

WORD PROCESSING ESSENTIALS



Kenneth Leroy Busbee
Houston Community College

Houston Community College

Word Processing Essentials

Kenneth Leroy Busbee

This text is disseminated via the Open Education Resource (OER) LibreTexts Project (<https://LibreTexts.org>) and like the thousands of other texts available within this powerful platform, it is freely available for reading, printing, and "consuming."

The LibreTexts mission is to bring together students, faculty, and scholars in a collaborative effort to provide an accessible, and comprehensive platform that empowers our community to develop, curate, adapt, and adopt openly licensed resources and technologies; through these efforts we can reduce the financial burden born from traditional educational resource costs, ensuring education is more accessible for students and communities worldwide.

Most, but not all, pages in the library have licenses that may allow individuals to make changes, save, and print this book. Carefully consult the applicable license(s) before pursuing such effects. Instructors can adopt existing LibreTexts texts or Remix them to quickly build course-specific resources to meet the needs of their students. Unlike traditional textbooks, LibreTexts' web based origins allow powerful integration of advanced features and new technologies to support learning.



LibreTexts is the adaptable, user-friendly non-profit open education resource platform that educators trust for creating, customizing, and sharing accessible, interactive textbooks, adaptive homework, and ancillary materials. We collaborate with individuals and organizations to champion open education initiatives, support institutional publishing programs, drive curriculum development projects, and more.

The LibreTexts libraries are Powered by [NICE CXone Expert](#) and was supported by the Department of Education Open Textbook Pilot Project, the California Education Learning Lab, the UC Davis Office of the Provost, the UC Davis Library, the California State University Affordable Learning Solutions Program, and Merlot. This material is based upon work supported by the National Science Foundation under Grant No. 1246120, 1525057, and 1413739.

Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation nor the US Department of Education.

Have questions or comments? For information about adoptions or adaptations contact info@LibreTexts.org or visit our main website at <https://LibreTexts.org>.

This text was compiled on 04/22/2026

TABLE OF CONTENTS

Licensing

1: Preliminaries

- 1.1: Files Management
- 1.2: Undo Command

2: Typing

- 2.1: Paragraph Concept
- 2.2: Insert versus Overtyping
- 2.3: Auto Correct and Auto Text
- 2.4: Spelling and Grammar Checker

3: Improving

- 3.1: Selecting Text and Applying Effects
- 3.2: Styles
- 3.3: Using the Thesaurus

4: Printing

- 4.1: Title Page
- 4.2: Headers and Footers
- 4.3: Citations with Footnotes or Endnotes
- 4.4: Citations In-Line with Bibliography
- 4.5: Print Preview and Printing

5: Appendix

- 5.1: Show Hide File Extensions
- 5.2: Using the Longman Dictionary

Index

Glossary

Detailed Licensing

Licensing

A detailed breakdown of this resource's licensing can be found in [Back Matter/Detailed Licensing](#).

CHAPTER OVERVIEW

1: Preliminaries

[1.1: Files Management](#)

[1.2: Undo Command](#)

This page titled [1: Preliminaries](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

1.1: Files Management

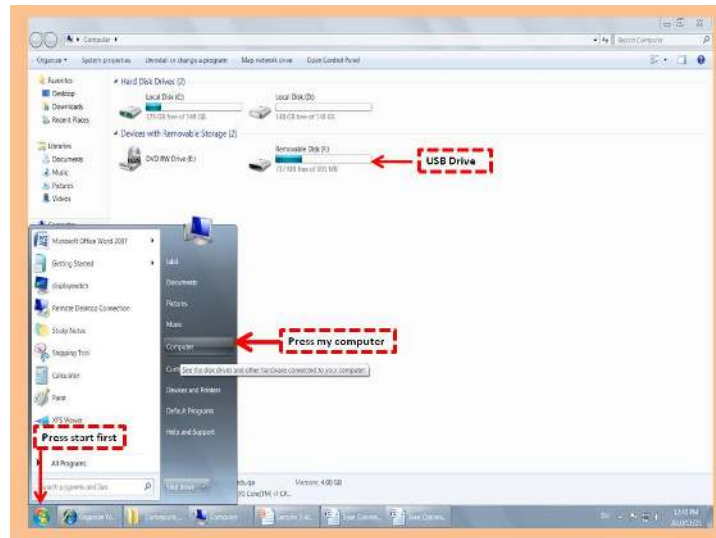
Learning Objectives

- Simple instructions for managing files using USB drives.

Usb Drive

Usb drive can be used for storing file and folders, it can be used for backing up files, and it is Easy to share and travel with.

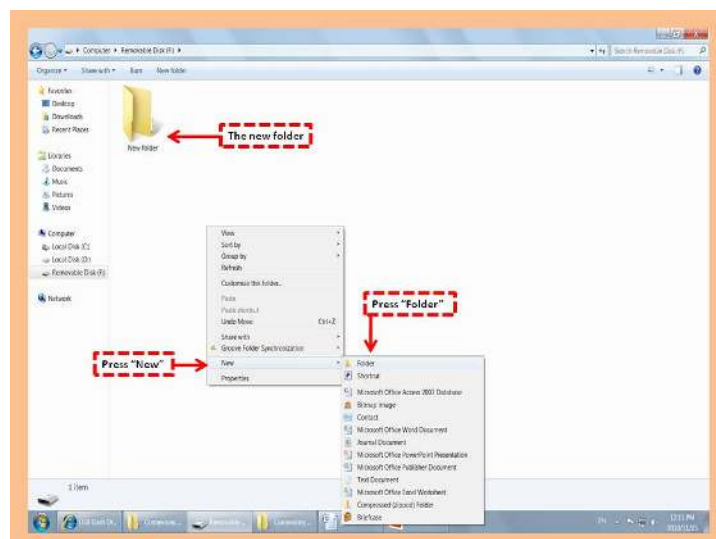
- You can find the USB Drive in my computer in start.
- You will find it under Devices with removable storage.
- You can rename the USB Drive by clicking the right side of the mouse.



To create a folder in the USB Drive

Folders can be created in Documents and in the Desktop, with creating folders you can create a folder within the folder that's called "Subfolders".

- Start my computer.
- Double-Click on the removable disk
- Right click on the empty space find the word "New" – find the word "Folder".



To save files in the folder USB Drive

Saving files is very easy, you can save files anywhere in the computer, you can rename the file; change the saving location of the file, and save it in a Different type.

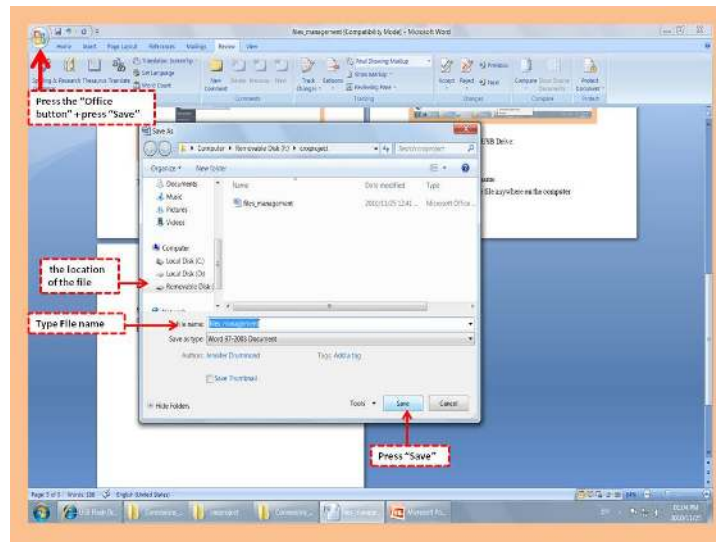
Press the “office button”.

Click on “Save as”.

Type the file name.

Change the location of the file anywhere on the computer

Click “Save”.



