

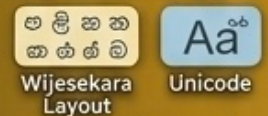
WORD PROCESSING: A FULL LESSON GUIDE

MASTERING COMPOSITION & KEYBOARD SKILLS



Windroid

Sinhala & Tamil
Keyboard Support



Control
Keys

Caps
Lock

Shift



Function Keys (F1-F12)

Character
Keys

Numeric
Keypad



Space Bar

Navigation
Keys

Rapid Typing Tutor

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1. Introduction to Word Processing

Composing, editing (manipulating), and storing a text-based document in any style is called **word processing**. A word processor can be anything from a simple pencil to a complex computer software application.

The History of Word Processing

Creating letters and documents has evolved significantly over human history. Here is how word processing developed from its earliest forms to modern computing:

1. **Environmental Materials:** Writing using objects available in the environment, such as leaves, skin, and stone chips.
2. **Paper and Copying:** The invention of paper allowed for the manual composing and copy-writing of books.
3. **Block Printing:** The use of wood blocks and clay blocks to print text.
4. **The Printing Machine:** The invention of the printing press revolutionized mass document creation.
5. **Manual Typewriters:** The invention of the mechanical typewriter brought standardized typing to the individual.



Electric Typewriters: The invention of the electric and electronic typewriter made typing faster and more consistent.

Dedicated Computers (1960s): The invention of the first computer specifically designed for word processing.

Word Processing Software (1979): The creation of the first word processing software program.

2. Word Processing Software

Word processing software is a computer program capable of creating a document, editing its content, modifying (formatting) its color or style, and printing it in various formats.

Popular Examples:

Microsoft Office Word

Open Office Writer

Corel WordPerfect

iWork Pages

LibreOffice Writer

Benefits of Word Processing Software

Feature	Benefit
Creation & Formatting	Easily create, edit, and format document styles and colors.
Saving & Retrieval	Store documents digitally to easily open and use them later.
Searching	Search for specific text anywhere within a document instantly.
Review Tools	Display spelling and grammar errors with an opportunity to correct them, and calculate the word count.
Printing	Print single or multiple copies of the finished document.

3. Getting to Know the Keyboard

To prepare a document efficiently using software, it is essential to know how to use a typical computer keyboard. The most common keyboard layout is known as the **QWERTY keyboard**, named after the first six letters on the top row of alphabetic keys.



Key Groups and Functions

The keys on a standard keyboard are divided into groups based on what they do:

Control Keys: Used alone or in combination with other keys to perform certain actions (e.g., *Ctrl*, *Alt*, *Esc*).

Character Keys: Used to type letters, numbers, punctuation marks, and symbols.

Function Keys: Located at the top, these perform specific tasks depending on the active program (e.g., *F1* to *F12*).

Navigation Keys: Used for moving around a webpage or editing text (e.g., *Arrow keys*, *Home*, *End*, *Page Up*, *Page Down*, *Delete*, *Insert*).

Numeric Keypad: Located on the far right, used to enter numbers quickly.

Essential Typing Keys

Caps Lock: Press once to type continuously in capital letters. Press again to return to normal lowercase letters.

Shift: Hold down while pressing a letter key to type a single capital letter, or hold down while pressing a symbol/number key to type the symbol located at the top of that key (e.g., *Shift* + 1 types !).

Space bar: Creates an empty space between two words. Pressing it twice creates two spaces.

Tab key: Creates a wider jump or space between words compared to the space bar.

Enter key: Moves the text cursor down to the beginning of the next line.

Arrow keys: Moves the cursor up, down, left, or right on the screen.

Backspace key: Deletes any character, space, or object immediately to the left of the cursor.

4. Using the Keyboard Correctly (Ergonomics)

Proper posture prevents pain in your hands, neck, back, and joints.



Sit with the correct posture: Keep your back straight. Position your body squarely in front of the space bar to easily reach all keys.

Keep your wrists elevated: Raise both hands above the keys. Do not rest your wrists or palms on the table while typing, as this can cause numbness and long-term finger injury.

Press keys softly: You only need a light touch. Pressing forcefully can cause finger fatigue and wear out the keyboard faster.

Rest your hands: When you are reading or not actively typing, rest your hands freely on your lap or the table to prevent physical and mental fatigue.

5. Touch Typing

Touch typing is the act of typing quickly and accurately without looking at the keys. Mastering it helps you edit documents easily, speeds up your workflow, minimizes errors, saves time, and prevents prolonged physical strain.

Proper Finger Placement

To practice touch typing, you must always start with your hands anchored on the correct "home row" keys:

Left hand fingers rest on: **A, S, D, F**

Right hand fingers rest on: **J, K, L, ;**

To practice and build speed, you can use **Typing Tutor Software**. These programs make learning touch typing easy. Some popular, freely downloadable options include:

Rapid Typing Tutor

TIPP10

Typefaster

6. Typing in Sinhala and Tamil

While keyboards are fundamentally designed for English, techniques exist to type in other languages, such as Sinhala and Tamil.

Sinhala Keyboards

There are two main methods to enter Sinhala characters:

1. **Standard Sinhala Keyboard (Wijesekara):** You must memorize the specific location of the Sinhala characters on the keys. This standard model is used in modern computers, data devices, and the Unicode system.
2. **Phonetics Keyboard:** A simpler method where you type the English letters that match the Sinhala sound (similar to typing SMS messages on a mobile phone).

Sinhala keyboard layout WIJESSEKARA - STANDARD														
English keyboard		~	1	2	3	4	5	6	7	8	9	0	-	=
Sinhala Keyboard		ෆ	1	2	3	4	5	6	7	8	9	0	-	=
	Shift	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
English keyboard			Q	W	E	R	T	Y	U	I	O	P		
Sinhala Keyboard			ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
	Shift		ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
English keyboard			A	S	D	F	G	H	J	K	L	=	=	
Sinhala Keyboard			ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
			ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
English keyboard			Z	X	C	V	B	N	H	.	.	.	.	.
Sinhala Keyboard			ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
	Shift		ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ	ෆ
Examples														
ෆ - ෆ			ෆ - ෆ			ෆ - ෆ			You have got more symbols & Characters doing after this path			Layout : Wijesekara standard		
ෆ - ෆ - ෆ			ෆ - ෆ - ෆ			ෆ - ෆ - ෆ			Reset - Symbol - on Ms word			Platform : Microsoft windows		
ෆ - ෆ - ෆ			ෆ - ෆ - ෆ			ෆ - ෆ - ෆ						Compose by : M.M.H. Pradeep		
ෆ - Shift + ෆ - ෆ			ෆ - Shift + ෆ - ෆ			ෆ - Shift + ෆ - ෆ						Date : 05/04/2008		

Tamil Keyboards

When typing in Tamil, the **Unicode keyboard** format is the most widely used standard, though phonetic variants exist as well.

Important Note on Fonts: Unicode is an open-source standard. If you create a document using a Unicode font, anyone can read it without needing to install special software. However, if you type using older proprietary fonts (like *FMBindumathi* or *FMAbhaya* for Sinhala, or *Bamini* for Tamil), the person receiving the document must have those specific fonts installed on their computer to read it properly.

Summary

Word processing is the creation and editing of text documents to make day-to-day tasks easier.

Correct keyboard skills and proper posture are essential for healthy, efficient computer use.

The standard keyboard layout we use is called the **QWERTY** keyboard.

QWERTY keyboards can easily be adapted for typing in other languages, like Sinhala and Tamil, using standard layouts or phonetic typing.

Typing Tutor software is highly recommended for mastering touch typing.