

Introduction to Word Processors

I) Word Processor: is an application software tool that processes textual matters and creates flawless documents. Eg: LibreOffice Writer, Microsoft Word, PageMaker, AbiWord.

II) Document is a file that contains text or images. Eg : biodata, reports, letters....

III) Features of a Word Processor

- a) **Quickness** : Documents can be created ,edited ,saved and printed quickly and easily.
- b) **Word wrapping**: It is the feature of automatic placing of the word that passes the right margin to the next line.
- c) **Editing Features**: It is the process of correction like deleting, moving ,inserting.....of text or graphics.
- d) **Tables**: They help to present text in rows and columns.
- e) **Formatting features**: Formatting is the process of making the documents more legible and attractive.
- f) **Header ,Footer and Page Number**:
Header: Text appears at the top of all pages of a document.
Footer : Text appears at the bottom of all pages.
Page Number: Continuous numbers given to each page in a document .
- g) **Object Linking and Embedding (OLE)**: It is the technology of sharing information between programs through objects. The objects like images ,charts ..created with other softwares can be linked and embedded with the document.
- h) **Spell Check and Grammar Check**: Word Processor keeps a standard built in dictionary. Using it the word processor scans the document and checks for the spelling and grammar mistakes.
- i) **Mail Merging**: It is facility of printing many copies of the same content with different addresses.
- j) **Index and Table of contents**: **Index** is the collection of important words in the document. **Table of contents** includes main headings and sub headings .It is placed at the beginning of the document.

- k) **Templates:** are the predefined document formats. It helps to create documents easily by just entering text at the required positions.

IV) LibreOffice Writer IDE



Integrated Development Environment: It provides facility to create , edit and print the document. The main components of IDE of LibreOffice Writer are Title bar, Menu bar, Tool bars ,Ruler, Scroll bars,Status bar and Text area.

1. Title Bar

It shows the name of the document, name of the software and control buttons.

2.Menu Bar

It displays the available menu such as File,Edit ,Insert etc. Each menu may contain pull down menus and sub menus.

3.Tool Bars

Tools (buttons) are the icons (small pictures) of the short cut commands. When we place the mouse pointer over a button, a short text describing it is appeared. It is called **Tool Tip**.

There are many tool bars like standard tool bar, Formatting tool bar,Drawing tool bar etc.

4.Scroll bars

Scrolling is the process of moving through up and down or left and right through the document. It is done by by the vertical and horizontal scroll bars .

5.Ruler

The left and right ruler bars allow to set the margins of the document.

Margin is the distance between the text and an edge of the paper.

Four types of margins

1. Left margin: Distance between the text and the left edge of the paper.
2. Right margin: Distance between the text and the right edge of the paper.
3. Top margin: Distance between the text and the top edge of the paper.
4. Bottom margin: Distance between the text and the bottom edge of the paper.

6. Status bar

It can be seen at the bottom of IDE. It shows the page numbers,language ,number of words ,characters ,zoom area etc. Zoom area is useful to get closer and distant view of the document.

7.Text area:

It is used for entering text in a document. It is also called the document area.

V) Creating a New Document:

A new document can be created using any one of the following method:

1. command sequence : File > New
2. Short cut keys : Ctrl+N
3. Tools :New button in the standard tool bar

In such cases a new document will be opened in the IDE window.

VI) Saving a Document:



A document can be saved for the first time using any one of the following procedure:

1. command sequence : File > Save
2. Short cut keys : Ctrl+S
- 3.Tools :Save button in the standard tool bar

The Save window will be appeared. Give suitable file name and click on the Save button. The file will be saved with the file extension **.odt**.

Save As command is used to save the same document in a different name and format:

For this any one of the given methods can be used:

1. command sequence : File > Save As
2. Short cut keys : Ctrl+shift+S
- 3.Tools :Save As button in the standard tool bar

VII) Closing a Document:

A document (without LibreOffice Writer Application) can be closed using any one of the following method:

1. Command sequence : File >Close
2. Tools :Close button at the right side of the menu bar.

If we have not saved the document Writer will prompt us with a dialog box .It contains Close ,Close without Saving ,Cancel and Save options.

Closing a Document and LibreOffice Writer Together

A document and the LibreOffice Writer application can be closed together using any one of the given procedure:

1. command sequence : File > Exit LibreOffice
2. Short cut keys : Ctrl+Q
- 3 Tools :Close button in the title bar

VIII) Opening a Document

- 1.Command sequence : File > Open
2. Short cut keys : Ctrl+O
- 3.Tools : Open button in the standard tool bar

Open dialog box will be appeared. Choose the file and click on the Open button in the window.

IX) Editing a Document

It is the process of correction like deleting, finding, moving, replacing, inserting.....of text or graphics.



A. Prerequisites for editing:

We need to perform some operations like navigation, Insert/OverWrite mode setting, undo/redo actions, text selection etc for editing the document.

1. Navigation : It is the process moving from one point to another in a document.

Navigation can be performed using :

a) keyboard b) mouse and c) scroll bars

a) keyboard

Arrow keys: To move cursor to the very next character or line of the document.

