

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

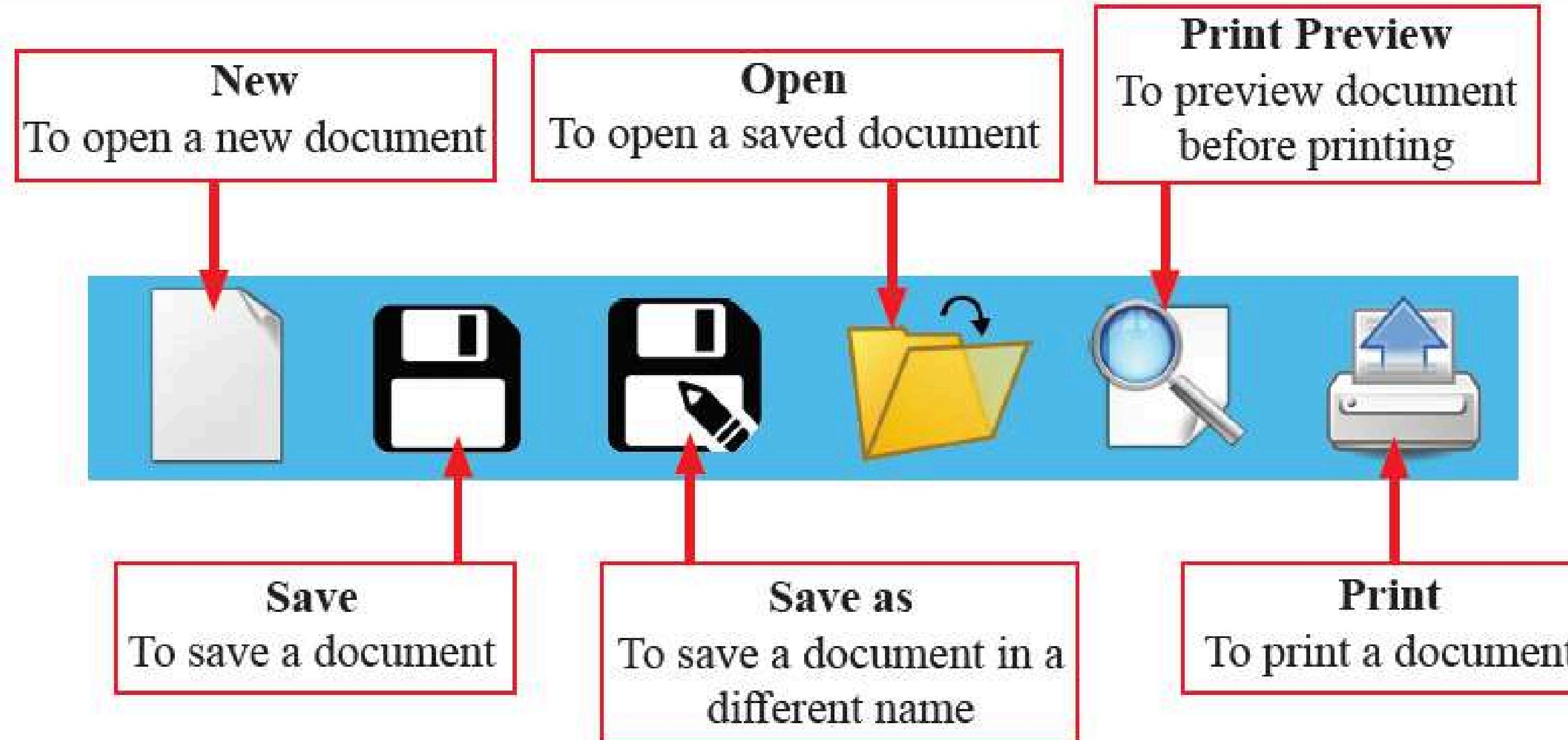
Application forms

Invitations

Greeting cards

Magazines

Common Tools



Undo

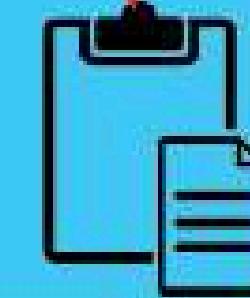
To cancel an action

Copy

To copy text, images, etc.

Paste

To paste copied text, images, etc.

**Redo**

To redo the cancelled action

Cut

To cut text, images, etc.

