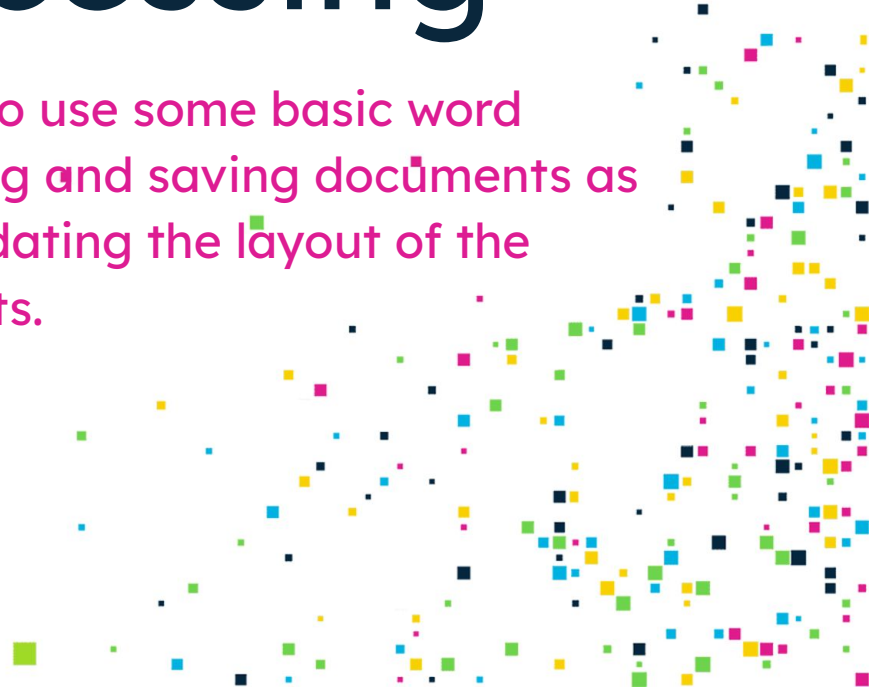# Word Processing

This module will go over how to use some basic word processing features such as creating and saving documents as well as adding images and updating the layout of the documents.

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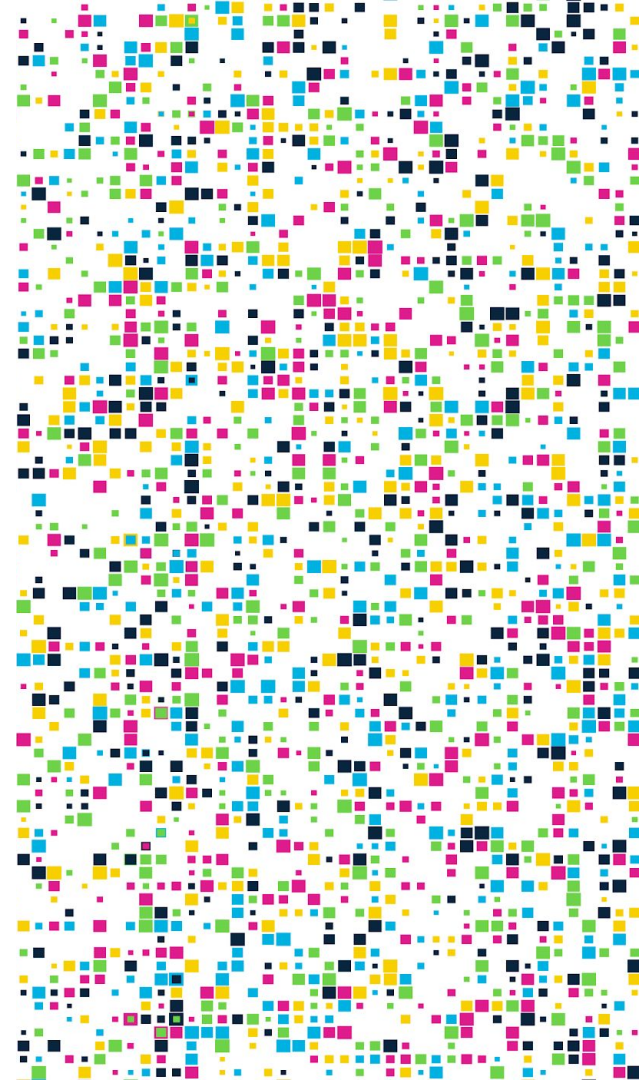
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Word Processing

A word processor is a computer program that allows you to input, edit, and format text. You can use word processing software like **Microsoft Word** and **Google Docs** to create documents that you can print or share digitally.

