



INFOMAXTM
COMPUTER ACADEMY

Learn | Practice | Grow

Word Processing



MS Word



LibreOffice
Writer



Document
Formatting



Print & PDF



CREATE & EDIT
DOCUMENTS



TEXT
FORMATTING



TABLES
& OBJECTS



MAIL MERGE
& PRINTING

Introduction to Word Processing

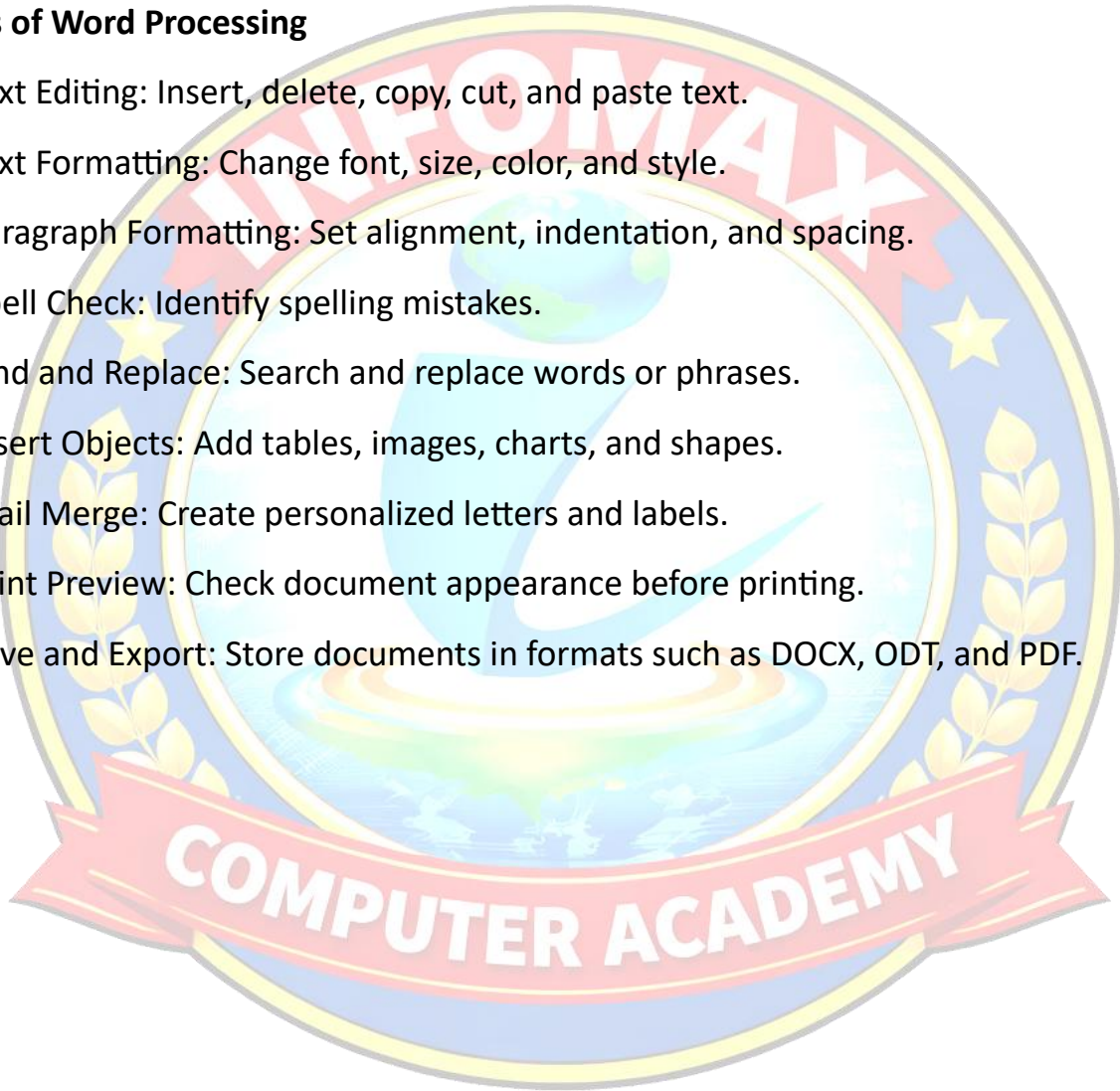
Word Processing is the process of creating, editing, formatting, saving, and printing text-based documents using computer software.

