



Chapter 12

Word Processing



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Coping with the Learning Curve

Word processing is for most people the *raison d'être* of the computer. We want the word processors complete with all the bells and whistles and we upgrade to the newest versions to take advantage of all the newest features. Sadly, few of us use all those bells and whistles; in fact, we use so few of the high-powered features and struggle so frequently with all those high-powered word processors that we sometimes think that every one should go back 20 years to the original, non-snazzy word processors that got the job done.

What most people neglect is that the computer is not a blender, so there is a steep learning curve for all these new features, and there are clearly proven methods for learning in general, whether it be 7th grade math, 11 grade Latin or VCR skills at age 33. A teacher at Meadowbrook School, Louisa Birch, has said often that in her many years of teaching Kindergarten, watching little children use the computer reveals more insights on how those children learn than any other activity in her classroom. Observing whether children take risks, how they read the instructions, how well they help each other, what is their frustration level and how they problem solve - all come to the forefront when children learn to use a new program. And so whether you are about to learn a new word processor or are trying to teach someone else how to use a word processor, the following suggestions are intended for you. What is fascinating is that regarding computers, we are all beginners and we are all computer teachers. Over the next 20 years, each of us will learn to use a new word processor that we have never seen before; hence we are all beginners. And over the next 20 years each of us will end up helping someone - perhaps friend, spouse, child or parent - with word processing features that we are skilled with; hence we are all computer teachers. And so, as they say in the restaurants, these tips are for you!

The Human Rule of Three

(L,K and R: in honor of Larry, Kevin and Robert)

• **Lean on someone!** • **Keep pushing FD with skills!** • **Read the manual!**

Learning Tip #1: **Lean on someone**, whether half or twice your age! No matter how capable



you are, you will hit minor and major snags in using that word processor. Minor snags might be annoyances, like occasionally you get an extra blank page when you print. Major snags represent tasks you are simply unable to do without help, such as printing mailing labels. If you have a friend, colleague, student or teacher who has been using that word processor, then set up a relationship for support.

Learning Tip #2: **Keep pushing forward with skills!** Take risks and try new features when



your project is not due tomorrow. When you are not pressured for time, try learning 3 new features each time you sit down to use the word processor for a task. Over the course of several months, you will increase your word processing skills immeasurably this way.

Learning Tip #3: **Read the manual!** No, this doesn't mean read it from cover to cover on day



one. Perhaps you read the beginning chapters at first, mark off with a \checkmark each feature you understand and put a q box for each feature you do not understand. Weeks later, you'll come back and re-read that section and maybe some of your q's will be checked off with \checkmark marks.

Learning Tip #4: **Stop complaining about the manual.** Writing technical information is difficult, and occasionally the writers have the communication skills of a toad, but virtually every manual ever written has much to offer in terms of facts and tips. Your mission - should you accept it - is to learn. Complaining about the manual is both counterproductive and too easy because it allows the user to avoid the real issue. Instruction booklets are not ideal, but the issue is how to learn from them anyway. Most people who take a math course are forever complaining about the explanations in the text, but it is the same issue there as well. People complain about the instructions for programming their VCR, setting their microwave or putting together that toddler's bike. It is a truism that technical writing is difficult; most techies do not communicate very well and many people who write well have trouble with technical details. We clearly have a left brain/right brain problem here, but the challenge to you is to learn from those manuals anyway!

Learning Tip #5: **Take notes in an organized fashion** (e.g. 3 x 5 file cards) for studying and reference. You might want to title each card with 1 specific skill, such as How to Insert a Page Break. Why is it that so many educated people who have learned to take notes in schools for years refuse to take notes on topics like inserting URLs and tabs that they can't remember from day to day? Teachers joke about how students take notes only on things that go up on the blackboard regardless of their importance. Is it possible that the same phenomenon affects adults?

Learning Tip #6: **Write up your own notes!** What can be better than typing on your word processor a summary of its features? Inevitably, you will end up helping others over the next year or two on that word processor and so your notes will serve a second purpose. And yes, when you forget that feature, your typed, word processed notes will serve a third purpose.

Learning Tip #7: **Use the Help feature.** All software has a Help Menu Item (usually the last menu item on the right of the menu bar). Learn your program's version of help: most have an index feature and an ask a question feature. There is also usually a table of contents and sometimes a Tutorial.

Learning Tip #8: **Avoid new features when your project is due.** If you don't know how to do a mail merge, don't try it under pressure. Nothing is wrong with using the same old non-computer methods until you have time to work through the process carefully and methodically.

