Unit 2

Section One: Reading Comprehension

Popular Productivity Software: Word processing

At work, at home, at school, and even during leisure activities, we spend much of our time writing. At work we send e-mail and write procedures manuals. At home we keep to-do lists and prepare party announcements. At school we write reports and essays. During leisure time, we keep diaries, write letters to our family and friends, and prepare newsletters for our club associations. These are just a few of the many day-to-day writing activities that can be made easier and more presentable through the use of word processing software. Today's sophisticated *word processing software* packages do much more than text-oriented word processing. For example, popular packages, like Microsoft Word and WordPerfect, not only let you integrate images with text for *printed documents*, but they let you integrate audio, such as voice annotations, and even video within documents designed for *on-screen viewing*.

Word Processing Concepts and Features

Word processing software lets us create, edit, and format documents in preparation for output. Output can be a document that is printed, displayed on a monitor, faxed, e-mailed, or perhaps, posted to the Internet for worldwide access. If you were to use word processing to prepare a report, you would key in the full draft only once. Revisions and corrections are made to a computer-based file before the finalized report is printed or output in some other way. If you forget a word or need to add a paragraph, you do not have to retype a page or, in the worst case, the whole report. Word

processing is a lot more than an automated pen and paper. It checks your grammar and spelling, helps you find the right word, and assists you in formatting your document (margins, typeface, headings, and so on). You, however, must supply the words and images.

Creating and Saving a Document. You'll probably learn the process and techniques of preparing a word processing document in a lab or, perhaps, via interactive computer-based training. To create an original document, such as a résumé, you simply begin entering text from the keyboard and, as needed, enter format commands that enhance the appearance of the document when it is printed or displayed (spacing, italics, and so on). You can insert images, then resize and/or reposition them anywhere within the word processing document. If you wish to work with the document later, you will need to save it to disk storage for later recall. When you recall a document from disk storage, you can *edit* (revise) it, then save the revised version of the document to disk storage. Once you are satisfied with the content and appearance of the document, you are ready to print, send, or display it.

Formatting a Document. You format a word processing document by specifying what you wish the general appearance of the document to be when it is printed. Typically, the preset format, or *default settings*, fit most word processing applications. For example, the size of the output document is set at letter size (8½ by 11 inches); the left, right, top, and bottom margins are set at 1 inch; tabs are set every ½ inch; and line spacing is set at 6 lines per inch. The default font might be 12 point Arial. Arial is one of dozens of available **typefaces** you can use in documents. A typeface refers to a set of characters of a particular design. A **font** is described by its typeface, its height in points (8, 10, 14, 24, and so on; there are 72 points to the inch), and its presentation attribute (roman [or normal], **bold**, *italic*, underline, and so on). If you are planning a three-column newsletter or would prefer something other than the defaults, you would want to revise the format specifications.

What You Can Do With Word Processing: The Features Package

Typically, text is entered in a word processing or other type of document via *keyboard* or *speech recognition*. In speech recognition, you simply speak into a microphone and the words are interpreted by speech-recognition

software and entered in the document. Word processing packages are **WYSIWYG** (pronounced '*WIZ e wig*'), short for "What you see is what you get." What you do to a document, whether entering text or inserting an image, is reflected on the screen showing you what the document will look like when it is printed. Word processing software has many features that help you create exactly what you want.

The word processing *find* feature lets us search our entire word processing document and identify all occurrences of a particular search string. For example, when you could find (search) for 'January', the cursor is placed at the first occurrence of 'January'. The *replace* feature enables replacement either selectively or globally. For example, you can replace any or all occurrence of 'January' with 'February'.

