

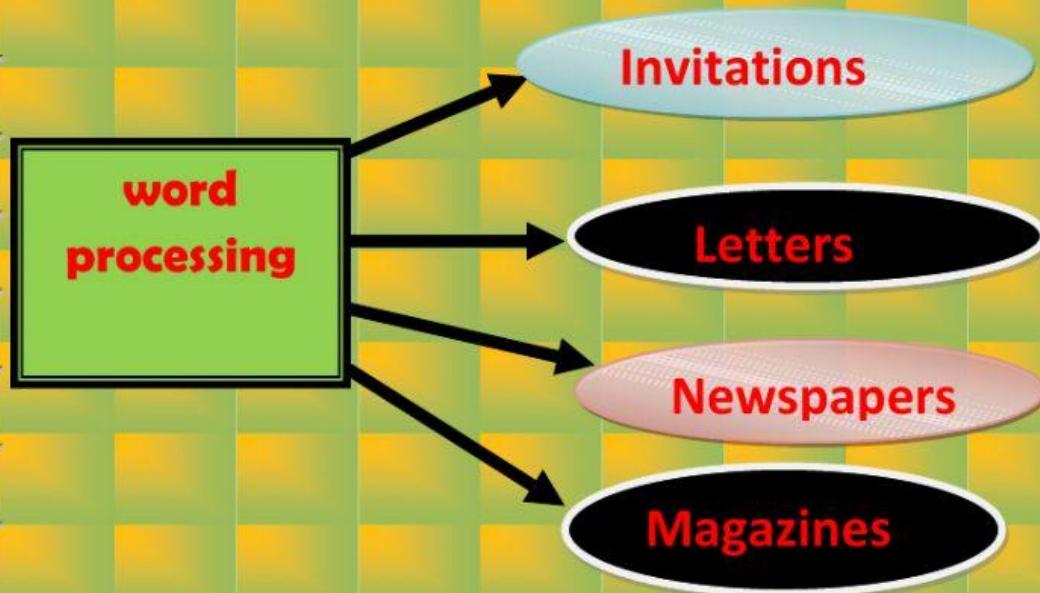
Grade 08

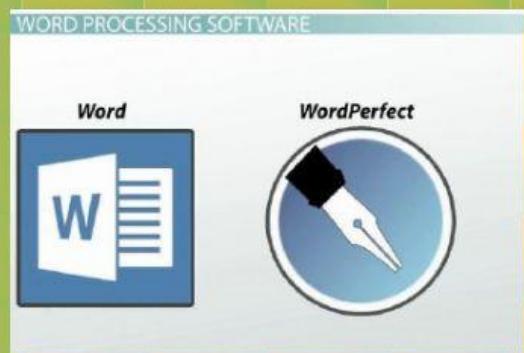
Information and Communication Technology

Word Processing..(Unit 03)

What is word processing software?

Creating documents using word processing software is known as word processing. Word processing software is application software that can create various types of documents.