Tips for WP Beginners (using a proportional font: Times 10 point)

- don't push RETURN at the right edge of each line of a paragraph
- begin each new paragraph with a TAB not 5 spaces
- push the SPACE BAR once, not twice between sentences
- use RETURN only for blank lines or to end paragraphs or short lines
- make sure you SAVE your new document after you've typed for one minute
- be careful about which piece of plastic you are SAVING onto
- every 10-15 minutes, re-SAVE your work
- when you are finished with a task for the day, SAVE one last time
- after SAVING one last time for the day, re-SAVE to a second location
- when ready to print, SAVE one last time before you print
- avoid pushing the SPACE BAR repeatedly — use TABs instead
- use descriptive file names, perhaps including project, initials and date
- read the screen WHISPERS where the programmer frequently puts info

Tips for Experienced WP Users (using a monospaced font: Courier, 10 point)

- read, practice and re-read the section on using TABS until you get it
- SAVE when you think of it & avoid "doing one more thing before you save"
- never push the SPACE BAR even twice consecutively (use TABS)
- use the REPLACE features to change all occurrences of 2 spaces to 1 space
- organize your projects into folders or subdirectories
- use file names with alphabetical groupings for convenience
- do not neglect backups — Murphy's law will get you if you don't!
- save major projects in separate locations

Why Use One Space Not Two? Why website?

There was a need for 2 spaces between sentences created on typewriters because all characters were monospaced. But on a computer, fonts have proportional spacing. Thus the single space between sentences is enough to visually separate them, and two spaces creates a problematic gap particularly for justified text. (By the way, this paragraph has two spaces between sentences on purpose. Other examples on this page show the variations between proportional and monospaced fonts.) You can see a Web page referencing this point from the AP StyleBook at http://en.wikipedia.org/wiki/Sentence_spacing and can access this book at APstylebook.com. Similarly as of 2009, we use website instead of Web site; see <http://en.wikipedia.org/wiki/Website> for clarity re the AP Stylebook and the use of website.

Summary of Generic Word Processing Skills

This alphabetized listing applies to all word processors, both Macintosh and PC. While word processors vary in their more sophisticated features, the basics remain fairly similar. Plus, once you learn how to adjust margin markers, tab stops and formatting shortcuts in one program, it is not that difficult to transfer those skills to other programs.

<u>HOW TO</u>	<u>EXPLANATION</u>
Change Font or Text Size	Blacken (select) the text that you want to affect and choose the desired feature from a menu such as Font, Format or Style. Note that 72 points = 1 inch.
Change Text to be Bold	Blacken (select) the text that you want to affect. Then choose the desired feature from the menu or use the Command on the Mac or Control on the PC equivalent shortcuts. Or use the B on the buttons toolbar. Bold is a toggle feature, click once to turn it on and click again to turn it off.
Copy Text	Blacken (select) the text that you want to copy. Choose Copy from the Edit menu. Use the mouse to click at a new location and then choose Paste from the Edit menu. Learn the keyboard commands of Command-C for the Mac and CTRL-C for the PC.
Create a Font “style sheet”	Type a WP document with words for each style (bold, italics, superscript, etc.). Using Copy and Paste, replicate these words several times. Make each example a different size. Then replicate the section for each font. Voila!
Delete Text	Blacken (select) the text that you want to remove. Then push Delete, choose Cut from the Edit menu or push Command-X on the Mac or Ctrl-X on the PC.
Fit more Room on Page	There are several strategies for fitting more room on each page: choosing smaller font size, eliminating blank lines or making margins smaller using the Page Setup option. Judicious use of page breaks can also be helpful here.
Insert Text	Use the mouse to click at the desired location. Once the cursor is blinking at that location, just type away to insert your text. Or if you’ve cut text from elsewhere, you can choose Paste at this insertion point to have it fly in.