A Word Processor is application software used to prepare letters, reports, resumes, notices, assignments, and other documents.

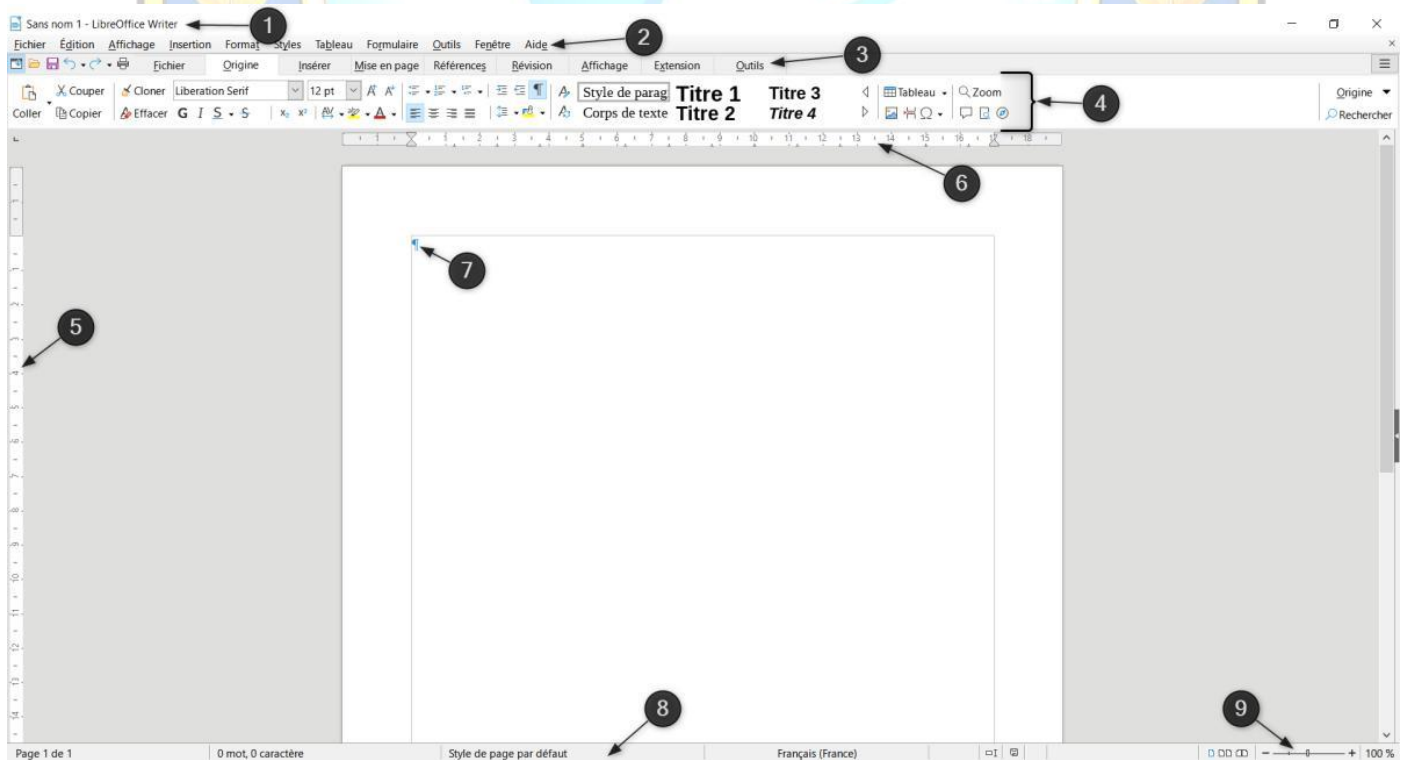
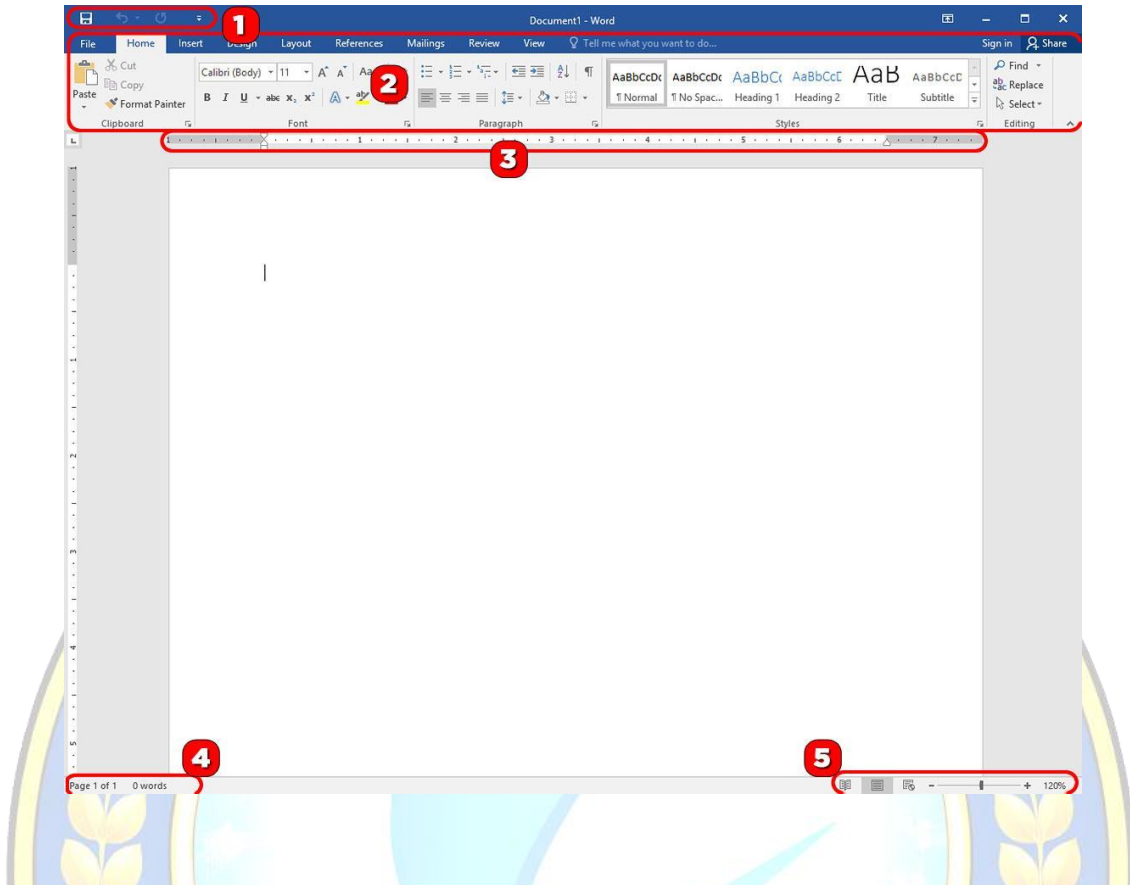
Examples: Microsoft Word, LibreOffice Writer, Google Docs, and WPS Writer.

