COMPSCI 111 / 111G

Mastering Cyberspace:
An introduction to practical computing

Word Processing

Learning Outcomes

Students should be able to:

- State what ASCII stands for
- Explain why ASCII is important
- Use ASCII to encode or decode text
- Explain the main differences between a text editor and a word processor
- Distinguish between surface and structural formatting
- Describe the advantages of structural formatting

ASCII

American Standard Code for Information Interchange.

- Code used to represent English characters as numbers
- There are 127 characters
- Codes for A-Z, a-z and 0-9 are contiguous

Some of the ASCII codes

A	65		I	73		Q	81
B	66		J	74		R	82
C	67		K	75		S	83
D	68		L	76		T	84
E	69		M	77		U	85
F	70		N	78		V	86
G	71		O	79		W	87
H	72		P	80		X	88

http://en.wikipedia.org/wiki/ASCII

Exercise

Given that the number 32 represents a space in ASCII, what is the following sentence in ASCII?

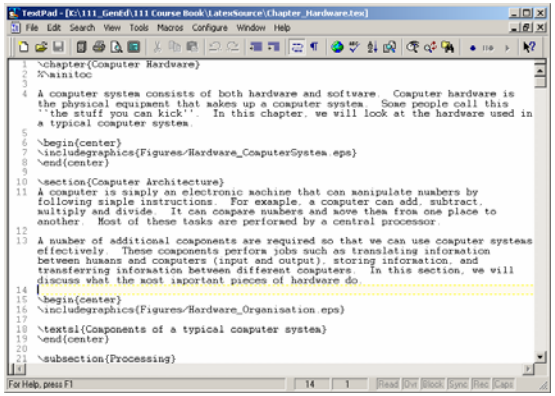
70 79 88 32 73 78 32 83 79 67 75 83

Encode the first name of the person sitting next to you using ASCII codes.

Text Editor

Text Editor

- Allows user to edit the characters on the page
- Plain text (ASCII)



http://en.wikipedia.org/wiki/Text_editor

Word Processors

Word Processor

- Extension of a text editor
- Allow user to format the document (change the appearance of text)

Fonts

- Style, size, typeface

Paragraph

- Alignment, spacing

Document

- Margins, Headers, Footers

http://en.wikipedia.org/wiki/Word_processor

Standards

Each word processor decides how to store information

- Uses special codes to identify the format of the text
  - Bold, italic
  - Font size
  - Alignment
- File is saved with these codes

Standards

- Proprietary (MS-Word)
- Open standard (Open Office)

What you see is what you get

WYSIWYG (Whizzy-wig)

- Graphical User Interface
- What the user sees is the same as the output printed

Most modern word processors work this way

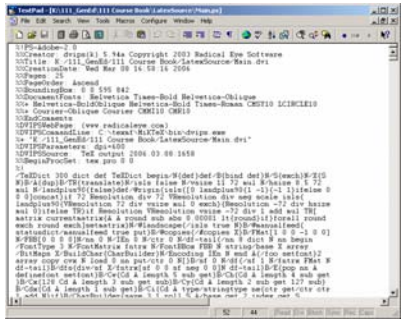
- Microsoft Word
- Open Office

http://en.wikipedia.org/wiki/WYSIWYG

Postscript printers

Postscript

- Language used by Laser Printers
- Tells the printer how and where to display text
- Created in 1985
- Started Desktop Publishing revolution

