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FORMATION OF TEXT DATA PROCESSING SKILLS

Annotation. This article discusses the formation of text data processing skills and preparation of documents in the Microsoft Word text editor in the Microsoft Office application package. In addition, the basic rules of working with text documents, setting page parameters, basic methods of document editing, additional options of MS Word are presented.

Key words: Windows, MS Word, Text, Document, Edit, Menu, Ribbon, Command, Command, Insert, Photo, Audio, Video, Resume, Email, Page, Font, Basics, Options.

With the help of MICROSOFT WORD, you can easily create everything from business cards to original newspaper layouts or book publications. Font sizes, their appearance, text color and background, framing of documents, placement of pictures and photos, formalization of texts in the form of lists and tables, creation of complex documents - all this creates ease for the user. In addition, video and audio recordings allow you to make the work more attractive and automatically correct spelling mistakes.

Word 2013 offers the following ways to create a document when it is opened: using ready-made sample templates, for example, you can create various letters, resumes and documents.



When you create a new document in MS Word, a blank workspace and a Word window interface open.

Computer programs usually use windows. A set of windows called a "panel". And the program menu ensures the operation of the commands shown in the list.

The window of WORD is similar to windows of WINDOWS and it includes all the elements used for editing and formatting texts.

The main elements of the WORD window are:

- title bar - the first bar above, which stores the name of the document. Also, this panel contains the document's menu buttons and window management buttons.
- menu bar - a list of menus that are second from the top and each has its own menu. These menus can be used for many WORD commands. These menus are launched with the right mouse button.



Overview of Word.

When you open MS Word, the first thing you see is the ribbon at the top of Word. The ribbon has been carefully researched and designed with user experience in mind, so commands are optimally placed. The band offers ease of use and convenience by showing all the usual activities in one place. The ribbon brings the most common commands to the front, so you don't have to search all parts of the program to find what you need, as in previous versions. This makes it easier and faster to work.

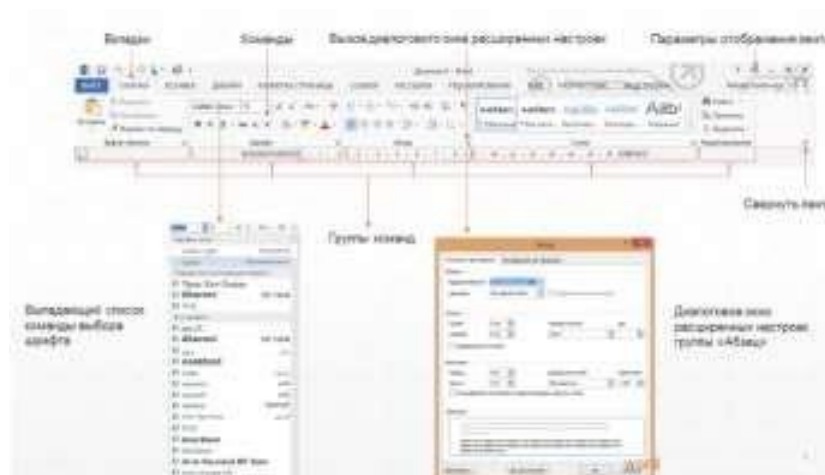
The band offers ease of use and convenience by showing all the usual activities in o Applications: At the top of the ribbon are the following main applications: File, Main, Insertion, Design, Page Layout, Links, Mailings, Reviewing, View. Each has an activity area. Everything in the app is carefully selected according to the user's actions. For example, the Files app lets you open, save, preview, and more. Glavnaya application contains all the most used things, for example, you can get commands in the Font group for changing the text font, Font Font size, Bold, Italic and more. Insert application is designed to insert various images, tables, hyperlinks, footers and page numbers. The design application is used for editing and decorating documents. Razmetka stranitsy application consists of groups that set page parameters. Ssylki is designed for creating content and posting videos. Rassylki is intended for creating and printing letters, envelopes intended for sending by e-mail (for example: barnod@mail.ru or i.bozorova667@gmail.com or jumayevanafisa023@gmail.com). Proofreading allows you to correct spelling and

grammatical errors, use dictionaries and protect the document. With the Vid app, you can set page view modes and view scales. There are three parts to the tape. They are applications, groups and commands.

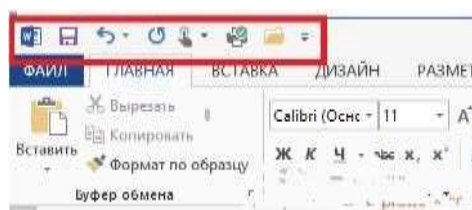
Each app has several groups that display compatible items together.

A command is a button, menu, or window where you can enter information.