Move Text	Blacken (select) the text that you want to remove. Choose Cut from the Edit menu. Use the mouse to click at a new location and then choose Paste from the Edit menu.
Open up White Space	Click the mouse directly after the paragraph where you need the space. Or else, click the mouse at the top of the page if you need space up top. Push Return or Enter.
Replace Text	Blacken (select) the text that you want to remove. Then type in the new text.
Selecting Text Block (basic)	Click insertion point before the first character of the block. Hold down mouse button and drag until entire selection is darkened. Release mouse button.
Selecting Text Block (fancy)	Click insertion point at beginning of block and move to end of the block. At the end of the block, hold down the shift button and then click the mouse.
Tab at Start of Paragraph	Usually pushing Tab at the start of a paragraph moves the cursor in the desired amount of 1/2 inch; this is generally the default amount until it is altered. Do NOT push the Space Bar repeatedly to start a paragraph!
Use a Monospaced Font	With a monospaced fonts all characters take up equal amounts of horizontal space.
Use the Clipboard	The clipboard holds pictures or text that you Cut or Copy. However, it holds only 1 selection. In general, you Cut something, move to a new location and then Paste.
Use Key Caps/Character Map	In 10.2 on the Mac, go to Applications Folder, Utilities Menu for Key Caps. The PC version is the Character Map found under the Start Menu, then All Programs, then Accessories, then System Tools.
Use Keyboard Viewer (MAC)	In 10.3 on the Mac, go to System Preferences and click on International. Then click on the Input Menu. Check mark next to Character Palette and Keyboard Viewer and be sure "Show input Menu in menu bar" is checked. Close the window. An American Flag will appear in your menu bar. Choose " Show Keyboard viewer"
Use the Space Bar-Don'ts	Avoid using the Space Bar to skip spaces. Instead, you should be using the Tab features of your word processor.

Tabs & Margin Markers: Larry and Kevin mess up but Robert rules

- 1981 Larry Bird helped the Celtics come back from a 3-1 deficit to the 76ers, but he pushes the space bar 7 times before his name here and 18 times every line. On the right, he pushes RETURN every line. "Them words looked good on the screen" he mutters.
- 1984 Kevin McHale got nasty with Kurt Rambis in game 4 at LA but he pushes RETURN at the end of each line here and uses TAB on the left side of each line to bump over. His style seems fine until he tries to edit. When he adds or deletes words in line 1, he's in trouble.
- 1986 Robert Parish helped the Celtics win what might be their last 20th century championship. He types this entry perfectly, using TAB once before his name with no extra spaces or return pushes. Some days he adjusts the TAB ICONS before he types and other days he adjusts them afterwards, depending on Federal Express deliveries.

Learning to use the Microsoft Word Rulers

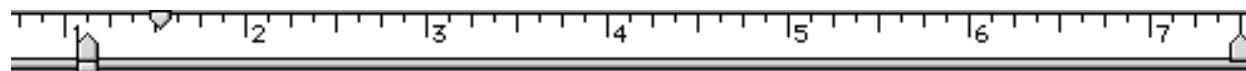
The Microsoft Word Rulers allow for paragraph formatting by controlling the indents of the left margin of the first line of each paragraph and the left margin of the body of each paragraph, the right margin of each paragraph, (all controlled by the margin markers,



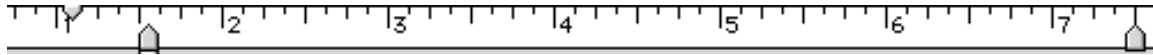
the placement of tabs, the line spacing, the left, centered, right, and justified alignment of tabs and the paragraph style.



To change the left indent of each paragraph, you need to adjust the margin markers by clicking and dragging the bottom pentagon, which controls the left side margin of the body of the paragraph, and by clicking and dragging the top pentagon to control the first line of the paragraph. Sometimes, you might want the first line to be indented - that is the usual paragraph format - so your ruler markers would look like this (this is the alignment of this paragraph):



To create the format of this paragraph (sometimes useful for resumes), you would drag the first line margin marker to the left of the body margin marker as shown below:



To drag the two margin markers together, click and hold the square beneath the two pentagons.

Now let's throw some tabs into the mix. Tab stops are controlled by the tab markers

In Word, the tab well is to the left of the formatting toolbar; click on the tab box to rotate through the different tab markers available:

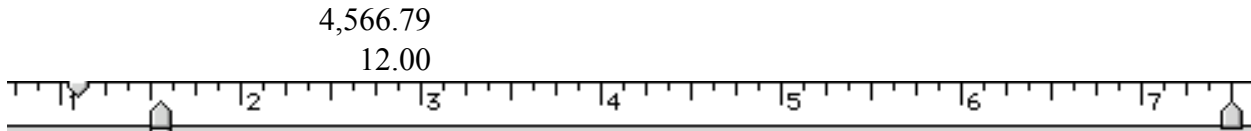


Each stop controls text alignment around a point set by the tab stop: left aligned, right aligned, centered and aligned around a decimal.

