Chapter 08 : Word Processing

8.0   Overview

8.1   What is a Word Processor ?

Q   :   08-01-01   :   What is a Word Processor ?

Answer :

Word processing software is probably one of the most frequently used packages in any organization. People use it for everything from quick notes to complex, book-length documents. in fact, it has been estimated that more than 90 percent of all personal computers have a word processor installed. **Word processing** is more than just electronic typing. it involves creating, editing, formatting and inting documents in variety of form.

Hundreds of newspapers, magazines, letters and advertisements are all miracles of word processing software. Businesses, Government agencies, schools and individuals create thousands of documents for numerous purposes on daily basis.

Word processor is an application (software) that provides extensive tools for creating all kinds of text-based documents. Word processor can manipulate not only the text but also it enables you to add images, sounds, charts and graphics in your document. With some of advanced word processors you can embed video clips as well. Word processors can even create documents for publishing on the World Wide Web, complete with hyperlinked text and graphics.

8.2   A Simple Word Processor (Text Editor)

Q   :   08-02-01   :   What is a Simple Word Processor or Text Editor ?

Answer :

Word processors vary considerably, but all word processors support some basic features. Word processors that support only these basic features (and maybe a few others) are called text editors e.g. Word Pad, Note Pad etc. All word processors provide the following basic features:

Insert Text : Allows you to insert text anywhere in the document.

Delete Text : Allows you to erase characters, words, lines, or pages as easily as you can cross them out on paper.

Cut and Page : Allows you to remove (Cut) a section of text from one place in a document and insert (Paste) it somewhere else.

Copy : Allows you to duplicate a section of text.

Page Size and Margin : Allows you to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits properly.

Search and Replace : Allows you to direct the word processor to search for a particular word or phrase. You can also direct the word processor to replace one group of characters with another everywhere that the first group appears.

Word Wrap : The word processor automatically moves to the next line when you have filled one line with text, and it wilt readjust text if you change the margins.

Print : Allows you to send a document to a printer to get hardcopy.

8.3   Full-Featured Word Processors

Q   :   08-03-01   :   Explain Full-Featured Word Processor ?

Answer :

Most word processors, however, support additional features that enable you to manipulate and format documents in more sophisticated ways. These more advanced word processors are sometimes called full-featured word processors. Full-featured word processors usually support the following features :

File Management : Many word processors contain file management capabilities that allow you to create, delete, move, and search for files.

Font Specifications : Allows you to change fonts within a document. For example, you can specify bold, italics, and underlining. Most word processors also let you change the font size and even the typeface.

Footnotes and Cross-References : Automates the numbering and placement of footnotes and enables you to easily cross-reference other sections of the document.

Graphics : Allows you to embed illustrations and graphs into a document. Some **word** processors let you create the illustrations within the word processor; others let you insert an illustration produced by a different program.

Headers, Footers, and Page Numbering : Allows you to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page. Layout: Allows you to specify different margins within a single document and to specify various methods for indenting paragraphs.

Macros : A macro is a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to define macros allows you to save yourself a Jot of time by replacing common combinations of keystrokes.

Merges : Allows you to merge text from one tile into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.

Spell Checkers : A utility that allows you to check the spelling of words. ft will highlight any words that it does not recognize.

Tables of Contents and Indexes : Allows you to automatically create a table of contents and index based on special codes that you inscrt in the document.

Thesaurus : A built-in thesaurus that allows you to search for synonyms without leaving the word processor.

Document Windows : Allows you to edit two or more documents at the same time. Each document appears in a separate window. This is particularly valuable when working on a large project that consists of several different files.

WYSIWYG (What You See Is What You Get) : With WYSIWYG, a document appears on the display screen exactly as it will look when printed.

A full-featured word processor can even have many other features. Microsoft Word is one of the most popular full-featured word processors.