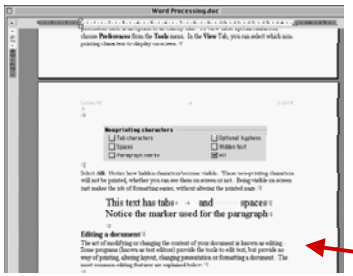


Using Microsoft Word

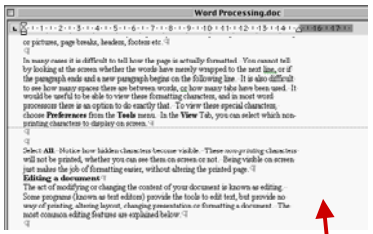
Page Layout

- Make sure that you are creating an A4 page
- *Page Setup* from the *File* menu

Different views



Print Layout



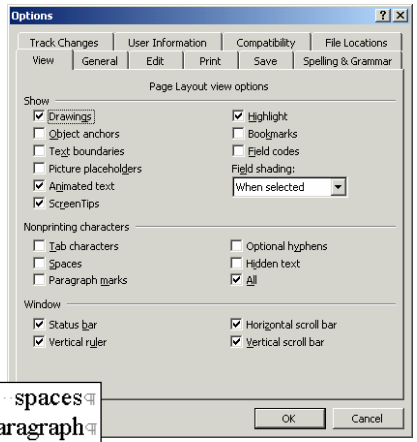
Normal

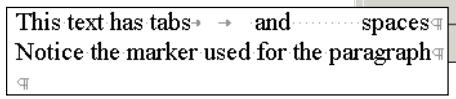
Setting Preferences

Tools → Options

Automated Features

- Auto Save
- Auto Format
- Auto Spelling correction
- Non-printing characters

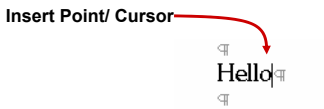




Basic Features of a Word Processor

Editing Text

- Word Wrap
- Insert/ Delete
- Select Text for action

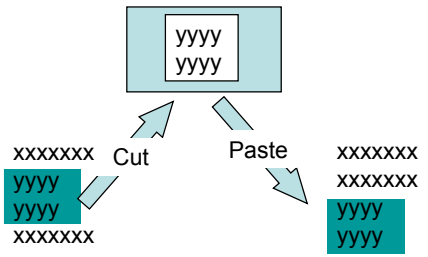


Clipboard

- Keeps one clipping
- Cut, Copy, Paste

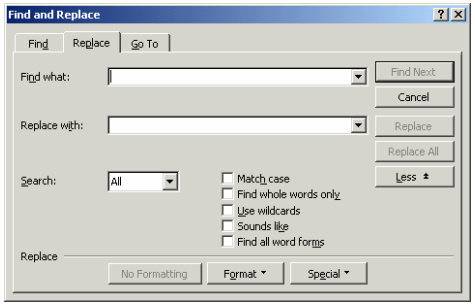
Formatting

- Character
- Paragraph
- Document



Find and Replace

Useful for repetitive changes



Spelling and Grammar

Check as you type

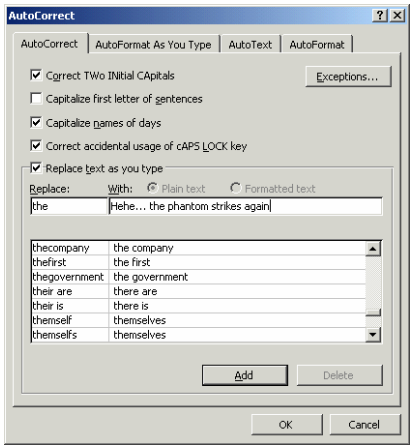
- Spelling
- Grammar

Some wwords in this sentense are spelt wrong.

A words in this sentence are spelt wrong.

Auto Correct

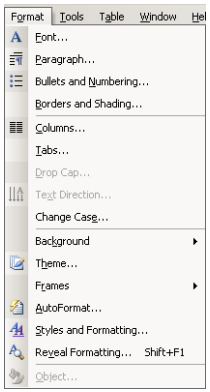
- Common misspelling
- Abbreviations



Formatting

Toolbar

Menu



Font

Toolbar

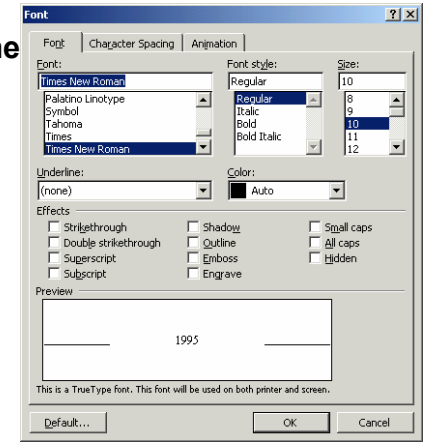
Dialog Box (from *Format* me

Appearance of Text

- Typeface
- Style (Bold, Italic)
- Size (in points)
- Colour
- Effects

Spacing

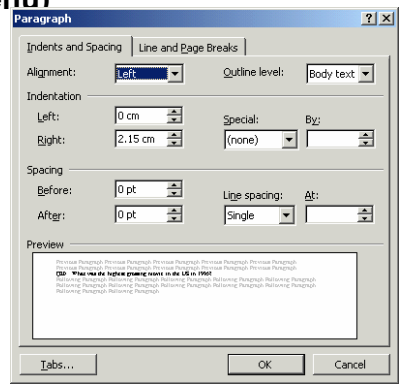
- Kerning



Paragraph

Toolbar

Dialog Box (from Format menu)

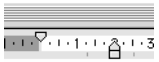


Appearance of Paragraph

- Alignment
- Spacing
- Indent

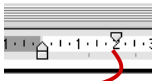
Indenting Paragraphs

Hanging Indent



A word processor allows you to create, view, edit, format, print and store text. Most modern word processors have many advanced and Microsoft Word is no exception. Some of these features are incredibly useful, while others are not. We will look at some of the more common features here.