Features of Word Processing

1. Text Editing: Insert, delete, copy, cut, and paste text.
2. Text Formatting: Change font, size, color, and style.
3. Paragraph Formatting: Set alignment, indentation, and spacing.
4. Spell Check: Identify spelling mistakes.
5. Find and Replace: Search and replace words or phrases.
6. Insert Objects: Add tables, images, charts, and shapes.
7. Mail Merge: Create personalized letters and labels.
8. Print Preview: Check document appearance before printing.
9. Save and Export: Store documents in formats such as DOCX, ODT, and PDF.



Main Components of a Word Processor



Component	Function
Title Bar	Displays document and application name
Menu Bar / Ribbon	Provides commands and tools
Toolbar	Provides quick access to common commands
Ruler	Helps adjust margins, tabs, and indents
Document Area	Area used to type and edit text
Scroll Bar	Moves the document up or down
Status Bar	Displays page number, word count, and other information
Zoom Control	Increases or decreases document viewing size

Basic Word Processing Operations

- New Document: Create a blank document.
- Open: Open an existing document.
- Save: Store changes in the current document.
- Save As: Save a document with a different name, location, or format.
- Cut: Remove selected text and place it on the clipboard.
- Copy: Duplicate selected text to the clipboard.
- Paste: Insert clipboard content.
- Undo: Reverse the previous action.
- Redo: Restore an undone action.

Opening Documents

Opening a Document means accessing an existing document to view, edit, or print its contents.

