

WORD PROCESSING

(Introduction)

LIFE BEFORE THE COMPUTER

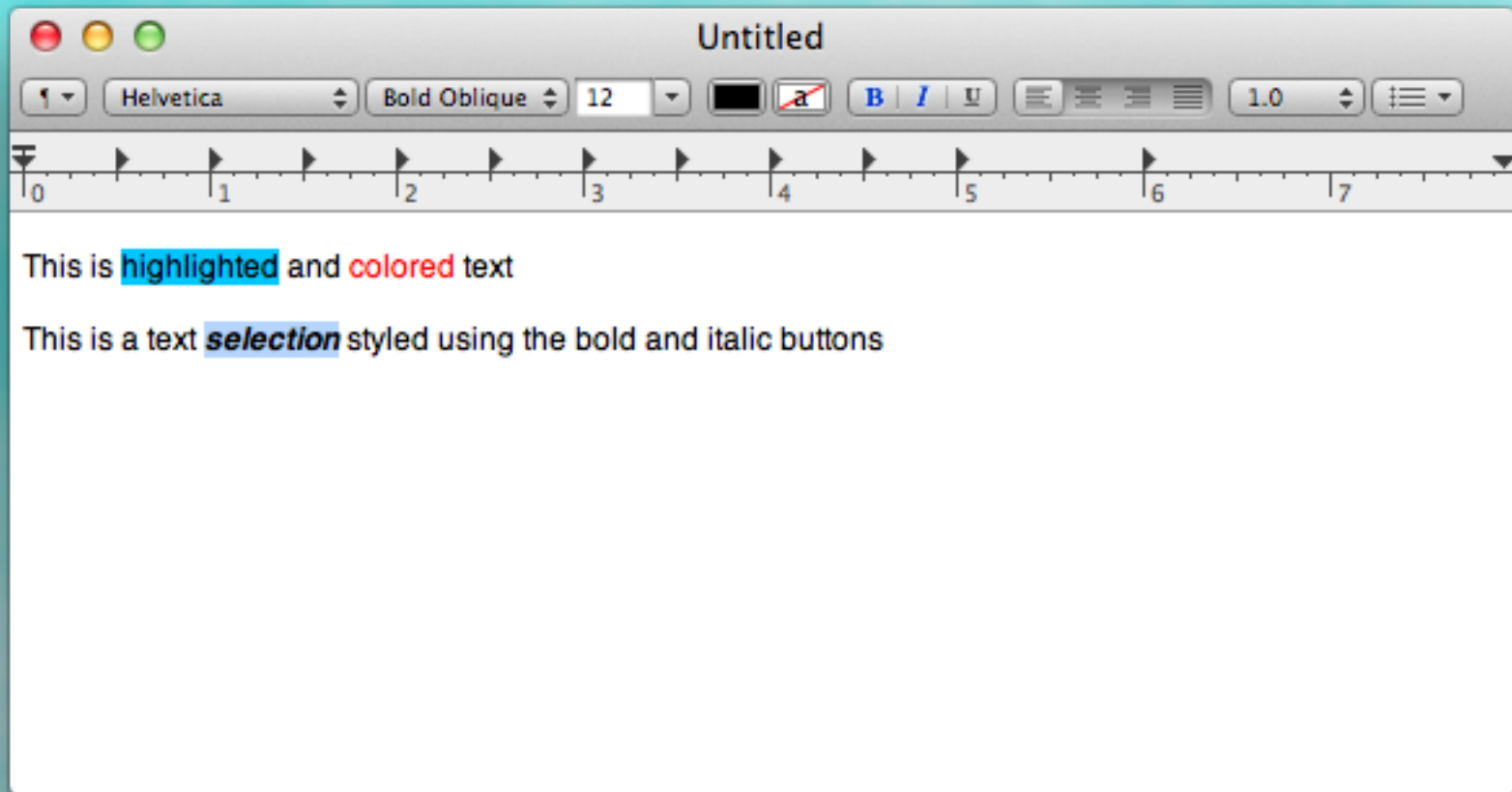
- * Memory was something that you lost with age
- * An application was for employment
- * A program was a TV show
- * A cursor used profanity
- * A keyboard was a piano
- * A web was a spider's home
- * A virus was the flu
- * A CD was a bank account
- * A hard drive was a long trip on the road
- * A mouse pad was where a mouse lived
- * And if you had a 3 1/2 inch floppy
....you just hoped nobody found out



