**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*

**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* ***jusfity*** *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.*