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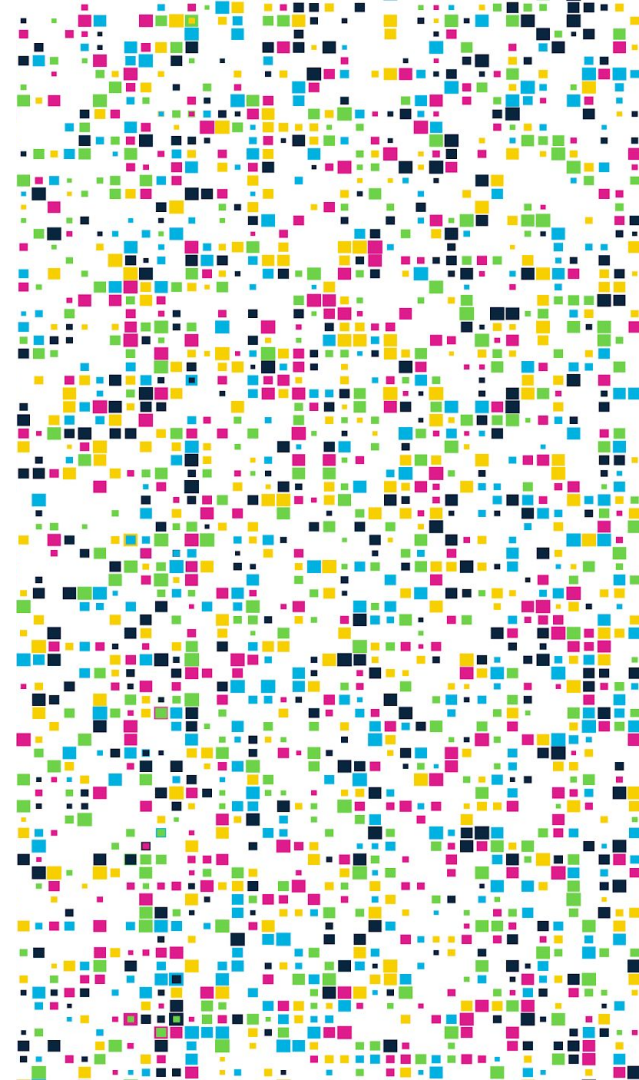Initiative

Microsoft Word

Microsoft Word

Microsoft Word or MS Word is a word processing program that you can use to create documents. It is made by the computer company Microsoft. Its purpose is to allow users to create and save documents. It has helpful tools to edit and enhance documents such as adding images.

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Microsoft Word

To access Microsoft Word, go to **Office.com**. There you can create a free account with Microsoft and access Word with the free online web-based version. Web-based means that you can only access it when you are connected to the internet, but you can also access it from any computer, anywhere. You can also pay for a version which you download onto your computer. You can use this version without being connected to the internet, but only from your computer.