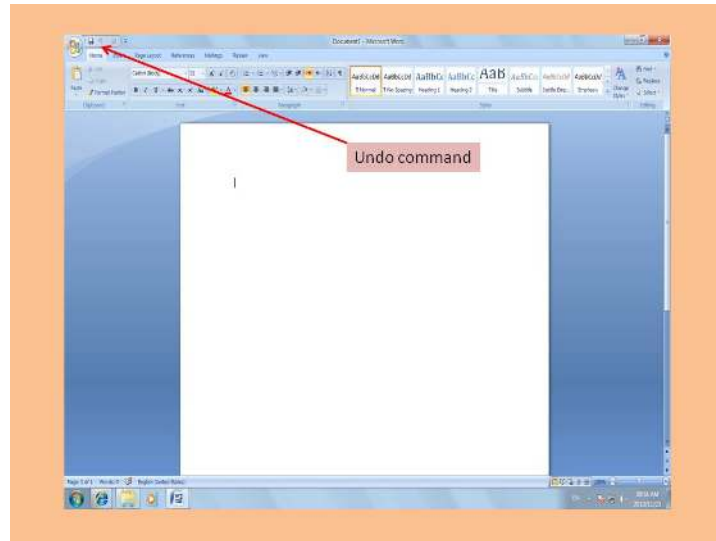
This page titled [1.1: Files Management](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) ([OpenStax CNX](#)).

1.2: Undo Command

Learning Objectives

- When and how to use the "undo" command when using word processing.

The undo command is used to quickly undo any recent key strokes. It is used when mistakes occur and the user wishes to undo it. For example when a user was typing some text then suddenly it disappears through pressing the wrong key, the easiest way to retrieve the data is through the undo command. The undo command is located next to the save button.



As shown in the image above you will have to press the undo command to commence undoing.

This page titled [1.2: Undo Command](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

CHAPTER OVERVIEW

2: Typing

[2.1: Paragraph Concept](#)

[2.2: Insert versus Overtyp](#)

[2.3: Auto Correct and Auto Text](#)

[2.4: Spelling and Grammar Checker](#)

This page titled [2: Typing](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) ([OpenStax CNX](#)) .

2.1: Paragraph Concept

Learning Objectives

- Explain the following laws An explanation of how to type paragraphs properly within word processing documents.
- An explanation of how tabs and returns are treated; including the use of the show/hide feature. the Ideal Gas Law

Word Wrap

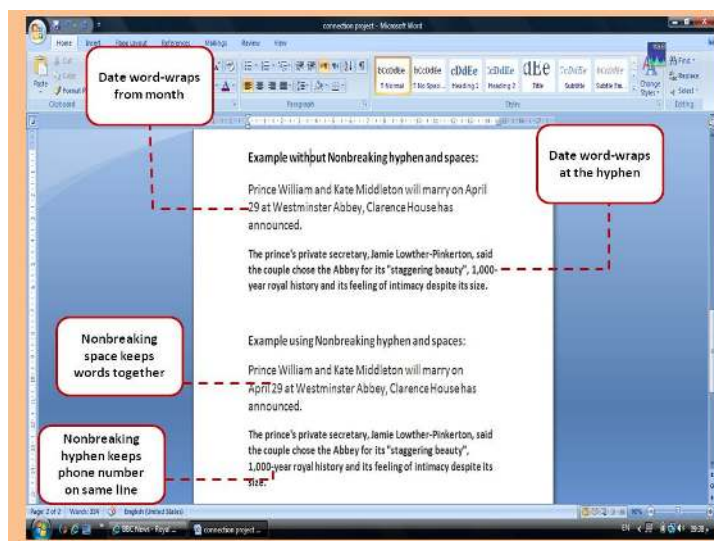
Word wrap is the feature of breaking lines between and not within words, except when a single word is longer than a line. So, when your line is full of text, the word processor automatically jumps to the next line. Sometime, the text may wrap in an unwanted location. To make the reading easier, you need to proofread word wrapping location and insert special characters. Two things to be concerned with are how to control word wrapping with nonbreaking hyphens and nonbreaking spaces?

- Insert Nonbreaking Hyphens

If there is a word with hyphen at the end of a line, the first word and the hyphen may appear on the first line, and the second word will be in the next line. So, to keep word with hyphen together, replace the regular hyphen with a nonbreaking hyphen. A nonbreaking hyphen prevents the word with hyphen from becoming separated at the hyphen. To insert a nonbreaking hyphen, press Ctrl+Shift+Hyphen.

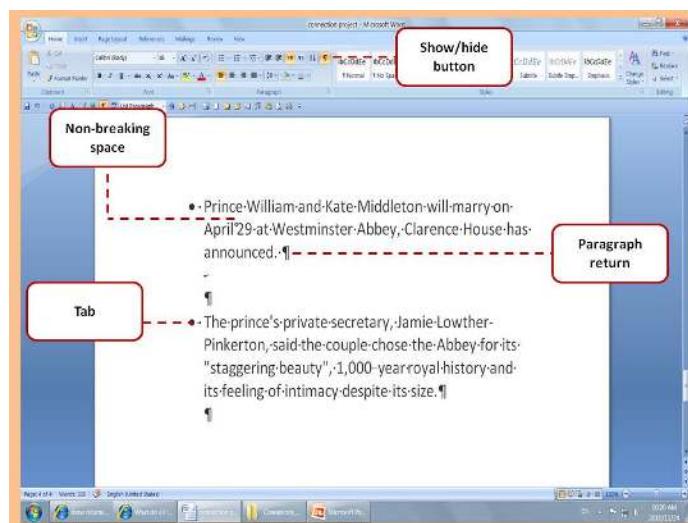
- Insert Nonbreaking Spaces

Sometimes text willwrap to the next line if a word does not fit at the end of the line, so some words should be kept together for improved readability. To prevent words from separating due to the word-wrap feature, you can insert a nonbreaking space. To insert a nonbreaking space, press Ctrl+Shift+Spacebar between the two words that you want to keep together.



Show/Hide spaces, return, and tabs

I cannot tell you how helpful using this feature can be. If you get used to working in Word with this feature turned ON, you'll keep yourself out of so much trouble! As you type text, Word inserts nonprinting marks or symbols. To see these symbols click the Home tab, in the Paragraph group, click Show/Hide button that look like a reversed "p". When you click it you will see the different characters that show you there are spaces, returns, and tabs on your text.



This page titled [2.1: Paragraph Concept](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

2.2: Insert versus Overtyping

Learning Objectives

- An explanation of how these two modes of entry effect what you see when typing. How to toggle between the two modes.

Insert

Insert means that you add text to the current text without replacing any single letter. For example, the original sentence is “John is a good person”; if you insert “very” between “a” and “good”, the sentence will be “John is a very good person”.

To insert a text:

Step 1 - Move the insertion point to the place you want to insert the text.

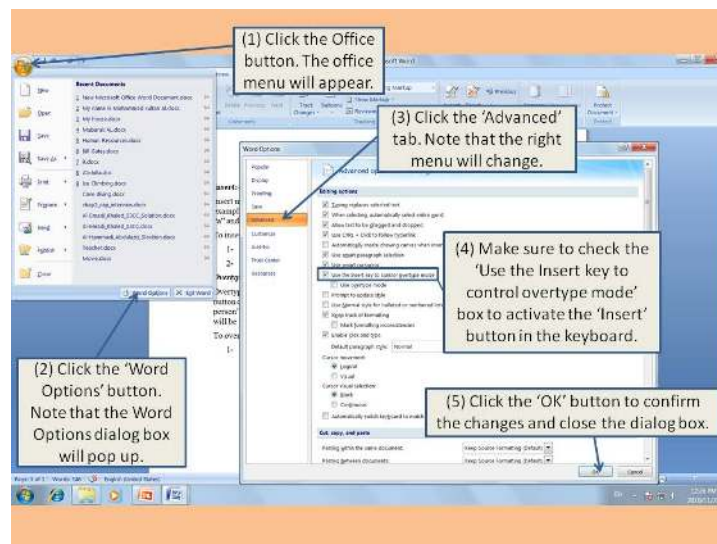
Step 2 - Type the text you want.

