Word Processing - More Features

Word processing programs today are huge programs equipped with many features. We treated the basic features in another lesson. Here we will consider some advanced features.

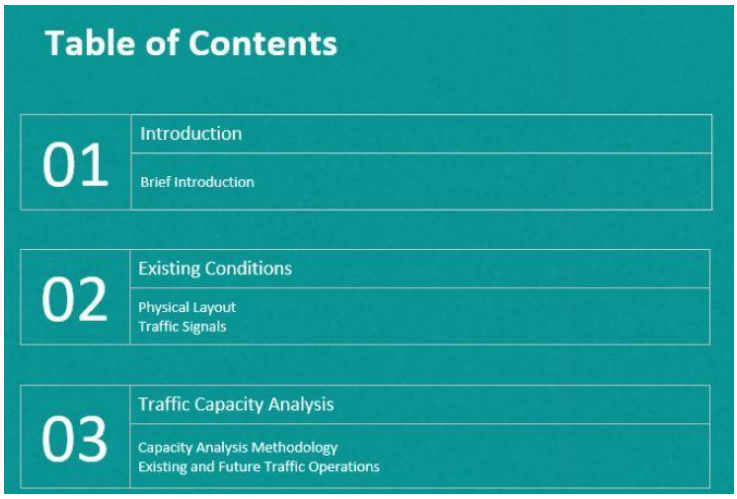
Desktop Publishing Features

Some features can be used to prepare the layout of a book. Some of them are considered here.

Automatic Table of Contents

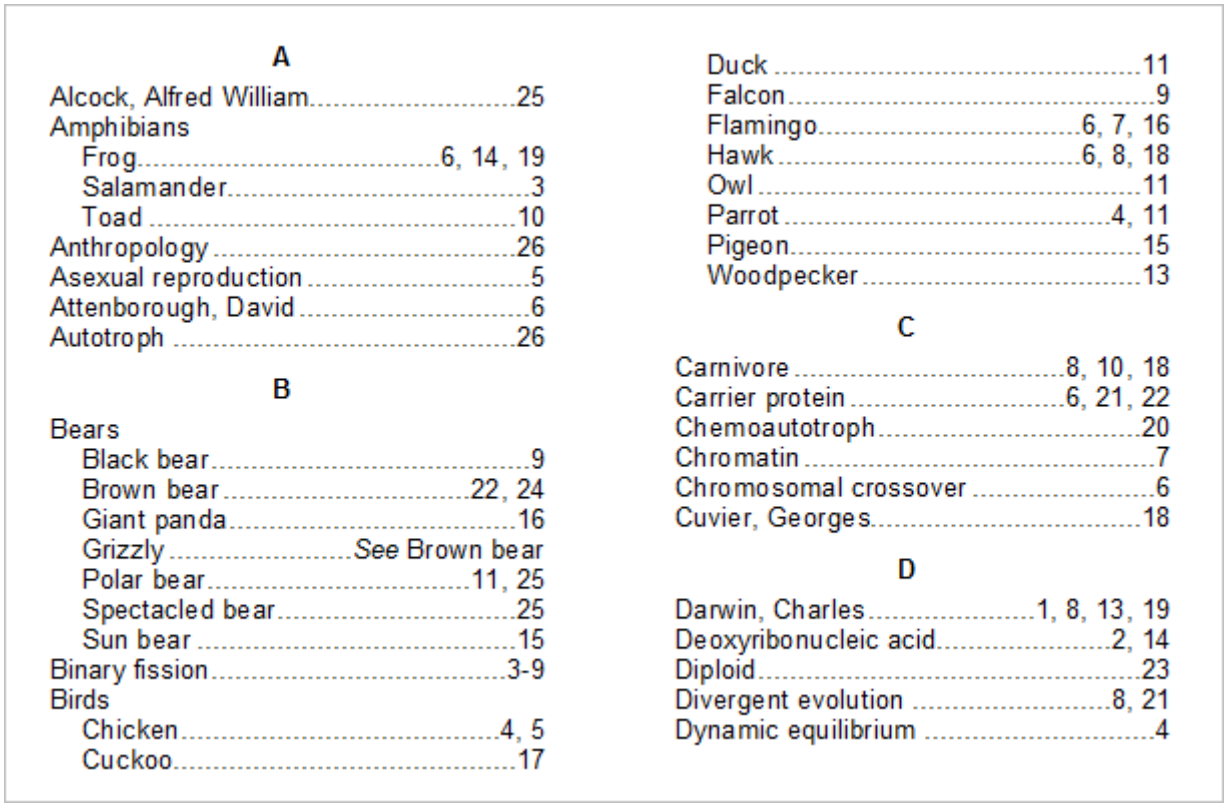
The **table of contents** forms automatically from the headings and subheadings in the document. If a heading's page changes due to addition or deletion of text (or any other reason e.g. changing the size of characters) the page indication in the table of contents will change automatically.