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Google Docs

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Google Docs

If you have a Gmail, or Google Mail, account, you already have access to **Google Docs** as part of the Google Suite. Google Docs is a word processing application similar to Microsoft Word. It has many of the same features as Microsoft Word. Like the online version of MS Word, Google Docs is web-based and is accessed through the internet.
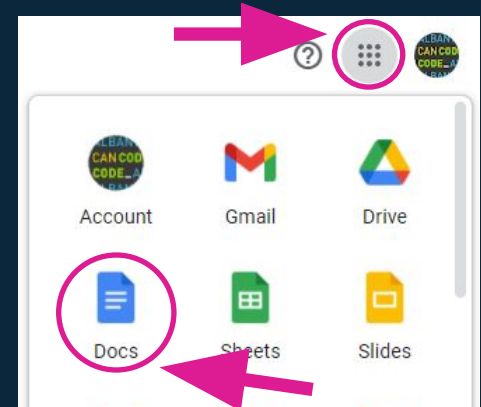
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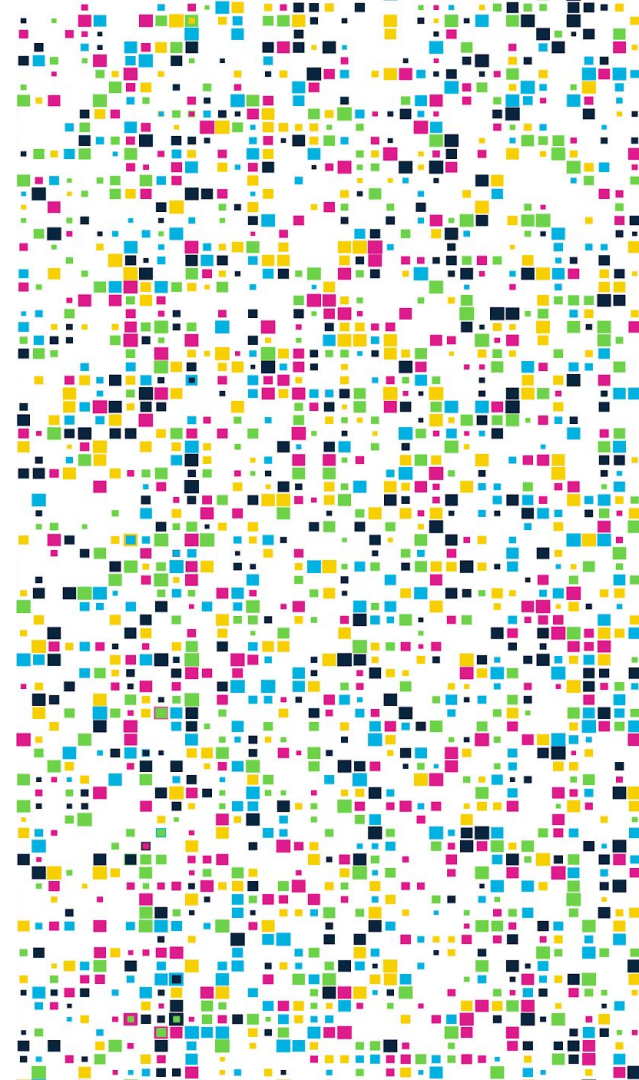
Google Docs

If you do not already have an account, you can sign up for a Google account at **Google.com**. Once you are in your Google account, you can access the Docs by clicking on the square of dots in the top right corner of your browser window.

When you click the square of dots, you will see all the applications available through Google Suite. You can click on the Docs icon to open this application and start working on a document.
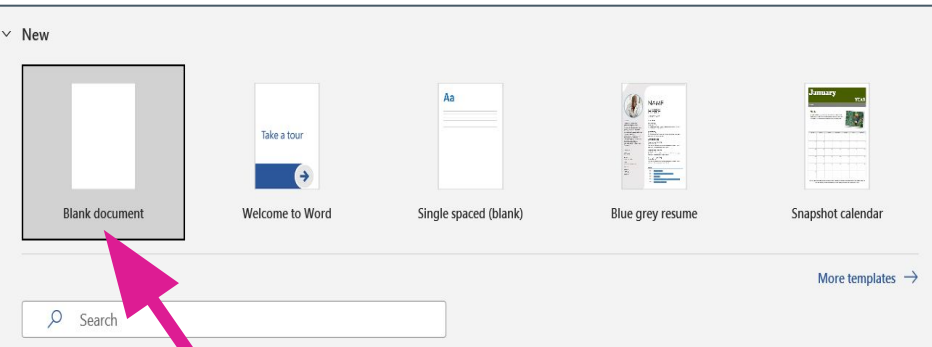

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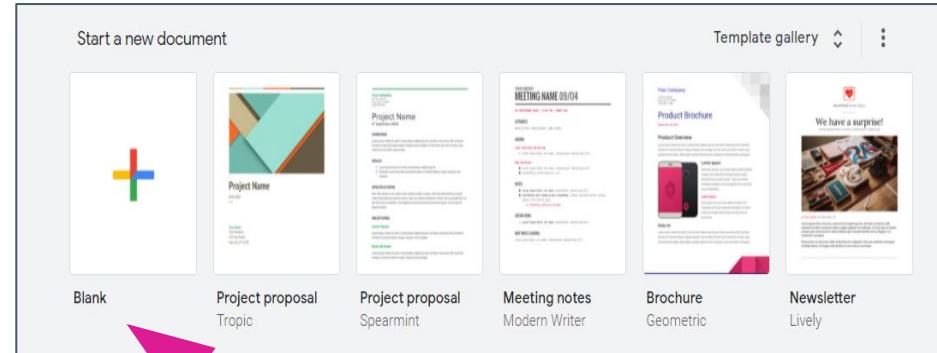Initiative

