#### Lesson 1

#### INTRODUCTION TO WORD PROCESSING

Word Processing refers to the act of using a computer to create, edit, save and print documents.

In order to perform word processing, specialized software (known as a Word Processor) is needed. One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used. Examples include: Microsoft Works Word Processor, Open Office Writer, Word Perfect and Google Drive Document, etc.

These programs allow users to create a wide variety of documents including (but certainly not limited

to) reports, letters, memos, newsletters and brochures. In addition to typing text, the word processor allows you to add content such as pictures, tables, and charts to your documents as well as decorative items including borders and clipart.

The editing and formatting capabilities of the word processor demonstrate the application's true power. Text can be inserted, edited, moved, copied or deleted within your document and the appearance of the text can be modified in numerous ways. Most word processors also give you the ability to check your spelling and grammar and many have built in dictionaries and other tools to assist you in your writing.

#### Advantages of Word Processor

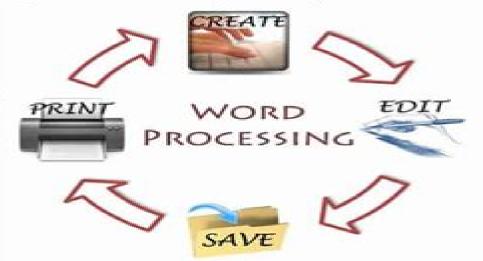
There are various advantages of word processor software, which are given below.

- Quality
- Storage of Text
- Security

#### 1. Quality

Word processor helps us to create error free documents. Every document prepared through word processor is absolutely correct in spelling and grammar, there is no possibility in it, and word processor allows us to make many copies of the same format.

#### 2. Storage of Text



# **An Introduction To Text Processing**

**L** Reisser

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