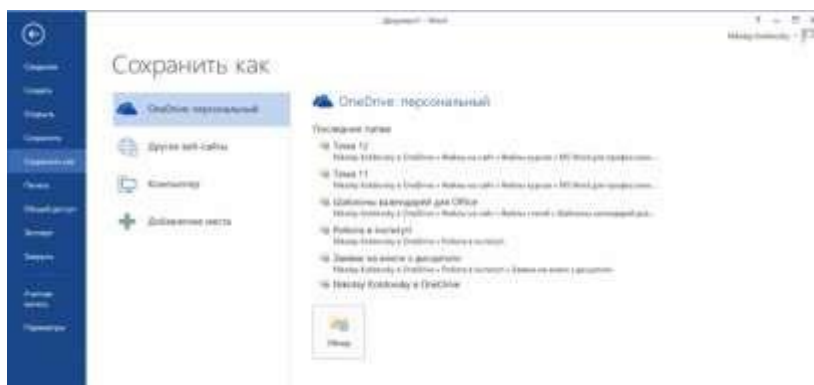
Some groups have a small diagonal shaft pointing to the lower right called the dialog box opener. Select a group to see more options. They appear in a dialog box or taskbar that looks familiar from previous versions of Word.



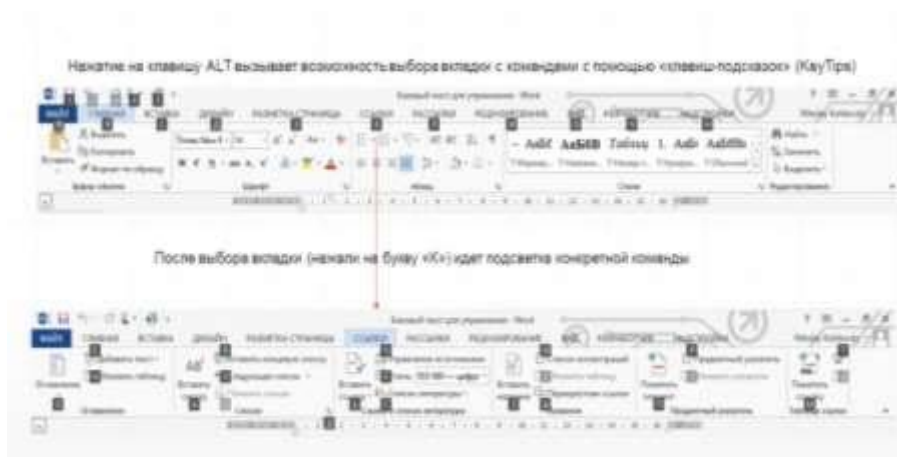
One of the more convenient aspects of creating a document is the presence of a quick access panel. It is located in the upper left corner and contains frequently used commands. To add new commands, you need to click on the triangle icon in the panel.



You can save the document by pressing the diskette button from the quick access panel. If the document is being saved for the first time, the Sochranit kak commands can also be viewed here. A list of recently opened documents appears on the right side of the menu. They are always conveniently visible, so you don't have to search around the computer for a frequently used document.



One of the elements of the Word interface is working with keyboard keys called Key-Tips, which are created by pressing ALT from the keyboard.



Movement through the document.

You can use the buttons on the vertical bar on the right side of the window to move around the document being edited:

a) press the left mouse button on the button at the bottom of the vertical path to go down;

b) press the left mouse button on the button at the top of the vertical path to move up;

c) to go to the next page of the text, on the button of the corridor, go to the previous page and for that, you need to press the buttons using the "Mouse";

g) to move to a certain part of the documents, use the "Mouse" to move the cursor to that place. In this case, the cursor must be located in the text section you are working on.

Exit from WORD is performed using Alt+F4 or the "Exit" command in the "File" menu is increased.

Basic rules of working with documents • Working with documents • Setting page parameters • Setting pages • Set document area • Set font size and type • Basic ways of editing a document Creating a document

As soon as WORD starts, a field for the document is automatically created.

You can create a new document using the "Create" command of the "File" menu, where you can put any template (field sizes). If no template is specified, the template parameters in the criteria are automatically set.

To create a new document, do one of the following:

- Creating a new document through the "Sozdat" command in the quick access panel;

- Press [CTRL]+ [N].

Save the document

When the process of working with the document is finished, it must be saved.

Saving is done as follows:

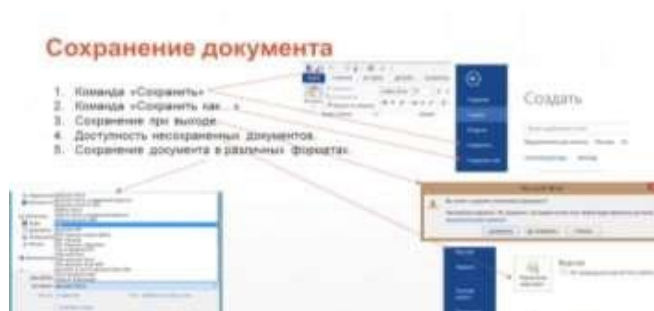
- pressing ALT+F4 or entering the File menu with the Vykhod command, then clicking "OK";

- From the Quick Access panel, click the "Standard" button (small diskette), then

Enter the name of the document in the "File" line, and then click OK;

- Press CTRL+S to save quickly.