Word processing applications present us with many types of tables to choose from. One such format is shown below.



Index Creation

The **index** is an important presence in a book and word processing applications can create it automatically. An example of an index is shown in the following picture.



A

Alcock, Alfred William....25
Amphibians
Frog....6, 14, 19
Salamander....3
Toad....10
Anthropology....26
Asexual reproduction....5
Attenborough, David....6
Autotroph....26

B

Bears
Black bear....9
Brown bear....22, 24
Giant panda....16
Grizzly....See Brown bear
Polar bear....11, 25
Spectacled bear....25
Sun bear....15
Binary fission....3-9
Birds
Chicken....4, 5
Cuckoo....17
Duck....11
Falcon....9
Flamingo....6, 7, 16
Hawk....6, 8, 18
Owl....11
Parrot....4, 11
Pigeon....15
Woodpecker....13

C

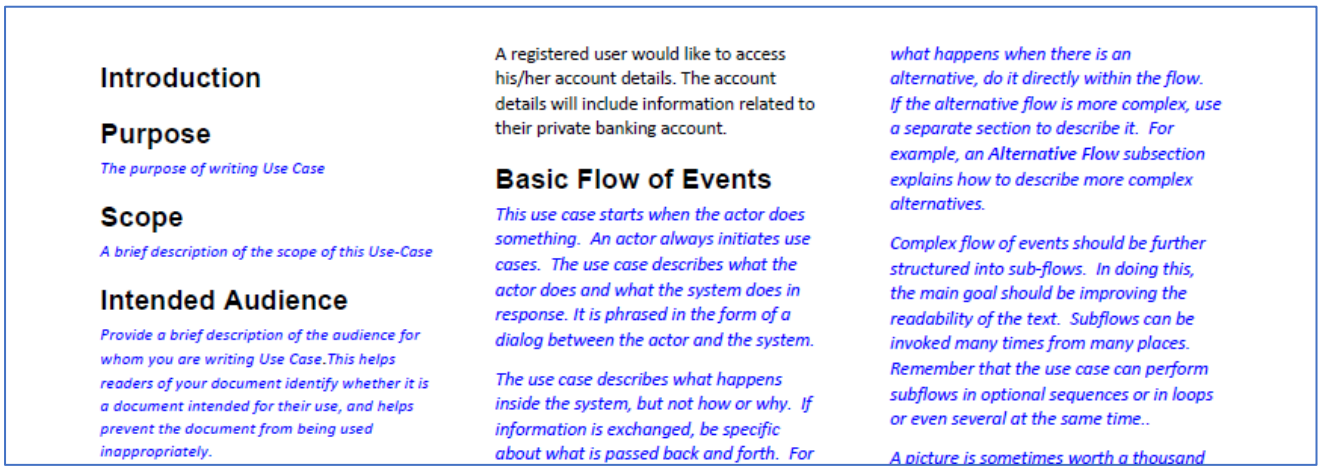
Carnivore....8, 10, 18
Carrier protein....6, 21, 22
Chemoautotroph....20
Chromatin....7
Chromosomal crossover....6
Cuvier, Georges....18

D

Darwin, Charles....1, 8, 13, 19
Deoxyribonucleic acid....2, 14
Diploid....23
Divergent evolution....8, 21
Dynamic equilibrium....4

Multi-Column Documents.

Documents like newspapers or brochures are divided in multiple columns and this is easily set up. The whole document or a part of it can be divided in as many columns as the user wishes. The figure below shows part of a document divided in three columns.



Introduction

Purpose

The purpose of writing Use Case

Scope

A brief description of the scope of this Use-Case

Intended Audience

Provide a brief description of the audience for whom you are writing Use Case.This helps readers of your document identify whether it is a document intended for their use, and helps prevent the document from being used inappropriately.

