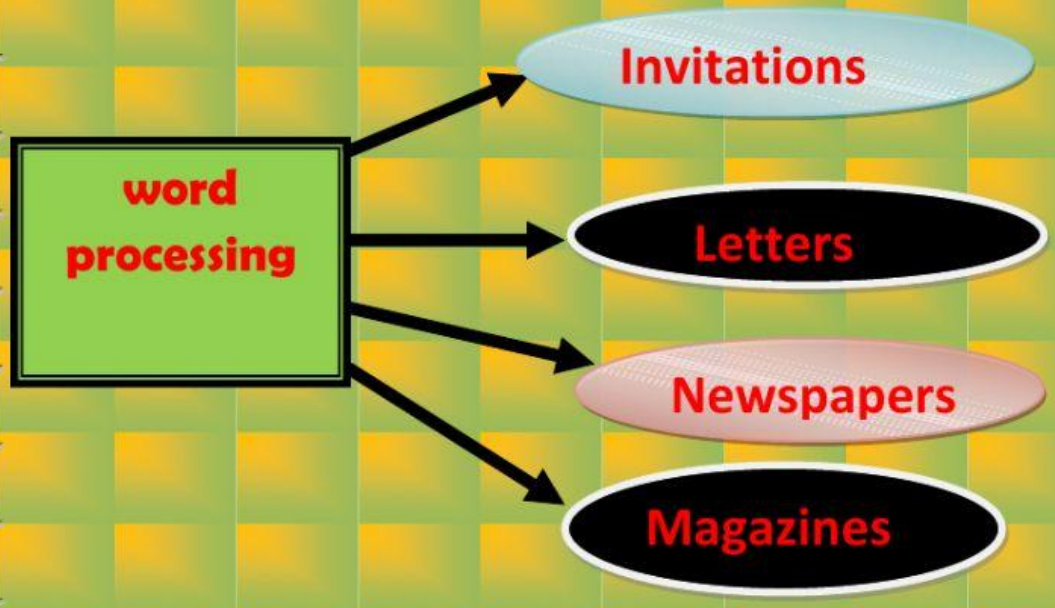
Grade 08

Information and Communication Technology

Word Processing..(Unit 03)

What is word processing software?

Creating documents using word processing software is known as word processing. Word processing software is application software that can create various types of documents.



