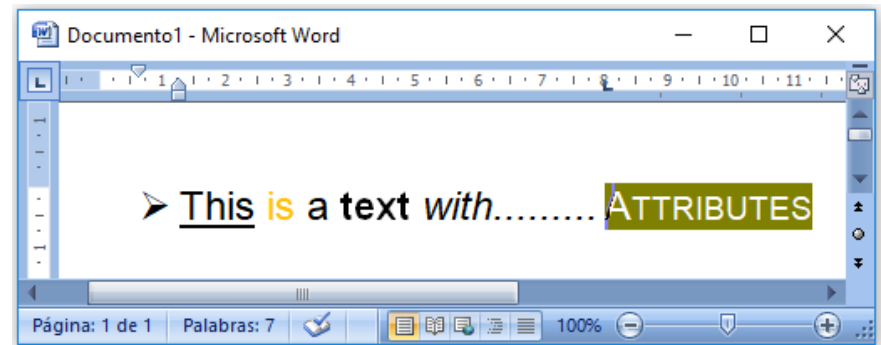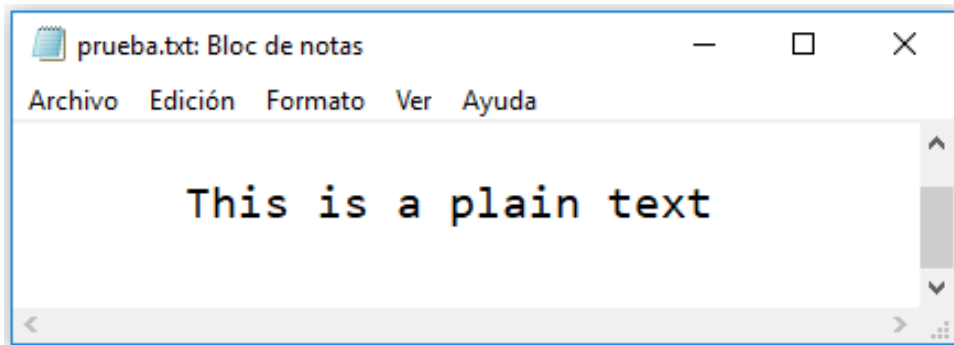# Word Processors

- What they are?
- Word Processor Layout
- Toolbar Options:
  - Saving (as).
  - Printing.
  - The clipboard.
- Text Options:
  - Font Options.
  - Paragraph Options.
    - Tabulations

- More Text Options:
  - Insertion Options.
    - Images.
    - Tables.
    - Symbols and Equations.
    - Headers and Footers.
  - Page Options.
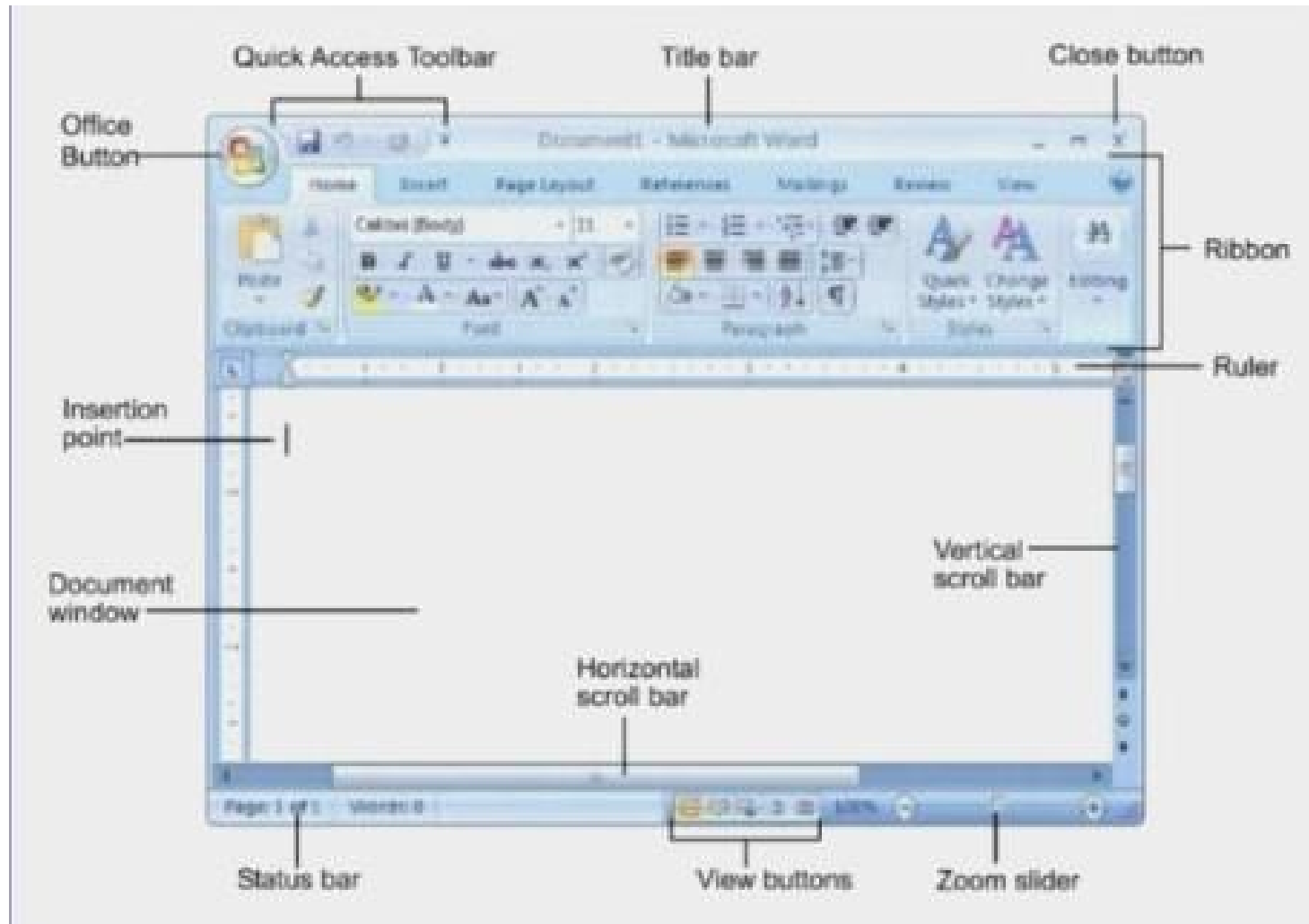   - Configure Page.
    - Breaks.
  - References.

Word Processors. What they are?

Word processors are designed to create, save, edit and format written documents.

- We can write a plain text or a text with attributes.
- Attributes are the properties that describe the format of the text.
  - They can be text, paragraph or page attributes.

Word Processor Layout

Word Processor Layout

- When a image or a table is selected or the selection point is into it, an additional ribbon appears

Word Processor Layout
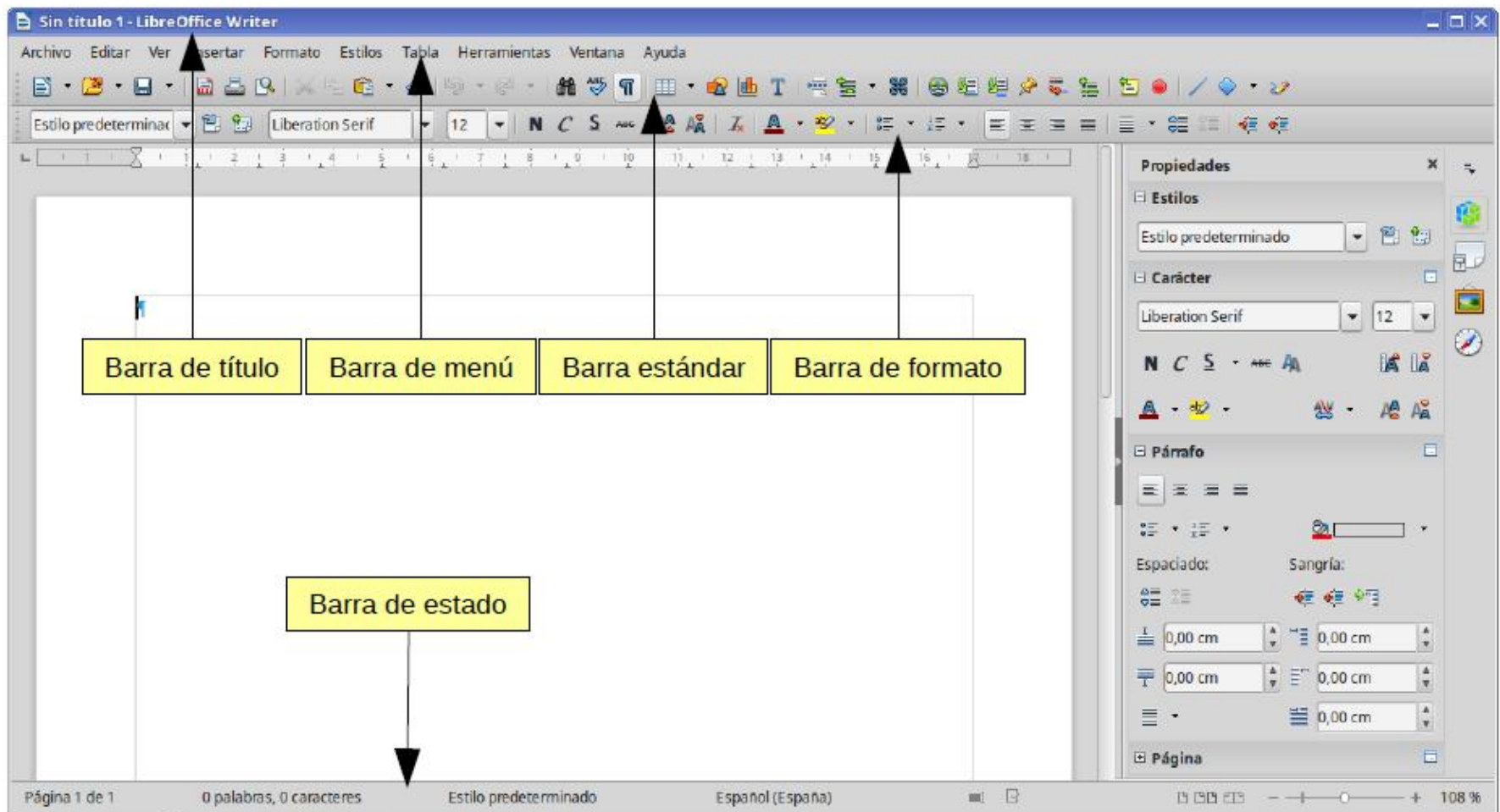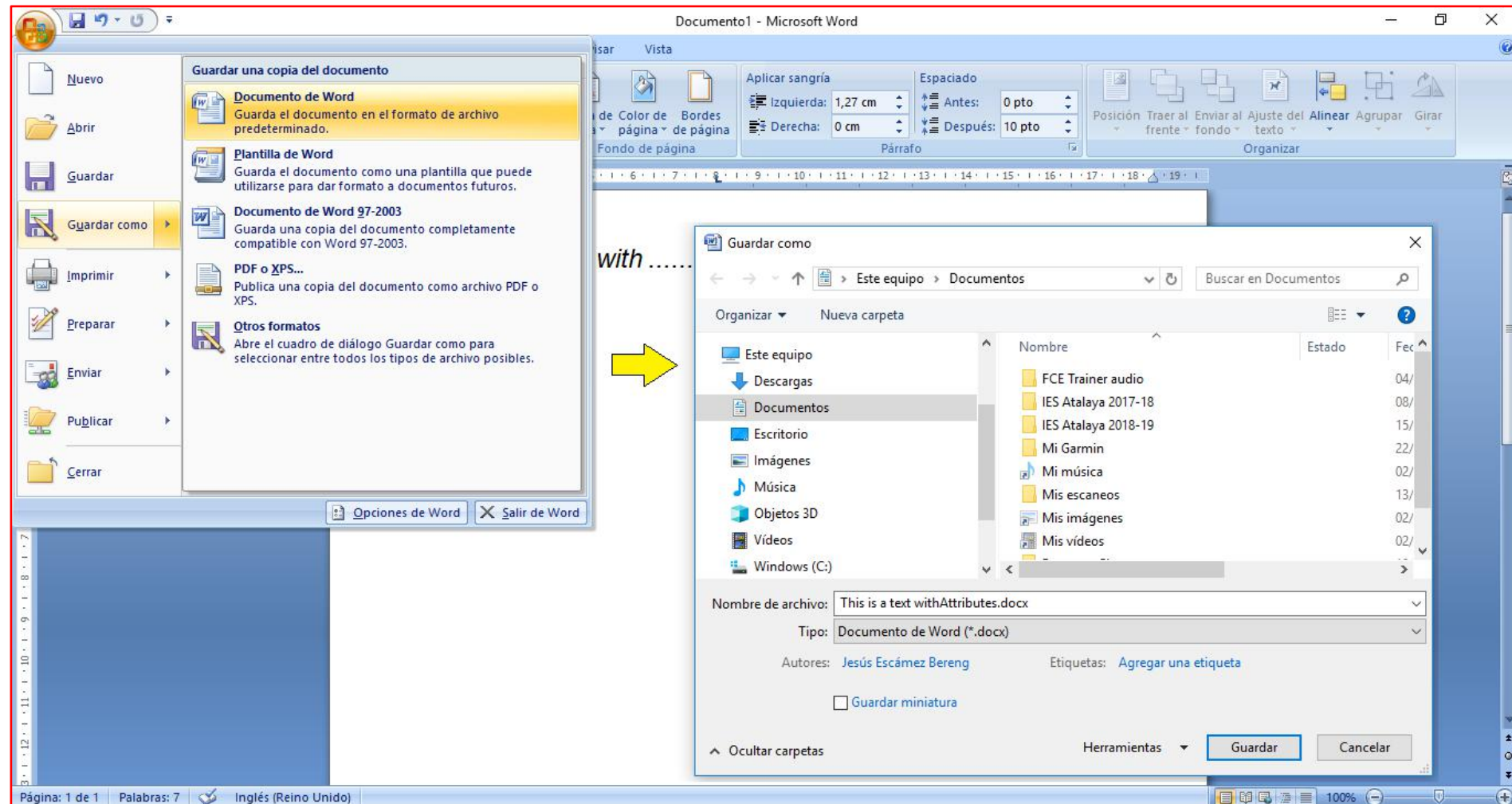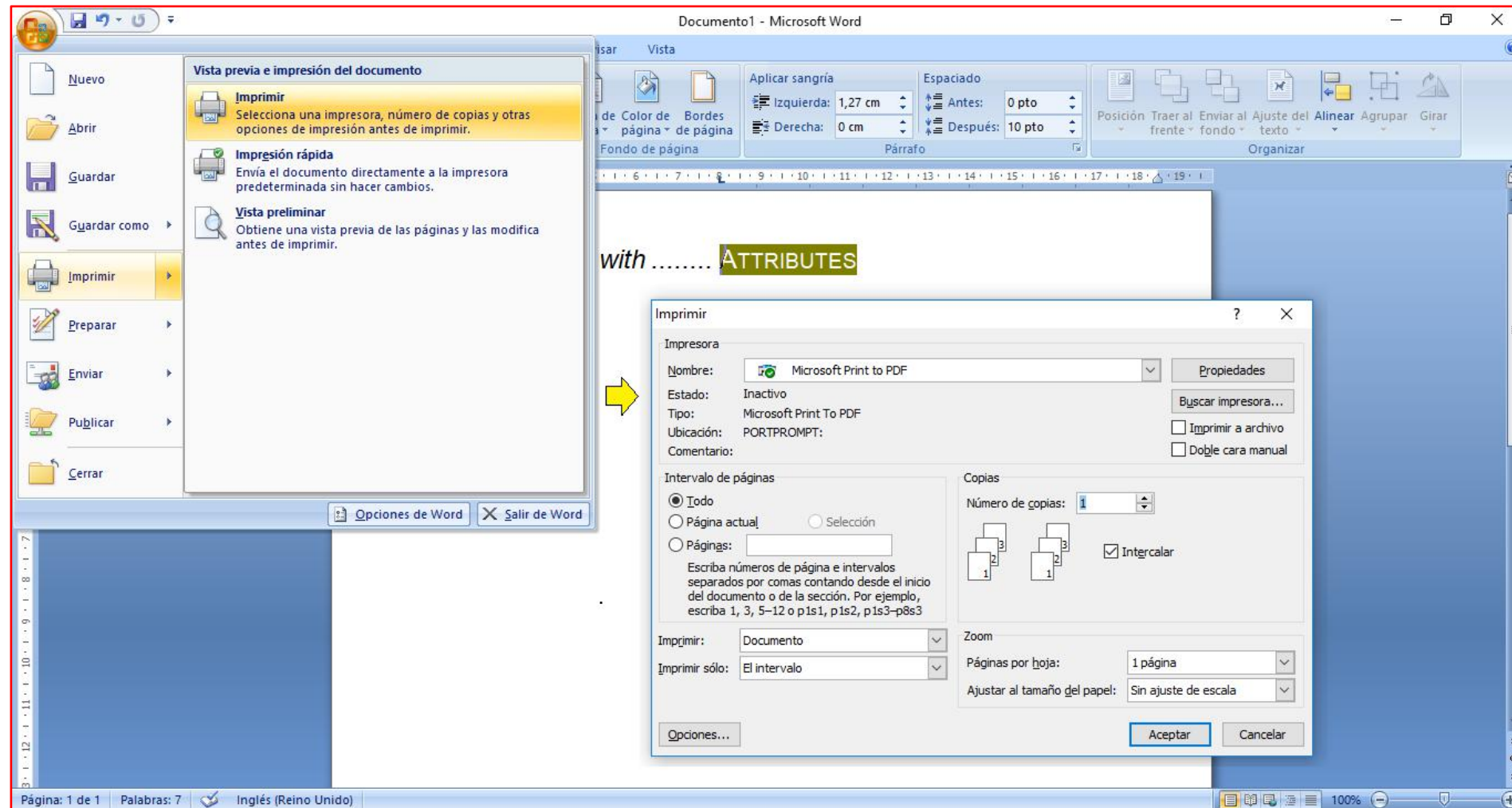