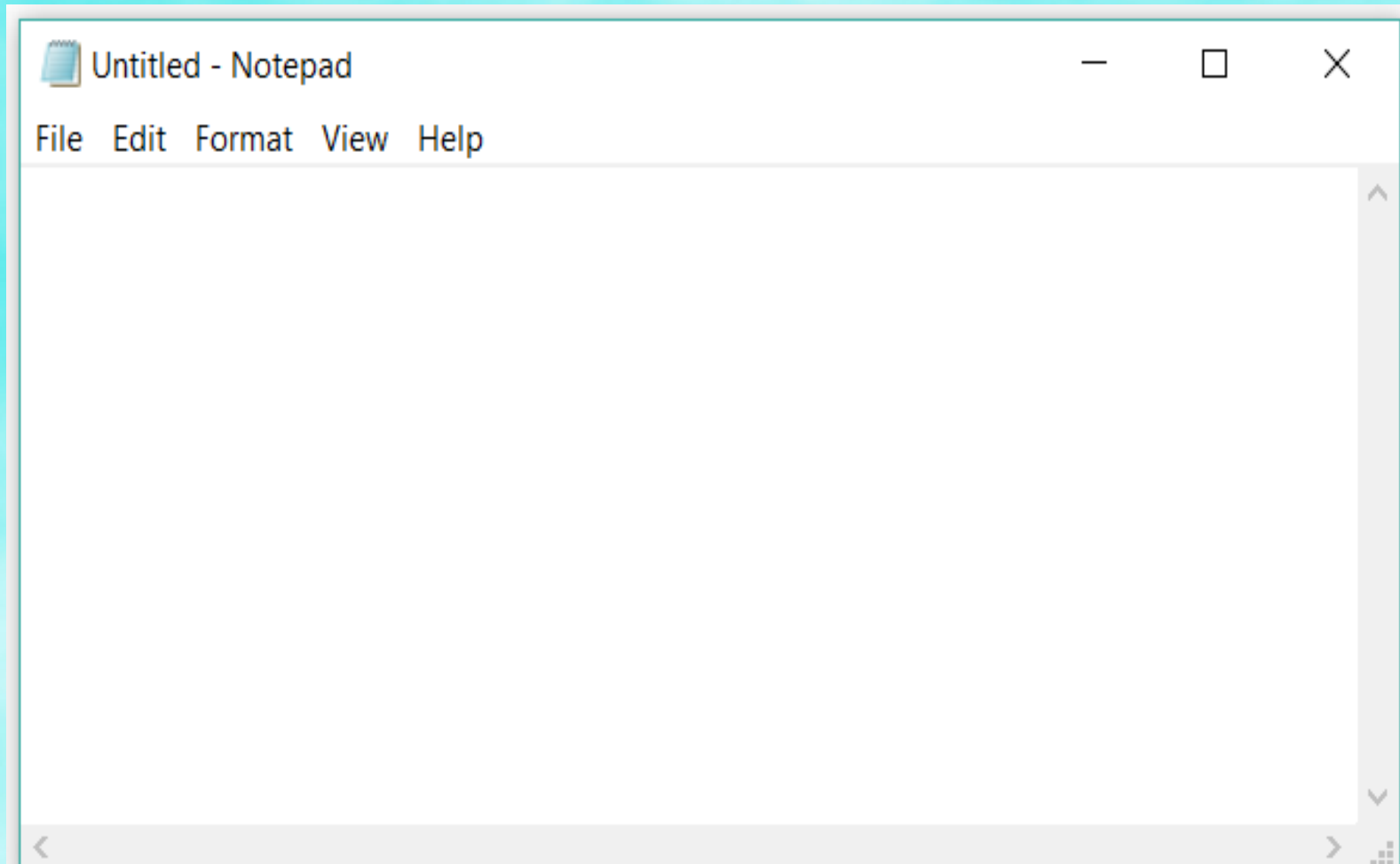
TEXT EDITORS

The most basic Word processing software is a Text Editor. Originally “Line Editors” base around teleprinters, but when computer terminals with video screens became available, screen-based text editors (sometimes called just "screen editors") became common

On the Mac you have “TextEdit”.



