

Word Processing

in MS Word 2021

Creating, Editing, Formatting and Printing Documents



What is Word Processing?

Word Processing is the creation, editing, formatting, and printing of documents using computer software. It has largely replaced traditional typewriters and handwriting for producing professional, neat and consistent documents.



What Word Processing Produces

- Letters, reports, essays and assignments
- Newsletters and brochures
- Certificates and official documents
- Books, manuals and academic papers
- Forms and templates for repeated use



Advantages Over Traditional Methods

- Text can be edited without rewriting everything
- Spell check catches errors automatically
- Formatting makes documents look professional
- Files can be saved, shared and reprinted easily



Limitations of Traditional Methods vs Word Processing

Problem	Traditional Method	Word Processing Solution
Editing mistakes	Rewrite entire page or use correction fluid	Delete, retype or press Undo (Ctrl+Z)
Spell checking	Manual — errors are easy to miss	Automatic red underline & suggestions
Formatting text	Fixed font; no bold/italic possible	Full styling: bold, italic, size, colour
Inserting images	Not possible; paste physical cut-outs	Insert pictures, shapes and charts digitally
Saving & sharing	Make a physical carbon copy only	Save as .docx; share via email or cloud
Multiple copies	Type the same letter many times	Mail Merge → one template → many letters
Consistency	Hard to keep same spacing/margins	Styles and templates ensure uniform layout

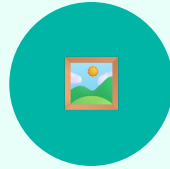


Benefits of Word Processing Software



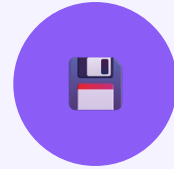
Create & Edit

Create documents and modify them any time without starting over



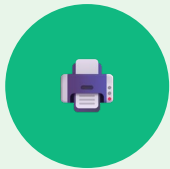
Insert Objects

Add images, shapes, tables, charts, symbols and WordArt



Save & Retrieve

Store on disk, USB or cloud and open files whenever needed



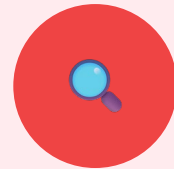
Print Preview

Check how document looks before printing — saves paper



Spell & Grammar

Auto detection with red (spelling) / blue (grammar) wavy lines



Find & Replace

Ctrl+F to find; Ctrl+H to find and replace across the document



Key Takeaways — Word Processing



Word Processing

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Computer Software

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Professional Docs

Quick Recap

- Word processing = creation, editing, formatting and printing of documents using software
- It replaces typewriters — errors are fixed instantly instead of rewriting the whole page
- Key benefits: editing, spell check, formatting, images, save/retrieve, print preview, mail merge
- Microsoft Word 2021 is the most widely used word processing software in the world