Advantages and Disadvantages

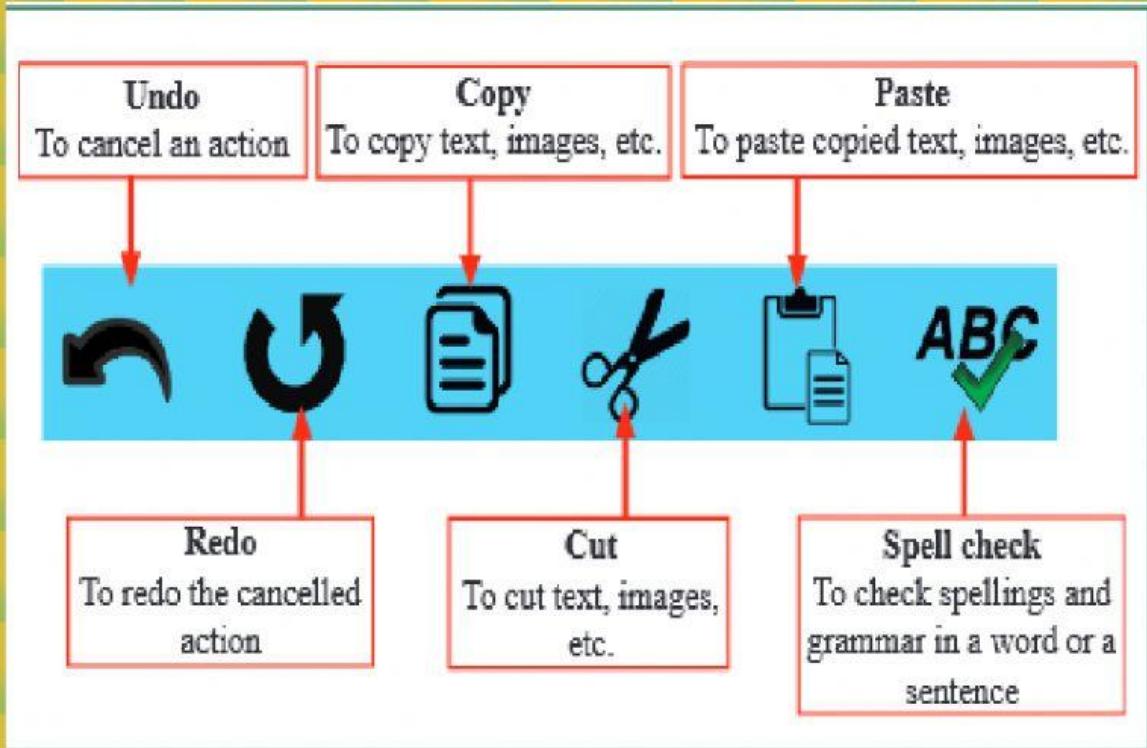
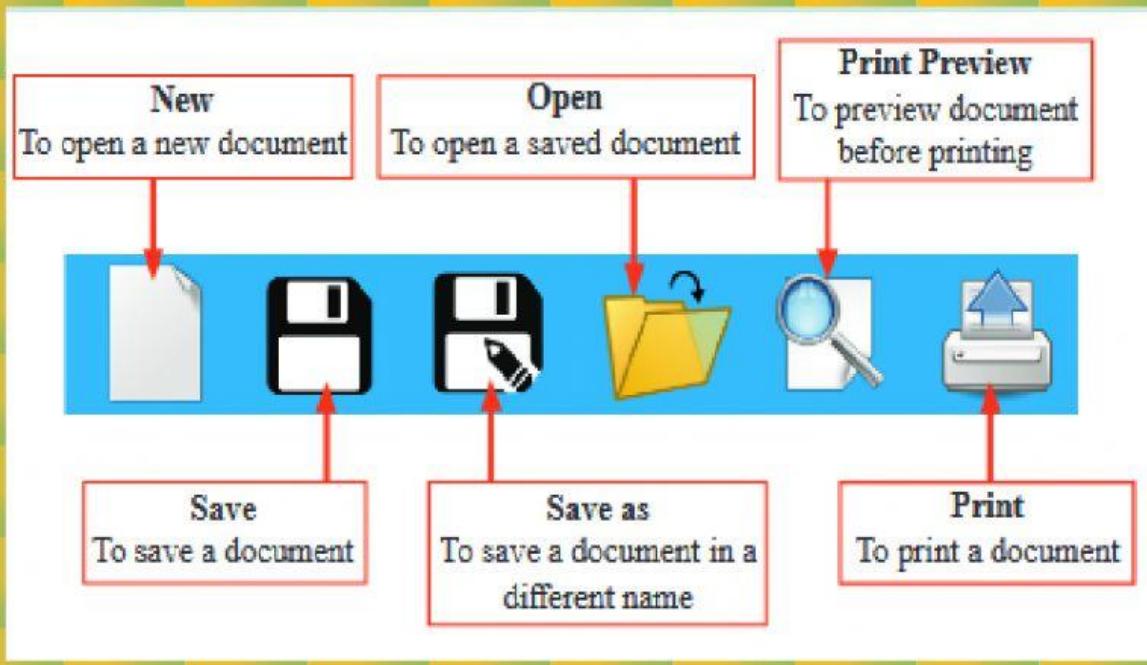
◆ Advantages

