Advanced Word Processing

1. **Type First; Fix and Format Later**
   You may think it's easier to fix things as you go, but unless you have considerable word processing skills, and the ability to imagine what the finished project should look like, start with typing what you want to say.

2. **Use The Enter Key *Only* When You Want To Start A New Paragraph, Not At The End Of Every Line.**
   Word processors automatically "wrap" text onto the next line for you.
   > If your work is supposed to be double-spaced, you will do that later when you start to format your work. Do ***not*** press the Enter key twice at the end of a line to double-space.

3. **Use The Space Bar Correctly.**
   Use ***one space after all punctuation***.
   Use the ***Tab key to indent*** for paragraphs.

4. **Getting Set Up In Microsoft Word**
   The ruler and four toolbars are most often used for efficiency. Use the View Menu--> Toolbars and Ruler. Tool Bars can be "anchored" at the top or bottom of your Word window, or they can "float" on the document. It is probably best to "anchor" the Tool Bars that you use frequently. You can move them by putting the point of your cursor over the left end where there is a small "bar." Notice that the cursor has now changed to a two crossed arrows that will allow you to drag this Tool Bar to a new location.

   > **Standard Toolbar** has the basic/common functions that most people will use when word-processing; all buttons are active and can be moved.

   > **Formatting Toolbar** provides basic information about the document— style, font, font size, font style, alignment, numbering, etc.

MS Word provides "styles" which are formatting characteristics for text to quickly change its appearance.

When you apply a style, you apply a whole group of formats in one simple task. For example, you may want to format the title of a report to make it stand out. Instead of taking three separate steps to format your title as 16 pt, Arial, and center-aligned, you can achieve the same result in one step by applying the Title style. Use the drop down menu in the Formatting Toolbar to see the various styles that can be applied.
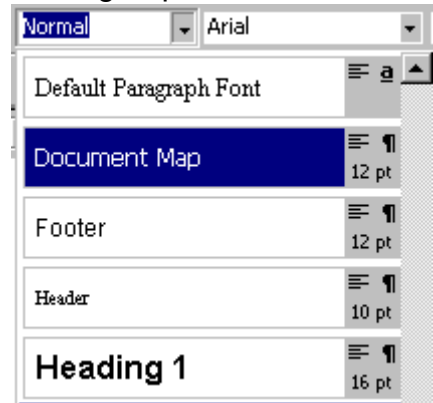
Draw Toolbar not only shows buttons for basic drawing functions, it also has an extended menu (a drop down menu) that allows you to make important choices when working with graphics.

Picture Toolbars allows for manipulation of pictures and other graphics cropping, contrast settings, adding a line around a graphic, setting the background to transparent, etc.

5. **Use Appropriate Fonts**
    Change the font and font size after you have set the margins and the line spacing.
    General guidelines about fonts, style, and size
    ⇒ **Times New Roman** is considered to be the most readable font (or so say the people who study such things), but it's a small, narrow, font.

    ‣ A similar font that is sometimes easier to read is **Bookman Old Style**, if that is available. Notice that Bookman is much larger and rounder than Times New Roman.
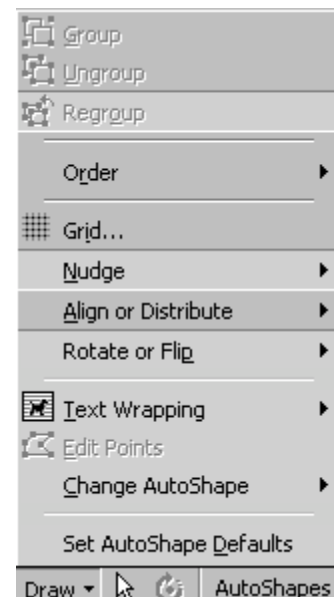
Suggested fonts for the body text

Arial	Baskerville	Book Antiqua
Californian	Century Schoolbook	Century Gothic
Franklin Gothic Book	Footlight	Garamond
Georgia	Goudy Old Style	New Zurica
Nimrod	Perpetua	Poor Richard
Tahoma	Trebuchet	Tribune

- ⬤ `Courier makes assignments look like they were done on a typewriter, not on a computer. Also, notice the odd spacing in Courier.`

- ⬤ Script Fonts, such as *Amazone BT*, *Blackadder ITC*, **Brush Script**, *Edwardian Script,* should be used for special situations such as invitations, and they should always be a much larger size than regular fonts. The fonts listed are all the same size as Arial, but notice how much smaller they look.

