

3 TEXT PROCESSING

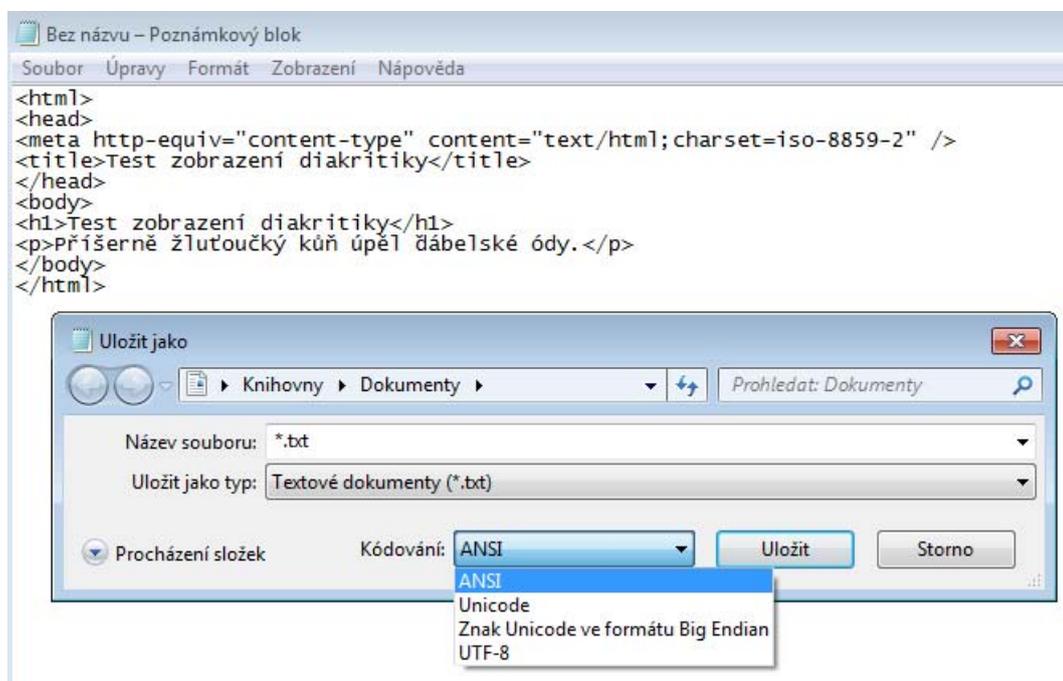
3.1 PLAIN TEXT FORMAT AND CHARACTER SETS (TEXT ENCODING)

The most basic text format is plain text (plain text format .txt). This format does not allow for additional text formatting, such as italics, bold, or color, etc. But it is very versatile, and the file saved in text format (.txt) can be opened on virtually any PC.

The main advantage of the Txt format is that such a file can be opened on virtually any PC, without the need to have additional software installed (MS Office, etc.).

With the plain text we must be careful about correct coding. Text encoding assigns numbers to characters through the character sets. It can vary in different languages.

For creating and editing a plain text Windows has a Notepad program (Start Menu -> Programs -> Accessories -> Notepad). If you save text written in this program, choose the encoding as UTF-8 (see picture).



Generally speaking, we should choose which text editing program to use depending on what we want to create in the document. This means that we must decide whether we want to format the text (bold headings, numbering, bullets), or insert pictures etc. into it., Or vice versa. In case you do not need formatting, we only need above mentioned notepad.

3.2 MICROSOFT WORD 2010

If we want to use advanced text formatting, we have to select a application that can do it. Text editors - programs for editing are many, some commercial, some free. We will learn the basics of Microsoft Word 2010, because it is a widely used one.

3.2.1 RUNNING MS WORD, OPENING AND SAVING FILE

You can run the program by double-clicking with left mouse button on the MS Word icon on the desktop.

CREATING NEW DOCUMENT

When starting the application it will automatically create a new document. If we already work in MS Word and want to create a new documents, there are several ways how to do it:

- Press the keyboard shortcut CTRL + N
- Choose the item New in the main file folder

OPENING ONE OR SEVERAL DOCUMENTS

If we are running MS Word and want to open an existing document that you have saved on your hard drive or on removable media, use the dialog box that you can get with one of the following ways:

- Press keyboard shortcut CTRL + O
- Choose the item open in the main file folder

After opening the dialog box, select the drive and folder from which you want to open the document, mark the document by clicking on it with the left mouse button and click Open.

Another way to open existing files is to open them from the window / explorer folder.

SAVING A DOCUMENT

When creating different files it is very important to store these files on a regular basis. First, we have the current file always available, saving the new version of the file protects against data loss for example due to power outage. When the computer is turned off all the data that was stored only in RAM (that are not saved) are lost forever (in some cases we can restore lost file, but we cannot rely on that).

Saving a document is a process of copying data from the memory of the computer, where the data is stored when you are working on it, to the hard disk or portable device (flash drive).

