

INFORMATION AND COMMUNICATION TECHNOLOGY



Grade 08

UNIT 03

WORD PROCESSING

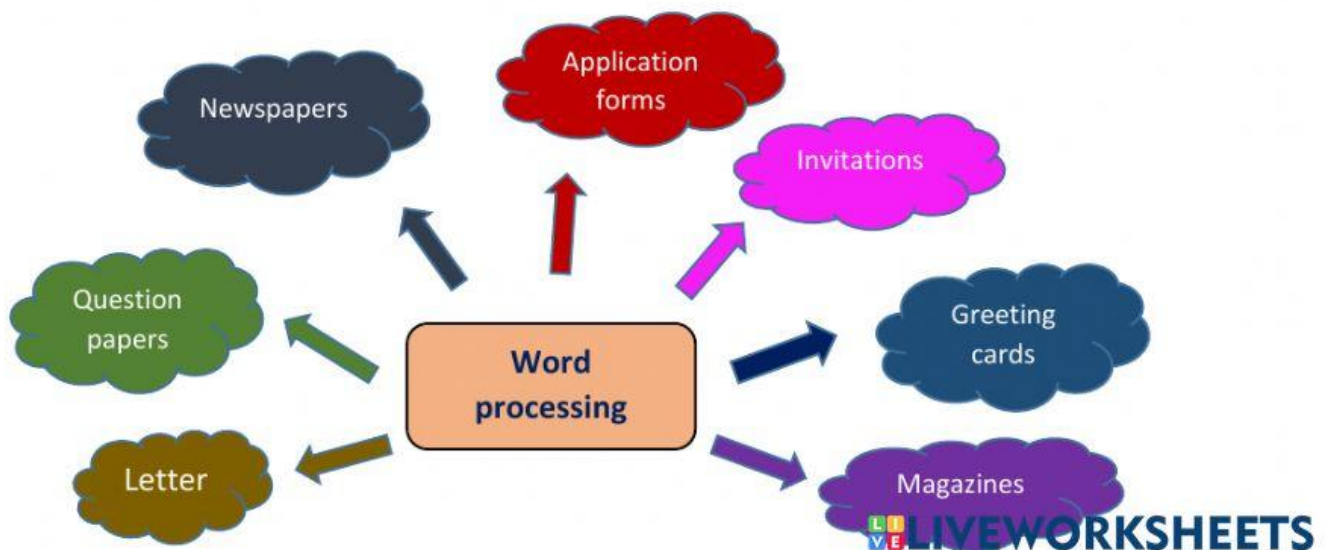


What word processing is?