There are two steps in creating tab alignment and the order does not really matter:

- **Step One:** Move your mouse into one of the four tab wells in AppleWorks or the tab box to the left of the formatting toolbar in Word and click and drag a tab icon into the line that appears below the actual ruler and drag the marker to the spot where you want the text aligned. You can always drag the marker to the left or right to adjust its placement.
 - **Step Two:** Press the Tab button on your keyboard before you type the text that you want to align.
- **Left Aligned:** when the text is typed it appears to the right of the tab stop; here the tab stop was set at the 3 inch mark below the ruler bar:
4,566.79
12
cats and dogs
 - **Right Aligned:** when the text is typed it appears to the left of the tab stop; here the tab stop was set at the 3 inch mark below the ruler bar:
4,566.79
12
cats and dogs
 - **Center Aligned:** when the text is typed it fans out to the left and the right of the tab stop; here the tab stop was set at the 3 inch mark below the ruler bar
4,566.79
12
cats and dogs

- **Decimal Aligned:** when the text is typed it lines up on the decimal point; here the tab stop was set at the 3 inch mark below the ruler bar:



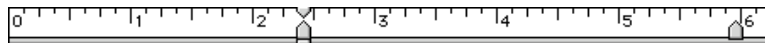
- **One exception to the tab rule:** when you use the left margin markers to control indents, note that the triangle marking above also functions as a left aligned tab stop and will work for the Robert Parish paragraph below:

1986 Robert Parish helped the Celtics win what might be their last 20th century championship. He types this entry perfectly, using TAB once before his name with no extra spaces or return pushes. Some days he adjusts the TAB ICONS before he types and other days he adjusts them afterwards, depending on Federal Express deliveries.

- **Do you have to set the tab stops and insert the tab pushes before or after you type? The answer: it does not matter.**

- By the way, Appleworks and MS Word have preset tab stops at every .5 inch, so you can press tab before a paragraph to have an automatic tab indent of .5 inch from the left margin; but note that this is different from using the left margin markers.

What if I want to create an indented quote like this one? The answer: all word processors have left and right margin controls, so type the paragraph and then place the cursor into the paragraph and click and drag the left and right markers to the desired spot on the ruler. Your ruler will look similar to the one below:



Microsoft Word Skills (“JV to Varsity” order)

Select text	Double click on a word to select it; Control-click on sentence to select it (PC) or Command-Click for Mac; Triple click in a paragraph to select it. The Click-Shift-Click trick also works. To select a vertical block of text, Option-drag (Mac) or Alt-drag (PC) over the text.
Select entire document	Triple-click in the left margin.
Printing selected text	Select the desired text; choose Print from File Menu and then click next to Selection in the Page Range Section.
Changing the views	Under the View Menu, choose Normal to show text without top and bottom margins, headers and footers; choose Page Layout to see the text as it will print; choose Outline View to see the headings and subheads and get a quick overview of your text's structure; choose Online Layout View to display a document map and see how the page will look on the World Wide Web.
Display Toolbar & Rulers	Under View Menu, choose Toolbars and select the kind of toolbar to display/hide/choose Ruler.
Cut and move text	First select the text, then drag and drop to the new location. Or choose Cut and Paste from the Edit Menu.
Copy and move text	Select text and press Control on the PC or Option on the Mac and then drag and drop to where you want the text copied. Then release Control or Option. Or choose Copy and Paste from the Edit Menu. Or click the copy icon on the toolbar (two pieces of paper on the icon) and then click an insertion point in the new location and click the Paste icon (looks like a clipboard with a piece of paper).
Replace text	Under the Edit menu, choose Replace. Type in the two separate word(s) and then click Find Next and then decide to Find Next which leaves the current selection unchanged or Replace to make the change. Be wary of Replace All.
Check Spelling	MS Word underlines in red misspelled words. To check spelling, click the Spell and Grammar Check icon on the toolbar (an icon with ABC and a check mark.)

Check Spelling quickly	Control-Click any word that MS Word has underlined in red. A shortcut spelling menu will pop up.
Check Grammar	Word underlines in green grammatical errors. To check grammar, click the Spell and Grammar Check icon on the toolbar (an icon with ABC and a check mark.)
Change Red/Green Underline	Go to Tools Menu, then Preferences, then the Spelling & Grammar tab. You can turn the red or green on or off.
Check Thesaurus	Select the word. Go to Tools Menu, then Language, then Thesaurus. In the Thesaurus dialog box, choose the nearest meaning and then click the desired synonym from the list and then click Replace.
Copy formatting quickly	Select the text that has the desired formatting. Click the Paint Brush Icon-called the Format Painter-on the toolbar. Then select the text you want to format. Deselect the text by clicking away from it.
Copy formatting multiple	Select the text that has the desired formatting. Double click the Paint Brush Icon-called the Format Painter-on the toolbar. Then select each block of text you want to format. Click the Format Painter icon again once you are finished.
Insert a symbol	Click insertion point in the text. Then Insert Menu, then Symbol. Click either the Symbols or Special Character Tab. Select a Font in the Pop-up menu. Click the symbol and then Insert.
Make symbol into a shortcut	If there is a symbol you use frequently, complete steps above, except click the button marked Shortcut Key.
Insert page numbers or date	Change to Page Layout View. Go to View Menu, then Header and Footer. Then click the appropriate icon on the toolbar. Or go to Insert Menu, then Page Numbers.
Create a Bullet/Number list	Click an insertion point, then click Bulleted list icon on the Formatting toolbar.
Add Bullets or Numbers	Select the text and then Format Menu, Bullets and Numbering. Click Tab for either Bulleted or Numbered.
Change line spacing	Select the text, then Format Menu, then Paragraph. Click Indents and Spacing Tab. Click down arrow next to Line Spacing Section. Then click OK.

