

3

Word Processing

This chapter will cover the following:

- What word processing is
- Use word processing software to;
 - Create, open, save and close a document
 - Highlight text
 - Insert files/objects
 - Insert a graph
 - Check for spelling, grammar
 - Prepare lists



Creating documents using word processing software is known as *word processing*. Word processing software is an application software that can create various types of documents. Some examples are shown in Figure 3.1 below;

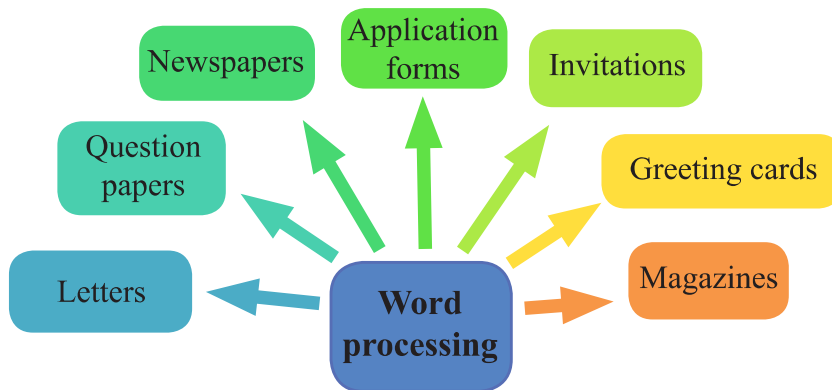
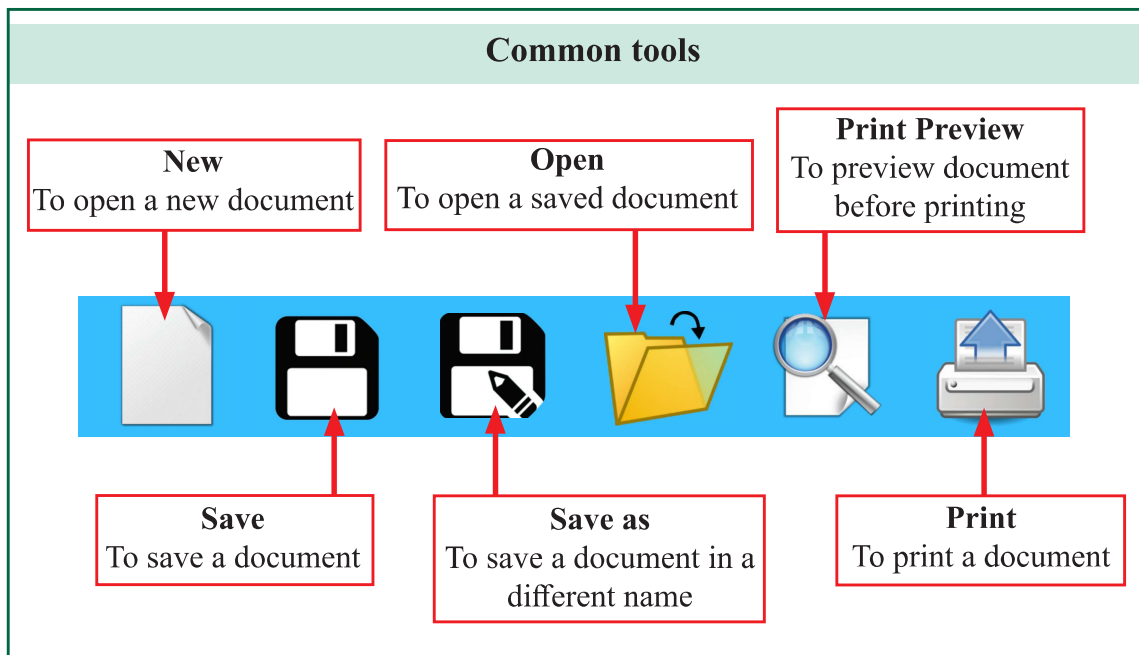
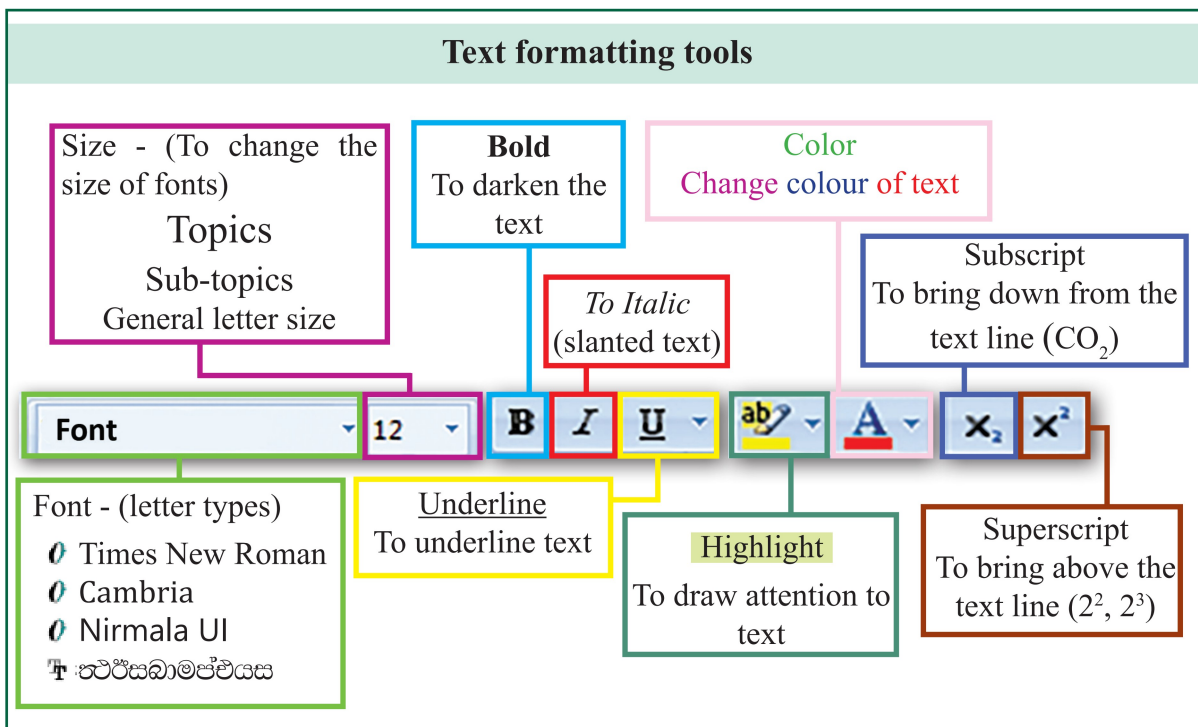
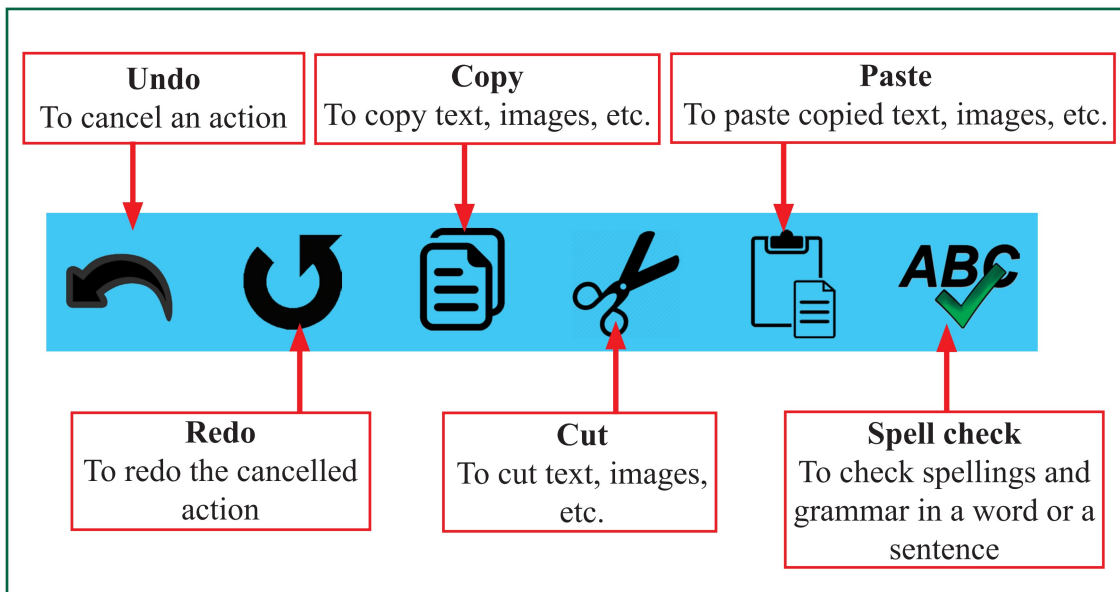
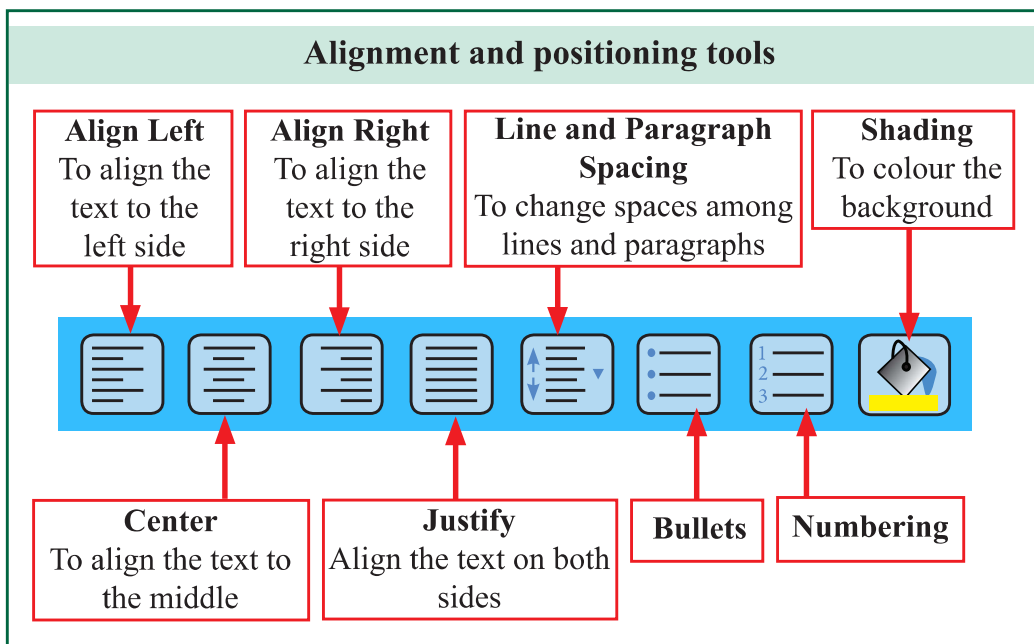


