

Hillingdon u3a Computer Club

Word Processing

May 2026

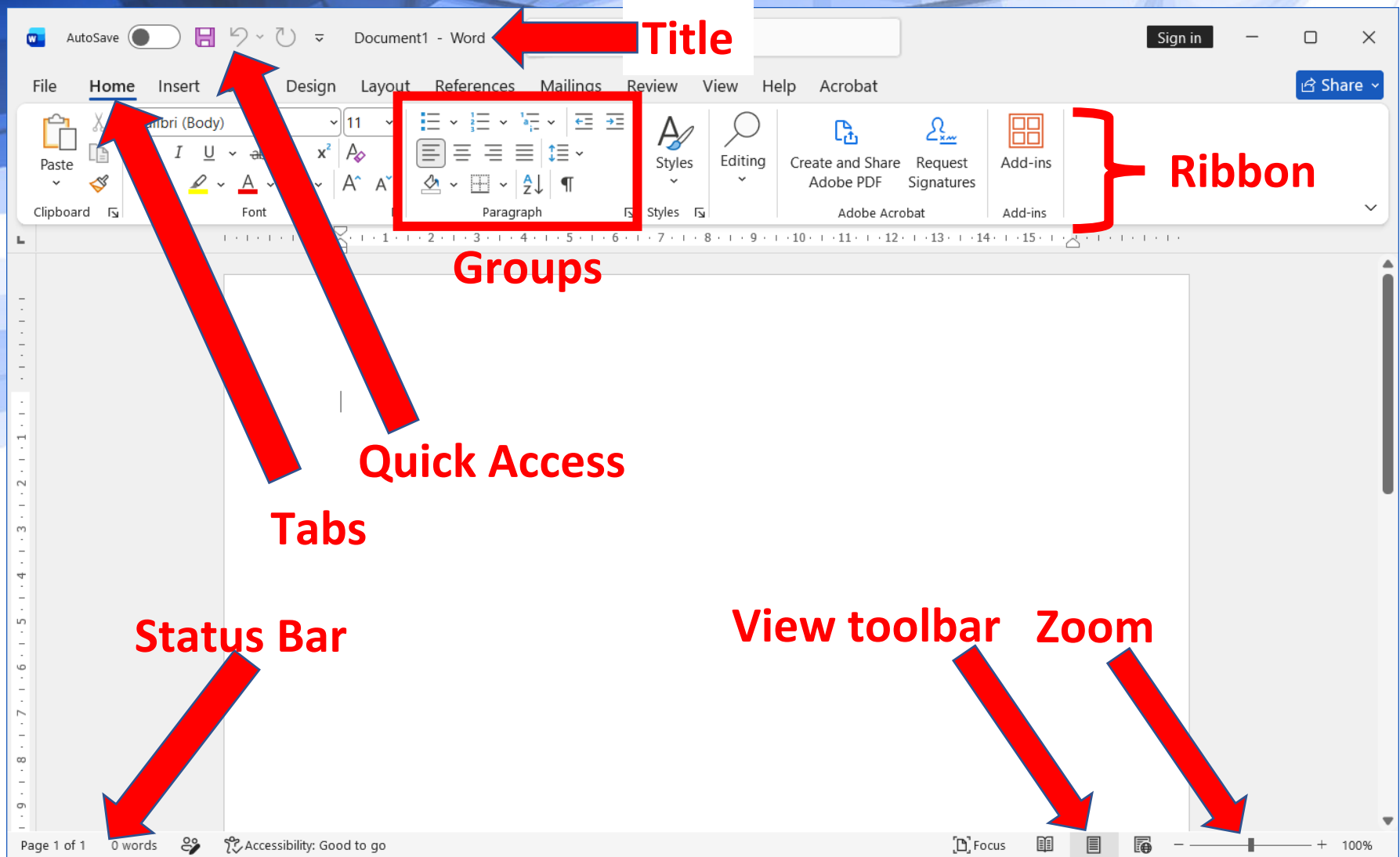


History

- 1964 IBM introduced the term "word processing" machine in it's IBM's marketing of the MT/ST (Magnetic Tape / Selectric Typewriter)
- 1972 Lexitron & Linolex took the design and added a VDU & tape deck and created the first computer based application
- Wang Labs created the most popular systems in the 70's & 80's but \$10k
- First PC word processing application was 'Electric Pencil' in 1976 on CP/M OS
- EasyWriter and WordStar followed.
- 1978 WordStar attributed as first WYSIWYG editor
- 1979 WordPerfect
- 1982 MulitiMate
- 1983 Microsoft Word
- 1991 The "big three" - Windows word processors had 96% of the market
 - Word with 55% - WordPerfect with 23% and Ami Pro 18%.
- 2002 Open Office (Writer)
- 2006 Google Docs
- 2011 Libre Office

