



Advantages?

Disadvantages?

Word Processing

Word processing involves the use of a computer to create, edit and print text (words, sentences, paragraphs). Letters, reports, outlines, and research papers are examples of documents created with a word processor.

If you are skilled in the use of a computer word processor, you can appreciate its many advantages.

- ❑ It is easier to make changes to your document. You can move, change, delete, save, and format all your ideas in one handy file.
- ❑ It frees you to express ideas more clearly and to let your thoughts flow because anything can be changed or deleted later.
- ❑ It allows you to organize all your work or ideas together in a file. Instead of deleting paragraphs that do not seem to fit an assignment, you can move them to the end of the file where they can be used later or in another project.
- ❑ It is easy to share and store word processing files electronically.

Think about the last time you used a word processor. Was it a good experience or were you frustrated? What problems did you encounter? Did you wish you could type faster? Were you confused about how to use the software? Did you lose the file or delete something by accident?

Describe your experience.

Desktop Publishing

Desktop publishing involves the use of a computer for producing documents that combine word processing with graphics (pictures). Newspapers, magazines, brochures, colorful flyers, and advertisements are examples of desktop publishing.

The difference between word processors and desktop publishing is becoming blurred with the introduction of full-featured word processors that support advanced graphics and layout capabilities. In general, desktop publishing systems give you greater control over the layout of your document.

As with word processing, desktop publishing offers many advantages.

- ❑ Do-it-yourself desktop publishing can save money.
- ❑ It allows you to have complete control over your final product.
- ❑ It is easy to make changes.
- ❑ It gives you more ways to effectively communicate ideas.

Think about the last time you used desktop publishing. What did you create? How long did it take? Was there any part of the process that took longer than another? Did you spend too much time picking out fonts or clip art? Did you use original artwork?

Describe your experience.