

7 Applications Software, Word Processing

Topic

Applications software - word processing

Learning objectives

Students will be able:

- to describe the three main types of application software
- to understand the basic features and applications of word processors

Key words

Word processor, menu bar, standard toolbar, formatting toolbar, header, footer, typeface, bold, italics, indent, drawing tools, align left, print preview, undo, columns, bullets, insert, table, hyperlink, edit, cut, paste, clipboard, spell checker, grammar checker, thesaurus, template

Applications software

Applications software is designed to carry out various tasks and perform a specific function, for example **word processing**, **spreadsheet** creation and management or a **database** creation and management.

Integrated software consists of a collection of applications packages that are designed to be bought and set as a set. It usually contains software for word processing, spreadsheets, databases and graphics and may also offer other features.

Integrated software is less expensive to buy, are more user-friendly – there are similar commands throughout the package and moving data from one program to another is easier than between separate packages.

Word processing

A word processor enables us to create a document, store it on a disk, display it on the screen, modify it simply and correct errors, and print it on a printer.

Word processors usually include the following features:

- **Cut and paste** – allows us to remove (cut) a highlighted part of a text and insert (paste) it in another place.
- **Find and replace** – we can search for a particular word or phrase and replace a group of characters with another one wherever the first group appears.
- **Print** – allows us to send a document to a printer.
- **Font specifications** – allows us to change font size, colour and **typeface**, specify **bold**, **italics** and **underlining**.
- **Graphics** – allows us to include graphs and illustrations in a document, you can create it within a word processor or insert it from a different program.
- **Headers, footers and page numbering** – we can specify a header and a footer which the word processor will put at the top and the bottom of every page and automatically puts the correct number on each page.
- **Layout** - allows us specify a method for **indenting** paragraphs, it can be controlled by setting of **margins**, page breaks, etc.
- **Merge** – allows us to merge text from one file to another one, for example generating mailing labels
- **Spell checker** – allows us to check the spelling of the words and highlight suspicious words. They can detect both words spelt incorrectly and repeated words.
- **Grammar checker** – make sure that sentences have a subject and a verb that agree, detect sentences ending with two full stops or missing capital letters at the beginning of sentences.
- **Thesaurus** – we can search for synonyms to increase vocabulary choices.

The menu bar shows commands and tools in words, the toolbar shows them with icons.

Vocabulary

	Definition	Translation
align (left)	arrange so as to be parallel	zarovnat (vlevo)
bold	a typeface with thick heavy lines	tučné písmo
bullet		odrážka
clipboard	a holding place for the text or graphics that you have just cut or copied	schránka
columns	text organized in vertical sections	sloupce
cut	place an object into the clipboard	vyjmout
drawing tools	tools for drawing and painting objects	kreslicí nástroje
edit	to make changes and corrections to text and graphics	editovat, upravovat
footer	a customized text printed at the bottom margin of every page	zápatí

formatting toolbar	a toolbar with icons that allow you to edit and style your text	formátovací lišta nástrojů
grammar checker	a software utility that analyses the grammar of a written text	kontrola gramatiky
header	a customized text printed at the top margin of every page	záhlaví
hyperlink	a text, image or button that, when clicked, takes you to another place on the web	hypertextový odkaz
indentation	the space between the page margins and where the text aligns	odsazení
insert	put into something	vložit
italics	a typeface with letters slanting to the right	kurzíva
menu bar	a row of words at the top of the screen that open up menus when selected	lišta menu
paste	to insert a copy of text or graphics held in a computer memory after being cut	vložit (zkopírovaný objekt)
print preview	a function that shows how a page will look when printed	náhled
spell checker	a utility correcting typing mistakes	kontrola pravopisu
standard toolbar	a row of icons that activate certain commands of a program, to save, print, include a hyperlink, etc.	standardní lišta nástrojů
template	a standard document with pre-set layouts and formats.	šablona
thesaurus	a utility for searching synonyms and antonyms	slovník synonym, thesaurus
typeface	the design of a set of printed characters, such as Arial or Calibri	typ písma
undo	a command that reverses or erases the last editing change	vrátit zpět
word processor	an application that enables the user to create and edit text documents suitable for printing	textový editor

