

Word Processing

Textbook

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In today's digital world, being able to create and edit documents is an essential skill. Whether you're writing a school report or a creative story, [word processing software](#) is the tool you'll use. This lesson will guide you through the basic features of word processing, from opening a new document to formatting text.

Performing Basic Tasks

Word processing software allows you to perform fundamental actions to manage your documents:

Open a New Document

When you start a new project, the first step is to open a new document. Most word processors have a "File" menu where you can select "New" or "New Document." This gives you a blank page to start typing on.

Print a Document

Once your document is ready to be a physical copy, you print a document. You'll usually find a "Print" option in the "File" menu, or you can use the keyboard shortcut (Ctrl+P or Cmd+P). This will open a print dialog box where you can choose your printer and settings.

Save a Document

As you work, it's crucial to save a document regularly to avoid losing your progress. When you save a document for the first time, you'll give it a name and choose where to store it. After that, simply clicking "Save" (or using Ctrl+S/Cmd+S) will update the existing file with your latest changes.

Performing Primary Page Layout Tasks

Page layout refers to how your document looks on the page. These settings affect the overall appearance and readability:

[Page orientation](#) determines whether your document is printed vertically or horizontally. [Portrait](#) is taller than wide, while [Landscape](#) is wider than tall (often used for charts). You can usually find this setting in the "Layout" or "Page Setup" menu.

[Page margins](#) are the blank spaces around the edges of your document – the top, bottom, left, and right sides. Adjusting margins changes how much text fits on a page. You can typically find options to adjust margins in the "Layout" or "Page Setup" menu.

Performing Basic Text Formatting Tasks

Text formatting involves changing the appearance of your text to make it more readable or to emphasize certain parts.

[Alignment](#) refers to how your text is positioned on the page.



- **Left Alignment:** Text lines up on the left.
- **Right Alignment:** Text lines up on the right.
- **Center Alignment:** Text is centered evenly.
- **Justify Alignment:** Text is spread across the entire line, aligning both left and right margins.

Font

The [font](#) is the design or style of the letters (e.g., Arial, Times New Roman).

Font color changes the color of your text.

Font highlight adds a colored background to selected text, making it stand out.

Font size refers to how large or small your text appears, measured in points (pt).

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U

Bold is a text style where letters are thicker, used for emphasis or titles.

Italics is a text style where letters are slanted, used for emphasis or titles.

Underline places a line directly beneath the selected text, commonly used for emphasis.

Conclusion

Mastering word processing software empowers you to create clear and polished documents. By understanding how to open, save, and print, control page layout, and apply various text formatting options, you gain essential skills for communicating your ideas effectively.

Critical Thinking Questions

1. You are creating a flyer for a school event. Would you likely use portrait or landscape page orientation, and why?
2. You've typed a very important title for your essay. What three different text formatting options could you use to make that title stand out the most?
3. If you want to make a specific word in your essay stand out, besides changing its color, what two other text formatting options could you use?

Questions (10)

1. What is the first step you typically take when starting a new project in word processing software?

MULTIPLE CHOICE

Choose the correct answer:

- A. Print the document.
- B. Save the document.
- C. Open a new document.
- D. Change the page orientation.

2. When you want to create a physical copy of your document, what task do you perform?

MULTIPLE CHOICE

Choose the correct answer:

- A. Save a Document
- B. Print a Document
- C. Open a New Document
- D. Adjust Page Margins

3. Why is it crucial to 'Save a Document' regularly as you work?

MULTIPLE CHOICE

Choose the correct answer:

- A. To automatically change the font size.
- B. To avoid losing your progress.
- C. To set the page orientation.
- D. To adjust text alignment.

4. Which page layout setting determines whether your document is printed vertically or horizontally?

MULTIPLE CHOICE

Choose the correct answer:

- A. Page margins
- B. Font size
- C. Page orientation
- D. Text alignment

5. What are 'Page margins'?

MULTIPLE CHOICE

Choose the correct answer:

- A. The overall design of the letters in your document.
- B. The blank spaces around the edges of your document – the top, bottom, left, and right sides.
- C. The background color of your text.
- D. The lines that appear beneath selected text.

