



The world of computer systems

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Abstract

Alignment with alignment guides automatically aligns pictures, charts and images with the text. The new discoverable layout options in Word 2013 make wrapping text easier to use. Most of the users are familiar with earlier versions of Word. The new versions are made to make work much easier and faster. However, the users are not aware of the advantages of the newest versions which are much convenient and compatible with the day to day work that we are involved with. Therefore understanding and being up to date with the new versions are essential for effective work performance. The assignment focuses on the special and unknown features of the Word 2013 to make the user aware of its advantages. In this we focused at main fifteen (15) special and unknown features that are useful for the user to carry out work effectively. The blog in MS Word 2013 provides a platform in creation of blogs in simple manner, even without having a vast knowledge. Also, it facilitates step by steps to user to complete the task without any hassle. Digital signature in advance mood facilitates to share the information in more secured Environment among the users. Also, macro in Word 2013 is advanced than earlier versions and while providing user Friendly environment. “Insert online Video” is a new feature in Word 2013 and we can create more interactive documents and watch an inserted online video without even leaving the document. Further Word 2013 has some image editing features that can create some nice images. Generally, we need some type of Reader like Adobe Reader to look at the PDF Read-only files. But in Office 2013 we can use Word to save in PDF format and open up PDF files, even make changes to those files and save them. Out of these features, One Drive provides the free storage facility online (Cloud) which act as a personal online hard drive. Collapse and expand feature especially helpful to work with long and complicated documents as it provides an outline of the document. Also the new feature of “present a document online” provides the accessibility to documents for remote users even without having word. Track changes feature is important to do suggested changes to the document.

Keywords: automation, management information system, cloud, microsoft word blog, onedrive, skydrive, accounting information system and digital signature

Introduction

Automation itself needs proper planning. An organization that fails to plan its automation process may lose the benefit derivable from automated accounting system. This, therefore, means that automation, if well planned should make an organization better in all aspects of its accounting activities. In Nigeria, not much is known about automation of accounting system (i.e. e-accounting system) of organization, especially local ones. This is a great challenge before the academic accountants and professionals. The earlier this is tackled,

The better for accounting profession in Nigeria. Currently Microsoft Word is one of the key packages of Microsoft Office Package. Microsoft Office Package is a product of well-known Microsoft Corporation which was found in April 4, 1975 by Bill Gates. Microsoft Windows Operating System & Microsoft Office Packages are main products of Microsoft Corporation. By now they have released number of versions of Windows Operating System & Office packages. Evolution of Microsoft word is seen below.

In 1990

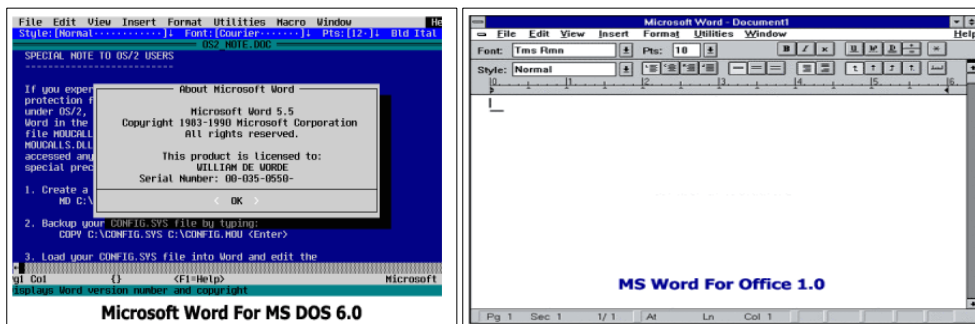


Fig 1

Table 1

Evolution of Microsoft Word	
1.	Word 1990 to 1995
2.	Word 97
3.	Word 98
4.	Word 2001 / Word X
5.	Word 2002 / XP
6.	Word 2003
7.	Word 2004
8.	Word 2007
9.	Word 2008
10.	Word 2010
11.	Word 2011
12.	Word 2013
13.	Word 2016