First Line Indent



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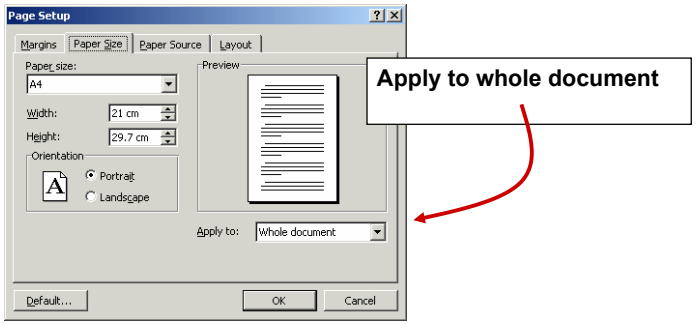
Format Document

File Menu → Page Setup

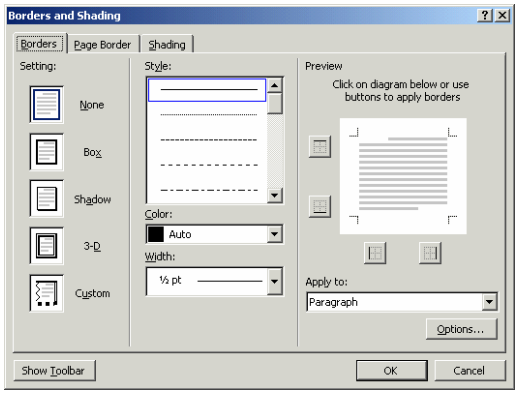
- Margins
- Paper size, orientation



Borders and Shading

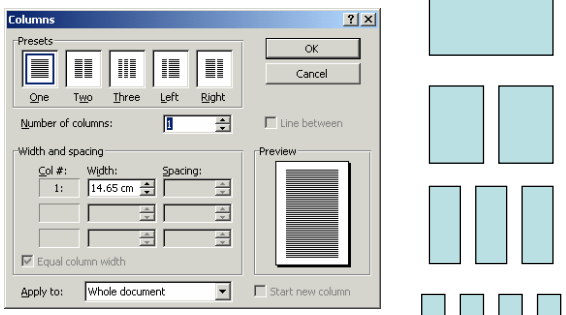
Applies to either:

- Paragraph
- Whole Document



Columns

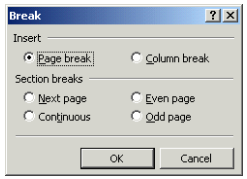
Set the number of columns



Using Breaks

Page Breaks

- Forces a new page to start



Column break

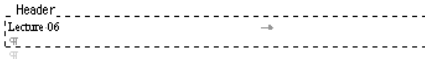
- Forces a new column to start

Section Break

- Forces a new section to start
- New section starts on
  - same page
  - next page
  - next odd page
  - next even page

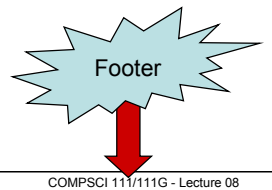
Header and Footer

Add content to top/ bottom of every page



Toolbar used to add Page Numbers, Current Date etc.

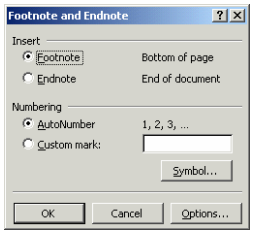
Note: Must be in Print Layout view to see Header/ Footer



Footnote/ Endnote

References

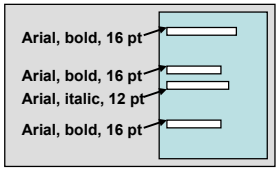
- At bottom of page (Footnote)
- At end of document (Endnote)



Styles

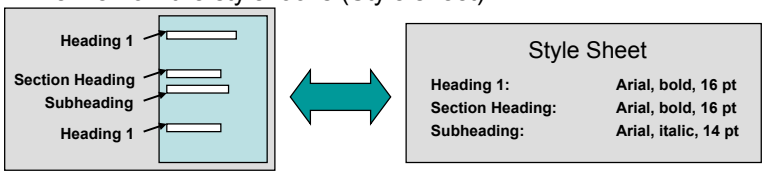
Surface/ Physical

- Make changes directly
- e.g. Arial, 24 pt, bold, centered



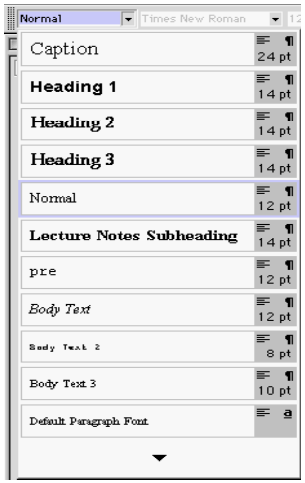
Structural/ Logical

- Assign a style to each block of text
- e.g. Heading1, Fish Names, Captions
- Define how the style looks (Style sheet)