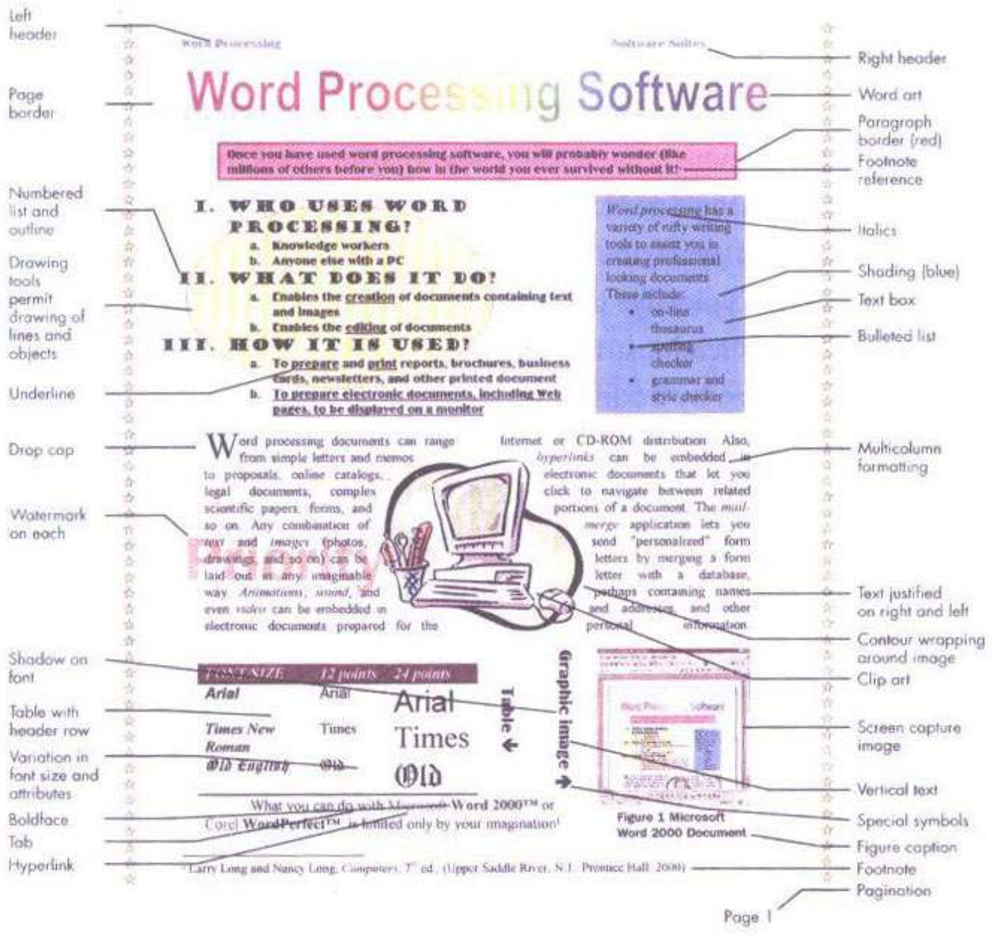

Figure 2-1. Word Processing Features Overview. This word processing document illustrates features common to most word processing software. Note that you can create special effects with the *drawing tool* and *border* features.

The *watermark* feature lets you add a drawing, a company logo, headline-sized text (such as the 'PRIORITY' in this example), or any image behind the printed document text. In the electronic world, documents are 'networked' with hyperlinks (references to different sections of an electronic document or to other related electronic documents). Even the *callouts*, which label the features, are a word processing feature. Not shown is the *editing* feature that lets you add editorial remarks and make corrections to an original document. This feature is helpful when several people review a document prior to publication.

Writing Tools: Dotting the i's and Crossing the t's

Word processing programs offer several helpful writing tools.

- *Spelling Checker.* The **spelling checker** checks every word in the text against an **electronic dictionary** and alerts you if a word is not in the dictionary. Some systems automatically correct misspelled words as they are entered.
- *Thesaurus.* Most commercial word processing packages have an **on-line thesaurus** to help you find the right word.
- *Grammar and Style Checkers.* **A grammar and style checker** highlights grammatical concerns and deviations from conventions.

Printing a Document or Sending an E-Mail or Fax. To print a document, ready the printer and select the *print* option on the main menu. If your PC is configured with a fax modem or you have a link to a local area network, you can e-mail or fax your word processing document as easily as you would print it. Upon selecting the e-mail or fax option, you are asked to enter the e-mail address or a fax telephone number. The software then makes the necessary communications link and sends the document.

(Larry & Nancy Long: pp. 52-56)

Part I. Comprehension Exercises

A. Put "T" for true and "F" for false statements. Justify your answers.

…….. 1. Modern word processing packages let you integrate audio, such as voice annotations, and video within documents designed for on-screen viewing.

…….. 2. Word processing software checks spelling, grammar, and supplies images.

..... 3. Word processing lets us revise documents before and after being stored.

..... 4. An online thesaurus can be used to suggest synonyms for a word in a word processing document.

..... 5. Word processing software does not always help you create exactly what you want.