Create a New Document

Create a New Document

Once you have opened your word processing application (Microsoft Word or Google Docs) you can start with a blank document or a **template** from the template gallery. A template will have preset designs that you can use for different types of documents.

An image of the template gallery in Microsoft Word

An image of the template gallery in Google Docs

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Adding Text

You can begin adding in text by typing in the document. You can indent at the start of a paragraph by hitting the **Tab** key on your keyboard. At the end of a paragraph, you can hit the **Enter** key to end the paragraph and move down the page to start a new one.
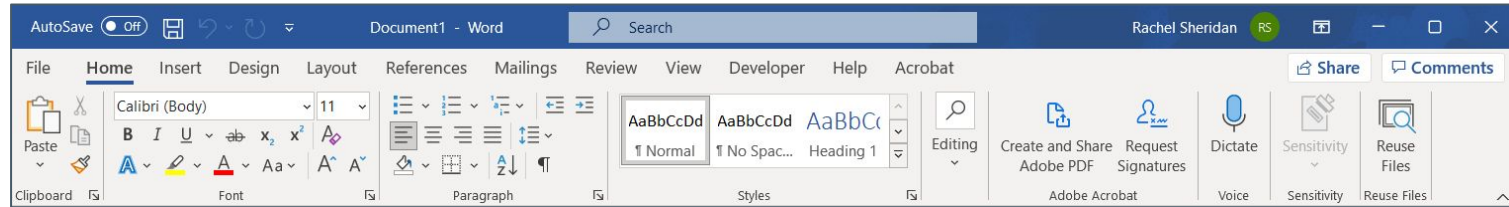
Image of a Keyboard with the Tab and Enter keys indicated

Text Options

Text Options

You have many options in both Word and Docs to customize your text. You can change the color, size, style, and placement of your text using the **ribbon**, or menu, on the top of your screen.

Microsoft Word Ribbon

Google Docs Ribbon

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Font Color

You can change the color of your font. Both Word and Docs provide you with options, but you can also customize your color from a spectrum of colors. To pick a color from the selections, you click the icon that has an underlined A on it. This will provide you with the options and also a place to click for a custom color.

To pick a color from the selections, you click the icon that has an underlined A on it.

You can select your custom color from a gradient in either MS Word or Google Docs. Place your **cursor** anywhere in the gradient and left click to select a color.

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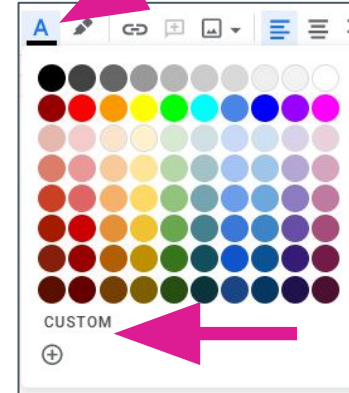
Font Color