2. In 1995 – Office 95

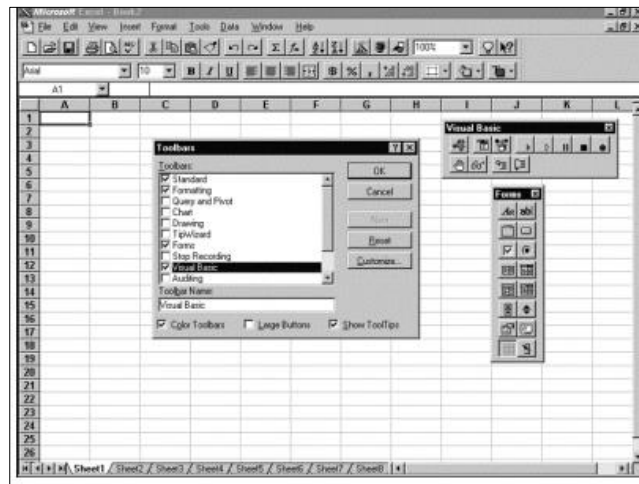


Fig 2

3. In 1996 - Office 97

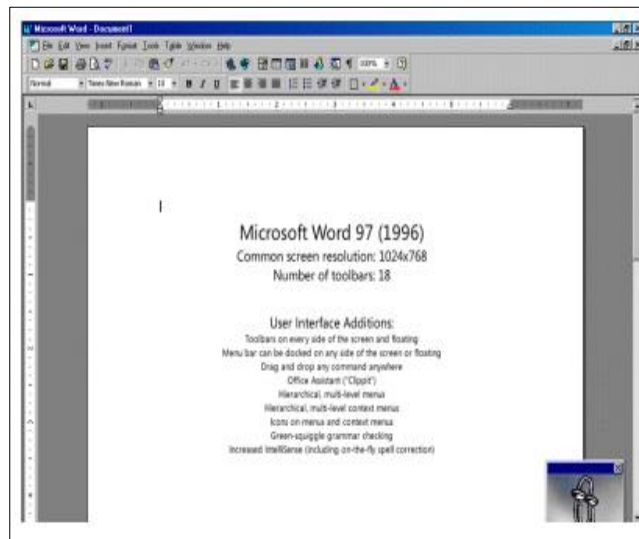


Fig 3

4. In 2003-Office 2003

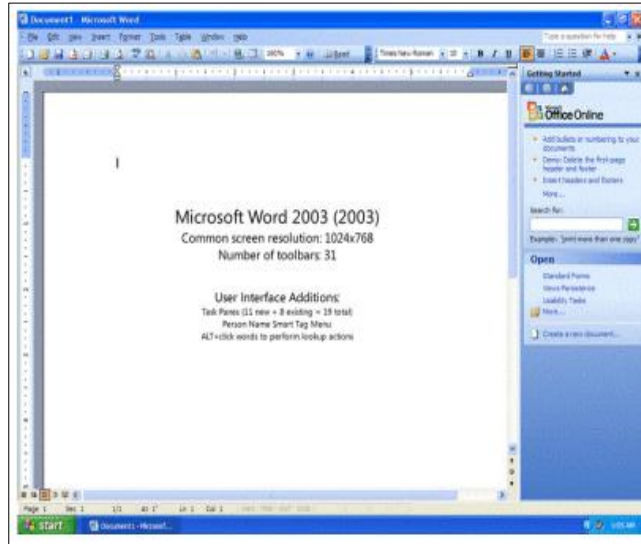


Fig 4

5. In 2007-Office 2007

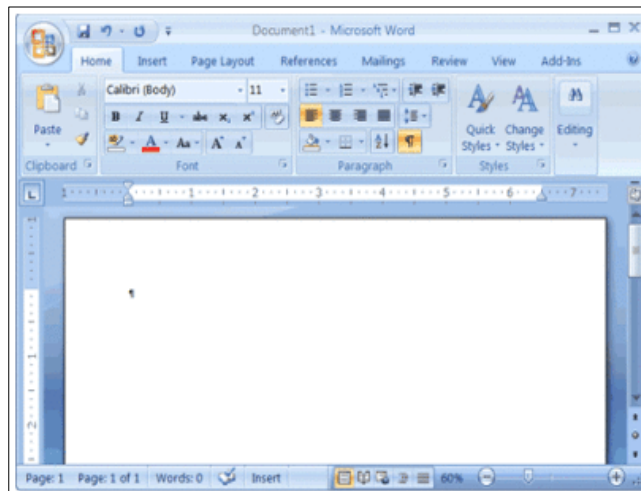


Fig 5

6. In 2010 – Office 2010

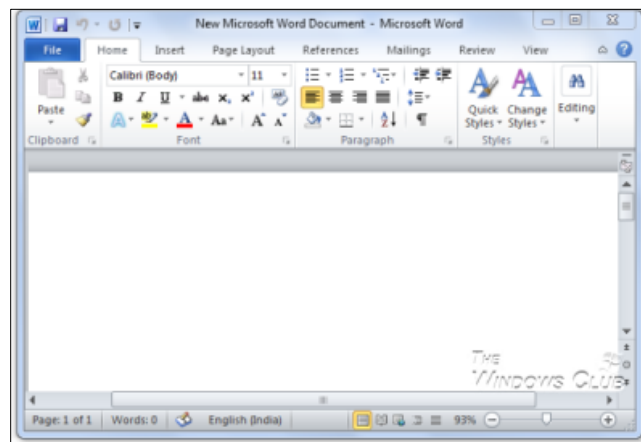


Fig 6

7. In 2013 – Office 2013

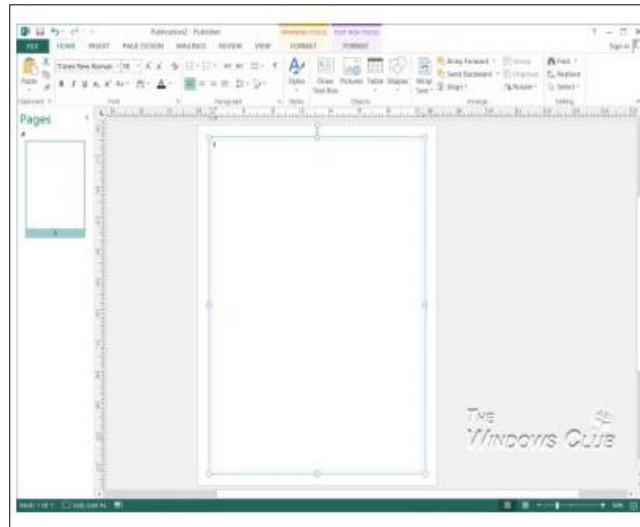


Fig 7

8. In 2015 – Office 2016

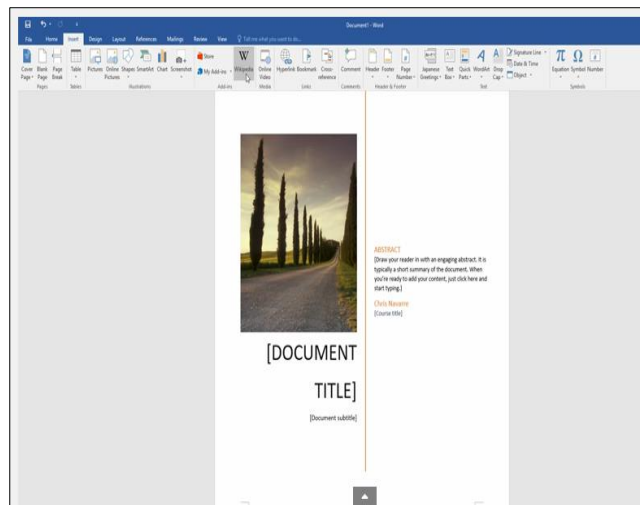


Fig 8

Very first version of Microsoft Word was developed by Charles Simonyi and Richard Brodie under the guidance of Bill Gates in 1981. In 1983 Word 1.0 was released for Xenix operating system and MS-DOS, but this was not successful. When windows 3.0 were released in 1990, they released Microsoft office package comprising Word 1.1, Excel 2.0 & power point 2.0. This word version was released at price of USD 498. At the beginning Microsoft Corporation named packages using version number such as Word 1.0, Word 1.1, Word 5, Word 6 etc. From year 1995 on words company used the year to name its versions such as Office 95, Office 97 etc. However there are office packages named different ways such as Microsoft Office XP. From year 1995, company has been introducing various versions of word packages with higher number of features and facilities. Latest version is Microsoft Office 2016 which was released for operation system