B. Choose a, b, c, or d which best completes each item.

1. Preset format specifications are referred to as ..... .

a. concrete settings b. loading procedure

c. default settings d. menu choosing

2. Which statement is NOT true?

a. Texts can be entered in a word processing document via keyboard.

b. Texts cannot be entered in a word processing document via speech.

c. In speech recognition, words are interpreted by speech-recognition software.

d. In speech recognition, words enter the document after being interpreted.

3. Word processing writing tools include all of the following except ..... .

a. spelling checker b. thesaurus

c. electronic pencil d. grammar and style checker

4. Which of these terms is NOT normally associated with the default settings on word processing software?

a. Merge sequence b. Document size

c. Margins d. Font

5. It can be concluded from the passage that ..... .

a. having been stored, a document cannot be revised

b. a newsletter may include text columns, shaded sidebars, embedded images, headings, a variety of fonts, but not much more

c. some modern word processing packages are not WYSIWYG

d. word processing software uses the computer to enter, store, manipulate, and print text

C. Answer the following questions orally.

1. How do you specify the general appearance of a document before being printed?
2. How does the word processing help us?
3. What is the function of the spelling checker?
4. How does the editing feature of the word processing software help us?
5. Explain the print option.

Part II. Language Practice

A. Choose a, b, c, or d which best completes each item.

1. Upon finding an unidentified word, Microsoft Words ..... underlines it, then usually gives you one or more possible spelling from which to choose.

a. database file b. form file

c. sort feature d. spelling checker

2. ..... scan word processing documents for grammar, style, usage, punctuation, and spelling errors.

a. Spelling checkers b. Merge files

c. Grammar and style checkers d. Form files

3. A ..... refers to a set of characters that are the same type.

a. default b. typeface

c. pixel d. font

4. The ..... feature helps you find the right word.

a. thesaurus b. border

c. editing d. drawing tool

5. A ..... is described by its typeface, its letter style, its height in points, and its presentation attribute.

a. code b. sidebar

c. font d. heading

B. Fill in the blanks with the appropriate form of the words given.

1. Integrate

a. Some computer manufactures have ..... both input and output devices into one terminal.

b. The success of any computer system depends on the ..... of all its parts to form a useful whole.

c. The area needed for a computer installation has been reduced by ..... input and output devices into one peripheral.

2. Document

a. A programmer should ..... his work so that other programmers can understand it.

b. It took the programmer one week to complete the ..... of the programs in the new system.

c. The payroll package we purchased is very well ..... .

d. The preparation of ..... that describe such things as the system, the programs prepared, and the changes made at later dates is referred to as documentation.

3. Appear

a. The first calculating machine ..... in 1920.

b. The ..... of new microcomputer systems on the market has increased the competition, forcing the prices down.

4. Recognize

a. Optical-mark ..... is sometimes called 'mark sensing' because a machine senses marks on a piece of paper.

b. As a student, you may immediately ..... this approach as a technique used to score tests.

c. Hollerith cards are ..... by the cut right edge.

5. Plan

a. To ..... is to decide in advance on a course of action.

b. ..... involves making decisions about short- and long-term goals and about the procedures and controls needed to achieve these goals.

c. Many organizations have developed an MIS master ..... to allocate and control information resources.

C. Fill in the blanks with the following words.

endless	packages	computing
processing	online	database
browser	contribution	

Personal computing encompasses everything from 3-D games, to going ....., to computer-based education, to music composition. A seemingly ..... number of software packages adds variety to the personal ..... experience. However, over the history of personal computing, word ..... software, desktop publishing software, presentation software, spreadsheet software, ... software, and, more recently, Internet ..... software and graphics software have formed the foundation of personal computing. Software ..... in these categories have won unanimous user acceptance because of their tremendous ..... to personal productivity.

D. Put the following sentences in the right order to form a paragraph. Write the corresponding letters in the boxes provided.

a. The database file contains records for each member, which are made up of related fields.

b. Winnie Winnowski created the database file by entering new member information into the PC User's Group member database, actually a word processing table with rows and columns.

c. Each record has eleven fields, each of which is described in its field name at the top of the database display.

d. She then used a sort feature to select only the new members from the database.

e. This database file is merged with the form file (the letter) to generate the personalized letters.

1	2	3	4	5

Putting Word Processing to Work

Word processing is extremely versatile, offering you a wide range of capabilities. Here are a few more applications for word processing. You will find many more as you gain experience with this, the most used of all software applications.

