



## Word Processing

Using tools to ease the tasks

## What is Word Processing?

- ❖ The ability to manipulate text (process words) without having to retype.
- ❖ Put simply it is the ability to
  - Enter text and images
  - Edit
  - Format
  - Save
  - Publish
- ❖ Generally these make up a cyclical operation



## Entering First

- ❖ Enter what needs to be said BEFORE formatting.
  - Paragraph are treated as a unit for certain types of formatting
    - ▲ Press ENTER at the end of a paragraph
    - ▲ Use a line feed SHIFT-ENTER to go to the next line within a paragraph (called a hard line feed)
  - To go to the next page before it automatically wraps to the next page
    - ▲ Use a page break CTRL-ENTER to go to the next page (called a hard page break)
    - ▲ Tired of typing - try voice input!



## Saving

- ❖ Word does have automatic saving to a temporary file that may be retrieved if power is out, but it may not necessarily work
  - Save often.
  - Save when you stop for a moment.
  - Save whenever you move away from the computer for a moment.



## Editing Documents

- ❖ selecting text (necessary to do some of the other operations)
- ❖ copying - copy & paste
- ❖ moving - cut & paste
- ❖ deleting
- ❖ searching & replacing
- ❖ inserting date/time
  - can be set to auto update
- ❖ spell checking
- ❖ more



## Formatting

- ❖ Formatting
  - Affects how a document looks.
  - Add visual appeal to a document
- ❖ Types of formatting include
  - Character
  - Paragraph
  - Page or Layout



## Character Formatting

- ❖ font
  - type face (style of characters)
  - size - Measured in point size. Larger the number, larger the characters.
- ❖ weight & style
  - **bold**
  - *italic*
  - underline
  - ~~strikethrough~~
- ❖ position
  - normal
  - superscript <sup>1</sup>
    - ↳ Slightly above the normal line
  - subscript <sub>2</sub>
    - ↳ Slightly below the normal line
- ❖ and other effects

## Paragraph Formatting

- ❖ line spacing
  - how much space is between lines of text
- ❖ indent including
  - first line (indents the first line of a paragraph - like an automatic tab)
  - left
  - Right
  - hanging (indents the paragraph after the first line)
- ❖ alignment
  - left
  - right
  - center
  - justified (aligned on both sides like a newspaper column)
- ❖ tabs
- ❖ spacing before & after
  - Space added before or after the full paragraph

## More paragraph

- ❖ flow control
  - widow/orphan protection
    - ↳ forces two lines to remain together on a page so that one line is not left alone
  - keep with next
    - ↳ Good to for heading so they stay on the same page as the paragraph below it
  - keep together
    - ↳ keeps text together so page does not break

## Page /Layout Formatting

- ❖ margins
- ❖ columns
- ❖ page size
- ❖ page orientation
  - portrait
  - landscape
- ❖ headers and footers
  - Note: Headers and headings are different!  
Footers and footnotes are different.

## Using Styles - Styles Rock!

- ❖ Styles allow for groups of formatting to be applied at once and can include both paragraph and character formatting
- ❖ Use styles to format similar type items.
  - If creating a document that has headings, use the heading styles to format these.
- ❖ Modifying styles
  - Change the formatting - modify the style rather than each item. Changes all at once
  - Formatting to be applied to the entire document - modify the Normal style.

Code phrase : Styles Rock!

## Publishing

- ❖ Publishing originally entailed printing, but many documents today are not intended for printing
  - Printing
    - ↳ placing your document on paper.
  - Electronic distribution
    - ↳ email
    - ↳ web pages
    - ↳ file transfer
    - ↳ pdf file

## Other Capabilities

- ❖ grammar checkers
- ❖ thesaurus
- ❖ tables
- ❖ graphics
- ❖ borders
- ❖ lines
- ❖ drawing
- ❖ outlines
- ❖ mail merge
- ❖ generating indexes and table of content
- ❖ footnotes
- ❖ printing envelopes & mailing labels
- ❖ & more

## Most Important Point

- ❖ Let the computer do the work!
- ❖ If it's taking you time to do...
  - there is probably an easier way!
- ❖ Time-saving Features
  - Centering, headers, automatic page number, automatic table of contents, automatic bibliography, using styles, printing envelopes





## Web & Information Literacy

Searching & Evaluating Information  
Web Tools

## What is the Internet

- ❖ Inter - Between
- ❖ Net - Networks
  - a group of computers which are interconnected together to exchange information
  - The Internet is a network that connects computer networks in remote locations together.
- ❖ Features
  - Global
  - No one company, institution, government, person owns it
  - Can link many different ways because of the way it was designed
  - Provides for decentralized & distributed computing



## Are Internet & Web the same?

- ❖ Nope.
- ❖ The Internet consists of computers, data, protocol that are connected through satellites, cables, wires, and wireless transmitters.
- ❖ The Web is a method of accessing information stored on computers throughout the Internet
- ❖ Not everything connected to the Internet is accessible via the Web
  - Some online gaming such as World of Warcraft
  - Some music downloads - iTunes software
  - File transfers
  - Businesses & government may have their own software for accessing information



## Finding Information

- ❖ Search Engines
  - Input search terms to find info
  - Use advance features to narrow search
  - Use specialized indexes
- ❖ Deep Web Search
  - Database search that are not searchable by search engines
  - Examples:
    - ▲ Periodical Indexes: EBSCO
    - ▲ Book Searches: Library ebooks
    - ▲ Reference indexes

