

Unit 6

6.1

Word Processing

- 'Word processing' refers to using computer to create, edit, and print documents.
- To word process, three items required-computer, word processor program and printer.
- Biggest advantage is changes can be made easily by without retyping entire document
- Can move sections of text or graphics from one part of document to another or even between documents.

Word Processor Capability

- Word Processors vary, but all support following features
 1. Page Setup
 2. Print
 3. Find and Replace
 4. Cut, Copy, Paste, Delete and Insert.
- However, desktop publishing applications support better layout and color.

Page Setup

- Is the layout, format and size for printed document.

Print

- Sends document to printer.

Find and Replace

- Searches for particular word, phrase, or element in the document to change or delete it.

Cut and Paste

- Selects and removes selected text or object from one place to another part of document

Copy and Paste

- Duplicates selection of text and objects. The copied elements can be inserted into another part of document.

Delete

- Erases single characters, words, sentences, paragraphs or pages from document.

Insert

- Inserts text, objects or an entire file at any point in document.

Desktop Publishing

- Term 'Desktop Publishing' refers to using personal computer to create quality printed documents.