Tasks and Questions

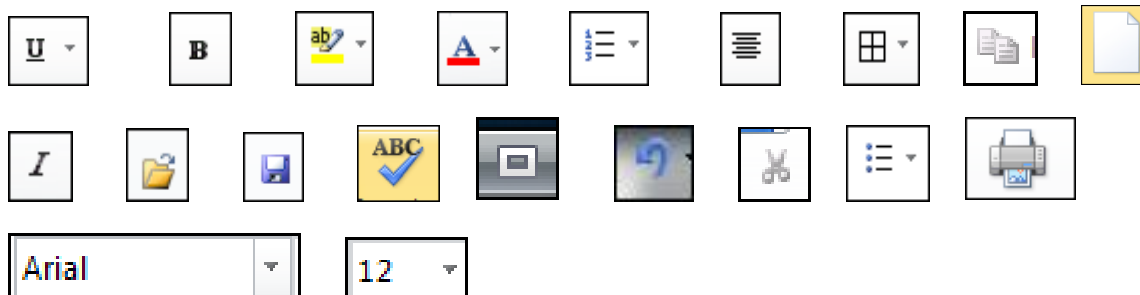
1) Match the word-processing tools with their functions:

TOOL	FUNCTION
1. save	a) it closes the open file
2. cut	b) it copies any highlighted text or image and keeps it in memory (on the clipboard)
3. font	c) it deletes any highlighted text or image but in fact keeps it in memory (on the clipboard) to be inserted in another place
4. open	d) it formats or changes the typestyle, colour and size of the characters
5. full screen	e) it makes the open document cover all the screen
6. close	f) it opens a file from one of the drives
7. print layout	g) formats the paragraph settings
8. paragraph	h) this command puts anything that is on the clipboard onto the screen
9. symbol	i) it inserts a picture or image into your document
10. save as	j) it views the open document as it will look when it is printed
11. copy	k) it cancels the last command
12. paste	l) saves the file to another location with another name or in a different format
13. spelling and grammar	m) it inserts many special characters
14. undo	n) saves the open file or document
15. picture	o) it checks the document for spelling and grammar errors

2) Put the commands and tools from exercise 1 under the correct heading from the menu bar:

File	Edit	View	Insert	Format	Tools

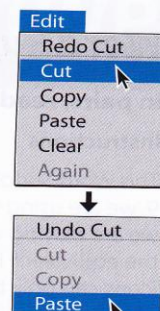
3) What do these icons represent? Describe briefly what happens if you click on them.



4) Listening: The cut and paste technique: Infotech p. 70

3 The Cut and Paste technique

A Listen to two friends, Anna and Ben, talking about how to move text in Word. How many steps are involved in carrying out the *Cut and Paste* task?



B Listen again and complete the dialogue.

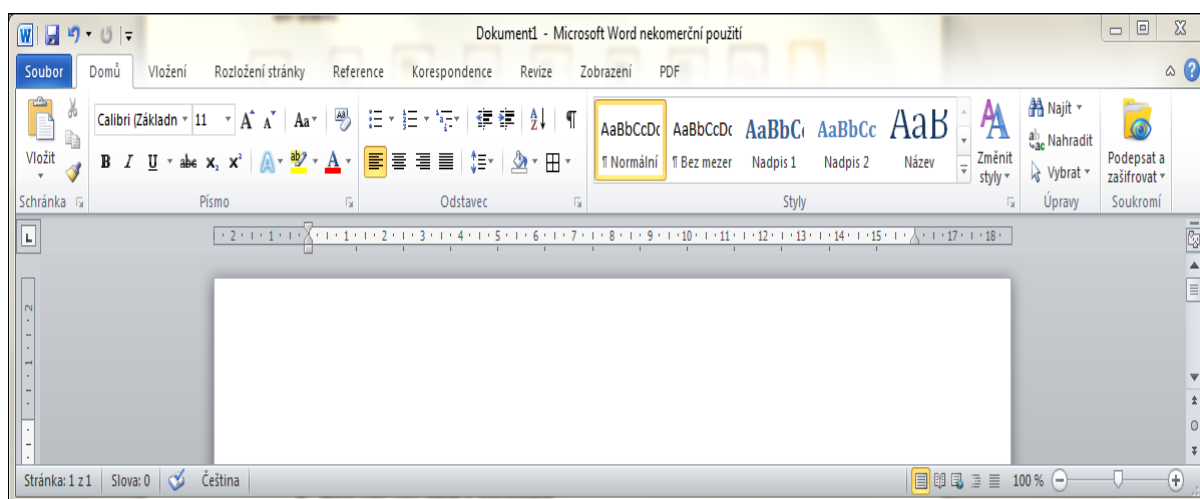
- Anna:** Ben, do you know how I can move this paragraph? I want to put it at the end of this page.
- Ben:** Er ... I think so. (1) _____, use the mouse to select the text you want to move. (2) _____ choose the *Cut* command from the Edit menu.
- Anna:** (3) _____?
- Ben:** Yes. The selected text disappears and goes onto the clipboard. (4) _____ you find where you want the text to appear and you click to position the insertion point there.
- Anna:** Mm, OK. Is that (5) _____?
- Ben:** Yes, if that's where you want it. (6) _____, choose *Paste* from the Edit menu, or hold down *Ctrl* and press *V*. (7) _____, check that the text has appeared in the right place.
- Anna:** OK, I've (8) _____. Is that (9) _____?
- Ben:** Yes, that's it. If you make a mistake, you can choose *Undo* from the Edit menu, which will reverse your last editing command.
- Anna:** Brilliant! Thanks a lot.
- Ben:** That's OK, it's my pleasure.

