

INFORMATION AND COMMUNICATION TECHNOLOGY

WORD PROCESSORS MARKING GUIDE

a)

- *Microsoft Office Word*

b) **Examples Of Word Processors**

- AbiWord
- Bean
- Document.Editor
- EZ Word
- Feng Office Community Edition
- GNU TeXmacs
- Groff
- WPS Office
- KWord
- LyX
- LibreOffice Writer
- Text Maker
- Kingsoft writer
- Word Pad
- Word Perfect
- WPS Office
- Quick Office

c) **Advantages of using word processors over typewriters.**

- 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.
- Ability to work with drawings and objects.

d) **Keyboard shortcuts and their meaning**

Basic Editing:

Ctrl + C: Copy selected text.

Ctrl + X: Cut selected text.

Ctrl + V: Paste copied or cut text.

Ctrl + Z: Undo the last action.

Ctrl + Y: Redo the last undone action.

Ctrl + I: Italicize selected text.

Ctrl + U: Underline selected text.

Ctrl + [: Decrease font size by 1 point.

Ctrl +]: Increase font size by 1 point.

Alignment:

Ctrl + E: Center align text.

Ctrl + L: Left align text.

Formatting:

Ctrl + B: Bold selected text.

Ctrl + R: Right align text.

Ctrl + P: Open the print window.

Navigation:

Document Management:

Ctrl + Home: Move to the beginning of the document.

Ctrl + O: Open an existing document.

Ctrl + End: Move to the end of the document.

Ctrl + S: Save the current document.

Ctrl + W: Close the current document.

e) Disadvantages of using word Processor programs

- It takes time to learn how to use the program effectively.
- Not faster compared to pen and faster
- You need access to a computer with installed word processor.
- Very expensive to access compared to pen and paper.
- It is not easy to read long documents on the computer screen.
- Sometimes the printer may print not the exact copy on the screen.

f) Steps To Start A Word Processor Program Using A Well Assembled Computer

Turn on the computer: Press the power button on your computer case. Lights will turn on, and the boot process will begin.

Wait for Windows to load: The computer will go through its Power-On Self Test (POST) and then load the Windows operating system. This might involve seeing a manufacturer's logo and then the Windows loading screen.

Access the Start Menu: Once Windows is fully loaded, you'll see your desktop. Locate the Start Menu button. It's usually a Windows icon in the bottom left corner of the screen.

Find Microsoft Office: There are two main ways to find your desired Office program:

Search Bar: Click in the search bar on the Start Menu and type the name of the program you want, like "Word" or "Excel." As you type, Windows should suggest matching programs.

All Apps: Click on "All apps" in the Start Menu. This will display a list of all installed programs on your computer. Look for the Microsoft Office folder and then choose the specific program you want (e.g., Microsoft Word, Excel, PowerPoint).

Launch the program: Click on the program icon you found (either from search or the All apps list). This will launch Microsoft Office and open a new blank document in the chosen program

Alternative Method (Taskbar Pin): If you use a specific Office program frequently, you might have its icon pinned to the taskbar at the bottom of your screen. Clicking this icon will directly launch the program.

These steps should get you started with any Microsoft Office program on a well-functioning computer with Windows.

g) Shantel should adopt to electronic word processors than paper work because of the following reasons;

Storage Space: Physical documents are bulky and require filing cabinets or dedicated storage spaces, which can be expensive and eat up real estate. Electronic documents are stored digitally and take up minimal space.

Organization and Retrieval: Finding a specific paper document can be time-consuming, especially if you have a large filing system. Electronic documents can be easily searched by keywords or organized with folders and tags for quick retrieval.

Security Risks: Paper documents are vulnerable to loss, theft, damage from fire, water, or fading ink. Electronic documents can be backed up securely and protected with passwords and encryption.

Editing and Updating: Making changes to a paper document often involves reprinting the entire document. Edits to electronic documents are simple and revisions are easily tracked.

Collaboration: Sharing paper documents requires physically delivering copies or scanning them and emailing them. Electronic documents can be shared instantly with collaborators who can work on them simultaneously.

Environmental Impact: Paper production uses trees, water, and energy. Electronic documents are a more eco-friendly option.

Version Control: It's hard to keep track of different versions of a paper document. Electronic documents have version control features that show you the history of changes.

Limited Functionality: Paper offers basic formatting options. Electronic documents offer a wider range of formatting options, including fonts, styles, tables, and graphics.

Accessibility: Electronic documents can be easily converted to accessible formats for people with disabilities. Paper documents are not as adaptable.

Cost: Over time, the cost of paper, ink, printers, and toner can add up. Electronic documents have minimal ongoing costs.