

INTRODUCTION TO WORD PROCESSING

- ✧ A word processor is a program that you can use to create various types of documents.
- ✧ It has tools to help you create, edit, format and generally improve the appearance of your documents.
- ✧ Examples of word processing software: MS Word and Word Perfect.
- ✧ Types of documents that a word processor can produce include:
 - + Memos and letters
 - + Greeting cards
 - + Resumes
 - + Letterheads and namecards
 - + Simple posters and newsletters

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Hal Glatzer



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