Steps:

1. Open MS Word or LibreOffice Writer.
2. Click File → Open.

3. Select the required document.
4. Click Open.

Shortcut Key: Ctrl + O

Save and Save As

Save: Stores changes made to an existing document.

Save As: Saves a document with a new name, location, or file format.

Steps to Save a Document:

1. Click File → Save.
2. Select the location if saving for the first time.
3. Enter the file name.
4. Click Save.

Shortcut: Ctrl + S

Save	Save As
Updates the current file	Can create a separate file
Usually keeps the same name	Allows a different name
Usually keeps the same location	Allows a different location
Shortcut: Ctrl + S	Use File → Save As

Closing Document

Closing a Document means closing the current document without necessarily exiting the word processing application.

Steps:

1. Click File → Close.
2. Save changes if prompted.
3. The document closes.

Shortcut: Ctrl + W (commonly used in MS Word and LibreOffice Writer).

Note: Alt + F4 closes the active application window in Windows.

Using the Help

The Help Feature provides information about commands, tools, shortcuts, and functions available in a word processor.

Steps:

1. Open MS Word or LibreOffice Writer.
2. Press F1 to open Help.
3. Search for the required topic.
4. Follow the instructions.

Shortcut Key: F1

Page Setup

Page Setup is used to change the layout and appearance of a document page.

Main Page Setup Options:

- Margins: Blank space around the page.
- Orientation: Portrait or Landscape.
- Paper Size: A4, A3, Letter, Legal, etc.
- Page Borders: Decorative or plain borders.
- Header and Footer: Content displayed at the top or bottom of pages.

Steps:

MS Word	LibreOffice Writer
Layout → Margins	Format → Page Style → Page
Layout → Orientation	Format → Page Style → Page
Layout → Size	Format → Page Style → Page

Print Preview

Print Preview displays how a document will appear when printed.

Steps:

1. Open the document.
2. Click File → Print.
3. View the print preview (MS Word), or use File → Print Preview in LibreOffice Writer.
4. Check page layout, margins, and formatting.

Shortcut: Ctrl + P opens the Print dialog or print view.

Printing of Documents

Printing is the process of producing a hard copy of a document using a printer.

Steps:

1. Open the document.
2. Press Ctrl + P.
3. Select the printer.
4. Choose the number of copies and page range.
5. Set other printing options.
6. Click Print.

Important Printing Options:

- All Pages: Prints the complete document.
- Current Page: Prints the current page.
- Page Range: Prints selected pages.
- Copies: Specifies the number of copies.
- Duplex Printing: Prints on both sides of paper if supported.

PDF File and Saving a Document as PDF

PDF stands for Portable Document Format. It is a file format used to share documents while preserving their layout and formatting.

Features of PDF:

- Maintains document formatting.

- Can contain text, images, and hyperlinks.
- Can be opened on different operating systems.
- Supports password protection and digital signatures.

Steps to Save as PDF:

In MS Word:

1. Click File → Save As or Export.
2. Select PDF as the file type.
3. Enter the file name.
4. Click Save or Publish.

In LibreOffice Writer:

1. Click File → Export As → Export as PDF.
2. Choose PDF options.
3. Click Export.
4. Enter the file name and save.

Important Keyboard Shortcuts

Shortcut	Function
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + W	Close Document
Ctrl + P	Print Document
F1	Open Help
Ctrl + N	New Document
Alt + F4	Close Active Application Window (Windows)

Document Creation

Document Creation is the process of creating a new document using word processing software.

Steps:

1. Open MS Word or LibreOffice Writer.
2. Click File → New → Blank Document (or Text Document).
3. Type the required text.
4. Save the document using Ctrl + S.

Shortcut: Ctrl + N — Create a new document.

Editing Text

Text Editing means modifying the contents of a document by inserting, deleting, or replacing text.

Common Editing Operations:

- Insert: Add new text.
- Delete: Remove unwanted text.
- Backspace: Delete the character to the left of the cursor.
- Delete Key: Delete the character to the right of the cursor.
- Enter: Start a new paragraph.

Text Selection

Text Selection means highlighting text to perform operations such as copying, deleting, or formatting.

Method	Function
Mouse Drag	Select text by dragging
Double Click	Select a word
Triple Click	Select a paragraph in MS Word
Ctrl + A	Select all text
Shift + Arrow Keys	Select text character by character or line by line
Ctrl + Shift + Right Arrow	Select text word by word

Cut, Copy and Paste

These operations are used to move or duplicate text using the Clipboard.