Since the initial release of Microsoft Windows it has included “Notepad”.



WORD PROCESSING

The term word processing was invented by IBM in the late 1960s.



In the mid 1970's dedicated cathode-ray tube (CRT) based system were being developed as “Word Processors”.



With the rise of personal computers, and in particular the IBM PC in the 1980's, software-based word processors gradually displaced dedicated word processors, and the term came to refer to software rather than hardware.

WordStar: Ran on MS DOS computers, that enjoyed a dominant market share during the early-to-mid-1980s.

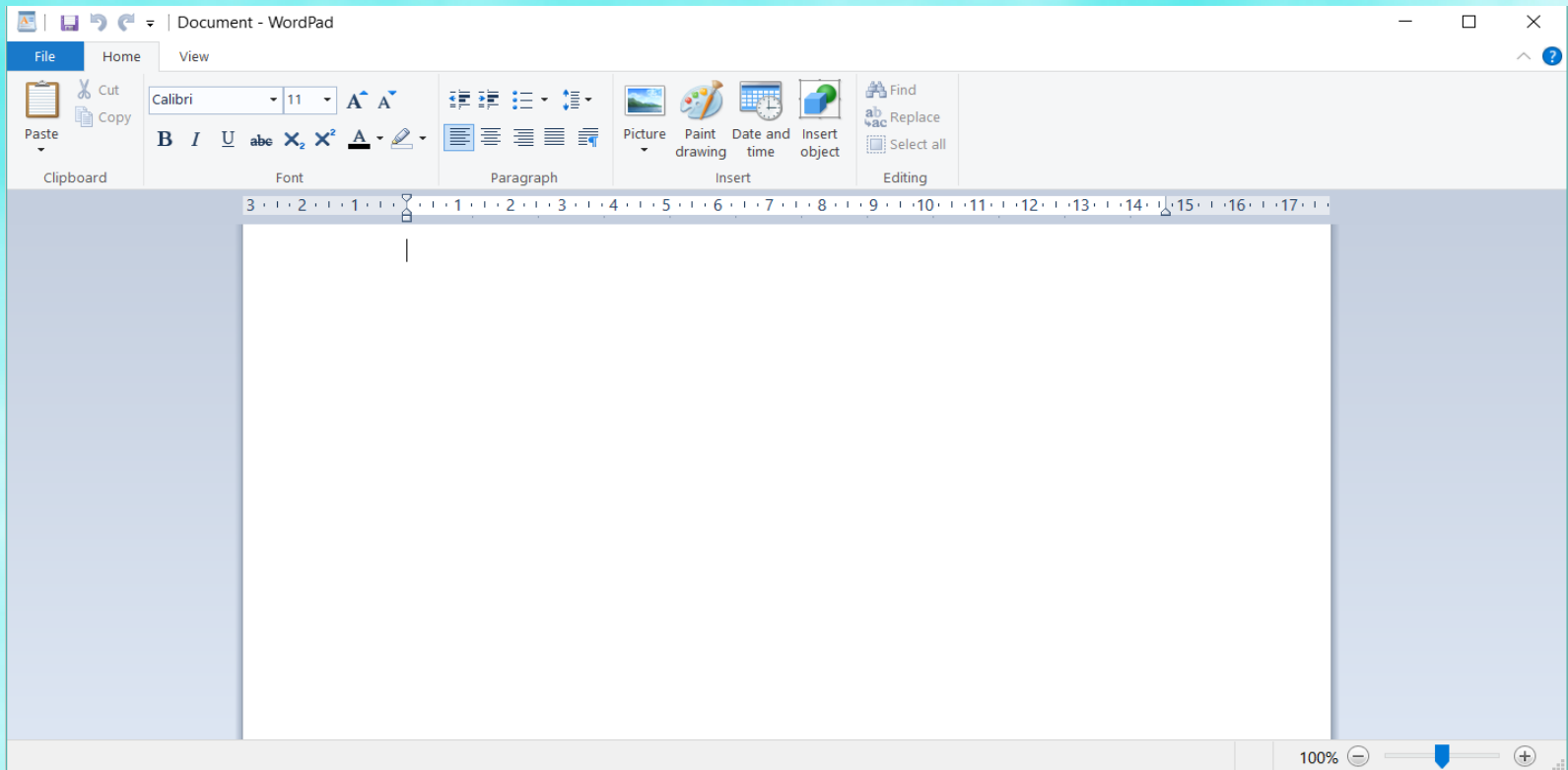
WordPerfect – DOS, Windows, Linux, Apple...

