

Dr.SNS RAJALAKSHMI COLLEGE OF ARTS AND SCIENCE
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Coimbatore- 49



**DEPARTMENT OF COMMERCE WITH INFORMATION
TECHNOLOGY**

**21UCI507 -Business Information Technology
Word Processing**

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Word Processing refers to the use of computer software to **create, edit, format, store, and print documents.**

A word processor allows users to type and modify text easily.

Examples of Word Processors:

- Microsoft Word
- Google Docs
- LibreOffice Writer

Used for creating letters, reports, assignments, resumes, etc.



Main features of word processing software:

- Text editing (Cut, Copy, Paste)
- Formatting (Font, Size, Color, Style)
- Spell Check & Grammar Check
- Insert images, tables, charts
- Page layout and printing options

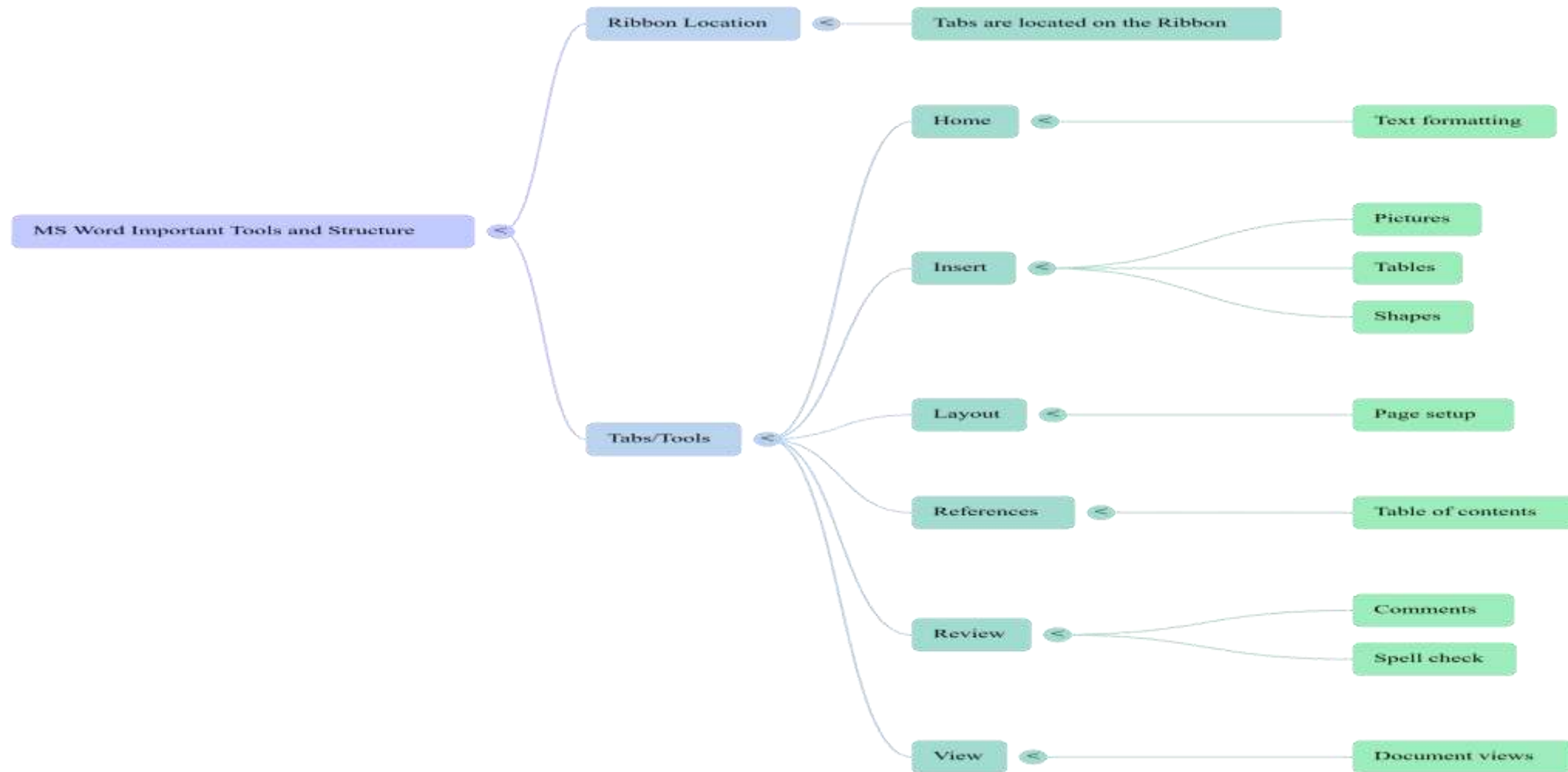
These features make document creation easy and effective.

ADVANTAGES OF WORD PROCESSING

- Easy to edit and update text
- Saves time and effort
- Professional looking documents
- Error checking available
- Documents can be saved and reused

Word processors are widely used in **education and business**.

