

## What Word Processor/Office Suite

	<b>Word Processor</b>	<b>Database</b>	<b>Spreadsheet</b>	<b>Presentation</b>	<b>Approx. \$</b>
<b>Microsoft Works</b>	Works Word Processor	Works Data Base	Works Spreadsheet		50
<b>Microsoft Works Suite</b>	Microsoft Word	Works Data Base	Works Spreadsheet		100
<b>Microsoft Office Suite</b>	Microsoft Word	(professional version)	Excel	PowerPoint	400
<b>Corel WordPerfect Suite</b>	WordPerfect	(professional version)	Quattro Pro	Presentations	300
<b>Open Office</b>	Writer	Base	Calc	Impress	Free
<b>AbiWord</b>	AbiWord				Free

### Some Word Processor features

	<b>Doc Files</b>	<b>Header Footer</b>	<b>Clipart</b>	<b>Spell Check</b>	<b>Tables Lists</b>	<b>PDF</b>	<b>HTML</b>
<b>Works Word Processor</b>	*	*	*	*	*		
<b>Microsoft Word</b>	*	*	*	*	*		*
<b>WordPerfect</b>	*	*	*	*	*	*	*
<b>Open Office Writer</b>	*	*	*	*	*	*	*
<b>AbiWord</b>	*	*	*	*	*		

### Notes:

The de- facto standard word processor is **Microsoft Word**.

All other word processors try mightily to be compatible with **Word**.

**WordPerfect** and **Open Office Writer** marketing hype claims superiority to **Word**.



## WordPerfect Items of Interest

**WordPerfect** is another word processor amid a myriad of like feeling programs. However, it does excel in certain areas. An examination of its menu bar will show some of the features I like.

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- **File – Save/Save As** A lengthy list of file types listed.
  - **Page Setup/Layout** Ability to subdivide a page vertically as well as horizontally. *Word can only split horizontally.*
  - **Print Preview** This has been added to accommodate people switching from **Word** (and those who didn't realize that **WP** is in a constant state of WYSIWYG [What You See Is What You Get]). *However Word's Print Preview is good to show blank pages.*
  - **Publish To** Ability to publish a document in PDF format.
  - **Send To** Save a document as a compressed file. (zip)
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- **Edit – Undo** More than 200 undo levels as well as being able to save undo/redo history with the document
  - **Select** A right click in the left margin brings up a selection menu for sentence, paragraph, page or all. Select can also be accessed from the Edit menu. Double and triple clicks can also be performed as well. *My triple click ability is nil*
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- **View-- Tool Bars** Property bar is directly below the tool bar and updates with tools needed for task.
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- **Insert--Lines** Horizontal, Vertical and Custom
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- **Format --Line / Tab Set** Tabs can be set from left margin or left edge of paper
  - **Line Numbering** More advanced with more capabilities.
  - **Columns `** Many options not available with Word.
  - **Make It Fit** One of my favorites. Shrink or expand to size you want.
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- **Tools Workspace Manager** Take a look at how WordPerfect looked in the olden days.
  - **Sort** Ever have a need to sort the contents of a document?
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