Overtyping

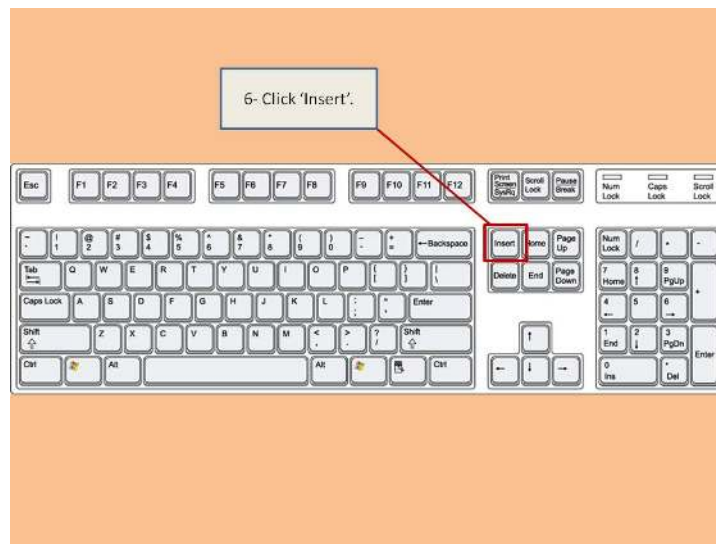
Overtyping means that you replace the current text with another text using the ‘Insert’ button on the keyboard. For example, the original sentence is “John is a very good person” and you want to replace “good” with “nice”. If you put the insertion point before “good” and type “nice”, the sentence will be “John is a very nice person” not “John is a very nice good person”.

To overtype a text:

Step 1 - Be sure to activate the ‘Overtyping option’. To do that, follow the instructions:



Step 2 - To overtype the text, move the insertion point to the place you want to replace the text (before the text); click the insert button (toggles from insert mode to overtype mode).



Step 3 - Type the new text that will overwrite the existing text. Hit the insert key to toggle off the overwrite and return to the insert mode.

This page titled [2.2: Insert versus Overtyp](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

- An explanation of how these two featured effect what happens when typing.

Many people make mistakes while they are typing in the word. You will notice while you are typing your misspelled words will automatically be corrected. Here are the steps to turn on the AutoCorrect.

1. Click on start button as shown, and then press *word option*.
2. Choose **Proofing**.
3. When you click on proofing click on *AutoCorrect option*.
4. At the last step here you can replace the incorrect word with the correct one you choose.



Auto text is one way to complete your unfinished words in the word document, while are you typing specially dates, time, and years you will notice that there is something popping to you like in the picture below as shown to you. You can confirm that just by pressing **ENTER**.



This page titled [2.3: Auto Correct and Auto Text](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX) .

2.4: Spelling and Grammar Checker

Learning Objectives

- Simple instructions for using the spelling and grammar checking features of word processing.

Spelling and Grammar Checker

Many students, especially ESL students, hope to write an academic essay, paper, or any academic writing that is free of spelling or grammar mistakes. Sometimes when we revise our work, we might miss or cannot recognize some of those mistakes, and for that reason, Microsoft Office Word has provided the world an awesome feature called Spelling and Grammar Checker. Spelling and Grammar Checker helps you avoid many common spelling and grammar errors in your word documents, and at the same time you may correct some of them.

Types of Errors

There are three different wavy underline colors that have three different meanings: green, red, and blue; the green wavy underline indicates grammatical error(s), the red wavy underline refers to spelling error(s), and the blue wavy underline refers to contextual error(s).



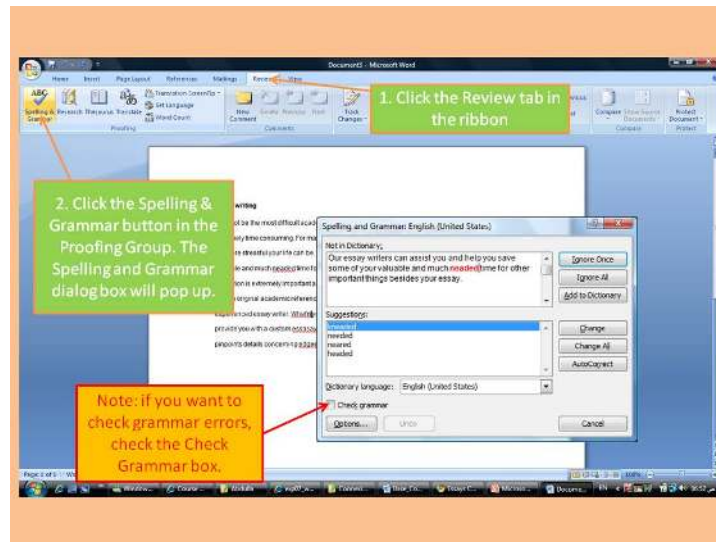
Auto Corrections

Microsoft Office Word has a feature that corrects some spelling errors automatically; for example, if you type "teh" instead of "the", the word "teh" will be adjusted automatically to "the". **However, the application cannot correct or find all grammar mistakes**, so you have to review your document thoroughly before printing the final draft, and make sure that your document does not have any spelling, grammatical, or contextual errors.

There are many methods to identify misspelled words or questionable grammar in your document: you may print your document and give it to someone else to correct it using a marker, or you may read your document aloud that helps you find some mistakes.

Using Spelling and Grammar Checker

To start Spelling and Grammar Checker, do the following steps:



Then, choose the appropriate options. Once you finish, click the X button on the right top corner of the Spelling and Grammar dialog box to close the dialog box.

This page titled [2.4: Spelling and Grammar Checker](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

CHAPTER OVERVIEW

3: Improving

[3.1: Selecting Text and Applying Effects](#)

[3.2: Styles](#)

[3.3: Using the Thesaurus](#)

This page titled [3: Improving](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

3.1: Selecting Text and Applying Effects

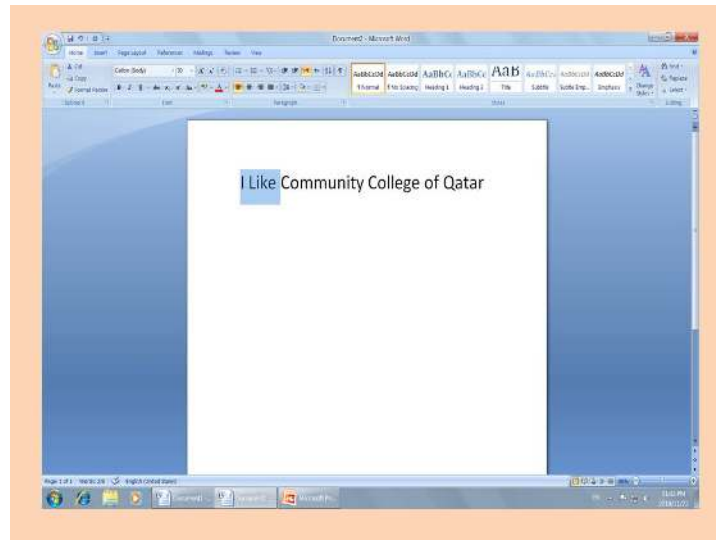
Learning Objectives

- How to select text within a document coupled with how to apply commonly used effects such as bold, font types, etc. onto the selected text.

