SS1: COMPUTER/DATA PROCESSING

TOPIC: TOOLS FOR INFORMATION PROCESSING

SUB TOPIC: WORD PROCESSING

INTRODUCTION: Word processing is a term that means using a computer to create, edit, and print documents. While word processors are programs such as Microsoft word, word perfect. they allow the user to create almost any concievable type of writing format, such as essays, business letters, random notes etc. They also give you the ability to write in different fonts, Colours, writing formats and everything else you need to create whatever it is you need.

Examples of word processors

1. Microsoft word

2. Ability write

3. Word perfect

4. Word pad

5. Note Pad etc.

Features of Word processors

1. Insert text

2. Delete text 3. Cut and paste 4. Copy 5. Search and replace 6. Word wrap 7. Printer 8. File management 9. Font specifications 10. Graphics 11. Header and footers 12. Merge 13. Thesaurus 14. Spelling checker etc.

Advantages of word processors

1. Correction can easily be made to your work

2. You can save your work for future use.

3. You can make use of many features available

4. You can edit your work I as many times as possible.

You can import data from a database or spreadsheet.

Disadvantages

1. You need to have access to a computer which has word processing software

2. It takes time to learn how to use the program effectively

3. If you want to write something down quickly, it can take more time to switch the computer.

People can become reliant on the spell checker.

Using internet and textbook (New basic Data Processing) STUDY EXCEL SPREADSHEET, USES OF SPREADSHEET, ADVANTAGES AND DISADVANTAGES OF SPREADSHEET. (Tools for information processing)