

Basics of Word Processing

INTRODUCTION

Word processing is an application program that allows you to create letters, reports, newsletters, tables, form letters, brochures, and Web pages. Using this application program you can add pictures, tables, and charts to your documents. You can also check spelling and grammar. In this lesson, we will learn Word 2007 and use its features, tools and techniques. All Professional Documents will be discussed using this package only.

OBJECTIVES

After going through this lesson you would be able to:

- define features of Word 2007
- explain basic menu details of Word 2007
- create, save and print new Word document
- protect a word document quickly and efficiently
- manage word files and their printing.

MAIN FEATURES OF WORD PROCESSING

- You can create professional documents fast, using builtin and custom templates.
- You can easily manage large documents using various features like the ability to create table of contents, index, and cross-references.
- You can work on multiple documents simultaneously
- With the help of mail merge, you can quickly create merge documents like mass mailings or mailing labels.

Word Processing Study Guide

**Gini Courter, Annette Marquis, Karla
Browning**

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Word Processing Supervisor National Learning Corporation,2014 The Word Processing Supervisor Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to principles of word processing keyboarding practices spelling grammar usage punctuation office record keeping and more *Advanced Word Processing* Carol Y. Mull,2008 This study guide and the textbook Advanced word processing lessons 61 120 provide help in extending knowledge of the mechanics of Word This study guide contains 14 assignments to guide you as you work through the textbook using your computer Instructions p 1

Word Processor National Learning Corporation,2017 The Word Processor Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to understanding and interpreting written material spelling English grammar and usage punctuation keyboarding practices and more

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Word Processing Marly Bergerud,Jean Gonzalez,1981 **Word**

2003 Now! Crisp Publications Crisp Publications,2005 Word 2003 is a word processing application that is part of the Microsoft Office suite A word processor is a program that helps you create edit format and print documents such as letters reports and Web pages For example you can create a project report in Word While including project status information in the report you might need to edit the report You can edit the report by deleting text from it or by applying formatting to the text in the report You can also insert graphics and charts print the document and save the finished report as an electronic file for future use

MOUS Word 2000 Quick Study Guide Gini Courier,Annette Marquis,Karla Browning,1999 Word 2000 is the latest upgrade to the phenomenally successful word processing program In addition to new word processing features this version of Word contains enhanced Internet capabilities This Study Guide prepares users to take the Microsoft Office User Specialist MOUS proficient and expert exams for Word the official tests that recognize individuals who have achieved mastery level performance using Word The exams were developed with input from corporations staffing firms and educators The tests provide a valuable industry credential proof that individuals have the skills required by employers

Word and Information Processing Marly Bergerud,Jean Gonzalez,1987 As the authors set forth on the third edition of Word and Information Processing Concepts of Office Automation they realized that although it was important to update the

technological progress it was equally important to convey to students the impact that these changes will have on their future careers

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The Basic Guide to Word Processing Siobhan Hawkins,Mairead Wynne,2012-05-11 The essential basic guide on how to use Microsoft Word 2007 and Microsoft Word 2010 Presented in three distinct sections Unit

1 deals with both Microsoft Word 2007 and 2010 Unit 2 contains key pointers for text production Unit 3 deals with Microsoft Word 2003 Screen shots clearly indicate which button to press and what each screen should look like Layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text Advanced features such as formatting text working with tabs and indents and adding a table to the document are also included Practical questions are included throughout the text Facilitates easy progression for the student from Microsoft Word 2003 to Microsoft Word 2007 and 2010 Unit 2 on text production includes Accepted rules for spacing before and after punctuation Use of correct abbreviations for measurements weights money and time Application of block indented and hanging paragraphs to text Use of main headings sub headings side shoulder and paragraph headings in text Standard correction signs for amending text ange and selection of paper sizes Accessible logical and extremely readable this book has been student tested and approved Presented in four distinct units Unit 1 Microsoft Word 2010 Unit 2 Microsoft Word 2007 Unit 3 Top Tips for Text Production Unit 4 Exercises Screen shots clearly show how to use Microsoft Word 2007 and Microsoft Word 2010 Takes a step by step approach to learning the Microsoft Word package Deals with areas such as formatting text tabs tables layout and mail merge Top Tips for Text Production deals with spacing punctuation paragraphing headings and correction signs It is a practical beginners guide for Microsoft Word 2007 Includes a comprehensive exercise section for practice learning Accessible logical and extremely readable this book has been student tested and approved WRITTEN FOR FETAC Level 5 Word Processing FETAC Level 5 Text Production VTOS courses **Word Processor Study Guide** Beatrice D. Meiers,New Mexico. State Personnel Office. Research, Systems and Test Development Division,1981* **Study Guide for Introduction to Computers and Information Processing** Nancy Long,Larry E. Long,1987-10 *Resources in Education* ,1984 **Study Guide to Accompany Introduction to Computers** Fred G. Harold,1984

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