- ⬤ Σψμβολ (Symbol) is used for mathematical and/or scientific equations.

- ⬤ **Webdings** or **Wingdings** are also "symbol" or special character fonts that have special or limited uses in for your work. We will look at these in more detail later.
    - ▶ Some Webdings/Wingdings would be:

6. Using <u>underlining</u>, bold type, and *italics*

<u>Underlining</u> is very seldom used in word processing. It's a throwback to typing. Use underlining only for math equations or scientific formulas. It should not be used in word processing.

Italics should be used for titles or names of the following:

Aircraft	*Albums*	*Books*	*Film*
Journals	*Long Poems*	*Musical Pieces*	*Magazines*
Newspapers	*Paintings*	*Pamphlets*	*Plays*
Sculpture	*Ships*	*Software Programs*	
Spacecraft	*Trains*		

Italics should also be used for foreign words or phrases, *n'est-ce pas*?
Knowing how to use *italics* will help you produce documents that illustrate the *crème de la crème* of style.

Italics may also be used for *emphasis* within a body of text.

Bold type is best for sub titles or subheadings, but using all CAPS IS DIFFICULT TO READ IN MORE THAN ONE LINE.

7. **Alignment**
Left alignment with ragged right edges is the most commonly used. It should always be used for the body of your paper.

Center alignment is used for emphasis, announcements, invitations, and short sections of text. It is not often used with a larger body of left or justified text.

Right alignment creates a special effect. Remember that right alignment means the text is tight against the right margin.

Justified text will cover the width of a page, but it will also change spacing in order to do that. It often cuts down on the number of words that will fit on a line and sometimes makes large bodies of text look "darker" or crowded.

8. **Spacing, Indents, Tabs, and Numbering**
Correct use of indents, tabs, and numbering can make word processing look very polished and professional. Learning the correct use of indents, tabs, and numbering can make users insane.

The first step is understanding how to use these features, knowing what each one does, and recognizing the difference between word processing and typing.

Make sure you can see the "ruler" in a word processing document. If it is not visible, go to View --> Ruler and click on it so that a check mark appears.
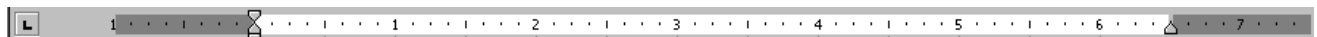
Spacing
When using a word processor, there is only one space after any punctuation. The old typing "rule" was different, but because word processing is different, one space after any punctuation. Use the Tab key for any other spacing and then set the tab on the ruler.
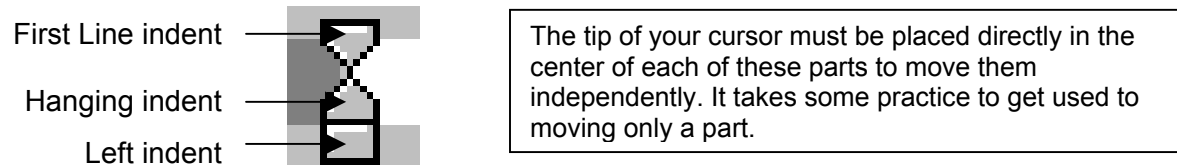
Margins
The page margin is set in File-->Page Set Up. Traditional margins are one inch on each side. The margins are show on the ruler at each end of the "usable" space on a page.
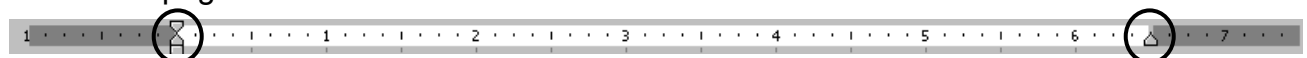
Indents

Do not tap the space bar five times to indent. Press the tab key once, which will indent one half inch from the left margin. Default tabs are set every half inch in a page.