Operation	Description	Shortcut
Cut	Removes selected text and places it on Clipboard	Ctrl + X
Copy	Copies selected text to Clipboard	Ctrl + C
Paste	Inserts Clipboard content	Ctrl + V

Difference: Cut moves text, whereas Copy duplicates text.

Font, Color, Style and Size Selection

Text Formatting changes the appearance of text to make it attractive and readable.

Common Formatting Options:

- Font: Typeface of text, such as Arial or Calibri.
- Font Size: Size of characters, measured in points (pt).
- Font Color: Changes text color.
- Bold: Makes text thicker.
- Italic: Slants text.
- Underline: Draws a line below text.
- Highlight: Adds background color behind text.

Steps: Select text → Home tab (MS Word) or Formatting toolbar (LibreOffice Writer) → Choose the required option.

Shortcuts: Ctrl + B (Bold), Ctrl + I (Italic), Ctrl + U (Underline).

Alignment of Text

Text Alignment controls the horizontal position of text within a paragraph.

Left Alignment

Word processing helps create and format professional documents for everyday use.

Center Alignment

Word processing helps create and format professional documents for everyday use.

Right Alignment

Word processing helps create and format professional documents for everyday use.

Justify Alignment

Word processing helps create and format professional documents for everyday use.

Alignment	Shortcut
Left	Ctrl + L
Center	Ctrl + E
Right	Ctrl + R
Justify	Ctrl + J

Undo & Redo

Undo: Reverses the last action performed in a document.

Redo: Restores an action that was undone.

Operation	MS Word	LibreOffice Writer
Undo	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Y	Ctrl + Y

AutoCorrect, Spelling & Grammar

AutoCorrect: Automatically corrects common typing and spelling mistakes.

Spelling Checker: Identifies incorrectly spelled words and suggests corrections.

Grammar Checker: Identifies possible grammatical errors and suggests improvements.

Steps:

- MS Word: Review → Editor / Spelling & Grammar.
- LibreOffice Writer: Tools → Spelling.

Shortcut: F7 — Spelling check in both applications.

Example: Typing teh may automatically change to the when AutoCorrect is enabled.

Find and Replace

Find: Searches for a particular word or phrase in a document.

Replace: Searches for text and replaces it with new text.

Steps:

1. Press Ctrl + H to open Find and Replace.
2. Enter the word in Find.
3. Enter the new word in Replace.
4. Click Replace or Replace All.

Example: Replace all occurrences of Computer Center with Computer Academy.

Shortcuts:

- Ctrl + F — Find
- Ctrl + H — Find and Replace

Text Formatting is the process of changing the appearance and arrangement of text to make a document attractive, readable, and well-organized.

Paragraph Indentation

Paragraph Indentation refers to the distance between paragraph text and the left or right page margin.

Types of Indentation:

1. Left Indent: Moves the entire paragraph away from the left margin.
2. Right Indent: Moves the entire paragraph away from the right margin.
3. First Line Indent: Indents only the first line of a paragraph.
4. Hanging Indent: Indents all lines except the first line.

Example of Paragraph Indentation

First Line Indent

A computer is an electronic device that processes data and produces useful information.

Hanging Indent

Computer:

An electronic device used for processing and storing information.

Steps to Apply Indentation:

- MS Word: Select paragraph → Layout → Indent or Home → Paragraph settings.
- LibreOffice Writer: Select paragraph → Format → Paragraph → Indents & Spacing.

Shortcut Keys (MS Word):

- Ctrl + M — Increase paragraph indent.
- Ctrl + Shift + M — Decrease paragraph indent.
- Ctrl + T — Create a hanging indent.

Bullets and Numbering

Bullets and Numbering are used to organize information into lists.

Bullets: Used when the order of items is not important.

Example:

- Keyboard
- Mouse
- Monitor
- Printer

Numbering: Used when the order or sequence of items is important.

Example:

1. Open MS Word.
2. Create a new document.
3. Type the required text.
4. Save the document.

Steps to Apply Bullets and Numbering:

- MS Word: Home → Paragraph → Bullets or Numbering.
- LibreOffice Writer: Format → Bullets and Numbering (or use toolbar buttons).