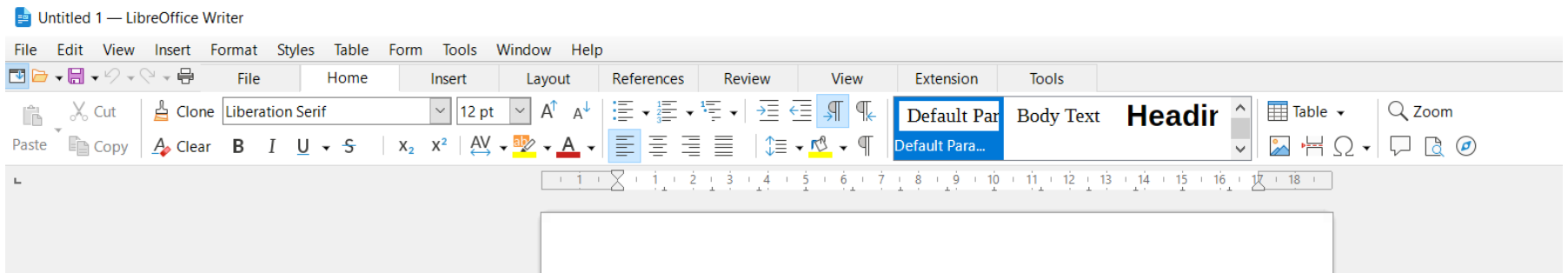


WordStar Ver 3



The Home Screen

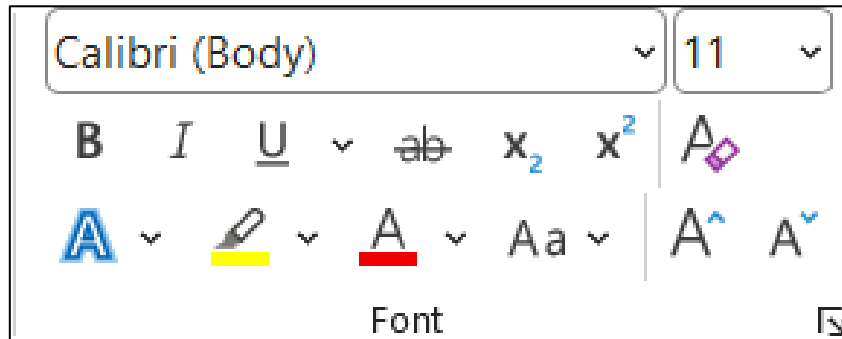
Libre Office Toolbar



Shortcut Key to move around document

Key	Action
Home	Beginning of line
End	End of line
Ctrl + Home	Beginning of document
Ctrl + End	End of document
View tab > navigation pane	Jump to a specific heading
Scroll bar / mouse wheel	Move up and down

Font (under Home Tab)



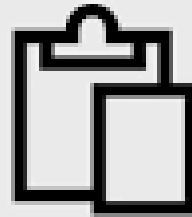
- Font and size
- Font characteristics e.g. Bold(Ctrl + B), Italics(Ctrl + I), Underline (Ctrl + U)
- Options box launcher for more detailed effects
- Text Effects
- Colours



Cut
Ctrl + X

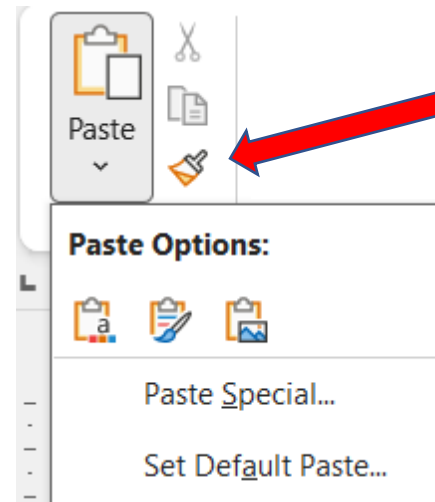


Copy
Ctrl + C



Paste
Ctrl + V

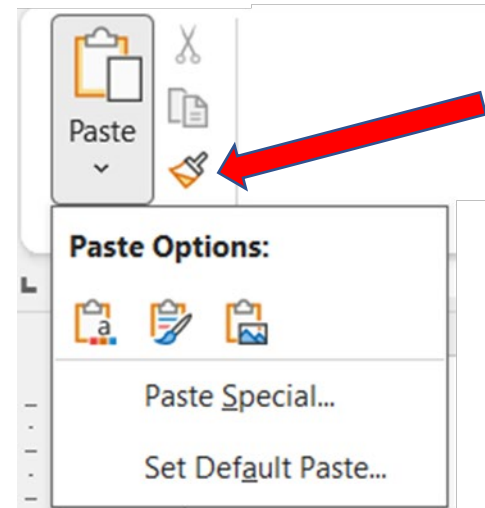
- Paste Special



**Format
Painter**

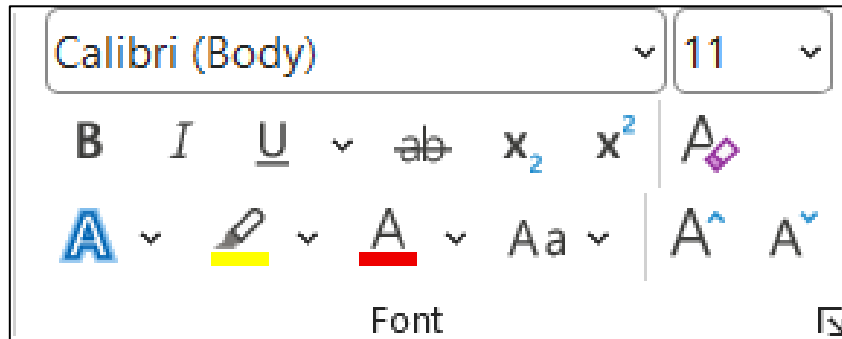
Format Painter

- Select text with required format
- One click to copy format to one location
- Double click to copy format to multiple locations
- Copies text, fonts and paragraphs
- Ctrl + Z or Undo will usually correct misapplied formats



**Format
Painter**

Font (under Home Tab)



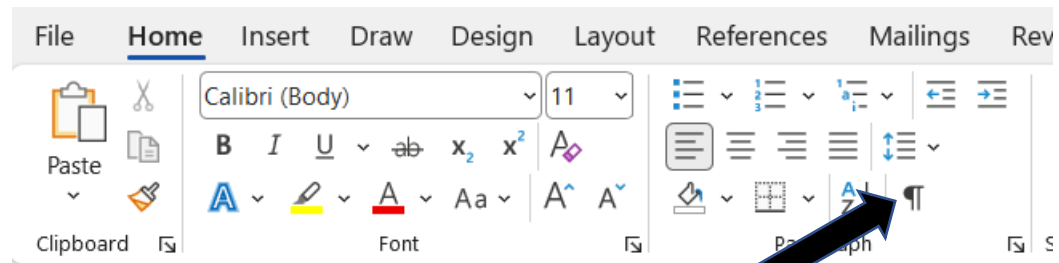
- Font and size
- Font characteristics e.g. Bold(Ctrl + B), Italics(Ctrl + I), Underline (Ctrl + U)
- Options box launcher for more detailed effects
- Text Effects
- Colours