Figure 3.1 : Some documents that can be produced by using Word Processing software

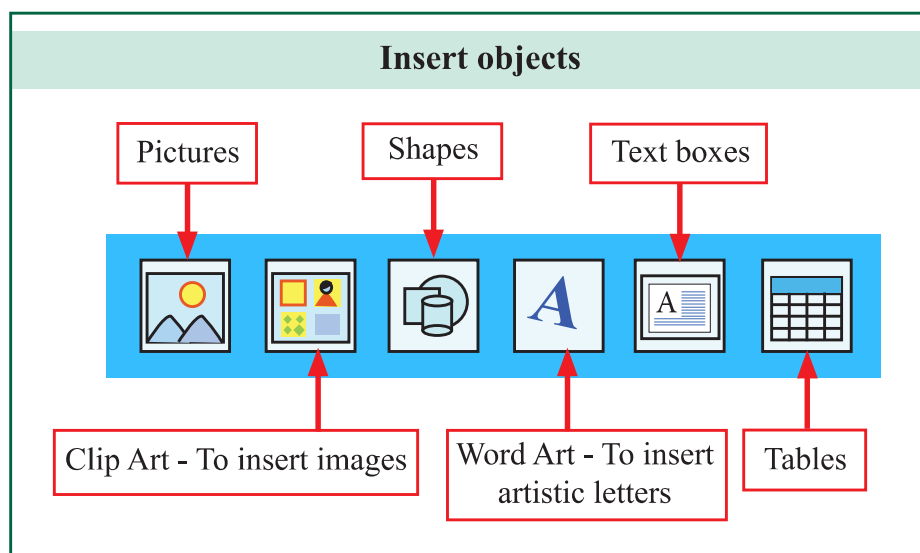
There are many tools for creating documents using Word Processing software. Some of them are shown below;







Refer to workbook for Activities 3.1, 3.2, 3.3, 3.4 and 3.5



Refer to workbook for Activities 3.6, 3.7, 3.8, 3.9 and 3.10

Summary

- Letters, magazines, certificates, application forms and many other documents can be prepared using *Word Processing Software*.
- Commonly used tools in Word Processing are: *New, Open, Save, Print, Print preview, Redo, Undo, Cut, Copy, Paste, Spelling and grammar*.
- *Size, Color, Bold, Italic, Underline, Highlight, Font, Superscript, Subscript* etc. are tools that can be used to format letters, words and sentences, etc.
- *Left Align, Center, Right Align, Justify, Bullets, Numbering, Spacing, Shading* etc. are tools to align text in a document.
- *Pictures, Tables, Shapes, Text boxes, Clip Art* and *Word Art* are some other features that can be added to document.