

**INFORMATION &  
COMMUNICATION  
TECHNOLOGY IN  
EDUCATION**

(An Edited book for UG & PG  
Students of Education)

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Chapter-8

**Role of Word Processing Application, Spreadsheet Application, and Presentation Application**

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**Abstract:**

The chapter as cited above is review-based and thematic in nature. Throughout the chapter, an attempt has been made to understand Word processing, Spreadsheets, and Presentation application. For this, a description of the concept, features, and applications in the different fields and education sector was given. After careful consideration, it was concluded that these applications not only enhance the field of education by improving the quality of teaching and learning but also other fields. It has been found that the use of this software in different fields including education has improved working efficiency thus making it easy to work and saving time and energy.

**Keywords:** Word processing, Spreadsheets and Presentation Application, Education

**Introduction:**

The advancement of technology has brought drastic changes in different fields. Today no field is left that came under the effect of technology whether it is business, home, banks, or education. Technology can occupy its place in every field. If talk more closely, certain application software is being used daily in every

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field. It is like that without their existence none could be done. Some of such software are word processing, spreadsheets, and presentation software. This software is being used in every field daily. Also, in today's time with advancement there exist a variety of such software but the most commonly and popularly used are Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

Word Processing software is used in creating, editing as well as in printing documents. Spreadsheets are used for storing and doing quick calculations of a large amount of numeric data and Presentation software for creating presentations where text is combined with images, charts, audio-video, and animations. Due to these uses, this software has been used on daily basis in banks, businesses, homes, etc. There is no place that is left unaffected by the use of this software and so is education. The use of this software has made working easier and smart. Let's discuss this software in detail.

### 1. Word Processing Application

Word Processing is one of the widely used computer software in office automation and management organizations (Khudair,2016). In the last few years, word processors have replaced typewriters worldwide (Abu and Mokdadi,2007). Word Processor is computer software that performs the task of creating, editing, and printing documents. It helps to write the text and save it electronically as well as modify the document according to the command. The software includes several tools that allow the formatting of text. This includes the organization of the text, adding pages, and inserting pages and illustrations. It makes it easier to perform a repetitive task. A word processor enables its users to create and edit by use of a keyboard and



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mouse, save it for later use and print them to the printer. Several processing software such as-Microsoft Notepad, Microsoft Word, Corel Word Perfect, Word Pad, Google Docs, Dropbox, etc. are available that perform the task of creating, formatting, and printing documents. But out of all the most popularly used is Microsoft Word. Word Processing is the commonest of all computer applications (Prestage,2003). This software allows working on different types of documents. It has been defined as a computer program that is used for editing texts, and checking and correcting grammar, style, and spelling errors. In word processing software, like Microsoft Word, the text is inserted into the document by typing, and text is enhanced by the use of pictures and formatted like- create, edit, save, print, copy, move, font size, and style change and delete. Also, it checks for Grammarly mistakes.

Microsoft Word is the computer software used widely in every sector today. It is impossible to find any computer without M S Word. It can be opened by clicking on Start followed by All Program then M S Office and consequently M S Word. The screen of M S Word, word processor looks as shown below.

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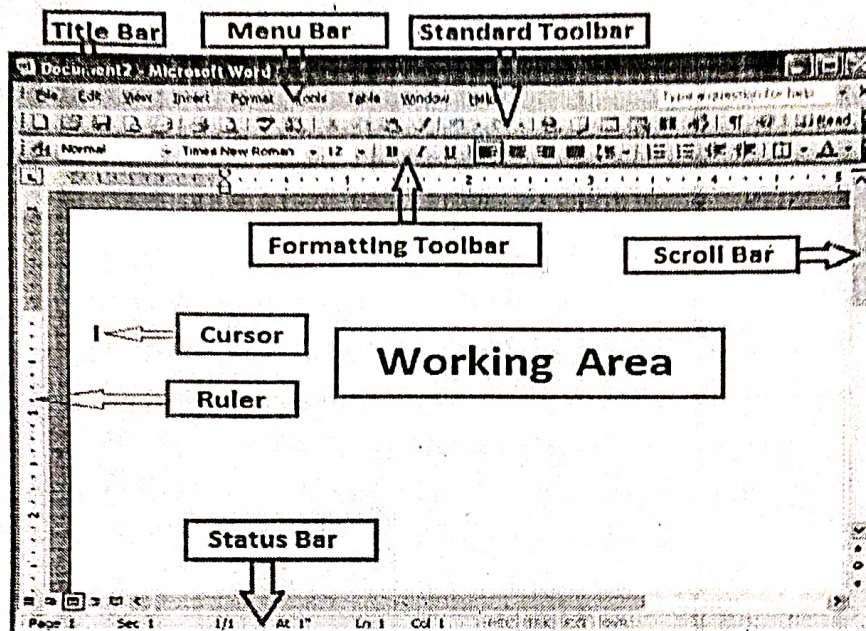


