



# WORD PROCESSING

A Comprehensive ICT Lesson Guide



## ICT

By Nimanka

### MASTER:



- File Management
- Text Formatting
- Page Layout
- Object Insertion



Align

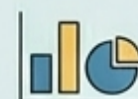


• Objects

• Tables &



Graphs





# Lesson: Introduction to Word Processing



## The Problem:

Imagine you are given a task by your teacher. You need to prepare invitation cards for the English Day Competitions, but you are worried handwriting isn't neat enough. Or, perhaps you need to create a souvenir booklet for an event, but drawing the illustrations by hand isn't turning out the way you want.










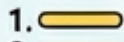
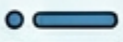

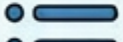
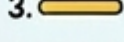
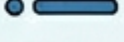
## The Solution:

Isn't there a better way to do this?

Yes! You don't have to do it manually. You can prepare documents beautifully and professionally using a computer and Word Processing software.



## Learning Objectives

- ✓ • Understand what word processing is. 
- ✓ • Open, save, and close a document.   
- ✓ • Format and highlight text to make it attractive. **B** *I* U 
- ✓ • Insert objects, pictures, and graphs.   
- ✓ • Check for spelling and grammar errors. **ABC** 
- ✓ • Prepare organized lists.   
 1.     
 2.     
 3.  





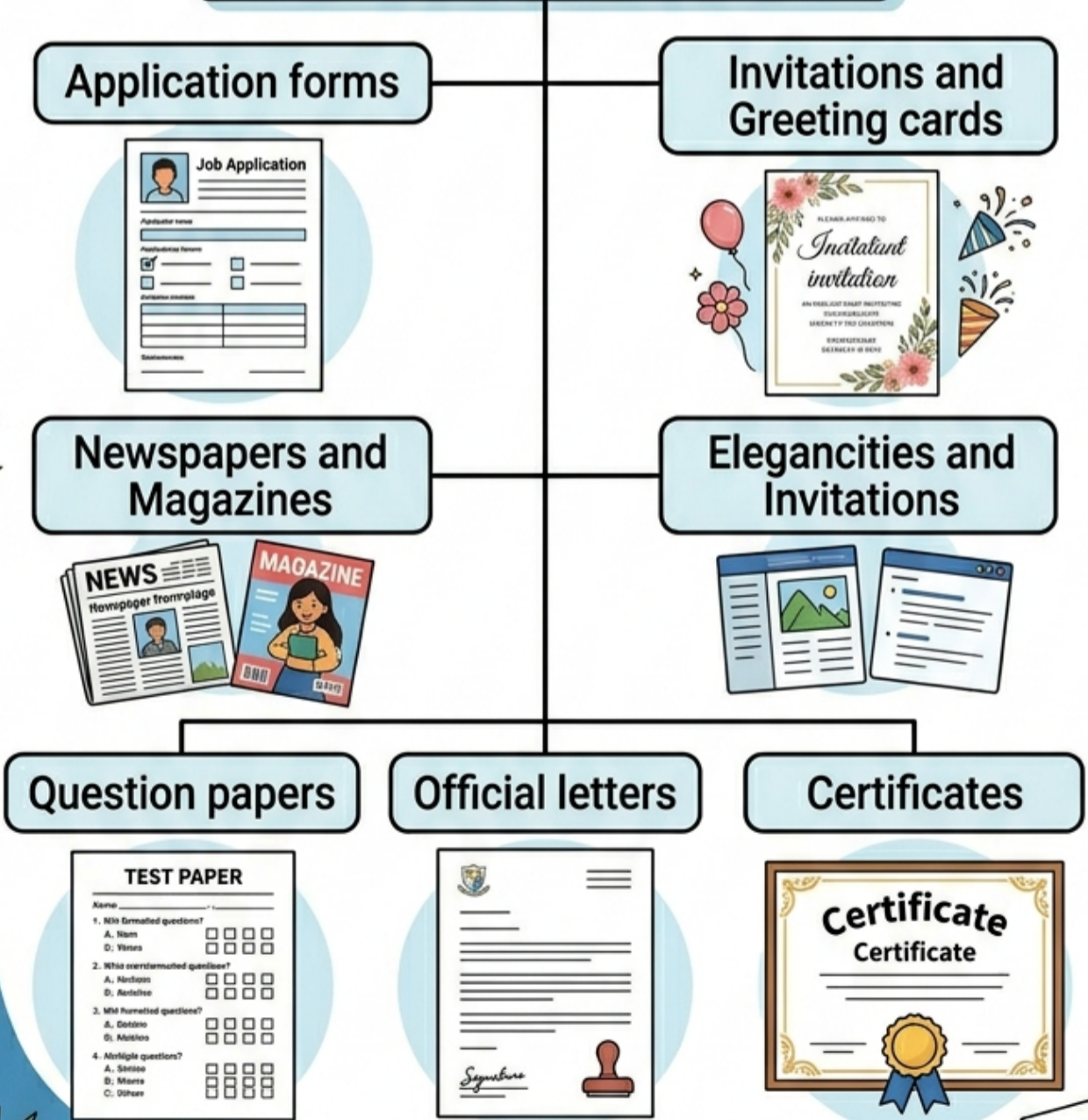
# Part 1: What is Word Processing?

