

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.

Word Processing Explosion

Zhe Xu



Word Processing Explosion:

The Enigmatic Realm of **Word Processing Explosion**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Word Processing Explosion** a literary masterpiece penned with a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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