Applying a style

Style sheet accessed via the toolbar



To apply a style

- Select text
- Choose style from drop down menu

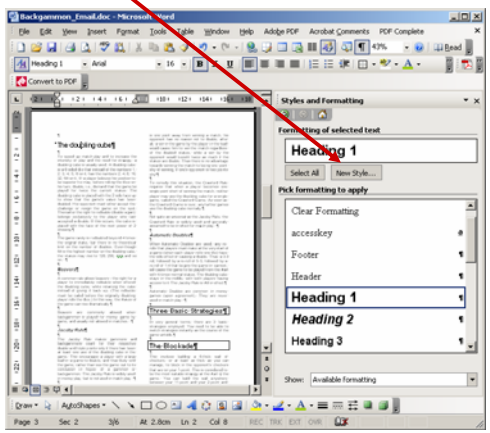
Advantages

- Apply many changes at once
- Consistency
- Easy to alter style

Creating/ Modifying a style

Choose *Styles and Formatting* from the *Format* menu

- Click on *New Style*

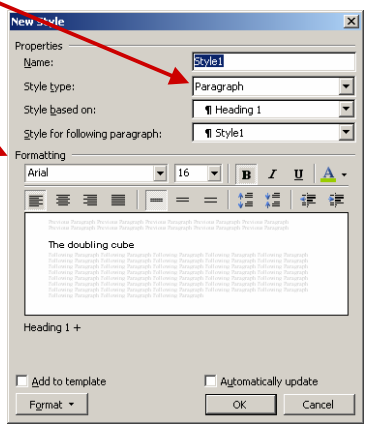


Formatting a Style

Choose Paragraph or Character style type

Specify the formatting you want

- Font
- Paragraph
- Border
- Tabs
- Numbering



Exercises

Give an example of formatting that is structural.

Give an example of formatting that is surface.

State one advantage of structural formatting.

State one advantage of a user-defined style in MS-Word.

EndNote

Bibliographic Database

- Maintain database of references
- Add citations to documents
- Consistent referencing / bibliographic information

Advantages

- Consistency
- References are stored electronically
- Easy to alter formatting for different publishers / subjects
- Good once you learn
- University of Auckland has site license
  - Free for students to use at home
  - Courses on EndNote from Student Learning Centre