Word processing is the act of creating, editing, and formatting **formatting** documents using specialized software on a computer.



Word processing software is an application that allows you to type text, add images, and design page layouts effortlessly.

## Common Documents Created with Word Processors:





# Part 2: The Word Processing Workspace (Common Tools)



To master word processing, you first need to learn the basic tools used to manage your files and fix mistakes.

## Common File Management Tools



### New

Opens a blank, brand-new document.



### Open

Opens a document you have previously saved so you can continue working on it.



### Save

Saves your current progress so you don't lose your work.



### Save As

Saves a copy of your document under a different name or in a different location.



### Print Preview

Lets you see exactly how the document will look on paper before you actually print it.



### Print

Sends your document to a printer to get a physical copy.

## Common Editing Tools



### Undo

Cancels your last action (perfect for when you make a mistake!).



### Redo

Reverses the "Undo" action.



### Cut

Removes selected text or images and stores them in the computer's memory to be moved elsewhere.



### Copy

Makes a duplicate of selected text or images without removing the original.



### Paste

Places the cut or copied text/images into a new spot in your document.



### Spell Check

Automatically scans your document to find and correct spelling and grammar mistakes.



# Part 3: Making It Look Good (Text Formatting Tools)

**Formatting** is how you change the appearance of your text to make it stand out, separate **headings** from paragraphs, or emphasize important words.



**F<sub>T</sub>** **Font**  
Changes the style of the letters (e.g., Times New Roman, Cambria, Nirmala UI).

**F** **Heading**  
Times New Roman  
**Aa**  
**Arial**  
Paragraph

**Size**  
Makes the text larger (great for Headings) or smaller.

**Color**  
Changes the color of your text.  
**Colorful Text**

**B** **Bold**  
Makes the text thicker and darker for emphasis  
**Bold Text** vs. normal text

**I** **Italic**  
Slants the text slightly to the right.  
*Italicized Text*

**Underline**  
Places a bright color behind the text, just like using a highlighter pen on paper.

**U** **Underline**  
Draws a line underneath the text.  
Underlined Text

**Highlight**  
Places a bright color behind the text, just like using a highlighter pen on paper.

**A<sub>2</sub>** **Subscript**  
Drops a character slightly below the normal text line (often used in science, like the "2" in water's formula)

**Text ins text**  
**highligh text**  
**Subscript**  
Drops a character below; like the text.  
H<sub>2</sub>O C<sub>6</sub>H<sub>12</sub>O<sub>6</sub>

**X<sup>2</sup>** **Superscript**  
Raises a character slightly above the normal text line (often used in 5<sup>2</sup> = 25 E = mc<sup>2</sup>)



# Part 4: Organizing Your Page (Alignment & Positioning)



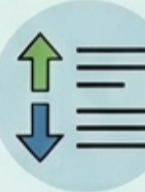
How your text sits on the page is just as important as how it looks.



### Align Left

Lines up all your text straight along the left margin (this is the standard way we write).

Lines up all your text straight along the left margin (this is the standard way we write). Example: nonned by aedication, tite and named, address and centers sclight positions.



### Line & Paragraph Spacing

Adjusts the amount of blank space between your lines of text so it is easier to read.

===== or =====



### Center

Places the text exactly in the middle of the page (perfect for titles and invitations).




### Shading

Colors the entire background behind a paragraph.



### Title: Annual Event

Lines up all your text straight along the right margin.

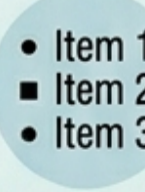


Colors the entire background behind a paragraph.



### Align Right

Lines up all your text straight along the right margin. Date and Rest address



### Bullets

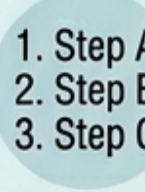
Creates a list using small dots or symbols for items that don't need a specific order.

- Item 1
- Item 2
- Item 3



### Justify

Stretches the text so it lines up perfectly straight on both the left and right margins (commonly used in newspapers and textbooks).



### Numbering

Creates a numbered list (1, 2, 3...) for step-by-step instructions.

1. Step A
2. Step B
3. Step C

1. Step A 2. 3. Step C

# Part 5: Adding Visuals (Inserting Objects)

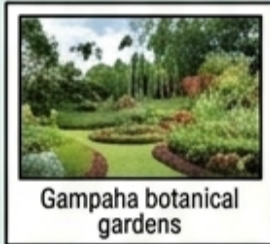


A document with just text can be boring. Word processors allow you to bring your pages to life with visuals!



## Pictures

Insert photos saved on your computer.



Gampaha botanical gardens



## Clip Art

Insert pre-drawn, simple illustrations that come with the software.



## Shapes

Draw circles, squares, arrows, and stars.



## Text Boxes

Create a floating box that you can type inside and move anywhere on the page.