Figure 1. Parts of Microsoft Word Window

The first and the most important component of the MS Word window is the *Title Bar* which contains the name of the document. The *menu bar* consists of different options like file, edit, insert, table, view, etc. The *Standard Toolbar* contains tools for standard tasks such as cutting pasting, copying, etc. of texts and pictures. The text is formatted like it is bold, with italics, and underlines present on *Formatting Toolbar*. The *View Button* presents options to switch and provide the different layouts to the documents, outlines, and reading views. The *drawing toolbar* provides basic shapes while the status bar shows the current information about the document and the tab stop helps in the alignment of the text.

### Features:

There are various features available in word processors like MS Word which help in formatting the document. This



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includes creating, deleting, modifying, or the view of the document.

**Easy typing and Storing:** It is easy to type in word processing software like Microsoft Word. There are various reasons for it. Just like in the case of typewriters, we have to press enter to move to the next line here is not any such case. The cursor automatically shifts to the new line and consequently the next page. Also, there is a space for rectifying the grammatical error as it shows the highlighting also provides various correct words to it. Further, the typed document is saved electronically for future use as well as for print.

**Changing text size and Style:** The text in the word processor like M S Word can be made attractive according to our desire as it contains the feature of font size form where we can change the size of the text as per our need and also it presents our several text styles such Times new roman, Monotype Corsiva, etc. which changes the text to different styles. Also, there is a feature of increasing or decreasing the line gap as we need. This is known as line spacing. In addition, this presents the feature of alignment which aligns the text at the right, left or center, etc. The text can be bold, italics, or underline or can be changed to any colour.

**Addition, removing, and copying of text:** Word or a group of words can be added or removed from a document, and the word if is added- it adjusted itself to the space and the same with the removal of the word. There is also the feature of copying a part of the text or the whole text to either the same document or another document.

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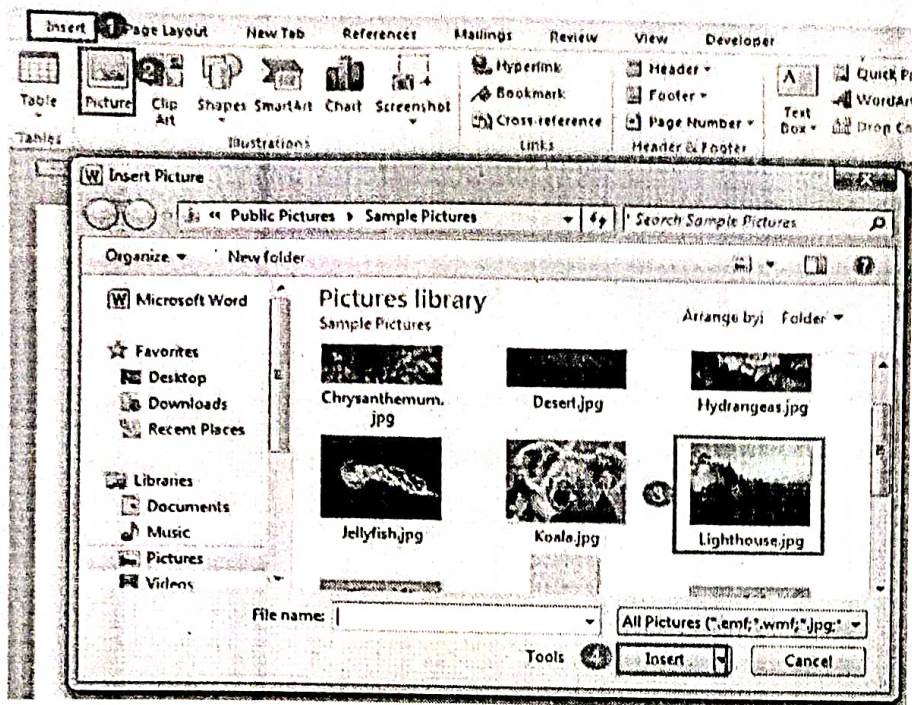


