



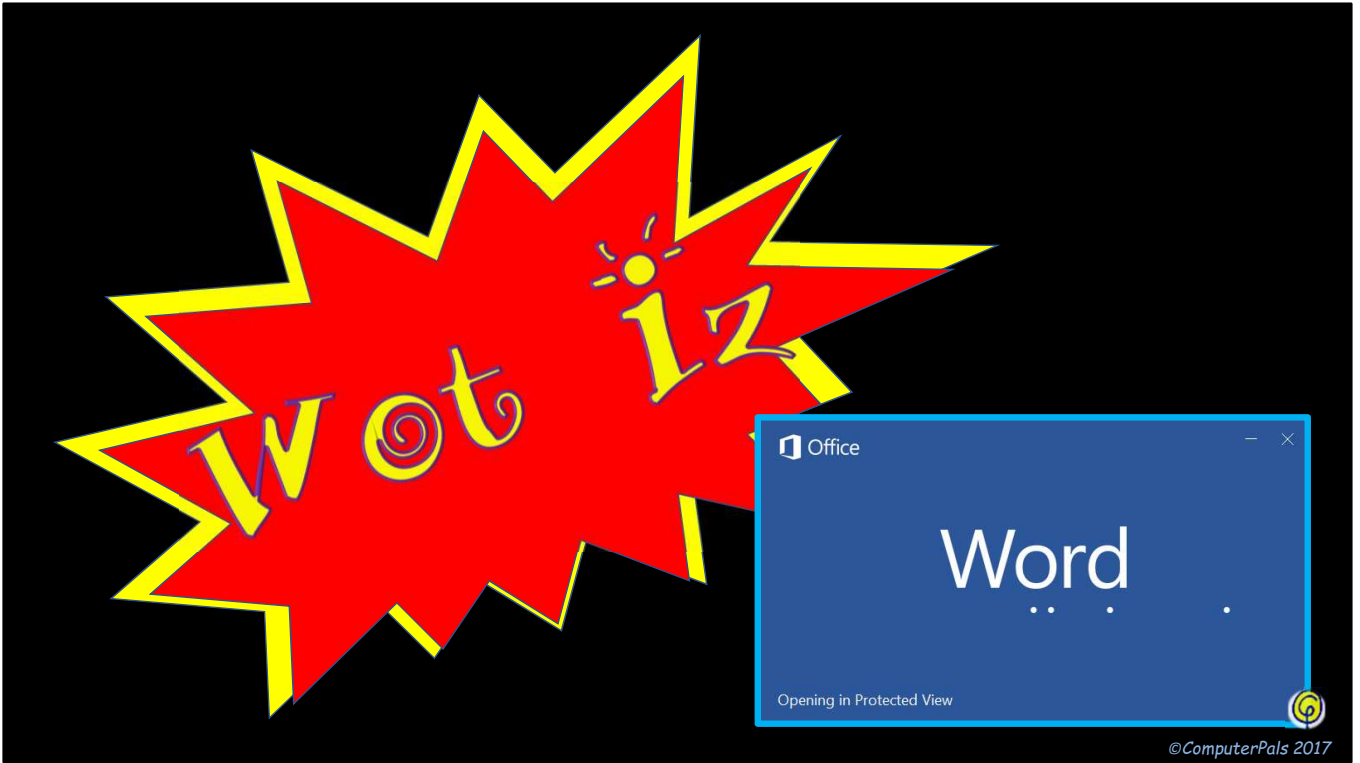
This was a presentation given to the ComputerPals clients in 2017 to assist them in understanding different office applications available on a computer

ComputerPals is run by volunteers who provide their own knowledge and experience free of charge. Whilst we endeavour to give the best advice possible there is no guarantee on the information given. Our handout sheets attempt to provide the easiest method to achieve the goal for the target audience, it should be noted that changes in computer type, manufacturer and software versions may invalidate some of the examples provided. E&OE.