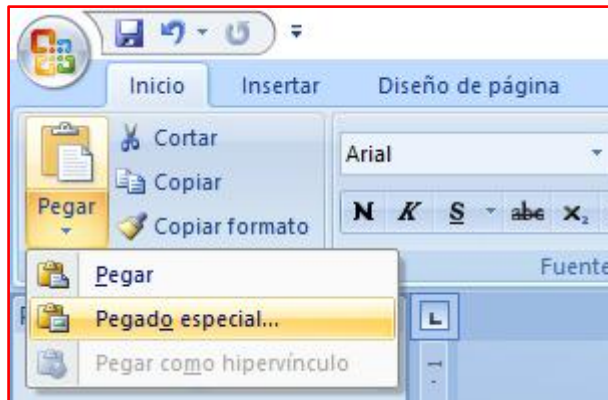Figura 1: Área de trabajo de Writer
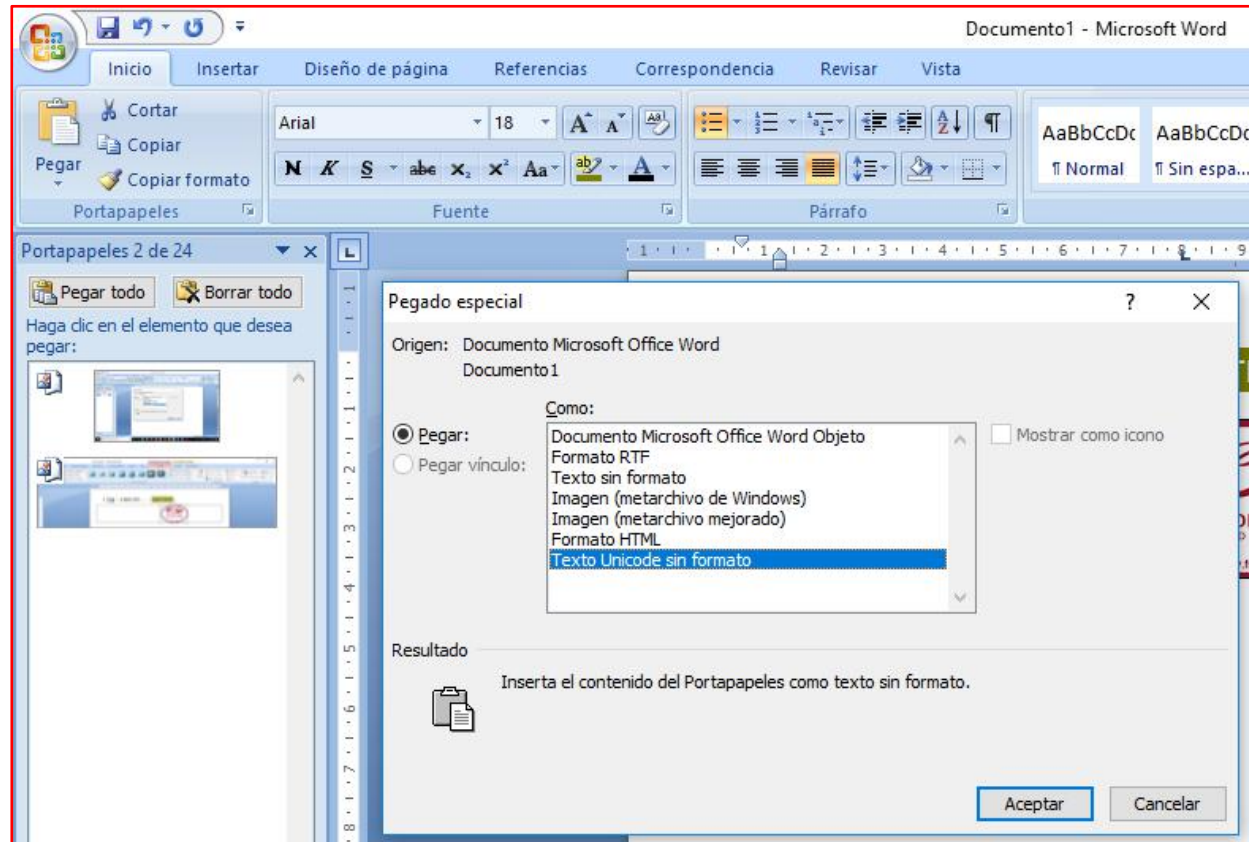
Toolbar options. Saving.