A **cursor** is an indicator used to show the current position for user interaction on a computer monitor or other display device that will respond to text input from a keyboard or movement from a mouse.
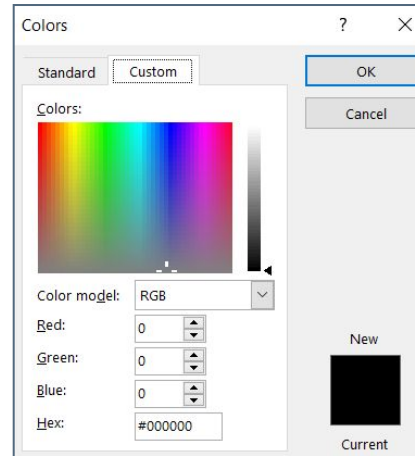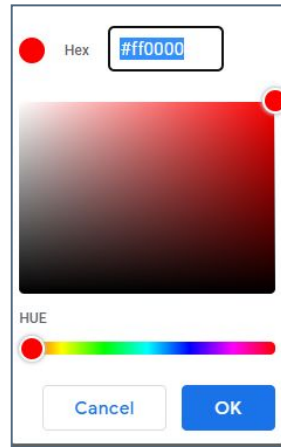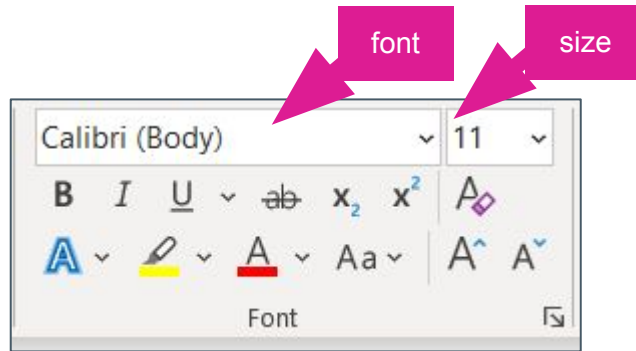

Custom color options in Docs (left) and Word (right)
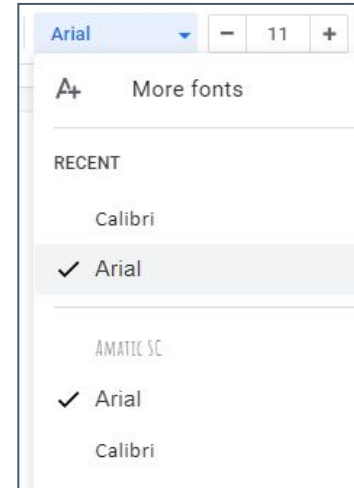
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Font Size and Type

There are many fonts that you can choose from in word processing applications. You can decide which font to use based on what type of document you are creating.

In your Home ribbon on MS Word, you will see a section called Font. Here you can change the font type and size by clicking the arrow next to the field and choosing from the drop down menu. In Docs, you can find these options in the center of the ribbon.

font

size

Calibri (Body)   11

B I U ab x₂ x²

A A A Aa A^ A˅

Font

Changing font and font size in MS Word

Arial   — 11 +

A+   More fonts

RECENT

Calibri

✓ Arial

AMATIC SC

✓ Arial

Calibri

Font selections in Google Docs

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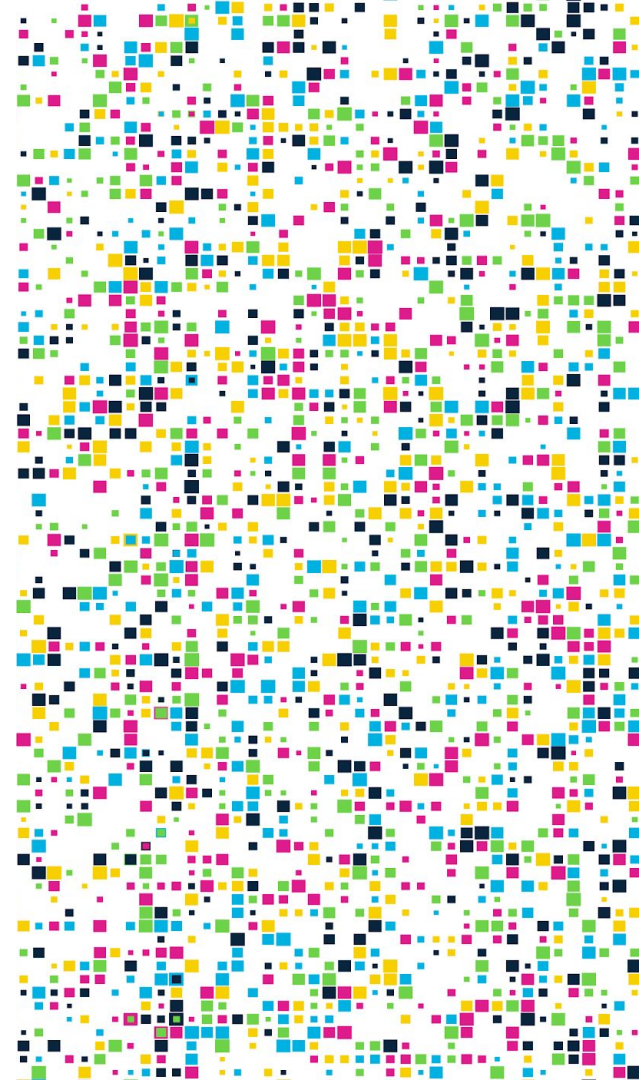Initiative

Font Size and Type (Continued)

You can also add emphasis to words by making them **bolded**, <u>underlined</u>, or *italicized*. The icons for these options are the same in MS Word and Google Docs.

