

Chapter 4 Word processing

Unit 1 Formatting and customising documents (Term 1)

1 File management

- Windows Explorer is a file manager that helps to keep work organised when working with electronic documents. A file manager allows you create, copy, move, rename and delete files and folders.
- When working with a file manager, remember:
 - File and folder names should be meaningful and should describe the contents.
 - File names must be short.
 - File extensions are used to determine which application can open a particular file.

1.1 Printing and print options

It is good practice to make changes to the printer settings and controls before printing. Open the Print dialogue box (Ctrl+P) to select your own printing preferences, for example:

- choose All to print all the pages in a document
- select Current page to print only the page that the cursor is currently on
- select Pages - to print specific pages of a document
- select Number of copies - to select the number of copies to print.

1.2 Sending a copy of the document

Some word processors allow users to send documents from the word processor to another application, such as e-mail. At the Send option, Office Button, you can:

- e-mail the document as an attachment
- e-mail the document as a PDF attachment
- e-mail the document as an XPS attachment
- send the document to an Internet Fax.

1.3 Convert a document

- Some word processing applications will inform you they are in compatibility mode.
- Files that are compatible with other applications are capable of being processed on another computer without any changes.
- Convert the document to the relevant file format at the Office button, Convert, OK.

2 Input data from different file formats

- A file format determines the way in which data is stored in a file.
- The file extension is used by the computer to determine which program is used to open a particular file. For example:
 - TXT file –contains text without any formatting.
 - RTF- may contain formatted text and graphics.
 - CSV (comma separated values or comma delimited file) - is a plain text file where each field in the file is separated from the next field by a comma.
- Tables – data can be transferred from a spreadsheet by copying the data and pasting it into a word processing document as a table.
- To convert files to and from MS Word, right-click on the file and select Open with. From the list of options, select the program you want to open the file.

Chapter 1 characteristics Applications Processing Of

Joseph Merritt Matthews



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1980 Census of Population : Volume 1, Characteristics of the Population : Part 1. United States Summary. Parts 2-57. [States and Territories.] United States. Bureau of the Census,1983 *Principles of Elementary Education and Their Application* Frank Puterbaugh Bachman,1915 **Computers for Artificial Intelligence Processing** Benjamin W. Wah,C. V. Ramamoorthy,1990-10-12 The present book supports the increasing complexity and the growing need for computational power of artificial intelligence AI by providing comprehensive treatments of new hardware and software engineering met in AI language design and applications The book is a collection of 16 substantial papers chapters the contributors being 51 well known researchers in the AI fields The papers are grouped into the following five sections Section 1 represents a well documented survey on symbolic processing computers Section 2 Language based AI Architectures supports the design and implementation of AI language oriented computers Three 2 4 chapters are devoted to computer architecture concerning sequential Lisp processing architectural features of Lisp computers Symbolics Lisp computer architecture memory management and performance evaluation of a Lisp machine system Other three 5 7 chapters discuss multiprocessing and parallel processing of Lisp and general functional programs The last two chapters of section 2 are presenting architectures supporting object oriented programming Smalltalk and production systems Section 3 Multiprocessor AI Architecture contains two 10 11 chapters dealing with Connection Machine architecture and its applications and with the design of data knowledge base machines for AI processing Section 4 Connectionist Architectures and Applications include two 12 13 chapters illustrating the connectionist model architecture design and learning Section 5 Software Architectures for AI Applications is made up of three 14 16 chapters analysing the relationship between AI and software engineering the development tools for AI programs and the problem of AI hardware and software reliability This book addresses a wide range of AI readers from beginners to professionals It carries forth doubtless qualities compact and well dimensioned chapters comprehensively written by AI remarkable professionals covering up to date AI topics and trends

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