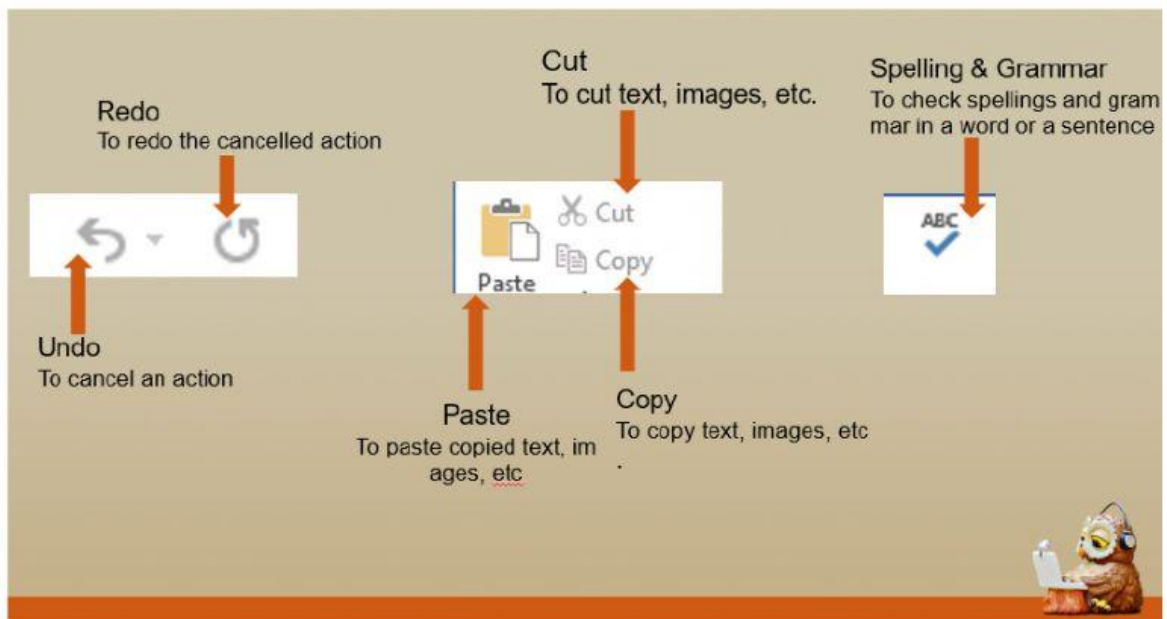
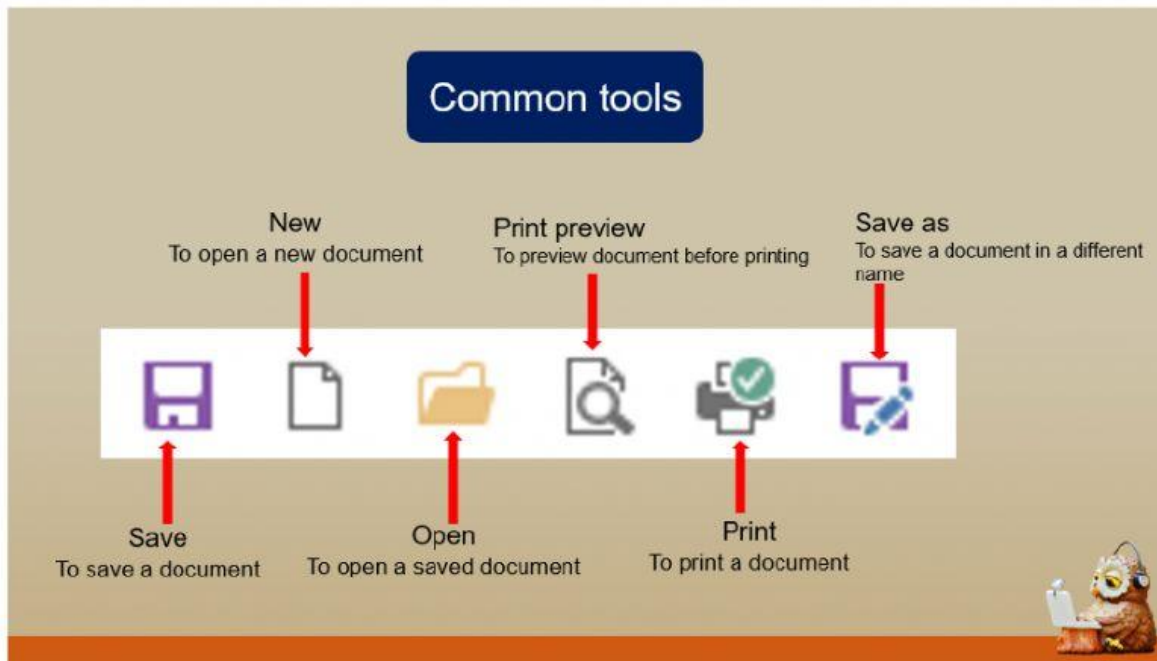


Creating documents using word processing software is known as word processing.

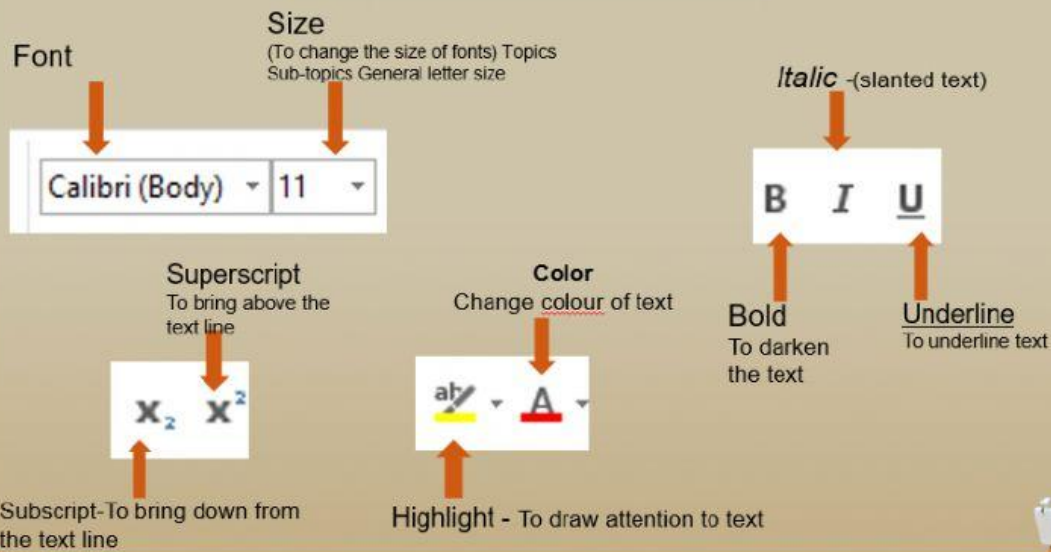
Word processing software is an application software that can create various types of documents. Some examples are



