

5. WORD PROCESSING

GRADE 8

What is Word Processing

Creating documents using word processing software is known as word processing. Word processing software is an application software that can create various types of documents.

Using Word Processing Software

Letters

Question papers

Newspapers

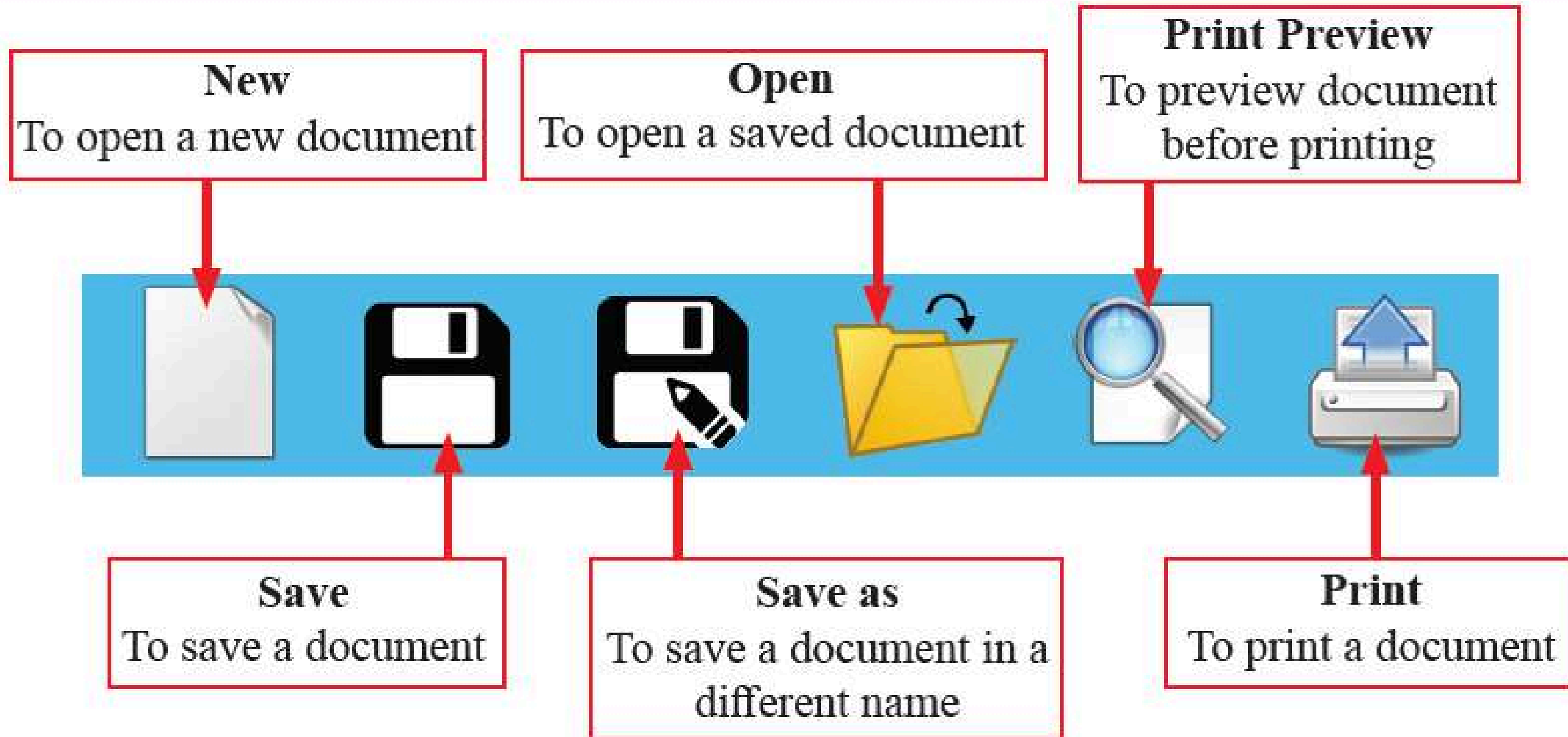
Application forms

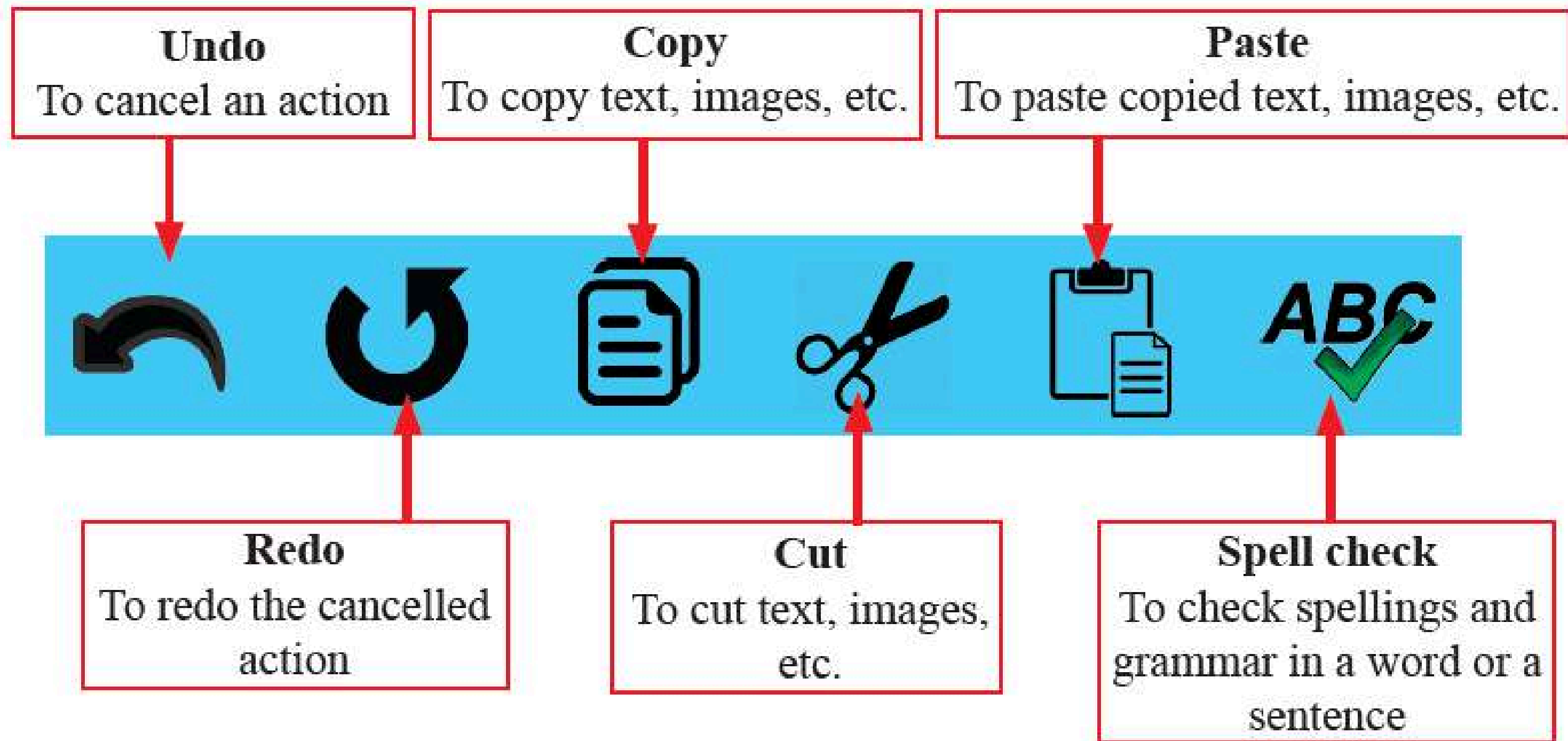
Invitations

