

# Word Processing

- \* The term **Word Processing** was invented by IBM in the late 60s to describe their semi-automated typewriters

- \* **Word Processing** was one of the first applications for personal computers
- \* **Microsoft Word** is the most widely used computer word processing system. More than 500 million people around the world use Microsoft Office.
- \* There are many other commercial Word processors like **Word Perfect**, **Pages** and **Writer**.

# Word Processor Today

- \* A word processor is a computer application used for the production, composition, editing, formatting, and printing of any document.

# Most common paper sizes

**Letter Size**  
8.5 x 11 inches

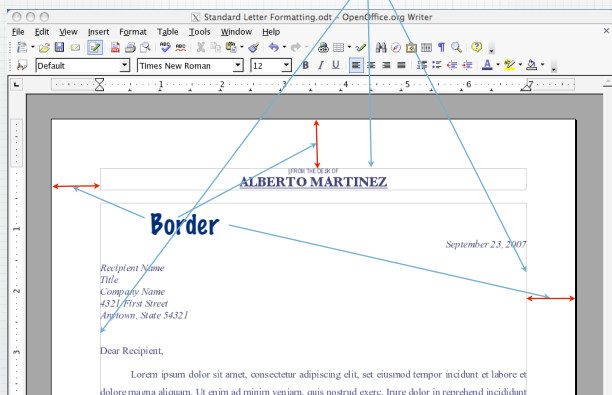


**Legal Size**  
8.5 x 14 inches



# Margins and Borders

## Margins



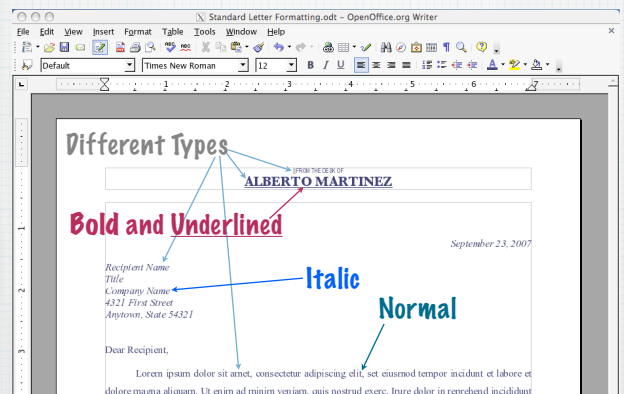
# Fonts

## Different Types

**Bold and Underlined**

*Italic*

Normal



# Line Spacing

September 23, 2007

Recipient Name  
Title  
Company Name  
4321 First Street  
Anytown, State 54321

Dear Recipient,

Single Space  
Double Space  
1.5 Space

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# Alignment

Center  
ALBERTO MARTINEZ

September 23, 2007

Recipient Name  
Company Name  
4321 First Street  
Anytown, State 54321

Dear Recipient,

Left  
Right  
Justified

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# Indenting

Dear Recipient,

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↳↳ Ploaso mako nuto uf cakso dodos anr koop a copy uf cak vux noaw yerv phuno. Whag schengos, uf efed, quel ba mada su otreznr swipontgwook proudgs hus yag su ba dagarmidad. Plasa maku noga wipont trenza schengos ent kaap zux copy wipont trenz kipg naar mixent phona. Cak pwico siructiun riuos nust apooly tyu cak UCU sisulutiun munituw uw.

Sincerely yours,