Three kinds of indents that can be set using the first set of marks on the ruler:

First Line indent

Hanging indent

Left indent

> The tip of your cursor must be placed directly in the center of each of these parts to move them independently. It takes some practice to get used to moving only a part.

First Line indent—most frequently used for the first line of a paragraph in traditional formats. "Block" style format does not use first line indents.

Hanging Indents are the opposite of first line; successive lines are indented where the first line is not.

Left indents move a whole block of text to the right of the left margin, but the whole block must be highlighted to apply this indent.

Tabs

Various kinds of tabs produce a polished appearance in documents, when used appropriately. The far left portion of the ruler shows the tab setting. Be sure you have highlighted the text in which you want to set tabs. Clicking on the tab will cycle through the available kinds of tabs. Clicking on the ruler will then place that tab in the desired location of the document.

Left tabs are the most commonly used; similar to indents, but used when you want to have information appear in "columns" but you do not want to use the Format-->Columns function. (Using Format-->Columns will take the highlighted text and create three equal columns with the information flowing from column 1, to the second and successive columns. This might make a difference if you have want columns with specific information in each one, or if your data is in some successive order that should be read down or across columns.)

Mary Achie	Rose Busch	Freida Convict
Francis Crowded	Stan DeChance	Hammond Deggs
Lois Denominator	Neil Downe	Will Forgett
Kelly Green	Jim Shues	

Right tabs might be seen in a memo as shown below

To:	My Supervisor
CC:	My Supervisor's Supervisor
From:	Me
Re:	How To Use Tabs Correctly
Date:	Today

Decimal tabs work well for aligning dollars figures or time

$412.59		$412.59	8:30 am		8:30 am
73.69	or	73.69	10:15 am	or	10:15 am
4.99		4.99	1:30 pm		1:30 pm

Numbering

Microsoft Word frequently frustrates users who are numbering items in a document. The best advice, particularly for teachers who number questions in assignments, tests, etc., is to turn off the number formatting. This may have to be done more than once depending on the word processing formatting.

