **WordArt:** Used to add decorative text.
- **Search:** Used to search for a word or paragraph in the document.
- **Zoom %:** Increase or reduce the level of zoom with which the document is displayed.
- **Read/View:** Read/View the document in full screen mode.

# Insert images

- Click **Insert**. Select **Image**.
- Opens a dialogue box where you can select an image from the computer, then click Insert.

## Word 2010

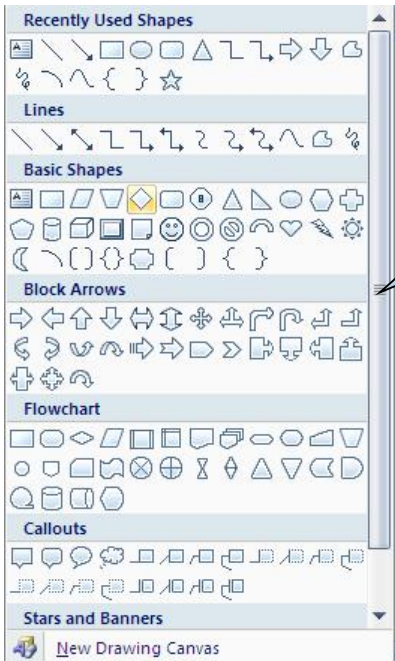


# Inserting shapes or WordArt in documents

Used to add a shape or to combine multiple shapes. Click on the **Insert** menu and choose **Shapes**. You can choose among lines, standard geometric shapes, arrows, etc.



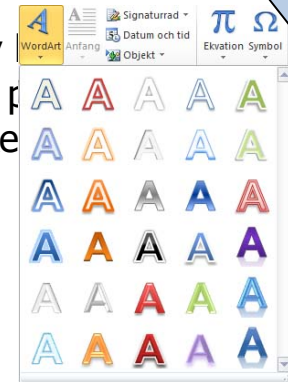
Selects decorative text you can add to a document



Select the shape you want to insert in the document

It is possible to change the size of a shape by dragging the edge of the shape. When the mouse pointer is over the corner or side handle, you can drag the shape to make it larger or smaller.

Maria



Use the **Insert** menu and select **WordArt** to add decorative text to a document.

Opens ready-made models that you can choose from.

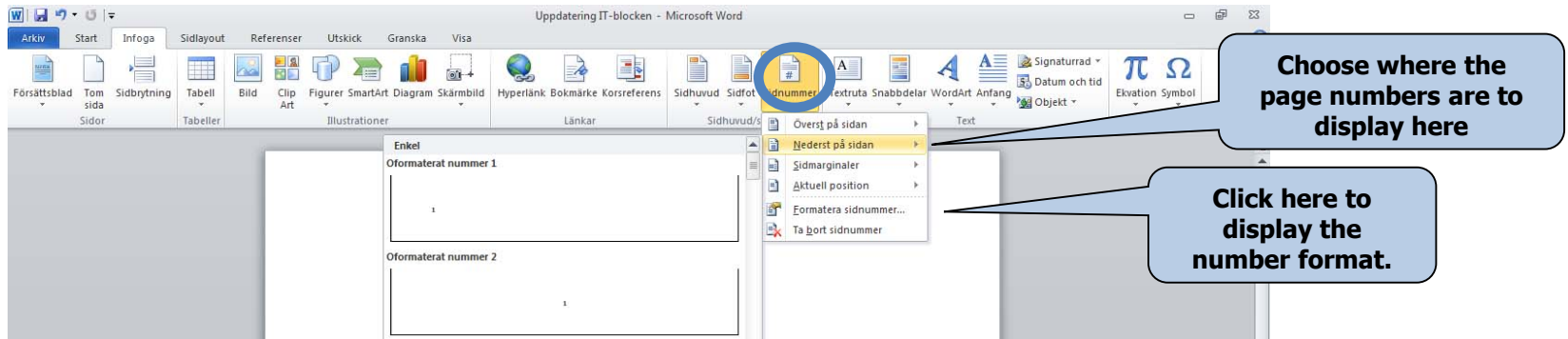
- You can make changes to existing WordArt, such as text color, by using the drawing tool options that automatically appear when you insert or select WordArt in a document. Or right-click on the shape using the mouse, and select **Format Auto Shape**.

Skriv din text här

Write text here

# Inserting page numbers

- Click on the **Insert** menu and select **Page Number**.