Figure 3, Insert a picture into a word processor

**Headers and Footers in a document:** To make the text appear above the text in a document there is an option of header. Similarly, by the use of the footer feature, the text can be made to appear below the text in the document.

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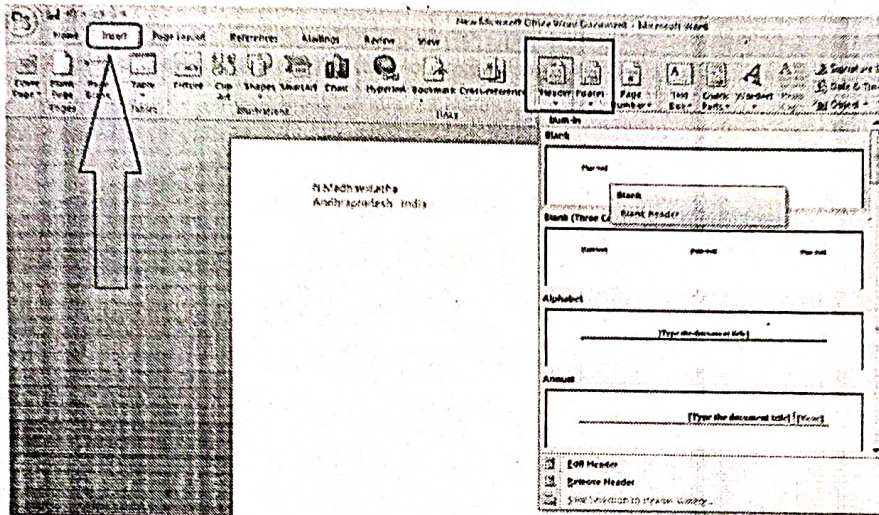


Figure 4, Header and Footer in Word processor

**Creating Tables:** Tables can be created within a document with the number of rows and columns as per our need.

**Preview:** Before getting a print of any document to see how it will appear after getting printed there is an availability of preview. This will help us to look at and makes changes to the mistakes if any.

**The setting of Paper size and Orientation:** In M S Word, the size of the paper and orientation like landscape can be changed. The size of the paper can be changed from visiting cards or middle-size paper.

**Macros:** With the help of macros, the repetitive works of certain types can be avoided.

**Mail Merge:** The facility of mail merge is provided by word processing. In this, the same letter information can be sent to all the at different addresses after typing once.



