

## 2.4.8: Introduction to Word Processing Software

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### What you'll learn to do: Use common word processing software to write business messages

There is a wide variety of word processing software used for business communication. A business document's layout is usually simple, but do not mistake simple for lacking structure. There are expectations for page layout and formatting. Microsoft Word and Google Docs are two of the most common word processing software applications. This section presents an overview of how to use these applications to create a business letter.

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