



## Word Processor and Word Processing Role for Online Business



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### Abstract

This article was intended to describe the role of word processor and word processing for business. Word processor is software specifically designed to process the data. With the word processor, it's very easy for people to do the work or making important documents. Word processor to function in the world of education, government, medicine, and others. The human need for data generation is so important. This is evident from the number of people using Microsoft Word or a word processor to create documents. Even these days almost all people in desperate need of data processing applications, because with this application everybody can be facilitated in making important documents or create a story, papers, letters, and others.

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### 1. Introduction

Bernstein, M. S., Little, G., Miller, R. C., Hartmann, B., Ackerman, M. S., Karger, D. R., ... & Panovich, K. (2010, October), the human need for data generation is so important. This is evident from the number of people using Microsoft Word or a word processor to create documents. Bangert-Drowns, R. L. (1993), even these days almost all people in desperate need of data processing applications, because with this application everybody can be facilitated in making important documents or create a story, papers, letters, and others.

So to say, word processing is very useful for all of us. Therefore, I make this paper to elaborate on the definition, history, usage, and other types of word processing.

#### Problem Formulation

- a) What is a word processor?
- b) How does the history of word processing?
- c) How to use word processing?
- d) What are the types of word processing?

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### *Purpose*

- a) *Knowing* the meaning of the word processing
- b) Knowing the history of word processing
- c) Knowing the use of word processing
- d) Knowing the types of word processing

## **2. Research Methods**

The present study applied qualitative methods. All data is analyzed descriptively. It is used a paraphrase to explain, elaborate, and explore regarding the phenomenon belonging. The conclusion is the last remarked based on the previous discussion and result.

## **3. Results and Analysis**

### *3.1 Definition of word processing*

Carroll, J. M., Mack, R. L., Lewis, C. H., Grischowsky, N. L., & Robertson, S. R. (1985), A word processor is software designed specifically for word processing. This application is one of the programs most needed and widely used in many areas of life such as education, social and economic, financial, government, healthcare, and others. With this application, we can make important documents, papers, and letters and stories others. Today, many applications processing word created by the software. Below is a famous word processor, namely:

- a) WordStar
- b) WordPerfect (WP)
- c) AmiPro
- d) K Write
- e) Abi Word
- f) Star Writer
- g) Open Office.org Writer
- h) Notepad

### *3.2 History of word processing*

At first, the word processor is not derived from computer technology but rather a writer who needs to use a typewriter. Then slowly word processor switching from a typewriter into the engine computer.

Cochran-Smith, M. (1991), initially still a few people who want to use a typewriter. This led to the evolution of the typewriter. 1978 and found the shift key on a typewriter. Engine development was continued with the discovery of the electric typewriter by Thomas Alva Edison Year 1872. The typewriter was developed until the late 1940's.

1950 found a computer that can do word process. This machine invented by Ulrich Steinhilper mechanics of IBM. Then in 1969, IBM issued Mag Cards, this serves to keep writing. There is also the weakness of the mag cards that can only store one page of the document only. If you want to save more, have to use other cards mag. Then in 1970 discovered flop disk that can store as much data like 80 to 100 pages and can also be used to store programs.

### *3.3 Use word processing*

- a) In the Create Page
  - 1) On the Insert menu
  - 2) Then select Page Number
  - 3) Then select Format Page Number

- 4) Select a style from the Page Number
- b) How to Move the Page Numbers
  - 1) On the Page menu layout
  - 2) Then select Breaks
  - 3) Then in Section Breaks, select Next Page
  - 4) Then set back its number page format.

### 3.4 Types word processor

- a) Abi Word

Dean, A. G. (1996), AbiWord is a free software word processor similar to Microsoft Word. It is suitable to perform word processing tasks. The program was first developed by Abisource.inc before then integrated into GNOME Office.
- b) K Word

MacArthur, C. A., & Graham, S. (1987), K Word is word processing application part of the office project from the KDE desktop environment. Although there is similarities name, K Word is not merely a copy of Microsoft Word. Although it is expected that the main features of Word will be supported by K Word. In some cases important getting differences between K Word and Microsoft Word. Text layout scheme in K Word follow the concept of the frame, such as Adobe PageMaker. The frame can be placed anywhere on a page and includes text, graphics, and objects. Each new page is basically a frame, the text can flow in the frame, K Word is because of the ability to link one frame to another. Utilization frame allows easy arrangement of text and graphics that complicated though.
- c) OpenOffice

Open Office is one component of the Open Office that serves to edit the document. The documents used are .dot .doc .rtf and can be exported to .pdf  
Having a modern word-processing feature such as AutoCorrect, AutoComplete, AutoFormat, Styles and Formatting, Text Frames and Linking, Tables of Contents, Indexing, Bibliographical References, Illustrations, Tables.  
The program is very easy to use to create a quick memo, is very stable and able to create a document with many pages and many images and titles heading.
- d) Microsoft Word

Microsoft Word or Microsoft Office Word is a word processing software (word processor) Microsoft's flagship. First published in 1983 under the name Multi-Tool  
The word for Xenix, other versions later developed for a variety of operating systems such as DOS (1983), Apple Macintosh (1984), SCO UNIX, OS / 2, and Microsoft
- e) Windows (1989). After becoming part of the Microsoft Office System 2007 e. WordStar  
WordStar is a word processing application, published by Micro Pro International, was first made to the operating system CP / M and then rewritten for the DOS platform, had dominated the market in the 1980s. Although Seymour I. Rubinstein was the owner of the company, Rob Barnaby was the creator of the early versions of the program; started since WordStar 4.0, the program is based on code written by Peter Mierau.
- f) Lotus Word Pro  
Is a word processing application released by IBM?  
Advantages:
  - 1) The ability to exchange documents with Microsoft Word.
  - 2) Equipped with features allowing increased productivity Recent Most users
  - 3) Can be directly dictated texts want to be typed
  - 4) Can be directly connected to the Internet
- g) Corel Word Perfect  
Is a word processing application program that can be run on computers with Windows operating system?  
Advantages:
  - 1) Provides the ability to read files from Microsoft Office.
  - 2) The price offered half of Microsoft Word
- h) Star Office Writer

Is a word processing application that is multiplatform means it can run on different operating systems, including Linux, Solaris, and Windows.

Advantages:

- 1) Have plenty of examples of memos, faxes letter, resume, and documents to facilitate the work
- 2) Prices are cheap and easy to use
- 3) Microsoft Word

Often referred to as Ms. Word or any word issued by the largest software companies in the world, Microsoft Corp.

Pros: Ability to insert objects from other applications such as Excel, PowerPoint, Corel Draw, and so on.

Weaknesses:

The price is very expensive compared to the others.

Function

Word processing program has a number of uppercase characters that can be changed - changed by the user according to his wish

Word processing program can perform editing without having to create a new document

Word processing program can do the job insert pictures etc.

#### 4. Conclusion

Word processor is software specifically designed to process the data. With the word processor, it's very easy for people to do the work or making important documents. Word processor to function in the world of education, government, medicine, and others.

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#### *Statement of authorship*

The author(s) have a responsibility for the conception and design of the study. The author(s) have approved the final article.

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