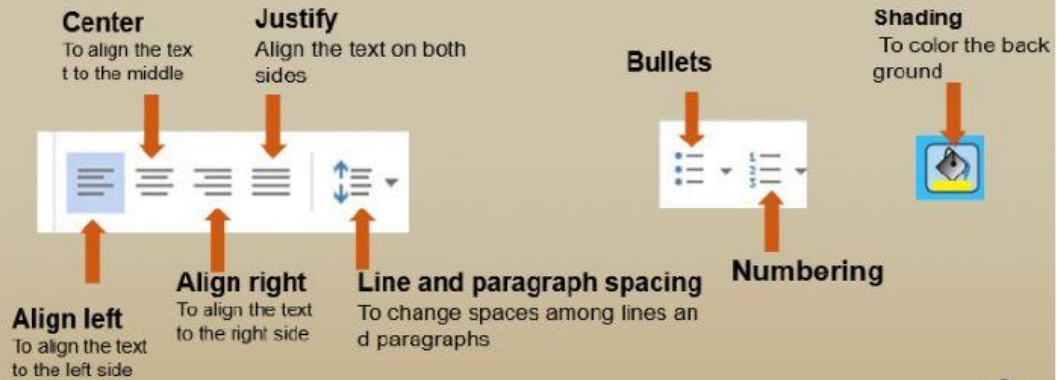
There are many tools for creating documents using Word Processing software. Some of them are shown below;

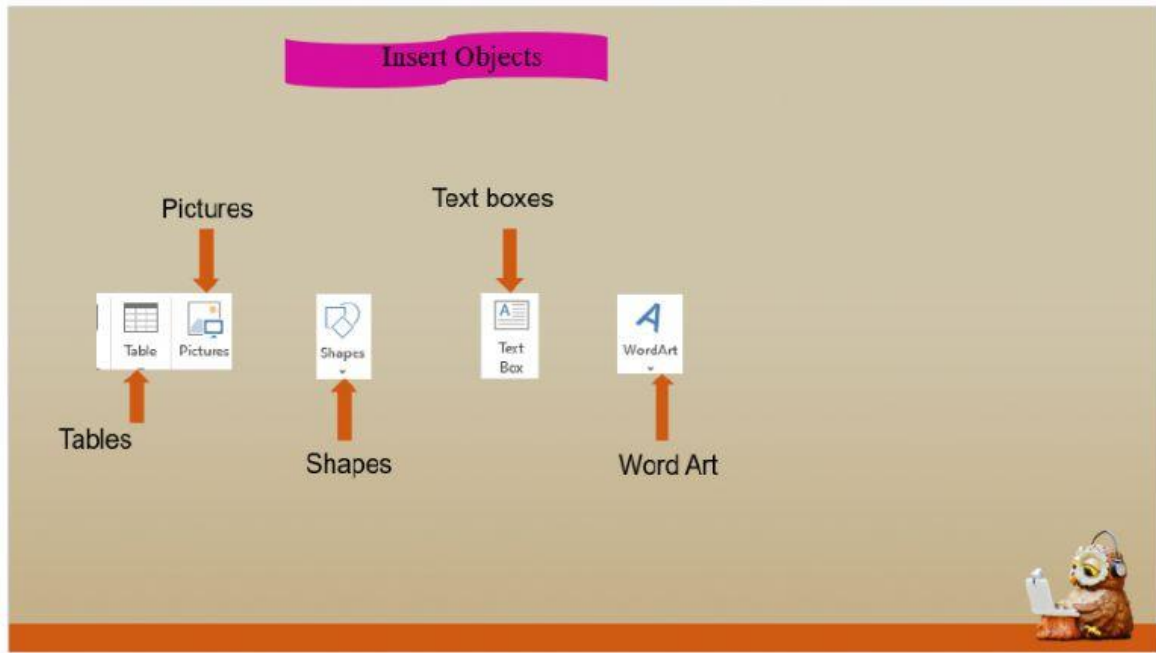


Text Formatting Tools



Alignment and Positioning Tools





Activity 1.

Wordwall activity

Activity 2.

Study the given below document well. Then write the suitable tools used for Formatting.

An Apple

An Apple can taste very nice,

Try a bite or slice,

If it's red or if it's Green,

It will taste good if it's clean.

My grandma says "An Apple a day,

Always keeps the doctor away"

1.
2.
3.
4.
5.
6.

Activity 3.

Write the alignment correctly.

1.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

2.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

3.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

4.....

Our teacher wanted me to prepare invitation cards for the English Day Competitions. But my hand writing is not nice and clear.

5.....

Save trees and protect Mother Earth from global warming.
Don't destroy the greenery and don't spoil the scenery. Save
Mother Earth