

WORD PROCESSING

Word processing is the art of creating, editing, formatting, saving and printing text and graphic documents using a word processor.

A word processor is an application software-GENERAL PURPOSE APPLICATION that enables the user to create, edit, format and print text documents.

Examples of common word processors include

- a. Microsoft word
- b. Corel word perfect
- c. Lotus word pro
- d. Apple works
- e. Open office writer
- f. WordPad
- g. WordStar etc.

The most commonly used word processor is the Microsoft word which is a part of the Microsoft office suite; there are different versions of Ms Word which include-: Ms Word 97, Ms Word 2000, Ms Word 2003, Ms word 2007, Ms Word 2010, Ms Word 2013 & Ms Word 2016

WORD PROCESSING TERMINOLOGY

1. **Document:** the file that is created using a word processor. Documents can contain many different types of items such as text, images, tables, charts, borders and clip art
2. **Cursor/ Insertion Point:** a flashing vertical bar on the screen that indicates where entered text or objects will be placed in the document. To place the cursor to a new location in your document, you would move your mouse pointer to the new location and click the left mouse button once. The flashing cursor should now appear in the new location and any text typed or object inserted will be placed there.
3. **Ribbon-**an area at the top of an Office program window that contains commands for working with the open file; the commands are organized by tabs.
4. **Quick access tool bar** –a small and moveable toolbar at the top of the document window. It usually contains buttons to save, undo, redo and print. This toolbar can also be customized to include or remove other commands.
5. **Screen tips-**notes that appear on the screen to provide information about a button. You can show or hide Screen Tips at any time.
6. **Scroll Bars:** Since many documents are too long to fit legibly on a single computer screen, vertical and horizontal scroll bars are included to allow you to move through the document and change the area of the document that is currently being viewed on the screen
7. **Title Bar** - shows the name of the application that you are using (Microsoft Word) and the name of the file (Document1) i.e. the name of the file is the default name. You should notice the Minimize - Maximize and Close button on the title bar for the application.

Management Of Word Processing Operations

**Arthur A. Teixeira, Charles F.
Shoemaker**



Management Of Word Processing Operations:

Management of Word Processing Operations Paula B. Cecil,1980-06 Management ,1980 Management Notes ,1979 **A Bibliography of Documents Issued by the GAO on Matters Related to ADP, January 1976-December 1980** United States. General Accounting Office,1981 **A Bibliography of Documents Issued by the GAO on Matters Related to ADP** United States. General Accounting Office,1980 *Advanced Word/information Processing Operations* Jane Terzick Varner,1988 **Business Process Management** Wil, van der Aalst,Jörg Desel,Andreas Oberweis,2003-07-31

Business processes are among today s hottest topics in the science and practice of information systems Business processes and workflow management systems attract a lot of attention from R D professionals in software engineering information systems business oriented computer science and management sciences The carefully reviewed chapters contributed to this state of the art survey by internationally leading scientists consolidate work presented at various workshops on the topic organized by the editors of the book in the past few years The book spans the whole spectrum of business process management ranging from theoretical aspects conceptual models and application scenarios to implementation issues It will become a valuable source of reference and information for R D professionals active in the fascinating interdisciplinary area of business process management and for ambitious practitioners **Official Gazette of the United States Patent and Trademark Office** ,1990 **Computerized Food Processing Operations** Arthur A. Teixeira,Charles F. Shoemaker,2012-12-06 This book is designed to explain and illustrate how food processing op erations can be made more efficient and profitable through the application of computers in the laboratory pilot plant and production plant floor of industrial food processing plants It is intended to provide a sufficient un derstanding of how computer system concepts can be applied to food pro cessing operations to permit technical managers with the assistance of food engineering professionals to identify develop and implement com puter applications to meet their own specific needs The book should also serve as a useful text or guide for students in food engineering or food technology seeking a practical course on food process automation at the undergraduate graduate level interface The material covered includes the use of microcomputers for automated data acquisition and analysis in the laboratory and pilot plant followed by the use of computer based process control systems on the production plant floor Higher level applications are also included to illustrate the use of engineering software containing mathematical models for computer simulation optimization and intelligent on line control of specific food processing unit operations **Library of Congress Subject Headings** Library of Congress,2010 **Library of Congress Subject Headings** Library of Congress. Cataloging Policy and Support Office,2009 **The Internet Encyclopedia** Hossein Bidgoli,2004 Publisher Description United States Attorneys' Manual Executive Office for U.S. Attorneys,1980

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Commerce, the Judiciary, and Related Agencies,1979 **Management Information System** Gupta A.K.,2010-12

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Management Appendix A Appendix B Glossary Selected References Index **Control Systems Functions and**

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computing methods for mathematical modelling of nonlinear systems A number of computing techniques are considered such

as methods of operator approximation with any given accuracy operator interpolation techniques including a non Lagrange

interpolation methods of system representation subject to constraints associated with concepts of causality memory and

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covariance matrix estimation methods for low rank matrix approximations hybrid methods based on a combination of

iterative procedures and best operator approximation and methods for information compression and filtering under condition

that a filter model should satisfy restrictions associated with causality and different types of memory As a result the book

represents a blend of new methods in general computational analysis and specific but also generic techniques for study of

systems theory ant its particular branches such as optimal filtering and information compression Best operator approximation

Non Lagrange interpolation Generic Karhunen Loeve transform Generalised low rank matrix approximation Optimal data

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