WORD PROCESSING

A **word processor** or word processing program is a computer application program used to create, modify, format, edit and retype text documents. Unlike text editors, word processors support many features for creating text, design and page layout. Text editors are only able to type a plain text whereas word processors enable more advanced features such as using the gallery of styles, headings, subheadings, page numbering, inserting illustrations (pictures, charts), tables, hyperlinks, headers and footers, changing the design and page layout, autowrap and word wrap, using references, review, etc.

The program facilities can be accessed using a menu bar or ribbon tabs and the standard toolbar. Well-known word processors are closed-source MS Word based on ribbon tabs and open-source LibreOffice Writer using a menu bar. There are also other alternatives, e.g. LaTeX (Latex), Google Docs (online word processor), etc.

Standard toolbar contains icons for the most frequently used facilities such as saving, cutting, copying, pasting, undoing any changes, visual control, etc. **Formatting** the text means alter the appearance of the text concerning font specifications (font size, font style, typeface, colour) and paragraph format (setting line spacing, indentation, alignment). A paragraph is a text that ends by pressing the enter key. It contains one or more lines. The formatting toolbar has icons for formatting the text, e.g. by changing the size and shape of text characters, indenting paragraphs, line and paragraph spacing, etc.

A **status bar** gives the user information about the document (page number, word count, spelling and grammar check, language). There are also view buttons and zoom tools or zoom slider.

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Font specifications:	A font consists of font style, font size, and typeface or font family.
Font style	You can specify plain (normal), **bold**, *italic*, underlining, ~~strikethrough~~, subscript, superscript.
Font size	Font size is given in points.
Typeface (font family)	Typeface means the distinctive design of a font with common features, e.g. Times New Roman, Calibri, Arial, etc. You can change the font size (increase x decrease) and typeface, e.g. Times New Roman at 12 points.
Alignment	It allows you to align the text to the left, to the right, center or justify the text (align full).
Line spacing	It allows you to adjust the distance between the lines of a text, to increase or decrease space between paragraphs.
Undo	A command that reverses the last editing change done to the document (reverse action), the opposite is redo.
Graphics tools	It allows you to insert illustrations (a picture, a graph, shapes).

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Headers and footers	They can be put in the top and bottom margin of the page.
Spell checker	It allows you to correct spelling mistakes and typing errors.
Drawing tools	It allows you to choose the line width, the line colour, to create common shapes, to rotate images, etc.
Table tools and table properties	You can insert or create a table, select various options for its size, the number of rows and columns, change the borders etc.
Borders	It allows you to choose simple line border, border style, width, etc.
Shading	It is a background colour for highlighting.
Autowrap	The processor automatically moves text to the next line.
Status bar	It gives you document information. There are also view buttons, zoom tools or zoom slider.
Zoom slider or zoom tools	It allows you to zoom in (+) or zoom out (-) the page to make the image appear larger and nearer, or much smaller and further away.
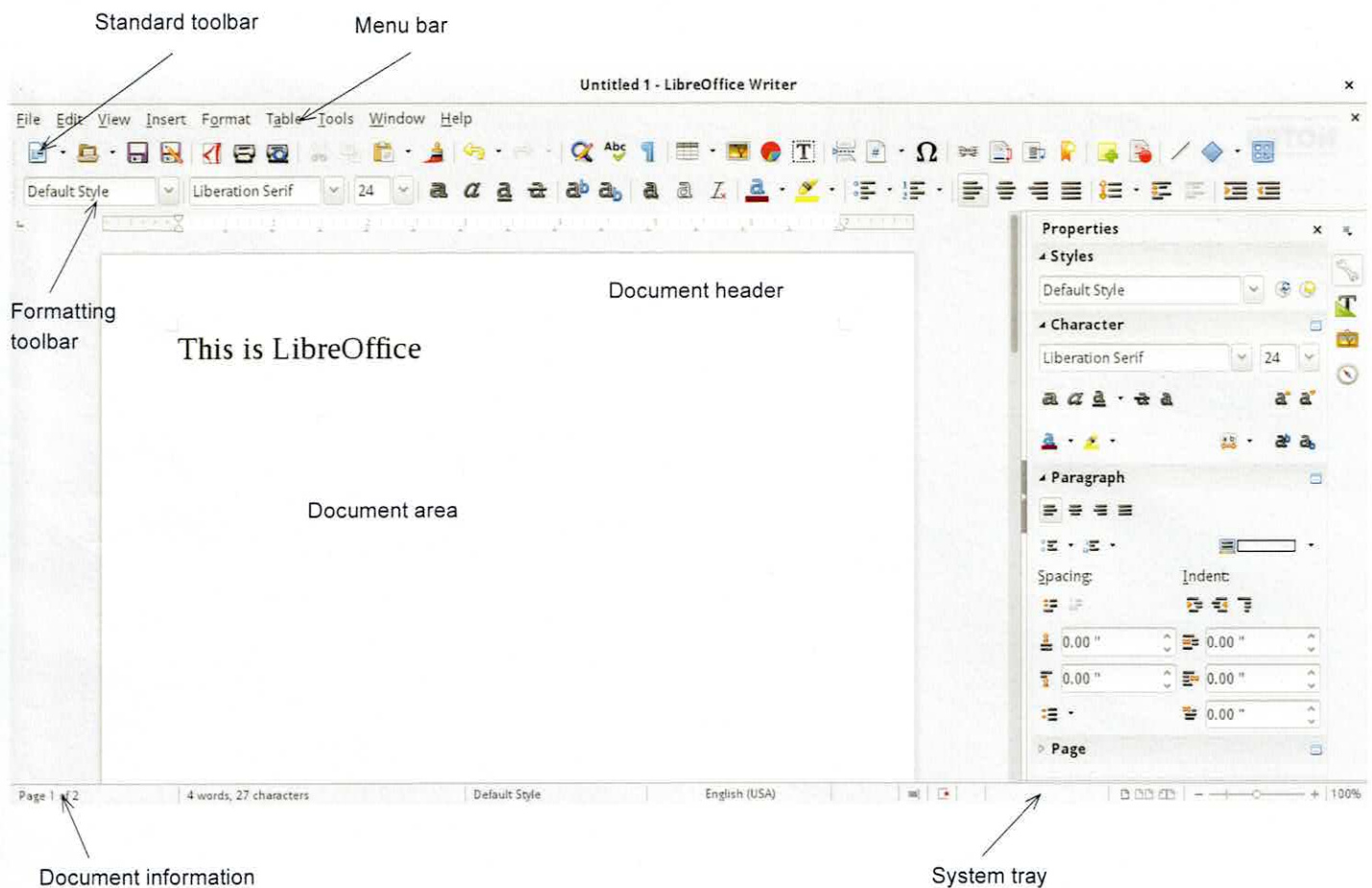
Features of LibreOffice Writer