Toolbar options. Printing.
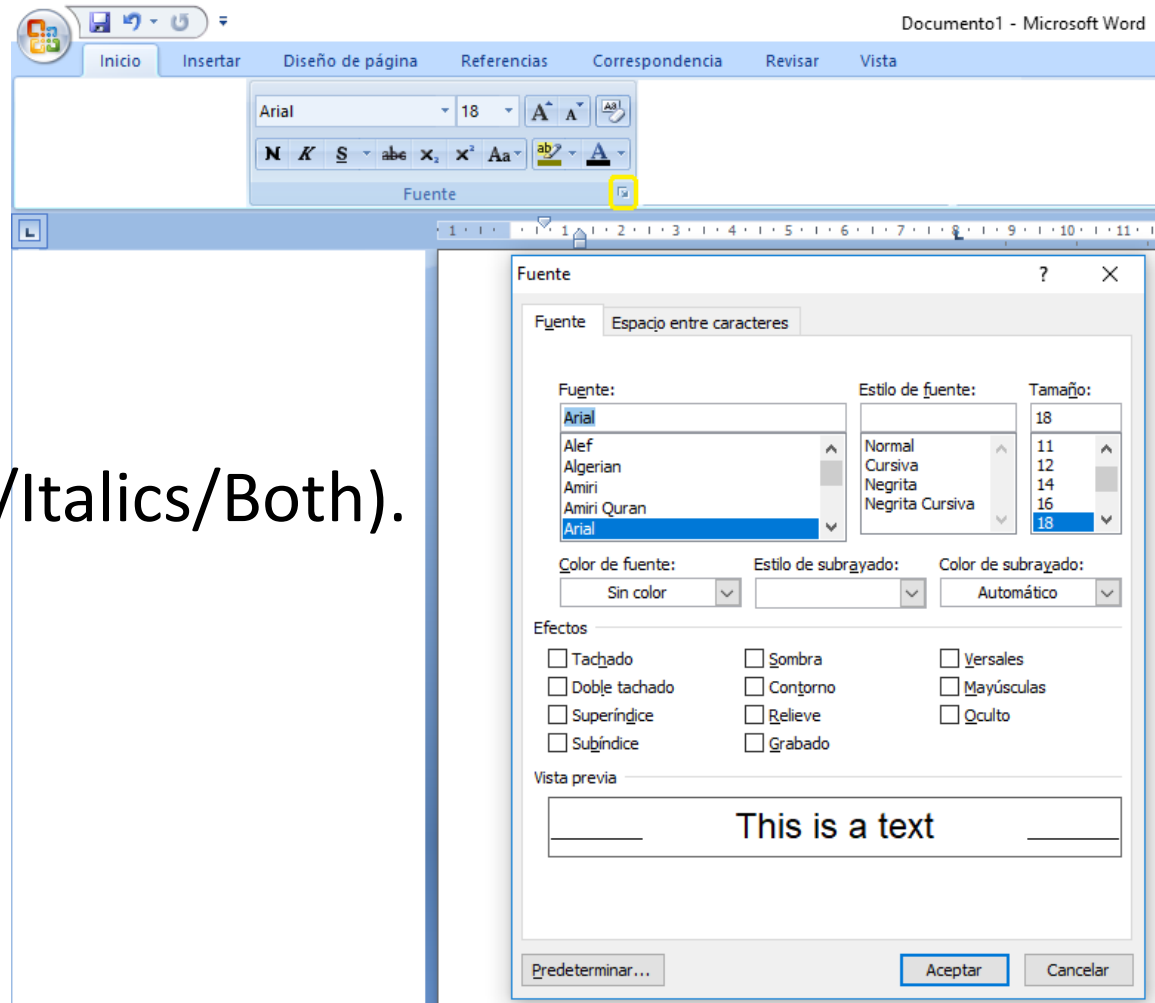
Word Processor. The clipboard

- Cut (Ctrl+X).

- Copy (Ctrl+C).

- Paste (Ctrl+V).

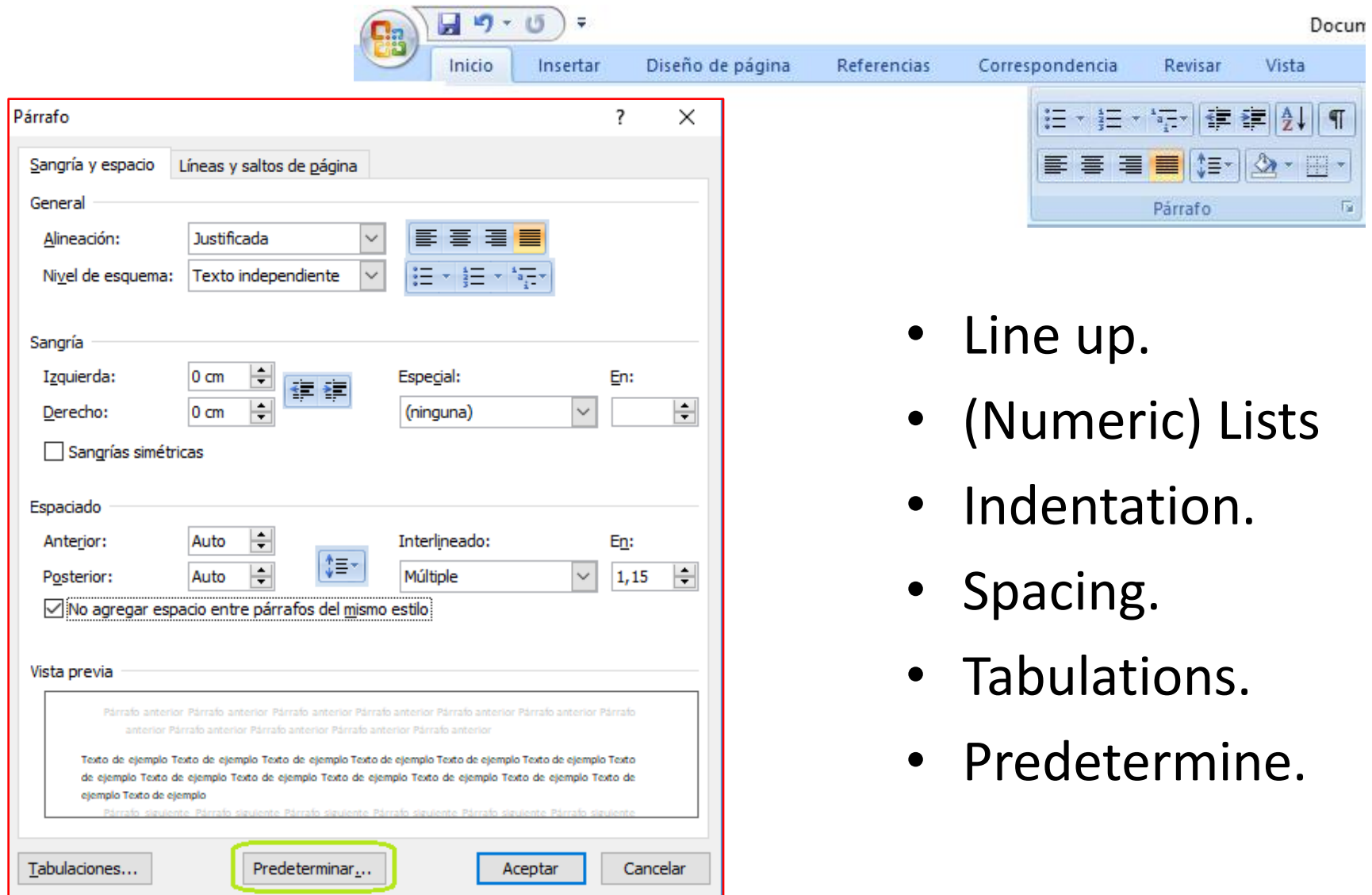 – Special Paste → Text without format.

Text Options: Font

- Type of font.

- Style (Normal/Bold/Italics/Both).

- Size.

- Colour.

- Underlining Style.

- Effects.

- Predetermine.

Paragraph Options

- Line up.

- (Numeric) Lists

- Indentation.

- Spacing.