Shortcut Keys:

- Ctrl + Shift + L — Apply the default bullet style in MS Word.
- F12 — Toggle numbering in LibreOffice Writer.
- Shift + F12 — Toggle bullets in LibreOffice Writer.

Change Case

Change Case is a formatting feature used to convert selected text between uppercase, lowercase, and other capitalization styles.

Types of Change Case:

Case Type	Example
Sentence case	Computer is useful.
lowercase	computer is useful
UPPERCASE	COMPUTER IS USEFUL
Capitalize Each Word	Computer Is Useful
tOGGLE cASE	cOMPUTER IS USEFUL

Steps to Change Case:

MS Word:

1. Select the text.
2. Click Home → Change Case (Aa).
3. Choose the required case.

LibreOffice Writer:

1. Select the text.
2. Click Format → Text.
3. Choose the required case option.

Shortcut: Shift + F3 — Cycles through common case options in MS Word.

Header & Footer

A Header is an area at the top of a page, while a Footer is an area at the bottom of a page.

Headers and footers are commonly used to display information repeated across pages, such as document titles, page numbers, dates, and organization names.

Steps to Insert Header and Footer:

MS Word:

1. Click Insert → Header or Footer.
2. Select a suitable style.
3. Enter the required information.
4. Close Header and Footer.

LibreOffice Writer:

1. Click Insert → Header and Footer.
2. Select Header or Footer.
3. Choose the required page style.
4. Enter the information.

Difference Between Header and Footer:

Header	Footer
Appears at the top of the page	Appears at the bottom of the page
Commonly contains document title or logo	Commonly contains page number or date

Insert Table

Table Manipulation refers to creating, editing, formatting, and organizing data in rows and columns within a word processing document.

A Table consists of rows, columns, and cells. It is used to present information in an organized format.

Insert & Draw Table

Insert Table: Creates a table with a specified number of rows and columns.

Steps in MS Word:

1. Click Insert → Table.
2. Select the required number of rows and columns.
3. The table appears in the document.

Steps in LibreOffice Writer:

1. Click Table → Insert Table.
2. Enter the number of rows and columns.
3. Click Insert.

Shortcut: Ctrl + F12 — Insert Table in LibreOffice Writer.

Draw Table: Allows users to create a table manually by drawing its borders.

In MS Word: Insert → Table → Draw Table.

Example: Student Marks Table

Roll No.	Name	Marks
101	Amit	85
102	Priya	92
103	Rahul	78

Changing Cell Width and Height

Cell Width is the horizontal size of a cell, while Cell Height is its vertical size.

Steps in MS Word:

1. Select the required cell, row, or column.
2. Open Table Layout → Cell Size.
3. Set the required Height or Width.

Steps in LibreOffice Writer:

1. Select the required row or column.
2. Open Table → Size.
3. Choose Row Height or Column Width.

4. Enter the required value.

Note: Cell sizes can also be adjusted by dragging table borders.

Alignment of Text in Cell

Cell Alignment controls the horizontal and vertical position of text inside a table cell.

Types of Alignment:

- Horizontal: Left, Center, Right.
- Vertical: Top, Middle, Bottom.

Steps in MS Word:

1. Select the cell.
2. Click Table Layout → Alignment.
3. Choose the required alignment.

Steps in LibreOffice Writer:

1. Select the cell.
2. Right-click → Size → Row Height if needed, then use the table toolbar or context menu for vertical alignment.
3. Use the paragraph alignment buttons for horizontal alignment.

Inserting, Deleting, Merging & Splitting Cells

A. Inserting Rows and Columns

Insertion means adding new rows or columns to an existing table.

MS Word: Select a cell → Table Layout → Insert Above / Below / Left / Right.

LibreOffice Writer: Select a cell → Table → Insert → Rows or Columns.

B. Deleting Rows and Columns

Deletion means removing selected rows, columns, or the complete table.

MS Word: Table Layout → Delete → Delete Rows / Columns / Table.

LibreOffice Writer: Table → Delete → Rows / Columns / Table.

C. Merging Cells

Merge Cells combines two or more adjacent cells into a single cell.

Steps:

1. Select the adjacent cells.
2. In MS Word, click Table Layout → Merge Cells.
3. In LibreOffice Writer, click Table → Merge Cells.

