G.C.E. O/L Grade 10 ICT · Lesson 6

# 6.1 Word Processing Software: Features and the GUI

A **word processor** is application software used to **create, edit, format, save and print text documents** such as letters, reports, CVs, notices and assignments. Popular examples are **Microsoft Word** (part of Microsoft 365), **LibreOffice Writer** (free and open source) and **Google Docs** (online, in a web browser). In this note you will learn what word processing is, its main **features**, and the parts of the **word processor window (GUI)**: title bar, quick access toolbar, ribbon, tabs, groups, rulers, status bar, zoom and views.

## 1. What is word processing?

**Word processing** means using a computer to **type, edit, format, store and print text**. Unlike a typewriter, you can fix mistakes, move text and change its look **before** printing, and save the file to use again.

| Software | Type | Where it runs |
|---|---|---|
| Microsoft Word | Proprietary (Microsoft 365 subscription) | Windows, macOS, web, phone |
| LibreOffice Writer | Free and open source | Windows, macOS, Linux |
| Google Docs | Free online (Google account) | Web browser, phone app |

## 2. Functions and features

**Enter and edit text**
Type, delete, insert, copy, cut and paste text; Undo mistakes.

**Format**
Change font, size, colour, alignment, spacing, bullets.

**Insert objects**
Pictures, shapes, tables, charts, headers, footers, page numbers.

**Proofing**
Spelling and grammar check, thesaurus, word count.

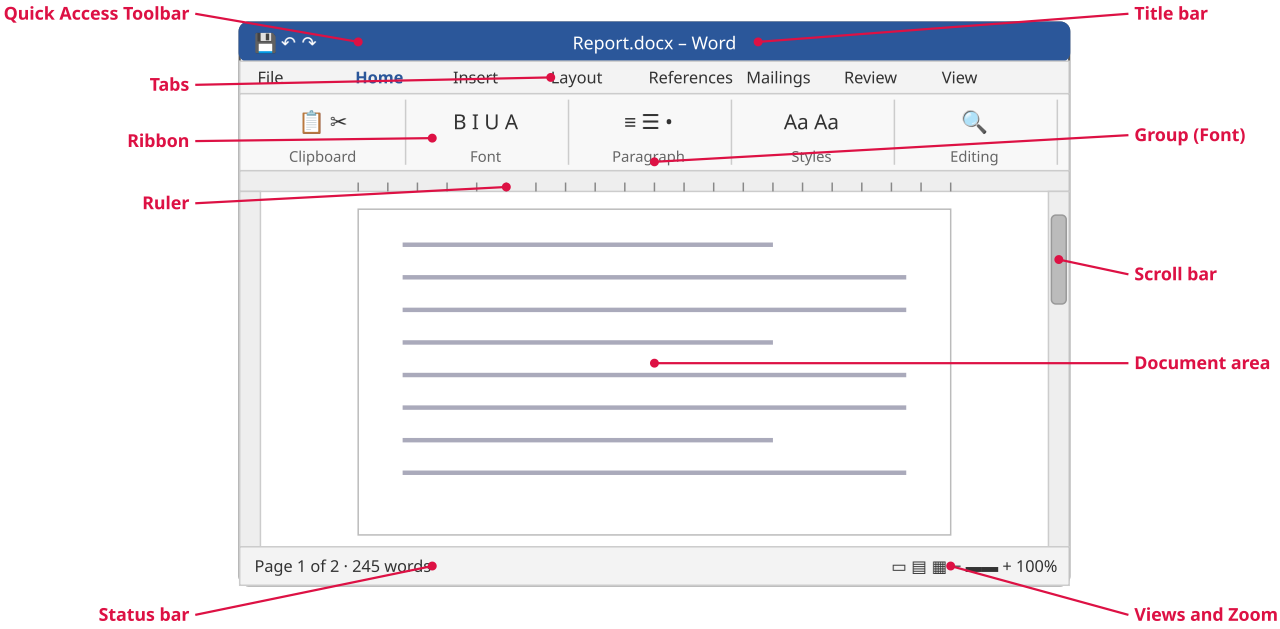
**Save and share**
Save in many formats (.docx, .odt, .pdf), cloud saving, share links.

