**Importance of word processing in teaching and learning**

Today’s word processors, however, are capable of doing far more than even the most advanced electronic typewriter. In addition to creating, editing, and printing documents used in teaching and learning, word-processing software packages are also powerful tools for creating full-color transparencies, classroom signs. Word-processing programs maintain large amounts of data in an electronic format until it is ready to print out. This allows educators to store and easily update or modify the many documents they use in the daily administrative tasks that are a part of every educator’s job. Word processing offers educators a way to easily file and access electronic documents and then to modify and update them with little effort