A registered user would like to access his/her account details. The account details will include information related to their private banking account.

Basic Flow of Events

This use case starts when the actor does something. An actor always initiates use cases. The use case describes what the actor does and what the system does in response. It is phrased in the form of a dialog between the actor and the system.

The use case describes what happens inside the system, but not how or why. If information is exchanged, be specific about what is passed back and forth. For

what happens when there is an alternative, do it directly within the flow. If the alternative flow is more complex, use a separate section to describe it. For example, an Alternative Flow subsection explains how to describe more complex alternatives.

Complex flow of events should be further structured into sub-flows. In doing this, the main goal should be improving the readability of the text. Subflows can be invoked many times from many places. Remember that the use case can perform subflows in optional sequences or in loops or even several at the same time..

A picture is sometimes worth a thousand

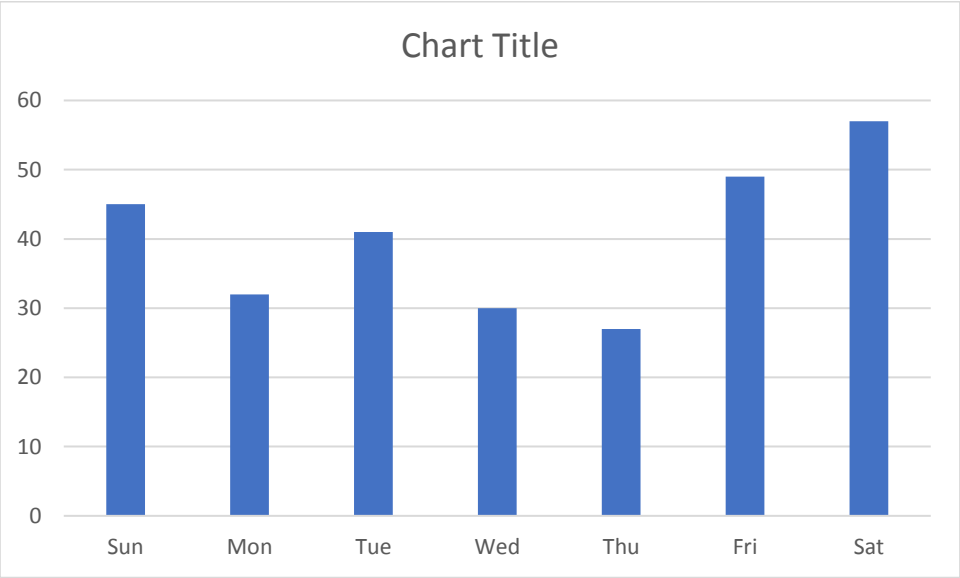
Tables

Tables can easily be created in text documents. There is also a variety of templates to choose from. Rows can be also automatically sorted in alphabetical order. Below is an example of a table.

AMCB NV - Financial information				
	2014	2015	2016	2017
Revenue (mln)	€ 75,90	€ 82,60	€ 97,10	€ 111,50
Profit (mln)	€ 27,50	€ 35,40	€ 42,10	€ 56,20
Buildings (mln)	€ 102,80	€ 120,50	€ 121,60	€ 120,40
Debt (mln)	€ 70,80	€ 90,90	€ 90,70	€ 90,50
Share price	€ 152,15	€ 135,15	€ 145,45	€ 155,60
Shares (mln)	11,2	14,2	14,2	15,1

Embedded Graphic Objects

To **embed** (put an object inside) a word processing document all you have to do is copy the object from another application or another document and paste it in your document. The bar chart appearing below was copied from Excel and embedded on this document.



Mail Merge

Mail-merge is a term used to indicate the combination of a document with a table. Let us say that the document is a letter, and the table holds records on persons. The letter will be sent to each one of the persons in the table but it will be a **personalised** letter. In each letter will appear the data of a single person as shown in the diagram below.

Surname	Name	ID No.	Mob No
Attard	Mark	7046301M	53535535
Camilleri	Michael	6453400M	23424242
Debono	Maria	6452702M	14926473
Farrugia	Helen	7574805M	85849274

Dear NAME
(ID No.)

Welcome to .....
.....
.....

Dear Mark
(7046301M)

Welcome to .....
.....
.....

Dear Michael
(6453400M)

Welcome to .....
.....
.....

Dear Maria
(6452702M)

Welcome to .....
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