

# Popular Productivity Software:

## Word processing

At work, at home, at school, and even during leisure activities, we spend much of our time writing. At work we send e-mail and write procedures manuals. At home we keep to-do lists and prepare party announcements. At school we write reports and essays. During leisure time, we keep diaries, write letters to our family and friends, and prepare newsletters for our club associations. These are just a few of the many day-to-day writing activities that can be made easier and more presentable through the use of word processing software. Today's sophisticated word processing software packages do much more than text-oriented word processing. For example, popular packages, like Microsoft Word and WordPerfect, not only let you integrate images with text for printed documents, but they let you integrate audio, such as voice annotations, and even video within documents designed for on-screen viewing.

### **Word Processing Concepts and Features**

Word processing software lets us create, edit, and format documents in preparation for output. Output can be a document that is printed, displayed on a monitor, faxed, e-mailed, or perhaps, posted to the Internet for worldwide access. If you were to use word processing to prepare a report, you would key in the full draft only once. Revisions and corrections are made to a computer-based file before the finalized report is printed or output in some other way. If you forget a word or need to add a paragraph, you do not have to retype a page or, in the worst case, the whole report.

word processing is a lot more than an automated pen and paper. It checks your grammar and spelling, helps you find the right word, and assists you in formatting your document (margins, typeface, headings, and so on). You, however, must supply the words and images

**Creating and Saving a Document.** You'll probably learn the process and techniques of preparing a word processing document in a lab or, perhaps, via interactive computer-based training. To create an original document, such as a résumé, you simply begin entering text from the keyboard and, as needed, enter format commands that enhance the appearance of the document when it is printed or displayed (spacing, italics, and so on). You can insert images, then resize and/or reposition them anywhere within the word processing document. If you wish to work with the document later, you will need to save it to disk storage for later recall. When you recall a document from disk storage, you can edit (revise) it, then save the revised version of the document to disk storage. Once you are satisfied with the content and appearance of the document, you are ready to print, send, or display it.

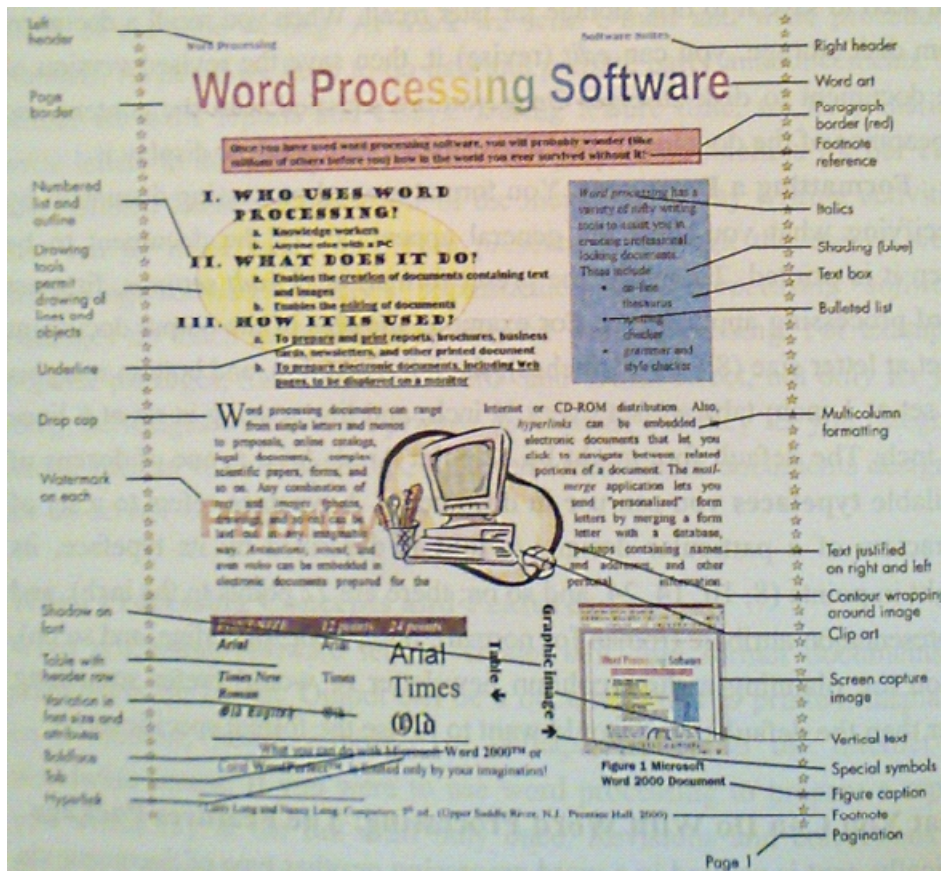
**Formatting a Document.** You format a word processing document by specifying what you wish the general appearance of the document to be when it is printed. Typically, the preset format, or default settings, fit most word processing applications. For example, the size of the output document is set at letter size (8½ by 11 inches); the left, right, top, and bottom margins are set at 1 inch; tabs are set every ½ inch; and line spacing is set at 6 lines per inch. The default font might be 12 point Arial. Arial is one of dozens of available **typefaces** you can use in documents. A typeface refers to a set of characters of a particular design. A **font** is described by its typeface, its height in points (8, 10, 14, 24, and so on; there are 72 points to the inch), and its presentation attribute (roman [or normal], bold, italic, underline, and so on). If you are planning a three-column newsletter or would prefer something other than the defaults, you would want to revise the format specifications.

**What You Can Do With Word Processing: The Features Package** Typically, text is entered in a word processing or other type of document via keyboard or speech recognition. In speech recognition, you simply speak into a microphone and the words are interpreted by speech-recognitionare

software and entered in the document. Word processing packages **WYSIWYG** (pronounced 'WIZ e wig), short for "What you see is what you get." What you do

to a document, whether entering text or inserting an image, is reflected on the screen showing you what the document will look like when it is printed. Word processing software has many features that help you create exactly what you want.

The word processing find feature lets us search our entire word processing document and identify all occurrences of a particular search string. For example, when you could find (search) for 'January', the cursor is placed at the first occurrence of 'January'. The replace feature enables replacement either selectively or globally. For example, you can replace any or all occurrence of 'January' with 'February'.



**Figure 2-1. Word Processing Features Overview.** This word processing document illustrates features common to most word processing software. Note that you can create special effects with the drawing tool and border features.

The watermark feature lets you add a drawing, a company logo, headline-sized text (such as the 'PRIORITY' in this example), or any image behind the printed

document text. In the electronic world, documents are 'networked' with hyperlinks (references to different sections of an electronic document or to other related electronic documents). Even the callouts, which label the features, are a word processing feature. Not shown is the editing feature that lets you add editorial remarks and make corrections to an original document. This feature is helpful when several people review a document prior to publication.