Word Processing

Word Processing is using a computer to create, edit, and print documents. It enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

The great advantage of word processing is that you can make changes without retyping the entire document.

- If you make a typing mistake, you simply back up the cursor and correct the mistake.
- If you want to delete a paragraph, you simply remove it without leaving a trace. You can easily insert a word, sentence, or paragraph in the middle of a document.
- You can also easily move sections of text from one place to another within a document.
- When you have made all the changes you want, you can send the file to a printer to get a hard copy.

Basic Features

- **Insert text**: Allows you to insert text anywhere in the document.
- **Delete text**: Allows you to erase characters, words, lines, or pages as easily as you can cross them out on paper.
- **Cut and paste**: Allows you to remove a section of text from one place in a document and insert it somewhere else.
- **Copy** : Allows you to duplicate a section of text.
- **Page size and margins**: Allows you to define various page sizes and margins, and the program will automatically readjust the text so that it fits.
- **Search and replace** : Allows you to search for a particular word or phrase and then replace the word or phrase with another where-ever the first word or phrase appears.
- **Word wrap**: The text automatically moves to the next line when you have filled one line with the text. The text will automatically be readjusted when the margins are changed.
- **Print**: Allows you to send a document to a printer to get hardcopy

Other Important Features

- **Spell checker** : Allows you to check the spelling of words. It will highlighting words that it does not recognize.
- **File management** : Allows you to create, delete, move, and search for files.
- **Fonts**: Allows you to change fonts within a document. For example, you can specify bold, italics, underlining, font size and typeface.
- **Footnotes and cross-references**: Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.
- **Pictures and Graphics**: Allows you to embed pictures and graphs into a document.
- **Headers , footers, and page numbering**: Allows you to specify customized headers and footers that will appear at the top and bottom of every page. They are automatically kept track of so the correct number will appear on each page.
- **Layout** : Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **Merges**: Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is a good example of using merges.

- ***Thesaurus***: A built-in thesaurus that allows you to search for synonyms without leaving the page.
- ***WYSIWYG*** *(what you see is what you get):* With WYSIWYG, a document appears on the display screen exactly as it will look when printed.

Getting Started

1. Create a document
2. Start typing at the cursor and continue typing
3. Content is vey important
4. Press Return only when you want to start a new paragraph
5. Finish your typing
6. Spell check everything you have typed
7. Format your document
   1. Cutting and pasting
   2. Highlighting key sections – italics, and underlining
   3. Changing font face and size
   4. Setting margins
8. Finish your document
9. Save your document
10. Print your document

Other Applications

1. Flyers
2. Letterheads
3. Mailing labels
4. Mail merge
5. Pictures and illustrations