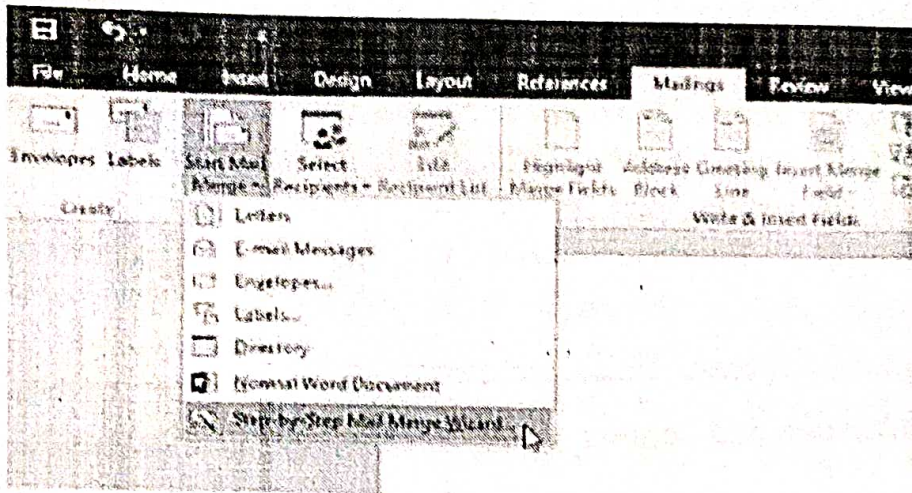


Figure 5, Mail merge

**Find and Replace:** In this feature, we type the word we need to find, and if we want to replace that word with another then the new word should be written in the replace option. This is how these features work.

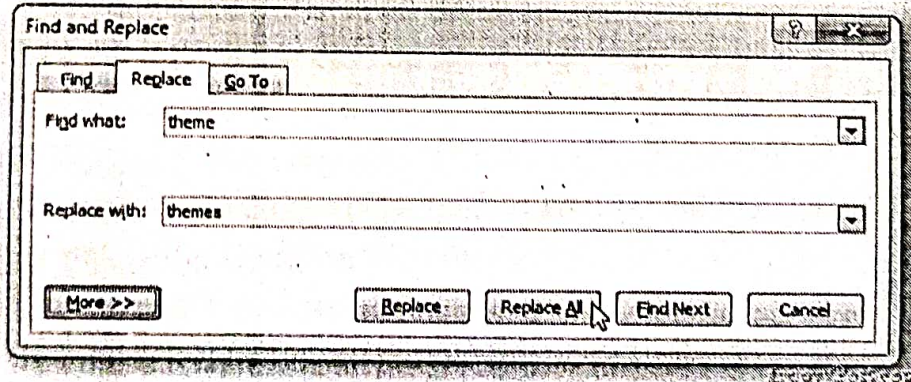


Figure 6, Find and Replace

### Application

It is seen that word processors such as M S Word are found to have a variety of features. Due to the variety of features



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that existed, it can be used in various fields. Word Processors can be used in Business and the workplace as all types of official documents could be prepared by the use of word processors. Also, letterhead, cash memos, joining letters receipts, bills, and other account and management-related work can be done with its help. Mail merge can be used at the workplace as a document could be sent to thousands of persons by sending an email where the names and addresses of the people are not the same (Sharma,2017). Presently, the latest M S Word consists of a search engine and tutorials and you can find the videos related to any function within the application only. Having the basic and advanced knowledge of word processors such as MS Word is considered a great skill today as no field is left today where these applications are not used. The addition of such skills adds weightage to the resume and helps in finding a job easily. This is of utmost importance to the students as it aids them to create notes, assignments, and attractive projects enhanced with images, watermarks, tables, and different effects. In today's time, millions of people are using it to create and print books as all the features required during the creation of a book such as -header footer, alignment, page layout, etc. are present in this software. Even it can create pdfs and e-books (Sharma,2017). Now, work can be done on M S Word collaboratively with your teammates on the same project and document.

Word Processor is used by the teachers as well as the administrators. Teachers use a word processor for writing and keeping letters, notes, and reports, writing daily lesson plans, preparation and saving written (Khudair,2016).

It is also used by the teachers as an educational aid,



preparation of transparent slides, and design and print blueprints. Word Processor is used by the administrators for the writing of letters, tables, reports, and designing of models and records. It is also used to design an advertisement for school events. Student's level reports, design, print cultural publications, and preparation of tools and illustrations are prepared by the use of word processor software (Hassan,2015). Word Processing enhances the writing skills of students who face difficulty in learning reading and writing. It improves the length and quality of text by reducing the number of errors on paper. Word Processing is an as important tool for boosting the weaker readers as well as writers as it turns out to be a primary composing tool and provides motivation to students to write and produces better writing outcomes when compared to writing by hand.