Selecting Text

If you want to **select** a text you have to:

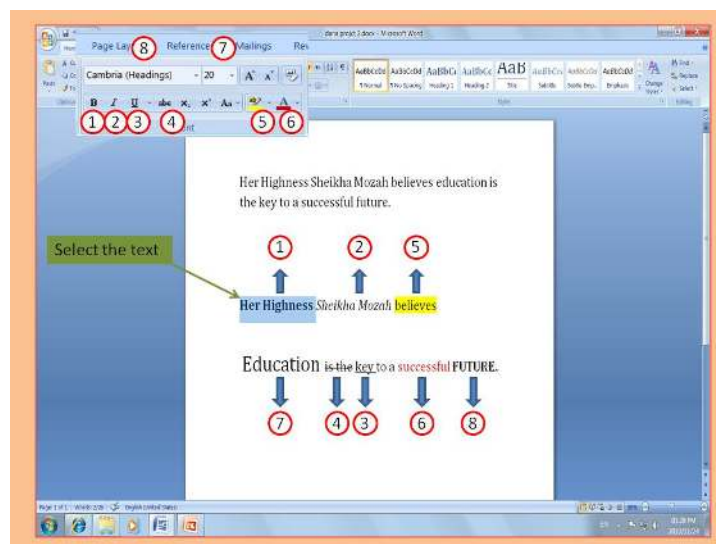
- Move insertion point to the word that you want to select
- left click in the mouse and select the wanted text



Applying Effects

If you want to **apply effect** in your text:-

- From the **font** box which is placed in **home** tab you can apply effects in your text such as, font, size, bold, underlined, italic ...
- You have to select the text, and then press the icon that you desire.



The explanations for these numbers are:-

- 1. Bold:** to make your type appear **like this**.

2. **Italic:** to make your type face curve or (bend) to the right *like this*.
3. **Underline:** to make a line below your text Like this.
4. **Strikethrough:** to cross the text or make a line at the middle of the text.
5. **Highlight color:** to highlight a text.
6. **Font color:** to change the font color.
7. **Font size:** to change the text size.
8. **Font:** to change the font hand writing or style.

This page titled [3.1: Selecting Text and Applying Effects](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX) .

3.2: Styles

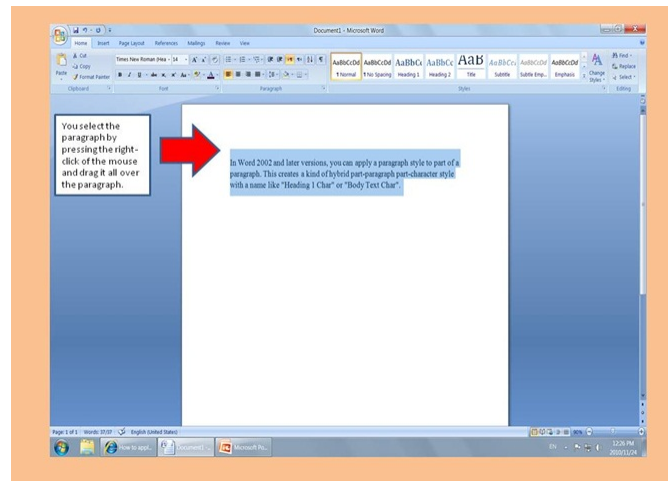
Learning Objectives

- How to use the "Heading 1" style, plus how to change styles for an entire document.

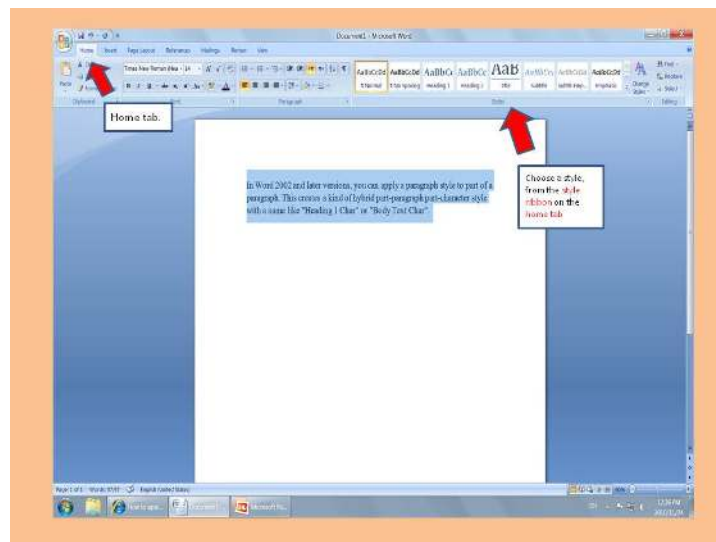
All formatting in Microsoft Word is controlled by styles. A style is a set of formatting instructions. Word applies the formatting instructions when you apply a style. Microsoft Word comes with dozens of built-in styles.

Here are the steps of applying a style:

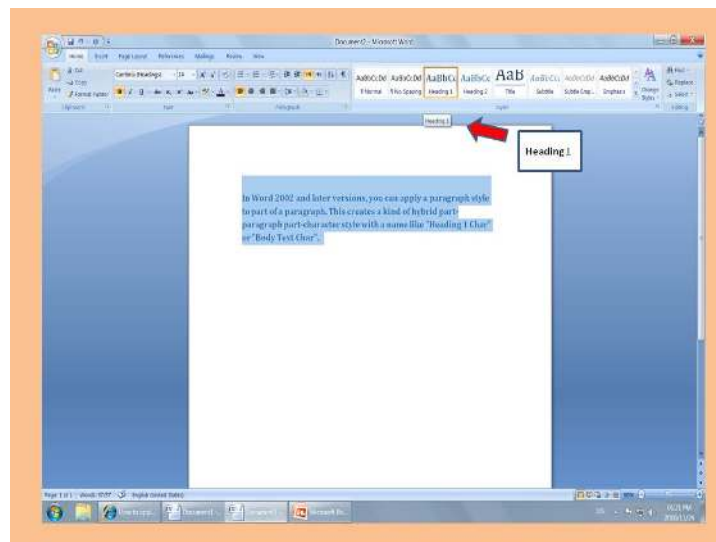
Step 1: Select the text.



Step 2: Apply the style: using the mouse.



The results when choosing Heading 1:



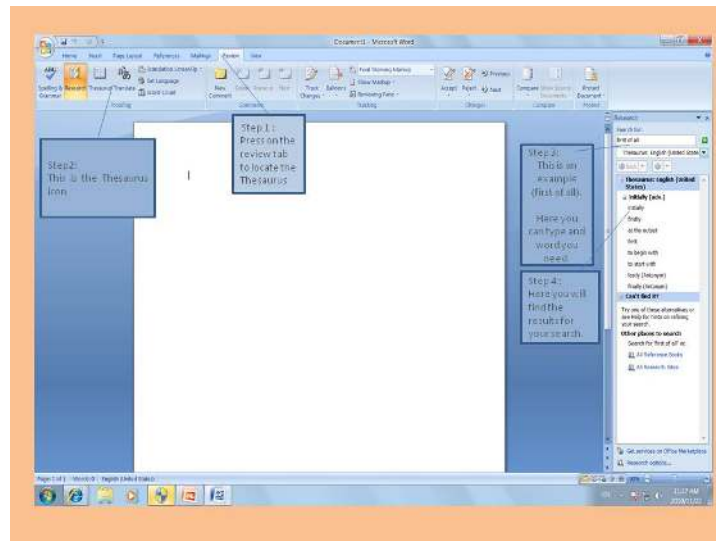
This page titled [3.2: Styles](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) ([OpenStax CNX](#)) .