In the late 1980s and early 1990s,

Microsoft Word - DOS, Windows, Mac...

Released in 1983

WordPad is a basic word processor that is included with almost all versions of Microsoft Windows from Windows 95 onwards. It is more advanced than Notepad but simpler than Microsoft Word.



Standard Features of Word Processors

insert text: Allows you to insert text anywhere in the document.

delete text: Allows you to erase characters, words, lines, or pages

copy and paste: Allows you to duplicate (copy) a section of text from one place in a document and insert (paste) it somewhere else.

cut and paste: Allows you to remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.

print: Allows you to send a document to a printer to get hard copy.

page size and margins: Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.

font specifications: Allows you to change fonts within a document. For example, you can specify bold, italics, and underlining. Most word processors also let you change the font size and even the typeface.

search and replace: Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.

spell checking: Identifies words that don't appear in a standard dictionary

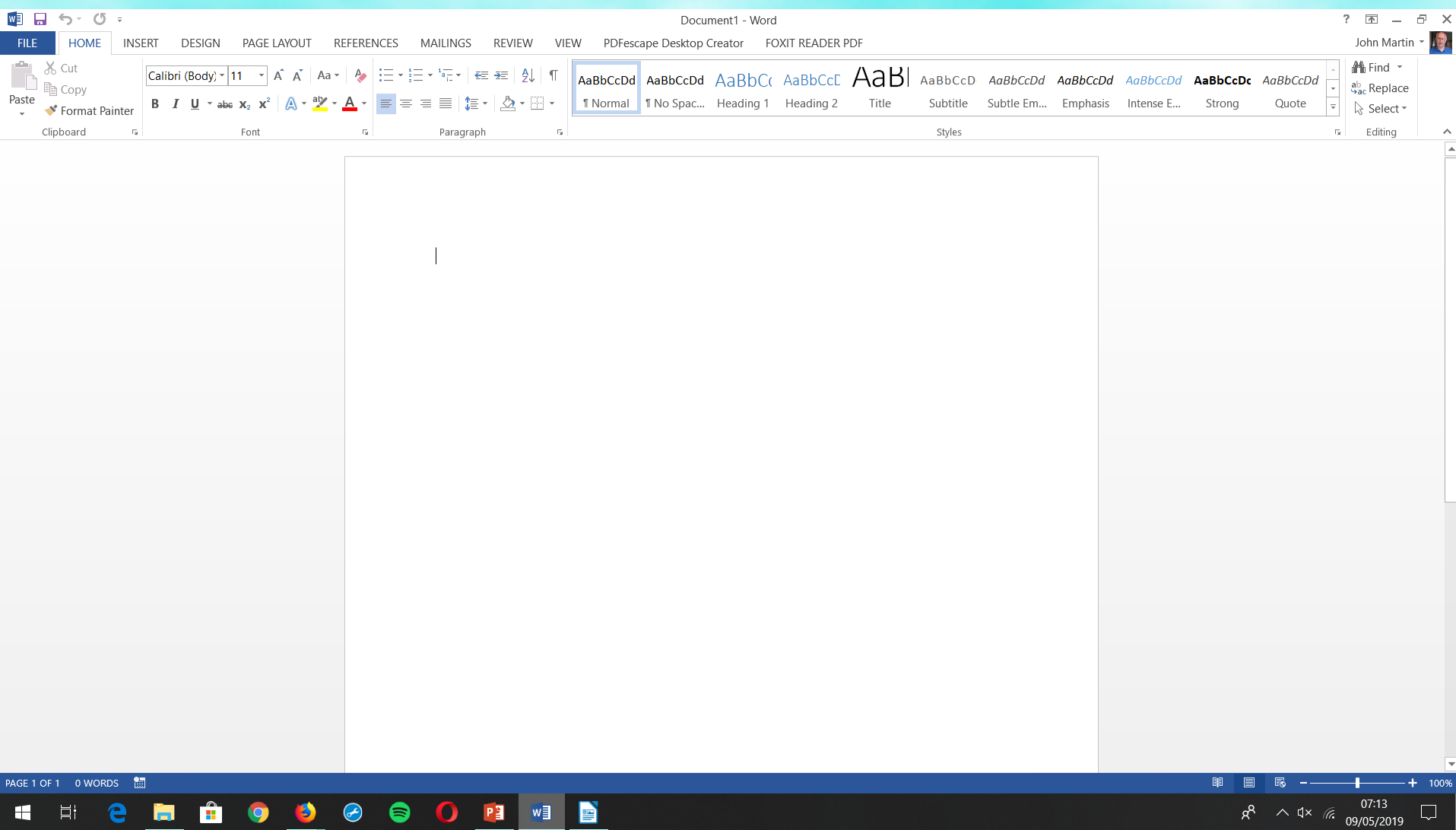
Microsoft Office word processor Microsoft WORD has had the monopoly on software for Word Processing for decades now, mainly because of its use by business, but it is pricey.