6. Which text alignment option spreads text across the entire line, aligning both left and right margins?

MULTIPLE CHOICE

Choose the correct answer:

- A. Left alignment
- B. Right alignment
- C. Center alignment
- D. Justify alignment

7. What does 'Font' refer to in text formatting?

MULTIPLE CHOICE

Choose the correct answer:

- A. The color of the text.
- B. The size of the text.
- C. The design or style of the letters (e.g., Arial, Times New Roman).
- D. Whether the text is bold or italic.

8. If you want to make certain letters appear thicker for emphasis, which text style would you apply?

MULTIPLE CHOICE

Choose the correct answer:

- A. Italics
- B. Underline
- C. Font Highlight
- D. Bold

9. What is the purpose of 'Font highlight'?

MULTIPLE CHOICE

Choose the correct answer:

- A. To make letters appear slanted.
- B. To change the color of the text itself.
- C. To add a colored background to selected text, making it stand out.
- D. To place a line directly beneath the selected text.

10. Which text style involves slanting the letters, often used for emphasis or titles?

Choose the correct answer:

- A. Bold
- B. Underline
- C. Italics
- D. Justify Alignment

Answer Keys & Solutions

Questions

1. What is the first step you typically take when starting a new project in word processing software?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---------------------------------|-------------|
| A. Print the document. | ✗ Incorrect |
| B. Save the document. | ✗ Incorrect |
| C. Open a new document. | ✓ Correct |
| D. Change the page orientation. | ✗ Incorrect |

2. When you want to create a physical copy of your document, what task do you perform?

MULTIPLE CHOICE

Correct Answer:

- | | |
|------------------------|-------------|
| A. Save a Document | ✗ Incorrect |
| B. Print a Document | ✓ Correct |
| C. Open a New Document | ✗ Incorrect |
| D. Adjust Page Margins | ✗ Incorrect |

3. Why is it crucial to 'Save a Document' regularly as you work?

MULTIPLE CHOICE

Correct Answer:

- | | |
|---|-------------|
| A. To automatically change the font size. | ✗ Incorrect |
| B. To avoid losing your progress. | ✓ Correct |
| C. To set the page orientation. | ✗ Incorrect |

D. To adjust text alignment.

✗ Incorrect

4. Which page layout setting determines whether your document is printed vertically or horizontally?

MULTIPLE CHOICE

Correct Answer:

A. Page margins

✗ Incorrect

B. Font size

✗ Incorrect

C. Page orientation

✓ Correct

D. Text alignment

✗ Incorrect

5. What are 'Page margins'?

MULTIPLE CHOICE

Correct Answer:

A. The overall design of the letters in your document.

✗ Incorrect

B. The blank spaces around the edges of your document – the top, bottom, left, and right sides.

✓ Correct

C. The background color of your text.

✗ Incorrect

D. The lines that appear beneath selected text.

✗ Incorrect

6. Which text alignment option spreads text across the entire line, aligning both left and right margins?

MULTIPLE CHOICE

Correct Answer:

A. Left alignment

✗ Incorrect

B. Right alignment

✗ Incorrect

C. Center alignment

✗ Incorrect

D. Justify alignment

✓ Correct

7. What does 'Font' refer to in text formatting?

Correct Answer:

- A. The color of the text. ✗ Incorrect
- B. The size of the text. ✗ Incorrect
- C. The design or style of the letters (e.g., Arial, Times New Roman). ✓ Correct
- D. Whether the text is bold or italic. ✗ Incorrect

8. If you want to make certain letters appear thicker for emphasis, which text style would you apply?

MULTIPLE CHOICE

Correct Answer:

- A. Italics ✗ Incorrect
- B. Underline ✗ Incorrect
- C. Font Highlight ✗ Incorrect
- D. Bold ✓ Correct

MULTIPLE CHOICE

9. What is the purpose of 'Font highlight'?

Correct Answer:

- A. To make letters appear slanted. ✗ Incorrect
- B. To change the color of the text itself. ✗ Incorrect
- C. To add a colored background to selected text, making it stand out. ✓ Correct
- D. To place a line directly beneath the selected text. ✗ Incorrect

10. Which text style involves slanting the letters, often used for emphasis or titles?

MULTIPLE CHOICE

Correct Answer:

- | | |
|----------------------|-------------|
| A. Bold | ✗ Incorrect |
| B. Underline | ✗ Incorrect |
| C. Italics | ✓ Correct |
| D. Justify Alignment | ✗ Incorrect |