Change ¶ format quickly	Select the paragraph(s), then Format Menu, then Paragraph. Here you can adjust Alignment, Outline level, Indentation, Spacing before and after, and tabs.
Insert Page Break	Never press Return to move the cursor down a page to create your own artificial page break. Instead, click where you want to insert a Page Break so that the text will automatically begin at a new page. Then go to Insert Menu, then Break, then click the Page Break option.
Insert Section Break	To divide a page into separate sections so that you can have different formatting options-in particular having part of one page with two columns and the other section with three columns - first click where you want the next section to begin, then go to Insert Menu, then Section Break.
Center text vertically	Select the text. Go to File Menu, then Page Setup, then click the Layout Tab. In the section Vertical Alignment, click Center.
Change margins	Go to the Print Preview Window. Click and drag each of the margins or use Page Setup.
Switch between open files	Go to the Window Menu. Click the document that you want to move to the top level.
Split the file window	To see two parts of the same document easily, you can split the window frame by going to the Window Menu and choosing Split. Drag the Split bar to resize the window panes. To return to single pane, go to Window Menu and choose Remove Split.
Tab Stops	Select the paragraph(s). Click the Tab button on the horizontal ruler until you see the type of tab you desire. Click in the ruler at the desired location. To clear a Tab, drag it off the ruler.
Paragraph Indents	Select the paragraph(s). Change the left indent of the first line by dragging the first-line indent marker (a pointing down pentagon). To change the left indent of the second line, drag the up pointing pentagon. To change the left indent of all lines, drag the box beneath the two pentagons to the desired location. There are decrease and increase indent buttons on the toolbar.
Hyperlink	Select the word or words you want to turn into a Hyperlink, then go to Insert Menu, then Insert Hyperlink. Type the URL into the top box. Notice you can hyperlink to another file or to another location in that document.

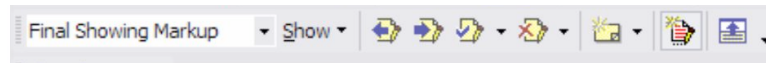
Using Reviewing Toolbars

The Reviewing toolbars is wonderful for peer editing, revising and grading student essays, and group writing assignments. Faculty can use this feature when they are creating a test or assignment sheet with other faculty members.

If the reviewing toolbar is not visible, go to View Menu, then Toolbars, then choose Reviewing. You will see a toolbar like the one below on the Mac:



You will see a toolbar like the one below on the PC:



To use the editing tools, follow these steps.

1. Turn “Track Changes” on. Either Click on the Track Changes Icon on the toolbar (the icon that has the yellow star on the top left corner) or go to Tools Menu and scroll down to Track Changes. There will be times when you will want to turn this feature off and on quickly, so using the toolbar icon will be handy.
2. When you find a word or phrase that needs editing, highlight the text and then begin rewriting. You will see the old text formatted in red and crossed out. You can select a single letter, a word, a phrase, a paragraph or more.
3. To insert a comment, highlight the word or phrase, then either click the Insert Comment button on the Reviewing toolbar or go to Insert Menu and scroll down to Comment. You can then type a response to the writing, The PC version has a drop down menu next to the Comment button, a feature that allows the benefit of adding an audio comment.
4. When your editing is complete, you can return the edited version to your students. They will see a combination of editing changes and comments.
5. To revise the essay, students will move through each revision, deciding to accept or reject each one. They should turn Track Changes off. The PC has the feature to accept all changes, but this feature defeats the purpose of learning from one’s mistakes. PC users also have more viewing options as evidenced by the drop down menu “Final Showing Markup.” Students can easily see their original draft versus the edited one.