There are FREE alternatives, such as LibreOffice WRITER and Google DOCUMENTS.

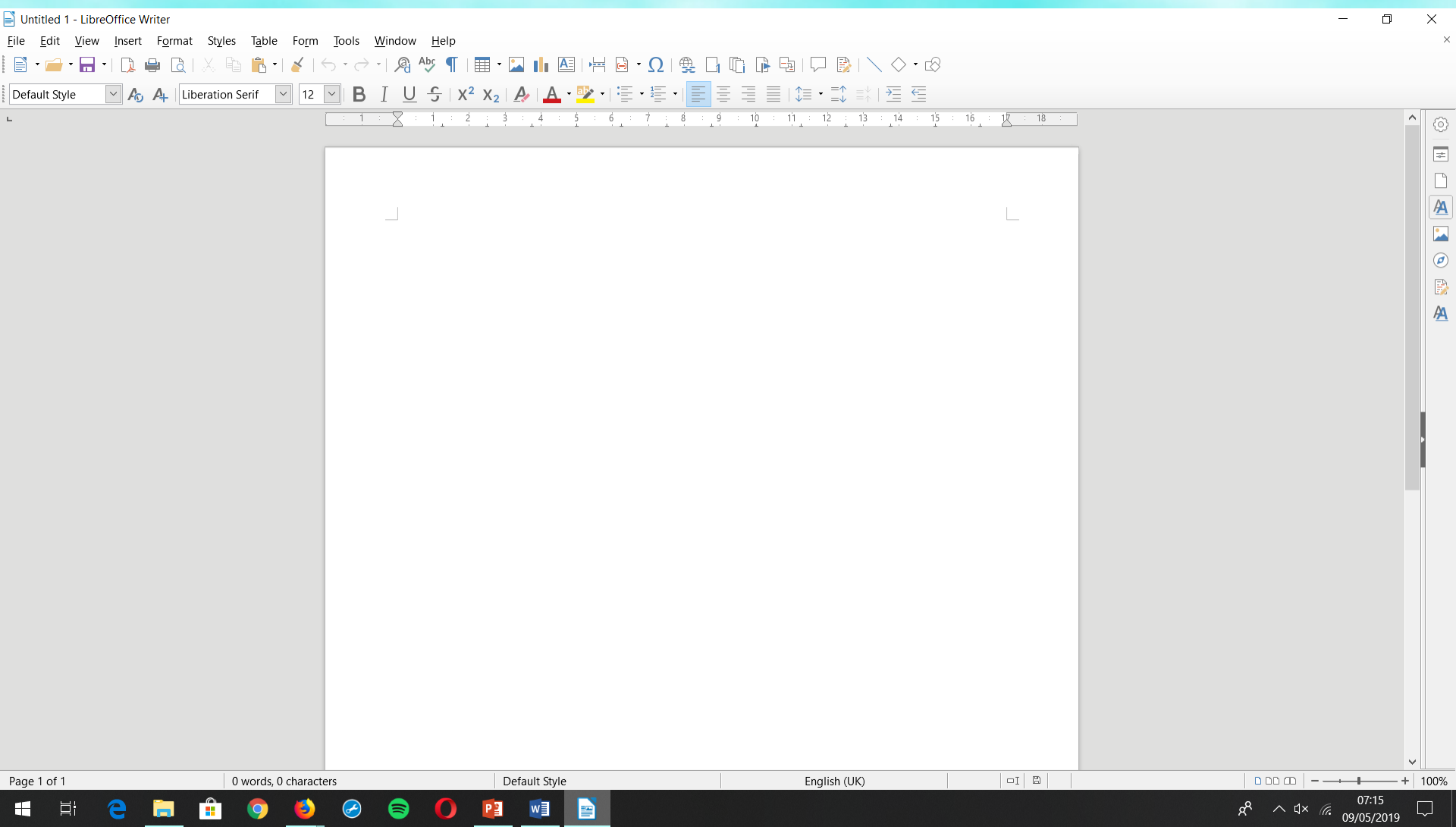
If you do not have Microsoft Office then I recommend using LibreOffice.