Home :To move to the beginning of the current line.

End :To move to the end of the current line.

Page Up:To move to the page just before the current page.

Page Down:To move to the page just after the current page.

Ctrl+>: To move to the beginning of the next word.

Ctrl+< :To move to the beginning of the previous word.

Ctrl+Home : To move to the beginning of the document.

Ctrl+End : To move to the end of the document.

b)Mouse :

By moving the mouse pointer we can place the cursor anywhere in the document. The scroll button of the mouse helps us to navigate through the pages of the document.

c)Scroll bars:

By dragging the scroll buttons in the scroll bars we can move up, down, left and right of the document.

2.Insert/Overwrite mode setting:

The Written documents are set any one of the given two modes using Insert key. It is a toggle type key. By default the document is in insert mode. The mode status of the document is displayed in status bar.

Insert mode: A new character can be inserted without losing the existing one.

OverWrite Mode: A new character can be inserted by deleting the existing one.

3.Undo and Redo actions

Undo : To cancel the most recent action.

1.command sequence : Edit > Undo

2.Tools :Undo button in the Standard tool bar

3. Short cut keys : Ctrl+Z

Redo : To retrieve the most recent action canceled by Undo.

1. Command sequence : Edit > Redo
2. Tools : Redo button in the Standard tool bar
3. Short cut keys : Ctrl+Y



4. Text Selection

It is the process of selecting a block of text prior to edit.
It can be done in two ways:

a. Using the Mouse

Place the cursor at beginning of the text, hold down the left button and drag.

b. Using the Keyboard

Place the cursor at the beginning of the text, hold down shift key and press navigation keys.

To select the whole document

Command sequence: Edit>Select All
Short cut keys: Ctrl+A

B. Cut, Copy and Paste functions

Cut- Moving text from one part of the document to the other part.

Copy- Makes the several copies of the text in different parts of the document.

Cut and Paste Functions

It requires the following steps:

1. select the text.
2. cut the text using any one of the following method.
 - a. Command sequence: Edit> Cut
 - b. Short cut keys : Ctrl+X
 - c. Tools : Cut button in the standard tool bar
 - d. Mouse : click right button and select Cut from context menu
3. Place the cursor in the position where text is to be moved.
4. Paste the text using any one of the following method.
 - a. Command sequence: Edit> Paste
 - b. Short cut keys : Ctrl+V
 - c. Tool : Paste button in the standard tool bar
 - d. Mouse : click right button and select Paste from context menu.

Copy and Paste Functions

It requires the following steps:

1. select the text.
2. copy the text using any one of the following method:
 - a. Command sequence: Edit> Copy
 - b. Short cut keys : Ctrl+X
 - c. Tools : Copy button in the standard tool bar
 - d .Mouse : click right button and select Copy from context menu
3. Place the cursor on the position where text is to be moved.
4. Paste the text using any one of the following method:
 - a. Command sequence:Edit> Paste
 - b. Short cut keys : Ctrl+V
 - c. Tools :Paste button in the standard tool bar.
 - d .Mouse : click right button and select Paste from context menu.

Comparison

Cut-Paste	Copy-Paste
Does not duplicate text.	Duplicates text.
Selected text will be present at the destination only.	Selected text will be present both at the source and destination.
Moves the text from one place to another.	Copies text to other parts of the document.

C. Deleting a Text

It is the process of removing a text permanently from the document.

Methods:

1. Cut the text using cutting options.
- 2.Press Del key- to delete text leads the cursor.
3. Select the text and press Del key to remove the selected text.
- 4.Press Back space to delete the text preceds the cursor.

D.Find and Replace facility

a) Finding a text

Locating a particular word in a document.

It is done by using any one of the following method:

- 1.command sequence : Edit >Find
2. Short cut keys : Ctrl+F

A floating tool bar will be displayed. Type the search word in it .The tools bar provides the button to find the every occurrences of the given word.

b) Finding and Replacing of the Text

This option is used to find a word and replace it with a new one.
It is done by any of the following methods



1.command sequence : Edt> Find & Replace

2. Short cut keys : Ctrl+H

3.Tool bar : Find&Replace button in the standard tool bar

A dialog box to enter the search text and replace text will be appeared. The check boxes *match case* and *whole words only* are provided.

Usually the case of text is not considered while searching. Match case allows to ensure case sensitivity of the text.

Whole word only helps to find the text that appears as a whole word. Replace all button helps to replace every matching words at a time.

X) Formatting the Documents.

General arrangement of the text is called formatting.

Three types of formatting:

1.Character formatting 2.Paragraph formatting and 3.Page formatting.

1.character formatting

It is the controlling of the appearance of each characters in the document.It includes:

- a)setting font characteristics (size,type and color of the text)
- b) text attributes(bold,italic ,underline etc)
- c) text positions(superscript,subscript etc)

Any one of the given methods can be used:

1. command sequence:Format>Character

2.Select the text ,place the mouse pointer in the selected area,click the right button and choose character from the pull down menu.