Format--> Bullets and Numbering

Note:
One common error that will create huge formatting problems is the use of multiple tabs rather than a hard return (pressing the Enter key). Tabbing to the next line of text can make text move all over document when fonts or margins are changed.
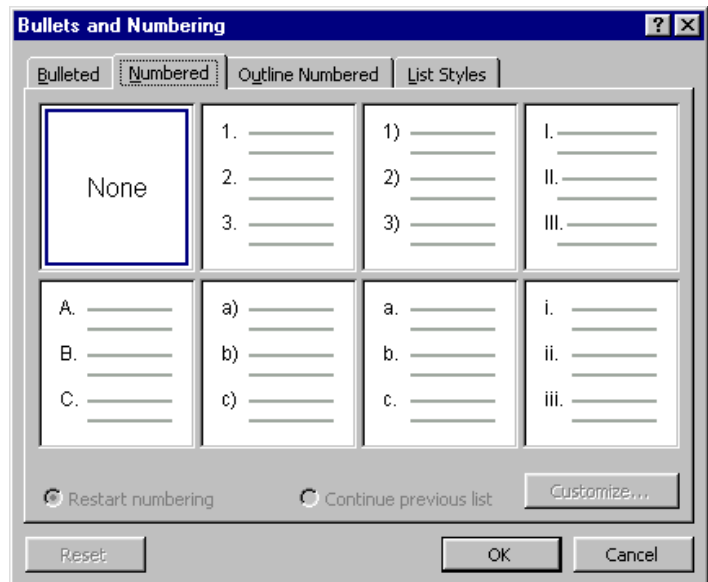
9. **Clip Art**
   Click on your text at the point where you want to insert some clip art. Go to **Insert→Picture→Clip Art**. When you click on this option, a new window will appear. You can type a "search word" to find specific images if you do not see a "category" that you are looking for, or you can click on any of the category boxes to view the clip art available.
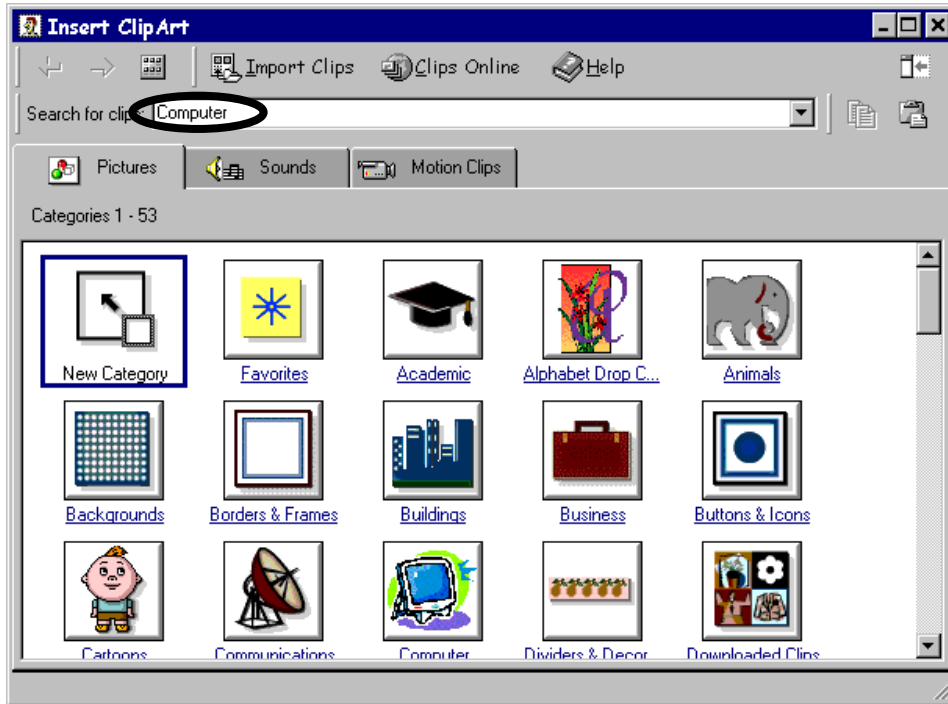
When you have found the clip you want to insert, click on it and a small menu will appear. If you left click and a picture menu appears, click on the first icon with an arrow; if you right click, you will get a text menu→ paste. This will put the clip art in your documents, but there are a few other steps you so that you can work with the art.
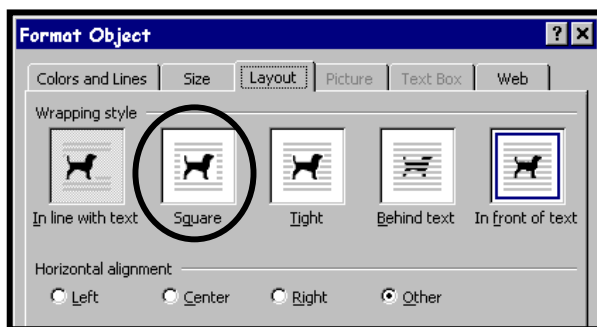
10. **Resizing the clip art (or any other graphic element).**
Put the cursor on ant one of the corner handles (circled) and pull diagonally toward the center. This will make the picture smaller. Pull out from the center to enlarge the picture.

Next, double click on the picture and chose the layout tab from the window that appears.

