

Word Processing Software

Microsoft Word – Part 1

by Ms. Aiza Syahida binti Hj. Zakaria

4.0 Introduction

The most common computer application is a word processing. It is to create, edit and print documents using a computer. To perform word processing, we need a computer, a special program called a word processor, and a printer. A word processor enables us to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.

The great advantage of word processing over using a typewriter is that we can make changes without retyping the entire document. If we make a typing mistake, we simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of the text from one place to another within a document, or between documents. When we have made all the changes we want, we can send the file to a printer to get a hardcopy.

The most popular word processing software is Microsoft Word. Other software includes WordStar from Star Office and Lotus Word Pro from the Lotus Suite.

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