PENANG SANGAM HIGH SCHOOL

YEAR 11

OFFICE TECHNOLOGY

WORKSHEET 7

LESSON NOTES AND ACTIVITY

STRAND	OT 11.2 Computer Concepts and Skills
SUB-STRAND	OT 11.2.3 Document Processing
LEARNING OUTCOME	• Define word processing. • List the advantages of word processing. • Identify and explain the features of word processing.

DOCUMENT PROCESSING

Word processing refers generally to the creation, editing, formatting, storage, and output of both printed and online or electronic documents.

Word processing software is used to manipulate a text document, such as a resume or a report. Some of the functions of word processing software include:

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Advantages
- Editing is possible before printing
- Data can be made attractive by formatting, such as bold, italic, underline and many more
- Documents can easily be send electronically
- Spell check feature is provided

How to enter and edit text
- You can enter text by using the keyboard
- Editing text may involve inserting, deleting or amending
- Other possible methods are using a scanner and optical character recognition
- You can do this by speaking into a microphone or using voice recognition software

Features of word processing

Word wrap
With a word processor, when you reach the end of a line you don't need to use the return ley to make a new line. Word processor will make a new line automatically and it will move partly completed words at the end of one line to the start of the next line.

Search and Replace
We use this feature to replace a word a number of times in a document.

Spell Checker
The spell checker works by comparing the typed word to words in the computer's internal dictionary, any word it does not recognize it will place a red line underneath.

Grammar Check
This feature works by highlighting sentences with grammatical errors.

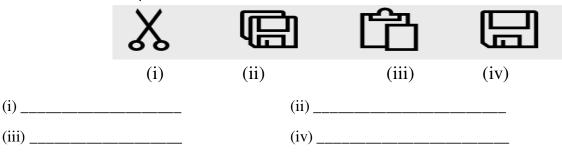### Template
A template is a readymade document, with placeholders for items like text and graphics

ACTIVITY

1. Define document processing.

   _____
   _____

2. State **two** advantages of document processing.

   _____
   _____

3. Identify the type of error shown below:

   ng had a beautful garden, and in the garden stood a tree which bore golden
   e apples were always counted, and about the time when they began to grow
   Found that every night one of them was gone. The king became very angry at

   _____

4. Label the shortcut clipboard icons below:

   (i)   (ii)   (iii)   (iv)

   (i) _____   (ii) _____

   (iii) _____   (iv) _____

THE END ☺