

Course Name: O Level (1st Sem)

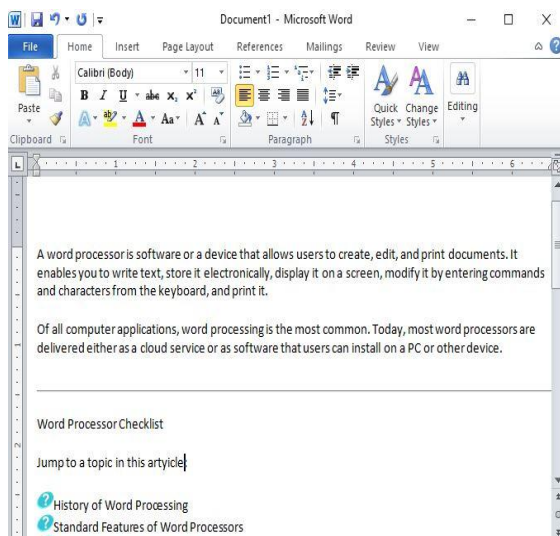
Subject: ITTNB

Topic: Word Processing Basics

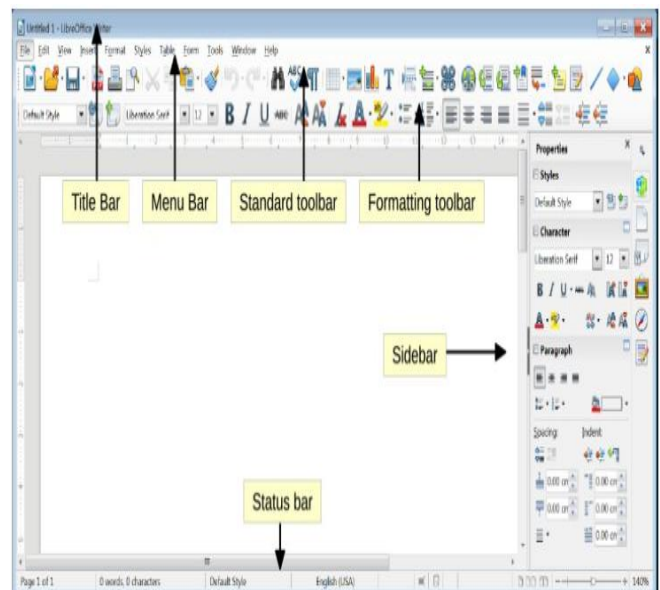
Date: 30-03-20

Introduction to Word Processing:

- A word processor is software that allows users to create, edit, and print documents. It enables us to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, mouse and print it.
- Word processing is the most common tool for creating letters, books, reports, newsletters, brochures, and other documents.
- Commonly used word processing softwares are Microsoft Word, LibreOffice Writer OpenOffice Writer etc.
- Today, most word processors are delivered either as a cloud service or as software that users can install on a PC or mobile device.



Microsoft word



Libre Office Writer

Standard Features of Word Processor:

Word processors vary considerably, but all word processors, whether cloud-based or installed on a system, support the following basic features:

- **Insert text:** Allows us to insert text anywhere in the document.
- **Delete text:** Allows us to erase characters, words, lines, or pages.

NIELIT Gorakhpur

- **Cut and Paste:** Allows us to remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.
- **Copy:** Allows us to duplicate a section of text.
- **Page size and Margins:** Allows us to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.
- **Find and Replace:** Allows us to direct the word processor to search for a particular word or phrase. We can also direct the word processor to replace one group of characters with another.
- **Word wrap:** Automatically moves to the next line when we have filled one line with text, and it will readjust text if we change the margins.
- **Print:** Allows us to send a document to a printer to get hard copy.
- **File management:** Provides file management capabilities that allow us to create, delete, move, and search for files.
- **Font specifications:** Allows us to change fonts within a document. For example, we can specify bold, italics, and underlining and also change the font size.
- **Windows:** Allows us to edit two or more documents at the same time. Each document appears in a separate window. This is particularly valuable when working on a large project that consists of several different files.
- **Spell and Grammar checking:** Identifies words that don't appear in a standard dictionary.

Full-Featured Word Processors:

Full-featured word processors usually support the following advanced features:

- **Grammar checking:** Identifies sentences, paragraphs, and punctuation that don't appear to meet commonly recognized rules of grammar.
- **Footnotes and cross-references:** Automates the numbering and placement of footnotes and enables us to easily cross-reference other sections of the document.
- **Automated lists:** Automatically creates bulleted or numbered lists, including multi-level outlines.
- **Graphics:** Allows us to embed illustrations, graphs, images and even videos into a document.
- **Headers, Footers, and Page numbering:** Allows us 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.
- **Layout:** Allows us to specify different margins within a single document and to specify various methods for indenting paragraphs.
- **Macros:** Enables users to define and run macros, a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to

NIELIT Gorakhpur

define macros allows us to save a lot of time by replacing common combinations of keystrokes.

- **Mail merge:** Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.
- **Tables of contents and Indexes:** Allows us to automatically create a table of contents and index based on special codes that we insert in the document.
- **Thesaurus:** Allows us to search for synonyms without leaving the word processor.
- **Collaboration:** Allows users to track changes to the document when more than one person is editing. Some cloud-based word processors also allow multiple users to edit the same document at the same time.
- **Internet features:** Allows users to embed Web links into their documents and format their documents for the Web. Some also link to Web services that can help users create their documents.
- **Translation and Speech:** As artificial intelligence capabilities become more common, some word processors have gained the ability to read text aloud, to accept voice commands, and to translate text from one language to another.

Assignments:

- A. What do you understand by 'Word Processing'? Write some applications of word processing software.**
- B. Write any five basic and five advance features of word processing software by explaining them.**