

XII - CHAPTER - 2

INTRODUCTION TO WORD PROCESSORS

1. Word processor software: Program that allows users to create, save, edit, format, and print documents. Eg: LibreOffice Writer, Microsoft Word

2. What is document : *Document is a file that contains text or images.*

3.Features of word processor

- 3.1. **Quickness:** Documents can be quickly & easily created, managed, saved, retrieved & printed.
- 3.2. **Word wrapping :** Automatic placement of words not fitting in a line to the next line.
- 3.3. **Editing features :** Editing processes like insertion, deletion, copying can be done easily.
- 3.4. **Drawing and graphics :** Tools are available to create images and drawing shapes.
- 3.5. **Table :** Data can be presented as tables with rows and columns.
- 3.6. **Formatting :** Provides character formatting, paragraph formatting and page formatting, that makes a document more legible and beautiful.
- 3.7. **Header, footer and page number :** Header is the common text appearing at the top of all pages and Footer is the common text appearing at the bottom of all pages.
- 3.8. **Spell check and grammar checking:** Helps automatically to identify any spelling or grammatical error in the document.
- 3.9. **Mail merging :** It allows the creation of formal letters, mailing labels and envelopes by linking a main document to a set of data or data source.
- 3.10. **Index and Table of Content :**
 - Index:** It includes important terms or words appearing at the end of the document.
 - TOC:** it found at the beginning of the document, includes the main headings, subheadings & page number.
- 3.11. **Templates:** Predefined document formats available
- 3.12. **OLE- (Object Linking and Embedding) :** Helps to include other software objects like images, charts, equations etc.

4. Libreoffice writer IDE Components

- 4.1. **Title bar :** It shows the name of the document, name of software and control buttons.
- 4.2. **Menu bar :** It contains the available menus like File, Edit, View, Insert, Format, etc.
- 4.3. **Toolbar :** Contains the shortcut commands in the form of buttons.
 - *Tooltip :** Place the mouse pointer on the button, then it Provides information about the tool.
- 4.4. **Scroll bars :** Helps moving up and down or left and right through the document window.
- 4.5. **Ruler:** Helps to change the left and right margins of the document.
- 4.6. **Status bar :** It displays page number, column and line number where the cursor is located, the selected language etc.
- 4.7. **Text Area :** At this area we type the text matter of the document to be created.

5. Short-Cut keys & Use

Function	Short-cut key	Function	Short-cut key
Create a new document / File	Ctrl+N	Print	Ctrl+P
Open a document	Ctrl+O	Creating a table	Ctrl+F12
Save Document	Ctrl+S	Print Preview	Ctrl + Shift + O
Select All	Ctrl+A	SaveAs	Ctrl+Shift+S
Cut	Ctrl+X	Undo	Ctrl+Z
Copy	Ctrl+C	Redo	Ctrl+Y
Paste	Ctrl+V	Closing a document	File-> Close / Ctrl+W

6. Prerequisites for editing :

6.A. Navigation : Moving the cursor from a point to another in a document .

Question : What are the keys used for navigation

- **Arrow keys :** To move the cursor to the very next character.
- **Home Key:** To move the cursor to the beginning of the current line.
- **End key :** To move the cursor to the end of the current line.
- **Page Up:** To place the cursor one screen size up.
- **Page Down :** To place the cursor one screen size down.
- **Ctrl+ → :** To move the cursor to the beginning of the next word.
- **Ctrl+ ← :** To move cursor to the beginning of the previous word.
- **Ctrl + Home :** To move the cursor to the beginning of the document.
- **Ctrl+End :** To move the cursor to the end of the document.

6.B. Insert/ Overwrite mode setting : A new character will replace the existing one.

6.C.Undo (Ctrl+Z) & Redo(Ctrl+Y) Actions :

Undo : Allows you to cancel or reverse the last action.

Redo : Retrieve an action cancelled by Undo we can use the Redo button.

6.D. Text selection (Select All -> Ctrl+A) : Used to select a word or entire document.

7. Compare Cut-Paste and Copy-Paste functions

Cut-Paste	Copy Paste
Doesn't duplicate text	Duplicates text
Presents only at the destination	Presents at both the source and the destination
Moves the text from one place to another	Copies the text from one place to another

8. Finding and Replacing a text

Question: Raju wanted to replace all the occurrences of the word 'Malayalam' with 'Hindi' irrespective

of case write the steps required to do this in libreoffice writer

Answer : To replace a word with another word.

