

CREATING DOCUMENTS USING WORD PROCESSORS

//Just to remind you that in the previous subtopic we learned about word processors; in this subtopic we will learn about word processors practically. I may not give much of the notes and procedures needed since these will be covered in the computer lab. Here I will let you understand what each event for formatting and editing feature is used for. Note that this will be in relation to Microsoft Office 2007 because the syllabus doesn't clearly specify which version of application software should be followed. Therefore, since Office 2007 is commonly available and running on most machines in Kenya, it's in good faith that we evolve into newer and popular versions of software to be at par with other nations of the world.

STARTING MICROSOFT WORD 2007

With all due faith that Microsoft office 2007 is installed in the machines you are using, to open Microsoft Word 2007, follow as:

- *Start Button>>All Programs>>Microsoft office>>Microsoft Office Word 2007*

MICROSOFT WORD SCREEN LAYOUT

Allow me to break the Microsoft Word 2007 screen layout into 5 categories where various parts of the window are located as follows:

1. Title bar
2. Menu bar
3. Toolbars
4. Work area and
5. Status bar

1. TITLE BAR

The title bar is a ribbon like section of the window that lies at the top of the screen layout with the following features and controls:

- a. **Office Button**- *it works like the file menu; such that it give a dropdown list of commonly used commands to choose from*
- b. **Document file name**-*shows the file name given by the user by default the filename is document1*
- c. **Type of application** software in use (Microsoft Word 2007)
- d. **Minimize button**- *minimizes the window into the task bar*
- e. **Restore/Maximize button**- *reduces the size of the window an also restores it back to its original size*
- f. **Close button**- *help in exiting the window*
- g. **Task window**- *it's an interface used to act as a link to shortcut commands and controls mostly used by the user*

2. MENU BAR

The menu bar is the second layer part from the top with tabs like home, insert, page layout, reference, mailings, review, view, and developer also minimize the ribbon button-*used to hide and show the toolbars* and help-*used to aid the computer user*. The tabs on the menu bar are used to trigger buttons at the toolbars. As you click from one tab to another, controls at the toolbars also change accordingly.

3. TOOLBARS

The toolbars is the home of controls which represent commands where users can click from to accomplish a task. These controls are used to format, edit perform other changes in the document like mailing, reference, developing other controls, viewing etc.

4. WORK AREA

The work area is the largest section of the screen layout with a default background color of white. This section allows the user to enter text into the document with the help of a cursor- a blinking mark on the screen. Besides the work area is a ruler which is used to indent lines //indenting means- pushing text away or into the page margin. There are two types of rulers namely: Horizontal and vertical rulers. On the other side are scroll bars and scroll buttons used by the user to scroll up and down, left and write across the page to view hidden text. There are two types of scroll bars namely: horizontal and vertical scroll bars.

5. STATUS BAR

This is an interactive strip at the bottom of the screen layout next to the task bar. It acts as a communication link between the user and the program. It display progressive tasks like saving, page number, number of words, zoom slider- used to adjust the size of the window in relation to the screen, opening, printing etc.

CREATING A WORD DOCUMENT

Creating a document simply means starting a new document. By default as you start Microsoft Word 2007 software the new document automatically starts. To start MS word, proceed as follows:

- *Start Button>>all programs>>Microsoft Office>>Microsoft Office Word 2007*

There are two types of new documents, namely:

- 1) Blank document and
- 2) Templates

A blank document that has not been worked on and a template is a pre-formatted document this means, it's a document draft that has already been formatted thus needs only editing to make user's work easier

TO CREATE A NEW DOCUMENT IN A BLANK WINDOW, PROCEED AS FOLLOWS:

- *Office button>>new>>blank document>>create*

TO CREATE A NEW TEMPLATE, PROCEED AS FOLLOWS:

- *File>>new>>sample templates>>select template>>create*

SAVING A DOCUMENT

Saving a document simply means to keep or store a document in the computer's memory referred to as the Hard disk drive (HDD)

- For future reference
- Retrieve them and format or edit them in future
- To share with others
- For data security reasons
- For privacy issues

TO SAVE A MS WORD 2007 DOCUMENT, PROCEED AS FOLLOWS:

- *File>> save>>select a)folder to save b)type the filename c)select save as type then,>> click the save button*

PROTECTING A DOCUMENT WITH A PASSWORD

We protect documents with passwords in order to deter unauthorized access. A **password** is a secret code – number, letter or symbol- only known by its creator. To access a document created by a password, you must enter the password to access. Malicious people can access your document if your password is weak using a special type of software called **password cracker**. These types of people who crack passwords to access information are called **hackers**.

HOW TO MAKE A STRONG PASSWORD

- Your password should be least of **nine** characters
- It should have a mix of numbers, letters and symbols
- Should have both capital and small letters
- A strong password should not consist of your name, year of birth, ID number, TSC number or anything associated with you and your family circles.

Example of a good password: **x2@23hGH%**

To put a password on your document proceed as follows:

- *File>> save as>>on the dialog box click on tools> on the drop down menu that appears select general options>> enter password to open (e.g. xyz) >> enter password to modify (e.g. xyz)>> reenter password to open (e.g. xyz)>> reenter password to modify (e.g. xyz)>> finally click the save button*

CLOSING A DOCUMENT AND EXITING A WINDOW

There is a big difference between closing a document and exiting from a window. But first let us differentiate between a document and a window.

A document is file in a window. Usually a document is defined by its filename and contains information which belongs to the user. A window on the other side is a desktop feature in form of a dashboard that represents the application software you are using: E.g. Microsoft word, Access, PowerPoint, Excel etc.

To close a document, proceed as follows:

- *File>> close*

To exit a window, proceed as follows:

- *File>> exit*
- *Click the close button on the title bar-either*
- *Press Alt+f4 on the keyboard*

OPENING AN EXISTING DOCUMENT

Opening means retrieving. Only files stored in secondary storage media can be retrieved to open a file, proceed as follows:

- *File>> open>> select the folder where the file is stored, identify the file in the dialog box or type the filename in the filename text box then>>click open*
- *Or click the open button from the **quick launch toolbar** and follow the procedure given above.*

TOPICAL QUESTIONS

- 1) Give reasons as to why we save files in a computer?
- 2) Name at least three storage devices where users are able to store computer files
- 3) Opening a file, means?
- 4) What is the difference between a document and a window?
- 5) List at least 4 features of a strong password
- 6) Creating a document means?
- 7) List all parts of Microsoft Office Word screen layout and their uses
- 8) Why are passwords important for liveware?