- Editors work in Microsoft Word
- Lower training costs
- Freelance editors are practical
- Structure enforced prior to final pages

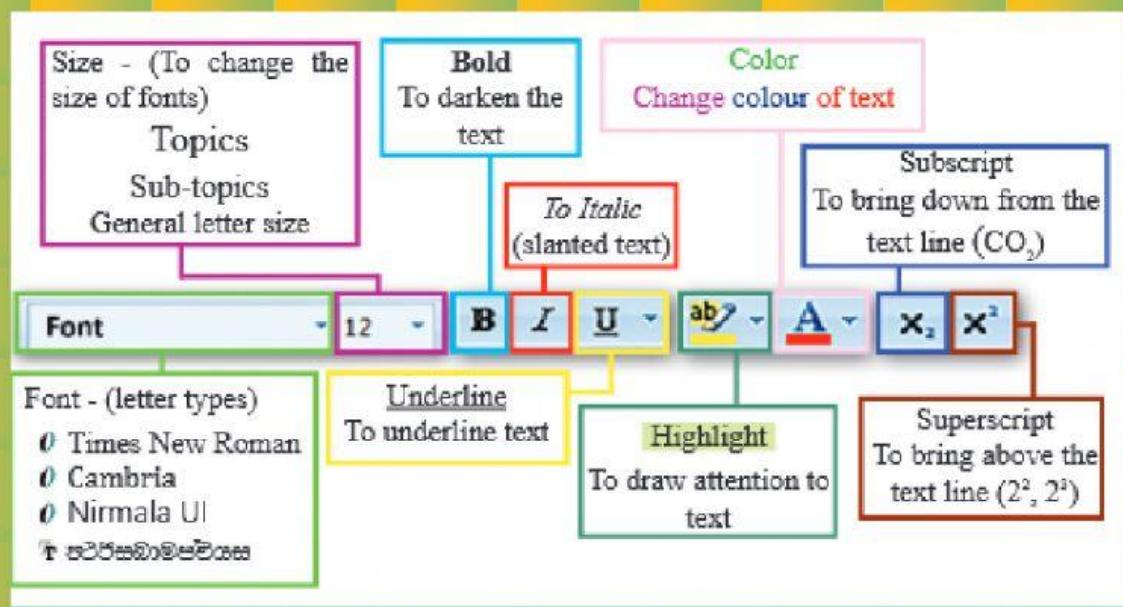
◆ Disadvantages

- Requires running application in-house for XML

