Information Processing Cycle

Keyboarding and Word Processing
Steps

- Input
- Process
- Output
- Storage
Definitions

- **Input:** Input is any device that allows one to enter information into the computer.
- **Two most common types:**
  - Keyboard
  - Mouse
- The trackball, touch screen, voice-activated devices, optical scanners, light pens, joysticks, and graphics tablets are other devices now in use for input.
Definitions

- **Process**: Processing takes place in the central processing unit (CPU) of the computer.
- The CPU is where the computer interprets and processes information. The computer's memory is active during the work session and is measured in kilobytes or megabytes.
- The speed of processing and storage capacity increase continually.
Definitions

- **Output**: Output is the means by which to view the information entered in the computer.

- **Examples of output** are the monitor, printer, plotter, and modems.
Definitions

- **Storage**: Storage is how you store the data.
- **Data can be stored on**:
  - a hard disk located in the computer,
  - on a diskette
  - on a compact disk
  - on a memory stick (flash drive)
Definitions

● **Word Processing:**
  - The use of computer software to enter, edit, and produce text.
  - For example, letters, memos, and reports.

● **Document:**
  - A document is the source of creation for your applications. This is where letters, memos, or reports would be created.
Definitions

- **Open**: means to open the desired document.
  - This can be a new document or one previously created. In most word processors, open is listed under the file menu.

- **Menu bar**: holds the menu titles from which you can choose a variety of commands. It illustrates what the program has to offer. It also has a pull-down menu from which you can give the program instructions about what to do.
Definitions

- **Title bar:** Shows the names of the program and the existing file.
- **Icon:** An icon is a button, which has a picture that will allow you to perform a function.
- **Toolbar:** The toolbars contain icons from which you can quickly choose commands.
- **Two common toolbars**
  - standard and formatting
- **The standard toolbar allows you to perform common tasks.**
- **The formatting toolbar allows you to change the format of the document.**
Definitions

- **Formatting**: Assembling the shape, size, type, and general makeup of a document.
- **Font**: One type of formatting is the font. Font is the style of writing and the size of the font may also be changed.
- **Ruler**: Used to modify indents, tabs, and margins. It actually looks like a ruler.
Definitions

- **Line Spacing:** The amount of white space between lines of text. Examples include single, double, triple, and quadruple.

- **Alignment:** How the text is placed between the margins. Examples include left, center, right, and justified.

- **Margins:** White space around the top, bottom, and sides of a page.
Definitions

- **Tabs:** moves the insertion point .5” each time it is pressed.
- **Word wrap:** A characteristic that automatically wraps words around to the next line without having to press enter when they will not fit on the current line.
- **Wizard:** A program that will pose questions and create a document based on those answers.
Definitions

- **Selecting:** Highlighting text. This can be words, sentences, or even paragraphs. It can be performed by using the mouse or the shift key plus the arrow keys.

- **Save:** Storing a file on a disk.
Definitions

- **Spelling & Grammar check**: Checks the spelling and grammar of a completed document by highlighting possible errors.

- **Print**: Sending a document to the printer for a hard copy.