

EMERGING TECHNOLOGIES IN LIBRARIES & INFORMATION CENTERS

LISC-01403
(Foundation –IV)



Word Processing



- Word Processing refers to the act of using a computer to create, edit, save and print documents. In order to perform word processing, specialized software (known as a Word Processor) is needed. One example of a Word Processor is Microsoft Word, but other word processing applications are also widely used. Examples include: Microsoft Works Word Processor, Open Office Writer, Word Perfect and Google Drive Document.
- These programs allow users to create a wide variety of documents including (Word processing cycle but certainly not limited to) reports, letters, memos, newsletters and brochures. In addition to typing text, the word processor allows you to add content such as pictures, tables, and charts to your documents as well as decorative items including borders and clipart.

ESSENTIAL WORD-PROCESSING FUNCTIONS

- Text Input
- Text Manipulation
- The find-and-replace feature
- Text Formatting
- Paragraph formatting
- Text Output

ADVANCED WORD-PROCESSING FEATURES

- Styles
- Macros and Merging
- Version Control
- Automatic References and Indexes
- Desktop-Publishing Capabilities

Spreadsheet

- A spreadsheet is a sheet of paper that shows accounting or other data in rows and columns; a spreadsheet is also a computer application program that simulates a physical spreadsheet by capturing, displaying, and manipulating data arranged in rows and columns. The spreadsheet is one of the most popular uses of the personal computer.
- In a spreadsheet, spaces that hold items of data are called cells. Each cell is labeled according to its placement (for example, A1, A2, A3...) and may have an absolute or relative reference to the cells around it. A spreadsheet is generally designed to hold numerical data and short text strings. Spreadsheets usually provide the ability to portray data relationships graphically. Spreadsheets generally do not offer the ability to structure and label data items as fully as a database and usually do not offer the ability to query the database. In general, a spreadsheet is a much simpler program than a database program.

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- Daniel Bricklin and Bob Frankston created the first spreadsheet application, VisiCalc (for "visible calculator"). Lotus 1-2-3 came next, followed by Microsoft Excel. While Lotus 1-2-3 was the first to introduce cell names and macros, Microsoft Excel implemented a graphical user interface and the ability to point and click using a mouse. There are many other spreadsheet applications on the market today; however, Lotus 1-2-3 and Microsoft Excel continue to be the most popular.

PowerPoint

- POWERPOINT” refers to Microsoft PowerPoint, a program that allows the user to design a presentation that consists of multiple slides.
- These slides may contain images, text, video clips and related types of information.
- PowerPoint is useful for delivering a speech, because the user can utilize text on the screen to remind him /her of the information to be conveyed to the audience or to summarize his/her dialogue into more manageable and friendly sizes , as well as to entertain or explain graphs, charts and related data.