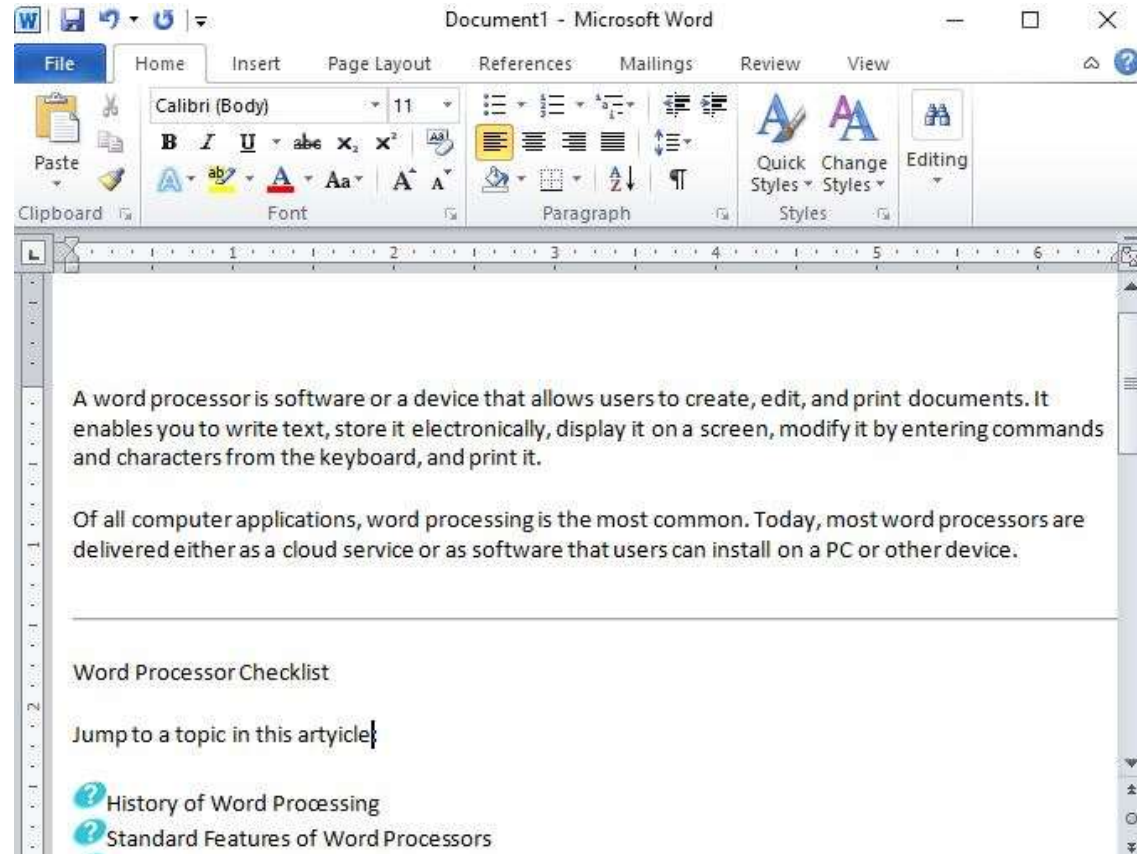
TOOLS IN MS WORD



Word processing is used to create:

- Letters
- Applications
- Reports
- Project documents
- Resumes / CV
- Certificates

Used in **schools, colleges, offices, banks.**



In colleges, MS Word is used to:

- Prepare question papers
- Type project reports
- Create certificates
- Prepare official letters
- Write notes and assignments

This shows the importance of Word Processing in education.

1. Which is a word processing software?
A) MS Word B) Photoshop C) Excel D) Chrome
2. Which option is used to make text bold?
A) Ctrl + B B) Ctrl + P C) Ctrl + S D) Ctrl + C
3. Which tab is used to insert pictures?
A) Home B) View C) Insert D) Review

Answers: 1–A, 2–A, 3–C

Importance of Word Processing in education.



In colleges, MS Word is used to:

- **Prepare question papers**
- **Type project reports**
- **Create certificates**
- **Prepare official letters**
- **Write notes and assignments**

This shows the Word processor is used for typing work

- MS Word is the most popular software
- Easy editing and formatting is possible
- Used in all fields of life
- Important for students and professionals

“Good documentation starts with good word processing skills.”

Scenario:

ABC Company uses **Microsoft Word** for daily office documentation.

Work done using MS Word:

- Typing official letters
- Preparing business reports
- Writing meeting minutes
- Drafting proposals
- Creating notices and circulars

MS Word features used:

- Font & paragraph formatting
- Bullet points & numbering
- Tables for data
- Header & Footer
- Spell check & grammar check

Result:

Documents look **professional, clear, and well-organised.**

Empathize

Interview 3 office staff and identify the difficulties they face while preparing documents in **MS Word**.

Examples: Time-consuming formatting, spelling mistakes, confusion in layout.

Define

Problem statement:

“Office staff face difficulty in _____ while using MS Word because _____.”

Ideate

Suggest **5 improvements** to the existing word processing system:

- Automatic document format templates
- Smart grammar suggestions
- Voice-to-text typing
- One-click professional design
- Auto-save with version history

Prototype

Design a **simple improved MS Word interface**:

Login → Template → Document typing area → Auto format → Save/Print

Test

Show the design to classmates / staff and get feedback.

Outcome

Students understand how **Design Thinking improves efficiency and usability in word processing software.**

Next Topic:
**MS word , Entering text, editing a document,
saving a document , finding and replacing text**