Greeting cards

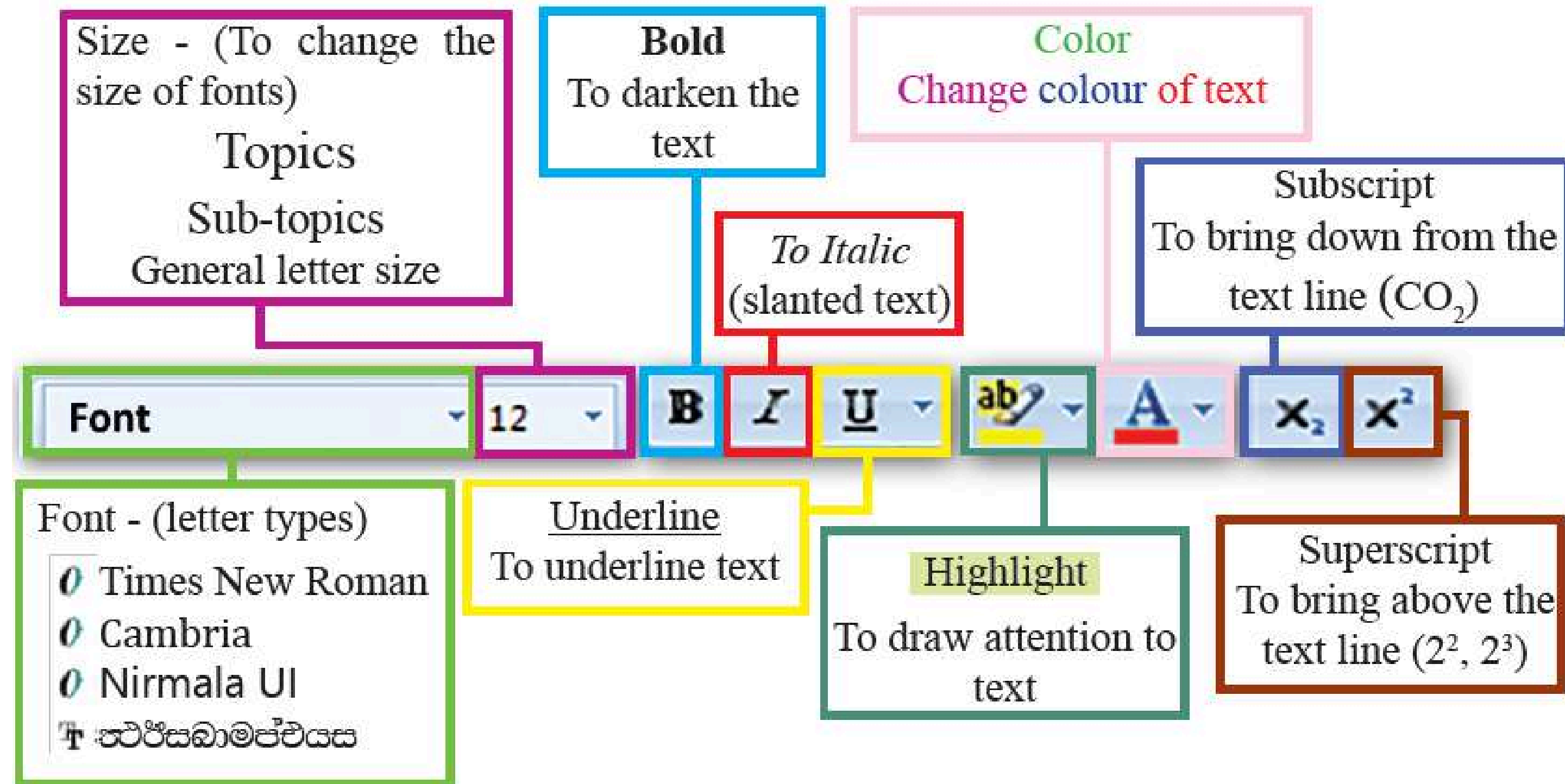
Magazines

Common Tools





Text formatting tools



Alignment and positioning tools

Align Left

To align the text to the left side

Align Right

To align the text to the right side

Line and Paragraph Spacing

To change spaces among lines and paragraphs

Shading

To colour the background



Center

To align the text to the middle

Justify

Align the text on both sides

