

Importance of Word and PDF

Document What are Word Documents and their Significance?

A Word Document refers to an editable file format. It was introduced to the world in 1983 under the name of 'Multi-Tool Word'. The Word file format has undergone transformation and revision over the years introducing the latest version of 2008. In this type of file format, the user can prepare customized documents on any subject. This computer application equips the user with a slew of editable features to create attractive and professional documents. These features are beneficial for the computer users.

The Word file format offers the user with an ability to insert images, graphics, shapes, charts and much more. A person can also insert bookmarks, footnotes, citations and hyper links. One can even color the page and insert watermarks in the document. These are among the many advanced features that make the user's task easy and convenient to prepare documents on any subject.

What are PDF Documents and their Importance?

Portable Document Format was developed by Adobe Systems and introduced in 1993. The main aim of creating PDF was to facilitate a 'paperless office'. The PDF file format has undergone various revisions to introduce the most advanced and modified PDF version. This file format gives a professional image to the document.

PDF file format is a computer application that can easily store, save and transmit the content in a non-editable format. This application is accessible and portable across platforms. The PDF document can be easily transferred from one system to another with different configuration. The compression algorithms make the file size of the PDF document smaller. This makes the PDF documents easily transferable. The PDF file format also supports the multimedia elements. In other words, you can insert audio or video as well as animation. This can make the document appear professional, attractive and interactive. The file format is well known for its security features. A user can protect the document from unauthorized printing, editing, viewing and even copying. The beneficial features make the PDF file format vital and useful for the user for various purposes.

Uses of Both the File Formats:

Word and PDF documents are used in preparing documents in commercial or non-profit organizations. These computer applications are also extensively used in educational institutions.

In organizations a user can prepare documents like legal copies, newsletters, business proposals, manuals and much more. The Word and PDF files can also prepare resumes, press releases, contracts, agreements and articles. A user can edit these documents in the Word file format.