X on 09.07,2015 for Office 365 and licensed version was released on 22.09.2015. Microsoft word 97, 98, 2000, 2001 carried similar basic features. In the XP version, they introduced a new major feature of “Task Panels” that give quick information and control of features promptly. 2007 word package was introduced with number of additional features like XML based file format, redesigned interface, bibliographic management etc. Word 2008 was released on January 15, 2008 with some additional features like ribbon-like that can be to select layouts. Word 2013 was released with additional features to focus on cloud computing with documents being saved automatically to OneDrive (formerly SkyDrive), Opening PDF documents, keeping bookmarks etc. Latest version of word 2016 has more features rather than word processing. Features like drawing tools, Adding graphics, Smart lookup, availability of encyclopedia such as Wikipedia, features like “Tell me what you want to do”,

facility to work two more people in same word document at the same time.

Get on the Cloud

One Drive option in Word 2013 was previously known as SkyDrive. One Drive is a separate storage facility connected to the cloud. These storage facilities are freely available online for the user. It allows 15 GB of free storage space for each user and this opportunity is provided for those who have created a Microsoft user account. User can use this to store all types of files in one place, and it is compatible with any devices when you wish to get them.

One Drive easily allows you to share files, photos and videos with friends and family, and compatible with Windows and Office. User can upload files on One Drive; once information is shared your colleagues can view them or make basic edits using the Office Online/Office Web Apps via an Internet browser. This can be done by sending an e-mail with a link to what you'd like to share and the link allows sharing only the respective document. This becomes a useful option when you need to open a document on your smart-phone or tablet, and when you don't have the latest version of Word installed on your devices. When you go back to your work on computer, you can open the documents you saved to One Drive directly from Word.

Sharing, collaboration, and editing features

There are many options involved in Word 2013 it allows you to create, edit and approve the word documents. It's sharing and collaboration facilities are very useful. SkyDrive/OneDrive is the option used to share a document with another person directly from Word. This will allow another person to open and change the documents that has been shared by the other. Another useful sharing feature is that, even without having the same technology (updated version of the Word), the users can have access to open and edit the shared documents or works via office Web Apps. Once link related to OneDrive had been sent to the user via email, it provides opportunity for user to open the link via Web App. It provided accessibility to the other user to edit the view or edit the Word document.

Read Mode

A new "Read Mode" feature is a new option which gives user to read documents easily in Word 2013. Earlier version of Word is more time consuming as it takes more time reading documents, making changes to them and creating new ones. The tools available in the ribbon are less useful to you. Read Mode expands the reading space containing more content in the document. Read Mode removes all of the tool bar menus in Word to provide a minimalist, distraction-free view of Word. This feature provide option to hide the reading toolbars allowing user to displays documents by adjusting the columns or setting the page color to sepia or white on black. Text reflows automatically in columns, making Read Mode ideal for reading a Word document on a Windows laptop or tablet when you're on the road. Read Mode is not a feature in Office Web Apps, however, so it won't work if you're using a non-Windows tablet. Column widths and background colors are easily adjustable in read mode. Simultaneous tasks can be adopted in read mode, while reading a document can go for another task in which Word will save your place in the document so you can pick up later even if you are

reading the document on another device (like your home computer or Windows tablet). You do not even have to hit "Save" or insert a virtual bookmark; Word does all the work for you.

Insert Online Video

In Word 2013, it is possible to insert videos directly in to the Word document. A video can be inserted using three methods.

1. By searching Bing for videos
2. By other Video services such as YouTube
3. By using the embed code for a Video
 - a. **Bing/ YouTube Video Search:** Following steps should be followed.
 1. Enter the type of the Video search into the Search Box and click the Search button.
 2. Videos that match the Search Term will be displayed in the window.
 3. When a Video is selected, click the Insert button on the bottom right side of the window.
 4. The Video will be appeared in the Word document.
 - b. **From a video embed code:** A video with an embed code needs to be inserted in the Embed Code box here and click the Insert button.

Format Video

The Video can be formatted in the same way that images are formatted by using the buttons on the Picture Tools Format Tab.

Improved features for working with images: With Word 2013 we can search in Word itself for online pictures using Bing. Click Insert, then Online Pictures and enter a search term in the Bing Image Search box. Microsoft Word 2013 has special image editing features that will help to correct and improve our pictures. A picture or image can be inserted to the document using 'Insert' tab. Under the heading 'Picture Tools', following special features are appeared in the 'Format' tab.

