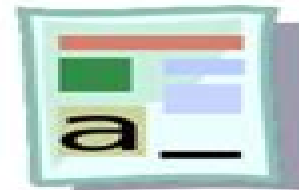

KEYBOARDING & WORD PROCESSING BASICS I

TOPICS COVERED IN THIS CLASS

- What is keyboarding? What is word processing?
- Word processing vs. using a typewriter
- Features and examples of word processors
- Basic skills for learning the method of touch typing



INTRODUCTION

Keyboarding is the process of entering data by means of a keyboard. Word processing is the process of using a computer to create, edit, and print documents. To perform word processing, you need a computer and a program called a “word processor” (ex. Microsoft Word), and a printer. A word processor enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it out on a printer.

WORD PROCESSING VS. USING A TYPEWRITER

The advantage of using a word processor over a typewriter is that changes can be made without having to retype the entire document. You can correct mistakes, and insert or delete words, sentences, or entire paragraphs anywhere in the document. You can also move sections of text from one place to another, or even between documents. The final version can be sent digitally (by email), or to the printer to produce a hard copy.

FEATURES OF WORD PROCESSORS

In addition to entering text in a word processing program, many word processors can perform advanced functions including, but not limited to:

- Font formatting—changing the font size, color, and effects
- Multimedia—inserting images, charts, and diagrams
- Spelling and grammar check—correcting spelling and grammar errors
- Page layout—adjusting orientation, margins, and page size
- Paragraph formatting—setting tabs, indents, spacing, and lists

EXAMPLES OF WORD PROCESSORS

Although Microsoft Word is the most popular word processor, other options are available. Some *free* word processors include LibreOffice Writer and Open Office. Apple’s word processor Pages is available for Mac products. Lastly, Google offers Google Docs which is *free* and *online* which means your documents are stored in the cloud and can be accessed from anywhere with an Internet connection.

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Susie H. VanHuss



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