- There are full Windows, Mac and Linux versions and a viewer version for Android.
- LibreOffice WRITER can create, read and edit MS WORD formatted files.

MICROSOFT WORD



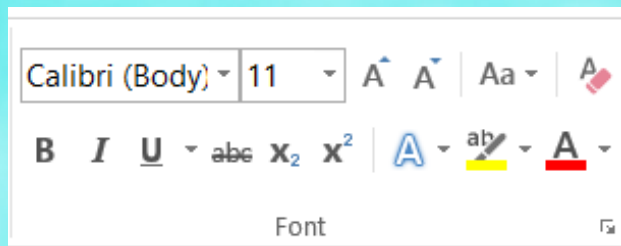
LIBREOFFICE WRITER



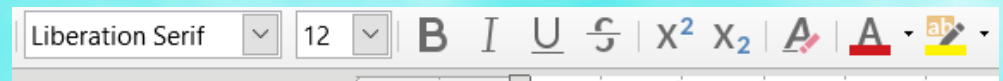
HOME TAB

FONT SETTINGS

MS WORD



LIBRE WRITER



Bold, *Italics*, Underline

B *I* U



This is an example of the text

Bold

This is an example of the text

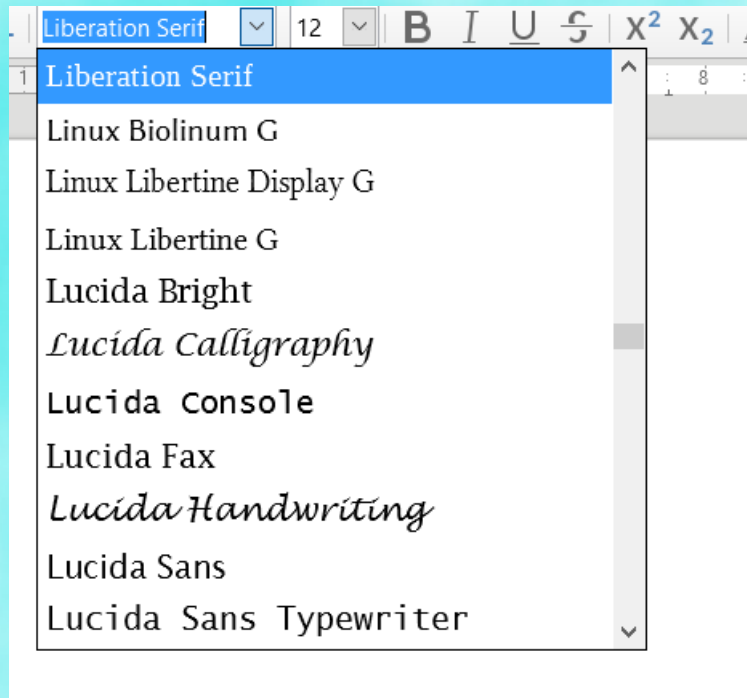
Italics

This is an example of the text

Underlined

This is an example of the text

Font



Liberation Serif

This is an example text

Arial

This is an example text

Times New Roamn

This is an example text

Algerian

THIS IS AN EXAMPLE TEXT

Gabriola

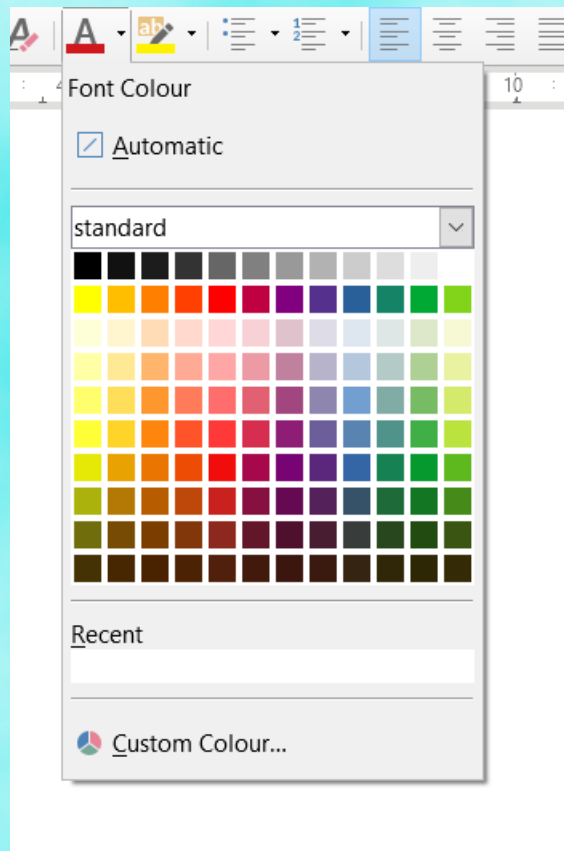
This is an example text

Font Size



11	This is an example text
14	This is an example text
16	This is an example text
20	This is an example text
28	This is an example text