### **2. Spreadsheet Application:**

A computer program that displays and manipulated and arranged in rows and columns along with formulas that are related to data is known as a spreadsheet. It generally holds numerical data as well as short text strings. It is a form of electronic spreadsheet of the 20<sup>th</sup> century. The spreadsheets are not limited to numerical data but also represent scientific data to carry out computations. It carries out the calculation of the numeric data present in the rows and columns. A spreadsheet is also known as a worksheet and several worksheets when combined are known as a workbook. Each row and column cell has a defined value such as A1, A2, etc. There exist many software application spreadsheets such as Microsoft Excel, Microsoft 365, Google Sheets, etc.



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But among all such spreadsheets the most commonly used one is Microsoft Excel. It can be opened by clicking on Start followed by All Program followed by Microsoft Office and consequently Microsoft Excel. The screen of the Microsoft Excel looks as-

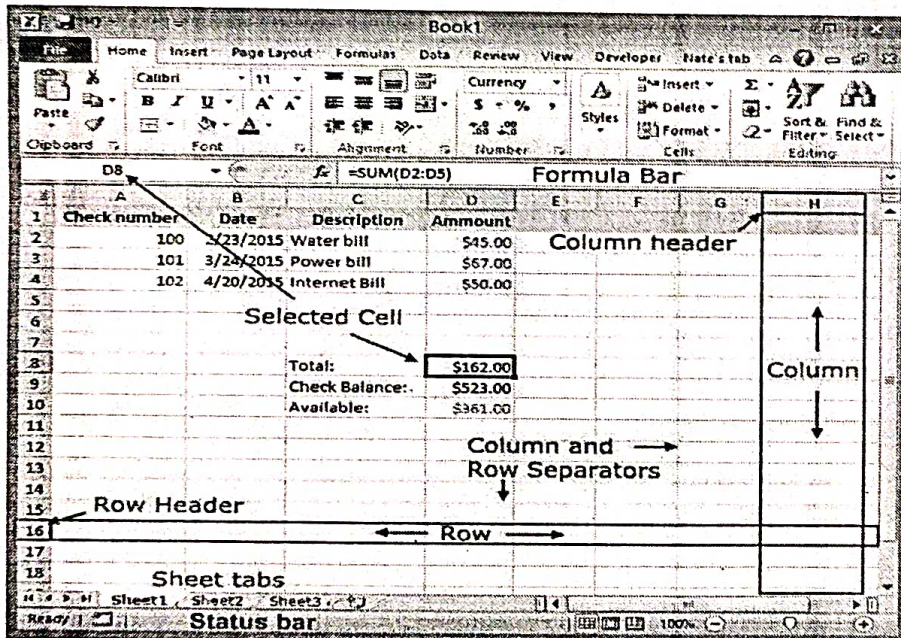


Figure 7, Parts of Spreadsheet Main screen

### Features:

**Rows and Columns:** The data is organized in spreadsheets in easy space in a grid known as rows and columns.

**Built-in Formulae:** Spreadsheets consists of more than 450 in-built formulae that allow getting insight into the data by manipulating it. These inbuilt formulas such as sum, average, etc. are available that have made the calculations of

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the enormous amount of numerical data more easily thus saving time. Such formulas exist in the formula tab.