LIVEWORKSHEETS



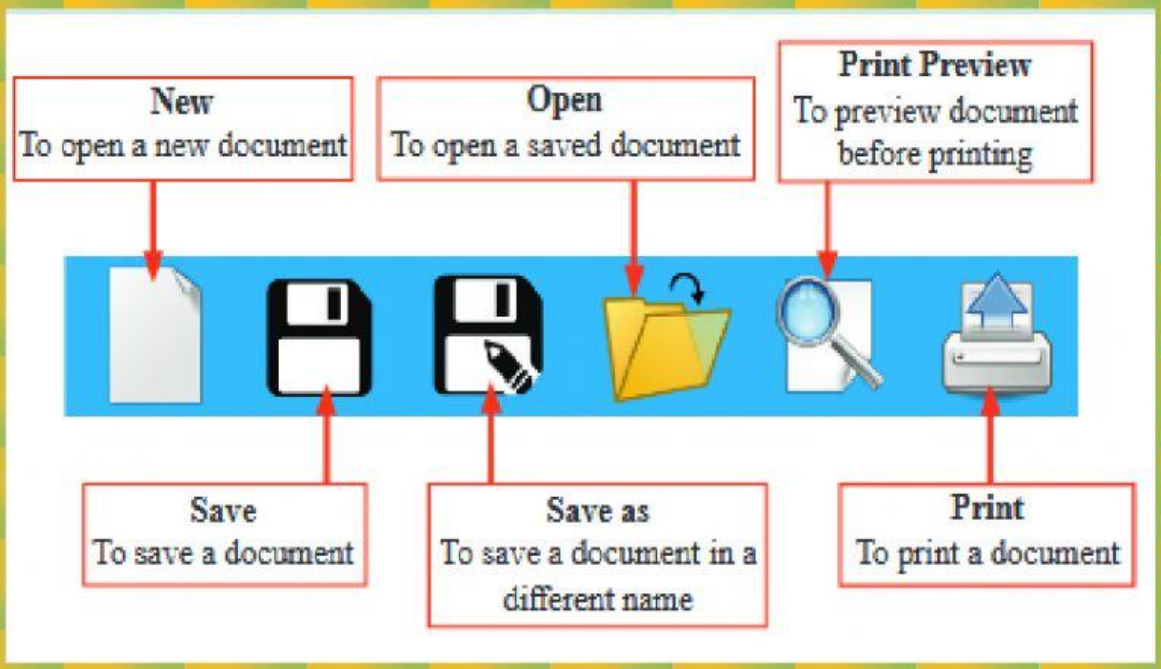


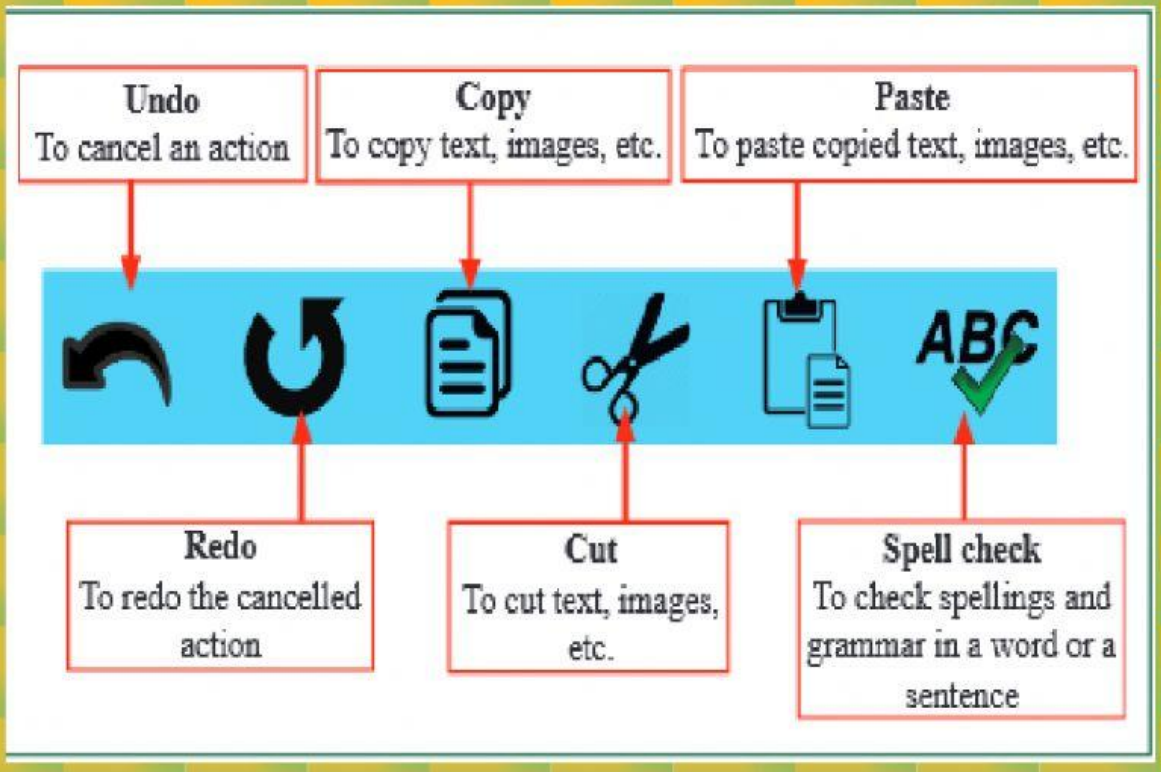
Advantages and Disadvantages

- **Advantages**
  - Editors work in Microsoft Word
  - Lower training costs
  - Freelance editors are practical
  - Structure enforced prior to final pages
- **Disadvantages**
  - Requires running application in-house for XML