3.3: Using the Thesaurus

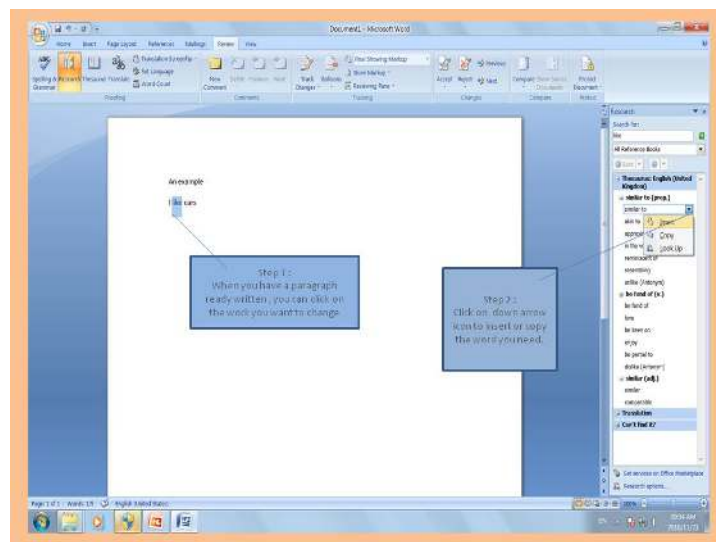
Learning Objectives

- How to use the thesaurus to improve a document.

What is a Thesaurus: A thesaurus is a [reference work](#) that lists words grouped together according to similarity of meaning (containing [synonyms](#) and sometimes [antonyms](#)), in contrast to a [dictionary](#), which contains [definitions](#) and [pronunciations](#).



Here are the first basic steps on how to use the thesaurus.



Here its explaining on when you have a paragraph written instead of typing the word in the search bar, you can just click on the word you want to change.

This page titled [3.3: Using the Thesaurus](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

CHAPTER OVERVIEW

4: Printing

[4.1: Title Page](#)

[4.2: Headers and Footers](#)

[4.3: Citations with Footnotes or Endnotes](#)

[4.4: Citations In-Line with Bibliography](#)

[4.5: Print Preview and Printing](#)

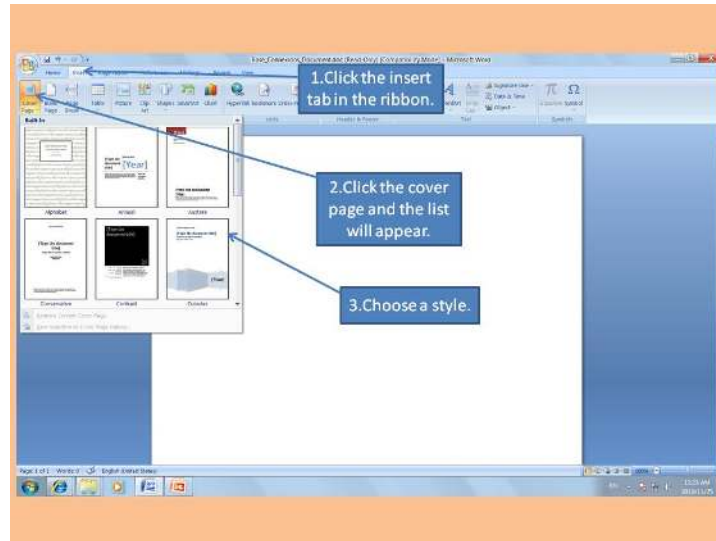
This page titled [4: Printing](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

4.1: Title Page

Learning Objectives

- How to create a title page for a document.

Most research papers have a title page (sometimes called a cover page). The slide below shows simple instructions to make a title page.



This page titled [4.1: Title Page](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

4.2: Headers and Footers

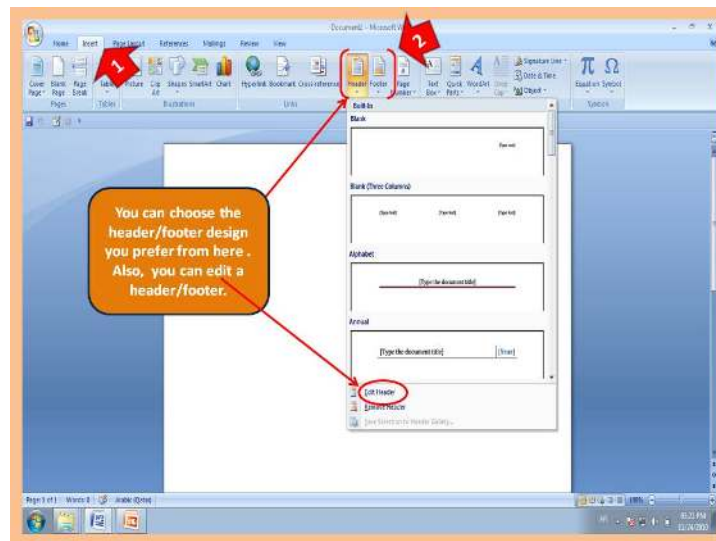
Learning Objectives

- How to create headers and footers for a document.

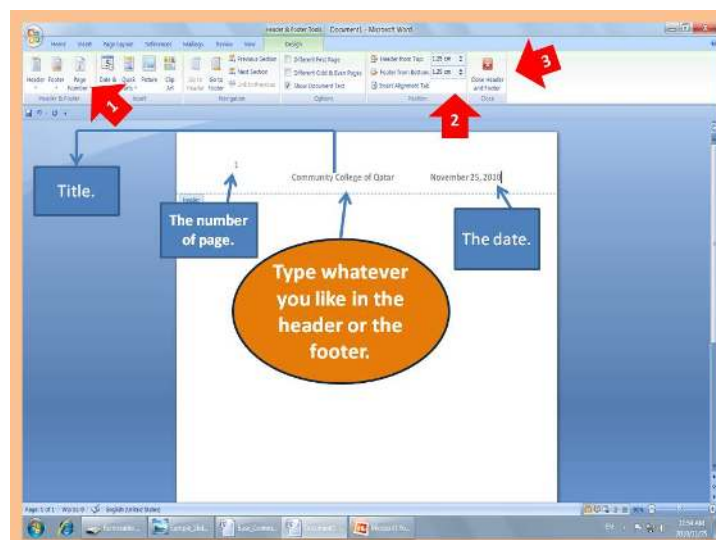
Header and Footer are to insert whatever you need (such as page numbers, title, date...Etc.) into the head (top) and the foot (bottom) of each page. However, the main purpose for the header and footer is to add various scripts to track the access to the blog (such as Google...Etc.).

To create a header or a footer:

- Click the Insert tab.
- Click on the Header/Footer pop-down menu.



After you insert the header/footer, type in header or footer whatever you like...



- You can insert page numbers as it shown in the picture above by choosing the design you like.
- Also, you can change the height of the Header/footer from the Position group as it shown in the picture above.
- After finishing editing the header/footer, to exit click the (" Close Header and Footer", the red X next to the Position group).

This page titled [4.2: Headers and Footers](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

4.3: Citations with Footnotes or Endnotes

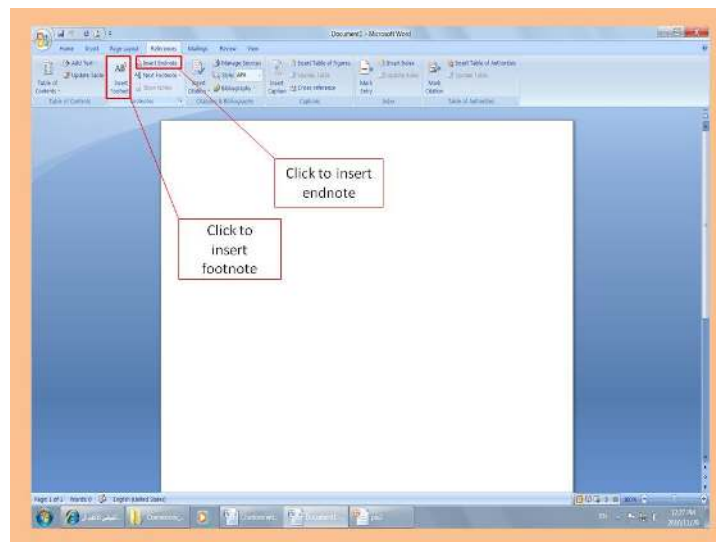
Learning Objectives

- How to cite references using either footnotes or endnotes.