- Tabulations.

- Predetermine.

Paragraph Options: Tabulations
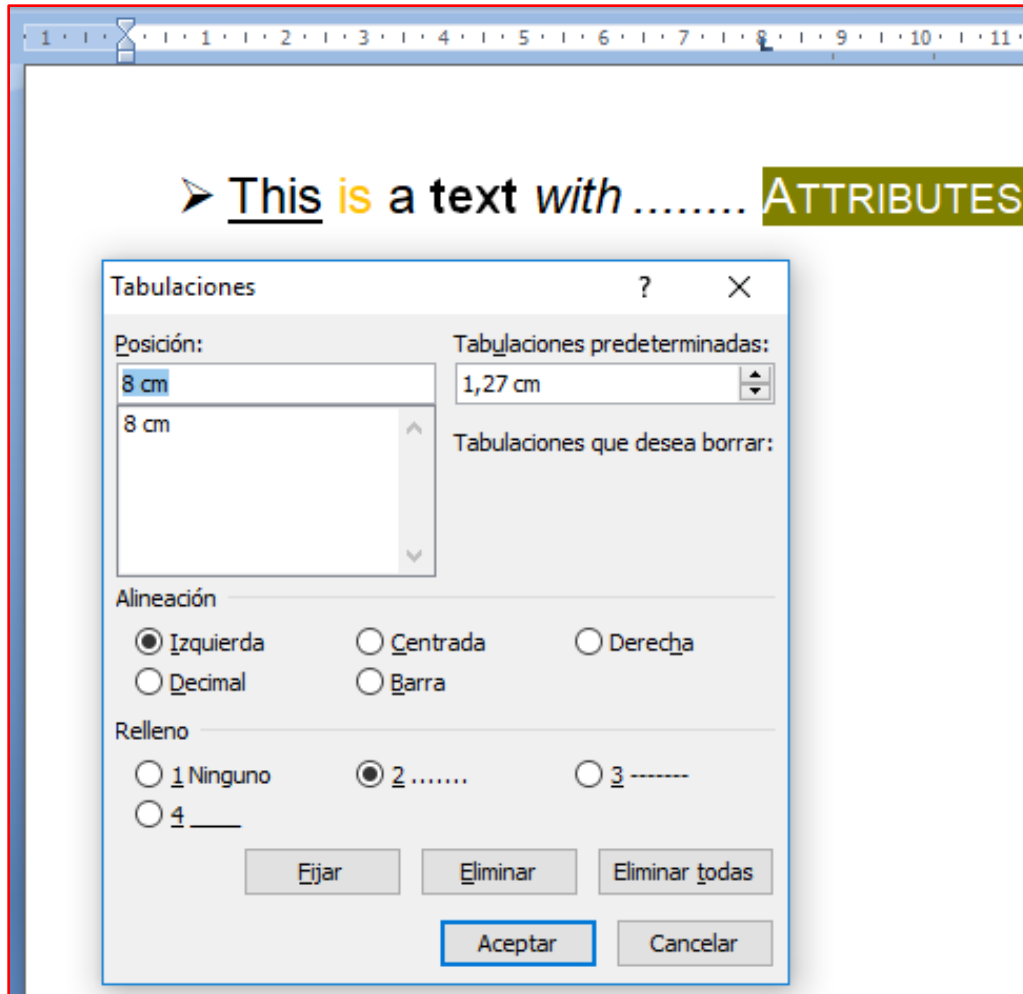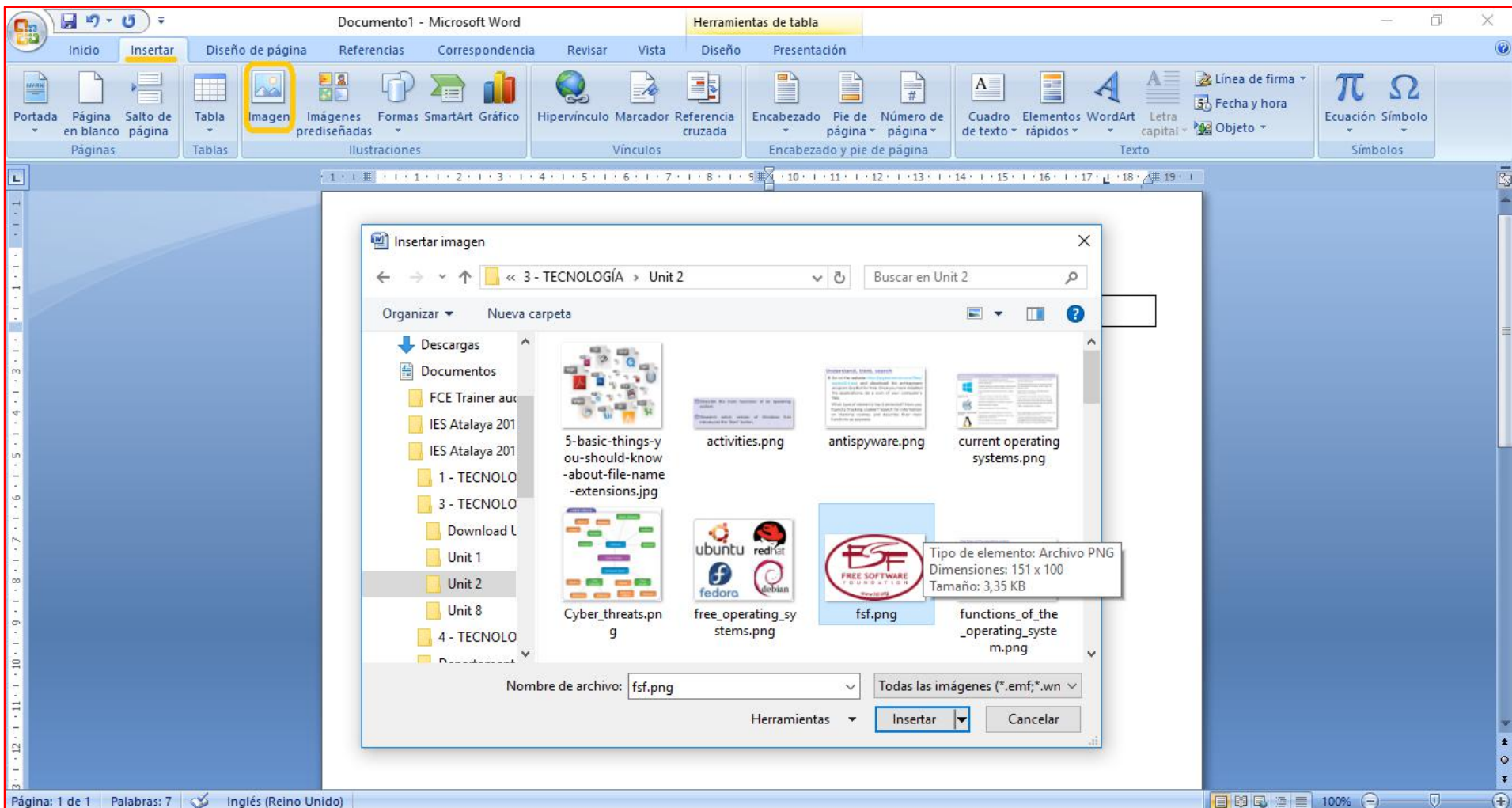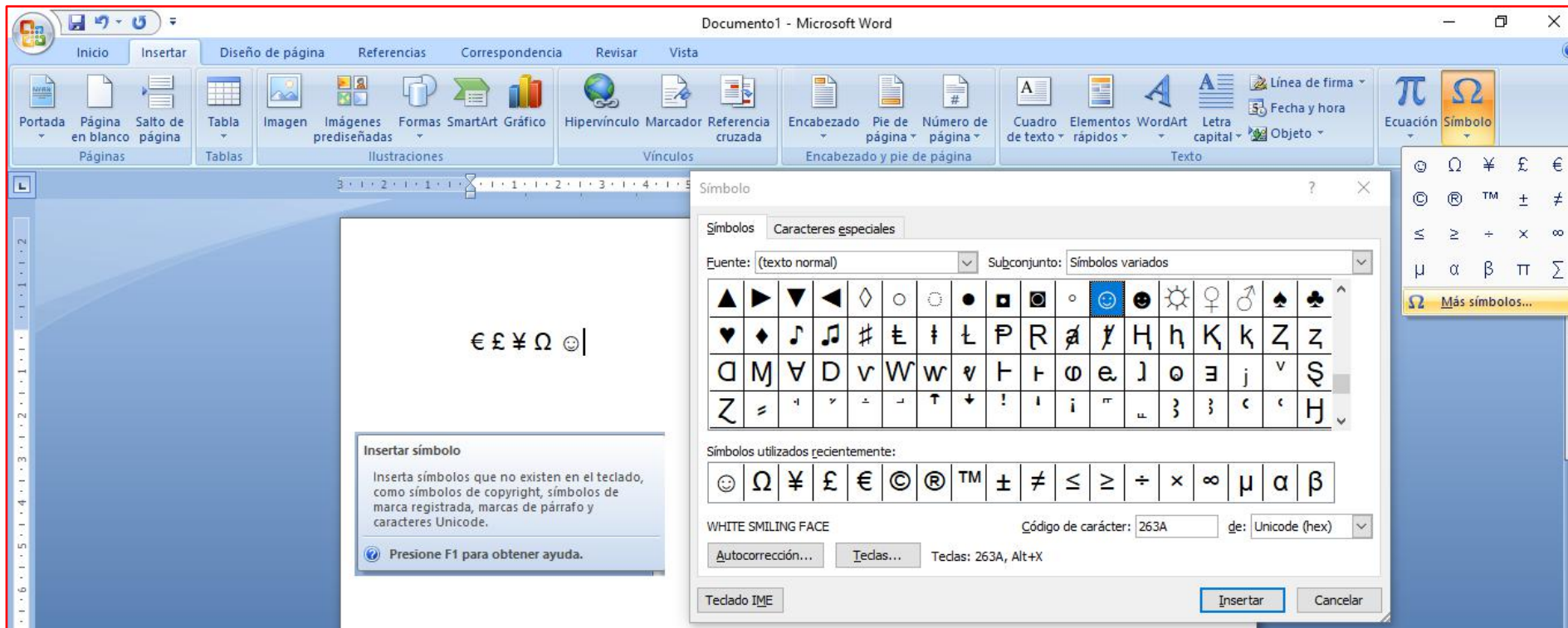