Show / Hide

- Will show hidden paragraph and other formatting symbols
- Toggles between showing and hiding
- Useful if formatting is not performing as anticipated



pilcrow



Some History

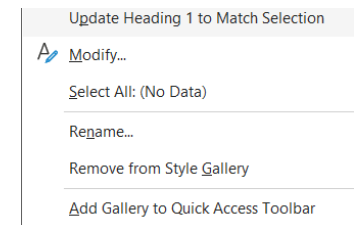
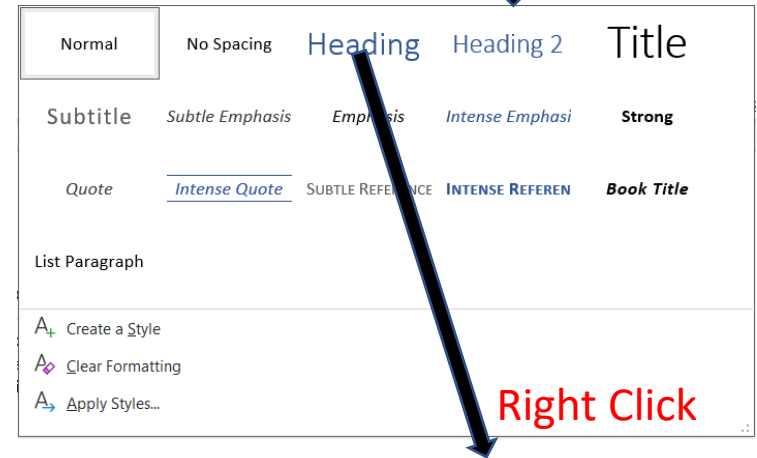
Symbol Evolution from middle ages



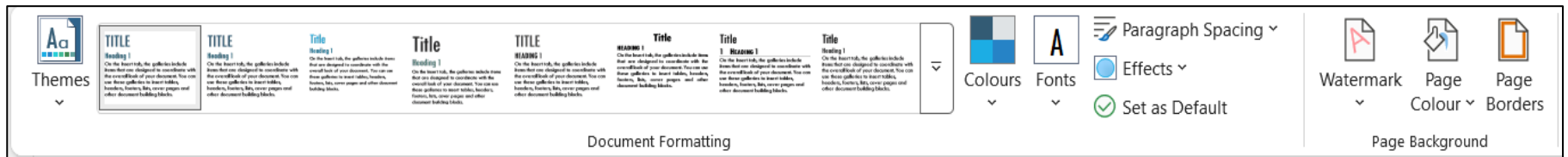
Styles



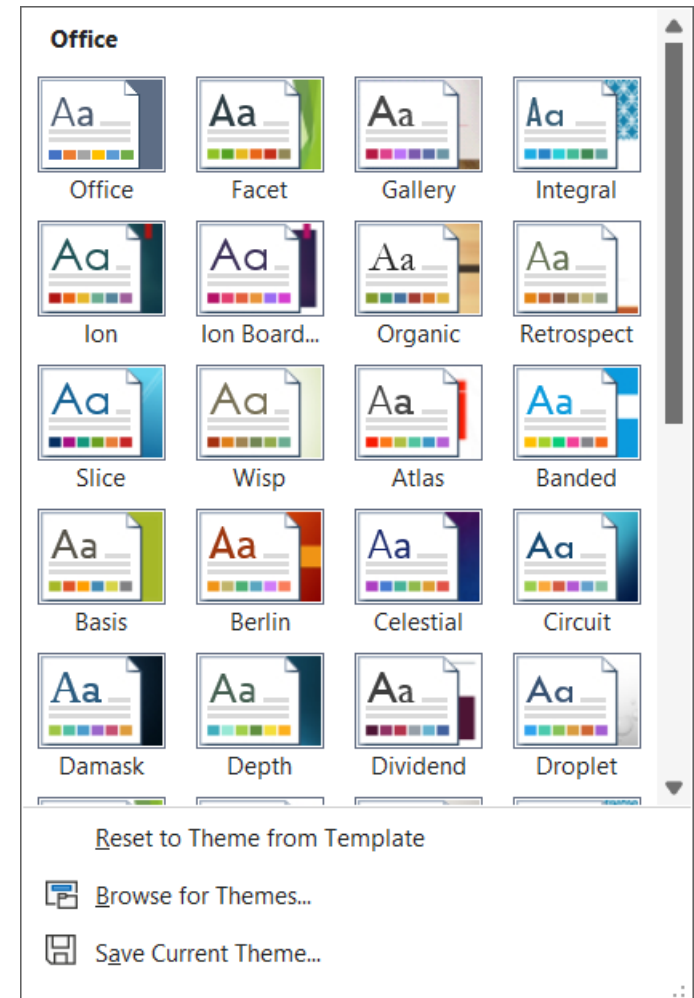
- Styles are simply sets of formatting instructions
- Font, font size, line spacing, indentation, alignment
- Styles make it easy to have consistent formatting
- Benefits use of navigation page and table of contents
- Can change built in styles using "Modify"
- Numbering sequences are maintained



Themes

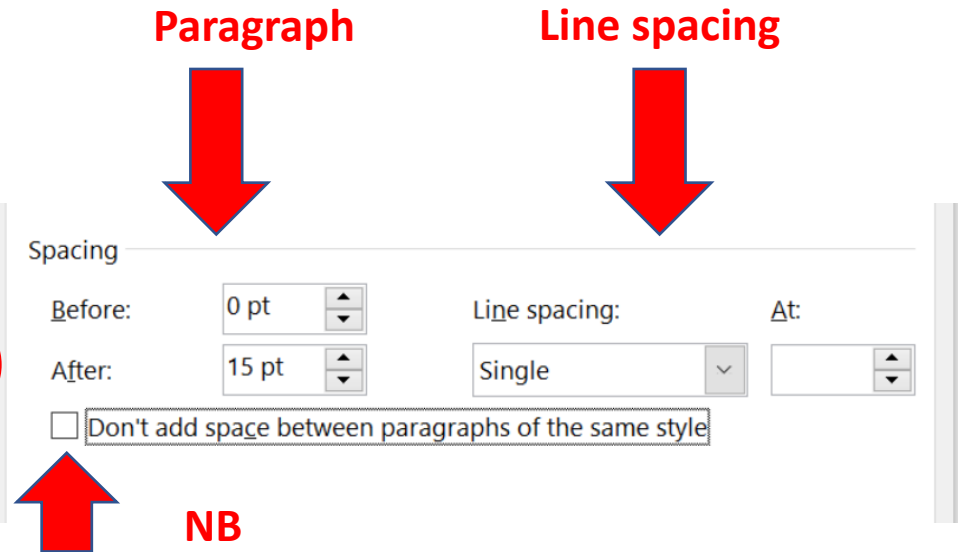
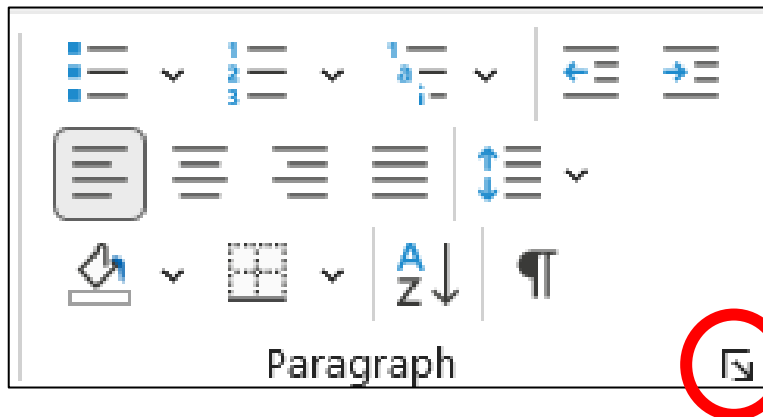


