

Practising Introduction to Word Processing

Chapter 2: Introduction to Word Processing · Topic 2

Key Concept

Basic word processing tasks include typing text, using bold/italic/underline for emphasis, changing font size and style, and aligning text (left, right, centre, justified).

Word processors also offer tools like spell check (which highlights possible spelling mistakes) and the ability to insert images or tables into a document.

Quick Revision Notes

- Word processing software creates and edits text documents.
- Bold, italic and underline add emphasis to text.
- Text can be aligned left, right, centre or justified.
- Spell check highlights possible spelling mistakes.

Practice Questions

- 1 Type a short paragraph and format one word in bold and one in italic.
- 2 Practice changing text alignment to centre.
- 3 Use spell check on a document and correct any mistakes found.
- 4 Insert an image or table into a sample document.