- Position
- Line up.
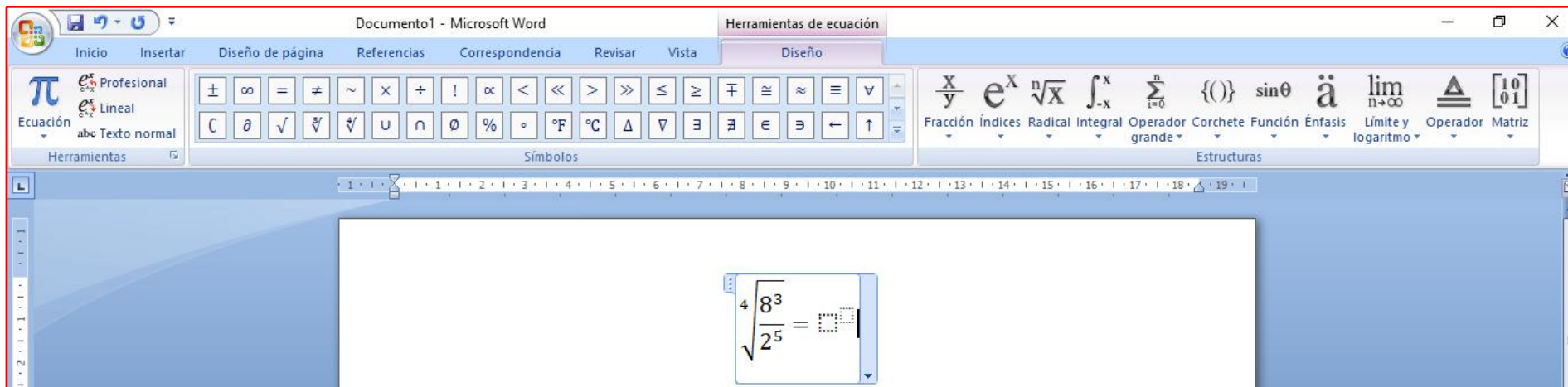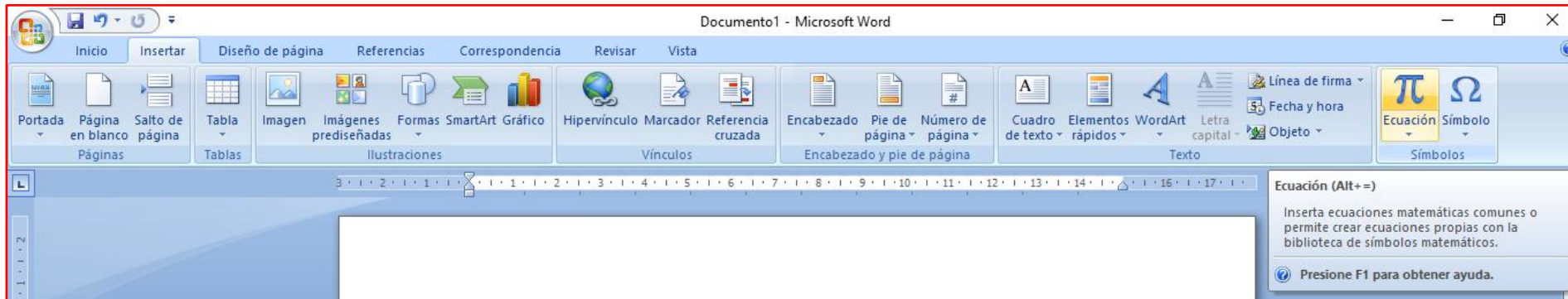- Stuff.
- Predetermine.
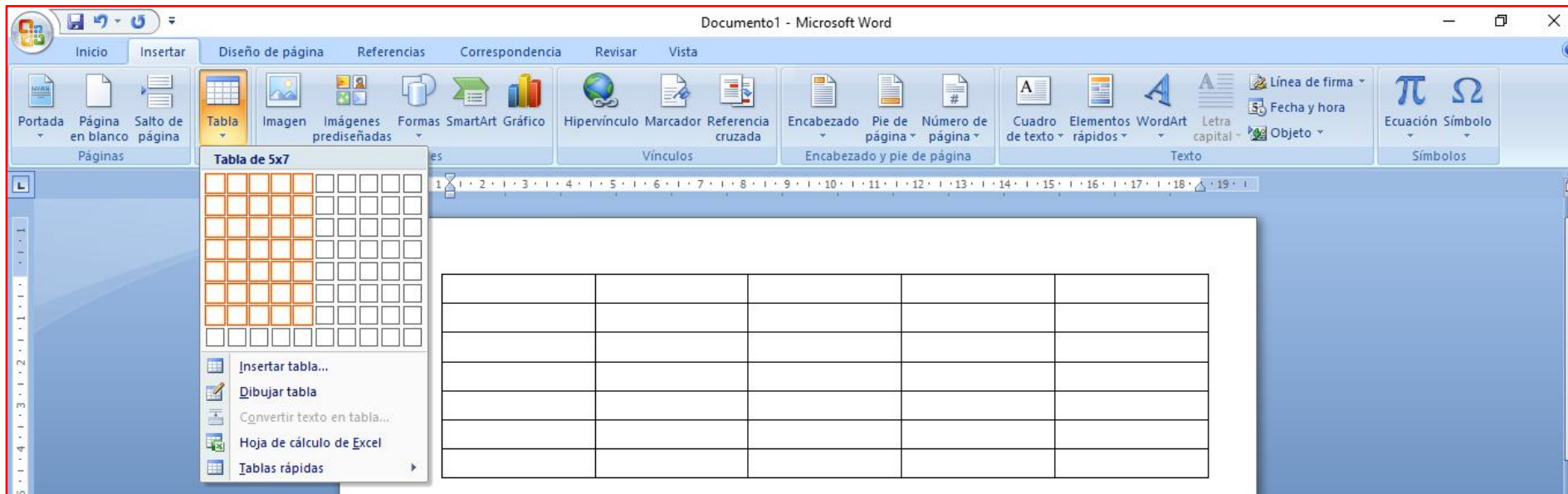- Fix / Delete (All)

Inserting Images.

