SCORE

Directions:

- 1. Launch Word and create a new document.
- 2. Type the paragraphs on your right.

Note: When typing paragraphs, you don't need to press the Enter key after each sentence unless you start with a new paragraph.

3. Save the activity as All About Word Processing.

Preview:



Word processing is one of the most widely used applications installed on the computer for the purpose of writing, editing and creating certain reports or documents. It had been providing the users with many benefits, and this is found to be one of the most famous computer applications, which is used by the people regularly. Different sort of functions can also be performed in the word processing unit. For the working of the word processing, it must be ensured by the users that they have the word processor installed in the computer, where they would be able to write the text and apart from this, the computer is another important thing that must be possessed by the users. In most of the cases in word processing, the users can also use a printer as well for taking the prints so that the entire document that was created can be easily read by the user.

On the other hand, the document which was created with the help of the word processor can be easily saved on the hard disk of the computer and unless and until it is removed, until then it can't be removed at all. The user can give his own desired name to the document which had been created, and for this certain command in the form of text needs to be entered by the user, so that it can be used further. It also was found out that the word processing unit is providing the user with many advantages as well. The first advantage is that the user can easily make changes in the entire document that was created, and those changes can either be regarding the addition of the deletion of the text. Generally, word processing is used by people on a greater scale.

Chapter 2 Working with Office Files

Lab. 8 First Planner

SCORE

Directions:

- 1. Launch Excel and create a new workbook.
- 2. Type and follow the format of the preview in your right. Just ignore advance formatting.
- 3. Fill in at least two (2) days of your lesson plan.
- 4. Save the activity workbook as Easy Excel.

Preview:



