# TOPIC E: WORD PROCESSING

**Word processing** is the most common application used to create, edit, and print <u>documents</u>. A word <u>processor</u> enables you to create a document, <u>store</u> it electronically on a <u>disk</u> or your computer hard drive files, display it on a <u>screen</u>, modify it by entering <u>commands</u> and <u>characters</u> from the <u>keyboard</u>, and print it on a printer. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. If you make a typing mistake, you simply back up the <u>cursor</u> and correct your mistake! If you want to <u>delete</u> a paragraph, you simply remove it, without leaving a trace. It is equally easy to <u>insert</u> a word, sentence, or paragraph in the middle of a document.

Word <u>processors</u> also make it easy to move sections of <u>text</u> from one place to another within a document, or between documents. When you have made all the changes you want, you can send the <u>file</u> to a printer to get a hard copy!

Word processors vary considerably, but all word processors <u>support</u> the following **basic features**:

<u>Insert text:</u> Allows you to insert text anywhere in your document and to **Delete text,** allowing you to erase characters, words, lines, or <u>pages</u> as easily as you can cross them out on paper.

<u>Cut</u> and <u>paste</u> : Allows you to remove (*cut*) a section of text from one place in a document and insert (*paste*) it somewhere else.

**Copy** : Allows you to copy a section of text and insert it somewhere else.

<u>Search and replace</u> : Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to <u>replace</u> one group of characters with another everywhere that the first group appears.

<u>Word wrap</u> : The word processor automatically moves to the next line when you have filled one line with text, and it will re-adjust text if you change the margins.

<u>Print:</u> Allows you to send a document to a printer to get a hard copy.

There are additional features that enable you to manipulate and <u>format</u> documents in more sophisticated ways. The most used are listed below, and are not by far a complete listing:

<u>Font specifications:</u> Allows you to change fonts within a document. For example, you can specify <u>bold</u>, italics, and underlining as well as increase or decrease the actual size of the printed letters/numbers.

<u>Graphics:</u> Allows you to embed illustrations and graphs into a document. Some word processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.

<u>Headers, footers, and page numbering:</u> Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.

<u>Layout:</u> Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.

<u>Spell check</u> : A <u>utility</u> that allows you to check the spelling of words. It will <u>highlight</u> any words that it does not recognize. The T**hesaurus** allows you to search for synonyms without leaving the word processor.

<u>Tables of contents and indexes:</u> Allows you to automatically create a table of contents and index based on special codes that you insert in the document. <u>WYSIWYG</u> *(what you see is what you get):* With <u>WYSIWYG</u>, a document appears on the display screen exactly as it will look when printed.

## *READY TO GET STARTED?*
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