

### 3.1 Concept of Word Processing

Word Processing is the use of a computer program to create, edit, format, and print text-based documents.

- It replaces traditional typewriters.
- Main purpose: To produce professional-looking letters, reports, notices, books, etc.
- Popular Word Processing software: Microsoft Word (MS Word), LibreOffice Writer, Google Docs.
- Advantages: Easy editing, formatting, spell checking, mail merge, and multiple copies can be printed without re-typing.

### 3.2 Creating, Saving, Opening, Previewing and Printing Documents; Changing Default Settings

#### Creating a New Document:

- File → New (or Ctrl + N) → Blank document.

#### Saving a Document:

- File → Save (or Ctrl + S) → Choose location → Give file name → Save as .docx format.
- Save As: Used to change name or location.

#### Opening an Existing Document:

- File → Open (or Ctrl + O) → Select file → Open.

#### Previewing:

- File → Print → Preview (shows how the document will look when printed).

#### Printing:

- File → Print (or Ctrl + P) → Select printer → Number of copies → Print.

#### Changing Default Settings:

- Go to File → Options → General / Display / Proofing.
- Example: Change default font to Preeti or Kalimati (Devanagari), default page size to A4, default line spacing to 1.15, etc.

### 3.3 Elements of Word Processing Environment

The main parts of the MS Word screen are:

Element	Location	Function
<b>Menu / Ribbon</b>	Top of the screen	Contains tabs: Home, Insert, Design, Layout, References, etc.
<b>Toolbars / Quick Access Toolbar</b>	Above Ribbon (customizable)	Save, Undo, Redo, Print buttons
<b>Status Bar</b>	Bottom of the screen	Shows page number, word count, language, zoom level
<b>Rulers</b>	Horizontal & Vertical	Helps set margins, indents and tab stops
<b>Scrollbars</b>	Right and bottom	Move up/down or left/right in the document

Other elements: Title Bar, Document Area, View Buttons (Print Layout, Web Layout, etc.).

### 3.4 Copying, Moving, Deleting and Formatting Text; Finding and Replacing Text; Setting Page Layout

#### Copying, Moving and Deleting Text:

- Select text → Ctrl + C (Copy) / Ctrl + X (Cut) / Delete key.
- Paste: Ctrl + V.

#### Formatting Text:

- **Font:** Home → Font group → Change font style (Arial, Preeti, etc.), size, color, bold (Ctrl + B), italic (Ctrl + I), underline (Ctrl + U).
- **Alignment:** Left (Ctrl + L), Center (Ctrl + E), Right (Ctrl + R), Justify (Ctrl + J).
- **Line & Paragraph Spacing:** Home → Paragraph → Line spacing (1.0, 1.15, 1.5, Double) → Paragraph spacing (Before/After).

#### Finding and Replacing Text:

- Ctrl + F → Find → Type text → Find Next.
- Ctrl + H → Replace → Type text to find and replace → Replace All.

#### Setting Page Layout:

- Layout tab → Page Setup group:
  - Margins (Normal, Narrow, Wide or Custom).
  - Orientation (Portrait / Landscape).
  - Size (A4, Letter).
  - Columns (for newspaper style).
  - Breaks (Page break, Section break).

### 3.5 Creating Lists with Bullets and Numbering

- Select the lines → Home → Paragraph group.
- **Bullets:** Click Bullets button → Choose style (•, ○, ■, etc.).
- **Numbering:** Click Numbering button → Choose 1, 2, 3... or a, b, c... or Roman numerals (I, II, III).
- Multi-level list: For sub-points (e.g., 1.1, 1.2).
- Customize: Define New Bullet / Define New Number Format.

### 3.6 Creating and Manipulating Tables; Borders and Shading

#### Creating a Table:

- Insert tab → Table → Select rows and columns (or Insert Table).
- Draw Table option also available.

#### Manipulating Tables:

- Insert row/column: Right-click → Insert.
- Delete row/column: Right-click → Delete.
- Merge cells: Select cells → Right-click → Merge Cells.
- Split cells: Right-click → Split Cells.
- Change width/height: Drag borders or use Table Properties.

#### Borders and Shading:

- Select table or cells → Table Design tab (or right-click → Borders and Shading).
- Choose border style, thickness, color.
- Shading: Fill color for cells or entire table.
- Table Styles: Pre-designed professional looks (Grid Table, List Table, etc.).