1. Remove Background: This option will let to selectively remove portions of a picture if it is needed.
2. Corrections: From 'Corrections' we can sharpen, soften, and adjust the brightness of image for better on screen presentation.
3. Color: Different color effects can apply to make the picture look more fascinating.
4. Artistic Affects: This option provides 23 special effects, such as pencil sketch, blurring, charcoal sketch, paint strokes, etc. This make picture appear to have been made from various mediums.

Improved features for working with images

Open PDF files in Word

Generally, we need some type of Reader like Adobe Reader to look at the PDF Read-only files. But in Office 2013 we can use Word to save in PDF format and open up PDF files, even make changes to those files and save them. To carry out a conversion click on the File tab, select Open, select the PDF file and then click OK. Word will convert the PDF to an editable Word document which will take a few minutes. Now PDF file is in editable form. When we save the file Word we can opt to save it as a PDF file. In Word 2013 there are some options before

clicking Save. They are Standard (publishing online and printing), minimize size option (if it is only going to appear online) which is deal for posting on a web page. When we click the Options button, there are a number of different options. They are page range, published what; include non-printing information and PDF options. Also we can encrypt the document with a password if needed.

Editing PDF documents

Collapse and expand a document

In Word 2013, when we use Styles, the respective Headings in documents we can use is a smarter object called collapse and expand. This new feature allows collapsing part of the word document and expanding it when we want to view that content again. This is useful when work with long and complicated documents. By using this feature we can display summaries of the word document and if the reader is interested to get further information under one heading he/she can open the summary and read it. This feature is user friendly, as it makes easier to find and view only what the reader wants. Also this is useful for view an outline of the document and reorganizes the document. Following are the steps to follow to activate the above option,

1. Create the Headings as you would normally, using Styles from the Styles group.
2. Once the style has been applied to a Heading, a small arrow will appear near the heading.
3. Click the triangle again to expand that part of the document.

When you collapse a heading, only the content up to the next heading of equal or lesser value is collapsed. Therefore it provides a quick way to expand and collapse at once. Following steps can be follow to do so. Below are Annexure 14, Annexure 15 and Annexure 16 respectively:

1. Right-click the heading and click Expand/Collapse
2. Expand All Headings or Collapse All Headings.

Collapse and expand a document

Present a document online

This is also a new feature introduced in word 2013 to share documents online. Through this object we can present documents online even though users don't have word. Also there are some other facilities available such as give comments on the document online, download the document and also can edit the document. Following steps should be followed,

1. Open ms word 2013
2. Select the blank document template.
3. Create a document and select the file menu.
4. Select the share option
5. Select present online option
6. Present online dialog box will appear.
7. URL is given for the document and can share the link
8. Copy the link and paste it in any web browser and you will see that document is presented Online
9. Then click on the start presentation button.

When the remote user click the hyperlink, a browser window will open and the document will be displayed even though they have not Word or any other product installed on their computer.

Present a document online

Simplified markup of tracked changes

Track changes feature is important tool for making and suggesting changes to a document. Although the same feature was available in previous versions, the way that markup changes appear in word 2013 is different. This feature is very useful for writers to make proofreading and editing the document. When working in a team or as individuals across the countries can pass the same document to make changes. But in word 2013, there is a distinguish feature named "lock track changes" which can also prevent from making changes to the document. In new version suggested changes are not appeared as colored mark up. Instead of that red colored vertical line shows to the left of paragraph indicating that there are changes in the document. Suggested changes can be accepted or rejected by the writer. In new version it will reduce the confusion and make easier to compare the original text with suggested one. The "Comment" option had been dealt in a more innovative way. It provides opportunity for the user to give feedbacks by replying to the comments. It provides more interactive option for the users to use the Word more effectively. Word 2013 displays comments as a thread. In Simple Markup, small speech icons popup when there are comments being made. You can click on the icon to open up a separate window to provide feedback to the selected comment. If you've already addressed a comment, you can mark it as "dealt with" and gray it out so it isn't distracting. Following are the steps,

1. Go to Review Tab.
2. Click the Track Changes button in the Tracking group to activate markup of tracked changes.
3. Make the necessary changes to the document. Each paragraph that has a change will show a thin red line left of the paragraph to indicate that a change has been made in the paragraph.
4. Accept or reject changes.