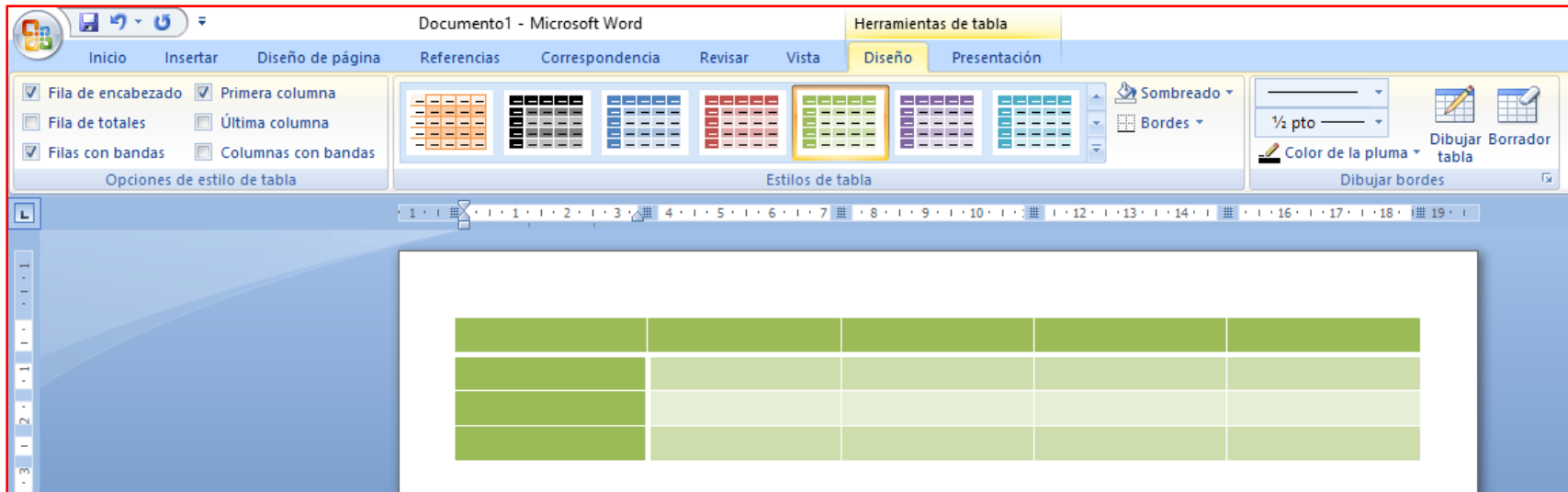# Inserting Symbols.

Inserting Equations

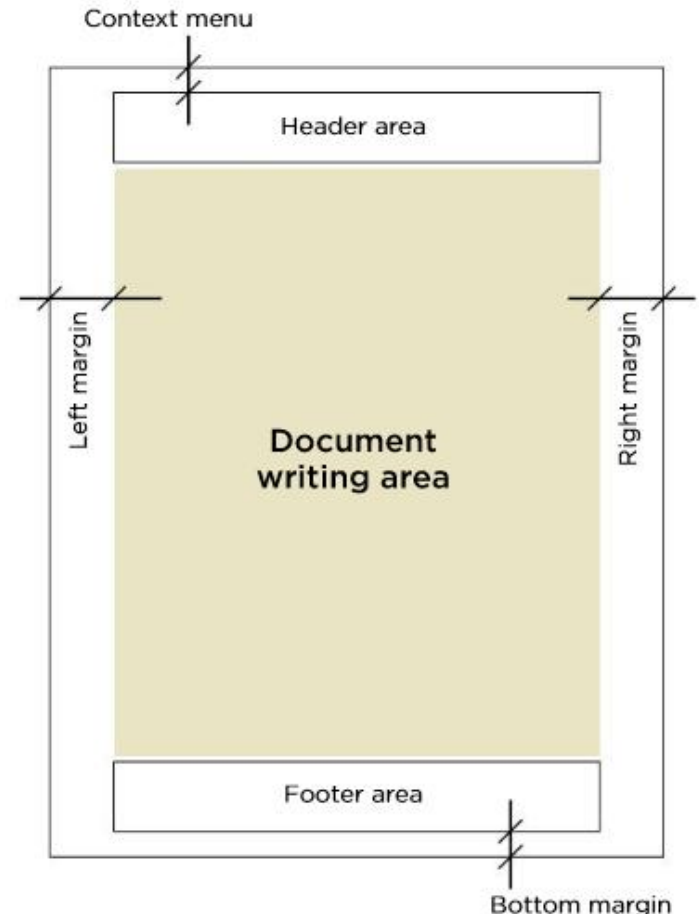# Inserting Tables.

Inserting Tables

Headers and footers

There are elements that we want to place on the top or in the bottom of a part or all the pages.

Header

✓Tittle of the document

✓Chapter

✓Images /Icons

Footer

✓Page number

✓Author

Context menu

Header area

Left margin

Document writing area

Right margin

Footer area

Bottom margin

Exercise

Understand, think and apply

3 Make a timetable similar to the one in the example.

If while filling out the table you find you are missing space for a row or column, you only have to right-click on any cell you want and the context menu will open. This will allow you to add rows or columns as you like.

The initial appearance of your timetable should be similar to the one shown in the first diagram to the right.

4 Apply formatting to the cells to make a timetable similar to the one in the second diagram.

5 Choose a different background colour for each course and colour the timetable as you wish.

6 Save your file under the name 'Timetable2'.

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 to 09:20	Spanish	Science	PE	French	Spanish
09:25 to 10:15	English	Art	Technology	Spanish	Maths
10:20 to 11:10	French	Spanish	English	Maths	PE
11:10 to 11:40	Break Time				
11:40 to 12:30	Art	Maths	Science	Religious Education/ MAE	English
12:35 to 13:25	Maths	Social Studies	Social Studies	Science	Social Studies
13:30 to 14:20	Technology	Tutorial	Reading	Art	Technology
14:20 to 14:35	Break Time				
14:35 to 15:25		English		English	

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 to 09:20	Spanish	Science	PE	French	Spanish
09:25 to 10:15	English	Art	Technology	Spanish	Maths
10:20 to 11:10	French	Spanish	English	Maths	PE
11:10 to 11:40	Break Time				
11:40 to 12:30	Art	Maths	Science	Religious Education/ MAE	English
12:35 to 13:25	Maths	Social Studies	Social Studies	Science	Social Studies
13:30 to 14:20	Technology	Tutorial	Reading	Art	Technology
14:20 to 14:35	Break Time				
14:35 to 15:25		English		English	

Exercise

1 Open the Timetable2 file.

2 Look on the Internet for images that are related to the different subjects. For example, for Technology you could use a robot, gears, or a mobile phone.

