

POTASFIELD COLLEGE
LESSON NOTE FOR EASTER TERM

Week: Academic Week 2

Subject: Data Processing

Class: SS1

TOPIC: WORD PROCESSING I

DEFINITION

Word processing is the preparation of documents such as letters, reports, memos, books or any type of correspondence on a computer. In other words, Word processing is the creation, formatting, production and printing of texts using the computer.

Word Processor

A word processor is an application package that allows you to do word processing. It is a software package that enables a computer user to create, edit, print, and save documents for future retrieval and reference.

Examples of Word Processors

There are several word processor packages. They include:

1. Microsoft Word
2. WordStar
3. WordPerfect
4. Corel WordPerfect
5. Goodle Docs
6. WordPad
7. OpenOffice Writer

Uses/Function of Word Processing

Some of the functions of word processing software include:

1. Creating, editing, saving and printing documents.
2. Copying, pasting, moving and deleting text within a document.
3. Formatting text, such as font type, bolding, underlining or italicizing.
4. Creating and editing tables.
5. Inserting elements from other software, such as illustrations or photographs.
6. Correcting spelling and grammar.

Features of a word processor

Some of the features that are most common for operations include:

1. Editing: With a word processor, users can create documents, add and remove contents, save and retrieve documents before the document is submitted or printed.
- 2 Formatting: A word processor has in-built features that enable users to manipulate text in a document into a more presentable format.
3. Search and Replace: This feature of a word processor allows users to easily search for text and replace it with the changes they desire.
4. Spell Check/Thesaurus: This feature of a word processor allows users to automatically search for and correct spelling errors and look up the similar meanings of words in a document.
5. Printing: In word processors, beautiful t effects that are not possible with manual typewriters can be obtained by giving suitable print control commands in the text.