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

Word processing as application software is very important in our activities of teaching and learning it can help for:

* **Time management** :

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 (Harris, 1985).

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.

Generally, word processing seems to improve writing and attitudes toward writing only if it is used in the context of good writing instruction and if students have enough time to learn word processing procedures before the study begins.