

## Introduction

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**Word processing** is using a computer to create, edit, and print documents.

The software that helps us to type the matter on a computer is known as a **word processor**.

A word processor enables you to create and edit a document. It also saves the document in the hard disk of the computer or a CD and allows you to print the document whenever required.

MS Word is an example of a word processor.

You have already learnt some features of MS Word in the previous classes. Let us revise and also learn about some advanced features now.

# Components of a Word Window