Footnotes and endnotes make it easy to give credit to your sources or to add explanatory material. A footnote appears at the end of the page, and the endnote appears at the end of the document. Footnotes and endnotes are also used for additional information about a topic.

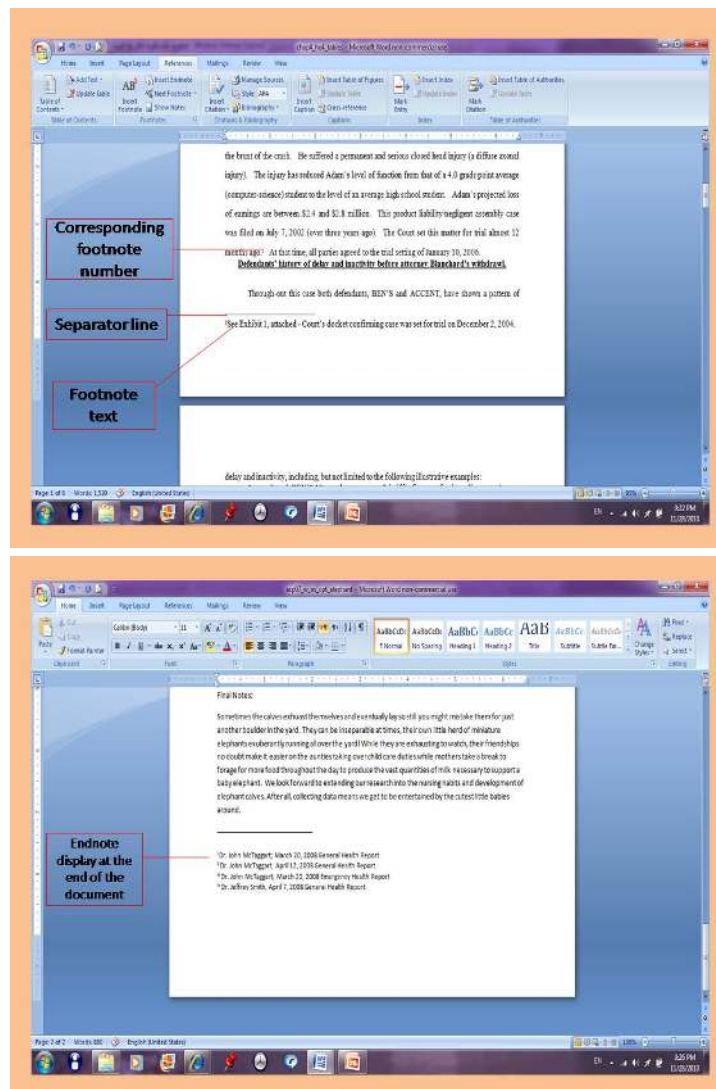
To insert footnote or endnote do the following as shown in figure below:

1. Place the pointer where you want to insert the reference note.
2. Go to the references tab.
3. In the Footnotes group, click Insert Footnote or Insert Endnote.
4. Type your text, and click back to the text.



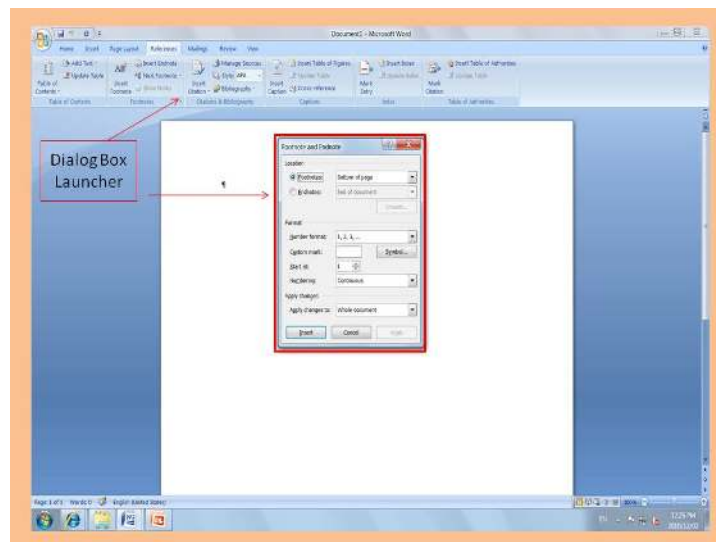
Automatically, Word places footnotes at the end of each page and endnotes at the end of the document.

Footnotes and endnotes are both separated from the body text by a short horizontal line. Both footnotes and endnotes contain a note reference mark in the body text to indicate that additional information as shown in figures below. The footnote uses sequenced numerals (1, 2 ...) and the endnote uses sequenced Roman numerals (i, ii...). If add or delete notes, numbers automatically modified.

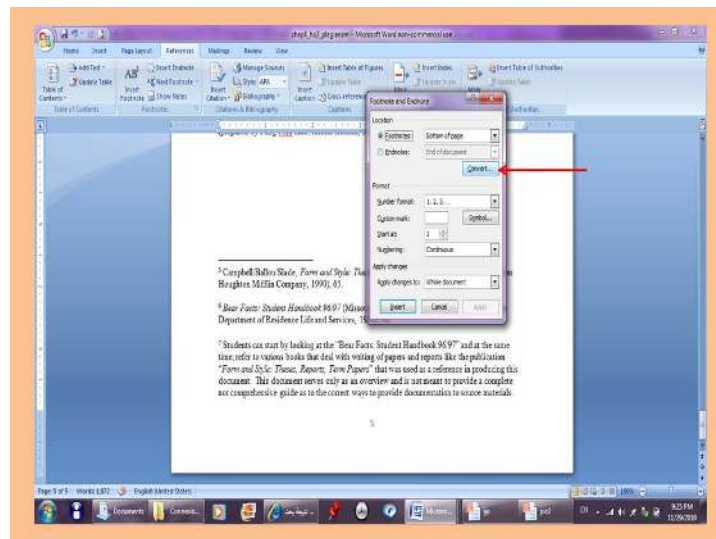


Note text can be formatted as any other text. You can change its color, size, style, etc. You can easily modify your notes simply by clicking inside the note and edit it. To delete note select its note reference number in the text and press Delete.

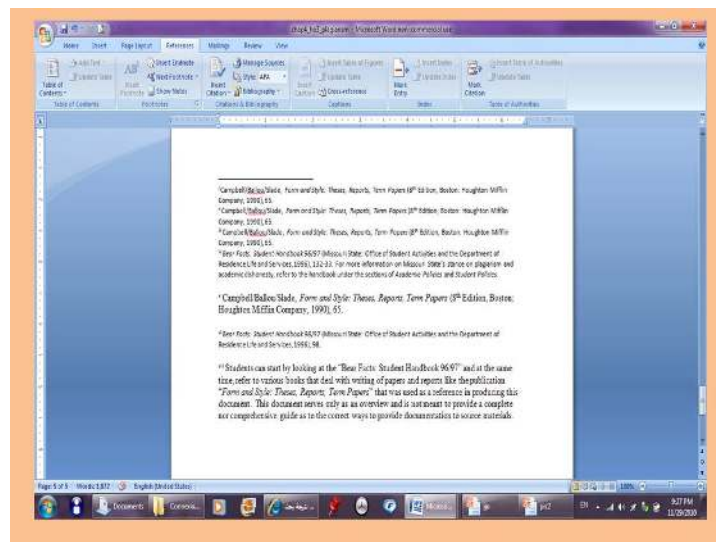
Also you can modify it by clicking the Footnote and Endnote Dialog box launcher. Use the dialog box launcher (a little box with an arrow) at the lower-right corner of the Footnotes group of the References tab.



