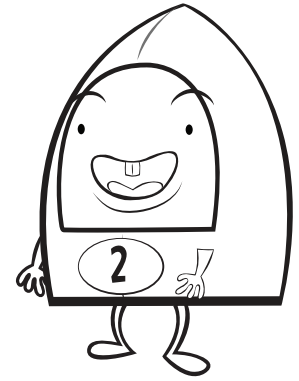# Word Processing Basics

Word processing software like Google Docs and Microsoft Word have tools that help people be more efficient and effective writers. Draw a line from each tool to the explanation that tells what it's used for.

Tool/Strategy

Insert Comment

Find & Replace

Share Drive

Cut/Copy & Paste

Insert

Thesaurus

Spelling and Grammar Check

Toolbar

Word Count

Explanation

Allows the writer to select just the right word by providing synonyms.

Identifies potential errors in spelling and grammar. Programs will put crooked lines under errors and provide alternatives.

Allows the writer to insert tables, images, clipart, and other visuals into the document.

Allows writer to easily move any amount of words, sentences, or paragraphs, to play with different versions and modify the organization.

Provides easy access to the most commonly used font and formatting features, like font style, size, color, etc.

Sometimes word processing software offers share drive features like Google Docs. This allows the writer to have their work saved automatically and the ability to share their work remotely with others in their network.

Allows the writer to find any word or phrase in their document and fix all instances with one change.

Allows writer to have others provide temporary suggestions, questions, or thoughts in the margins of their document.

Provides the number of words and characters in the document or a specific part of the text.