

Introduction to Word Processing

INSTRUCTIONS: Fill in the blanks with correct answers to receive maximum marks.

WORD BANK			
word processor	reports	web-based	manipulation
feature	printable	Document creation	
Google Docs	computers	microsoft	

1. A _____ is a computer application used for the composition, editing, formatting of any sort of _____ materials.
2. _____ is an example of web-based word processors.
3. One of the most common word processors used is _____ word.
4. Google Docs is an example of a _____ word processor.
5. Document editing is a _____ of word processor.
6. A word processor is a text _____ tool making it one of the main applications used on personal _____.
7. _____ is a feature of word processors.
8. A word processor is a flexible tool used to create letters and _____ , to stories and books.