WHAT iz

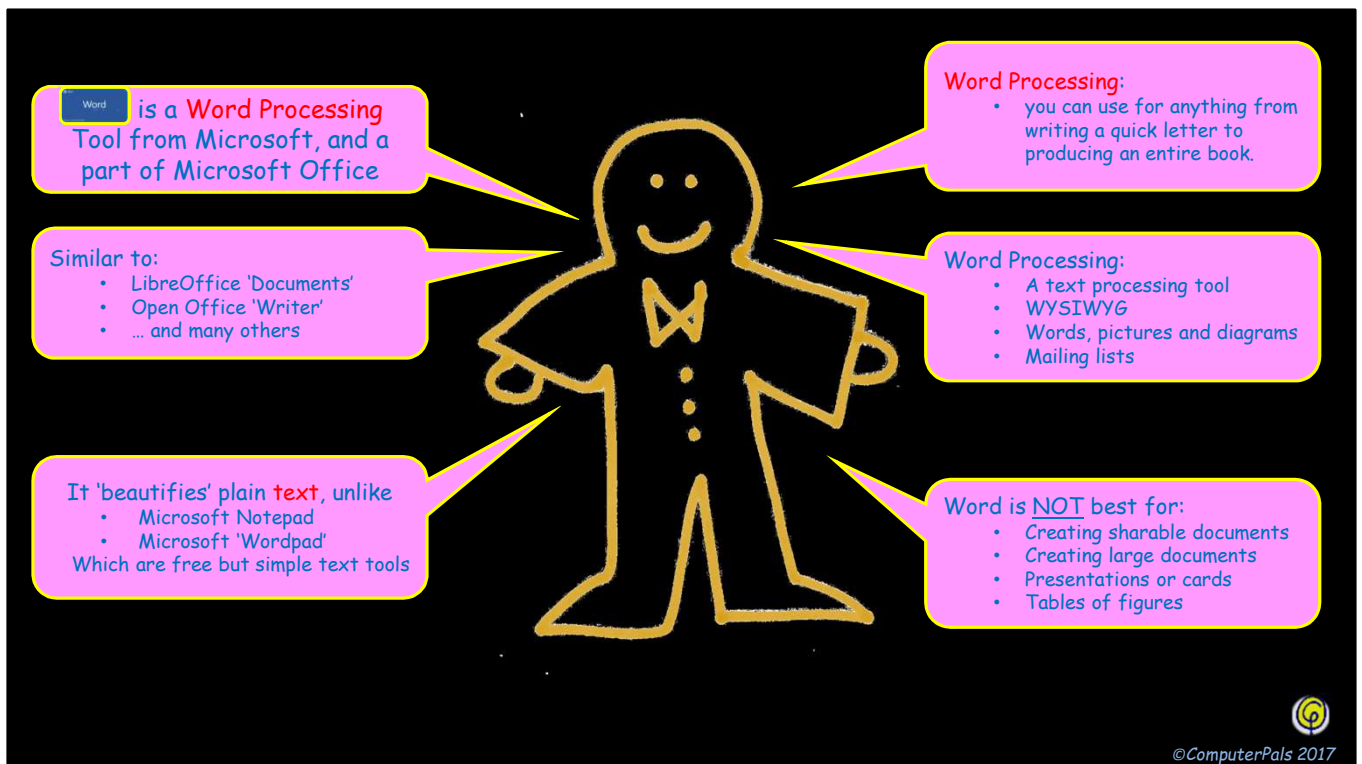
WORD Processing ...