3 Insert the picture before the text and adjust it so that it fits well within the cell. If you want, you can delete the text and just leave the picture.

4 To save time, when you have the cell well formatted, select it, copy it and then paste it into the other cells that correspond to that course.

5 Save the file under the name 'Timetable3'.

6 To the right you have an example of how it should look.

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30 - 09:20	Spanish	Natural Science	Physical Ed.	French	Spanish
09:25 - 10:15	English	Plastic Education	Technology	Spanish	Maths
10:20 - 11:10	French	Spanish	English	Maths	Physical Ed.
11:10 - 11:40	Break				
11:40 - 12:30	Plastic Education	Maths	Natural Science	Religion/Study	English
12:35 - 13:25	Maths	Social Science	Social Science	Natural Science	Social Science
13:30 - 14:20	Technology	Tutorship	Reading	Plastic Education	Technology
14:20 - 14:35	Break				
14:35 - 15:25		English		English	

Headers and footers.
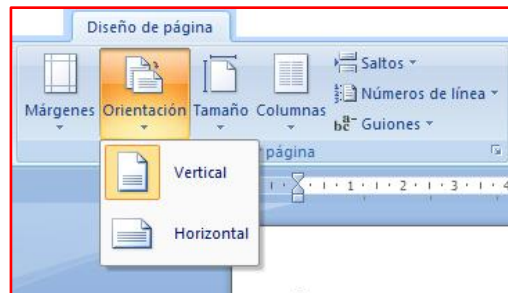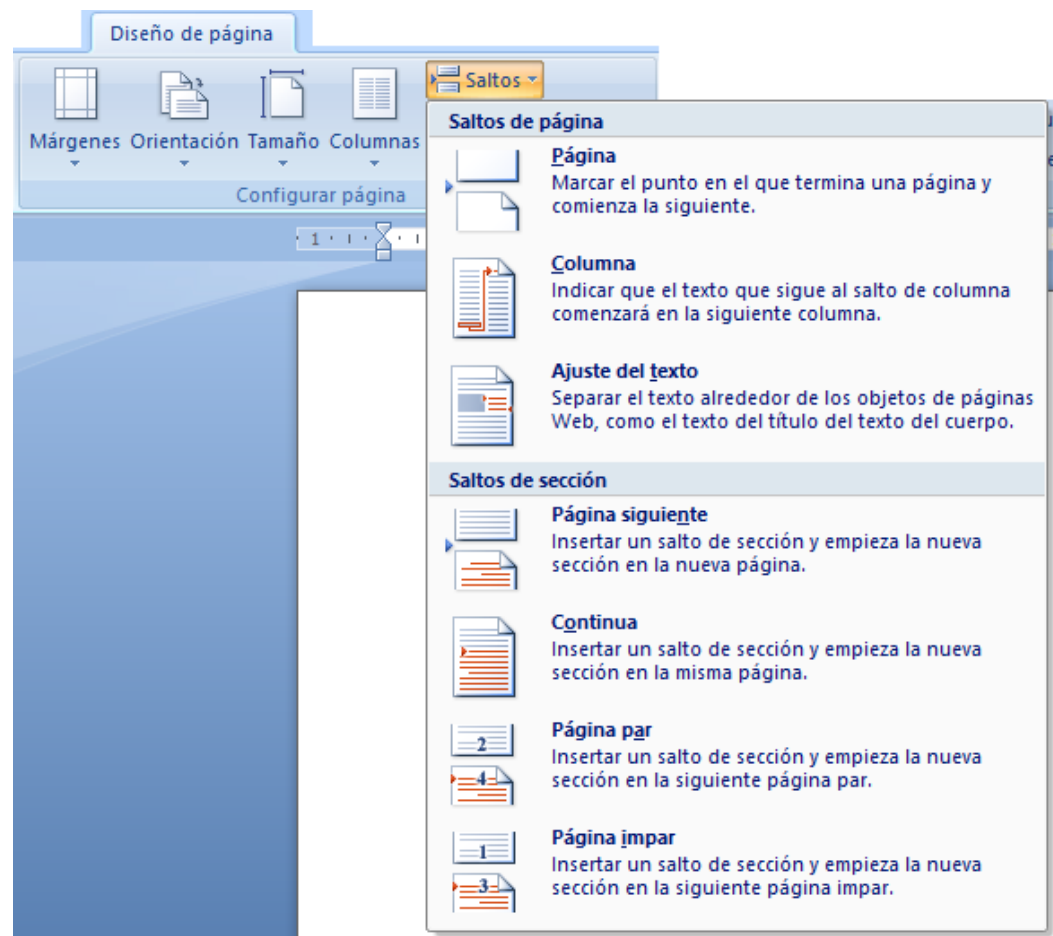
Configure Page

Margins

Size
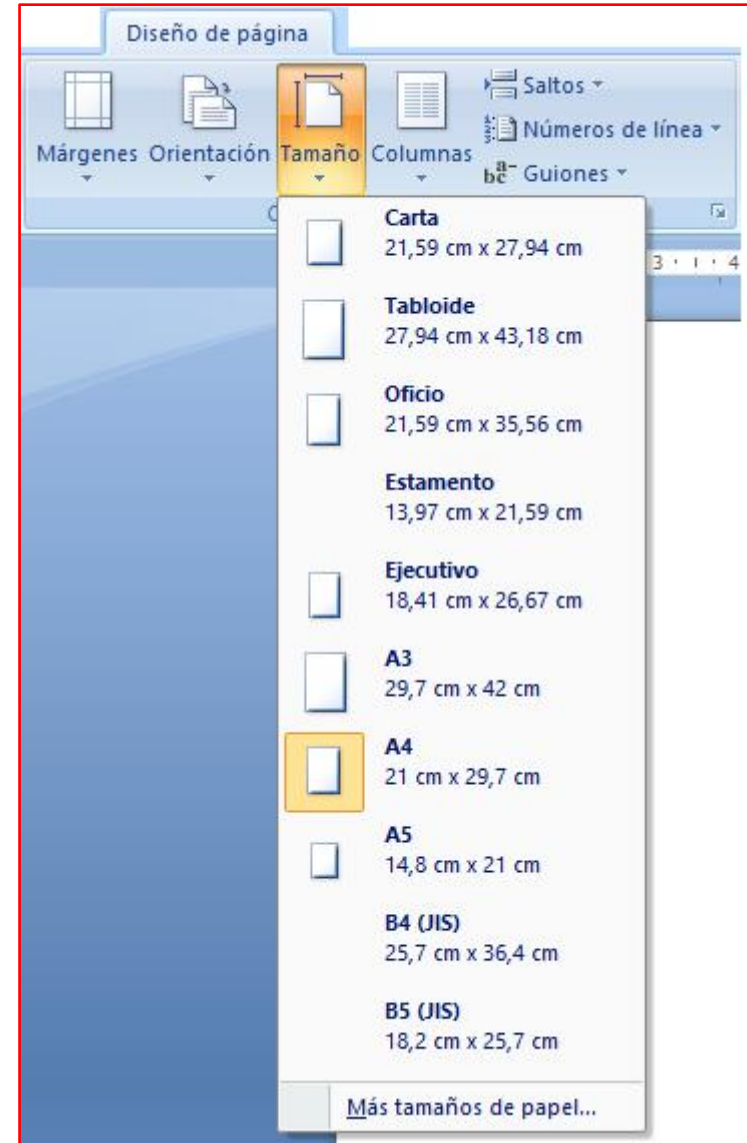
Orientation

Configure Page. Breaks

A break represents a separation into the document.

Types of breaks

✓Page break

✓Column break

✓Section break

➢Continuous

➢Next page

➢Next even page

➢Next odd page

References

Show Everything