It should be noted that WORD provides information about the document being saved. When the processes are finished, the name of the saved document will appear in the title bar.



Save document window.

To save files to another disk or diskette:

- Select the "Sokhranit kak" command;
- select a disk name (disk drive);
- Write the name of the document to be saved in the "Name file" line;
- Click on "Sochranit".

Open the document

To open the document, one of the following two actions must be performed:

a) through the "Open" command ("File" menu):

- Select the "Open" command from the "File" menu;
- highlight the file you want to select with the mouse from the dialog box. If the file is stored on another disk or folder, then use the "Folder" menu;
- Click OK.

b) the above operation can also be performed using the CTRL+O keys;

c) Open the document using the "Open" button on the quick access panel possible.



Open document window.



Document preview and print window.

If you need to print in a different way, select the "Print" command from the "File" menu, and then perform the following actions:

- in order to print the page where the cursor is, the page to be printed (page range, separated block) is selected in the page range group; • Click OK.



Set page parameters

- move the cursor to the upper limit of the document; • Select "Polya" in the "Razmetka stranitsy" application;

Set page size.

- Standard paper sizes are selected in the "Orientation" line: A4 (album paper), A3 (two album papers), A5 (half of an album paper);
- if your paper is non-standard, then the paper width and height are set from "Size";

Set font size and type

A font is a set of printed and written characters, special characters, punctuation marks and numbers written according to certain rules.

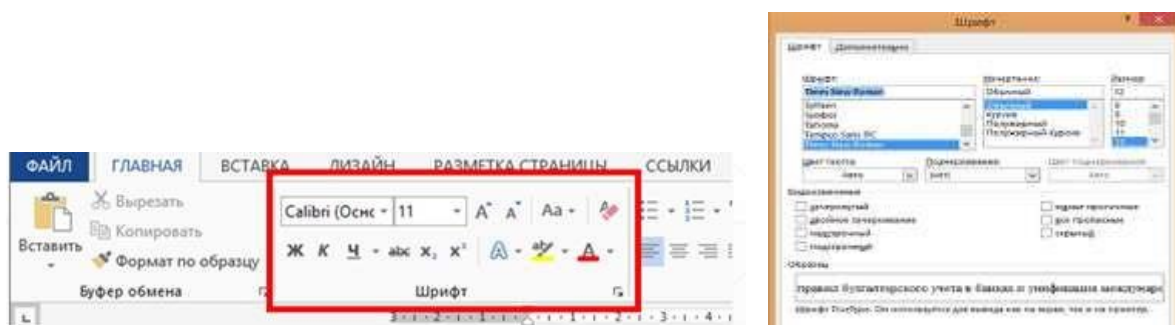
Change fonts:

- In the formatting toolbar, you will find a window with the name of the fonts;
- click on the arrow on the right side of the window;
- the required font is selected from the resulting menu (with the "mouse" tool).

To set the font size:

- Select the font size button from the Home application and select the arrow to the right of the window (the change of font types is shown in this window);
- Font sizes are selected from the font group;
- the left mouse button is pressed on the selected font.

Font size and type can be selected from the keyboard itself, for this you need to press CTRL+D and select the desired font type and size and press ENTER.



Search box for text within a document.

Search and replace text:

- Select the "Replace" command from the "Main" menu;
- Write the word you are looking for in the "Nightly" line;
- Write the word to be replaced in the "Zamenit" line.

To provide additional options for search and replacement, you can click the "Mouse" button on the "Bolshe" button and set the necessary parameters.

- "Zamenit" button is pressed to start the process ("Otmena" button is pressed to cancel).
- "Zamenit vse" button replaces all words.

To quickly invoke this command, press CTRL+H.

Additional features of MS Word

Commands in the "Retsenzirovaniye" menu allow you to perform the following actions:

- checking spelling errors ("Pravopisanie" command);
- set language - wrap luat to check the text ("Language" command);
- automatic correction of some types of errors ("Avtozamena" command);
- creation and printing of folders and additional records (installation of protection against unnecessary opening of folders and documents ("Install protection" command));

In addition, there are other conveniences of this word processor. For example: fields work with, sort the list ("Table" - "Sorting" menu), format the text

in the form of a newspaper or book, automatically insert the contents ("Instavka" - "Oglavlenie i uzkateri" menu), comment ("Instavka" - "Primechaeie" menu) and placing subtitles ("View-Footer" menu), working with tables ("Table" menu), establishing connection of tables with other programs, etc.

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