



Module 3 - Recap card

Word processing software

Word processors are productivity software commonly used in the professional and personal world. The best known are: Microsoft Word, Google Docs, LibreOffice Writer, WordPad, etc.

The main features and benefits

- They are mainly used to create **text documents**, such as reports, letters, articles and so on.
- You can apply a variety of **styles, fonts, text sizes, colours** and other formatting attributes to text to improve readability and aesthetics.
- Word processors allow you to insert **images, graphics** and other objects to illustrate the content of the document.
- Most word processors include **spelling and grammar checking features** to ensure that the text is correct and well written.
- You can add page numbers, headers and footers to organise and format the document.