- You can decide where you want the page number to appear in the **dialogue box**.
- You can choose whether you want to use letters or numbers for the pagination, and which letter or number you want the pagination to begin with

# Borders

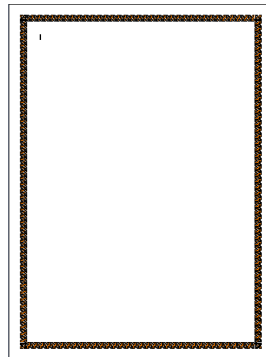
. Open **Page Layout** and then click **Page Borders**.

The following dialogue box opens where you can select the style of the page border, page border type, the width of the page border, as well as art.

Previews the page border

Choose whether to apply a page border to the entire document, or some other option.

Page border style



## Borders and Shading

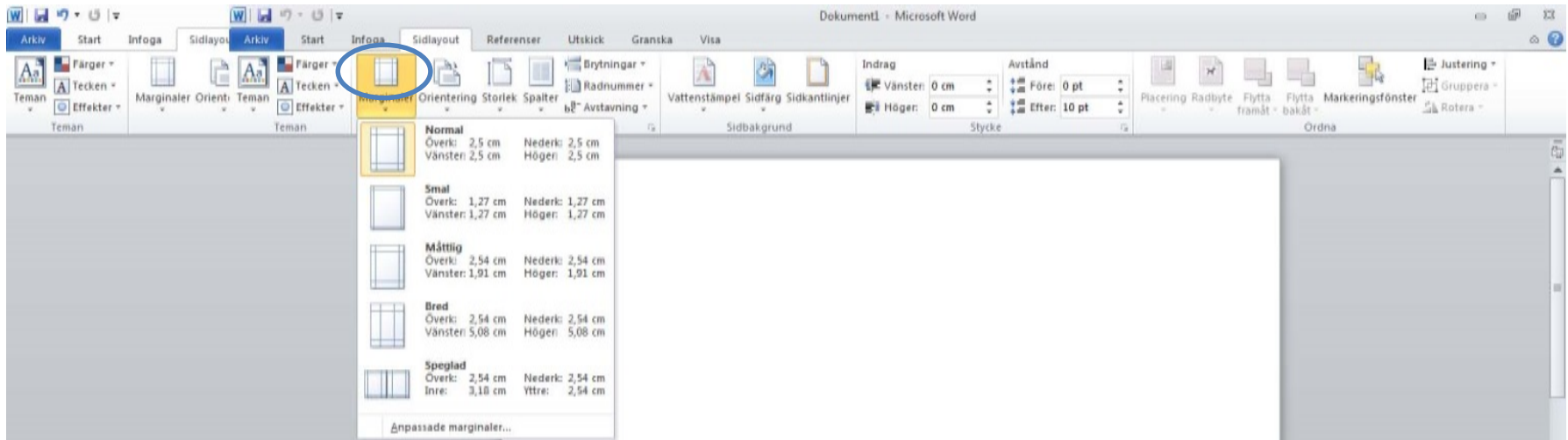
Tab 1, **Borders**

Tab 2, **Page Border**

Tab 3, **Shading**

# Margins and Page Setup

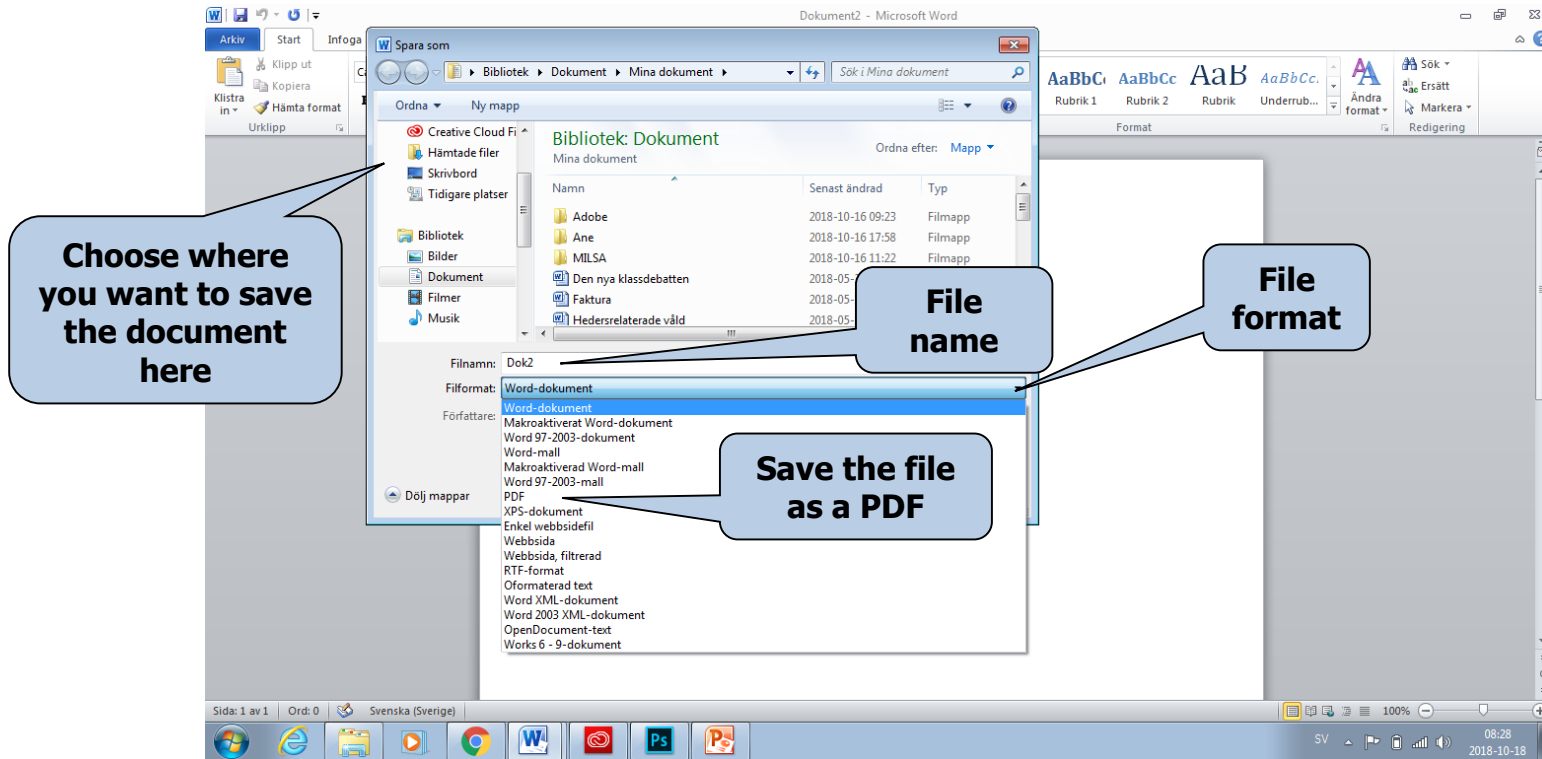
- Control the margins by opening **Page Layout** and choosing **Margins**.





# Save

- Save a new file by opening the **File** menu and selecting **Save As**.



- There are several file saving options in Word.
- A dialogue box displays where you can choose where you want to save the document, the name you want, as well as the format.
- To create a new document, select **Save As** from the **File** menu. To save the changes you have made to a previously saved document, click **Save** on the toolbar or select **Save** from the **File** menu.