WHAT iz

Microsoft WORD

Ackno



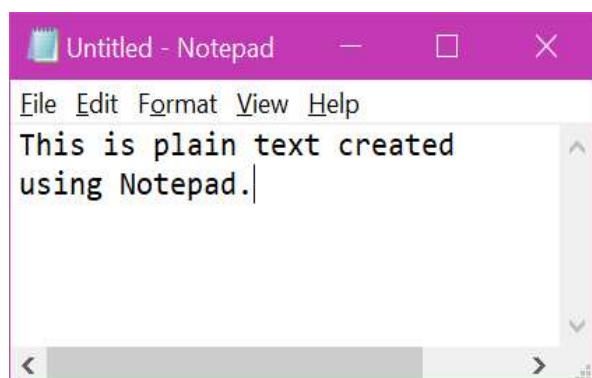
NOTE:

All the examples given use Microsoft Word 2016. Its capabilities are matched by several other free to use applications, such as LibreOffice and Open Office. The 'ease of use' of these free applications may (to a Microsoft user) be less intuitive than the paid for product.

When in doubt, simply use the Internet and ask the question "How do I , using Libre/Open Office" and see what other users provide. Some of these explanations may be video clips from YOU TUBE.

Word processing is a 'what ***you see*** ***is*** what you get'. Plain text is just text.

NOTE: emailing a WORD document may not permit the recipient to read it. Save as 'PDF' and mail that.



Text Processing

Allows you to:

- **Change** *the Fonts*
- **Make** *Italic, Underlined, bold*
- **Change** *the Size*

Word Processing provides written text
To be left *and right justified*
Or adjusted so that both the left and
right edges are fully justified. Or even
Completely centred

You can
even adjust
the text to
be aligned
in a
completely
different
direction

It can also be used to make the text	appear in multiple columns on a single	page. This gives the feel of a newspaper
-----------------------------------------------	-------------------------------------------------	---------------------------------------------------

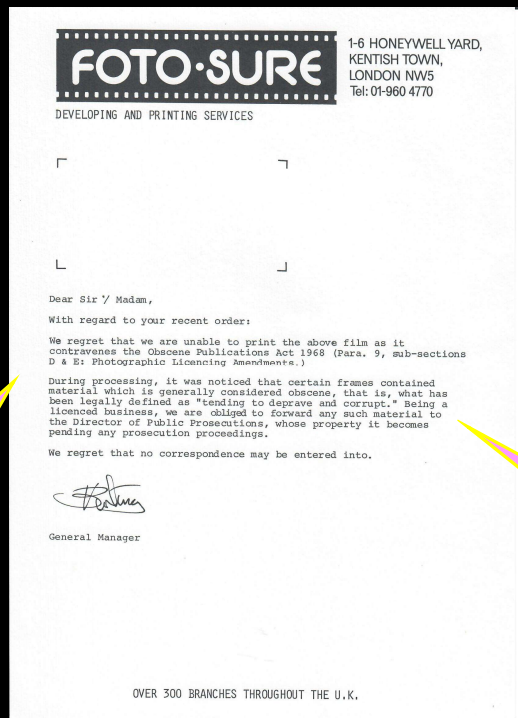
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Above are some examples of TEXT processing:

- Colour
- Size
- Typeface (often incorrectly called Font)
- Justification
- Direction
- Columns
- Etc...

Word Processing

Ideally suited for Business letters



Provides:

- Spell Checker
- Grammar Checker

Word Processing is GREAT for letters.

NB: Writing War and Peace (a very long document) may cause difficulties with the stability of the application. If this is something you want to do create a separate document for each chapter, and save them separately. You can combine the chapters in a multi-document format.




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Word Processing

Superb for Leaflets




- Header
- Footer
- Graphics

 **Duston Tornado Alert**

Issued 19th September 2016 - Ref: 21987421-34836912

Vital Homeowner Information

A tornado has caused damage to a number of houses in Duston Northampton after it swept across the town on Monday 14th September. The Parish Council issues the following advice.

Radar image and photographs from 11.38pm showing intense rainfall over Duston when the Tornado hit.

