

Word Processing Software

Microsoft Word – Part 1

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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

PT Brinkman



Word Processing Explosion:

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