



Consumer Computer Applications

MODULE 2

What is Word

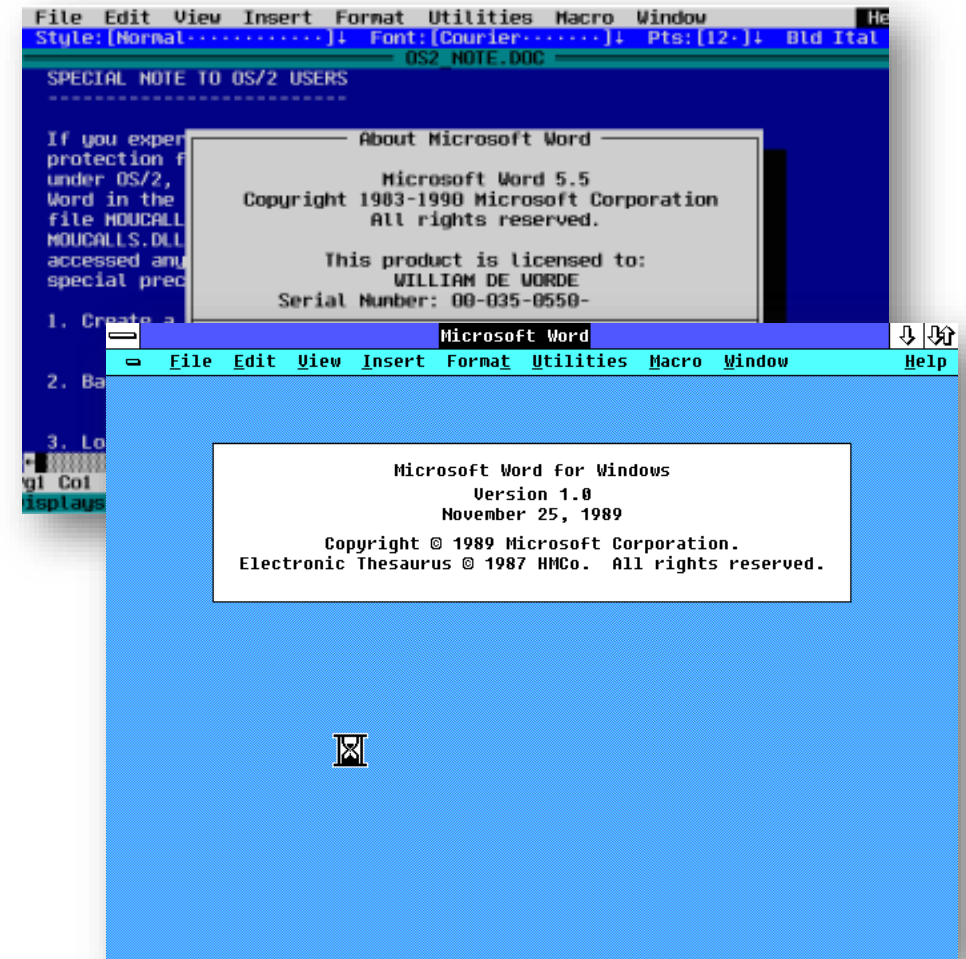
Sometimes abbreviated as **WP**, a **word processor** is a software program capable of creating, storing, and printing typed documents. Today, the word processor is one of the most frequently used software programs on a computer, with **Microsoft Word** being the most popular word processor.

A word processor should not be confused with a **text editor**, such as **Notepad**, that only allows editing and creating **plain text** documents.

Some Word facts

Fact #1

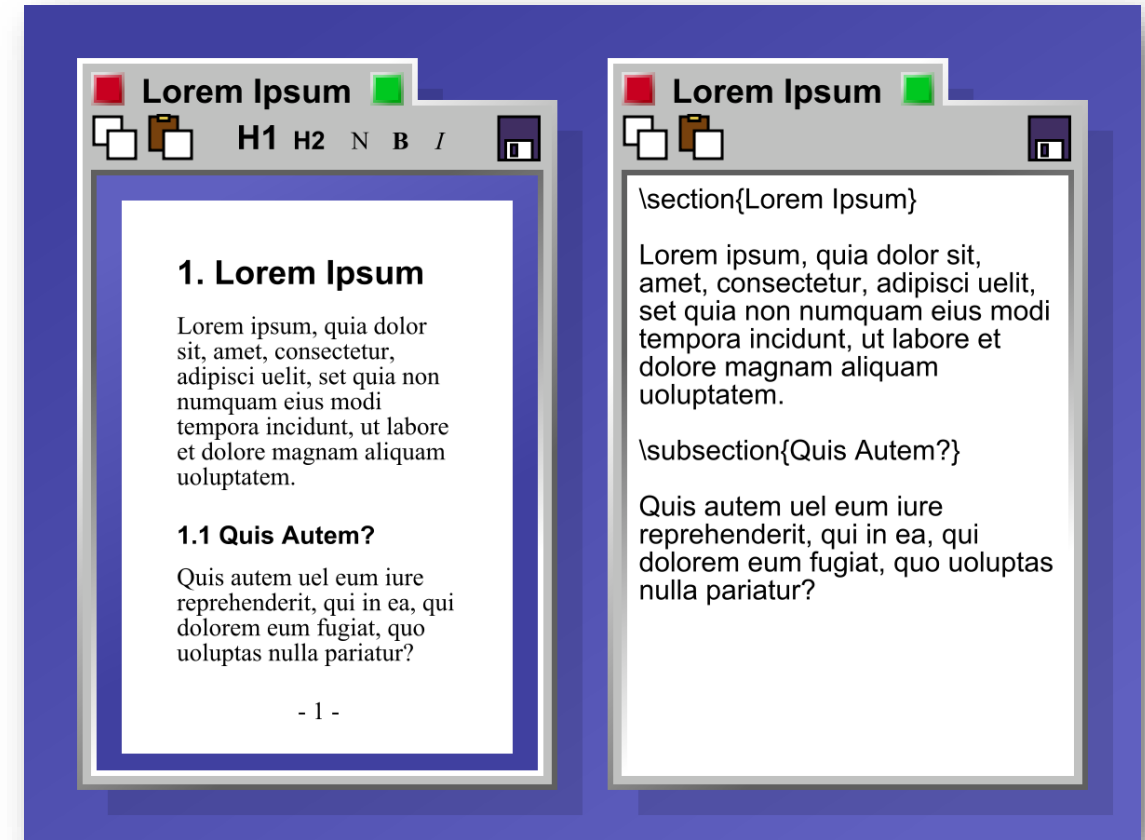
The first ever version of Microsoft Word - Word 1.0 - was launched in October 1983 and developed by Xerox programmers. These programmers were hired by Microsoft founders Bill Gates and Paul Allen, in 1981. At this time, Word was called Multi-Tool Word.



