

---

THESE NOTES ARE PREPARED FOR CLASSROOM USE ONLY

---

---

# WORD PROCESSOR

---

## *What is a word processor?*

A word processor is application software used to **create, edit, save, format and print** text and graphic documents.

## *What is word processing?*

This is the art of creating, saving, editing, formatting and printing text and graphic documents

## *Examples of word processors*

Microsoft word, Corel word perfect, Lotus word pro, Apple works, and openoffice.org

## *What are the other features provided by modern word processors?*

Despite creating, saving, editing, formatting and printing; modern word processors have extra features like graphic

## *What are the advantages of electronic word processors over type writers?*

1. A document can be stored for future use
2. Typing is easier and efficient due to automated features like word wrap, auto text, and auto complete etc.
3. Word processors have superior editing tools like Thesaurus, spelling and grammar checkers, auto correct etc.
4. They provide predefined features for generating headers, footers, indexes, footnotes, references, list of figures etc.
5. They have superior document formatting features like underlining, bolding, changing color, resizing, heading etc.
6. They have the ability to create and import tables, text and graphical objects from other programs
7. With electronic word processing, it's impossible to print multiple copies once.
8. Word processing files occupy less space per content
9. Word processors produce neat work
10. It's easier to correct mistakes made in a word processing device because mistakes can be edited before printing unlike typewriter where you have to use whiteouts
11. Word processing documents are easily portable i.e. they can be transferred to another location with the fastest time possible when using tools like email.
12. They have templates which makes users work easier

## *Common features in word processors*

1. They allow the user to create, save, format, edit and open a file over and over again
2. They have editing tools like spelling and grammar checkers
3. They provide predefined features for generating headers, footers etc.
4. They have templates-a template is a preformatted document which makes user's work easier
5. They have the ability to import tables from other application programs
6. They support a Graphical User Interface (GUI) that has the following features:

- Title bar
- Menu bar
- Toolbars
- Document window and
- The status bar.

*What is the purpose of word processing?*

The main purpose of word processing is to write letters, reports, projects, books, essays, memos, resumes, documentations, and typing of examinations and other office documents

*How to choose a word processor*

While choosing word processors, consider:

- ❖ The type of operating system your computer is using
- ❖ User friendliness thus should be easy to use
- ❖ Its formatting and editing features

---

ATTEMPT THE FOLLOWING QUESTIONS

---

1. What is a word processor?
2. State the purpose of word processors
3. Name four functions performed by word processors
4. What is a document draft?
5. State advantages and disadvantages of word processors
6. What is document formatting?
7. Explain the difference between type over and insert mode
8. Define the term word wrap
9. Give advice on how to choose the correct word processor
10. List at least two advantages of traditional word processors like typewriters
11. State four examples of word processor programs we use today
12. What is the difference between a word processor and a text editor?