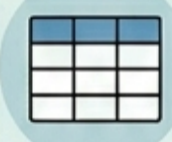
ANNOUN:  
MEETING  
AT 3PM



## Word Art

Turn regular text into highly stylized, artistic graphic designs.

ENGLISH



## Tables

Organize information into neat rows and columns.

Event Schedule		
Time	Event	Location
10am	Writing	Hall A



## Graphs/Charts

data and numbers.



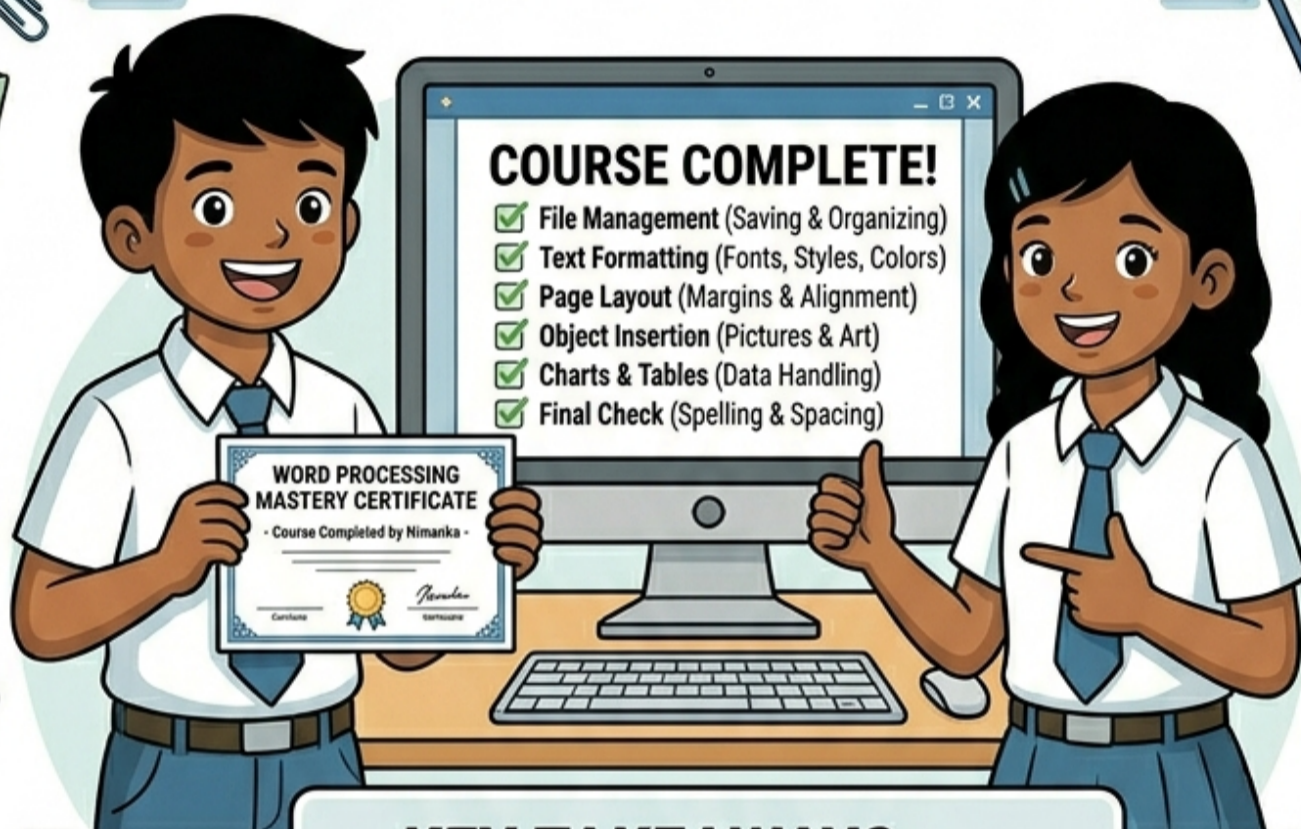
## Bring It All Together

Create your own eye-catching documents!  
(Refer to workbook)



# WORD PROCESSING

## COURSE WRAP-UP



### COURSE COMPLETE!

- ✓ File Management (Saving & Organizing)
- ✓ Text Formatting (Fonts, Styles, Colors)
- ✓ Page Layout (Margins & Alignment)
- ✓ Object Insertion (Pictures & Art)
- ✓ Charts & Tables (Data Handling)
- ✓ Final Check (Spelling & Spacing)

### WORD PROCESSING MASTERY CERTIFICATE

- Course Completed by Nimanka -

### KEY TAKEAWAYS:

- ✓ File Management (Saving & Organizing)
- ✓ Text Formatting (Fonts, Styles, Colors)
- ✓ Page Layout (Margins & Alignment)
- ✓ Object Insertion (Pictures & Art)
- ✓ Charts & Tables (Data Handling)
- ✓ Final Check (Spelling & Spacing)



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### CONTACT US & SUPPORT:

Call Nimanka: 0766142802

For inquiries, course details, and enrollment.



COMPLETED

