Q. What is word processor ?

➢ Word Processing **refers to the act of using a computer to create, edit, save and print documents**. ... One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used. Examples include: Microsoft Works Word Processor, Open Office Writer, Word Perfect and Google Drive Document.

Q. State the important features of Word processor .

- Creating text documents.

- Editing and Formatting the existing documents.

- Making a text document interactive with different features and tools.

- Graphical documents, comprising images.

- Used by Authors and Researchers.

- Detect grammatical errors in a text document.

Q. Explain the main keys of MS Word .

Title bar
This displays the document name, followed by a program name.

Menu bar
This contains a list of options to manage and customize documents.

Standard toolbar
This contains shortcut buttons for the most popular commands.

Formatting toolbar
This contains buttons that are used for formatting.

Ruler
This is used to set margins, indents, and tabs.

Insertion point
This is the location where the next character appears.

End-of-document marker
This indicates the end of the document.
Help
This provides quick access to Help topics.

Scroll bars
These are used to view parts of the document.

Status bar
This displays the position of the insertion point and working mode buttons.

Task pane
This provides easy access to commonly used menus, buttons, and tools.

View buttons
This changes the layout view of the document to Normal view, Web Layout view, Reading Layout view, Print Layout view, Outline view, and Full Screen view.

Office Assistant
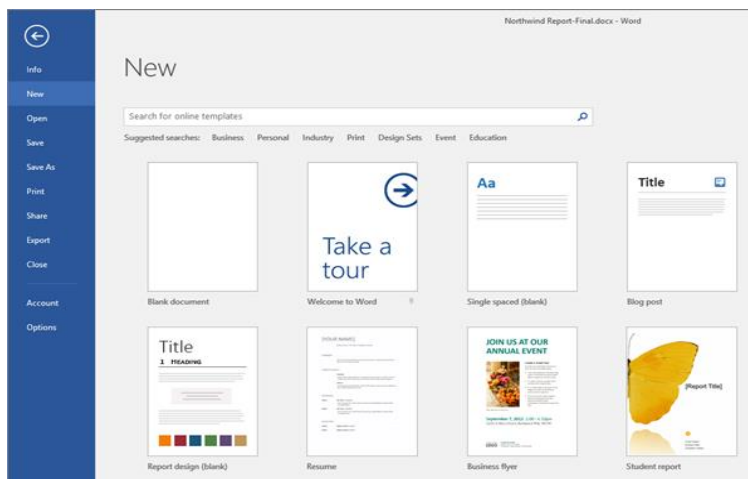This links to the Microsoft Office Help feature.

Q. What are the steps to create a new document in MS word.

Create a blank document
- Open Word. Or, if Word is already open, select **File** > **New**.
- Select **Blank document**.

Create a document using a template
- Open Word. Or, if Word is already open, select **File** > **New**.

- Double-click a template to open it.
  Tip: Pin templates you like, so you always see them when you start Word. Select the template and then select the pin icon that appears next to the name of the template.
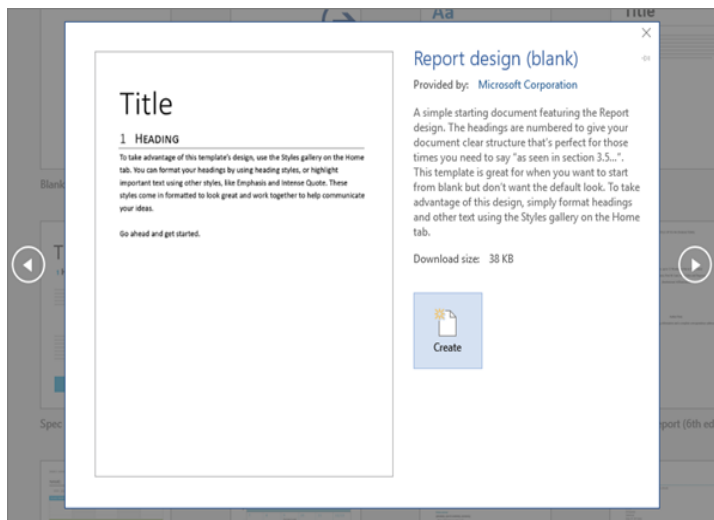
Search for a template
- Open Word. Or, if Word is already open, select **File** > **New**.
  In the **Search for online templates** box, enter a search word like **letter**, **resume**, or **invoice**

Or, select a category under the search box like Business, Personal, or Education.

- Click a template to see a preview. Click the arrows on the side of the preview to see more templates.

- Select **Create**.
  For more templates, see Office templates & themes.