Bullets

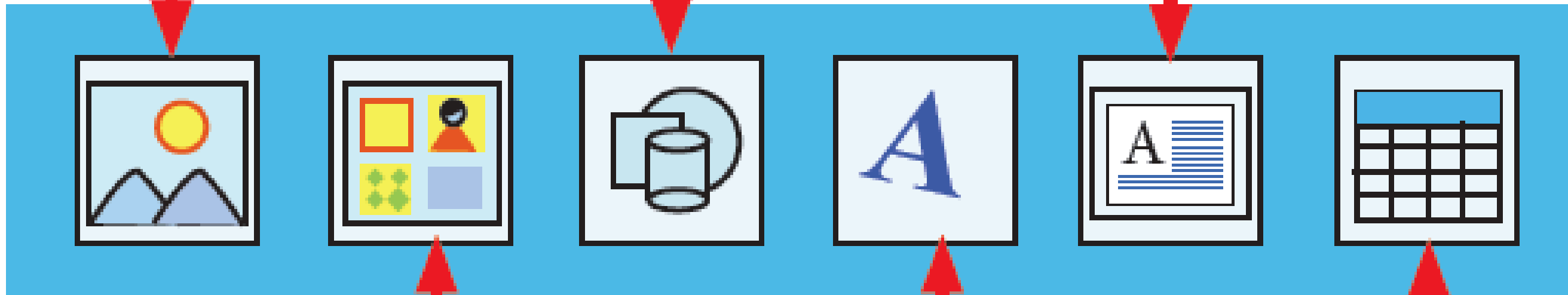
Numbering

Insert objects

Pictures

Shapes

Text boxes



Clip Art - To insert images

Word Art - To insert
artistic letters

Tables

Activity

1. What is Word Processing?
2. Name three types of documents that can be created using word processing software.
3. List any five common tools used in Word Processing.
5. What is the purpose of the Spell Check tool?

THANK YOU