**Print and Mail Merge**
Page setup, print preview, printing; personalised letters by Mail Merge.

**WYSIWYG** (What You See Is What You Get): the document on the screen looks the same as the printed page.

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## 3. The word processor window (GUI)




Parts of the Microsoft Word window. LibreOffice Writer and Google Docs have similar parts (Google Docs uses menus and a toolbar instead of a ribbon).

| Part | What it does |
|---|---|
| Title bar | Shows the document name and program name, e.g. Report.docx – Word. |
| Quick Access Toolbar | Small toolbar with common buttons: Save, Undo, Redo. You can add more. |
| Ribbon | The wide strip of commands below the title bar. |
| Tabs | Pages of the ribbon: File, Home, Insert, Layout, References, Mailings, Review, View. |
| Groups | Related commands inside a tab, e.g. Font, Paragraph and Styles groups on the Home tab. |
| Rulers | Horizontal and vertical scales to set margins, indents and tab stops. |
| Document area | The white page where you type. The blinking line is the cursor (insertion point). |
| Status bar | Bottom bar: page number, word count, language, spelling status. |
| Zoom | Slider to make the page look bigger or smaller (e.g. 100%). It does not change the printed size. |
| Views | Ways to see the document: Print Layout, Read Mode, Web Layout, Outline, Draft. |

> 💡 Exam tip: Zoom only changes how big the page looks on screen – the font size and printout stay the same.

## 4. Useful keyboard shortcuts

| Shortcut | Action | Shortcut | Action |
|---|---|---|---|

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| | | | |
|---|---|---|---|
| Ctrl+B | Bold | Ctrl+Z | Undo |
| Ctrl+I | Italic | Ctrl+Y | Redo |
| Ctrl+U | Underline | Ctrl+S | Save |
| Ctrl+C | Copy | Ctrl+P | Print |
| Ctrl+X | Cut | Ctrl+F | Find |
| Ctrl+V | Paste | Ctrl+H | Replace |

💡 On a Mac use Cmd (⌘) instead of Ctrl. Google Docs and LibreOffice Writer use the same shortcuts.

### 5. New in 2026: cloud, collaboration and AI

NEW 2026 **Microsoft 365 Copilot**, **Gemini in Google Docs** and other **AI writing assistants** can draft, summarise or rewrite text. Use them responsibly: **check facts**, **do not copy AI text as your own homework**, **do not paste personal data**, and say when you used AI.

- **Real-time collaboration**: several people edit the same document at the same time (Google Docs, Word for the web). Click **Share** to invite others.
- **Comments**: add notes in the margin without changing the text (Review → New Comment).
- **Track Changes**: records every insertion and deletion so the owner can **Accept** or **Reject** them (Google Docs: Suggesting mode).
- **Version history**: go back to an older copy of the document.

## Key Words

**Word processor** – Application software to create, edit, format, save and print text documents.

**WYSIWYG** – What You See Is What You Get – the screen looks like the printout.

**Title bar** – Top bar showing the document and program name.

**Quick Access Toolbar** – Small customisable toolbar with Save, Undo and Redo.

**Ribbon** – Strip of commands arranged in tabs and groups.

**Tab** – A page of the ribbon such as Home, Insert or Layout.

**Group** – A set of related commands in a tab, e.g. Font group.

**Ruler** – Scale used to set margins, indents and tab stops.

**Status bar** – Bottom bar showing page number, word count and language.

**Zoom** – Makes the page look bigger or smaller on screen only.

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**Track Changes** – Records edits so they can be accepted or rejected.