- Themes take advantage of Styles
- Also apply different colours
- Also apply different fonts



Line and Paragraph Spacing

- A paragraph is typically created by the enter key.
- When adding a paragraph, don't use the enter key at the end of a line of text just keep typing



Widows and Orphans Control

Paragraph

Indents and Spacing

Line and Page Breaks

Pagination

☒ Widow/Orphan control

☐ Keep with next

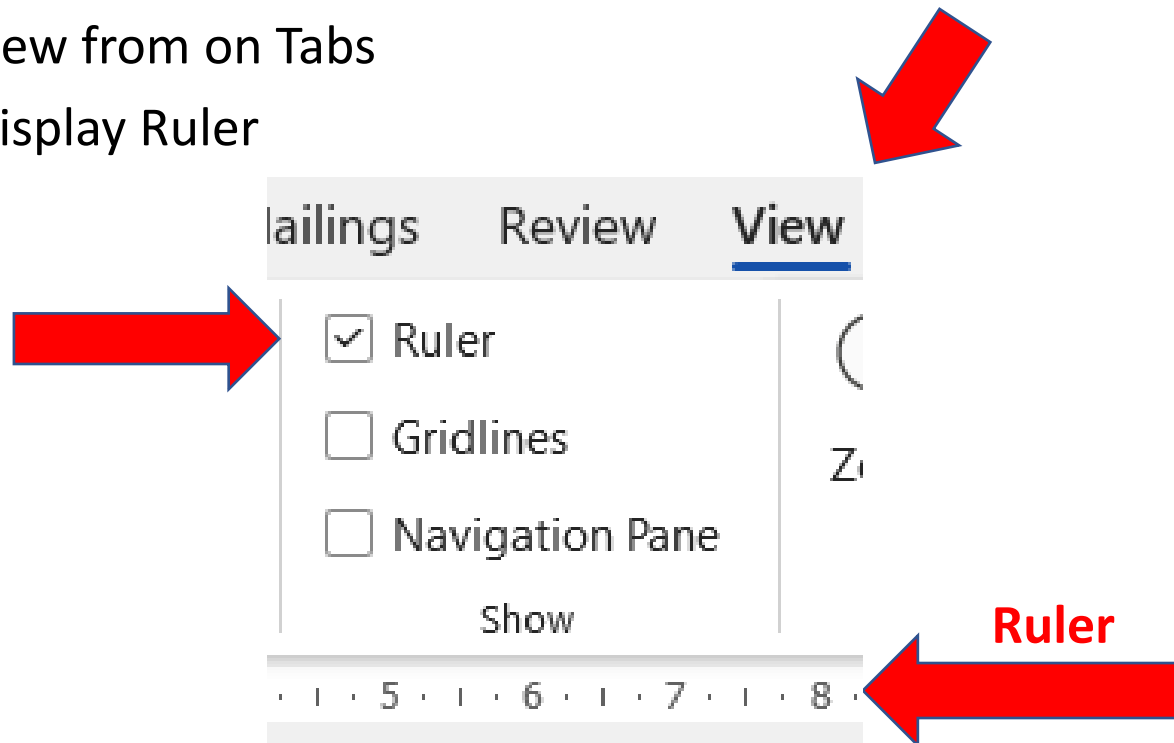
☐ Keep lines together

☐ Page break before

To stop a single line getting separated at the bottom or top of a page.
Sometimes this can cause an issue if you want to control your own page breaks.

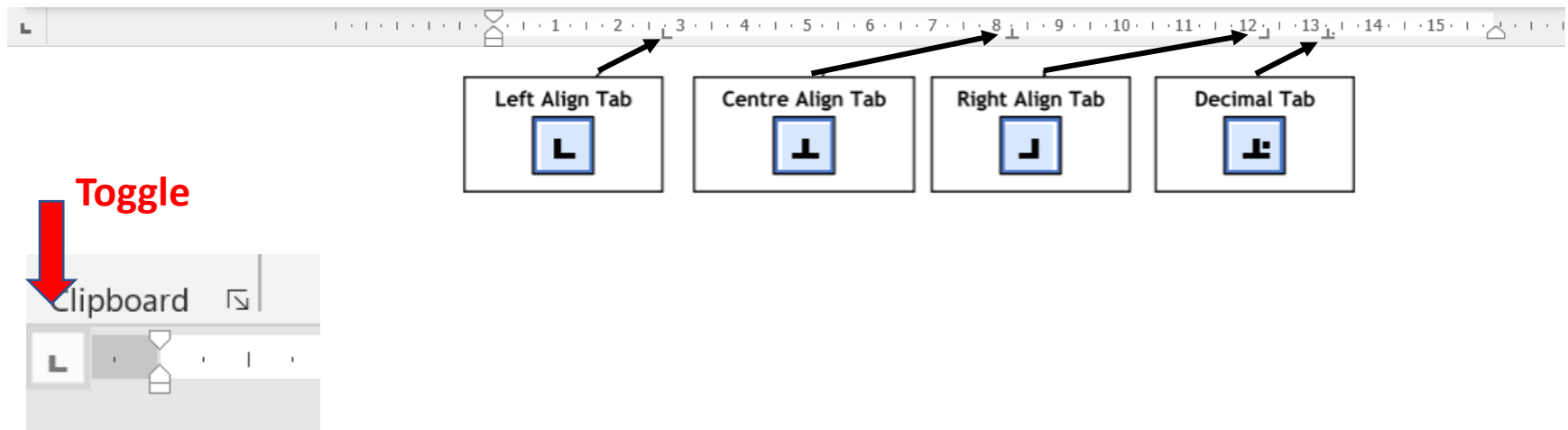
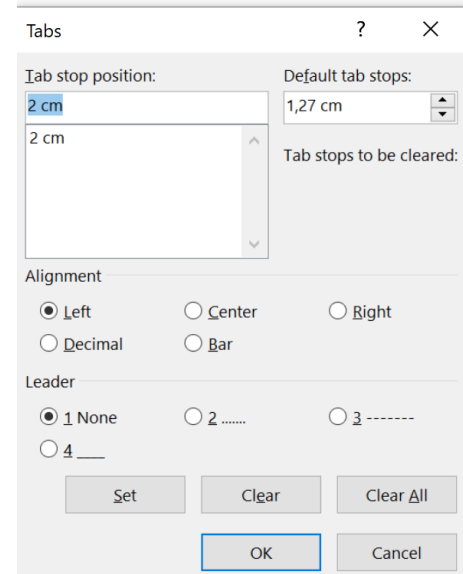
Setting tab stops in Word