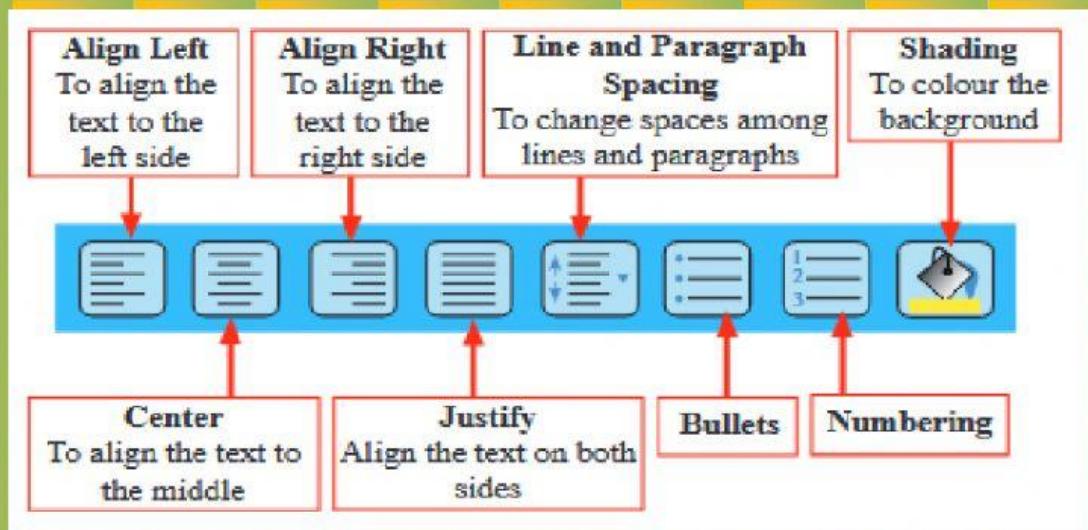
COMMON TOOLS



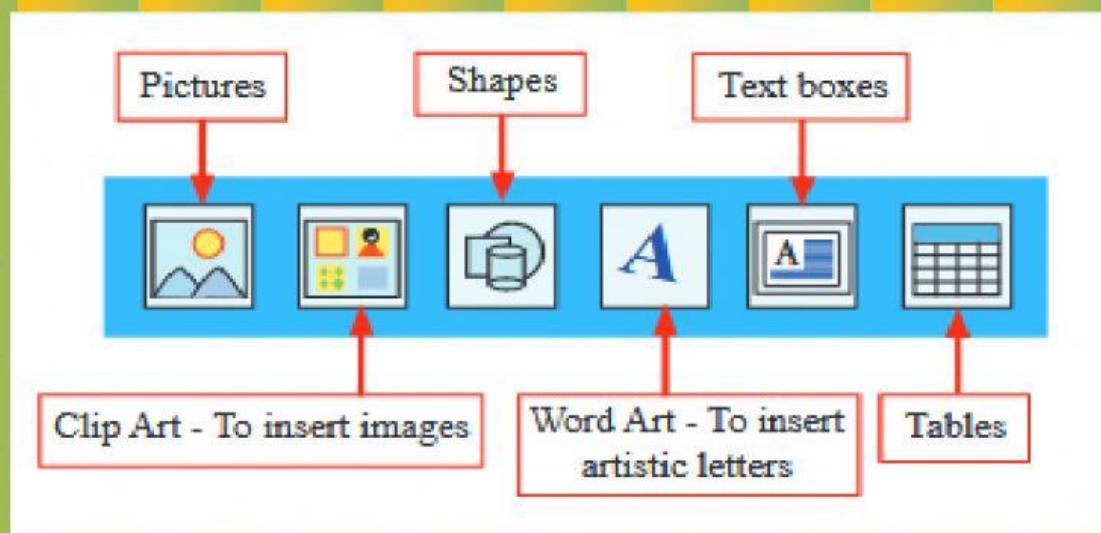
TEXT FORMATTING TOOLS



ALIGNMENT AND POSITIONING TOOLS



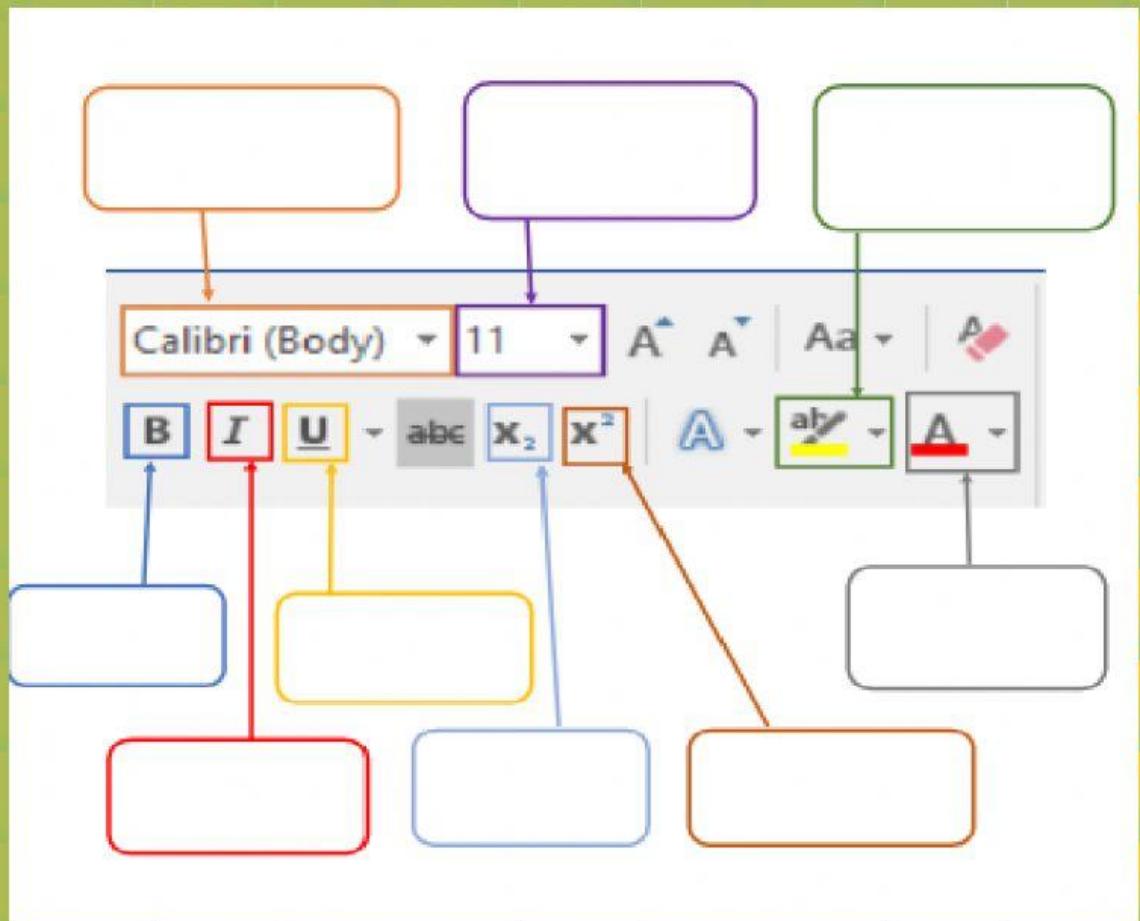
INSERT OBJECTS



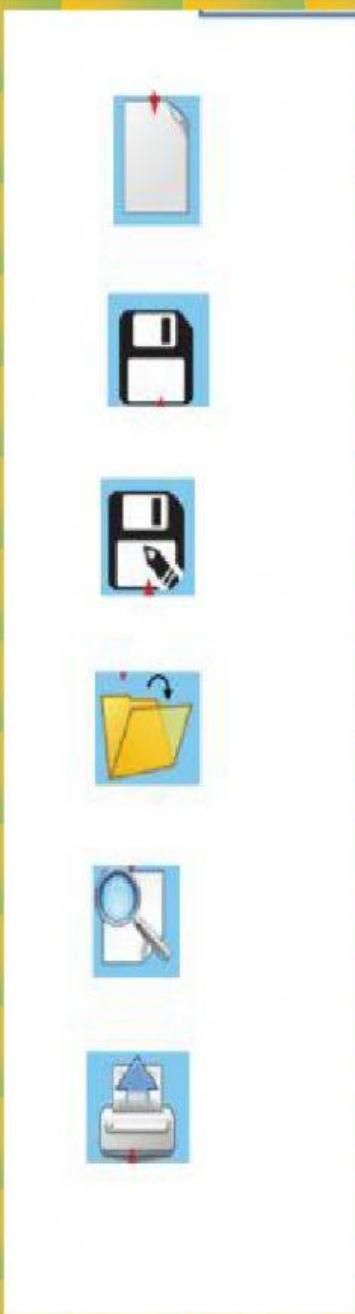
ACTIVITIES

1..Fill in the blanks using the words given below.

Font , Size , Bold , Underline ,Color ,
Highlight ,
Superscript , Subscript , Italic



2..MATCH THE CORRECT ANSWER..



(Open)

(Save as)

(Print preview)

(Print)

(Save)

(New)