Word Processing

What is a Word Processor?

A computer program used to create, edit, store electronically and print documents. Of all computer programs, word processing is the most commonly used one.

Advantages of using a Word Processor:

- Most people can type faster than they can write
- Word-processed documents are always legible
- Documents can easily be send electronically
- Can use certain features like hyperlinks
- Spell check
- Easy to erase and fix mistakes and edit text
- Documents can be saved electronically thus taking less space.

Table of Contents

A list of all chapters/topics found and the pages on which they start in a document. Table of contents is usually included at the start of a document.

Index

A list of all the main terms and the pages where they can be found in a document. An index is usually found at the end of a document.

Word wrap

The word processor automatically moves text to the next line when the current line is filled with text.

Search and Replace

A feature that allows the user to search for a particular word or phrase and replace it with another word or phrase as required.

Text Formatting

User can change the way the document looks by setting features such as fonts, size, colour, bold, italics and underlining.

Headers and Footers

Text placed at the top or bottom of every page. Headers and footers are usually done in small sized fonts.

Page Numbering (Pagination)

Allows user to add a number for each page increasing it automatically with every page added to the document.

Mail Merge

A word processor feature that allows the user to merge data from two different documents into one final document. The resulting document contains many copies that have the same format but with different data. This helps to create personalised letters and labels in a shorter time.

Spell Checker

A utility that allows user to check the spelling of words.

Thesaurus

This allows the user to search for words that have the same meaning.

Page Break

A marker that instructs the document to start a new page without having to press the enter key repeatedly.

Multi Columns

A tool allowing the user to arrange text in columns as found in newspapers. User can choose the number of columns and the space between columns.