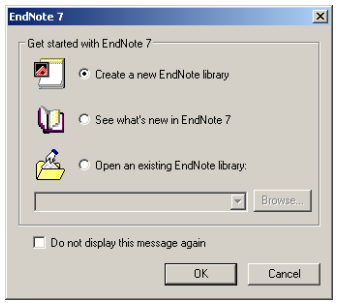
Disadvantages

- Not easy to learn

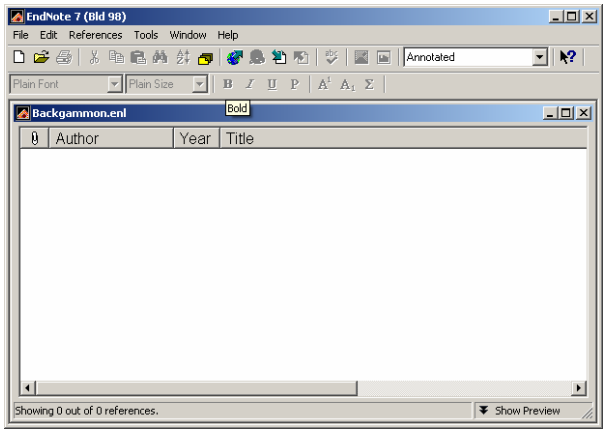
Getting Started

Create a new EndNote library

- Used to store references



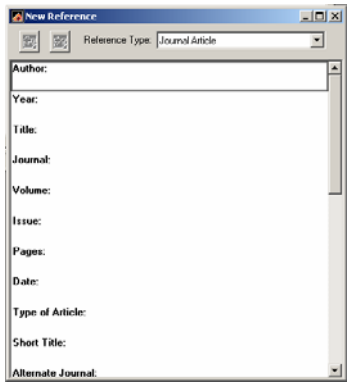
An empty library



Adding a new reference manually

Choose References → New Reference

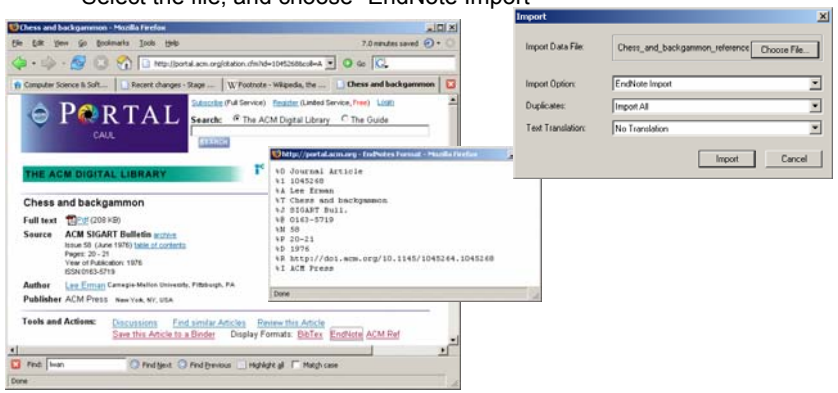
- Select the type of reference (Journal article, Book, etc.)
- Enter the data into the appropriate fields



Importing a reference

Find the article in an online library

- Get the EndNote citation (often provided)
- Save it to the disk as "Plain Text"
- Choose File → Import
- Select the file, and choose "EndNote Import"

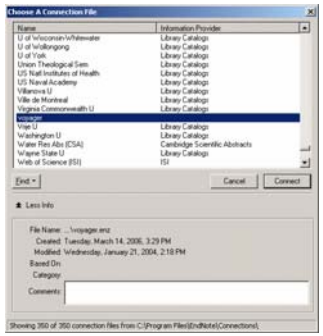


Connecting to online libraries

Search online libraries directly

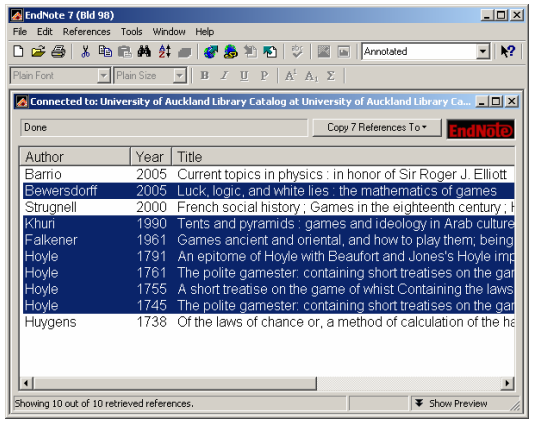
- References are imported into the EndNote database
- Voyager uses this system

- Tools → Connect → Voyager



Connecting to online libraries (2)

- **Select the entries you require**
- **"Copy References to EndNote"**
  - Entries are added to the database



Using the citations

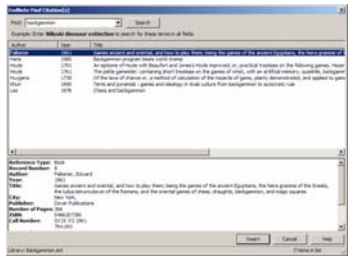
Start a MS-Word document

- Click cursor at the point to enter a citation
- Select “Find Citation” from toolbar

or

- Tools → EndNote → Find Citation

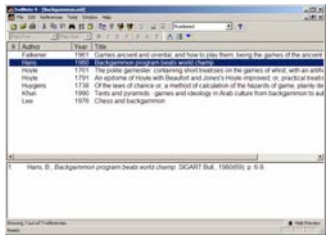
- Select the reference and click Insert



Using the citations (2)

Alternate method

- Start Endnote
- Select one of the citations
- Start the Word document
- Choose Insert Selected Citations



Finalizing the document

Once all citations are complete

- Choose Format Bibliography
- Updates all the Citations
- Uses the style selected

Falkener, E. (1961). *Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares*. New York,: Dover Publications.

Hans, B. (1980). Backgammon program beats world champ. *SIGART Bull.*(69), 6-9.

Output Styles

- Defined for all major publishers

Falkener, E. (1961). Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares. New York,: Dover Publications.

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1. Falkener, E., *Games ancient and oriental, and how to play them; being the games of the ancient Egyptians, the hiera gramme of the Greeks, the ludus latrunculorum of the Romans, and the oriental games of chess, draughts, backgammon, and magic squares*. 1961, New York,: Dover Publications. 366.
2. Hans, B., *Backgammon program beats world champ*. SIGART Bull., 1980(69): p. 6-9.