

# 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

**Rolf K. Eckhoff**



## **Word Processing Explosion:**

## Decoding **Word Processing Explosion**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Word Processing Explosion**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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