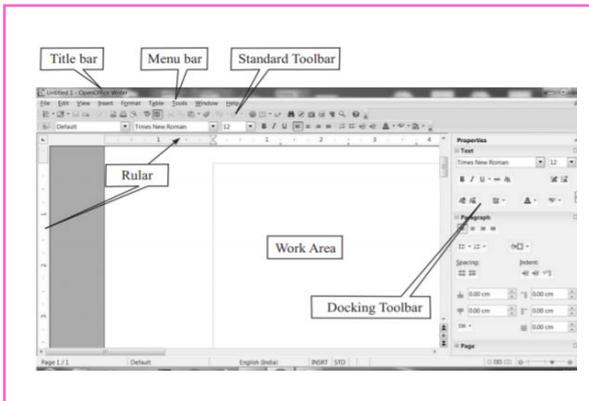


8

DIGITAL COMMUNICATIONS

- A word processor is application software that is used for creating, editing, formatting and printing any type of textual data. This textual data that is created using a word processor is called a document and the process of using a word processor is called word processing.
- Using a word processor, we can insert images, pictures, tables, etc. in our documents.



- **STARTING OPENOFFICE WRITER:**
To start Writer, follow the steps: Start -> All programs -> OpenOffice -> OpenOffice Writer
- **CREATING A NEW DOCUMENT:**
File -> New ->Text Document
- **SAVING A DOCUMENT:** File -> Save As ->Browse for the folder where the file has to be saved ->Type the name of the file in the File name text box ->Save
- **PRINTING THE DOCUMENT:** File -> Print ->From the General tab, select the type of Printer, number of copies that have to be printed -> Print

- **CLOSING OPEN OFFICE WRITER:**
If we want to exit Writer, click Close button or File → Exit
- **OPENING AN EXISTING DOCUMENT:** File -> Open ->Browse the folder in which your file is saved ->Select the file to be opened. The name of the file appears in the File Name text box -> Open
- **SELECTION OF TEXT:**
 - Using a Mouse: Keep the mouse pointer in the beginning of the text that you want to select. Click and drag the mouse pointer till the entire text is selected.
 - Using Keyboard: To select the text using a keyboard, place the cursor before the text that you want to select. Holding down the Shift key, press one of the arrow keys in the direction of required selection
- **COPYING SELECTED TEXT:** Select the text that has to be copied ->Click Edit ->Copy ->Place the cursor where the text has to be pasted ->Click Edit → Paste.
- **MOVING SELECTED TEXT:** Select the text that you want to move ->Place the mouse pointer anywhere on the selected text -> drag the selected text to the desired place.
- **DELETING THE SELECTED TEXT:** Select the text to be deleted ->Press Delete key on the keyboard.
- **FINDING AND REPLACING TEXT:** Edit -> Find and Replace ->Type the word to be found in the Search for text box ->If the word that is being searched has to be in the particular case only, select Match case option. If

we want to search only complete words
click Whole Words only option -
>Click Find button ->To find more
occurrences of the word, keep on
clicking the Find button till the last
occurrence of the word is displayed.

- **REPLACING TEXT:** Open the Find and Replace dialog box ->Type the word to be replaced in the Search For text box ->Type the new word that we want to replace within the Replace With text box ->Click Replace
- **CHARACTER FORMATTING:** Select the text to be formatted ->Click Format -> Character ->by default, the Font tab is selected. From the Font list box, select the desired font ->Similarly select the font size, typeface and other text attributes ->Click OK
- **PARAGRAPH FORMATTING:** Select the paragraph whose line spacing has to be set ->Select Format->Paragraph -> Indents and Spacing tab ->Set the Indents in the Indents section ->From the Line Spacing List Box, select the desired line spacing ->Click OK
- **PAGE FORMATTING:** Format -> Page -> Select the required page size from the Format List box ->Select the Orientation by selecting either Portrait or Landscape radio buttons ->From the Margins section, set top, bottom, left and right margins of the page -> Click OK
- **HEADERS AND FOOTERS:** Click Insert -> Header/Footer -> Default
- **INSERTING PAGE NUMBERS:** Insert -> Fields -> Page Number
- **BULLETS AND NUMBERING:** Format -> Bullets and Numbering ->By default, the Bullets tab is selected. Select the desired bullet style. Otherwise click the Numbering Type

tab and select the desired numbering style ->Click OK

- **DRAWING OBJECTS:** View -> Toolbar -> Drawing ->Click to select any of the object and then click and drag the mouse in the work area to draw the selected object
- **INSERTING PICTURES:** Click the Tools-> Gallery ->Select the desired theme and then the desired picture ->Right click the picture that you want to insert -> Insert -> Copy
- **WORKING WITH TABLES IN WRITER:** Click Insert ->Table ->Type the name of the table in the Name text box -> Choose the number of rows and columns ->Click OK

MAIL MERGE

Mail Merge is a feature that helps to generate personalized letters, memos, labels etc. This feature is helpful when similar information has to be sent to large number of people. The text (for example, name, address, etc.) from a single data source is combined with another document containing the main content. The three main components of Mail Merge feature are:

- **Data Source:** This refers to the database that generally stores the names, addresses and other personalized information in tabular format.
- **Main Text document:** This contains the main body of the letter.
- **Merged Document:** This refers to the document that is generated after merging the information of the main text document and the data source.

SHORTCUT KEYS

| SHORTCUT KEYS | |
|-----------------------|-------------------------------------|
| Ctrl+A | Select All. |
| Ctrl+F | Find and Replace |
| Ctrl+ Shift + S | to save document for the first time |
| Ctrl+P | to open the Print dialog box |
| Ctrl+N | To open a new document |
| Ctrl+Q | To exit Writer |
| Ctrl+O | To open an existing document |
| Ctrl+C | To copy |
| Ctrl+X | To cut |
| Ctrl+V | To paste |

STRETCH YOURSELF

1. What is a word processor? What are its features?
2. What are the different bars available on a writer window?
3. What are the advantages of mail merge feature?
4. What are the different ways to select text?

CHECK YOURSELF

1. How can we select text in a document?
A. Using Keyboard B. Using Mouse
C. Both A and B D. None of above
2. The shortcut command of 'save' is:
A. Ctrl + A B. Ctrl + C
C. Ctrl + V D. Ctrl + S
3. Word processing package allow users to:
A. Edit text B. Save text
C. Print text D. All of the above
4. Which command is used to restore a sentence erased just now?
A. Undo B. Redo
C. Add D. Insert
5. Which is the short cut of 'find and replace'?
A. Ctrl + R B. Ctrl + F
C. Ctrl + H D. Ctrl + Y

ANSWERS

Answers to Check Yourself:

1. C 2. B 3. D 4. A 5. B