- Need to ensure Ruler is visible
- Select View from on Tabs
- Tick to display Ruler

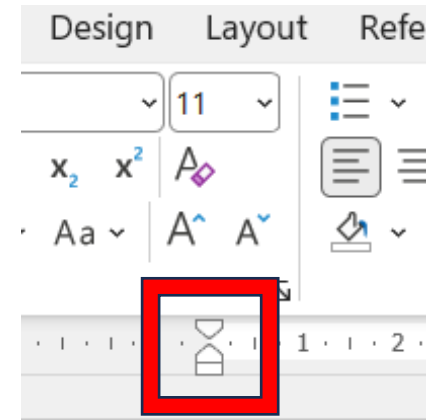


Tab stops

- Home Tab > Paragraph group > Dialogue Box Launcher > Tab Box
- Can also be done manually



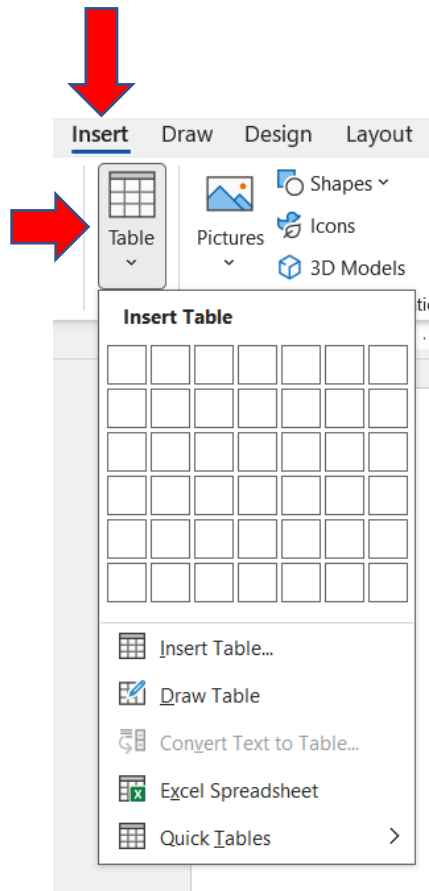
Indent Markers



The indent markers are located to the left of the horizontal ruler, and they provide several indenting options:

- **First-line indent marker** adjusts the first-line indent
- **Hanging indent marker** adjusts the hanging indent
- **Left indent marker** moves **both** the first-line indent and hanging indent markers at the same time (this will indent all lines in a paragraph)

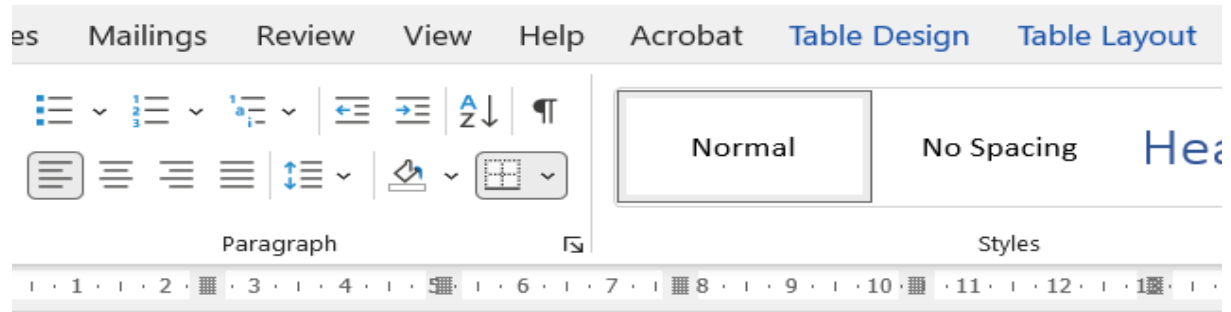
Tables



- Tables can be inserted into Word.
- Insert tab > Table > Highlight rows and columns
- Can alter table after insertion – change number of rows or columns, delete table lines (merge cells)
- Invisible tables (borders not drawn) can be a simple way to position columns and rows of text.
- Tables can also be used to align multiple pictures.

Formatting Tables

- Bullets
- Numbers
- Use Borders to show or hide lines
- Merge cells
- Additional rows and columns
- Draw lines