B *I* <u>U</u>

*Left to right: Bold, Italics, Underline*

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Lists

Lists

You can create a bulleted or numbered list in your word processor that will have consistent formatting. These can be used for an outline, for a shopping list, or for notes.

A **bulleted list** creates a list with bullets next to the items. You can customize the style of your bullets with the drop down arrow next to the bullet icon.
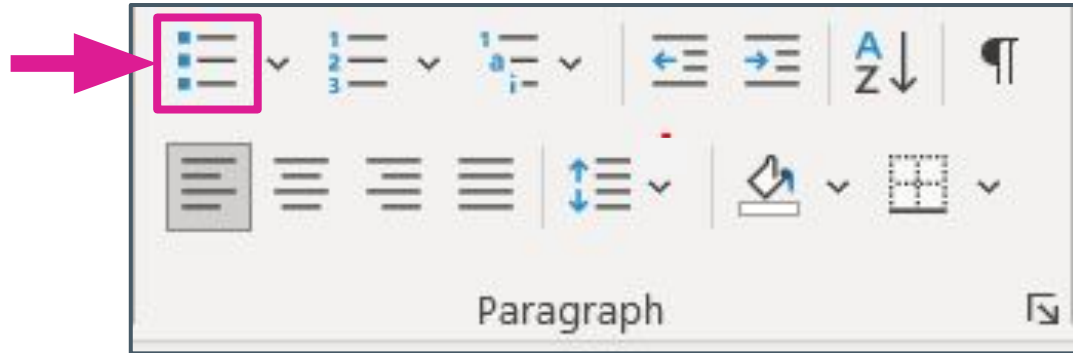

Click to add bullet list points in MS Word

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Lists (Continued)

You can also create a **numbered list** that uses numbers and sometimes letters next to your list items. There are different formats for numbered lists with different types of outline set ups. You can find options for this by clicking on the arrow to the right of the numbered list icon.
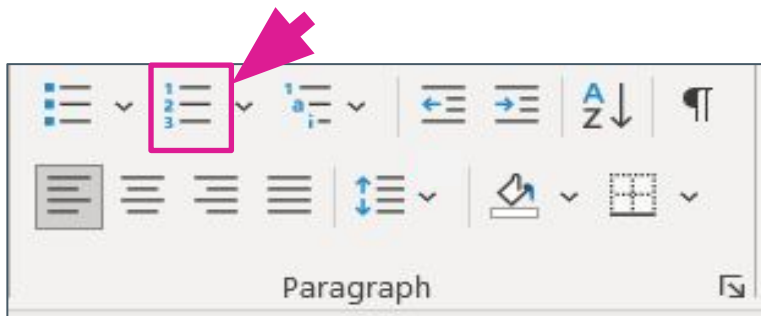
Click to add a numbered list in MS Word
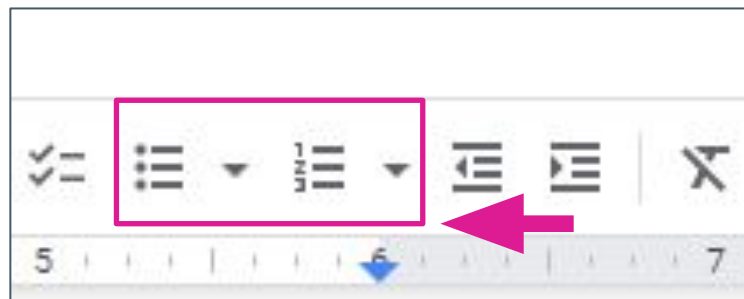
Bulleted and numbered list icons in Google Docs

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Aligning Text

Aligning text

We can change where our text is focused or lined up using our **text align** options.