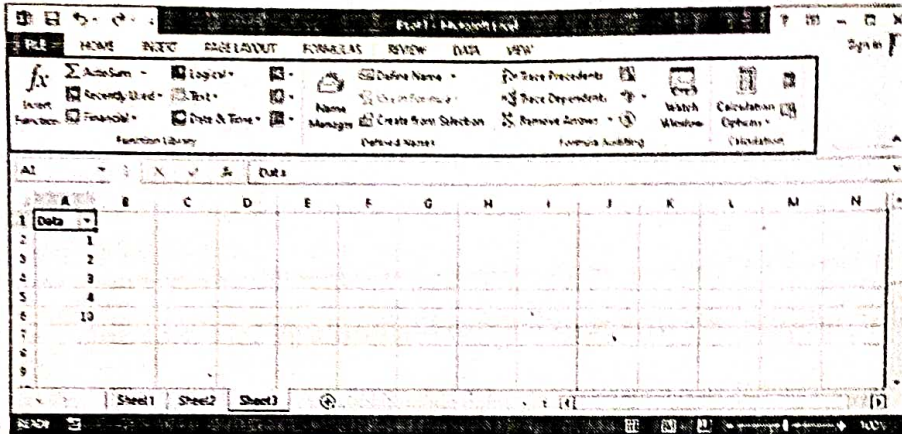


Figure 8, Formulae in Spreadsheet

**Sorting and Filtering of data:** In spreadsheets, the data can be sorted either in ascending or descending order within the column. Also, the data can be filtered based on certain criteria. Further to perform more complex filters the feature of advanced feature is also available.

## Data Filter in Excel

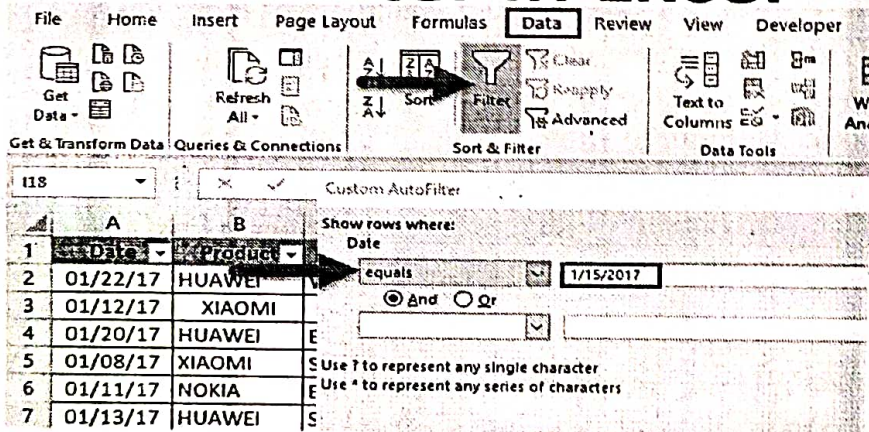


Figure 9, Filter and Sort in Spreadsheets



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**Pivot Tables:** Spreadsheets have the feature to arrange data in the form of cross tables and analyse data and prepare statements and statistical reports.

**Graphical Features:** Sometimes words cannot effectively explain things. Spreadsheet software contains charts and shapes ready to use with clip arts, pictures, and smart arts which gives visual representation to the data thus enhancing it and making it more understandable.

**Page Layout:** The page Layout feature helps in providing a look to the document as the user wants. This includes settings of margins, orientation, set up of page, and page break.

**Header and Footer:** With this feature, we can add a header and footer to the excel documents.

**Find and Replace:** This feature helps to find the data whether numeric or alphabetic in the document and also replace the existing data with the new one.

**Edit result automatically:** If any changes are made afterward in any of the cells then the result automatically gets changed due to alteration made in the cell.

**Conditional Formatting:** This varies feature in spreadsheets used in the formatting of the cell based on the range of data. This includes highlighting the data by the use of different colours. In addition to this font size, font style, the merging of cells, and other attributes related to font are provided in spreadsheets software.

**Auto-Fill Data:** Auto Fill feature provides the feature to fill data in series simply by entering the initial values and



holding and extending the Excel fill handle drag till the cell till where the value needs to be inserted.

**Password Protection:** Excel consists of an inbuilt feature of protecting the document excel with the password. This keeps the data protected from eventually unauthorized access. By clicking on File followed by Protect workbook option we can navigate this feature.

### **Applications:**

Spreadsheet software since consists of various features has a variety of applications in different fields. It played an important role in MS/OR toolkit as it turned out to be an effective software development platform. In software engineering, spreadsheets come out to be a software development program for MS OR applications. It is used for business purpose as accepted by a high percentage of non-technical managers who uses the applications of MS/OR (Croll 2005, Grossman et al.2008). Across the globe, spreadsheets are used in the business field due to their variety of features. Spreadsheets come out as an easy way to store bulky and different kinds of data. This includes data related to the details of the product, and customers as well as related to finances. Spreadsheets consist of different in-built formulas which help in calculating a huge amount of data which would have required a lot of time and energy if have been done manually (LaMarco,2019). In this way, it turns out to be a tracker in the business, as it will aid in balancing expenses and income. Spreadsheets make it easy to export the data from one system to another and look for inaccuracies and duplicates and maintain accurate and up-to-date data.