Spell check

To check spellings and grammar in a word or a sentence

Text formatting tools

Size - (To change the size of fonts)

Topics

Sub-topics

General letter size

Bold

To darken the text

Color

Change colour of text

Subscript

To bring down from the text line (CO_2)

Font

12

B

I

U

ab

A

x₂

x²

Font - (letter types)

Times New Roman

Cambria

Nirmala UI

മലയാളം ലൈസ്റ്റ്

Underline

To underline text

Highlight

To draw attention to text

Superscript

To bring above the text line ($2^2, 2^3$)

Alignment and positioning tools

Align Left

To align the text to the left side

Align Right

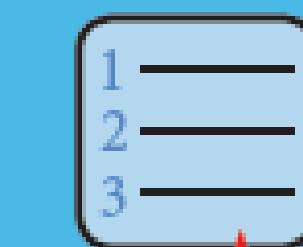
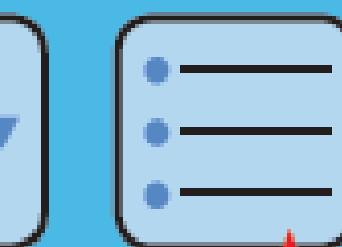
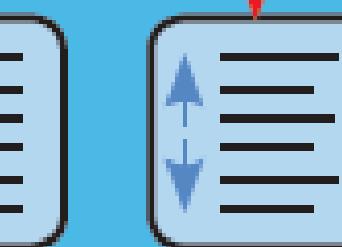
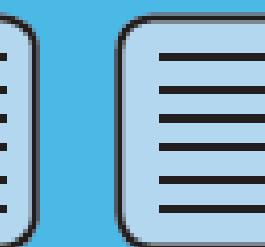
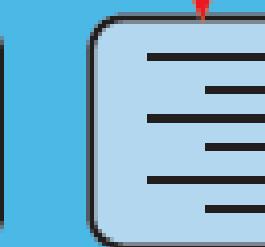
To align the text to the right side

Line and Paragraph Spacing

To change spaces among lines and paragraphs

Shading

To colour the background



Center

To align the text to the middle

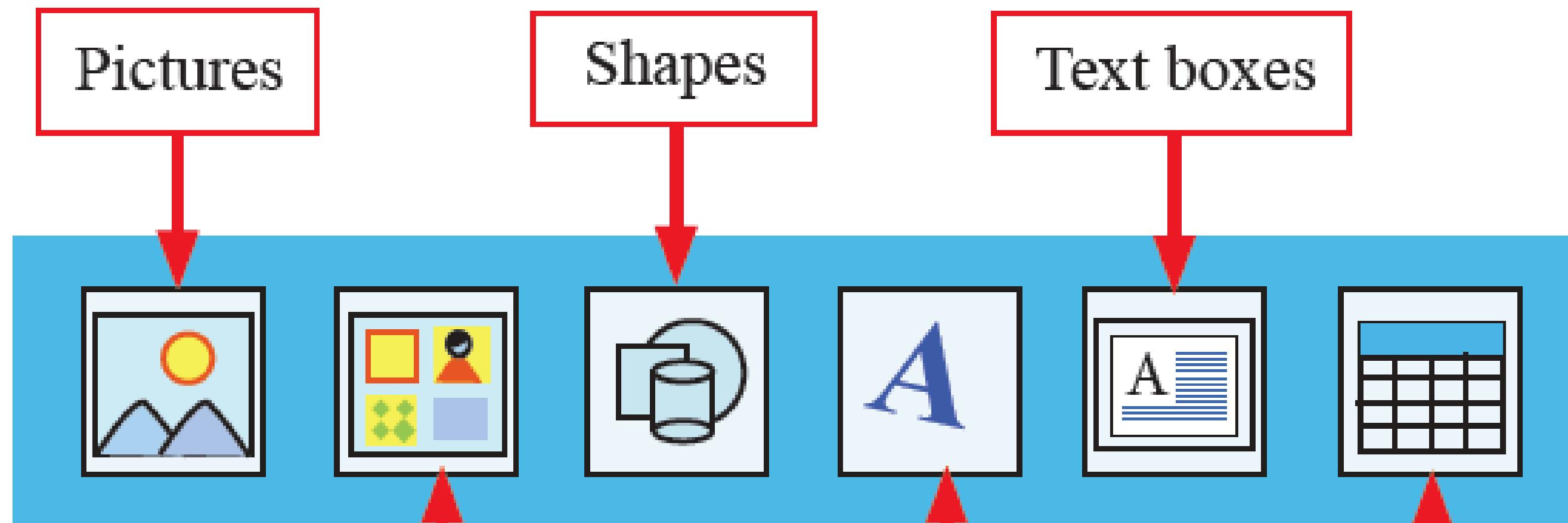
Justify

Align the text on both sides

Bullets

Numbering

Insert objects



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