Center Align - Lines up so the center of the line of text is in the middle of the document

Left Align - Lines up the text so the left hand side is flat against the edge of the document

Right Align - Lines up the text so the right hand side is flat against the edge of the document

Justify - Adjusts the spacing between words so both left and right side are flat, up to a certain point, then it defaults to the left align

From left to right: Left Align, Center Align, Right Align, Justify
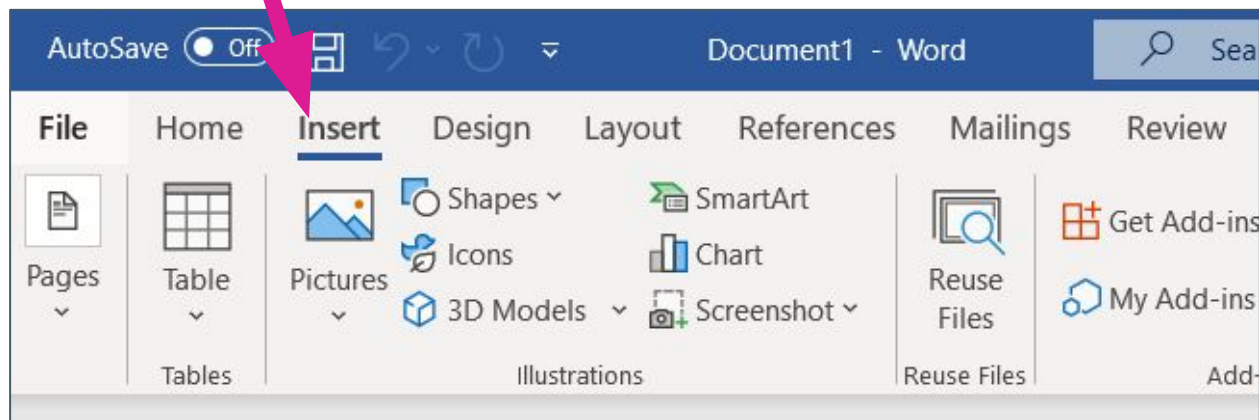
Adding Images

Adding Images

You can add images to your documents in MS Word and Google Docs.

To add images to a MS Word Document, use the Insert tab in the menu bar and then click on the **Pictures** tab.

*The Insert ribbon on Google Docs*

Adding Images (Continued)

You can add images to your MS word documents from three sources:

★ **Online:** Uses Bing to search for images on the internet.
★ **Stock images:** Free from Word and can be accessed by selecting "stock images" from the drop down menu in the Pictures Tab
★ **Your device**: You can upload images you have saved on your computer or tablet to Word.
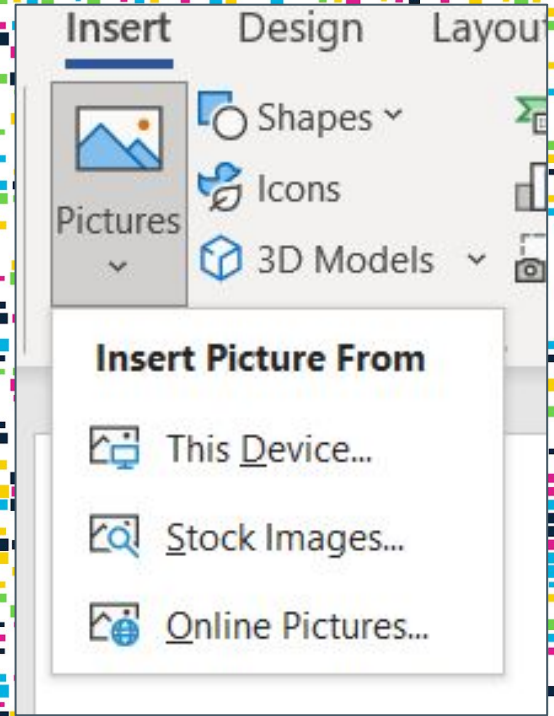
Adding Images in Google Docs

To add images to Google Docs, use the Insert tab in the menu bar and then click on the **Image** tab.
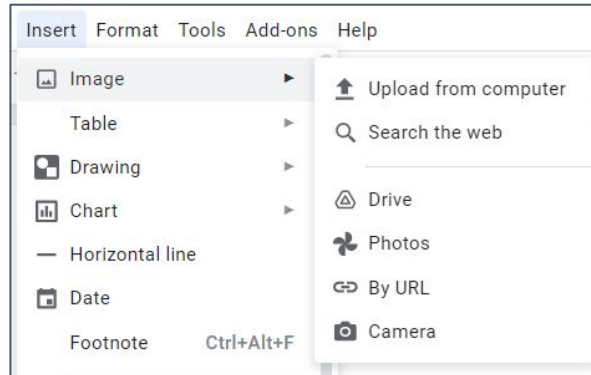
Adding Image in Google Docs

In Google Docs you have different options from MS Word:

★ **Upload from computer:** Allows you to select an image from your device.