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The Graphical Feature of the Spreadsheets such as charts, clip arts, smart arts, and graphs are used by the companies to analyse the data and make comparisons between different types of data. Charts help in the reporting. Various graphs and pie charts make things easy to understand, clearer, and more accurate in a short period. This helps in the business forecast and making plans consequently. Moreover, receipts and invoices can also be created (LaMarco,2019).

Spreadsheets turn out to be fruitful for students and teachers as it aids them to do calculations quickly thus saving their time and energy. Students can keep a record of home grades, scores on tests, and class assignments. This helps teachers to pay more attention to their subject. Also, spreadsheets can be used due to their features in the curriculum. It helps in changing the attention of the students more on the process skills rather than facts, symbols, and formulae (Dyrli,1986). This is because students get the opportunity to experiment and infer the results and also to design and develop their own content. In this way, it makes happen the real aim of education of making students thinkers. It is a powerful tool as it aids students to display experimental work and results. The graphical representation feature adds to the result thus enhancing it. This doesn't signify that it can be used only in mathematics. Spreadsheets software can be used in other subjects such as research, and social studies for calculating population, income, census, etc. (Bitter,1989).

### 3. Presentation Application:

Presentation software is an application program used to deliver the information or data through a combination of



text with images, audio – video, animation, and sound effects in a slide show which makes the information easy to understand and enjoyable. There exist several software for the preparation of the presentation. These are Microsoft PowerPoint, Google slides, Prezi, etc. But the most popularly known and used is Microsoft PowerPoint. The software provides us with text handling, outlining drawing, graphics, clipart, and many more things. It can be opened by clicking on the Start button followed by All Program then Microsoft Office. Here you will find Microsoft PowerPoint. The components of Microsoft PowerPoint include the Menu bar at the top which consist of different requirements for making of presentation. Standard Toolbar that contains standard tasks such as saving, cutting, copying, pasting, etc. Then the Formatting Toolbar contains options to format like italics, underline, bold, font size, and style. Slide Pane and task Pane consist of slides designed for presentation and options for the new task of making of new presentation respectively. Slide Sorter Pane is available on the main screen of Microsoft PowerPoint which shows the slides in the order we need to present them. There is a present Notes Pane that allows us to make notes that we need to prepare while preparing of presentation. But these notes are not visible during the slide show. There is also the availability of the different types of views like-normal view, slide show, etc. in the view option. Drawing Toolbar provides basic shapes as well as the possibility of pictures to be inserted. At the last of the screen is Status Bar that provides the current information about the presentation.

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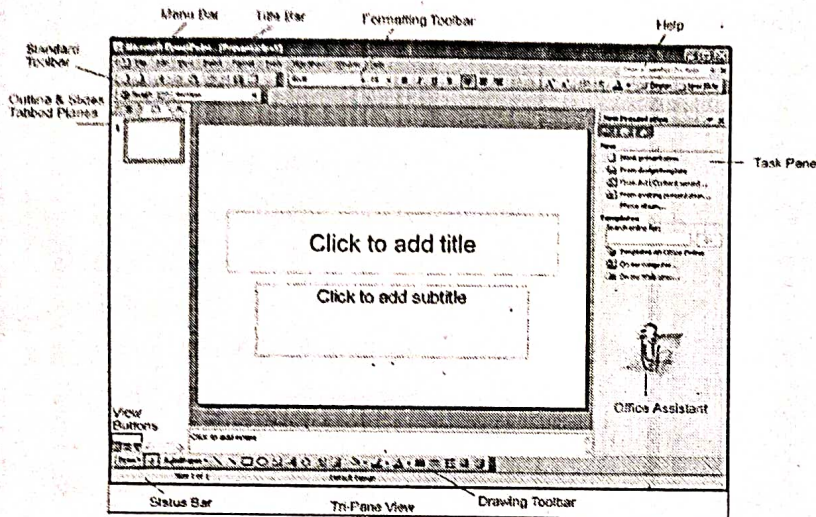