- To make a copy of an existing document, select **Save As** and enter a new name for the document.

# Preview and print

Before printing, it may be good to have an idea of what your document looks like. Preview mode displays each page in the document as an image.

- Open the Print menu and select Print. There are several options to choose from.

The image shows the Microsoft Word Print dialog box with several callouts explaining its features:

- Print entire document**: Points to the 'Skriv ut' button.
- Number of copies**: Points to the 'Kopior' dropdown menu, which is set to 1.
- Choose a printer**: Points to the printer selection dropdown, which is set to 'Samsung CLP-360 Series Frånkopplad'.
- In order to print specific pages, enter the page number in the adjacent box**: Points to the 'Sidor' input field, which is currently empty.
- Collation**: Points to the 'Sorterat' dropdown menu, which is set to '1,2,3 1,2,3 1,2,3'.

The dialog box also includes sections for 'Skrivare' (Printer), 'Inställningar' (Settings), and 'Utskriftsformat' (Print Range). The 'Inställningar' section includes options for 'Skriv ut alla sidor', 'Skriv ut hela dokumentet', 'Skriv ut på ena sidan', 'Skriv bara ut på ena sidan', 'Sorterat', 'Stående orientering', 'A4', 'Normala marginaler', and '1 sida per ark'.

- Open the **Print** menu and select **Print**. A new dialogue box displays where you can choose from various printing options.