D. Splitting Cells

Split Cells divides one cell into multiple rows or columns.

MS Word: Select the cell → Table Layout → Split Cells → Enter rows and columns.

LibreOffice Writer: Select the cell → Table → Split Cells → Choose the required division.

Mail Merge

Mail Merge is a feature of word processing software used to create multiple personalized documents, such as letters, certificates, invitations, envelopes, and labels, using a single document template and a data source.

Example: Sending an admission confirmation letter to 100 students with different names, roll numbers, and addresses.

2. Main Components of Mail Merge

1. Main Document: Contains the common text and formatting used for all recipients.
2. Data Source: Contains variable information such as name, address, roll number, etc.
3. Merge Fields: Placeholders used to insert data from the data source into the main document.
4. Merged Document: Final personalized documents generated after combining the main document with the data source.

3. How Mail Merge Works

Main Document

Dear «Name»,

Your roll number is «Roll_No».

Data Source

Name: Amit

Roll_No: 101

Mail Merge

Merged Document

Dear Amit,

Your roll number is 101.

4. Steps to Perform Mail Merge in MS Word

1. Open MS Word and create the main document.
2. Click Mailings → Start Mail Merge.
3. Select the document type, such as Letters.
4. Click Select Recipients and choose a data source.
5. Place the cursor where personalized information is required.
6. Click Insert Merge Field and select fields such as Name or Address.
7. Click Preview Results to check the output.
8. Click Finish & Merge to print or create personalized documents.

5. Steps to Perform Mail Merge in LibreOffice Writer

1. Open LibreOffice Writer.
2. Create the main document.
3. Click Tools → Mail Merge Wizard.
4. Select the document type.
5. Choose or connect the recipient data source.
6. Insert the required merge fields.
7. Preview the merged documents.
8. Save or print the final documents.

6. Applications of Mail Merge

- Sending personalized letters and invitations.

- Creating student admission confirmation letters.
- Generating certificates.
- Printing address labels and envelopes.
- Preparing fee reminders.
- Sending notices to multiple recipients.

7. Advantages of Mail Merge

1. Saves time and effort.
2. Reduces repetitive typing.
3. Generates multiple personalized documents.
4. Maintains consistent document formatting.
5. Useful for bulk communication.



Shortcut Keys of LibreOffice Writer – Short Notes

1. File and Document Shortcuts

Shortcut Key	Function
Ctrl + N	Create New Document
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + Shift + S	Save As
Ctrl + P	Print Document
Ctrl + W	Close Document
Ctrl + Q	Exit LibreOffice
Ctrl + F4	Close Current Document
F1	Open Help

2. Editing Shortcuts

Shortcut Key	Function
Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste Special
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Find and Replace
Ctrl + G	Go to Page
Ctrl + Home	Beginning of Document
Ctrl + End	End of Document

3. Text Formatting Shortcuts

Shortcut Key	Function
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + D	Double Underline
Ctrl + M	Clear Direct Formatting
Ctrl + E	Center Alignment

Ctrl + L	Left Alignment
Ctrl + R	Right Alignment
Ctrl + J	Justify Alignment
Ctrl + 1	Apply Heading 1 Style
Ctrl + 2	Apply Heading 2 Style
Ctrl + 3	Apply Heading 3 Style
Ctrl + 0	Apply Text Body Style

4. Paragraph and List Shortcuts

Shortcut Key	Function
F12	Toggle Numbering
Shift + F12	Toggle Bullets
Ctrl + Shift + F12	Remove Numbering/Bullets
Ctrl + Enter	Insert Page Break
Shift + Enter	Insert Line Break
Ctrl + 1	Heading 1
Ctrl + 2	Heading 2

5. Table Shortcuts

Shortcut Key	Function
Ctrl + F12	Insert Table
Tab	Move to Next Cell
Shift + Tab	Move to Previous Cell
Tab in Last Cell	Insert New Row
Ctrl + Tab	Insert Tab Character Inside Table Cell

6. Spelling and Other Shortcuts

Shortcut Key	Function
F7	Spelling Check
Shift + F7	Thesaurus

Ctrl + F7	Thesaurus
Ctrl + K	Insert Hyperlink
F5	Navigator
F11	Styles
Ctrl + F10	Show/Hide Formatting Marks
Ctrl + Shift + J	Full Screen
Ctrl + F2	Insert Field

