



I AM SENDING SOME OF THE TOPIC RELATED TO YOUR SYLLABUS THAT YOU WERE GIVEN AGAIN TODAY, YOU MUST READ IT SO THAT YOU HAVE NO PROBLEM WITH THE EXAMINATION

### UNIT 3: WORD PROCESSING(INERMEDIATE)

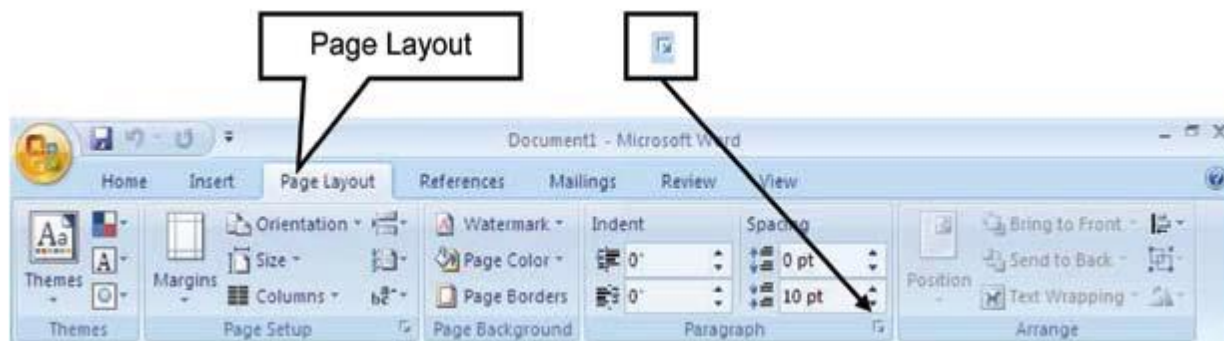
**Word processing** is the process of creating or editing a document using a word processor, such as Microsoft Word, Google Docs, or Open Office Writer. For example, a student could create a book report in a Word Processor application. Then, the student could print it, save it to a disk, display it on the screen, or send it over e-mail. Also, a person looking for a job could create a résumé using a word processor, then e-mail or print and mail it to job recruiters. With a word processor, you can easily edit and make changes to a document, move text around in a document, add images, change fonts, check for spelling errors, and much more.

**Creating a document with Microsoft Word** :- To use Microsoft word to open a document , follow these steps as below(Open Word in Windows)

1. Open Microsoft Word. If we r not sure how to open or find word, skip to the finding Microsoft word section.
2. In newer versions of word, the first screen will ask the what type of word document you want to create. Select the “Blank document” option to create a document from scratch.
3. Once the blank document or template is open, any new information can be entered using a keyboard on-screen keyboard.
4. Once complete or while working on the document, you can save through the file tab at the top of the word program window.

### **How to find Microsoft word in Windows.**

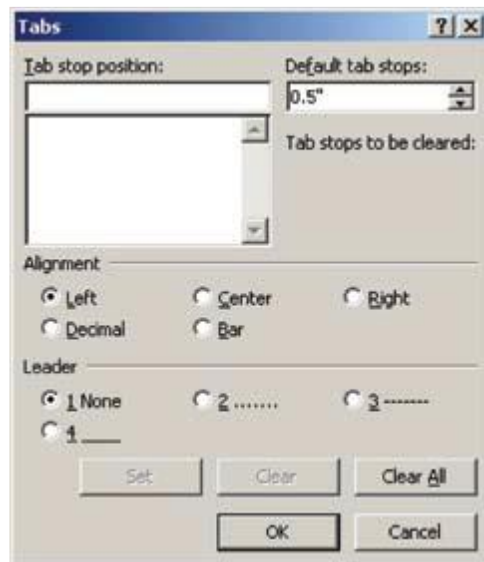
- In Windows, Click start.
- In the search box, type word. If word is installed, it shows in the search results. For example, you may see Microsoft word 2010, Microsoft word 2013, or Microsoft word 365.
- Open a new document in word processor. Click on the *Page Layout* tab on the *Ribbon*.
- Click on the icon under *Paragraph* group, as shown below.



- The **Paragraph** dialog box appears. You can see the options for automatic alignment, spacing, etc. that you can setup while composing the document itself instead of doing the alignment towards the end.
- Click on **Tabs...** button, Tabs dialog box appears.
- You can specify the tab stop position by mentioning the stopping position in the **Tab stop position** box. After specifying the tab stop position click on **Set** button and the **Tabs** window appears.

Note: You can also set the initial tab stop position value from the default value (0.5") by specifying the new value under **Default tab stops**. You may specify the value at which the tab stops by giving the value specified along with the unit (like 7cm, etc.)

- Click **OK**. The ruler of the document will be marked with a L shaped symbol at 2", meaning that the tab stop position has been set at that position. Now when you press the tab key, the cursor will automatically jump from its initial position to the next tab stop position. And this solves your problem too!



You can also set the tab stop position by clicking at the required point the ruler. Now open a new document, type some text and press enter. You have noticed the continuous text is automatically formatted as paragraphs, with the size that you have specified in the Tabs Dialog box