

Word Processing

What are the advantages of a word processor over pen and paper or manual typewriter?

- Easy to fix errors without starting again.
- Different fonts and styles can be used to improve the appearance.
- Many copies can be produced quickly.
- Features such as the spell checker can be used.

What are STANDARD PARAGRAPHS?

Pieces of text used to make letters by copying and pasting only the relevant pieces of text to a new document, to provide the required content.

What limitations does a SPELL CHECKER have?

- Does not correct grammatical errors, e.g. typing see when it should be sea.
- Only gives options for words contained in its dictionary. The larger the dictionary, the better the spell checker.
- Often produces errors with names that are correctly spelt.
- Limitations can be overcome by having the spell checker learn certain words and names.

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How can the same word be found and changed to another wherever it occurs in a document?

Search and Replace. This can be done in 2 ways:

Selective: Finds each occurrence of the word one by one and asks if it should be changed.

Global: Every occurrence of the word is changed automatically at once.

What are the advantages/disadvantages of global search and replace?

- Changes can be made very quickly.
- Mistakes can be very hard to fix and very destructive to a document.
- Choosing to search for whole words only can stop mistakes like changing **whether** to **wshether**, when trying to change he to she