

## TOPIC 4:WORD PROCESSING SOFTWARE

### What is a word processor?

*It refers to application software used to create, edit, save and print documents that contain text and graphics*

### State the examples of documents that can be created by using a word processing software

- *Letters*
- *Memos*
- *Reports*
- *Mailing*
- *Certificates*
- *Brochures*
- *Calenders*
- *Newsletters*

### List any three features of a word processing application.

- **Wordwrap:** *Allows a user to type continually without pressing the enter key at the end of each line.*
- **Find and search:** *Allows a user to locate all occurrences of a particular character, word, or phrase.*
- **Replace:** *Allows a user to substitute existing characters, words, or phrases with new ones.*
- **Spelling checker:** *Allows a user to check the spelling of a whole document at one time, or to check and even correct the spelling of individual words as they are typed (i.e., **AutoCorrect**).*
- **Grammar checker:** *Reports grammatical errors and suggests ways to correct them.*
- **Thesaurus:** *Suggests alternative words with same meaning (i.e., **synonyms**) for use in the document.*
- **Mail merge:** *Create form letters, mailing labels, and envelopes.*
- **Automatic page numbering:** *Numbers the pages automatically in a document.*
- **Tables:** *Allows a user to organize information into rows and columns.*
- **Multi-columns:** *Arranges text in two or more columns that look similar to a newspaper or magazine.*
- **Macros:** *Allows a user to record or save frequently used keystrokes and instructions, which can be executed later by running the corresponding macros.*
- **Clip art gallery:** *Allows a user to insert drawings, diagrams, and photographs into a document.*
- **Mathematical formulae typesetting:** *Allows a user to typeset complex mathematical formulae within the program*

**State the examples of word processing software**

- *Microsoft Office Word*
- *AbiWord*
- *Bean*
- *Document.Editor*
- *EZ Word*
- *Feng Office Community Edition*
- *GNU TeXmacs*
- *Groff*
- *Open Office*
- *EtherPad*
- *Apache OpenOffice writer*
- *Japanese word Processor(JWPce)*
- *KWord*
- *LyX*
- *LibreOffice Writer*
- *Ted*
- *Text Maker*
- *Kingsoft writer*
- *Word Pad*
- *NotePad*
- *Word Perfect*
- *WPS Office*
- *Quick Office*
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**Give two practical activities done in a word processor and cannot be done by another application program.**

- *Mail merging.*
- *Working with tables of content.*
- *Working with list of figures.*
- *Working with end notes.*
- *Carrying out simple calculations.*
- *Spell checking.*

**Briefly, explain the following as used in word processing.**

**(i). Red wave underline below a word.**

- *Wrong spelling of word.*
- *Repetition of a word*

**(ii). Green wave underline below a sentence.**

- *Grammatical error.*
- *Word order error.*

**(iii). Auto - complete.**

**Auto complete, or word completion, is a feature in which an application predicts the rest of a word a user is typing.**

**Outline two reasons for scrolling a page / document.**

- *When one wants to see hidden work in a document.*
- *When one wants to zoom in or out of a document.*
- *When one wants to go through a program menu list.*
- *When one wants to see all the pages in a document.*

**State any one component found in a title bar.**

- *Maximum button.*
- *Minimise / collapse button.*
- *Close / exit button*

**Give the distinction between editing and formatting a document.**

*Editing* refers to correcting / adjusting / making corrections in a document to make it accurate (free from mistakes),

*while;*

*Formatting* refers to making changes to enhance the appearance of a document.

**How is a light pen used in a word processor?**

*It is used to draw oval objects in a word processor.*

**Use the following application tools to fill in spaces below:**

**Format Painter, Highlight, Water Mark, Footer, Footnote, Gallery, Insert, Centre, Justify.**(a). **Footnote** inserts a citation, narration, reference in a specific page.

(b). Using the **justify** tool, text is distributed evenly in a page.

(c). **Highlight** allows a user to emphasise text in a document.

(d). Word art collections can be obtained from **gallery** location.

(e). **Format Painter** allows a user to copy a given pattern appearance to another piece of text in a document.

**Give the advantages of word processing software over an ordinary typewriter**

- *Easy and fast to make changes to the document.*
- *Has many features to create documents that look professional and visually appealing.*
- *Documents can normally be previewed before being printed.*
- *Documents can be saved for future use and editing.*
- *Convenient to create form letters and mailing labels.*
- *Can be used to carry out simple calculations in a document.*