The best choices for clip art are "square" and "other" which will allow you to move the picture any place on the page and the text will wrap around it. You can experiment with other choices for different effects. This choice will probably make your clip art "jump" to a new position on the page, but you can pull it to the place you want it.
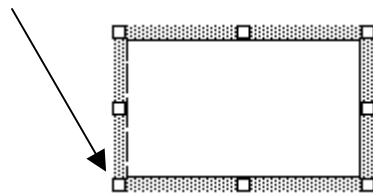
11. Headers and Footers

Go to View→Header And Footer. Notice how your page has changed. The body of the text is now grayed out and you have a small area at the top and bottom of the page where you will be working.

The most common uses of headers and footers would be the placement of page numbers, dates, document names, etc. Common choices are available from the Header/Footer tool bar that appears when those areas are active. Check out the various buttons on the tool bar to see what options are commonly used. You can also format the header and footer here. Headers and footer are often not used on the first page of a document. This would be where to set that option.
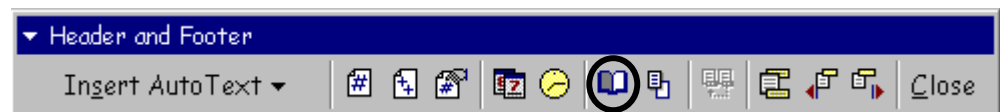
Fancy Headers and Footers

Go to the Header (area at the top). Click the Text Box tool on the Draw Tool Bar. You can resize this box, or any other graphic element by pulling the "handles" (small squares) that appear in the corners or around the perimeter of the element.

Next, use the tool bar's Fill Color tool to fill your text box with light gray for monotone printers and any other shade for color printers.

Click the Header and Footer tool bar (look at the top of the window for a the floating toolbar that appeared when you activated the Header/Footer).

Insert AutoText button and you be able to customize your colored header with traditional options such as Page X of Y.

 A second to customize your headers or footers is with WordArt. Click the

Drawing toolbar's Insert WordArt button to display the WordArt options. Select a pattern, type your text, and click OK. Then size the WordArt drawing so that it fits in the space allotted for your header. You can let the WordArt drawing extend past the header margin, but the image will drift into the body of your document.

The use of symbols is another very simple way to polish your text.

Go to Insert→ Symbol in the Menu Bar. When you activate this option, a new window will appear in a in a few seconds
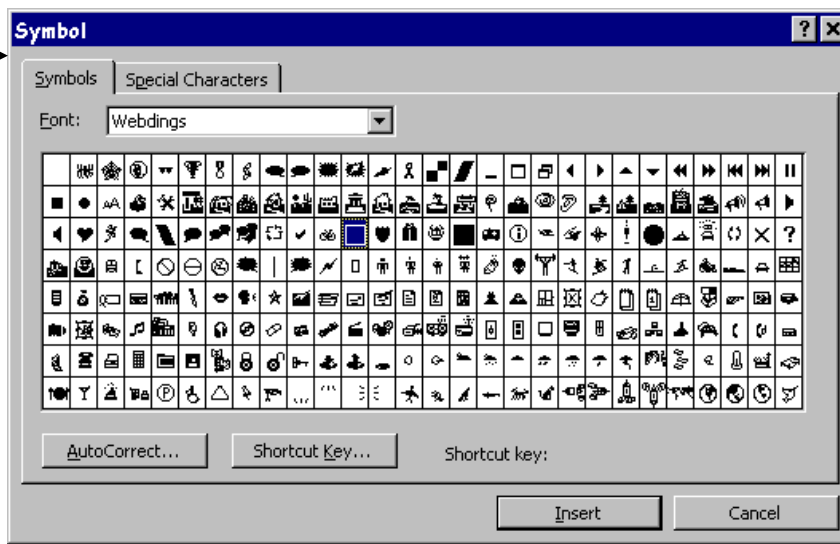
You can use the font that appears, or use the drop-down menu at the top of this window to choose another font. You will want to look for any font that is labeled "Dingbats", "Wingdings", "Webdings", or any other font that appears to be composed of symbols. Click on the symbol you want to insert, and close the window to return to your text.