Weather patterns across the world have recently been severely disrupted by global warming, El Niño and the Atlantic Multi-Decadal Oscillation resulting in freak weather conditions hitting Northamptonshire. Monday's incident although unusual is expected to become commonplace in the immediate future. To that end the Government has provided funds under the COBRA initiative to all councils within the target area. Duston Parish Council has received £259,560 to initiate defensive measures across our parish. The main effort has been concentrated upon providing an early warning system to alert residents of imminent catastrophe. A series of seventeen beacon masts are planned for construction by 2017. However government scientists believe that this will be too late to prevent at least Class BS incidents, resulting in a predicted 7.39% death toll and catastrophic damage to 27.38% of the parish's dwellings. In order to reduce this damage funds are also being directed towards providing residents survival information.

This is Leaflet 1A of a proposed 12 publications from the Parish Council to the residents of Duston.

ADVISED PREVENTATIVE MEASURES

1. Prepare flood / wind defences for your home:
 - a. Sandbags should be stockpiled. Sand can be collected from your local council depot, or DIY store. The canvas sacks are currently in short supply, so a maximum of 3 will be provided to each householder – whilst stocks last. Ladies nylons have been found to be a suitable substitute, see www.sandbagsfromnylons.co.uk for further details.
 - b. Window boarding: A minimum of 18mm Oriented strand board (OSB or Sterling board) should be used to cover ALL exposed windows and doors, fixed with a minimum of ten 75mm M8 screws. Note that due to the delay in providing sufficient warning of the arrival of next tornado it is recommended that all upper floor windows

Storm Warning Leaflet 1A Duston Parish Council FLO122445A-344356-1a
Also available in Polish, Hindi or Romanian on request.

Provides:

- Find and Replace
- Language translation
- And External lookup


Mixing Text and Pictures, with the proviso that the pictures obey the same rules as the words / characters in that they follow the line/ page structure. Another product, PowerPoint is much better for free flow text and pictures.

Word Processing

Or even:

- Mail Merge
- Sending one letter to many different people

THE DEPARTMENT OF PLANNING AND DEVELOPMENT

Plan Ref: 770/L24F/221/GA  First Application

PUBLIC NOTICE

Dear **{NAME}**

Notice is hereby given of the intent of the Borough Council, as agreed at the last full Council session, to establish a Leper Sanatorium upon the premises of:

{PROPERTY-ADDRESS}


to open for hospitalisation and treatment no later than January 1st 1987. This is to be the Council's contribution to the World Medical Council, who have designated that year as, "Year of the Leper."

Plans at present, whilst not finalised, are expected to include the extension of the premises to a final height of four storeys and an outdoor treatment pool for patients, who at present shall be limited to a total of no more than 27. Staff levels are expected to include an equivalent number of nursing staff plus several auxiliaries.

Patients will be largely from the African Continent and will be encouraged as much as possible to mix and fit in with the local community, thereby causing the minimum inconvenience to residents.

A Public Forum will be held at the Town Hall on the 23rd of next month at 8.00pm for local residents to express their views on any aspect of the project, but for now, all correspondence and requests for further information shall be sent to:

'PROJECT SANCTUARY', c/o the above address.



Planning and Development Liaison Officer

{NAME} | {PROPERTY-ADDRESS}

Kevin | 10 High Street Duston
Geoff | 83 Main Road Duston
Auriol | 78 Derrigate Northampton
John | 162 Barrack Rd Northampton
Linda | 75 Upton St Dallington
Terri | 47a Blogton Rd Kingsthorpe
Les | 57 Nottingham Rd Far Cotton
Margaret | 1 Hill View Duston
Geoff H | 583 Low Rd Harpole
Andrea | 65 Pudton St Bugbrooke

