

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word processing

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WORD PROCESSOR

A word processor is software that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it.

Of all computer applications, word processing is the most common. Today, most word processors are delivered either as a cloud service or as software that users can install on a PC or mobile device.

Word processors can be used to create multiple types of files, including text files (.txt), rich text files (.rtf), HTML files (.htm & .html), and Word files (.doc & .docx). Some word processors can also be used to create XML files (.xml).

Standard Features of Word Processors:-

All word processors support the following basic features:

- Insert text
- Delete text
- Copy
- Page size and margins
- Search and replace
- Word wrap
- Print
- File management
- Windows
- Spell checking
- Grammar checking
- Tables of contents and indexes
- Thesaurus

Examples of word processor programs

Although Microsoft Word is the most popular word processor available, other options are available. Below is a listing of different word processors in alphabetical order.

- Abiword.
- Apple TextEdit - Apple macOS included word processor.
- Corel WordPerfect.
- Google Docs (online and free).
- LibreOffice -> Writer (free).

- Microsoft Office -> Microsoft Word.
- Microsoft Works (discontinued).
- OpenOffice -> Writer (free).
- Sun StarOffice (discontinued).

Proprietary software :-It is a computer software licensed under the exclusive legal rights of the copy right holders. Instead of being free for anyone to use, proprietary software is owned by an individual or company. The source code is usually kept secret. This means only people with access to the code, can modify and change it. Proprietary software is also, but not always, paid software. for example Microsoft Office ,Adobe Photoshop ...etc.

Open source software:- Open Source is when the source code is available for anyone to use. They can change and share it. Everyone has access to open-source software and it is free to download. This means anyone can use the software, modify it and then share it among the community. For example WordPress, Android, Mozilla Firefox, Linux ...etc.

Open source software

No Development Limitations:- When using open-source software, the opportunity to build whatever you like is there, as long as you have complete flexibility with the code. Platforms such as WordPress have thousands of developers building new fantastic plugins and extensions all the time!

It's Free:- One of the biggest advantages of Open Source Software is how it is available for anyone to access.

The Community:-Open-Source software is free. This means a lot of people use it, which then creates a community. This community is very supportive where people can contribute to improving your code.

The Updates:-Just like proprietary software, open-source projects are constantly being worked on. However, unlike proprietary solutions, open-source systems will receive updates and new features much more frequently.