5) Complete the sentences using the words from the vocabulary section:

- a) The _____ lists the icons to save or print the document.
- b) The _____ is the area for changing font, alignment, indentation...
- c) A font consists of three elements: _____, type style and _____.
- d) Type style can be _____ for bold, / for _____ and U for _____.
- e) The _____ and _____ commands allow you to specify customized texts at the top and the bottom of every page.

6) Identify the components of the word-processing screen:

- a) Menu bar
- b) Formatting toolbar
- c) Status bar
- d) Standard toolbar
- e) Ruler
- f) Title bar



7) Complete the instructions with the words in the box.

next like right first finally you what everything then then that

David: Nathaniel, I've been asked to set up a Macro to help me edit this document on Word, but I'm not sure how to do it. Actually, I'm not even sure what Macros do. Can you give me a hand?

Nathaniel: Sure. Macros are basically mini-programs that you can set up within a Word document which carry out automated tasks for you. One of the most useful Macros allows you to go through a whole document and delete any accidental double spaces. I'll show you how to do it. (1) _____, open up any Word document. (2) _____ put in a couple of double spaces between words, just so you can check that it's worked at the end.

David: OK, I've done (3) _____ now. (4) _____ next?

Nathaniel: (5) _____, you go to *Tools, Macros*, (6) _____ click on *Record New Macro*.

David: (7) _____ this?

Nathaniel: That's it. Give the Macro a name like 'Doublespace' – it has to be one word. Once you click *OK*, Word is recording your actions so that it can replicate them later. So, do the following commands: *CTRL + Home* – that takes the cursor to the start of the document – *Find and replace, Find*, then hit the space bar twice to do a double space, then click *Replace with* and hit the space bar once before clicking *Replace all*.

David: Is that (8) _____?

Nathaniel: Yes, that looks good. (9) _____, press the little red circle on the Macro command, which will stop the recording. The Macro should now be saved under your Macro menu, just hit *Run* to run it on any Word doc.

David: Is that (10) _____? Seems quite simple. Thanks, Nathaniel.

8) Now listen and check your answers

http://www.cambridge.org/servlet/file/store7/item620167/version1/Infotech4ed_WS_U14WordProcessing.pdf

9) Write detailed instructions for:

- a) How to cut and paste a paragraph.
- b) How to copy and paste a picture from one document to another one.
- c) Using Find and Replace.
- d) Creating a new document.
- e) Saving a document on a hard disk and on a pen drive.
- f) How to insert a picture from the Web into a word document.

Be as precise as possible; try to find more than one way to do it (using the mouse, hot keys, menu bar...). Stat with: There are three possible ways, the first one is using.... The second one uses..... Finally the third one...

Instructions

First.....

Then.....

Wait until.....

Next.....

As.....

After/Once.....

Before.....

Finally.....

Use **imperatives**:

Turn on the computer.

Don't open the file.

Use **should / shouldn't + infinitive** to give **advice**

You **should turn** the computer on.

You **shouldn't** open the file.

Summary

Applications software is designed to carry out various tasks and perform a specific function, for example **word processing**, **spreadsheet** creation and management or a **database** creation and management.

Integrated software consists of a collection of applications packages that are designed to be bought and set as a set.

A **word processor** enables us to create a document, store it on a disk, display it on the screen, modify it simply and correcting errors, and print it on a printer.

Questions:

1. How would you define applications software?
2. What is integrated software?
3. What is a word processor?
4. What kind of tasks do people use word processor for?
5. Describe "CUT AND PASTE" technique.
6. What font specifications do you know? Say a few words about them.
7. What is a header and a footer?
8. What does the spell checker and grammar checker do?
9. What is the Thesaurus?
10. What is "UNDO" tool?
11. What is a menu bar?
12. What is a status bar?
13. What is a toolbar?
14. What is a title bar?

Literatura

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