**WORD PROCESSING**

Word processing is the art of text manipulation. It involves creating and producing professional looking documents such as letters, memos, reports etc.

Definition of a word processor.

A word processor is a computer program that enables a person to create, save, retrieve, edit, format and print texts based documents.

Initially, the term word processor was used to refer a computer system with a special piece of software used fo production of documents.

ENTERTAINME

Purpose of a word processing.

A Word processor is a tool that can be used to prepare and produce documents. It can be used in:

* Writing letters ( i.e., business and general mail).
* Writing memos.
* Writing books.

1. Wring articles,research letters such as report/theisis and term papers.
2. Writing essays and projects.
3. Writing curriculum vitae and resumes.
4. Writing weekly news letters sports