A word processor enables you to create a document, store it electronically,display on a screen, modify it it and print it on a printer. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document.

Word processors usually support these features.

**Cut and paste**: Allows you to remove a text and insert it somewhere.

**Find and replace**: Allows you to direct the word processor to search for a particular word and replace it.

**Print**: Allows you to send the document to the printer.

**Graphics**: Allows you to include illustrations and graphs in a document.

Spreadsheets and databases

A spreadsheet program helps you manage personal and business finances. Spreadsheets are mathematical tables which show figures in rows and columns.

Spreadsheets have many built-in functions, prewritten instrucions tha can be carried out by referring to he function by name, and also user can change font, borders etc.

A database is essentially a computerized record-keeping system. Each unit of information you create is called a record and each record is made up of a collection of fields. You fill in a form with the relevant information for each field to add a new record to the database.

Once you have edded data, indexes must be created to help database find specific records and sort records faster.

Two databases can be related as long as they hold a piece of data in common. Extracting information from a database is known as performing query.