Study Sheet on Word Processing
Read pages 160 - 173 (including the boxed material)
1. List two reasons that word processing is the most popular use of technology in schools.

2. Name six characteristics of word processing programs and a definition of example of each.

3. Name at least three special computer tools.

4. Why might word processing help in improving writing skills?

5. What has research shown about students who use word processing?
7. What are the stages of the writing process approach?

8. What are some ways that students works be published?

9. How has publication on the WWW affected student writings?

10. What are reasons for making keyboarding a part of the curriculum?