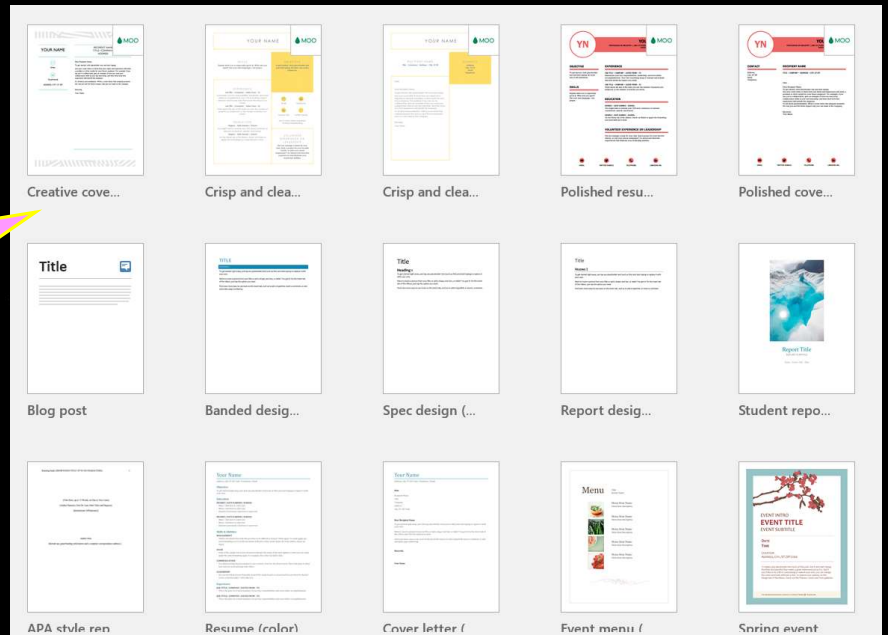


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Writing one 'template' letter and a separate table containing Names / Addresses etc to produce 'customised' individual letters is called 'Mail Merge'. The paid for Microsoft product is much easier to use to do this than the free versions.

Word Processing

Different document **Themes** can be created, complete with pictures and background watermarks



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As a feature of the Microsoft product, the same textual content can be portrayed in many different ways, using colour, layout and fonts – these are called themes

Word Processing

Different **Styles** for paragraph headers and contents can be created, and then changed to suit your mood

The image displays six panels illustrating different styles for document titles and headers. Each panel contains the following text:

- Title** (various colors and sizes)
- HEADER ONE** (various colors and sizes)
- This document section is in Normal text
- **Bold** – and bulleted
- HEADER TWO** (various colors and sizes)
- Added comments done in blue (and a cross reference: See section 11.3.7.)*
- Header Three** (various colors and sizes)
- Again, in Normal text blah de blah*
- Header Four*
- Normal text

The bottom-right panel includes a logo for @ComputerPals 2017.

STYLES are a way in which Titles and header levels can be set up so that they exist in different font / colour characteristics. Once a (long) document has been created using STYLES automated indexing can be simply performed, along with re-formatting text by promoting/demoting header levels etc.

Styles are ideal for business documentation.

