A word processing program allows you to use a computer to enter text. *Microsoft Word* has many powerful features that give you enormous control over the appearance of your documents. You can print the text in a variety of typestyles, use columns or add graphics, just to mention a few possibilities.

A word processing program allows you to use a computer to enter text. *Microsoft Word* has many powerful features that give you enormous control over the appearance of your documents. You can print the text in a variety of typestyles, use columns or add graphics, just to mention a few possibilities.