Some Word facts

Fact #2

These two first programmers worked on Xerox Bravo, the first WYSIWYG (*What You See Is What You Get*) word processor.



Why Excel is important

Actions

Text formatting

Copying, cutting, and pasting

Multimedia

Spelling and Grammar

Adjust the layout

Find

Search and Replace

Indentation and lists

Insert tables

Word wrap

Header and footer

Thesaurus

Multiple windows

AutoCorrect

Mailers and labels

Import data

Headers and footers

Merge

Collaboration

Goals

Book - Write a book.

Document - Any text document that requires formatting.

Help documentation - Support documentation for a product or service.

Journal - Keep a digital version of your daily, weekly, or monthly journal.

Letter - Write a letter to one or more people

Mail merge could also be used to automatically fill in the name, address, and other fields of the letter.

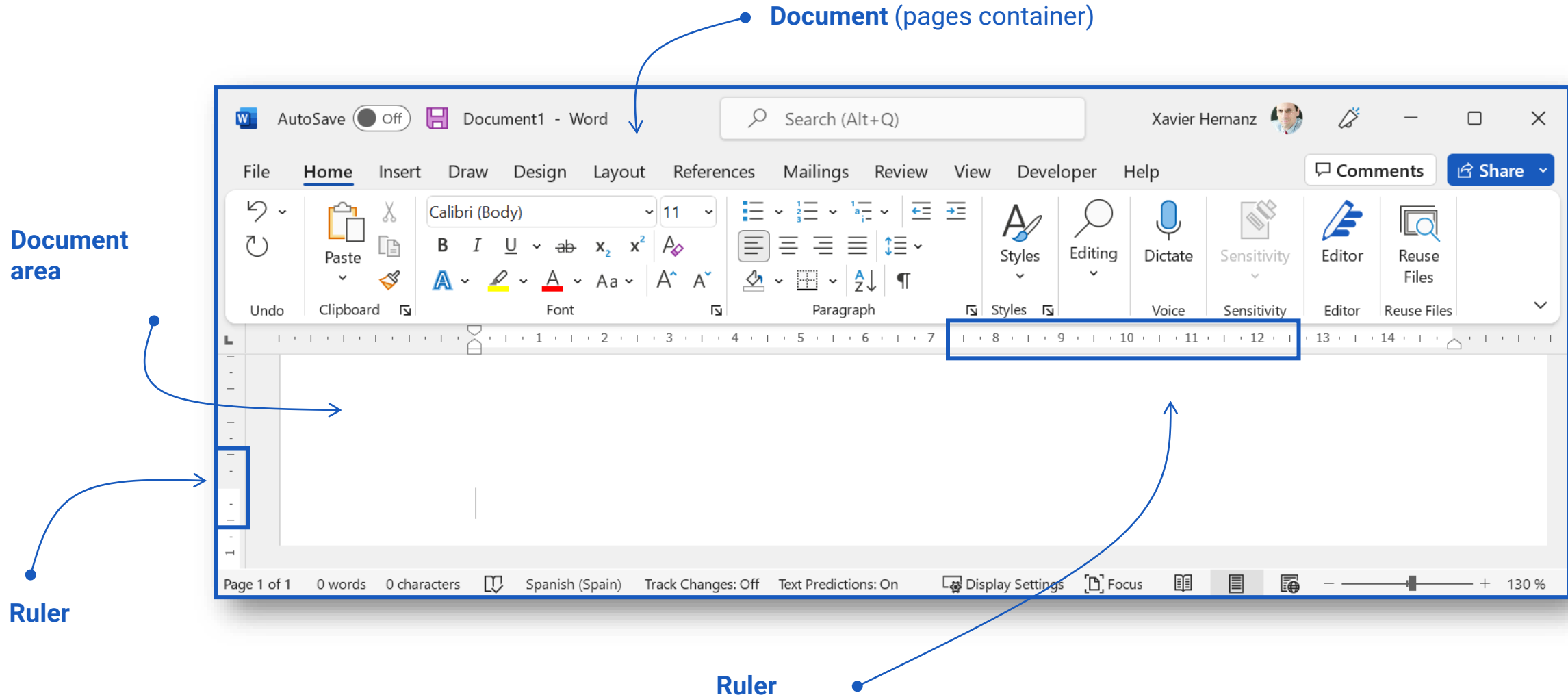
Marketing plan - An overview of a plan to help market a new product or service.

Memo - Create a memo for employees.

Report - A status report or book report.

Résumé - Create or maintain your résumé.

Structure of a page



THANK YOU!