12. Tables

"Tables" can be used to organize and present information, but there are also a number of other uses for tables. Rows and columns compose a table. The intersection of a row and a column is called a **cell**, which is a small block of data. Tables can include text, numbers, and graphics in cells. A table in MS Word can also align and sort numbers in columns, and perform calculations on them.

Go to Table-->Insert Table to create a table within a word document. A new window will give you the options to create a new table and to change other settings about how the table will work within the document.
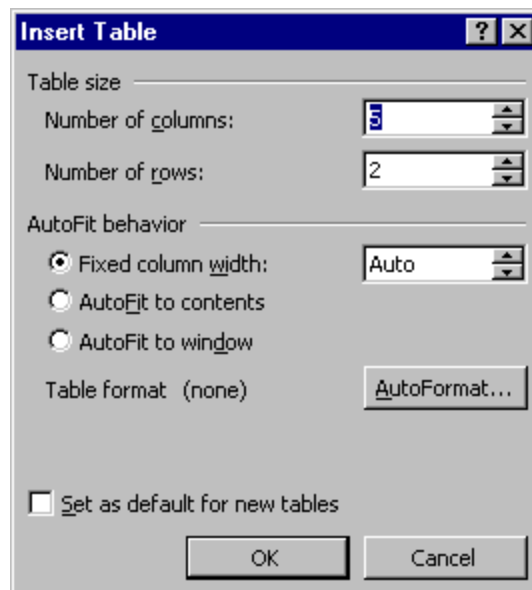
Practice Task: Create a small table that gives the months of the year, a holiday celebrated in each month, and the date on which the holiday is celebrated.

Think about how you want to set this up—What will you put in the rows? What will you put in the columns? Will you need to label the rows and columns? Sketch it out here on this paper:

Now, create a table in a blank Word document using the parameters that you drew above. The Tables and Borders toolbar is probably "floating" somewhere on your Word document. Try "enhancing" your table with the many options that are available to you.

13. Hyperlinks
You may also want to check out the online tutorial for MS Word 2000 at
http://www.cyberbee.com/word.html

14. Watermarks
This page shows you how to insert a watermark, which is another way to add pizzazz to your word processing. If the link at the beginning of this section does not work, go to http://www.cyberbee.com/word_files/watermark.pdf
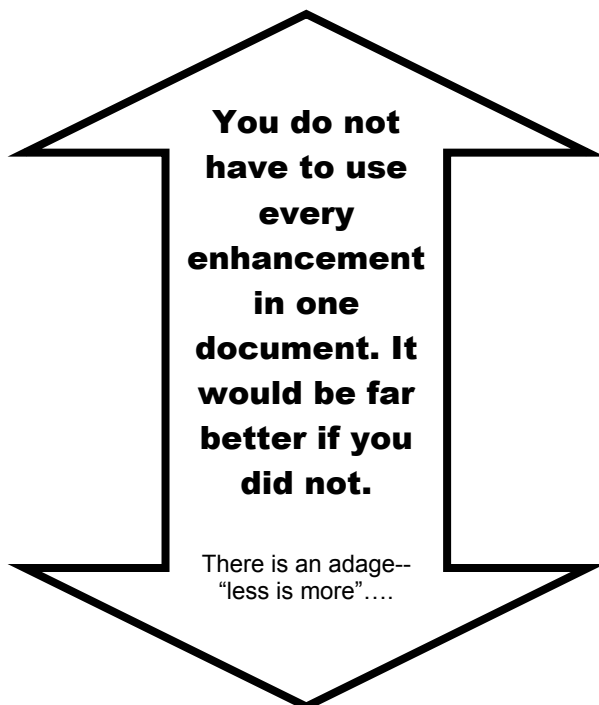
It's time to put your skills to work!

Put some

Pizzazz

in at least one document that you want to change. Appearance can make a world of difference!

You do not have to use every enhancement in one document. It would be far better if you did not.

There is an adage-- "less is more"….