Merging Documents With a Database

Word processing software allows you to merge data in a database with the text of a document. The most common use of this capability is the *mail-merge* application. Winnie Winnowski, the president of the PC User's Group decided to send personalized letters to the club's new members. To do so, Winnie created a *form letter* file. The form letter contains references to entries in a *database file*, a separate word processing file containing a table. She then used the *merge* feature to combine the information in the table with the form letter to generate separate letters for each new member, thus producing the 'personalized letters'.

The mail-merge example is a good illustration of the use of **boilerplate**. Boilerplate is existing text that can be reused and customized for a variety of word processing applications. One nice feature of word processing is that you can accumulate documents on disk storage that eventually will help you meet other word processing needs. You can even *buy* boilerplate (for example, text for business letters). The legal profession offers some of the best examples of the use of boilerplate. Simple wills, uncontested divorces, individual bankruptcies, real estate transfers, and other straightforward legal documents may be as much as 95% boilerplate. The use of boilerplate is common in all areas of business, education, government, and personal endeavor.

Integrating Charts With Documents

The word processing *chart* feature lets you generate a variety of charts from spreadsheet-like data in a Microsoft Word 2000 *datasheet*. Figure 2-2 shows

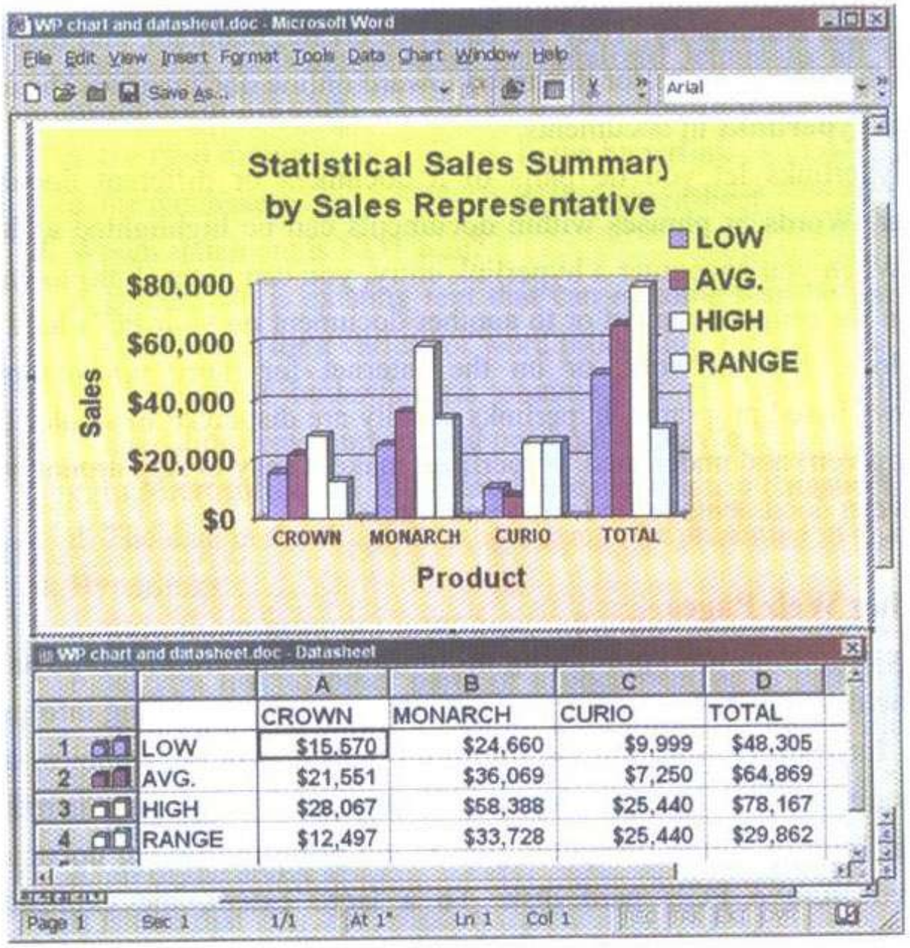

Figure 2-2. Word Processing Table and Chart. The word processing *chart* feature makes it easy to generate professional looking charts within documents.

how the information in a 'Statistical Sales Summary' datasheet can be dynamically graphed within a word processing document. The bar graph in Figure 2-2 was created automatically from the data in the datasheet. Once data have been entered into the datasheet, you can change values and observe their effect on the chart.