Step1 : Click Edit Find & Replace or Ctrl + h

Step 2 : Type the word to be changed ('Malayalam') in the Find field of the window that opens. Type the word to be replaced ('Hindi') in the Replace field in this window itself. Then click the ReplaceAll button.

9. Formatting the document

The general arrangement of text is known as formatting. A document can be made attractive by applying certain formatting features.

9.1 Character formatting : It decides how individual characters in the document should appear.

Format -> Character.

What are the character formatting features in Writer

Bold, Italic, Underlining, Overlining, Subscript(2⁵), Superscript(2⁵), Font, \ Font effects, Position, HyperLink, Background, Borders etc

9.2. Paragraph formatting : It involves controlling the appearance of the entire text in a paragraph. Format -> Paragraph.....

9.2.1. Paragraph Alignment :

Horizontal Alignment : Align left, Align right, Center, **Justified**

Vertical Alignments : Top, Bottom and Middle .

9.2.2. Paragraph Indentation & Line Spacing: Distance between text boundary & page margin.

4 types of Paragraph indents :

Positive Indent : Text is placed a little inward from the margins.

Negative Indent : Text is placed outward from the margins.

First line Indent : First line of the selected paragraph is placed a little inward.

Hanging Indent : Text other than the first line is moved a little inward.

Line spacing : It is the space between two lines of text in a paragraph.

******9.2.3. Drop Caps feature**

The first letter in a paragraph takes the height of two or more lines.

Step 1 : Place the cursor anywhere in the paragraph.

Step 2 : Open the paragraph dialog box(format paragraph) and select Drop Caps tab

Step 3 : Specify the number of characters to be dropped from the first and the number of lines it should span.

Step 4 : Click the OK button.

9.2.4. Bullets and Numbering

Step 1: Click, Formats Bullets and Numbering.....

Step 2: Select the desired bullets or number and click OK button

Step 3: Go on with typing of each item

Step 4: Whenever Enter key is pressed after presenting an item, a new Bullet for the next item will appear automatically

9.3 Page Formatting : It involves the setting of page layouts and design.

That is we have to specify the page size, orientation, margins etc.

Question : Differentiate between portraits and landscape page orientation

Portrait Page Orientation : Text is printed or typed length-wise

Landscape Page Orientation : Text is printed or typed width-wise

***Steps to include header and footer :**

Header: Insert -> Header, Format-> Page->Header->Apply->OK

Footer: Insert -> Footer, Format-> Page->Header->Apply->OK

**How to add a page number in the footer : Insert ->Field ->Page Number

10. Printing the document : File->Print or Ctrl+P or Use Print button in Toolbar

Print Preview : It is possible to see how the pages will look before printing the document.

File -> Print Preview or Ctrl+Shift+O

Previous Repeated Questions (2018 - 2023)

1. Briefly explain the features of word processors.
2. Write any three features of a word processor?
3. What is word wrapping?
4. Write 4 components in Writer IDE?
5. Ctrl+N is used for _____.
6. What is the use of the HOME key?
7. What is the use of the END key?
8. What are the keys used for navigation?
9. Compare the functions of Undo and Redo?
10. Compare cut-paste and copy-paste functions.
11. Ctrl+X is the short-cut key to insertin the writer.
12. Write how LibreOffice changes all occurrences of the word 'Malayalam' that Raju has typed in his document to 'Hindi' regardless of letter type.
13. Briefly explain the formatting features in Writer.
14. What are the character formatting features in Writer?
15. What is paragraph indentation? What are the different paragraph indentations?
16. The distance between page borders and text margin is.....
17. (a) What is the characteristic of drop caps in a paragraph?
(b) Write the steps to incorporate drop caps feature in a paragraph.
18. Compare Landscape and Portrait page orientation.
19. Define header and footer in a document
20. Write the function to insert header and footer in Writer document?
21. The common text found at the top of every page is called
a) Footer b) Header c) Indent
22. Write the functions to print the document.
23. Print preview option is available in themenu.
24. Enter the shortcut key to save.
25. Ctrl+F12 is the shortcut key to include..... in writer.