Very flexible and powerful tools for formatting tables

Formatting Tables

Table Design menu

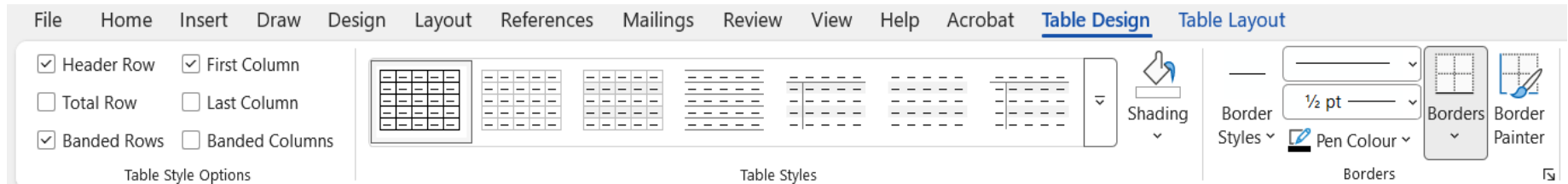
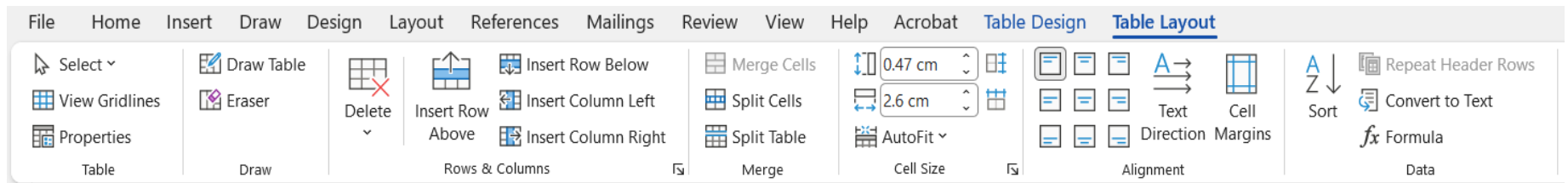
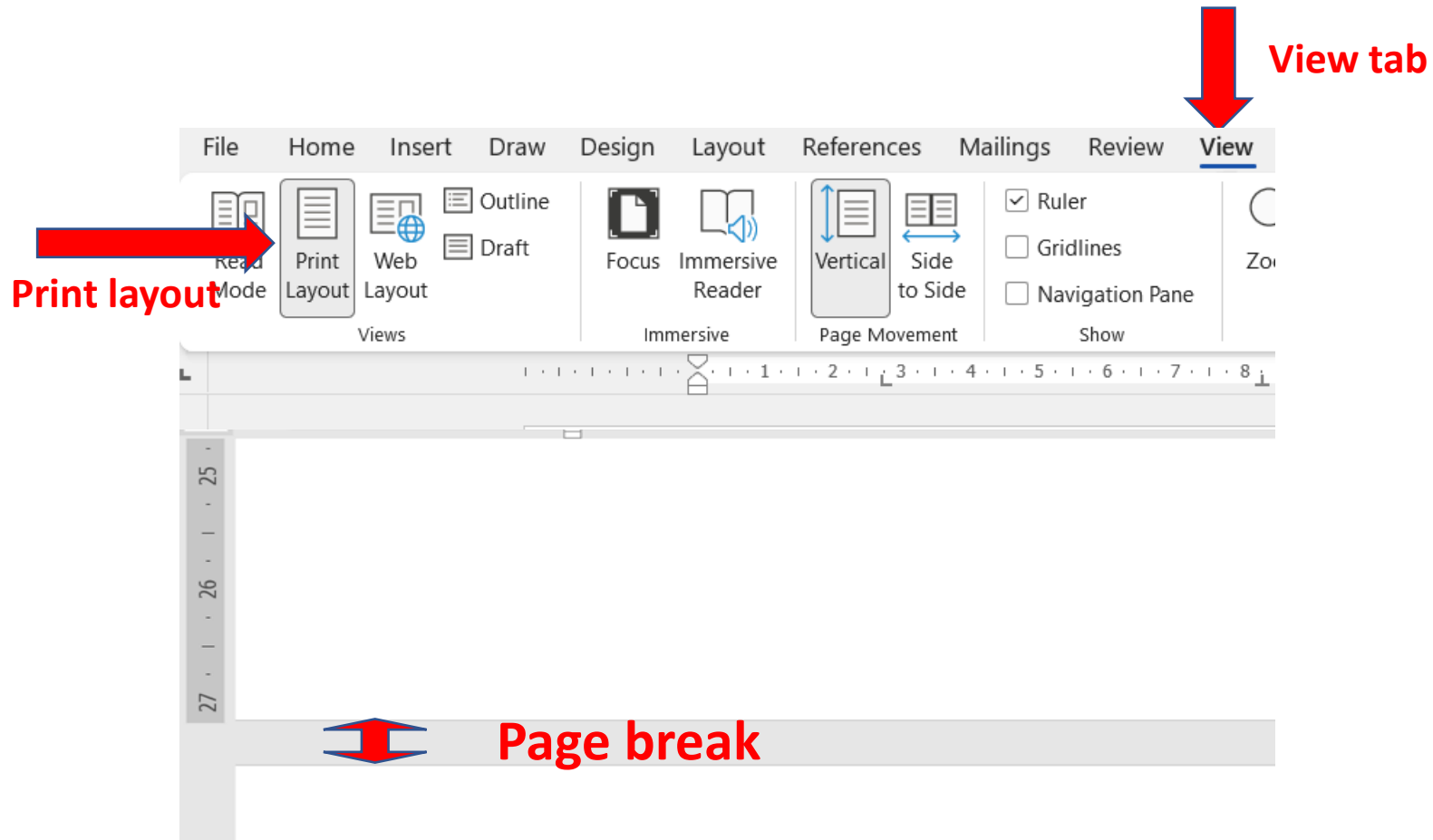


Table Layout Menu



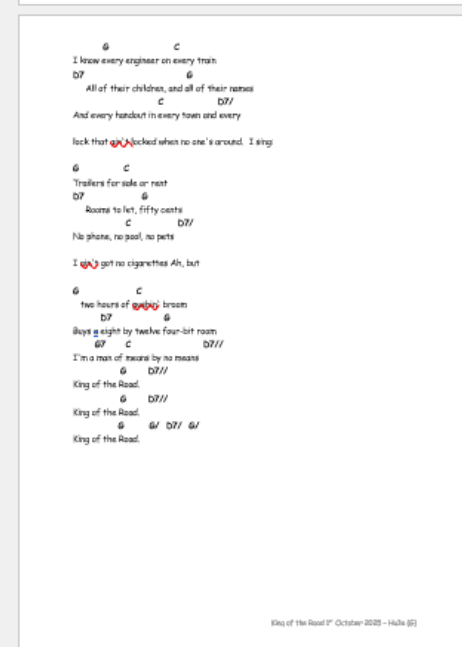
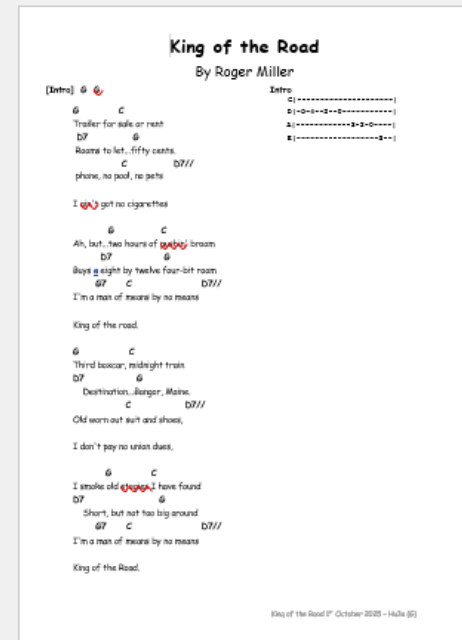
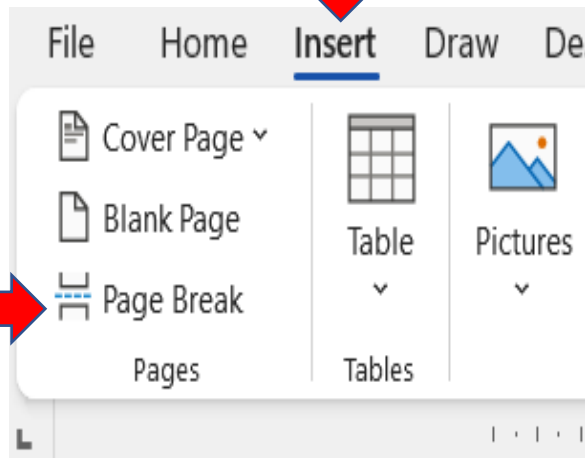
Very flexible and powerful tools for formatting tables

