

Background

Word processors did not develop out of computer technology. Rather, they evolved from mechanical machines and only later did they merge with the computer field. The history of word processing is the story of the gradual automation of the physical aspects of writing and editing, and then to the refinement of the technology to make it available to corporations and Individuals.

The term word processing appeared in American offices in early 1970s centered on the idea of streamlining the work to typists, but the meaning soon shifted toward the automation of the whole editing cycle.

At first, the designers of word processing systems combined existing technologies with emerging ones to develop stand-alone equipment, creating a new business distinct from the emerging world of the personal computer. The concept of word processing arose from the more general data processing, which since the 1950s had been the application of computers to business administration.

Mechanical word processing

The first word processing device (a "Machine for Transcribing Letters" that appears to have been similar to a typewriter) was patented by Henry Mill for a machine that was capable of "writing so clearly and accurately you could not distinguish it from a printing press". More than a century later, another patent appeared in the name of William Austin Burt for the typographer. In the late 19th century, Christopher Latham Sholes created the first recognizable typewriter that although it was a large size, which was described as a "literary piano".

1. Create a new Word document and type the text above.
2. Set the page size to A5 with Landscape orientation.
3. Insert a header containing your name, class and date.
4. Insert a footer containing the page number.
5. Set the headings Background and Mechanical word processing to Uppercase and apply Heading 1 style to both.
6. Modify the Heading 1 style so the font colour is Red..
7. Set a hanging indent of 1.5cm on the text in the first paragraph.
8. Place the text in the last paragraph in 1.5 line spacing.
9. Place the text in the second paragraph in Arial, 14point, coloured Blue and bold print.
10. Place a 2 ¼ point double line page border on the first page.
11. Insert a table and enter the data as shown below
12. Set column widths to Autofit.
13. Place a 2 ¼point Red outer border and a 1point inner border coloured blue on the table.
14. Sort the table in ascending order according to the column Kerry
15. Copy and paste the table underneath the table below and set the Table Style to Grid Table 4 Accent 4.
16. In the Print Settings – set number of copies to 2 and to print on both sides and take a screenshot.
17. Insert this screenshot at the end of your document.
18. Using File Explorer, search for the file you saved on your computer and take a screenshot which you should insert at the end of your document.
19. Save the file as a PDF filetype with filename WP_Evaluation.
20. Submit this file on Moodle.

	Cork	Limerick	Kerry
Jan	45	34	56
Feb	56	55	44
March	34	55	27