Simplified Markup of Tracked Changes

The new design tab

Extension of Document formats can be achieved by choosing Colors, Themes, and Fonts to use with them. If you come up with something you'd like to use all the time, the new Set as Default option allows you to make the current combination of formatting settings the default for all new documents. The new Word 2013 Design tab consolidates all the styling tools in Word 2007 and Word 2010 into one tab, so that they can be easy to find and easy to use. Previewing a document style before applying it to the entire document is now possible through the help of the visual element that have been added to the Document Formatting tool (Bradley, 2013) [1]. There are a lot of variety options in the new document format designs to choose from. The only way to get a tab character to appear in your document is through the use of Leader Tab Stop. A leader tab stop is very useful in producing a row of dots where the tab character appears. You can apply a leader to any tab stop in Word other than the bar tab (Gookin, 2015) [3]. Below are the steps to follow when you want to add the dot leader to a tabbed list you have created:

1. Select the text.
2. Bring forth the Tabs dialog box.
3. Select the tab stop from the Tab Stop Position list.

4. In the Leader area, choose the leader style.
5. Click the Set button.
6. Click OK.

Source

Bradley H. (2013)^[1].

Below are the steps to follow when Setting Leader Tab Stops in Word 2013:

The new design tab

New Design tab includes document formatting options to format the entire document.

1. Select the text: There are a number of ways to select text. Use whatever method you find most comfortable.



Fig 9

2. Bring forth the Tabs dialog box. The Tabs dialog box offers tab options

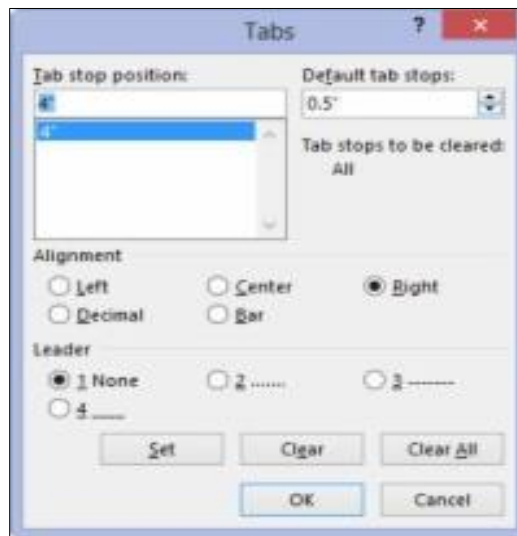


Fig 10

3. Select the tab stop from the Tab Stop Position list. The right tab stop shows up in the Tab Stop Position list as 4" (create a right tab stop at 4" if it doesn't already exist). Click to select that item in the list.



Fig 11

4. In the Leader area, choose the leader style. None means *no leader*, and it's selected already. Choose one of the other three options.



Fig 12

5. Click the Set button. Don't click OK before you set the tab stop to add the leader. This step is the one you'll screw up most often.



Click OK

Fig 13

After clicking the Set button, you can click OK to close the Tabs dialog box and gawk at your text. The leader tab that uses the underline character is also the best way to create fill-in-the-blanks forms. Use the Tabs dialog box to set a left tab stop at the far right margin (usually, 6.0 inches). Choose an underline leader for that tab. Click Set and then OK.

Alignment with alignment guides

The new Alignment Guides in Word 2013 show you when movement of an object like Chart, Image, or SmartArt illustration in a document is lined up with other elements on the page. If you have text wrapping set to an option such as Square, the Alignment Guides also show when the object is aligned with the top of a paragraph or to a heading. The new feature in Alignment Guides makes it a certainty to line up images and other objects in Word 2013. The alignment guides also show you when the object is lined up to key page locations, such as the edge of the page and the left and right margins (Bradley, 2013) [1]. Alignment Guides automatically appear when an Image, Chart, or SmartArt illustration is moved around a document to line up with other elements on the page. The new feature in the new version of Word 2013 is Alignment Guides. When we need any Alignment Guide it pops up and disappears when we are done. Professionally, it automatically aligns pictures, charts and images with our text thus in this way it provides the polished look with the text. Below are the steps to follow when using Alignment Guides:

1. Go to Microsoft Word 2013.

2. Select the Blank document template from the available templates.
3. Now create a document and take some pictures in it.
 - To insert the picture just select the insert menu option.
 - Now select the pictures menu option from it.
 - Now select the location of the picture in the insert Picture Dialog box and click on the insert button in it.
 - An image will be inserted like this.
4. Now to align the image along with the text we will move the image around.
5. Then a green line will appear automatically to show the alignment of the image along with the text.
6. We will see that it disappears automatically when the picture is aligned with the text.