Saving in Word can be divided into two cases represented in the main File menu with these two items:

- **Save** – this way you can store documents that have been previously created. The document will be saved under the same name and in the same folder on the disk. Other ways to perform this type of action is using CTRL + S or use icons (diskette icon) on the toolbar in the upper left corner
- **Save as...** - This storage method is used for the newly created document, or if you want to save the document under a different name or to a different folder.

3.2.2 MOVING IN THE DOCUMENT AND INSERTING TEXT

Inserting text into the document is mostly done using the keyboard, in the same way as on a typewriter. When writing a number of principles should be followed:

- End of lines should not be finished using the ENTER key. Word ends lines automatically (ENTER is used for finishing paragraphs, or entering empty line)
- Text is always written in the part of the document where the cursor is blinking (not on the spot where your mouse is pointing)
- Text cannot be written anywhere in the document – if we want to write in the middle of a empty page, we must first use the ENTER key to insert empty lines, till you get to the desired place (you can also do this through the paragraph settings).

INSERTING AUTOMATIC PAGE NUMBERS

Among the very useful features is automatic page numbering, when the document inserts the page number on each side of the page. If we add more pages to the document or if some pages are removed, it will automatically renumber the pages. When inserting page numbers, we can set the location of a number in the top (header) or bottom (footer) of the page numbering format and numbers from which we start numbering. Numbering in the document is done using the insert menu Insert - Page Number

USING THE COMMANDS BACK OR FORWARD

All MS Office programs, including MS Word, contain the "Undo" button, which we can use to return the document to the state it was in before the last operation was performed. This function can be used for example in the event that we have accidentally deleted some text. With a simple click, we restore the deleted text.

The „Undo“ function is done:

- pressing the key shortcut CTRL + Z
- clicking on the icon in the upper left corner of the application 

MOVING IN THE TEXT

Moving in the text means moving the cursor (small blinking dashes). Moving this in the document can be done using the keyboard or the mouse. Moving with the mouse is easy. Scroll to the desired place in the document, and click to move the cursor in the text where needed. If we want to move the cursor using the keyboard a bit, use the arrow keys.

For movement to a larger distance we can use the following keyboard shortcuts:

- CTRL + arrow left/right move one word in that direction
- CTRL + arrow up/down one paragraph
- Key HOME moving to the start of the line
- Key END move to the end of the line
- CTRL + HOME jump to the start of the document
- CTRL + END jump to the end of the document
- key Page Up moving one screen up
- key Page Down moving one screen down
- CTRL + Page Up moving one page up
- CTRL + Page Down moving one page down

TEXT HIGHLIGHTING

Analogous to work with files, if we want to perform operation with the existing text, the text must be in most cases marked. To do this, we again use the mouse or keyboard to mark the selected text that we want to work with.

To select text using the keyboard we will use the same keyboard shortcuts for moving through the text, while we press and hold the SHIFT key. Move the cursor to the beginning of the text you want to mark, press and hold the SHIFT key, move to a place where we want to end up with the highlighting and release the SHIFT key.

To select text move the mouse pointer to the beginning of the text you want to mark, press the left mouse button (hold it down) and move to a place where you want to stop and release the left mouse button.

Alternatively, you can also use different way of marking using the mouse:

Clicking in the text:

- Double-click – highlights a word
- 3x click highlights a paragraph
- CTRL + 1x click highlights a sentence

Clicking in the validation bar (on the left of the page before the text)

- 1 x click highlights a line
- 2 x click highlights a paragraph
- 3 x click highlights the whole document

Keyboard shortcut: CTRL + A marks the whole document

TEXT COPYING

Copying text is helpful if we want to insert text or object from another program, or insert the same text several times. To copy using the Windows clipboard (yes it's the box, which we described in Managing files) - the place used for storing selected text or object that you later insert from the clipboard into the document.

Copying procedure:

1. Highlight the text we want to copy
2. Highlighted text is placed in the clipboard (three options how to do that):
 - Pressing the keyboard shortcut CTRL + C
 - Or clicking on the following icon on the tools menu:  Kopírovat
 - Or right clicking on the selected text and in the local menu select Copy
3. Moving the cursor to the place where you want to insert the text
4. Inserting the text from the clipboard into the document (again three options how to do it):
 - With keyboard shortcut CTRL + V
 - Icon insert in the tools menu:  vložit
 - Right clicking on the place where you want to insert it, and selecting insert from the local menu
 -

MOVING TEXT

The difference between copying and moving text: the text to move moves to a new location, but while copying text the original remains in its location and a copy is created in the new location

The procedure for moving text is the same as with copying, only difference is with point 2, where you select „Cut“ instead of copy:

- Keyboard shortcut CTRL + X
- Icon cut in the tools menu:  Vyjmout
- right clicking on the selected text and in the local menu select Cut
-

DELETING TEXT

if we want to remove a piece of text from the document, we need to mark the text and press the Delete key or backspace. If we accidentally deleted the other part of the text, we can use the „undo“ function to return the text.