Page breaks



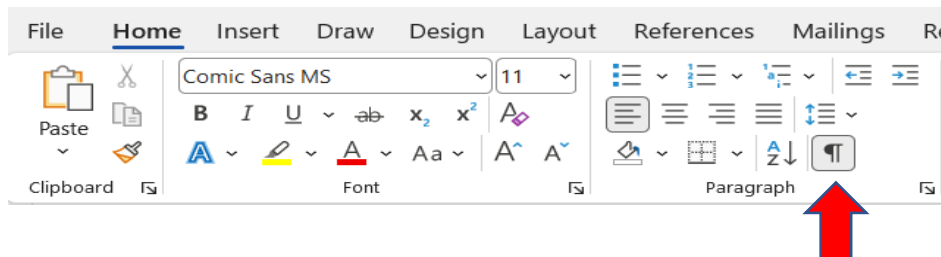
Insert a page break.

- Ctrl + Enter will force a page break
- Or



Remove unwanted page break

- On the home tab, select the show /hide button
Highlight the page break
Select delete
- Put cursor just beyond page break and backspace.



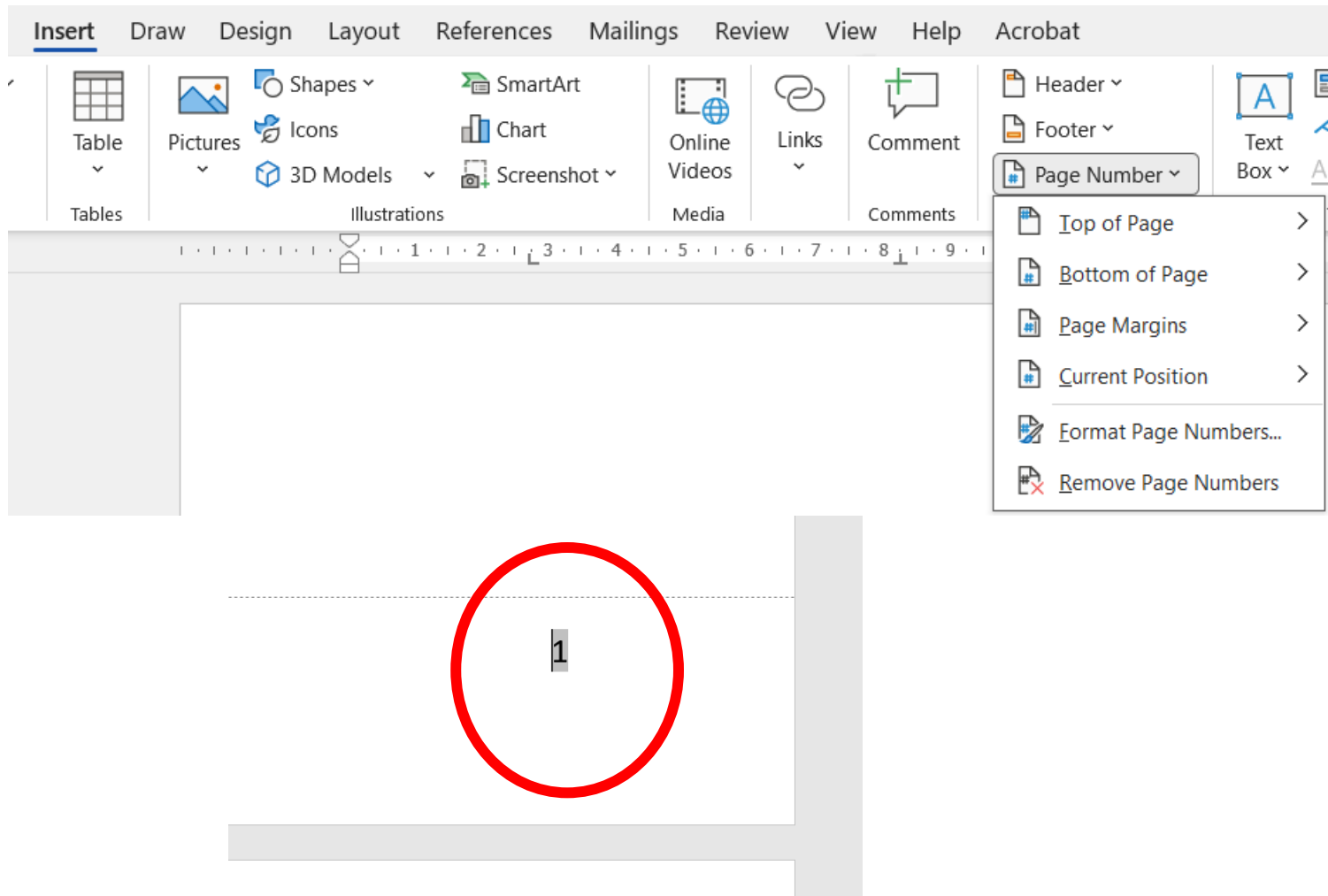
I'm a man of means by no means¶
.....¶
King of the Road.¶
¶
¶

A red arrow pointing from the right towards the paragraph mark at the end of the highlighted line.