This feature is really one of the most important features of the Microsoft Word 2013. In the previous versions of Microsoft Word, we need to set the alignments by ourselves but in this new version of Word 2013 it provides the automatic alignments of the images, charts etc. along with the texts present in the document (Goyal, 2012) [4].

Alignment with alignment guides

New Alignment Guides in Word 2013 show you when an object is lined up with another object or page element. Below are the steps to follow when using Alignment Guides:

Step 1 - Go to Microsoft Word 2013.

Step 2 - Select the Blank document template from the available templates.

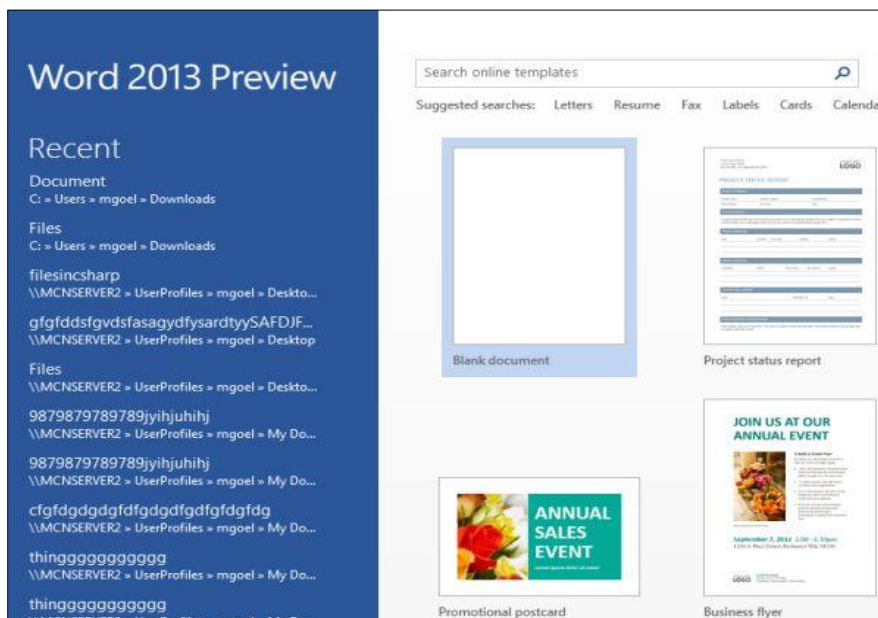


Fig 14

Step 3 - Now create a document and take some pictures in it.