State library & UH system have list of databases



## Search Strategies

- ❖ Consider including in search
  - Who
  - What
  - When
  - Where
  - Why
  - How
- ❖ Use synonyms
  - Example: college or university
- ❖ Use quotes to indicate a phrase

Use common sense to determine most appropriate search term



## Advanced Search

- ❖ Use advanced search feature to refine searches
  - File Type (web page, Adobe Acrobat, graphic)
  - Date
  - Domain
  - Language
- ❖ Three basic Boolean operands can be used
  - AND
  - OR
  - NOT



## Boolean Operators

| Operator                        | Effect on search       | Example  | Results   |
|---------------------------------|------------------------|--|---|
| AND                             | Narrows search         | dogs AND cats<br><i>both words must be on page</i>                                 |  |
| OR                              | Expands search         | dogs OR cats<br><i>One or the other or both</i>                                    |  |
| NOT                             | Narrows search         | dogs NOT cats<br><i>Dogs but no cats on it</i>                                     |  |
| Not boolean, but helps Quote "" | Further narrows search | "cats and dogs"<br><i>must be the exact phrase.. Will not find "dogs and cats"</i> |  |

cats and dogs

## Narrow by Domains

- ❖ High Level Domain (end part of a domain name)
  - .net - network
  - .com – commercial
  - .edu - educational (usually colleges & universities)
  - .gov – government
  - .org - non-profit organization
  - .k12 - kindergarten through 12th grade
  - .mil – military
- ❖ Specific domain - include full domain name
- ❖ Examples:
  - hawaii.edu
  - irs.gov
  - microsoft.com
  - fafsa.ed.gov

## Finding info on a page

- ❖ Long articles may make it difficult to find the exact information you are seeking
- ❖ Use the find feature to find information within a web page or other file
- ❖ CTRL-F will bring up the find box then type in what you are looking for.

## Evaluating Web sites

Determining Validity

## Why Evaluate

- ❖ Just because it's published on the Web does not mean it is accurate
- ❖ Anyone can publish anything on the Web
  - no controls or overall publisher who evaluates and confirms content
- ❖ Evaluate
  - Sources
  - Content
  - Date

## Evaluating Sources

- ❖ Who is publishing the information?
  - Author
    - ⌘ Why is the author an authority?
    - ⌘ What credentials do they have?
  - Publisher
    - ⌘ Is the company or organization reputable?
    - ⌘ What other information is available about publisher?
    - ⌘ What is the high level domain?

## Example

- ❖ Example of evaluation for my lesson on operating systems:
- ❖ Author: Vanessa Cole
  - Credentials:
    - ▲ Instructor of Information Computer Science
    - ▲ over 30 years computer experience.
    - ▲ expertise and training to be an authority in this area.
- ❖ Publisher: Windward Community College
  - reputable educational institute.
  - .edu domain

## Evaluating Content & Date

- ❖ Is information accurate and verifiable through other sources?
- ❖ Is a bibliography offered or are references cited?
- ❖ Is the content opinion or fact?
- ❖ Is the purpose clearly stated?
- ❖ How current is the information?
  - 2 year old article about computers is outdated
  - 10 year old article about ancient history is probably not outdated.

## Example:

- ❖ Example of evaluation for my lesson on operating systems:
- ❖ Content: The information is clearly stated and is factual which can be verified through other sources. It does not contain a bibliography, but the author has the authority to write on this subject.
- ❖ Date: The content of this website is published within the past two years and is current.

## Citing References

- ❖ When using your research to write a paper you must ALWAYS cite your references.
- ❖ See MLA or APA style guides for the referencing style you need to use.
- ❖ Common items needed for reference
  - Author
    - ▲ All content has an author - if no individual author is listed, then a corporate/organization author should be listed.
  - Title
  - Publisher
  - Date of publication
  - Web address and date accessed (if website)

## Cite Reference from Source

- ❖ Citation should be from the actual source NOT the search tool.
  - Do not site Google or Ebsco as your source.
  - In Google go to the actual website to find the source citation information.
    - ▲ Citation type is most likely *website*
  - Ebsco look at the actual article to find citation information
    - ▲ Citation type is most likely *article in a periodical or journal article*

## Fair Use

- ❖ Be sure quotes are indicated and ALWAYS cite your references.
- ❖ Fair use: Freely quote for educational purposes 10% of the full work or 1,000 words whichever is LESS.
  - A web page of 100 words - you can quote only 10 words.
  - If it is of 100,000 words you can quote only up to 1,000 words.
  - If you are quoting more than that, by law you should get permission from the author or publisher



## Working with Research Papers

Let the computer do the work

## About Research Papers

- ❖ Often research needs to be written up in a paper. This is not only for school, but often in business and other organizations
  - Evaluations
  - Business plans
  - Assessments
  - Operating procedures, etc.



## Use Styles!

- ❖ It's important to use STYLES to format your paper.
- ❖ Styles allow for consistency and ease of update
- ❖ Heading styles can help create automatic table of contents



## Headers & Footers

- ❖ Headers and footers.
  - Headers are at the top of every page
  - Footers are at the bottom of every page
- ❖ Can have different headers/footers for odd and even pages
- ❖ Can have a different first page



## Cover pages

- ❖ Cover pages identify information such as title and author



## Citations & Bibliography

- ❖ Citations & Bibliography - use the **insert citation** feature to accurately complete citations for references
- ❖ Inline citations are citations placed immediately following the text. Displays only part of the citation information.
- ❖ Automatic bibliography places information from citation tool into the bibliography.
- ❖ **ALL PAGES HAVE AUTHORS!**
  - If an individual author is not listed, then it is a corporate or organizational author