LIVEWORKSHEETS

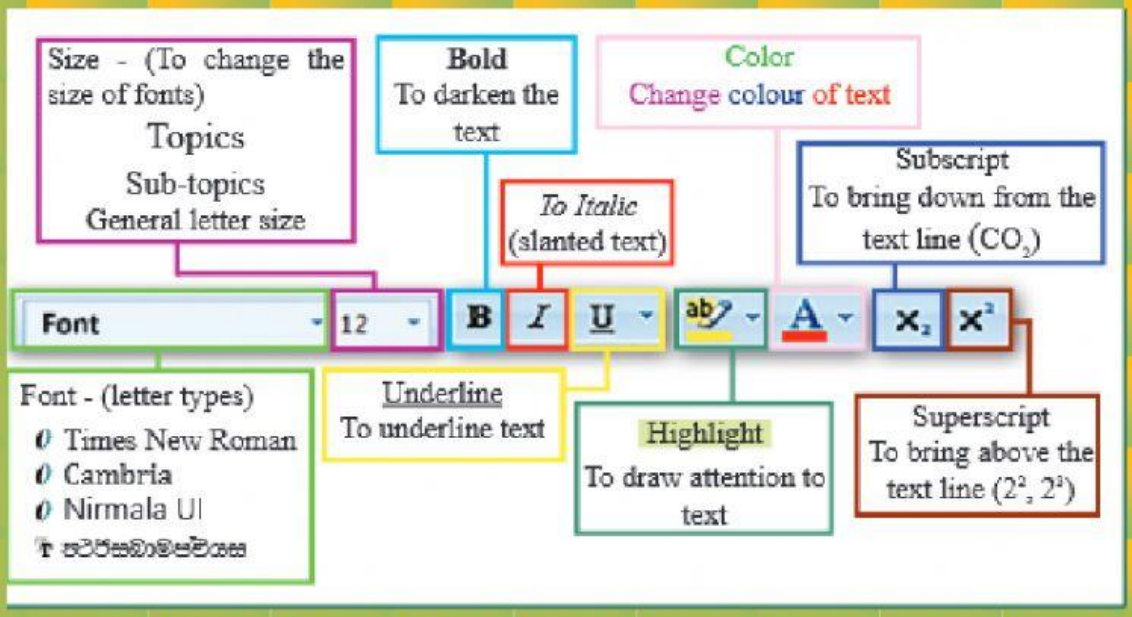
COMMON TOOLS



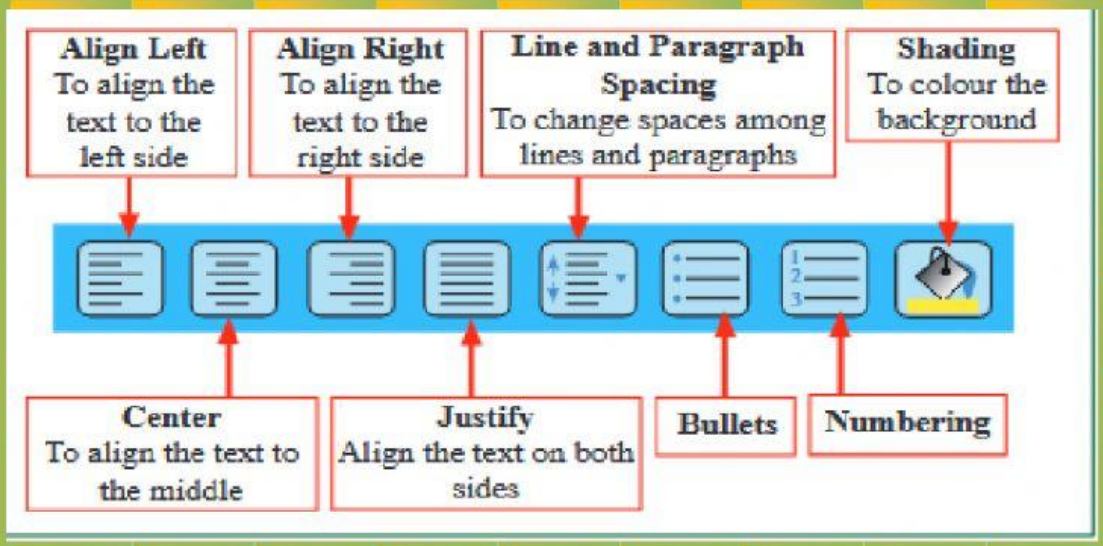


LIVEWORKSHEETS

TEXT FORMATTING TOOLS

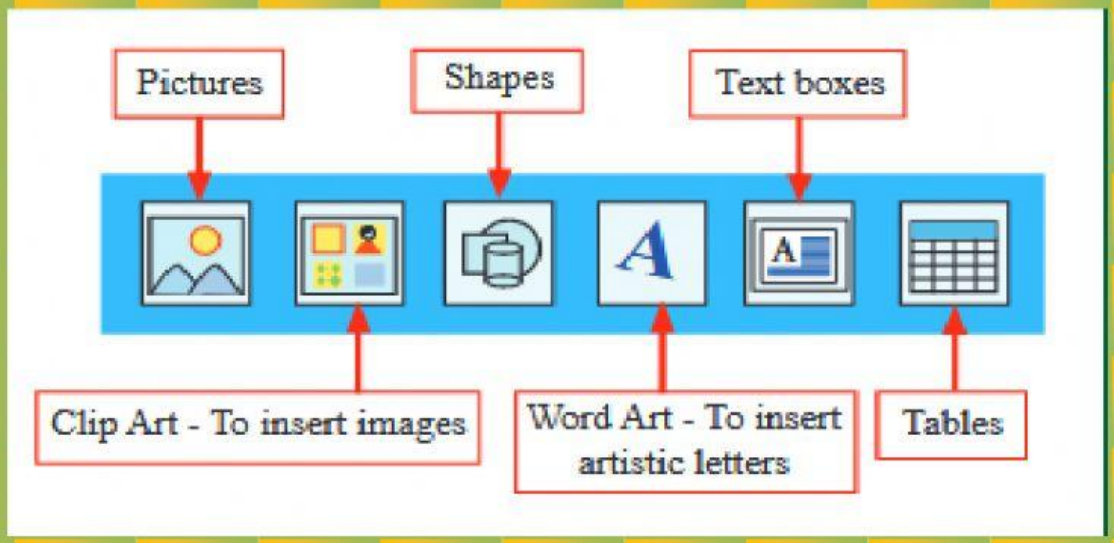


ALIGNMENT AND POSITIONING TOOLS



LIVEWORKSHEETS

INSERT OBJECTS

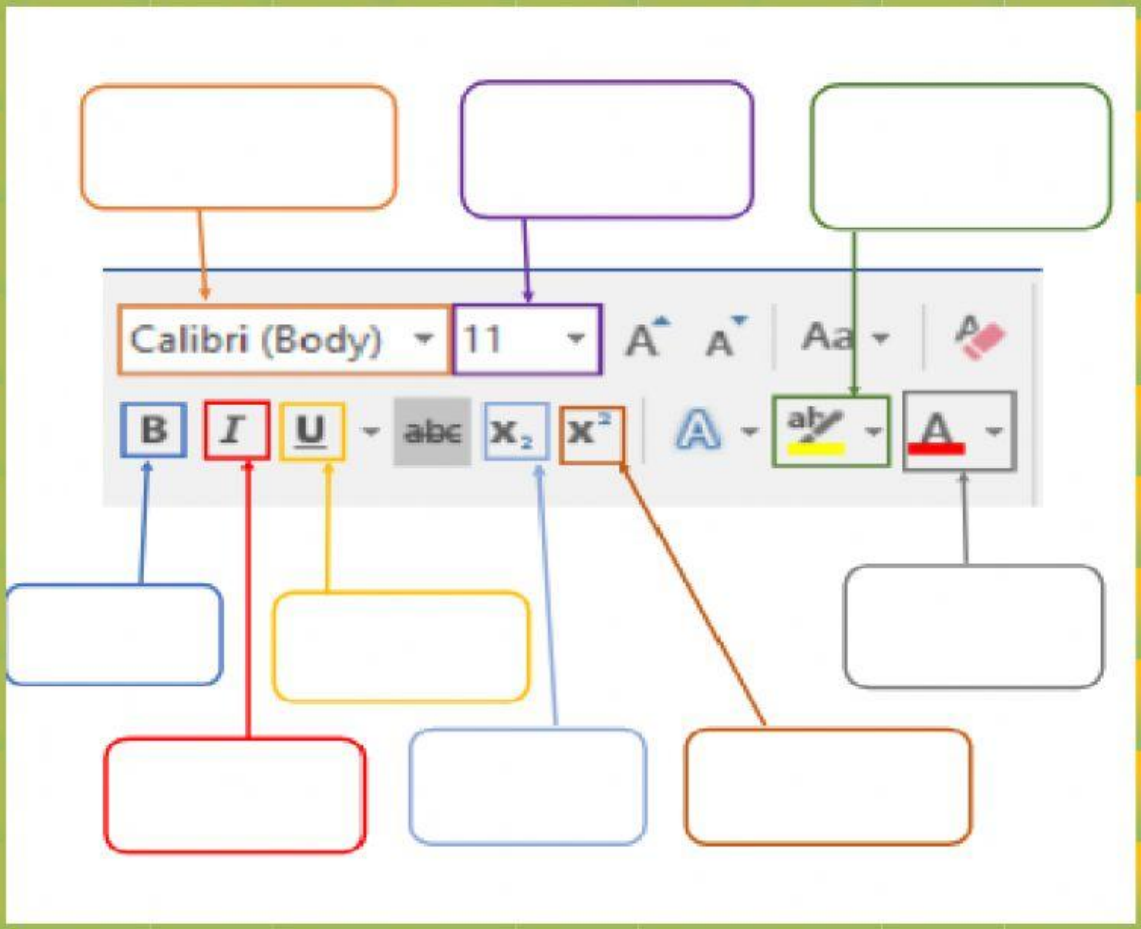


ACTIVITIES

1..Fill in the blanks using the words given below.

Font , Size , Bold , Underline ,Color ,Highlight ,
Superscript , Subscript , Italic

LIVEWORKSHEETS



LIVEWORKSHEETS

2..MATCH THE CORRECT ANSWER..













(Open)

(Save as)

(Print preview)

(Print)

(Save)

(New)

LIVEWORKSHEETS