To convert the footnote to endnote or opposite, click on convert in the Footnote and Endnote Dialog box launcher.



After converting:



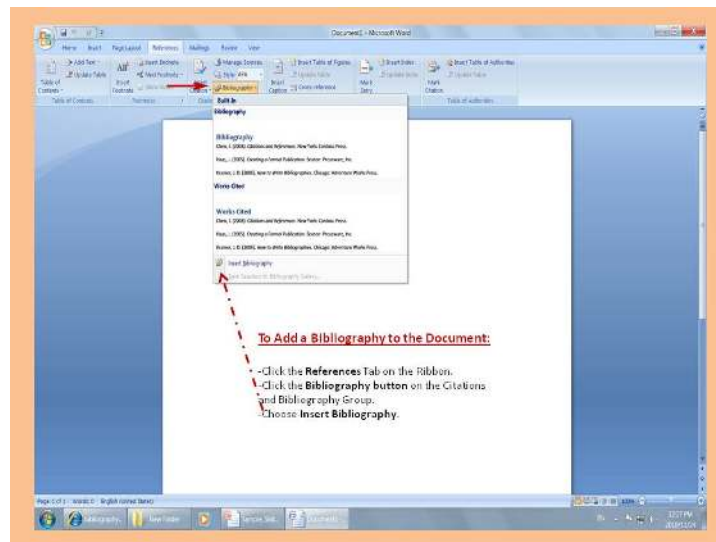
This page titled [4.3: Citations with Footnotes or Endnotes](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

4.4: Citations In-Line with Bibliography

Learning Objectives

- How to cite references in-line then adding a bibliography.

A **bibliography** is a list of works cited by an author and should be included with the document when published. Select either Bibliography or work cited from the list of **Built-In Bibliographies**. After you add the sources using the Insert Citations feature, you click **Bibliography** in the **Citations & Bibliography group** on the **References tab**, and then click **Insert Bibliography**. The insert Bibliography selection at the bottom will work the same way it just won't format the bibliography like the **Built-In selections**.



This page titled [4.4: Citations In-Line with Bibliography](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

4.5: Print Preview and Printing

Learning Objectives

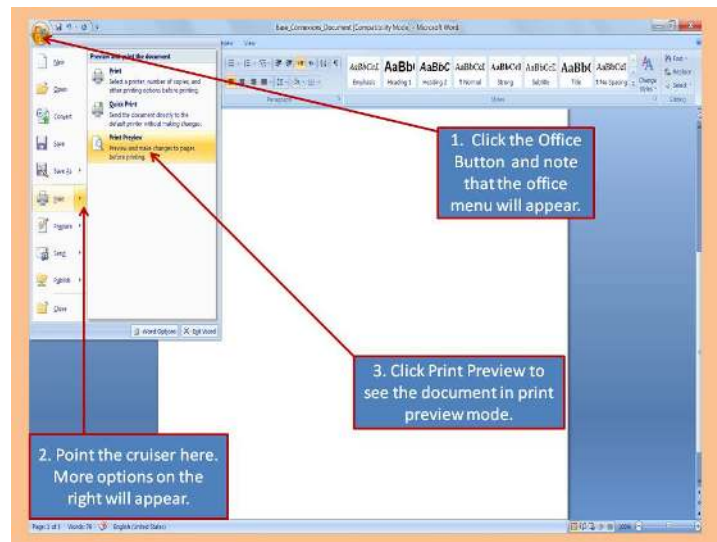
- How to print preview a document to review for problems, plus how to print from the print preview screen.

In the Print Preview, you can see what your document looks like before printing. It helps you to make your paper looks perfect and organized which saves more papers .

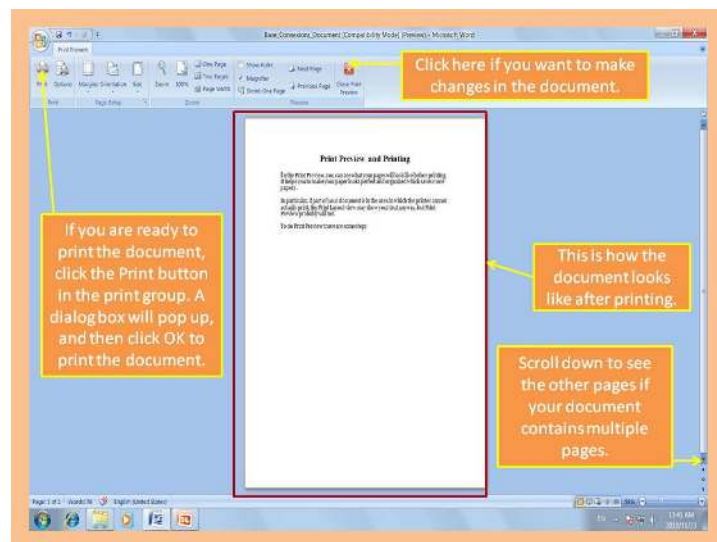
In particular, if a part of your document is in the area in which the printer cannot actually print, the Print Layout view may show your text anyway, but Print Preview probably will not.

Students must print preview their documents before printing to make sure that the document looks perfect and to avoid wasting papers.

To start Print Preview, do the following steps.



This is how the Print Preview mode looks like.



This page titled 4.5: Print Preview and Printing is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX) .

CHAPTER OVERVIEW

5: Appendix

[5.1: Show Hide File Extensions](#)

[5.2: Using the Longman Dictionary](#)

This page titled [5: Appendix](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee \(OpenStax CNX\)](#).

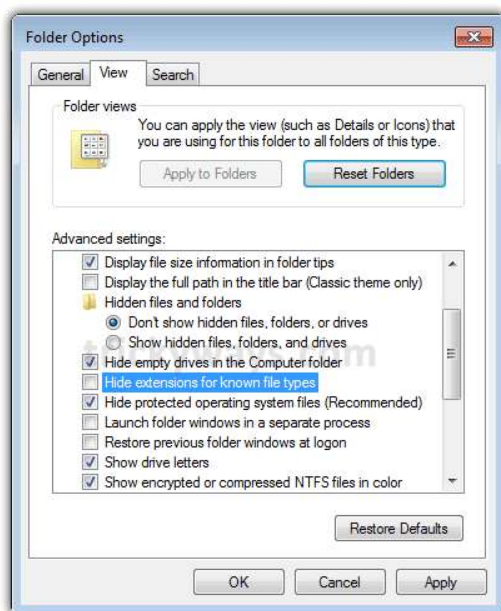
5.1: Show Hide File Extensions

Learning Objectives

- General instructions on how to show or hide file extensions. Specific instructions and web page links for Windows XP, Windows Vista and Windows 7 operating systems.

By default, file extensions for known file types are hidden in Windows operating systems. However, you can change this setting so that file extensions are shown for all file types. Being able to see file extensions can be very helpful for students taking computer courses because those course instructions often refer to file extensions.

All Windows operating systems navigate you to the “Folder Options” menu, then have you select the “View” tab. Indeed the box is identical in Windows XP, Windows Vista and Windows 7.



The check in the box acts like a toggle switch. With a check present, it will hide known file types. Without the check present, it will show all file types. Click on the box to make the check appear [hide file extensions] or disappear [show file extensions] and then select “OK”.

Instructions for navigating to the “Folder Options” for various Windows operating systems along with an Internet link for additional help are provided below.

Windows XP

With the Windows Explorer open, select the “Tools” tab and then “Folder Options”.

Link for additional help: <http://www.fileinfo.net/help/windows-show-extensions.html> or <http://dotwhat.net/page/displayextensions/>

Windows Vista

Select the “Start” button, then “Control Panel”, then “Appearance and Personalization” and then “Folder Options”.

