***How can word processing support our daily teaching activities?***

Perhaps no other technology resource has had as great an impact on education as word processing. Not only does word processing offer high versatility and flexibility, it also is "model-free" instructional software; that is, it reflects no particular instructional approach. A teacher can use it to support any kind of directed instruction or constructivist activity. Since its value as an aid to teaching and learning is universally acknowledged, word processing has become the most commonly used software in education.

 It offers many general relative advantages (unique benefits over and above other methods) to teachers and students:

* **Saves time**

Word processing helps teachers use preparation time more efficiently by letting them modify materials instead of creating new ones. Writers can also make corrections to word processing documents more quickly than they could on a typewriter or by hand.

* **Enhances document appearance**

Materials created with word processing software look more polished and professional than handwritten or typed materials do. It is not surprising that students seem to like the improved appearance that word processing gives to their work. This is especially possible with the many templates that are part of the software suites today.

* **Allows sharing of documents**

Word processing allows materials to be shared easily among writers. Teachers can exchange lesson plans, worksheets, or other materials on disk and modify them to fit their needs. Students can also share ideas and products among themselves.

* **Allows collaboration of documents**

Especially since the release of Google Docs, teachers and students can now create, edit, and share documents synchronously.