### 3.7 Use of Indentation and Tab Setting; Creating Newspaper Style Documents using Column

**Indentation** Indentation is the space left between the margin and the text.

- **Types:**
  - Left Indent
  - Right Indent
  - First Line Indent (for paragraphs)
  - Hanging Indent (used in bibliography/references)
- How to apply: Home → Paragraph group → Increase/Decrease Indent (or use ruler).

#### **Tab Setting** Tabs are used to align text at specific positions.

- Types: Left Tab, Center Tab, Right Tab, Decimal Tab, Bar Tab.
- How to set: Double-click on the ruler → Choose tab type → Click on ruler to set position.
- Clear tabs: Drag tab marker out of the ruler.

## Creating Newspaper Style Documents using Column

- Layout tab → Page Setup → Columns → More Columns.
- Choose number of columns (2 or 3) and apply to “This section” or “Whole document”.
- Add line between columns for newspaper look.
- Useful for notices, pamphlets and reports.

### 3.8 Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page Break, Section Break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart

Feature	How to Insert	Use
Header / Footer	Insert → Header / Footer	Put logo, title, date on every page
Page Numbers	Insert → Page Number	Automatic numbering (top/bottom)
Footnotes / Endnotes	References → Insert Footnote / Endnote	For references or explanations
Page Break	Insert → Page Break (Ctrl + Enter)	Start new page forcefully
Section Break	Layout → Breaks → Section Breaks	Different layout on different pages
Graphics / Pictures	Insert → Pictures → This Device / Online Pictures	Add photos
Charts	Insert → Chart	Insert Excel-style graphs
Word Art	Insert → WordArt	Stylish text effects
Symbols	Insert → Symbol	₹, ©, ™, Devanagari symbols
Organization Chart	Insert → SmartArt → Hierarchy	For structure diagrams

**File** → Insert → Object → Text from File (to insert another Word file).

### 3.9 Mail Merge

Mail Merge is used to create multiple personalized documents (letters, envelopes, labels) from a single main document and a data source. **Steps:**

1. Prepare **Main Document** (letter format).
2. Prepare **Data Source** (Excel table or Access database with Name, Address, etc.).
3. Mailings tab → Start Mail Merge → Letters.
4. Select Recipients → Use Existing List → Choose Excel file.
5. Insert Merge Fields (e.g., «Name», «Address»).
6. Preview Results.
7. Finish & Merge → Edit Individual Documents → All records.

**Use:** Sending same letter to hundreds of people with different names and addresses.

### 3.10 AutoCorrect, Spelling and Grammar Checking, and Thesaurus

#### AutoCorrect

- Automatically corrects common typing mistakes (e.g., “teh” → “the”).
- File → Options → Proofing → AutoCorrect Options.
- Can add custom entries (e.g., “gok” → “Government of Nepal”).

#### Spelling and Grammar Checking

- Review tab → Spelling & Grammar (F7).
- Red underline = spelling error; Blue underline = grammar error.
- Right-click on underlined word → Choose correct suggestion.

#### Thesaurus

- Review tab → Thesaurus (Shift + F7).
- Gives synonyms and antonyms of a selected word.
- Useful to improve vocabulary and avoid repetition.

### 3.11 Security Technique of Documents

Important security features in MS Word:

1. **Password Protection**
  - File → Info → Protect Document → Encrypt with Password.
2. **Restrict Editing**
  - File → Info → Protect Document → Restrict Editing (allow only comments or form filling).
3. **Mark as Final**
  - File → Info → Protect Document → Mark as Final (makes document read-only).
4. **Digital Signature** (for advanced users).
5. **Track Changes** (Review tab) – shows who edited what.

These techniques prevent unauthorized editing or viewing.

### 3.12 Familiarity with Devanagari Fonts

Devanagari fonts are Nepali/Sanskrit scripts used in government documents. **Popular Devanagari Fonts:** Preeti, Kalimati, Mangal, Sagarmatha, Himali, etc. **How to use in MS Word:**

- Home → Font → Select Preeti or Kalimati.
- Change default font: File → Options → General → Default font → Preeti (size 14 or 16).
- Typing: Use Nepali keyboard layout (Windows + Space to switch).
- Important: Always check compatibility – some fonts may not display properly in older versions.