**Cursor** – Blinking line showing where the next character will appear.

## Sample Q&A

**1. What is a word processor? Name two examples.**

> **Answer:** Application software for creating, editing, formatting, saving and printing text documents. E.g. Microsoft Word, LibreOffice Writer, Google Docs.

**2. What is the difference between a tab and a group?**

> **Answer:** A tab is a page of the ribbon (e.g. Home); a group is a set of related commands inside a tab (e.g. Font group).

**3. What does the status bar show?**

> **Answer:** Page number (Page 1 of 2), word count, language, and in Word the views and zoom slider.

**4. Does zooming to 200% make the printed text bigger?**

> **Answer:** No. Zoom only changes how the page looks on screen; the printout stays the same.

**5. Give two benefits of real-time collaboration.**

> **Answer:** Group members can edit together from different places; there is one up-to-date copy, with comments and version history.

**6. State two rules for using an AI writing assistant responsibly.**

> **Answer:** Check facts because AI can be wrong; do not submit AI text as your own work; do not paste personal data; say that you used AI.

## MCQ

**1. Which of these is a word processor?**

A. Windows 11
B. Microsoft Excel
C. LibreOffice Writer
D. Google Chrome

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**2. Which word processor runs in a web browser and is free with a Google account?**

A. Notepad
B. Google Docs
C. PowerPoint
D. Paint

**3. The bar that shows ‘Report.docx – Word’ is the…**

A. Title bar
B. Status bar
C. Ribbon
D. Ruler

**4. Save, Undo and Redo buttons are usually on the…**

A. Vertical ruler
B. Status bar
C. Document area
D. Quick Access Toolbar

**5. Font, Paragraph and Styles are examples of…**

A. File formats
B. Groups on the Home tab
C. Views
D. Tabs

**6. Which part shows the word count?**

A. Quick Access Toolbar
B. Ruler
C. Title bar
D. Status bar

**7. Margins and indents can be changed by dragging markers on the…**

A. Ruler
B. Zoom slider
C. Title bar
D. Scroll bar

**8. Changing zoom from 100% to 150% will…**

A. Make the page look bigger on screen only
B. Add a new page
C. Increase the font size
D. Print bigger text

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**9. Which shortcut makes selected text italic?**

A. Ctrl+Y
B. Ctrl+U
C. Ctrl+I
D. Ctrl+B

**10. Ctrl+Z is used to…**

A. Zoom
B. Undo the last action
C. Save
D. Redo

**11. Which feature lets a teacher see and Accept or Reject a student's edits?**

A. Zoom
B. Word count
C. Track Changes
D. Print Preview

**12. Which is the most responsible use of an AI writing assistant?**

A. Submit its essay as your own
B. Paste your friends' phone numbers into it
C. Trust every fact it gives
D. Ask it for ideas, then check facts and write in your own words