Figure 10. Parts of Presentation application screen

### Features:

**Templates:** There is a feature in presentation software such as MS PowerPoint, to use the templates from all available. The slides will appear which consist of an area or box for the text and headings respectively. Also, there is the availability of different themes.

**Customization:** The content to be added in the presentation can be formatted by the feature of colors, different font sizes, and styles from the one available within the software.

**Linear Flow:** All the slides of a particular presentation can be arranged in the desired sequence. This order can be done one at a time and predefined.

**Transition and Animation:** This is a feature provided by the presentation software which makes the presentation more



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attractive and appealing thus grabbing the attention of the audience. It gives special effects at the entrance, exit, and emphasis animations.

**Shareability:** With, the new feature of presentation software there is no need to send the file attachments for every update as now the presentation can be shared through the link to the email id or social media.

**Analytics:** This provides enhancement of the presentation as it involves the time to be spent on each slide while presenting, the total number of views on the presentation, and even when it was viewed last.

**Interaction with Presentation:** Now Presentation software has the feature of live presentation and in-page scrolling.

### **Applications:**

Due to the different features available in Presentation software, it has a variety of uses that too in different fields. In Business, it is of utmost importance as these applications help to create a business plan, marketing plan, strategies, process, and system. It helps to make understand through the presentation how the execution process can be carried out by training them. The Smart Art Feature of this software aids in creating organizational charts and processes. Also, by the use of Animations, one can make movies related to the product which can be used for the marketing of the product by uploading them on various social media platforms (Sharma,2017). This software creates an opportunity for online business. One can prepare tutorial videos on different



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topics which can be uploaded on different platforms such as youtube, etc., and can benefit a large number of people. At present time it can be used to prepare digital resumes. It turned out to be a distinct way to present different skills, knowledge, and experience to the interviewers (Sharma,2017).

Similarly, Education is an important field that is left untouched or unaffected by the use of presentation software. This software aids in Computer-Assisted Language learning as it helps the teacher of language to make the lesson understandable by the use of coloured text, images, and animations. It helps English teachers to make the lesson appealing to students with different features of available features in presentation software. This provides students to learn with different learning styles like various multimedia methods, visual or auditory, or kinesthetic (Abraham Oommen,2012). Students learn the concepts in a better way when taught with visual aids like presentations (Ozaslan & Maden,2013). It remains in the memory of students for a longer duration of time. This also helps in grabbing the attention of the students, practicing and drilling as well as revision of the language structure already being taught (Segundo & Salazar,2011). Such aids help in increasing the motivation of the children, improving their concepts and mastery of their basic skills. All this resulted in student-centered learning and including them in the learning process (Stepp-Greany,2002). These applications thus help teachers to make the students learn concepts in a better way by highlighting important points and using charts, pictures, text, and animations (Sharma,2017).

*Sanjay Dawal*



**Conclusion:**

It can be concluded from the above that the use of software such as word processing, spreadsheets, and presentation applications has made working smart as well as easier. In addition to this, there is no field where we do not find the use of this software. If talk about Word Processing software such as Microsoft Word due to its feature of creating, editing as well as printing of the document it can be found being used in business and workplace whether as in billing and cash memos or some other work. Students and Teachers use these for making the study beyond the learning of facts. Similarly, Spreadsheet software carries out numerical data and represents scientific data to carry out computations. Thus, it turned out to be a software development program and also used by the teachers and students for doing calculations quickly and easily as it has many in-built formulae. Presentation software has combined the text with audio, video, pictures, smart arts, and animation which makes things easy to understand. Hence this application software is found to be used in business, home, job seekers, and by teachers and students thus making teaching and learning easier and more appealing.

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