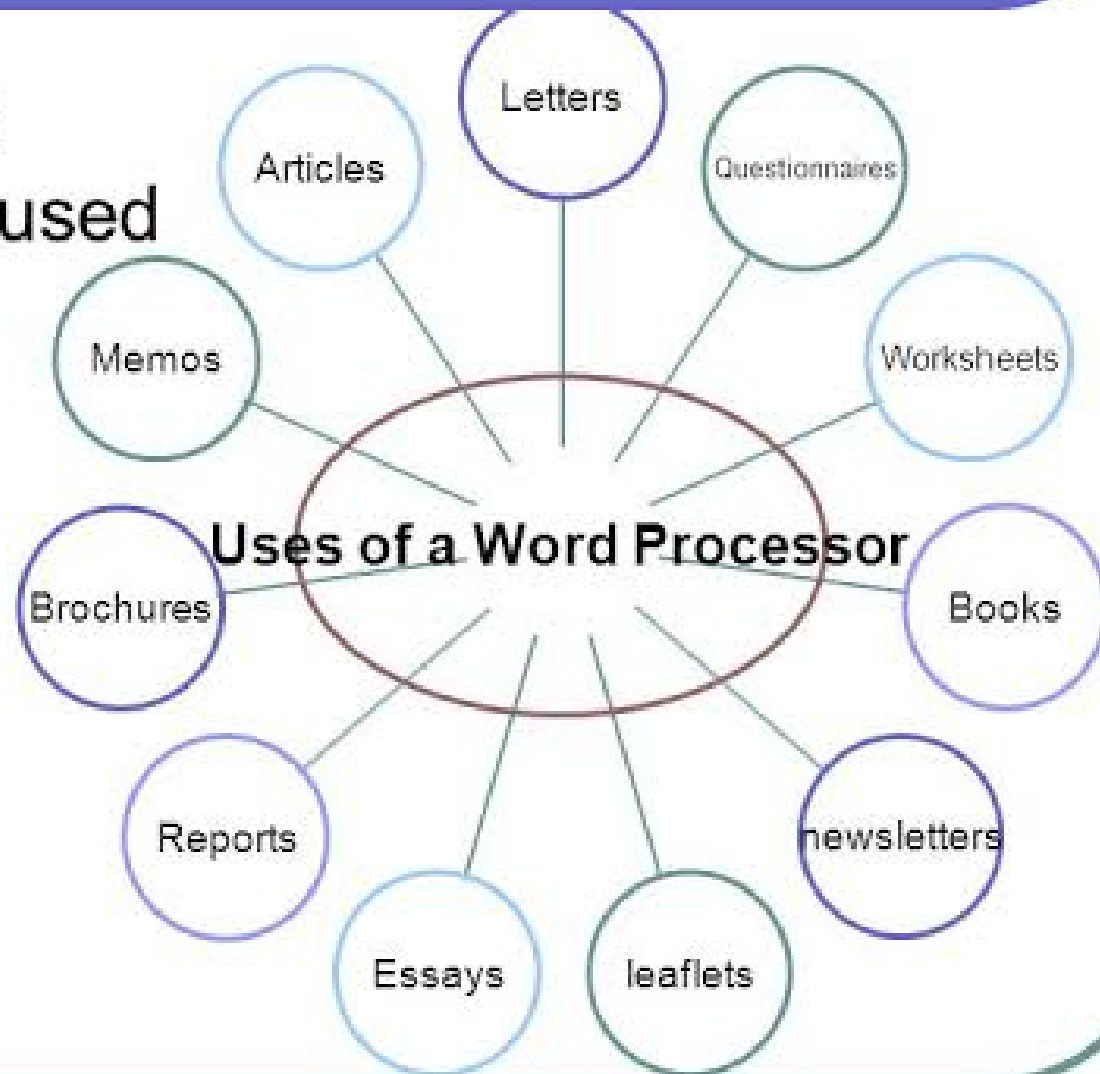


Word processing

- What can word processors be used for?



What is a Word Processor ?



- An application package which processes text
 - As a dedicated program
 - *eg Microsoft Word, Word Perfect*
 - As part of an Integrated Package
 - *eg ClarisWorks, Microsoft Works*
- The most popular computer application

What is word processing?

- an application software or program used to undertake various word processing tasks such as writing memos, letters, reports etc
- an application software used to compose, format, edit, save, produce and print documents
- You can manage information through the use of application software/program i.e word processing (typing, editing, formatting, storing, printing students, schools, educational information)

Advantages of Word Processing Over A Typewriter

- You can edit text.
- You can add images to a document.
- Change font style, size and colour.
- Save work.
- You can also copy and paste.