•¶ = a Page Break

Insert Page Numbers

- Insert Tab > Text Group > Page Number



Picture and Text Wrapping

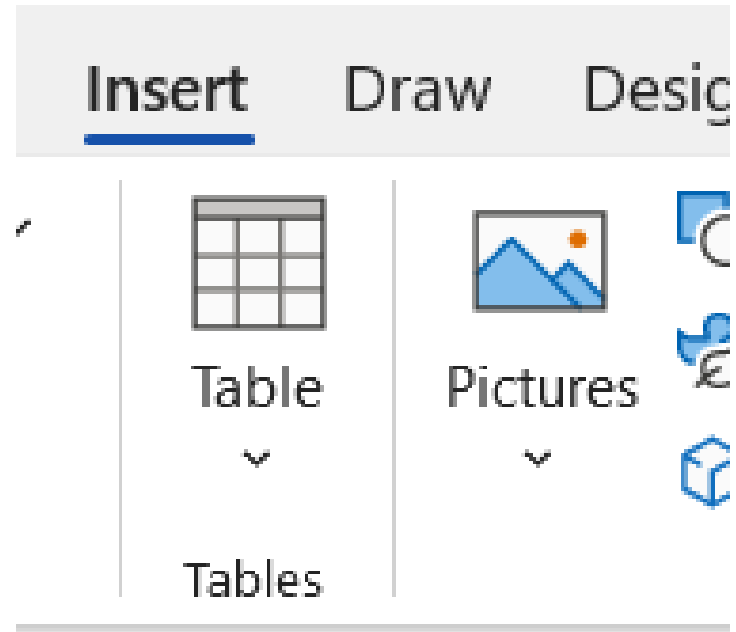
- Insert tab > Pictures
- Resize pictures using corners to avoid distortion

Have you heard of the Grand Union
Canal Water Transfer project? It is an
exciting project to use the navigable



canals system to move public water
supply from the Midlands to help keep
people's taps running for Affinity Water
customers in the southeast. It will bring
additional investment to make the canal
resilient and, of course, additional water

to your taps. You can find out more
information about the Grand Union Canal
Transfer on the dedicated project
website: guctransfer.co.uk.



Picture and Text Wrapping

- Select picture > format
 - Text wrapping
 - More layout options > Position

Have you heard of the Grand Union Canal Water Transfer project? It is an exciting project to use the navigable



supply people custom addition resili

to your taps. You can find out more information about the Grand Union Canal Transfer on the dedicated project website: guctransfer.co.uk.

Layout Options X

In Line with Text

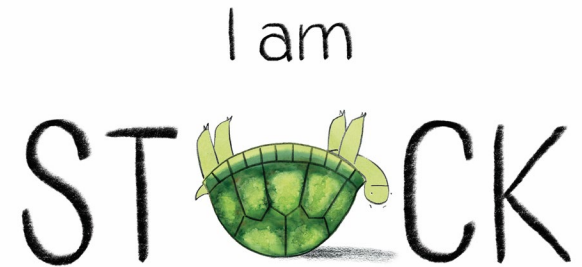
With Text Wrapping

☒ Move with text ⓘ

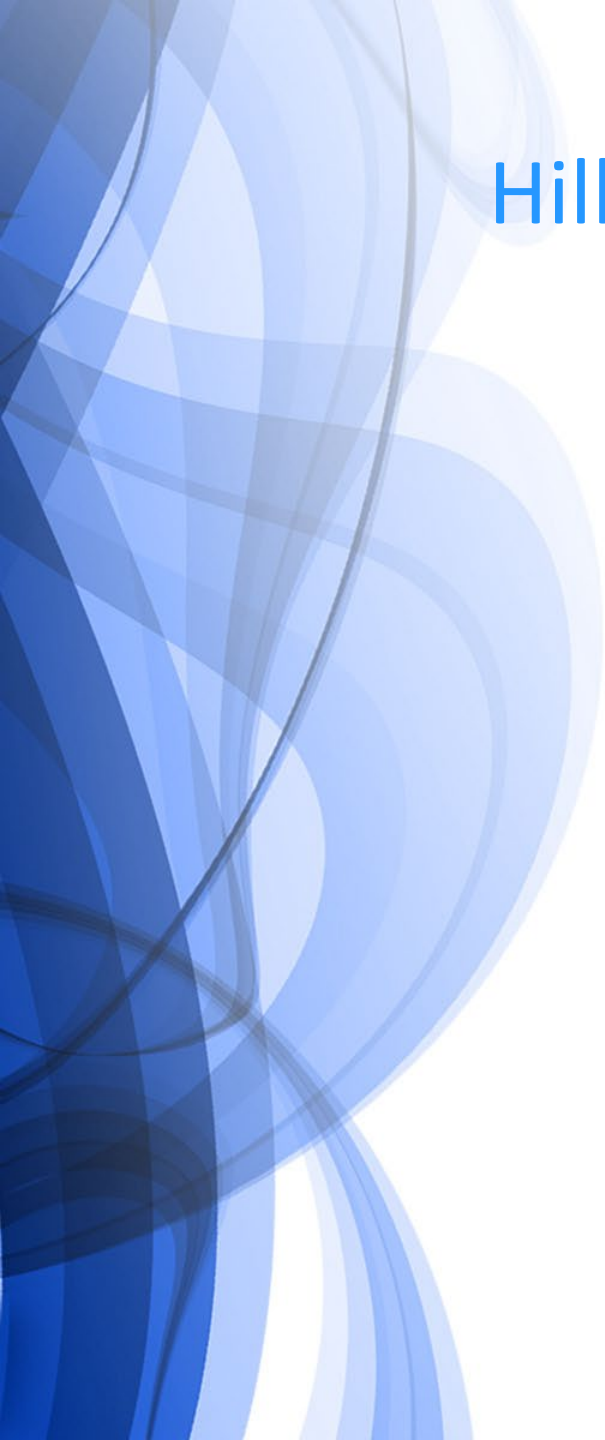
☐ Fix position on page ⓘ

[See more...](#)

What do you do if you get stuck!



- Immediately press Esc key or Undo (Ctrl + Z). (Often helps with unintended formatting.)
- Close document without saving (goes back to last saved version)
- If the document is unresponsive press Ctrl + Alt + Del and close down word (goes back to last saved version)



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The End