Embedded Hyperlinks

Not all word processing documents are designed to be printed. For example, many companies are opting to put their reference materials in electronic, rather than printed, documents. Electronic versions of product catalogs,

procedures manuals, personnel handbooks, and so on are now common in the business community. They are easier to create, maintain, and distribute. One of the main reasons for this trend toward online documents is the ability to place **hyperlinks** in documents.

Hyperlinks let you tie parts of a document or different documents together. Words or phrases within documents can be highlighted as hyperlinks. When you encounter a hyperlink entry, you can jump (link) to another place in the same document or to another document on your PC's hard disk, on a local area network, or on the Internet for more information. In Windows-based programs, hyperlinks usually are displayed in a color (often blue or green) and underlined. Hyperlinks make it easy to skip around within or between documents to find what you want.

Creating Web Pages

If you can create a word processing document, you can create a Web page on the **World Wide Web,** the primary application used for viewing information on the Internet. Information on **the Web,** which may be graphics, audio, video, animation, and text, is viewed in **Web pages.** A Web page is retrieved from an Internet server computer, just as the word processing document is retrieved from a PC's hard disk. To a large extent, the explosion of information made available over the Internet can be attributed to the fact that word processing software lets users save documents in a format compatible with transmission over the Internet's World Wide Web. Now, anyone with word processing skills can contribute to the wealth of information on the Internet. What you see in a word processing document is essentially what you would see when viewing it as a Web page on an Internet browser.

(Larry & Nancy Long: pp. 56-58)

Comprehension Exercises

A. Choose a, b, c, or d which best completes each item.

1. The word processing *form letter* contains references to entries in ..... .

a. a document file
b. a thesaurus
c. a database file
d. a Web page

2. Winnie Winnowski is known for using ..... capability of word processing software to send personalized letters to all the new members of her club.

a. the mail merge
b. the hyperlink
c. the database
d. the spreadsheet

3. Which statement is NOT true?

a. Boilerplate is existing text that can in some way be reused and customized for a variety of word processing applications.
b. The use of boilerplate is common in all areas of business, education, government, and personal endeavor.
c. In Microsoft Word 2000, data are entered into a datasheet.
d. The data in the Word datasheet cannot be presented in charts.

4. Hyperlinks ..... .

a. have been important in the trend of online documentation
b. let you link to other parts of a document or to different documents together within a computer system or on the Internet
c. make it easy to tie parts of a document or different documents together
d. all of the above

5. It is true that ..... .

a. different documents can be tied together by cybertext links
b. boilerplates cannot be customized
c. information on the Web is retrieved from hard disks
d. information on the Web is viewed in Web pages

B. Write the answers to the following questions in the spaces provided.

1. How does the merge feature of word processing software help us produce personalized letters?

.....

.....

2. How can a Web page be compared to a word processing document?

.....

.....

3. How does word processing software contribute to availability of information on the Internet?

.....

.....

4. What helps companies put their reference materials in electronic documents?

.....

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5. What are some of the advantages of electronic documentation?

.....

.....

* * *

Section Three: Translation Activities

A. Translate the following passage into Persian.

E-Mail Etiquette

As a knowledge worker, you may spend an hour or more each day composing or responding to e-mail. E-mail is now as much a part of the business world as the paycheck. How we present ourselves in our e-mails can play a role in how effective we are in business and what people think of us. You can leave a good or bad impression with your correspondents depending on *what* you say in your message and *how* you say it. During face-to-face conversations we use vocal inflections or body movements that clarify words or phrases. E-mail is just words, leaving the door open for misinterpretation of our intended message. Anyone composing e-mail should be aware that it's electronic and could be easily forwarded, printed, and even broadcast to others. Broadcasting sensitive information could be very embarrassing to you and to others. Every e-mailer should be careful what he or she writes and follow the basic tenents of e-mail etiquette. For example, you should inform senders when forward their e-mail. A good e-mail

message includes a subject, has a logical flow, and concludes with a signature (name, association, and contact information).

B. Find the Persian equivalents of the following terms and expressions and write them in the spaces provided.

1. announcement .....
2. boilerplate .....
3. browser .....
4. club association .....
5. computer-based file .....
6. concept .....
7. database .....
8. default settings .....
9. display .....
10. embedded hyperlink .....
11. feature .....
12. font .....
13. format .....
14. form letter file .....
15. heading .....
16. interactive computer-based training .....
17. mail-merge application .....
18. margin .....
19. merge .....
20. online thesaurus .....
21. on-screen viewing .....
22. presentable .....
23. procedure .....
24. sophisticated .....
25. typeface .....
26. word processing .....