The character dialog box will be displayed with the following tabs.

a..Font : It provides font faces,style and size.

b.Font Effects: It is used to set the Font Color,Effects and Relief. It also provides underlining,over lining and strike through effects.

c.Position; Using this tab we can super script/subscript the text ,rotate the text and set spacing between characters

Hyperlink,Background(highlight) and Borders are the other tabs in the character dialog box.

Some formatting features can be applied with the help of the short cut keys:

Ctrl+B -To make font style bold.

Ctrl+U- To underline the text.

Ctrl+I - To make the text italic.

Ctrl+B+U+I - To give all of the above styles to the text.

Copying a Format



Writer gives an easy way to copy the format of a text and apply to other text of the document using Format paint brush button in the standard tool bar.

The procedure is as follows:

1. Select the text from where the format is copied
2. click on Format Paint Brush button. (double click to apply the same format to multiple text.)
3. click on the text where the format is to be applied.

2. Paragraph formatting

It is the process of controlling appearance of the entire text in a paragraph.

Paragraph is a text delimited by the Enter key.

These facility can be used with any one of the following method.

1. Command sequence: Format > Paragraph
2. Select the text, place the mouse pointer on the selected area, click the right button and choose Paragraph from the pull down menu.

Paragraph formatting includes :

a) Paragraph alignment

It refers to the alignment of the text within a paragraph with respect to the document margin.

There are two categories of alignment s: Horizontal and vertical

Horizontal alignment

Alignment of the text with respect to left and right margins.

- a) Align Left: Align the selected text/paragraph to the left margin.
- b) Align Right: Align the selected text/paragraph to the right margin.
- a) Centered: Align the selected text/paragraph to the middle of the margin.
- a) justified: The spaces between the words in a line are adjusted in such a way that the first word aligns with the left margin and the last word aligns with right margin.

Vertical alignment :



Alignment of text with top and bottom margins of a cell in a table. This alignment has no effect on normal text appearing in the document.

- a) Top: The text is aligned to the top of the cell
- a) Bottom: The text is aligned to the bottom of the cell
- a) Middle: The text is aligned to the middle of upper and lower margin of the cell

b). Paragraph Indentation and Line Spacing:

indentation The indent refers to the distance between the text boundaries and the page margin.

Classification based on the nature indentation:

1. Left indent (Indent before text): Indentation between the left margin and the text

- 2.Right indent(Indent after text): Indentation between the right margin and the text
- 3.First line indent: Indentation between the left margin and the first line of the text.
- 4.Hanging indent : Indentation between the left margin and all lines except the first line of the text .

Classification based on the values given to the indentation:

- 1.Postive indent: Here text is placed little inward from the margin.
- 2.Negative indent: Here text is placed little outward from the margin.

Line Spacing

It refers to the space between the two lines of the document. It is also known as the total height of the line of a text.



c. Drop Caps Features

This feature is used to increase the height of the first letter of a paragraph to the height of 2 or more lines.

To use this feature proceed as follows:

- 1.Place the cursor where we utilize the facility.
- 2.Open the Paragraph dialog box and select Drop Caps tab.
3. Specify the number of characters and number of lines to be dropped.
4. Click OK button.

d. Bullets and Numbering

It is used to arrange the different items in a list.

Two types of lists

a) Bulleted lists

It is used when the items of the list does not require any order.

b) Numbered lists

It is to used to present items in a particular order.

The procedure:

- 1.Click on format menu and choose Bullets and Numbering option.
- Bullets and numbering window will be appeared
- 2.Select the desired bullet /number and click OK button.
3. Go on with typing of each item.

A tool bar appears at the bottom of the IDE window helps to move the items upwards and downwards.

3. Page Formatting

It is the setting of page layout and design.

Procedure:

1. Use the command sequence :Format>Page
- 2.The Page Style dialog box will be displayed. Using the different tabs we can apply the different features to a page.

Page Size (Paper Size) and Orientation

Orientation refers to whether the text is to be printed length wise(portrait) or width wise (land scape).

We can set the orientation and paper size using the Page tab of the Page Style dialogue box.

Margins of the page can be set using ruler bars or Page Style dialogue box.

Header and footer



The common text appears on the top of every pages is called the header and at the bottom is called the footer. A header is printed in the top margin while the footer is printed in bottom margin.

To insert the header
use the command sequence Insert>Header.

To insert the footer
use the command sequence Insert>Footer.

To insert page number in footer section

Place the cursor is in the footer section and use the command sequence
insert> field>Page Number

Header/footer can be inserted with the help of Page Style dialogue box also.

XI) Printing the document

We can take the hard copy of the document using any one of the following procedure:

1.command sequence: File > Print

2 .short cut keys :Ctrl+P

3. Tools :Print button from the standard tool bar

The Print dialogue box will be opened .We can give page numbers, number of copies etc.

Print Preview

It can be obtained through any one of the given procedure:

1.Command sequence File>Print Preview

2. shortcut : Ctrl+Shift+O

3.Tool bar: Print Preview option from the standard tool bar