Link for additional help: <http://windows.microsoft.com/en-us/windows-vista/Show-or-hide-file-name-extensions>

Windows 7

Select the “Start” button, then “Control Panel” and then “Folder Options”.

Link for additional help: <http://maximumpcguides.com/windows-7/hide-file-extensions/>

This page titled [5.1: Show Hide File Extensions](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX) .

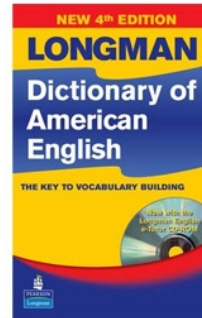
5.2: Using the Longman Dictionary

Learning Objectives

- Simple instructions to help students more effectively use the Longman dictionary.

Introduction

The world's best-selling learner dictionary of American English and still the only intermediate-level dictionary completely based on authentic spoken and written English. Widely used in ESL programs including the ESL programs at The Community College of Qatar.



Key to the Dictionary

You will find below some simple explanations that would help you comprehend the major elements of the Longman dictionary.

Key to the Dictionary

Definitions explain the meaning of the word in clear simple language, using the 2000-word Longman American Defining Vocabulary.

The meanings of each word are listed in order of frequency. The most common meaning is shown first.

Part of speech is shown first, then information about whether a word is countable, uncountable, transitive, intransitive, etc.

Information about irregular forms of verbs and nouns is shown at the beginning of the entry.

Pronunciation is shown using the International Phonetic Alphabet.

Labels before the definition show if a word is used in informal, formal, literary, etc. English.

Usage boxes help you avoid the common mistakes people often make when using a word.

Synonyms (=words with the same meaning), opposites and related words are shown after the definition.

Phrasal verbs are listed in alphabetical order after the main verb.

ab-a-cus /ˈebəkəs/ n. [C] a tool used for counting and calculating, consisting of a frame with small balls that can be slid along on thick wires

a-ban-don /əˈbændən/ v. [T] – 1 to leave a person or thing, especially one that you are responsible for, and ~~not~~ go back: *How could she abandon her own child?* 2 We had to abandon the car and walk the rest of the way – 2 to stop doing or using something because of problems: *The policy had to be abandoned.* —abandonment n. [U]

ab-be-y /ˈæbi-/ n. [C] a large church, with buildings next to it where monks and nuns live

ab-bre-vi-ate /əˈbriːəti/ v. [T] formal to make a word, story, etc. shorter: *“Street” is often abbreviated as “St.”*

ab-hor /əbˈhɔːr, əb-/ v. past tense and past participle **abhorred**, present participle **abhorring** [T] formal to hate something, especially because you think it is morally wrong: *I abhor discrimination of any kind.*

a-bil-i-ty /əˈbɪləti/ n. plural **abilities** [C,U] the state of being able to do something, or your level of skill at doing something: *A manager must have the ability to communicate well.* 1 a young girl with great musical/athletic/acting, etc. ability 2 She worked to the best of her ability (was well as she could) in school.

a-bun-dance /əˈbʌndəns/ n. [singular, U] formal a large quantity of something: *an abundance of information* 1 Wild flowers grow in abundance on the hillsides.

act² n. 1 [C] something that you do: a criminal act 1 acts of cruelty 1 Police caught the suspect in the act of making a bomb.

USAGE

Act is always countable, and is used when you mean a particular type of action: an act of friendship 1 He was caught in the act of stealing. **Action** can be countable or uncountable: a kind action 1 What we need now is quick action.

A.D. Anno Domini used in order to show that a date is a particular number of years after the birth of Christ 1 ~~B.C.~~ 432 A.D.

ad-di-tion-al /əˈdɪʃənəl/ adj. more than you already have, or more than was agreed or expected [**extra**]: *We were charged an additional \$50 in late fees.* 1 **Additional information** is available on our website.

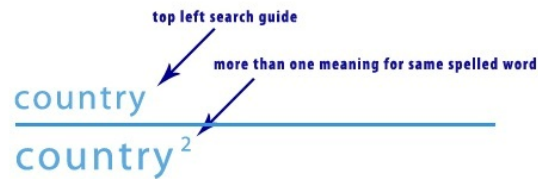
ad-her-e /ədˈhɪər/ v. [I] formal to stick firmly to something

adhere to sth phr. v. formal to continue to behave according to a particular rule, agreement, or belief: *Not all the states adhered to the treaty.*

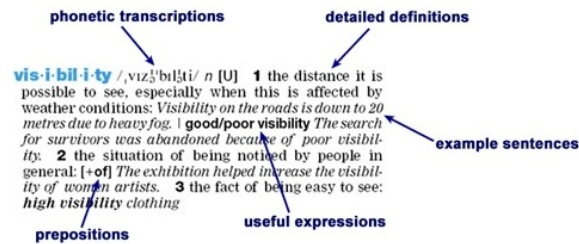
ad-mis-si-ble /ədˈmɪsəbəl/ adj. formal acceptable to be allowed, especially in a court of law [**inadmissible**]: *admissible evidence*

Searching for a Word

The key to search for a word is the upper left/right smaller font words which represents a guide for the search as shown below.



Phonetics & Detailed Definitions



This page titled [5.2: Using the Longman Dictionary](#) is shared under a [CC BY](#) license and was authored, remixed, and/or curated by [Kenneth Leroy Busbee](#) (OpenStax CNX).

Index

D

dire

Glossary

Sample Word 1 | Sample Definition 1

Detailed Licensing

Overview

Title: [Word Processing Essentials \(Busbee\)](#)

Webpages: 31

All licenses found:

- [CC BY 4.0](#): 71% (22 pages)
- [Undeclared](#): 29% (9 pages)

By Page

- [Word Processing Essentials \(Busbee\)](#) - [CC BY 4.0](#)
 - [Front Matter](#) - [Undeclared](#)
 - [TitlePage](#) - [Undeclared](#)
 - [InfoPage](#) - [Undeclared](#)
 - [Table of Contents](#) - [Undeclared](#)
 - [Licensing](#) - [Undeclared](#)
 - [1: Preliminaries](#) - [CC BY 4.0](#)
 - [1.1: Files Management](#) - [CC BY 4.0](#)
 - [1.2: Undo Command](#) - [CC BY 4.0](#)
 - [2: Typing](#) - [CC BY 4.0](#)
 - [2.1: Paragraph Concept](#) - [CC BY 4.0](#)
 - [2.2: Insert versus Overtyping](#) - [CC BY 4.0](#)
 - [2.3: Auto Correct and Auto Text](#) - [CC BY 4.0](#)
 - [2.4: Spelling and Grammar Checker](#) - [CC BY 4.0](#)
 - [3: Improving](#) - [CC BY 4.0](#)
 - [3.1: Selecting Text and Applying Effects](#) - [CC BY 4.0](#)
 - [3.2: Styles](#) - [CC BY 4.0](#)
 - [3.3: Using the Thesaurus](#) - [CC BY 4.0](#)
 - [4: Printing](#) - [CC BY 4.0](#)
 - [4.1: Title Page](#) - [CC BY 4.0](#)
 - [4.2: Headers and Footers](#) - [CC BY 4.0](#)
 - [4.3: Citations with Footnotes or Endnotes](#) - [CC BY 4.0](#)
 - [4.4: Citations In-Line with Bibliography](#) - [CC BY 4.0](#)
 - [4.5: Print Preview and Printing](#) - [CC BY 4.0](#)
 - [5: Appendix](#) - [CC BY 4.0](#)
 - [5.1: Show Hide File Extensions](#) - [CC BY 4.0](#)
 - [5.2: Using the Longman Dictionary](#) - [CC BY 4.0](#)
 - [Back Matter](#) - [Undeclared](#)
 - [Index](#) - [Undeclared](#)
 - [Glossary](#) - [Undeclared](#)
 - [Detailed Licensing](#) - [Undeclared](#)