

# *Tech Tips for Seniors*

## **Word Processing**

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Whether you want to write a letter or just type a reminder note to yourself, you'll be using some kind of word processing or notepad software.

All the software does is to enter into the computer's short-term memory what you type on a standard keyboard.

Some word processing software include templates to make it easy to create form letters, brochures, newsletters, and even web pages.

What you create can be saved into the computer's memory, edited and printed. You can also "copy and paste" text from word processing or notepad apps into other apps such as E-mails and text messages.

Apple computers come with Pages, their version of word-processing software. Microsoft Word, arguably the most popular word processing software, WordStar and WordPerfect can be purchased and downloaded onto any computer. WPS Office Writer and Google Docs are free.

Apple computers also come with Notes, a basic notepad app, and you can download Google Notes onto Android or Apple devices for free.

Word processing apps let you decide the format of how text will appear (the font, color, size and color) and how it is organized (the

number of columns, column widths and centered text).

Simple notepad apps let you jot down quick notes such as grocery lists, but don't allow text to be elaborately formatted.

You can download word processing or notepad software to your computer by first selecting one from a list offered after an Internet search on the words "word processing" or "notepad app".

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If you have questions about any of this, feel free to make a "Technology Tips" appointment on Tuesday mornings at Generations, when the center opens. Just call the main number: 215-723-5841.

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