## Structured Questions

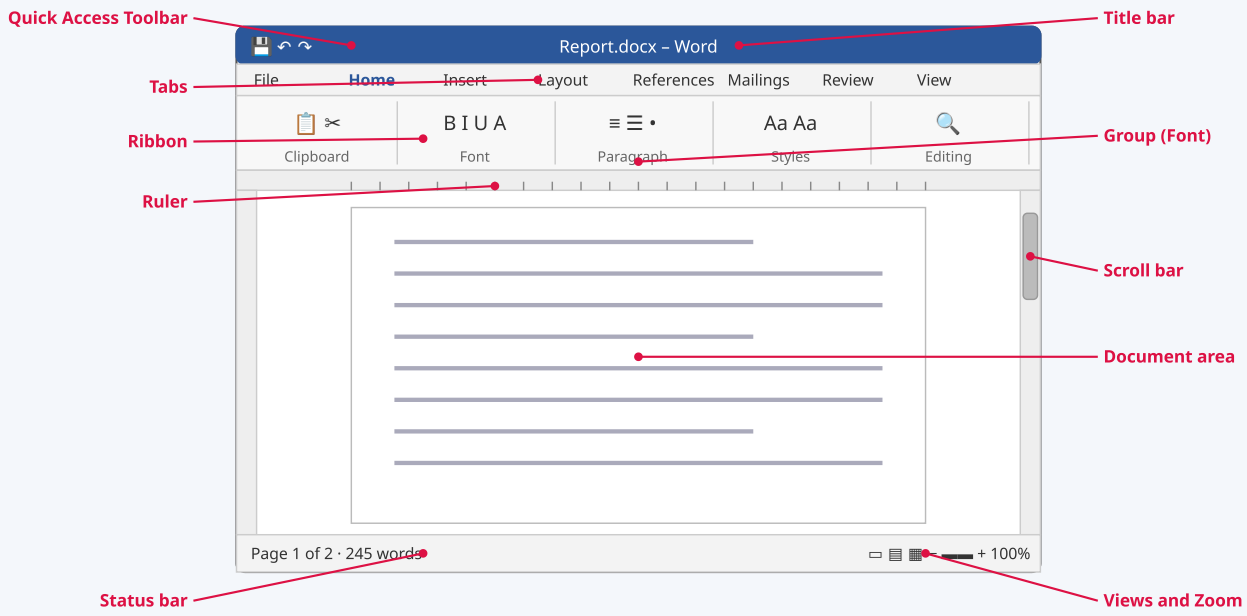
**1. (i) Define a word processor. (2 marks)**
**(ii) Name one proprietary and one free word processor. (2 marks)** *(4 marks)*

> (i) Application software used to create, edit, format, save and print text documents. (ii) Proprietary: Microsoft Word; free: LibreOffice Writer or Google Docs.

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**2. Label the parts A–E of the Word window: A top bar with file name, B buttons Save/Undo, C strip of commands, D bottom bar with word count, E scale above the page.** *(5 marks)*

A Title bar, B Quick Access Toolbar, C Ribbon, D Status bar, E Ruler.




Model diagram: labelled word processor window.

**3. Write the shortcut for: (i) Bold (ii) Copy (iii) Paste (iv) Save.** *(4 marks)*

(i) Ctrl+B (ii) Ctrl+C (iii) Ctrl+V (iv) Ctrl+S.

**4. Name three views of a document in Word and say when to use Print Layout.** *(4 marks)*

Print Layout, Read Mode, Web Layout (also Outline, Draft). Print Layout shows pages exactly as they will print – used for most editing.

**5. Four students write a group report. Name two features that help them work together and explain one.** *(4 marks)*

Real-time collaboration (Share link – all edit together in Google Docs/Word for the web); comments; Track Changes/Suggesting; version history.

## Summary

- A word processor creates, edits, formats, saves and prints text documents.
- Examples: Microsoft Word, LibreOffice Writer (open source), Google Docs (online).
- WYSIWYG: the screen looks like the printout.
- GUI: title bar, Quick Access Toolbar, ribbon with tabs and groups, rulers, document area, status bar.
- Zoom changes only the screen view; views: Print Layout, Read Mode, Web Layout.
- Shortcuts: Ctrl+B/I/U, C/X/V, Z/Y, S, P, F, H.

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- Collaboration: Share, comments, Track Changes, version history.
- Use AI assistants (Copilot, Gemini) responsibly: check facts, own your work, protect personal data.

## MCQ answer key – 6.1

1. **C** – Writer is LibreOffice's word processor.
2. **B** – Google Docs is online.
3. **A** – The title bar shows the file and program name.
4. **D** – The QAT holds common commands.
5. **B** – They are groups inside the Home tab.
6. **D** – Bottom status bar: Page 1 of 2, 245 words.
7. **A** – The ruler has margin and indent markers.
8. **A** – Zoom is a display setting.
9. **C** – I = Italic.
10. **B** – Ctrl+Z Undo, Ctrl+Y Redo.
11. **C** – Track Changes records edits.
12. **D** – AI can be wrong; your work must be your own.

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