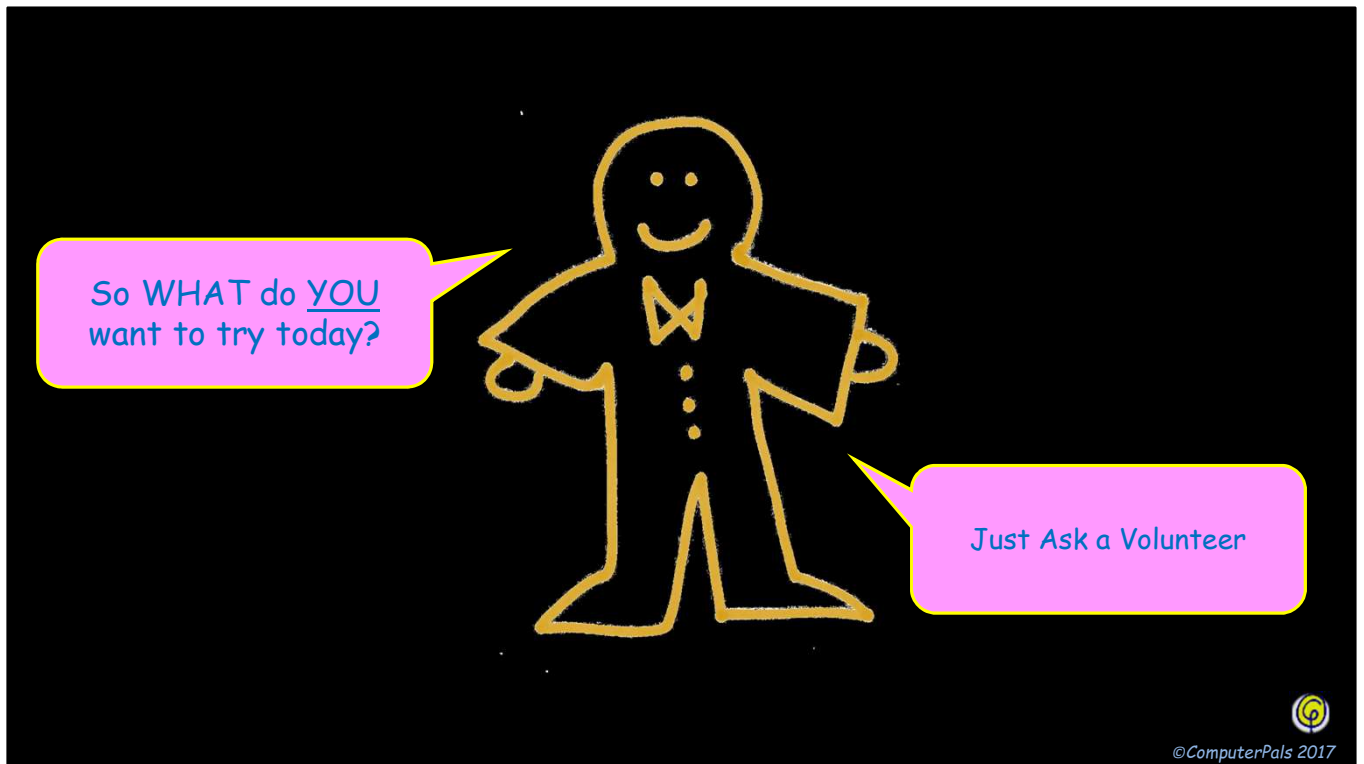
Word is NOT best for:

- Presentations or cards**
 - Use PowerPoint for presentations (like this one)
 - Use Publisher for Cards
- Creating sharable documents**
 - You should 'SAVE AS' - PDF
 - NB: Microsoft Word Viewer is a small, freely redistributable program that lets you view, print, and copy Word documents on a computer that does not have Word installed. Visit <http://www.microsoft.com/downloads/details.aspx?FamilyID=3657ce88-7cfa-457a-9aec-f4f827f20cac&displaylang=en>
- Tables of figures**
 - Excel is much better suited for this
- Creating large documents**
 - Massive documents, like your life story (say over 50 pages) does not work well in WORD
- HOWEVER ...**
 - Anything is possible, just ask 😊

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PDF: Portable Document Format – A technology created by ADOBE who provide a free downloadable viewer. You can (with Microsoft Word) save as PDF, or print to PDF. To make a sharable document – one that can be read on ANY computer system. This is often the type used by Banks and Utilities Companies for your bills and printers who you employ to print fliers, calendars etc. NB: Once converted to a PDF the contents cannot be changed (hence the use by Banks etc).

Note: This presentation was saved as PDF for you to see.....




The Volunteers will help you --- ASK !!!!

Also (if you want) in this series of



any of the following programs →



Word 2016	Excel 2016	Microsoft Visio 2010
Microsoft Project 2010	PowerPoint 2016	Publisher 2016
OneNote	Access 2016	Windows PowerShell...
Microsoft Edge	Outlook	
Microsoft Expression		
Microsoft Office		

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There are more to come ... keep watching