# COMING TO GRIPS WITH A WORD PROCESSOR

A word processor must be one of the most widely used programs on a computer. In years gone by, people would rattle out notes or manuscripts on a typewriter. But the word processor has become a powerful tool for any writing. How do you think I am typing this lesson? You guessed it, on a word processor. How am I hitting all the right keys with my big clumsy paws? That's a whole other conversation.

FLIP OVER FOR YOUR NEXT CHALLENGE
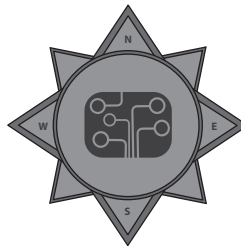
EARN THIS NUGGET

• Write a document using a word processor. Include different fonts, font sizes, bold the font, and underline. Use bullets, add a footer with page numbers, and add a picture as well as a couple of symbols. Now that's a lot to ask for from one document, but the bigger challenge is to try to make it look good with all of that.

• While using the word processor, try using copy and paste to bring text in from another document. This function is used all the time when creating reports.

So, the most common word processor is probably Microsoft Word, but there are lots more of them out there. OpenOffice is a free word processer that is almost identical in function. Some of the more common aspects of a word processor are as follows:

• When you start typing, you will be typing in the default font. You can change the font (the letter styles) at the top of the page along with color, size, bold, or italic. There are tons of options to make what you type just the way you want it to be.

• You can justify your writing. By default, you type with the start of the line against the left border, but you can make it so you type in the center or to the right.

• Bullet points are those are the dots to the left of this sentence. You have options of numbers, Roman Numerals, and tons of other ways of making your points. Then there are usually specialty options to highlight text, underline it, create tables with information boxes, and lots of other choices. A word processor is very versatile and once you master it, you'll be able to knock out great presentations and reports super-fast.

There are a couple of other things I want to bring to your attention:

• Headers and footers are used to put an information block at the top and the bottom of your page. Often this has information like page number, document name, and whatever else you might want. You can even add graphics in a header and footer. Usually this is under the Insert tab.

• Also, under the Insert tabs are options to insert graphic images and symbols, shapes, and so on.

Whole manuals are written on these programs, but these few principles will get you started. When you get stuck, researching answers and how-to's is easy for such a popular piece of software.