

Aplicaciones Ofimáticas (Office Applications)

# Unit 05. Word processor

---



Authors: Sergi García Barea, Gloria Muñoz González

Updated October 2022



## Licence



### **Attribution - Non-commercial - ShareAlike (BY-NC-SA):**

Commercial use of the original work or possible derivative works is not allowed, the distribution of which must be done with a licence equal to that which regulates the work original.

## Nomenclature

Throughout this topic different symbols will be used to distinguish important elements within the content. These symbols are:

 **Important**

 **Attention**

 **Interesting**

## INDEX

<b>1. What is a word processor?</b>	<b>3</b>
<b>2. Microsoft Office 365 (Word)</b>	<b>3</b>
<b>3. Interesting links to learn and improve in the use of Word 365</b>	<b>3</b>
<b>4. What goes in for exam?</b>	<b>3</b>

## UNIT 05. WORD PROCESSOR

### 1. WHAT IS A WORD PROCESSOR?

A word processor is software that allows us to create and modify text documents. It is one of the main applications used on computers and has been in constant evaluation from the 70s to the present.

You have the definition and more information [https://es.wikipedia.org/wiki/Procesador\\_de\\_texto](https://es.wikipedia.org/wiki/Procesador_de_texto)

The most important word processors are:

- Writer (Libre Office suite). It is free and open source software.
- Word (Office 365 suite). It is proprietary and paid software.
- Google Docs (Google Suite). It is proprietary and free software.

### 2. MICROSOFT OFFICE 365 (WORD)

To carry out this unit, we will use the Office 365 office suite. Within this office suite there are various programs (Excel, PowerPoint, etc.), but in this unit we will use Word to perform word processing.

**! Attention:** If you don't have your credentials to access Office 365, ask your teacher.

### 3. INTERESTING LINKS TO LEARN AND IMPROVE IN THE USE OF WORD 365

Training in word processors is something worked on throughout the compulsory education stage, so we start from having some basic knowledge. In any case, whether to reinforce a concept or to learn a new trick, it is important to be in continuous training.

Here are some interesting links to help you learn/improve your word processing skills using Office Word 365:

- Microsoft learning support <https://support.microsoft.com/es-es/training>
- Channel TikTok Word4Ever: <https://www.tiktok.com/@word4ever>
- Channel TikTok ADSistemas: <https://www.tiktok.com/@adsistemas>
- Course Word 365 AulaClic:  
<https://www.youtube.com/watch?v=UqtGVPlz3LE&list=PLomN84AdULIA8PzPPMaoP9yYjXoEd13zH>

### 4. WHAT GOES IN FOR EXAM?

We call this section like that because for students it is always more attractive than “What should I learn in this subject?” :D

In this unit, we do not make a list, since EVERYTHING (without exception) that we work on in the evaluable activities and in the challenge is likely to enter for an exam.

**! Attention:** it is only what has been worked on in activities and in the challenge. That does not mean having to know absolutely everything about Word 365 or everything exposed in the recommended links.