


## Word Processing Software

Word processing refers to the creation, editing, formatting, and manipulation of textual content using a computer or electronic device.

Word



Microsoft Word or MS Word is a popular word-processing program used mainly for creating documents, such as brochures, letters, learning activities, quizzes, tests, and students' homework assignments.



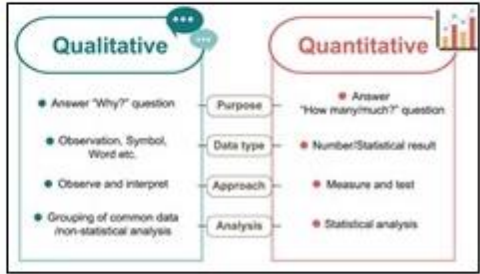
### Key Questions

**What is a word processing tool used for?**  
 A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.

**What features can you use to make a document more readable?**  
 You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.

**How do you successfully add an image to a document?**  
 If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.

- ### KEY WORDS
- Typeface,
  - Line spacing,
  - Text alignment,
  - Justification,
  - Indent,
  - Formatting,
  - Bold,
  - Italics,
  - Underlining,
  - Font colour,
  - Editing,
  - Cut,
  - Paste,
  - Overtyping,
  - Undo,
  - insert,
  - Delete,
  - Copy,
  - Paste special,
  - Header, Footer,
  - Ruler,
  - Tabs.



	Primary Research	Secondary Research
Original data was collected...	By YOU (or someone you hire)	By Someone Else
Examples	Surveys Focus Groups Interviews Observations Experiments	N/A – The act of looking for existing data IS secondary research
Qualitative or Quantitative	Can be either	Can be either
Key Benefits	Specific to your needs & you control the quality	Usually cheap and quick
Key Disadvantages	Usually costs more and takes longer	Data can be too old and/or not specific enough for your needs.