Font Colour



THIS IS AN EXAMPLE TEXT

THIS IS AN EXAMPLE TEXT

THIS IS AN EXAMPLE TEXT

THIS IS AN EXAMPLE TEXT

THIS IS AN EXAMPLE TEXT

Text Alignment



Align Left:

This is an example text

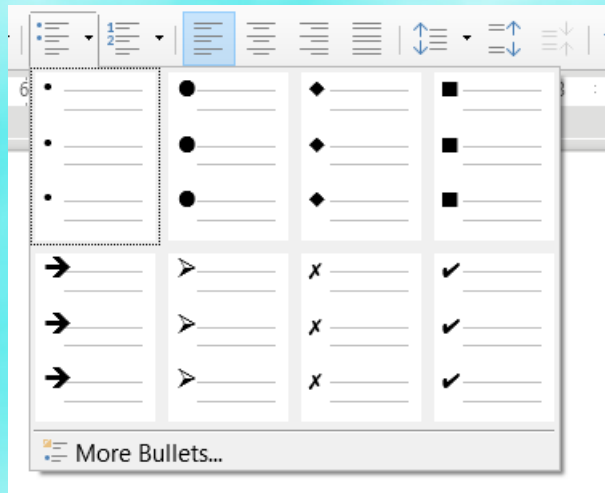
Align Right:

This is an example text

Centre:

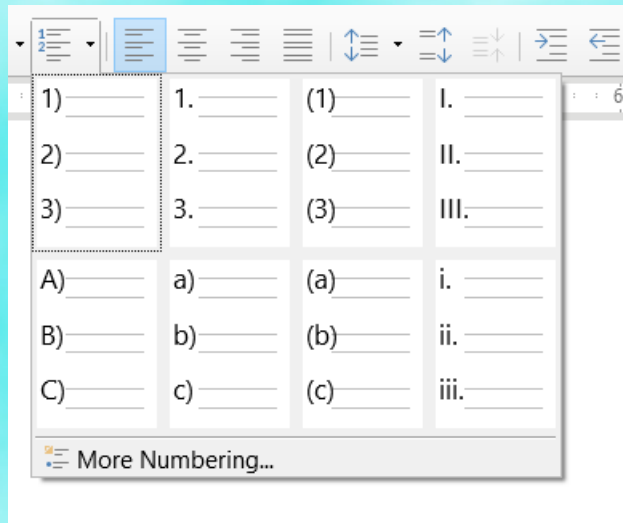
This is an example text

Bullet Points



- This is an example text
- This is an example text
- This is an example text
- ➔ This is an example text
- ➔ This is an example text
- ➔ This is an example text
- ✓ This is an example text
- ✓ This is an example text
- ✓ This is an example text

Numbering



- 1) **This is an example text**
- 2) **This is an example text**
- 3) **This is an example text**
- I. **This is an example text**
- II. **This is an example text**
- III. **This is an example text**
- a) **This is an example text**
- b) **This is an example text**
- c) **This is an example text**