★ **Search the web:** Uses Google Image search to find an image

★ **Drive:** Allows you to add an image that you have stored in your Google Drive account

★ If you have an Android mobile device, **Photos** allows you to add images from your Photos app

★ If you are using Docs on a mobile device, **Camera** allows you to take a picture and add it directly to your document

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Sizing Images

You can resize an image by selecting the image with your cursor and dragging the sides or corners of the image. This will change the size of the image and make it bigger or smaller based on the direction you pull your selection.

By double clicking on your image, you can resize the image

Layout

Layout

There are many tools to assist you in managing the way you want your document to be set up. This is called the layout of the document.

Layout in Microsoft Word

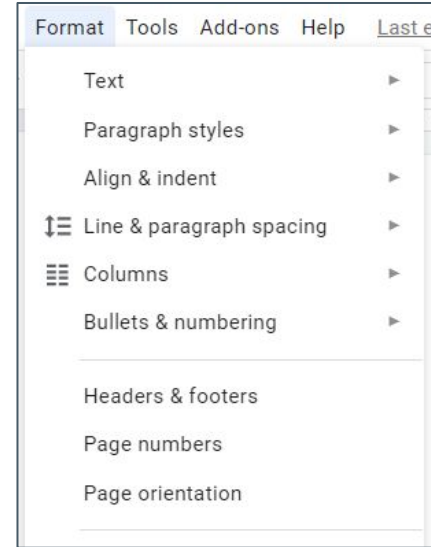MS Word has a layout ribbon with many options for formatting.

Layout ribbon in MS Word

Layout in Google Docs

You can find many of the same options in the dropdown menu under Format in Google Docs.

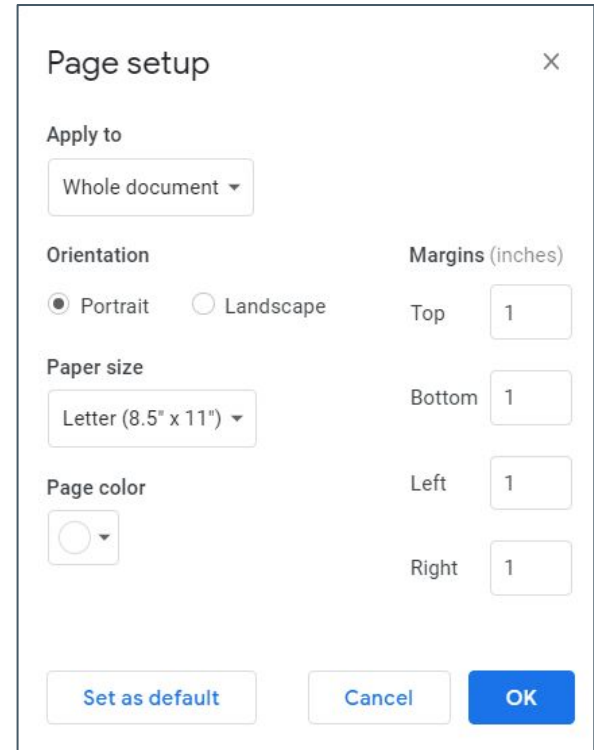

Formatting menu in Google Docs

Layout (Continued)

Page Orientation controls whether the pages' long side is on the left and the right (portrait/vertical) or top and bottom (landscape/horizontal).

Margins control the space between our content (text/images) and the edge of our page. In Docs, you can adjust the margins by selecting **Page Setup** under the File Menu.

Page Size controls the width and height of your page. In Google Docs you can do this in the Page setup dialog box as well.

Columns allow you to create vertical columns that split your content.

Line Spacing controls the space in between lines of text.

The Page setup dialog box in Google Docs