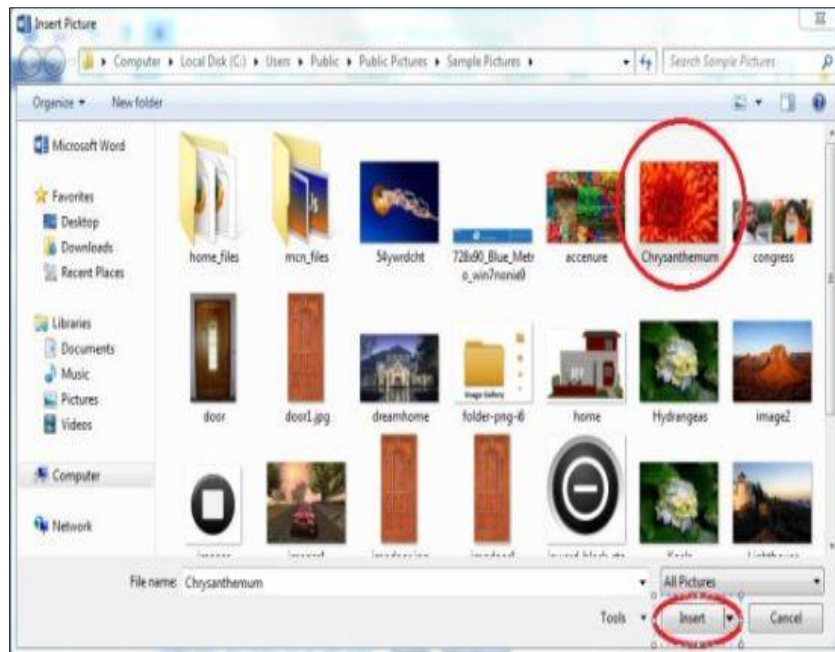


Fig 18: Now select the location of the picture in the insert Picture Dialog box and click on the insert button in it. An image will be inserted like this.

Step 4 - Now to align the image along with the text we will move the image around.

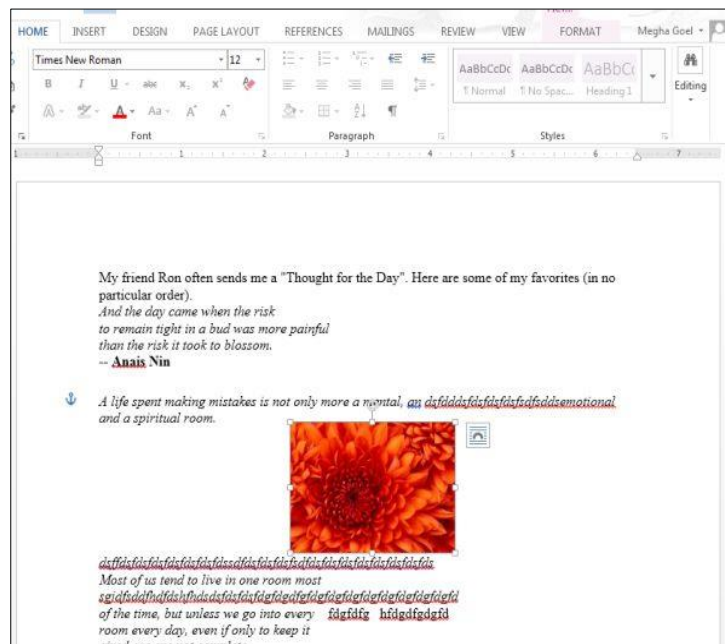


Fig 19

Step 5 - Then a green line will appear automatically to show the alignment of the image along with the text.

You can also log on to admin section and see the waiting post. It is important to insert correct HTML tag wherever using the familiar word formatting options.

Digital Signature

This facility is included in the MS Word 2013. This can be described a digital code generated and & authenticated by using a public key encryption that can be attached to an electronically transmitted document to verify its contents and the senders identity. Key steps are as follow,

1. Click File and then Info. Then Protected Document and then click on add a digital signature.
2. In the Sign window, in the Commitment Type, drop down and select the required function. Also, enter your purpose for signing the document.
3. Then click on Details and add the details of signer. Provide the additional information and click Ok.
4. Then in Sign window click Change. Then in the windows security select the document and click Ok.
5. To see information about the signer, you can go to file> information > view signatures.

Macro

This option in MS Word 2013 help to automate frequently used tasks. Macro is series of commands and instructions that grouped together as a single command in order to perform a task automatically. Steps are,

1. Click on View tab, then locate the Macro & click on it. Then click on Record Macro.
2. Then enter the appropriate macro name. Then click, Ok > Insert > Table.
3. Click & confirm the selection. When the table is created go to View tab click on Macros > Stop Recording.
4. Then click on View macro to see it. Then select the macro and select Run to execute the macro. In conclusion, without the world of computer, all these works (Nwokwu, Dharmadasa, and Rathnasingha, 2018; Nwokwu, 2019 1.A.1; Nwokwu, Rathnasingha and Pradeep, 2019; Nwokwu, 2019 1.A.4; Nwokwu, Atapattu and Azeez, 2019; Nwokwu, 2019 1.A.5; Nwokwu and Atapattu, 2019; Nwokwu T. C. (2018); Nwokwu, 2019 2.A.7) and other works will not be online.

Discoverable layout options

A picture, chart, or SmartArt object and the new Layout Options icon let you configure placement and text wrapping options for it.

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